



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, January 14, 2019

City Hall Council Chambers

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**At 5:00 PM or immediately following the Closed session, whichever is later.**

**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 14, 2019 in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

### PRESENTATIONS/PROCLAMATIONS

19-0031 Pinning Ceremony for Grand Rapids Fire Department

### 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.*

### ORGANIZATIONAL MEETING

- A. 19-0020 Consider adopting amended City Council By-Laws.  
**Attachments:** [Draft Changes to By-Laws 2019.pdf](#)
- B. 19-0019 Consider designating Mayor Pro-Tem
- C. 18-0833 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.
- D. 19-0021 Consider the designation of official newspaper for the City of Grand Rapids.  
**Attachments:** [2019 City of Grand Rapids legal Bid.pdf](#)
- E. 19-0023 Consider appointing Council representatives to Boards & Commissions.

- F. 19-0025 Consider appointing representatives to selected agencies.

## PUBLIC FORUM

## COUNCIL REPORTS

## APPROVAL OF MINUTES

- 19-0033 Consider approving Council minutes for Monday, December 17, 2018 regular meeting and Friday, December 28, 2018 Special meeting.

**Attachments:** [December 17, 2018 Regular Meeting.pdf](#)  
[December 28, 2018 Special Meeting minutes.pdf](#)

## VERIFIED CLAIMS

- 19-0036 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.

**Attachments:** [COUNCIL BILL LIST 01-14-19.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. 18-0831 Consider adopting a resolution approving an operating transfer from the General Fund to the Special Revenue Fund-Recreation Programs.  
**Attachments:** [Close fund 230 & transfer \\$14,325 from 101 to 230](#)
2. 18-0834 Consider approving computer software agreements for 2019 with Harris Computer Systems for \$20,942.78.
3. 18-0836 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.  
**Attachments:** [1-14-19 Resolution CP 2014-2 Rec Feas Report Call for Hearing](#)  
[2014-2 feasibility report\\_011419.pdf](#)
4. 19-0003 Consider adopting a resolution approving an operating transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund.  
**Attachments:** [Operating transfers-Res\\_CapEqpt to Airport](#)
5. 19-0005 Consider hiring John Romanik as a part-time winter maintenance worker for the remainder of the 2018-2019 Snow Removal Season.

6. [19-0006](#) 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.  
**Attachments:** [1-14-19 Resolution Accepting \\$250K IRRR Grant](#)  
[IRRR Grant Agreement](#)
7. [19-0008](#) Consider adopting a resolution accepting a donation of \$150.00 dollars from Jim and Marie Fierek, to be used for training.  
**Attachments:** [PD J&M Fierek Res](#)
8. [19-0009](#) Consider adopting a resolution accepting \$200.00.00 in donations for the 2019 Shop with a Hero Event  
**Attachments:** [PD Hero Shop Res](#)
9. [19-0010](#) 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.  
**Attachments:** [\\$32,235 operating transfer from 478to418-Art&Cult](#)
10. [19-0011](#) 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.  
**Attachments:** [1-14-19 Resolution CP 2019-1 Order Feasibility and petition](#)  
[petitionforlocalimprovement](#)  
[ISD 318 MOU](#)
11. [19-0012](#) Consider approving the Workers Compensation coverage through Berkley Administration.  
**Attachments:** [LMC Workers' Compensation Notice of Premium Options](#)
12. [19-0013](#) Consider authorizing staff to accept low quote for all overhead doors at Fire Hall and Police Department garage attached to the Fire Hall.  
**Attachments:** [Door Service](#)  
[Rapids Overhead Door](#)
13. [19-0014](#) Consider approving an agreement with John Dimich to provide criminal prosecution.  
**Attachments:** [Dimich 2019-2021 proposal](#)
14. [19-0015](#) Consider adopting new wage schedule for Part-time, Seasonal, and Temporary employees effective January 1, 2019.  
**Attachments:** [2019 Proposed Pay Range for Part-time, Seasonal, and Temporary Employees.](#)
15. [19-0017](#) 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.

**Attachments:** [Evert Court Order](#)

16. [19-0018](#) Consider approving temporary liquor licenses for MacRostie Art Center First Friday events.
17. [19-0022](#) Consider approving amendments to Hazmat Response Contract with State of Minnesota  
**Attachments:** [HSEM-Grand Rapids CAT PT 131758 Amendment 1.pdf](#)
18. [19-0024](#) Consider entering into an agreement with Loren Solberg Consulting, LLC, for professional lobbying services related to State legislative issues.  
**Attachments:** [Solberg Contract](#)
19. [19-0026](#) Consider approving the hiring of a regular part-time employee at the Grand Rapids Park and Recreation Department and the IRA Civic Center.
20. [19-0028](#) Consider adopting a resolution approving LG214 Premises Permit application for Nashwauk Fire Relief Association.  
**Attachments:** [19- Nashwauk Fire Relief Premises Permit.pdf](#)
21. [19-0032](#) Consider accepting resignation submitted by John Connelly from the Arts & Culture Commission.
22. [19-0037](#) Consider a resolution requesting authorization from the State to impose a local sales and use tax contingent upon passage of a local referendum.  
**Attachments:** [1-14-19 Resolution - LSUT Authorization.pdf](#)
23. [19-0043](#) Consider amending the shared services agreement with the Public Utilities Commission for Systems Management  
**Attachments:** [Systems shared services agreement 1-14-2019](#)

#### 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

24. [19-0034](#) Acknowledge approved minutes for Boards & Commissions.



**Attachments:** [November 14, 2018 PUC minutes.pdf](#)  
[November 27, 2018 PUC minutes.pdf](#)  
[November 28, 2018 Human Rights minutes.pdf](#)  
[August 28, 2018 GREDA minutes.pdf](#)  
[September 19, 2018 GREDA minutes.pdf](#)  
[October 11, 2018 GREDA minutes.pdf](#)  
[November 8, 2018 GREDA minutes.pdf](#)

## COMMUNITY DEVELOPMENT

25. [19-0029](#) Consider approval of an engagement letter with Dahlen, Dwyer, Foley & Tinker for professional appraisal services associated with the Sports Complex LWCF Conversion  
**Attachments:** [Dahlen Engagement Letter](#)
26. [19-0035](#) Consider authorizing a letter of commitment to participate in a Brownfields Assessment Coalition being organized by Arrowhead Regional Development Commission  
**Attachments:** [ARDC Brownfields Coalition Letter from Mayor](#)  
[Brownfield Coalition Fact Sheet](#)

## FIRE DEPARTMENT

27. [19-0040](#) Consider approving an agreement between the Minnesota DNR and the Grand Rapids Fire Department.  
**Attachments:** [MN DNR Shippign Container Agreement.pdf](#)

## ADMINISTRATION DEPARTMENT

28. [19-0001](#) Consider the appointment of Will Richter to the position of Director of Library Services.

## ADJOURNMENT

*NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 28, 2019, AT 5:00 P.M.*

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

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

*Attest: Kimberly Gibeau, City Clerk*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0031      **Version:** 1      **Name:** Pinning Ceremony  
**Type:** Agenda Item      **Status:** PRESENTATIONS/PROCLAMATIONS  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Pinning Ceremony for Grand Rapids Fire Department  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Pinning Ceremony for Grand Rapids Fire Department



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0020      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Organizational Meeting  
**File created:** 1/7/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider adopting amended City Council By-Laws.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Draft Changes to By-Laws 2019.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting amended City Council By-Laws.

**Background Information:**

The Council By-Laws require re-adopting for each year. Attached is a redlined version with recommended updates.

**Staff Recommendation:**

Review recommended changes, and if acceptable, approve Council By-Laws for 2019.

**Requested City Council Action**

Make a motion to adopt the amended City Council By-Laws for 2019 as presented.

PROCEDURE OF THE CITY COUNCIL  
OF GRAND RAPIDS, MINNESOTA

(COUNCIL BY-LAWS)

Amended by City Council  
Revised – ~~4/13/14~~ 1/14/2019

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PROCEDURES OF THE CITY COUNCIL  
OF GRAND RAPIDS, MINNESOTA

1. **MEETINGS:**

A. **OPEN MEETINGS:**

All Council and Council committee meetings, including special and adjourned meetings, with the exception of closed meetings as defined, shall be open to the public. All meetings and notices of meetings are subject to MN. STAT. 471.705 Minnesota Open Meeting Law.

B. **QUORUM:**

A simple majority (3) of the Council shall constitute a quorum for the valid transaction of any scheduled business to come before the Council.

C. **COUNCIL MEETINGS:**

1. **REGULAR MEETINGS:** The City Council shall meet on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 5:00 p.m., except in December when the meetings will be on the 1<sup>st</sup> ~~2<sup>nd</sup>~~ and 2<sup>nd</sup> ~~3<sup>rd</sup>~~ Monday.

- a. Meetings falling on a holiday will be scheduled for Tuesday of that week.
- b. All meetings, including special, recessed, and continued meetings, shall be held in the City Hall Council Chambers unless otherwise designated.

2. **SPECIAL MEETINGS:** Special meetings of the Council may be called by the Mayor or by any two Council members by written request filed with the City Administrator at least three days before the meeting. The City Clerk shall notify each member of the time, place and purpose of the meeting by written notice, at least one day before the special meeting.

- a. Special meetings may be held without prior written notice to Council members when:
  - 1) All Council members are present at the meeting that the date and time are set for the special meeting or;
  - 2) Consent in writing or by phone to the City Clerk (consent shall be filed with the Clerk prior to the beginning of the meeting).

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3. **COUNCIL WORKSESSION:** A Council Worksession will be a special meeting regularly scheduled from 4:00 p.m. to 5:00 p.m. on the second and fourth Monday of each month unless otherwise scheduled.
4. **CLOSED MEETINGS:** The state open meeting law allows certain matters to be discussed by the Council in a closed meeting.
  - a. **RESOLUTION:** The meeting shall be closed by motion of the Council at a public meeting. The motion shall include the time, place and the nature of the subject to be discussed.
  - b. **NOTICE:** The City Clerk shall give advance notice of a closed meeting in the same manner as advance notice of other Council meetings.
    1. If the closed meeting is held during other meetings of the Council, the notice will state the approximate time that the closed meeting is scheduled.
    2. If a meeting must be held under urgent or emergency circumstances which make it impractical to give the customary advance notice, the City Clerk shall make a reasonable, good faith effort to give advance notice to the local news media by other means.
  - c. **SCHEDULE:** If the meeting is held ~~in~~ on the same day as a regular Council meeting, it shall ~~normally~~ be scheduled prior to or immediately following the regular worksession or meeting, whichever is suitable at time of scheduling.
  - d. **ATTENDANCE:** Shall be limited to Council members, the City Attorney (s), City Administrator, and other resource persons designated by the Council, Administrator and/or City Attorney and approved by the Council. A written roll of all persons present at the closed meeting shall be made available to the public after the closed meeting.
  - e. **CLOSED MEETING TO DISCUSS LITIGATION:** The City Attorney shall make a reasonable effort to informally convey information to the news media regarding the subject matter of the meeting.
  - f. **CLOSED MEETING TO DISCUSS STRATEGY FOR LABOR NEGOTIATIONS:** The proceedings at the closed meetings shall be recorded at the expense of the governing body and shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body.

a. **MINUTES OF CLOSED MEETINGS:**

1. Minutes for Litigation Matters. Minutes will be prepared, listing persons attending the meeting and the discussion during the meeting. The minutes shall be retained by the attorney for the City and available for Council member review until:
  - a) The earliest date when the City Attorney determines that public disclosure would no longer impair the public interest;
  - b) All matters discussed have become part of public record;
  - c) The matter in controversy is concluded; or
  - d) When a majority of the entire City Council approves release of the minutes.

2. Minutes to discuss strategy for labor negotiations. A closed meeting for labor negotiations can also be recorded, and be considered as private data until one of the above (a-d) has been determined. The recording will be kept on file by the Clerk.

5. **ORGANIZATIONAL MEETING:** The Council shall conduct an Organizational Meeting concurrent with the first Regular Council Meeting in January of each year, to:

- a. Adopt Council By-Laws.
- ~~b.~~ ~~Appoint the City Attorney.~~
- ~~be.~~ Appoint the Mayor Pro-Tem.
- ~~cd.~~ Designate the depositories of City funds.
- ~~de.~~ Designate the official newspaper.
- ~~e.f.~~ Mayoral Appointment and Council approval (Appendix D)
  - Economic Development Authority
  - Civic Center/Park & Recreation Advisory Board
  - Housing and Redevelopment Authority
- ~~g.~~ Council appointments (Appendix C)
  - ~~Airport Advisory Board~~
  - Public Utilities Commission
  - Grand Rapids Cable Commission
- ~~h.~~ Appoint Special Council representatives.
  - Coalition of Greater Minnesota Cities
  - City/County Committee
  - Western Mesabe Joint Mine Pit Board
  - Range Association of Municipalities & Schools
  - ~~Riverfront Task Force~~
  - League of Minnesota Cities (added 2-25-02)



i. ~~Council Committee(s)~~

j. ~~Establish annual Council Meeting calendar.~~

**D. PRESIDING OFFICER:**

1. The Mayor shall preside at all meetings of the Council.
2. In the absence of the Mayor the Mayor Pro-Tem shall preside.
3. In the absence of the Mayor and the Mayor Pro-Tem the Clerk shall call the meeting to order. The first order of business shall be to select a presiding officer. The Clerk shall preside until the Council members present choose a member to act as presiding officer.
4. The presiding officer shall preserve order, enforce the rules of procedure and determine without debate all questions of procedure and order, subject to the final decision of the Council on an appeal.
5. The presiding officer may make motions, second motions or speak on any questions, except that on demand of any Council member he/she shall vacate the chair and designate a Council member to preside temporarily.
6. Any member may appeal to the full Council a ruling of the presiding officer.
  - a. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his/her ruling, but no other Council member shall participate in the discussion.
  - b. The appeal shall be sustained if it is approved by a majority of the members present exclusive of the presiding officer.

**E. VOTING:**

1. The votes of the Council will be taken by voice vote.
2. Votes will be considered unanimous unless otherwise noted.
3. Council members may ask for a roll call vote by the Clerk on any motion or resolution.
4. The Clerk shall ask for a verification roll call if the vote of a Council member is not clear on a voice vote.
5. A majority vote of all Council members shall be necessary for approval of any ordinance unless a larger majority is required by

Minnesota State Statute. Except, as otherwise provided by Statutes, a majority vote of a quorum shall prevail in all other cases.

F. **RULES OF ORDER:** The proceedings of the Council shall be conducted in accordance with Appendix A – Simplified Rules and Section 1 D-6.

G. **MINUTES:**

1. Minutes are the official record of the City Council once approved.
2.
  - a. The Clerk shall keep ~~permanent~~ electronic minute files to record at length all Ordinances passed by the Council.
  - b. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records and can be accurately identified from the description given in the minutes.
  - c. The minutes of each Council meeting shall be kept by a recorder designated by the City ~~Clerk~~ Administrator or by the ~~Deputy City Clerk~~ in the absence of the City ~~Clerk~~ Administrator.
3. The minute recorder shall not participate in Council discussions except when called upon by the presiding officer.
4. The minutes of each meeting shall be typed, signed by the Clerk, and copies delivered to each Council member via Council agenda packet when the minutes are placed on the agenda for approval.
  - a. The proceedings of all Regular Council meetings may be recorded. The recording of each meeting shall be clearly marked denoting type of meeting (regular, special, joint for example), date and time. The recording shall be kept in a secure storage area in chronological order and maintained for the length of time required for data storage and maintenance. Access to recordings shall be open to the public but shall be under the supervision of the Administrator's Office and may not be played back on a machine with an erasure feature. Copies of recordings may be made available for a fee as set by the Administrator's Office. (This does not apply to tapes of closed meetings until they are made public as provided in Section I-C 3 subsections 1 & 2).
  - b. At the next regular meeting, following delivery, approval of the minutes shall be considered by the Council.
    - 1) The minutes need not be read aloud.

- 2) The presiding officer shall call for any additions or corrections.
  - 3) If there is no objection to an addition or correction, it will be made without a vote of the Council.
  - 4) If there is an objection, the Council shall vote upon the addition or correction by roll call vote.
  - 5) Council shall take formal action to approve the minutes as distributed and/or amended.
5. Publishing of Minutes. The City Clerk shall prepare a summary of the minutes of each Council meeting for publication after the official minutes are approved by Council with the exception of minutes of closed meetings. The summary shall include formal actions of the Council and at the City Clerk's discretion, Council discussion and department head reports.

**H. MEETING SCHEDULE:**

1. Each meeting of the Council shall convene at the time and place appointed.
2. Council business shall be conducted in the order of the prepared agenda, unless Council members agree to change the order to accommodate the public.
3. The first regular meeting of the month will typically be scheduled the second Monday of the month at 5:00 p.m.
4. If all business has not been completed the meeting may be continued to another date and time to complete the scheduled agenda without further notice being required.
5. The second regular meeting of the month will typically be scheduled the fourth Monday of the month at 5:00 p.m.
6. Working sessions of the Council will generally be scheduled at 4:00 p.m. on the day of Regular Council Meetings or as deemed necessary by the Council.
7. Public hearings will normally be scheduled at 6:00 p.m. at the Council's discretion.

**I. ORDER OF BUSINESS:**

- 1. Call to Order.
- 2. Call of Roll.
- 3. Presentations/Proclamations-----
- 34. Approval of Minutes.

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- ~~5.~~ 5. Approval of Verified Claims
  - ~~46.~~ 46. Public Forum and Correspondence.
  - ~~57.~~ 57. Council Reports
  - ~~86.~~ 86. Consent Agenda.
  - ~~97.~~ 97. Setting of Regular Agenda
  - ~~10.8~~ 10.8 Acknowledge receipt of Board/Commission minutes.
- 
- ~~911.~~ 911. Civic Center/Park & Recreation
  - ~~1012.~~ 1012. Community Development/Economic Development.
  - ~~1113.~~ 1113. Engineer.
  - ~~1214.~~ 1214. Finance Department
  - ~~1315.~~ 1315. Fire Department
- 
- ~~1416.~~ 1416. Grand Rapids Library.
  - ~~1517.~~ 1517. Pokegama Golf Course
  - ~~1618.~~ 1618. Police Department
  - ~~1719.~~ 1719. Public Works.
  - ~~1820.~~ 1820. Administration.
- 
- ~~19.~~ 19. Verified Claims
  - ~~2021.~~ 2021. Public Hearings when scheduled.
  - ~~2122.~~ 2122. Adjourn (or Recess)

Notes:

- a. The order of business may be varied by the presiding officer with the consent of the Council.
- b. All public hearings will be conducted at the times scheduled and advertised in the notice of the hearing.
- c. Only by majority approval, and when necessary, will business be acted upon by the Council unless scheduled on the agenda.
- d. Care will be taken to place items of general public concern on the evening agenda.

J. **AGENDA:**

- 1. An agenda will be prepared for all Council meetings and Council committee meetings in accordance with provisions of Minnesota Statute 471.705.
- 2. The agenda for special meetings will be set by the presiding officer, or by the Council members calling that meeting three days prior to the meeting at the time of notice and call or at the time of call for an emergency meeting of the Council.
- 3. The agenda will clearly describe the subject matter under consideration by the Council and any action required.

4. The City Clerk, City Administrator and/or Mayor shall prepare the agenda for all Council meetings. (~~Amended 3-09-07~~)
5. Requests for action or consideration of an item must be presented to the City Administrator and/or Mayor, no later than noon of the business day Wednesday, prior to the Regular Council meeting. (~~Amended 3-09-07~~)
- 6.. City Council members may place an item (items) on the agenda prior to any meeting, by following step five above.
7. The agenda, along with information material, will be delivered to each Council member, City Attorney and given to all media formally requesting such notice as provided by Minnesota Statute 471.705, on the Thursday preceding the Monday-meeting, or at least ~~four (4)~~ three (3) days prior to the Regular Council meeting.

**K. CONSENT AGENDAS:**

1. A consent agenda allows the Council to consider several items at one time.
2. Only one motion is needed to approve all of the items at one time.
3. An item on the consent agenda shall be removed for consideration by the request of any one Council member, City staff, or the public and put on the regular agenda for discussion and consideration. This statement shall precede the consent agenda on all printed agendas and shall be announced by the presiding officer prior to consideration of the consent agenda.
4. Consent Agendas may be used for approval of the following; except that the City Administrator has the discretion to place other items on the consent agenda if deemed appropriate.

**ADMINISTRATION:**

- Resolutions supporting projects from other communities when requested by municipal bodies.
- Resolutions to authorize Clerk to publish ordinances in summary.
- Appointment of election judges.
- Approve budgeted equipment purchases.
- Establish Public Hearings

**FINANCE:**

- Issuance of duplicate checks that have been lost; and waive bond

requirements.

- Fund Transfers, as authorized through Budget process.
- Establish Public Hearings.

**LICENSES/PERMITS/CONTRACTS:**

- Licenses and permits, including temporary 3.2 beer license and special On-Sale liquor permits for events at the IRA Civic Center, Grand Rapids Sports Complex, and Central School.
- Gambling license applications requiring Council action
- ~~Gambling license applications.~~
- Fire Contracts, recreation contracts, dog pound contracts, and miscellaneous yearly contracts.

**PERSONNEL:**

- Accept resignations and authorize advertisements for replacement of positions.
- Approval of job descriptions, except Department Heads, and authorize advertisement of positions when position has previously been approved by Council.
- Appointment (ratification) of part-time employees if these personnel costs have been included in the budget.

**PROJECTS:**

- Receive petitions and place on file.
- Establish dates for public hearings. (This includes, but not limited to: improvements, rezoning and vacation requests, bond issues, etc.)
- Approve plans and specifications.
- Authorize advertisement for bids/quotes.
- Award of bids and quotes when Council has previously approved solicitation.
- Receive and file project construction feasibility reports.
- Approve contract change orders.
- Accept projects and approve final estimate payments.

L. **AGENDA MATERIALS:** The Clerk shall make available to the public the agenda material that is presented to the Council. At least one copy of this material shall be available to the public in the Council Chambers and copies provided to the media as requested. Agenda material shall be available to the public by 8:00 a.m. on Friday preceding the regular scheduled meeting at no charge. (Amended 3-09-07)

M. **ATTENDANCE:**

1. Department Heads may leave the Council Meetings upon completion of their portions of the agenda.
2. Department Heads may not need to attend Council Meetings if they are not requested to do so or if they have no relevant items on the agenda.
3. The Council may, at its discretion, excuse any staff member from attendance at a meeting during their regular working day.

2. **PUBLIC HEARINGS ON IMPROVEMENTS AND ASSESSMENTS:**

A. **GENERAL PROCEDURE:**

1. Opening comments by Mayor.
2. Clerk's statement regarding notices.
3. Mayor opens hearing on proposed improvement or assessment.
4. Engineer describes improvement and/or assessment procedures.
5. General statement of financing.
6. Public comments.
  - a. Those favoring improvements are heard.
  - b. Those opposing improvements are heard.
  - c. If public wishes to be heard, but does not want to speak, paper is to be provided at the Clerk's table which may be used to write their position. These will be read aloud at the conclusion of comments from the floor. Letters received before the hearing will be read by the presiding officer at this time.
7. Formal action by declaration of the presiding officer to close the hearing.
8. Council takes action ordering or abandoning the proposed improvement or in the case of assessments, takes action in regard to the assessments.

9. The Council may continue the public hearing to receive more information and action may then be taken.

**B. RULES FOR PUBLIC PROCEDURE:**

It is the Council's intention that everyone be heard on proposed improvements or assessment hearings. The following procedure will be used for receiving public input.

1. Individual will raise hand, and when recognized by the presiding officer, stand and state their name and address, using the microphone.
2. The person will then state their position and reason for the position. A time limit may be set by Council. No one will be allowed to speak a second time until everyone has been heard once.
3. The person should address all statements and questions to the presiding officer. The presiding officer will then refer any questions that are to be answered by staff, or project proposer.

**3. MAYOR AND COUNCIL APPOINTMENT PROCESS:**

Minnesota Statutes (various) authorize the City Council and Mayor to establish Boards and Commissions to advise the City Council and Mayor or to operate some programs and facilities. These Boards and Commissions are for the purpose of facilitating the orderly conduct of City business and to provide an opportunity to receive public input into the various functions and programs of the City.

The following Boards and Commissions created by the Council, require appointments to be approved by the Council according to Appendix C.

- ~~A. Airport Advisory Board, a Joint Board of the City and Itasca County. This Board was established to operate Gordy Newstrom Field. (Municipal Code Chapter 30, Article III, Mn. Statute 360.063).~~
- BA. Greater Grand Rapids Cable TV Commission, to provide oversight and review of the Cable TV franchise and to advise the City Council.
- ~~C. Central School Advisory Board, to maximize participation of community residents and visitors and preserve it's historical value to this community.~~
- DB. Pokegama Golf Course Board, to operate Pokegama Golf Course and to advise the Council on the management of this municipal enterprise. (Municipal Code Chapter 2, Article V, Division 4, Sec. 2.241-2.247).



- | EC. Human Rights Commission, purpose is to secure for all citizens freedom from discrimination. (added 1-24-05) Municipal Code Chapter 2, Article V, Division 6, Sec. 2.301-2.304).
- | ED. Library Board, to provide library services to City residents. (Municipal Code Chapter 34, Mn. Statute Chapter 134.07).
- | EE. Planning Commission, to advise the Council on planning and zoning for the orderly development of Grand Rapids. (Municipal Code Chapter 30, Article II, Sec. 30.31-30.32, Mn. Statute 462.354).
- | ~~H. Police Civil Service Commission, to provide a fair non-political hiring and dismissal procedure for our Police Department. (Municipal Code Chapter 2, Division 2, Sec. 2.161-2.162, Mn. Statute 419.01)~~
- | F. Police Community Advisory Board, to enhance communication between residents, Police Department and the City Council. (Municipal Code Chapter 2, Division 8, Sec. 2-351, Ordinance No. 15-02-02)
- | EG. Public Utilities Commission, to operate electric, water and sewer service enterprises and to operate certain public buildings. (MN Statute 412.341, and Minnesota Special Laws 1999, Chapter 195, Special Laws 2014, Chapter 224—S.F. No. 2609).
- | EH. Property Maintenance and Building Codes Board of Appeals to hear appeal's regarding a decision of the code official or notice or order issued under the Property Maintenance or Building Code (Ordinance No.'s 05-02-03 and 05-02-04).
- | EI. Arts & Culture Commission, to assist Grand Rapids in becoming a community in which arts and culture activities are recognized as vital components of community life; are valued and promoted for their economic benefits; represent an integral part of the communities' educational mission; and cooperate with other community organizations to enhance Grand Rapids' culture identity and quality of life in the community, the surrounding region and beyond.
- | EJ. Joint Natural Gas Board, City Ordinance 12-08-10 authorized Gorhams' Incorporated to develop a natural gas distribution system within the City and a Rate Agreement dated August 13, 2012 formalized having rates regulated by the City under Mn Statutes 216B.02. A Joint Powers Agreement between the City and Harris Township, dated June 12, 2013, established a joint City/Township board to regulated natural gas rates.

**APPOINTMENT POLICY:** It will be the policy of the City Council to:

1. Offer appointment to the best-qualified citizens to our Boards and Commission.
2. Advertise all vacancies to Boards and Commissions: (This ad should include a brief description of the Board or Commission, time and days of meetings, how often meetings are held, the number of vacancies and any special requirements.)
3. Consider all appointments by the process presented in Appendix C.

Board/Commission members who have completed their term are encouraged and eligible to reapply for appointment to their current Board or Commission or to apply for appointment on another Board or Commission to a vacancy on another Board or Commission.

- 4 All members of the above-mentioned Boards and Commissions shall be residents of the City of Grand Rapids with the following exceptions. For any Board or Commission with a membership of five or less members, one such member may be a non-resident of the City of Grand Rapids unless prohibited by law. For any Board or Commission with a membership of six or more members, no more than two such members may be a non-resident of the City of Grand Rapids, unless otherwise prohibited by law.

(Note: City residency is required unless exempted by State Statutes, City Ordinance, or these by-laws (Appendix B).

5. Provide training and encouragement for active participation in all Board/Commission business through the employment of high quality staff or consultants to support them and to facilitate open communication.
6. Keep all applications active during the year for appointment to vacancies should they occur. The Council reserves the right to appoint any qualified candidates even though they did not apply as a result of an advertisement. There is no implied guarantee of appointment or re-appointment to any Board or Commission.

#### 4. **MAYOR BOARD/COMMISSION APPOINTMENT AND COUNCIL APPROVAL PROCESS:**

Minnesota Statutes (various) authorizes the Mayor to appoint and the Council to approve memberships on various Boards and Commissions created by the Mayor and Council. The following Boards and Commissions, created by the Mayor and Council, require a Mayoral appointment with approval of the Council according to Appendix D.

- A. Economic Development Authority (EDA), to provide a tool for economic stimulation in Grand Rapids. (GR Res. No. 93-130 Mn. Statute 469.090-469.108).
- B. Housing and Redevelopment Authority, to provide affordable housing for all residents. (Mn. Statute Chapter 469).
- C. Civic Center/Park & Recreation Advisory Board, to advise the Council on Recreation and Park programs and facility development. (Municipal Code Chapter 2, Division 3, Sec. 2-181-2.189; Mn. Statute 412.501; 471.15).

~~D. Local Board of Appeal and Equalization, to revise, amend and equalize the assessment on the roll of the County Assessor. Such Board of Equalization is vested with all the powers which are or may be vested in County Boards of Equalization under the general laws of the state so far applicable, but shall not be restricted by any limitation in respect to reducing aggregate sum of real or personal property as returned by Assessors.~~

Appendix D provides the process by which these appointments will take place.

5. **COUNCIL COMMITTEES:**

- A. The Council may at any time appoint a special or standing committees consisting of no more than two Council members and support staff.
- B. Committee members, excluding staff, will be chosen by consensus of the Mayor and Council based upon interest expressed by individual members. Staff appointments will be made by the Mayor in consultation with the City Administrator.
- C. Council committees may be special (limited) or standing (on-going). Standing committees will be appointed at the annual/organizational meetings.
- D. Council committees are formed to provide Council review, oversight, clarification and information to staff members.
- E. Council committees provide a forum for staff and Council members to share information or new ideas.
- F. Council committees may carry out staff supervision as directed by Council.
- G. Council committees may be established to conduct specific tasks as directed by Council.
- H. Council committees are not to set policy but may make recommendations for policy or procedures to full Council.
- I. Council committee meetings may be called by the Council, committee members, the Mayor, the City Administrator, or at the request of a Department Head, commission, or board chairperson to discuss specific topics.
- J. Council committees shall have a prepared agenda and follow rules of public notification. Each committee will designate a presiding officer and have an agenda prepared at least three (3) days before the meeting.
- K. Council committees shall keep minutes of all meetings. The original shall be filed with the City Clerk. A copy is to be given to the City Administrator and distributed to all Council members. These minutes should include committee name, date, time, location, person calling the meeting, persons present, and a brief summary of topics discussed. City staff will be assigned to record minutes.

6. **COUNCIL REPRESENTATIVES:**

- A. Council representation on various City Boards and Commissions will be determined by consensus of the Mayor and Council based upon interest expressed by individual members.

- B. Council representatives will be determined at the organizational meeting of the Council or when a vacancy occurs.
- C. Council representatives will act as liaison between the Boards and Commissions and the Council.
- D. Council representatives may help interpret previous Council action or policy to the various Boards and Commissions.
- E. Council representatives should bring back to the Council concerns or issues as requested by the Board or Commission and are encouraged to bring issues to the Council's attention, which may be of interest to the Council as a whole.
- F. Council representatives shall be voting members of City Boards and Commissions.

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(Added 5-24-04)

7. **SPECIAL APPOINTMENTS:**

From time to time Councilmembers may be designated to serve as the official representative of the Council on community, regional or statewide boards. These will be determined by consensus of the Council and Mayor based upon interest expressed by individual members. Each appointee is expected to regularly inform the Council of activities and issues of concern to the City.

8. **CONFLICT OF INTEREST STATEMENT:**

With certain exceptions, Minnesota laws forbid any Mayor or Councilmember to have a personal financial interest in or to benefit from the making of any sale, lease or contract with the City.

Exceptions are:

- A. The designation of a bank in which the Mayor or Council member is interested as the official depository for city funds if the official discloses interest;
- B. The designation of an official newspaper in which a City official is interested when it is the only newspaper complying with statutory or charter requirements relating to official publications;
- C. A contract with a cooperative association in which a City official is a shareholder, but not an officer or manager;
- D. A contract for which competitive bids are not required.
- E. A contract with a volunteer fire department for the payment of compensation or retirement benefits to its members.

If however, a Mayor or Council member is simply an employee of a firm and receives no commission, bonuses, or other remuneration directly from its contracts,

and is not a stockholder, the Council may enter into a contract with the organization for which the officer works regardless of the amount of the contract.

9. **SUSPENSION OR AMENDMENT OF THESE RULES:**

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

10. **CITY COUNCIL SALARY INCREASES:**

In an even calendar year, prior to the general election, the City Council shall establish the salary of the Mayor and Councilmembers to be effective January 1<sup>st</sup> of the following odd calendar year. The method to determine the salary will be to take the existing salaries and increase them based on the Consumer Price Index (CPI) as published on the Federal Reserve Bank of Minneapolis website. Typically, this will require the CPI for the two previous years. If pay increases are missed, the salaries shall be increased according to the CPI index in all years of no increases.

## Appendix A – Simplified Rules

Motions (In Precedence Order)	Motion Maker Needs Recognition?	Motion Needs A Second	Motion Is Debatable	Motion Is Amendable	Vote Required To Pass	Applies To What Other Motion?	Special Notes And Comments
10. Adjourn	Yes	Yes	No	No	Majority	None	Highest Precedence
9. Recess	Yes	Yes	No	Yes	Majority	None	
8. Appeal (1)	No	Yes	Yes	No	Majority	Decisions of Chair	Members can challenge decision by the chair
8. Point of Order	No	No	No	No	Chair Decides	None	To point out an error
8. Parliamentary Inquiry (1)	No Yes	No Yes	No No	No No	Chair Decides 2/3 rds	None None	To ask a question Cannot apply to minority rights
8. Division (1)	No	No	No	No	Chair Decides	All Votes	A second vote on votes that are close
7. Lay On Table	Yes	Yes	No	No	Majority	Main, amend, appeal	Also called postpone temporarily
6. Close Debate (1)	Yes	Yes	No	No	2/3 rds	All Debatable Motions	Also called previous questions & vote immediately
5. Limit Debate (1)	Yes	Yes	No	Yes (3)	2/3 rds	All Debatable Motions	To limit debate to a set period
4. Postpone Definitely	Yes	Yes	Yes (2)	Yes (3)	Majority	Main Motions	To set aside to next meeting
3. Refer to Committee	Yes	Yes	Yes (2)	Yes (3)	Majority	Main Motions	To allow a small group to study
2. Amend (1)	Yes	Yes	Yes	Yes	Majority	All amendable Motions	You may amend an amendment
1. Main	Yes	Yes	Yes	Yes	Majority	None	Lowest Precedence

(1) Indicates possible to precedence order.  
exception

(2) Limited to the sense that debate is only on the merits of that specific motion.

(3) Restricted to the variable part of the motion.

APPENDIX A (Continued)  
A BRIEF EXPLANATION OF COMMONLY USED MOTIONS AND TERMS

1. Main Motion – to bring business before the organization. “I move that the Student Government pay D.E. Sikkink \$100 for his speech.”
2. Amend – to change motions so they more closely express the will of the group. “I move to amend the motion by striking out the word \$100 and inserting \$10.”
3. Vote Immediately – to stop discussion and to get a vote. “I move to vote immediately on the amendments.” (Also called Close Debate and Previous questions.)
4. Parliamentary Inquiry – to let a member ask questions. “Mr. Or Ms. Chairperson, can we have a secret ballot on this amendment?”
5. Point of Order – to call attention to a mistake in procedure. “Mr. Or Ms. Chairperson, there was no second for that motion to amend.”
6. Division – a request for the chairperson to use a more accurate method of voting. “Mr. Or Ms. Chairperson, I call for a division on that last vote.”
7. Appeal – to get a vote by the group on some procedural decision made by the chairperson. “I appeal your decision on not allowing a secret ballot.”
8. Refer to Committee – to allow for study and investigation by a smaller group. “I move to refer the main motion to a committee of three appointed by the chair.”
9. Postpone Definitely – to consider at a definite future time. (No later than the next meeting.) “I move to postpone this main motion definitely to our next regular meeting.”
10. Postpone Temporarily – to consider at an unspecified time. “I move to postpone this main motion temporarily.”
11. A quorum is the minimum number of members who must be present in order to transact legal business.
12. Precedence refers to the rank of motions. When a motion has been made, any motion of higher order may be proposed but no motion of lower order may be proposed (there are a few exceptions).  
Motions are discussed and acted upon in inverse order to their proposal (the last motion made will be acted on first, etc.) See Appendix A-1





<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
By November 1	The Administrator's office shall present in writing to the Mayor and Council a prepared list of Board and Commission members whose terms expire the following March. This list shall identify Board, name, date first appointed and eligibility for reappointment (as defined in Council By Laws)	Staff & Mayor/Council
In Mid November	An informal Council review to consider offering reappointment to eligible Board/Commission members.	Mayor/Council
In Late November	Letters to eligible and in-eligible Board/Commission members will be prepared and sent.	Staff/Mayor
In Mid December	The Administrator's office will prepare a Respondent's List for reappointment to help determine vacancies and present to Mayor and Council for approval to prepare a vacancy list and authorize position vacancy advertisement.	Staff/Mayor/Council
In Mid January early February	Mayor and Council will review responses to position vacancy advertisement.	Mayor/Council
First Meeting in February	Mayor and Council discuss candidates for Board and Commission appointments and through a nomination and voting process determine who the appointees shall be.	Mayor/Council

APPENDIX D

MAYORAL BOARD/COMMISSION APPOINT AND COUNCIL APPROVAL PROCESS

<b><u>DATE</u></b>	<b><u>ACTION</u></b>	<b><u>RESPONSIBILITY</u></b>
By November 1	The Administrator's office shall present in writing to the Mayor and Council a prepared list of Board and Commission members whose terms expire the following March. This list shall identify Board, name, date first appointed and eligibility for reappointment (as defined in Council By-Laws)	Staff & Mayor/Council
In Mid-November	An informal Council review to consider offering reappointment to eligible Board/Commission members.	Mayor/Council
In Late November	Letters to eligible and ineligible Board/Commission member(s) will be prepared and sent.	Staff/Mayor
In Mid-December	The Administrator's office will prepare a Respondent's List for reappointment to help determine vacancies and present to Mayor and Council for approval to prepare a vacancy list and authorize position vacancy advertisement.	Staff/Mayor/Council
In Mid-January early February	Mayor and Council will review responses to position vacancy advertisement.	Mayor/Council
First Meeting in February	Mayor and Council discuss candidates for Board and Commission appointments and through consensus designate a candidate for consideration by the Mayor for appointment. Mayor may appoint or reject the designated candidate. The Council shall then vote upon approval of the candidate appointed by the Mayor.	Mayor/Council



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0019      **Version:** 1      **Name:** Mayor Pro-Tem  
**Type:** Agenda Item      **Status:** Organizational Meeting  
**File created:** 1/7/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider designating Mayor Pro-Tem  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider designating Mayor Pro-Tem

**Background Information:**

The Council By-Laws call for the appointment of a Mayor Pro-tem who will perform the duties of Mayor during the disability or absence of the Mayor or a vacancy.

**Staff Recommendation:**

Designate Mayor Pro-tem

**Requested City Council Action**

Make a motion designating a member of the Council to serve as Mayor Pro-tem.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0833      **Version:** 1      **Name:** 2019 Financial Depositories  
**Type:** Agenda Item      **Status:** Organizational Meeting  
**File created:** 12/18/2018      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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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.

**Background Information:**

We are recommending the City of Grand Rapids designate the following financial institutions as depositories for 2019:

- \*American Bank
- \*Deerwood Bank
- \*Grand Rapids State Bank
- \*Morgan Stanley
- \*RBC Wealth Management
- \*U.S. Bank
- \*Wells Fargo Bank of Minnesota
- \*Woodland Bank

**Requested City Council Action**

Make a motion to appoint 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.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0021      **Version:** 1      **Name:** Legal Newspaper designation  
**Type:** Agenda Item      **Status:** Organizational Meeting  
**File created:** 1/7/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider the designation of official newspaper for the City of Grand Rapids.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2019 City of Grand Rapids legal Bid.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider the designation of official newspaper for the City of Grand Rapids.

**Background Information:**

The Council By-Laws call for the designation of an official newspaper where all official notices will be published. The Herald Review has submitted their request, outline services provided and stating that there will be no change in the current rate structure for another year. The proposal is attached for Council review.

**Staff Recommendation:**

Designate official newspaper for the City of Grand Rapids.

**Requested City Council Action**

Make a motion designating an official newspaper for the City of Grand Rapids.

# HeraldReview

301 1st Avenue NW, PO Box 220, Grand Rapids, MN 55744  
Phone 218-326-6623 Fax 218-326-6627

December 15, 2018

City of Grand Rapids  
420 N Pokegama Ave  
Grand Rapids, MN 55744

Dear Honorable Mayor and Council Members,

We ask to be named the official newspaper for City of Grand Rapids. We look forward to continuing our work with the city of Grand Rapids to keep your citizens informed. We offer to print the proceedings of your board, statements and any and all legal notices required to be published during the year 2019 and doing so we will continue to hold the City of Grand Rapids rate structure for another year.

We also will continue to provide a direct link to the City of Grand Rapids website on [www.grandrapidsmn.com](http://www.grandrapidsmn.com) at no additional charge.

All proceedings of your board, statements and legals will be posted on line. Display and Classified notices will also be published in the Grand Rapids Manney's Shopper at no extra charge.

In our proposal, we are including the Legal Newspaper Status for 2019 approved by the Minnesota Secretary of State. Also, the Statement of Ownership, Management and Circulation on file with the United States postal Service, which shows proof of guaranteed distribution of the Grand Rapids Herald Review.

We confirm that The Grand Rapids Herald Review meets the "Qualified Newspaper" standards as described by the League of Minnesota Cities.

Thank You for giving us the opportunity to serve your community. We also look forward to your input in the coming year to provide your community with complete and accurate information in a timely basis. If there is any way we can be of further service to you, please let us know

Sincerely,



Mark Roy  
General Manager/Publisher

# HeraldReview

301 1st Avenue NW, PO Box 220, Grand Rapids, MN 55744  
Phone 218-326-6623 Fax 218-326-6627

December 15th, 2018

Legal Display rates:

First run.....\$11.50 per column inch (\$7.05 per square inch) Includes Grand Rapids

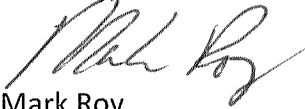
Herald Review circulation 6,937 and Grand Rapids Manney's Circulation 12,379

Plus on line posting with grandrapidsmn.com , with an average of over 299,000 page views per month.

Additional runs \$10.30 per column inch (\$6.39 per square inch)

Thank You,

Sincerely,



Mark Roy

General Manager



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0023      **Version:** 1      **Name:** Council appointments to Boards & Commissions  
**Type:** Agenda Item      **Status:** Organizational Meeting  
**File created:** 1/8/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider appointing Council representatives to Boards & Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider appointing Council representatives to Boards & Commissions.

**Background Information:**

The City has Boards & Commissions that require Mayor appointments and Council appointments.

Appendix D: Mayoral Board/Commission appointment and Council approval process.

Civic Center, Park & Recreation Advisory Board (1) \*  
 GREDA (2)  
 HRA (1)

\*Representative also serves as rep to Greenway Joint Park & Rec Board.

Appendix C: Mayor and Council Board/Commission appointment process.

PUC (1)  
 Cable Commission (1 + alternate)

**Staff Recommendation:**

Appoint Council representatives to Boards & Commissions.

**Requested City Council Action**

Make a motion to appoint Council representatives to City Boards & Commissions for 2019 calendar year.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0025      **Version:** 1      **Name:** Council reps for selected agencies  
**Type:** Agenda Item      **Status:** Organizational Meeting  
**File created:** 1/8/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider appointing representatives to selected agencies.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider appointing representatives to selected agencies.

**Background Information:**

The Council has had a long-standing relationship with a number of organizations. These relationships are meant to represent the City's interest in many different policy arenas. The Council has determined that designating one of its own members to represent the City, its relationship with these agencies will serve the information gathering and policy development needs of the City at this time.

**AGENCY:**

- Range Association of Municipalities & Schools (1+ alternate)
- Western Mesabi Mine Planning Board (2)
- City/County Cooperative Committee (2)
- Natural Gas Joint Powers Board (1)
- Fire Relief Association (1 + City Staff)
- Coalition of Greater Minnesota Cities (1)
- League of Minnesota Cities (1)
- Arrowhead Regional Development Commission (1)

**Staff Recommendation:**

Appoint representatives to selected agencies.

**Requested City Council Action**

Make a motion to appoint Council representatives and staff to selected agencies for 2019 calendar year.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0033      **Version:** 1      **Name:** Council minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider approving Council minutes for Monday, December 17, 2018 regular meeting and Friday, December 28, 2018 Special meeting.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [December 17, 2018 Regular Meeting.pdf](#)  
[December 28, 2018 Special Meeting minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, December 17, 2018 regular meeting and Friday, December 28, 2018 Special meeting.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, December 17, 2018

5:00 PM

City Hall Council Chambers

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**CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, December 17, 2018 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

**Present** 5 - Councilor Dale Christy  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

### Staff present:

*Tom Pagel, Chad Sterle, Lauren VanDenHeuvel, Marcia Anderson, Lynn DeGrio, Matt Wegwerth, Rob Mattei, Scott Johnson, Barb Baird, Dale Anderson, Jeff Davies, John Linder, Bob Cahill*

### PRESENTATIONS/PROCLAMATIONS

Certificate of Appreciation for Council Member Zeige.

*Mayor Adams presented Councilor Zeige with a certificate of appreciation for his term in office.*

**Received and Filed**

### MEETING PROTOCOL POLICY

### PUBLIC FORUM

*Tammy Miller, 502 Hale Lake Pointe, expresses concern for the now one-way street and believes this is a dangerous traffic issue. Suggests a stoplight be installed on Highway 2 or close Hale Lake Pointe and continue access on and off of Elida Drive.*

*Denny Frasier, 503 Hale Lake Pointe, suggests closing Hale Lake Pointe completely or open it back up to two way traffic.*

*Jeff Davies, PW Director, explains that the one-way is a temporary situation, and residents will be advised if it becomes a permanent solution. Addressing Ms. Miller's statement that she possesses video footage of individuals continuing to go the wrong way, City staff would appreciate viewing video to identify these drivers and make courtesy contact.*

*Matt Wegwerth, Engineer, states that this issue is still being worked through. Would like to let the public know that they are being heard and staff will make efforts to resolve issues as soon as possible. Presently, this will remain a one-way.*

## COUNCIL REPORTS

*Councilor Christy provides information on the upcoming RAMS annual meeting, noting that the RSVP is due by Friday, December 21, 2018.*

## APPROVAL OF MINUTES

Consider approving Council minutes for December 3, 2018 Worksession & Regular meetings.

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

## VERIFIED CLAIMS

Consider approving the verified claims for the period November 27, 2018 to December 10, 2018 in the total amount of \$998,938.07.

**A motion was made by Councilor Christy, seconded by Councilor Blake, approving the verified claims as submitted. The motion carried by the following vote.**

**Aye** 5 - Councilor Dale Christy  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

## CONSENT AGENDA

1. Consider adopting a resolution closing the Capital Projects Fund-2017 Infrastructure Bond Fund and transferring the remaining balance of approximately \$150,267 to Debt Service Fund-GO Street Reconstruction Bonds, Series 2017A.  
**Adopted Resolution 18-97 by consent roll call**
2. Consider adopting a resolution authorizing the Itasca County Auditor to assess the delinquent Storm Water Utility charges to the property tax statement of delinquent property tax owners.  
**Adopted Resolution 18-98 by consent roll call**
3. Consider adopting a resolution designating City of Grand Rapids polling places for calendar year 2019.  
**Adopted Resolution 18-99 by consent roll call**

4. Consider entering into agreements with selected artists under the design criteria of Phase 2-Selection Process for the Public Art Project.  
**Approved by consent roll call**
5. Consider accepting resignation of Joe Barrick from the Police Community Advisory Board.  
**Approved by consent roll call**
6. Consider adopting the Official City of Grand Rapids meeting calendar for 2019.  
**Approved by consent roll call**
7. Consider authorizing the Police Department to apply for a child safety car seat grant for 2019.  
**Approved by consent roll call**
8. Consider approving temporary liquor licenses for Itasca Curling Club events scheduled in January, February and March, 2019.  
**Approved by consent roll call**
9. Consider approving 2019 Taxi license for Rapid Taxi, contingent upon satisfactory vehicle inspections.  
**Approved by consent roll call**
10. Consider approving temporary liquor license for MacRostie Art Center for First Friday event on January 4, 2019.  
**Approved by consent roll call**
11. Consider approving theatre license renewal for Mann Theatres Inc. for the period of January 1, 2019 through December 31, 2019, contingent upon receipt of fees and documentation.  
**Approved by consent roll call**
12. Consider rehiring of regular part-time employees for the IRA Civic Center and Parks and Recreation Department.  
**Approved by consent roll call**
13. Consider purchasing an easement related to CP 2019-2, Grand Rapids-Cohasset Trail Connection Project in the amount of \$500.00.  
**Approved by consent roll call**
14. Consider authorizing staff to accept low quotes for maintenance improvements at Fire Hall.

**Approved by consent roll call**

- 15. Consider entering into an Agreement with Grand Itasca Clinic and Hospital for Sports Medicine Services.

**Approved by consent roll call**

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

**Approved by consent roll call**

- 16a. Consider adopting a resolution establishing 2019 compensation for City of Grand Rapids Exempt & Non-Exempt Non-Represented Employees.

**Adopted Resolution 18-100 by consent roll call**

- 16b. Consider accepting resignation of Charles Burress from the Grand Rapids Planning Commission.

**Approved by consent roll call**

**Approval of the Consent Agenda**

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

- Aye** 5 - Councilor Dale Christy
- Mayor Dale Adams
- Councilor Bill Zeige
- Councilor Rick Blake
- Councilor Tasha Connelly

**SETTING OF REGULAR AGENDA**

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

**ACKNOWLEDGE BOARDS & COMMISSIONS**

- 17. Review and acknowledge Boards & Commission minutes.

*Acknowledged the following:*  
*Planning Commission 8-2-18*  
*Arts & Culture 10-9-18*  
*HRA 10-10-18*  
*Human Rights 10-31-18*

**Acknowledge Boards and Commissions**

**DEPARTMENT HEAD REPORT**

- 18. Parks & Civic Center - Dale Anderson

*Dale Anderson presented overview of Parks & Civic Center activities including accessible playground equipment installation and grand opening, dry floor events at Civic Center, curling bonspiel events, outdoor rinks, warming house hours, and multi-use pavilion usage. A full text of the report is on file and available to the public upon request.*

**Received and Filed**

**COMMUNITY DEVELOPMENT**

- 19. Consider approval of a proposal from Braun Intertec for professional services involving the preparation of an Environmental Assessment.

*Rob Mattei provides background information. Also noted that funding will come from the school bond referendum.*

**A motion was made by Councilor Christy, seconded by Councilor Zeige, approving proposal from Braun Intertec for Environmental Assessment preparation. The motion carried by the following vote.**

- Aye** 5 - Councilor Dale Christy  
 Mayor Dale Adams  
 Councilor Bill Zeige  
 Councilor Rick Blake  
 Councilor Tasha Connelly

**FINANCE DEPARTMENT**

- 20. Consider approving resolutions adopting the following:  
 \* 2018 Tax Levy Payable 2019, the 2019 General Fund Revenue and Expenditures Budget,  
 \* 2019 Special Revenue Fund Budgets,  
 \* Enterprise Fund Budgets

*Finance Director Baird presented the final Final Levy budget and related resolutions.*

**A motion was made by Councilor Christy, seconded by Councilor Connelly, adopting Resolutions 18-101 through 18-113, consisting of City department budgets and final levy. The motion carried by the following vote.**

- Aye** 5 - Councilor Dale Christy  
 Mayor Dale Adams  
 Councilor Bill Zeige  
 Councilor Rick Blake  
 Councilor Tasha Connelly

**FIRE DEPARTMENT**

- 21. Consider approving the purchase of Fire-Dex hoods for the Fire Department.

*1st Asst. Chief, John Linder, presents background and recommends purchase of hoods as presented. These hoods have a five year shelf life.*

**A motion was made by Councilor Connelly, seconded by Councilor Blake, approving purchase of Fire-Dex hoods for fire department. The motion carried by the following vote.**

**Aye** 5 - Councilor Dale Christy  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

22. Consider approving the purchase of extrication tools for the Fire Department.

*Presented need for extrication tools that are battery powered.*

**A motion was made by Councilor Blake, seconded by Councilor Zeige, approving purchase of extrication tools for the fire department. The motion carried by the following vote.**

**Aye** 5 - Councilor Dale Christy  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

#### **ADMINISTRATION DEPARTMENT**

23. Consider accepting notice of retirement from Jeff Davies, Director of Public Works.

**A motion was made by Councilor Dale Christy, seconded by Councilor Rick Blake, accepting notice of retirement from Public Works Director Jeff Davies. The motion PASSED by unanimous vote.**

24. Amendment to Compensatory Time policy for Hospital Security Officers.

**A motion was made by Councilor Dale Christy, seconded by Councilor Rick Blake, approving the amendment to comp time for Hospital Security Officers. The motion PASSED by unanimous vote.**

25. Consider appointments to Boards & Commissions.

*City Councilors conducted interviews with applicants for various boards and commissions and made recommendations for appointments.*

**A motion was made by Councilor Bill Zeige, seconded by Councilor Rick Blake, to make the following appointments to City Boards & Commissions: David Marty, Anne-Marie Erickson and Ed Zabinski to Arts & Culture, Pam Dowell, Police Community Advisory Board, and Richard Thouin, Debra Key and Cindy Martin, Library Board. The motion PASSED by unanimous vote.**

26. Consider nominating Councilor Dale Christy to the Range Association of Municipalities and Schools (RAMS) Board of Directors.



*Councilor Christy serves as Council representative on the RAMS Board and would like to be considered for the Board of Directors.*

**A motion was made by Councilor Tasha Connelly, seconded by Councilor Bill Zeige, nominating Councilor Dale Christy for the RAMS Board of Directors. The motion PASSED by unanimous vote.**

#### **ADJOURNMENT**

**A motion was made by Councilor Dale Christy, seconded by Councilor Bill Zeige, to adjourn the meeting at 6:01 PM. The motion PASSED by unanimous vote.**

*Respectfully submitted:*

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Friday, December 28, 2018

7:30 AM

City Hall Council Chambers

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### SPECIAL MEETING

**CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids City Council was held on Friday, December 28, 2018 at 7:38 a.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

#### CALL OF ROLL

**Present** 5 - Councilor Dale Christy  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

#### Staff present:

*Tom Pagel, Rob Mattei*

1. Consider the appointment of two City Council representatives to the Comprehensive Plan Steering Committee  
*Councilors Blake, Christy and Connelly express interest in serving on the steering committee. Through discussion, Councilor Connelly would serve as alternate in the event an appointee is unable to attend.*  
**A motion was made by Mayor Dale Adams, seconded by Councilor Tasha Connelly, appointing Councilors Blake & Christy to serve on the Comp Plan Steering Committee and Councilor Connelly to serve as alternate. The motion PASSED by unanimous vote.**
2. Review applications and consider appointments to the Comprehensive Plan Steering Committee  
*Discussed representation from different quadrants of the community. At the conclusion of discussion, the following action was taken.*  
**A motion was made by Councilor Dale Christy, seconded by Councilor Bill Zeige, to appoint the following individuals, noting area of representation, to the Comp Plan Steering Committee.**  
Molly MacGregor & Mark Gothard, Planning Commission  
Scott Juidici, Bus.-Manufacturing  
Ashley Brubaker & Mike Erickson, Bus.-Downtown Retail/Serv.  
Charlotte McDermott, Bus.-Non-Downtown Retail/Serv.  
Steve Welliver, Builder/Developer  
Megan Christianson, Tourism/Hosp.  
Isaac Meyer, Housing

Kelly Chandler, Soc. Serv.  
Jean MacDonell, Health Care  
Pat Goggin, Education  
Betsy Johnson, Tara Makinen, Brynden Lenius & Theresa Nett, Residential  
Reps.  
The motion PASSED by unanimous vote.

3. Hiring of John Romanik for snow removal at the Airport.  
  
**Postponed**

**ADJOURNMENT**

**There being no further business, the meeting adjourned at 7:55 AM.**

*Respectfully submitted:*

*Lynn DeGrio, Recorder*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0036      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [COUNCIL BILL LIST 01-14-19.pdf](#)

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

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.

**Requested City Council Action**

Make a motion 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.

DATE: 01/09/2019  
 TIME: 13:29:08  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/14/2019

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
0500050	E3 CONSULTING SERVICES	-247.88
1201600	CITY OF LAPRAIRIE	1,354.13
1309256	MN MANAGEMENT & BUDGET	1,280.00
1309335	MINNESOTA REVENUE	247.88
	TOTAL	2,634.13
CITY WIDE		
0801661	HARRIS	18,711.47
1920240	CHAD B STERLE	3,120.65
	TOTAL CITY WIDE	21,832.12
ADMINISTRATION		
0102660	ABRAMS & SCHMIDT LLC	195.00
0118653	ARROWHEAD HUMAN RESOURCES ASSN	65.00
1900225	SEH	385.00
	TOTAL ADMINISTRATION	645.00
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE SERVICES INC	115.20
0221650	BURGGRAF'S ACE HARDWARE	22.95
0221700	BUSY BEES QUALITY CLNG SVC INC	576.00
0315455	COLE HARDWARE INC	3.24
0718010	CITY OF GRAND RAPIDS	120.99
0920060	ITASCA COUNTY TREASURER	126.09
1405725	NETWORK SERVICE COMPANY	284.76
1801610	RAPIDS PLUMBING & HEATING INC	1,920.00
2018680	TRU NORTH ELECTRIC LLC	195.00
	TOTAL BUILDING MAINTENANCE-CITY HALL	3,364.23
COMMUNITY DEVELOPMENT		
0121723	AUTO ZONE LLC	29.98
0301685	CARQUEST AUTO PARTS	2.66
0315455	COLE HARDWARE INC	1.84
0920060	ITASCA COUNTY TREASURER	43.76
1309495	MINUTEMAN PRESS	52.90
	TOTAL COMMUNITY DEVELOPMENT	131.14

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CITY OF GRAND RAPIDS  
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INVOICES DUE ON/BEFORE 01/14/2019

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
COUNCIL/COMMISSION/BOARDS		
0315105	COALITION OF GREATER MN CITIES	18,762.00
0920060	ITASCA COUNTY TREASURER	896.93
1205090	LEAGUE OF MINNESOTA CITIES	10,648.00
1801500	RAMS	950.00
2305711	WESTERN MESABI MINE PLANNING	350.00
	TOTAL COUNCIL/COMMISSION/BOARDS	31,606.93
ENGINEERING		
1621125	PUBLIC UTILITIES COMMISSION	58.28
1900225	SEH	4,691.79
	TOTAL ENGINEERING	4,750.07
FINANCE		
0801661	HARRIS	2,231.31
1415377	NORTHERN BUSINESS PRODUCTS INC	18.00
	TOTAL FINANCE	2,249.31
FIRE		
0118661	ARROWHEAD REGIONAL FIRE FIGHTR	65.00
0121721	AUTO VALUE - GRAND RAPIDS	452.45
0205725	BETZ EXTINGUISHER COMPANY	18.00
0513235	EMERGENCY RESPONSE SOLUTIONS	5,258.09
0601346	FAIRVIEW HEALTH SERVICES	1,676.00
0701650	GARTNER REFRIGERATION CO	332.33
0712556	GLORVIGEN & GLORVIGEN, LLC	30.00
0805640	HERC-U-LIFT INC	330.25
0920057	ITASCA COUNTY SHERIFFS DEPT	2,794.50
0920060	ITASCA COUNTY TREASURER	155.27
1309281	MN DEPT OF NATURAL RESOURCES	1,500.00
1309336	MN STATE FIRE DEPT ASSOCIATION	423.00
1415030	NAPA SUPPLY OF GRAND RAPIDS	343.58
1415484	NORTHERN LIGHTS TRUCK	840.11
2018680	TRU NORTH ELECTRIC LLC	640.00
	TOTAL FIRE	14,858.58
INFORMATION TECHNOLOGY		
0500050	E3 CONSULTING SERVICES	991.50
1915248	SOFTWARE HARDWARE INTEGRATION	1,692.00

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INVOICES DUE ON/BEFORE 01/14/2019

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
INFORMATION TECHNOLOGY		
	TOTAL INFORMATION TECHNOLOGY	2,683.50
PUBLIC WORKS		
0100046	ASV HOLDINGS INC	44.14
0104799	ADVANCED SERVICES INC	126.00
0113223	AMERICAN DETAILING	250.00
0121721	AUTO VALUE - GRAND RAPIDS	275.37
0201737	BATTERY WHOLESALE INC	99.27
0301655	CARGILL INCORPORATED	4,562.70
0301685	CARQUEST AUTO PARTS	589.76
0315455	COLE HARDWARE INC	97.47
0401420	DAKOTA FLUID POWER, INC	217.43
0501650	EARL F ANDERSEN	477.88
0513233	EMERGENCY AUTOMOTIVE TECH INC	209.38
0514802	ENVIROTECH SERVICES INC	5,477.08
0601690	FASTENAL COMPANY	66.78
0800040	H & L MESABI	1,563.00
0815730	HOTSY EQUIPMENT OF MINNESOTA	455.30
0920060	ITASCA COUNTY TREASURER	925.28
1201434	LAKE WOODS CHRYSLER	30.17
1301213	MARTIN'S SNOWPLOW & EQUIP	446.99
1303039	MCCOY CONSTRUCTION & FORESTRY	274.38
1315690	MORTON SALT	2,583.10
1421155	NUCH'S IN THE CORNER	190.00
1503150	OCCUPATIONAL DEVELOPMENT CTR	1,045.00
1612040	PLACKNER TREE CARE INC	200.00
1621125	PUBLIC UTILITIES COMMISSION	14,053.60
1920555	STOKES PRINTING & OFFICE	6.18
2018560	TROUT ENTERPRISES INC	25.00
2209421	VIKING ELECTRIC SUPPLY INC	11.30
2605225	ZEE MEDICAL SERVICE	87.65
	TOTAL PUBLIC WORKS	34,390.21
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	235.20
0415529	DONDELINGER FORD	287.78
0904227	IDENTIFIX INC	1,428.00
0920060	ITASCA COUNTY TREASURER	74.02
1201850	LAWSON PRODUCTS INC	923.95
1301720	MATCO TOOLS	146.95
1415484	NORTHERN LIGHTS TRUCK	100.09
1605740	PETROCHOICE HOLDINGS INC	814.17

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INVOICES DUE ON/BEFORE 01/14/2019

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
FLEET MAINTENANCE		
1801615	RAPIDS WELDING SUPPLY INC	179.50
1901264	SAFETY KLEEN SYSTEMS INC	269.00
TOTAL FLEET MAINTENANCE		4,458.66
POLICE		
0118625	ARROW EMBROIDERY	180.00
0205725	BETZ EXTINGUISHER COMPANY	15.00
0301685	CARQUEST AUTO PARTS	370.79
0409501	JOHN P. DIMICH	4,583.37
0701650	GARTNER REFRIGERATION CO	75.24
0718021	GRAND RAPIDS GM INC	4.49
0920060	ITASCA COUNTY TREASURER	3,159.55
1200500	L&M SUPPLY	52.99
1201434	LAKE WOODS CHRYSLER	12.49
1309032	MID STATES ORGANIZED CRIME	150.00
1309149	MN CHIEFS OF POLICE ASSOC	508.00
1309167	MN BUREAU OF CRIMINAL	390.00
1309495	MINUTEMAN PRESS	121.01
1605665	PERSONNEL DYNAMICS LLC	1,871.10
1801570	RAPIDS AUTO WASH	9.00
1920233	STREICHER'S INC	7,112.37
1920555	STOKES PRINTING & OFFICE	58.12
2114371	U.S. POLICE CANINE ASSOC	50.00
TOTAL POLICE		18,723.52
RECREATION		
0920068	ITASCA DRIFTSKIPPERS	2,000.00
TOTAL RECREATION		2,000.00
GENERAL FUND-LIQUOR/CHART GAMB		
1809153	RICK'S ELECTRIC & DATA INC	100.00
TOTAL		100.00
CENTRAL SCHOOL		
0113233	AMERIPRIDE SERVICES INC	56.82
0218745	ASHLEY BRUBAKER	208.60



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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/14/2019

VENDOR #	NAME	AMOUNT DUE
-----		
CENTRAL SCHOOL		
0221650	BURGGRAF'S ACE HARDWARE	16.57
0701650	GARTNER REFRIGERATION CO	358.03
1315725	THE MOTOR SHOP LLC	369.68
1801555	RAPID PEST CONTROL INC	63.25
1801610	RAPIDS PLUMBING & HEATING INC	41.00
1908248	SHERWIN-WILLIAMS	56.08
2018680	TRU NORTH ELECTRIC LLC	559.20
	TOTAL	1,729.23
AIRPORT		
0315455	COLE HARDWARE INC	51.44
0504825	EDWARDS OIL INC	769.11
0801450	HALI-BRITE INC	1,329.84
0920060	ITASCA COUNTY TREASURER	171.12
1200530	LNR UNDERGROUND, LLC	7,355.00
1608345	PHILS GARAGE DOOR	311.00
1612045	PLAGEMANNS LANDSCAPING INC	3,480.00
2000400	T J TOWING	70.00
2018560	TROUT ENTERPRISES INC	550.00
2018680	TRU NORTH ELECTRIC LLC	70.00
	TOTAL	14,157.51
CIVIC CENTER		
GENERAL ADMINISTRATION		
0104799	ADVANCED SERVICES INC	108.00
0113233	AMERIPRIDE SERVICES INC	178.98
0118230	ARENA WAREHOUSE, LLC	161.51
0221650	BURGGRAF'S ACE HARDWARE	320.79
0315455	COLE HARDWARE INC	21.00
0501656	EARTHGRAINS COMPANY INC, THE	193.44
0701650	GARTNER REFRIGERATION CO	130.00
0715435	GOLD MEDAL PRODUCTS CO	473.82
0717996	GRAND ITASCA CLINIC	1,200.00
0801535	HAMMERLUND CONSTRUCTION INC	6,434.00
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
0920060	ITASCA COUNTY TREASURER	34.76
1201430	LAKE SUPERIOR CUTTING EDGE LLC	315.00
1309090	MINERS INC	11.78
1405725	NETWORK SERVICE COMPANY	429.25
1415481	NORTHERN DOOR & HARDWARE INC	58.00
1421155	NUCH'S IN THE CORNER	15.16

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INVOICES DUE ON/BEFORE 01/14/2019

VENDOR #	NAME	AMOUNT DUE
-----		
CIVIC CENTER		
GENERAL ADMINISTRATION		
1601753	PAUL HADDIX LOCKSMITHING	794.00
1605611	PEPSI BEVERAGES COMPANY	2,691.64
1801585	RAPIDS ELECTRIC INC	1,996.50
1801610	RAPIDS PLUMBING & HEATING INC	249.00
1901535	SANDSTROM'S INC	3,251.30
1909080	SIEMENS INDUSTRY, INC	943.00
2116600	UPPER LAKE FOODS INC	2,114.86
2209421	VIKING ELECTRIC SUPPLY INC	136.80
T001162	MARV BURT	153.00
TOTAL GENERAL ADMINISTRATION		22,425.59
CEMETERY		
0920060	ITASCA COUNTY TREASURER	76.18
1200500	L&M SUPPLY	45.92
TOTAL		122.10
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE SERVICES INC	30.00
0920060	ITASCA COUNTY TREASURER	53.13
TOTAL		83.13
GENERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
0218115	BRAUN INTERTEC CORPORATION	951.75
1900225	SEH	14,504.40
TOTAL 2010-5 MS RIVER PD BRIDGE		15,456.15
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
1303039	MCCOY CONSTRUCTION & FORESTRY	99,062.14
TOTAL CAPITAL OUTLAY-PUBLIC WORKS		99,062.14
CAPITAL OUTLAY-POLICE		
0513233	EMERGENCY AUTOMOTIVE TECH INC	7,678.47

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INVOICES DUE ON/BEFORE 01/14/2019

VENDOR #	NAME	AMOUNT DUE
-----		
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-POLICE		
TOTAL CAPITAL OUTLAY-POLICE		7,678.47
AIRPORT CAPITAL IMPRV PROJECTS		
2018 GA APRON CONSTRUCTION		
1621125	PUBLIC UTILITIES COMMISSION	961.97
TOTAL 2018 GA APRON CONSTRUCTION		961.97
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		
0218115	BRAUN INTERTEC CORPORATION	620.00
1900225	SEH	4,048.77
TOTAL 2018 NE IMPROVEMENTS		4,668.77
CAPITAL MAINT IMPRV PLAN		
0401500	DAMBERG.SCOTT.GERZINA.WAGNER	4,791.50
TOTAL CAPITAL MAINT IMPRV PLAN		4,791.50
2019 INFRASTRUCTURE BONDS		
2019-1 GLF COURSE RD UTIL EXT		
0218115	BRAUN INTERTEC CORPORATION	6,042.50
1900225	SEH	29,468.02
TOTAL 2019-1 GLF COURSE RD UTIL EXT		35,510.52
2019-2 COHASSET TRAIL		

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CITY OF GRAND RAPIDS  
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INVOICES DUE ON/BEFORE 01/14/2019

VENDOR #	NAME	AMOUNT DUE
-----		
2019	INFRASTRUCTURE BONDS	
	2019-2 COHASSET TRAIL	
1900225	SEH	8,376.01
T001218	HAMMERLUND PROPERTIES LLC	500.00
	TOTAL 2019-2 COHASSET TRAIL	8,876.01
STORM WATER UTILITY		
0301685	CARQUEST AUTO PARTS	36.60
0301705	CASPER CONSTRUCTION INC	77,093.50
0405244	DEER RIVER TRUCKING	1,414.00
0801535	HAMMERLUND CONSTRUCTION INC	1,320.00
0920060	ITASCA COUNTY TREASURER	116.28
1612045	PLAGEMANNS LANDSCAPING INC	300.00
1621125	PUBLIC UTILITIES COMMISSION	15,169.69
1903342	WILLIAM J SCHWARTZ & SON'S INC	366.00
	TOTAL	95,816.07
LODGING TAX		
1920240	CHAD B STERLE	348.75
	TOTAL	348.75
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$458,365.31
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	757.49
0113216	AMERICAN BANK	1,000,050.00
0114206	DALE ANDERSON	26.18
0114210	D. ANDERSON - CHANGE FUND	11,120.00
0114211	D. ANDERSON-PETTY CASH FUND	3.84
0116600	APPLE VALLEY, CITY OF	1,311.00
0201354	B. BAIRD-PETTY CASH FUND	23.70
0305530	CENTURYLINK QC	315.71
0315105	COALITION OF GREATER MN CITIES	170.00
0315543	CONSTELLATION NEWENERGY -GAS	4,588.59
0405505	JAMES DENNY	433.00
0504610	RON EDMINSTER	70.85
0718015	GRAND RAPIDS CITY PAYROLL	505,302.71
0718229	GREENWAY JOINT RECREATION ASSC	188.50
0815440	HOLIDAY STATIONSTORES LLC	475.97
0900060	ICTV	75.00
0920055	ITASCA COUNTY RECORDER	145.00

DATE: 01/09/2019  
 TIME: 13:29:09  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 01/14/2019

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1201402	LAKE COUNTRY POWER	39.54
1225505	JEFF WILLIAM LYMAN	66.99
1301146	MARCO TECHNOLOGIES, LLC	1,848.15
1305046	MEDIACOM LLC	128.45
1305065	MEDTOX LABORATORIES INC	74.55
1309162	MN BCA/TRAINING & EDUCATION	1,250.00
1309199	MINNESOTA ENERGY RESOURCES	4,797.02
1309335	MINNESOTA REVENUE	1,802.21
1315299	RICK MOEN	53.28
1405550	NEOPOST USA INC	1,000.00
1405850	NEXTERA COMMUNICATIONS LLC	437.27
1601305	THOMAS J. PAGEL	939.34
1601750	PAUL BUNYAN COMMUNICATIONS	276.78
1609561	PIONEER TELEPHONE	7.19
1615500	SHAUN POMPLUN	32.05
1621125	PUBLIC UTILITIES COMMISSION	5,719.50
1920231	ROBERT STEIN	911.19
1920245	STEWART SOUND SYSTEM LLC	30,071.29
2000100	TASC	30.60
2000490	TDS Metrocom	781.72
2100265	U.S. BANK	450.00
2114360	UNITED PARCEL SERVICE	154.21
2114750	UNUM LIFE INSURANCE CO OF AMER	259.94
2205637	VERIZON WIRELESS	3,426.82
2209665	VISA	9,555.38
2209705	VISIT GRAND RAPIDS INC	16,584.76
2301700	WASTE MANAGEMENT OF MN INC	2,544.56
2305300	MATTHEW WEGWERTH	247.98
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$1,608,548.31
TOTAL ALL DEPARTMENTS		2,066,913.62



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0831      **Version:** 1      **Name:** Operating Transfer-Close Rec Prgm Fund  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 12/17/2018      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider adopting a resolution approving an operating transfer from the General Fund to the Special Revenue Fund-Recreation Programs.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** Close fund 230 & transfer \$14,325 from 101 to 230

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

Consider adopting a resolution approving an operating transfer from the General Fund to the Special Revenue Fund-Recreation Programs.

**Background Information:**

In June 2018, the City of Grand Rapids relinquished all of its recreation programs over to the School District and Itasca County YMCA. After all of the expenses are paid, an additional \$14,326 is necessary to eliminate the deficit in the fund.

**Staff Recommendation:**

Staff recommends adopting a resolution approving an operating transfer from the General Fund to the Special Revenue Fund-Recreation Programs in the amount of \$14,326 and close the fund as of December 31, 2018.

**Requested City Council Action**

Make a motion adopting a resolution approving an operating transfer from the General Fund to the Special Revenue Fund-Recreation Programs in the amount of \$14,326 and close the fund 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 GENERAL  
FUND TO THE SPECIAL REVENUE FUND-RECREATION PROGRAMS IN THE  
AMOUNT OF \$14,326 AND CLOSE THE FUND AS OF DECEMBER 31, 2018

WHEREAS, in June 2018, the City of Grand Rapids relinquished all of its recreation programs to the School District and Itasca County YMCA, and

WHEREAS, after all the expenses are paid, an additional \$14,326 is necessary to eliminate the deficit, and

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorize the transfer of \$14,326 from the General Fund to the Special Revenue Fund-Recreation Programs to eliminate the deficit, and to close the fund as of December 31, 2018.

Adopted this 14<sup>th</sup> 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 #:** 18-0834      **Version:** 1      **Name:** 2019 MSI Maintenance agreements  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 12/18/2018      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider approving computer software agreements for 2019 with Harris Computer Systems for \$20,942.78.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

Consider approving computer software agreements for 2019 with Harris Computer Systems for \$20,942.78.

**Background Information:**

The City of Grand Rapids has had a software maintenance agreement with Harris Computer Systems (formerly Municipal Software Inc.(MSI) since 1991 for accounting and time tracking software support. The amount of the agreements for 2019 total \$20,942.78. This includes the general software maintenance, TimeClock Plus for payroll, and hosting the Employee Services Portal for payroll.

The contracts include: telephone support for trained users, periodic application software updates, government mandated updates for 941 and quarterly reports, W-2 printing, state and federal tax calculations, 1099 printing, and remote diagnostic support. The response time according to the contract is 1-4 hours for priority calls.

The cost of the maintenance agreements is included in the adopted 2019 City Wide Department budget.

**Staff Recommendation:**

Staff recommends approving computer software agreements for 2019 with Harris Computer Systems for \$20,942.78.

**Requested City Council Action**

Make a motion approving computer software agreements for 2019 with Harris Computer Systems for \$20,942.78.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	18-0836	<b>Version:</b>	1	<b>Name:</b>	Accept Feasibility Report for CP 2014-2 and call for Public Hearing
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	12/20/2018	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	1/14/2019	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	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.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">1-14-19 Resolution CP 2014-2 Rec Feas Report Call for Hearing 2014-2 feasibility report 011419.pdf</a>				

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

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.

### **Background Information:**

The Feasibility Report for CP 2014-2, 2019 Street Improvements Project is complete. With the report complete, the City Council can now consider passing a resolution accepting the Report and calling for a Public Hearing on Monday, January 28, 2019 at 5:30 pm in the Grand Rapids City Council Chambers.

### **Staff Recommendation:**

City staff recommends adopting the attached resolution accepting the report and calling for the public hearing.

### **Requested City Council Action**

Make a motion to adopt the attached 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.

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

RESOLUTION NO. 19-\_\_

**A RESOLUTION RECEIVING THE REPORT AND  
CALLING FOR A HEARING FOR  
2019 Street Improvements Project  
City Project 2014-2**

WHEREAS, a report has been prepared by the City Engineer with reference to the 2019 Street Improvements Project, and

WHEREAS, this report was received by the Council on January 14<sup>th</sup>, 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 \$3,282,366.
2. A Public Hearing shall be held on such proposed improvement on the 28<sup>th</sup> day of January, 2019, in the council chambers located at the Grand Rapids City Hall at 5:30 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the Council this 14<sup>th</sup> 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:**

## **2019 Street Improvements Project**

**(2<sup>nd</sup> Avenue Northeast, 9<sup>th</sup> Street Northeast, 7<sup>th</sup> Street Northeast, 10<sup>th</sup> Street Northwest, 10<sup>th</sup> St NW/11<sup>th</sup> St NW Alley, 11<sup>th</sup> Street Northwest, 2<sup>nd</sup> Avenue Northwest, 6<sup>th</sup> Avenue Northwest and Block 18/19 Alleys)**

**City Project 2014-2**

---

**January 14, 2019**

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## EXECUTIVE SUMMARY

City Project 2014-2, 2019 Street Improvements Project, involves the reconstruction of street, sidewalk, sanitary sewer, water main, street lighting, storm sewer, and associated appurtenances. The improvements are located on 2<sup>nd</sup> Avenue NE from 6<sup>th</sup> Street NE to 9<sup>th</sup> Street NE, 9<sup>th</sup> Street NE from 1<sup>st</sup> Avenue NE to 2<sup>nd</sup> Avenue NE, 7<sup>th</sup> Street NE from 1<sup>st</sup> Avenue NE to 2<sup>nd</sup> Avenue NE, 10<sup>th</sup> Street NW from 4<sup>th</sup> Avenue NW to Pokegama Avenue, Alley between 10<sup>th</sup> Street NW/11<sup>th</sup> Street NW between 3<sup>rd</sup> Avenue NW/2<sup>nd</sup> Avenue NW, 11<sup>th</sup> Street NW from 4<sup>th</sup> Avenue NW to 1<sup>st</sup> Avenue NW, 2<sup>nd</sup> Avenue NW from 11<sup>th</sup> Street NW to the dead end, 6<sup>th</sup> Avenue NW from 4<sup>th</sup> Street NW to 5<sup>th</sup> Street NW and the Block 18/19 Alleys. *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 2014-2 is as follows:

### **Opinion of Cost**

Construction Cost	\$2,383,539
10% Contingency	\$238,354
Engineering	\$476,708
Legal/Publishing/Easement	\$5,000
Administration	\$47,671
Cost of Issuance	\$95,342
Arts and Culture	\$35,753
Total Project Cost	\$3,282,366

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

### **Proposed Financing**

(1) Assessments	\$395,487
Storm Water Utility	\$125,000
GRPU - Sanitary	\$400,640
GRPU - Water	\$467,802
G.O. Levy Bonding	\$1,893,437
Total	\$3,282,366

(1) \$0 of the assessments are levied against City properties and are not included in this amount.

This project is feasible. It will reconstruct streets that were originally constructed in the 1950's and that have exceeded their life cycle. The project will reconstruct storm sewer, sanitary sewer and water main that are in excess of 60 years of age.

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

Regards,

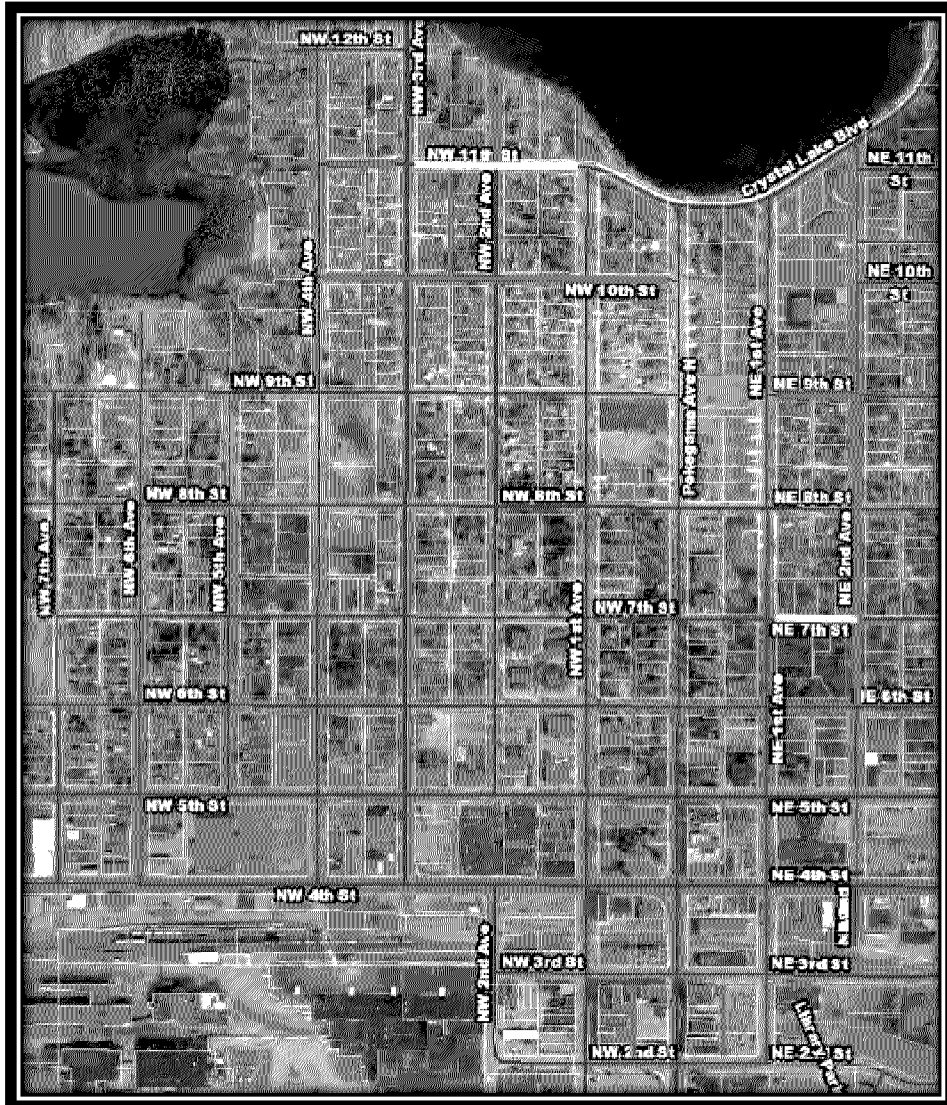
A handwritten signature in black ink, appearing to read "Matt Wegwerth". The signature is fluid and cursive, with a long horizontal stroke at the end.

Matt Wegwerth, PE  
City Engineer




Cc: Tom Pagel, City Administrator  
Barb Baird, Finance Director  
Jeff Davies, Public Works Director  
Julie Kennedy, GRPU General Manager  
Steve Mattson, Water and Sewer Department Manager

## PROJECT BACKGROUND AND SCOPE

The reconstruction of infrastructure related to this project will generally occur on 2<sup>nd</sup> Avenue NE from 6<sup>th</sup> Street NE to 9<sup>th</sup> Street NE, 9<sup>th</sup> Street NE from 1<sup>st</sup> Avenue NE to 2<sup>nd</sup> Avenue NE, 7<sup>th</sup> Street NE from 1<sup>st</sup> Avenue NE to 2<sup>nd</sup> Avenue NE, 10<sup>th</sup> Street NW from 4<sup>th</sup> Avenue NW to Pokegama Avenue, 11<sup>th</sup> Street NW from 4<sup>th</sup> Avenue NW to 1<sup>st</sup> Avenue NW, 2<sup>nd</sup> Avenue NW from 11<sup>th</sup> Street NW to the dead end, 6<sup>th</sup> Avenue NW from 4<sup>th</sup> Street NW to 5<sup>th</sup> Street NW and Block 18/19 Alleys. The project will include the reconstruction of street, sidewalk, sanitary sewer, water main, street lighting, storm sewer and associated appurtenances. See figure below for general location and extent of work.



### LEGEND

	RECONSTRUCTION
	OVERLAY
	RECONSTRUCTION

## PROJECT DESCRIPTION

### **STREET**

2<sup>nd</sup> Avenue NE (from 6<sup>th</sup> Street NE to 9<sup>th</sup> Street NE), was originally constructed with bituminous pavement in 1955. The existing width of 2<sup>nd</sup> Ave NE is approximately 40 feet from flow line of curb to flow line of curb. The pavement structure has deteriorated to a point where it needs to be reconstructed. The following picture identifies the typical pavement condition on 2<sup>nd</sup> Avenue NE.



Like most city streets, city staff receives complaints of vehicles driving too fast. One way to curb speed, reduce cost of construction and on-going maintenance is to reduce the width of the street. With this project it is proposed to reduce the street width to 32 feet, from 6<sup>th</sup> Street NE to 9<sup>th</sup> Street NE, and reconstruct the 6' sidewalk along both sides of the roadway.



**9<sup>th</sup> Street NE (from 1<sup>st</sup> Avenue NE to 2<sup>nd</sup> Avenue NE)**, was originally constructed with bituminous pavement in the 1955. The existing width of the street is approximately 28 feet from flow line of curb to flow line of curb. The pavement structure is in poor condition and needs to be replaced. The following picture identifies the typical pavement condition on 9<sup>th</sup> Street NE.



The proposed typical section for this roadway is 28 feet wide with a new 6' sidewalk proposed along the north side of the roadway. This new sidewalk will be the final connection to the sidewalk that was installed in 2017 along 9<sup>th</sup> Street NE.

**7<sup>th</sup> Street NE (from 1<sup>st</sup> Avenue NE to 2<sup>nd</sup> Avenue NE)**, was originally constructed in 1961. The existing width of the street is approximately 28 feet from flow line of curb to flow line of curb. The roadway is failing and needs to be reconstructed. The following picture identifies the typical pavement condition on 7<sup>th</sup> Street NE.



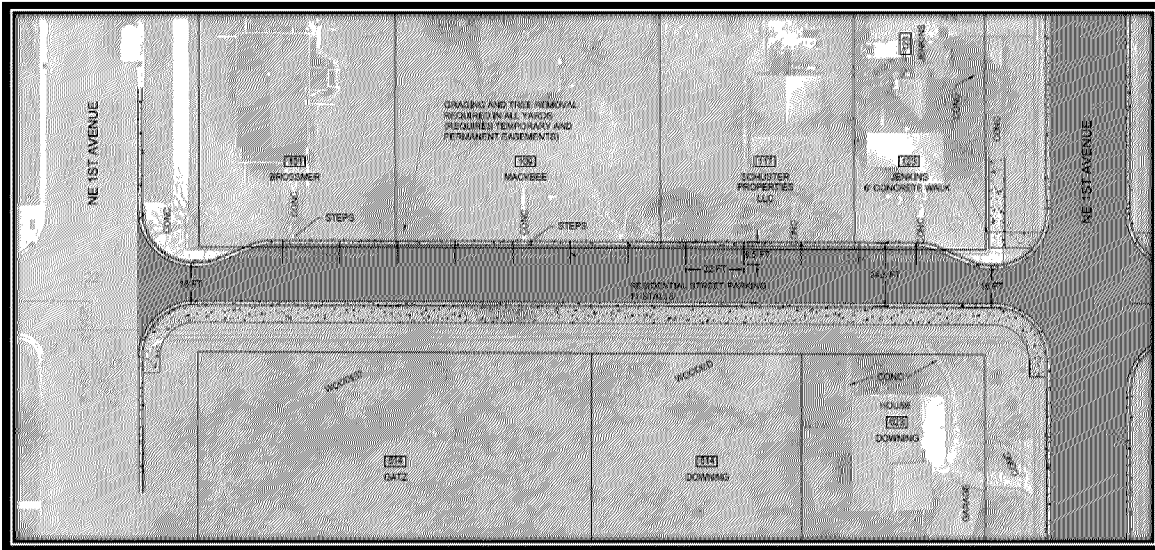
7<sup>th</sup> Street NE has significant structural issues along the south side of the roadway. 7<sup>th</sup> Street is adjacent to an existing drainage creek that runs through the northern portion of Grand Rapids. Due to the close proximity to the creek, the embankment of the roadway has been settling over the years, causing the roadway to sink. In order to resolve these issues, several options were reviewed.

Option 1 – Reconstruct the roadway to the current width, while clearing trees to the south and adding fill in the area of creek to properly support the road.

Option 2 – Reconstruct the roadway to a one-way road, which will allow the width of the road to narrow. This will provide access to the homes, while eliminating the need to impact the creek.

Option 3 – Close the roadway and construct a 12' paved trail. This will eliminate impacts to the creek but will provide pedestrian and emergency vehicle access.

Letters were sent to all property owners adjacent to this section of 7<sup>th</sup> Street to get input on which option they preferred. 3 residents selected option 3 (close the road) and 1 resident selected option 1 (reconstruct as-is). Additionally, at the neighborhood meeting on December 12, further discussion was had regarding the options. Based on the comments and discussion, option 2 is the recommendation for this street. Constructing a one-way road, with parking, will still provide access to the homes but will move the south edge of the road to the north approximately 6'. This will eliminate impacts to the creek. Below is a sketch of what the proposed roadway will look like.



**10<sup>th</sup> Street NW (from 4<sup>th</sup> Avenue NW to Pokegama Avenue)**, was originally constructed with bituminous pavement in the 1952. The existing width of the street is approximately 28 feet from flow line of curb to flow line of curb. The pavement structure is failing and needs reconstruction. It is proposed to reconstruct the roadway to the current dimensions. The following picture identifies the typical pavement condition on 10<sup>th</sup> Street NW.



**11<sup>th</sup> Street NW (from 4<sup>th</sup> Avenue NW to 3<sup>rd</sup> Avenue NW)**, was originally constructed with bituminous pavement in 1952. The existing width of the street is approximately 28 feet from flow line of curb to flow line of curb. Due to the poor condition of the roadway, it is proposed to reconstruct this section of roadway to 28 feet wide while replacing the sidewalks. The following picture identifies the typical pavement condition on 11<sup>th</sup> Street NW.



**11<sup>th</sup> Street NW (3<sup>rd</sup> Avenue NW to 1<sup>st</sup> Avenue NW)**, was originally constructed with bituminous pavement in 1952. The existing width of the street is approximately 28 feet from flow line of curb to flow line of curb. In order to extend the life of the roadway, it is proposed to mill the pavement to a depth of 2” and then repaved with a new driving surface. Curb will be replaced where necessary to maintain drainage. The following picture identifies the typical pavement condition on 11<sup>th</sup> Street NW.



**2<sup>nd</sup> Avenue NW (from 11<sup>th</sup> Street NW to Dead End)**, was originally constructed with bituminous pavement in 1952. The existing width of 2<sup>nd</sup> Ave NW is approximately 40 feet from flow line of curb to flow line of curb. The pavement structure has deteriorated to a point where it needs to be reconstructed. The following picture identifies the typical pavement condition on 2<sup>nd</sup> Avenue NW.





In order to better match the needs of the neighborhood, it is proposed to reduce the street width to 32 feet and reconstruct the sidewalk along both sides of the roadway.

**6<sup>th</sup> Avenue NW (from 4<sup>th</sup> Street NW to 5<sup>th</sup> Street NW)**, was originally constructed with bituminous pavement in 1955. The existing width of 6<sup>th</sup> Ave NW is approximately 38 feet from flow line of curb to flow line of curb. The pavement structure is in very poor condition and needs to be reconstructed. The following picture identifies the typical pavement condition on 6<sup>th</sup> Avenue NW.



Alley between 10<sup>th</sup> St NW / 11<sup>th</sup> St NW and 3<sup>rd</sup> Ave NW / 2<sup>nd</sup> Ave NW, was originally constructed with bituminous pavement in the 1950's. The existing width of the alley is approximately 12 feet from edge of pavement and does not have curb and gutter. The pavement structure has deteriorated to a point where it needs to be reconstructed. The alley will be rebuilt to the current dimensions and will include improved drainage.

Block 18/19 Alleys, between 2<sup>nd</sup> St N and 3<sup>rd</sup> St N, were originally constructed with bituminous pavement in the 1950's. The existing width of the alleys is approximately 14 feet from edge of pavement and does not have curb and gutter. The pavement structure has deteriorated to a point where it needs to be reconstructed. The alley will be rebuilt to the current dimensions and will include drainage and utility improvements.

## STORM SEWER

2<sup>nd</sup> Avenue NE, 7<sup>th</sup> Street NE, 9<sup>th</sup> Street NE, 10<sup>th</sup> Street NW, 2<sup>nd</sup> Avenue NW, 6<sup>th</sup> Avenue NW, there are various storm sewer crossings/mains along 2<sup>nd</sup> Ave NE, 7<sup>th</sup> St NE, 9<sup>th</sup> St NE, 10<sup>th</sup> St NW, 2<sup>nd</sup> Ave NW and 6<sup>th</sup> Ave NW which will be reconstructed. There are no storm sewer mains located within 11<sup>th</sup> St NW. Storm sewer reconstruction will include the replacement of mains, leads and catch basins. Additionally, new catch basins and mains will be added at the intersection of 11<sup>th</sup> St NW and 2<sup>nd</sup> Ave NW, to help improve drainage. With the narrowing of several streets, it is proposed to construct rain gardens in various locations near proposed catch basins. Exact locations will be determined during design. An example of a typical rain garden is located below.



## WATER MAIN

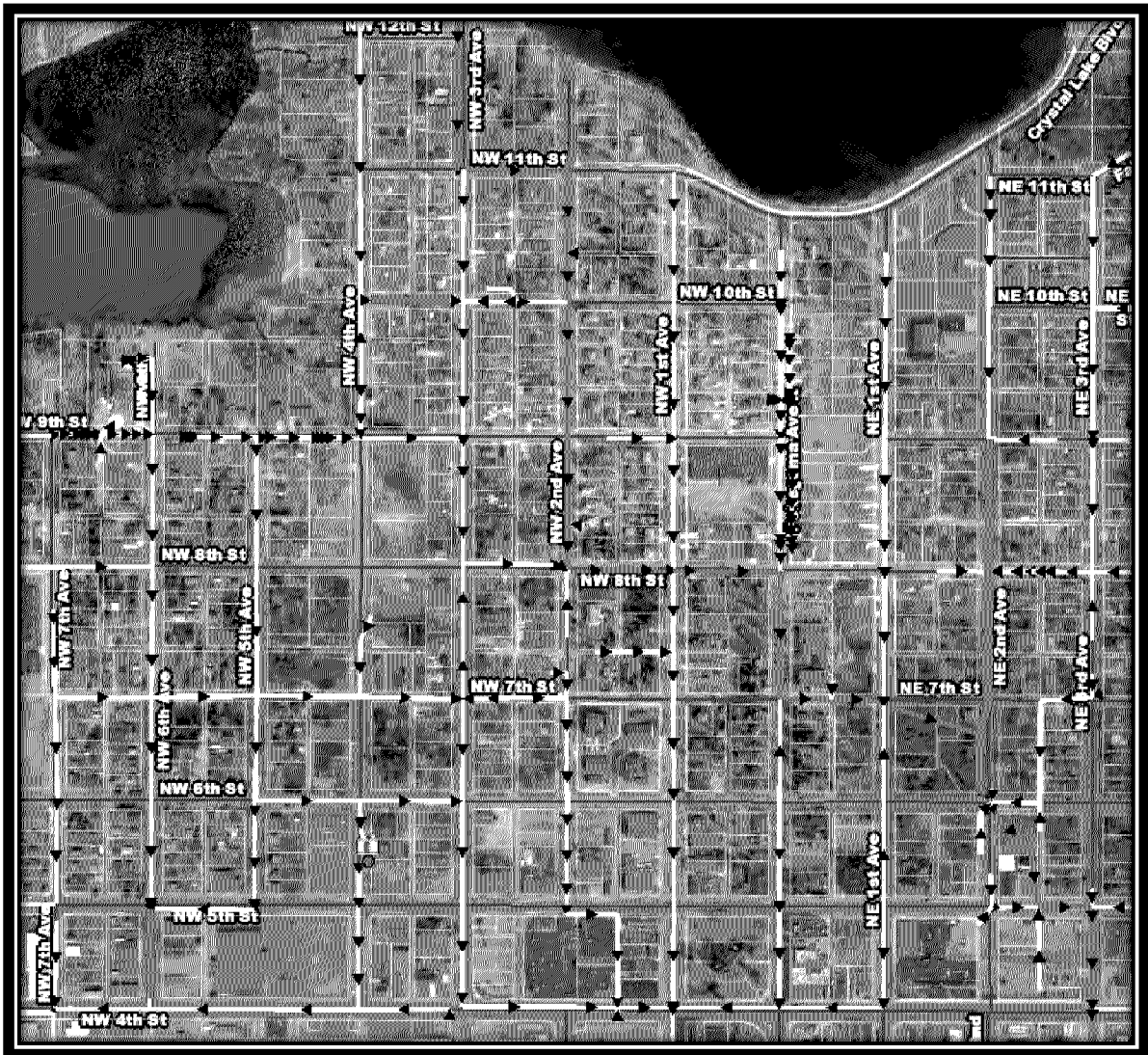
2<sup>nd</sup> Avenue NE, 7<sup>th</sup> Street NE, 9<sup>th</sup> Street NE, 10<sup>th</sup> Street NW, 2<sup>nd</sup> Avenue NW and 6<sup>th</sup> Avenue NW, water main along these streets consists of 6 inch and 8 inch diameter cast iron pipe. The cast iron pipe was installed in 1950's. It is proposed to replace the cast iron main with an 8 inch ductile iron pipe. Locations that have existing ductile iron pipe will remain as-is and will not be replaced.. Water services in the pipe replacement areas will be replaced. Locations to be replaced are shown in red below.





## SANITARY SEWER

2<sup>nd</sup> Avenue NE, 7<sup>th</sup> Street NE, 10<sup>th</sup> Street NW, 2<sup>nd</sup> Avenue NW and 6<sup>th</sup> Avenue NW, sanitary sewer within these streets consists of 8 inch and 12 inch vitrified clay pipe. The VCP pipe was installed in the 1950's/60's. It is proposed to replace the existing 8 inch and 12 inch VCP with an 8 inch and 12 inch PVC main. Services connected to this main will also be replaced. Locations with existing PVC mains will not be replaced. The existing sanitary collector main south of 7<sup>th</sup> Street NE, will be reviewed for rerouting from 1<sup>st</sup> Avenue NE to 2<sup>nd</sup> Avenue NE within the road right of way of 7<sup>th</sup> Street NE. The areas to be replaced are shown in red below.



# ZONING

The zoning within the project area is a mix of R-2 (One and Two-Family Residence), SR-2 (Shoreland One and Two-Family Residence), Public Use, Central Business and General Business. The existing use of property is a mix of residential, public use and general business, with the majority being residential homes. See zoning maps below.



Tax Parcels (1) - Grand Rapids Tax Parcels	R-3 - Multi-Family Residence (Medium Density)	SGB - Shoreland General Business
<b>Zoning - Layer</b>	SR-3 - Shoreland Multi-Family Residence	SI-1 - Shoreland Industrial Park
R-1 - One-Family Residence	R-4 - Multi-Family Residence (High Density)	SI-2 - Shoreland General Industrial Park
SR-1 - Shoreland One-Family Residence	LB - Limited Business	PU - Public Use
R-2 - One and Two-Family Residence	CBD - Central Business	SPU - Shoreland Public Use
SR-2 - Shoreland One and Two-Family Residence	GB - General Business	CD - Conserancy

## PROJECT INITIATION

On October 22, 2018, the City Council passed a resolution ordering the preparation of this feasibility report. This project must be considered as a City initiated project and would, therefore, require a favorable 4/5<sup>th</sup> vote of the City Council to advance.

## 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).



## PUBLIC MEETINGS

A neighborhood meeting was conducted on Wednesday, December 12, 2018. Approximately fifteen-twenty property owners attended the meeting. Their main questions were related to the proposed work and how special assessments are calculated. The majority of the attendees were in support of the project. One resident on 3<sup>rd</sup> Avenue NW spoke against the project, based on the fact that the assessment would be a hardship.

Staff also met with several residents outside of the neighborhood meeting:

- Resident on 2<sup>nd</sup> Avenue NW, who is supportive of the project
- Resident on 2<sup>nd</sup> Avenue NE, who supports the project but would prefer Option 3 (closure and trail) for 7<sup>th</sup> Street NE
- Resident on 2<sup>nd</sup> Avenue NE, who does not support the sidewalk on 7<sup>th</sup> Street NE
- Resident on 4<sup>th</sup> Avenue NW, who questioned the benefit to their property
- Resident on 2<sup>nd</sup> Avenue NE, who questioned narrowing the roadway

## PROJECT SCHEDULE

The project is tentatively scheduled to advance as follows:

Feasibility Report to council	January 14, 2019
Public Hearing	January 28, 2019
Order Plans & Specifications	January 28, 2019
Approve Plans and Advertise for Bids	March 11, 2019
Open Bids	April 2019
Award Contract	April 2019
Construction Begins	Summer 2019
Substantial Completion	Fall 2019

## PROJECT COST AND FINANCING

The Engineering Departments opinion of cost for City Project 2014-2 follows:

<b>Opinion of Cost</b>	
Construction Cost	\$2,383,539
10% Contingency	\$238,354
Engineering	\$476,708
Legal/Publishing/Easement	\$5,000
Administration	\$47,671
Cost of Issuance	\$95,342
Arts and Culture	\$35,753
Total Project Cost	\$3,282,366

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

**Proposed Financing**

(1) Assessments	\$395,487
Storm Water Utility	\$125,000
GRPU - Sanitary	\$400,640
GRPU - Water	\$467,802
G.O. Levy Bonding	\$1,893,437
Total	\$3,282,366

(1) \$0 of the assessments are levied against City properties and are not included in this amount.

**PROJECT NEED**

The streets and utilities on 2<sup>nd</sup> Avenue NE, 7<sup>th</sup> Street NE, 9<sup>th</sup> Street NE, 10<sup>th</sup> Street NW, 10<sup>th</sup> St NW/11<sup>th</sup> St NW Alley, 11<sup>th</sup> Street NW, 2<sup>nd</sup> Avenue NW, 6<sup>th</sup> Avenue NW and Block 18/19 Alleys have exceeded their lifecycle and are in need of replacement. Continued utility issues make this project a priority.

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

City Project	Street	Total	Roadway	Storm Sewer	Sanitary Sewer	San Swr Ser	Water	Water Ser	Lighting
CP 2014-2: 2nd Avenue NE	2nd Ave NE / 9th St NE	\$1,110,953.75	\$600,909.75	\$58,607.50	\$158,711.00	\$38,700.00	\$171,025.50	\$68,000.00	\$15,000.00
	7th Street NE	\$135,581.75	\$93,778.25	\$13,877.50			\$21,826.00	\$6,100.00	
CP 2016-1: NW Reconstruction	2nd Avenue NW	\$244,462.50	\$114,997.50	\$20,000.00	\$21,970.00	\$13,800.00	\$26,595.00	\$20,500.00	\$26,600.00
	10th Street NW	\$520,685.00	\$361,287.50	\$21,750.00	\$45,325.00	\$9,900.00	\$21,565.00	\$8,300.00	\$52,557.50
	11th Street NW	\$169,645.00	\$135,975.00	\$10,000.00					\$23,670.00
	6th Avenue NW	\$202,211.25	\$125,886.25		\$20,180.00	\$12,175.00	\$26,420.00	\$17,550.00	
<b>Total</b>		<b>\$2,383,539.25</b>	<b>\$1,432,834.25</b>	<b>\$124,235.00</b>	<b>\$246,186.00</b>	<b>\$74,575.00</b>	<b>\$267,431.50</b>	<b>\$120,450.00</b>	<b>\$117,827.50</b>

## APPENDIX B - Preliminary Assessment Calculations

### Urban Residential Full Reconstruction - Street Assessment Calculation

Residential TCI

Total Length of Project (feet)	3,630
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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
				<b>Residential Rate per Foot</b>	<b>\$22.3474</b>

**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
				<b>Residential Rate per Foot</b>	<b>\$10.7517</b>

**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
<b>Non-Residential Rate per Foot</b>	<b>\$86.0876</b>



## Cost Breakdown w/ Utility Service Assessment

### Streets

Construction Cost	\$1,432,834.25
Non- Construction	\$540,318.53
<b>Total Streets</b>	<b>\$1,973,152.78</b>

### Storm Sewer

Construction Cost	\$124,235.00
Non- Construction	\$46,848.74
<b>Total Storm Sewer</b>	<b>\$171,083.74</b>

### Street Lighting

Construction Cost	\$117,827.50
Non- Construction	\$44,432.48
<b>Total Storm Sewer</b>	<b>\$162,259.98</b>

### Sanitary Sewer Main

Construction Cost	\$246,186.00
Non- Construction	\$92,836.18
<b>Total Sanitary - GRPU</b>	<b>\$339,022.18</b>

### Sanitary Sewer Service

Construction Cost	\$74,575.00
Non- Construction	\$28,122.06
<b>Total Sanitary Services</b>	<b>\$102,697.06</b>
GRPU 60%	\$61,618.24
Assessed	\$41,078.83
Number of Services	34
Assessment Rate	\$1,208.20

### Water Main

Construction Cost	\$267,431.50
Non- Construction	\$100,847.81
<b>Total Water Main</b>	<b>\$368,279.31</b>

### Water Services

Construction Cost	\$120,450.00
Non- Construction	\$45,421.42
<b>Total Water Services</b>	<b>\$165,871.42</b>
GRPU 60%	\$99,522.85
Assessed	\$66,348.57
Number of Services	40
Assessment Rate	\$1,658.71

**2014-2****Reconstruction**

<u>Parcel Number</u>	<u>Owner Name</u>	<u>Assessment</u>
91-415-0681	ALLISON, TODD S	
	Owner Total	<u>\$4,175.54</u>
91-585-2225	ARNOLD, JERRY W & KIMBERLY S	
	Owner Total	<u>\$2,776.21</u>
91-585-2220	ARNOLD, LEWIS J & ELEANOR J	
	Owner Total	<u>\$2,776.21</u>
91-585-3980	BECK, BARRY & VICTORIA	
	Owner Total	<u>\$3,850.31</u>
91-585-3835	BROSSMER, BARBARA A	
	Owner Total	<u>\$1,676.25</u>
91-585-2720	CHASE, W ROGER	
	Owner Total	<u>\$4,833.71</u>
91-585-2650	DASS, MATTHEW J & MEGAN L	
	Owner Total	<u>\$2,235.00</u>
91-585-3955	DEGARMO, SCOTTCLIF & CHRIS	
	Owner Total	<u>\$4,610.21</u>
91-415-0620	DOWNING, PATRICK J & HOLLIS A	
91-415-0610		
	Owner Total	<u>\$9,576.39</u>
91-585-2725	FRIMANSLUND, CONNIE	
	Owner Total	<u>\$4,833.71</u>
91-415-0670	GATZ, MICHELLE LYNN	
	Owner Total	<u>\$3,354.51</u>
91-585-2655	GILMAN, SEAN M & ALEECE N	
	Owner Total	<u>\$4,207.91</u>
91-585-3940	GLISSON, ILLA	
	Owner Total	<u>\$1,452.75</u>
91-585-2780	HIGBEE, HAROLD S & PATRICIA	
	Owner Total	<u>\$1,341.00</u>
91-585-3820	JENKINS, LARRY T	
	Owner Total	<u>\$5,101.91</u>

## 2014-2

### Reconstruction

Parcel Number	Owner Name	Assessment
91-585-2730	KEMMER, ALAN	
	Owner Total	\$1,855.05
91-585-2845	LAURIE, SUSAN A	
	Owner Total	\$1,117.50
91-585-3830	MACKBEE, MYLES M & SHAWN M	
	Owner Total	\$3,916.06
91-585-3840	MATTHEWS, BRADLEY J	
	Owner Total	\$1,475.10
91-585-3985	MEESE PROPERTIES LLC	
	Owner Total	\$1,430.40
91-415-0580	MERRILD, SONJA M	
	Owner Total	\$1,564.50
91-585-2230	MEYER, JULIET M	
	Owner Total	\$1,452.75
91-585-2205	MINN STATE ARMORY COMM	
91-585-2250		
	Owner Total	\$6,705.00
91-585-2210	ODDEN, SHERI L	
	Owner Total	\$1,966.80
91-585-2880	OVEN, MATTHEW J & CHRISTINA	
	Owner Total	\$3,984.41
91-415-0582	PAUL BUNYAN RURAL TELEPHON	
	Owner Total	\$2,776.21
91-585-2715	PAULSON, JAY A	
	Owner Total	\$4,833.71
91-585-2240	PLISKA, TRISHA K	
	Owner Total	\$983.40
91-585-2870	RIMA, ROBERT G & DARLA M	
	Owner Total	\$4,833.71
91-585-2885	RIMA-CARLSON, CHRISTOPHER &	
	Owner Total	\$4,342.01

## 2014-2

### Reconstruction

Parcel Number	Owner Name	Assessment
91-585-2705	ROBINSON, BRUCE G	
	Owner Total	\$4,833.71
91-415-0570	ROHLOFF, TODD & MICHELLE	
	Owner Total	\$1,564.50
91-585-2245	SCHUSTER PROPERTIES LLC	
91-585-3825		
91-585-3950		
	Owner Total	\$10,560.12
91-585-2755	TALBERG, DALE A	
	Owner Total	\$1,251.60
91-585-2235	THOMPSON, ELIZABETH & FRANK	
	Owner Total	\$1,672.00
91-585-3805	TULEK, JAMES E & SANDY	
	Owner Total	\$5,995.91
91-585-2710	VOGES, RICHARD W	
	Owner Total	\$4,833.71
91-585-2765	VOLTZ, JAMES & SHARON	
	Owner Total	\$1,341.00
91-585-3815	WALD, ANTHONY M	
	Owner Total	\$6,800.51
91-585-3945	WALTERS, THOMAS C & MYRLE J	
	Owner Total	\$4,766.66
91-415-0640	WATSON, STUART TRUSTEE	
	Owner Total	\$5,995.91
91-585-2735	WESTBERG, JASON & STEPHANIE	
	Owner Total	\$1,497.45
91-585-2215	WISWELL, PATRICK W & CARLA R	
	Owner Total	\$3,893.71
<b>Total Assesment</b>		<b>\$155,045.02</b>

**2016-1**

## Reconstruction &amp; Overlay

Parcel Number	Owner Name	Assessment
91-585-1330	ACHESON, JEFFREY P	
	Owner Total	\$1,137.17
91-590-0525	ALLEN, KIMBERLY J	
91-585-1640		
	Owner Total	\$2,669.48
91-585-2070	ARNOLD, JOHN & KAREN	
	Owner Total	\$1,698.60
91-585-1885	BEAN, STEVEN E & AMY L	
	Owner Total	\$1,475.10
91-585-0630	BERGMAN, JEFFREY S & NAOMI R	
	Owner Total	\$5,955.15
91-590-0650	BILLEADEAU, SCOTT A & ANN R	
	Owner Total	\$2,207.29
91-585-1720	BLAINE, KENNETH JR & JOANN	
	Owner Total	\$1,229.25
91-585-1730	BOUCHIE, RUSSELL W & CHARLO	
91-550-0110		
	Owner Total	\$3,126.32
91-585-1980	C AND T ENTERPRISES LLC	
	Owner Total	\$1,229.25
91-585-1520	CARGILL, JOEL C & KATHRYN A	
	Owner Total	\$1,117.50
91-590-0560	CARLOS, PETER M	
	Owner Total	\$1,370.95
91-585-2040	CARNES, CONNIE	
	Owner Total	\$999.94
91-585-1420	COLE, CHRISTY L	
	Owner Total	\$1,310.83
91-585-1435	DEMARIS, DALE A & LISA R.	
	Owner Total	\$1,117.50
91-590-0555	DROBNICK, SUZAN E	
	Owner Total	\$1,407.83

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Reconstruction & Overlay

Parcel Number	Owner Name	Assessment
91-590-0810	ECKERT, MICHAEL L & CINDY J	
	Owner Total	\$4,377.10
91-585-1545	ERICKSON, ANNE MARIE	
	Owner Total	\$938.70
91-585-1820	ETC ASSOCIATES INC	
	Owner Total	\$1,117.50
91-585-1515	FAMILY PROPERTIES LLC	
	Owner Total	\$806.25
91-585-1630	FERRARO, KRISTI J	
91-590-0515		
	Owner Total	\$2,122.13
91-590-0640	GAALAAS, PEDER A & MAREN D	
	Owner Total	\$2,386.09
91-585-1540	GODFREY, TODD D & DEBRA	
	Owner Total	\$1,676.25
91-585-1555	GREEN, SARA R	
	Owner Total	\$645.00
91-585-0620	HAGMAN, DAVID J & SALLY I	
	Owner Total	\$5,504.99
91-590-0520	HANKS, KRISTIN M & JASON A	
91-585-1650		
	Owner Total	\$2,660.77
91-585-1425	HARRIS, RICHARD JR & MICHELLE	
	Owner Total	\$3,148.67
91-585-1350	HEDLUND, KYLE J & KARI E	
	Owner Total	\$1,593.33
91-585-1525	HELLAND, CARI ANN	
	Owner Total	\$1,385.70
91-585-1810	HOEY, KATHERINE M	
	Owner Total	\$1,631.55
91-550-0210	HOOLIHAN, JAMES & KATHLEEN	
	Owner Total	\$2,235.00

**2016-1**

## Reconstruction &amp; Overlay

Parcel Number	Owner Name	Assessment
91-585-0640	IMHOLTE, PHILIP & MAKINEN, TAR	
	Owner Total	<u>\$7,831.24</u>
91-420-2005	IVERSON, DARREL & REBECCA	
	Owner Total	<u>\$3,984.41</u>
91-590-0535	JACKSON, JEFFREY R	
	Owner Total	<u>\$4,979.21</u>
91-590-0710	JACOBSON, GEORGE & MELANIE	
	Owner Total	<u>\$2,817.66</u>
91-420-2025	JETLAND, KEVIN J	
91-420-2025		
	Owner Total	<u>\$18,302.96</u>
91-585-1905	JOHNSON, DAVID H & BEVERLY J	
	Owner Total	<u>\$1,613.22</u>
91-585-1870	JOHNSON, ELIZABETH H	
	Owner Total	<u>\$2,174.21</u>
91-585-1320	JOHNSON, JEAN A	
	Owner Total	<u>\$2,190.52</u>
91-590-0430	JOHNSON, SAMUEL W & NANCY J	
	Owner Total	<u>\$1,028.10</u>
91-585-0430	JONES, MICHAEL & KIM	
91-590-0415		
	Owner Total	<u>\$2,979.70</u>
91-585-1440	KAMPEN, CHARLES & RAJALA, PA	
	Owner Total	<u>\$1,341.00</u>
91-585-1880	KEEN, BENJAMIN L	
	Owner Total	<u>\$1,117.50</u>
91-420-1940	KELLIN, JOHN R & GLENNA M	
	Owner Total	<u>\$6,456.75</u>
91-585-2030	KELLPHIN LLC	
	Owner Total	<u>\$983.40</u>
91-585-0510	KEPLER, DENNIS J & VICTORIA W	
	Owner Total	<u>\$7,832.24</u>

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### Reconstruction & Overlay

Parcel Number	Owner Name	Assessment
91-585-1985	KING, CAROLYN J	
	Owner Total	<u>\$1,403.80</u>
91-590-0545	KONGSJORD, LINDA S	
	Owner Total	<u>\$1,050.45</u>
91-590-0630	KOTTKE, CHRISTOPHER D & TAMI	
	Owner Total	<u>\$1,721.17</u>
91-590-0830	KRUGE, JOHN R & BRITTA E	
	Owner Total	<u>\$4,377.10</u>
91-590-0425	KUSCHEL, ROBERT J & SANDRA A	
	Owner Total	<u>\$1,877.40</u>
91-585-2080	LEMAHIEU, THOMAS W & CLAUDIA	
	Owner Total	<u>\$1,518.91</u>
91-585-1805	LEWIN, MARK & KATHLEEN	
	Owner Total	<u>\$1,177.17</u>
91-585-0440	LIEBEL, ARLISS A TRUSTEE	
91-590-0420		
	Owner Total	<u>\$2,976.57</u>
91-585-1910	MACGREGOR, MOLLY F	
	Owner Total	<u>\$1,497.45</u>
91-585-1510	MATTEI, ROBERT & BRENDA	
	Owner Total	<u>\$569.75</u>
91-585-1710	MCCARTNEY, SHANNON G	
	Owner Total	<u>\$2,437.45</u>
91-590-0820	MCILWAIN, BARBARA E	
	Owner Total	<u>\$4,386.93</u>
91-585-2010	MCLYNN, CATHERINE A	
	Owner Total	<u>\$2,092.41</u>
91-420-2020	MCLYNN, MICHAEL & BONNIE	
	Owner Total	<u>\$13,455.98</u>
91-585-1815	MCNALLY, TIMOTHY E & HEATHER	
	Owner Total	<u>\$1,184.55</u>



## 2016-1

### Reconstruction & Overlay

Parcel Number	Owner Name	Assessment
91-585-1430	MILLER, TAMMI M	
	Owner Total	<u>\$2,235.00</u>
91-585-1340	MOE, DARRELL & DOROTHY	
	Owner Total	<u>\$2,236.34</u>
91-585-0530	MORAN, JAMES D & STACEY R	
	Owner Total	<u>\$7,033.54</u>
91-590-0340	NALAN, BARBARA A	
	Owner Total	<u>\$1,877.40</u>
91-585-1550	NELSON, PETER N & DONNA L	
	Owner Total	<u>\$559.00</u>
91-585-1450	NETTLES, WILLIAM IV & DANA	
	Owner Total	<u>\$1,254.96</u>
91-585-1580	NORTHARD, ERIC & NANCY	
	Owner Total	<u>\$1,179.60</u>
91-585-1535	OLSON, KAREN K	
	Owner Total	<u>\$1,676.25</u>
91-585-0520	OSTERBERG, CHARLES H	
	Owner Total	<u>\$6,246.75</u>
91-420-1960	PACE DEVELOPMENT INC	
	Owner Total	<u>\$4,304.50</u>
91-585-1505	POLISTER, KEITH R	
	Owner Total	<u>\$979.54</u>
91-585-1445	RAJALA, PAMELA J	
	Owner Total	<u>\$935.25</u>
91-585-2020	REICH, KIM M	
	Owner Total	<u>\$983.40</u>
91-550-0120	RINOWSKI, LAMBERT & MARCIA	
	Owner Total	<u>\$1,675.13</u>
91-585-1955	SCHAAR, WAYNE & GAY	
	Owner Total	<u>\$1,609.20</u>

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Reconstruction & Overlay

Parcel Number	Owner Name	Assessment
91-585-1815	SCHNEIDER, EVELYN	
	Owner Total	\$1,240.43
91-420-1950	SHERMAN HALLIE HOLDINGS LLC	
91-420-1970		
	Owner Total	\$17,932.66
91-585-0540	SHROUT, RANDALL W & ELIZABET	
	Owner Total	\$1,615.72
91-590-0820	SPAREN, JANE R & MCCARTNEY,	
	Owner Total	\$2,346.97
91-590-0505	STINAR, STEVEN C JR & TANYA R	
91-585-1810		
	Owner Total	\$2,975.23
91-590-0435	STORRS, KENNETH D & JENNIFER	
	Owner Total	\$1,788.00
91-590-0330	THE ARNOLD FAMILY TRUST	
	Owner Total	\$1,877.40
91-590-0530	THOUIN, RICHARD J	
91-585-1860		
	Owner Total	\$2,542.98
91-585-2080	WARD, MICHAEL P	
	Owner Total	\$1,391.06
91-590-0610	WEBER, JOHN P III	
	Owner Total	\$1,122.42
91-420-2030	WHELOCK, GARY D & LYNN TRU	
	Owner Total	\$4,304.50
91-590-0510	WHITNEY, ANGELIQUE	
91-585-1620		
	Owner Total	\$2,116.99
91-590-0540	WILLIAMS, ROSS & ANDERSON, M	
	Owner Total	\$1,866.45
91-585-1530	ZEIER, STEVEN N & KARLA N	
	Owner Total	\$1,986.47

2016-1

Reconstruction & Overlay

<u>Parcel Number</u>	<u>Owner Name</u>	<u>Assessment</u>
91-590-0560	ZENZEN, ADAM T & LAROQUE, JIN	
	Owner Total	<u>\$1,542.37</u>
Total Assessment		\$249,075.91



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0003      **Version:** 1      **Name:** Operating Transfer-Airport Capital Imp Fund  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 12/27/2018      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider adopting a resolution approving an operating transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Operating transfers-Res CapEqpt to Airport](#)

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

Consider adopting a resolution approving an operating transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund.

**Background Information:**

On December 11, 2017, the Grand Rapids City Council approved the 2018 General Fund Expenditure budget which included an operating transfer to the Airport Capital Improvement Fund. The transfer was for Taxilane Construction and a General Aviation Apron Reconstruction project.

**Staff Recommendation:**

Staff recommends adopting a resolution approving an operating transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund in the amount of \$71,325 as of December 31, 2018.

**Requested City Council Action**

Make a motion adopting a resolution approving an operating transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund in the amount of \$71,325 as of December 31, 2018.

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

RESOLUTION NO. 19-

**A RESOLUTION TO AUTHORIZE THE FOLLOWING BUDGETED OPERATING TRANSFER FROM THE CAPITAL EQUIPMENT REPLACEMENT FUND TO THE AIRPORT CAPITAL IMPROVEMENT FUND IN THE AMOUNT OF \$71,325 AS OF DECEMBER 31, 2018**

WHEREAS, on December 11, 2017, the Grand Rapids City Council approved the 2018 General Fund Expenditure Budget, which included the following transfer,

\$71,325            from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes the following budgeted transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund in the amount of \$71,325 as of December 31, 2018.

Adopted this 14th day of January, 2019.

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

Attest:

\_\_\_\_\_  
Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0005      **Version:** 1      **Name:** PW Hiring John Romanik as PT Winter Maintenance Worker  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 12/28/2018      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider hiring John Romanik as a part-time winter maintenance worker for the remainder of the 2018-2019 Snow Removal Season.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

Consider hiring John Romanik as a part-time winter maintenance worker for the remainder of the 2018-2019 Snow Removal Season.

**Background Information:**

The Public Works Department utilizes intermittent employees to facilitate snow removal during the winter snow plowing season. The part-time employees that are hired, work on an "as needed" basis. The effective start date for John Romanik will be 1-3-19 with an end date of 4-30-19. The wage rate will be \$10.75 per hour and the cost of this part-time intermittent maintenance worker is included in the Public Works Budget.

**Staff Recommendation:**

Jeff Davies, Public Works Director, recommends hiring John Romanik as a part-time winter maintenance worker for the remainder of the 2018-2019 Snow Removal Season.

**Requested City Council Action**

Make a motion to approve the Public Works Department hiring John Romanik as a part-time winter maintenance worker for the remainder of the 2018-2019 Snow Removal Season.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0006      **Version:** 1      **Name:** Accept a grant from the IRRR for CP 2019-2 Grand Rapids-Cohasset Connection Trail

**Type:** Agenda Item      **Status:** Consent Agenda

**File created:** 12/31/2018      **In control:** City Council

**On agenda:** 1/14/2019      **Final action:**

**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [1-14-19 Resolution Accepting \\$250K IRRR Grant](#)  
[IRRR Grant Agreement](#)

Date	Ver.	Action By	Action	Result
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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.

**Background Information:**

On September 10th, 2018 the City Council authorized an application to the IRRR for a regional trail grant for CP 2019-2 Grand Rapids-Cohasset Connection Trail. The grant application has been awarded by IRRR in the amount of \$250,000. The attached resolution accepts the grant and authorizes execution of the grant agreement.

**Staff Recommendation:**

Adopt the resolution accepting a grant from the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) for CP 2019-2 Grand Rapids-Cohasset Connection Trail.

**Requested City Council Action**

Make a motion adopting 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.

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

RESOLUTION NO. 19-

A RESOLUTION ACCEPTING A \$250,000 GRANT FROM THE IRON RANGE  
RESOURCES AND REHABILITATION (IRRR) FOR CP 2019-2 GRAND RAPIDS-  
COHASSET CONNECTION TRAIL

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

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

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$250,000 grant from the Iron Range Resources and Rehabilitation (IRRR) for CP 2019-2 Grand Rapids-Cohasset Connection Trail and furthermore authorizes the Mayor to execute the associated grant agreement.

Adopted this 14<sup>th</sup> day of January 2019.

---

Dale C. Adams, Mayor

Attest:

---

Kimberly Johnson-Gibeau, City Clerk

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



**STATE OF MINNESOTA  
GRANT CONTRACT**

<b>PO ID</b> 3000006871	<b>PO Date</b> December 18, 2018		<b>Fiscal Year</b> 2019	<b>Grant Award</b> \$250,000.00
<b>Vendor ID</b> 0000195352	<b>Fund</b> 2380	<b>Fin Dept ID</b> B4336400	<b>Approp ID</b> B43N6AS	<b>Account</b> 441352

This grant contract is between the State of Minnesota, acting through the Department of Iron Range Resources and Rehabilitation ("hereinafter, Iron Range Resources and Rehabilitation or State") and Grand Rapids City of - 420 North Pokegama Avenue, Grand Rapids, Minnesota, 55744 ("GRANTEE").

## Recitals

1. Under and pursuant to Iron Range Resources and Rehabilitation Board Resolution No. 18-014 the State is empowered to enter into this grant.
2. As part of its mission, Iron Range Resources and Rehabilitation will grant funds for local economic development projects located within the Taconite Assistance Area defined in Minn. Stat. Sec. 273.1341. Iron Range Resources and Rehabilitation has determined that completion of this project will support those purposes.
3. The State is in need of the duties specified in Exhibit A, which is attached and incorporated into this grant contract.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn. Stat. Sec. 16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

## Grant Contract

### 1 Term of Grant Contract

#### 1.1 Effective date:

December 21, 2018, or the date the State obtains all required signatures under Minn. Stat. Sec. 16B.98, Subd. 5, whichever is later. Per, Minn. Stat. Sec. 16B.98, Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed. **The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

#### 1.2 Expiration date:

December 31, 2020, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 1.3 Survival of Terms.

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

### 2 Grantee's Duties

The Grantee, who is not a state employee, will: perform the duties specified in Exhibit A which is attached hereto and incorporated into this grant contract. The grantee will comply with required

grants management policies and procedures set forth through Minn. Stat. Sec. 16B.97, Subd. 4 (a) (1).

### **3 Time**

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

### **4 Consideration and Payment**

#### **4.1 Consideration.**

The State will pay for all services performed by the Grantee under this grant contract as follows:

##### **(a) Compensation**

The Grantee will be paid according to the breakdown of costs contained in Exhibit B, which is attached hereto and incorporated into this grant contract.

##### **(b) Travel Expenses**

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will be according to the breakdown of costs contained in Exhibit B; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

##### **(c) Total Obligation.**

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$250,000.00 and be in accordance with the breakdown of costs contained in Exhibit B.

#### **4.2 Payment**

##### **(a) Invoices**

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the breakdown of costs contained in Exhibit B.

##### **(b) Unexpended Funds**

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

#### **4.3 Contracting and Bidding Requirements**

(a) Per Minn. Stat. Sec. 471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

(b) For projects that include construction work, prevailing wage rates must be paid pursuant to Minn. Stat. Sec.177.41-177.44 and per the Iron Range Resources and Rehabilitation Board Resolution No. FY96-005, which is attached hereto and incorporated by reference into this grant contract as Exhibit C (for projects that include construction work). Consequently, the bid request must state the project is subject to the payment of *prevailing wages*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

## **5 Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## **6 Authorized Representative**

The State's Authorized Representative is Jim Plummer, 1003 Discovery Drive, Chisholm, Minnesota, 55719, (218) 274-7006, jim.plummer@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Rob Mattei, 420 North Pokegama Avenue, Grand Rapids, Minnesota, 55744, 218-326-7600, rmattei@ci.grand-rapids.mn.us. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

## **7 Assignment Amendments, Waiver, and Grant Contract Complete**

### **7.1 Assignment**

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

### **7.2 Amendments**

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

### **7.3 Waiver**

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

### **7.4 Grant Contract Complete**

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

## **8 Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any

claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

## **9 State Audits**

Under Minn. Stat. Sec. 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **10 Government Data Practices and Intellectual Property Rights**

### **10.1 Government Data Practices**

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. Ch.13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

### **10.2 Intellectual Property Rights**

The State shall own all rights, title and interest in any intellectual property that is derived or developed pursuant to this grant contract, including but not limited to copyrights, patents, trade secrets, trademarks and service marks in any works or documents created and paid for pursuant to this contract.

## **11 Workers Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. Sec.176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **12 Publicity and Endorsement**

### **12.1 Publicity**

Any publicity regarding the subject matter of this grant contract must identify the Department of Iron Range Resources and Rehabilitation as the sponsoring agency and must not be released without prior written approval from the Iron Range Resources and Rehabilitation's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

### **12.2 Endorsement**

The Grantee must not claim that the State endorses its products or services.

## **13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **14 Termination**

### **14.1 Termination by the State**

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

### **14.2 Termination for Cause**

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

### **14.3 Termination for Insufficient Funding**

The State may immediately terminate this grant contract if:

- (a) It does not obtain funding from the Minnesota Legislature (*State grant funds only*).
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

## **15 Data Disclosure**

Under Minn. Stat. Sec.270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

## **16 Provisions**

Specifically, but without limitation, GRANTEE shall comply with and, to the extent required by law shall require its contractors and subcontractors performing work on the Project to comply with: Minn. Stat. Sec. 181.59 (Non-discrimination); Minn. Stat. Sec.116J.871 and 177.43 (Prevailing Wages); Minn. Stat. Sec. 574.26 (Payment and Performance Bonds); Minn. Stat. Sec. 363A.36 (Certificate of Compliance for private entities); and Minn. Stat. Sec.116L.66 (Job Listings for grants

of \$200,000 or more to any private entity), and the American's with Disabilities Act 42 U.S.C.A. Sect. 12101.

The grant is subject to the provisions in Minn. Stat. Sec. 16B.97 and .98.

This document may be executed in counterparts. The parties may provide electronic signatures pursuant to the authority of Minn. Stat. Ch. 325L.

## 1. STATE ENCUMBRANCE VERIFICATION

## 3. STATE AGENCY

*Individual certifies that funds have been encumbered as required by Minn. Stat.' 16A.15 and 16C.05*

Electronically Approved and Signed

Signed: Bob Scuffy

Title: Accounting Director

Date: December 18, 2018

Electronically Approved and Signed

By: Mark R Phillips

Title: Commissioner

Date: December 21, 2018

## 2. GRANTEE

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

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

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

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

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

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

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

Distribution:

Agency

Grantee

State's Authorized Representative

## **EXHIBIT A: DUTIES**

Expenses eligible for reimbursement under the terms of this Agreement will be those incurred since 12/20/2018, for the construction of a 10-foot wide trail connecting the City of Grand Rapids to the City of Cohasset. The Department of Iron Range Resources and Rehabilitation monies may be used for expenses outlined in the budget of the application or related expenses by pre-approval of the IRRR Authorized Representative.

The grantee will submit a progress report prior to project completion if the grant period exceeds 12 months, and a final report when the project is complete to the Department of Iron Range Resources and Rehabilitation. An IRRR authorized representative may conduct a site visit or call as a monitoring requirement for the project.

NOTE: Grantee agrees to perform the above duties in accordance with the plans and specifications in grantee's application which is incorporated into this Agreement and kept on file in the Office of the Commissioner of the Department of Iron Range Resources and Rehabilitation, and in accordance with the policies as stated in the Grant application manual.

## EXHIBIT B: PAYMENTS

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$250,000.00.

The Department of Iron Range Resources and Rehabilitation will promptly pay the Grantee after the Grantee presents itemized invoice for the services actually performed and the IRRR's Authorized Representatives accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: reimbursement upon submission of invoices upon completion of stages of work on the project and/or completion of the entire project done in accordance with this Agreement.

	<b>Detailed Expense Description</b>	<b>Funding Sources: Applicant</b>	<b>Funding Sources: IRRR</b>	<b>Funding Sources: DNR Local Connections Grant</b>	<b>Total Funding:</b>
<b>Expense 1</b>	Construction Expenses	\$141,170	\$291,170	\$150,000	\$582,340
<b>Expense 2</b>	Engineering	\$58,830	\$58,830		\$117,660
<b>Expense 3</b>					
<b>Expense 4</b>					
<b>Total</b>		<b>\$200,000</b>	<b>\$350,000</b>	<b>\$150,000</b>	<b>\$700,000</b>





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0008	<b>Version:</b>	1	<b>Name:</b>	Consider adopting a resolution accepting a donation of \$150.00 dollars from Jim and Marie Fierek, to be used for training.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/3/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	1/14/2019	<b>Final action:</b>			
<b>Title:</b>	Consider adopting a resolution accepting a donation of \$150.00 dollars from Jim and Marie Fierek, to be used for training.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">PD J&amp;M Fierek Res</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a donation of \$150.00 dollars from Jim and Marie Fierek, to be used for training.

### **Background Information:**

The Police Department received a letter in the mail from Jim and Marie Fierek, along with the letter they sent a check in the amount of \$150.00 dollars. They would like to make this donation to the Police Department to be used for training purposes. They thanked us for our continued service and support us anyway they are able.

### **Staff Recommendation:**

Please consider adopting a resolution accepting a donation of \$150.00 dollars from Jim and Marie Fierek to be used for training purposes in the Police Department.

### **Requested City Council Action**

Make a motion to adopt a resolution accepting a donation of \$150.00 dollars from Jim and Marie Fierek, to be used for training purposes in the Police Department.

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

RESOLUTION NO. 19-

A RESOLUTION ACCEPTING A DONATION OF \$150 FROM JIM & MARIE FIEREK  
TO THE GRAND RAPIDS POLICE DEPARTMENT TO BE USED TOWARDS  
POLICE TRAINING

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

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

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

- Jim & Marie Fierek has donated \$150 to the Grand Rapids Police Department be used for police training.

Adopted this 14<sup>th</sup> day of January, 2019

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Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0009	<b>Version:</b>	1	<b>Name:</b>	Consider adopting a resolution accepting \$200.00.00 in donations for the 2019 Shop with a Hero Event
<b>Type:</b>	Agenda Item	<b>Status:</b>			Consent Agenda
<b>File created:</b>	1/3/2019	<b>In control:</b>			City Council
<b>On agenda:</b>	1/14/2019	<b>Final action:</b>			
<b>Title:</b>	Consider adopting a resolution accepting \$200.00.00 in donations for the 2019 Shop with a Hero Event				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">PD Hero Shop Res</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting \$200.00.00 in donations for the 2019 Shop with a Hero Event

**Background Information:**

The Grand Rapids Police Department conducted its Seventh annual Shop with a Hero Event. It took place Sunday, December 16, 2018 at the Grand Rapids Wal-Mart store. The Police Department has secured more donations for this year's Shop with a Hero Event. Donations were made from William and Cindy McNichols for \$100.00 and from the Loyal order of the Moose for \$100.00.

With these donations, children will be given a \$100.00 dollar gift card. These children will be paired with Police, EMS, Fire, and Military professionals who will then assist the child with Christmas shopping for the child's family members.

Upon completion of shopping, the child will be directed to a designated check out area where the child's presents will be gift wrapped by volunteers. The children will enjoy refreshments and tour emergency vehicles followed by a visit with Santa Claus. Santa will be providing each child a personal Christmas gift for them to enjoy.

Children have been selected for this event with the cooperation of the Grand Rapids Police Department, Itasca County Social Services Department, Ross Resources, Grand Rapids Yellow Ribbon Committee, and Kootasca.

**Staff Recommendation:**

Please consider adopting a resolution accepting \$200.00 in donations for the 2019 Shop with a Hero Event

**Requested City Council Action**

Make a motion adopting a resolution accepting \$200.00 in donations for the 2019 Shop with a Hero Event

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

RESOLUTION NO. 19-

A RESOLUTION ACCEPTING A \$100.00 DONATION FROM WILLIAM & CINDY MCNICHOLS and A \$100 FROM THE LOYAL ORDER OF MOOSE FOR THE GRAND RAPIDS' POLICE DEPARTMENT FUTURE ANNUAL SHOP WITH A HERO EVENT

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

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

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

- William & Cindy McNichols has donated \$100 and The Loyal Oder of Moose has \$100 to the Grand Rapids Police Department for a future Annual Shop with a Hero Event.

Adopted this 14<sup>th</sup> day of January, 2019

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Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0010      **Version:** 1      **Name:** Operating Transfer-Arts & Culture Captl Pjt  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/3/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** 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.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [\\$32,235 operating transfer from 478to418-Art&Cult](#)

Date	Ver.	Action By	Action	Result
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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.

**Background Information:**

The Arts & Culture road map (GRMN Creates) was developed by the Arts & Culture Commission and was adopted into the City's Comprehensive Plan in the spring of 2015. At the September 11, 2017 City Council meeting, the Council approved the Art Adoption and Acquisition Policy. The policy states that the City Council will fund public art by earmarking 1.5% of funding for public works programs.

The CP2011-3 Feasibility Report included the Arts & Culture funding at \$32,235 as part of the project costs and financing.

**Staff Recommendation:**

Staff recommends 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 in the amount of \$32,235, as of December 31, 2018.

**Requested City Council Action**

Make a motion 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 in the amount of \$32,235, 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-2018 INFRASTRUCTURE BONDS TO THE CAPITAL PROJECT FUND-GRAND RAPIDS ARTS & CULTURE PROJECTS IN THE AMOUNT OF \$32,235

WHEREAS, the arts and culture roadmap (GRMN Creates) was developed by the Arts and Culture Commission and was adopted into the City's Comprehensive Plan in the spring of 2015, and

WHEREAS, at the September 11, 2017 City Council meeting, the Council approved the Art Adoption and Acquisition Policy, and

WHEREAS, the policy states that the City of Grand Rapids will fund public art by earmarking 1.5% of funding for public works programs, 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-2018 Infrastructure Bonds to the Capital Project Fund-Grand Rapids Arts & Culture Projects in the amount of \$32,235, as of December 31, 2018.

Adopted this 14<sup>th</sup> 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 #:** 19-0011      **Version:** 1      **Name:** CP 2019-1 resolution petition and ordering report  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/7/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [1-14-19 Resolution CP 2019-1 Order Feasibility and petition](#)  
[petitionforlocalimprovement](#)  
[ISD 318 MOU](#)

Date	Ver.	Action By	Action	Result
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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.

### **Background Information:**

A petition has been submitted regarding the Golf Course Road Utility Extension/ Great River Acres CP 2019-1. It is proposed to make improvements along Golf Course Road, 22nd Ave SW, 8th St SW, as well as the Great River Acres Development located on parcel 91-03-1201. In addition to the petition, it will include the Grand Rapids/Cohasset Connection Trail, CP 2019-3. This project is in conjunction with the construction of the ISD 318 West Elementary School facility as noted in the Memorandum of Understanding dated December 20, 2017

### **Staff Recommendation:**

City staff is recommending 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.

### **Requested City Council Action**

Make a motion adopting a resolution accepting a petition for local improvement and ordering a feasibility report for CP 2019-1, Golf Course Road Utility Extension/Great River Acres and CP 2019-3 Grand Rapids/Cohasset Connection Trail.

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

RESOLUTION 19 - \_\_

**Resolution Declaring Adequacy of Petition and Ordering Preparation of Report for Golf Course Road Utility Extension/Great River Acres, City Project 2019-1 Grand Rapids / Cohasset Connection Trail, City Project 2019-3**

WHEREAS, it is proposed to make improvements along Golf Course Road, from 22<sup>nd</sup> Avenue SW to the east 1,150 feet, 22<sup>nd</sup> Avenue SW, from Golf Course Road to the north 1,000 feet, 8<sup>th</sup> 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 as petitioned. In addition to the petition, it will include the Grand Rapids/Cohasset Connection trail, by constructing streets, storm sewer, sanitary sewer, water main, street lights, sidewalks, trails, site grading and associated appurtenances in the limits described above, and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

WHEREAS, a petition has been submitted regarding the Golf Course Road Utility Extension / Great River Acres, CP 2019-1,

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

1. A certain petition requesting the improvement of Golf Course Road Utility Extension / Great River Acres, filed with the council on January 7, 2019, is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minnesota Statutes § 429.035
2. That the petition requesting the proposed improvement and the Grand Rapids / Cohasset Connection trail be referred to Matt Wegwerth, P.E., City Engineer, for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this 14<sup>th</sup> day of January, 2019.

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

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

Council member \_\_\_\_\_ seconded the foregoing resolution and the following voted in favor thereof:

; and the following voted against same:




**Petition For Local Improvements**

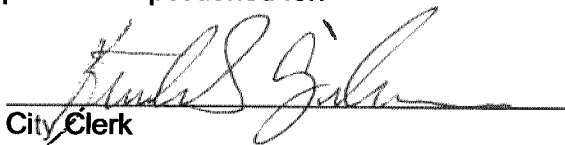
Grand Rapids, Minnesota: January 14, 2019

To the City Council of Grand Rapids, Minnesota:

We, the City of Grand Rapids by its Council, as the sole owner of real property abutting the Great River Acres Development (22<sup>nd</sup> Avenue NW, 8<sup>th</sup> Street NW and Golf Course Road Utility Extension), generally located on parcel 91-030-1201, hereby petition that such property be improved by grading, utility and roadway construction, pursuant to Minnesota Statutes, Chapter 429 *et al*, and that the City of Grand Rapids assess the entire cost of the improvement against this single property described below and hereby agree to pay the entire cost as apportioned by the City of Grand Rapids.

	<u>Signature of Owner</u>	<u>Description of Property</u>
1.		Owner of parcel 91-030-1201
2.	_____	_____
3.	_____	_____
4.	_____	_____

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

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

Accepted on January 14, 2019:

\_\_\_\_\_  
Mayor

## **MEMORANDUM OF UNDERSTANDING**

**This Memorandum of Understanding is entered into this 20<sup>th</sup> day of December, 2018 between the City of Grand Rapids, Minnesota and the Independent School District #318.**

**By way of compromise, both parties have agreed to enter into this Memorandum of Understanding.**

**Now therefore, the parties agree as follows:**

**The City of Grand Rapids will transfer deed for 6 acres at the Sports Complex along with a joint use agreement for the parking lot. The estimated cost to Independent School District #318 to be \$301,530, with more accurate numbers arrived at using updated appraisals.**

**Independent School District #318 will transfer deed of the former Riverview School and the Forest Lake School (site to be cleared by School District) to the City of Grand Rapids. The City of Grand Rapids will transfer deed for 19 acres on the Golf Course Road. It is estimated that no monies will be exchanged for this transaction.**

**It is the intent of both entities to enter into the proper legal documents and exchange necessary monies, only if the bond referendum for Independent School District #318 passes and, therefore, allows the plans to move forward toward execution.**

**It is also agreed that the City of Grand Rapids and Independent School District #318 will cooperate in an effort to fairly share costs of utilities and infrastructure costs as per recent cooperative meetings between the City of Grand Rapids staff and Independent School District #318 staff and consulting team.**

**It is also agreed that the City of Grand Rapids and Independent School District #318, will work on the resolution of the Legion Park baseball field ownership, over the next 12 months, regardless of the outcome of the bond referendum.**

This Memorandum of Understanding was entered into this 20<sup>th</sup> day of December 2017.

City of Grand Rapids, Minnesota

Independent School District #318

By: Dale Adams

By: Thomas M. Feltz

Its: Mayor

Its: ISD318 Board Chair



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0012      **Version:** 1      **Name:** Consider approving the Workers Compensation coverage through Berkley Administration.

**Type:** Agenda Item      **Status:** Consent Agenda

**File created:** 1/7/2019      **In control:** City Council

**On agenda:** 1/14/2019      **Final action:**

**Title:** Consider approving the Workers Compensation coverage through Berkley Administration.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [LMC Workers' Compensation Notice of Premium Options](#)

Date	Ver.	Action By	Action	Result
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Consider approving the Workers Compensation coverage through Berkley Administration.

**Background Information:**

We have received a quote of \$195,936.00 for our Workers Compensation coverage through Berkley Administrators for 2019. This is a \$39,635.00 price increase from last years' rate.

Each year a rate is set by job classification. The rate changes do not mean that our City's actual premium will necessarily increase or decrease by these exact amounts. The actual premiums are also affected by changes in city expenditures, property values, payrolls, and other exposure methods, and also by changes in our experience rating. Berkley uses our actual claims for the three years preceding the present year (i.e. 2015, 2016, 2017) in figuring experience modification. This rate fluctuates based on claims made in previous years. The experience modification rate changed from .81 last year to .91 this year.

There is not an agent fee, since the Human Resources Director performs the functions of the insurance agent.

This is a budgeted expense in the 2019 budget.

**Staff Recommendation:**

Human Resources Director Lynn DeGrio is recommending the approval of the Workers Compensation coverage through Berkley Administrators for the 2019 plan year.

**Requested City Council Action**

Make a motion approving the Workers Compensation coverage through Berkley Administrators for the 2019 plan year at the proposed rate of \$195,936.00 and authorize payment of the premium.

**League of Minnesota Cities Insurance Trust**  
**Group Self-Insured Workers' Compensation Plan**  
**145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173**

**Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000**

GRAND RAPIDS & GRAND RAPIDS-ITASCA COUNTY  
 AIRPORT  
 420 N POKEGAMA AVE  
 ATTN: HUMAN RESOURCES  
 GRAND RAPIDS, MN 55744-2658

Agreement No.: WC 1000945\_\_Q-3  
 Agreement Period:  
 From: 01/01/2019  
 To: 01/01/2020

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
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SEE ATTACHED SCHEDULE FOR DETAILS

	Manual Premium		249,008
Experience Modification	0.91		-22,411
	Standard Premium		226,597
Deductible Credit	0.00%		0
	Premium Discount		-24,090
	Net Deposit Premium		202,507

**Agent:**  
 00456 City Of Grand Rapids  
 420 N Pokegama Ave, Attn: City Clerk  
 Grand Rapids, MN 55744-2658

## Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000 (Con't)

### OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

#### NET DEPOSIT PREMIUM

1.  Regular Premium Option

202,507

2.  Deductible Premium Option

Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 226,597. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>
<input type="checkbox"/>	\$250	1.00%	-2,266	200,241
<input type="checkbox"/>	\$500	1.70%	-3,852	198,655
<input checked="" type="checkbox"/>	\$1,000	2.90%	-6,571	195,936
<input type="checkbox"/>	\$2,500	5.00%	-11,330	191,177
<input type="checkbox"/>	\$5,000	7.50%	-16,995	185,512
<input type="checkbox"/>	\$10,000	10.50%	-23,793	178,714
<input type="checkbox"/>	\$25,000	17.00%	-38,521	163,986
<input type="checkbox"/>	\$50,000	22.50%	-50,984	151,523

3.  Retrospective Rates Premium Option

	<u>Retro-Rated Minimum Factor</u>	<u>Est. Minimum Premium</u>	<u>Retro-Rated Maximum Factor</u>	<u>Est. Maximum Premium</u>
<input type="checkbox"/>	0.392 %	88,826	1.300 %	294,576
<input type="checkbox"/>	0.344 %	77,949	1.500 %	339,896
<input type="checkbox"/>	0.266 %	60,275	2.000 %	453,194

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the city requesting coverage.

\_\_\_\_\_  
Signature Title Date

**Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000  
(Con't)**

**CONTINUATION SCHEDULE FOR QUOTATION PAGE**

<u>REMUNERATION</u>	<u>RATE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>EST. PREM</u>
0	10.05	5192	PARKING METER READERS	0
529,660	9.14	5506	STREET CONSTRUCTION	48,411
POP style="text-align: right;">17,058	233.13	7708	FIREFIGHTERS (VOLUNTEER)	39,767
1,731,855	5.62	7720	POLICE	97,330
117,290	4.30	8227	CITY SHOP & YARD	5,043
463,183	0.72	8810	LIBRARY OR MUSEUM-PROF & CLERICAL	3,335
864,952	0.72	8810	CLERICAL OFFICE EMPLOYEES NOC	6,228
54,240	2.63	8831	ANIMAL CONTROL	1,427
146,641	6.82	9015	BUILDINGS-OPER BY OWNER	10,001
11,070	7.82	9016	SKATING RINK OPERATION	866
194,725	1.18	9060	CLUB-COUNTRY/GOLF	2,298
190,721	5.54	9102	PARKS	10,566
234,687	3.36	9182	CITY ARENA-OPERATIONS	7,885
113,504	8.77	9220	CEMETERY OPERATION	9,954
936,759	0.62	9410	MUNICIPAL EMPLOYEES	5,808
18,200	0.49	9411	ELECTED OR APPOINTED OFFICIALS	89
<b>Manual Premium</b>				<b>249,008</b>



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0013      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/7/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider authorizing staff to accept low quote for all overhead doors at Fire Hall and Police Department garage attached to the Fire Hall.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Door Service](#)  
[Rapids Overhead Door](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing staff to accept low quote for all overhead doors at Fire Hall and Police Department garage attached to the Fire Hall.

### **Background Information:**

At the November 13, 2018 City Council approval was granted to solicit quotes for maintenance improvements at the Fire Hall including all overhead doors for the Fire Hall and attached Police Department garage. At the December 17, 2018 city council approved low quotes for five maintenance projects at the Fire hall excluding the Fire Hall and Police Department overhead doors. We received two quotes for the overhead doors and staff recommends approving the low quote from Rapids Overhead Door for \$36,036. The doors will be paid for with with the same Capital Improvement Bond funds as the other maintenance improvement projects at the Fire Hall.

### **Staff Recommendation:**

Staff recommends council authorize Building Maintenance to accept low quote of \$36,036 form Rapids Overhead Door for replacement of all overhead door at the Fire Hall and attached Police Department garage.

### **Requested City Council Action**

Make a motion authorizing Building Maintenance to accept low quote of \$36,036 from Rapids Overhead Door for replacement of all overhead door at the Fire Hall and attached Police Department garage.



# Door Service Inc

Contact: Marty Giles  
 Cell Ph: 218-591-7853  
 Email: Giles\_mj@hotmail.com

27 December 2018

Quotation

Quote No: 18-1227-02

Prepared For:	Grand Rapids Firehall	Location:	Grand Rapids, MN
Phone:	218-326-7651	Email:	nmorlan@cigrand-rapids.mn.us
Job Name:	New Doors	Attn:	Nathan Morlan

Qty	Size	Description	Price
5	12'x14'	Raynor "TM-200" Sectional doors	
1	9'x10'	Raynor "TM-200" Sectional door	
1	9'x8'	Raynor "TM-200" Sectional door	
6		Raynor "Controlhoist" operators	
		Total Materials	\$25,030.00
		Labor	\$11,200.00
		<b>Total installed price</b>	<b>\$36,230.00</b>
		Taxes if applicable	\$1,570.00

Freight is included

## Raynor "TM200" Sectional Door

**Description:** Steel sandwich construction, 2 inches thick, roll formed from commercial quality, hot-dipped galvanized steel. Exterior skin shall be constructed of 25 gauge steel and interior skin shall be 25 gauge steel with embossed stucco texture..

**Material:** Exterior and interior skins shall be manufactured from 25 gauge commercial quality galvanized steel. . End stiles shall be galvanized, 14 gauge CQGS. Edge hinge reinforcement plates shall be made of 14 gauge CQGS. Center hinge reinforcement plates shall be made of 16 gauge CQGS

**Insulation:** Sections shall have an R-value of 18.03 (U-value of 0.059),

**Color:** Doors shall be factory painted to color tbd, small doors to be white

**Wind rated:** Doors to have a certified 90 mph rating with sticker

**Seals:** Interior and exterior skins to be separated by continuous hot melt to form thermal break and complete weatherseal along section joint. Bottom of door to have flexible U-shaped vinyl seal retained in aluminum rail. Jambs to have a two piece vinyl attached to the angle mount.

**Track:** Door tracks and rollers shall be 2" normal headroom,, 12 gauge galvanized steel and shall be angle mounted that is fully adjustable for adequate sealing of door to jamb and/or weatherseal.

**Windows:** Three each on 12' 24'x12" insulated windows in a rectangular two-piece frame

**Counterbalance:** Torsion Springs consisting of heavy-duty oil-tempered wire torsion springs on a continuous ball-bearing cross-header shaft. Specify cycle life to be 100K cycles

## Raynor "Control Hoist" Operator

**Description:** Operators shall be a commercial duty trolley type with a belt drive.

**Motor:** Motor is continuous duty, 115 volt, single phase, 3/4 hp, with manual reset overload protection

**Controls:** An open/close/stop control station. Photo eyes for safety.

Notes
Doors to be installed on openings prepared to manufacturers specifications by others
Any and all wiring by others, to include low voltage wiring

**Delivery: 3 weeks from receipt of purchase order**

**Terms: Net 30 Days**

**Quote valid for 90 days**



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

Due in the Administration Department located at 420 N. Pokegama Avenue,  
 Grand Rapids, MN 55744 by 12:00 Noon  
 On Wednesday December 23, 2018

### QUOTATION FORM

**ATTENTION:** Nathan Morlan, Facilities Maintenance Manager

We, the undersigned, doing business as Rapid Garage Door & Awning have carefully examined the Quotation Documents and the sites of the proposed work, and are familiar with all of the conditions, laws and regulations surrounding the construction of the proposed project including the availability of materials and labor.

Description: <u>see proposal/estimate</u>	Quote Amount: <u>\$36,036.<sup>00</sup></u>
--	--

Dated this 18<sup>th</sup> day of December, 2018

Name of company: Rapid Garage Door Co. Inc.

Signature of Authorized Representative: Stephen C. Wilson

Printed Name: Stephen C. Wilson

Title: President

Address: 423 N. 5th Ave, Grand Rapids MN

Business Phone: 218-326-1333

Email: Steve@rapiddoor.com

Fax Number: 218-326-0488

Scope:

# Rapid Garage Door & Awning

423 NE 5th Ave.  
Grand Rapids, MN 55744  
218-326-1333

# Estimate

Date	Estimate #
12/18/2018	2251

Customer:
City of Grand Rapids 420 Pokegama Avenue North Grand Rapids, MN 55744

**THIS QUOTE IS VALID FOR 45 DAYS.**

Customer Phone	218-326-7651

Terms	Rep
Net 15	SW

Qty	Description	Total
	Revised: 12/18/18	
	Job: Grand Rapids Fire Hall Contact: Nathan Morlan 244-4068	
	Remove and dispose of (7) existing overhead doors & (6) openers	
7	Install Clopay model 3720W1, R-18.4 steel 2 sided thermal doors, reverse angle track, reverse angle seal & top seal, 100,000 cycle torsion springs, 90 mph rated & labeled per city & state code Sizes and Specifications:  (1) 9'2" X 10' with 2" track and rollers, 12" radius, color: White, no glass (1) 9'2" X 8' with 2" track and rollers, 12" radius, color: White, no glass (5) 12'2" X 14' with 3" track and rollers, 12" radius, custom color: Fire Engine Red, (2) rows of 24" X 12" insulated glass per door, 100,000 cycle springs	36,036.00
6	Install Liftmaster 3/4 hp T50 trolley openers  Note: Option to add P.V.C. secondary seal on jambs, painting by other. Add \$550.00 (not included in total below). All electrical (high and low voltage) by other.	

<b>Total</b>	<b>\$36,036.00</b>
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The above prices, specifications and conditions are satisfactory and are hereby accepted You are authorized to do the work as specified. Payment will be made as outlined above.

Customer Signature

Date



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0014	<b>Version:</b>	1	<b>Name:</b>	An agreement with John Dimich to provide criminal prosecution.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/7/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	1/14/2019	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider approving an agreement with John Dimich to provide criminal prosecution.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Dimich 2019-2021 proposal</a>				

Date	Ver.	Action By	Action	Result
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Consider approving an agreement with John Dimich to provide criminal prosecution.

### **Background Information:**

In Minnesota it is the responsibility of municipalities to ensure the criminal prosecution of misdemeanor offenses. Cities typically contract with a private law firm for this service. For the past four years, the City of Grand Rapids has contracted, under a five-year contract, with the Dimich Law Firm for misdemeanor criminal prosecution.

The police department has had a dialogue with Mr. Dimich regarding the continuation of these services. It is the police department's recommendation that Mr. Dimich be retained to continue to provide these services for another two years beyond the current contract which expires on December 31, 2019. There will be no increase in the \$55,000 annual fees charged by Mr. Dimich to provide these services. City Attorney Sterle has reviewed this agreement.

### **Staff Recommendation:**

Amend the Agreement with the Dimich Law Firm to provide misdemeanor prosecution service with the new Agreement expiring December 31, 2021. See the attached agreement with John Dimich for criminal prosecution services.

### **Requested City Council Action**

Make a motion to approve the amended Agreement with the Dimich Law Firm to provide misdemeanor prosecution service with the new Agreement expiring December 31, 2021.

# **CONTRACT FOR LEGAL CRIMINAL PROESECUATION**

THIS CONTRACT is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2019 by and between the City of Grand Rapids, a Minnesota municipal corporation, hereinafter referred to as "City", and John P. Dimich, Attorney at Law, hereinafter referred to as "Attorney".

## **RECITALS**

- A. City requires professional criminal prosecution legal services.
- B. Attorney can provide those services.

## **AGREEMENT**

In consideration of the mutual covenants and terms below, it is agreed by and between City and Attorney as follows:

### **1. Scope of Services**

It shall be the general intent of the Scope of Services to have Attorney perform all services as defined in *Exhibit "A1" (Schedule of Retainer Services)*.

### **2. Rate of Compensation**

Compensation to Attorney in full for work listed in *Exhibit "A1"* as follows.

*Exhibit "A1": Schedule of Retainer Services*

All parties agree that John P. Dimich will represent the City of Grand Rapids in all criminal litigation for a flat fee of \$4,583.33 per month (\$55,000 annually) encompassing all duties contained under *Exhibit "A2"*.

### **3. Condition of Payment**

All services provided by Attorney pursuant to this Contract shall be performed to the satisfaction of City, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, as well as the Minnesota Rules of Professional Conduct. Payment shall be withheld for work found by City to be unsatisfactory, or performed in violation of federal, state, and local laws, ordinances, rules or regulations.

### **4. Time of Performance**

All work will be performed in a timely manner and in accordance with time schedules agreed upon between Attorney and the City.

### **5. Ownership of Documents**

The originals of all documents generated by Attorney shall be held according to the Minnesota Rules of Professional Conduct. Rule #1.15

**6. Termination of the Contract**

Either party may cancel this Contract (or any part thereof) at any time by giving written notice to the other party at least 30 days prior to the effective date of the termination. Attorney shall be paid for the work performed prior to the effective date of termination provided, however, that Attorney's cancellation of this contract shall be governed by the MN Rules of Professional Conduct, Rule 1.16, based upon the payment terms of this Contract. Such payment shall not exceed the maximum amount provided for by the terms of this Contract. Notice to City shall be mailed or delivered to City Council, Grand Rapids City Hall, 420 N. Pokegama Avenue, Grand Rapids, MN 55744. Notice to Attorney shall be delivered to John P. Dimich, Attorney at Law, 432 NE Third Avenue, Grand Rapids, MN 55744.

**7. Length of Contract**

This contract will begin on January 1, 2019 and will terminate on December 31, 2021 unless early termination is exercised under Section 6 of this contract.

**8. Independent Contractor**

It is agreed that nothing contained in this Contract is intended or should be construed as creating the relationship of co-partner, joint venturer, or an association with City and Attorney. Attorney is an independent contractor and neither Attorney, nor his employees, agents, subcontractors or representatives shall be considered employees, agents, or representatives of City. The Attorney shall be deemed legal representative of City for all purposes contemplated by this Contract and by the Minnesota Rules of Professional Conduct. Except as otherwise provided herein, Attorney shall maintain, in all respects, present control over the means and personnel by which this Contract is performed. From any amounts due Attorney, there shall be no deductions for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Attorney.

**9. Choice of Law**

The laws of the State of Minnesota shall govern all questions as to the execution, nature, obligation, instruction, validity, and performance of this Contract.

**10. Additional Services**

In the event that a substantial change is made in the scope, complexity or character of the work contemplated under this Contract, or if it becomes necessary for Attorney to make substantial revisions to documentation completed or in progress and which has been approved by City, such work will be deemed "extra work". For "extra work", Attorney will be compensated as mutually agreed upon by the parties to this Contract.

Time extensions may be granted by City to Attorney for completion of specific services if City feels that the "extra work" warrants the extension.

**11. Accuracy of Work**

Attorney shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of Attorney without additional compensation.

All items of work to be performed by Attorney shall be done in accordance with the requirements and recommendations of, and subject to the approval of, the City.

**12. Subletting, Assignment, or Transfer**

No portion of the work under the contract shall be sublet, sold, transferred, assigned or otherwise disposed of except with the prior written consent of the City. The Attorney specified above is assigned the authority to perform services addressed in this contract.

The City may need from time to time specialized legal services which Attorney cannot perform and which the City will need to procure through Attorney practicing in limited areas of specialized practice. In order that Attorney be fully informed in advising the City, its Council, boards and Commissions, the City will consult with the Attorney when it utilizes specialized services of other counsel, except for labor and employment legal services which are separately contracted. In the event that City retains other counsel for a specialized matter, Attorney will continue to act as liaison with the outside counsel insuring that duplicate work is not being done by outside counsel and Attorney, and to insure that legal work done by outside counsel is limited to that which is beyond Attorney's expertise to minimize the cost of outside counsel. At such times as City utilizes services of other counsel, arrangements shall be made for such other counsel to provide copies to a specified member of Attorney of all communications and documents provided to City.

Additionally, it may be necessary for the Attorney's, or their firm, to decline to represent the City regarding a matter that would result in a conflict of interest. If in the Attorney's view there is a conflict of interest the Attorney will refer the matter to another qualified Attorney. If the matter is one of criminal prosecution, the Attorney' will not need Council authorization.

**13. Indemnity**

Attorney shall save and protect, hold harmless, indemnify and defend City, its council members, officers, agents, employees and volunteer workers against any and all liability, causes of action, claims, loss, damages or cost and expense arising from any professional errors and omissions and/or negligent acts and omissions of Attorney in the performance of this Contract.

Attorney shall be responsible for the professional quality, technical accuracy, and the coordination of all services furnished by Attorney under this Contract. Attorney shall, without additional compensation, correct or revise any errors or deficiencies in Attorney' reports and services.

**14. Settlement of Claims**

In any case where Attorney deem that extra compensation is due for services, materials or damages not expressly required by the Contract or not ordered in writing by City as extra work, Attorney shall notify City in writing before they begin any such work on which they base the claim. If such notification is not

previously given or the claim is not separately and strictly accounted for, Attorney hereby waive and release forever any claim or costs for such extra compensation. However, such notice or accounting shall not in any way be construed as proving the validity of any claim by Attorney.

City shall decide all claims, questions, and disputes of whatever nature which are referred to it relative to the prosecution and fulfillment of this Contract; and its decision upon all claims, questions, and disputes shall be final and conclusive upon the parties thereto administratively. Nothing in this Contract shall be construed as making final the decision of City on a question of law.

## **15. Insurance.**

Attorney shall not commence work under this Contract until they have obtained at their own cost and expenses all insurance required herein. All insurance coverage is subject to approval of City and shall be maintained by Attorney at all times this Contract is in effect. Attorney further agree that to protect themselves as well as City under the indemnity Contract set forth above, they shall at all times during the term of the Contract have and keep in force:

Workers' Compensation:

Attorney shall obtain and maintain for the duration of this Contract, statutory workers' compensation insurance and employer's liability insurance as required under the laws of the State of Minnesota.

1. State: Minnesota — Statutory

2. Employer's Liability

Insurance certificates evidencing that the above insurance is in force with companies acceptable shall be submitted for examination and approval prior to the execution of the Contract, after which they shall be filed with City. The insurance certificates shall specifically provide that a certificate shall not be modified, canceled, or non - renewed except upon thirty (30) days prior written notice. Neither City's failure to require or insist upon certificates or other evidence of insurance showing a variance from the specified coverage changes Attorney' responsibility to comply with the insurance specifications. City may withhold payment for failure of Attorney to furnish certificates of insurance as required above.

## **16. Arbitration**

Any differences, claims, or matters in dispute arising between or among the parties out of or in connection with this Agreement shall be submitted to arbitration by a single Arbitrator mutually selected by the parties. If a single Arbitrator cannot be agreed upon, each party shall select an Arbitrator. The Arbitrators selected by the parties shall select a third Arbitrator whose cost will be shared equally by the parties to this contract. The determination of the Arbitrators shall be final and absolute. The Arbitrators shall be governed by the subject matter of this Agreement and the pertinent provisions of the laws of the State of Minnesota relating to arbitration. The decision of the Arbitrators may be entered as a judgment in any court of the State of Minnesota or elsewhere. Except as otherwise determined by the Arbitrators for the convenience of the Arbitrators, all arbitration proceedings shall be held in Itasca County, Minnesota.



**17. Successors and Assigns**

City and Attorney, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Contract and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Contract. Neither City nor Attorney shall assign, sublet, or transfer any interest in this Contract without the prior written consent of the other.

**18. Equal Employment and Nondiscrimination and Affirmative Action**

In connection with the work under this Contract, Attorney agreed to comply with the applicable provisions of state and federal equal employment opportunity and nondiscrimination statutes and regulations.

**19. Sevarability**

In the event any provision of this Contract shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the Contract to fail its purpose. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

**20. Entire Contract**

It is understood and agreed that the entire Contract of the parties is contained herein and that this Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous contracts presently in effect between City and Attorney relating to the subject matter hereof.

**21. Relationship with Others**

Attorney shall cooperate fully with City, other municipalities, local government officials, public utility companies, and others as may be directed by City. This shall include attendance at meetings, discussions, and hearings as may be requested by City, furnishing data as may be requested from time to time by City to effect such cooperation and compliance with all directives issued by City.

**22. Covenant Against Contingent Fees**

Attorney warrant that they have not employed or retained any company or person other than a bona fide employee working solely for Attorney to solicit or secure this Contract and that they have not paid or agreed to pay any company or person other than a bona fide employee working solely for Attorney any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, City shall have the right to annul this Contract without liability, or in its discretion, to deduct from the Contract price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts or contingent fee.

**23. Laws**

Attorney shall keep themselves fully informed of all existing and current regulations of the city, county, state and federal laws which in any way limit or control the actions or operations of those engaged upon the work or affecting the materials supplied to or by them. Attorney shall at all times observe and comply with all ordinances, laws, and regulations and shall protect and indemnify City as provided in Article 12 of this Contract.

**24. Authorized Agent of City**

City shall appoint an authorized agent for the purpose of administration of this Contract. Attorney is notified that the authorized agent of City is as follows:

City Administrator  
420 North Pokegama Avenue  
Grand Rapids, Minnesota 55744

**25. Working Relationship**

In order to maintain a positive working relationship over the term of this contract the Attorney and the City agree to conduct periodic reviews (once a year in December after the signing of this Contract) of the Attorney's work under this contract. The method and forum for the reviews will be developed by the Attorney and the City Administrator and approved by the Council.

**26. Modification of Contract**

Any alterations, variations, modifications, or waivers of provisions of this Contract shall only be valid when they have been reduced to writing, signed by the Mayor and City Administrator/Clerk and by Attorney and attached to the original of this Contract.

**27. Conflict of Interest**

John Dimich, Attorney at Law, is not aware of any current conflict of interest in representation of the City of Grand Rapids. Should any actual conflict arise, John Dimich shall immediately advise all parties and reach a mutually satisfactory solution.

City and Attorney have executed this agreement by the authorized signatures below.

DATE: \_\_\_\_\_

**CITY OF GRAND RAPIDS**

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

Dale Adams, Its Mayor

ATTEST: \_\_\_\_\_

Thomas Pagel, Its City Administrator

DATE: 12-30-18

**JOHN P. DIMICH, ATTORNEY AT LAW**

BY:   
\_\_\_\_\_  
John P. Dimich

**EXHIBIT "A1"**  
**SCHEDULE OF RETAINER SERVICES**

<b>CRIMINAL LEGAL SVCS</b>
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<b>Retainer</b>
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1. Prosecution of gross misdemeanors, misdemeanors and petty misdemeanor cases including traffic violations, DWI cases, theft and City code violations
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2. Drafting of complaints, preparing reports, working with the Police Chief and other appropriate personnel on all law enforcement issues.
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3. Training of police personnel on law related matters including report writing, legislative changes, and general police/prosecution relationship issues.
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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0015	<b>Version:</b>	1	<b>Name:</b>	Adoption of a new wage schedule for Part-time, Seasonal, and Temporary employees effective January 1, 2019.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/7/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	1/14/2019	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider adopting new wage schedule for Part-time, Seasonal, and Temporary employees effective January 1, 2019.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">2019 Proposed Pay Range for Part-time, Seasonal, and Temporary Employees.pdf</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting new wage schedule for Part-time, Seasonal, and Temporary employees effective January 1, 2019.

### **Background Information:**

As of January 1, 2019, the State of Minnesota has new minimum wage rates. The "large-employers" rate increased from \$9.65 per hour to \$9.86 per hour. Attached you will find the 2019 Pay Range for Part-time, Seasonal, and Temporary Employees. We are recommending changes to the wage schedule to allow for adjustments due to the minimum wage increase. We currently have approximately 170 employees in our payroll system who make up part-time, seasonal, and temporary status. They are currently employed in several departments throughout the City, including Administration, Civic Center, Golf Course, Police, and Public Works.

### **Staff Recommendation:**

Human Resources Director Lynn DeGrio is recommending approving the minimum wage adjustment to current and future part-time, seasonal, and temporary City employees and to adopt the new wage schedule for Part-time, Seasonal, and Temporary employees.

### **Requested City Council Action**

Make a motion approving minimum wage adjustments to current and future part-time, seasonal, and temporary City employees and adopt the new wage schedule effective January 1, 2019.

EMPL. #	NAME	DEPARTMENT	HIRE DATE	YEARS OF SERVICE as of July 1, 2015	CURRENT WAGE	AUGUST 1, 2015 WAGE	
1013	Blake, Richard W.	Administration	6/17/2014	1	\$ 10.00	\$ 10.00	
1014	Bovitz, Marlene A.	Administration	7/23/2014	0	\$ 10.00	\$ 10.00	
1063	Casio, Pamey L.	Administration	7/12/2012	2	\$ 10.00	\$ 10.00	
1031	Denzel, Elizabeth K.	Administration	9/9/2008	6	\$ 10.00	\$ 10.00	
1062	Duke, Edward L.	Administration	7/13/2010	4	\$ 10.00	\$ 10.00	
1030	Eckert, Cindy J.	Administration	9/9/2008	6	\$ 11.00	\$ 11.00	
1061	Eckert, Michael L.	Administration	7/12/2010	4	\$ 10.00	\$ 10.00	
1005	Goslovich, Marsha L.	Administration	10/23/2006	8	\$ 11.00	\$ 11.00	
1053	Karls, Karen M.	Administration	7/13/2010	4	\$ 10.00	\$ 10.00	
1016	Krook, Kathy A.	Administration	6/10/2014	1	\$ 10.00	\$ 10.00	
1052	LaLonde, Leo F.	Administration	7/13/2010	4	\$ 10.00	\$ 10.00	
1049	Martinetto, James T.	Administration	9/9/2008	6	\$ 11.00	\$ 11.00	
1015	McLynn, Bonnie L.	Administration	7/15/2014	0	\$ 10.00	\$ 10.00	
1056	McLynn, Catherine A.	Administration	7/13/2010	4	\$ 10.00	\$ 10.00	
1006	Nardone, Colleen B.	Administration	10/23/2006	8	\$ 11.00	\$ 11.00	
1022	Nardone, James	Administration	11/6/2012	2	\$ 10.00	\$ 10.00	
1058	Olson, Jeraldine J.	Administration	7/13/2010	4	\$ 10.00	\$ 10.00	
1047	Olson, Jimmie E.	Administration	9/9/2008	6	\$ 10.00	\$ 10.00	
1070	Setness, Jessica L. H.	Administration	3/25/2014	1	\$ 15.00	\$ 15.00	
1051	Thueson, Cheryl L.	Administration	9/9/2008	6	\$ 11.00	\$ 11.00	
C336	Burbie, Cole P.	Civic Center	10/11/2014	0	\$ 8.00	\$ 9.00	
244	Burt, Janae R.	Civic Center	11/10/2009	5	\$ 8.25	\$ 10.00	\$ 1.75
C335	Cole, Taylor M.	Civic Center	11/14/2014	0	\$ 8.00	\$ 9.00	
270	Geislinger, Andrew G.	Civic Center	12/8/2009	5	\$ 9.50	\$ 10.75	\$ 1.25
C332	Gill, Shelby A.	Civic Center	12/16/2013	1	\$ 8.00	\$ 9.00	
C329	Glaser, Miranda L.	Civic Center	10/22/2012	2	\$ 8.00	\$ 9.25	\$ 1.25
C328	Hart, Stephanie M.	Civic Center	7/7/2011	3	\$ 7.50	\$ 9.50	\$ 2.00
C273	Hicks, Judith A.	Civic Center	7/1/2005	10	\$ 9.00	\$ 10.50	\$ 1.50
C334	Huju, Autumn M.	Civic Center	9/9/2014	0	\$ 8.00	\$ 9.00	
C268	Johannessohn, James F.	Civic Center	9/27/2012	2	\$ 8.00	\$ 9.25	\$ 1.25

275	Longmore, April L.	Civic Center	8/26/2009	5	\$	8.75	\$	10.00	\$	1.25
281	Luoma, Jace R.	Civic Center	8/31/2010	4	\$	9.50	\$	10.50	\$	1.00
274	Mackley, Valorie K.	Civic Center	11/20/2005	9	\$	10.00	\$	11.25	\$	1.25
C206	Magner, Evelyn K.	Civic Center	10/29/2013	1	\$	8.00	\$	9.00		
296	Matzdorf, Brett S.	Civic Center	9/27/2005	9	\$	10.50	\$	12.75	\$	2.25
C205	Mutchler, Samantha J.	Civic Center	10/29/2013	1	\$	8.00	\$	9.00		
273	Mutchler, Travis D.	Civic Center	1/26/2010	5	\$	9.50	\$	10.75	\$	1.25
C330	Olson, Kaitlyn R.	Civic Center	11/19/2012	2	\$	8.00	\$	9.25	\$	1.25
C250	Schulz, Brianna J.	Civic Center	11/11/2010	4	\$	8.25	\$	9.75	\$	1.50
268	Seibert, Gary P.	Civic Center	9/28/2003	11	\$	11.75	\$	13.25	\$	1.50
C322	Stejskal, Jessica N.	Civic Center	6/13/2011	4	\$	7.50	\$	9.75	\$	2.25
C337	Tillman, Hanna J.	Civic Center	5/22/2015	0	\$	8.00	\$	9.00		
C204	Tinquist, Morgan A.	Civic Center	10/16/2013	1	\$	8.00	\$	9.00		
C333	Welshinger, Katie M.	Civic Center	12/23/2013	1	\$	8.00	\$	9.00		
236	Wilson, James E.	Civic Center	8/11/2008	6	\$	10.25	\$	12.00	\$	1.75
4010	Johnson, Susan J.	Community Development	11/19/1979	35	\$	9.25	\$	9.75		
4018	Pollard, Patrick J.	Community Development	1/12/2010	5	\$	30.00	\$	30.00		
6065	Adler, Joshua E.	Fire	1/1/2011	4	\$	17.84	\$	17.84		
6060	Baird, Bruce G.	Fire	8/12/2008	6	\$	17.84	\$	17.84		
6074	Barsness, Jacob W.	Fire	9/1/2014	0	\$	17.84	\$	17.84		
6036	Calliguri, David P.	Fire	2/11/1997	18	\$	17.84	\$	17.84		
6068	Clifton, Anthony A.	Fire	1/15/2013	2	\$	17.84	\$	17.84		
6059	Cole, Travis D.	Fire	8/12/2008	6	\$	17.84	\$	17.84		
6063	Foss, Thomas A.	Fire	11/15/2010	4	\$	17.84	\$	17.84		
6067	Gaalaas, Karl J.	Fire	5/15/2012	3	\$	17.84	\$	17.84		
6031	Gibeau, David J.	Fire	8/17/1993	21	\$	17.84	\$	17.84		
6052	Gibeau, James P.	Fire	7/12/2005	9	\$	17.84	\$	17.84		
6043	Graeber, Shawn E.	Fire	1/14/2002	13	\$	17.84	\$	17.84		
6064	Greiner, Mark L.	Fire	1/1/2011	4	\$	17.84	\$	17.84		

6056	Hoerler, Jason A.	Fire	8/15/2006	8	\$	17.84	\$	17.84
6054	Horton, Andrew J.	Fire	10/25/2005	9	\$	17.84	\$	17.84
6044	Ingle, Jeffrey E.	Fire	1/15/2013	2	\$	17.84	\$	17.84
6058	Keech, Chad L.	Fire	5/1/2007	8	\$	17.84	\$	17.84
6041	Kortekaas, Adam R.	Fire	7/10/2001	13	\$	17.84	\$	17.84
6075	Kuschel, Lance P.	Fire	2/1/2015	0	\$	17.84	\$	17.84
6042	Kuschel, Robert	Fire	7/10/2001	13	\$	17.84	\$	17.84
6037	Liebel, Michael A.	Fire	9/14/1998	16	\$	17.84	\$	17.84
6049	Linder, John	Fire	1/13/2004	11	\$	17.84	\$	17.84
6061	Longoria, Lee R.	Fire	8/12/2008	6	\$	17.84	\$	17.84
6057	MacDonell, Amanda L. W.	Fire	10/11/2006	8	\$	17.84	\$	17.84
6069	Morlan, Nathan T.	Fire	1/15/2013	2	\$	17.84	\$	17.84
6055	Puelston, Jeremiah R.	Fire	10/25/2005	9	\$	17.84	\$	17.84
6073	Richter, William L.	Fire	6/9/2014	1	\$	17.84	\$	17.84
6015	Rima, Robert G.	Fire	8/11/1987	27	\$	17.84	\$	17.84
6071	Troumbly, Chad M.	Fire	1/29/2013	2	\$	17.84	\$	17.84
6072	Wilson, Donald L.	Fire	6/9/2014	1	\$	17.84	\$	17.84
6039	Zuehlke, Bryan J.	Fire	1/9/2001	14	\$	17.84	\$	17.84
G331	Alleman, Cody	Golf Course	4/1/2010	5	\$	14.00	\$	14.00
371	Alstad, Matthew C.	Golf Course	9/2/2014	0	\$	8.00	\$	9.00
345	Baril, Kent W.	Golf Course	8/23/2011	3	\$	10.00	\$	10.00
305	Cahill, Laura A.	Golf Course	5/10/2009	6	\$	9.00	\$	9.50
323	Carnes, Sharon K.	Golf Course	6/14/2010	5	\$	8.50	\$	9.50
339	Carnes, William R.	Golf Course	5/28/2013	2	\$	8.00	\$	9.00
393	Deans, Clinton A.	Golf Course	4/28/2014	1	\$	10.00	\$	10.00
346	DelGreco, Danielle J.	Golf Course	8/23/2011	3	\$	8.50	\$	9.00
327	Fowler, Austin J.	Golf Course	8/24/2010	4	\$	8.50	\$	9.00
366	Hain, McKinley L.	Golf Course	4/8/2013	2	\$	8.00	\$	9.00
G333	Huson, Darward L.	Golf Course	5/10/2005	10	\$	9.75	\$	10.00
G334	Huson, Shari L.	Golf Course	5/10/2005	10	\$	10.25	\$	10.50
399	Johnson, Tyler B.	Golf Course	5/28/2014	1	\$	8.00	\$	9.00
G336	Kottke, Reed C.	Golf Course	3/16/2015	0	\$	8.00	\$	9.00
347	Kromy, Brett A.	Golf Course	5/20/2013	2	\$	8.00	\$	9.00



312	Kromy, Mikayla J.	Golf Course	5/10/2009	6	\$	9.00	\$	9.50	
353	Laakso, Marty L.	Golf Course	7/11/2012	2	\$	8.00	\$	9.00	
344	Liebe, Ellen J.	Golf Course	5/28/2008	7	\$	8.50	\$	9.50	
G338	Olfelt, Andrew L.	Golf Course	5/27/2015	0	\$	8.00	\$	9.00	
G337	Petermeier, Emma J.	Golf Course	4/23/2015	0	\$	8.00	\$	9.00	
331	Ross, Haley R.	Golf Course	8/1/2012	2	\$	8.00	\$	9.00	
367	Sarkela, Erik A.	Golf Course	4/8/2013	2	\$	8.00	\$	9.00	
220	Saunders, Joshua D.	Golf Course	8/25/2014	0	\$	10.00	\$	10.00	
348	Scherf, Kody L.	Golf Course	5/27/2013	2	\$	8.00	\$	9.00	
365	Skelly, Kirk P.	Golf Course	6/20/2001	14	\$	10.25	\$	10.50	
368	Taylor, Judith M.	Golf Course	8/13/2013	1	\$	8.00	\$	9.00	
372	Towle, Stephen J.	Golf Course	9/10/2014	0	\$	8.50	\$	9.00	
360	Wohlrabe, Jeffrey C.	Golf Course	8/13/2013	1	\$	8.00	\$	9.00	
428	Henriksen, Bonnie L.	Library	12/17/2007	7	\$	21.23	\$	21.23	
8068	DeGrio, Gary R.	Police	7/28/2014	0	\$	18.45	\$	18.45	
8071	Deutsch, Gregg R.	Police	7/28/2014	0	\$	18.45	\$	18.45	
8059	Ewens, Kelly L.	Police	12/18/2012	2	\$	8.50	\$	9.25	\$ 0.75
8073	Moen, Matthew P	Police	6/9/2015	0	\$	8.00	\$	9.25	\$ 1.25
8064	Perry, Samantha J.	Police	6/2/2014	1	\$	18.45	\$	18.45	
8069	Rabbers, Joseph P.	Police	7/28/2014	0	\$	18.45	\$	18.45	
8070	Roerick, Jeffrey D.	Police	7/28/2014	0	\$	18.45	\$	18.45	
7114	Aho, Kenneth W.	Public Works	3/10/2015	0	\$	14.50	\$	15.00	
7046	Baird, Bruce G.	Public Works	12/1/2011	3	\$	14.50	\$	15.00	
7062	Bumgarner, Roger K.	Public Works	11/29/2005	9	\$	14.50	\$	15.00	
9195	Cournoyer, Tyrel T.	Public Works	6/16/2008	7	\$	9.50	\$	10.00	
7081	DeGuisseppi, Dominic J.	Public Works	5/6/2013	2	\$	9.50	\$	10.00	
7113	Doree, Devon D.	Public Works	11/10/2014	0	\$	14.50	\$	15.00	
7115	Foss, Aaron E.	Public Works	4/13/2015	0	\$	8.00	\$	9.00	
7108	Gessell, Jackson R.	Public Works	4/28/2014	1	\$	8.00	\$	9.00	
7039	Hausladen, Gary	Public Works	11/26/2002	12	\$	14.50	\$	15.00	
7075	Holmgren, Toby R.	Public Works	11/14/2011	3	\$	14.50	\$	15.00	
7117	Horsmann, David S.	Public Works	5/26/2015	0	\$	8.00	\$	9.00	

7107	LaPlant, Emily M.	Public Works	4/28/2014	1	\$	8.50	\$	9.50
7078	LaValle, Nicole B.	Public Works	6/5/2012	3	\$	9.50	\$	10.00
7092	Liebe, David M.	Public Works	5/30/2013	2	\$	9.50	\$	10.00
7116	Mischke, Quinntin R.	Public Works	4/13/2015	0	\$	8.00	\$	9.00
7110	Olson, Benjamin J.	Public Works	4/28/2014	1	\$	8.50	\$	9.50
7063	Plagemann, Gregory D.	Public Works	12/1/2008	6	\$	14.50	\$	15.00
8012	Serfling, Leigh A.	Public Works	8/31/1980	34	\$	14.50	\$	15.00
7105	Weber, Seth M.	Public Works	11/29/2013	1	\$	14.50	\$	15.00
9325	Allison, Matthew J.	Recreation	11/17/2014	0	\$	9.00	\$	9.00
9324	Anderson, Drake P.	Recreation	9/15/2014	0	\$	9.00	\$	9.00
9305	Bernard, Maddie E.	Recreation	3/10/2014	1	\$	10.00	\$	9.00
9341	Bischoff, Tyara E.	Recreation	6/8/2015	0	\$	8.00	\$	9.00
9328	Blake, Reid M.	Recreation	11/17/2014	0	\$	9.00	\$	9.00
9335	Britten, Garret M.	Recreation	2/17/2015	0	\$	10.00	\$	9.00
9316	Brown, Cecelia E.	Recreation	6/9/2014	1	\$	10.00	\$	9.00
9294	Brutlag, Hunter D.	Recreation	10/28/2013	1	\$	9.00	\$	9.00
9037	Calliguri, Kaitlyn H.	Recreation	4/9/2013	2	\$	10.00	\$	9.00
9333	Christy, Dylan R.	Recreation	12/15/2014	0	\$	10.00	\$	9.00
9326	Clifton, Matthew K.	Recreation	11/17/2014	0	\$	9.00	\$	9.00
9297	Davis, Luke A.	Recreation	12/9/2013	1	\$	9.00	\$	9.00
9330	Day, Lucas P.	Recreation	11/24/2014	0	\$	10.00	\$	9.00
9339	Fideldy, Taylor M.	Recreation	4/8/2015	0	\$	8.00	\$	9.00
9080	Geislinger, Abigail E.	Recreation	5/23/2012	3	\$	10.00	\$	9.00
9336	Giese, Alexis M.	Recreation	2/23/2015	0	\$	9.00	\$	9.00
9342	Groom, Emily E.	Recreation	6/8/2015	0	\$	8.00	\$	9.00
9307	Guertin-Wilson, M'Kayla J.	Recreation	4/7/2014	1	\$	10.00	\$	9.00
9322	Havel, Olivia L.	Recreation	9/8/2014	0	\$	10.00	\$	9.00
9313	Haynes, Carli M.	Recreation	5/27/2014	1	\$	10.00	\$	9.00
9314	Holum, Savanna J.	Recreation	5/27/2014	1	\$	10.00	\$	9.00
9327	How, Caleb A.	Recreation	11/17/2014	0	\$	9.00	\$	9.00
9331	Huebscher, Matthew A.	Recreation	11/17/2014	0	\$	10.00	\$	9.00
9304	Huffman, Kilee A.	Recreation	3/24/2014	1	\$	10.00	\$	9.00
9295	Johnson, Noah L.	Recreation	12/9/2013	1	\$	9.00	\$	9.00
9306	Justus, Brooke E.	Recreation	3/10/2014	1	\$	10.00	\$	9.00

9299	Kessler, Kaitlyn A.	Recreation	2/24/2014	1	\$	10.00	\$	9.00
9038	Keute, Madeline M.	Recreation	6/10/2013	2	\$	10.00	\$	9.00
9343	Locken, Aaron P.	Recreation	5/26/2015	0	\$	18.00	\$	18.00
9332	MacLean, Riley J. J.	Recreation	12/15/2014	0	\$	10.00	\$	9.00
9323	Mann, Paige N.	Recreation	9/22/2014	0	\$	10.00	\$	9.00
9319	Mattson, Sidney D.	Recreation	8/14/2014	0	\$	10.00	\$	9.00
9076	McLaughlin, Jordan A.	Recreation	6/10/2013	2	\$	10.00	\$	9.00
9302	Olin, Mya C.	Recreation	2/24/2014	1	\$	10.00	\$	9.00
9315	Olson, Emily L.	Recreation	5/27/2014	1	\$	10.00	\$	9.00
9077	Peterson, Annika M.	Recreation	6/10/2013	2	\$	10.00	\$	9.00
9337	Rasmussen, Abigail A.	Recreation	2/23/2015	0	\$	9.00	\$	9.00
9303	Rhode, Lindsey K.	Recreation	2/24/2014	1	\$	10.00	\$	9.00
9320	Schlauderaff, Shoshana H.	Recreation	9/9/2014	0	\$	8.00	\$	9.00
9300	Seifert, Baylie R.	Recreation	2/24/2014	1	\$	10.00	\$	9.00
9309	Shaffer, MaKenzie J.	Recreation	4/7/2014	1	\$	10.00	\$	9.00
9338	Sigfrinius, Mandie R.	Recreation	4/8/2015	0	\$	8.00	\$	9.00
9298	Silko, Makary E.	Recreation	12/9/2013	1	\$	10.00	\$	9.00
9329	Stojevich, Cole J.	Recreation	11/17/2014	0	\$	9.00	\$	9.00
9340	Vance, Heather M.	Recreation	4/14/2015	0	\$	8.00	\$	9.00
9301	Wokasch, Rilee M.	Recreation	2/24/2014	1	\$	10.00	\$	9.00





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EMPL. #	NAME	HIRE DATE	YEARS OF SERVICE as		AUGUST 1, 2015		COMMENTS	
			of July 1,	2015	CURRENT WAGE	WAGE		
C336	Burbie, Cole P.	10/11/2014	0	\$	8.00	\$	9.00	
244	Burt, Janae R.	11/10/2009	5	\$	8.25	\$	10.00	
C335	Cole, Taylor M.	11/14/2014	0	\$	8.00	\$	9.00	
270	Geislinger, Andrew G.	12/8/2009	5	\$	9.50	\$	10.75	
C332	Gill, Shelby A.	12/16/2013	1	\$	8.00	\$	9.00	
C329	Glaser, Miranda L.	10/22/2012	2	\$	8.00	\$	9.25	
C328	Hart, Stephanie M.	7/7/2011	3	\$	7.50	\$	9.50	
C273	Hicks, Judith A.	7/1/2005	10	\$	9.00	\$	10.50	
C334	Huju, Autumn M.	9/9/2014	0	\$	8.00	\$	9.00	
C268	Johannessohn, James F.	9/27/2012	2	\$	8.00	\$	9.25	
275	Longmore, April L.	8/26/2009	5	\$	8.75	\$	10.00	
281	Luoma, Jace R.	8/31/2010	4	\$	9.50	\$	10.50	
274	Mackley, Valorie K.	11/20/2005	9	\$	10.00	\$	11.25	Concessions Lead
C206	Magner, Evelyn K.	10/29/2013	1	\$	8.00	\$	9.00	
296	Matzdorf, Brett S.	9/27/2005	9	\$	10.50	\$	12.75	Part-time Maintenance - Civic Center
C205	Mutchler, Samantha J.	10/29/2013	1	\$	8.00	\$	9.00	
273	Mutchler, Travis D.	1/26/2010	5	\$	9.50	\$	10.75	
C330	Olson, Kaitlyn R.	11/19/2012	2	\$	8.00	\$	9.25	
C250	Schulz, Brianna J.	11/11/2010	4	\$	8.25	\$	9.75	
268	Seibert, Gary P.	9/28/2003	11	\$	11.75	\$	13.25	Part-time Maintenance - Civic Center
C322	Stejskal, Jessica N.	6/13/2011	4	\$	7.50	\$	9.75	
C337	Tillman, Hanna J.	5/22/2015	0	\$	8.00	\$	9.00	
C204	Tinquist, Morgan A.	10/16/2013	1	\$	8.00	\$	9.00	
C333	Welshinger, Katie M.	12/23/2013	1	\$	8.00	\$	9.00	
236	Wilson, James E.	8/11/2008	6	\$	10.25	\$	12.00	Part-time Maintenance - Civic Center

EMPL. #	NAME	HIRE DATE	YEARS OF SERVICE	CURRENT	AUGUST 1, 2015		COMMENTS
			as of July 1, 2015	WAGE	WAGE		
G331	Alleman, Cody	4/1/2010	5	\$ 14.00	\$ 14.00		5+ year 'round Civic Center/Golf Course
371	Alstad, Matthew C.	9/2/2014	0	\$ 8.00	\$ 9.00		New hire
345	Baril, Kent W.	8/23/2011	3	\$ 10.00	\$ 10.00		3
305	Cahill, Laura A.	5/10/2009	6	\$ 9.00	\$ 9.50		5
323	Carnes, Sharon K.	6/14/2010	5	\$ 8.50	\$ 9.50		4
339	Carnes, William R.	5/28/2013	2	\$ 8.00	\$ 9.00		2
393	Deans, Clinton A.	4/28/2014	1	\$ 10.00	\$ 10.00		1
346	DelGreco, Danielle J.	8/23/2011	3	\$ 8.50	\$ 9.00		4
327	Fowler, Austin J.	8/24/2010	4	\$ 8.50	\$ 9.00		4
366	Hain, McKinley L.	4/8/2013	2	\$ 8.00	\$ 9.00		2
G333	Huson, Darward L.	5/10/2005	10	\$ 9.75	\$ 10.00		8
G334	Huson, Shari L.	5/10/2005	10	\$ 10.25	\$ 10.50		5+
399	Johnson, Tyler B.	5/28/2014	1	\$ 8.00	\$ 9.00		1
G336	Kottke, Reed C.	3/16/2015	0	\$ 8.00	\$ 9.00		New hire
347	Kromy, Brett A.	5/20/2013	2	\$ 8.00	\$ 9.00		2
312	Kromy, Mikayla J.	5/10/2009	6	\$ 9.00	\$ 9.50		5
353	Laakso, Marty L.	7/11/2012	2	\$ 8.00	\$ 9.00		
344	Liebe, Ellen J.	5/28/2008	7	\$ 8.50	\$ 9.50		
G338	Olfelt, Andrew L.	5/27/2015	0	\$ 8.00	\$ 9.00		New hire
G337	Petermeier, Emma J.	4/23/2015	0	\$ 8.00	\$ 9.00		New hire
331	Ross, Haley R.	8/1/2012	2	\$ 8.00	\$ 9.00		
367	Sarkela, Erik A.	4/8/2013	2	\$ 8.00	\$ 9.00		2
220	Saunders, Joshua D.	8/25/2014	0	\$ 10.00	\$ 10.00		New hire - matching his Civic Center rate
348	Scherf, Kody L.	5/27/2013	2	\$ 8.00	\$ 9.00		2
365	Skelly, Kirk P.	6/20/2001	14	\$ 10.25	\$ 10.50		5+
368	Taylor, Judith M.	8/13/2013	1	\$ 8.00	\$ 9.00		2
372	Towle, Stephen J.	9/10/2014	0	\$ 8.50	\$ 9.00		New hire
360	Wohlrabe, Jeffrey C.	8/13/2013	1	\$ 8.00	\$ 9.00		2

EMPL. #	NAME	HIRE DATE	YEARS OF SERVICE	CURRENT WAGE	AUGUST 1,		COMMENTS
			as of July 1, 2015		2015 WAGE	2015 WAGE	
9325	Allison, Matthew J.	11/17/2014	0	\$ 9.00	\$ 9.00	\$ 9.00	Part-time Instructor
9324	Anderson, Drake P.	9/15/2014	0	\$ 9.00	\$ 9.00	\$ 9.00	Part-time Instructor
9305	Bernard, Maddie E.	3/10/2014	1	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9341	Bischoff, Tyara E.	6/8/2015	0	\$ 8.00	\$ 9.00	\$ 9.00	Part-time Instructor
9328	Blake, Reid M.	11/17/2014	0	\$ 9.00	\$ 9.00	\$ 9.00	Rink Attendant
9335	Britten, Garret M.	2/17/2015	0	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9316	Brown, Cecelia E.	6/9/2014	1	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9294	Brutlag, Hunter D.	10/28/2013	1	\$ 9.00	\$ 9.00	\$ 9.00	Rink Attendant
9037	Calliguri, Kaitlyn H.	4/9/2013	2	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9333	Christy, Dylan R.	12/15/2014	0	\$ 10.00	\$ 9.00	\$ 9.00	Rink Attendant
9326	Clifton, Matthew K.	11/17/2014	0	\$ 9.00	\$ 9.00	\$ 9.00	Rink Attendant
9297	Davis, Luke A.	12/9/2013	1	\$ 9.00	\$ 9.00	\$ 9.00	Rink Attendant
9330	Day, Lucas P.	11/24/2014	0	\$ 10.00	\$ 9.00	\$ 9.00	Rink Attendant
9339	Fidely, Taylor M.	4/8/2015	0	\$ 8.00	\$ 9.00	\$ 9.00	Part-time Instructor
9080	Geislinger, Abigail E.	5/23/2012	3	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9336	Giese, Alexis M.	2/23/2015	0	\$ 9.00	\$ 9.00	\$ 9.00	Part-time Instructor
9342	Groom, Emily E.	6/8/2015	0	\$ 8.00	\$ 9.00	\$ 9.00	Part-time Instructor
9307	Guertin-Wilson, M'Kayla J.	4/7/2014	1	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9322	Havel, Olivia L.	9/8/2014	0	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9313	Haynes, Carli M.	5/27/2014	1	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9314	Holum, Savanna J.	5/27/2014	1	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9327	How, Caleb A.	11/17/2014	0	\$ 9.00	\$ 9.00	\$ 9.00	Rink Attendant
9331	Huebscher, Matthew A.	11/17/2014	0	\$ 10.00	\$ 9.00	\$ 9.00	Rink Attendant
9304	Huffman, Kilee A.	3/24/2014	1	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9295	Johnson, Noah L.	12/9/2013	1	\$ 9.00	\$ 9.00	\$ 9.00	Rink Attendant
9306	Justus, Brooke E.	3/10/2014	1	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9299	Kessler, Kaitlyn A.	2/24/2014	1	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9038	Keute, Madeline M.	6/10/2013	2	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9343	Locken, Aaron P.	5/26/2015	0	\$ 18.00	\$ 18.00	\$ 18.00	Instructor
9332	MacLean, Riley J. J.	12/15/2014	0	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor
9323	Mann, Paige N.	9/22/2014	0	\$ 10.00	\$ 9.00	\$ 9.00	Part-time Instructor

9319	Mattson, Sidney D.	8/14/2014	0	\$	10.00	\$	9.00	Part-time Instructor
9076	McLaughlin, Jordan A.	6/10/2013	2	\$	10.00	\$	9.00	Part-time Instructor
9302	Olin, Mya C.	2/24/2014	1	\$	10.00	\$	9.00	Part-time Instructor
9315	Olson, Emily L.	5/27/2014	1	\$	10.00	\$	9.00	Part-time Instructor
9077	Peterson, Annika M.	6/10/2013	2	\$	10.00	\$	9.00	Part-time Instructor
9337	Rasmussen, Abigail A.	2/23/2015	0	\$	9.00	\$	9.00	Part-time Instructor
9303	Rhode, Lindsey K.	2/24/2014	1	\$	10.00	\$	9.00	Part-time Instructor
9320	Schlauderaff, Shoshana H.	9/9/2014	0	\$	8.00	\$	9.00	Part-time Instructor
9300	Seifert, Baylie R.	2/24/2014	1	\$	10.00	\$	9.00	Part-time Instructor
9309	Shaffer, MaKenzie J.	4/7/2014	1	\$	10.00	\$	9.00	Part-time Instructor
9338	Sigfrinius, Mandie R.	4/8/2015	0	\$	8.00	\$	9.00	Part-time Instructor
9298	Silko, Makary E.	12/9/2013	1	\$	10.00	\$	9.00	Rink Attendant
9329	Stojevich, Cole J.	11/17/2014	0	\$	9.00	\$	9.00	Rink Attendant
9340	Vance, Heather M.	4/14/2015	0	\$	8.00	\$	9.00	Part-time Instructor
9301	Wokasch, Rilee M.	2/24/2014	1	\$	10.00	\$	9.00	Part-time Instructor
9086	Odegaard, Kyra E.	10/29/2012	2	\$	7.50	\$	9.25	
9302	Olin, Mya C.	2/24/2014	1	\$	10.00	\$	10.00	Part-time Instructor
9315	Olson, Emily L.	5/27/2014	1	\$	10.00	\$	10.00	Part-time Instructor
9077	Peterson, Annika M.	6/10/2013	2	\$	10.00	\$	10.00	Part-time Instructor
9337	Rasmussen, Abigail A.	2/23/2015	0	\$	9.00	\$	9.00	
9303	Rhode, Lindsey K.	2/24/2014	1	\$	10.00	\$	10.00	Part-time Instructor
9310	Richardson, Allison R.	4/24/2014	1	\$	10.00	\$	10.00	Part-time Instructor
9103	Rodenberg, Samuel J.	9/24/2012	2	\$	8.50	\$	9.25	
9098	Salmela, Sabrina J.	9/24/2012	2	\$	8.00	\$	9.25	
9320	Schlauderaff, Shoshana H.	9/9/2014	0	\$	8.00	\$	9.00	New hire
9300	Seifert, Baylie R.	2/24/2014	1	\$	10.00	\$	10.00	Part-time Instructor
9309	Shaffer, MaKenzie J.	4/7/2014	1	\$	10.00	\$	10.00	Part-time Instructor
9338	Sigfrinius, Mandie R.	4/8/2015	0	\$	8.00	\$	9.00	New hire
9298	Silko, Makary E.	12/9/2013	1	\$	10.00	\$	10.00	Part-time Instructor
9329	Stojevich, Cole J.	11/17/2014	0	\$	9.00	\$	9.00	
9340	Vance, Heather M.	4/14/2015	0	\$	8.00	\$	9.00	New hire
9301	Wokasch, Rilee M.	2/24/2014	1	\$	10.00	\$	10.00	Part-time Instructor

# 2019 Pay Range for Part-time, Seasonal, and Temporary Employees

GRADE	MINIMUM				MID POINT			MAXIMUM	
	0-1 years	2 years	3 years	4 years	5 years	6 years	7 years	8 years	Jobs Assigned to Grade
6	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	Maintenance Shift Lead (Civic Center)
5	\$ 14.50	\$ 14.75	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.25	
4	\$ 13.50	\$ 13.75	\$ 14.00	\$ 14.25	\$ 14.50	\$ 14.75	\$ 15.00	\$ 15.25	
3	\$ 11.50	\$ 11.75	\$ 12.00	\$ 12.25	\$ 12.50	\$ 13.75	\$ 14.00	\$ 14.25	Maintenance (Civic Center) Maintenance II (Golf Course) Pro Shop Manager (Golf Course)
2	\$ 10.50	\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50	\$ 12.75	\$ 13.00	\$ 13.25	Concessions Lead (Civic Center)
1	\$ 10.00		\$ 10.25		\$ 10.50	\$ 11.75	\$ 12.00	\$ 12.25	Golf Shop Cashier II (Golf Course) Parking Enforcement (Police) Scanner
	Flat rate	2nd year	3rd year	4th year					Jobs Assigned to Flat Rates
	\$ 18.00								Communications Specialist (Administration) Public Works Winter Maintenance
	\$ 16.00								Public Works Summer Maintenance II
	\$ 12.00								Head Election Judge (Administration)
	\$ 11.00								Election Judge (Administration)
	\$ 9.86	\$ 10.25	\$ 10.75	\$ 11.25					Concessions (Civic Center) Public Works Summer Maintenance I
	\$ 9.86								Animal Control Facility Attendant (Police) Beach Attendant (Recreation) Coach (Recreation) Warming House Attendant (Recreation)
	0-5 years	5-10 years	10-14 years	14+ years					Jobs Assigned
	\$ 9.86	\$ 10.25	\$ 10.75	\$ 11.25					Driving Range Attendants (Golf Course) General Maintenance (Golf Course) Golf Shop Cashier I (Golf Course) Starter/Ranger (Golf Course)

**EFFECTIVE JANUARY 1, 2019**



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0017      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/7/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** 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.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Evert Court Order](#)

Date	Ver.	Action By	Action	Result
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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.

**Background Information:**

This property was identified as a hazardous building by the previous Building Official in May 2016. The hazardous building action was completed in accordance with current MN Building Code. Please see attached court order dated December 18, 2018 permitting removal of all buildings and debris from property. The demolition will be paid for out of the general fund balance line item hazardous buildings condemnation. The property will be assessed the associated costs of the demolition with a goal of the city funds being reimbursed. City staff is also making an effort to secure a grant from MNIRRR for all or part of the demolition.

**Staff Recommendation:**

Staff recommends council authorize Public Works Department to solicit quotes and accept low quote for building demolition and clean up of property located at 604 NE 9th Ave.

**Requested City Council Action**

Make a motion to authorize Public Works Department to solicit quotes and accept low quote for building demolition and clean up of property located at 604 NE 9th Ave.

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF ITASCA

NINTH JUDICIAL DISTRICT

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City of Grand Rapids, Minnesota,  
a Municipal Corporation,

Plaintiff,

**STIPULATION & ORDER**

vs.

Bruce D. Evert, Kathleen M.  
Evert, and Grand Rapids State Bank,

Case No. 31-CV-18-2686

Defendant.

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This matter came before the Court, the Honorable Sarah McBroom presiding, pursuant to a Motion filed by Plaintiff for an order enforcing Grand Rapids City Council Resolution 18-41 dated May, 29, 2018, and providing the City the authority to remove hazardous buildings located on real property described as:

**Lots 13, 14 and 15, Block 2, Third Division of Grand Rapids (also known As 604 NE Ninth Avenue, City of Grand Rapids),**

hereinafter the "Property." The Property contains one main structure and one accessory structure (shed).

Plaintiff appears before this Court through its attorney, Chad B. Sterle. Defendants appear before this Court *pro se*.

Prior to hearing the parties reached an agreement as to all issues before the Court, which agreement is outlined as follows:

1. Defendants Bruce D. Evert and Kathleen M. Evert ("Everts") are the legal owners of the property located at 604 NE Ninth Avenue, City of Grand Rapids. Defendant Grand Rapids State Bank ("GRSB") held an interest in the property through a mortgage executed by Everts and recorded March 1, 2004 (document number 569209). That mortgage has since been satisfied and no longer exists. There are no other mortgages of record.

2. Everts acknowledge that on June 12, 2018, they were properly served with Grand Rapids Resolution 18-41 to raze or remove the structures located on the Property and that they took no action to comply with the Resolution or to comply with *Minnesota Statutes Sec. 364.15 through 463.26* in either razing or removing the structures.



3. Everts also acknowledge that they were properly served with a Notice of Motion and Motion to bring this matter for hearing before the Court to have the structures razed and removed and the costs assessed against the Property.

4. Everts acknowledge and agree that the property at 604 NE Ninth Avenue contains two hazardous structures (house with attached garage and shed) that need to be destroyed and removed from the Property and request the Court grant an Order to the City, giving the City the authority to raze and remove the structures under *Minnesota Statutes Sec. 463.15 to 463.262* on behalf of Everts and assess all costs associated with the removal and disposal of these buildings to their tax records, as well as, any legal costs associated with this action.

5. Plaintiff agrees to secure the lowest bid possible for the demolition through conducting an open and competitive bidding process.

6. Everts understand they have the right to a contested hearing where they may dispute that the structures on the Property are hazardous and need to be removed; however, Everts waive their right to any hearing.


7. Defendants understand that once this Order is signed it may not be reviewed. However, Everts do not contest the razing or removal of all buildings upon the Property indicated above and restoration of the Property to a safe condition.


8. The Evert's understand that Chad Sterle is the Grand Rapids City Attorney. They understand that Mr. Sterle is not their attorney. They understand that if they wish to consult or hire legal counsel they may do so prior to signing this document. Mr. Sterle has provided no legal advise to the Everts. If they require legal advice they should consult an attorney of their choosing.

Dated: 12-17-18

Dated: 12-17-18

  
Defendant Bruce D. Evert

  
Defendant Kathleen M. Evert

  
Chad B. Sterle (AIN 288330)  
Attorney for Plaintiff  
Sterle Law Office  
502 NW Fifth Ave.  
Grand Rapids, MN 55744  
Telephone: 218.326.9646

Based upon the Stipulation of the parties, the Court makes the following:

**ORDER**

1. The City of Grand Rapids is granted the authority to remove both structures located (house with attached garage and shed) at 604 NE Ninth Avenue (legally described as **Lots 13, 14 and 15, Block 2, Third Division of Grand Rapids**) in the City of Grand Rapids, County of Itasca, State of Minnesota.

2. The City will secure the lowest possible bid for demolition through an open and competitive bidding process.

3. The City is further authorized, pursuant to *Minn. Stat. Sec. 463.21*, to levy, as a one-time special assessment, the City's costs in removal and cleaning up the debris from the property, as well as, any legal costs associated with this action.

Dated: Dec 18, 2018

BY THE COURT:



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The Honorable Sarah McBroom  
Judge of District Court

DEC 18 2018  
Filed in District Court  
State of Minnesota



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0018      **Version:** 1      **Name:** MacRostie Temp Liquor  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/7/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider approving temporary liquor licenses for MacRostie Art Center First Friday events.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider approving temporary liquor licenses for MacRostie Art Center First Friday events.

**Background Information:**

MacRostie Art Center has submitted applications for temporary liquor service for the following dates in 2019: February 1, March 1, April 5, May 3 and June 7. Insurance and fees have been received.

**Staff Recommendation:**

Approve licenses and authorize staff to submit to AGED for issuance.

**Requested City Council Action**

Make a motion approving temporary liquor licenses for MacRostie Art Center First Friday event dates as listed.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0022      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/8/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider approving amendments to Hazmat Response Contract with State of Minnesota  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [HSEM-Grand Rapids CAT PT 131758 Amendment 1.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving amendments to Hazmat Response Contract with State of Minnesota

**Background Information:**

The City of Grand Rapids Fire Department has been a contractor to the State of Minnesota as a Hazardous Materials Chemical Assessment Team since the inception of the State's Regional Response Program in 1995.

The State of Minnesota has submitted an amendment to the contract with the City of Grand Rapids Fire Department Chemical Assessment Team. This amendment will require signatures by both parties to amend the Original Contract and previous amendments. The proposed amendments do not negatively impact the budget of the Fire Department or the Chemical Assessment Team.

**Staff Recommendation:**

Approve the amendments to the contract with the State of Minnesota and allow for proper signatures.

Make a motion approving amendments to contract between the City of Grand Rapids and the State of Minnesota to provide professional/technical services for hazardous materials emergencies.



# Professional and Technical Services Contract Amendment #1 State of Minnesota

SWIFT Contract Number: 131758  
SWIFT Purchase Order Number: 3000050285

Contract Start Date:	<u>10/01/2017</u>	Total Contract Amount:	<u>\$300,000.00</u>
Original Contract Expiration Date:	<u>09/30/2022</u>	Original Contract:	<u>\$300,000.00</u>
Current Contract Expiration Date:	<u>09/30/2022</u>	Previous Amendment(s) Total:	<u>\$ 0.00</u>
Requested Contract Expiration Date:	<u>No Change</u>	This Amendment:	<u>\$ 0.00</u>

This Amendment is by and between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Homeland Security and Emergency Management division ("State") and the City of Grand Rapids, acting on behalf of its Fire Department, 420 North Pokegama Avenue, Grand Rapids, MN 55744 ("Contractor").

### Recitals

1. The State has a contract with the Contractor identified as SWIFT contract number 131758 ("Original Contract") for Contractor to provide regional Hazardous Materials Emergency Chemical Assistance Team ("CAT Team") to assist local authorities in protecting the public's safety from effects of a hazardous materials release.
2. The State needs to amend the Original Contract, including Appendix A and Appendix F.
3. The State and the Contractor are willing to amend the Original Contract as stated below.

### Amendment

In this Amendment, changes to pre-existing Contract language will use ~~strike through~~ for deletions and underlining for insertions.

REVISION 1. Clause 4, **Consideration and Payment**, is amended as follows:

#### 4. Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Contractor under this Contract as follows:

- (a) **Compensation.** The Contractor will be paid by the State for the following costs, not to exceed **Sixty Thousand and 00/100 Dollars (\$60,000.00)** during each twelve-month period, i.e. October 1 through September 30, of the contract:
  - 1) Capital equipment – Cost of capital equipment including vehicles.
  - 2) Training – Cost of training team personnel (excluding exercise training).
  - 3) Medical examinations – Cost of annual medical examinations for team personnel.
  - 4) Consumable supplies – Cost of consumable supplies.
  - 5) Administration – Cost of program administration.
  - 6) Maintenance – Cost of equipment maintenance.
- ~~(b) Contractor may deviate from its budget corresponding to the six categories identified in Clause 4, Section 4.1(a), of this contract, increasing and decreasing amounts between categories as needed and justified with the exception of Category 5, Administration. Administration costs shall not be increased more than 20% without prior written approval from the State's Authorized Representative. The total amount payable corresponding to Clause 4, Section 4.1(a), shall not exceed **Sixty Thousand and 00/100 Dollars (\$60,000.00)** during each twelve-month period commencing October 1 and ending September 30 of the following year.~~
- (c) **Total Obligation.** The total obligation of the State for all compensation to the Contractor corresponding to Clause 4, Section 4.1(a) of this Contract shall not exceed **Sixty Thousand and 00/100 Dollars (\$60,000.00)** for each twelve month period commencing October 1 and ending September 30, a total of **Three Hundred Thousand and 00/100 Dollars (\$300,000.00)** during the Term of Contract.
- (d) **Emergency Response Reimbursement.** In addition to the Compensation identified in Clause 4, Section 4.1(a) above, the State will reimburse Contractor for reasonable and necessary expenses corresponding to and directly associated with the following costs incurred during an actual emergency response. Reimbursement costs corresponding to this section shall not exceed **Five Thousand and 00/100 Dollars (\$5,000.00)** for any single response unless pre-authorized in writing by the State's Authorized Representative.

- 1) **CAT Team Personnel Costs**  
An hourly rate per person, including wages and fringe benefits, for two (2) hours minimum per person, up to five (5) persons [Note: See Clause 2(n) above]. Hourly rates will be determined by and in accordance with the Contractor's collective bargaining agreement(s) corresponding to personnel.
- 2) **Additional Wage Costs for Local Callback Personnel**  
An hourly rate per person, including wages and fringe benefits, for two (2) hours minimum per person, up to five (5) persons. Hourly rates will be determined by and in accordance with the Contractor's collective bargaining agreement(s) corresponding to personnel.
- 3) **Vehicle Operating Costs**  
Up to \$150.00 per hour for hazardous materials response vehicle; up to \$100.00 per hour for support vehicles; and up to \$100.00 per hour for regional mobile air trailer.
- 4) **Cost of Consumable Supplies Used**  
Cost for consumable supplies used shall not exceed the actual costs incurred; and Contractor must submit an itemized invoice for actual costs to be reimbursed.
- 5) **Costs of Repair or Replacement of Damaged or Destroyed Equipment**  
Contractor must submit an itemized invoice for actual costs incurred. If cost is estimated to exceed \$500.00, Contractor shall consult with the State's Authorized Representative to determine if the State will require competitive bids or quotes prior to the repair or replacement of equipment. If the State requires a competitive solicitation, Contractor must comply with the applicable municipal bidding laws.
- 6) **Communication Costs, including Long Distance and Cellular Telephone Charges**  
Eligible costs are defined as cellular/mobile and land line telephone costs for voice, data, and facsimile transmissions. Contractor must submit an itemized invoice for actual costs incurred.
- 7) **Administrative Costs Directly Resulting from the Emergency Response**  
Up to \$500.00 per incident based on actual costs incurred. Contractor may request additional administrative cost reimbursement based on an itemized invoice for actual costs incurred when extraordinary circumstances resulting from a specific State authorized emergency response are documented.
- 8) **Costs Incurred in the Use of Special Equipment (*Minnesota Rules Chapter 7514.1200*)**  
Costs for this item shall not exceed the actual costs incurred; and Contractor must submit an itemized invoice for actual costs to be reimbursed.
- 9) **Costs Associated with Providing Support to Cleanup Operations (*Minnesota Rules Chapter 7514.0900, subpart 5*)**  
Costs for this item shall not exceed the actual costs incurred; and Contractor must submit an itemized invoice for actual costs to be reimbursed.
- 10) **Costs Associated with Providing Standby Technical Assistance (*Minnesota Rules Chapter 7514.1600, subpart 4*)**  
Costs for this item shall not exceed the actual costs incurred; and Contractor must submit an itemized invoice for actual costs to be reimbursed.
- 11) **Other Direct Costs Incurred by the Contractor as a Result of the Emergency Response**  
Costs for this item shall not exceed the actual costs incurred; and Contractor must submit an itemized invoice for actual costs to be reimbursed.

#### 4.2 Payment.

- (a) **Invoices.** The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:
  - 1) **Contractor Compensation [Clause 4, Sections 4.1(a) and (b)].** Contractor shall submit a completed Contractor's Compensation Packet at least once every three months but not more frequently than once per month for reimbursement of costs identified in Clause 4, Section 4.1(a) and Section 4.1(b) of this contract. Contractor shall submit a final invoice for each twelve-month period of this contract no later than October 30 of each year. The State will process properly completed Reimbursement Packets for compensation within thirty (30) days of receipt.
  - 2) **Emergency Response Reimbursement [Clause 4, Section 4.1(d)].** Contractor shall submit a reimbursement claim form identifying reasonable and necessary expenses incurred during an actual emergency response, such claim form to be submitted to State no later than forty-five (45) days after the end of the response. The claim for reimbursement must be made on forms provided by the State and must provide sufficient detail corresponding to each category identified in Clause 4, Section 4.1(d) above. The State will process properly completed claim forms for reimbursement within thirty (30) days of receipt.
- (b) **Retainage.** Under Minnesota Statutes § 16C.08, subdivision 2(10), no more than ninety percent

(90%) of the amount due under this Contract may be paid until the final product of this Contract has been reviewed by the State's agency head. The balance due will be paid when the State's agency head determines that the Contractor has satisfactorily fulfilled all the terms of this Contract.

**REVISION 2.** Clause 21, **Other Provisions**, is amended as follows:

**21. Other Provisions**

~~Appendices A~~ Appendices A-1 through G referenced below are attached and incorporated into this contract:

**21.1 Primary Response Area.** For purposes of Clause 2, and retroactive to the contract effective date, Contractor's primary response area is described in ~~Appendix A~~ Appendix A-1.

**21.2 Secondary Response Area.** For purposes of Clause 2, Contractor's secondary response area is described in Appendix B.

**21.3 Contractor's Geographic Jurisdiction.** For purposes of Clause 2, Contractor's normal geographic jurisdiction is described in Appendix C.

**21.4 State Owned and Provided Equipment.** State agrees to loan or provide Contractor the equipment identified in ~~Appendix D~~, in accordance with the following terms and conditions:

~~21.4.1~~ **21.4.1** Contractor may use and maintain possession of the equipment identified in ~~Appendix D~~.

~~21.4.2~~ **21.4.2** The State will retain title and legal ownership of all loaned, and capitalized equipment identified in ~~Appendix D~~, and provide for their replacement.

~~21.4.3~~ The State will, upon request of Contractor, train at least one person designated by Contractor in the proper handling, use and maintenance of the equipment identified in ~~Appendix D~~. The State shall provide the training to Contractor's personnel without cost, other than travel and related expenses.

~~21.4.4~~ **21.4.3** The State will maintain all necessary inventory control records ~~on~~ of the equipment identified in ~~Appendix D~~.

~~21.4.5~~ **21.4.4** The State will administer any manufacturer's warranty claims that may result during Contractor's use of the equipment identified in ~~Appendix D~~.

~~21.4.6~~ **21.4.5** The State will ~~provide~~ assist the Contractor with technical ~~assistance~~ support as needed regarding the proper handling, use and maintenance of the equipment identified in ~~Appendix D~~ provided by the State.

~~21.4.7~~ **21.4.6** Contractor will keep and maintain the equipment in proper operating condition.

~~21.4.8~~ **21.4.7** Contractor will re-supply all disposable, expired and consumable components originally provided by the State, and will supply ~~and~~ other needed disposable and consumable components not provided by State, at Contractor's expense.

~~21.4.9~~ **21.4.8** Contractor will be responsible for the cost of repairing or replacing equipment that has been lost, or as determined by the State, damaged due to abuse, misuse or other cause outside normal wear and tear, incurred in the routine proper use. The State will determine whether the equipment will be repaired or replaced.

~~21.4.10~~ **21.4.9** Contractor will be responsible for the cost of routine maintenance and repair according to the manufacturer's recommendations.

~~21.4.11~~ **21.4.10** Contractor will return capitalized equipment identified in ~~Appendix D~~ to the State upon termination, expiration, or cancellation of the contract. All such items to be delivered or shipped to the State.

~~21.4.12~~ **21.4.11** Contractor will not permit the equipment to be tampered with or operated by individuals who are not trained in its proper handling and operation.

~~21.4.13~~ **21.4.12** Contractor agrees to designate one or more person(s) to be trained ~~by the State~~ in the proper handling, use and maintenance of the equipment. The Contractor will bear the cost of any travel and related expenses incurred by any person attending training,

~~21.4.14~~ **21.4.13** The person(s) trained ~~by the State~~ in the proper use, handling and maintenance of the equipment will provide training to Contractor's team members and other appropriate personnel.

~~21.4.15~~ **21.4.14** Contractor will make the equipment available to personnel authorized by the State when required for inventory or inspection purposes.

~~21.4.16~~ **21.4.15** Contractor agrees to provide secure heated storage for equipment identified in ~~Appendix D~~.

~~21.4.17~~ **21.4.16** Insurance: Contractor agrees to provide the State a certificate(s) of insurance, or a statement of self-insurance, naming the State as an additional insured under the policy(s) within sixty (60) days after execution of this contract.

- State Owned Equipment Loaded to Contractor: Contractor agrees to provide "All Risk" property floater insurance, or equivalent self-insurance, which provides replacement cost coverage on all State owned property loaned to Contractor by the State.

- Contractor may recover the cost of such insurance from the State in accordance with Clause 4, Section 4.1, Item a(5) of this contract.

- Contractor agrees to provide the State thirty (30) days advanced written notice of cancellation, non-renewal, or reductions in limits or coverage's or other changes to the policy(s).
- 21.5 Point of Contact for Team Dispatching.** Contractor agrees to maintain a single point-of-contact who will be used by the State to dispatch Contractor. Contractor's single point-of-contact is identified in Appendix E.
- 21.6 Designees of the State's Authorized Representative.** Appendix F Appendix F-1 identifies designees of the State's Authorized Representative and their delegated authority to act on his behalf.
- 21.7 Contractor's Primary and Alternate Representatives.** For purposes of Clause 2, the Contractor's primary and alternate representatives are identified in Appendix G.
- 21.8** The parties mutually agree that all necessary and reasonable costs associated with a state-authorized emergency response to a hazardous materials incident incurred by the Contractor and authorized by the State, will be billed by the State to the responsible person, and managed by the State through a separate revolving account for such incidents. Contractor agrees that the State subrogates to the rights of the Contractor against the responsible person as defined in Minnesota Statutes § 299.A.52.
- 21.9** The parties mutually agree that all capital equipment purchased with State funds remains the sole property of the State of Minnesota.

**REVISION 3.**

- Appendix A, "Primary Response Area," is replaced in its entirety with Appendix A-1 which shall retain the title of "Primary Response Area."
- Appendix B, "Secondary Response Area," shall remain Appendix B and shall retain the same title.
- Appendix C, "Normal Geographic Jurisdiction," shall remain Appendix C and shall retain the same title.
- Appendix D, "State Owned and Provided Equipment List," is deleted in its entirety.
- Appendix E, "Point-of-Contact for Team Dispatching," shall remain Appendix E and shall retain the same title.
- Appendix F, "Designees of State's Authorized Representative," is replaced in its entirety with Appendix F-1 which shall retain the title of "Designees of State's Authorized Representative."
- Appendix G, "Primary and Alternate Representatives to the Hazardous Materials Regional Response Team," shall remain Appendix G and shall retain the same title.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect; and the Original Contract and any previous amendments are incorporated into this amendment by reference.

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**



**1. State Encumbrance Verification**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.*

Print Name: Not Applicable; No Additional Funds Encumbered

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

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

SWIFT Purchase Order Number: 3000050285

**3. Department of Public Safety;**

**Homeland Security and Emergency Management Division**  
*Individual certifies the applicable provisions of Minnesota Statute § 16C.08, subdivisions 2 and 3, are reaffirmed.*

Print Name: \_\_\_\_\_  
(with delegated authority)

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

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

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

**2. Contractor: City of Grand Rapids**

*The Contractor certifies that the appropriate persons have executed the Amendment on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.*

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

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

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

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

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

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

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

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

**4. Commissioner of Administration**

*As delegated to the Office of State Procurement*

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

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

## APPENDIX A-1

### PRIMARY RESPONSE AREA

#### **The Contractor's primary response area is described as follows:**

The entire Minnesota counties of: Aitkin; Cass; Hubbard; Itasca; and Wadena. In Beltrami County: All areas south and west of Highway 1 from Pennington County to Koochiching County. In Crow Wing County: All areas exclusive of the area assigned to the Saint Cloud Fire Department which is State Highway 210 from the Cass County line east to the City of Brainerd to State Highway 18 to U.S. Highway 169 south to the Mille Lacs County line. In Saint Louis County: all areas west of and including State Highway 73 from the City of Floodwood to the intersections of State Highways 73 and 53.

**APPENDIX F-1**

**DESIGNEES OF STATE'S AUTHORIZED REPRESENTATIVE**

State's Authorized Representative:  
Joe Kelly, Director

Designees of State's Authorized Representative:  
Rick Luth, State Emergency Response Teams Coordinator, or his successor  
Joe Neuberger, Operations Branch Director, or his successor  
Kevin Reed, Deputy Director, or his successor

Authority of Designees:

- |                          |   |
|--------------------------|---|
| Clause 4, Section 4.1(d) | Authorization to approve "Emergency Response Reimbursement" claims in excess of \$5,000.00  |
| Clause 6                 | Authorization to certify (approve) acceptance on each invoice submitted by Contractor corresponding Clause 4, Section 4.1(a), Compensation                            |
| Clause 6                 | Authorization to certify (approve) acceptance on each claims form submitted by Contractor corresponding to Clause 4, Section 4.1(d), Emergency Response Reimbursement |
| Clause 10, Section 10.1  | Authorization to give instructions to the Contractor concerning release of data to a requesting third party prior to the data being released                          |
| Clause 13                | Authorization to approve publicity or publications prepared by or for the Contractor  |

The undersigned hereby delegates the authorities listed above to those persons identified as Designees of State's Authorized Representative. These authorities are delegated until revoked in writing.

By:   
\_\_\_\_\_  
Joseph Kelly, Director  
Homeland Security and Emergency Management

12/7/2018  
Date



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0024      **Version:** 1      **Name:** Solberg Contract  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/8/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider entering into an agreement with Loren Solberg Consulting, LLC, for professional lobbying services related to State legislative issues.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Solberg Contract](#)

Date	Ver.	Action By	Action	Result
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Consider entering into an agreement with Loren Solberg Consulting, LLC, for professional lobbying services related to State legislative issues.

**Background Information:**

The City is seeking the States assistance in funding needing improvements at the IRA Civic Center. Specifically, emergency roof replacement, refrigeration replacement, ADA improvements, and health & safety improvements are needed as soon as possible. To improve the City's ability to secure funding staff is recommending that the City contract with Loren Solberg to assist in lobbying for the City's need at the Capitol. A contract outlining his services is attached.

**Staff Recommendation:**

City staff is recommending entering into a contract with Loren Solberg for lobbying services at the State Capitol.

**Requested City Council Action**

Make a motion entering into a contract with Loren Solberg for lobbying services at the State Capitol which are included in the 2019 budget.

## **Loren Solberg Consulting, LLC**

**2114 SW 3<sup>rd</sup> Ave.**

**Grand Rapids, MN 55744**

This agreement is made and entered into between the City of Grand Rapids hereafter referred to as the "City" and Loren Solberg Consulting, LLC, hereafter referred to as "Consultant".

Whereas, the City desires purchased, professional, services to assist with State Government Relations and lobbying activities with the legislature and other administrative related matters;

And Whereas, Loren Solberg is a registered lobbyist with the State of Minnesota;

Therefore, the parties agree to contract for professional lobbying services which include representing the City's interests as designated by the City during a period of January 14, 2019 to December 31, 2019 as follows:

### **GENERAL SERVICES**

- 1) Provide professional lobbying services for the City at the legislature for the period of time identified in this contract.
- 2) Assist the City and City staff in development of legislative priorities and strategies as authorized by the City Council.
- 3) Coordinate, monitor, attend and/or testify as needed before relevant legislative committees or arrange for appropriate elected, appointed, city staff, or community people to testify as deemed necessary on legislation that may impact the City.
- 4) The Consultant shall work cooperatively with staff and other professional lobbyists of City affiliated associations when not in conflict with the Consultant's other clients or the legislative goals or parameters established by the City.
- 5) To coordinate informational tours or meetings which will promote the policies or interests of the City.
- 6) Facilitate requested meetings with local legislators.

- 7) Report periodically as requested by the City on activities either in person, by phone, or in writing to the City Council or their designated representative.
- 8) Meet as requested with the City Council, the city administrator, or appropriate City personnel.
- 9) Notify the City regarding any potential conflict of interest while representing other clients. Notification shall be to the City Contact Agent. For the purpose of this contract the Agent is the City Administrator.

The Consultant shall furnish qualified personnel to perform the services as required. It is agreed that Loren A. Solberg shall assume primary responsibility for delivering professional services as required by this contract.

Consultant shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein

The parties mutually recognize the need to coordinate activities and information associated with legislative initiatives and administrative policies. Therefore, Consultant shall abide by policy, direction and specific assignments as directed by the City through the City Administrator or designated representatives, as long as directive is not in conflict with state law or rule. Failure to do so may be grounds for immediately termination of this Agreement.

#### **INDEPENDENT CONTRACTOR**

At all times and for all purposes hereunder, Consultant shall be an independent contractor and is not an employee of the City for any purpose. No statement contained in this Agreement shall be construed so as to find Consultant to be an employee of the City, and Consultant shall not be entitled to any rights, privileges, or benefits of employees of the City, including, but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

Consultant acknowledges and agrees that no withholding or deduction for State and Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Consultant and that it is Consultant's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

## **SUBCONTRACTING, ASSIGNMENT AND INDEMINIFICATION**

Consultant shall not assign any interest in this Agreement and shall not transfer any interest in same, whether by subcontracting, assignment or notation, without the prior written consent of the City.

This provision is not intended to create any cause of action in favor of any third party against Consultant or the City or to enlarge in any way Consultant's liability, but is solely to provide for indemnification of the City from liability for damages or injuries to third persons or property arising from Consultant or Consultants' agents' performance hereunder.

## **COMPLIANCE WITH NON-DISCRIMINATION LAWS AND DISCLOSURE OF DATA**

Consultant agrees to maintain and protect data on individuals received, or which Consultant has access, according to the statutory provisions applicable to the data. No private or confidential data developed, maintained or received by Consultant under this Agreement may be released to the public by Consultant or its employees or representative. City shall prominently mark all data shared with Consultant with the data's classification under the Minnesota Government Data Practices Act.

The Consultant agrees to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age. When required by law and requested by the City, Consultant shall furnish a written affirmation plan.

The Consultant further agrees to comply with all federal, state and local laws or ordinances and all applicable rules, regulations and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Consultant's performance of the provisions of this Agreement. It shall be the obligation of the Consultant to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

## **PROFESSIONAL LIABILITY INSURANCE**

Consultant shall obtain a valid policy of insurance covering professional liability, arising from the acts of omission of Consultant, its agent and employees. If requested by City, Consultant shall provide proof of insurance.

## **COMPENSATION**

In consideration of Consultant's services to be performed pursuant to this Agreement, the City agrees to make payment to Consultant as follows: Liability Insurance of \$350.00, not to exceed reimbursable expenses of \$5,000.00, and a monthly retainer of \$1,600.00. Approved expenses include but are not limited to mileage when traveling outside of Itasca County at the approved federal rate, parking, approved meals and approved lodging when outside the county while providing consulting and lobbying services. Consultant is responsible for all expenses related to necessary supplies, equipment, communication costs, incidental office expenses, taxes and FICA.

Consultant shall provide an invoice to the City on a monthly basis, which includes a written statement of services provided. City agrees to pay pursuant to said invoice within thirty (30) days of receipt and approval. The City reserves the right to deny payment if sufficient information is not provided.

## **TERMINATION**

This contract may be terminated by either party at any time, with or without cause, upon thirty (30) days written notice delivered by mail or in person to the other party, unless termination is by the City for failure to follow policy or direction, in which case termination may be immediate and may be verbal.

## **MODIFICATIONS/ADDENDA**

This Agreement may be modified by mutual consent and be valid when modifications are in writing and signed by authorized representatives of City and Consultant.

## **NOTICE/COMMUNICATIONS**

All notices and demands pursuant to this Agreement shall be directed in writing to:



Consultant

Loren A. Solberg  
2114 SW 3<sup>rd</sup> Ave.  
Grand Rapids, MN 55744

City of Grand Rapids

City of Grand Rapids  
Attn; Tom Pagel, Administrator  
420 Pokegama Ave.  
Grand Rapids, MN 55744

**City of Grand Rapids:**

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

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

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

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

**Consultant:**

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

Printed Name: Loren Solberg Consultant, LLC



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0026      **Version:** 1      **Name:** Hire-LaRoque, Connor  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider approving the hiring of a regular part-time employee at the Grand Rapids Park and Recreation Department and the IRA Civic Center.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider approving the hiring of a regular part-time employee at the Grand Rapids Park and Recreation Department and the IRA Civic Center.

**Background Information:**

Connor LaRoque will be hired 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 15, 2019 and completed December 31, 2019.

**Staff Recommendation:**

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0028      **Version:** 1      **Name:** Gambling Permit - Nashwauk Fire Relief Assoc.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider adopting a resolution approving LG214 Premises Permit application for Nashwauk Fire Relief Association.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [19- Nashwauk Fire Relief Premises Permit.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving LG214 Premises Permit application for Nashwauk Fire Relief Association.

**Background Information:**

Nashwauk Fire Relief Assoc. has submitted an application for a premises permit to conduct on-site gambling at Toivo's Restaurant & Sports Bar, located at 1212 NW 4th Street, Grand Rapids. State of Minnesota Gambling requires approval by resolution of the City Council.

**Staff Recommendation:**

Adopt a resolution approving premises permit.

**Requested City Council Action**

Make a motion adopting a resolution approving LG214 Premises Permit application for Nashwauk Fire Relief Association.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 19 -

RESOLUTION APPROVING NASHWAUK FIRE RELIEF ASSOCIATION  
PREMISES PERMIT

WHEREAS, the Nashwauk Fire Relief Association has presented the City Council of Grand Rapids with a LG214 Premises Permit application to conduct gambling at the Toivo's Restaurant and Sports Bar, 1212 Northwest 4<sup>th</sup> Street, Grand Rapids; and

WHEREAS, the Gambling Control Board may not issue a Premises Permit without City Council Approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids approves the LG214 Premises Permit Application for Nashwauk Fire Relief Association to conduct gambling at the Toivo's Restaurant and Sports Bar, 1212 Northwest 4<sup>th</sup> Street, Grand Rapids, Minnesota.

Adopted by the City Council this 14<sup>th</sup> day of January, 2019.

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

ATTEST:

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

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0032      **Version:** 1      **Name:** John Connelly - Commission Resignation  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider accepting resignation submitted by John Connelly from the Arts & Culture Commission.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider accepting resignation submitted by John Connelly from the Arts & Culture Commission.

**Background Information:**

John Connelly was appointed to the Arts & Culture Commission on November 10, 2014 and has continued service for five years. Due to his career workload and other volunteer commitments, he has submitted his resignation from the Commission, effective immediately. This creates a vacancy with an unexpired term through December 31, 2020.

**Staff Recommendation:**

Accept resignation from John Connelly and authorize staff to fill the vacancy.

**Requested City Council Action**

Make a motion accepting the resignation of John Connelly from the Arts & Culture Commission and authorize filling the vacancy.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0037      **Version:** 1      **Name:** A resolution requesting authorization for LSUT  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider a resolution requesting authorization from the State to impose a local sales and use tax contingent upon passage of a local referendum.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [1-14-19 Resolution - LSUT Authorization.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider a resolution requesting authorization from the State to impose a local sales and use tax contingent upon passage of a local referendum.

**Background Information:**

The attached resolution request State authorization to impose a local sales and use tax contingent upon passage of a local referendum for improvements at the IRA Civic Center.

**Staff Recommendation:**

City staff is recommending the a resolution requesting authorization from the State to impose a local sales and use tax contingent upon passage of a local referendum for improvements at the IRA Civic Center.

**Requested City Council Action**

A motion approving a resolution requesting authorization from the State to impose a local sales and use tax contingent upon passage of a local referendum for improvements at the IRA Civic Center.

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

RESOLUTION NO. 19-\_\_

A RESOLUTION IN SUPPORT OF THE STATE OF MINNESOTA  
GRANTING PRE-AUTHORIZATION TO IMPOSE A  
LOCAL SALES AND USE TAX CONTINGENT UPON LOCAL  
REFERENDUM APPROVAL FOR IMPROVEMENTS AT THE  
IRA CIVIC CENTER AND LEGION PARK

WHEREAS, the IRA Civic Center located in the City of Grand Rapids serves the regional needs as a civic and convention center beyond the residents of the City; and

WHEREAS, the IRA Civic Center, originally constructed in 1962 with a wood truss system has an emergency need to replace the truss/roof structure along with needed refrigeration replacement, ADA improvements, health and safety improvements, and convention updates; and

WHEREAS, two independent structural engineers have studied and analyzed the truss/roof system after two truss members have failed and recommended the building be evacuated if one foot of snow accumulates on the roof; and

WHEREAS, the needed repairs to the IRA Civic Center are estimated at \$17,285,473 of which \$5,085,486 are related to the truss/roof replacement; and

WHEREAS, it is not financially feasible for the City to issue \$17,285,473 in general obligation bonds and dedicate property taxes towards the debt service payments.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, requests authorization from the State to impose a 1% local sales and use tax, contingent upon local referendum approval, for the needed improvements at the IRA Civic Center.

Adopted by the City Council this 14<sup>th</sup> day of January, 2019.

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

ATTEST:

\_\_\_\_\_  
Kimberly Johnson-Gibeau, City Clerk

Councilor Christy seconded the foregoing resolution and the following voted in favor thereof: \_\_\_\_; and the following voted against it: \_\_\_\_\_, whereby the resolution was declared duly passed and adopted.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0043      **Version:** 1      **Name:** PUC amended shared services agree  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/11/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider amending the shared services agreement with the Public Utilities Commission for Systems Management  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Systems shared services agreement 1-14-2019](#)

Date	Ver.	Action By	Action	Result
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Consider amending the shared services agreement with the Public Utilities Commission for Systems Management

**Background Information:**

At the October 23, 2017 Council meeting, a shared services agreement with PUC was approved that outlined a collaborative effort related to GIS systems. Since that agreement was authorized, John Aultman, PUC employee, has retired which required the agreement to be modified/updated. The changes to the agreement are summarized below:

*4.b)b. GIS Technician (GRPU) - As determined on an annual basis, not to exceed 20% City / 80% GRPU. The previous agreement was a 50/50 cost split for the GRPU employee.*

**Staff Recommendation:**

City staff recommend approving an amended shared services agreement with the Public Utilities Commission for Systems Management

**Requested City Council Action**

A motion to approve an amended shared services agreement with the Public Utilities Commission for Systems Management

**CITY OF GRAND RAPIDS/GRAND RAPIDS PUBLIC UTILITIES  
AGREEMENT FOR SYSTEMS MANAGEMENT**

This Agreement made in Grand Rapids, Minnesota by and between the **Grand Rapids Public Utilities (hereinafter “GRPU”)** and the **City of Grand Rapids (hereinafter “City”)**, both organized and existing as public corporations of the State of Minnesota.

**1. PURPOSE:**

The City and GRPU desire to establish this contractual relationship for one primary purpose: to share systems management

**2. SERVICE DESCRIPTION:**

The City and GRPU will jointly share in the management of systems within each organization. These systems include, but are not limited to; GIS, Laserfiche, Cityworks, Cogsdale and Legistar.

**3. SCOPE OF SERVICES:**

- a) Perform routine maintenance to allow staff access and use of systems
- b) Complete systems projects, such as new integrations and software development, to maximize our technology investment.

**4. FEE FOR SERVICES:**

- a) Systems Specialist and GIS Technician (City) will be paid by and remain City employees. GIS Technician (GRPU) will be paid by and remain an employee of the GRPU and all employees will retain wages and benefits per their collective bargaining agreement.
- b) All costs for the three positions will be split as follows:
  - a. Systems Specialist, GIS Technician (City) and GIS Licensing Fees – 50% City / 50% GRPU
  - b. GIS Technician (GRPU) – As determined on an annual basis, not to exceed 20% City / 80% GRPU

**SHARED SERVICES AGREEMENT**

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**5. TERM:**

- a) This Agreement shall become effective on the latest date of signature below. Either party may terminate agreement with one year written notice. In the absence of such notification, this Agreement will remain in effect.

IN WITNESS WHEREOF, the GRPU and the City have caused this Agreement to be duly executed by their respective authorized officers.

GRAND RAPIDS PUBLIC UTILITIES

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

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

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

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

CITY OF GRAND RAPIDS

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

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

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

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0034      **Version:** 1      **Name:** Board & Commission Minutes  
**Type:** Minutes      **Status:** Approved  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Acknowledge approved minutes for Boards & Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [November 14, 2018 PUC minutes.pdf](#)  
[November 27, 2018 PUC minutes.pdf](#)  
[November 28, 2018 Human Rights minutes.pdf](#)  
[August 28, 2018 GREDA minutes.pdf](#)  
[September 19, 2018 GREDA minutes.pdf](#)  
[October 11, 2018 GREDA minutes.pdf](#)  
[November 8, 2018 GREDA minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Acknowledge approved minutes for Boards & Commissions.

**Background Information:**

PUC November 14 & 27, 2018

Human Rights November 28, 2018

GREDA August 28, 2018, September 19, 2018, October 11, 2018, November 8, 2018



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, November 14, 2018

4:00 PM

Conference Room of Public Utilities Service Center

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### 1 CALL TO ORDER

*A Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, November 14, 2018 at 4:00 PM in the Conference Room 112 of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

### 2 CALL OF ROLL

**Present** 4 - President Glen Hodgson, Secretary Greg Chandler, Commissioner Tom Stanley, and Commissioner Rick Blake

**Absent** 1 - Commissioner Kathy Kooda

*Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Administrative/ HR Assistant Flannigan, Attorney Bengtson.*

### 3 APPROVAL OF MINUTES

#### 3a 18-0710

Consider approving the minutes of the October 11, 2018 closed meeting, the October 17, 2018 regular meeting, and the October 30, 2018 special meeting/work session.

**A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to approve the minutes of the October 11, 2018 closed meeting, the October 17, 2018 regular meeting, and the October 30, 2018 special meeting/work session. The motion PASSED by unanimous vote.**

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

#### 4a 18-0735

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

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

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the City Treasurer's Report and Investment Activity Report for October 2018. The motion PASSED by unanimous vote.**

### 5 PUBLIC FORUM

*Itasca Clean Energy Team members in attendance: Vicki Andrews, Harry Hutchins, Bill Schnell, Simon Gretton and Art Norton.*

**6 COMMISSION REPORTS**

*No items.*

**7 ADMINISTRATION**

**7a**     18-0731           Review the Administration Department Report.

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

**Received and Filed**

**8 ACCOUNTING AND FINANCE**

**8a**     18-0736           Review the Accounting and Finance Operations Report for October 2018.

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

**Received and Filed**

**8b**     18-0737           Consider approving the writeoff of October uncollectible accounts in the amount of \$617.85.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to approve the writeoff of October uncollectible accounts in the amount of \$617.85. The motion PASSED by unanimous vote.**

**8c**     18-0738           Waive the bond requirement and approve issuance of duplicate check to Mike Bader in the amount of \$36.17.

**A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to waive the bond requirement and approve issuance of duplicate check to Mike Bader in the amount of \$36.17. The motion PASSED by unanimous vote.**

**9 ELECTRIC DEPARTMENT**

**9a**     18-0734           Review the Electric Department Operations Report for October 2018.

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

**Received and Filed**

- 9b      18-0739      Consider a motion to accept the proposal from Cliburn and Associates at a total cost of \$45,000 to develop and manage a Request for Proposals for the Solar Plus Storage procurement.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to Table to the December regular meeting consideration of the proposal from Cliburn and Associates at a total cost of \$45,000 to develop and manage a Request for Proposals for the Solar Plus Storage procurement. The motion PASSED by unanimous vote.

## 10      WASTEWATER TREATMENT FACILITY OPERATIONS

- 10a      18-0722      Review the Wastewater Treatment Facility Operations Report for October.

*General Manager Kennedy reviewed the Wastewater Treatment Facility Operations Report for October with the Commission.*

**Received and Filed**

## 11      WATER AND WASTEWATER COLLECTION

- 11a      18-0723      Review the Water and Wastewater Collection Operations Report for October.

*General Manager Kennedy reviewed the Water/Wastewater Collection Operations Report for October with the Commission.*

**Received and Filed**

- 11b      18-0730      Review the recommended AMI Water Meter Install Schedule.

*General Manager Kennedy reviewed the internal AMI Water Meter Install Schedule.*

**Received and Filed**

- 11c      18-0740      Consider a motion to authorize the sale of non-AMI water meters.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to authorize the sale of non-AMI water meters. The motion PASSED by unanimous vote.

## 12      SAFETY

- 12a      18-0732      Review Safety Report for October 2018.

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

**Received and Filed**

## 13      VERIFIED CLAIMS

- 13a     18-0733     Consider approving verified claims for October.  
Computer Check Register \$1,565,151.76  
Manual Check Register \$554,847.74

**A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve verified claims for October in the amount of \$2,119,999.50 (Computer Check Register \$1,565,151.76 and Manual Check Register \$554,847.74). The motion PASSED by unanimous vote.**

#### 14     **ADJOURNMENT**

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to adjourn the meeting at 4:47 PM. The motion PASSED by unanimous vote.**

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

*A special meeting/work session is scheduled on Tuesday, November 27, 2018 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

*A special meeting/work session is scheduled on Wednesday, December 12, 2018 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

*The next regular Commission meeting is rescheduled to Wednesday, December 19, 2018 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

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



**PUBLIC UTILITIES COMMISSION  
ACCOUNTS PAYABLE  
OCTOBER 2018**

<b>NAME</b>	<b>AMOUNT</b>	<b>NAME</b>	<b>AMOUNT</b>
APG Media	709.00	North Cental Laboratories	590.20
Acheson Tire	1,265.00	Northern Business Products	663.15
Advantage Systems Group	3,321.00	Northern Drug Screening Inc	40.00
American Water Works Assoc	315.00	Dennis O'Toole	525.00
AmeriPride Services	177.39	Pace Analytical	761.00
Badger State Inspection LLC	1,900.00	Paramount Safety & Training	413.00
Barr Engineering Co	1,673.60	Personnel Dynamics LLC	2,356.48
Blue Cross Blue Shield	12.71	Public Utilities Commission	5,703.70
Border States	478.96	Quality Flow Systems Inc	3,300.00
Boyer Trucks	40.47	RMB Environmental Labs	1,710.00
Burgraffs Ace Hardware	630.44	Rapids Rental Supply	86.00
Busy Bees Quality Cleaning	2,066.02	Rides LLC	725.91
C W Technology	4,232.00	Rob's Bobcat Service	427.50
Call Net	995.00	Rodney Ruder	72.99
Carquest	107.19	S E H	635.24
Casper Construction Inc	300.00	Sandstroms	346.96
Chemsearch	125.00	Scooters Septic	400.00
Citi Lites	3,887.00	Seton Identification	3,359.95
City of Grand Rapids	486,810.81	Solenis	19,465.60
Cole Hardware	447.80	Stuart Irby	984.04
Comfort Heating LLC	544.00	Thelen Heating & Roofing	1,375.00
Compass Minerals	2,846.42	Total Tool Supply	1,975.05
Dakota Supply Group	24,393.60	Treasure Bay Printing	1,831.00
Dales Autobody	2,965.25	Vessco Inc	518.08
Davis Oil	4,738.01	Viking Electric Supply	3061.68
Brett Dickie	89.99	Waste Management	445.56
Electro Industries, Inc	3,709.54	Wells Fargo	724.12
Energy Insight Inc	2,345.72	Wesco	3,030.00
Fairview Health Services	971.00	Xerox Corporation	335.29
Fastenal Company	557.69	YRC Freight	295.34
Ferguson Enterprises Inc	784.07		
Gopher State One Call	271.35	Appliance Rebates:	
Grainger	1,144.49	Harriet Mattei	50.00
Graybar	3,013.14	Bernie Bolster	30.00
Great Northern Equipment Inc	267.19	TOTAL	<u>1,565,151.76</u>
Hach Company	182.96		
Harcros	7,920.00		
Hawkins Inc	8,414.10		
Hawkinson Sand & Gravel	35.54		
Herc- U -Lift	338.21		
HotsyMinnesota.Com	254.75		
Hussman Corporation (Aldi's)	13,176.04		
Itasca County Treasurer	1,865.58		
Itasca Utilities	40,774.98		
Jobs HQ	1,854.75		
KOZY	882.00		
L & M Supply	367.95		
Lano O'Toole & Bengston Ltd	468.00		
Locators & Supplies Inc	110.51		
McMaster-Carr	3,545.71		
Mars Supply	1,969.29		
Steve Mattson	78.48		
Minnesota Power	855,712.33		
Nalco	210.25		
Nelson Roofing Inc	11,995.00		
Nextera Communications	621.64		

**OCTOBER 2018 MANUAL CHECK REGISTER**

<b>Date</b>	<b>Check #</b>	<b>Vendor Name</b>	<b>Amount</b>
10/2/2018	3744	Public Employees Retirement Association	13,672.16
10/2/2018	3745	Minnesota Dept. of Revenue	4,177.24
10/2/2018	3746	Wells Fargo Bank	22,984.10
10/2/2018	3747	Empower Retirement	7,952.64
10/2/2018	3748	Empower Retirement	1,035.34
10/2/2018	3750	Delta Dental of Minnesota	3,557.00
10/2/2018	3751	Further	1,923.74
10/2/2018	3752	Invoice Cloud	1,950.50
10/3/2018	3753	Further	217.39
10/16/2018	3754	Public Employees Retirement Association	14,052.81
10/16/2018	3755	Minnesota Dept. of Revenue	4,345.46
10/16/2018	3756	Wells Fargo Bank	23,848.84
10/16/2018	3757	Empower Retirement	8,178.60
10/22/2018	3758	Minnesota Department of Revenue	60,455.00
10/17/2018	3759	Further	84.36
10/15/2018	3760	Further	1,973.74
10/9/2018	3761	Further	712.50
10/23/2018	3762	Minnesota Department of Revenue	91.00
10/24/2018	3763	Further	195.14
10/29/2018	3764	Public Employees Retirement Association	14,267.77
10/29/2018	3765	Minnesota Dept. of Revenue	4,480.55
10/29/2018	3766	Wells Fargo Bank	24,933.62
10/29/2018	3767	Empower Retirement	8,193.98
10/23/2018	3768	Northeast Service Cooperative	69,814.00
10/29/2018	3769	Further	1,768.74
10/31/2018	3770	Further	108.47
10/2/2018	73869	U.S. Post Office	670.00
10/2/2018	73870	MN Child Support Payment Center	622.05
10/2/2018	73871	Minnesota Council 65	1,767.00
10/4/2018	73872	Government Leasing and Finance Inc	97,269.66
10/5/2018	73873	Customer Refunds- Utility Accounts	64.18
10/5/2018	73874	Customer Refunds- Utility Accounts	84.74
10/5/2018	73875	Customer Refunds- Utility Accounts	87.74
10/5/2018	73876	Customer Refunds- Utility Accounts	81.26
10/5/2018	73877	Customer Refunds- Utility Accounts	35.39
10/9/2018	73878	Minnesota Energy Resources Corp.	19.20
10/9/2018	73879	Rundell, Eric	569.63
10/10/2018	73880	U.S. Post Office	631.55
10/10/2018	73881	Postage By Phone System	2,000.00
10/11/2018	73882	United Parcel Service	21.49
10/11/2018	73883	Rundell, Eric	352.55
10/5/2018	73884	Customer Refunds- Utility Accounts	98.92
10/15/2018	73885	MN Child Support Payment Center	622.05
10/15/2018	73886	Minnesota Benefit Association	71.52
10/15/2018	73887	NCPERS Minnesota	128.00
10/16/2018	73888	Customer Refunds- Utility Accounts	111.22
10/16/2018	73889	Customer Refunds- Utility Accounts	51.14
10/16/2018	73890	Customer Refunds- Utility Accounts	90.54
10/16/2018	73891	Customer Refunds- Utility Accounts	120.88
10/16/2018	73892	Customer Refunds- Utility Accounts	103.79
10/16/2018	73893	Dickie, Brett	258.90
10/16/2018	73894	Mattson, Steve	168.41
10/16/2018	73895	Minnesota Energy Resources Corp.	117.00
10/16/2018	73896	Minnesota Pollution Control Agency	75.00

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
10/16/2018	73897	Nextera Communicatons	607.77
10/16/2018	73898	United Parcel Service	26.24
10/19/2018	73899	U.S. Post Office	745.64
10/23/2018	73985	Grand Rapids Area Community Foundation	278.70
10/23/2018	73986	UNUM Life Insurance Co of America	1,725.09
10/23/2018	73987	Rundell, Eric	596.06
10/24/2018	73988	Bureau of Criminal Apprehension	15.00
10/24/2018	73989	Bureau of Criminal Apprehension	15.00
10/24/2018	73990	Driver and Vehicle Services	10.50
10/24/2018	73991	Driver and Vehicle Services	10.50
10/24/2018	73992	Wells Fargo Bank	5,000.00
10/26/2018	73993	City of LaPrairie	11,871.49
10/29/2018	73994	U.S. Post Office	668.21
10/29/2018	73996	MN Child Support Payment Center	622.05
10/29/2018	73997	Minnesota Council 65	1,824.00
10/31/2018	73998	City of Grand Rapids	56,123.90
10/31/2018	73999	City of Grand Rapids	72,333.33
10/31/2018	74016	United Parcel Service	38.59
10/31/2018	74018	City of Grand Rapids	1,053.00
10/31/2018	74017	Minn Dept of Commerce (unclaimed property remittance)	14.17
		Checks Previously Approved	0.00
		Manual Checks to be approved	554,847.74
		<b>TOTAL MANUAL CHECKS</b>	<b>554,847.74</b>



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Tuesday, November 27, 2018

8:00 AM

Conference Room of Public Utilities Service Center

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### 1 CALL TO ORDER

*A special meeting/work session of the Grand Rapids Public Utilities Commission was held on Tuesday, November 27, 2018 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

### 2 CALL OF ROLL

**Present** 5 - President Glen Hodgson, Secretary Greg Chandler, Commissioner Tom Stanley, Commissioner Rick Blake, and Commissioner Kathy Kooda

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

#### 2a 18-0750

Acknowledge the proper posting of the special meeting date, time, and purpose.

*President Hodgson acknowledged the proper posting of the special meeting/work session date, time and purpose.*

**Received and Filed**

### 3 VERIFIED CLAIMS

#### 3a 18-0758

Consider approving the Mid-month Accounts Payable list for \$94,926.72

**A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to approve the Mid-month Accounts Payable list for \$94,926.72. The motion PASSED by unanimous vote.**

### 4 ACCOUNTING AND FINANCE

#### 4a 18-0759

Review the 2019 Preliminary Budget.

*The General Manager and Department Managers reviewed the 2019 Preliminary Budget with the Commission. Discussion followed. No action was taken at this time. Budget review and discussion will continue at a special meeting/work session on Wednesday, December 12, 2018 at 4:00 PM. The Commission will consider approving the 2019 Budget at the regular meeting on Wednesday, December 19 2017 at 4:00 PM.*

**Received and Filed**

**5 ADJOURNMENT**

**By call of the chair, the special meeting/work session was declared adjourned at 9:45 AM.**

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

*A special meeting/work session is scheduled on Wednesday, December 12, 2018 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

*The next regular Commission meeting is rescheduled to Wednesday, December 19, 2018 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

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

**PUBLIC UTILITIES COMMISSION  
ACCOUNTS PAYABLE  
OCTOBER 2018 WORKSESSION**

<b>NAME</b>	<b>AMOUNT</b>
Aramark	106.00
Troy Bridge	105.00
Call Net	995.00
Carquest	105.50
Casper Construciton Inc	375.00
Citi Lights	3,009.50
City of Grand Rapids	13,709.61
Cliburn & Associates (Jill Cliburn)	26,240.00
Fairview Health Services	375.00
Ferguson Enterprises	818.09
Figgins Truck & Trailer Repair	4,028.63
Further	109.15
Hach	95.52
Hammerlund Construction Inc	17,651.86
Itasca County Farm Service	301.45
Johnson Killen & Seiler	2,730.60
League of Minnesota Cities	500.00
R & K Hillman	222.00
RMB Environmental Laboratories	27.00
Radtke Trucking	6,119.80
US Post Office (Grand Rapids)	225.00
Viking Electric Supply	523.80
Waste Management	1,559.55
United Electric	230.26
Wisconsin Energy Conservation Cor	479.10
NTS	8,270.66
John Radtke	4,450.00
USA Bluebook	761.81
Wells Fargo	775.02
Xerox Corporation	26.81
<b>TOTAL</b>	<hr/> <b>94,926.72</b>

## CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION

**CALL TO ORDER:** Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Human Rights Commission was held in Conference Room 2B, Grand Rapids City Hall, Grand Rapids, Minnesota, on Wednesday, November 28, 2018 at 4:00 p.m.

**CALL OF ROLL:** On a Call of Roll, the following members were present: Commissioners Alice Moren, Deanna Ensley, Doug Learmont, Melissa Weidendorf, Karen Noyce, Lea Friesen, and John Schirber.

**Absent:** Frieda Hall

**CALL TO ORDER** Commissioner Ensley called the meeting to order at 4:00 pm.

### **SETTING AGENDA**

Addition:

- Discussion with Arts & Culture Commission
- Meeting date change for December meeting

**Motion by Commissioner Schirber, second by Commissioner Ensley to approve the agenda as amended. Motion passed by unanimous vote.**

**APPROVAL OF MINUTES** October 31, 2018 Regular Meeting

**Motion by Commissioner Noyce, second by Commissioner Schirber to approve minutes for October 31, 2018 as presented. Motion passed by unanimous vote.**

### **PRESENTATION:**

Sonja Merrild & Kathy Dodge, representing the Arts & Culture Commission, discuss the Art Adoption and Acquisition plan for the City. In answer to the request for the A&C Commission to purchase the Busticogan painting by Tom Page created for the Indigenous Peoples Day event, there are no remaining funds for 2018, and the process for the A&C to purchase art must go through an acquisition process.

### **FINANCIALS**

Invoices in the total amount of \$30.00 submitted for Immigration Education series expense:

- Rapids Printing \$30.00

**Motion by Commissioner Schirber, second by Commissioner Learmont to approve the payment of invoice from Rapids Printing for expenses related to Immigration Education Series to be paid out of Blandin Grant in the total amount of \$30.00 and accept the financial statement as presented. Motion passed by unanimous vote.**

### **PUBLIC COMMENT/ACCOLADES**

It is noted that there was very good feedback on the IPD event.

### **CIRCLE OF HEALING**

- Working with schools and ICC for hiring more Native American teachers.
- Leech Lake Tribal Council has agreed to help fund playground project.

- Working on plan to foster collaboration with Forest Service and Leech Lake Band in management plan for national forest.

### **BIG VIEW UPDATE**

Plans are underway for annual Journey dinner awards and recognition program to be held at the library on December 5<sup>th</sup>. Upcoming event in January 2019 to host Big View in conjunction with Children's Defense Fund.

### **OLD BUSINESS**

- **Indigenous People's Day:** Commissioner Ensley presents correspondence from Katie Marshall, MacRostie Art Center, regarding collaboration for the 2019 Indigenous Peoples Day. MacRostie may co-sponsor a two-month exhibit; cost is \$900.00. This falls in line with the plan for 2019 focus on Native American artists. Other sponsors will be sought to help cover exhibit expense. Commissioner Ensley will contact Katie to indicate interest, but need to finalize budget plan at January 2, 2019 meeting. The painting by Tom Page of Busticogan done for the 2018 event is available to be purchased by the City for \$650.00. As there will be room in this years' funds, the following motion was made.

**Motion by Commissioner Friesen, second by Commissioner Learmont to purchase the painting of Busticogan by Tom Page for a total amount of \$650.00. Motion passed by unanimous vote.**

- **Discuss work plan development:** Members will submit suggestions for work plan items to the City Clerk no later than December 20, 2018. These will be compiled and returned for ranking by each member and brought to the work plan meeting for consideration. Recommendation is made to review by-laws and ordinance to ensure plan ideas are in-line with goals and responsibilities of the Commission.
- **Advocates for Human Rights Presentation:** Discussed expenses related to the presentation "Refugees, Immigrants and the Law."

**Motion by Commissioner Schirber, second by Commissioner Learmont to approved expenses related to "Refugees, Immigrants and the Law" for an amount not to exceed \$700.00. Motion passed by unanimous vote.**

- **Green Card Voices:** Additional presentation has been scheduled for Tuesday, December 4, 2018 at 10:00 am at the Reif Center. This will be open to the public and contact has been made with the Grand Rapids High School to encourage attendance by students.

### **NEW BUSINESS**

- **Discuss possibility of changing date of December meeting:** Due to the holidays, staff requested that the meeting be moved to January 2, 2019 for the Work Plan discussion.

**Motion made by Commissioner Weidendorf, second by Commissioner Friesen to reschedule December 26, 2018 meeting to Wednesday, January 2, 2019. Motion passed by unanimous vote.**



**CALLS/COMPLAINTS/INQUIRIES:**

None.

Items for next agenda:

- Work Plan Development

With no other business, Commissioner Moren adjourned the meeting at 5:23 p.m.

Respectfully submitted:

Kimberly Gibeau, City Clerk

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
TUESDAY, AUGUST 28, 2018  
4:00 P.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Special Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Tuesday, August 28, 2018 at 4:04 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Sholom Blake, Rick Blake, Cory Jackson, Mike Przytarski, Mike Korte, Dale Christy. Absent: Chris Lynch.

The Commissioners welcomed Mike Korte to the GREDA.

**SETTING OF REGULAR AGENDA:** **Approved without addition**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER CHRISTY, SECOND BY COMMISSIONER JACKSON TO APPROVE THE MINUTES OF THE JULY 12, 2018 REGULAR MEETING. The following voted in favor thereof: S. Blake, R. Blake, Christy, Jackson, Przytarski, Korte. Opposed: None, passed unanimously.**

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER PRZYTARSKI TO APPROVE CLAIMS IN THE AMOUNT OF \$77,810.36.**

Blandin Foundation	\$17,500	City of Grand Rapids	\$1,760.00
Itasca County H.R.A	\$51,060.00	Itasca County Recorder	\$115.00
Itasca County Treasurer	\$161.00	Kennedy & Graven	\$272.00
LHB, INC	\$5,700	MN DEED	\$1,000.00
Minnesota Energy Resources	\$39.01	P.U.C	\$186.35
Treasure Bay Printing	\$17.00		

**The following voted in favor thereof: S. Blake, Jackson, R. Blake, Christy, Korte, Przytarski. Opposed: None, passed unanimously.**

Presentation of Proposed Sawmill Inn Site Redevelopment-Rebound Hospitality.

Scott Koester and Brett Reese from Rebound Hospitality provided a power point presentation on the proposed Sawmill Inn Site Redevelopment.

Consider the approval of SCDP and GREDA CBIL loans for Northbank Professional Buildings.

Globe Drug has withdrawn from the program and the next project on the list is the Northbank Professional Buildings.

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER CHRISTY TO APPROVE THE WITHDRAWL OF GLOBE DRUG FROM THE PROGRAM AND APPROVE NORTHBANK PROFESSIONAL BUILDINGS AS A PROJECT. The following voted in favor thereof: S. Blake, Korte, Christy, R. Blake, Przytarski. Opposed: None, Jackson abstained, motion passed.**

There being no further business the meeting adjourned at 4:49 p.m.

Respectfully submitted:

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Aurimy Groom, Recorder

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
WEDNESDAY, SEPTEMBER 19, 2018  
11:00 A.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Wednesday, September 19, 2018 at 11:00 a.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Sholom Blake, Cory Jackson, Mike Przytarski, Mike Korte. Absent: Chris Lynch, Rick Blake, Dale Christy.

Consider adopting a resolution supporting a modification to the development program for the City's Development District No. 1, establishing Tax Increment Financing District No. 1-11 therein and adopting a Tax Increment Financing Plan.

Community Development Director Mattei provided handouts of a draft resolution, business assistance worksheet and TIF projection worksheet. The Commissioners reviewed a power point outlining the TIF application and project. The Developer is looking to subdivide the property into 5 commercial parcels and construct a hotel on one of the parcels. The cost of the site redevelopment is 4.89 million and the cost of the hotel is 10.25 million with a total project cost of 15 million. Commissioners Jackson and Przytarski reviewed the TIF application along with staff and Ehlers the City's finance advisor. The requested amount of the TIF is \$1,250,000 the sources and uses funds table illustrates that there would be a deficit of approximately \$1.26 million to acquire the site and bring it into a marketable condition after factoring the revenue expected from sale of the planned 5 lots and the IRRR grant. This deficit demonstrates that the but-for test is met in this case. With the requested TIF, it allows for the land development to be at least a break even proposition for the Developer.

**MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER PRZYTARSKI TO ADOPT RESOLUTION 18-02 SUPPORTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR THE CITY'S DEVELOPMENT DISTRICT NO. 1, ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 1-11 THEREIN AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR. The following voted in favor thereof: Przytarski, S. Blake, Jackson, Korte. Opposed: None, passed unanimously.**

There being no further business the meeting adjourned at 11:34 a.m.

Respectfully submitted:

\_\_\_\_\_  
Aurimy Groom, Recorder

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, OCTOBER 11, 2018  
4:00 P.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, October 11, 2018 at 4:04 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Sholom Blake, Rick Blake, Cory Jackson, Chris Lynch, Dale Christy, Mike Przytarski. Absent: Mike Korte.

**SETTING OF REGULAR AGENDA:** **Approved without addition.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER PRZYTARSKI TO APPROVE THE MINUTES OF THE AUGUST 28 AND SEPTEMBER 19, 2018 SPECIAL MEETINGS. The following voted in favor thereof: S. Blake, R. Blake, Christy, Jackson, Lynch, Przytarski. Opposed: None, passed unanimously.**

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER CHRISTY TO APPROVE CLAIMS IN THE AMOUNT OF \$84,083.24.**

Itasca County H.R.A	\$71,902.70	Itasca County Recorder	\$46.00
Itasca Economic Development	\$9,502.00	MN DEED	\$2,000.00
Minnesota Energy Resources	\$38.40	Phils Garage Door	\$502.00
P.U.C	\$92.14		

**The following voted in favor thereof: S. Blake, Jackson, R. Blake, Christy, Lynch. Opposed: None, passed unanimously.**

Consider approval of a lease with Lea Friesen and Aaron Squadroni for Suite 2 in Central School.

The lease will run from November 1<sup>st</sup>, 2018-December 31<sup>st</sup>, 2019. The tenants would like to work after business hours as they are using the space as a studio.

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER R. BLAKE TO APPROVE A LEASE WITH LEA FRIESEN AND AARON SQUADRONI FOR SUITE 2 IN CENTRAL SCHOOL. The following voted in favor thereof: R. Blake, S. Blake, Przytarski, Lynch, Christy, Jackson. Opposed: None, passed unanimously.**

Updates:

Comprehensive Plan Update- The City Council approved a contract with SRF Consulting for the Comprehensive Plan Update. This firm stood out because they have a consultant they use that focuses solely on the Economic Development part of the plan. The GREDA will have the opportunity to provide their input for the plan.

SCDP Projects- The City Council held a Public Hearing at their last meeting for public input on the projects. The residential area for this grant will be expanded the funds need to be used by September of 2020.

Redevelopment of the former Sawmill Inn- The City approved a TIF Contract and the civil engineer is working on the plat layout. They are hoping to have the plat submitted by December.

There being no further business the meeting adjourned at 4:20 p.m.

Respectfully submitted:

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Aurimy Groom, Recorder

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, NOVEMBER 8, 2018  
4:00 P.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, November 8, 2018 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Sholom Blake, Cory Jackson, Chris Lynch, Dale Christy, Mike Przytarski, Mike Korte. Absent: Rick Blake.

**SETTING OF REGULAR AGENDA:** **Approved without addition.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER LYNCH TO APPROVE THE MINUTES OF THE OCTOBER 11, 2018 REGULAR MEETING. The following voted in favor thereof: S. Blake, Korte, Christy, Jackson, Lynch, Przytarski. Opposed: None, passed unanimously.**

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER CHRISTY TO APPROVE CLAIMS IN THE AMOUNT OF \$38,941.33.**

Chad B Sterle	\$38.75	Erickson's Itasca Lumber	\$136.00
Itasca County HRA	\$37,530.00	MN DEED	\$1,000.00
Northern Star Cooperative	\$186.25	P.U.C	\$50.33

**The following voted in favor thereof: S. Blake, Jackson, Korte, Christy, Lynch. Opposed: None, passed unanimously.**

Updates:

2019 GREDA Work Plan- Materials for the 2019 work plan will be sent out early next week. The work items will be brought to the December 13<sup>th</sup>, 2018 meeting and considered for the 2019 GREDA Work Plan.

There being no further business the meeting adjourned at 4:03 p.m.

Respectfully submitted:

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Aurimy Groom, Recorder

24a.



# CITY OF GRAND RAPIDS

## Text File

File Number: 19-0050

Agenda Date: 1/14/2019

Version: 1

Status: Engineering

In Control: City Council

File Type: Agenda Item

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

**Background Information:**

In 2017, the City was awarded a \$1,000,000 grant from the State of Minnesota to help fund rail planning studies, design and preliminary engineering relating to the construction of a freight line. Recently, Council approved a grant agreement in the amount of \$40,021.74 that covers the completion of the West Range Connector Feasibility report. Since that time, the need for a new study has emerged. The intent of the original grant was to provide rail planning and study for all areas of the range (west, central and east) and the proposed study includes the review of rail access across the range. The St. Louis and Lake Counties Regional Rail Authority will be the project coordinator for the work, and the City will be the fiscal agent. This project will not cost the City any money as it will be funded fully with grant dollars.

Attached is a copy of the grant agreement with MnDOT as well as a Cooperative Agreement with the St. Louis and Lake Counties RRA.

**Staff Recommendation:**

City staff recommend 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

**Requested City Council Action**

A motion 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 OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0029      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Community Development  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider approval of an engagement letter with Dahlen, Dwyer, Foley & Tinker for professional appraisal services associated with the Sports Complex LWCF Conversion

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Dahlen Engagement Letter](#)

Date	Ver.	Action By	Action	Result
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Consider approval of an engagement letter with Dahlen, Dwyer, Foley & Tinker for professional appraisal services for the Sports Complex LWCF Conversion

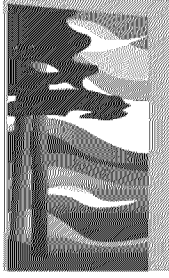
**Background Information:**

As we've discussed with the City Council previously, the sale of a portion of the City property at the Sports Complex to the School District for the development of a new elementary school requires the City adhere to a Conversion Process established under the terms of a Land and Water Conservation Fund grant obtained by the City at the time the Complex was developed. The Conversion Process requires that the City replace the land to be sold with other real estate of equal value for park use, as established by appraisals following the Uniform Appraisal Standards for Federal Land Acquisitions.

The attached engagement letter will secure the services of Mr. Dwight Dahlen for a not to exceed fee of \$5,500.00 to prepare an appraisal of both the conversion property at the Sports Complex and a potential replacement property as described in the RFP. Mr. Dalen is a certified general appraiser with a depth of experience in preparing this type of appraisal for the MN DNR.

**Requested City Council Action**

Adopt a motion approving an engagement letter with Dahlen, Dwyer, Foley & Tinker for professional appraisal services for the Sports Complex LWCF Conversion



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

COMMUNITY DEVELOPMENT DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

January 15, 2019

Dwight W. Dahlen  
Dahlen, Dwyer, Foley & Tinker  
55 E. 5<sup>th</sup> St., Suite 1220  
St. Paul, MN 55101

Re: Grand Rapids Sports Complex LWCF Conversion

Dear Mr. Dahlen:

The City of Grand Rapids is pleased to submit to you this letter of engagement. It outlines our understanding regarding the terms and conditions under which you are directed to complete fair market value appraisals of the Grand Rapids Sports Complex LWCF Conversion, which involves two properties as described within the attached Request for Proposal, dated December 18, 2019.

The appraisals will establish the fair market value of the land together with improvements of contributory value, if any. The estates to be appraised are Fee Simple Title. The appraisals will be performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). In addition to the City of Grand Rapids, the State of Minnesota and the National Park Service must be named as intended users. Any technical corrections to the appraisal report required by the City of Grand Rapids and/or the State in the course of their review and acceptance will be performed within the fee set forth below. You will provide two copies of the appraisal report and an electronic file of the report in PDF format that will be submitted to the DNR. The appraisal will be completed on or before February 15, 2019. The combined cost of the appraisals will not exceed \$5,500.00 including expenses. Payment in full will be made by the City of Grand Rapids subject to receipt of an invoice from you.

Please indicate your acceptance of this engagement by a signature in the space provided at the bottom of this letter and return a copy to me. I will contact you regarding notice to proceed.

Sincerely,

Rob Mattei, Director of Community Development  
City of Grand Rapids

Accepted this date: \_\_\_\_\_

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

Dwight Dahlen  
Dahlen, Dwyer, Foley & Tinker

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

- Must use 'Part Taken' instead of 'Larger Parcel' analysis because LAWCON conversions are considered land exchanges
- Must use an 'economic' highest and best use and any comps must have the same use.
- Must not reference market exposure time (jurisdictional exception)
- Must use the federal definition of 'market value' (jurisdictional exception)
- Ignore existing grant restrictions on the use of the land (an extraordinary assumption)

Enclosure



December 18, 2018

Mr. Dwight Dahlen  
Dahlen, Dwyer, Foley & Tinker  
55 E. 5<sup>th</sup> St., Suite 1220  
St. Paul, MN 55101

Dear Mr. Dahlen,

RE: CITY OF GRAND RAPIDS, MN - REQUEST FOR PROPOSAL

The City of Grand Rapids (City) is seeking a proposal from you for appraisals performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA Yellow Book).

The Grand Rapids Sports Complex is a 32-acre park developed by the City of Grand Rapids in 1995. The Complex received funding through the Land and Water Conservation Fund (LWCF) Act State Assistance Program, administered by the Minnesota DNR.

The City has identified a 6.2-acre portion of the Complex property that it intends to sell to Independent School District 318 for the development of a new elementary school. The LWCF Act requires that any conversion of this land to a use other than outdoor recreation must be approved by the National Park Service. If approved, the City must acquire replacement land(s) of at least equal fair market value and recreational usefulness. The City has identified an intended replacement property. The 1.4-acre property, located on the south bank of the Mississippi River at its intersection with Trunk Highway 169, is owned by the Charles K Blandin Foundation and is presently developed as park space.

The City has initiated a LWCF 6(f) Conversion Proposal through the State LWCF Manager, Mr. Joe Hiller MN DNR Park Grant Coordinator. The Proposal requires an appraisal of both the proposed conversion property and the replacement land, described in Exhibits A and B, to the UASFLA standard previously noted. The properties to be appraised are Fee Simple Title ownership.

The appraisals will establish the fair market value of the lands together with their contributory value, if any. The State of Minnesota and the National Park Service should be named as intended users. The appraisals must specifically also:

- Use part taken instead of larger parcel analysis, because conversions are considered land exchanges
- Use an economic highest and best use and any comps must have the same use.

- Not reference market exposure time
- Use the federal definition of market value
- Ignore existing grant restrictions on the use of the land.

If you are interested in submitting a proposal to provide this professional assistance to the City, please submit it to me via email at [rmattei@ci.grand-rapids.mn.us](mailto:rmattei@ci.grand-rapids.mn.us), by the end of business on January 3, 2019. Please structure your cost as a not-to-exceed amount, including expenses and any technical corrections to the appraisal reports required by the City or the State in the course of their review and acceptance. The cost proposal shall also include providing two copies of the completed reports together with a PDF file of the reports.

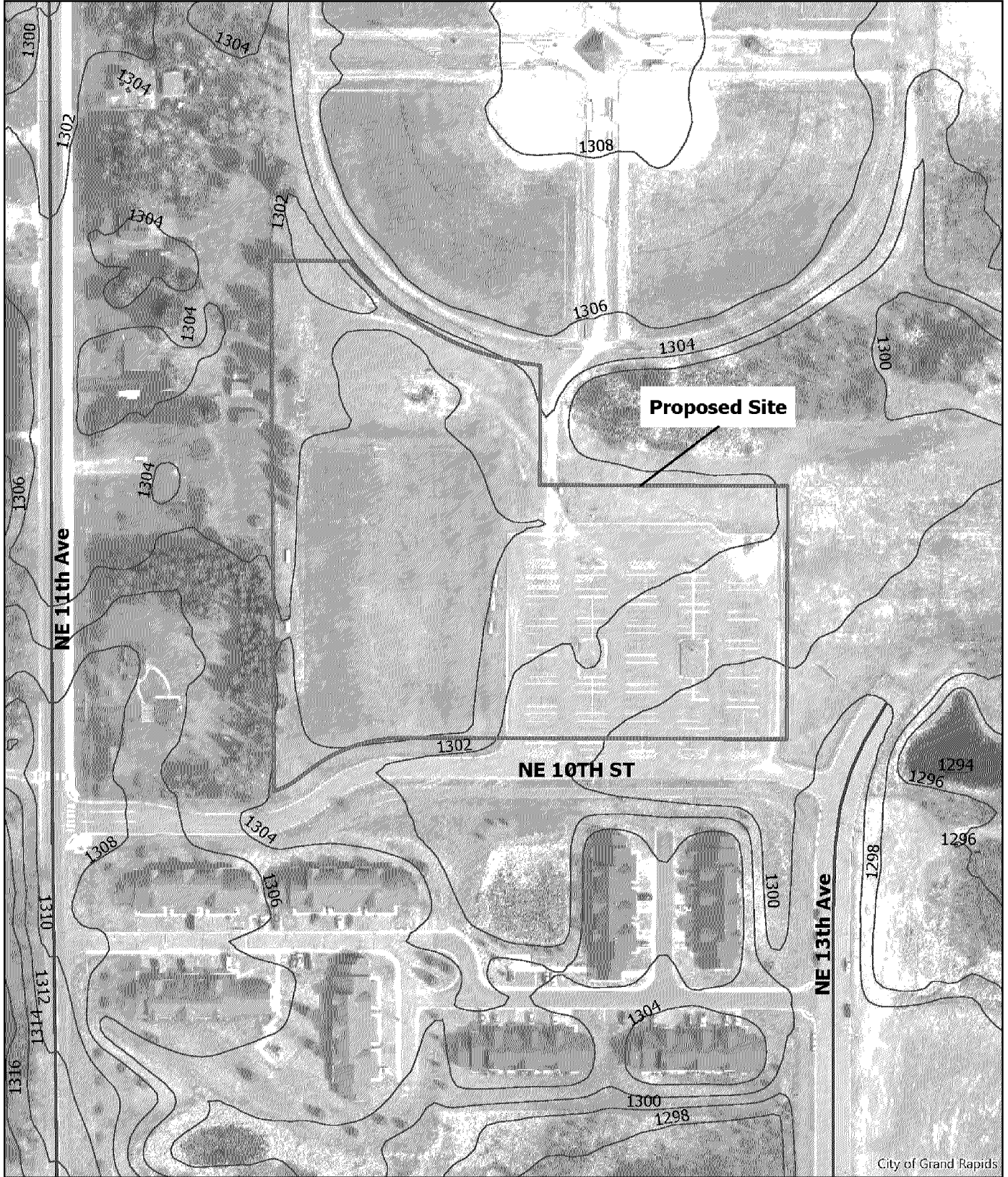
In your proposal, please indicate a timeline and completion date for this work.

Sincerely,

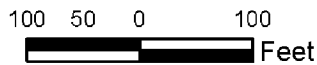


Rob Mattei  
Community Development Director

**Exhibit A – Conversion Property**



**Sports Complex Conversion Site Plan**



----- Proposed Property Line

**Existing Legal Land Description of Record - Document No. 031951:**

The Northwest Quarter of the Southwest Quarter (NW 1/4 of the SW 1/4), Section 15, Township 55 North, Range 25 West of the Fourth Principal Meridian, LESS the West Sixteen (16) Rods thereof, according to the United States Government Survey thereof, on file and of record in the Office of the County Recorder of said county and state, TOGETHER WITH an easement for road purposes to allow ingress and egress to the above described property over the North 55 feet of the West 364 feet of the Southwest Quarter of the Southwest Quarter (SW 1/4 of the SW 1/4), Section 15, Township 55 North, Range 25 West.

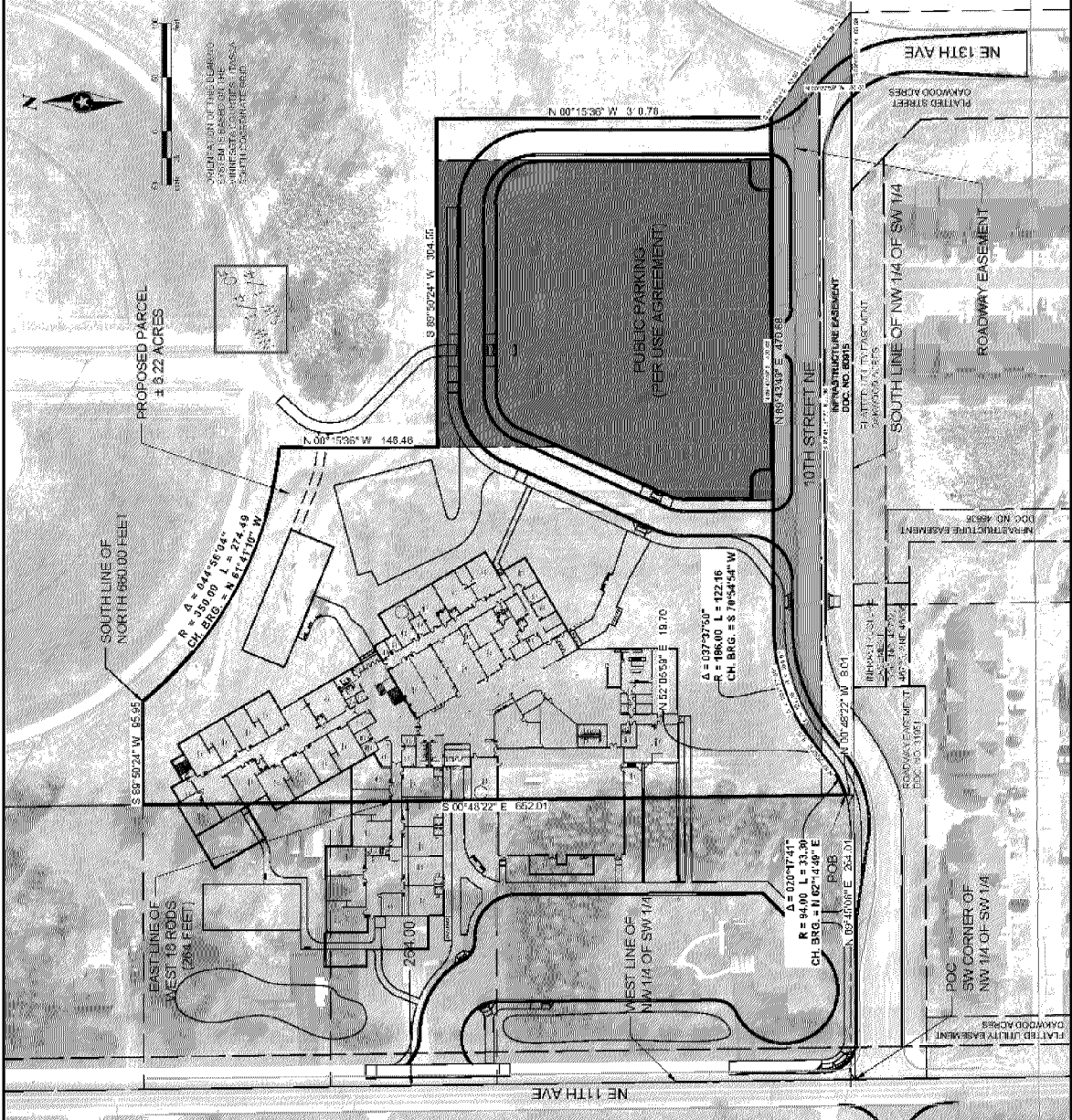
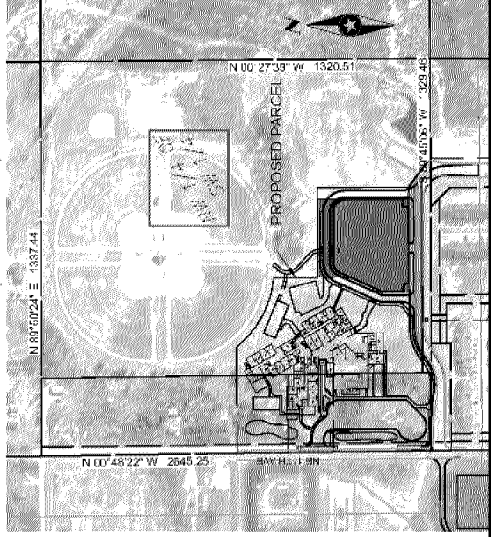
**Proposed Parcel Legal Land Description:**

That part of the Northwest Quarter of the Southwest Quarter (NW 1/4 of the SW 1/4), Section 15, Township 55 North, Range 25 West of the Fourth Principal Meridian, according to the United States Government Survey thereof, on file and of record in the Office of the County Recorder of said county and state described as follows:

Commencing at the Southwest Corner of said Northwest Quarter of the Southwest Quarter (NW 1/4 of the SW 1/4), thence North 89 degrees 40 minutes 00 seconds East, along the south line of said NW 1/4 of the SW 1/4 a distance of 264.01 feet to the east line of the West 19 rods (264 feet); thence North 0 degrees 45 minutes 22 seconds East, along said east line a distance of 62.01 feet to the POINT OF BEGINNING, said point being the intersection of the east line of the West 19 rods with the east line of the West 52 rods; thence North 0 degrees 45 minutes 22 seconds East, a central angle of 20 degrees 17 minutes 41 seconds, and a radius of 94.00 feet, thence northwesterly along said curve a distance of 33.30 feet; thence North 52 degrees 05 minutes 59 seconds East a distance of 19.70 feet to the beginning of a tangential curve, concave to the southwesterly, having a central angle of 37 degrees 37 minutes 50 seconds and a radius of 185.00 feet; thence northwesterly along said curve a distance of 722.16 feet; thence North 89 degrees 43 minutes 48 seconds East a distance of 470.88 feet; thence North 0 degrees 15 minutes 38 seconds West a distance of 310.76 feet; thence South 89 degrees 50 minutes 24 seconds West a distance of 304.55 feet; thence North 6 degrees 16 minutes 38 seconds West a distance of 146.48 feet to the beginning of a non-tangential curve, concave to the northeast, having a chord bearing of North 61 degrees 41 minutes 10 seconds West, a central angle of 44 degrees 66 minutes 04 seconds, and a radius of 350.00 feet; thence northwesterly along said curve a distance of 274.40 feet to the intersection with the south line of the north 850.00 feet of said NW 1/4 of the SW 1/4; thence South 89 degrees 50 minutes 24 seconds West along said line a distance of 85.95 feet to the said east line of the West 19 rods (264 feet); thence South 0 degrees 46 minutes 22 seconds East along said east line a distance of 62.01 feet to the Point of Beginning and there terminating.

Subject to restrictions, reservations, and easements of record. Containing approximately 0.22 acres.

**VICINITY MAP  
SECTION 15, T55N, R25W  
(NOT TO SCALE)**



NO.	DATE	NO. OF SHEETS	SHEET NO.
1		1	1

TITLE: LAWSON GRANT LW27-0132 CONVERSION EXHIBIT  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 DATE: [Date]  
 SCALE: [Scale]  
 PROJECT NO.: [Number]

GRAND RAPIDS, MINNESOTA



### Conversion Property Legal Description

That part of the Northwest Quarter of the Southwest Quarter (NW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ ), Section 15, Township 55 North, Range 25 West of the Fourth Principal Meridian, according to the United States Government Survey thereof, on file and of record in the Office of the County Recorder of said county and state described as follows:

Commencing at the Southwest Corner of said Northwest Quarter of the Southwest Quarter (NW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ ); thence North 89 degrees 45 minutes 06 seconds East, along the south line of said NW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  a distance of 264.01 feet to the east line of the west 16 rods (264 feet); thence North 0 degrees 48 minutes 22 seconds West along said east line a distance of 8.01 feet to the POINT OF BEGINNING, said point being the beginning of a non-tangential curve, concave to the northwest, having a chord bearing of North 62 degrees 14 minutes 49 seconds East, a central angle of 20 degrees 17 minutes 41 seconds, and a radius of 94.00 feet; thence northeasterly along said curve a distance of 33.30 feet; thence North 52 degrees 05 minutes 59 seconds East a distance of 19.70 feet to the beginning of a tangential curve, concave to the southeast, having a central angle of 37 degrees 37 minutes 50 seconds and a radius of 186.00 feet; thence northeasterly along said curve a distance of 122.16 feet; thence North 89 degrees 43 minutes 49 seconds East a distance of 470.68 feet; thence North 0 degrees 15 minutes 36 seconds West a distance of 310.76 feet; thence South 89 degrees 50 minutes 24 seconds West a distance of 304.55 feet; thence North 0 degrees 15 minutes 36 seconds West a distance of 146.46 feet to the beginning of a non-tangential curve, concave to the northeast, having a chord bearing of North 61 degrees 41 minutes 10 seconds West, a central angle of 44 degrees 56 minutes 04 seconds, and a radius of 350.00 feet; thence northwesterly along said curve a distance of 274.49 feet to the intersection with the south line of the north 660.00 feet of said NW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ ; thence South 89 degrees 50 minutes 24 seconds West along said line a distance of 95.95 feet to the said east line of the west 16 rods (264 feet); thence South 0 degrees 48 minutes 22 seconds East along said east line a distance of 652.01 feet to the Point of Beginning and there terminating.

Subject to restrictions, reservations, and easements of record. Containing approximately 6.22 acres.



# Replacement Property



### Replacement Property Legal Description

That part of Block Forty-five (45), TOWN OF GRAND RAPIDS, Minnesota, which is bounded and described as follows: Beginning at a point on the West boundary line of said block which is 90 feet North of the Southwest corner thereof, thence running East on a line parallel with First Street South, a distance of 140 feet, thence at right angles North a distance of 44 feet, thence at right angles West a distance of 140 feet to Leland Avenue (now known as Pokegama Avenue), thence South on the West boundary line of said Block to the point of beginning;

AND

That part of Block 45, TOWN OF GRAND RAPIDS, described as follows: The West 140 feet, LESS the South 134 feet of Block 45, Town of Grand Rapids, which lies Easterly of a line run parallel with and distant 75 feet Easterly of Line 1 described below: Line1. Beginning at the point of the intersection of the center line of Fourth Street North with the center line of Pokegama Avenue in the City of Grand Rapids; thence run Southerly at an angle of 89 degrees 47 minutes 00 seconds from the center line of said Fourth Street North (measured from east to south) for 790.5 feet; thence deflect to the right at an angle of 01 degrees 08 minutes 00 seconds for 800 feet and there terminating.

AND

The South Ninety Feet (s. 90') of the West Eighty Feet (W. 80') of Block 45, town of Grand Rapids, Minnesota according to the plat thereof on file and of record in the office of the county recorder Itasca County Minnesota.

AND

That part of Block Forty-five (45), described and bounded as follows: Commencing at a point on the south boundary line thereof, eighty feet (80') east of the southwest corner thereof; thence east on said south boundary line sixty feet (60'); thence north ninety feet (90') ; thence west sixty feet (60') thence south ninety feet (90') to the point of beginning, all in TOWN OF GRAND RAPIDS

AND

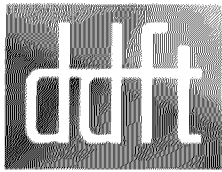
The West Sixty feet (W 60') of the East One Hundred Sixty feet (160') of Block Fourty-five (45), Town of Grand Rapids,

AND

That part of the land conveyed by the United State to Truman H Shoaff by deed dated December 22, 1958 and filed for record August 20, 1959 in Book "218" of Deed on page 104, which lies between the Mississippi River and the following described property, to-wit: The West Sixty feet (W 60') of the East One Hundred Sixty feet ( E 160') of the Town of Grand Rapids.

AND

The East One Hundred Feet (E. 100') of Block Forty-five (45) and West Thirty Feet (W. 30') of vacated Sleeper Avenue, Town of Grand Rapids, Minnesota, and property between said description and Mississippi River, according to the plat thereof on file and of record in the office of the County Recorder, Itasca County, Minnesota. Subject to restrictions, reservations, and easement of record.



# DAHLEN, DWYER, FOLEY & TINKER

*Your Local Valuation Experts since 1978*

Dwight W. Dahlen, MAI/SRA  
Daniel E. Dwyer  
Sean M. Foley  
Jeffrey A. Dahlen, MAI  
Michael T. Tinker, MAI

Real Estate Appraisal  
Consultation  
Expert Witness  
Market Research

**December 19, 2018**

**Rob Mattei  
Community Development Director  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744-2662**

**RE: Grand Rapids Sport Complex  
LWCF Conversion**

**Dear Rob:**

I am in receipt of your email dated December 18, 2018 requesting two appraisals in conjunction with a proposed "Conversion" of the above referenced property which was acquired with federal funding from the Land and Water Conservation Fund (LWCF) Act via the National Park Service a federal program administered by the MN DNR. I appreciate the opportunity to be considered for professional real estate appraisal services. Since 1985 I have been involved with numerous appraisal assignments in this regard acting in concert with other communities, Joe Hiller at the MN DNR and the National Park Service.

Please note that I have prepared previous appraisals for the Land Commissioner, city of Grand Rapids for some fractional mining interests the city was attempting to acquire from distant heirs.

You have requested a proposal to prepare an appraisal on the above referenced property for the purpose of developing an opinion of the market value, fee simple interest as well as the requisite replacement property. The "Conversion Property" is comprised of a 6.20 acre recreational parcel currently developed as a city park in a suburban residential area of Grand Rapids. The "Replacement Property" is comprised of a 1.40 acre residential site at the northwest corner of US Hwy 169 and 1<sup>st</sup> SW, immediately south of the CBD.

I am very familiar with the "Yellow Book" standards as well as the LWCF requirements and know Joe Hiller quite well as we have worked several times in the past. I understand the MN DNR, The National Park Service, city of Grand Rapids have to be named as the intended users.

I would like to offer the following proposal to prepare the appraisals in accordance with the RFP:

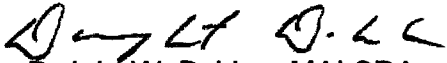
The Conversion Property - \$3,500 on a not to exceed basis  
The Replacement Property - \$2,000 on a not to exceed basis

.I believe you may need to engage a review appraiser and I would recommend Dave Massopust (massopustappraisals.com ) 651.430.0614 as he understands the process.

I anticipate completion of the assignment within 4 weeks of being officially engaged. I thank you for this opportunity and look forward to working with you should you find this proposal acceptable.

Respectfully submitted,

DAHLEN, DWYER, FOLEY & TINKER, INC.



Dwight W. Dahlen, MAI SRA  
Certified General Real Property Appraiser  
MN License #4001430

DWD/dwd



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0035      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Community Development  
**File created:** 1/9/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider authorizing a letter of committment to participate in a Brownfields Assessment Coalition being organized by Arrowhead Regional Development Commission  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [ARDC Brownfields Coalition Letter from Mayor](#)  
[Brownfield Coalition Fact Sheet](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing a letter of committment to participate in a Brownfields Assessment Coalition being organized by Arrowhead Regional Development Commission

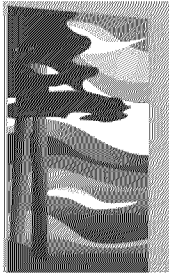
**Background Information:**

Arrowhead Regional Development Commission (ARDC) is assembling a coalition of communities interested in participating in their application to the Federal Environmental Protection Agency (EPA) for a Brownfields Assessment Grant. ARDC would be the lead entity in this coalition and administer the grant if it is received. A brownfield is a property which is limited in its redevelopment or expansion by the presence or potential presence of hazardous substances, pollutant or contaminants. EPA Brownfields Assessment Grants can be used to compile a listing of brownfield properties, identify their past uses and determine existing contamination. The grant can also be used to inform and engage the public on this topic.

If ARDC is successful with this application, the City would be expected to dedicate a staff member to serve on a Brownfields Advisory Committee to assist in administering the grant by helping to coordinate outreach efforts and participating in prioritizing the allocation of funds to individual sites.

**Requested City Council Action**

Make a motion authorizing the Mayor to send a letter of committment to participate in a Brownfields Assessment Coalition being organized by Arrowhead Regional Development Commission



January 14, 2019

Andy Hubley, AICP Director  
Arrowhead Regional Development Commission  
221 West First Street  
Duluth, Minnesota 55802

**RE: Participation in the Arrowhead Regional Development Commission's Brownfield Assessment Coalition and Support for the FY2019 Application for a U.S. EPA Brownfields Assessment Grant for Petroleum and Hazardous Substance Brownfields**

Dear Mr. Hubley,

Please accept this letter as confirmation of the City of Grand Rapids commitment to participate as a member of a "brownfields assessment coalition" being organized by Arrowhead Regional Development Commission (ARDC) for the seven-county area in northeastern Minnesota that includes Aitkin, Carlton, Cook, Itasca, Lake, Koochiching, and St. Louis counties and the municipalities located within these counties. This letter also documents our strong support for the application being submitted by ARDC for a United States Environmental Protection Agency (U. S. EPA) Fiscal Year 2019 Brownfields Community-wide Assessment Grant funding in the amount of \$600,000 to be used for inventorying, assessing, and performing remediation and reuse planning (as well as coordinate public outreach activities) for select priority brownfield sites located throughout the seven-county area.

The grant, if awarded, will provide critical funding needed to support economic development initiatives in our community. If awarded the grant, at least one City staff member will serve on the Brownfields Advisory Committee that helps administer the grant, coordinate outreach efforts, participate in the site prioritization process, and make decisions regarding allocation of funding to individual sites. For sites within the City that are targeted for assessment, we will assist with securing access and coordinating involvement by the Health and other departments as appropriate.

We understand that ARDC will serve as the lead member of the Coalition and will have primary responsibility for administering the grant and managing the project. We further understand that prior to expenditure of any grant funds, a Memorandum of Agreement will be executed between all coalition members documenting the coalition's site selection process, identifying, and establishing relationships

necessary to achieve project goals, detailing the process for successful execution of the grant, the distribution of funds, and mechanisms for implementing the assessment work. We understand that many of these details are described in the grant application to be submitted with this letter.

Sincerely,

Dale Adams  
Mayor



# EPA Brownfields Assessment Grants— Assessment Coalitions

EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. EPA's Brownfields Program provides financial and technical assistance for brownfield revitalization, including grants for environmental assessment, cleanup, and job training.

## *What are EPA Brownfields Assessment Grants?*

Assessment grants provide funding for a grant recipient to:

- **Inventory Sites:** *Compile a listing*
- **Characterize Sites:** *Identify past uses*
- **Assess Sites:** *Determine existing contamination*
- **Conduct Planning for Cleanup and Redevelopment:** *Scope and plan process*
- **Conduct Community Involvement:** *Inform and engage community*



Revitalized Kassenberg House, Moorehead, MN

## *What are Assessment Coalitions?*

An Assessment Coalition is comprised of three or more eligible entities. The lead coalition member submits a Community-wide Assessment grant proposal on behalf of itself and the other members. The coalition may request up to **\$1 million** to work on a **minimum** of **five** hazardous substance and/or petroleum sites.

## *Who is Eligible to Apply as a Coalition for an Assessment Grant?*

Eligible entities, including those with existing brownfields assessment grants, are: state, local and tribal governments, with the exception of certain Indian tribes in Alaska; general purpose units of local government, land clearance authorities, or other quasi-governmental entities; regional councils; redevelopment agencies; and government entities created by state legislatures.

- **Coalition** members are **not** eligible to apply for individual Community-wide or Site-specific Assessment grants **in the year they apply as part of a coalition.**
- **Nonprofit** organizations are **not** eligible to apply.
- Some **properties** are **ineligible** for funding unless EPA makes a site-specific funding determination.

## *Why Coalition Assessments?*

- Increases access to assessment resources for communities that might have limited resources to administer a brownfield grant.
- Helps a state or county to focus assessment dollars on geographical areas with the greatest need over a given time. The larger pool of funding allows the coalition to shift geographic focus to new areas as revitalization needs are identified.

## *Assessment Coalitions – The Basics*

- The grant recipient (lead coalition member) **must** administer the grant, be accountable to EPA for proper expenditure of the funds, and be the point of contact for the other coalition members.
- Assessment Coalition grants are **Community-wide**.
- Assessment Coalitions **must** assess a minimum of five sites regardless of funding request (e.g., less than or up to \$1 million).
- Assessment Coalitions may request petroleum *and/or* hazardous substance funding as long as the request is not over \$1 million.
- A **Memorandum of Agreement (MOA)** documenting the coalition's site selection process must be in place prior to the expenditure of any funds that have been awarded to the lead coalition. It is up to the coalition to agree internally about the distribution of funds and the mechanisms for implementing the assessment work.
- A tribal community can be the lead coalition member or part of any coalition where the other coalition members are eligible entities.



- Assessment Coalitions can cross regional boundaries, but will be managed out of the EPA Region where the grant recipient is located.
- An eligible city entity and a redevelopment authority from the same locality can be coalition members provided the entities are separate legal entities under state and local law.
- No more than \$200,000 can be expended on a site.
- For Assessment Coalitions involving state entities:
  - *Only **one** eligible state entity can apply as the lead coalition member (e.g., state environmental agency, state economic development agency) or be part of a coalition. An eligible state entity **cannot** be a member of two or more Assessment Coalitions.*
  - *If an eligible state entity is part of a coalition that receives an Assessment grant, no additional Assessment grants can be awarded to state entities from the grant recipient's state.*

#### *What are Some Examples of How Assessment Coalitions Work?*

##### *Example #1*

A state agency applies for EPA Brownfields funding together with several smaller communities as members of a coalition. The state assumes the role of “recipient” (i.e., the entity that would administer the grant, is accountable to EPA for proper expenditure of the funds, and acts as point of contact for other coalition members). These entities have formed a coalition to target numerous sites that have become blighted and/or under-utilized along an historic highway running through the communities.

##### *Example #2*

A coalition of metro municipalities, such as one large city and several surrounding cities/towns, could apply for \$1 million. In a given year, one coalition member's site assessment needs may be relatively minimal compared to another member's, or the ability to assess a targeted site may be complicated by legal access issues. Priorities can

Brownfields Assessment grants do not provide resources to conduct cleanup or building demolition activities. Cleanup assistance is available under EPA's Cleanup or Revolving Loan Fund (RLF) grants. Information on EPA's Brownfields Cleanup and RLF grants can be found on the EPA Brownfields Web site at: [www.epa.gov/brownfields](http://www.epa.gov/brownfields).

be set each year to conduct assessments on the properties that have the most immediate need.

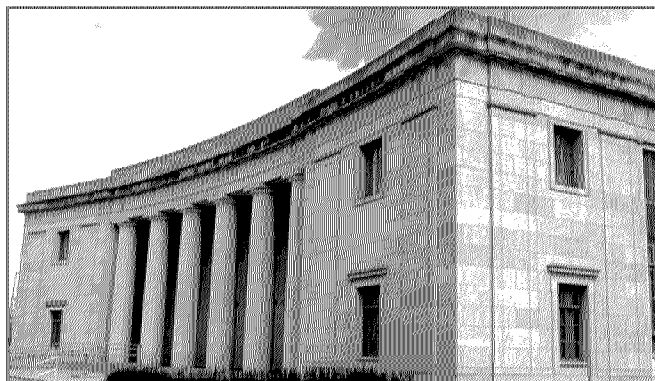
#### *How Do I Apply as a Coalition for an Assessment Grant?*

A single, eligible entity applies as a coalition for a Community-wide Assessment grant on behalf of itself and other eligible entities. A Community-wide proposal submitted by a coalition **must** include:

- Applicant information (e.g., describe all jurisdictions covered under the proposal, and provide their general populations).
- Applicable mandatory attachments (e.g., coalition applicants for Assessment grants must document how all coalition members are eligible entities; and all coalition members must submit a letter to the potential grant recipient in which they agree to be part of the coalition).
- Responses to evaluation criteria.

#### *How Long is the Performance Period for an Assessment Grant?*

The period of performance for an Assessment grant is three years.



The Consumer Energy Headquarters Property in Jackson County, Michigan, before revitalization (above) and after (below)





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0040      **Version:** 1      **Name:** MN DNR Shipping Container GRFD  
**Type:** Agenda Item      **Status:** Fire  
**File created:** 1/10/2019      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider approving an agreement between the Minnesota DNR and the Grand Rapids Fire Department.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [MN DNR Shippign Container Agreement.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving an agreement between the Minnesota DNR and the Grand Rapids Fire Department.

### **Background Information:**

The Minnesota DNR made available two shipping containers to the Grand Rapids Fire Department. This agreement allows for the State to provide these resources and allows the Grand Rapids Fire Department to utilize these in any manner that better prepares the department for response needs. The Grand Rapids Fire Department intends to build these two units into a live fire training "burn box," as other departments in the state have done. Having the ability to train with live fire in a controlled environment will build department competencies in every function from being on the nozzle to operating a truck.

### **Staff Recommendation:**

City staff recommends entering into the agreement with the Minnesota DNR for the purchase of two shipping containers at a total cost of \$1500 effective 11/30/2018.

### **Requested City Council Action**

Make a motion to enter into an agreement with the Minnesota DNR for the purchase of two shipping containers, and authorize the Fire Chief to sign agreement.

**MINNESOTA**  
**DEPARTMENT OF NATURAL RESOURCES**  
**Department of Defense Firefighter Program Agreement**

**THIS AGREEMENT**, Made on 11/30/2018 by and between the State of Minnesota acting and through the Commissioner of the Department of Natural Resources, referred to as the "State" and the Grand Rapids Fire Department, referred to as the "Unit."

**Purpose and Authorities:**

The Commissioner of Natural Resources is charged with the duty of preventing and extinguishing forest fires and the State desires and needs support in preventing and suppressing grass, forest, or prairie wildland fires.

The Unit has established a Fire Department to extinguish fires within its statutory authorized boundaries and may have contracted with certain other local units of government for joint fire prevention, protection, and/or providing emergency services.

The Commissioner of Natural Resources and the Unit are authorized under M.S. 88.04 to cooperate in the prevention and suppression of wildfire.

The State, through the Department of Defense Firefighter Program (FFP), has acquired from the Federal Government, certain equipment for the suppression of fires and emergency response and is authorized under M.S. 88.065 and 84.085 to receive and furnish equipment to organizations providing fire suppression and/or emergency services

It is understood that the purpose of this agreement is to enable the State to better their cooperative effort in preventing and suppressing fires and in providing emergency services to residents within the Unit's protection area and the State of Minnesota, for the mutual benefits derived.

The State Shall:

1. Make available to the Unit the following listed equipment:

MAKE/MODEL: 1EA 20' Shipping Container

SERIAL NUMBER: N/A

MN ID Number: 19-13

and allow the Unit to modify and affix any emergency response equipment needed to meet the Unit's emergency response needs.

2. Provide to the Unit, available assistance for suppression of wildland fires and/or emergency incident management response as available.
3. Provide personnel, wildland fire suppression and incident management training as time and budget allows.
4. Special conditions:

The Unit Shall:

1. With respect to the DoD Firefighter Program equipment:
  - a. Convert the equipment into an acceptable fire control or emergency response unit within one year from the time of acquisition. The unit shall notify the Rural Fire Program staff of the MNDNR in writing when the equipment is fire ready. Non-compliance without good reason shall require return of the equipment to the nearest military base that accepts such equipment at the expense of then Unit.

Initials     TC

- b. Use the aforementioned equipment only for fire suppression, emergency medical, and/or for other emergencies which threaten the loss of life or property.
- c. Provide adequate storage and maintenance for the equipment and responsible for all operational cost, transportation and repairs.
- d. Make available the said equipment for periodic inspection by a duly authorized representative of the Department of Natural Resources and or the U.S. Forest Service, for three years from the date of the equipment being put in service.
- e. Maintain the equipment in full readiness at all times.
- f. Provide property identification on the equipment that shows that the equipment is under the Department of Defense Firefighter Program (FFP) by maintaining the white and red "DODMN xx-xxx" sticker as placed on the equipment by the MNDNR.
- g. Have liability insurance coverage for any vehicles in this agreement.
- h. All vehicles that are olive drab, camouflage, or desert sand, must be painted with an emergency response color, such as red, safety yellow, or the organizations emergency vehicle response color. All vehicles must be equipped with a metal roof cab, emergency lighting, siren and lettering on the body to denote as an emergency vehicle. **TOTAL WEIGHT NOT TO EXCEED MANUFACTURERS GROSS VEHICLE WEIGHT RATING**
- i. The Unit must inform the State in writing if the equipment in this agreement is sold, damaged beyond repair, lost, stolen, transferred, or disposed of within three years of the date of the equipment being put into service.

Initials \_\_\_\_\_

- k. All consumable items issued in conjunction with any durable equipment must also be used for firefighting /emergency response purposes.

2. Special Conditions: The Unit **must** maintain ownership of and use of the equipment for firefighting or emergency purposes for a **minimum of three years** after the item is put into service. Non-compliance will jeopardize future eligibility for program participation...

3. Cost to the Unit: **TOTAL TRANSPORTATION, LABOR AND OR PARTS TO BE PAID AS PER ATTACHED INVOICE = \$750.00 total**

4. Statement of non-discrimination: "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

#### Transfer of Title:

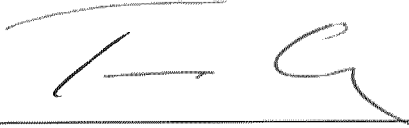

**The State will provide the Unit with documentation to transfer title of the above equipment to the Unit, upon completion of conversion, payment of any funds owed to the DNR and with proof that the equipment has been placed into emergency service.**

(Proof that conversion is complete and that the equipment is in service may include inspection by a DNR representative and/or a photo of completed equipment along with a signed and dated statement by the Unit's chief officer.)

This agreement is effective on the date signed and is to continue in force until terminated by either party giving thirty (30) days written notice to the other and the return of the above equipment, if title has not been transferred.

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

RECEIVING UNIT

<p>Unit's Authorized Signature</p> 	<p>MNDNR Approval</p> 
<p>Name (Print) Travis Cole</p> <p>Title Chief                      Date 11/30/2018</p>	<p>Name Tim Oland</p> <p>Title Program Coordinator                      Date 11/30/2018</p>



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0001      **Version:** 1      **Name:** Appointment of Will Richter to the position of Director of Library Services.  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 12/26/2018      **In control:** City Council  
**On agenda:** 1/14/2019      **Final action:**  
**Title:** Consider the appointment of Will Richter to the position of Director of Library Services.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider the appointment of Will Richter to the position of Director of Library Services.

**Background Information:**

With the upcoming retirement of Marcia Anderson from the Director of Library Services position, the City Council authorized City Staff, along with the Library Board, to begin the process of filling the vacancy. Internal and external applications were received and interviews were held on January 2, 2019. The Search Committee consisting of the City Administrator, four Library Board Members, and the Director of Human Resources recommended the appointment of Will Richter to the position. This was discussed at the January 9, 2019 Library Board meeting and was unanimously approved for recommendation to the City Council.

Will was hired on July 7, 2009 as a Reference Librarian, the position he currently holds. Will graduated from White Bear Lake Area Hight School and received a Bachelors Degree in Social Studies from the University of Wisconsin-River Falls and a Masters Degree in Library Science from the College of St. Catherine in St. Paul.

**Staff Recommendation:**

The search committee consisting of Tom Pagel, Jean MacDonell, Randy McCarty, Max Peters, Lisa Tabbert, and Lynn DeGrio are recommending the hiring of Will Richter to the position of Director of Library Services effective February 10, 2019 at a salary of \$76,693.16.

**Requested City Council Action**

Make a motion to appoint Will Richter to the position of Director of Library Services effective February 10, 2019 at a salary of \$76,693.16.