



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail 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 will be 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

CANVASS BOARD

18-0729 Consider adopting a resolution canvassing and declaring the results of the November 6, 2018 City of Grand Rapids Election.

Attachments: [18- - resolution certifying election results.pdf](#)
[Canvass - Abstract of Votes Cast.pdf](#)

PRESENTATIONS/PROCLAMATIONS

18-0705 General Aviation Appreciation Month Proclamation

Attachments: [General Aviation Appreciation Month.pdf](#)

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

18-0704 Consider approving Council minutes for Monday, October 22, 2018 Worksession and Regular meetings.

Attachments: [October 22, 2018 Worksession.pdf](#)
[October 22, 2018 Regular Meeting.pdf](#)

VERIFIED CLAIMS

18-0714 Consider approving the verified claims for the period October 16, 2018 to November 5, 2018 in the total amount of \$1,142,287.67.

Attachments: [COUNCIL BILL LIST 11-13-18.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. 18-0696 Consider entering into an Agreement with Occupational Development Center, Inc. (ODC) for chore services at \$95.00 per hour for the 2018-2019 Winter.

Attachments: [2018 11-13 ODC 2019 Agreement](#)

2. 18-0697 Consider authorizing the Police Department to sell four (4) forfeited vehicles at the Minnesota DNR auction located in Grand Rapids.

3. 18-0703 Consider accepting the resignation of Brian Olynick from the Human Rights Commission and authorize filling the vacancy.

Attachments: [Olynick, Brian - Resignation.pdf](#)

4. 18-0707 Consider hiring part-time seasonal Warming House Attendants.

5. 18-0712 Consider Golf Seasonal Employment Extension

Attachments: [PERA Golf Extension](#)

6. 18-0713 Consider entering into an agreement with Woodland Storage for golf cart storage.

Attachments: [Golf Cart Storage Agreement](#)

7. 18-0715 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.

Attachments: [HR Commission - Blandin Grant Application and Approval.pdf](#)

[Blandin Grant Res. Human Rights.pdf](#)

8. 18-0716 Consider waiving the statutory liability to the extent of the coverage purchased.

Attachments: [Liability Coverage - Waiver Form](#)

9. 18-0717 Consider approval of a Subordination Agreement for Mortgage with Bret G. Wagner and Sandra K. Wagner, DBA BS Wagner, LLC.

Attachments: [Wagner Agreement](#)

10. [18-0718](#) Consider authorizing staff to solicit quotes and accept low quote to replace third floor drinking fountain in City Hall.
11. [18-0719](#) Consider authorizing staff to solicit quotes for maintenance improvements at Fire Hall.
12. [18-0720](#) Consider authorizing the Administration Department to dispose of retired equipment.
13. [18-0721](#) 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.
14. [18-0726](#) Consider approving the continuation of general liability insurance through the League of Minnesota Cities Insurance Trust for calendar year 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

15. [18-0727](#) Review & acknowledge attached minutes for Boards & Commissions.
Attachments: [September 12, 2018 PUC Special meeting minuts.pdf](#)
[September 12, 2018 PUC minutes.pdf](#)
[September 25, 2018 PUC Special meeting minutes.pdf](#)
[September 26, 2018 Human Rights minutes.pdf](#)
[October 10, 2018 HRA Minutes.pdf](#)

DEPARTMENT HEAD REPORT

16. [18-0728](#) Golf Course - Bob Cahill, Director of Golf

FIRE DEPARTMENT

17. [18-0709](#) Consider appointing slate of officers on the Grand Rapids Fire Department.

POLICE DEPARTMENT

18. [18-0725](#) 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.

ADMINISTRATION DEPARTMENT

19. [18-0708](#) Consider accepting the resignation of Marcia Anderson from the position of Director of

Library Services.

Attachments: Marcia Anderson Letter of Resignation

ADJOURNMENT

NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 26, 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 #: 18-0729 **Version:** 1 **Name:** Canvass election results
Type: Agenda Item **Status:** Administration Department
File created: 11/9/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider adopting a resolution canvassing and declaring the results of the November 6, 2018 City of Grand Rapids Election.
Sponsors:
Indexes:
Code sections:
Attachments: [18- - resolution certifying election results.pdf](#)
[Canvass - Abstract of Votes Cast.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution canvassing and declaring the results of the November 6, 2018 City of Grand Rapids Election.

Background Information:

On Tuesday, November 6, 2018, the City of Grand Rapids conducted a general municipal election. On the ballot for the election was Mayor, 2 year term and Council members, 4 year terms. Also on the ballot was the City of Grand Rapids question regarding the proposal of a one percent (1%) local sales and use tax. Official results proved that Dale Adams received the plurality of votes cast for the office of Mayor, Michelle Toven and Rick Blake received the plurality of votes cast for the office of Councilmembers, and the answer "No" received the plurality of votes cast for the 1% local sales and use tax question.

Staff Recommendation:

Adopt resolution canvassing and declaring the results of the 2018 general election.

Requested City Council Action

Make a motion to adopt a resolution canvassing and declaring the results of the November 6, 2018 City of Grand Rapids Municipal General Election.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 18-

A RESOLUTION CERTIFYING ELECTION RESULTS

WHEREAS, Dale C. Adams received the plurality of votes cast for the Office of Mayor; and

WHEREAS, Michelle Toven and Rick Blake received the plurality of votes cast for the Office of Councilmember, where two were to be elected; and

WHEREAS, the answer “No” received the plurality of votes cast for the question, “Shall the City of Grand Rapids, Minnesota, (‘the City’) be authorized to establish a sales and use tax of one percent (1%) and issue general obligation bonds to which the sales and use tax shall be pledged in an aggregate amount not to exceed \$28 million, plus the cost of issuing the bonds, for the design and construction of capital equipment, buildings, utilities, and grounds improvements, known as Project Grand Rapids, at American Legion Memorial Park?”

NOW, THEREFORE, BE IT RESOLVED, that Dale C. Adams be certified as Mayor of the City of Grand Rapids, Minnesota, for a term of two years, said term beginning January 1, 2019, expiring December 31, 2020.

BE IT FURTHER RESOLVED, that Michelle Toven and Rick Blake be certified as City Councilmembers for a four year term each, said terms beginning January 1, 2019 to expire December 31, 2022.

BE IT FURTHER RESOLVED, that the City of Grand Rapids shall not establish a sales and use tax of one percent (1%).

Adopted this 13th day of November, 2018.

Dale Adams, Mayor

ATTEST:

Kimberly Gibeau, City Clerk

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

Abstract of Votes Cast
In the Precincts of the City of Grand Rapids
State of Minnesota
at the State General Election
Held Tuesday, November 6, 2018

as compiled from the official returns.

Summary of Totals
City of Grand Rapids
Tuesday, November 6, 2018 State General Election

Number of persons registered as of 7 a.m.	5986
Number of persons registered on Election Day	338
Number of accepted regular, military, and overseas absentee ballots and mail ballots	1330
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	4659

Summary of Totals
City of Grand Rapids
Tuesday, November 6, 2018 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Grand Rapids)

NP Dale Adams 3729	WI WRITE-IN** 103
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Council Member (Grand Rapids) (Elect 2)

NP Michelle Toven 2779	NP Brian Oftelie 1215	NP Rick Blake 2264	WI WRITE-IN** 44
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CITY QUESTION 1 (Grand Rapids)

NP YES 1758	NP NO 2579
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Detail of Election Results
City of Grand Rapids
Tuesday, November 6, 2018 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
31 0140 : GRAND RAPIDS P-1	1306	76	972
31 0145 : GRAND RAPIDS P-2	1540	125	1177
31 0151 : GRAND RAPIDS P-3	1089	56	856
31 0155 : GRAND RAPIDS P-4	2051	81	1654
City of Grand Rapids Total:	5986	338	4659

Detail of Election Results
 City of Grand Rapids
 Tuesday, November 6, 2018 State General Election

Office Title: Mayor (Grand Rapids)

Precinct	NP Dale Adams	WI WRITE-IN**
31 0140 : GRAND RAPIDS P-1	812	21
31 0145 : GRAND RAPIDS P-2	931	26
31 0151 : GRAND RAPIDS P-3	639	19
31 0155 : GRAND RAPIDS P-4	1347	37
Total:	3729	103

Office Title: Council Member (Grand Rapids) (Elect 2)

Precinct	NP Michelle Toven	NP Brian Offellie	NP Rick Blake	WI WRITE-IN**
31 0140 : GRAND RAPIDS P-1	570	260	432	6
31 0145 : GRAND RAPIDS P-2	696	340	568	17
31 0151 : GRAND RAPIDS P-3	475	214	430	7
31 0155 : GRAND RAPIDS P-4	1038	401	834	14
Total:	2779	1215	2264	44

Office Title: CITY QUESTION 1 (Grand Rapids)

Precinct	NP YES	NP NO
31 0140 : GRAND RAPIDS P-1	340	578
31 0145 : GRAND RAPIDS P-2	468	624
31 0151 : GRAND RAPIDS P-3	318	472
31 0155 : GRAND RAPIDS P-4	632	905

Detail of Election Results
City of Grand Rapids
Tuesday, November 6, 2018 State General Election

Office Title: CITY QUESTION 1 (Grand Rapids)

Total:	1758	2579
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We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 6, 2018

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Grand Rapids Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2018.

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

State of Minnesota
City of Grand Rapids

I, _____, Clerk of the City of Grand Rapids do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Grand Rapids State General Election held on Tuesday, November 6, 2018.

Witness my hand and official seal of office this _____ day of _____, 2018.



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0705 **Version:** 1 **Name:** General Aviation Proclamation
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 10/29/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: General Aviation Appreciation Month Proclamation
Sponsors:
Indexes:
Code sections:
Attachments: [General Aviation Appreciation Month.pdf](#)

Date	Ver.	Action By	Action	Result
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General Aviation Appreciation Month Proclamation

PROCLAMATION

GENERAL AVIATION APPRECIATION MONTH

WHEREAS, the City of Grand Rapids in the State of Minnesota has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation educational institutions, aviation organizations and community airports; and

WHEREAS, general aviation and the Grand Rapids – Itasca County Airport have an immense economic impact on the City of Grand Rapids; and

WHEREAS, Minnesota is home to 135 public system airports, which serve 12,483 pilots and 5,679 registered and airworthy aircraft; and

WHEREAS, Minnesota is home to 111 fixed-base operators, 50 repair stations, 83 heliports, 13 FAA-approved pilot schools, 2,466 flight students and 2,679 flight instructors; and

WHEREAS, general aviation in Minnesota contributes over \$5.3 billion to the State's total economic output; and

WHEREAS, general aviation not only supports Minnesota's economy, it improves overall quality of life by supporting emergency medical and healthcare services, law enforcement, firefighting and disaster relief, and by transporting business travelers to their destinations quickly and safely; and

WHEREAS, the nation's aviation infrastructure represents an important public benefit, and Congressional oversight should be in place of this system to ensure that it remains a public system and serves communities of all sizes;

NOW THEREFORE, BE IT RESOLVED: that I, Dale Adams, Mayor of The City of Grand Rapids, Minnesota, do hereby proclaim general aviation a vital strategic resource to the City of Grand Rapids and declare November 2018 to be General Aviation Appreciation Month.

IN WITNESS WHEREOF, I have hereto
subscribed my name and the seal of the
City of Grand Rapids, Minnesota, this
13th day of November, Two thousand
and eighteen.

Dale Adams, Mayor
City of Grand Rapids



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0704 **Version:** 1 **Name:** Council Minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 10/29/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider approving Council minutes for Monday, October 22, 2018 Worksession and Regular meetings.
Sponsors:
Indexes:
Code sections:
Attachments: [October 22, 2018 Worksession.pdf](#)
[October 22, 2018 Regular Meeting.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, October 22, 2018 Worksession and Regular meetings.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Monday, October 22, 2018

4:00 PM

City Hall 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 Monday, October 22, 2018 at 4:00 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

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

Discussion Items

1. Review trends in Estimated Market Value and Tax Capacity between property classifications - Itasca County Assessor and Auditor/Treasurer
Ms. Peratello, County Assessor, provided overall presentation regarding property taxes, reviews and re-evaluations, update on value trends and market status.
Received and Filed
2. Live Like a Local campaign - Megan Christianson, Visit Grand Rapids
Megan Christianson provided information including campaign budget, goals, visitor trends and advertising efforts. Updates will be part of the regular annual report for Visit Grand Rapids.
3. Review 5:00 PM Regular Meeting
After review, the addition of employment extension request is made for item #14 on the Consent agenda. No other changes or additions are noted.

ADJOURN

There being no further business, the meeting adjourned at 4:56 PM.

Respectfully submitted:

Lynn DeGrio, Director of Human Resources



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, October 22, 2018

5:00 PM

City Hall Council Chambers

5:00 pm CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, October 22, 2018 at 5:02 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

Present 4 - Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Tasha Connelly

Absent 1 - Councilor Rick Blake

MEETING PROTOCOL POLICY

5:01 PM PUBLIC FORUM

None.

5:06 PM COUNCIL REPORTS

Mayor Adams highlighted presentation on Project Grand Rapids given at Kiwanis Club meeting.

5:11 APPROVAL OF MINUTES

Consider approving Council minutes for Monday, October 8, 2018 Worksession & Regular meetings.

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

5:12 PM VERIFIED CLAIMS

Consider approving the verified claims for the period October 2, 2018 through October 15, 2018 in the total amount of \$749,581.85.

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

Aye 4 - Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Tasha Connelly

5:13 PM CONSENT AGENDA

1. Consider renewing liquor licenses for 2019, contingent upon receipt of all required documentation and fees.
Approved by consent roll call
2. Consider available options to the Guaranteed Minimum Interest Rate Change for Nationwide.
Approved by consent roll call
3. Consider approving temporary liquor license for United Way of 1000 Lakes for event on Friday, November 2, 2018.
Approved by consent roll call
4. Consider adopting an ordinance amending Chapter 2, Article V., Division 6 - Human Rights Commission of the Grand Rapids Municipal Code and approve updates to the Human Rights Commission By-laws.
Adopted City Ordinance 18-10-08 by consent roll call
5. Consider approving the request for qualifications (RFQ's) for public art including a mural and three sculptures.
Approved by consent roll call
6. Consider budget adjustments for the Arts and Culture Commission related to the mural and sculpture project.
Adopted Resolution 18-88 by consent roll call
7. Consider approving an additional payment to Lease Landscaping, Inc. for installation of irrigation.
Approved by consent roll call
8. Consider approving quotes and accepting low bid for Airport Maintenance garage heaters
Approved by consent roll call
9. Consider authorizing an account transfer from Morgan Stanley Smith Barney, LLC to

RBC Wealth Management.

Approved by consent roll call

10. Consider approving a Municipal Services Agreement with Terrance LaValle

Approved by consent roll call

11. Consider adopting a resolution ordering the Feasibility Report for CP 2014-2, 2019 Street Improvements Project

Adopted Resolution 18-89 by consent roll call

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

Approved by consent roll call

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

Approved by consent roll call

14. Consider the following list for part-time winter maintenance employment for the Public Works Department

Extended temporary employment for Dominic DeGuisseppi and Kohl Mattson through November 30, 2018.

Approved by consent roll call

15. Consider adopting a resolution and approving a grant agreement with Minnesota Department of Transportation for the Iron Range Rail Initiative

Adopted Resolution 18-90 by consent roll call

16. Consider authorizing the IT Department to dispose of retired equipment.

Approved by consent roll call

Approval of the Consent Agenda

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

Aye 4 - Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Tasha Connelly

SETTING OF REGULAR AGENDA

A motion was made by Councilor Tasha Connelly, seconded by Councilor Bill Zeige, to approve the Regular agenda as presented. The motion PASSED by

unanimous vote.

5:18 ACKNOWLEDGE BOARDS & COMMISSIONS
PM

- 17. Acknowledge the following:
September 4, 2018 Arts & Culture
September 26, 2018 Golf Board
August 29, 2018 Human Rights

Human Rights - August 29, 2018
Arts & Culture - September 4, 2018
Golf Board - September 26, 2018

5:19 DEPARTMENT HEAD REPORT
PM

- 18. Public Works Department - Jeff Davies, Public Works Director

Jeff Davies provides update on department activities, annual events and equipment review. A full report is available for review in the Administration Office.

Received and Filed

5:29 ENGINEERING
PM

- 19. Consider approval of a proposal from SEH for professional services associated with traffic signal analysis for CP 2015-3, Hwy 2 West Trail project

A motion was made by Councilor Christy, seconded by Councilor Connelly, to approve proposal from SEH for services related to traffic signal analysis as presented. The motion carried by the following vote.

Aye 4 - Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Tasha Connelly

5:34 FINANCE DEPARTMENT
PM

- 20. Decertify Tax Increment Financing District 1-9 Majestic Pines Grand, LLC.

City Administrator, Tom Pagel, presented background information regarding TIF District related to Majestic Pines and the process of decertifying.

A motion was made by Councilor Zeige, seconded by Councilor Connelly, to adopt Resolution 18-91, decertifying TIF District 1-9 for Majestic Pines Grand, LLC. The motion carried by the following vote.

Aye 4 - Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Tasha Connelly

5:39 ADMINISTRATION DEPARTMENT

PM

21. Consider pay adjustment for Building Inspector Jon Peterson.

A motion was made by Councilor Dale Christy, seconded by Councilor Tasha Connelly, approving pay adjustment for Building Inspector position as presented. The motion PASSED by unanimous vote.

22. Consider authorizing City staff to begin the process of creating an eligibility list for Hospital Security Officer.

A motion was made by Councilor Tasha Connelly, seconded by Councilor Bill Zeige, to authorized creating an eligibility list for Hospital Security as presented. The motion PASSED by unanimous vote.

ADJOURNMENT

A motion was made by Councilor Bill Zeige, seconded by Councilor Tasha Connelly, to adjourn the meeting at 5:39 PM. The motion PASSED by unanimous vote.

Respectfully submitted:

Lynn DeGrio, Director of Human Resources



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0714 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 11/6/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider approving the verified claims for the period October 16, 2018 to November 5, 2018 in the total amount of \$1,142,287.67.

Sponsors:

Indexes:

Code sections:

Attachments: [COUNCIL BILL LIST 11-13-18.pdf](#)

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

Requested City Council Action

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

DATE: 11/06/2018
 TIME: 16:23:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/13/2018

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
0914690	INSIGHT PUBLIC SECTOR SLED	1,357.80
1600200	PDQ.COM CORP	1,062.01
	TOTAL	2,419.81
CITY WIDE		
0118625	ARROW EMBROIDERY	149.85
0209339	BIG PICTURE UNLIMITED INC	400.00
0618080	FRAME UP LLC	262.03
1500600	OPG-3 INC	12,346.00
	TOTAL CITY WIDE	13,157.88
ADMINISTRATION		
0102660	ABRAMS & SCHMIDT LLC	210.00
0718060	GRAND RAPIDS HERALD REVIEW	1,405.30
1506265	NORTHERN OFFICE OUTFITTER INC	358.32
2305347	WEISGUY IMAGES, LLC	100.00
	TOTAL ADMINISTRATION	2,073.62
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE SERVICES INC	50.81
0221650	BURGGRAF'S ACE HARDWARE	14.99
0315455	COLE HARDWARE INC	37.36
0701650	GARTNER REFRIGERATION CO	1,960.00
0920060	ITASCA COUNTY TREASURER	218.98
1405725	NETWORK SERVICE COMPANY	148.37
2018680	TRU NORTH ELECTRIC LLC	1,485.00
	TOTAL BUILDING MAINTENANCE-CITY HALL	3,915.51
COMMUNITY DEVELOPMENT		
0920060	ITASCA COUNTY TREASURER	111.68
1920555	STOKES PRINTING & OFFICE	7.00
	TOTAL COMMUNITY DEVELOPMENT	118.68
FINANCE		
0405450	DELUXE	1,442.83
1721360	QUILL CORPORATION	58.65

DATE: 11/06/2018
 TIME: 16:23:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 11/13/2018

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
FINANCE		
TOTAL FINANCE		1,501.48
FIRE		
0205725	BETZ EXTINGUISHER COMPANY	305.00
0301685	CARQUEST AUTO PARTS	3.50
0312110	CLAREY'S SAFETY EQUIPMENT INC	92.20
0315455	COLE HARDWARE INC	37.54
0513235	EMERGENCY RESPONSE SOLUTIONS	660.42
0601690	FASTENAL COMPANY	24.99
0920060	ITASCA COUNTY TREASURER	95.33
1200500	L&M SUPPLY	75.28
1315725	THE MOTOR SHOP LLC	600.00
1415537	NORTHLAND OFF ROAD & 4 WD	155.95
2015555	TOONSTRA PSYCHOLOGICAL SERVICE	700.00
TOTAL FIRE		2,750.21
INFORMATION TECHNOLOGY		
0312368	CITON COMPUTER CORPORATION	10,150.00
1615440	POLICYPAK SOFTWARE	1,082.25
TOTAL INFORMATION TECHNOLOGY		11,232.25
PUBLIC WORKS		
0114200	ANDERSON GLASS	100.00
0121721	AUTO VALUE - GRAND RAPIDS	64.50
0221650	BURGGRAF'S ACE HARDWARE	49.98
0301655	CARGILL INCORPORATED	6,129.30
0301685	CARQUEST AUTO PARTS	205.04
0305520	CENTRAL PARTS WAREHOUSE	536.88
0315455	COLE HARDWARE INC	311.47
0400720	D&S STUMP GRINDING LLC	2,000.00
0421125	JOHN P DUBOVICH	741.00
0501650	EARL F ANDERSEN	229.70
0514802	ENVIROTECH SERVICES INC	9,459.70
0801535	HAMMERLUND CONSTRUCTION INC	6,799.20
0801825	HAWKINSON CONSTRUCTION CO INC	340.68
0920060	ITASCA COUNTY TREASURER	732.60
1200500	L&M SUPPLY	43.98
1205110	LEASE LANDSCAPING INC	425.00
1303039	MCCOY CONSTRUCTION & FORESTRY	177.06
1315690	MORTON SALT	1,217.51

DATE: 11/06/2018
 TIME: 16:23:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 11/13/2018

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
PUBLIC WORKS		
1415484	NORTHERN LIGHTS TRUCK	53.42
1421155	NUCH'S IN THE CORNER	22.00
1421700	NUSS TRUCK GROUP INC	76.32
1615427	POKEGAMA LAWN AND SPORT	74.45
1621125	PUBLIC UTILITIES COMMISSION	99.18
1901264	SAFETY KLEEN SYSTEMS INC	3,304.00
1908248	SHERWIN-WILLIAMS	150.38
2209421	VIKING ELECTRIC SUPPLY INC	383.00
2305453	WESCO RECEIVABLES CORP	4,832.00
	TOTAL PUBLIC WORKS	38,558.35
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	234.10
0601690	FASTENAL COMPANY	157.82
0920060	ITASCA COUNTY TREASURER	96.56
1201850	LAWSON PRODUCTS INC	473.99
1415030	NAPA SUPPLY OF GRAND RAPIDS	10.76
1605740	PETROCHOICE HOLDINGS INC	1,192.08
1801615	RAPIDS WELDING SUPPLY INC	21.83
	TOTAL FLEET MAINTENANCE	2,187.14
POLICE		
0221650	BURGGRAF'S ACE HARDWARE	109.95
0301685	CARQUEST AUTO PARTS	-18.50
0315455	COLE HARDWARE INC	0.94
0409501	JOHN P. DIMICH	4,583.33
0712225	GLEN'S ARMY NAVY STORE INC	277.95
0718060	GRAND RAPIDS HERALD REVIEW	229.00
0920060	ITASCA COUNTY TREASURER	3,441.49
1200500	L&M SUPPLY	126.98
1201434	LAKE WOODS CHRYSLER	265.91
1605665	PERSONNEL DYNAMICS LLC	1,300.05
1920233	STREICHER'S INC	50.97
	TOTAL POLICE	10,368.07
RECREATION		
1401060	NATIONAL ARBOR DAY FOUNDATION	30.00
	TOTAL RECREATION	30.00

DATE: 11/06/2018
 TIME: 16:23:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 11/13/2018

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND-LIQUOR/CHART GAMB		
1415015	NORTH ATTLEBORO JEWELRY CO INC	572.37
	TOTAL	572.37
CENTRAL SCHOOL		
0113233	AMERIPRIDE SERVICES INC	56.82
0218745	ASHLEY BRUBAKER	448.62
0221700	BUSY BEES QUALITY CLNG SVC INC	1,200.00
0315455	COLE HARDWARE INC	13.96
0405223	DEER RIVER HIRED HANDS INC	90.00
0701650	GARTNER REFRIGERATION CO	3,667.00
1405725	NETWORK SERVICE COMPANY	103.53
2018680	TRU NORTH ELECTRIC LLC	1,000.00
	TOTAL	6,579.93
AIRPORT		
0315455	COLE HARDWARE INC	5.99
0504825	EDWARDS OIL INC	419.85
0513233	EMERGENCY AUTOMOTIVE TECH INC	226.09
0920060	ITASCA COUNTY TREASURER	142.26
	TOTAL	794.19
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE SERVICES INC	106.14
0221650	BURGGRAF'S ACE HARDWARE	164.31
0315455	COLE HARDWARE INC	35.14
0401520	DANIELSON HEATING AND COOLING	324.00
0405223	DEER RIVER HIRED HANDS INC	90.00
0718060	GRAND RAPIDS HERALD REVIEW	110.00
0920060	ITASCA COUNTY TREASURER	49.33
1201730	LATVALA LUMBER COMPANY INC.	29.58
1309090	MINERS INC	17.90
1309495	MINUTEMAN PRESS	120.00
1405725	NETWORK SERVICE COMPANY	356.87
1415481	NORTHERN DOOR & HARDWARE INC	72.00
1605611	PEPSI BEVERAGES COMPANY	1,155.02
1721105	QUALITY REFRIGERATION & HTG	178.25
1901535	SANDSTROM'S INC	1,828.42

DATE: 11/06/2018
 TIME: 16:23:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 11/13/2018

VENDOR #	NAME	AMOUNT DUE

CIVIC CENTER		
GENERAL ADMINISTRATION		
2116600	UPPER LAKE FOODS INC	557.83
TOTAL GENERAL ADMINISTRATION		5,194.79
RECREATION PROGRAMS		
1309146	MACROSTIE ART CENTER	5,000.00
TOTAL		5,000.00
STATE HAZ-MAT RESPONSE TEAM		
0312110	CLAREY'S SAFETY EQUIPMENT INC	820.69
TOTAL		820.69
CEMETERY		
0103325	ACHESON TIRE INC	780.00
0121721	AUTO VALUE - GRAND RAPIDS	3.20
0221650	BURGGRAF'S ACE HARDWARE	99.66
0315455	COLE HARDWARE INC	24.55
0920060	ITASCA COUNTY TREASURER	256.29
1200500	L&M SUPPLY	114.64
1615427	POKEGAMA LAWN AND SPORT	135.65
TOTAL		1,413.99
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE SERVICES INC	18.65
0920060	ITASCA COUNTY TREASURER	140.80
TOTAL		159.45
GENERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
1815125	ROBERT R SCHROEDER CONST INC	25,864.46
TOTAL 2010-5 MS RIVER PD BRIDGE		25,864.46

DATE: 11/06/2018
 TIME: 16:23:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 11/13/2018

VENDOR #	NAME	AMOUNT DUE

CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-CIVIC CENTER		
0718060	GRAND RAPIDS HERALD REVIEW	4,027.00
1100550	KOZY/KMFY RADIO INC	9,917.00
TOTAL CAPITAL OUTLAY-CIVIC CENTER		13,944.00
CAPITAL OUTLAY-IT DEPT		
0312368	CITON COMPUTER CORPORATION	1,258.50
1915248	SOFTWARE HARDWARE INTEGRATION	32,569.40
TOTAL CAPITAL OUTLAY-IT DEPT		33,827.90
CAPITAL OUTLAY-POLICE		
0221650	BURGGRAF'S ACE HARDWARE	109.95
TOTAL CAPITAL OUTLAY-POLICE		109.95
AIRPORT CAPITAL IMPRV PROJECTS		
2018 GA APRON CONSTRUCTION		
1100295	KGM CONTRACTORS INC	624,992.18
TOTAL 2018 GA APRON CONSTRUCTION		624,992.18
GR ARTS & CULTURE CPTL PRJS		
0205530	CRAIG BENDER	2,950.00
0218230	BREWED AWAKENINGS COFFEE	2,950.00
0615629	FORECAST PUBLIC ARTWORKS DBA	1,200.00
1309146	MACROSTIE ART CENTER	2,950.00
TOTAL		10,050.00
2018 INFRAST/CPT MNT IMP BONDS		
2018 NE IMPROVEMENTS		
0718060	GRAND RAPIDS HERALD REVIEW	244.00
TOTAL 2018 NE IMPROVEMENTS		244.00
CAPITAL MAINT IMPRV PLAN		
0401500	DAMBERG.SCOTT.GERZINA.WAGNER	16,634.87
TOTAL CAPITAL MAINT IMPRV PLAN		16,634.87

DATE: 11/06/2018
 TIME: 16:23:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 11/13/2018

VENDOR #	NAME	AMOUNT DUE

2019	INFRASTRUCTURE BONDS	
2019-1	GLF COURSE RD UTIL EXT	
0218115	BRAUN INTERTEC CORPORATION	2,592.50
1920240	CHAD B STERLE	387.50
	TOTAL 2019-1 GLF COURSE RD UTIL EXT	2,980.00
STORM WATER UTILITY		
0221650	BURGGRAF'S ACE HARDWARE	29.99
0301685	CARQUEST AUTO PARTS	25.27
0315455	COLE HARDWARE INC	76.45
0801535	HAMMERLUND CONSTRUCTION INC	19,077.80
0920060	ITASCA COUNTY TREASURER	227.04
1415030	NAPA SUPPLY OF GRAND RAPIDS	13.49
1621125	PUBLIC UTILITIES COMMISSION	2,200.00
1809154	RICHARD RYSAVY	50.00
	TOTAL	21,700.04
LODGING TAX		
1920240	CHAD B STERLE	345.00
	TOTAL	345.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 859,540.81
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	756.88
0104095	DALE ADAMS	69.22
0114210	D. ANDERSON - CHANGE FUND	3,100.00
0114211	D. ANDERSON-PETTY CASH FUND	324.50
0116600	APPLE VALLEY, CITY OF	1,221.00
0201354	B. BAIRD-PETTY CASH FUND	19.54
0305530	CENTURYLINK QC	315.67
0315543	CONSTELLATION NEWENERGY -GAS	1,159.74
0405305	LYNN DEGRIO	98.78
0405505	JAMES DENNY	433.00
0504610	RON EDMINSTER	70.85
0605191	FIDELITY SECURITY LIFE INS CO	71.22
0718015	GRAND RAPIDS CITY PAYROLL	230,429.56
0815440	HOLIDAY STATIONSTORES LLC	110.00
0815464	SARA HOLUM	18.31
0900060	ICTV	30,066.20
0920036	ITASCA COUNTY ATTORNEY OFFICE	125.00

DATE: 11/06/2018
 TIME: 16:23:35
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 11/13/2018

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0920055	ITASCA COUNTY RECORDER	230.00
1201402	LAKE COUNTRY POWER	46.09
1209516	LINCOLN NATIONAL LIFE	1,170.99
1305046	MEDIACOM LLC	116.90
1309162	MN BCA/TRAINING & EDUCATION	75.00
1309199	MINNESOTA ENERGY RESOURCES	2,029.68
1309264	MN JUVENILE OFFICERS ASSOC	500.00
1309338	MN STATE TREAS/BLDG INSPECTOR	1,600.84
1315654	NATHAN MORLAN	30.00
1415479	NORTHERN DRUG SCREENING INC	20.00
1601305	THOMAS J. PAGEL	939.34
1601750	PAUL BUNYAN COMMUNICATIONS	276.80
1809501	ROBERT RIMA	916.84
1921620	SUPERIOR USA BENEFITS CORP	207.00
2000100	TASC	30.60
2000490	TDS Metrocom	768.00
2100265	U.S. BANK	450.00
2114360	UNITED PARCEL SERVICE	43.85
2114750	UNUM LIFE INSURANCE CO OF AMER	251.74
2205637	VERIZON WIRELESS	1,277.41
2301700	WASTE MANAGEMENT OF MN INC	3,266.21
2305300	MATTHEW WEGWERTH	110.10
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:\$		282,746.86
TOTAL ALL DEPARTMENTS		1,142,287.67



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0696 **Version:** 1 **Name:** PW 2018-2019 Agreement with Occupational Development Center, Inc.
Type: Agenda Item **Status:** Consent Agenda
File created: 10/24/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider entering into an Agreement with Occupational Development Center, Inc. (ODC) for chore services at \$95.00 per hour for the 2018-2019 Winter.
Sponsors:
Indexes:
Code sections:
Attachments: [2018 11-13 ODC 2019 Agreement](#)

Date	Ver.	Action By	Action	Result
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Consider entering into an Agreement with Occupational Development Center, Inc. (ODC) for chore services at \$95.00 per hour for the 2018-2019 Winter.

Background Information:

The Public Works Department has partnered with Occupational Development Center, Inc. (ODC) for chore services since 1989. ODC's employees work throughout the year at a variety of city venues. They rake in the spring, mow in the summer and do snow removal at not only City Hall, but the Fire Hall, Central School, Library, Civic Center and Walking Trail Bridges. They can be seen clearing snow from Pedestrian Signals around town so that they are accessible to all. Their hourly rate includes a supervisor with 3 to 5 employees and includes the cost of equipment and deicing product in the winter.

Staff Recommendation:

Jeff Davies, Public Works Director, recommends entering into an Agreement for the Winter of 2018-2019 with ODC for chore services.

Requested City Council Action

Make a motion to enter into an Agreement with Occupational Development Center, Inc. (ODC) for chore services at \$95.00 per hour for the 2018-2019 Winter.



RECEIVED
 OCT 24 2018
 CITY OF GRAND RAPIDS

Grand Rapids
 401 South East 11th Street
 Grand Rapids, MN 55744-3954
 p. 218.326.8574 | f. 218.326.8447
 odcmn.org

Bid for Work

Owner/ Business Information

Name GR Public Works
Address City of Grand Rapids
City, State ZIP Grand Rapids, MN 55744
Phone 218-259-8688 - Jeff
Contract Year Winter 2018-2019

Bidder Information

Company ODC
Email crivers@odcmn.org
Address 401 SE 11th ST
City, State ZIP Grand Rapids, MN 55744
Phone 218-326-8574

Scope of Work

The purpose of this bid is to outline services to be paid by:	GR Public Works	The amount of bid of services is \$95.00 per hour for SNOW REMOVAL. A chore crew consisting of 3-5 members, including a supervisor, will complete the job. Chore crew will work as often as
---	------------------------	---

Terms

ODC will bill monthly at the agreed upon price for services rendered. Either party may cancel this agreement at any time, with or without cause.

Representative Signatures

I (we) agree to the terms of this bid:

Submitted by (Printed Name of Owner/Representative)

Date

Submitted by (Signature of Owner/Representative)

Carol Rivers, Div. Mgr
 Submitted by Carol Rivers, Division Manager

10.19.18

Date

Special Requests

If you have any special requests, please outline them below. We do our best to accomodate but there may be some instances that it requires a separate pricing/ cost.



Manufacturing and service with a mission.

Grand Rapids
401 South East 11th Street
Grand Rapids, MN 55744-3954
p. 218.326.8574 | f. 218.326.8447
odcmn.org

**TRANSITIONAL WORK PROGRAM
CONTRACT AGREEMENT BETWEEN**

GRAND RAPIDS PUBLIC WORKS

AND

OCCUPATIONAL DEVELOPMENT CENTER, INC.

The purpose of this agreement is to outline conditions for person served at the Occupational Development Center, Inc. who will participate in a Transitional Work Program at GRAND RAPIDS PUBLIC WORKS beginning October 31, 2018, and shall end on May 31, 2019, or when changes in the duties and responsibilities occur. This contract is also subject to change if there is an increase in minimum wage. At that time a new price will be negotiated.

The Occupational Development Center, Inc. agrees to the following as indicated by X's in the box.

- 1. Provide a staff trainer at the employment site to ensure that the person Served can fulfill job task assignments. The staff trainer's time will vary dependent upon the person served involved.
- 2. Will maintain and satisfy all payroll requirements for the consumer(s) participating under this agreement (i.e. Worker's Compensation, Social Security, Wage & Hour, etc.).
- 3. Cleaning Schedule will be as follows: After a snow fall
When icy – will de-ice walkway
- 4. Arrange transportation to and from **GRAND RAPIDS PUBLIC WORKS**

Transitional Work Contract Agreement

Page 2

GRAND RAPIDS PUBLIC WORKS agrees to the following by X's in the box.

(Name of Business)

- 1. Provide a worksite within their facility to train and assess the person served in the duties listed below.
- 2. Will reimburse the Occupational Development Center, Inc. at quoted price, which will include wages and related overhead costs at \$95.00 per hour.
- 3. Will complete appropriate employee evaluation forms as requested by the Occupational Development Center, Inc.
- 4. Other: Will provide cleaning supplies and items needed to complete duties of cleaning the exterior and interior of the building, and office spaces.

Number of Person Served covered by this agreement: 3

Duties to be performed as needed; per weather condition : (List duties to be performed.)
Shoveling, Snow blowing,
scrapping ice, De-icing

The Occupational Development Center, Inc. will bill monthly at the agreed upon price for hours worked by employee(s) .

This Agreement may be canceled by either party at any time, with or without cause, upon thirty (30) days notice in writing delivered by mail or in person.

I (We) agree to the terms of this Agreement:

Contracting Business Signatures

____/____/____
Date

Carol Rivers Div. Mgr
Carol Rivers

ODC Signatures

10.19.18
Date



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0697 **Version:** 1 **Name:** Consider authorizing the Police Department to sell four (4) forfeited vehicles at the Minnesota DNR auction located in Grand Rapids.

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

File created: 10/25/2018 **In control:** City Council

On agenda: 11/13/2018 **Final action:**

Title: Consider authorizing the Police Department to sell four (4) forfeited vehicles at the Minnesota DNR auction located in Grand Rapids.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider authorizing the Police Department to sell four (4) forfeited vehicles at the Minnesota DNR auction located in Grand Rapids.

Background Information:

The Police Department has used the Minnesota DNR auction (located in Grand Rapids) in the past to dispose of forfeited vehicles and city owned vehicles. The auction is at the Minnesota DNR facility located on Hwy #2 East in the City of Grand Rapids. The Auction is on December 1, 2018. The vehicles held for forfeiture have gone through the forfeiture process, have been awarded to us by the courts, are titled to the City of Grand Rapids, and can be sold. Money earned from the sale of these vehicles will be distributed according to MN State Statute.

Vehicle descriptions are as follows:

MAKE / MODEL VIN #

FORFEITURES

- 1. 1999 Infinity Q45 VIN # JNKBY31A3XM602404
- 2. 2000 Lincoln Towncar VIN # 1LNHM81W4YY868178
- 3. 2005 Cadillac Deville VIN # 1G6KD57Y45U226325
- 4. 2008 Chevy Eqx VIN # 2CNDL63F286310824

Staff Recommendation:

Please consider allowing the Police Department to sell four (4) forfeited vehicles at the Minnesota DNR auction on December 1, 2018 in Grand Rapids.

Requested City Council Action

Make a motion authorizing the Police Department to sell four (4) forfeited vehicles at the Minnesota DNR auction on December 1, 2018 in Grand Rapids.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0703 **Version:** 1 **Name:** Olynick - Resignation
Type: Agenda Item **Status:** Consent Agenda
File created: 10/29/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider accepting the resignation of Brian Olynick from the Human Rights Commission and authorize filling the vacancy.

Sponsors:

Indexes:

Code sections:

Attachments: [Olynick, Brian - Resignation.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider accepting the resignation of Brian Olynick from the Human Rights Commission and authorize filling the vacancy.

Background Information:

Brian Olynick has moved from the area and submitted his resignation, creating a vacancy with an unexpired term through March 1, 2020.

Staff Recommendation:

Accept resignation and authorize staff to begin the process of filling the vacancy.

Requested City Council Action

Make a motion accepting the resignation of Brian Olynick from the Human Rights Commission and authorize filling the vacancy.

From: Brian Olynick <brianolynick@gmail.com>

Sent: Wednesday, October 24, 2018 9:02 PM

To: Alice Moren

Subject: Re: Human Rights Commission

I'm so sorry. I have been very busy with work. I forgot to let you all know that I moved out of the area. I wish I could have had more time with you all. Hope everything goes well for everybody going forward.

Brian



APPLICATION FOR CITY BOARDS AND COMMISSIONS

Return to:
 City Administration Office
 420 N. Pokegama Avenue
 Grand Rapids, MN 55744
 218-326-7600

Personal Information:

Name: BRIAN OLYNICK	Date: 4/26/2018
Address: 24602 HAWK DR. BOVEY, MN 55709	Day Phone: 218.428.0840
Employer: ORLECHT ENTERPRISES/EXPRESS AEROSPACE	Evening Phone: 218.428.0840
Occupation: DIRECTOR OF BUSINESS DEVELOPMENT	E-Mail: BRIANOLYNICK@GMAIL.COM

Please rank in order the Boards/Commissions on which you would like to serve (leave blank any on which you do not wish to serve):

<input type="checkbox"/>	Golf Course Board	Police Community Advisory Board	2
<input type="checkbox"/>	Library Board	Economic Development Authority	4
<input type="checkbox"/>	Public Utilities Commission	Housing & Redevelopment Auth.	5
<input type="checkbox"/>	Planning Commission	Human Rights Commission	1
<input type="checkbox"/>	Arts & Cultural Commission	Parks, Recreation & Civic Center Board	3

Do you have special qualifications that you feel would help you be particularly effective on a City Board or Commission? (i.e. work experience, volunteer experience, education, hobbies, etc?)

I HAVE WORKED IN MANAGEMENT AND SALES FOR JUST UNDER 20 YEARS. I HAVE HAD THE OPPORTUNITY TO WORK WITH MULTIPLE DEMOGRAPHICS AND SEE FIRST HAND THE HARSHIPS OF LIFE AND WHAT IT TAKES TO SUCCEED IN SPITE OF YOUR ECONOMIC SITUATION. AS A MINORITY BUSINESS OWNER IN NORTHERN, I UNDERSTAND THE DIFFICULTIES OF GROWING A BUSINESS IN THIS AREA

How did you become interested in serving on a Board or Commission?

I HAVE ALWAYS HAD A PASSION TO SERVE IN A PUBLIC CAPACITY. I HAVE BEEN INVOLVED WITH THE FIRE DEPARTMENT, EMS SERVICES, AND EVEN RAN FOR CITY COUNCIL AT ONE TIME. I FEEL THAT I HAVE THE ABILITY AND THEREFORE THE RESPONSIBILITY TO SERVE. (over)

Date Authorization:

If appointed, I, BRIAN OLYNICK, authorize the City of Grand Rapids to release the following private data upon request made to the City (check all that apply).

Home Phone # 218-256-8737 Home email BRIANOLYNICK@GMAIL.COM

Work address 350 NW 1st. Ave. Work Phone# 218.428.0840

Work email BRIAN.OLYNICK@EXPRESSPROS.COM Cell Phone # 218.428.0840

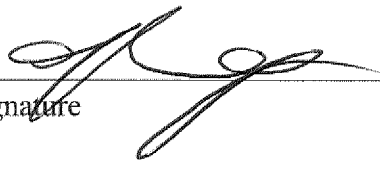
I also authorize the City of Grand Rapids to release such authorized private data referenced above to members of the general public, City staff, Mayor and City Council members upon request for such data. The person(s) receiving such private data must use it only for lawful purposes.

This authorization shall be modified or cancelled only upon written notice to the City Clerk, City of Grand Rapids.

I agree to inform the City Clerk's office of any change indicated above.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

Date 4/26/2018

Signature 



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0707 **Version:** 1 **Name:** Hire Warming House Attendants
Type: Agenda Item **Status:** Consent Agenda
File created: 10/31/2018 **In control:** City Council
On agenda: 11/13/2018 **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.

- Reid Larouque
- Derek Broberg
- Owen Linder
- Ryan Barrett
- Darby Anderson
- Kameron Jaeger
- Anthony DelGreco
- Dillon Brutlag
- Isaac Gustafson

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 #: 18-0712 **Version:** 1 **Name:** Golf Seasonal Employment Extension
Type: Agenda Item **Status:** Consent Agenda
File created: 11/6/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider Golf Seasonal Employment Extension
Sponsors:
Indexes:
Code sections:
Attachments: [PERA Golf Extension](#)

Date	Ver.	Action By	Action	Result
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Consider Golf Seasonal Employment Extension

Background Information:

Due to the poor October weather conditions some of the normal fall/season ending maintenance has been delayed. Our seasonal employees are typically scheduled to end employment on October 31.

The golf course would like to extend seasonal employee Kent Barils employment to an ending date no later than November 16, 2018.

His work days in November will be weather dependent.

Kent is currently working at the golf course in the PERA system so this extension would not be problematic in that regard.

(Please see attached PDF regarding seasonal employment as it relates to PERA) Funding will come from the 2018 Pokegama Golf Course budgeted funds.

Staff Recommendation:

Extend Seasonal Employee Kent Barils ending employment date to November 16, 2018.

Requested City Council Action

Make a motion to extend Seasonal Employee Kent Barils ending employment date to November 16, 2018 with no changes to his current hourly rate of pay.

Bob,

This is the PERA rule:

On occasion, an employer might decide to extend an employee's seasonal appointment beyond the original dates projected. This might be the result of weather changes that allow a golf course or pool to be open longer than its usual dates of operation, or because availability of funds allows for more road maintenance than originally budgeted, or various other reasons. If a person's employment in a seasonal position is later extended beyond 185 days within a 12-month period, the employee must be reported for membership immediately if no other exclusion applies.

Lynn DeGrio

Director of Human Resources
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744-2662

Office: 218-326-7606

Mobile: 218-244-9054

Fax: 218-326-7608



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0713 **Version:** 1 **Name:** Golf Cart Storage Agreement
Type: Agenda Item **Status:** Consent Agenda
File created: 11/6/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider entering into an agreement with Woodland Storage for golf cart storage.
Sponsors:
Indexes:
Code sections:
Attachments: [Golf Cart Storage Agreement](#)

Date	Ver.	Action By	Action	Result
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Consider entering into an agreement with Woodland Storage for golf cart storage.

Background Information:

Pokegama Golf Course would like to enter into the attached Storage Agreement with Woodland Storage. The Woodland Storage site is adjacent to the golf course which allows us to transport carts to the storage site without a transportation fee. This fee will be paid from the 2018 Pokegama Golf Course budgeted funds.

Staff Recommendation:

Enter into the cart Storage Agreement with Woodland Storage at the rate of \$40 per cart for a total fee of \$1,800.

Requested City Council Action

Make a motion entering into the cart storage Agreement with Woodland Storage at the rate of \$40 per cart for a total fee of \$1,800.

April 27, 2018

To: Pokegama Golf Course
From: Woodland Storage
Re: Golf Cart Storage Proposal

- Proposal for the 2018/ 2019 winter season.
- Inside locked storage for golf carts, located at 1602 Isleview Road, Grand Rapids.
- The transportation of the golf carts would be done by golf course personnel.
- The storage schedule would be determined by the closing and opening of the golf course.
- Invoicing for the storage fees would occur after the golf carts are removed in the spring.
- A copy of the Storage Agreement is attached for review.
- 2018/ 2019 winter season- \$40.00 per golf cart.
- Thank You.

Submitted by:



Woodland Storage
James Martinetto
1507 SW 3rd Avenue
Grand Rapids, MN 55744
218-327-3212 H
218-259-3212 C

WOODLAND STORAGE

James and Cheryl Martinetto
1507 SW 3rd Avenue
Grand Rapids, MN 55744
218-327-3212

STORAGE AGREEMENT

This agreement is for leasing space to Occupant for the purpose of storing and removing personal property and expressly incorporates all terms and conditions outlined below. By signing this agreement Occupant acknowledges having read the terms and conditions contained herein and agrees to be contractually bound hereby.

Terms and Conditions

- Term:** This agreement shall be for a term of Seasonal commencing 10-22-18 and terminating _____ at the rate of 1800.00. Woodland Storage shall have no obligation to provide any prorated rent refunds in the event the premises are vacated by Occupant prior to the end of any month for which the rental payment has been paid. This rental Agreement shall automatically terminate in the event of Occupant's default in payment or performance hereunder, subject only to prompt complete cure of any such default. If payments continue after term of lease has expired, this will be considered a month-to-month lease and all terms will apply. ****A six-month minimum rental fee will be charged for winter storage.****
- Use of Premises:** Occupant's use of the leased space is for purposes of personal property storage only. Occupant may not store at the premises any items which would be injurious to the premises, or which would be in any way dangerous to persons or property in or around the premises. No items may be stored at the premises that would violate Owner's premises' insurance coverages, or cause Owner's property insurance rates to increase. No explosives or highly flammable materials may be stored at the premises, and the storage of any materials which are defined as toxic, or hazardous under any federal, state or local law or ordinance is expressly prohibited, with the exception of motor vehicles, recreational vehicles and other items containing fuel tanks. Occupant may not conduct business activity at the premises. All personal property items must be stored within the leased space. Occupant herewith expressly agrees to indemnify and hold Woodland Storage harmless from and against any claims arising from any damage caused to another's property while storing or removing Occupant's personal property.
- Insurance:** Woodland Storage does not provide insurance coverage for any loss, from any cause, to any personal property owned by Occupant and stored at the premises. If Occupant desires insurance coverage, for Occupant's personal property stored at the premises, Occupant must independently obtain such coverage at Occupant's expense, from Occupant's own insurer. Woodland Storage shall have no liability for any loss or damage to any property of Occupant stored at the premises caused by acts of third parties, by any forces of nature, or otherwise.
- Default:** In accordance with Minnesota Statutes, Woodland Storage possesses a lien against the personal property stored, pursuant to this Agreement for rent, labor and other charges in relation to the personal property, that have become due and for expenses necessary for the preservation of the personal property, or reasonably incurred in the sale or other disposition of the personal property under law. This lien may be foreclosed in accordance with the provisions of Minnesota Statutes and the personal property sold to satisfy the monetary claims of Woodland Storage, which have accrued. In the event of a default, giving rise to the assertion of a personal property lien, Woodland Storage may deny to Occupant access to the personal property contained in the storage facility after default and after notice thereof is mailed to Occupant at the address given below.
- Occupant agrees Woodland Storage may move your item at the premises. Occupant shall leave keys with any vehicle.
- Any item stored shall be removed at the request of Woodland Storage.

Jim Martinetto 10-24-18
WOODLAND STORAGE Date OCCUPANT Date
Occupant's Name: Pokegama Golf Course Phone Number: 326-3444 398-5210
Address: 3910 Golf Course Rd. G. R.
License or Serial Number: _____
Description of Property: 45 Golf Carts @ \$40 per cart
Payment Received: _____

WOODLAND STORAGE

James and Cheryl Martinetto
1507 SW 3rd Avenue
Grand Rapids, MN 55744
218-327-3212

STORAGE AGREEMENT

This agreement is for leasing space to Occupant for the purpose of storing and removing personal property and expressly incorporates all terms and conditions outlined below. By signing this agreement Occupant acknowledges having read the terms and conditions contained herein and agrees to be contractually bound hereby.

Terms and Conditions

1. Term: This agreement shall be for a term of _____ commencing _____ and terminating _____ at the rate of _____. Woodland Storage shall have no obligation to provide any prorated rent refunds in the event the premises are vacated by Occupant prior to the end of any month for which the rental payment has been paid. This rental Agreement shall automatically terminate in the event of Occupant's default in payment or performance hereunder, subject only to prompt complete cure of any such default. If payments continue after term of lease has expired, this will be considered a month-to-month lease and all terms will apply. ****A six-month minimum rental fee will be charged for winter storage.****

2. Use of Premises: Occupant's use of the leased space is for purposes of personal property storage only. Occupant may not store at the premises any items which would be injurious to the premises, or which would be in any way dangerous to persons or property in or around the premises. No items may be stored at the premises that would violate Owner's premises' insurance coverages, or cause Owner's property insurance rates to increase. No explosives or highly flammable materials may be stored at the premises, and the storage of any materials which are defined as toxic, or hazardous under any federal, state or local law or ordinance is expressly prohibited, with the exception of motor vehicles, recreational vehicles and other items containing fuel tanks. Occupant may not conduct business activity at the premises. All personal property items must be stored within the leased space. Occupant herewith expressly agrees to indemnify and hold Woodland Storage harmless from and against any claims arising from any damage caused to another's property while storing or removing Occupant's personal property.

3. Insurance: Woodland Storage does not provide insurance coverage for any loss, from any cause, to any personal property owned by Occupant and stored at the premises. If Occupant desires insurance coverage, for Occupant's personal property stored at the premises, Occupant must independently obtain such coverage at Occupant's expense, from Occupant's own insurer. Woodland Storage shall have no liability for any loss or damage to any property of Occupant stored at the premises caused by acts of third parties, by any forces of nature, or otherwise.

4. Default: In accordance with Minnesota Statutes, Woodland Storage possesses a lien against the personal property stored, pursuant to this Agreement for rent, labor and other charges in relation to the personal property, that have become due and for expenses necessary for the preservation of the personal property, or reasonably incurred in the sale or other disposition of the personal property under law. This lien may be foreclosed in accordance with the provisions of Minnesota Statutes and the personal property sold to satisfy the monetary claims of Woodland Storage, which have accrued. In the event of a default, giving rise to the assertion of a personal property lien, Woodland Storage may deny to Occupant access to the personal property contained in the storage facility after default and after notice thereof is mailed to Occupant at the address given below.

5. Occupant agrees Woodland Storage may move your item at the premises. Occupant shall leave keys with any vehicle.

6. Any item stored shall be removed at the request of Woodland Storage.

WOODLAND STORAGE	Date	OCCUPANT	Date
Occupant's Name:	_____	Phone Number:	_____
Address:	_____		
License or Serial Number:	_____		
Description of Property:	_____		
Payment Received:	_____		



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0715 **Version:** 1 **Name:** HR Commission-Blandin Grant
Type: Agenda Item **Status:** Consent Agenda
File created: 11/6/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: 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.

Sponsors:

Indexes:

Code sections:

Attachments: [HR Commission - Blandin Grant Application and Approval.pdf](#)
[Blandin Grant Res. Human Rights.pdf](#)

Date	Ver.	Action By	Action	Result
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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.

Background Information:

The Grand Rapids Human Rights Commission is hosting an educational series based on immigration and is seeking grant funds to support their efforts. The Blandin Foundation has reviewed the request for funds and authorized \$1000 grant to be used for expenses related to the immigration program.

Staff Recommendation:

Authorize application and accept grant funds.

Requested City Council Action

Make a motion authorizing grant application and adopting a resolution accepting funds from the Blandin Foundation on behalf of the Human Rights Commission for the Immigration Education Series.

Immigration Education Series

Account Name	City of Grand Rapids Human Rights Commission	Request Owner	Sonja Merrill
Payee	City of Grand Rapids	Portal Status	Awarded
Request Name	Immigration Education Series	Internal Status	Director Approved
Grant Number	G-2018-09008	Lead Program	Commitment to Home
Request Number	18-09008	Assigned Docket	2018 December Grants
Request Record Type	Donation	Board Minutes	
Submitted By	Karen Noyce	Grants Attachment	
Submitted Date	10/23/2018	Board Meeting Date	12/14/2018
Grant Number Code	G=Grant	Cancellation Docket	
Fiscal Sponsor legal name		Cancellation Date	
Age of Ed Grant Recip	0	Processed Date	10/24/2018

Verification

OFAC		EIN	
Conflict of Interest		IRS Letter	
Organization Tax Status		Fiscal Sponsor	
Payee Tax Status	Government	Expenditure Responsibility	
Organization 990 Tax Status			
Payee 990 Tax Status	GOV		

Questions

Request Summary

The population of Grand Rapids is currently 95% white, American born citizens. Whereas other parts of rural Minnesota have seen rapid increases in minority and immigrant residents, Grand Rapids is only beginning to experience this projected change. A great deal of national discourse centers on immigration, with heated debate about how US policy should treat asylum seekers, refugees, and families of foreign citizens residing in the US both legally and illegally.

The Grand Rapids Human Rights Commission is planning a 3-faceted educational program in November and December to provide a broad overview of immigration issues in the country today and help our local community: 1) become better informed on this important national issue, and 2) gain perspective on how a community like Grand Rapids

can encourage positive transition as predicted demographic shifts occur. Specifically, we are planning to hold public panel presentations by the Minneapolis-based Advocates for Human Rights and by UnitedCloud's Green Card Voices panelists, out of St Cloud. Panelists will also present at the college and meet with others in the community. These presentations will be in conjunction with the exhibit Green Card Voices of central Minnesota, which brings the personal stories of 18 immigrants from 12 countries who have settled in the St Cloud area. The exhibit will hang at Itasca Community College for 10 days and at the public library for most of a month. Itasca Community College is contributing approximately 20% of the budget.

Explain the scope of the project

What will happen?

Who will benefit?

Number of expected participants?

Timeframe

Close Date	10/23/2018	Extend	
Award Date	10/25/2018	Extended End Date	
Start Date	10/25/2018	Multi-Year	No
End Date	1/10/2019		

Budgets

Purpose of Funds	Program
Project Budget	\$4,870.00

Financials

Amount Requested	\$1,000.00	GL Posting	
Recommended Amount	\$1,000	Payments Made	\$0.00
Awarded Amount	\$1,000.00	Total Refunds	\$0.00
Contributions	\$1,000.00	Total Voids	\$0.00
		NET Payments Made	\$0.00

Grant Description

Internal Description	Donation in support of an immigration education series in Itasca County
Transmittal Letter	an immigration education series in Itasca County
Proposal Narrative	

Nine Dimensions of Healthy Community

Community Infrastructure, Health

On Wednesday, October 24, 2018, 10:49:45 AM CDT, Linda Gibeau <imgibeau@blandinfoundation.org> wrote:

Hi Karen,

I wanted to let you know the Blandin Foundation approved a grant to the Human Rights Commission for the Immigration Education Series. You can expect the grant to be disbursed on November 8th. Congratulations on receiving this award – we look forward to learning more about this series in the months ahead. Thank you, Linda

Linda Gibeau

Program Officer/Grants Manager

Blandin Foundation

100 N. Pokegama Ave., Grand Rapids MN 55744

T: 877.882.2257 | O: 218-326-0523 | D: 218.327.8702

[Web](#) | [Blog](#) | [Facebook](#) | [Twitter](#)



“What if I train them and they leave?” I say, “What if you don’t and they stay?”

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 18-

A RESOLUTION ACCEPTING A \$1,000.00 GRANT FROM THE BLANDIN
FOUNDATION FOR THE GRAND RAPIDS HUMAN RIGHTS COMMISSION
IMMIGRATION EDUCATION SERIES

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:

- Blandin Foundation has granted the Human Rights Commission \$1,000 to be used for expenses related to an Immigration Education Series.

Adopted this 13th day of November 2018.

Dale C. Adams, Mayor

Attest:

Kimberly Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0716 **Version:** 1 **Name:** Consider waiving the statutory liability to the extent of the coverage purchased.

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

File created: 11/6/2018 **In control:** City Council

On agenda: 11/13/2018 **Final action:**

Title: Consider waiving the statutory liability to the extent of the coverage purchased.

Sponsors:

Indexes:

Code sections:

Attachments: [Liability Coverage - Waiver Form](#)

Date	Ver.	Action By	Action	Result
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Consider waiving the statutory liability to the extent of the coverage purchased.

Background Information:

In previous years, the issue of whether or not to waive the statutory tort liability limits to the extent of the coverage purchased has been discussed in detail. It has been determined that the City would waive the monetary limits on the tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT. Claims to which the statutory municipal tort limits do not apply are not affected by this decision. In the past, we have opted to waive the statutory tort limits and not purchase excess liability. Because this decision must be made by the City Council annually, we are again asking that it continue to be waived.

Staff Recommendation:

Waive the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Requested City Council Action

Make a motion to continue waiving the statutory tort limits to the extent of the coverage purchased.



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SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Grand Rapids

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0717 **Version:** 1 **Name:** Wagner Subordination Agreement
Type: Agenda Item **Status:** Consent Agenda
File created: 11/7/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider approval of a Subordination Agreement for Mortgage with Bret G. Wagner and Sandra K. Wagner, DBA BS Wagner, LLC.

Sponsors:

Indexes:

Code sections:

Attachments: [Wagner Agreement](#)

Date	Ver.	Action By	Action	Result
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Consider approval of a Subordination Agreement for Mortgage with Bret G. Wagner and Sandra K. Wagner, DBA BS Wagner, LLC.

Background Information:

Bret and Sandra Wagner, owners of Davis Oil, Inc., utilized the Small Cities Development Program (SCDP) Commercial Rehabilitation loans, offered by the City and administered by GREDA, to make significant improvements to their business in 2015. The Wagner's now would like to refinance the existing bank debt, through Grand Rapids State Bank. Grand Rapids State Bank requires a first position with this refinancing, which requires City approval of the attached Subordination Agreement for Mortgage.

Requested City Council Action

Approve a Subordination Agreement for Mortgage with Bret G. Wagner and Sandra K. Wagner, DBA BS Wagner, LLC.

(Space Above This Line For Recording Data)

SUBORDINATION AGREEMENT - MORTGAGE

NOTICE: THIS SUBORDINATION AGREEMENT WILL CAUSE SUBORDINATOR'S SECURITY INTEREST IN THE PROPERTY TO BECOME SUBJECT TO AND OF A LOWER LIEN PRIORITY THAN ANOTHER OR LATER SECURITY INSTRUMENT.

THIS SUBORDINATION AGREEMENT ("Agreement") is made this 14th day of November, 2018, between Grand Rapids State Bank whose address is 523 NW 1st Ave, Grand Rapids, Minnesota 55744 ("Lender") and City of Grand Rapids of 420 N Pokegama Ave, Grand Rapids, Minnesota 55744, ("Subordinator"). Subordinator and Lender, in consideration of their mutual benefit and the benefit of Bret G Wagner, Sandra K Wagner, ~~dba~~ BS Wagner LLC ("Mortgagor"), do agree, represent, promise and covenant as follows:

SUBORDINATED INDEBTEDNESS. Subordinator has extended to Mortgagor the following described financial accommodations ("Subordinated Indebtedness"):

- Promissory note dated April 10, 2015 in the amount of \$32,000.00

SUBORDINATED MORTGAGE; PROPERTY DESCRIPTION. Subordinator is owner and holder of a Mortgage securing the Subordinated Indebtedness made by Bret G Wagner and Sandra K Wagner, as Husband and Wife, whose address is 909 SW 7th Avenue, Grand Rapids, Minnesota 55744, and BS Wagner LLC, a Minnesota Limited Liability Company, as Wife and Husband, whose address is 1301 Nw 4th St, Grand Rapids, Minnesota 55744 as Mortgagor to Subordinator, which is dated April 10, 2015, and recorded on April 21, 2015, filed for record in records of County of Itasca, State of Minnesota, with recorder's entry number A000693050 ("Subordinated Mortgage"), covering the following described real property ("Property"):

Address: 1301 Nw 4th St and Hwy 2 West, Grand Rapids, Minnesota 55744

Legal Description: See Attached Exhibit A

Parcel ID/Sidwell Number: 91-705-1270, 05-011-4160

FINANCIAL ACCOMMODATIONS; SUPERIOR INDEBTEDNESS; SUPERIOR MORTGAGE. Mortgagor requests and Lender agrees to provide, as evidenced by Lender's signatures below, the following described financial accommodations (the "Superior Indebtedness"):

- Loan number 90949-6 with a principal amount of \$333,000.00

The Superior Indebtedness is to be secured by a mortgage given by Mortgagor to Lender and covering the Property (the "Superior Mortgage").

SUBORDINATION. Subordinator hereby agrees that the Subordinated Mortgage and the Subordinated Indebtedness secured thereby is and shall continue to be subordinate to the lien of the Superior Mortgage and the Superior Indebtedness secured thereby. Subordinator also subordinates to Lender's Superior Mortgage and Superior Indebtedness all other security interests in the Property held by Subordinator, including, by way of example but not by way of limitation, any lien, charge, mortgage, deed of trust, assignment, pledge, or other similar security interest, whether now existing or hereafter acquired.

RENEWALS; EXTENSIONS. Subordinator's subordination and agreements hereunder shall extend to any extensions or renewals of the Superior Indebtedness described above.

REPRESENTATIONS AND WARRANTIES. Subordinator represents and warrants to Lender that: (a) this Agreement is being executed at the request of Mortgagor, and not at the request of Lender; (b) no representations or agreements of any kind have been made to Subordinator which would limit, qualify, or otherwise impair in any way the terms of this Agreement; and (c) Lender has made no representation to Subordinator as to the creditworthiness of Mortgagor.

LENDER'S RIGHTS. Lender's action or inaction with respect to Lender's Superior Mortgage and Superior Indebtedness does not affect in any way Lender's rights under this Agreement.

NOTICE OF DEFAULT. Lender agrees to notify Subordinator in writing in the event Mortgagor defaults under the terms of Lender's Superior Mortgage to the extent that Lender commences an action to foreclose the Superior Mortgage.

WAIVER. Subordinator forever waives any and all provisions, which may exist under Subordinator's Subordinated Mortgage and related documents which would otherwise prohibit Lender's extension of credit.

SUCCESSORS. This Agreement shall be binding upon and inure to the benefit of the representatives, successors, and assigns of Subordinator and Lender.

ORAL AGREEMENTS DISCLAIMER. This Agreement represents the final agreement between the parties and may not be contradicted by evidence of prior, contemporaneous or subsequent oral agreements of the parties. There are no unwritten oral agreements between the parties.

GOVERNING LAW. This Agreement shall be governed by federal law and the law of jurisdiction in which the Property is located.

By signing this Subordination Agreement, Lender acknowledges reading, understanding and agreeing to all of its provisions.

Grand Rapids State Bank

By: Jared S Pink
Its: Vice President

Date

BUSINESS ACKNOWLEDGMENT

STATE OF MINNESOTA)
)
COUNTY OF ITASCA)

This instrument was acknowledged on the 14th day of November, 2018, by Jared S Pink, Vice President on behalf of Grand Rapids State Bank, a(n) Minnesota Corporation, who personally appeared before me.

In witness whereof, I hereunto set my hand and, if applicable, official seal.

My commission expires:

(Official Seal)

By signing this Subordination Agreement, Subordinator acknowledges reading, understanding and agreeing to all of its provisions.

City of Grand Rapids

By: Dale C. Adams Date
Its: Mayor

BUSINESS ACKNOWLEDGMENT

STATE OF MINNESOTA)
)
COUNTY OF ITASCA)

This instrument was acknowledged on the 14th day of November, 2018, by Dale C. Adams, Mayor on behalf of
City of Grand Rapids, a(n)

, who personally appeared before me.

In witness whereof, I hereunto set my hand and, if applicable, official seal.

My commission expires: _____

(Official Seal)

THIS INSTRUMENT PREPARED BY:
Grand Rapids State Bank
523 NW 1st Ave
Grand Rapids, MN 55744

AFTER RECORDING RETURN TO:
Grand Rapids State Bank
523 NW 1st Ave
Grand Rapids, MN 55744

EXHIBIT A
Legal Description

Parcel 1: Lots Nineteen (19), to Twenty-four (24, Inclusive, Block Twelve (12), Syndicate Division of Grand Rapids and the East 7 feet of the vacated alley running North and South through Block 12.

AND

Parcel 2: That part of the Northeast Quarter of the Southeast Quarter (NE1/4 SE1/4), Section Eleven (11), Township Fifty-five (55) North, Range Twenty-six (26) West of the Fourth Principal Meridian described as follows: Commencing at the Southeast corner of said Northeast Quarter of the Southeast Quarter; thence North 0 degrees 07 minutes 06 seconds East, bearing assigned, along the East line thereof a distance of 190.90 feet to intersect the Southerly right-of-way line of Old Highway No. 8; thence North 57 degrees 22 minutes 54 seconds West, along said right-of-way line, a distance of 402.20 feet to the point of beginning; thence South 0 degrees 07 minutes 06 seconds West a distance of 272.74 feet; thence North 64 degrees 33 minutes 06 seconds West a distance of 295.09 feet; thence North 25 degrees 24 minutes 47 seconds East a distance of 269.27 feet to intersect the Southely right-of-way line of Old Highway No. 8; thence South 57 degrees 22 minutes 54 seconds East, along said right-of-way line, a distance of 179.99 feet to the point of beginning and there terminating.

Property is Abstract



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0718 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 11/7/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider authorizing staff to solicit quotes and accept low quote to replace third floor drinking fountain in City Hall.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider authorizing staff to solicit quotes and accept low quote to replace third floor drinking fountain in City Hall.

Background Information:

In June of 2017 the water fountain on first floor of City Hall was replaced with a new bottle filler fountain and has been a positive addition. The purpose for the replacement is to promote healthier drinking, reduce the spread of germs, and reduce plastic bottle usage. The fountain replacement for third floor will be purchased out of the Building Maintenance budget.

Staff Recommendation:

Staff recommends council authorize Building Maintenance to solicit quotes and accept low quote to replace third floor City Hall drinking fountain with bottle filler fountain.

Requested City Council Action

Make a motion to authorize Building Maintenance to solicit quotes and accept low quote to replace third floor City Hall drinking fountain with bottle filler fountain.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0719 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 11/7/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider authorizing staff to solicit quotes for maintenance improvements at Fire Hall.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider authorizing staff to solicit quotes for maintenance improvements at Fire Hall.

Background Information:

Staff has been working with Damberg Scott Gerzina Wagner Architects, Inc for the last few months preparing plans and specifications for maintenance improvements at the Fire Hall. Bid documents were prepared based on the plans and specifications and the project was let out for bid. We received one bid which came in higher than the budget estimates. At the September 24, 2018 council meeting the bid was rejected in order to establish a list of priorities and stay within the budget. Fire Department and Building Maintenance staff created a list of priorities in order to stay within the budget.

Staff is requesting authorization to solicit quotes for the maintenance improvements listed below:

1. Replace all roof sections except the meeting room roof.
2. Replace all overhead doors including Police Department garage.
3. Replace 4 man doors (2 in meeting room and 2 in east apparatus bay).
4. Replace trench drain in main apparatus bay.
5. Replace concrete at south entrance to apparatus bay.
6. Install mini split airconditioner/ heat pump in office.
7. Wash fascia stone and caulk all exterior building construction joints.

Staff Recommendation:

Staff recommends council authorize Building Maintenance to solicit quotes for maintenance improvements at the Fire Hall.

Requested City Council Action

Make a motion to authorize Building Maintenance to solicit quotes for maintenance improvements at the Fire Hall.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0720 **Version:** 1 **Name:** Dispose of booths
Type: Agenda Item **Status:** Consent Agenda
File created: 11/7/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider authorizing the Administration Department to dispose of retired equipment.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider authorizing the Administration Department to dispose of retired equipment.

Background Information:

Approximately forty voting booths inherited from the Grand Rapids Township have been retired and in storage for the last two election cycles. Many of these booths are damaged and missing pieces. The County has indicated that they do not have a use for them; noting that most precincts have replaced the old style booths with table top divider style booths as they provide more space for voters, cutting down the wait time.

Staff Recommendation:

We recommend authorizing disposal.

Requested City Council Action

Make a motion authorizing disposal of retired election booths.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0721 **Version:** 1 **Name:** PT Hiring and Wage Adjustments
Type: Agenda Item **Status:** Consent Agenda
File created: 11/8/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: 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.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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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.

Background Information:

The following employees will be hired with the Grand Rapids Park and Recreation Department and the IRA Civic Center as regular part-time employees. This will be part of the annual operating budget and employment will begin on November 14 and completed December 31, 2018.

Jeffrey Lucas, \$11.50/hour-maintenance
Savanna Holum, \$9.65/hour-concession
Chris Pederson, \$9.65/hour-concession

The following current employees' wages will be adjusted pursuant to the 2018 Pay Range for Part-Time Employees.

Allison Daigle, \$10.25/hour-concession
Logan Kuschel, \$10.25/hour-concession
Shiloh Schlauderaff, \$10.25/hour-concession

Staff Recommendation:

City staff is recommending the approval of hiring regular part-time employees with the Grand Rapids Park and Recreation Department and the IRA Civic Center and approval of implementation of wage adjustments for current part-time employees.

Requested City Council Action

Make a motion approving the hiring of regular part-time employees with the Grand Rapids Park and Recreation Department and the IRA Civic Center and approval of implementation of wage adjustments for current part-time employees.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	18-0726	Version:	1	Name:	Consider approving the continuation of general liability insurance through the League of Minnesota Cities Insurance Trust for calendar year 2019.
Type:	Agenda Item	Status:			Consent Agenda
File created:	11/9/2018	In control:			City Council
On agenda:	11/13/2018	Final action:			
Title:	Consider approving the continuation of general liability insurance through the League of Minnesota Cities Insurance Trust for calendar year 2019.				

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider approving the continuation of general liability insurance through the League of Minnesota Cities Insurance Trust for calendar year 2019.

Background Information:

The Finance Department and Human Resources Director Lynn DeGrio are assisting Otis-Magie Insurance Agency, Inc. in the preparation of the City's general liability insurance coverage application for 2019 to the League of Minnesota Cities Insurance Trust. We have had our insurance coverage through the League for many years. The League's insurance coverage is very comprehensive and they have, for the past several years, given us a substantial refund check at the end of the year which represents our portion of the refund to cities insured by them because of lower than anticipated insurance claims.

Because of the volume of applications that the League receives at this time of year, they normally do not have a quote for our insurance back to us before the first of the year. However, Otis-Magie Insurance Services will provide us with a binder to indicate that we do have insurance coverage through the League even though we have not received the quote or paid the premium.

When the quote for the 2019 insurance is received, it will be placed on the agenda for your consideration.

Staff Recommendation:

Human Resources Director Lynn DeGrio is recommending the approval of the General Liability Insurance through the League of Minnesota Cities Insurance Trust for the Calendar year 2019.

Requested City Council Action

Make a motion to approve the continuation of our general liability insurance through the League of Minnesota Cities Insurance Trust for the calendar year 2019.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0727 **Version:** 1 **Name:**
Type: Minutes **Status:** Approved
File created: 11/9/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Review & acknowledge attached minutes for Boards & Commissions.
Sponsors:
Indexes:
Code sections:
Attachments: [September 12, 2018 PUC Special meeting minuts.pdf](#)
[September 12, 2018 PUC minutes.pdf](#)
[September 25, 2018 PUC Special meeting minutes.pdf](#)
[September 26, 2018 Human Rights minutes.pdf](#)
[October 10, 2018 HRA Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Review & acknowledge attached minutes for Boards & Commissions.



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, September 12, 2018

3:00 PM

Conference Room of Public Utilities Service Center

CALL TO ORDER

A special meeting/work session of the Grand Rapids Public Utilities Commission was held on Wednesday, September 12, 2018 at 3:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

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.

18-0575

Acknowledge the proper posting of the special meeting date, time, and purpose.

President Glen Hodgson acknowledged the proper posting of the special meeting/work session date, time and purpose.

ADMINISTRATION

18-0593

Utility Rate Review

General Manager Kennedy reviewed the 2018 GRPU Internal Revenue Adequacy and Rate Review and Proposed Rates with the Commission. Discussion was held on conducting a complete Cost of Service Study for Electric Department in the fall of 2019 and complete Cost of Service Study for Water/Wastewater Collection Department in 2020 when all of the AMI water meters are completely installed, and developing five year recommended rate tracks for both departments. Proposed rate changes include the following: Proposed electric customer charges increase an average of \$2.43 per month, or 24%, including the addition of a customer charge for demand customers, electric usage charges increase \$0.003/kWh, electric demand charges are not increasing. Proposed residential water customer charges increase an average of \$3.91 per month, or 35%, residential water usage charges increase an average of 2.0%. Proposed residential sanitary customer charges increase an average of \$2.80 per month, or 35%, residential sanitary usage charges increase an average of 2.0%. No action was taken at this time. A request for formal action on the proposed rate increases is on the Regular Commission meeting following this work session at 4:00 PM.

ADJOURNMENT

By call of the chair, the special meeting/work session was declared adjourned at 3:50 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, September 12, 2018

4:00 PM

Conference Room of Public Utilities Service Center

CALL TO ORDER

A Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, September 12, 2018 at 4:00 PM in the Conference Room 112 of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

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, Attorney Bengtson.

APPROVAL OF MINUTES

18-0576

Consider approving the minutes of the August 15, 2018 regular meeting, and the August 28, 2018 special meeting.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to approve the minutes of the August 15, 2018 regular meeting, and the August 28, 2018 special meeting. The motion PASSED by unanimous vote.

CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

18-0582

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

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

A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to approve the City Treasurer's Report and Investment Activity Report for September. The motion PASSED by unanimous vote.

PUBLIC FORUM

None present.

COMMISSION REPORTS

Commissioner Blake and Commissioner Stanley attended the Minnesota Municipal Utilities Summer Conference in August.

ADMINISTRATION18-0585

Review the Administration Department Report.

General Manager Kennedy reviewed the August Administrative updates with the Commission, including the August Wholesale Electric Service Cost.

Received and Filed18-0584

Review Safety Report for August.

General Manager Kennedy reviewed the Safety Report for August with the Commission.

Received and Filed18-0536

Consider a motion to approve the 5-year lease agreement for the Pitney Bowes DM 400C Digital Mailing System.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the 5-year lease agreement for the Pitney Bowes DM 400C Digital Mailing System. The motion PASSED by unanimous vote.

18-0590

Consider a motion to approve the final draft Soil Investigation Report prepared by Braun Intertec for the Enbridge Line #3 Deactivation project.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to approve the final draft Soil Investigation Report prepared by Braun Intertec for the Enbridge Line #3 Deactivation project. The motion PASSED by unanimous vote.

18-0586

Consider a motion to approve the addition of the Information Systems (IS) Coordinator position and authorize the immediate advertising to fill the position.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to approve the addition of the Information Systems (IS) Coordinator position and authorize the immediate advertising to fill the position. The motion PASSED by unanimous vote.

18-0587

Consider a motion to adopt the proposed 2018 rates for electric distribution, water distribution, and wastewater collection.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Kathy Kooda, to adopt the proposed 2018 rates for electric distribution, water distribution, and wastewater collection as discussed at the special meeting/work session prior to this meeting. The motion PASSED by unanimous vote.

18-0591

Consider a motion to amend the Demand Billing Language.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to amend the Demand Billing Language as presented. The motion PASSED by unanimous vote.

ACCOUNTING AND FINANCE

18-0583 Review the Accounting and Finance Operations Report for August.

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

Received and Filed

ELECTRIC DEPARTMENT

18-0581 Review the Electric Department Operations Report for August 2018.

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

Received and Filed

WASTEWATER TREATMENT FACILITY OPERATIONS

18-0579 Review the Wastewater Treatment Facility Operations Report for August.

Wastewater Treatment Department Manager Mattson reviewed the Wastewater Treatment Facility Operations Report for August with the Commission.

Received and Filed

WATER AND WASTEWATER COLLECTION

18-0580 Review the Water and Wastewater Collection Operations Report for August.

Wastewater Treatment Department Manager Mattson reviewed the Water/Wastewater Collection Operations Report for August with the Commission.

Received and Filed

DISCUSSION AND CORRESPONDENCE

No items.

VERIFIED CLAIMS

18-0589 Consider approving verified claims for August.

Computer Check Register \$1,284,235.69

Manual Check Register \$671,764.33

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, verified claims for August in the amount of \$1,956,000.02 (Computer Check Register \$1,284,235.69 and Manual Check Register \$671,764.33). The motion PASSED by unanimous vote.

ADJOURNMENT

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

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

Community forums and customer appreciation activities are being planned and will be advertised for Public Power Week from October 9th - October 12th.

There will be a Closed Meeting, pursuant to Minn. Stat. 13D.03 subd. 1(b), on Thursday, October 11, 2018 at 8:00 AM in the Conference Room 112 of the Public Works/Public Utilities Service Center located at 500 SE 4th Street.

The next regular Commission meeting is Wednesday, October 17, 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.

AUGUST 2018 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
8/1/2018	3708	Wells Fargo Corporate Trust	20,118.75
8/7/2018	3709	Public Employees Retirement Association	13,425.25
8/7/2018	3710	Minnesota Dept. of Revenue	4,135.30
8/7/2018	3711	Wells Fargo Bank	22,685.89
8/7/2018	3712	Empower Retirement	7,831.95
8/2/2018	3713	Invoice Cloud	1,997.75
8/6/2018	3714	Further	1,773.74
8/17/2018	3715	Public Employees Retirement Association	13,678.11
8/17/2018	3716	Minnesota Dept. of Revenue	4,253.32
8/17/2018	3717	Wells Fargo Bank	23,298.07
8/17/2018	3718	Empower Retirement	7,980.26
8/20/2018	3719	Minnesota Department of Revenue	62,261.00
8/20/2018	3720	Minnesota Department of Revenue	9,129.00
8/16/2018	3721	Further	210.00
8/14/2018	3722	Further	77.79
8/20/2018	3723	Further	1,923.74
8/17/2018	3724	Further	2,104.17
8/2/2018	3725	Delta Dental of Minnesota	3,516.00
8/24/2018	3726	Further	180.00
8/27/2018	3727	Northeast Service Cooperative	66,931.50
8/29/2018	3728	Further	253.97
8/7/2018	3729	Further	229.09
8/31/2018	3730	Public Employees Retirement Association	13,989.64
8/31/2018	3731	Minnesota Dept. of Revenue	4,518.54
8/31/2018	3732	Wells Fargo Bank	24,567.92
8/31/2018	3733	Empower Retirement	8,100.45
8/1/2018	73550	MN Public Facilities Authority	73,188.80
8/1/2018	73551	Wells Fargo Corporate Trust	123,475.15
8/2/2018	73552	U.S. Post Office	746.67
8/1/2018	73553	Postage By Phone System	2,000.00
8/3/2018	73554	MN Child Support Payment Center	787.71
8/3/2018	73555	Minnesota Benefit Association	71.52
8/3/2018	73556	NCPERS Minnesota	256.00
8/8/2018	73557	Customer Refunds- L Longoria	51.43
8/8/2018	73558	Customer Refunds- J Evans	10.92
8/8/2018	73559	Customer Refunds- D Essington	50.53
8/8/2018	73560	Customer Refunds- A Hunter	110.03
8/8/2018	73561	Customer Refunds- L Prebeg	3.61
8/9/2018	73562	U.S. Post Office	642.24
8/9/2018	73563	AT & T Mobility	343.02
8/9/2018	73564	Minnesota Energy Resources Corp.	19.20
8/9/2018	73565	Minnesota Pollution Control Agency	23.00
8/9/2018	73566	United Parcel Service	62.15
8/9/2018	73567	Verizon Wireless	961.05
8/15/2018	73568	Bloomers Garden Center	350.60
8/17/2018	73665	Customer Refunds- Inter-State Studios	125.74
8/17/2018	73666	Customer Refunds- A Vogel	100.52
8/17/2018	73667	Customer Refunds - Astech Crop	47.91
8/17/2018	73668	Customer Refunds- D Krauss	90.95
8/17/2018	73669	Customer Refunds- T Danielson	20.70
8/17/2018	73670	Customer Refunds- K Persig	1.81
8/17/2018	73671	Customer Refunds- B Vernig	81.67
8/17/2018	73672	Customer Refunds- J Jordan	148.00
8/17/2018	73673	Customer Refunds- D Longtin	38.12
8/20/2018	73674	U.S. Post Office	743.46

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
8/17/2018	73675	MN Child Support Payment Center	787.71
8/17/2018	73676	Minnesota Council 65	1,710.00
8/21/2018	73677	Minnesota Energy Resources Corp.	36.81
8/21/2018	73678	United Parcel Service	63.04
8/21/2018	73679	UNUM Life Insurance Co of America	1,771.92
8/24/2018	73680	U.S. Post Office	673.33
08/27/118	73683	Wells Fargo	1,890.51
8/29/2018	73684	City of LaPrairie	12,286.59
8/27/2018	73695	SEH	100.00
8/31/2018	73696	U.S. Post Office	743.30
8/31/2018	73697	City of Grand Rapids	1,033.50
8/31/2018	73698	City of Grand Rapids	54,610.58
8/31/2018	73699	City of Grand Rapids	72,333.33
		Checks Previously Approved	<u>0.00</u>
		Manual Checks to be approved	<u>671,764.33</u>
		TOTAL MANUAL CHECKS	<u>671,764.33</u>

**PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLES
AUGUST 2018**

NAME	AMOUNT	NAME	AMOUNT
APG Media	218.80	North Central Laboratories	413.37
A T & T	343.02	Northeast Service Cooperative	200.00
Amaril Uniform Co	1,567.22	Northern Business Products	756.46
AmeriPride Services	233.74	Northland Fire & Safety	423.80
Aramark	316.64	Pace Analytical	208.50
Border States	4,416.45	Personnel Dynamics LLC	6,064.56
Burgraffs Ace Hardware	299.99	Pokegama Electric Inc	20,952.00
Busy Bees Quality Cleaning	1,991.64	Quality Flow Systems Inc	3,217.00
C W Technology	10,197.78	R & K Hillman	222.00
Call Net	995.00	RMB Environmental Labs	1,331.00
Casey's	4,798.52	John Radtke (Radtke Trucking)	4,130.04
Casper Construction	375.00	Rapid Garage Door & Awning	295.00
Chemsearch	250.84	Rapids Welding Supply	123.79
Citi Lites	3,744.50	Rays Sport & Marine	7,206.30
City of Grand Rapids	3,948.75	Sandstroms	788.43
Cole Hardware	945.42	Solenis	22,030.59
Compass Minerals	2,866.28	Stuart Irby	2,168.29
Core & Main	7,647.89	T J Towing	70.00
Culver's	3,295.62	Thelen Heating & Roofing	2,321.50
DW Jones- Majestic Pines	1,755.40	Total Tool	1,440.25
Dakota Supply	1,260.68	Treasure Bay Printing	535.00
Davis Oil	1,306.71	Trout Enterprises Inc	50.00
Energy Insight	2,534.27	USA Bluebook	290.71
Fairview Health Services	214.00	U S Post Office	150.00
Fastenal Company	1,309.95	Vega Americas	1,668.16
Ferguson Enterprises Inc	33.98	Viking Electric Supply	409.13
GRAFA	150.00	Viking Industrial Center	273.99
Gopher State One Call	364.50	Waste Management	1,916.49
Grainger	3,832.62	Waynes Automotive	185.14
Grand Rapids HRA	969.13	Wells Fargo	1,373.50
Graybar	164.75	Wm J Schwartz & Sons	690.00
Hach Company	141.43	Wesco	1,637.70
Hammerlund Construction, Inc	15,900.00	Xerox Corporation	271.37
Hawkins Inc	17,601.99	Appliance Rebates:	
Herc- U -Lift	197.60	Flossie Dufner	30.00
Itasca Utilities	5,052.00	Lynda Gillson	50.00
Jamar Company	1,218.25	Ann Kaar	50.00
KOZY	882.00	Tom Otten	80.00
Kaman	1,195.54		
L & M Supply	291.86		
Lano O'Toole & Bengston Ltd	828.00	TOTAL	1,284,235.69
Locators & Supplies Inc	860.73		
McMaster-Carr	2,146.46		
Marco	2,115.55		
Mars Supply	1,423.86		
Steve Mattson	101.92		
Mine Safety Applicances Co	2,659.10		
Minnesota Municipal Utilities	790.00		
Minnesota Power	1,082,068.25		
Minuteman Press	287.94		
NOS Automation	560.00		
NTS	933.32		
Nextera	606.73		

**PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLES
AUGUST 2018**



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Tuesday, September 25, 2018

8:00 AM

Conference Room of Public Utilities Service Center

CALL TO ORDER

A Special Meeting/Work Session of the Grand Rapids Public Utilities Commission was held on Tuesday, September 25, 2018 at 8:00 AM in the Conference Room 112 of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

CALL OF ROLL

Present 4 - President Glen Hodgson, Commissioner Tom Stanley, Commissioner Rick Blake, and Commissioner Kathy Kooda

Absent 1 - Secretary Greg Chandler

Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Wastewater Treatment Department Manager Mattson, Administrative/ HR Assistant Flannigan.

18-0621

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.

VERIFIED CLAIMS

18-0622

Consider approving the Mid-month Accounts Payable list for \$83,824.48

A motion was made by Commissioner Blake, seconded by Commissioner Kooda, to approve the Mid-month Accounts Payable list in the amount of \$83,824.48. The motion carried by the following vote.

Aye: 3 - President Glen Hodgson, Commissioner Rick Blake, and Commissioner Kathy Kooda

Abstain: 1 - Commissioner Tom Stanley

ADMINISTRATION

18-0623

Governance discussion - Meeting format.

Discussion was held on Commission meeting formats, legislative file formats, monthly department reports presentation and content, and consent agenda formats and requirements. No action was taken at this time.

18-0624

Consider closing the meeting to discuss strategy for labor negotiations in closed session, pursuant to Minn. Stat. 13D.03 subd. 1(b).

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to close the meeting at 9:10 AM to discuss strategy for labor negotiations in closed session, pursuant to Minn. Stat. 13D.03 subd. 1(b). The motion PASSED by unanimous vote.

In attendance at the closed session: President Hodgson, Commissioner Stanley, Commissioner Blake, Commissioner Kooda, General Manager Kennedy, Finance Manager Betts, Administrative/ HR Assistant Flannigan, Attorney Jessica Durbin.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to open the closed session at 9:54 AM. The motion PASSED by unanimous vote.

ADJOURNMENT

By call of the chair, the special meeting/work session was declared adjourned at 9:54 AM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

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, September 26, 2018 at 4:00 p.m.

CALL OF ROLL: On a Call of Roll, the following members were present: Commissioners Frieda Hall, Deanna Ensley, Doug Learmont, Melissa Weidendorf, Alice Moren, and John Schirber.

Absent: Lea Friesen, Karen Noyce, and Bryan Olynick.

Others: None.

CALL TO ORDER Commissioner Moren called the meeting to order at 4:00 pm.

SETTING AGENDA

Motion by Commissioner Learmont, second by Commissioner Schirber to approve the agenda as presented. Motion passed by unanimous vote.

APPROVAL OF MINUTES August 29, 2018 Regular Meeting

Motion by Commissioner Hall, second by Commissioner Schirber to approve minutes for August 29, 2018 as presented. Motion passed by unanimous vote.

FINANCIALS

Requesting that encumbered funds be noted on financials.

Motion by Commissioner Learmont, second by Commissioner Schirber to approve the financials as presented. Motion passed by unanimous vote.

PUBLIC COMMENT/ACCOLADES

Commissioner Schirber highlights visit by MN State and their compliment to ICC on efforts towards increasing diversity on campus.

CIRCLE OF HEALING

- Working with Renee Gurneau about getting the movie “Dodging Bullets” for a showing in Grand Rapids. No set plans at this time.
- Home Grown Teachers initiative – classes have begun. Update will be provided next at meeting.

BIG VIEW UPDATE

“Knife Skills,” highlights individuals who have been incarcerated, their challenges re-entering society following release and a new program to help them succeed. This is a community engagement event to be held at the Blandin Foundation on October 3, 2018 at 11:00 AM.

OLD BUSINESS

- **Discuss Indigenous People's Day:** Sage Davis has advised the committee that she is no longer available to build profiles on individuals for this event. With the limited time available, Becky LaPlant, and Commissioners Ensley and Hall will put together profiles on three notable Native Americans, and move forward with having picture panels created. The prior approved expenditure of \$1,800.00 for Sage Davis' services will be unencumbered and returned to available funds in the commission budget. Advertising will be done on the City of Grand Rapids website, community reader board, and the Herald Review. Street banners are also up and Commissioner Weidendorf will speak with KAXE to schedule a possible interview to promote the event.
- **Schools Committee Update:** Commissioner Schirber states that there has been no meeting scheduled to date.
- **Green Card Voices:** Commissioner Moren submits an invoice received in the amount of \$1,000 for exhibit rental. Concerns are expressed over pre-paying for the service and rental display prior to receipt. Clerk Gibeau will follow up with the finance department on procedure.
- **Advocates for Human Rights:** Still in process of scheduling meeting. Will provide update at next meeting.
- **Human Rights annual budget:** The budget for the City has been set for 2019. Moving forward, the Commission can submit a request for an increase their budget with a detailed outline for programming and expenses intended for use in 2020. This will need to be submitted to the City Administrator no later than May of 2019. This issue will be on the agenda under old business until completion of 2020 budget proposal.

NEW BUSINESS

- **Review of proposed Municipal Code update:** Reviewed redlined version of Division 6-Human Rights Commission, noting corrections. This will be forwarded to City Attorney Chad Sterle and City Administrator Pagel for review, then brought to the City Council for consideration.

Motion by Commissioner Learmont, second by Commissioner Ensley to forward proposed amendments of Division 6 – Human Rights Commission of the Grand Rapids Municipal Code to the City Council with a recommendation for adoption. Motion passed by unanimous vote.

- **Review of proposed By-Laws amendments:** Discussed proposed changes and noted minor changes/corrections. Article Twelve, addressing member attendance requirements, is reviewed and it is determined that in the event a Commissioner is absent on a regular basis, the Chair will make contact to discuss options. All members will be provided with relevant information as to the function and responsibilities of the Commission. If the Commission feels a member should be removed due to attendance issues, this will be handled by City Administration.

Motion by Commissioner Weidendorf, second by Commissioner Hall to forward proposed amendments of Human Rights By-Laws to the City Council with a recommendation for adoption. Motion passed by unanimous vote.

- **Review meeting dates:** The official City calendar for 2019 is in the development process. The December 2019 meeting for Human Rights falls on Christmas Day and needs to be cancelled or rescheduled.

Motion by Commission Weidendorf, second by Commissioner Schirber to reschedule the December 2019 Human Rights meeting to December 18, 2019. Motion passed by unanimous vote.

CALLS/COMPLAINTS/INQUIRIES:

- None.

With no other business, Commissioner Moren adjourned the meeting at 5:25 p.m.

Respectfully submitted:

Kimberly Gibeau, City Clerk

The next regular meeting is October 31, 2018.

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

CALL TO ORDER

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

CALL OF ROLL

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

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

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

APPROVAL OF MINUTES

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

FINANCIAL REPORTS

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

APPROVAL OF VERIFIED CLAIMS

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

PUBLIC HOUSING REPORT

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

APPROVED

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

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

CONSIDER CIVIL RIGHTS CERTIFICATION RESOLUTION AND BOARD RESOLUTION

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

CONSIDER SEVERANCE AGREEMENT OFFER ON EXECUTIVE DIRECTOR, JERRY CULLITON

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

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

APPROVED

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

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

ADJOURNMENT

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

Signed 
Secretary, Commissioner Chris Henrichsen

APPROVED



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0728 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Department Head Report
File created: 11/9/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Golf Course - Bob Cahill, Director of Golf
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Golf Course - Bob Cahill, Director of Golf



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0709 **Version:** 1 **Name:** Consider appointing slate of officers on the Grand Rapids Fire Department.
Type: Agenda Item **Status:** Fire
File created: 10/31/2018 **In control:** City Council
On agenda: 11/13/2018 **Final action:**
Title: Consider appointing slate of officers on the Grand Rapids Fire Department.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider appointing slate of officers on the Grand Rapids Fire Department.

Background Information:

With the retirement of Fire Chief Mike Liebel and subsequent retirement of 1st Assistant Fire Chief Bryan Zuehlke, there are vacancies that need to be filled. The interview committee existing of City Administrator Tom Pagel, Director of Human Resources Lynn DeGrio, and Fire Chief Travis Cole interviewed for the 1st Assistant Fire Chief and is recommending the appointment of John Linder to the position, which would leave the 2nd Assistant Fire Chief position vacant. The interview committee is then recommending the appointment of Shawn Graeber to the position of 2nd Assistant Fire Chief.

Interviews were later held by Fire Chief Travis Cole, 2nd Assistant John Linder, and Captain Shawn Graeber for the two (2) vacant Captain positions. They are recommending the appointment of Bruce Baird to the C4 position and Jeff Ingle to the C5 position, both of which are Captain positions.

Staff Recommendation:

City staff is recommending the following slate of officers for the Grand Rapids Fire Department, along with their start date:

1st Assistant Fire Chief	John Linder	January 1, 2019
2nd Assistant Fire Chief	Shawn Graeber	January 1, 2019
Captain (C4)	Bruce Baird	November 14, 2018
Captain (C5)	Jeff Ingle	January 1, 2019

Requested City Council Action

Make a motion to appoint the slate of officers on the Grand Rapids Fire Department as recommended.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0725 **Version:** 1 **Name:** 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.

Type: Agenda Item **Status:** Police

File created: 11/9/2018 **In control:** City Council

On agenda: 11/13/2018 **Final action:**

Title: 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.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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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.

Background Information:

Recently, Grand Itasca expressed a desire to increase Hospital Security hours from 140 hours per week to 168 hours per week, which is 24/7 coverage.

To accomplish this, a few changes must be made:

1. Language in the Agreement between the City of Grand Rapids and Grand Itasca to reflect the increased number of hours;
2. The Grand Itasca Hospital Budget will need to be amended to reflect the increased cost;
3. An additional full-time Hospital Security Officer needs to be appointed; and
4. Additional part-time Hospital Security Officers need to be appointed.

The amendment to the agreement is currently being drafted and reviewed and will be on a future City Council agenda for approval. In the meantime, we would like to continue the process of onboarding by doing background checks, drug testing, physical and psychological testing. This will allow us to be ready to provide the additional coverage as soon as the amended agreement is executed.

An interview committee consisting of Police Chief Scott Johnson, Police Sergeant Kevin Ott, and Lynn DeGrio, Director of Human Resources are recommending establishing the following eligibility list (in alphabetical order) based on the interviews that were held:

1. Tawnee Lee
2. Jeffrey Madsen
3. Matthew Moen

Staff Recommendation:

With the anticipated added hours to the amended Hospital Security contract we will need to add another full-time security officer. Police Chief Scott Johnson, Sergeant Kevin Ott, and Lynn DeGrio, Director of Human Resources, are recommending changing the employment status of Matthew Laubach from part-time to full-time Hospital Security Officer effective on the date of the executed agreement between Grand Itasca and the City of Grand Rapids. In addition, we are recommending the appointment of Matthew Moen and Jeffrey Madsen to the positions of Part-time Hospital Security.

Requested City Council Action

Make a motion to (1) change the employment status of Matthew Laubach from part-time to full-time Hospital Security Officer effective when the amended agreement is executed; (2) approve the eligibility list for Part-time Hospital Security Officers; and (3) appoint Matthew Moen and Jeffrey Madsen to the position of part-time security officer effective immediately, subject to satisfactory pre-employment conditions.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0708 **Version:** 1 **Name:** Consider accepting the resignation of Marcia Anderson from the position of Director of Library Services.

Type: Agenda Item **Status:** Administration Department

File created: 10/31/2018 **In control:** City Council

On agenda: 11/13/2018 **Final action:**

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

Sponsors:

Indexes:

Code sections:

Attachments: [Marcia Anderson Letter of Resignation](#)

Date	Ver.	Action By	Action	Result
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Consider accepting the resignation of Marcia Anderson from the position of Director of Library Services.

Background Information:

Marcia Anderson, Director of Library Services, has given her notice of resignation effective February 9, 2018. Ms. Anderson was hired on November 15, 2005 as a Reference Librarian. In April 2006 Marcia was promoted to Assistant Library Director, and in April 2008 was promoted once again to the position of Library Director, which she currently holds. In the 13 years that Marcia has been with the City of Grand Rapids, she has done great things to serve the community.

In her letter, Marcia stated "It has been a privilege to work for the City of Grand Rapids for the last 13 years. During my 10+ years as Director, I have enjoyed the process of determining community needs and working to develop library services to meet those needs." City staff would like to thank Marcia for her years of service and dedication and wish her the best in her retirement.

The Library Board will acknowledge Marcia's notice of resignation at their next board meeting, which is scheduled for Wednesday, November 14, 2018.

Requested City Council Action

Make a motion to accept the resignation of Marcia Anderson from the position of Director of Library Services and allow the Library Board along with the Human Resources Director to begin the process of filling the vacancy.

November 8, 2018

Mayor Adams
Councilors Blake, Christy, Connelly, Zeige

I hereby submit my resignation as Director of Library Services of the Grand Rapids Area Library, effective February 9, 2019.

It has been a privilege to work for the City of Grand Rapids for the last 13 years. During my 10+ years as Director, I have enjoyed the process of determining community needs and working to develop library services to meet those needs.

I am confident the Library Board of Trustees will choose an outstanding leader for the Library and continue to provide excellent direction and guidance for the future. While the services of the Library will continually evolve to meet changing needs, I believe the Board and the staff will maintain their dedication to the Library and to this community.

Thank you for your support for library services to the community. It has been a pleasure to work with you.

Sincerely,

Marci L. Anderson