



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council

Monday, November 26, 2018

5:00 PM

City Hall Council Chambers

CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, November 26, 2018 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

MEETING PROTOCOL POLICY

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

PUBLIC FORUM

COUNCIL REPORTS

APPROVAL OF MINUTES

18-0747 Consider approval of Council minutes for Tuesday, November 13, 2018 Worksession and Regular meetings.

Attachments: [November 13, 2018 Worksession.pdf](#)
[November 13, 2018 Regular Meeting.pdf](#)

VERIFIED CLAIMS

18-0749 Consider approving the verified claims for the period November 6, 2018 to November 19, 2018 in the total amount of \$648,667.45.

Attachments: [COUNCIL BILL LIST 11/26/2018](#)

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. 18-0724 Consider amending Purchasing Policy to implement new requirements for competitive bidding.

Attachments: [Grand Rapids Purchasing Policy 11 26 18 redline](#)

2. [18-0746](#) Consider adopting a resolution accepting a donation of \$100.00 from Brian and Chris Carlson to the Grand Rapids Police Reserve Program.
Attachments: [PD Reserves-Carlson](#)

3. [18-0748](#) Consider approving temporary liquor license for Rotary Club of Grand Rapids, event scheduled for December 3, 2018 at Klockow Brewing.
Attachments: [Rotary Club Temp Liquor.pdf](#)

4. [18-0753](#) Consider hiring part-time seasonal Warming House Attendants.

5. [18-0754](#) Consider approving the 2018-19 annual renewal addendum for Daily Firm Capacity.
Attachments: [MERC - Addendum of DFC 2018 Copy IRA Civic Center](#)

6. [18-0757](#) Consider closing City Hall on Monday, December 24 and Monday, December 31, 2018.

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.

DEPARTMENT HEAD REPORT

7. [18-0756](#) Library Department Head Report
Attachments: [Library Report to Council nov 18](#)

ADJOURNMENT

NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 3, 2018, AT 5:00 P.M.

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

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

Attest: Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0747 **Version:** 1 **Name:** Council minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 11/20/2018 **In control:** City Council
On agenda: 11/26/2018 **Final action:**
Title: Consider approval of Council minutes for Tuesday, November 13, 2018 Worksession and Regular meetings.
Sponsors:
Indexes:
Code sections:
Attachments: [November 13, 2018 Worksession.pdf](#)
[November 13, 2018 Regular Meeting.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approval of Council minutes for Tuesday, November 13, 2018 Worksession and Regular meetings.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Tuesday, November 13, 2018

4:45 PM

Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a **Special Meeting/Worksession of the Grand Rapids City Council** was held on **Tuesday, November 13, 2018 at 4:50 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

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

Present 4 - Mayor Dale Adams, Councilor Bill Zeige, Councilor Rick Blake, and Councilor Tasha Connelly
Absent 1 - Councilor Dale Christy

Discussion Items

1. Review 5:00 PM Regular Meeting

Upon review, item 14a is added to the Consent agenda. Discussed change in regular meeting dates for December 2018, scheduled for the 3rd and 17th.

ADJOURN

There being no further business, the meeting adjourned at 4:53 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Tuesday, November 13, 2018

5:00 PM

City Hall Council Chambers

CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Tuesday, November 13, 2018 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

Present 4 - Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake
Councilor Tasha Connelly

Absent 1 - Councilor Dale Christy

Staff present:

Tom Pagel, Bob Cahill, Steve Schaar, Barb Baird, Travis Cole, Shawn Graeber, John Linder

CANVASS BOARD

Consider adopting a resolution canvassing and declaring the results of the November 6, 2018 City of Grand Rapids Election.

A motion was made by Councilor Zeige, seconded by Councilor Connelly, adopting Resolution 18-92, canvassing and declaring the results of the November 6, 2018 City of Grand Rapids General Election. The motion carried by the following vote.

Aye 4 - Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake
Councilor Tasha Connelly

PRESENTATIONS/PROCLAMATIONS

General Aviation Appreciation Month Proclamation

Received and Filed

MEETING PROTOCOL POLICY

PUBLIC FORUM

None.

COUNCIL REPORTS

None.

APPROVAL OF MINUTES

Consider approving Council minutes for Monday, October 22, 2018 Worksession and Regular meetings.

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

VERIFIED CLAIMS

Consider approving the verified claims for the period October 16, 2018 to November 5, 2018 in the total amount of \$1,142,287.67.

A motion was made by Councilor Blake, seconded by Councilor Connelly, to approve the verified claims as presented. The motion carried by the following vote.

Aye 4 - Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake
Councilor Tasha Connelly

CONSENT AGENDA

1. Consider entering into an Agreement with Occupational Development Center, Inc. (ODC) for chore services at \$95.00 per hour for the 2018-2019 Winter.
Approved by consent roll call
2. Consider authorizing the Police Department to sell four (4) forfeited vehicles at the Minnesota DNR auction located in Grand Rapids.
Approved by consent roll call
3. Consider accepting the resignation of Brian Olynick from the Human Rights Commission and authorize filling the vacancy.
Approved by consent roll call
4. Consider hiring part-time seasonal Warming House Attendants.
Approved by consent roll call

5. Consider Golf Seasonal Employment Extension
- Approved by consent roll call**
6. Consider entering into an agreement with Woodland Storage for golf cart storage.
- Approved by consent roll call**
7. Consider authorizing the Human Rights Commission to submit a grant application to Blandin Foundation and adopt a resolution accepting funds to be used for Immigration Education Series.
- Adopted Resolution 18-93 by consent roll call**
8. Consider waiving the statutory liability to the extent of the coverage purchased.
- Approved by consent roll call**
9. Consider approval of a Subordination Agreement for Mortgage with Bret G. Wagner and Sandra K. Wagner, DBA BS Wagner, LLC.
- Approved by consent roll call**
10. Consider authorizing staff to solicit quotes and accept low quote to replace third floor drinking fountain in City Hall.
- Approved by consent roll call**
11. Consider authorizing staff to solicit quotes for maintenance improvements at Fire Hall.
- Approved by consent roll call**
12. Consider authorizing the Administration Department to dispose of retired equipment.
- Approved by consent roll call**
13. Consider approving the hiring of regular part-time employees at the Grand Rapids Park and Recreation Department and the IRA Civic Center and approving implementation of wage adjustments for current part-time employees.
- Approved by consent roll call**
14. Consider approving the continuation of general liability insurance through the League of Minnesota Cities Insurance Trust for calendar year 2019.
- Approved by consent roll call**
- 14a. Consider appointment of election judge.
- Approved by consent roll call**

Approval of the Consent Agenda

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

Aye 4 - Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake
Councilor Tasha Connelly

SETTING OF REGULAR AGENDA

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

ACKNOWLEDGE BOARDS & COMMISSIONS

15. Review & acknowledge attached minutes for Boards & Commissions.

Acknowledge Boards and Commissions**DEPARTMENT HEAD REPORT**

16. Golf Course - Bob Cahill, Director of Golf

Bob Cahill, presents update to Council on the 2018 golf season, covering the course website and how to purchase a pass online for 2019 season, monthly payment plan option for passes, stay and play packages through collaboration with area businesses, revenues, Golf in Schools program, acknowledging staff, scholarships for youth, and annual events. A full report is on file and available for the public.

Received and Filed**FIRE DEPARTMENT**

17. Consider appointing slate of officers on the Grand Rapids Fire Department.

Fire Chief Cole presents information on the positions in need of filling due to recent and upcoming retirements. Interviews have been conducted and the interview committee recommends appointments as stated.

A motion was made by Councilor Rick Blake, seconded by Councilor Bill Zeige, to appoint John Linder as 1st Assistant Fire Chief as of January 1, 2019, Shawn Graeber as 2nd Assistant Fire Chief as of January 1, 2019, Bruce Baird as Captain (C4) as of November 14, 2018 and Jeff Ingle as Captain (C5) as of January 1, 2019. The motion PASSED by unanimous vote.

POLICE DEPARTMENT

18. Consider approving the status change of Matthew Laubach from part-time to

full-time Hospital Security Officer, creating an eligibility list for part-time Hospital Security Officer, and appoint two additional part-time employees.

Asst. Police Chief Schaar presents the background on hospital security needs and the request by Grand Itasca to increase services to 24/7 coverage.

A motion was made by Councilor Tasha Connelly, seconded by Councilor Rick Blake, to change employment status of Matthew Laubach from part-time to full-time Hospital Security Officer effective upon execution of amended agreement; approve eligibility list for Part-time Hospital Security Officers; and appoint Matthew Moen and Jeffrey Madsen to the position of part-time security officer effective immediately, subject to satisfactory pre-employment conditions. The motion PASSED by unanimous vote.

ADMINISTRATION DEPARTMENT

19. Consider accepting the resignation of Marcia Anderson from the position of Director of Library Services.

City Administrator Pagel presents the resignation submitted by Marcia Anderson, Library Director.

A motion was made by Councilor Bill Zeige, seconded by Councilor Tasha Connelly, accept the resignation of Marcia Anderson from the position of Library Director and authorize staff and the Library Board to begin the process of filling the position. The motion PASSED by unanimous vote.

ADJOURNMENT

A motion was made by Councilor Rick Blake, seconded by Councilor Tasha Connelly, to adjourn the meeting at 5:35 PM. The motion PASSED by unanimous vote.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0749 **Version:** 1 **Name:** Verified Claims
Type: Verified Claims **Status:** Verified Claims
File created: 11/20/2018 **In control:** City Council
On agenda: 11/26/2018 **Final action:**
Title: Consider approving the verified claims for the period November 6, 2018 to November 19, 2018 in the total amount of \$648,667.45.
Sponsors:
Indexes:
Code sections:
Attachments: [COUNCIL BILL LIST 11/26/2018](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period November 6, 2018 to November 19, 2018 in the total amount of \$648,667.45.

Requested City Council Action

Make a motion approving the verified claims for the period November 6, 2018 to November 19, 2018 in the total amount of \$648,667.45.

DATE: 11/20/2018
 TIME: 14:07:53
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/26/2018

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
1503245	OFFICE ENTERPRISES INC	158.19
1920555	STOKES PRINTING & OFFICE	633.80
	TOTAL CITY WIDE	791.99
ADMINISTRATION		
0315455	COLE HARDWARE INC	25.96
	TOTAL ADMINISTRATION	25.96
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE SERVICES INC	51.85
0221650	BURGGRAF'S ACE HARDWARE	2.98
0301685	CARQUEST AUTO PARTS	9.14
0315455	COLE HARDWARE INC	6.32
2018680	TRU NORTH ELECTRIC LLC	201.00
	TOTAL BUILDING MAINTENANCE-CITY HALL	271.29
ENGINEERING		
0118663	ARROWHEAD TRANSIT	80.00
	TOTAL ENGINEERING	80.00
FIRE		
0401804	DAVIS OIL INC	463.99
0601346	FAIRVIEW HEALTH SERVICES	842.00
0701650	GARTNER REFRIGERATION CO	896.00
0717995	GRAND FORKS FIRE EQUIPMENT LLC	256.95
0718021	GRAND RAPIDS GM INC	140.44
1801610	RAPIDS PLUMBING & HEATING INC	425.00
2000400	T J TOWING	510.00
2301906	WAYNES AUTOMOTIVE	22.25
	TOTAL FIRE	3,556.63
INFORMATION TECHNOLOGY		
0301420	CALIFORNIA DIGEST TECHNOLOGY	338.00
	TOTAL INFORMATION TECHNOLOGY	338.00

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/26/2018

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
0100046	ASV HOLDINGS INC	163.44
0103325	ACHESON TIRE INC	20.00
0120725	ATTACHMENTS DIRECT LLC	600.18
0121721	AUTO VALUE - GRAND RAPIDS	133.96
0212554	BLOOMERS GARDEN & LANDSCAPING	885.00
0221650	BURGGRAF'S ACE HARDWARE	83.91
0301685	CARQUEST AUTO PARTS	66.63
0315455	COLE HARDWARE INC	75.70
0318900	CRYSTEEL TRUCK EQUIPMENT INC	2,079.19
0401804	DAVIS OIL INC	1,138.32
0501650	EARL F ANDERSEN	512.25
0601690	FASTENAL COMPANY	28.35
0801450	HALI-BRITE INC	190.77
0801535	HAMMERLUND CONSTRUCTION INC	12,197.00
0801825	HAWKINSON CONSTRUCTION CO INC	730.00
0801836	HAWKINSON SAND & GRAVEL	2,612.70
1301026	MAIN STREET DESIGN INC	267.00
1303039	MCCOY CONSTRUCTION & FORESTRY	353.37
1315690	MORTON SALT	2,394.08
1503150	OCCUPATIONAL DEVELOPMENT CTR	1,800.00
1612040	PLACKNER TREE CARE INC	300.00
1615427	POKEGAMA LAWN AND SPORT	61.70
2018560	TROUT ENTERPRISES INC	25.00
2209421	VIKING ELECTRIC SUPPLY INC	17.39
2305453	WESCO RECEIVABLES CORP	864.00
	TOTAL PUBLIC WORKS	27,599.94
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	49.54
1301720	MATCO TOOLS	106.40
	TOTAL FLEET MAINTENANCE	155.94
POLICE		
0103325	ACHESON TIRE INC	1,168.40
0301685	CARQUEST AUTO PARTS	25.90
1605665	PERSONNEL DYNAMICS LLC	510.30
	TOTAL POLICE	1,704.60
CENTRAL SCHOOL		

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/26/2018

VENDOR #	NAME	AMOUNT DUE
CENTRAL SCHOOL		
0315455	COLE HARDWARE INC	29.91
0401425	DAKOTA SUPPLY GROUP	244.53
2018680	TRU NORTH ELECTRIC LLC	60.00
	TOTAL	334.44
AIRPORT		
0103325	ACHESON TIRE INC	933.00
0112700	AL'S RESTORATION	2,640.00
0301685	CARQUEST AUTO PARTS	246.28
0315455	COLE HARDWARE INC	7.98
0815605	HOPKINS ELECTRIC LLC	225.00
1801610	RAPIDS PLUMBING & HEATING INC	978.00
1909450	SILVERTIP GRAPHICS SIGNS	1,052.50
2209421	VIKING ELECTRIC SUPPLY INC	22.02
	TOTAL	6,104.78
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE SERVICES INC	23.28
0118230	ARENA WAREHOUSE, LLC	180.75
0221650	BURGGRAF'S ACE HARDWARE	51.70
0501656	EARTHGRAINS COMPANY INC, THE	64.48
1309090	MINERS INC	22.39
1405725	NETWORK SERVICE COMPANY	85.60
1605611	PEPSI BEVERAGES COMPANY	1,336.77
1800655	R & R SPECIALTIES INC	71.10
1901535	SANDSTROM'S INC	1,278.21
2116600	UPPER LAKE FOODS INC	544.98
	TOTAL GENERAL ADMINISTRATION	3,659.26
STATE HAZ-MAT RESPONSE TEAM		
0121721	AUTO VALUE - GRAND RAPIDS	371.46
0401804	DAVIS OIL INC	159.43
	TOTAL	530.89
CEMETERY		

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/26/2018

VENDOR #	NAME	AMOUNT DUE
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE	19.23
1503150	OCCUPATIONAL DEVELOPMENT CTR	80.16
	TOTAL	99.39
DOMESTIC ANIMAL CONTROL FAC		
0701650	GARTNER REFRIGERATION CO	301.00
	TOTAL	301.00
GENERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
0218115	BRAUN INTERTEC CORPORATION	3,203.75
1815125	ROBERT R SCHROEDER CONST INC	137,749.05
	TOTAL 2010-5 MS RIVER PD BRIDGE	140,952.80
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-IT DEPT		
1915248	SOFTWARE HARDWARE INTEGRATION	2,200.00
	TOTAL CAPITAL OUTLAY-IT DEPT	2,200.00
AIRPORT CAPITAL IMPRV PROJECTS		
2018 GA APRON CONSTRUCTION		
1900225	SEH	60,865.00
	TOTAL 2018 GA APRON CONSTRUCTION	60,865.00
STORM WATER UTILITY		
0401804	DAVIS OIL INC	2,712.26
0801825	HAWKINSON CONSTRUCTION CO INC	2,660.00
0801836	HAWKINSON SAND & GRAVEL	170.72
	TOTAL	5,542.98
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 255,114.89
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		

DATE: 11/20/2018
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/26/2018

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114210	D. ANDERSON - CHANGE FUND	5,380.00
0116600	APPLE VALLEY, CITY OF	1,221.00
0205640	LEAGUE OF MN CITIES INS TRUST	159.98
0215430	BOLDT BUILDS	10,000.00
0305530	CENTURYLINK QC	259.00
0312104	TONY CLAFTON	401.83
0718015	GRAND RAPIDS CITY PAYROLL	237,056.18
0718070	GRAND RAPIDS STATE BANK	65.00
0801825	HAWKINSON CONSTRUCTION CO INC	1,000.00
0815440	HOLIDAY STATIONSTORES LLC	59.64
0815464	SARA HOLUM	66.67
0900060	ICTV	1,511.75
0920055	ITASCA COUNTY RECORDER	92.00
1301220	JAMES T. MARTINETTO	50.14
1305046	MEDIACOM LLC	11.55
1305065	MEDTOX LABORATORIES INC	24.85
1309098	MINNESOTA MN IT SERVICES	443.80
1309172	MINNESOTA DEPARTMENT OF HEALTH	315.00
1309199	MINNESOTA ENERGY RESOURCES	716.44
1309332	MN STATE RETIREMENT SYSTEM	1,620.00
1309335	MINNESOTA REVENUE	954.34
1405850	NEXTERA COMMUNICATIONS LLC	439.33
1516220	OPERATING ENGINEERS LOCAL #49	102,747.00
1609561	PIONEER TELEPHONE	12.52
1621130	P.U.C.	21,753.08
2000490	TDS Metrocom	779.77
2114750	UNUM LIFE INSURANCE CO OF AMER	255.84
2205637	VERIZON WIRELESS	2,450.01
2209665	VISA	2,818.31
2305300	MATTHEW WEGWERTH	98.10
T000155	STEPHEN OR CHERYL SMITH	500.00
T000856	BETTY DENZEL	9.27
T001101	DONNA WAECH	2.18
T001103	COLLEEN NARDONE	53.96
T001104	ERIC GOSLOVICH	13.63
T001107	KATHY KROOK	17.44
T001110	JAMES NARDONE	52.87
T001115	KAREN KARLS	34.34
T001116	JERALDINE OLSON	2.18
T001119	EDWARD DUKE	2.18
T001203	JANE TODD	3.27
T001204	BARBARA NALAN	62.68
T001205	PENNY CLEMENTS	4.36
T001206	BRITTNEY BLUHM	8.18
T001207	VICKI LORENZ	6.54
T001208	DAVID LORENZ	6.54

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/26/2018

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
T001209	BETTY FREMONT	2.18
T001210	RUTH CONNOLLY	7.63
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF \$		393,552.56
TOTAL ALL DEPARTMENTS		648,667.45



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0724 **Version:** 1 **Name:** Amended Purchasing Policy
Type: Agenda Item **Status:** Consent Agenda
File created: 11/9/2018 **In control:** City Council
On agenda: 11/26/2018 **Final action:**
Title: Consider amending Purchasing Policy to implement new requirements for competitive bidding.
Sponsors:
Indexes:
Code sections:
Attachments: [Grand Rapids Purchasing Policy 11_26_18 redline](#)

Date	Ver.	Action By	Action	Result
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Consider amending Purchasing Policy to implement new requirements for competitive bidding.

Background Information:

In April 2017, the City Council approved amending the purchasing policy to implement new Procurement requirements under the Uniform Guidance. The State of Minnesota has changed the requirements in the Uniform Municipal Contracting Law, Minnesota Statute Section 471.345. City contracts entered into on or after August 1, 2018 exceeding the estimated price of \$175,000 must use the competitive bidding process. The City's purchasing policy currently has the old rate of \$100,000 limit for competitive bidding requirements.

Staff Recommendation:

Staff recommends amending Purchasing Policy to implement new requirements for competitive bidding.

Requested City Council Action

Make a motion amending Purchasing Policy to implement the new \$175,000 threshold requirements for competitive bidding process.



CITY OF GRAND RAPIDS FINANCIAL POLICIES

PURCHASING POLICY

I. PURPOSE

The intent of this policy and its supporting Procurement Procedures is to ensure that the procurement process complies with all applicable legal requirements and federal and state regulations; is fair to all participants; is as efficient as possible without eliminating needed controls; is understandable to all users; is administratively consistent with other City policies and procedures; and maximizes the use of disadvantaged business whenever possible. The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This policy has the following objectives:

1. Ensure that all purchases comply with applicable laws, in particular the Uniform Municipal Contracting Law, Minnesota State Statute Section 471.345.
2. Comply with Minnesota Public Purpose Doctrine and City Policy on Public Purpose Expenditures.
3. Make the best possible use of tax dollars by purchasing goods and services economically.
4. Provide clear and consistent guidelines for the City staff to follow in making purchasing decisions.

For purchases made under federal or State grant funded programs, additional restrictions are identified within the uniform grant guidance regulations (2 CFR 200.318).

II. POLICY

To ensure that the goods and services required by the City are obtained using established procedures that comply with all legal requirements for public purpose expenditures while promoting fair and open competition to ensure public confidence in the procurement process, ensure fair and equitable treatment of vendors who transact business with the City, and provide safeguards for the maintenance of a procurement system of quality and integrity. The Minnesota Public Purpose Doctrine permits a governmental entity to expend public funds only when the primary purpose of the expenditure is public and the expenditure relates to the governmental purposes for which the entity was created. There must also be statutory authority allowing for the expenditure of such funds and there must be a benefit to the community. Proper documentation must be maintained by the City to establish that all expenditures serve a public purpose.

All federal grant expenditures will be in compliance with OMB 2CFR200 (Uniform Guidance). All federal grant expenditures must be reasonable, necessary, and adequately documented. All federal grant expenditures must be deemed to be allowable under specific grant agreements and in accordance with 2CFR200, subpart E.

The approved operating budget provides detail on goods and services that are expected in a given year. Any goods or services required that were not budgeted must be approved by the City Council,

depending on the dollar amount of the purchase and the rationale behind the non-budgeted good or service.

The City of Grand Rapids will use the following Methods of Procurement:

Micro Purchases

Procurements valued under \$1,500 will be considered *Micro Purchases*, and may be made on the open market. This Policy cannot be circumvented by purchasing a group of similar or identical items costing more than \$1,500 and submitting a separate purchase order and invoice for each item.

Small Purchases

Procurements valued between 1,500 and \$25,000 (\$3,500 if federally funded) will be considered *Small Purchases* and shall be purchased by a minimum of two competitive quotes solicited by phone or written quotation. Council approval is required for solicitation of quotes unless a budgeted item. The City Administrator may approve exceptions to the Policy for purchases on the open market under \$25,000.

Mid-Range Purchases

Procurements valued below the competitive-bidding threshold of \$~~100~~75,000 but above \$25,000, either singly or in aggregate, will be considered *Mid-Range Purchases* and shall be purchased either using the competitive-bidding process or by competitive quotes in writing from a minimum of two or more vendors whenever possible. Prior Council approval is required to solicit quotes.

Major Purchases

Procurements valued at greater than \$~~100~~75,000 shall be considered *Major Purchases* and shall be purchased through the competitive bidding process by publicly soliciting bids or proposals in accordance with City procurement procedures and as required by Minnesota Statutes 471.345. Procurements will not be split to avoid this policy.

Contracts are agreements “for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.” Minn. Stat. 471.35, subd. 2. Just because the type of contract falls within the statutes does not mean bidding is required. The estimated value of the contract must also fall within the statute.

Joint Purchasing/Cooperative Purchasing Agreements

The City has the authority to enter into *Joint Purchasing or Cooperative Purchasing Agreements* with other governmental units as provided for in Minnesota Statutes. Procurements made through *Joint Purchasing or Cooperative Purchasing Agreements* will satisfy the City’s competitive procurement requirements.

Contract Amendments

Contract amendments valued at greater than 10% of the original value of the contract will be considered separate procurements and the appropriate process above shall be utilized.

Noncompetitive Purchases

Noncompetitive Purchases can be made under the following circumstances:

- When the City Council has declared an emergency, in accordance with State Statute, City Policies and Procedures.
- When a sole source of the good or service exists and has been verified by City Administrator
- When the procurement is for goods or services not available competitively, such as utilities, subscriptions, professional dues and memberships, insurance, conference and seminar

registration, permits and licenses, advertisements in publications, taxes, required federal, state and local fees and charges, etc.

Disadvantaged Businesses

The City will utilize businesses owned and controlled by socially and economically disadvantaged individuals in the procurement of goods and services, and the award of contracts when possible. The City will, in accordance with authority granted by federal regulations, state statute, and local laws and ordinances, act affirmatively to create a “level playing field” for women-owned, minority-owned and disadvantaged business enterprises to achieve the goal of equal opportunity.

Deviations

Approval to deviate from this policy must be documented and authorized by the City Council.

Prohibited Interest in Contracts

Minnesota State Statutes 471.87 and 471.88 prohibit the purchase of goods or services whenever a conflict of interest may exist. If any employee becomes involved in a possible conflict situation, the employee shall disclose the nature of the possible conflict to his or her supervisor and the City Administrator.

The City cannot enter into any contract or purchase order for goods or services in which an employee, elected official, officer or agent, or their immediate family members, has an indirect or direct personal financial interest or will personally benefit financially from the contract or purchase. In exceptional cases and if permitted by applicable law or regulation, this policy may be waived by the City Administrator for employees for good cause after consulting with the City Attorney. The City administrator shall promptly notify the employee in writing of the decision.

Substantial state and federal requirements exist pertaining to standards of conduct and conflict of interest. It is the intent of the City for all employees, officers, or agents to conduct all activities associated with procurements in compliance with the highest ethical standards, including the avoidance of any real or perceived conflict of interest. It is also the intent of the City to impose appropriate sanctions or disciplinary actions, including but not limited to termination and/or prosecution, for any employees or officers who violate any of these requirements.

III. PROCEDURE

The City Council is the authority for purchasing and for budgetary control of each department. The City Council has delegated authority to Department Heads to make usual and customary purchases as approved in the annual budget in compliance with all bidding requirements and the City’s purchasing policy. Formal Council approval of budgeted, routine purchases is not necessary. Council approval is required on capital purchases of \$5,000 or greater, and transactions involving purchases over \$100,000. The Finance Director will report budget status to the City Council on a quarterly basis. Payment details for all goods and services will be placed on the verified claims list and presented to the City Council for review.

Purchase orders shall be issued for all purchases with the following exceptions:

- a. Utility invoices-telephone, electric, natural and lp gas, waste management and cable,
- b. Travel and mileage reimbursements,
- c. United Parcel Service.

The Purchase Order shall include: (1) a description of the item(s) to be purchased, (2) budget code to be charged (3) quantity, (4) cost (including tax and shipping). The purchase order shall be signed by the Department Head or designated employee. A purchase order shall not remain open for longer than one year.

The Department Head is responsible for promptly remitting the shipping documents and endorsed Purchase Orders to the Finance Department for processing.

- a. Training and Travel by Department Heads shall be approved by the City Administrator (or designated person) prior to an event requiring overnight out of town travel. A Request for Training/Travel Form shall be submitted to the City Administrator for approval prior to registration for the event. The City Administrator shall sign **all** Travel Expense Reports (reimbursement request) prior to submission to the Finance Department for payment.

Exceptions:

Professional service contracts such as those provided by engineers, lawyers, architects, accountants and other services requiring technical, scientific, or other professional training, when competitive bidding is not required, shall be approved by the City Council based on the recommendation of the City Administrator. In certain cases, where professional services were specifically identified in the budget and it is an ongoing contract, the City Council does not need to approve each year's contract.

Minnesota State Statute 12.37 gives the City the ability to declare an emergency situation for a limited period of time. During such an emergency, the City is not required to use the typical mandated procedures for purchasing and contracting. Emergency purchases require approval by the City Administrator, Finance Director and when necessary because of the dollar amount, formal City Council action. An emergency purchase is defined as one where an immediate response is required to protect the health, welfare or safety of the public or public property.

Credit Card Use

The use of credit cards is an authorized payment method. These purchases must follow the purchasing policy and are a more efficient method of paying vendors than the check payment process. See the credit card policy for detailed procedures.

Ethics and Acceptance of Gifts

Employees shall not make any purchases for personal use utilizing City funds. Employees shall not be allowed to take advantage of special pricing offered to the City by vendors to make personal purchases. Employees may not take advantage of government discounts for non-city related purchases, including bidding on city auctions. The general rule to be applied is if a discount is not available to a member of the public, the employee should not take advantage of it. Gifts offered by

vendors to staff responsible for making purchasing decisions may only be accepted if they are considered to be a trinket or memento costing \$5 or less.

IV. AUTHORITY FOR IMPLEMENTATION AND ENFORCEMENT

All employees are responsible for adhering to this policy when purchasing goods or services. Managers are responsible for monitoring performance within their areas of jurisdiction.

Responsibility for administering established Purchasing Policies and Procedures has been delegated to the Finance Department.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	18-0746	Version:	1	Name:	Consider adopting a resolution accepting a donation of \$100.00 from Brian and Chris Carlson to the Grand Rapids Police Reserve Program.
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	11/16/2018	In control:		In control:	City Council
On agenda:	11/26/2018	Final action:		Final action:	
Title:	Consider adopting a resolution accepting a donation of \$100.00 from Brian and Chris Carlson to the Grand Rapids Police Reserve Program.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	PD Reserves-Carlson				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a donation of \$100.00 from Brian and Chris Carlson to the Grand Rapids Police Reserve Program.

Background Information:

Brian and Chris Carlson would like to donate \$100.00 to the Grand Rapids Police Reserve Program. They would like the money to go to buy any additional equipment the Police Reserve Officers need.

Staff Recommendation:

Please consider adopting a resolution to accept a \$100.00 donation from Brian and Chris Carlson to the Grand Rapids Police Reserve Program.

Requested City Council Action

Make a motion adopting a resolution to accept a \$100.00 donation from Brian and Chris Carlson to the Grand Rapids Police Reserve Program.

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

RESOLUTION NO. 18-

A RESOLUTION ACCEPTING A \$100.00 DONATION FROM
BRIAN AND CHRIS CARLSON TO THE GRAND RAPIDS' POLICE DEPARTMENT
RESERVE PROGRAM FOR EXPENDITURES

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 donors as follows:

- Brian and Chris Carlson donated \$100.00 to the Grand Rapids Police Department for Police Reserve Expenditures

Adopted this 26th day of November, 2018

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0748 **Version:** 1 **Name:** Temp Liquor for Rotary Club
Type: Agenda Item **Status:** Consent Agenda
File created: 11/20/2018 **In control:** City Council
On agenda: 11/26/2018 **Final action:**
Title: Consider approving temporary liquor license for Rotary Club of Grand Rapids, event scheduled for December 3, 2018 at Klockow Brewing.
Sponsors:
Indexes:
Code sections:
Attachments: [Rotary Club Temp Liquor.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving temporary liquor license for Rotary Club of Grand Rapids, event scheduled for December 3, 2018 at Klockow Brewing.

Background Information:

The Rotary Club has submitted an application for a temporary 1-4 day liquor license for an event at Klockow Brewing.

Staff Recommendation:

Approve and authorize submission to the State of Minnesota for issuance.

Requested City Council Action

Make a motion approving temporary liquor license for Rotary Club of Grand Rapids, event scheduled for December 3, 2018 at Klockow Brewing



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

PAID

Name of organization ROTARY CLUB OF GRAND RAPIDS		Date organized 11-15-1935	Tax exempt number —
Address PO BOX 362		City GRAND RAPIDS	State Minnesota
		Zip Code 55744	
Name of person making application CINDY DOWNING		Business phone —	Home phone 999-5251
Date(s) of event 12-3-2018	Type of organization <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name BRANDON OTWAY	City G.R.	State Minnesota	Zip Code 55744
Organization officer's name SAM EVANS	City G.R.	State Minnesota	Zip Code 55744
Organization officer's name JEAN LUKEN	City G.R.	State Minnesota	Zip Code 55744
Organization officer's name CHUCK HILOBRANT	City G.R.	State Minnesota	Zip Code 55744

Location where permit will be used. If an outdoor area, describe.

**KLOCKOW BREWERY
 36 SE 10TH ST. GRAND RAPIDS, MN 55744**

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

SEE ATTACHED

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

GRAND RAPIDS
 City or County approving the license

11-26-18
 Date Approved

\$20
 Fee Amount

11-19-18
 Date Fee Paid

Permit Date

~~_____~~ **Kgibran@ci.grand-rapids.mn.us**
 City or County E-mail Address

218-326-7600
 City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

ONE SUBMISSION PER EMAIL. APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0753 **Version:** 1 **Name:** Hire Attendants
Type: Agenda Item **Status:** Consent Agenda
File created: 11/20/2018 **In control:** City Council
On agenda: 11/26/2018 **Final action:**
Title: Consider hiring part-time seasonal Warming House Attendants.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider hiring part-time seasonal Warming House Attendants.

Background Information:

Every winter Warming House Attendants are hired to supervise, clean, and maintain our warming houses and outdoor rinks. In accordance with the City's part-time pay scale the following employees will all be paid \$9.65 per hour and their employment will terminate March 31, 2019. This is included in the annual Recreation Department budget.

Kobie Koenig
Connor Flohaug

Staff Recommendation:

City staff recommends hiring part-time seasonal Warming House Attendants for the 2018-19 outdoor skating season.

Requested City Council Action

Make a motion to hire part-time seasonal Warming House Attendants for the 2018-19 outdoor skating season.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0754 **Version:** 1 **Name:** MERC Addendum
Type: Agenda Item **Status:** Consent Agenda
File created: 11/20/2018 **In control:** City Council
On agenda: 11/26/2018 **Final action:**
Title: Consider approving the 2018-19 annual renewal addendum for Daily Firm Capacity.
Sponsors:
Indexes:
Code sections:
Attachments: [MERC - Addendum of DFC 2018 Copy IRA Civic Center](#)

Date	Ver.	Action By	Action	Result
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Consider approving the 2018-19 annual renewal addendum for Daily Firm Capacity.

Background Information:

Attached you will find the annual addendum to transport natural gas. Purchasing through the Firm Transportation allows us to lock in lower rates for natural gas at the IRA Civic Center.

Staff Recommendation:

City staff recommends approving the 2018-19 annual renewal addendum for Daily Firm Capacity for natural gas.

Requested City Council Action

Make a motion to approve the 2018-19 annual renewal addendum for Daily Firm Capacity for natural gas.



ELECTION OF FIRM TRANSPORTATION
ADDENDUM TO
GAS TRANSPORTATION AGREEMENT
(MINNESOTA)

This Addendum is made and entered into as of November __, 2018 by and between Minnesota Energy Resources Corporation ("MERC") and IRA Civic Center ("Customer")

Company and Customer have entered into a Gas Transportation Agreement and now desire to amend certain provisions of the Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants of the parties contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree and acknowledge their execution of that Agreement and desire and agree that the following terms shall become a part of the Agreement by this Addendum as if originally included in the Agreement.

25. Customer agrees to continue the Firm Transportation service as described in this Addendum under the "Firm" Transportation Rate Schedule specified below for the Period (November 2018 - October 2019). During the Period, Company will transport Customer's natural gas supplies on a "Firm" basis on Company's distribution system in accordance with the tariff rules and regulations applicable to Company's Firm Transportation customers in the State of Minnesota. Customers shall pay all applicable Firm Transportation rates, fees, and other charges associated with the Firm Transportation service provided to Customer. At the end of the term of this Addendum as specified below, Customer will revert to its original Interruptible Transportation Service and associated rates, terms, and conditions as set forth in the Agreement.

Customer's Interruptible Transportation Rate Schedule: SVI
Customer's Applicable Firm Transportation Rate Schedule: SVJ
Units of Firm per day: 600
Units of Firm per hour: NA
Terms of Addendum: One (1) year effective November 1, 2018

74. During the term of this Addendum, Customer also retains its current Interruptible Gas Transportation service as described in the Agreement. The parties acknowledge that while the Agreement in the second recital references "Firm" transportation, the Agreement provides for Interruptible Gas Transportation as described in Section 1. The purpose of this Addendum is to secure Firm Transportation, as described in Section 1 above.

75. As amended by this Addendum, the Agreement is ratified and remains in full force and effect.

76. In the event of any inconsistencies between the terms and provisions of this Addendum, the terms and provisions of the Agreement, and the terms and provisions of the Company's Tariff on file with the Minnesota Public Service Commission, the terms and provisions of the Company's Tariff shall control.

The parties have executed this Agreement as evidenced by their signatures below.

Minnesota Energy Resources Corporation ("MERC")

IRA Civic Center
Account # 507650056-1

By: _____

By: _____

Title: _____

Title: _____



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0757 **Version:** 1 **Name:** City Hall Closings
Type: Agenda Item **Status:** Consent Agenda
File created: 11/21/2018 **In control:** City Council
On agenda: 11/26/2018 **Final action:**
Title: Consider closing City Hall on Monday, December 24 and Monday, December 31, 2018.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider closing City Hall on Monday, December 24 and Monday, December 31, 2018.

Background Information:

City Hall will be closed on Tuesday, December 25, 2018 and January 1, 2019, as they are official holidays. Since many employees will typically submit a Flexible Time Off (FTO) request for the half day on Monday, December 24th & all day on December 31st 2018, and it's a very slow day for public inquiries, we would like to propose closing City Hall those days as well. Because Christmas Eve is only considered a half-day holiday when it falls on a normal workday, with City Hall closing at 12:00 pm, and New Years Eve is not an official holiday, employees would have the option of working behind closed doors or utilizing FTO.

Staff Recommendation:

City Administrator Tom Pagel has recommended closing City Hall all day on Monday, December 24th and December 31st, 2018.

Requested City Council Action

Make a motion closing City Hall all day on December 24 and December 31, 2018 and allow employees to either work behind closed doors or utilize Flexible Time Off.



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

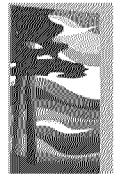
File #: 18-0756 **Version:** 1 **Name:** Library Department Head Report
Type: Agenda Item **Status:** Department Head Report
File created: 11/20/2018 **In control:** City Council
On agenda: 11/26/2018 **Final action:**
Title: Library Department Head Report
Sponsors:
Indexes:
Code sections:
Attachments: [Library Report to Council nov 18](#)

Date	Ver.	Action By	Action	Result
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Library Department Head Report



Library Department Head Report
November 26, 2018



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

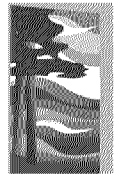
Our summer and fall have been filled with programs and activities. The Library continues to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community. We are gearing up for the summer, which is our busiest time.

Strategic Plan Implementation Update

The Library Board, Library staff and representatives from the Friends of the Library, the Library Foundation and the Library's volunteer Program Committee gathered input from the community and developed a revised strategic plan for 2017-2020.

Service Priority # 1: *Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.*

- **Saturday Story Times** continued through the summer thanks to the generosity of the Library Foundation. This summer and fall the attendance ranged from 10-70 each Saturday, split between 2 sessions. We are the only Library in the area that is open on Saturdays during the summer, so we continue to draw families from throughout Itasca County. We continued a Monday Book Time during the summer beginning during June and July.
- We have seen many **class visits** this fall, including 13 during October, and a few more are scheduled in November and December. Several Southwest and Murphy 3rd and 4th grade classes have been walking or taking the bus to the Library regularly, and we have had many visits from area preschools, Head Start classes and kindergarten classes.
- Our Summer Reading Program ***Reading Takes You Everywhere*** kicked off on May 19 with an opportunity to create a summer travel journal. More than 992 children signed up to participate for the summer. We did a special non-fiction reading challenge during August, and 80 kids read at least 3 non-fiction books during the month.
- Our Winter Reading program, ***Curl Up With A Good Book***, kicks off on Saturday, December 15 with a creative program led by the Creativity Tank.
- Lego Club was popular during the summer when we hosted 6 Lego programs during June and July. They continue Tuesdays after school monthly throughout the school year, attracting between 20 and 50 participants each session. Young designers create a small or large item based on a theme (or not) and leave them on display in the children's section during the month.
- We added several new regular summer programs, including a kids book group, toddler sensory programs, and 4-H programs.
- Summer programming for kids also included programs funded by the Arrowhead Library System and programs funded by the Arts and Culture fund, including Jugglers and Magicians, plays and musicians!
- We collaborated with KAXE to provide monthly children's movies in the tent.
- We continue to offer additional after-school programming thanks to the Library Foundation. Each month we will have an art program in addition to a regular Lego program.



Service Priority # 2: Individuals will be supported in their personal search for knowledge and development of skills and careers.

- Summer and fall Programs for adults included practical and informative programs such as Mountain Biking, Snowshoeing, Bird Banding, World War II shipbuilding
- We began hosting an ad-hoc writers' group this summer, providing space and a starting question for each monthly meeting. We have seen 6-10 enthusiastic participants at each meeting, with writing styles across the spectrum from fiction to memoirs. We are also hosting writing and publishing workshops in response to requests from writers.
- We were a distribution point for carrot seed packets as part of the *One Vegetable, One Community* project. We sponsored a cooking class at the end of the summer, with carrots as a feature.

Service Priority #3: *Individuals will have access to online resources that connect them to their community and the world*

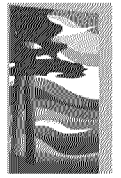
- Our public computers continue to be used often by people taking **online classes**, those doing homework for local classes, those taking exams for professional licensure, as well as those with daily needs such as email access and a myriad of other communication and printing needs.
- The majority of our public computers were replaced this fall.
- Our public **wireless** network is in constant use by people bringing their own devices for work, study or communication.

Service Priority #4: *Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.*

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including music children's theater and jewelry making:
- **Inspiring Creativity:** We partnered with KAXE to host Jeremy Messersmith, one of the Center Stage Minnesota musicians. Thanks to Mr Messersmith and the Arts and Culture Heritage Fund, we now have 6 ukuleles that will be available for check out within the next few weeks.
- **Alternate Formats are very popular:** Circulation of downloadable eBooks and audio books is high. Our patrons downloaded a over 25,000 during the past year. There are more than 7,000 audiobook titles and 13,000 eBook titles available to all holders of an ALS library card. All of these are available through our web site.
- **Downloadable magazines are back:** There are over 100 magazines available electronically through RB Digital. Find the icon on the Library's web site.
- The **Teen Anime Club** continues, bringing teens together monthly to watch an anime movie and talk about anime and manga. For teens, summer break provided a window of opportunity to enjoy reading for pleasure, so we offered a teen summer reading program. Summer activities for teens included a photo contest.



Library Department Head Report
November 26, 2018



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

- We received a grant from the Northland Foundation to develop and facilitate a series of conversations designed to encourage retirees or almost-retirees to examine and discuss their paths to joy, purpose and life satisfaction during retirement. The first 4-part series included 4 pairs of attendees, and they were enthusiastic about the opportunity to discuss their futures. There will be another series in Grand Rapids in April.
- We continue to offer fishing rods and PFDs for checkout. We had 35 checkouts of items this summer.
- We are one of the Bicycle Stations in town, where people can sign out a bike for use around town.

Service Priority #5: Individuals and organizations will experience a comfortable, safe, quiet and welcoming place.

- Our large meeting room is heavily utilized by organizations large and small – an average of 50/month.
- Our quiet study rooms are used by individuals seeking a quiet space to work or study or a space for 2 people to meet and work.
- Our tables and study rooms provide spaces for working on group projects, popular with school and college students and people meeting for work or organization-related purposes.
- We always have a jigsaw puzzle laid out on a table with an open invitation to sit and relax.
- We will continue to take advantage of the space around the library by using it for children's and adult programs. We expanded our popular outdoor yoga programs this summer by offering 6 sessions in June, July and August.

Building and grounds: repairs and upgrades

- We received a matching Library Construction and Accessibility Grant from the MN Dept of Education to make modifications that will improve accessibility in the building. Construction was completed in August to replace interior doors with larger doors to accommodate larger wheelchairs and mobility devices..
- The facilities management crew installed a wall in the Riverview Room at the end of the Library. It creates 2 spaces that are better for smaller groups. An automatic door opener was installed on one door to make it very accessible. We just installed an adjustable-height table and are waiting for new movable chairs to make it friendlier to wheelchairs.

Passports

Our passport service continues. We anticipate a total of more than 1100 applications for the year. 8 staff are authorized Passport Acceptance Agents, and just completed the annual refresher training.

The Library continues to be very busy, with many people attending programs, borrowing materials, using computers, asking for information, or just hanging out!