



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, August 27, 2018

5:00 PM

City Hall Council Chambers

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**5:00 PM CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, August 27, 2018 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

### MEETING PROTOCOL POLICY

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

**5:01 PM PUBLIC FORUM**

**5:06 PM COUNCIL REPORTS**

### APPROVAL OF MINUTES

18-0552 Consider approving Council minutes for Monday, August 13, 2018 Worksession and Regular meetings.

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

### VERIFIED CLAIMS

18-0545 Consider approving the verified claims for the period August 7, 2018 to August 20, 2018 in the total amount of \$1,174,240.17.

**Attachments:** [COUNCIL BILL LIST 08-27-18 \(002\).pdf](#)

**5:10 PM 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. 18-0531 Consider voiding lost Accounts Payable check #132607, issue a new check, and waiving

- bond requirements for check issued to Tony Clifton in the amount of \$11.00.  
**Attachments:** [Affidavit of Lost Check.pdf](#)
2. [18-0532](#) Consider approving a resolution authorizing the 2018 budgeted operating transfers.  
**Attachments:** [Operating transfers-Res](#)
3. [18-0534](#) Consider entering into an Equipment Rental Agreement with the Itasca Curling Club.  
**Attachments:** [Curling Equipment Lease Agreement 2018](#)
4. [18-0537](#) Consider adopting a resolution accepting a donation of \$100.00 from Grand Rapids State Bank for National Night Out and a donation of \$100.00 from Grand Rapids State Bank and in-kind donation of food & beverages, valued at \$414.00, from McDonald's for the Children's Safety Camp.  
**Attachments:** [MacDonalds Safety Camp donation](#)  
[PD GRSB Natl Night and Safety Camp](#)
5. [18-0541](#) Consider voiding lost Accounts Payable check #130044, issue a new check, and waiving bond requirements for check issued to Justin Edmundson in the amount of \$51.97.  
**Attachments:** [Justin Edmundson Affidavit.pdf](#)
6. [18-0485](#) Consider entering into a lease agreement with ISD 318 for the use of the Grand Rapids Sports Complex and Legion Baseball Field.  
**Attachments:** [ISD 318 Field Lease 2018-19.pdf](#)
7. [18-0558](#) Approve proposals for improvements to the practice soccer field at the Grand Rapids Sports Complex.  
**Attachments:** [Est 622 from Lease Landscaping Inc. 6360](#)  
[Hopko Quotes](#)
8. [18-0542](#) Consider approving Balancing Change Order 1 and Final Payment for AP 2017-2, Taxi-lane Construction.  
**Attachments:** [PayEst3-Taxilane Final](#)  
[Balancing Change Order 1](#)
9. [18-0543](#) Consider approving Balancing Change Order 6 and Final Payment for CP 2009-1, 2017 Infrastructure Improvements Project.  
**Attachments:** [PayEst 14 Final](#)  
[Change Order 6](#)
10. [18-0544](#) Consider approving SLA 2019-2 with SEH for design, construction and miscellaneous engineering services related to CP 2019-2, Grand Rapids / Cohasset Connection Trail.  
**Attachments:** [sla 2019-2 Grand Rapids Cohasset Connection Trail](#)

11. [18-0546](#) Consider accepting a proposal for Fixtures, Furniture, and Equipment Design Services from Damberg Scott Grezina Wagner (DSGW) for City Hall.  
**Attachments:** [FF&E Proposal](#)
12. [18-0551](#) Consider approving temporary liquor license for Klockow Brewing Co., for event scheduled on September 29, 2018.
13. [18-0553](#) Consider adopting a resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.  
**Attachments:** [8-27-18 Resolution Reimbursement](#)
14. [18-0556](#) Consider adopting a resolution accepting a donation of \$350.00 from Grand Rapids Area Chamber of Commerce to the Grand Rapids Police Reserve Program.  
**Attachments:** [PD Chamber of Commerce](#)

**5:12 SETTING OF REGULAR AGENDA  
PM**

*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. [18-0554](#) Acknowledge approved minutes for Boards & Commissions.  
**Attachments:** [July 17, 2018 Golf Board minutes.pdf](#)  
[June 27, 2018 Human Rights Agenda.pdf](#)

**5:14 DEPARTMENT HEAD REPORT  
PM**

16. [18-0555](#) PUC - Julie Kennedy

**5:25 CIVIC CENTER, PARKS & RECREATION  
PM**

17. [18-0533](#) Consider a motion entering into a Memorandum of Understanding (MOU) with Itasca Area Schools Collaborative (IASC) related to developing an Early Child Education program at the Kids Campus which is part of Project Grand Rapids.  
**Attachments:** [8-27-18 IASC Final Memo of Understanding.pdf](#)

**5:30 PUBLIC HEARINGS  
PM**

18. [18-0548](#) Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend multiple sections of Chapter 30 Land Development Regulations, pertaining to

the addition of the hotel/motel use listed on the permitted use table, increasing the maximum building height in the General Business zoning district, amendments to required off-street parking (minimum numbers), and capping the maximum height for freestanding signs.

**Attachments:** Workgroup Memo, Ordinance Sections, & Staff Worksheet  
EX.-A - Sect. 30-512.Table-1 permitted uses -Table 2A  
EX.-B - Sect. 30-628. Minimum Number  
EX.-C - Sect. 30-677.Signs General restrictions  
Draft Planning Commission Mtg. Minutes- Aug. 2, 2018

19. 18-0549 Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending multiple sections of Chapter 30 Land Development Regulations, pertaining to the addition of the hotel/motel use listed on the permitted use table, increasing the maximum building height in the General Business zoning district, amendments to required off-street parking (minimum numbers), and capping the maximum height for freestanding signs.

**Attachments:** Text Amendment Ordinance: w/Exhibits A-C

**5:50 COMMUNITY DEVELOPMENT  
PM**

20. 18-0547 Consider approval of an agreement with Wellson Group Inc. for professional property acquisition services associated with parkland replacement.

**Attachments:** Acquisition of Services Agreement Wellson Group

**5:55 POLICE DEPARTMENT  
PM**

21. 18-0540 Consider a request by the Police Department to purchase two (2) 2019 Ford Police Interceptor Utility (SUV) vehicles from Hibbing Ford, at the State bid price.

**6:00 ADMINISTRATION DEPARTMENT  
PM**

22. 18-0550 Retirement of Fire Chief Mike Liebel.

**6:05 ADJOURNMENT  
PM**

*NEXT REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 10, 2018, 5:00 P.M.*

*NOTE: These times are approximate only and are subject to change. If you are interested in a topic of discussion you should appear at least 10 minutes before its scheduled time. Hearing Assistance Available: This facility is equipped with a hearing assistance system.*

*Attest: Kimberly Gibeau, City Clerk*





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 18-0552      **Version:** 1      **Name:** Council minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 8/23/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider approving Council minutes for Monday, August 13, 2018 Worksession and Regular meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [August 13, 2018 Worksession.pdf](#)  
[August 13, 2018 Regular Meeting.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, August 13, 2018 Worksession and Regular meetings.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

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Monday, August 13, 2018

4:30 PM

Conference Room 2A

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**CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council will be held on Monday, August 13, 2018 at 4:30 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

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

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

### Discussion Items

1. 2018 Indigenous People's Day Update - Deanna Ensley & John Schirber

*October 8, 2018 is Indigenous People's Day. The theme this year will be people. There will be presentations along with an exhibit focused on current and historical individuals in the Native community. The Human Rights Commission will request Mayor Adams attend and present at the opening of events.*

**Received and Filed**

2. Review 5:00 PM Regular Meeting

*Upon review, item #6 from the Consent agenda will be postponed to August 27, 2018 meeting. No other changes are noted.*

### ADJOURN

*There being no further business, the meeting adjourned at 4:47 PM.*

*Respectfully submitted:*

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, August 13, 2018

5:00 PM

City Hall Council Chambers

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**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, August 13, 2018 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

### CALL OF ROLL

**Present** 4 - Councilor Dale Christy  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

**Absent** 1 - Mayor Dale Adams

### Others present:

*Tom Pagel, Chad Sterle, Matt Wegwerth, Scott Johnson, Steve Schaar, Barb Baird*

### MEETING PROTOCOL POLICY

**5:01 PM PUBLIC FORUM**

*None.*

**5:06 PM COUNCIL REPORTS**

*None.*

**5:10 PM APPROVAL OF MINUTES**

Consider approving the following Council minutes: July 9, 2018 Worksession & Regular, July 23, 2018 Worksession & Regular meetings, August 6, 2018 Budget meeting and August 7, 2018 Special Worksession.

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

**5:11 PM VERIFIED CLAIMS**



Consider approving the verified claims for the period July 17, 2018 to August 6, 2018 in the total amount of \$987,492.28.

**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  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

**5:12 CONSENT AGENDA  
PM**

1. Consider approving a resolution accepting a donation of \$2,750.00 from the Greater Pokegama Lake Association for the Independence Day Fireworks at Pokegama Lake.  
**Adopted Resolution 18-59 by consent roll call**
2. Consider approving temporary liquor license for St. Joseph's Catholic Church, event scheduled for September 8, 2018.  
**Approved by consent roll call**
3. Consider accepting an offer of \$33,000.00 for the PW 2013 SnoGo snow blower, listed for sale on consignment at MacQueen Equipment Inc.  
**Approved by consent roll call**
4. Consider making a change to the Firearms Zones map.  
**Approved by consent roll call**
5. Consider the Public Works Department's request to sell its surplus items at the DNR Auction on Saturday, August 25, 2018.  
**Approved by consent roll call**
6. Consider entering into a lease agreement with ISD 318 for the use of the Grand Rapids Sports Complex and Legion Baseball Field.  
**Item Postponed to August 27, 2018 meeting.**
7. Consider the adoption of a resolution authorizing the city to make an application to, and accept funds from, the MN Department of Iron Range Resources & Rehabilitation (IRRR) Residential Redevelopment Grant Program.  
**Adopted Resolution 18-60 by consent roll call**
8. Consider authorizing the Police Department to sell four (4) forfeited vehicles and two (2) city owned retired squad cars at the Minnesota DNR auction located in Grand

Rapids.

**Approved by consent roll call**

9. Consider approval for hiring Golf Course Employees

**Approved by consent roll call**

10. Consider authorizing Building Maintenance staff to solicit quotes for cleaning and janitorial services at Central School.

**Approved by consent roll call**

11. Consider approving temporary liquor license for Grand Rapids & Itasca Mountain Bicycling Association (GRIMBA), event scheduled for September 29, 2018.

**Approved by consent roll call**

12. Consider the adoption of a resolution authorizing an application to the IRRRB Commercial Redevelopment Grant Program for the former Sawmill Inn Redevelopment Project.

**Adopted Resolution 18-61 by consent roll call**

13. Consider approving SLA 2019-1 with SEH for design and construction engineering services related to CP 2019-1, Golf Course Road Utility Extension.

**Approved by consent roll call**

14. Consider adopting a resolution approving grant agreement with the FAA for the GPZ Apron Reconstruction project.

**Adopted Resolution 18-62 by consent roll call**

15. Consider approving the plans and specifications and ordering the advertisement for bids for maintenance improvements contained in the Capitol Improvement Plan for the Fire Hall.

**Approved by consent roll call vote**

16. Consider accepting the Fire Relief Association Schedule Form for Lump Sum Pension reporting Year 2018, the 2017 Financial Statements, and authorize the budgeted \$5,000 contribution to the Fire Relief Association.

**Approved by consent roll call**

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

**Approved by consent roll call**

18. Consider adopting a resolution approving LG230 Off-Site Gambling application for Grand Rapids Amateur Hockey Association.

**Adopted Resolution 18-63 by consent roll call**

- 19. Consider an agreement awarding an ADA door opener to Bender's Shoes.

**Approved by consent roll call**

- 20. Change in Position Grade Assignment for Building Inspector and Building Fire/Inspector.

**Approved by consent roll call**

- 21. Consider approving a resolution accepting cash donations of \$100 from Fraternal Order of Eagles #2469, \$250 from the Blandin Foundation, \$100 from the American Bank, \$200 from John Dimich, \$122.62 from the FOP Lodge #24 Auxiliary and \$500 from Target Corporate and fifteen (15) bicycles & helmets with an approximate value of \$1,350 collectively from the Fraternal Order of Police & Police Auxiliary, USBank, Phil Windorski Memorial Foundation and North Homes Inc. for National Night Out held August 7, 2018.

**Adopted Resoluton 18-64 by consent roll call**

- 22. Consider approving a new 3.2 Malt Liquor License and ON-sale wine license with authorization for strong beer for Brewed Awakenings Coffee House, LLC.

**Approved by consent roll call**

**Approval of the Consent Agenda**

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

- Aye** 4 - Councilor Dale Christy  
 Councilor Bill Zeige  
 Councilor Rick Blake  
 Councilor Tasha Connelly

**SETTING OF REGULAR AGENDA**

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

**5:14 PM ACKNOWLEDGE BOARDS & COMMISSIONS**

- 23. Acknowledge minutes for Boards & Commissions.

*Acknowledged:  
 Planning Commission: June 7, 2018  
 PUC: June 13 & June 20, 2018  
 Arts & Culture: June 26, 2018*

*Human Rights: June 27, 2018*

*GREDA: May 24, 2018*

**Acknowledge Boards and Commissions**

**5:15 DEPARTMENT HEAD REPORT**

**PM**

24. Fire Department - Chief Mike Liebel

*Fire Chief Liebel provides update on department activities since the beginning of January 2018 including number of calls, staffing changes due to retirements or resignations and hiring replacements. Training is being done in house with software programs and current department personnel. Cohasset department is planning to join training efforts. Testing is done on a regular basis, and replacements made to worn and aging equipment. A complete text of the report is available in the Administration Department.*

**Received and Filed**

**6:15 POLICE DEPARTMENT**

**PM**

31. Consider adopting an ordinance repealing Sections 38-1 through 38-59 of Chapter 38-Nuisances, of the Grand Rapids Municipal Code and replace with Sec. 38-1, Public Nuisances.

*Chief Johnson provides background regarding blight in the City and the recommendations to change the current Municipal Code.*

**A motion was made by Councilor Christy, seconded by Councilor Blake adopting City Ordinance 18-08-05, amending chapter 38, Nuisances of the Municipal City code. The motion carried by the following roll call**

**Aye** 4 - Councilor Dale Christy  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

**5:30 PUBLIC HEARINGS**

**PM**

26. Conduct a Public Hearing for review and proposed adoption of the 2018-2022 Amended Street Reconstruction Plan and consider authorizing the issuance of General Obligation Street Reconstruction Bonds.

*Finance Director Barb Baird presents information regarding the proposed amended plan.*

**A motion was made by Councilor Rick Blake, seconded by Councilor Bill Zeige to open the public hearing. The motion PASSED by unanimous vote.**

*Mayor Pro-Tem Connelly stated that this is the place and time if anyone wished to address the City Council regarding this item. Clerk Gibeau acknowledged that all required notices have been made and there has been no correspondence received on*

*this matter.*

*No one wished to speak, therefore the following motion was made.*

**A motion was made by Councilor Rick Blake, seconded by Councilor Dale Christy to close the public hearing. The motion PASSED by unanimous vote.**

**5:45 FINANCE DEPARTMENT  
PM**

27. Consider approving a resolution adopting the Amended Street Reconstruction Plan for 2018-2022 and authorizing the issuance of General Obligation Street Reconstruction Bonds.

*Upon closing the public hearing, Council discussed the proposed resolution and took the following action.*

**A motion was made by Councilor Blake, seconded by Councilor Zeige to adopt Resolution 18-66, adopting amended street reconstruction plan for 2018-2022, authorize issuance of Gen. Obligation Street Reconst. Bonds.**

**Aye** 4 - Councilor Dale Christy  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

**5:50 PUBLIC HEARINGS  
PM**

28. Conduct a Public Hearing for review and proposed adoption of the 2018-2022 Amended Capital Improvement Plan and consider authorizing the issuance of General Obligation Capital Improvement Bonds.

*Ms. Baird conducts review of CIP Plan and requested action.*

**A motion was made by Councilor Bill Zeige, seconded by Councilor Dale Christy to open the public hearing. The motion PASSED by unanimous vote.**

*Mayor Pro-Tem Connelly noted that this is the place and time if anyone wished to address the City Council regarding this item. Clerk Gibeau acknowledged that all required notices have been made and there has been no correspondence received on this matter.*

*No one wished to speak, therefore the following motion was made.*

**A motion was made by Councilor Bill Zeige, seconded by Councilor Rick Blake to close the public hearing. The motion PASSED by unanimous vote.**

**6:05 FINANCE DEPARTMENT  
PM**

29. Consider approving a resolution adopting the a Five-Year Capital Improvement Plan for 2018-2022 and authorizing the issuance of General Obligation Capital Improvement Bonds.

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

**adopting Resolution 18-67, five-year CIP for 2018-2022 and authorized issuance of general obligation Capital Improvement Bonds. The motion carried by the following vote.**

**Aye** 4 - Councilor Dale Christy  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

30. Consider adopting a resolution providing for the Sale of \$1,960,000 General Obligation Bonds, Series 2018A.

*Rebecca Kurtz, Ehlers, provides background on request for bond issuance.*

**A motion was made by Councilor Blake, seconded by Councilor Zeige adopting Resolution 18-68, sale of \$1,960,000 General Obligation Bonds, Series 2018A. The motion carried by the following vote.**

**Aye** 4 - Councilor Dale Christy  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

**5:25 CIVIC CENTER, PARKS & RECREATION  
PM**

25. Consider a resolution approving the referendum language to consider a local sales and use tax to fund Project Grand Rapids.

*Mr. Pagel presented information in support of local sales tax and the need for Project Grand Rapids to move forward.*

**A motion was made by Councilor Christy, seconded by Councilor Zeige adopting Resolution 18-65, approving referendum language to consider a local sales tax and use tax to fund Project Grand Rapids. The motion carried by the following vote.**

**Aye** 4 - Councilor Dale Christy  
Councilor Bill Zeige  
Councilor Rick Blake  
Councilor Tasha Connelly

**ADJOURNMENT**

**A motion was made by Councilor Rick Blake, seconded by Councilor Bill Zeige to adjourn the meeting at 6:10 PM. The motion PASSED by unanimous vote.**

*Respectfully submitted:*

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 18-0545      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 8/22/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider approving the verified claims for the period August 7, 2018 to August 20, 2018 in the total amount of \$1,174,240.17.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [COUNCIL BILL LIST 08-27-18 \(002\).pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period August 7, 2018 to August 20, 2018 in the total amount of \$1,174,240.17.

### **Requested City Council Action**

Make a motion approving the verified claims for the period August 7, 2018 to August 20, 2018 in the total amount of \$1,174,240.17.

DATE: 08/22/2018  
 TIME: 08:38:32  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/27/2018

VENDOR #	NAME	AMOUNT DUE
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GENERAL FUND		
CITY WIDE		
1915248	SOFTWARE HARDWARE INTEGRATION	3,832.00
	TOTAL CITY WIDE	3,832.00
SPECIAL PROJECTS-NON BUDGETED		
1105530	KENNEDY & GRAVEN	90.00
	TOTAL SPECIAL PROJECTS-NON BUDGETED	90.00
SPECIAL PROJECTS-BUDGETED		
2500050	ITASCA COUNTY FAMILY YMCA INC	12,500.00
	TOTAL SPECIAL PROJECTS-BUDGETED	12,500.00
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE SERVICES INC	46.44
1405725	NETWORK SERVICE COMPANY	140.60
	TOTAL BUILDING MAINTENANCE-CITY HALL	187.04
ENGINEERING		
1900225	SEH	485.00
	TOTAL ENGINEERING	485.00
FINANCE		
1805230	REESE RUBBER STAMP COMPANY	20.00
	TOTAL FINANCE	20.00
FIRE		
0100010	5 STAR PEST CONTROL &	225.00
0121721	AUTO VALUE - GRAND RAPIDS	23.99
0301685	CARQUEST AUTO PARTS	75.32
0517750	EQUIPMENT MANAGEMENT COMPANY	595.00
0601690	FASTENAL COMPANY	24.65
1309090	MINERS INC	14.86
	TOTAL FIRE	958.82



DATE: 08/22/2018  
 TIME: 08:38:32  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 08/27/2018

VENDOR #	NAME	AMOUNT DUE
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GENERAL FUND		
PUBLIC WORKS		
0103325	ACHESON TIRE INC	20.00
0113223	AMERICAN DETAILING	250.00
0221650	BURGGRAF'S ACE HARDWARE	546.66
0301685	CARQUEST AUTO PARTS	199.27
0315455	COLE HARDWARE INC	136.25
0315535	CONE CONSTRUCTION INC	2,720.00
0501650	EARL F ANDERSEN	421.35
0518366	ERICKSON'S ITASCA LUMBER INC	168.50
0601690	FASTENAL COMPANY	426.01
0801825	HAWKINSON CONSTRUCTION CO INC	1,111.92
0821705	HUSKY SPRING	299.89
1000065	J.J. KELLER & ASSOC INC	379.69
1200500	L&M SUPPLY	885.30
1205110	LEASE LANDSCAPING INC	3,770.00
1301026	MAIN STREET DESIGN INC	5,260.74
1415484	NORTHERN LIGHTS TRUCK	9.00
1421155	NUCH'S IN THE CORNER	33.24
1503150	OCCUPATIONAL DEVELOPMENT CTR	600.00
1618555	PROFESSIONAL TURF & RENOVATION	3,050.00
1801615	RAPIDS WELDING SUPPLY INC	16.20
1813125	RMB ENVIRONMENTAL	84.00
1903342	WILLIAM J SCHWARTZ & SON'S INC	204.50
1908248	SHERWIN-WILLIAMS	428.34
2209421	VIKING ELECTRIC SUPPLY INC	106.40
2305453	WESCO RECEIVABLES CORP	899.04
	TOTAL PUBLIC WORKS	22,026.30
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	364.77
0315455	COLE HARDWARE INC	37.34
0718021	GRAND RAPIDS GM INC	262.50
1200500	L&M SUPPLY	6.29
1301720	MATCO TOOLS	499.33
1415030	NAPA SUPPLY OF GRAND RAPIDS	61.40
1605740	PETROCHOICE HOLDINGS INC	571.10
	TOTAL FLEET MAINTENANCE	1,802.73
POLICE		
0103325	ACHESON TIRE INC	25.00
0116610	APPLIED CONCEPTS INC	2,873.00
0120440	ATLAS BUSINESS SOLUTIONS INC	576.00
0121725	AUTOMOTIVE ELECTRIC LLC	109.50

DATE: 08/22/2018  
 TIME: 08:38:32  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 08/27/2018

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
POLICE		
0301685	CARQUEST AUTO PARTS	416.33
0308745	CHUCK'S AUTO SALVAGE INC	120.00
0718021	GRAND RAPIDS GM INC	346.15
1201434	LAKE WOODS CHRYSLER	142.38
1205250	LEFTYS TENT & PARTY RENTAL	129.24
1301025	MAKI BODY & GLASS	217.47
1305060	MEDS-1 AMBULANCE SERVICE INC	1,830.57
1801570	RAPIDS AUTO WASH	22.00
1920233	STREICHER'S INC	92.98
	TOTAL POLICE	6,900.62
CENTRAL SCHOOL		
0701650	GARTNER REFRIGERATION CO	650.04
1405725	NETWORK SERVICE COMPANY	41.73
	TOTAL	691.77
AIRPORT		
0321505	CUMMINS INC	3,723.19
0504500	EDMO DISTRIBUTORS INC	57.52
0504825	EDWARDS OIL INC	577.76
0518350	RUTH ERICKSON	1,064.01
1105530	KENNEDY & GRAVEN	76.00
1200530	LNR UNDERGROUND, LLC	360.00
	TOTAL	5,858.48
CIVIC CENTER		
GENERAL ADMINISTRATION		
0221650	BURGGRAF'S ACE HARDWARE	56.51
0315455	COLE HARDWARE INC	104.82
0715095	GOALCREASE INC	5,500.00
1405725	NETWORK SERVICE COMPANY	55.04
1615423	POKEGAMA ELECTRIC INC	5,790.82
1801613	RAPIDS PRINTING	72.85
2209421	VIKING ELECTRIC SUPPLY INC	167.46
	TOTAL GENERAL ADMINISTRATION	11,747.50

DATE: 08/22/2018  
 TIME: 08:38:32  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/27/2018

VENDOR #	NAME	AMOUNT DUE
-----		
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE	4.26
1909510	SIM SUPPLY INC	116.45
	TOTAL	120.71
DOMESTIC ANIMAL CONTROL FAC		
1415048	NORTH COUNTRY VET CLINIC	119.05
	TOTAL	119.05
GENERAL CAPITAL IMPRV PROJECTS		
	2010-5 MS RIVER PD BRIDGE	
1900225	SEH	3,392.40
	TOTAL 2010-5 MS RIVER PD BRIDGE	3,392.40
CAPITAL EQPT REPLACEMENT FUND		
	CAPITAL OUTLAY-POLICE	
0116610	APPLIED CONCEPTS INC	2,718.00
	TOTAL CAPITAL OUTLAY-POLICE	2,718.00
AIRPORT CAPITAL IMPRV PROJECTS		
	2017 TAXIWAY/APRON DESIGN PJT	
2000522	TNT AGGREGATES, LLC	4,495.63
	TOTAL 2017 TAXIWAY/APRON DESIGN PJT	4,495.63
GR ARTS & CULTURE CPTL PRJS		
1301026	MAIN STREET DESIGN INC	1,924.68
	TOTAL	1,924.68
2017 INFRASTRUCTURE BONDS		
	2009-1 4TH AVE & 13TH ST NW	
0301705	CASPER CONSTRUCTION INC	45,441.81
	TOTAL 2009-1 4TH AVE & 13TH ST NW	45,441.81

DATE: 08/22/2018  
 TIME: 08:38:33  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 08/27/2018

VENDOR #	NAME	AMOUNT DUE
-----		
2017	INFRASTRUCTURE BONDS	
2009-1	9TH ST NE	
0301705	CASPER CONSTRUCTION INC	9,127.64
	TOTAL 2009-1 9TH ST NE	9,127.64
2009-1	14TH ST NW OVERLAY	
0301705	CASPER CONSTRUCTION INC	7,974.19
	TOTAL 2009-1 14TH ST NW OVERLAY	7,974.19
2009-1	8TH AVE NE STRM WTR	
0301705	CASPER CONSTRUCTION INC	2,856.08
0801535	HAMMERLUND CONSTRUCTION INC	2,619.00
1900225	SEH	1,094.62
	TOTAL 2009-1 8TH AVE NE STRM WTR	6,569.70
2018	INFRAST/CPT MNT IMP BONDS	
2018	NE IMPROVEMENTS	
0301705	CASPER CONSTRUCTION INC	518,661.01
1900225	SEH	35,050.34
	TOTAL 2018 NE IMPROVEMENTS	553,711.35
10TH AVENUE NE		
0301705	CASPER CONSTRUCTION INC	12,267.49
	TOTAL 10TH AVENUE NE	12,267.49
STORM WATER UTILITY		
0301685	CARQUEST AUTO PARTS	60.21
0801535	HAMMERLUND CONSTRUCTION INC	3,632.00
0801825	HAWKINSON CONSTRUCTION CO INC	2,220.00
1001495	THE JAMAR COMPANY	1,021.33
1415484	NORTHERN LIGHTS TRUCK	77.78
	TOTAL	7,011.32
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 721,974.23
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		

DATE: 08/22/2018  
 TIME: 08:38:33  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 08/27/2018

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0116600	APPLE VALLEY, CITY OF	1,221.00
0205640	LEAGUE OF MN CITIES INS TRUST	153.52
0305530	CENTURYLINK QC	259.00
0718015	GRAND RAPIDS CITY PAYROLL	252,445.37
0718070	GRAND RAPIDS STATE BANK	65.00
0815440	HOLIDAY STATIONSTORES LLC	3,704.36
0900060	ICTV	7,780.26
0920055	ITASCA COUNTY RECORDER	46.00
1305046	MEDIACOM LLC	10.50
1309098	MINNESOTA MN IT SERVICES	443.80
1309199	MINNESOTA ENERGY RESOURCES	1,325.52
1309332	MN STATE RETIREMENT SYSTEM	1,620.00
1309335	MINNESOTA REVENUE	7,313.01
1315650	ANDY MORGAN	83.46
1405850	NEXTERA COMMUNICATIONS LLC	446.22
1516220	OPERATING ENGINEERS LOCAL #49	102,747.00
1609561	PIONEER TELEPHONE	9.63
1621130	P.U.C.	27,249.47
1809505	CHRIS RIMA-CARLSON	59.99
2000490	TDS Metrocom	779.80
2114750	UNUM LIFE INSURANCE CO OF AMER	264.04
2205637	VERIZON WIRELESS	1,971.47
2209665	VISA	5,457.00
2209705	VISIT GRAND RAPIDS INC	34,713.94
2305300	MATTHEW WEGWERTH	98.10
2305447	WELLS FARGO BANK NA	800.00
T001197	READING & MATH INC	1,198.48
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:\$		452,265.94
TOTAL ALL DEPARTMENTS		1,174,240.17



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0531      **Version:** 1      **Name:** Lost Accounts Payable Check  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/14/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider voiding lost Accounts Payable check #132607, issue a new check, and waiving bond requirements for check issued to Tony Clifton in the amount of \$11.00.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Affidavit of Lost Check.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider voiding lost Accounts Payable check #132607, issue a new check, and waiving bond requirements for check issued to Tony Clifton in the amount of \$11.00.

**Background Information:**

Accounts payable check #132607 issued to Tony Clifton on September 25, 2017 is lost. An affidavit of Lost check has been signed and notarized.

**Requested City Council Action**

Make a motion voiding lost Accounts Payable check #132607, issue a new check, and waiving bond requirements for check issued to Tony Clifton in the amount of \$11.00.

AFFIDAVIT

STATE OF ) Minnesota

) SS

COUNTY OF ) Itasca

**TONY CLAFTON**, being first duly sworn on oath, states that he/she resides at **1714 SW 3<sup>RD</sup> AVE, GRAND RAPIDS, MN, 55744** and that he/she is the payee named in a check number **132607**, issued to **TONY CLAFTON**, drawn by **CITY OF GRAND RAPIDS** dated **09/25/17**, for the sum of **\$11.00**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

**LOST**

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

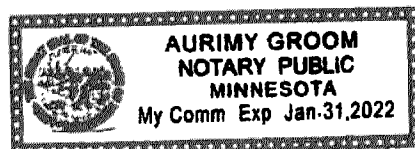
SIGNED



Subscribed and sworn to before me

This 9<sup>th</sup> day of August, 2018.

  
Notary Public





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0532      **Version:** 1      **Name:** 2018 Budgeted Operating Transfers  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/14/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider approving a resolution authorizing the 2018 budgeted operating transfers.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Operating transfers-Res](#)

Date	Ver.	Action By	Action	Result
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Consider approving a resolution authorizing the 2018 budgeted operating transfers.

### **Background Information:**

The City Council adopted the 2018 budget on December 11, 2017. That budget included several operating transfers and funding sources for various projects. We are requesting City Council approval for those transfers. They are as follows:

- \*175,000 from the General Fund to the Capital Equipment Fund,
- \*150,000 from the General Fund to the 2013B Street Reconstruction Debt Service Fund,
- \*20,000 from the General Fund to the Airport Operations Fund,
- \*125,000 from the General Fund to the Capital Equipment Fund for the Fire Department Depreciation.

### **Staff Recommendation:**

Staff recommends approving a resolution authorizing the 2018 budgeted operating transfers.

### **Requested City Council Action**

Make a motion adopting a resolution authorizing the 2018 transfers from the General Fund to the following funds: \$175,000 to the Capital Equipment Fund, \$150,000 to the 2013B Street Reconstruction Debt Service Fund, \$20,000 to the Airport Operations Fund, and \$125,000 to the Capital Equipment Fund for the Fire Department Depreciation.



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

RESOLUTION NO. 18-

**A RESOLUTION TO AUTHORIZE THE FOLLOWING BUDGETED OPERATING TRANSFERS FROM THE GENERAL FUND: \$175,000 TO THE CAPITAL EQUIPMENT FUND, \$150,000 TO THE 2013B STREET RECONSTRUCTION DEBT SERVICE FUND, \$20,000 TO THE AIRPORT OPERATIONS FUND, AND \$125,000 TO THE CAPITAL EQUIPMENT FUND FOR FIRE DEPARTMENT DEPRECIATION**

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

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorize the following budgeted transfers for 2018:

\$175,000	from the General Fund to the Capital Equipment Fund,
\$150,000	from the General Fund to the 2013B Street Reconstruction Debt Service Fund,
\$ 20,000	from the General Fund to the Airport Operations Fund,
\$ 125,000	from the General Fund to the Capital Equipment Fund for Fire Department depreciation

Adopted this 27th day of August, 2018.

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Dale Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0534      **Version:** 1      **Name:** Curling Club Agreement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/15/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider entering into an Equipment Rental Agreement with the Itasca Curling Club.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Curling Equipment Lease Agreement 2018](#)

Date	Ver.	Action By	Action	Result
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Consider entering into an Equipment Rental Agreement with the Itasca Curling Club.

**Background Information:**

Refrencing one of City Council's outcomes of creating shoulder season events to increase tourism, Civic Center staff is working with the Itasca Curling Club to host the second annual Thousand Lakes Fall Bonspiel the weekend of September 7

- 9. To host the event we will be utilizing much of the Club's equipment.

**Staff Recommendation:**

City staff recommends entering into an Equipment Rental Agreement with the Itasca Curling Club.

**Requested City Council Action**

Make a motion to enter into an Equipment Rental Agreement with the Itasca Curling Club.

## EQUIPMENT RENTAL AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Grand Rapids, hereafter called "Lessee," and the Itasca Curling Club, hereafter called the "Lessor."

Under the terms of this Agreement, Lessor hereby leases to Lessee all equipment identified in the "List of Equipment" paragraph for use at such location and at such rental rate for the time hereinafter stated.

### AGREEMENT

1. List of Equipment. Lessor agrees to rent to Lessee the following equipment for use at the Grand Rapids Civic Center for the period September 4th, 2018, through September 11, 2018. Lessor shall furnish such equipment in operative condition.

- .64 curling stones
- .1 Icemaster Millenium curling ice scraper
- .2 Icemaster Millenium blades
- .2 curling stone measuring sticks
- .2 biter bars
- .4 pebbling tanks
- .1 hand scraper

2. Rental Period. The rental period shall cover all time consumed in transporting the equipment, including the date of delivery to Lessee and the date upon which transit from Lessee ends at Lessor's unloading point.

3. Rental Charges. Lessee shall pay a rental charge to Lessor of \$1.00, payable prior to delivery of the equipment.

4. Maintenance and Operation. Lessee shall maintain the equipment in good repair and operative condition and shall return it in such condition to Lessor, ordinary wear and tear resulting from proper use thereof alone excepted.

5. Disclaimer. Lessor is neither the manufacturer, supplier or dealer in the equipment, and as such makes no warranties, express or implied, as to the condition of the equipment, its design, capacity, performance, or fitness for any particular purpose.

6. Indemnity. Lessee shall indemnify Lessor against, and hold Lessor harmless from, any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities resulting from the equipment or the Lease, and shall further indemnify Lessor and hold Lessor harmless from any loss and damage to the equipment during the rental period.

7. Loss/Replacement. Lessor shall not be responsible for loss or damage to the equipment while said equipment is in Lessee's care, custody, and control. Lessee shall pay Lessor full compensation for replacement and/or repair of any equipment which is not returned because it is lost, stolen or damaged. Lessor's invoice for replacement or repair shall be conclusive as to the amount Lessee shall pay for repair or replacement under this paragraph.

8. Ownership. Lessor at all times retains ownership and title of the equipment.

9. Entire Agreement. This instrument constitutes the entire agreement between Lessor and Lessee, and it shall not be amended, altered or changed except by a written agreement signed by the parties hereto.

Lessor and Lessee, for themselves, their successors, executors, administrators and assigns, agree to the full performance of the covenants herein contained.

IN WITNESS WHEREOF, they have executed this Agreement the day and year first above written:

LESSEE:  
CITY OF GRAND RAPIDS

LESSOR:  
ITASCA CURLING CLUB

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

By:

*Ramona Jaakvaud*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	18-0537	<b>Version:</b>	1	<b>Name:</b>	Grand Rapids State Bank for National Night Out and a donation of \$100.00 from Grand Rapids State Bank and in-kind donation of food & beverages, valued at \$414.00, from McDonald's for the Children's Safety Camp.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	8/20/2018	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	8/27/2018	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider adopting a resolution accepting a donation of \$100.00 from Grand Rapids State Bank for National Night Out and a donation of \$100.00 from Grand Rapids State Bank and in-kind donation of food & beverages, valued at \$414.00, from McDonald's for the Children's Safety Camp.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">MacDonalds Safety Camp donation</a> <a href="#">PD GRSB Natl Night and Safety Camp</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a donation of \$100.00 from Grand Rapids State Bank for National Night Out and a donation of \$100.00 from Grand Rapids State Bank and in-kind donation of food & beverages, valued at \$414.00, from McDonald's for the Children's Safety Camp.

### **Background Information:**

The Grand Rapids Police Department, Grand Rapids Fire Department, Cohasset Fire Department, Itasca County Sheriff's Office, Army Corps of Engineers, Grand Rapids Public Utilities and Public Works, Meds1 Ambulance Service, and the Department of Natural Resources held its 2<sup>nd</sup> annual Children's Safety Camp. This took place at the IRA Civic Center on August 16, 2018 from 9 am to 2:30 pm. This event was free to all Grand Rapids area children between the ages 8 and 14. One hundred forty six (146) children attended this one-day event.

The purpose of the camp was to promote safety and foster awareness on the part of our area youth.

Some of the subjects covered in the safety camp included:

- Fire Safety
- Dam Safety
- Boat and Water Safety
- First Aid
- Ice Safety
- Electrical Safety
- Personal Safety
- What to do if a child becomes lost
- Vehicle Safety
- K-9 Demonstrations

### **Staff Recommendation:**

Please consider adopting a resolution accepting a donation of \$200.00 from Grand Rapids State Bank and \$414.00 in-kind food / beverage donation from McDonald's for the 2017 Children's Safety Camp and National Night Out.

**Requested City Council Action**

Consider a motion adopting a resolution accepting a donation of \$200.00 from Grand Rapids State Bank and in-kind donation of food & beverages valued at \$414.00, from McDonald's for Children's Safety Cam and National Night Out.

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

RESOLUTION NO. 18-

A RESOLUTION ACCEPTING FOOD DONATIONS VALUED AT APPROXIMATELY \$414.00 FROM MCDONALDS RESTAURANT FOR THE CITY OF GRAND RAPIDS' SAFETY CAMP

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:

- McDonald's Restaurant donated food valued at approximately \$414 for the City of Grand Rapids' Safety Camp.

Adopted this 27th day of August 2018

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Dale C. Adams, Mayor

Attest:

---

Kimberly Johnson-Gibeau, City Clerk

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

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

RESOLUTION NO. 18-

A RESOLUTION ACCEPTING TWO DONATIONS OF \$100.00 EACH FROM GRAND RAPIDS STATE BANK FOR THE GRAND RAPIDS' POLICE DEPARTMENT'S PUBLIC SAFETY EDUCATION FUND FOR NATIONAL NIGHT OUT & SAFETY CAMP

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:

- The Grand Rapids State Bank has donated \$100.00 to the Grand Rapids Police Department's Public Safety Fund for National Night Out.
- Grand Rapids State Bank also donated \$100 of silver dollars to the Grand Rapids Police Department's Public Safety Fund for Safety Camp.

Adopted this 27th day of August 2018

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Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 18-0541      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/21/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider voiding lost Accounts Payable check #130044, issue a new check, and waiving bond requirements for check issued to Justin Edmundson in the amount of \$51.97.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Justin Edmundson Affidavit.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider voiding lost Accounts Payable check #130044, issue a new check, and waiving bond requirements for check issued to Justin Edmundson in the amount of \$51.97.

**Background Information:**

Accounts payable check #130044 issued to Justin Edmundson on February 6, 2017 is lost. Justin Edmundson has completed an Affidavit of Lost Check.

**Requested City Council Action**

Make a motion to void lost Accounts Payable check #130044, issue a new check, and waiving bond requirements for check issued to Justin Edmundson in the amount of \$51.97.

AFFIDAVIT

STATE OF ) Minnesota

) SS

COUNTY OF ) Itasca

**JUSTIN EDMUNDSON**, being first duly sworn on oath, states that he/she resides at **32143 SOUTHWOOD RD, GRAND RAPIDS, MN, 55744** and that he/she is the payee named in a check number **130044**, issued to **JUSTIN EDMUNDSON**, drawn by **CITY OF GRAND RAPIDS** dated **02/06/2017**, for the sum of **\$51.97**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

**LOST**

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

SIGNED

Justin Edmundson

Subscribed and sworn to before me

This 20 day of August, 2018

Cindy L Phillips  
Notary Public





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0485      **Version:** 2      **Name:** ISD 318 Field Lease Ageement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/2/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider entering into a lease agreement with ISD 318 for the use of the Grand Rapids Sports Complex and Legion Baseball Field.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [ISD 318 Field Lease 2018-19.pdf](#)

Date	Ver.	Action By	Action	Result
8/13/2018	2	City Council		

Consider entering into a lease agreement with ISD 318 for the use of the Grand Rapids Sports Complex and Legion Baseball Field.

**Background Information:**

In the past we have entered into 3-year lease agreements, but with the ISD 318 elementary project affecting our soccer fields we are only going to execute a 1-year agreement. City staff is working with the school district to replace the fields that will be affected.

This lease covers the school district's use of our fields for boys and girls soccer, boys baseball, and girls fastpitch. A copy of the agreement is attached for your review.

**Staff Recommendation:**

City staff recommends entering into a lease agreement with ISD 318 for the use of the Grand Rapids Sports Complex and Legion Baseball Field.

**Requested City Council Action**

Pass a motion to enter into a lease agreement with ISD 318 for the use of the Grand Rapids Sports Complex and Legion Baseball Field.

## LEASE AGREEMENT

This lease, made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, between the City of Grand Rapids, a Municipal Corporation, hereafter called the "Lessor", and the Independent School District #318, Grand Rapids, MN, hereafter called the "Lessee".

Whereas, Lessor owns and operates the Legion Baseball Field and the Grand Rapids Sports Complex (which includes an official size Soccer Field and official Softball Fields); and

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

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

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

### ARTICLE I

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

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

**4. Schedule of Use:** Lessee shall submit to Lessor annually before January 1 for Baseball and Softball and March 1 for Soccer schedules of all proposed uses for the upcoming seasons, which schedules shall be subject to Lessor's approval.

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

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

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

## ARTICLE II

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

August 1, 2018 \$7,900.00 for the Soccer Field at the Grand Rapids Sports Complex

March 1, 2019 \$20,000.00 (\$10,000.00 each) for Legion Baseball Field and the Grand Rapids Sports Complex (3) Softball Fields;

In addition, Lessee has requested improvements to the practice soccer field at the Grand Rapids Sports Complex, which Lessee will reimburse Lessor for in an amount not to exceed \$25,000. Lessee will make 1/5 payments of the actual cost of improvements for five years, with payments on December 1<sup>st</sup> of each year. If either party terminates or does not renew this lease, Lessee shall pay remaining balance in full upon 30 days receipt of an invoice from Lessor.

Lease payments shall be payable to the City of Grand Rapids and mailed or delivered to City Hall. The parties shall conduct a lease rate review in February, 2019. If the parties are unable to reach an agreement on the lease rate, then this lease agreement shall terminate as of June 30, 2019.

## ARTICLE III

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

**2. Damages:** Lessee shall reimburse Lessor for the reasonable cost to repair and restore

the aforementioned facilities in the event of damage to the premises caused by participants, coaches or other staff, or spectators who are in or upon the aforementioned facilities in conjunction with any of the Lessee's activities or events.

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

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

**5. Facility Preparation:** The Lessor shall prepare the aforementioned facilities including mowing, infield dragging, field painting, and disposal of garbage and rest room maintenance. An outfield fence shall be placed on one field at the beginning of the season for varsity game use and will be removed the third week of May. Outfield fences to be installed for invitational tournament and section games only.

#### **ARTICLE IV**

**1. Term:** The term of this Lease Agreement shall be from July 1, 2018 - June 30, 2019.

#### **ARTICLE V**

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

#### **ARTICLE VI**

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

**2. Insurance:** Lessee shall maintain throughout the term of this Lease Agreement policy of comprehensive general liability insurance with limits of at least \$330,000 per person and \$750,000.00 per occurrence in 2018 through 2019, naming Lessor as an additional insured. The limit of such insurance policy shall not be less than the City's maximum limits of liability as set forth in Minn. Stat. Sec. 466.04. Said policy of insurance shall be evidenced by a certificate of insurance which shall be placed on file with Lessor by Lessee prior to commencement of occupancy of the premises by Lessee. Each such policy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving Lessor thirty (30) days advance written notice of such change. The policy shall also contain a contractual liability endorsement evidencing insurance coverage for Lessee's indemnification obligation to Lessor under this Lease Agreement.

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

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

Lessor or Lessee.

**ARTICLE VII**

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

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

Lessor: CITY OF GRAND RAPIDS

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

Lessee: INDEPENDENT SCHOOL DISTRICT #318

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0558      **Version:** 1      **Name:** Practice Soccer Field  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/24/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Approve proposals for improvements to the practice soccer field at the Grand Rapids Sports Complex.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Est 622 from Lease Landscaping Inc. 6360](#)  
[Hopko Quotes](#)

Date	Ver.	Action By	Action	Result
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Approve proposals for improvements to the practice soccer field at the Grand Rapids Sports Complex.

**Background Information:**

Our game soccer field will be eliminated next spring by the construction of a new elementary school. Installing irrigation and making turf renovations to our practice field this fall will improve it to a game quality field by next summer. Proposals from Lease Landscaping and Professional Turf & Renovation are attached for your review. This expense will be recovered through our field lease agreement with ISD 318 over the next 5 years.

**Staff Recommendation:**

City staff recommends approving proposals from Lease Landscaping in the amount of \$15,950.00 and Professional Turf & Renovation in the amount of \$7,500.00 for improvements to the practice soccer field at the Grand Rapids Sports Complex.

**Requested City Council Action**

Pass a motion approving proposals from Lease Landscaping in the amount of \$15,950.00 and Professional Turf & Renovation in the amount of \$7,500.00 for improvements to the practice soccer field at the Grand Rapids Sports Complex.





Lease Landscaping, Inc.  
 32057 South Pit Road  
 Grand Rapids, MN 55744  
 218-326-0876

# Estimate

Date	Estimate #
8/21/2018	622

Name / Address
City of Grand Rapids Parks & Recreation 420 North Pokegama Avenue Grand Rapids, MN 55744

Job Site
Soccer Field Irrigation System Dale Anderson danderson@ci.grand-rapids.mn.us 218-259-4485

P.O. No.	Project

Description	Qty	Rate	Total
Installation of an irrigation system on the existing practice field.  Materials, Equipment and Labor  Note: This estimate reflects the use of all existing irrigation heads and zone valves that will be removed from the existing soccer field.		15,950.00	15,950.00
<b>PAYMENT POLICY</b> One half down on acceptance of Estimate.(this check will be cashed at the start of the project) Balance due upon completion.		<b>Subtotal</b>	\$15,950.00
Note: (1) This proposal may be subject to price changes if not accepted within 30 days. (2) If you would like us to locate your secondary lines, there will be an additional charge. (3) If any damage is done to primary or secondary utility lines they will be repaired at the expense of the customer. (4) Any alteration or deviation from above specifications will become an extra charge over and above the estimate.		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$15,950.00

*Upon acceptance of proposal please sign and return a copy*

**Acceptance of Proposal**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Professional Turf & Renovation

24144 172<sup>nd</sup> Street  
Big Lake, MN 55309

Phone: (763) 263-2152  
Fax: (763) 263-2152

June 25, 2018

Dale Anderson  
City of Grand Rapids  
420 N. Pokegama, MN  
Grand Rapids, MN 55744

### **Subject: Soccer/Lacrosse Field Renovation**

Dear Dale:

Professional Turf & Renovation is pleased to offer you a quote to renovate an existing soccer/lacrosse field. Our services would include:

#### **Soccer/Lacrosse Field Renovation**

- **Aerate the field to reduce compaction**
- **Supply 1 load of athletic topsoil to fill in low spots and topdress the field, power rake smooth**
- **Supply athletic seed mix and slit seed the field as needed**
- **Supply erosion blanket and install on bare spots to help retain moisture**
- **Supply and apply starter fertilizer**
- **Supply and apply all follow up apps of fertilizer to achieve dense turf**

**Total Cost: \$7,500.00**

**Note:** An application of the appropriate herbicide should be made before we start the renovation. Speed Zone is preferred because we can seed 7 days after applying.

If you have any questions, please let us know.

Sincerely,

Andy Hopko



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0542      **Version:** 1      **Name:** GPZ 2017-2, Taxilane Final Payment  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/21/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider approving Balancing Change Order 1 and Final Payment for AP 2017-2, Taxi-lane Construction.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [PayEst3-Taxilane Final](#)  
[Balancing Change Order 1](#)

Date	Ver.	Action By	Action	Result
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Consider approving Balancing Change Order 1 and Final Payment for AP 2017-2, Taxi-lane Construction.

**Background Information:**

Change Order 1 is a balancing change order that covers the final cost adjustment for the project. The final payment amount is 4,495.63. The original contract amount was \$142,000.00 and the final contract amount is \$146,577.70.

**Staff Recommendation:**

City Staff recommends approving Balancing Change Order 1 and Final Payment for AP 2017-2, Taxi-lane Construction in the amount of \$4,495.63.

**Requested City Council Action**

Make a motion approving Balancing Change Order 1 and Final Payment for AP 2017-2, Taxi-lane Construction in the amount of \$4,495.63.



**Application for Payment**  
(Unit Price Contract)  
No. 3 (Final)

Eng. Project No.: GRANR 142065

Location: Grand Rapids Itasca County Airport

Contractor	<u>TNT Aggregates, LLC</u>	Contract Date	<u>June 26, 2017</u>
	<u>40 County Road 63</u>	Pay This Amount	<u>\$ 4,495.63</u>
	<u>Grand Rapids, MN 55744</u>	Contract Amount	<u>\$ 142,000.00</u>

Contract for 2017 Taxilane Construction

Application Date 8/1/18 For Period Ending 8/1/18

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
2021.501	Mobilization	LS	1	1	\$20,176.50	\$20,176.50
2051.501	Maintenance & Restoration of Haul	LS	1	1	500.00	\$500.00
2506.502	Construct Drainage Structure Des 48-	EA	1	1	3,000.00	\$3,000.00
2506.516	Casting Assembly	EA	1	1	600.00	\$600.00
D-705-5.1	4" Perforated PVC Pipe	LF	220	365	13.00	\$4,745.00
D-705-5.2	4" PVC Pipe, SDR 40	LF	75	190	7.00	\$1,330.00
D-705-5.3	Cleanout	EA	2	2	100.00	\$200.00
P-101-5.1	Remove Tie-Down Anchors	EA	6	0	1.00	
P-101-5.2	Bituminous Pavement Removal (Full	SY	25	25	10.00	\$250.00
P-101-5.3	Sawing Bituminous Pavement (Full	LF	265	265	2.00	\$530.00
P-101-5.4	Pavement Marking Removal	SF	250	250	8.00	\$2,000.00
P-101-5.5	Salvage & Install Fence	LF	150	150	56.00	\$8,400.00
P-152-5.1	Common Excavation (EV) (P)	CY	2350	2350	6.50	\$15,275.00
P-152-5.2	Subgrade Excavation (EV)	CY	250	109	6.50	\$708.50
P-152-5.3	Select Topsoil Borrow (Obtained off	CY	50	40	20.00	\$800.00
P-152-5.4	Base Preparation	STA	5	5	100.00	\$500.00
P-152-5.5	Proof Rolling	STA	5	5	50.00	\$250.00
P-154-5.1	Select Granular Borrow (CV)	CY	1700	1687	11.00	\$18,557.00
P-156-5.1	Silt Fence, Type Preassembled (Incl.	LF	400	400	2.50	\$1,000.00
P-156-5.2	Filter Log, Type Straw Fiber Bioroll	LF	200	257	6.00	\$1,542.00
P-156-5.3	Inlet Protection	EA	3	5	125.00	\$625.00
P-208-5.1	Aggregate Base (CV)	CY	525	511	33.00	\$16,863.00
P-401-5.1	Bituminous Surface Course - 4.0-inch	TON	530	547.14	67.50	\$36,931.95
P-603-5.1	Bituminous Tack Coat	GAL	120	125	3.00	\$375.00
P-605-5.1	Bituminous Joint (Saw, Route, Seal)	LF	300	405	15.00	\$6,075.00
P-620-5.1	Taxilane Painting	SF	350	375	11.05	\$4,143.75
T-901-5.1	Turf Restoration	ACRE	1	1	1,200.00	\$1,200.00
<b>Total Contract Amount</b>						<b>\$146,577.70</b>

**Application for Payment (continued)**

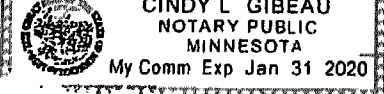
Total Contract Amount	\$ 142,000.00	Total Amount Earned	\$ 146,577.70
		Material Suitably Stored on Site, Not Incorporated into Work	
Contract Change Order No. _____		Percent Complete _____	
Contract Change Order No. _____		Percent Complete _____	
Contract Change Order No. _____		Percent Complete _____	
Less Previous Applications:		GROSS AMOUNT DUE	\$ 146,577.70
AFP No. 1: <u>139,907.70</u>	AFP No. 6: _____	LESS <u>0</u> % RETAINAGE	\$ _____
AFP No. 2: <u>2,174.37</u>	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ 146,577.70
AFP No. 3: _____	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ 142,082.07
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ 4,495.63
AFP No. 5: _____			

**CONTRACTOR'S AFFIDAVIT**

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2017 Taxilane Construction, Grand Rapids Itasca County Airport, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date August 9, 2018 TNT Aggregates, LLC  
(Contractor)  
 COUNTY OF Itasca )  
 STATE OF Minnesota ) SS By [Signature]  
 (Name and Title)

Before me on this 9 day of August, 2018, personally appeared  
Dominic Ellison known to be, who being duly sworn did depose and say that he is the \_\_\_\_\_ (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein

My Commission expires  [Signature]  
 (Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

[Signature] Short Elliott Hendrickson Inc.  
 By Shawn McArthur PE  
 Date 8/7/18  
 City of Grand Rapids  
[Signature] By MAT WEGWERTH, PE  
 Date 8/20/18

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

SP A3101-94 AIP Proj. No. 3-27-0037-20-17 CO No. 1  
 Project Location **Grand Rapids – Itasca County Airport**  
 Local Agency City of Grand Rapids Local Project No.  
 Contractor TNT Aggregates, LLC Contract No. 1  
 Address/City/State/Zip 40 County Road 63, Grand Rapids, MN 55744  
**Total Change Order Amount \$ \$0**

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions:


This is a Balancing Change Order. A Balancing Change Order is an accounting device used to adjust the Contract Amount to equal the As-built amount.

Contract Amount = \$142,000. Final Amount = \$146,577.70

**Estimate Of Cost:** (Include any increases or decreases in contract items, any negotiated or force account items.)

Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
D-705-5.1	4" Perforated PVC Pipe	LF	13.00	+145	+\$1,885.00
D-705-5.2	4" PVC Pipe, SDR 40	LF	7.00	+115	+\$805.00
P-101-5.1	Remove Tie-Down Anchors	EA	1.00	-6	-\$6.00
P-152-5.2	Subgrade Excavation	CY	6.50	-141	-\$916.50
P-152-5.3	Select Topsoil Borrow	CY	20.00	-10	-\$200.00
P-154-5.1	Select Granular Borrow (CV)	CY	11.00	-13	-\$143.00
P-156-5.2	Filter Log, Type Fiber Bioroll	LF	6.00	+57	+\$342.00
P-156-5.3	Inlet Protection	EA	125.00	+2	+\$250.00
P-208-5.1	Aggregate Base (CV)	CY	33.00	-14	-\$462.00
P-401-5.1	Bituminous Surface Course	TON	67.50	+17.14	+\$1,156.95
P-603-5.1	Bituminous Tack Coat	GAL	3.00	+5	+\$15.00
P-605-5.1	Bituminous Joint	LF	15.00	+105	+\$1,575.00
P-620-5.1	Taxilane Painting	SF	11.05	+25	+\$276.25
				<b>Net Change</b>	<b>+\$4,577.70</b>

\*\*Group/Funding category is required for Federal Aid projects

Approved by Project Engineer:  Date: August 23, 2018  
 Print Name: **Matt Wegwerth, PE** Phone: (218) 326-7625

Approved by Contractor:  Date: 8/23/2018  
 Print Name: **Dominic Ellison** Phone: (218) 244-4166

Distribution: Project Engineer (Original), Contractor (copy), DSAE (copy for funding review)

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

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0543      **Version:** 1      **Name:** CP 2009-1, 2017 Infrastructure Improvements Project Final Payment  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/21/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider approving Balancing Change Order 6 and Final Payment for CP 2009-1, 2017 Infrastructure Improvements Project.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [PayEst 14 Final](#)  
[Change Order 6](#)

Date	Ver.	Action By	Action	Result
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Consider approving Balancing Change Order 6 and Final Payment for CP 2009-1, 2017 Infrastructure Improvements Project.

**Background Information:**

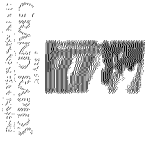
Change Order 6 is a balancing change order that covers the final cost adjustment for the project. The final payment amount is \$65,399.72. The original contract amount was \$2,219,424.00 and the final contract amount is \$2,368,291.81.

**Staff Recommendation:**

City Staff recommends approving Balancing Change Order 6 and Final Payment for CP 2009-1, 2017 Infrastructure Improvements Project in the amount of \$65,399.72.

**Requested City Council Action**

Make a motion approving Balancing Change Order 6 and Final Payment for CP 2009-1, 2017 Infrastructure Improvements Project in the amount of \$65,399.72.



**CITY OF GRAND RAPIDS**  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project GRANR 138924 - 2017 Infrastructure Improvements  
 Final Pay Request No. 14

Contractor: Casper Construction  
 PO Box 480  
 Grand Rapids, MN 55744

Contract No. CP 2009-1  
 Vendor No. N/A  
 For Period: 5/31/2018 - 8/8/2018  
 Warrant # \_\_\_\_\_ Date \_\_\_\_\_

**Contract Amounts**  
 Original Contract \$2,219,424.00  
 Contract Changes \$95,134.00  
 Revised Contract \$2,314,558.00  
**Work Certified To Date**

**Funds Encumbered**  
 Original \$2,219,424.00  
 Additional N/A  
 Total \$2,219,424.00

Base Bid Items \$2,278,289.66  
 Backsheet \$0.00  
 Change Order \$90,002.15  
 Supplemental Agreement \$0.00  
 Work Order \$0.00  
 Material On Hand \$0.00  
 Total \$2,368,291.81

GRANR 138924	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
	\$6,351.20	\$2,368,291.81	\$0.00	\$2,302,892.09	\$65,399.72	\$2,368,291.81
			Percent Retained: 0.0000%			
					<b>Amount Paid This Final Pay Request \$65,399.72</b>	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By   
 County/City/Project Engineer  
 Date 8/20/18

Approved By Casper Construction   
 Contractor  
 Date 08/17/2018



CITY OF GRAND RAPIDS  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. GRANR 138924  
 Final Pay Request No. 14

**GRANR 138924 Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Less Amount Retained Per Request	Amount Paid Per Request	Amount Paid Per Request
1	04/28/2017	05/31/2017	\$253,954.72	\$12,697.74	\$12,697.74	\$241,256.98
2	06/01/2017	06/14/2017	\$92,769.08	\$4,638.45	\$4,638.45	\$88,130.63
3	06/15/2017	06/27/2017	\$174,733.42	\$8,736.67	\$8,736.67	\$165,996.75
4	06/28/2017	07/11/2017	\$192,025.00	\$9,601.25	\$9,601.25	\$182,423.75
5	07/12/2017	08/01/2017	\$470,634.15	\$23,531.71	\$23,531.71	\$447,102.44
6	08/02/2017	08/15/2017	\$255,339.20	\$12,766.96	\$12,766.96	\$242,572.24
7	08/16/2017	08/29/2017	\$363,308.48	\$18,165.42	\$18,165.42	\$345,143.06
8	08/30/2017	09/12/2017	\$310,890.11	\$15,544.51	\$15,544.51	\$295,345.60
9	09/13/2017	09/26/2017	\$111,254.56	(\$50,059.99)	\$992.96	\$161,314.55
10	09/27/2017	11/14/2017	\$39,718.34	\$85.22	\$85.22	\$39,725.38
11	11/15/2017	12/19/2017	\$3,409.05	\$78.37	\$78.37	\$3,056.13
12	12/20/2017	04/10/2018	\$3,134.50			\$3,323.83
13	04/11/2018	05/30/2018	\$90,770.00	\$2,269.25	\$2,269.25	\$88,500.75
14	05/31/2018	08/08/2018	\$6,351.20	(\$59,048.52)		\$65,399.72
<b>Totals:</b>			<b>\$2,368,291.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,368,291.81</b>

**GRANR 138924 Funding Category Report**

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Amount Paid To Date
000	23,319.50	0.00	22,736.51	582.99	23,319.50
001	766,540.29	0.00	745,605.34	20,934.95	766,540.29
002	91,994.13	0.00	89,694.28	2,299.85	91,994.13
003	68,162.08	0.00	66,458.03	1,704.05	68,162.08
004	74,827.30	0.00	72,956.62	1,870.68	74,827.30
005	69,274.82	0.00	67,542.95	1,731.87	69,274.82
006	403,577.34	0.00	392,559.76	11,017.58	403,577.34
007	50,524.02	0.00	49,260.92	1,263.10	50,524.02
008	31,696.26	0.00	30,903.85	792.41	31,696.26
009	115,441.50	0.00	112,555.46	2,886.04	115,441.50
010	37,651.06	0.00	36,709.78	941.28	37,651.06
011	187,096.00	0.00	182,020.82	5,075.18	187,096.00
012	26,590.13	0.00	25,925.38	664.75	26,590.13
013	10,446.97	0.00	10,185.80	261.17	10,446.97
014	63,489.70	0.00	61,902.46	1,587.24	63,489.70
015	15,794.28	0.00	15,399.42	394.86	15,794.28
016	148,813.82	0.00	141,998.42	6,815.40	148,813.82
017	3,284.19	0.00	3,202.09	82.10	3,284.19
018	9,074.05	0.00	8,847.20	226.85	9,074.05
019	45,777.50	0.00	44,633.06	1,144.44	45,777.50
020	114,243.02	0.00	111,386.94	2,856.08	114,243.02
021	10,673.83	0.00	10,406.98	266.85	10,673.83
<b>Totals:</b>	<b>\$2,368,291.77</b>	<b>\$0.00</b>	<b>\$2,302,892.06</b>	<b>\$65,399.72</b>	<b>\$2,368,291.77</b>

CITY OF GRAND RAPIDS  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. GRANR 138924  
 Final Pay Request No. 14

**GRANR 138924 Funding Source Report**

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
01	Local	42,296.25	1,443,603.36	1,394,441.27	1,506,054.45
02	GRPUC - SM	4,309.81	181,365.12	181,365.12	172,392.46
03	GRPUC - SS	2,757.63	112,889.50	112,889.50	110,305.30
04	GRPUC - WM	6,704.24	266,698.32	249,721.43	268,169.47
05	GRPUC - WS	3,068.00	125,425.01	125,425.01	122,720.16
06	ISD 318	3,407.69	66,135.91	64,320.91	74,406.91
07	DNR Grant	2,856.08	118,440.77	91,260.77	114,243.02
<b>Totals:</b>		<b>\$65,399.71</b>	<b>\$2,314,557.99</b>	<b>\$2,219,424.00</b>	<b>\$2,368,291.77</b>

CITY OF GRAND RAPIDS  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. GRANR 138924  
 Final Pay Request No. 14

**GRANR 138924 Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
<b>General Construction</b>									
1	2011.601	CONSTRUCTION SURVEYING	LUMP SUM	\$37,150.00	1	0	\$0.00	1	\$37,150.00
2	2021.501	MOBILIZATION	LUMP SUM	\$94,794.14	1	0.0622	\$5,896.20	1	\$94,794.14
3	2101.502	CLEARING	TREE	\$200.00	32	0	\$0.00	30	\$6,000.00
4	2101.507	GRUBBING	TREE	\$100.00	37	0	\$0.00	28	\$2,800.00
5	2101.511	CLEARING & GRUBBING	LS	\$7,250.00	1	0	\$0.00	1	\$7,250.00
6	2104.501	REMOVE CONCRETE CURB	LIN FT	\$1.50	8814	0	\$0.00	9034	\$13,551.00
7	2104.505	REMOVE CONCRETE PAVEMENT	SY	\$3.65	2317	0	\$0.00	2398.5	\$8,754.53
8	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$2.50	16171.5	0	\$0.00	16577.5	\$41,443.75
9	2104.509	REMOVE BOLLARDS	EACH	\$65.00	5	0	\$0.00	3	\$195.00
10	2104.509	REMOVE CONCRETE STEPS	EACH	\$50.00	5	0	\$0.00	3	\$150.00
11	2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	\$255.00	25	0	\$0.00	24	\$6,120.00
12	2104.509	REMOVE SIGN TYPE C	EACH	\$33.25	39	0	\$0.00	40	\$1,330.00
13	2104.509	REMOVE SIGN TYPE SPECIAL	EACH	\$56.00	6	0	\$0.00	6	\$336.00
14	2104.509	REMOVE MAIL BOX SUPPORT	EACH	\$56.25	1	0	\$0.00	1	\$56.25
15	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$3.00	713	0	\$0.00	761	\$2,283.00
16	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$1.50	2410	0	\$0.00	2797	\$4,195.50
17	2104.521	SALVAGE FENCE	LF	\$11.00	90	0	\$0.00	98	\$1,078.00
18	2104.523	SALVAGE SIGN TYPE C	EACH	\$33.00	5	0	\$0.00	5	\$165.00
19	2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	\$56.00	5	0	\$0.00	5	\$280.00
20	2104.523	ABANDON WATER MAIN	EACH	\$33.00	26	0	\$0.00	27	\$891.00
21	2104.525	SALVAGE BRICK PAVERS	SQ FT	\$15.00	12	0	\$0.00	12	\$180.00
22	2104.618	COMMON EXCAVATION	CU YD	\$5.65	6637	0	\$0.00	6637	\$37,499.05
23	2105.501	SUBGRADE EXCAVATION	CU YD	\$5.65	6898	0	\$0.00	7299	\$41,239.35
24	2105.522	SELECT GRANULAR BORROW (CV)	CU YD	\$10.00	6898	0	\$0.00	7299	\$72,990.00
25	2105.522	GEOTEXTILE FABRIC TYPE V	SQ YD	\$1.20	15616	0	\$0.00	15616	\$18,739.20
26	2112.501	SUBGRADE PREPARATION	RDST	\$120.00	39.41	0	\$0.00	39.41	\$4,729.20
27	2118.607	AGGREGATE SURFACING (CV) CLASS 5	CU YD	\$30.50	48	0	\$0.00	48	\$1,464.00
28	221.503	AGGREGATE BASE (CV) CLASS 5	CU YD	\$22.00	3397	0	\$0.00	3627.955	\$79,815.01
29	2231.604	BITUMINOUS PATCH SPECIAL 1	SY	\$38.00	158	0	\$0.00	181	\$6,878.00
30	2231.604	BITUMINOUS PATCH SPECIAL 2	SY	\$56.75	582	0	\$0.00	616.1	\$34,963.68
31	2231.604	BITUMINOUS SURFACE (2.0")	SY	\$45.25	350	0	\$0.00	548.4	\$24,815.10
32	2232.501	MILL BITUMINOUS SURFACE (2.0")	SY	\$1.75	6711	0	\$0.00	6711	\$11,744.25
33	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2A)	TON	\$72.50	1174	0	\$0.00	1301.5	\$94,358.75
34	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2B)	TON	\$66.40	791	0	\$0.00	947.6	\$62,920.64
35	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (2B)	TON	\$67.30	1956	0	\$0.00	1944.4	\$130,856.12
36	2411.607	CONCRETE STEPS	EACH	\$550.00	6	0	\$0.00	3	\$1,650.00
37	2451.607	CRUSHED ROCK (CV)	CU YD	\$1.00	854	0	\$0.00	174.5	\$174.50
38	2504.604	2" INSULATION	SQ YD	\$22.00	1403	0	\$0.00	1144.45	\$25,177.90
39	2506.516	CASTING ASSEMBLY	EACH	\$680.00	44	0	\$0.00	43	\$28,380.00

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
41	2521.501	4" CONCRETE WALK	SQ FT	\$3.55	22812	0	\$0.00	24087.988	\$85,547.86
42	2521.501	6" CONCRETE WALK	SQ FT	\$5.25	1287	0	\$0.00	1795.7	\$9,427.43
43	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$11.50	9509	0	\$0.00	9925.3261	\$114,141.25
44	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$45.00	1325	0	\$0.00	1429.9	\$64,345.50
45	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$51.00	282	0	\$0.00	221.7	\$11,306.70
46	2531.604	8" CONCRETE VALLEY GUTTER	L F	\$31.00	31	0	\$0.00	31	\$961.00
47	2531.618	TRUNCATED DOMES	S F	\$31.00	348	0	\$0.00	348	\$10,788.00
48	2540.602	MAIL BOX	EACH	\$110.00	1	0	\$0.00	1	\$110.00
49	2540.602	MAIL BOX SUPPORT	EACH	\$110.00	1	0	\$0.00	1	\$110.00
50	2557.603	INSTALL SALVAGED FENCE	LIN FT	\$27.00	90	0	\$0.00	114.09	\$3,080.43
51	2563.601	TRAFFIC CONTROL	LUMP SUM	\$7,000.00	1	0.065	\$455.00	1	\$7,000.00
52	2564.531	SIGN PANELS TYPE SPECIAL	SQ FT	\$55.00	69	0	\$0.00	74.25	\$4,083.75
53	2564.531	SIGN PANELS TYPE C	SQ FT	\$55.00	211.75	0	\$0.00	234.5	\$12,897.50
54	2564.536	INSTALL SIGN PANEL TYPE C	EACH	\$130.00	5	0	\$0.00	5	\$650.00
55	2564.536	INSTALL SIGN PANEL TYPE SPECIAL	EACH	\$35.00	2	0	\$0.00	2	\$70.00
56	2571.502	DECIDUOUS TREE 1.5" CAL CONT	TREE	\$250.00	36	0	\$0.00	37	\$9,250.00
57	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	\$2.00	3303	0	\$0.00	853	\$1,706.00
58	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$110.00	52	0	\$0.00	52	\$5,720.00
59	2573.535	STABILIZED CONSTRUCTION EXIT	EACH	\$500.00	14	0	\$0.00	11	\$5,500.00
60	2574.525	COMMON TOPSOIL BORROW	C Y	\$21.50	1153	0	\$0.00	449.68	\$9,668.12
61	2575.501	SEEDING	ACRE	\$850.00	1.47	0	\$0.00	1.37	\$1,164.50
62	2575.502	SEED MIXTURE 25-131	LB	\$4.00	60	0	\$0.00	36.7	\$146.80
63	2575.505	SODDING TYPE LAWN	SQ YD	\$4.50	9834	0	\$0.00	17841.14	\$80,285.13
64	2575.601	EROSION CONTROL	LUMP SUM	\$6,500.00	1	0	\$0.00	1	\$6,500.00
65	2582.502	4" DBLE SOLID LINE EPOXY	L F	\$1.10	1422	0	\$0.00	1415	\$1,556.50
66	2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	\$0.55	97	0	\$0.00	94	\$51.70
67	2582.502	6" SOLID LINE WHITE-EPOXY	LIN FT	\$1.10	135	0	\$0.00	133	\$146.30
Totals For Section General Construction:							\$6,351.20		\$1,357,824.39
<b>Lighting</b>									
69	2104.509	REMOVE LUMINAIRE	EACH	\$56.00	9	0	\$0.00	9	\$504.00
70	2545.511	LIGHTING UNIT TYPE SPECIAL	EACH	\$3,000.00	9	0	\$0.00	9	\$27,000.00
71	2545.513	LUMINAIRE TYPE SPECIAL	EACH	\$750.00	9	0	\$0.00	9	\$6,750.00
72	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	\$850.00	9	0	\$0.00	9	\$7,650.00
73	2545.523	2" NON-METALLIC CONDUIT	L F	\$5.25	2350	0	\$0.00	2350	\$12,337.50
74	2545.531	UNDERGROUND WIRE 1 COND NO 8	L F	\$0.85	7425	0	\$0.00	7425	\$6,311.25
75	2545.531	UNDERGROUND WIRE 1 COND NO 12	L F	\$0.50	2600	0	\$0.00	2600	\$1,300.00
76	2545.541	SERVICE CABINET	EACH	\$4,000.00	1	0	\$0.00	1	\$4,000.00
77	2545.544	SERVICE EQUIPMENT	EACH	\$1,100.00	4	0	\$0.00	4	\$4,400.00
78	2545.545	EQUIPMENT PAD	EACH	\$800.00	1	0	\$0.00	1	\$800.00
79	2545.553	HANDHOLE	EACH	\$450.00	4	0	\$0.00	3	\$1,350.00

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity Request	This Request	Amount This Request	Quantity To Date	Amount To Date
81	2545.602	INSTALL UNDERGROUND 3-PHASE CABINET	EACH	\$550.00	1	0	0	\$0.00	1	\$550.00
	2545.802	INSTALL UNDERGROUND 360 MCM 28KV EPR CABLE	LF	\$5.00	2200	0	0	\$0.00	2200	\$11,000.00
					<b>Totals For Section Lighting:</b>			<b>\$0.00</b>		<b>\$83,952.75</b>
<b>Sanitary Sewer</b>										
82	2104.501	REMOVE SEWER PIPE (SANITARY)	LN FT	\$0.09	6205	0	0	\$0.00	6071	\$546.39
83	2301.607	PRESSURE GROUT	LS	\$1,550.00	1	0	0	\$0.00	1	\$1,550.00
84	2502.602	4" PVC PIPE DRAIN CLEANOUT	EACH	\$400.00	68	0	0	\$0.00	67,776	\$27,110.40
85	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$175.00	13	0	0	\$0.00	12	\$2,100.00
86	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$245.00	67	0	0	\$0.00	64	\$15,680.00
87	2503.602	4"x4" PVC WYE	EACH	\$165.00	1	0	0	\$0.00	1	\$165.00
88	2503.602	8"x4" PVC WYE	EACH	\$190.00	67	0	0	\$0.00	64	\$12,160.00
89	2503.603	SANITARY SEWER INSPECTION	LN FT	\$0.95	3807	0	0	\$0.00	3664	\$3,114.40
90	2503.603	8" PVC PIPE SEWER	LN FT	\$21.00	3688	0	0	\$0.00	3664	\$76,944.00
91	2503.603	4" PVC SANITARY SERVICE PIPE	LF	\$18.25	2432	0	0	\$0.00	2335	\$42,613.75
92	2504.603	4" DUCTILE IRON PIPE	LF	\$35.00	40	0	0	\$0.00	40	\$1,400.00
93	2506.501	CONST DRAINAGE STRUCTURE DESIGN F	LF	\$180.00	24.04	0	0	\$0.00	24.04	\$4,327.20
94	2506.502	CONST DRAINAGE STRUCTURE DESIGN F	EACH	\$1,450.00	18	0	0	\$0.00	17	\$24,650.00
95	2506.603	CONSTRUCT 8" OUTSIDE DROP	LF	\$315.00	12.61	0	0	\$0.00	12.25	\$3,858.75
					<b>Totals For Section Sanitary Sewer:</b>			<b>\$0.00</b>		<b>\$216,219.89</b>
<b>Storm Sewer</b>										
96	2104.501	REMOVE PIPE CULVERTS	LF	\$20.00	58	0	0	\$0.00	58	\$1,160.00
97	2104.501	REMOVE SEWER PIPE (STORM)	LN FT	\$7.50	715	0	0	\$0.00	732,332.67	\$5,492.50
98	2104.509	REMOVE CONCRETE APRON	EACH	\$65.00	1	0	0	\$0.00	1	\$65.00
99	2104.509	REMOVE CASTING	EACH	\$45.00	3	0	0	\$0.00	3	\$135.00
100	2104.523	SALVAGE PIPE APRON	EACH	\$61.50	2	0	0	\$0.00	2	\$123.00
101	2105.604	GEOTEXTILE FABRIC TYPE IV	SQ YD	\$1.60	135.1	0	0	\$0.00	48	\$76.80
102	2105.607	COMMON EMBANKMENT SPECIAL (CV) P	CY	\$54.50	170	0	0	\$0.00	170	\$9,265.00
103	2105.607	COMMON EMBANKMENT (CV) (P)	CY	\$4.00	501	0	0	\$0.00	501	\$2,004.00
104	2106.501	EXCAVATION - COMMON (CV) P	CY	\$5.75	4650	0	0	\$0.00	4650	\$26,737.50
105	2501.515	15" RC PIPE APRON	EACH	\$535.00	1	0	0	\$0.00	1	\$535.00
106	2501.525	22" SPAN RC PIPE-ARCH APRON	EACH	\$1,025.00	1	0	0	\$0.00	1	\$1,025.00
107	2501.525	44" SPAN RC PIPE-ARCH APRON	EACH	\$2,150.00	1	0	0	\$0.00	1	\$2,150.00
108	2501.573	INSTALL METAL APRON	EACH	\$75.00	1	0	0	\$0.00	1	\$75.00
109	2501.573	INSTALL CONCRETE APRON	EACH	\$240.00	1	0	0	\$0.00	1	\$240.00
110	2502.541	RAIN GARDEN - 1	EACH	\$6,300.00	1	0	0	\$0.00	1	\$6,300.00
111	2502.541	RAIN GARDEN - 2	EACH	\$7,025.00	1	0	0	\$0.00	1	\$7,025.00
112	2502.541	RAIN GARDEN - 3	EACH	\$4,115.00	1	0	0	\$0.00	1	\$4,115.00
113	2502.541	4" PERFE PE PIPE DRAIN	LN FT	\$5.50	1000	0	0	\$0.00	1060	\$5,830.00
114	2503.511	18" CS PIPE SEWER	LF	\$33.50	5	0	0	\$0.00	5	\$167.50
115	2503.521	22" SPAN RC PIPE-ARCH SEWER CL IIA	LF	\$58.50	140	0	0	\$0.00	134	\$7,839.00
116	2503.521	44" SPAN RC PIPE-ARCH SEWER CL IIA	LF	\$123.50	195	0	0	\$0.00	189	\$23,341.50

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118	2503.541	15" RC PIPE SEWER DES 3006 CL V	L F	\$32.00	728	0	\$0.00	751,5344	\$24,049.10
119	2503.541	18" RC PIPE SEWER DES 3006 CL III	L F	\$36.00	182	0	\$0.00	182	\$6,552.00
120	2503.541	21" RC PIPE SEWER DES 3006 CL III	L F	\$37.00	397	0	\$0.00	396	\$14,652.00
121	2503.602	CLEAN STORM SEWER	LS	\$14,500.00	1	0	\$0.00	1	\$14,500.00
122	2506.502	CONNECT TO EXISTING STORM SEWER	EACH	\$200.00	4	0	\$0.00	4	\$800.00
123	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$7,350.00	1	0	\$0.00	1	\$7,350.00
124	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL 1	EACH	\$2,525.00	3	0	\$0.00	3	\$7,575.00
125	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL 2	EACH	\$9,260.00	1	0	\$0.00	1	\$9,260.00
126	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL 3	EACH	\$7,415.00	1	0	\$0.00	1	\$7,415.00
127	2506.502	CONST DRAINAGE STRUCTURE DESIGN G	EACH	\$750.00	3	0	\$0.00	3	\$2,250.00
128	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	\$1,240.00	14	0	\$0.00	14	\$17,360.00
129	2506.502	CONST DRAINAGE STRUCTURE DES 60-4020	EACH	\$2,015.00	1	0	\$0.00	1	\$2,015.00
130	2506.502	CONST DRAINAGE STRUCTURE DES 84-4020	EACH	\$5,150.00	2	0	\$0.00	2	\$10,300.00
131	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	\$6,325.00	1	0	\$0.00	1	\$6,325.00
132	2506.602	SEAL CATCH BASIN	EACH	\$175.00	5	0	\$0.00	5	\$875.00
133	2511.501	RANDOM RIPRAP CLASS II	C Y	\$235.00	3	0	\$0.00	2	\$470.00
134	2511.501	RANDOM RIPRAP CLASS III	CU YD	\$65.00	29	0	\$0.00	29	\$1,885.00
135	2511.515	GEOTEXTILE FILTER TYPE III	S Y	\$1.25	65	0	\$0.00	24	\$1,560.00
136	2511.507	PERENNIAL PLUGS	PLT	\$3.25	2880	0	\$0.00	65	\$81.25
137	2512.501	TEMPORARY FENCE	LF	\$2.25	1955	0	\$0.00	2880	\$9,360.00
138	2513.560	CULVERT END CONTROLS	EACH	\$2.25	1955	0	\$0.00	286	\$598.50
139	2514.578	SOIL BED PREPARATION	ACRE	\$100.00	1	0	\$0.00	1	\$100.00
140	2515.502	SEED MIXTURE 21-111	LB	\$850.00	1.4	0	\$0.00	1.4	\$1,190.00
141	2515.502	SEED MIXTURE 33-361	LB	\$2.00	47	0	\$0.00	47	\$94.00
142	2515.502	SEED MIXTURE 34-181	LB	\$55.00	6	0	\$0.00	6	\$330.00
143	2515.502	SEED MIXTURE 34-282	LB	\$75.00	4	0	\$0.00	4	\$1,500.00
144	2515.502	SEED MIXTURE 35-421	LB	\$135.00	8	0	\$0.00	8	\$1,080.00
145	2515.511	MULCH MATERIAL TYPE 3	TON	\$85.00	6	0	\$0.00	6	\$510.00
146	2515.523	EROSION CONTROL BLANKETS CATEGORY 3	S Y	\$325.00	3	0	\$0.00	3	\$975.00
147	2515.523	EROSION CONTROL BLANKETS CATEGORY 3N	S Y	\$1.75	1327	0	\$0.00	805	\$1,408.75
<b>Totals For Section Storm Sewer:</b>									\$12,452.00
<b>Water</b>									\$258,574.40
148	2104.501	REMOVE WATER MAIN	LIN FT	\$3.35	2842	0	\$0.00	2886.5	\$9,669.76
149	2104.501	REMOVE WATER SERVICE PIPE	L F	\$3.50	2366	0	\$0.00	2235.5	\$7,824.25
150	2104.509	REMOVE HYDRANT	EACH	\$300.00	8	0	\$0.00	8	\$2,400.00
151	2104.523	SALVAGE HYDRANT	EACH	\$450.00	1	0	\$0.00	1	\$450.00
152	2504.601	TEMPORARY WATER SERVICE	LUMP SUM	\$3,350.00	1	0	\$0.00	1	\$3,350.00
153	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$700.00	18	0	\$0.00	22	\$15,400.00
154	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	\$265.00	66	0	\$0.00	67	\$17,755.00
155	2504.602	HYDRANT	EACH	\$3,525.00	9	0	\$0.00	9	\$31,725.00

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157	2504.602	ADJUST VALVE BOX	EACH	\$240.00	3	0	\$0.00	3	\$720.00
158	2504.602	INSTALL SALVAGED HYDRANT	EACH	\$550.00	1	0	\$0.00	1	\$550.00
159	2504.602	1" CORPORATION STOP	EACH	\$210.00	34	0	\$0.00	36	\$7,560.00
160	2504.602	8" GATE VALVE AND BOX	EACH	\$1,245.00	19	0	\$0.00	18	\$22,410.00
161	2504.602	8" GATE VALVE AND BOX	EACH	\$1,650.00	8	0	\$0.00	8	\$13,200.00
162	2504.602	ADJUST CURB BOX	EACH	\$95.00	11	0	\$0.00	11	\$1,045.00
163	2504.602	0.75" CURB STOP & BOX	EACH	\$260.00	32	0	\$0.00	31	\$8,060.00
164	2504.602	1" CURB STOP & BOX	EACH	\$285.00	34	0	\$0.00	40.84	\$11,639.40
165	2504.603	3/4" TYPE K COPPER PIPE	L F	\$24.00	1298	0	\$0.00	1298	\$30,192.00
166	2504.603	1" TYPE K COPPER PIPE	LIN FT	\$25.00	1091	0	\$0.00	1064.5	\$26,612.50
167	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	\$31.25	192	0	\$0.00	172	\$5,375.00
168	2504.603	8" WATERMAIN DUCTILE IRON CL 52	LIN FT	\$43.50	2775	0	\$0.00	2756.6	\$119,912.10
		WATERMAIN FITTINGS	POUND	\$7.95	1496	0	\$0.00	1996	\$15,868.20
				<b>Totals For Section Water:</b>			<b>\$0.00</b>		<b>\$351,718.23</b>

**Change Order 1 - Lighting Revisions**

169	2104.509	REMOVE LUMINAIRE	EACH	\$56.00	20	0	\$0.00	20	\$1,120.00
175	2545.511	LIGHTING UNIT TYPE SPECIAL	EACH	\$3,000.00	1	0	\$0.00	1	\$3,000.00
172	2545.513	LUMINAIRE TYPE SPECIAL 1	EA	\$700.00	10	0	\$0.00	10	\$7,000.00
170	2545.513	LUMINAIRE TYPE SPECIAL	EACH	\$750.00	20	0	\$0.00	20	\$15,000.00
171	2545.513	LUMINAIRE TYPE SPECIAL	EACH	(\$750.00)	10	0	\$0.00	10	(\$7,500.00)
176	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	\$850.00	1	0	\$0.00	1	\$850.00
177	2545.523	2" NON-METALLIC CONDUIT	L F	\$5.25	250	0	\$0.00	250	\$1,312.50
178	2545.531	UNDERGROUND WIRE 1 COND NO 8	L F	\$0.85	810	0	\$0.00	810	\$688.50
179	2545.531	UNDERGROUND WIRE 1 COND NO 12	L F	\$0.50	150	0	\$0.00	150	\$75.00
180	2545.553	HANDHOLE	EACH	\$450.00	1	0	\$0.00	1	\$450.00
173	2545.602	REFINISH LIGHT STANDARD	EACH	\$423.50	17	0	\$0.00	17	\$7,199.50
174	2545.602	REFINISH LIGHT STANDARD 1	EACH	\$363.00	10	0	\$0.00	10	\$3,630.00
				<b>Totals For Change Order 1 - Lighting Revisions:</b>			<b>\$0.00</b>		<b>\$32,825.50</b>

**Change Order 2 - 14th Street NW**

10	2104.501	REMOVE WATER MAIN	L F	\$3.69	4	0	\$0.00	4	\$14.76
13	2104.505	REMOVE CONCRETE PAVEMENT	S Y	\$4.02	12	0	\$0.00	12	\$48.24
24	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$3.30	12	0	\$0.00	12	\$39.60
181	2231.604	BITUMINOUS PATCH SPECIAL 1	S Y	\$38.00	180	0	\$0.00	40	\$1,520.00
182	2232.501	MILL BITUMINOUS SURFACE (2.0")	S Y	\$1.75	819	0	\$0.00	902	\$1,578.50
183	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2:B)	TON	\$66.40	95	0	\$0.00	95	\$6,308.00
88	2504.602	CONNECT TO EXISTING WATERMAIN (SPEC)	EACH	\$770.00	2	0	\$0.00	2	\$1,540.00
90	2504.602	HYDRANT	EACH	\$3,877.50	1	0	\$0.00	1	\$3,877.50
84	2504.602	6" GATE VALVE & BOX	EACH	\$1,369.50	1	0	\$0.00	1	\$1,369.50
95	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$34.36	10	0	\$0.00	10	\$343.80
96	2504.603	8" WATERMAIN DUCTILE IRON CL 52	L F	\$47.85	2	0	\$0.00	2	\$95.70
98	2504.608	WATERMAIN FITTINGS	LB	\$8.75	118	0	\$0.00	118	\$1,032.50

CITY OF GRAND RAPIDS  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. GRANR 138924  
 Final Pay Request No. 14

**GRANR 138924 Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity Request	This Request	Amount Request	Quantity To Date	Amount To Date
152	2574.809	4" CONCRETE WALK	S F	\$3.91	144	0	0	\$0.00	144	\$563.04
154	2575.501	COMMON TOPSOIL BORROW	TON	\$23.65	5.5	0	0	\$0.00	5.5	\$130.08
156	2575.502	SEEDING	ACRE	\$935.00	0.01	0	0	\$0.00	0.01	\$9.35
187	2582.501	SEED MIXTURE 25-131	LB	\$4.40	2.27	0	0	\$0.00	2.27	\$9.99
184	2582.502	PAVT MSSG EPOXY	SF	\$7.70	41.16	0	0	\$0.00	41.16	\$316.93
185	2582.502	4" DBL SOLID LINE EPOXY	LF	\$1.10	230	0	0	\$0.00	230	\$284.90
186	2582.502	4" SOLID LINE WHITE-EPOXY	LF	\$0.55	290	0	0	\$0.00	325	\$178.75
			LF	\$8.25	60	0	0	\$0.00	59	\$486.75
<b>Change Order 3 - Pond Fencing</b>										
190	2557.501	WIRE FENCE DESIGN 48V-9322	LF	\$47.135	213	0	0	\$0.00	213	\$10,039.76
189	2557.603	INSTALL WOOD RAIL FENCE	LF	\$10.45	1090	0	0	\$0.00	1090	\$11,390.50
<b>Totals For Change Order 3 - Pond Fencing :</b>										<b>\$21,430.26</b>
<b>Change Order 4 - Tree Placement around Pond</b>										
192	2571.501	CONIFEROUS TREE 6' HT B&B	TREE	\$412.50	9	0	0	\$0.00	9	\$3,712.50
191	2571.502	DECIDUOUS TREE 1.5" CAL CONT	TREE	\$250.00	39	0	0	\$0.00	39	\$9,750.00
<b>Totals For Change Order 4 - Tree Placement around Pond:</b>										<b>\$13,462.50</b>
<b>Change Order 5 - Fence Relocation</b>										
193	2557.603	RELOCATE FENCE (P)	LUMP SUM	\$2,536.00	1	1	0	\$0.00	1	\$2,536.00
<b>Totals For Change Order 5 - Fence Relocation:</b>										<b>\$2,536.00</b>
<b>Project Totals:</b>										<b>\$66,351.20</b>

<b>GRANR 138924 Contract Changes</b>										
No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date					
CO1	Change Order	5/15/2017	Additional Luminaire Replacements and Light Pole Refinishing. Luminaire Type Special. NVN-AF-03-D-U-172R-10K-600-4N7-AP Luminaire Type Special 1: XNV2-AF-02-D-U-173R-10K-800-4N7-AP	\$32,825.50	\$32,825.50					
CO2	Change Order	5/18/2017	Additional Hydrant Work for 14th Avenue NW	\$24,879.74	\$19,747.89					
CO3	Change Order	6/9/2017	Fencing around detention basin and stormwater pond.	\$21,430.26	\$21,430.26					
CO4	Change Order	6/22/2017	Tree Placement around 8th Avenue NE Stormwater Pond. Coniferous trees shall consist of Black Hills Spruce and Red Pine. Deciduous trees shall consist of Maple (Sugar, Red, Autumn Blaze), Oaks (Red, Swamp White, Bur) and Greenspire Linden.	\$13,462.50	\$13,462.50					
CO5	Change Order	1/29/2018	Salvage and reinstallation of cedar spill rail fence at storm pond (remove from MINDOT ROW)	\$2,536.00	\$2,536.00					
<b>Contract Change Totals:</b>				<b>\$95,134.00</b>	<b>\$90,002.15</b>					



STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of City of Grand Rapids

Change Order No. 6

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. GRANR 138924	CONTRACT NO. CP 2009-1
CONTRACTOR NAME AND ADDRESS Casper Construction PO Box 480 Grand Rapids, MN 55744		LOCATION OF WORK Grand Rapids, MN	
		TOTAL CHANGE ORDER AMOUNT \$0.00	

This is a Balancing Change Order. A Balancing Change Order is an accounting devise used to adjust the Contract Amount to equal the As-Built amount.

Contract Amount: Original= \$2,219,424.00, Revised=\$2,368,291.81

**COST BREAKDOWN**

**There are no items associated with this Change Order.**



\* Funding category is required for federal projects.

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

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

b.  Is Not Changed

c.  May be revised if work affected the controlling operation

Approved By Project Engineer: Matt Wegwerth	Approved By Contractor: Casper Construction
Signed 	Signed 
Date: <u>8/20/18</u> Phone: (218) 326-7601	Date: <u>08/17/2018</u> Phone: (218) 326-9637

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

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0544      **Version:** 1      **Name:** CP 2019-2 GR/Cohasset Connection Trail  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/22/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider approving SLA 2019-2 with SEH for design, construction and miscellaneous engineering services related to CP 2019-2, Grand Rapids / Cohasset Connection Trail.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [sla 2019-2 Grand Rapids Cohasset Connection Trail](#)

Date	Ver.	Action By	Action	Result
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Consider approving SLA 2019-2 with SEH for design, construction and miscellaneous engineering services related to CP 2019-2, Grand Rapids / Cohasset Connection Trail.

**Background Information:**

The City has a Master Municipal Engineering Agreement with SEH for engineering services. The attached SLA authorizes design, construction and miscellaneous engineering services on CP 2019-2, Grand Rapids / Cohasset Connection Trail. The estimated design fee is \$29,964.03, the estimated construction fee is \$37,455.03 and the estimated miscellaneous services fee is \$10,000.00.

**Staff Recommendation:**

City staff is recommending approval of SLA 2019-2 with SEH

**Requested City Council Action**

A motion approving SLA 2019-2 with SEH for design, construction and miscellaneous engineering services related to CP 2019-2, Grand Rapids / Cohasset Connection Trail.



Building a Better World  
for All of Us®

## Supplemental Letter Agreement No. 2019-2

August 27, 2018

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

RE: Grand Rapids/Cohasset Connection Trail  
City Project 2019-2  
SLA for Design, Construction and Miscellaneous Services

Dear Mayor Adams,

City Project 2019-2 involves the construction of a 10' bituminous multi-use trail that connects to existing facilities within the City of Cohasset (the intersection of County Road 76 and County Road 63) to the Verne V. Skallman Bridge, where a future trail is funded and planned to be constructed. The City has received a grant from the Minnesota Department of Natural Resources in the amount of \$150,000 for this project.

The City Engineer has requested that we prepare this Supplemental Letter Agreement (SLA) for design, construction administration, and miscellaneous services for City Project 2019-2 for your consideration. Our estimated work scope and fee for this project is listed below and are in accordance with the Master Engineering Services Agreement that is in place between the City of Grand Rapids and Short Elliott Hendrickson, Incorporated (SEH).

### **Task 1 – Design**

Short Elliott Hendrickson (SEH) will perform engineering tasks as required to design the County Road 63 Trail. This includes topographic survey, land survey required to tie property to topographic survey (excluding easements), design of all proposed infrastructure, preparation of required permits and paperwork for necessary agencies (excluding wetland permitting), specification preparation, bidding documents, answer questions during bidding phase, bid opening, tabulation of bids, and letter of recommendation based on bids.

### **Task 2 – Construction Administration**

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

Engineers | Architects | Planners | Scientists

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

**Task 3 – Miscellaneous Services**

SEH will coordinate grant activities as necessary for the Minnesota Department of Natural Resources Local Trail Connections Program as well as complete the necessary easement documents and exhibits.

**SEH Work Scope**

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

**Project Schedule**

Council orders plans and specifications	October 2018
Council approves plans and specifications and authorizes bid	December 2018
Advertise in Herald Review (GR – official newspaper)	January 2018
Bid opening	February 2019
Council considers award of contract	February 2019
Construction	May 2019 – September 2019
Substantial completion	September 2019

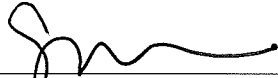
**Fee Schedule**

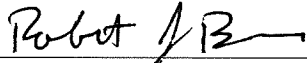
The fees for design and construction will be as listed in the Master Engineering Services Contract (design fee = 6.0% of low construction bid and a construction fee = 7.5% of final construction cost). The current construction estimate for this design is \$499,400.50, which equates to an estimated SEH design fee of \$29,964.03 and an estimated SEH construction fee of \$37,455.03.

The fees for the miscellaneous work are listed in the Master Engineering Services Contract (hourly work as shown in Exhibit “B”). The current estimate for the grant activities and easements is \$10,000.

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

Sincerely,  
Short Elliott Hendrickson Inc.

  
\_\_\_\_\_  
Sara Christenson, PE                      8/27/18  
Project Manager/Professional Engineer                      Date

  
\_\_\_\_\_  
Robert Beaver, PE                      8/27/18  
Office Manager/Principal                      Date

**City of Grand Rapids Authorization:**

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

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

C: SEH contract file



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0546      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/22/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider accepting a proposal for Fixtures, Furniture, and Equipment Design Services from Damberg Scott Grezina Wagner (DSGW) for City Hall.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [FF&E Proposal](#)

Date	Ver.	Action By	Action	Result
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Consider accepting a proposal for Fixtures, Furniture, and Equipment Design Services from Damberg Scott Grezina Wagner (DSGW) for City Hall.

**Background Information:**

Currently the Facility Maintenance Department is working with DSGW to create bid documents for maintenance and security upgrades included in the Capital Improvement Plan for City Hall. The current design for improvements does not include design for Fixtures, Furniture, and Equipment. The areas within the scope of work for the project contain furniture that has reached its useful life. In order to improve productivity, employee comfort, and ergonomics city staff is recommending updating the 18 year old office and work space furniture. The design will be completed and included in the public bidding process for the City Hall CIP project.

**Staff Recommendation:**

Staff recommends council accept a proposal for Fixtures, Furniture, and Equipment Design Services from DSGW for City Hall for a fixed fee of \$7500.

**Requested City Council Action**

Make a motion to accept a proposal for Fixtures, Furniture, and Equipment Design Services from DSGW for City Hall for a fixed fee of \$7500.



August 9, 2018

Mr. Tom Pagel  
City Administrator  
420 North Pokegama Ave.  
Grand Rapids, MN 55744

**RE: Proposal for Furniture, Fixtures, and Equipment (FF&E) Design Services**

Dear Tom:

We thank you for the opportunity to assist you with the selection of the FF&E for the renovated security offices. Please find below our proposal to assist you with your FF&E package:

**Project Scope of Work:**

- FF&E Selection for furniture within the Grand Rapids City Hall Security suites located at 420 N Pokegama Ave, Grand Rapids, MN.
- Proposal includes selection of desks, tables, chairs, storage furniture & small appliances (i.e., small refrigerators and microwaves) for private offices, shared collaborative/meeting space, and break/work areas.
- Optional services include selection of interior window treatments and interior signage.
- Design of audio visual and technology equipment (i.e., computers printers, fax machines, phones, etc.), artwork, accessories, start-up supplies, are not included.

**Programming and Schematic Design:**

- Consult with the Owner to understand project goals, objectives, and budget.
- Gather information and develop personal space standards.
- Develop design concept for the FF&E package, including product types and quality.
- Review procurement methods (we assume the furniture package will be competitively bid.)
- Prepare a preliminary project schedule and estimate of the cost of work.
- 1 review meeting is included in this phase
- **Schedule: 1-2 weeks**

**Design Development:**

- Continue development of the project design based on the approval of the schematic design documents.
- Prepare design development documents illustrating the design character of the project, which may include plans, elevation, photos, and samples.
- Prepare outline specifications identifying major materials, systems, and quality levels.
- Update the estimated cost of work and schedule.
- Up to (2) review meetings are included in this phase
- **Schedule: 2-3 weeks**

**Contract Documents:**

- Prepare contract and bid/quotation request documents including drawings and specifications required to describe the requirements for the fabrication, procurement, shipment, delivery, and installation of the FF&E package.
- Documents will be shared and reviewed electronically.
- Schedule: 2-3 weeks

**Bidding/Quotation:**

- Assist the Owner in establishing a list of proposed vendors.
- Assist in obtaining quotations.
- Distribute bid/quotation request documents.
- Respond to questions, substitution requests, and provide clarifications via addenda.
- Assist in the review of quotations, award, and preparation of agreements with vendors.
- (1) meeting is included in this phase
- Schedule: 3-4 weeks

**Construction Administration:**

- Assist in coordinating schedules for fabrication, delivery, and installation.
- Review vendor submittals, shop drawings, product data, and samples.
- Review placement and inspect product for damage and conformance with the contract documents.
- (1) site visit during installation is included.

**Fixed Fee: \$7,500**

Upon your approval of this proposal, we will submit for signature an AIA Owner/Architect Agreement to act as our Contract for this work. Additional services not detailed in this proposal may be negotiated for an additional fee. Reimbursable expenses will include printing and handling of documents, mileage, travel costs in support of the project, and computer-generated renderings if requested or required. Services will be invoiced on a monthly basis equal to the level of completion of the scope of work. Invoices will be payable 15 days from receipt by Owner.

If you have any questions, please contact me at 218-727-2626 or email at [ckemp@dsgw.com](mailto:ckemp@dsgw.com). We thank you for the opportunity to present this proposal.

Sincerely,

DSGW Architects, Inc.



Carlie A. Kemp, CID, NCIDQ – Certified Interior Designer



## Hourly Rate Schedule and Reimbursable Expenses

	RATE
Principal	\$ 150.00
Architect	\$ 120.00
Intern Design Professional	\$ 95.00
Certified Interior Designer II	\$ 120.00
Certified Interior Designer I	\$ 110.00
Interior Designer	\$ 95.00
Specifications Writer	\$ 105.00
Senior Project Manager	\$ 120.00
Project Manager	\$ 95.00
Cad Technician Senior	\$ 95.00
Cad Technician	\$ 90.00
Graphic Artist	\$ 90.00
Administrative Support	\$ 65.00
<b>REIMBURSABLES</b>	
Mileage	IRS Standard Mileage Rate
Meals & Accommodations	Cost + 10%
Long Distance Telephone	Cost + 10%
Outside Services	Cost + 10%
Blueprint / Mylar Reproductions	Cost + 10%
Shipping Charges	Cost + 10%
Specification Reports	Cost + 10%
Report Reproductions (In-House):	
B/W	\$ .15 / per sheet
Color	\$ .99 / per sheet
Large Format Printing	\$ .26 / sq. ft.
Large Format Color Printing	\$ 7.50 / sq. ft.
Archival Retrieval Fee	\$ 50.00
	As of June 2016





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0551      **Version:** 1      **Name:** KBC Temporary Liquor License  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/23/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider approving temporary liquor license for Klockow Brewing Co., for event scheduled on September 29, 2018.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider approving temporary liquor license for Klockow Brewing Co., for event scheduled on September 29, 2018.

**Background Information:**

Klockow Brewing Co. has submitted an application for a temporary permit to allow service in the parking lot of their current property for their Klocktoberfest event on September 29, 2018. State Statute allows a brewer to obtain a temporary on-sale liquor license for up to 12 days per calendar year. As a brewer, Klockow will be authorized to sell/serve only their product. No other alcoholic beverages will be allowed.

**Staff Recommendation:**

Review and authorize staff to forward to the State of Minnesota for issuance.

**Requested City Council Action**

Make a motion to approve temporary liquor license for Klockow Brewing Co., for Klocktoberfest on September 29, 2018.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0553      **Version:** 1      **Name:** CP 2019-1, 2019-2 Bonding reimbursement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/23/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider adopting a resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [8-27-18 Resolution Reimbursement](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

**Background Information:**

Prior to issuing bonds for public infrastructure project, the City incurs project expenses. The attached resolution allows the City to utilize the future bonds to cover those expenses.

**Staff Recommendation:**

Staff recommends approving the attached resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of the bonds to be issued by the City.

**Requested City Council Action**

Make a motion to adopt a resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

Councilor        introduced the following resolution and moved for its adoption:

RESOLUTION NO. 18-

**DECLARING THE OFFICIAL INTENT OF  
THE CITY TO REIMBURSE  
CERTAIN EXPENDITURES FROM THE PROCEEDS  
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt obligations used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Grand Rapids, Minnesota (the “City”) expects to incur certain expenditures that may be financed temporarily from sources other than tax-exempt obligations, and reimbursed from the proceeds of a tax-exempt obligation;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of tax-exempt obligations in accordance with the Reimbursement Regulations.

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

1.     The City proposes to undertake City Project 2019-1, Golf Course Road Utility Extension and City Project 2019-2, Grand Rapids / Cohasset Connection Trail.
2.     The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of tax-exempt obligations in an estimated maximum principal amount of \$755,269 for CP 2019-1 and \$659,209 for CP 2019-2. All reimbursed expenditures will be capital expenditures, costs of issuance of the tax-exempt obligations, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
3.     This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt obligations, except for the following expenditures: (a) costs of issuance of tax-exempt obligations; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, tax-exempt obligation issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the tax-exempt obligations described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of tax-exempt obligations to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted this 27<sup>th</sup> day of August 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)

<b>File #:</b>	18-0556	<b>Version:</b>	1	<b>Name:</b>	Consider adopting a resolution accepting a donation of \$350.00 from Grand Rapids Area Chamber of Commerce to the Grand Rapids Police Reserve Program.
<b>Type:</b>	Agenda Item	<b>Status:</b>			Consent Agenda
<b>File created:</b>	8/24/2018	<b>In control:</b>			City Council
<b>On agenda:</b>	8/27/2018	<b>Final action:</b>			
<b>Title:</b>	Consider adopting a resolution accepting a donation of \$350.00 from Grand Rapids Area Chamber of Commerce to the Grand Rapids Police Reserve Program.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">PD Chamber of Commerce</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a donation of \$350.00 from Grand Rapids Area Chamber of Commerce to the Grand Rapids Police Reserve Program.

### **Background Information:**

The Grand Rapids Police Department Reserve Officers assisted at this year's car show and swap meet at the Itasca County Fairgrounds. The Police Reserves have been working this event for over 20 years and for their appreciation for this, the Grand Rapids Area Chamber of Commerce would like to donate \$350.00 to the Police Reserve Program.

### **Staff Recommendation:**

Please consider adopting a resolution to accept a \$350.00 donation from the Grand Rapids Area Chamber of Commerce Rapids to the Police Reserve Program.

### **Requested City Council Action**

Make a motion adopting a resolution to accept a \$350.00 donation from the Grand Rapids Area Chamber of Commerce Rapids to the Police Reserve Program.

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

RESOLUTION NO. 18-

A RESOLUTION ACCEPTING A \$350.00 DONATION FROM GRAND RAPIDS AREA CHAMBER OF COMMERCE/NORTHERN MN SWAP MEET CAR SHOW FOR THE GRAND RAPIDS POLICE DEPARTMENT'S POLICE RESERVES

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:

- The Grand Rapids Area Chamber of Commerce/Northern MN Swap Meet Car Show has donated \$350.00 to the Grand Rapids Police Department's Police Reserves.

Adopted this 27th day of August 2018

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Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 18-0554      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Approved  
**File created:** 8/24/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Acknowledge approved minutes for Boards & Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [July 17, 2018 Golf Board minutes.pdf](#)  
[June 27, 2018 Human Rights Agenda.pdf](#)

Date	Ver.	Action By	Action	Result
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Acknowledge approved minutes for Boards & Commissions.

GRAND RAPIDS GOLF COURSE BOARD  
 REGULAR MONTHLY MEETING  
 July 17, 2018  
 7:00 AM

Present: Larry O'Brien, Kelly Kirwin, Todd Roth, Brad Gallop

Absent: Pat Pollard

Staff: Bob Cahill Director of Golf  
 Steve Ross Grounds Superintendent

- I. Kelly Kirwin called the meeting to order.
- II. Brad Gallop made a motion to accept the minutes of the June 20, 2018 Board meeting. Todd Roth seconded the motion. The motion passed.
- III. Consideration of monthly bills: Todd Roth made a motion to approve the bill list. Brad Gallop seconded the motion. The motion passed. Brad Gallop made a motion to approve an additional bill to pay Fideldy Drilling \$1,245.64. Todd Roth seconded the motion. The motion passed.

ABBY OX	600.00
ACHESON TIRE INC	106.88
AMERIPRIDE SERVICES INC	79.39
BUNES SEPTIC SERVICE INC	1,565.00
BURGGRAF'S ACE HARDWARE	474.24
CENTRAL LANDSCAPE SUPPLY INC	120.93
CITY OF COHASSET	87.47
COLE HARDWARE INC	86.39
DAVIS OIL INC	2,094.08
EQUIPMENT SERVICES INC	114.00
GOLF MINNESOTA	195.00
GRAND RAPIDS CITY PAYROLL	43,374.97
GRAND RAPIDS GREENHOUSE	211.68
GRAND RAPIDS STATE BANK	5,844.34
L&M SUPPLY	75.64
MINNESOTA REVENUE	8,706.47
MINNESOTA TORO	181.20
NORTHERN AIR PLUMBING	590.95
OPERATING ENGINEERS LOCAL #49	2,804.00
PLACKNER TREE CARE INC	507.66
PLAISTED COMPANIES INC	1,182.05
PRESTO PRINT OF GRAND RAPIDS	174.00
P.U.C.	2,471.37
NORTHERN MN WATER COND DBA	46.70
RAPID RENTAL INC	550.00
ROSS GOLF COURSE	4,334.58
SEPTIC CHECK	260.00
SIM SUPPLY INC	117.82
STOKES PRINTING & OFFICE	72.69
TDS Metrocom	184.29
THE TESSMAN COMPANY	1,331.99
TRU NORTH ELECTRIC LLC	300.00
TWINCITIESGOLF.COM INC	200.00
UNUM LIFE INSURANCE CO OF AMER	2.05
VERIZON WIRELESS	63.72
WASTE MANAGEMENT OF MN INC	359.38
DAVID HENDRICKSON	370.14
TOTAL ALL VENDORS:	79,841.07



IV. Visitors: None

V. Grounds Superintendent: Steve Ross reported. Work continues on #14 green. A lightning strike between #1 and #9 fairways did considerable damage to the irrigation system and the maintenance building. Repairs have been made and an insurance claim is pending. Steve will get an estimate to upgrade the controlling boxes on the course. After reevaluating, the shelters will not need repairs this summer. Addition of new trees will be evaluated this fall.

VI. Concessions: No report

VII. Director of Golf: Bob Cahill reported. Financials continue to look quite good. Lots of events going on during July. The promotion for free range balls on Sunday AM is going well. The youth golf program continues to be a great success.

VIII. Old Business: None

IX. New Business: None

X. Correspondence and Open Discussion: None.

XI. Adjourn: Brad Gallop made a motion to adjourn the meeting. Todd Roth seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

**CITY OF GRAND RAPIDS  
HUMAN RIGHTS COMMISSION**

**SCHEDULE OF CHANGES IN REVENUE AND EXPENDITURES  
FOR THE PERIOD ENDING MAY 31, 2018**

	<u>Actual 5/31/2018</u>
<b>Human Rights Budgeted Expenditures</b>	<b>\$ 5,000</b>
One Crisis Away Campaign Feb18	500
Speaker Sponsors ICC Conference Mar18	500
	-
	-
	-
	-
	<u>          </u>
Balance Available	<u><u>\$ 4,000</u></u>

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101-01-00-00-3225  
101-10-01-20-2300 (Deleted)  
101-10-01-30-4350 (Deleted)  
101-00-37-01-2310  
101-00-37-01-2450  
101-00-37-00-2420 (Indigenous Day)



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0533      **Version:** 1      **Name:** Project GR IASC MOU  
**Type:** Agenda Item      **Status:** Civic Center, Parks & Recreation  
**File created:** 8/15/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider a motion entering into a Memorandum of Understanding (MOU) with Itasca Area Schools Collaborative (IASC) related to developing an Early Child Education program at the Kids Campus which is part of Project Grand Rapids.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [8-27-18 IASC Final Memo of Understanding.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider a motion entering into a Memorandum of Understanding (MOU) with Itasca Area Schools Collaborative (IASC) related to developing an Early Child Education program at the Kids Campus which is part of Project Grand Rapids.

**Background Information:**

Project Grand Rapids will include development of a Kids Campus at IRA Civic Center, featuring the new Boys & Girls Club, Infant/Toddler Early Childhood Education, a year-round Indoor Playground, Arts Education Center, and a Sports Rehabilitation/Training facility. In addition, Project Grand Rapids will make essential upgrades to the Civic Center, replacing the west venue roof and trusses, originally constructed in 1962, and the refrigeration system, constructed in 1968. Legion Field, currently utilized exclusively for baseball, will be converted to a multi-sport venue with the installation of artificial turf, allowing for multiple sporting events at the same time. Parking will be expanded throughout the park serving all facilities within the park.

The attached MOU establishes roles and responsibilities between the City and IASC in developing a facility to accommodate Early Child Education with a focus on infant and toddlers.

**Staff Recommendation:**

City staff is recommending a motion entering a Memorandum of Understanding (MOU) with Itasca Area Schools Collaborative (IASC) related to developing an Early Child Education program at the Kids Campus which is part of Project Grand Rapids.

**Requested City Council Action**

A motion entering into a Memorandum of Understanding (MOU) with Itasca Area Schools Collaborative (IASC) related to developing an Early Child Education program at the Kids Campus which is part of Project Grand Rapids.

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## Memorandum of Understanding

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BETWEEN

ITASCA AREA SCHOOLS COLLABORATIVE

AND

THE CITY OF GRAND RAPIDS

This Memorandum of Understanding (MOU) between the Itasca Area Schools Collaborative (IASC) and the City of Grand Rapids (City) is related to the expansion of Early Care Education (ECE) to be located at the Kids Campus at the IRA Civic Center.

Whereas, the City has developed a master plan for the renovation and expansion of the IRA Civic Center to accommodate the needs of the public; and

Whereas, infant and toddler childcare has been identified as a need in the greater Grand Rapids community; and

Whereas, in May of 2016, First Children's Finance published a Community Solution Action Plan for Itasca County which identified a childcare gap of 502, including Hill City; and

Whereas, IASC, through its Early Childhood programming, has developed ECE which can assist in addressing the childcare shortage; and

Whereas, IASC currently has a waiting list for their ECE of 139 between its Deer River, Grand Rapids, and Greenway facilities; and

Whereas, this shortfall in available ECE spaces cannot be accommodated in the conversion of existing Southwest Elementary and Murphy Elementary to ECE and ALC schools.

Now therefore, be it resolved, that IASC and the City agree to partner in the development of an ECE center at the Kids Campus located at the IRA Civic with the following understanding:

1. The ECE programming shall focus on infant and toddlers with adequate transitioning to three and four year olds.
2. IASC and City shall collaborate to develop a financial model that provides ECE services through grants, sponsorships, and other potential funding sources and that does not create an unfunded financial liability for IASC or any of its partners.
3. IASC shall have ECE ready for operations within 24 months after construction of the Kids Campus begins.
4. This MOU will be deemed effective as of the date of its signing and will expire on June 1, 2021 unless otherwise extended or terminated in writing.
5. IASC does hereby agree to indemnify, defend and save City, its agents and employees, harmless from any and all claims for personal injury, property damage, or other claims

and costs, including attorney's fees, and litigation of suits and claims thereon, which may arise from use by IASC of the IRA Civic Center.

**AGREED AND ACCEPTED:**

CITY OF GRAND RAPIDS

ITASCA AREA SCHOOLS  
COLLABORATIVE

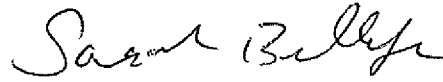
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By: \_\_\_\_\_



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

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





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0548      **Version:** 1      **Name:** Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend multiple sections of Chapter 30 Land Development Regulations, pertaining to the addition of the hotel/motel use listed on the permitted use table, increasing the  
**Type:** Public Hearing      **Status:** Public Hearing  
**File created:** 8/22/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend multiple sections of Chapter 30 Land Development Regulations, pertaining to the addition of the hotel/motel use listed on the permitted use table, increasing the maximum building height in the General Business zoning district, amendments to required off-street parking (minimum numbers), and capping the maximum height for freestanding signs.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Workgroup Memo, Ordinance Sections, & Staff Worksheet](#)  
[EX.-A - Sect. 30-512.Table-1 permitted uses -Table 2A](#)  
[EX.-B - Sect. 30-628. Minimum Number](#)  
[EX.-C - Sect. 30-677.Signs General restrictions](#)  
[Draft Planning Commission Mtg. Minutes- Aug. 2, 2018](#)

Date	Ver.	Action By	Action	Result
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Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend multiple sections of Chapter 30 Land Development Regulations, pertaining to the addition of the hotel/motel use listed on the permitted use table, increasing the maximum building height in the General Business zoning district, amendments to required off-street parking (minimum numbers), and capping the maximum height for freestanding signs.

**Background Information:**

Staff has had discussions with various developers, over the past couple of years, on the topic of maximum building height, primarily in the GB (General Business) zoning district, and required off-street parking (number of spaces) for hotel uses.

From those discussions, staff felt that there was an opportunity, at a minimum, to review and potentially enhance or modernize portions of the City's Zoning Ordinance, which would better reflect today's building, and land use trends.

On May 3, 2018 the Planning Commission formally initiated the review and amendment process to address the above mentioned portions of the Zoning Ordinance. The Planning Commission formed a workgroup of three Commissioners to work with staff on reviewing the existing Ordinance language, and developing potential amendments to the text of the Zoning Ordinance.

Generally, Planning Commission workgroup and staff met and reviewed; *(Workgroup meeting memo and information is attached)*

- Sections of the Zoning Ordinance, which pertained to building height and off-street parking requirements, as well as other secondary sections of the Ordinance, which could be impacted by any amendments.
- Building height (General Business zoning or comparable zoning district) and off-street parking requirements (related to hotel uses and conference center/meeting room uses) in other Minnesota cities.
- Identified the sections of the Zoning Ordinance for potential amendment.

The approach taken in developing the proposed amendments was; to limit the complexity of the amendments, take opportunities to modernize the City's Zoning Ordinance, consider environmental impacts of potential amendments, and consider impacts of potential amendments as they relate to similar existing uses (not creating a nonconformity situation).

The draft amendments to the Zoning Ordinance are summarized below, within the identified sections (and are attached):

**EXHIBIT "A"** - Section 30-512

Table-1 Permitted Uses.

- Add **Hotel & Motel** use (not previously listed) as permitted uses to table under the GB/SGB (General Business) and CBD (Central Business District) zoning districts.

Table-2A District Development Regulations - Principal Structures

- Change the maximum building height from 35 ft. to 50 ft. within the General Business zoning district (only).

*(NO changes made to Shoreland General Business districts).*

**EXHIBIT "B"** - Section 30-628 *Minimum number.*

- Amended existing #15 parking ratio for *Hotels, motels and tourist homes* to: 1 space per room, plus 1 space per each 8 rooms, plus 1 space per each employee on maximum shift (replacing: 7 per 5 guestrooms or fraction thereof).
- Added: #16 Conference center/meeting room/banquet hall use to required off-street minimum number of parking spaces required table (not previously listed) with the ratio of: 1 space per 3 seats (design capacity).

**EXHIBIT "C"** - Section 30-677 *General restrictions (signs)*

- Added language to subpart 1, to cap the maximum height for freestanding signs at 35 ft. or the maximum height of a structure, whichever is less. *This addresses the proposed building height amendment in General Business zones to 50 ft. (sign height and building height are/ have been tied together under this Section).*

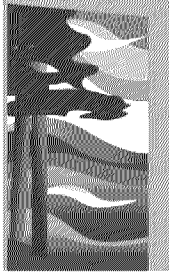
At their meeting on August 2, 2018, the Planning Commission reviewed the amendments and forwarded a favorable recommendation to the City Council regarding the draft text amendment. The proposed amendments shown as Exhibits

“A”-“C” to the draft Ordinance being considered, which also includes the Planning Commission’s findings of fact.

**Requested City Council Action**

Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend multiple sections of Chapter 30 Land Development Regulations, pertaining to the addition of the hotel/motel use listed on the permitted use table, increasing the maximum building height in the General Business zoning district, amendments to required off-street parking (minimum numbers), and capping the maximum height for freestanding signs.





## Memorandum

Date: May 21, 2018

To: Planning Commission Work-group

From: Eric Trast, Community Development Specialist

RE: Text Amendment Discussion: Maximum Building Height in GB zoning District and Hotel (and related accessory uses) Off-street parking requirements

Meeting May 31, 2018, 4:45 pm -3<sup>rd</sup> floor City Hall

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During staff's preliminary discussions with various hotel developers, over the past couple of years, the topic of maximum building - height primarily in the GB (General Business) zoning district and required off-street parking (number of spaces) for hotel uses, have been areas of discussion. In our upcoming meeting, we will review and discuss the following relevant Sections of the Zoning Ordinance initiated for review and potential amendment consideration:

Section 30-421 Definitions.

*Building height* means the distance between the average ground level at the building line and the highest point of the roof or flat roof, to the decline of a mansard or to the highest gable on a pitched or hipped roof. In a shoreland district, the height of building means the vertical distance between the highest adjoining ground level at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or average height of the highest gable of a pitched or hipped roof.

*Hotel* means a building containing eight or more guestrooms in which lodging is provided with or without meals for compensation and which is open to transient or permanent guests or both, and where no provision is made for cooking in any guestroom, and in which ingress and egress to and from all rooms is made through an inside lobby or office supervised by a person in charge.

*Retail, general sales and services*, refers to a broad range of commercial activities operating out of a permanent structure catering to the general public. It does not include other land uses referred to in Table 1 (uses permitted) in section 30-512.

Section 30-511 *Purpose of Districts.*

*GB general business district and SGB shoreland general business district.* These districts are intended to accommodate a broad range of retail goods and services, land uses and generally serve the entire community. Though not exclusively so, businesses in this district are relatively freestanding and tend to occupy independent building sites. They may enjoy close proximity to like businesses but depend primarily on good accessibility, high visibility and a relatively large volume of passing traffic. For uses permitted by right refer to section 30-512. The SGB districts are also subject to shoreland management standards.

Section 30-512 Table-1 *Permitted Uses.*

Uses permitted by right (P), permitted with additional restrictions (R), or permitted through a conditional use permit (CUP), in the various zoning districts, are listed on Table -1 Permitted Uses (attached). You will notice that the permitted use table, does not have a specific "use" titled hotel/motel (*though the definitions section of the zoning ordinance has a definition for each individual use*). In cases like this, the non-listed use falls in to the "retail, general sales and services" category on the permitted use table (this category acts as a catch-all, for non-listed uses).

The *retail, general sales and services* use category is **(P)** in the GB/SGB and CBD (Central Business District), and **(R)** in the LB/SLB (Limited Business) and AP (Airport) – (restrictions pertaining to maximum structure size in LB/SLB – 3,000 sq. ft., and limited to a percentage of the "main terminal" building in AP). Hotels/Motels are then restricted to the GB/SGB or CBD (max. building height 60 ft. in CBD) zoning districts.

The Work-group/Planning Commission may want to give consideration to add the Hotel/motel use to the permitted use table in the CBD and GB/SGB zoning districts.

Section 30-512. *Table 2-A District Development Regulations- Principal Structures/ Section 30-512 Table 17C-2 Minimum Setbacks/Coverage Standards Shoreland Districts*

- The maximum building height is established at 35 ft. within the GB/SGB (General Business/Shoreland GB) zoning district: (Tables attached)

Currently, the Zoning Ordinance allows several options for height encroachments:

Section 30-592. *Supplementary height regulations.*

(a) Permitted exceptions. The following structural appurtenances shall be permitted to exceed the height restrictions for the district provided they do not impair the solar access of buildings on adjoining properties and are not used for human occupancy or commercial enterprise:

- (1) Ornamentation such as church spires, belfries, bell towers, cupolas, domes, monuments and flagpoles.
- (2) Mechanical appurtenances such as solar collectors, chimneys, smoke stacks, public utility facilities, elevator and stairwell penthouses, aerials, radio and television antennae and cooling towers.

The construction of the 3-story Timberlake Lodge (84-room hotel with restaurant, convention center, and water park) beginning in 2007, benefited from the cupola height exception as well as receiving a 13.5 ft. variance for the buildings final design. The top of the roofline is 48.5 ft. above grade, and the top of the cupola is 63 ft. above grade. In information we have received from developers, a 4-story hotel (45 – 48 ft. in height) is a typical structure proposed by a national branded hotel, for markets similar to ours in Grand Rapids.

Section 30-592(a)1 of the ordinance touches on one of the reasons zoning ordinances, in general, limit building height, that being to prevent the impairment of solar access to neighboring properties. Another reason zoning ordinances typically restrict structure height is tied to fire fighting capabilities. In Grand Rapids, with our fire fighting ladder equipment being capable of fighting fires in tall structures, such as the Blandin Paper Mill which is approximately 100 feet in height, this is less of a concern.

Additional consideration to a proposed building height amendment.

Division 10 Signs, Section 30-677 *General Restrictions* (excerpt from subpart 1):

*A sign shall be considered as a structure or part of a structure for the purpose of applying height and yard requirements. (Sign height and placement/setbacks follows the maximum building height and setback requirements described in the tables listed above in Sect. 30-512. Max. Building Height = 35. Ft. / Max. Sign Height = 35 ft. (the sign setback requirements are reduced to 1/2 the required building setback for front, side and street side yards per Section 30-677)*

Staff would recommend a cap to the maximum sign height at the maximum building height for zoning district or 35 ft. whichever is the lesser.

Staff has prepared a table, which is attached, summarizing maximum building height requirements in 21 municipalities, in a General Business zoning district (or that city's equivalent zoning district which allows hotels as a permitted use)

The second area of discussion pertains to Division 8. Off-Street Parking of the Zoning Ordinance.

Section 30-628 *Minimum number*: establishes the minimum number of required off-street parking spaces for various uses of property within the city. (attached)

Current, minimum, off-street parking requirements - hotel, motel, tourist home use: 7 (spaces) per 5 guestrooms (or a fraction thereof)

- Example: 84 room hotel @ 7 spaces per 5 rooms =  $(84 \times 1.4 = 117.6)$  118 parking spaces
- Additional parking spaces may be required, if a restaurant or bar component was proposed as part of a hotel, or proposed as an addition to an existing hotel facility, at the currently established minimum parking ratio:
  - Restaurant, cafes, bars use: 1 (space) per 75 sq. ft. of gross floor area (GFA)
  - Example: 2,300 sq. ft. restaurant/bar area @ 1 space per 75 sq. ft. GFA =  $(2,300/75 = 30.6)$  31 spaces (spaces in addition to the required minimum number for hotel use)
- The City of Grand Rapids does not currently have a minimum parking space requirement for a conference center/space, banquet hall/room, or event center use category.

The architects for the Timberlake Lodge project (2007), in the development of their site plan, used a parking ratio of: 1 space per 3 seats in the event center area of the facility: Ex. – Event Center seating (based on occupancy) 350 seats / 3 = 116.6 or 117 spaces (these in addition to req. hotel parking spaces: 118 spaces + 117 spaces = 235 spaces for site.

*\*It should be noted: staff is only using the Timberlake Lodge as an example in this memo, as it is the most recently developed hotel in town, and not due to there is being a deficiency in off-street parking.*

Also included in the Staff prepared table, listing building height information from the 21 various cities, is summary of off-street parking minimum number requirements for hotel/motel uses, as well as off-street parking requirements for Assembly/Conference center uses, if they were given.

When thinking about off-street parking in our city, consideration should be given to “recreational hub” that is Grand Rapids. Depending on the season, many vehicles may be towing trailers (boat, snowmobile, atv, etc.), which, in many situations, occupy two parking spaces in a lot.

TABLE 1 - PERMITTED USES

<i>B/2-3</i>	<i>R-4/SR-4</i>	<i>LB/SLB</i>	<i>GB/SGB</i>	<i>CBD</i>	<i>MU/SMU</i>	<i>M/SM</i>	<i>RC/SRC</i>	<i>BP/SBP</i>	<i>I-1/SI-1</i>	<i>I-2/SI-2</i>	<i>CD</i>	<i>PU/SPU</i>	<i>AG</i>	<i>AP</i>	<i>LISTING OF USES IN ZONING DISTRICTS</i>
<b>RESIDENTIAL</b>															
P	P	P											P		single-family detached
P	P	P											P		twin home attached
P	P	P			P										two-family attached
													R		manufactured home < 24' wide
		P	P	R									P		accessory apartments
															rooming house 6 or fewer roomers
P	P	P													rooming house 7 or more roomers
R	R	P	P	P									P		bed and breakfast accommodations
P	P	P	P	R	P										multifamily
JP															manufactured home park
P		P		P	P	P									congregate housing
R	R	R	R	R	R							R	R		emergency housing facility
<b>SENIOR HOUSING WITH SERVICES</b>															
P	P	P				P									6 or fewer persons
P	P	P				P									7 to 8 persons
P	P	P				P									9 to 16 persons
P	P	P													17 or more persons
<b>GROUP HOMES, FOSTER HOMES AND RESIDENTIAL TREATMENT CENTERS</b>															
R	R	R											R		6 or fewer persons
P	P	P							P				P		7 to 16 persons
	P	P		P	P	P			P						17 or more persons

<i>B/2-3</i>	<i>R-4/SR-4</i>	<i>LB/SLB</i>	<i>GB/SGB</i>	<i>CBD</i>	<i>MU/SMU</i>	<i>M/SM</i>	<i>RC/SRC</i>	<i>BP/SBP</i>	<i>I-1/SI-1</i>	<i>I-2/SI-2</i>	<i>CD</i>	<i>PU/SPU</i>	<i>AG</i>	<i>AP</i>	<i>LISTING OF USES IN ZONING DISTRICTS</i>
															<b>DAY CARE/NURSERY</b>
P	P	P	P	P	P	R		P	R	R		P	P	P	14 or fewer persons
R	R	P	P	P	P	R		P	R	R		P	P	P	15 or more persons
															<b>MISCELLANEOUS RESIDENTIAL USES</b>
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	accessory buildings
R	R	R											R		garage/yard sales
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	essential services
R	R	R	R				R						P		outdoor storage
R	R	R											P		private recreation
R	R												P		woodpiles
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	temporary buildings
R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	satellite dish/solar collectors
R	R												R		home occupations
															<b>COMMERCIAL</b>
														P	aviation related commercial operation
															<b>AGRICULTURAL SALES AND SERVICE</b>
														P	kennels
			P	P											pet shops
			P	R				R						P	veterinary services
														R	farm animals
			P												farm equipment
			P												feed, grain, supplies
															<b>AUTOMOTIVE/RECREATIONAL VEHICLES</b>
			P												sales: new or used
			R					R							repair/service
			R												car/truck wash

§ 30-512

GRAND RAPIDS CODE

<i>R-3</i>	<i>R-4</i>	<i>LB</i>	<i>GB</i>	<i>CBD</i>	<i>MU</i>	<i>M</i>	<i>RC</i>	<i>BP</i>	<i>I-1</i>	<i>I-2</i>	<i>CD</i>	<i>PU</i>	<i>AG</i>	<i>AP</i>	<i>LISTING OF USES IN ZONING DISTRICTS</i>
			R	R											gasoline stations
			CUP												junk/salvage yard
			P						P	P		P			auto-truck fleet storage
			P					P						P	transportation dispatch and storage
<b>CONSTRUCTION</b>															
		R	P	P				P							construction material suppliers
			R						R	R					contractor's yard, materials storage
			P												equipment/truck sales and service
			R												equipment and/or tool rental
<b>FINANCIAL INSTITUTIONS</b>															
		R	P	P											bank, savings and loan, loan agency, etc.
<b>FOOD SERVICE</b>															
			P	P	P	R	R								restaurant
		R	R	R	R	R			R	R		R		R	vending machines
<b>HEALTH CARE</b>															
		P	P	P	P	P		P				R			clinic (outpatient treatment centers)
					P	P									hospitals
UP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	interim use
		R	P	P				P						P	office - business
		R	P	P	P	P		P						P	professional, scientific, and technical services
		R	P	P	P	P		P							administrative and support services
<b>RECREATION/ ENTERTAINMENT</b>															

<i>R-3/</i>	<i>R-4/</i>	<i>LB/</i>	<i>GB/</i>	<i>CBD</i>	<i>MU/</i>	<i>M/</i>	<i>RC/</i>	<i>BP/</i>	<i>I-1/</i>	<i>I-2/</i>	<i>CD</i>	<i>PU/</i>	<i>AG</i>	<i>AP</i>	<i>LISTING OF USES IN ZONING DISTRICTS</i>
			P	P											indoor
		R	P	P		P		P				P			health & fitness club
		R	R	R	R								R		clubs, lodges, membership organizations, etc.
			CUP				P			CUP	CUP	CUP			recreation facility, commercial - outdoor
							R								shooting range
							P								off-road motorized sport vehicle trails
			R	R											video arcades
			P	P				P							communication services
<b>RETAIL</b>															
		R	P	P										R	general sales and services (see definition)
			CUP												general sales and services (see definition), greater than 70,000 sq. ft. building footprint
			P	P									P		nursery, landscaping
			P												grocery stores
			P	P		P		P							medical equipment and supplies (see definition)
		R	P	P	R	R									pharmacy
			R	R	R							R	P		temporary outdoor sales
			R	R				R							brewery/distillery/winery
			P	P				P							taproom/tasting room
<b>SCHOOLS PUBLIC AND PRIVATE</b>															
R	R											P			elementary - secondary
		R	P	P				P				P			educational service institution
			P	P								P	P		post high schools and colleges

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<i>B/2-3</i>	<i>R-4/SR-4</i>	<i>LB/SLB</i>	<i>GB/SGB</i>	<i>CBD</i>	<i>MU/SMU</i>	<i>M/SM</i>	<i>RC/SRC</i>	<i>BP/SBP</i>	<i>I-1/SI-1</i>	<i>I-2/SI-2</i>	<i>CD</i>	<i>PU/SPU</i>	<i>AG</i>	<i>AP</i>	<i>LISTING OF USES IN ZONING DISTRICTS</i>
															<b>WAREHOUSE</b>
			P					P	P	P		R			general
			P						P						mini storage
			P					P	P	P					motor freight terminal
		R	R	R	R	R	R	R	R	R	R	R	R	R	outdoor storage of land/sea containers
															<b>PUBLIC/SEMI-PUBLIC</b>
P	P										P	P			athletic facilities - public
												P	P		cemeteries
R	R	R	R	R									P		churches
			P	P								P			cultural facilities (art galleries, libraries, museums)
R	R						P					R	P		golf and country clubs
									P	P		P			water sewage treatment
							CUP		CUP	CUP			CUP		telecommunications towers
P	P	P	P	P	P	P	P	P	P	P		P	P	P	treatment, power substations, neighborhood parks
UP	CUP	R	R	CUP	CUP	R	R	R	R	R	R	R	R	R	essential services structure
									CUP						jail, detention center, and juvenile detention center
															<b>TRANSPORTATION</b>
								P	P	P			P	P	major (terminals, hangers, switching yards, sidings, runways, heliports)
P	P	P	P	P	P	P		P	P	P	P	P	P	P	minor (railroad, rights-of-way, streets, transit shelters)
															<b>INDUSTRIAL</b>
			P						P						monument work/sales
									P			P		P	military post
		R	R	R				P	P	P					manufacturing, light

<i>R-3</i>	<i>R-4</i>	<i>LB</i>	<i>GB</i>	<i>CBD</i>	<i>MU</i>	<i>M</i>	<i>RC</i>	<i>BP</i>	<i>I-1</i>	<i>I-2</i>	<i>CD</i>	<i>PU</i>	<i>AG</i>	<i>AP</i>	<i>LISTING OF USES IN ZONING DISTRICTS</i>
									P	P					manufacturing, heavy
								P	P	P					light industrial activities not listed
									P	P					heavy industrial activities not listed
			R						P						recycling center
			P					P	P						wholesale distribution facility
		R	R	R				R	R	R					outdoor storage (merchandise/material)
							CUP		CUP	CUP		CUP			mining of sand and gravel

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TABLE 2-A DISTRICT DEVELOPMENT REGULATIONS - PRINCIPAL STRUCTURES

MINIMUM LOT SIZE		MINIMUM YARD SETBACKS				MAXIMUM LOT COVER- AGES			BUILDING SIZES	
Area S/F Unit	Width	Front	Interior Side	Street Side	Rear	Building (percent- age)	Total Surface (percent- age)	GUOS Unit	Maximum Height (feet)	Minimum Dimension (feet) <sup>5</sup>
1.25 AC	150	30	15	30	30	20	N/A		35	24
8,400	70	30	6—9 <sup>1</sup>	15	30	30	N/A		30	24
6,000	44	30	6	15	30	40	N/A		30	24
5,000	50 <sup>4</sup>	30	6—9 <sup>1, 4</sup>	15	30	30	N/A		30	24
5,000	100 <sup>4</sup>	35	10 <sup>4</sup>	15	35	30	75	400	30	24
2,500	100 <sup>4</sup>	35	20 <sup>4</sup>	30	35	35	75	400	45	24
3,000	100 <sup>4</sup>	30	10 <sup>4</sup>	15	15	35	85	500	35	24
3,000	75	30	10	15	10	40	90	500	35	24
3,000	50	N/A	N/A	N/A	N/A	100	100	N/A	60	24
2,500	100	35	20	30	35	40	75	N/A	45	24
3,000	100	30	10	15	15	35	85	500	35	24
1.5 acre	200	50	25	25	25	25	50	N/A	35	N/A
N/A	150	50	15	25	15	40	85	N/A	35	24
N/A	150	50	25	25	25	50	90	N/A	40	24
N/A	150	50 <sup>2</sup>	25	25 <sup>2</sup>	25	60	90	N/A	110	N/A
N/A	50	30	10	15	30	N/A			60	N/A
A	50	50	50	50	50	N/A			N/A	
2.5 acres	50	50	50	50	50	N/A			N/A	
A	50	50	50	50	50	N/A			N/A	

LAND DEVELOPMENT REGULATIONS

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The sum of the two side yards must equal 15 feet, and six feet is the minimum side yard dimension.

These yards may be reduced to zero feet if abutting the CBD zone.

When a building in the medical zone is proposed to abut an existing building, for the purpose of providing a pedestrian linkage between the adjacent structures, a zero foot setback may be allowed along the common lot line.

TABLE 17C-2 MINIMUM SETBACKS/COVERAGE STANDARDS SHORELAND DISTRICTS

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SETBACK FROM OHWL (feet)			SETBACK FROM PROPERTY LINE (feet)				OTHER REQUIREMENTS		
Building (Public Sewer)	Building (Private Sewer)	Sewage Treatment System	Front Street	Interior Side	Street Side	Rear	Maximum <sup>1</sup> Lot Coverage (percentage)	Maximum Building Height	Minimum Building Dimension
(Lily Lake, Nagel Lake and Horseshoe Lake)									
150	150	150	30	10	15	10	85	60	24
150	150	150	30	15	30	30	25	35	24
150	150	150	30	6—9 <sup>2</sup>	15	30	25	25	24
150	150	150	30	6	15	30	25	25	24
150	150	150	30	6—9 <sup>2</sup>	15	30	25	25	24
150	150	150	35	10	15	35	75	25	24
150	150	150	35	20 <sup>4</sup>	30	35	75	45	24
150	150	150	30	10	15	10	85	35	24
150	150	150	30 <sup>5</sup>	10	20 <sup>5</sup>	15	25	45	24
150	150	150	35	30	30	35	75	45	24
150	150	150	50	25	25	25	25	35	N/A
150	150	150	50	15	25	15	85	35	24
150	150	150	50	25	25	25	85	60	N/A
(McKinney Lake, Crystal Lake, Hale Lake, Forest Lake)									
75	100	75	30	10	15	10	85	60	24
75	100	75	30	15	30	30	25	35	24
75	100	75	30	6—9 <sup>2</sup>	15	30	35	25	24
75	100	75	30	6	15	30	35	25	24
75	100	75	30	6—9 <sup>2</sup>	15	30	35	25	24
75	100	75	35	10	15	35	75	25	24
75	100	75	35	20 <sup>4</sup>	30	35	75	45	24

<i>SETBACK FROM OHWL (feet)</i>			<i>SETBACK FROM PROPERTY LINE (feet)</i>				<i>OTHER REQUIREMENTS</i>		
<i>Building (Public Sewer)</i>	<i>Building (Private Sewer)</i>	<i>Sewage Treatment System</i>	<i>Front Street</i>	<i>Interior Side</i>	<i>Street Side</i>	<i>Rear</i>	<i>Maximum<sup>1</sup> Lot Coverage (percentage)</i>	<i>Maximum Building Height</i>	<i>Minimum Building Dimension</i>
75	100	75	30	10	15	10	85	35	24
75	100	75	35	20	30	35	75	45	24
75	100	75	50	25	25	25	25	35	N/A
75	100	75	50	25	25	25	85	60	N/A
Mississippi Reservoir from Blandin Dam West to City Limits and Pokegama Lake									
75	100	75	30	10	15	10	85	60	24
50	75	50	30	15	30	30	25	35	24
50	75	50	30	6—9 <sup>2</sup>	15	30	35	25	24
75	100	75	30	6	15	30	35	25	24
75	100	75	30	6—9 <sup>2</sup>	15	30	35	25	24
75	100	75	35	10	15	35	75	25	24
75	100	75	35	20 <sup>4</sup>	30	35	75	45	24
75	100	75	30	10	15	10	85	25	24
50	75	50	30 <sup>5</sup>	10	20 <sup>5</sup>	15	25	45	24
75	100	75	35	20	30	35	75	45	24
75	100	75	50	25	25	25	25	35	N/A
75	100	75	50	15	25	15	85	35	24
75	100	75	50	25	25	25	90	110	N/A
Mississippi River - Blandin Dam to the N/S ¼ section line of Section 27-55-25									
Prairie River - All areas of township 55 north, range 25 west under City's zoning jurisdiction.									
50	100	75	30	10	15	10	90	60	24
50	100	75	30	15	30	30	20	35	24
50	100	75	30	6—9 <sup>2</sup>	15	30	35	25	24
50	100	75	30	6	15	30	35	30	24
50	100	75	30	6—9 <sup>2</sup>	15	30	35	30	24

SETBACK FROM OHWL (feet)			SETBACK FROM PROPERTY LINE (feet)				OTHER REQUIREMENTS		
Building (Public Sewer)	Building (Private Sewer)	Sewage Treatment System	Front Street	Interior Side	Street Side	Rear	Maximum <sup>1</sup> Lot Coverage (percentage)	Maximum Building Height	Minimum Building Dimension
50	100	75	35	10	15	35	75	25	24
50	100	75	35	20 <sup>4</sup>	30	35	75	45	24
50	100	75	30	10	15	10	90	35	24
50	100	75	35	20	30	35	75	45	24
50	100	75	50	25	25	25	25	35	N/A
50	100	75	50	25	25	25	90	60	N/A
Mississippi River from N/S ¼ section line of Section 27-55-25 to the south line of township 55 north, range 25 west									
150	150	100	30	10	15	10	90	60	24
150	150	100	30	15	30	30	20	35	24
150	150	100	30	6—9 <sup>2</sup>	15	30	35	25	24
150	150	100	30	6	15	30	35	30	24
150	150	100	30	6—9 <sup>2</sup>	15	30	35	30	24
150	150	100	35	10	15	35	75	25	24
150	150	100	35	20 <sup>4</sup>	30	35	75	45	24
150	150	100	30	10	15	10	90	35	24
150	150	100	35	20	30	35	75	45	24
150	150	150	50	25	25	25	25	35	N/A
150	150	100	50	25	25	25	90	60	N/A

These maximum lot coverage's are subject to the requirements of section 30-806(3) otherwise the maximum allowable lot coverage within a shoreland district is 25 percent (see definition of "impervious surface").

The sum of the two side yards must equal at least 15 feet, and six feet is the minimum dimension.

These yards may be reduced to zero feet if abutting a CBD zone.

For Twin Homes, the interior side setback shall be nine feet or zero feet minimum.

(d) Recreational vehicle parking in residential districts shall be limited to the side or rear yards. No parking is allowed in the front yard. Parking surfacing shall be provided as in this section.

(Code 1978, § 23.7(D); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

**Sec. 30-625. Joint use of parking areas.**

Two or more buildings or uses may collectively provide off-street parking in which case the required number of parking spaces shall not be less than the sum of the requirements for the individual uses computed separately. In the case of the joint use of off-street parking spaces where operating hours do not overlap, the planning commission may grant an exception to allow the total parking required to be reduced below the sum total of the individual uses provided a copy of an agreement between joint users is filed with the application.

(Code 1978, § 23.7(E); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

**Sec. 30-626. Location and lease arrangements.**

All off-street parking required by this division for other than R districts shall be located on the same lot or within 300 feet as measured from the nearest point of the parking lot to the nearest point of the property intended to be served. The owner of the property to be served shall own or hold at least a five-year lease to all property utilized to meet minimum parking requirements. Such lease shall not be cancelable without the permission of the city. Off-street parking shall be located in the same district as the use it is intended to serve. In R districts, all required parking shall be located on the lot it is intended to serve.

(Code 1978, § 23.7(F); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

**Sec. 30-627. Backing into a street.**

Parking lots shall be designed to allow full internal vehicular movement. Parking lots shall connect to street by maneuvering isles. No parking stall shall be allowed to directly connect to a street where vehicles would back into a street.

(Code 1978, § 23.7(G); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

**Sec. 30-628. Minimum number.**

The minimum number of off-street parking spaces by type of use shall be required in accordance with the following schedule. When determining the number of required parking spaces results in a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half require one parking space.

<i>RESIDENTIAL USES</i>	<i>MINIMUM PARKING REQUIRED</i>
1. One- and two-family units	2 per dwelling unit
2. Multiple-dwellings	2 per dwelling unit <sup>1</sup>
3. Senior citizens housing	0.5 per dwelling unit
4. Boarding and roominghouses	1 per rooming unit

*RESIDENTIAL USES*

*MINIMUM PARKING REQUIRED*

- |    |                          |                              |
|----|--------------------------|------------------------------|
| 5. | Accessory apartments     | 1 per unit                   |
| 6. | Bed and breakfast        | 1 per room <sup>2</sup>      |
| 7. | Day care/nursery schools | Same as one-two family units |
| 8. | Group and foster homes   | Same as one-two family units |
| 9. | Mobile home parks        | 2 per dwelling unit          |

*PUBLIC AND QUASIPUBLIC USES*

*MINIMUM PARKING REQUIRED*

- |     |   |   |
|-----|---|---|
| 1.  | Churches  | 1 per 3 seats in largest assembly room                |
| 2.  | Elementary school                                     | 2 per classroom                                       |
| 3.  | Junior high school                                    | 2 per classroom                                       |
| 4.  | Senior high schools                                   | 6 per classroom plus 1 per 6 seats in main auditorium |
| 5.  | Post high schools                                     | 10 per classroom                                      |
| 6.  | Stadiums, arenas, auditoriums (accessory to a school) | 1 per 6 seats   |
| 7.  | Stadiums, arenas, theaters and auditoriums            | 1 per 3 seats   |
| 8.  | Museums, libraries, and art galleries                 | 1 per 500 square feet (gross floor area)              |
| 9.  | Golf and country clubs                                | 6 per hole  |
| 10. | Government offices                                    | 1 per 200 square feet gross floor area                |
| 11. | Hospitals   | 2 per bed   |
| 12. | Nursing homes   | 1 per 3 beds  |
| 13. | Clubs and lodges, social and fraternal                | 1 per 2 persons based on occupancy rating             |

<sup>1</sup> In the R-3 zone, 25 percent of the required parking shall be enclosed. In the R-4 zones, 12.5 percent of the required parking shall be enclosed.

<sup>2</sup> Plus minimum requirement for other permitted uses.

*BUSINESS USES*

*MINIMUM PARKING REQUIRED*

- |    |   |   |
|----|---|---|
| 1. | Business, insurance and general offices | 1 per 300 square feet gross floor area                              |
| 2. | Medical, dental offices and clinics     | 1 per 300 square feet gross floor area                              |
| 3. | Agricultural/animal sales               | 1 per 400 square feet gross floor area                              |
| 4. | Automotive sales/repair                 | 1 per 300 square feet gross floor area                              |
| 5. | Beauty/barbershop                       | 3 per chair   |
| 6. | Bank/savings and loan/loan agency       | 1 per 250 square feet gross floor area (see footnote <sup>3</sup> ) |
| 7. | Car washes (principal use)              | 3 plus (see footnote <sup>4</sup> )                                 |
| 8. | Car washes (accessory)                  | 4 stacking spaces per bay   |
| 9. | Restaurants, cafes, bars                | 1 per 75 square feet gross floor area                               |



*BUSINESS USES*

10. Drive-up restaurants	1 per 50 square feet gross floor area plus 6 stacking spaces per drive-up window
11. Athletic facilities	
a. Racquetball/tennis	6 per court
b. All other	1 per 200 square feet gross floor area
12. Movie theaters	1 per 4 seats
13. Gasoline stations	3 plus 2 per service stall plus 1 per 100 square feet gross floor area of retail space
14. Bowling alleys	5 per lane
15. Hotels, motels and tourist homes	7 per 5 guestrooms (or fraction thereof)
16. Funeral homes and mortuaries	1 per 3 seats in largest parlor or chapel
17. Home furnishings stores	1 per 500 square feet gross floor area
18. Hardware/home improvement	1 per 300 square feet gross floor area
19. Daycare/group homes (commercial)	1 per 5 persons enrolled
20. Indoor/outdoor recreation (amusement centers, pool halls, roller and ice rinks, exhibition halls)	1 per 2 persons based on occupancy rating or facility design capacity
21. Miniwarehouse	1 per 10 units
22. Convenience retail	1 per 100 square feet gross floor area
23. Retail sales and services(not listed)	Minimum: 1 per 250 square feet gross floor area (minimum 5) Maximum: 1 per 175 square feet gross floor area when building exceeds 70,000 square feet
24. Single use retail sales and services (not listed), gross floor area over 100,000 square feet	Minimum: 1 per 300 square feet gross floor area Maximum: 1 per 175 square feet gross floor area

*INDUSTRIAL USES**MINIMUM PARKING REQUIRED*

1. Custom manufacturing	1 per 300 square feet retail space plus 1 per employee on major shift
2. Other manufacturing	2 per 3 employees or 1 per 2,000 square feet gross floor area whichever is greater.
3. Storage, warehousing, wholesaling	1 per 1,000 square feet gross floor area up to 10,000 square then 1 per 2,000 square feet gross floor area above 10,000 square feet.

<sup>3</sup> Plus 4 stacking spaces per drive up window.

<sup>4</sup> a) 4 stacking spaces per manual self-serve bay; b) 12 stacking spaces per automatic bay; and c) 1 per 140 square feet gross floor area of retail space.

In addition, one detailing space shall be provided for each car wash bay of any type, plus one detail space for each vacuum machine if machines are not located within the stacking spaces. If machines are located within the stacking spaces, no additional detail space is required.

(Code 1978, § 23.7(H); Ord. No. 07-02-04, 2-12-2007; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 16-05-05, Exh. D, 5-23-2016)

**Sec. 30-629. Off-street parking exceptions.**

(a) *Proof of parking required.* Establishments shall be capable of providing the number of on-site parking spaces required by this division at any time parking is needed. However, all such required parking need not be constructed initially if it is demonstrated by the owner to

<b>City (population)</b>	<b>Maximum Building Height (Equivalent of GR GB Zoning which permits hotel/motel)</b>	<b>Hotel/Motel Off-Street Parking - Min. # Requirements</b>	<b>Assembly/Conferen Center Use Off-street Parking Min. # Req.</b>
<b>Grand Rapids</b>	<b>35 ft.</b>	<b>7 (spaces) per 5 guestrooms (or a fraction thereof)</b>	<b>Not Listed</b>
Albert Lea (18,045)	40 ft./Council approves over 6-stories	1 spaces per guest room	1 space per 4 seats
Bemidji (15,119)	50 ft. in GB/35 ft. lake oriented structures	2 spaces + 1 space per room + spaces for restaurant/assembly/other affiliated uses	1 space per 3 seats
Brainerd (13,679)	45 ft./CUP approval for higher- + setbacks	1 space per room + 1 space per each 8 rooms + 1 space each employee on any shift	Not Listed
Cloquet (12,301)	60 ft.	1 space per room + 1 space per employee	1 space per 4 seats
Crookston (7,945)	35 ft.	1 space per room + 1 space per F/T employee	Not Listed
Detroit Lakes (9,380)	3 stories/not to exceed 45 ft. (2 ½ lake)	1 space per room + 1 space per each 10 rooms + 1 space each employee on any shift	Not Listed
Elk River (24,368)	45 ft.	Not Listed	1 space per 3 seats (design capacity)
Faribault (23,718)	3 stories/42 ft. whichever is less	1 space per room + 30% of building capacity for accessory uses	See previous
Fergus Falls (13,652)	45 ft. (1 ft. increased setback for every 1 ft. over 30 ft.)	1 space per room	1 space per 4 seats (design capacity)
Forest Lake (20,344)	45 ft./3 stories	1 space per room + 1 each employee at max. shift + 1 space per 3 person max. occupancy for meeting/banquet space + 50% of spaces for restaurant/bar accessory uses	See previous
Hutchinson (14,146)	40 ft.	1 space per room	All other commercial u = 5.5 spaces per 1,000
Marshall (13,799)	45 ft.	2 spaces + 1 space per room + 1 oversized space per 30 spaces	Assembly -no fixed sea 1 space per 100 sq. ft.
Monticello (13,409)	2 stories/30 ft. (CUP for additional height)	1 space per room + 1 space per each 10 rooms + 1 space each employee on maximum shift	1 space per 4 seats (design capacity)
Moorhead (42,581)	60 ft.	1 space per room + 1 space per each 10 rooms	Not Listed
New Ulm (13,539)	6 stories/75 ft.	1 space per room	Not Listed
North Branch (10,469)	45 ft.	1 space per room + spaces for restaurant use	Not Listed

Sauk Rapids (13,631)	45 ft.	1.5 spaces per room + spaces for accessory uses & convention space use	1 space per 3 seats (design capacity)
Sartell (17,528)	55 ft.	1 space per room + 1 each employee at max. shift + additional spaces for accessory uses: restaurants/bars	Not Listed
St. Francis (7,400)	40 ft.	1 space per room + 1 space per each 8 rooms + additional spaces for accessory uses: restaurants/bars	Not Listed
Stillwater (19,693)	40 ft.	1 space per room + 1 space per staff (day shift) + ½ of req. spaces for related uses: restaurant, lounge, etc.	Not Listed
Waconia (12,166)	45 ft.	1 space per room + 1 space per each 10 rooms + 1 space each employee on day shift	Not Listed
<b>APA Parking Standards (American Planning Association – 2011)</b>	N/A	Examples from various US city's: <i>See attached</i>	
<b>Urban Land Institute (Dimensions of Parking – 2010)</b>	N/A	Commercial Lodgings: 1.25 spaces per room + 10 spaces per 10,000 sq. ft. of GFA for lounge/restaurant area + conference/banquet facilities.	<i>See previous</i>

FIGURE 4-1: Recommended Parking Ratios

Use	Parking Ratio	Source
<b>RESIDENCES AND COMMERCIAL ACCOMMODATIONS</b>		
Single-family dwelling unit (DU)	<ul style="list-style-type: none"> <li>■ &lt;2,000 square feet (186 square meters): 1/DU</li> <li>■ 2,000-3,000 square feet (186-279 square meters): 2/DU</li> <li>■ &gt;3,000 square feet (279 square meters): 3/DU</li> </ul>	1
Multifamily DU		
Rented	1.65/DU	2
Owned	1.85/DU	2
Accessory	Add 1/accessory DU	4
Sleeping rooms	1/unit or room, plus 2 for owners/managers	4
Commercial lodgings*	1.25/room plus 10/1,000 square feet (10.8/100 square meters) of gross floor area (GFA) for lounge and/or restaurant, plus conference/banquet facilities at the following rates: <ul style="list-style-type: none"> <li>■ &lt;20 square feet (1.86 square meters)/room: 0</li> <li>■ 20 square feet (1.86 square meters)/room: 30/1,000 square feet (32.3/100 square meters) of GFA</li> <li>■ 20-50 square feet (1.86-4.65 square meters)/room: scaled proportionally between 20 and 50 square feet/room (1.86 to 4.65 square meters)</li> <li>■ &gt;50 square feet (4.65 square meters)/room: 20/1,000 square feet (21.5/100 square meters) of GFA</li> </ul>	2, 4
Housing for seniors	0.5/DU	
Congregate care or assisted living	0.35/DU	1
Group homes, convalescent homes, and nursing homes	0.5/bed	1
<b>RETAIL SALES AND SERVICES</b>		
General and convenience retail*	2.75/1,000 square feet (2.96/100 square meters) of GFA	1
Grocery stores*	6.75/1,000 square feet (7.26/100 square meters) of GFA	1
Heavy/hard goods*	2.5/1,000 square feet (2.69/100 square meters) of GFA, including outdoor sales areas	1, 4
Discount superstores*	5.5/1,000 square feet (5.92/100 square meters) of GFA, including outdoor sales areas	1
Specialty superstores*	4.5/1,000 square feet (4.84/100 square meters) of GFA, including outdoor sales areas	1
Shopping centers with not more than 10% of gross leasable area (GLA) in nonretail sales and service uses, as defined in Chapter 2, "Definitions of Square Footage," page 9.	<ul style="list-style-type: none"> <li>■ &lt;400,000 square feet (37,160 square meters) of GLA: 4.0/1,000 square feet (4.3/100 square meters) of GLA</li> <li>■ 400,000-600,000 square feet (37,160-55,740 square meters) of GLA: scaled proportionally between 4.0 and 4.5/1,000 square feet (4.3 and 4.84/100 square meters) of GLA</li> <li>■ &gt;600,000 square feet (&gt;55,740 square meters) of GLA: 4.5/1,000 square feet (4.84/100 square meters) of GLA</li> </ul>	3

- 1 space for every 2 beds (*Raleigh, N.C., pop. 276,093*)
  - 1 parking space for each 2 beds for patients, plus 1 space for each staff doctor or nurse, plus 1 parking space for each employee on the maximum shift (*Boca Raton, Fla., pop. 74,764*)
  - 1 per bed (*Tampa, Fla., pop. 303,447*)
  - 1 space per bed for first 100 beds; 1 space per 2 beds for next 100 beds; 1 space per 4 beds thereafter (*Columbia, Mo., pop. 84,531*)
  - 1 parking space shall be provided for each 2 beds, plus 2 spaces for each 3 employees (*Gurnee, Ill., pop. 28,834*)
  - 1.5 spaces per bed, plus 1 space per employee (*Lenexa, Kans., pop. 40,238*)
  - 2 spaces per bed, plus outpatient medical clinic and outpatient medical offices, if any (*Aventura, Fla., pop. 25,267*)
  - 2.25 per bed at design capacity (*Arlington, Mass., pop. 42,389*)
  - 3 per bed (*Hickory, N.C., pop. 37,222*)
- Minimum:* 1 per 400 square feet of gross floor area  
*Maximum:* 1 per 100 square feet of gross floor area (*San Antonio, Tex., pop. 1,144,646*)

- Bicycle Parking Standard: 1 per 20 employees (*Madison, Wisc., pop. 208,054*)
- Bicycle Parking Standard: 1 per 30 vehicle spaces which are 1 per 2 beds, plus 1 per employee (*Grand Junction, Colo., pop. 41,498*)

**hostel**

- 1 off-street parking space provided for each 600 square feet of gross floor area contained in any structure or structures containing any use by right; provided, however, that for each habitable unit in a motel there need be provided not more than 1 off-street parking space (*Denver, Colo., pop. 554,636*)

**hotel** (see also *extended-stay hotel; motel; resort hotel*)

- The maximum required shall be as follows: 1 space for each guest room without kitchen facilities and 1.5 spaces for each guest room with kitchen facilities, plus 1 space per each 100 square feet of banquet, assembly, meeting, or restaurant seating area. The decision-making body may require less than the maximum requirement based on factors including, but not limited to, the size of the project, the range of services offered, and the location. (*Redondo Beach, Calif., pop. 63,261*)



hotel

- Minimum:* 2 spaces per bed. 2 spaces per 1,000 square feet of floor area  
*Maximum:* 2.5 spaces per 1,000 square feet of floor area (excluding on-campus medical office buildings for which medical or dental office standards apply) (*Gresham, Ore., pop. 90,205*)
- Minimum:* 2 per bed  
*Maximum:* 1 per bed (*Glenville, N.Y., pop. 28,183*)



Bicycle Parking Standard: 0.2 spaces per 1,000 square feet of floor area (excluding on-campus medical office buildings for which medical or dental office standards apply) (*Gresham, Ore., pop. 90,205*)

- For the first 40,000 square feet of floor area, 20 off-street parking spaces for every 1,000 square feet. 10 off-street parking spaces shall be provided and maintained by the hotel or motel for each additional 1,000 square feet up to 100,000 square feet of floor area. Furthermore, 5 off-street parking spaces shall be provided for every 1,000 square feet over 100,000 square feet of space used. Additionally, at least 1 permanently maintained off-street parking space shall be provided for every 300 square feet of floor area used for administrative offices. Convention facilities, dressing rooms, employee lounges and locker rooms, kitchen areas, stage and backstage areas, and all similar areas not open to the public and not

excluded in this subsection shall provide at least 1 permanently maintained parking space for every 1,000 square feet of floor area. (*Mesquite, Nev., pop. 9,389*)

- 0.7 spaces per accommodation unit, plus 1 space per 330 square feet (*Vail, Colo., pop. 4,531*)
- 1 for each sleeping room, plus 1 for each 400 square feet of meeting area and restaurant space (*Arlington, Mass., pop. 42,389*)
- 1 space per room or lodging unit (*Eugene, Ore., pop. 137,893; Gresham, Ore., pop. 90,205; Raleigh, N.C., pop. 276,093; Tampa, Fla., pop. 303,447*)
- 1 space per guestroom, plus the applicable requirement for eating and drinking, banquet, assembly, commercial or other as required for such use, less 75 percent of the spaces required for guestrooms (*Palo Alto, Calif., pop. 58,598*)
- 1 space per room, plus 1 space per 20 rooms (to accommodate motel per hotel staff), plus 75 percent of the normal spaces required for accessory uses (e.g. banquet rooms, meeting rooms, restaurants, etc.) if applicable (*Columbia, Mo., pop. 84,531*)
- 1 parking space shall be provided for each guest or sleeping room or suite, plus 1 additional space for each employee (*Gurnee, Ill., pop. 28,834*)
- 1.2 parking spaces shall be provided for each sleeping room for hotels, apartment hotels and motels. In addition to sleeping rooms, if there are other accessory uses provided therein, additional, off-street parking shall be provided for those accessory uses at the rate of 40 percent of the requirements for such uses as provided in other subsections hereof. (*Boca Raton, Fla., pop. 74,764*)
- 1.25 for each rentable room or suite, plus 10 for each 100 square feet of conference, banquet or restaurant area (*Lansing, N.Y., pop. 10,521*)
- 1.25 per room for first 50 rooms, plus 1 per room for each additional room; other uses within hotel per motel at standard rates (*Hickory, N.C., pop. 37,222*)

*Minimum:* 0.8 per room, plus 1 per 800 square feet of public meeting area and restaurant space

*Maximum:* 1 per room, plus 1 per 400 square feet of public meeting area and restaurant space (*San Antonio, Tex., pop. 1,144,646*)

*Minimum:* 1 space per guest room or suite

*Maximum:* 1.3 spaces per guest room or suite (*Gresham, Ore., pop. 90,205*)

*Minimum:* 1 space for each sleeping room or individual suite of sleeping rooms, plus 1 space for each 250 square feet of gross floor area within the restaurant per bar per entertainment facility (if applicable)

*Maximum:* 1.5 spaces for each sleeping room or individual suite of sleeping rooms, plus 1 space for each 100 square feet of gross floor area within the restaurant per bar per entertainment per meeting room facilities (if applicable) (*Jefferson County, Ky., pop. 693,604*)



Bicycle Parking Standard: 1 space per 10 guest rooms (*Gresham, Ore., pop. 90,205*)

Bicycle Parking Standard: 1 per 20 employees (*Madison, Wisc., pop. 208,054*)

Bicycle Parking Standard: long-term parking: 2, or 1 per 50 employees; short-term parking: none (*Grand Junction, Colo., pop. 41,498*)

**hotel, resort** (see *resort hotel*)

**house of worship** (see *chapel; church; mosque; synagogue; temple*)

**houseboat moorage**

- 1 spaces per berth (*Gresham, Ore., pop. 90,205*)
- 1 space per slip per connection facility (*Dade County, Fla., pop. 2,253,362; St. Helens, Ore., pop. 10,019*)
- 1 space for each dwelling unit (*Seattle, Wash., pop. 563,374*)

**housing, short-term rental** (see *short-term rental housing*)

**housing, temporary employment** (see *migrant agricultural labor housing*)

- 1 per 1,000 square feet (*Cambridge, Mass., pop. 101,355; Henderson, Nev., pop. 175,381; Rohnert Park, Calif., pop. 42,236*)
- 1 space for each studio (*Grandview, Mo., pop. 24,881*)
- 1 per 4 fixed seats, or 1 per 75 square feet of seating area if no fixed seats (*Rohnert Park, Calif., pop. 42,236*)
- 2 spaces per 1,000 square feet (*West Hollywood, Calif., pop. 35,716*)
- 4 per 1,000 square feet of gross floor area (*Racine, Wisc., pop. 81,855*)

*Minimum:* 1 space for each practitioner occupying the site on a full time basis, plus 1 space for every 3 students if classes are conducted on the site

*Maximum:* 3 spaces for each practitioner occupying the site on a full time basis, plus 1 space for every student if classes are conducted on the site (*Jefferson County, Ky., pop. 693,604*)

*Minimum:* 1 per 800 square feet

*Maximum:* 1 per 300 square feet (*Pittsburgh, Pa., pop. 334,563*)

**asphalt manufacturing facility** (see also *industrial use, heavy*)

- 0.6 per employee (*Hickory, N.C., pop. 37,222*)
- 1 space per employee (*Blue Springs, Mo., pop. 48,080*)
- 1 per each 2 employees of the working shift having the greatest number of employees (*Cedar Rapids, Iowa, pop. 120,758*)
- 1 per 800 square feet of gross floor area (*Ft. Lauderdale, Fla., pop. 152,397*)
- 2 per 3 employees (*Faribault, Minn., pop. 20,818; Racine, Wisc., pop. 81,855*)
- 2.5 parking spaces per 1,000 square feet of gross floor area (*Naperville, Ill., pop. 128,358*)

*Minimum:* 1 per 1,000 square feet of gross floor area

*Maximum:* 1 per 200 square feet of gross floor area (*San Antonio, Tex., pop. 1,144,646*)

**assembly hall** (see also *auditorium; civic center*)

- Parking equal to 30 percent of the capacity of persons in the main auditorium and any rooms which can be added to the main auditorium by opening doors or windows to obtain audio or video unity (*Minneapolis, Minn., pop. 382,618*)
- 1 space per 4 seats (*Alexandria, Va., pop. 128,283*)
- 1 space for each 4 seats or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room (*Durham, N.C., pop. 187,035*)
- 1 space for each 50 square feet of floor area (*Montgomery County, Ohio, pop. 559,062*)
- 1 for each 5 seats (*Dansville, N.Y., pop. 4,832*)

- 1 per 2 persons who may be legally admitted at 1 time based on the occupancy load established by local codes, plus 1 per employee, or 1 per 100 square feet of usable floor area, whichever is greater (*Canton, Mich., pop. 76,366*)

- With fixed seating: 1 parking space for each 6 seats (*Des Moines, Iowa, pop. 198,682*)

- With fixed seating: 1 parking space is required for every 4 seats in the principal auditorium or assembly room (*Anchorage, Alaska, pop. 260,283*)

*Minimum:* 0.2 space for each 5 occupants of meeting rooms based on maximum capacity as calculated under the provisions of the Uniform Building Code (UBC)

*Maximum:* 0.3 space for each occupant of meeting rooms based on maximum capacity as calculated under the provisions of the UBC (*Gresham, Ore., pop. 90,205*)

*Minimum:* 1 per 200 square feet of gross floor area

*Maximum:* 1 per 100 square feet of gross floor area (*Glenville, N.Y., pop. 28,183*)



Bicycle Parking Standard: 1 space per 40 seats in meeting rooms (*Gresham, Ore., pop. 90,205*)

Bicycle Parking Standard: 1 per 10 auto spaces (*Madison, Wisc., pop. 208,054*)

Bicycle Parking Standard: 1 per 20 vehicle spaces which are 1 per 4 seats or 1 per 50 square feet if not permanent seats (*Grand Junction, Colo., pop. 41,498*)

**assisted living** (see *elderly housing, assisted living*)

**asylum** (see *mental health facility*)

**athletic field** (see also *ball field; grandstands; recreation facility* uses)

- Minimum of 1 parking space per 4 seats of spectator seating; however, if no spectator seating is provided, a temporary parking area shall still be provided on the site; such area must provide sufficient numbers of spaces to serve all users of the site, and include a fence delineating such parking area (*West Hempfield Township, Pa., pop. 15,128*)
- 1 per 5,000 square feet of land area, or 1 per 75 square feet of water area when a public swimming pool is an isolated use (*Cedar Rapids, Iowa, pop. 120,758*)
- 10 spaces per field (*Spartanburg, S.C., pop. 39,673*)
- 10 for every acre of land devoted to the field, plus 1 for every 4 spectator seats (*Memphis, Tenn., pop. 650,100*)
- 18 spaces per field (*Raleigh, N.C., pop. 276,093*)
- 20 parking spaces for every diamond or athletic field, or 1 space for every 4 seats, whichever is greater (1 seat is equal to 2 feet of bench length) (*DeKalb County, Ill., pop. 88,969*)



- 10 parking spaces, plus 1 additional space for each 300 square feet of floor area in excess of 2,000 square feet (*Dona Ana County, N.Mex., pop. 174,682*)

*Minimum:* 1 per 400 square feet

*Maximum:* 1 per 200 square feet (*Pittsburgh, Pa., pop. 334,563*)

*Minimum:* 1 per 300 square feet of gross floor area

*Maximum:* 1 per 200 square feet of gross floor area (*Glenville, N.Y., pop. 28,183*)



Bicycle Parking Standard: 1 per 20 vehicle spaces, which are 1 per 250 square feet or 1 per 4 patrons, whichever results in more spaces (*Grand Junction, Colo., pop. 41,498*)

**community garden** (see also *arboretum; botanical gardens*)

- 1 space per 5,000 square feet of lot area; the minimum requirement of 4 spaces shall not apply (*Minneapolis, Minn., pop. 382,618*)
- 4 spaces per garden (*Palm Beach County, Fla., pop. 1,131,184*)

**composting facility** (see also *recycling center*)

- 1 per employee (*Bloomington, Ind., pop. 69,291*)
- 2 spaces per acre; minimum of 5 spaces (*Palm Beach County, Fla., pop. 1,131,184*)

**computer supply establishment** (see also *retail use, unless otherwise specified*)

- 1 space per 200 square feet (*Columbia, Mo., pop. 84,531*)

**concert hall** (see also *assembly hall; auditorium; cultural uses*)

- 1 for each 10 seats of occupancy capacity for the first 10,000 seats, plus 1 for each 20 seats above the first 10,000; provided that, where such seats are not fixed, each 7 square feet usable for seating shall be considered 1 seat (*Washington, D.C., pop. 572,059*)
- 1 for each 3 seats of total capacity (*South Kingstown, R.I., pop. 27,921*)

**concrete production plant** (see also *industrial uses, unless otherwise specified*)

- 0.6 per employee (*Hickory, N.C., pop. 37,222*)
- 1 space per 750 square feet (*Colorado Springs, Colo., pop. 360,890*)
- 1 space per 750 square feet of gross floor area, plus 1 space per vehicle parked overnight on the premises but not less than 5 spaces (*Yonkers, N.Y., pop. 196,086*)
- 2 per 3 employees (*Faribault, Minn., pop. 20,818*)
- 2.5 parking spaces per 1,000 square feet of gross floor area (*Naperville, Ill., pop. 128,358*)

*Minimum:* 1 per 1,500 square feet of gross floor area

*Maximum:* 1 per 300 square feet of gross floor area (*San Antonio, Tex., pop. 1,144,646*)

[*Editor's note:* for all *condominium* uses, see also *dwelling; townhouse*]

**condominium, efficiency**

- 1 space (*Missouri City, Tex., pop. 52,913*)
- 1.5 spaces (*Redding, Calif., pop. 80,865; Washington, N.C., pop. 9,583*)

**condominium, one bedroom**

- 1.5 spaces (*Redding, Calif., pop. 80,865; Missouri City, Tex., pop. 52,913; Washington, N.C., pop. 9,583*)

**condominium, two bedrooms**

- 1.75 per unit (*Washington, N.C., pop. 9,583*)
- 2 parking spaces per unit, plus 1 guest parking for each 5 units and 1 recreational-vehicle parking space for each 5 units. For two-bedroom condominiums, 1 required space shall be covered. (*Redding, Calif., pop. 80,865*)
- 2 spaces per dwelling unit (*Missouri City, Tex., pop. 52,913*)

**condominium, three or more bedrooms**

- 2 parking spaces per unit, plus 1 guest parking for each 5 units and 1 recreational-vehicle parking space for each 5 units. For 3 or more bedroom condominiums, there shall be 2 covered spaces. (*Redding, Calif., pop. 80,865*)
- 2.5 spaces per dwelling unit (*Missouri City, Tex., pop. 52,913; Washington, N.C., pop. 9,583*)

**conference center** (see also *convention center*)

- A minimum of 1 parking space per 200 square feet, but not less than 1 space per each 2 seats (*West Hempfield Township, Pa., pop. 15,128*)
- 1 space per 4 seats, plus 1 space per 250 square feet general assembly area (*Bloomington, Ind., pop. 69,291*)
- 1 space per every 2 persons of capacity...or 1 space per 100 square feet of gross floor area, whichever is greater, plus the requirements of each individual use (i.e., hotels, restaurants, etc.) (*Genoa Township, Mich., pop. 15,901*)
- 1 per 3 persons legal occupancy (*St. Mary's County, Md., pop. 86,211*)
- 1 space per each 4 persons (*Grand Rapids Township, Mich., pop. 14,056*)
- 1 space per 4 seats, plus 1 space per 250 square feet general assembly area (*Bloomington, Ind., pop. 69,291*)

**confined animal feeding operation** (see *farm use, confined animal feeding operation*)

**consignment clothing store** (see also *second-hand store*)

- 1 space per 300 square feet of gross floor area in excess of 4,000 square feet (*Minneapolis, Minn., pop. 382,618*)
- 1 space per 400 square feet of office space, plus adequate space for vehicle storage (*Colorado Springs, Colo., pop. 360,890*)

Sec. 30-512. - Table of uses permitted in zones.

For the purpose of this article, a comprehensive list of uses is presented in Table 1, Uses Permitted in Zones. This table is incorporated into this article generally and into the regulations of each district, as appropriate, the same as if the uses were listed separately and for each district. Table 1 identifies three types of uses: uses permitted by right (permitted uses); uses with restrictions; and conditional uses.

- (1) *Permitted uses.* These are identified as permitted in a particular zone by the placement of a "P" in the column bearing the heading of that zone.
- (2) *Restricted uses.* These uses are permitted in a particular zone subject to certain special restrictions. These uses are identified by the placement of a "R" in the column bearing the heading of that zone. For details on the types of restrictions, please refer to section 30-564.
- (3) *Conditional uses.* Certain uses, because of their unique characteristics, must be considered individually as to their impact upon neighboring land, and the public welfare and their compatibility at the particular location. Conditional uses must go through a special approval process prior to their establishment. These uses are identified by the placement of a "CUP" in the column bearing the heading of that zone. For details on the conditional use process, please refer to section 30-531.

(Code 1978, § 23.5(F); Ord. No. 05-05-08, 5-18-2005; Ord. No. 05-06-12, 6-27-2005; Ord. No. 05-10-15, 10-24-2005; Ord. No. 06-03-01, 3-13-2006; Ord. No. 06-03-01, 3-27-2006; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 13-09-10, Exh. A, 9-23-2013)

TABLE 1 - PERMITTED USES

RR	R-1/1a	R-2/2	R-3/3	R-4/4	LB / SL	GB / SG	CB	MU / SM	M / SM	RC / SR	BP / SB	I-1/1	I-2/2	CD	PU / SP	AG	AP	LISTING OF USES IN ZONING DISTRICTS
																		RESIDENTIAL
P	P	P	P	P	P											P		single-family detached
		P	P	P	P											P		twin home attached
		P	P	P	P			P										two-family attached











									P									off-road motorized sport vehicle trails
						R	R											video arcades
						P	P				P							communication services
RETAIL																		
						R	P	P									R	general sales and services (see definition)
							CU	P										general sales and services (see definition), greater than 70,000 sq. ft. building footprint
							P	P									P	nursery, landscaping
							P											grocery stores
							P	P										<u>hotels &amp; motels</u>
							P	P		P		P						medical equipment and supplies (see definition)
						R	P	P	R	R								pharmacy
							R	R	R							R	P	temporary outdoor sales
							R	R				R						brewery/distillery/



																			winery
						P	P				P								taproom/tasting room
SCHOOLS PUBLIC AND PRIVATE																			
R	R	R	R	R												P			elementary - secondary
					R	P	P				P					P			educational service institution
						P	P									P	P		post high schools and colleges
WAREHOUSE																			
						P					P	P	P		R				general
						P						P							mini storage
						P					P	P	P						motor freight terminal
					R	R	R	R	R	R	R	R	R	R	R	R	R	R	outdoor storage of land/sea containers
PUBLIC/SEMI-PUBLIC																			
P	P	P	P	P											P	P			athletic facilities - public
																P	P		cemeteries
R	R	R	R	R	R	R	R										P		churches

						P	P									P		cultural facilities (art galleries, libraries, museums)
R	R	R	R	R							P					R	P	golf and country clubs
												P	P		P			water sewage treatment
										CU P		CU P	CU P			CU P		telecommunication s towers
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	treatment, power substations, neighborhood parks
CU P	CU P	CU P	CU P	CU P	R	R	CU P	CU P	R	R	R	R	R	R	R	R	R	essential services structure
													CU P					jail, detention center, and juvenile detention center
TRANSPORTATION																		
												P	P	P		P	P	major (terminals, hangers, switching yards, sidings, runways, heliports)
	P	P	P	P	P	P	P	P	P			P	P	P	P	P	P	minor (railroad, rights-of-way, streets, transit shelters)
INDUSTRIAL																		
						P							P					monument

																		work/sales
											P				P		P	military post
					R	R	R				P	P	P					manufacturing, light
												P	P					manufacturing, heavy
											P	P	P					light industrial activities not listed
												P	P					heavy industrial activities not listed
						R						P						recycling center
						P						P	P					wholesale distribution facility
						R	R	R				R	R	R				outdoor storage (merchandise/mate rial)
CU P											CU P		CU P	CU P			CU P	mining of sand and gravel

TABLE 2-A DISTRICT DEVELOPMENT REGULATIONS - PRINCIPAL STRUCTURES

Zone	MINIMUM LOT SIZE			MINIMUM YARD SETBACKS				MAXIMUM LOT COVERAGES			BUILDING SIZES	
	Gross Area	Area S/F Unit	Width	Front	Interior Side	Street Side	Rear	Building (percentage)	Total Surface (percentage)	GUOS Unit	Maximum Height (feet)	Minimum Dimension (feet) <sup>5</sup>
RR	1.25 acre	1.25 AC	150	30	15	30	30	20	N/A		35	24
R-1	8,400	8,400	70	30	6-9 <sup>1</sup>	15	30	30	N/A		30	24
R-1a	6,000	6,000	44	30	6	15	30	40	N/A		30	24
R-2	7,000 <sup>4</sup>	5,000	50 <sup>4</sup>	30	6-9 <sup>1,4</sup>	15	30	30	N/A		30	24
R-3	15,000 <sup>4</sup>	5,000	100 <sup>4</sup>	35	10 <sup>4</sup>	15	35	30	75	400	30	24
R-4	15,000 <sup>4</sup>	2,500	100 <sup>4</sup>	35	20 <sup>4</sup>	30	35	35	75	400	45	24
LB	14,000 <sup>4</sup>	3,000	100 <sup>4</sup>	30	10 <sup>4</sup>	15	15	35	85	500	35	24
GB	10,500	3,000	75	30	10	15	10	40	90	500	<del>35</del> <u>50</u>	24
CBD	7,000	3,000	50	N/A	N/A	N/A	N/A	100	100	N/A	60	24
MU	40,000	2,500	100	35	20	30	35	40	75	N/A	45	24

M <sup>3</sup>	20,000	3,000	100	30	10	15	15	35	85	500	35	24
RC	1.5 acre	1.5 acre	200	50	25	25	25	25	50	N/A	35	N/A
BP	30,000	N/A	150	50	15	25	15	40	85	N/A	35	24
I-1	1 acre	N/A	150	50	25	25	25	50	90	N/A	40	24
I-2	1 acre	N/A	150	50 <sup>2</sup>	25	25 <sup>2</sup>	25	60	90	N/A	110	N/A
PU	1 acre	N/A	50	30	10	15	30	N/A			60	N/A
CD	N/A		50	50	50	50	50	N/A			N/A	
AG	2.5 acres	2.5 acres	50	50	50	50	50	N/A			N/A	
AP	N/A		50	50	50	50	50	N/A			N/A	

FOOTNOTES:	1.	The sum of the two side yards must equal 15 feet, and six feet is the minimum side yard dimension.
	2.	These yards may be reduced to zero feet if abutting the CBD zone.
	3.	When a building in the medical zone is proposed to abut an existing building, for the purpose of providing a pedestrian linkage between the adjacent structures, a zero foot setback may be allowed along the common lot line.
	4.	For twin homes, each lot shall have a minimum lot size (gross area) of 7,000 sq. ft., each lot shall be minimum of 50 feet wide and the interior side setback shall be nine feet or zero feet minimum.

		Example: A duplex in R-2—10,000 sq. ft. required.
	5.	Essential structures may have a minimum building dimension less than 24 feet.

EXHIBIT "B"

Sec. 30-628. - Minimum number.

The minimum number of off-street parking spaces by type of use shall be required in accordance with the following schedule. When determining the number of required parking spaces results in a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half require one parking space.

RESIDENTIAL USES		MINIMUM PARKING REQUIRED
1.	One- and two-family units	2 per dwelling unit
2.	Multiple-dwellings	2 per dwelling unit <sup>1</sup>
3.	Senior citizens housing	0.5 per dwelling unit
4.	Boarding and roominghouses	1 per rooming unit
5.	Accessory apartments	1 per unit
6.	Bed and breakfast	1 per room <sup>2</sup>
7.	Day care/nursery schools	Same as one-two family units
8.	Group and foster homes	Same as one-two family units
9.	Mobile home parks	2 per dwelling unit

>PUBLIC AND QUASIPUBLIC USES		MINIMUM PARKING REQUIRED
1.	Churches	1 per 3 seats in largest assembly room
2.	Elementary school	2 per classroom
3.	Junior high school	2 per classroom
4.	Senior high schools	6 per classroom plus 1 per 6 seats in main auditorium
5.	Post high schools	10 per classroom

6.	Stadiums, arenas, auditoriums (accessory to a school)	1 per 6 seats
7.	Stadiums, arenas, theaters and auditoriums	1 per 3 seats
8.	Museums, libraries, and art galleries	1 per 500 square feet (gross floor area)
9.	Golf and country clubs	6 per hole
10.	Government offices	1 per 200 square feet gross floor area
11.	Hospitals	2 per bed
12.	Nursing homes	1 per 3 beds
13.	Clubs and lodges, social and fraternal	1 per 2 persons based on occupancy rating

<sup>1</sup> In the R-3 zone, 25 percent of the required parking shall be enclosed. In the R-4 zones, 12.5 percent of the required parking shall be enclosed.

<sup>2</sup> Plus minimum requirement for other permitted uses.

BUSINESS USES		MINIMUM PARKING REQUIRED
1.	Business, insurance and general offices	1 per 300 square feet gross floor area
2.	Medical, dental offices and clinics	1 per 300 square feet gross floor area
3.	Agricultural/animal sales	1 per 400 square feet gross floor area
4.	Automotive sales/repair	1 per 300 square feet gross floor area
5.	Beauty/barbershop	3 per chair
6.	Bank/savings and loan/loan agency	1 per 250 square feet gross floor area (see footnote <sup>3</sup> )
7.	Car washes (principal use)	3 plus (see footnote <sup>4</sup> )



8.	Car washes (accessory)	4 stacking spaces per bay
9.	Restaurants, cafes, bars	1 per 75 square feet gross floor area
10.	Drive-up restaurants	1 per 50 square feet gross floor area plus 6 stacking spaces per drive-up window
11.	Athletic facilities	
	a. Racquetball/tennis	6 per court
	b. All other	1 per 200 square feet gross floor area
12.	Movie theaters	1 per 4 seats
13.	Gasoline stations	3 plus 2 per service stall plus 1 per 100 square feet gross floor area of retail space
14.	Bowling alleys	5 per lane
15.	Hotels, motels and tourist homes	<del>7 per 5 guestrooms (or fraction thereof)</del> <u>1 space per room, plus 1 space per each 8 rooms, plus 1 space per each employee on maximum shift</u>
<u>16.</u>	<u>Conference center/meeting room/banquet hall</u>	<u>1 per 3 seats (design capacity)</u>
<del>16</del> <u>17.</u>	Funeral homes and mortuaries	1 per 3 seats in largest parlor or chapel
<del>17</del> <u>18.</u>	Home furnishings stores	1 per 500 square feet gross floor area
<del>18</del> <u>19.</u>	Hardware/home improvement	1 per 300 square feet gross floor area
<del>19</del> <u>20.</u>	Daycare/group homes (commercial)	1 per 5 persons enrolled
<del>20</del> <u>21.</u>	Indoor/outdoor recreation (amusement centers, pool halls, roller and ice rinks, exhibition halls)	1 per 2 persons based on occupancy rating or facility design capacity
<del>21</del> <u>22.</u>	Miniwarehouse	1 per 10 units

<del>2223.</del>	Convenience retail	1 per 100 square feet gross floor area
<del>2324.</del>	Retail sales and services(not listed)	Minimum: 1 per 250 square feet gross floor area (minimum 5) Maximum: 1 per 175 square feet gross floor area when building exceeds 70,000 square feet
<del>2425.</del>	Single use retail sales and services (not listed), gross floor area over 100,000 square feet	Minimum: 1 per 300 square feet gross floor area Maximum: 1 per 175 square feet gross floor area

INDUSTRIAL USES		MINIMUM PARKING REQUIRED
1.	Custom manufacturing	1 per 300 square feet retail space plus 1 per employee on major shift
2.	Other manufacturing	2 per 3 employees or 1 per 2,000 square feet gross floor area whichever is greater.
3.	Storage, warehousing, wholesaling	1 per 1,000 square feet gross floor area up to 10,000 square then 1 per 2,000 square feet gross floor area above 10,000 square feet.

<sup>3</sup> Plus 4 stacking spaces per drive up window.

<sup>4</sup> a) 4 stacking spaces per manual self-serve bay; b) 12 stacking spaces per automatic bay; and c) 1 per 140 square feet gross floor area of retail space. In addition, one detailing space shall be provided for each car wash bay of any type, plus one detail space for each vacuum machine if machines are not located within the stacking spaces. If machines are located within the stacking spaces, no additional detail space is required.

(Code 1978, § 23.7(H); Ord. No. 07-02-04, 2-12-2007; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 16-05-05, Exh. D, 5-23-2016)

Sec. 30-677. - General restrictions.

The following provisions shall apply to all districts:

- (1) A sign shall be considered as a structure or part of a structure for the purpose of applying height and yard requirements. Sign height shall not exceed the maximum established principal structure height in the zoning district, or 35 feet, whichever is the lessor height. The front, side and side streetyard setback for any sign within multiple-family residential, business and industrial zones shall be half the required yard setback for a principal structure. Measurements for determining compliance with yard requirements shall be taken from the portion of a sign nearest the property line used to establish the yard requirement. EXCEPTION: In any district where freestanding signs are already established and do not meet the front yard requirement, a method of averaging may be used to determine the location of a new sign. This method may take into account any legally grandfathered signs located 300 feet in both directions from the proposed business, but in no case may a new freestanding sign encroach into the public right-of-way.
- (2) Permanent off-premises advertising signs are permitted in the GB and SGB zones, and are subject to the conditions of section 30-678.
- (3) Signs, other than governmental signs, temporary off-premise signs as allowed under 30-677(6) and 30-677(7), and portable signs allowed under 30-679, are prohibited within public rights-of-way and easements and on public property without written permission of the city council.
- (4) Projecting signs, awnings and canopies that overhang a sidewalk or other pedestrian way shall provide a minimum clearance above the pedestrian way of ten feet.
- (5) Temporary, on-premise signage, for the purpose of selling, renting or leasing of property may be erected upon the lot which the property is located provided:
  - a. One sign per street frontage is permitted, with:
    1. One additional sign permitted along lake or river frontage.
    2. One additional sign permitted on lots equal to or greater than five acres in area.
    3. One additional sign permitted during and 48 hours prior to one day sales event, for the purpose of advertising that event.
  - b. Signs, in RR, SRR, R-1, SR-1, R-1a, SR-1a, R-2, and SR-2 districts are limited to a maximum sign area of six square feet and a maximum height of five feet.
  - c. Signs, in zoning districts not listed in 30-677(5)b, are limited to a maximum sign area of thirty-two (32) square feet and a maximum height of ten (10) feet.
  - d. Signs shall be removed within seven days following the sale, lease or rental of the property advertised.
- (6) Temporary, off-premise, signage for the purpose of providing direction to a one day sales event are permitted, provided:
  - a. Signs shall be erected for not more than 48 continuous hours prior two and during the sales event and shall be immediately removed upon the conclusion of that activity.
  - b. Such signs shall be freestanding, not attached to any governmental signs or public infrastructure, and are limited to a maximum sign area of four square feet and a maximum height of three feet.
  - c. No more than three signs, for any single activity shall be displayed at any given time.
  - d. A total of no more than one sign for any single activity, or a combined total of no more than two signs for multiple activities, shall be displayed on a single lot, or upon public right-of-ways or easements adjacent to said lot, at any given time.

- e. Such signs shall not hide from view or interfere with effectiveness of any governmental sign or traffic control device, nor shall it interfere with a driver's view of approaching, merging or intersecting traffic, and, additionally, shall adhere to the requirements stated within section 30-553(a).
  - f. Such signs shall be placed a minimum distance of 12 feet from the edge of the street, and shall not be placed within two feet of a pedestrian walkway.
  - g. The placement of all signs, whether on a lot, or in public right-of-way or easement adjacent to a lot, shall require the written consent of that private property owner. Upon a request from the Grand Rapids City Community Development Department, proof of a written consent must be furnished the city within five business days.
  - h. Nothing in this section shall be construed to abrogate or affect the more restrictive provisions contained within any state statute or rules, including but not limited to, State Statutes (Chapters 160 and 173) and State Rules (Chapter 8810), relative to the erection of signage within or adjacent to state highway right of ways located within the City of Grand Rapids, or Itasca County ordinances, resolutions or regulations relative to the erection of signage within or adjacent to county highway right-of-ways located within the city.
- (7) Temporary, off-premise, signage for the purpose of providing direction to a commercial product are permitted, provided:
- a. Signs shall be erected for a period of time not to exceed 180 consecutive calendar days or until such time as the product is no longer offered for sale, rent or lease, whichever is sooner, at which time the sign shall be immediately removed.
  - b. The owner of the sign(s) shall notify the city community development office in writing within three calendar days after the signs initial placement and its location.
  - c. Such signs shall be freestanding, not attached to any governmental signs or public infrastructure, and are limited to a maximum sign area of four square feet and a maximum height of three feet.
  - d. No more than three signs, providing direction to any single product or activity shall be displayed at any given time.
  - e. A total of no more than one sign providing direction to any single product, or a combined total of no more than two signs providing direction to multiple products in differing locations, shall be displayed on a single lot, or upon public right-of-ways or easements adjacent to said lot, at any given time.
  - f. Such signs shall not hide from view or interfere with effectiveness of any governmental sign or traffic control device, nor shall it interfere with a driver's view of approaching, merging or intersecting traffic, and, additionally, shall adhere to the requirements stated within section 30-553(a)
  - g. Such signs shall be placed a minimum distance of 12 feet from the edge of the street, and shall not be placed within two feet of a pedestrian walkway.
  - h. The placement of all signs, whether on a lot, or in public right-of-way or easement adjacent to a lot, shall require the written consent of that private property owner. Upon a request from the city community development Department, proof of a written consent must be furnished the city within five business days.
  - i. Nothing in this section shall be construed to abrogate or affect the more restrictive provisions contained within any state statute or rules, including but not limited to, State Statutes (Chapters 160 and 173) and State Rules (Chapter 8810), relative to the erection of signage within or adjacent to state highway right-of-ways located within the City of Grand Rapids, or Itasca County ordinances, resolutions or regulations relative to the erection of signage within or adjacent to county highway right-of-ways located within the city.

- (8) Temporary on-premise signage for the purpose of selling or promoting a development project are permitted, provided:
  - a. Such signage for projects of 30 acres or less, one sign, with a maximum sign area of 32 square feet and a not exceeding a ten feet in height may be erected on the project site.
  - b. Such signage for projects over 30 acres, two signs, adhering to the same dimensional standards described in section 30-677(5)c, may be erected on the project site.
  - c. Such signage shall be located at least ten feet from the nearest property line on the property to be sold, leased or rented, and in all cases shall be in compliance with section 30-553(a).
  - d. Such signage shall be removed when the development project is sold out, fully leased or rented.
- (9) Receptacles, not exceeding six inches in diameter and 24 inches in length, used exclusively for distribution of newspapers and advertising materials, may be maintained within the public right-of-way if the person or company desiring to place such a receptacle within the public right-of-way first obtains the written consent of the owner of the property abutting such right-of-way. The written consents are to be kept as a part of such person's or company's business records, which are to be made available to the city upon demand. Such receptacles shall be placed so that they do not interfere with city maintenance or snow plowing crews during the course of employment. Any person or company desiring to maintain such receptacles within the public right-of-way must execute an agreement, the effect of which would hold the city harmless from any liability or claim from injury or property damage which might arise because of the existence of such receptacles within the public right-of-way. Placement of such receptacles shall be limited to areas within the city which have rural mail delivery.
- (10) One temporary construction or identification sign of not more than 100 square feet may be installed upon a construction site at its primary entrance in any district denoting the name of the architect, engineer, contractor and/or future business, provided the sign shall not be installed prior to the issuance of a building permit for the proposed construction and provided further that the sign shall be removed within 30 days following occupancy of the building.
- (11) Permanent church directional signs shall be permitted in all districts provided the total area of such signs shall not exceed four square feet and shall not be considered off-premises advertising signs for the purpose of section 30-678(h). Each church shall be permitted up to two off-premise directional signs.
- (12) Temporary signs which advertise a special event of a public service nature may be displayed in any business or industrial district for 30 days or less each calendar year.
- (13) On-premises signs or banners advertising the grand opening or similarly identifiable opening of a new or relocated business for a period not to exceed 60 days.

(Code 1978, § 23.8(E); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 07-05-09, 5-29-07; Ord. No. 08-07-06, 7-14-2008)



# CITY OF GRAND RAPIDS

NOTICE OF MEETING  
PLANNING COMMISSION

## Minutes - Final Planning Commission

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**COUNCIL CHAMBERS**  
**CITY HALL - 420 N. Pokegama Ave.**  
**Grand Rapids, MN 55744**

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Thursday, August 2, 2018

4:00 PM

Council Chambers

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### Call To Order

### Call of Roll

- Present** 6 - Commissioner Mark Gothard, Commissioner Charles Burress, Commissioner Susan Lynch, Commissioner Michelle Toven, Commissioner Sue Zeige, and Commissioner Molly MacGregor
- Absent** 1 - Chairperson Lester Kachinske

**Setting of Agenda - This is an opportunity to approve the regular agenda as presented or add/delete an agenda item by a majority vote of the Commissioners present.**

**Motion by Commissioner Burress, second by Commissioner Toven to approve the agenda as presented. The following voted in favor thereof: Gothard, Burress, Toven, Lynch, Zeige. Opposed: None, passed unanimously.**

### Approval of Minutes

Approve the minutes of the June 7, 2018, 4:00 pm regular meeting.

**Motion by Commissioner Zeige, second by Commissioner Burress to approve the minutes from the June 7, 2018 Regular Meeting. The following voted in favor thereof: Zeige, Lynch, Toven, Burress, Gothard. Opposed: None, passed unanimously.**

### Public Hearings

Conduct a Public Hearing to consider a variance petition submitted by Grand Rapids State Bank.

*Grand Rapids State Bank has applied for one variance, which if granted, would allow an additional freestanding sign to be added to the banks south office facility at: 1 SW 10th Street.*

*The requested variance, if approved, would allow for a freestanding sign, with digital reader board, to be added to Grand Rapids State Banks Pokegama Avenue South bank branch location. As proposed, the new sign would be located approximately 210' from the existing freestanding sign, with both signs frontage on Pokegama Avenue. The variance request is for a 90 ft. reduction from the required 300 ft. separation*

*between freestanding signs on the same lot.*

*The applicant, within the variance petition, cites the enhancement in the appearance of the subject property the new sign would add, keeping the current business competitive in today's business environment, as reasons for the variance request.*

*Commissioner MacGregor joined the meeting at 4:12 p.m.*

*Recorder Groom noted that all notices required by law had been met and no correspondence has been received.*

**Motion by Commissioner Toven, second by Commissioner Burress to open the public hearing. The following voted in favor thereof: Gothard, Burress, Toven, Lynch, Zeige, MacGregor. Opposed: None, passed unanimously.**

**Noah Wilcox, 1 SW 10th Street, Grand Rapids MN provided reasons for the request. The banking industry is very competitive and having this type of signage would allow them to keep up with their competitors.**

**Motion by Commissioner Zeige, second by Commissioner Burress to close the public hearing. The following voted in favor thereof: MacGregor, Zeige, Lynch, Toven, Burress, Gothard. Opposed: None, passed unanimously.**

**Motion by Commissioner MacGregor, second by Commissioner Toven that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby (grant)(deny) the following variance to Grand Rapids State Bank for the property legally described as: E 190' of S 293' of NW NW LESS HWY ROW, Section 28, Township 55 N, Range 25 W, Itasca County, Minnesota;**

- **to allow a one-time waiver of the requirements of 30-679(3)d. of the Municipal Code allowing for the placement of a 2nd freestanding sign having a 90 ft. reduction from the required 300 ft. separation between freestanding signs on the same lot, as depicted on this site plan.**

**With the following considerations:**

- 1. Is this an "Area" variance rather than a "Use" variance?  
This is an area variance.**
- 2. Does the proposal put property to use in a reasonable manner?  
Why/Why not-  
Yes, due to setbacks required by MNDOT for reader boards this placement is able to meet that.**
- 3. Is the owner's plight due to circumstances which are unique to the property and which are not self-created by the owner?  
Why/Why not-  
No it is not self created because it is required to be 150' from the intersection by MNDOT.**
- 4. Is the variance in harmony with the purposes and intent of the ordinance?  
Why/Why not-  
Yes, it is an attempt to comply.**

**5. Will the variance, if granted, alter the essential character of the locality?**

**Why/Why not-**

No, adding one sign will not change the character in fact it will be a positive enhancement.

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**6. Is the variance consistent with the comprehensive plan?**

**Why/Why not-**

Yes, the comprehensive plan talks about orderly development and this property could be divided three times which would allow for three different signs.

The following voted in favor thereof: MacGregor, Zeige, Lynch, Toven, Burress, Gothard. Opposed: None, passed unanimously.

**Commissioners MacGregor and Zeige agreed to review the sign placement ordinance with staff**

Conduct a Public Hearing to consider a variance petition submitted by Ron and LeAnn Hardy.

*Mr. and Mrs. Hardy have applied for six variances, which if granted, would allow for the addition of a one storage building, and an addition to an existing mini-storage building at their place of business at: 3414 Trout Road.*

*Mr. and Mrs. Hardy have requested the Planning Commission's consideration of five variances from Section 30-707 of the Municipal Code, which lists site development requirements, or more specifically, building setbacks & building design requirements, within the Scenic Byway Commercial Overlay District, and one variance from Section 30-595(f)2, which establishes tree preservation requirements in non-residentially zoned districts.*

*The requested variances, if approved, would allow for the construction of a 40 ft. X 300 ft. metal, storage building, which would encroach 18 ft. into the required front setback, and a 20 ft. X 70 ft. addition to an existing mini-storage building which would encroach 20 ft. into the street side yard setback and 5 ft. into the required rear yard setback. Additionally, with the site development as proposed, variances for: metal materials on the front side of the storage building, the removal of significant trees in excess of what is permitted by tree preservation requirements, and parking of an accessory trailer in the front yard area of the property are being requested.*

*Mr. and Mrs. Hardy have applied for six variances, which if granted, would allow for the addition of a one storage building, and an addition to an existing mini-storage building at their place of business at: 3414 Trout Road.*

*The subject properties are legally described as: N 300' OF S 333' OF W 375' OF SW SW LESS HWY 38 ROW, and N 581' OF S 914' OF W 375' OF SW SW LESS HWY 38 ROW all in Section 4, Township 55N, Range 25W, Itasca County, Minnesota, and is currently zoned I-1 (Industrial Park) combined with the SBO (Scenic By-Way Commercial Overlay District).*

*Mr. and Mrs. Hardy have requested the Planning Commission's consideration of five variances from Section 30-707 of the Municipal Code, which lists site development requirements, or more specifically, building setbacks & building design requirements, within the Scenic Byway Commercial Overlay District, and one variance from Section 30-595(f)2, which establishes tree preservation requirements in non-residentially zoned*



*districts.*

*The requested variances, if approved, would allow for the construction of a 40 ft. X 300 ft. metal, storage building, which would encroach 18 ft. into the required front setback, and a 20 ft. X 70 ft. addition to an existing mini-storage building which would encroach 20 ft. into the street side yard setback and 5 ft. into the required rear yard setback. Additionally, with the site development as proposed, variances for: metal materials on the front side of the storage building, the removal of significant trees in excess of what is permitted by tree preservation requirements, and parking of an accessory trailer in the front yard area of the property are being requested.*

*The proposed building addition and new building, is part of the Hardy's business expansion plan on the original City Limits Storage property (2.1 acre), and recently purchased 4.3 acre lot adjacent to the north. The Hardy's have expressed a desire to align the proposed new building with the four existing mini storage buildings on the south property, which are wood framed, with metal siding, fronting on Hwy. 38 and currently accessed off of Trout Road. Additionally, the petitioners are working with MN Dot to acquire an access permit off of Hwy #38 (closing off the access to Trout Road, and the access at the northern end of the north property.*

*As some of you may recall from past discussions, in addition to the current zoning district requirements set forth in Section 30-512, the property is subject to the requirements of the Scenic Byway Commercial Overlay District as outlined in Section 30-707 of the Municipal Code (see attached). The areas having the most impact on any development (existing or proposed) are described in subsection 4 pertaining to site development requirements.*

*Generally, the purpose of the Scenic Byway commercial overlay district is to ensure commercial development along designated scenic byway corridors is in keeping with the intrinsic environmental qualities of the corridors as articulated by established corridor management plans such as, the Minnesota Trunk Highway 38 Edge of the Wilderness Corridor Management Plan.*

*The Edge of the Wilderness National Scenic Byway Corridor has been and is referenced in both the 2003 and 2011 Comprehensive plans.*

- The 2003 Plan established the goal of protecting the Edge of the Wilderness National Scenic Byway Corridor through a series of strategies and action steps focused on the maintenance appropriate buffering on both sides of byway by potentially rezoning the corridor to a Conservancy district and protecting/replanting trees adjacent to the Byway, as well as maintaining consistency with Minnesota Trunk Highway 38 (Edge of the Wilderness National Scenic Byway) Sign Ordinance as established by Itasca County.*
- The 2011 Plan identified three objectives, under Land Use Goal #8 Preserve historic and natural community landmarks, one of them focusing on the Scenic Byway: "Protect the visual integrity of the Edge of the Wilderness National Scenic Byway. Protecting the Scenic Byway will retain the rural and scenic character of the northern entrance to Grand Rapids".*

*Past history in the subject area:*

- Part of Orderly Annexation area No. 6, which and annexed into the City on January 1, 2010. In accordance with the Orderly Annexation Agreement, the zoning jurisdiction*

for this annexation area, including the subject property, was assumed by the City 5 years in advance, or on July 1, 2005.

- December 2007 City adopts Ordinance establishing Scenic Byway Commercial Overlay District to address goal of preserving qualities of the Edge of the Wilderness National Scenic Byway Corridor, identified in 2003 Comprehensive Plan. (this process came about through a petitioned rezoning in the subject area from the established R-1 to GB (General Business) which was contrary to the Future Land Use recommendations in the 2003 Comprehensive Plan).
- 2008 – Areas on the east side of Hwy. #38 rezoned through petitions (Hawkinson’s and Trout’s) from established R-1 to I-1 (Industrial Park) to permit the expansion of industrial uses in the area.
- October 2008 – City adopts Ordinance, as part of a city wide rezoning project, establishing the Scenic Byway Commercial Overlay District (extent is 600 ft. from centerline of Hwy. #38).
- August 2013 – Petitioned rezoning of portion of subject property (2.1 acres), by Hardy’s, from I-1 to GB (to allow for expansion of City Limits mini-storage facility, a grand-fathered nonconforming use in I-1 zoning district) is denied by City Council, for inconsistency with Comprehensive Plan Future Land Use Map, and considered “spot zoning”. Council directed Planning Commission to review and consider allowing the mini-storage use as a permitted use in I-1 zoning district.
- September 2013 – Planning Commission grants Hardy’s three variances for expansion of City Limits storage facility, contingent on Text Amendment allowing mini-storage in I-1 being approved. (variances for building setbacks and building materials - Section 30-707)
- September 2013 – After review and the recommendation of the Planning Commission, the City Council adopts and Ordinance establishing mini-storage as a permitted use in the I-1 zoning district.

An example and comparison of the minimum building setbacks in the I-1 zoning district when applying the requirements of Sect. 30-707(c)4.a.

I-1 (Industrial Park) Setbacks when applying requirements in Sect. 30-707(c)4.a  
 (X 2)  
 Min. Yard Setbacks (Sect. 30-512 Table-2A)  
 front-50 ft.  
 int. side-25 ft.  
 street side-25 ft.  
 rear- 25 ft. front-100 ft.  
 int. side-50 ft.  
 street side-50 ft.  
 rear- 50 ft.

The storage building addition to the subject property, the addition to an existing storage building, as well as the requested site development requests, as proposed within the variance application, would require the Planning Commission’s approval of six variances from the following areas of the Municipal Code:

1. Section 30-707(c)4. a, of the Municipal Code, which establishes site development requirements Scenic Byway Commercial Overlay District. a. Building setbacks shall be twice the required zoning district setback as provided for in Table 2-B of section 30-512.

- a. 18 ft. variance for new building front yard setback (80 ft. proposed - 100 ft. req.)
- b. 20 ft. variance for building addition street side yard setback (30 ft. proposed - 50 ft. req.)
- c. 5 ft. variance for building addition rear yard setback (45 ft. proposed, 50 ft. req.)

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2. Section 30-707(c)4. b, of the Municipal Code, which establishes site development requirements Scenic Byway Commercial Overlay District. b. Building design: Buildings shall incorporate high quality materials that provide long term durability and design appeal and shall incorporate the use of natural materials or materials of natural appearance whenever possible. Concrete cinder block and metal siding are prohibited on building facades that face Trunk Highway 38. Facade colors shall be low reflectance and subtle. High intensity colors are prohibited but complementary colors that accent primary colors are acceptable. Alterations or enlargements to any building or structure within the district shall meet the same standards as new construction.

- a. Variance for building materials on front of new building

3. Section 30-707(c)4. c, of the Municipal Code, which establishes site development requirements Scenic Byway Commercial Overlay District. c. Accessory buildings. No building or structure of a temporary character, trailer, tent or shack shall be constructed, placed or maintained upon the property except as accessory to and during the construction of permanent buildings.

- a. Variance for placement of trailer, accessory to business, in front yard area of property

4. Section 30-595(f)2, of the Municipal Code, which establishes tree preservation requirements in non-residentially zoned districts: (2) Non-residential developments, including developments in the MU or SMU zones, may remove or disturb up to 60 percent of the significant trees on the site. Any removal or disturbance beyond this threshold will require reforestation or restitution., AND, Section 30-707(c)4. f, To the extent possible, and consistent with the tree preservation requirements in Section 30-595, mature trees along the perimeter of the site shall be preserved to maintain the natural and rural character of the development.

- a. Variance for removal of significant trees in excess of permitted 60%

Recorder Groom noted that all notices required by law have been met and no correspondence has been received.

**Motion by Commissioner Burress, second by Commissioner MacGregor to open the public hearing. The following voted in favor thereof: Gothard, Burress, Toven, Lynch, Zeige, MacGregor. Opposed: None, passed unanimously.**

**Ron Hardy, 25107 Commercial Drive, Grand Rapids MN addressed why the 6 variances are needed in order to add onto and build a new storage building. Mr. Hardy explained the demand for larger units so people can store their boats and campers. He would like to keep his buildings uniform on his property by placing the building in the proposed location and using metal like he used on his other units would be able to accomplish that. The tree preservation plan he has in place would allow for a buffer along the front of the property and also leave the north side of the property fairly undisturbed. He is also working with MNDOT on creating a new entrance off of the highway.**

**Paula Rajala, 3621 State Hwy 38, Grand Rapids MN lives directly across the road from the property and had concerns with which trees were going to be removed, the lighting on the new unit and where the new access would be located.**

Ron Hardy, 25107 Commercial Drive, Grand Rapids MN stated the lighting used would have hoods so the light would shine down rather than out and he will be keeping the large white plane along the road.

DRAFT

Motion by Commissioner MacGregor, second by Commissioner Toven to close the public hearing. The following voted in favor thereof: Gothard, Burress, Toven, Lynch, Zeige, MacGregor. Opposed: None, passed unanimously.

The commissioners reviewed the considerations. Chair Lynch called for a motion three times to which no one moved.

Motion by Commissioner Lynch, second by Commissioner Toven that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby deny the following variance to Ron and LeAnn Hardy for the property legally described as:

N 300' OF S 333' OF W 375' OF SW SW LESS HWY 38 ROW, AND N 581' OF S 914' OF W 375 OF SW SW LESS HWY 38 ROW all in Section 4, Township 55N, Range 25W, Itasca County, Minnesota

With the following considerations:

1. Is this an "Area" variance rather than a "Use" variance?  
This is an area variance.
2. Does the proposal put property to use in a reasonable manner?  
Why/Why not-  
No there is room on the lot for the building to be placed so it would meet setbacks and abide with the Scenic Byway Overlay.
3. Is the owner's plight due to circumstances which are unique to the property and which are not self-created by the owner?  
Why/Why not-  
Yes, the owners plight is self created.
4. Is the variance in harmony with the purposes and intent of the ordinance?  
Why/Why not-  
No, it does not comply with the Scenic Byway Overlay.
5. Will the variance, if granted, alter the essential character of the locality?  
Why/Why not-  
No, it will not alter the essential character it would enhance it.
6. Is the variance consistent with the comprehensive plan?  
Why/Why not-  
No, it is not consistent with the scenic byway overlay.

The following roll call vote was taken: Gothard: Nay, Burress: Nay, Toven: Aye, Lynch: Aye, Zeige: Nay, MacGregor: Aye. Motion is lost.

Motion by Commissioner Toven, second by Commissioner Burress to table the item to a future date. The following voted in favor thereof: MacGregor, Zeige, Lynch, Toven, Burress, Gothard. Opposed: None, passed unanimously.

**Motion by Commissioner Burress, second by Commissioner MacGregor to direct staff to extend the 60 day rule by another 30 days. The following voted in favor thereof: Gothard, Burress, Toven, Lynch, Zeige, MacGregor. Opposed: None, passed unanimously.**

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**Aye:** 3 - Commissioner Susan Lynch  
 Commissioner Michelle Toven  
 Commissioner Molly MacGregor

**Nay:** 3 - Commissioner Mark Gothard  
 Commissioner Charles Burress  
 Commissioner Sue Zeige

**Motion by Commissioner Toven, second by Commissioner Zeige that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby grant the 20 ft. variance for building addition street side yard setback to Ron and LeAnn Hardy for the property legally described as:**

**N 300' OF S 333' OF W 375' OF SW SW LESS HWY 38 ROW, AND N 581' OF S 914' OF W 375 OF SW SW LESS HWY 38 ROW all in Section 4, Township 55N, Range 25W, Itasca County, Minnesota**

**With the following considerations:**

- 1. Is this an "Area" variance rather than a "Use" variance?  
 It is an area variance.**
- 2. Does the proposal put property to use in a reasonable manner?  
 Why/Why not-  
 Yes it does.**
- 3. Is the owner's plight due to circumstances which are unique to the property and which are not self-created by the owner?  
 Why/Why not-  
 Yes, they are unique to the property and not created by the owner.**
- 4. Is the variance in harmony with the purposes and intent of the ordinance?  
 Why/Why not-  
 Yes, it's in harmony with the spirit and intent of the ordinance.**
- 5. Will the variance, if granted, alter the essential character of the locality?  
 Why/Why not-  
 No it will not, it won't be that visiable.**
- 6. Is the variance consistent with the comprehensive plan?  
 Why/Why not-  
 Yes, based on what that area can be used for.**

**The following voted in favor thereof: Gothard, Burress, Toven, Lynch, Zeige, MacGregor. Opposed: None, passed unanimously.**

**Motion by Commissioner Zeige, second by Commissioner Gothard that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby grant a 5ft. variance for building**

addition rear yard setback to Ron and LeAnn Hardy for the property legally described as:

N 300' OF S 333' OF W 375' OF SW SW LESS HWY 38 ROW, AND N 581' OF S 914' OF W 375 of SW SW LESS HWY 38 ROW all in Section 4, Township 55N, Range 25W, Itasca County, Minnesota

With the following consideration:

1. Is this an "Area" variance rather than a "Use" variance?  
It is an area variance.
2. Does the proposal put property to use in a reasonable manner?  
Why/Why not-  
Yes it does.
3. Is the owner's plight due to circumstances which are unique to the property and which are not self-created by the owner?  
Why/Why not-  
No, it is not created by the owner.
4. Is the variance in harmony with the purposes and intent of the ordinance?  
Why/Why not-  
Yes, it will also keep the site uniform.
5. Will the variance, if granted, alter the essential character of the locality?  
Why/Why not-  
No, it will not alter the character of the locality.
6. Is the variance consistent with the comprehensive plan?  
Why/Why not-  
Yes it is.

The following voted in favor thereof: MacGregor, Zeige, Lynch, Toven, Burress, Gothard. Opposed: None, passed unanimously.

Motion by Commissioner MacGregor, second by Commissioner Toven that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby grant a variance for building materials to Ron and LeAnn Hardy for the property legally described as:

N 300' OF S 333' OF W 375' OF SW SW LESS HWY 38 ROW, AND N 581' OF S 914' OF W 375 of SW SW LESS HWY 38 ROW all in Section 4, Township 55N, Range 25W, Itasca County, Minnesota

With the following considerations:

1. Is this an "Area" variance rather than a "Use" variance?  
It is an area variance.
2. Does the proposal put property to use in a reasonable manner?  
Why/Why not-  
Yes, based on the consistency metal was used on the other buildings.
3. Is the owner's plight due to circumstances which are unique to the property

and which are not self-created by the owner?

Why/Why not-

Yes, metal is a better product to used on these buildings it is not self created.

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4. Is the variance in harmony with the purposes and intent of the ordinance?

Why/Why not-

Yes it is.

5. Will the variance, if granted, alter the essential character of the locality?

Why/Why not-

No, it will not alter the character of the locality.

6. Is the variance consistent with the comprehensive plan?

Why/Why not-

Yes it is.

The following voted in favor thereof: Gothard, Burress, Toven, Lynch, Zeige, MacGregor. Opposed: None, passed unanimously.

Motion by Commissioner MacGregor, second by Commissioner Zeige that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby grant a variance for placement of trailer, accessory to business, in front yard area to Ron and LeAnn Hardy for the property legally described as:

N 300' OF S 333' OF W 375' OF SW SW LESS HWY 38 ROW, AND N 581' OF S 914' OF W 375 of SW SW LESS HWY 38 ROW all in Section 4, Township 55N, Range 25W, Itasca County, Minnesota

Based on the previous considerations reviewed by the commissioners.

The following voted in favor thereof: MacGregor, Zeige, Lynch, Toven, Burress, Gothard. Opposed: None, passed unanimously.

Motion by Commissioner MacGregor, second by Commissioner Gothard that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby grant a variance for removal of significant trees in excess of permitted 60% to Ron and LeAnn Hardy for the property legally described as:

N 300' OF S 333' OF W 375' OF SW SW LESS HWY 38 ROW, AND N 581' OF S 914' OF W 375 of SW SW LESS HWY 38 ROW all in Section 4, Township 55N, Range 25W, Itasca County, Minnesota

Based on the considerations previously reviewed by the commissioners.

The following voted in favor thereof: MacGregor, Zeige, Toven, Burress, Gothard. Opposed: Lynch, motion passed.

**General Business**

Consider a recommendation to the City Council regarding amendments to the Zoning Ordinance that would update and amend multiple sections of Chapter 30 *Land Development Regulations*, pertaining to maximum building height in General

Business zoning districts, and required off-street parking (minimum numbers).

**Motion by Commissioner MacGregor, second by Commissioner Burress that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward a favorable recommendation to the City Council regarding draft amendments to multiple sections of Chapter 30 Land Development Regulations, pertaining to the addition of the hotel/motel use as a permitted use, increasing the maximum building height in the General Business zoning district, amendments to required off-street parking (minimum numbers), and capping the maximum height for freestanding signs, as depicted in Exhibits "A" – "C".**

With the following considerations:

1. Will the change affect the character of neighborhoods?  
**Why/Why not?**  
 No, it will not affect the character of the neighborhood.
  
2. Would the change foster economic growth in the community?  
**Why/Why not?**  
 Yes, it will foster economic growth.
  
3. Would the proposed change be in keeping with the spirit and intent of the ordinance?  
**Why/Why not?**  
 Yes, it is keeping with the spirit and intent of the ordinance.
  
4. Would the change be in the best interest of the general public?  
**Why/Why not?**  
 Yes it would.
  
5. Would the change be consistent with the Comprehensive Plan?  
**Why/Why not?**  
 Yes, it would create less impervious surface allowing for more green space.

The following voted in favor thereof: Gothard, Burress, Toven, Lynch, Zeige, MacGregor. Opposed: None, passed unanimously.

Appoint two Planning Commission members to serve on the Comprehensive Plan Consultant Review Committee.

*Commissioners Toven and MacGregor volunteered to serve on the Comprehensive Plan Consultant Review Committee.*

**Public Input**

Conduct a Public Hearing to consider a variance petition submitted by Ron and LeAnn Hardy.

**Motion by Commissioner MacGregor, second by Commissioner Burress to bring item 18-0472 Hardy variance request back to the table. The following voted in favor thereof: Gothard, Burress, Toven, Lynch, Zeige, MacGregor. Opposed: None, passed unanimously.**

**Motion by Commissioner MacGregor, second by Commissioner Burress that,**



based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby grant an 18ft variance for new building front yard setback to Ron and LeAnn Hardy for the property legally described as:

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N 300' OF S 333' OF W 375' OF SW SW LESS HWY 38 ROW, AND N 581' OF S 914' OF W 375 of SW SW LESS HWY 38 ROW all in Section 4, Township 55N, Range 25W, Itasca County, Minnesota

With considerations previously reviewed by the commissioners.

The following roll call vote was taken: Gothard: Aye, Burress: Aye, Toven: Nay, Lynch: Nay, Zeige: Aye, MacGregor: Aye, motion passes.

Aye: 4 - Commissioner Mark Gothard  
Commissioner Charles Burress  
Commissioner Sue Zeige  
Commissioner Molly MacGregor

Nay: 2 - Commissioner Susan Lynch  
Commissioner Michelle Toven

#### Miscellaneous\Updates

#### Adjourn

Motion by Commissioner Toven, second by Commissioner Burress to adjourn the meeting at 6:30 p.m.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0549      **Version:** 1      **Name:** Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending multiple sections of Chapter 30 Land Development Regulations, pertaining to the addition of the hotel/motel use listed on the permitted use table, incr

**Type:** Agenda Item      **Status:** Public Hearing

**File created:** 8/22/2018      **In control:** City Council

**On agenda:** 8/27/2018      **Final action:**

**Title:** Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending multiple sections of Chapter 30 Land Development Regulations, pertaining to the addition of the hotel/motel use listed on the permitted use table, increasing the maximum building height in the General Business zoning district, amendments to required off-street parking (minimum numbers), and capping the maximum height for freestanding signs.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Text Amendment Ordinance: w/Exhibits A-C](#)

Date	Ver.	Action By	Action	Result
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Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending multiple sections of Chapter 30 *Land Development Regulations*, pertaining to the addition of the hotel/motel use listed on the permitted use table, increasing the maximum building height in the General Business zoning district, amendments to required off-street parking (minimum numbers), and capping the maximum height for freestanding signs.

**Background Information:**

After the public hearing on this matter, the City Council will want to consider the public testimony received and review the recommendation put forward by the Planning Commission.

The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, and adopt the ordinance as prepared, or the Council can make its own findings to support its reasons for approving or denying the text amendment.

**Requested City Council Action**

Consider the recommendation of the Planning Commission regarding the adoption of an Ordinance with Exhibits A through C, amending multiple sections of Chapter 30 *Land Development Regulations*, of the Municipal Code; *and authorize its publication in summary form.*

**ORDINANCE NO. 18-\_\_**

**AN ORDINANCE AMENDING AND UPDATING MULTIPLE SECTIONS OF ARTICLE VI (ZONING) WITHIN CHAPTER 30 LAND DEVELOPMENT REGULATIONS**

WHEREAS, on May 3, 2018 the Planning Commission formally initiated the review and process to amend Chapter 30 *Land Development Regulations* pertaining to maximum building height in General Business zoning districts, and required off-street parking (minimum numbers), in addition, the Planning Commission formed a workgroup to work with staff to review and draft potential amendments to the Zoning Ordinance; and

WHEREAS, the Planning Commission on August 2, 2018 reviewed draft amendments to Chapter 30 of the Zoning Ordinance pertaining to the addition of the hotel/motel use as a permitted use, increasing the maximum building height in the General Business zoning district, amendments to required off-street parking (minimum numbers), and capping the maximum height for freestanding signs and made certain findings of fact, that the addition of these provisions were consistent with the Comprehensive Plan and would be in the best interest of the public's health, safety, and general welfare, and recommended that the City Council adopt amendments to said portions of Article VI of Chapter 30 of the City Code; and

WHEREAS, the City Council conducted a public hearing on Monday, August 27, 2018 at 5:30 p.m., to consider the amendments; and

WHEREAS, the City Clerk presented the affidavit of publication of the notice of the public hearing; and

WHEREAS, the City Council has heard all persons who wished to be heard in regards to the proposed text amendments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that it adopts the Planning Commission's following findings of fact relative to the amendments to provisions within Chapter 30 Land Development Regulations, of the City Code:

- The amendments will not have an adverse effect on the character of neighborhoods.
- The amendments would foster economic growth in the community.
- That the amendments would be in keeping with the spirit and intent of the Zoning Ordinance.
- That the amendments would be in the best interest of the general public.
- That the amendments would be consistent with the Comprehensive Plan by possibly creating less impervious surface and allowing for more green space.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that the proposed amendments to the City Code are in the best interest of the public's health, safety, and general welfare, and hereby ordains that the Grand Rapids City Code be amended as provided in Exhibits "A", "B" and "C".

This Ordinance shall become effective after its passage and publication.

ADOPTED AND PASSED BY THE City Council of the City of Grand Rapids on the 27<sup>th</sup> day of August, 2018.

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

Attest:

\_\_\_\_\_  
Kim Gibeau, City Clerk

Councilmember \_\_\_\_\_ seconded the foregoing ordinance and the following voted in favor thereof: \_\_\_\_\_. Opposed: \_\_\_\_\_, whereby the ordinance was declared duly passed and adopted.

DRAFT

Sec. 30-512. - Table of uses permitted in zones.

For the purpose of this article, a comprehensive list of uses is presented in Table 1, Uses Permitted in Zones. This table is incorporated into this article generally and into the regulations of each district, as appropriate, the same as if the uses were listed separately and for each district. Table 1 identifies three types of uses: uses permitted by right (permitted uses); uses with restrictions; and conditional uses.

- (1) *Permitted uses.* These are identified as permitted in a particular zone by the placement of a "P" in the column bearing the heading of that zone.
- (2) *Restricted uses.* These uses are permitted in a particular zone subject to certain special restrictions. These uses are identified by the placement of a "R" in the column bearing the heading of that zone. For details on the types of restrictions, please refer to section 30-564.
- (3) *Conditional uses.* Certain uses, because of their unique characteristics, must be considered individually as to their impact upon neighboring land, and the public welfare and their compatibility at the particular location. Conditional uses must go through a special approval process prior to their establishment. These uses are identified by the placement of a "CUP" in the column bearing the heading of that zone. For details on the conditional use process, please refer to section 30-531.

(Code 1978, § 23.5(F); Ord. No. 05-05-08, 5-18-2005; Ord. No. 05-06-12, 6-27-2005; Ord. No. 05-10-15, 10-24-2005; Ord. No. 06-03-01, 3-13-2006; Ord. No. 06-03-01, 3-27-2006; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 13-09-10, Exh. A, 9-23-2013)

TABLE 1 - PERMITTED USES

RR	R-1/1a	R-2/2	R-3/3	R-4/4	LB / SL	GB / SG	CB	MU / SM	M / SM	RC / SR	BP / SB	I-1/1	I-2/2	CD	PU / SP	AG	AP	LISTING OF USES IN ZONING DISTRICTS
																		RESIDENTIAL
P	P	P	P	P	P											P		single-family detached
		P	P	P	P											P		twin home attached
		P	P	P	P			P										two-family attached













										P								off-road motorized sport vehicle trails
						R	R											video arcades
						P	P				P							communication services
RETAIL																		
						R	P	P									R	general sales and services (see definition)
							CU	P										general sales and services (see definition), greater than 70,000 sq. ft. building footprint
							P	P									P	nursery, landscaping
							P											grocery stores
							P	P										<u>hotels &amp; motels</u>
							P	P		P		P						medical equipment and supplies (see definition)
						R	P	P	R	R								pharmacy
							R	R	R							R	P	temporary outdoor sales
							R	R				R						brewery/distillery/

																			winery
						P	P					P							taproom/tasting room
SCHOOLS PUBLIC AND PRIVATE																			
R	R	R	R	R													P		elementary - secondary
						R	P	P				P					P		educational service institution
							P	P									P	P	post high schools and colleges
WAREHOUSE																			
							P					P	P	P		R			general
							P						P						mini storage
							P					P	P	P					motor freight terminal
						R	R	R	R	R	R	R	R	R	R	R	R	R	outdoor storage of land/sea containers
PUBLIC/SEMI-PUBLIC																			
P	P	P	P	P												P	P		athletic facilities - public
																	P	P	cemeteries
R	R	R	R	R	R	R	R										P		churches

						P	P									P		cultural facilities (art galleries, libraries, museums)
R	R	R	R	R							P					R	P	golf and country clubs
												P	P		P			water sewage treatment
										CU P		CU P	CU P			CU P		telecommunication s towers
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	treatment, power substations, neighborhood parks
CU P	CU P	CU P	CU P	CU P	R	R	CU P	CU P	R	R	R	R	R	R	R	R	R	essential services structure
													CU P					jail, detention center, and juvenile detention center
TRANSPORTATION																		
												P	P	P			P	major (terminals, hangers, switching yards, sidings, runways, heliports)
	P	P	P	P	P	P	P	P	P			P	P	P	P	P	P	minor (railroad, rights-of-way, streets, transit shelters)
INDUSTRIAL																		
						P							P					monument

																		work/sales
											P				P		P	military post
					R	R	R				P	P	P					manufacturing, light
												P	P					manufacturing, heavy
											P	P	P					light industrial activities not listed
												P	P					heavy industrial activities not listed
						R						P						recycling center
						P						P	P					wholesale distribution facility
						R	R	R				R	R	R				outdoor storage (merchandise/mate rial)
CU P											CU P		CU P	CU P			CU P	mining of sand and gravel

TABLE 2-A DISTRICT DEVELOPMENT REGULATIONS - PRINCIPAL STRUCTURES

Zone	MINIMUM LOT SIZE			MINIMUM YARD SETBACKS				MAXIMUM LOT COVERAGES			BUILDING SIZES	
	Gross Area	Area S/F Unit	Width	Front	Interior Side	Street Side	Rear	Building (percentage)	Total Surface (percentage)	GUOS Unit	Maximum Height (feet)	Minimum Dimension (feet) <sup>5</sup>
RR	1.25 acre	1.25 AC	150	30	15	30	30	20	N/A		35	24
R-1	8,400	8,400	70	30	6-9 <sup>1</sup>	15	30	30	N/A		30	24
R-1a	6,000	6,000	44	30	6	15	30	40	N/A		30	24
R-2	7,000 <sup>4</sup>	5,000	50 <sup>4</sup>	30	6-9 <sup>1,4</sup>	15	30	30	N/A		30	24
R-3	15,000 <sup>4</sup>	5,000	100 <sup>4</sup>	35	10 <sup>4</sup>	15	35	30	75	400	30	24
R-4	15,000 <sup>4</sup>	2,500	100 <sup>4</sup>	35	20 <sup>4</sup>	30	35	35	75	400	45	24
LB	14,000 <sup>4</sup>	3,000	100 <sup>4</sup>	30	10 <sup>4</sup>	15	15	35	85	500	35	24
GB	10,500	3,000	75	30	10	15	10	40	90	500	<del>35</del> <u>50</u>	24
CBD	7,000	3,000	50	N/A	N/A	N/A	N/A	100	100	N/A	60	24
MU	40,000	2,500	100	35	20	30	35	40	75	N/A	45	24

M <sup>3</sup>	20,000	3,000	100	30	10	15	15	35	85	500	35	24
RC	1.5 acre	1.5 acre	200	50	25	25	25	25	50	N/A	35	N/A
BP	30,000	N/A	150	50	15	25	15	40	85	N/A	35	24
I-1	1 acre	N/A	150	50	25	25	25	50	90	N/A	40	24
I-2	1 acre	N/A	150	50 <sup>2</sup>	25	25 <sup>2</sup>	25	60	90	N/A	110	N/A
PU	1 acre	N/A	50	30	10	15	30	N/A			60	N/A
CD	N/A		50	50	50	50	50	N/A			N/A	
AG	2.5 acres	2.5 acres	50	50	50	50	50	N/A			N/A	
AP	N/A		50	50	50	50	50	N/A			N/A	

FOOTNOTES:	1.	The sum of the two side yards must equal 15 feet, and six feet is the minimum side yard dimension.
	2.	These yards may be reduced to zero feet if abutting the CBD zone.
	3.	When a building in the medical zone is proposed to abut an existing building, for the purpose of providing a pedestrian linkage between the adjacent structures, a zero foot setback may be allowed along the common lot line.
	4.	For twin homes, each lot shall have a minimum lot size (gross area) of 7,000 sq. ft., each lot shall be minimum of 50 feet wide and the interior side setback shall be nine feet or zero feet minimum.



|

		Example: A duplex in R-2—10,000 sq. ft. required.
	5.	Essential structures may have a minimum building dimension less than 24 feet.

EXHIBIT "B"

Sec. 30-628. - Minimum number.

The minimum number of off-street parking spaces by type of use shall be required in accordance with the following schedule. When determining the number of required parking spaces results in a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half require one parking space.

RESIDENTIAL USES		MINIMUM PARKING REQUIRED
1.	One- and two-family units	2 per dwelling unit
2.	Multiple-dwellings	2 per dwelling unit <sup>1</sup>
3.	Senior citizens housing	0.5 per dwelling unit
4.	Boarding and roominghouses	1 per rooming unit
5.	Accessory apartments	1 per unit
6.	Bed and breakfast	1 per room <sup>2</sup>
7.	Day care/nursery schools	Same as one-two family units
8.	Group and foster homes	Same as one-two family units
9.	Mobile home parks	2 per dwelling unit

>PUBLIC AND QUASIPUBLIC USES		MINIMUM PARKING REQUIRED
1.	Churches	1 per 3 seats in largest assembly room
2.	Elementary school	2 per classroom
3.	Junior high school	2 per classroom
4.	Senior high schools	6 per classroom plus 1 per 6 seats in main auditorium
5.	Post high schools	10 per classroom

6.	Stadiums, arenas, auditoriums (accessory to a school)	1 per 6 seats
7.	Stadiums, arenas, theaters and auditoriums	1 per 3 seats
8.	Museums, libraries, and art galleries	1 per 500 square feet (gross floor area)
9.	Golf and country clubs	6 per hole
10.	Government offices	1 per 200 square feet gross floor area
11.	Hospitals	2 per bed
12.	Nursing homes	1 per 3 beds
13.	Clubs and lodges, social and fraternal	1 per 2 persons based on occupancy rating

<sup>1</sup> In the R-3 zone, 25 percent of the required parking shall be enclosed. In the R-4 zones, 12.5 percent of the required parking shall be enclosed.

<sup>2</sup> Plus minimum requirement for other permitted uses.

BUSINESS USES		MINIMUM PARKING REQUIRED
1.	Business, insurance and general offices	1 per 300 square feet gross floor area
2.	Medical, dental offices and clinics	1 per 300 square feet gross floor area
3.	Agricultural/animal sales	1 per 400 square feet gross floor area
4.	Automotive sales/repair	1 per 300 square feet gross floor area
5.	Beauty/barbershop	3 per chair
6.	Bank/savings and loan/loan agency	1 per 250 square feet gross floor area (see footnote <sup>3</sup> )
7.	Car washes (principal use)	3 plus (see footnote <sup>4</sup> )

8.	Car washes (accessory)	4 stacking spaces per bay
9.	Restaurants, cafes, bars	1 per 75 square feet gross floor area
10.	Drive-up restaurants	1 per 50 square feet gross floor area plus 6 stacking spaces per drive-up window
11.	Athletic facilities	
	a. Racquetball/tennis	6 per court
	b. All other	1 per 200 square feet gross floor area
12.	Movie theaters	1 per 4 seats
13.	Gasoline stations	3 plus 2 per service stall plus 1 per 100 square feet gross floor area of retail space
14.	Bowling alleys	5 per lane
15.	Hotels, motels and tourist homes	<del>7 per 5 guestrooms (or fraction thereof)</del> <u>1 space per room, plus 1 space per each 8 rooms, plus 1 space per each employee on maximum shift</u>
<u>16.</u>	<u>Conference center/meeting room/banquet hall</u>	<u>1 per 3 seats (design capacity)</u>
<del>16</del> <u>17.</u>	Funeral homes and mortuaries	1 per 3 seats in largest parlor or chapel
<del>17</del> <u>18.</u>	Home furnishings stores	1 per 500 square feet gross floor area
<del>18</del> <u>19.</u>	Hardware/home improvement	1 per 300 square feet gross floor area
<del>19</del> <u>20.</u>	Daycare/group homes (commercial)	1 per 5 persons enrolled
<del>20</del> <u>21.</u>	Indoor/outdoor recreation (amusement centers, pool halls, roller and ice rinks, exhibition halls)	1 per 2 persons based on occupancy rating or facility design capacity
<del>21</del> <u>22.</u>	Miniwarehouse	1 per 10 units

<del>2223.</del>	Convenience retail	1 per 100 square feet gross floor area
<del>2324.</del>	Retail sales and services(not listed)	Minimum: 1 per 250 square feet gross floor area (minimum 5) Maximum: 1 per 175 square feet gross floor area when building exceeds 70,000 square feet
<del>2425.</del>	Single use retail sales and services (not listed), gross floor area over 100,000 square feet	Minimum: 1 per 300 square feet gross floor area Maximum: 1 per 175 square feet gross floor area

INDUSTRIAL USES		MINIMUM PARKING REQUIRED
1.	Custom manufacturing	1 per 300 square feet retail space plus 1 per employee on major shift
2.	Other manufacturing	2 per 3 employees or 1 per 2,000 square feet gross floor area whichever is greater.
3.	Storage, warehousing, wholesaling	1 per 1,000 square feet gross floor area up to 10,000 square then 1 per 2,000 square feet gross floor area above 10,000 square feet.

<sup>3</sup> Plus 4 stacking spaces per drive up window.

<sup>4</sup> a) 4 stacking spaces per manual self-serve bay; b) 12 stacking spaces per automatic bay; and c) 1 per 140 square feet gross floor area of retail space. In addition, one detailing space shall be provided for each car wash bay of any type, plus one detail space for each vacuum machine if machines are not located within the stacking spaces. If machines are located within the stacking spaces, no additional detail space is required.

(Code 1978, § 23.7(H); Ord. No. 07-02-04, 2-12-2007; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 16-05-05, Exh. D, 5-23-2016)

Sec. 30-677. - General restrictions.

The following provisions shall apply to all districts:

- (1) A sign shall be considered as a structure or part of a structure for the purpose of applying height and yard requirements. Sign height shall not exceed the maximum established principal structure height in the zoning district, or 35 feet, whichever is the lesser height. The front, side and side streetyard setback for any sign within multiple-family residential, business and industrial zones shall be half the required yard setback for a principal structure. Measurements for determining compliance with yard requirements shall be taken from the portion of a sign nearest the property line used to establish the yard requirement. EXCEPTION: In any district where freestanding signs are already established and do not meet the front yard requirement, a method of averaging may be used to determine the location of a new sign. This method may take into account any legally grandfathered signs located 300 feet in both directions from the proposed business, but in no case may a new freestanding sign encroach into the public right-of-way.
- (2) Permanent off-premises advertising signs are permitted in the GB and SGB zones, and are subject to the conditions of section 30-678.
- (3) Signs, other than governmental signs, temporary off-premise signs as allowed under 30-677(6) and 30-677(7), and portable signs allowed under 30-679, are prohibited within public rights-of-way and easements and on public property without written permission of the city council.
- (4) Projecting signs, awnings and canopies that overhang a sidewalk or other pedestrian way shall provide a minimum clearance above the pedestrian way of ten feet.
- (5) Temporary, on-premise signage, for the purpose of selling, renting or leasing of property may be erected upon the lot which the property is located provided:
  - a. One sign per street frontage is permitted, with:
    1. One additional sign permitted along lake or river frontage.
    2. One additional sign permitted on lots equal to or greater than five acres in area.
    3. One additional sign permitted during and 48 hours prior to one day sales event, for the purpose of advertising that event.
  - b. Signs, in RR, SRR, R-1, SR-1, R-1a, SR-1a, R-2, and SR-2 districts are limited to a maximum sign area of six square feet and a maximum height of five feet.
  - c. Signs, in zoning districts not listed in 30-677(5)b, are limited to a maximum sign area of thirty-two (32) square feet and a maximum height of ten (10) feet.
  - d. Signs shall be removed within seven days following the sale, lease or rental of the property advertised.
- (6) Temporary, off-premise, signage for the purpose of providing direction to a one day sales event are permitted, provided:
  - a. Signs shall be erected for not more than 48 continuous hours prior two and during the sales event and shall be immediately removed upon the conclusion of that activity.
  - b. Such signs shall be freestanding, not attached to any governmental signs or public infrastructure, and are limited to a maximum sign area of four square feet and a maximum height of three feet.
  - c. No more than three signs, for any single activity shall be displayed at any given time.
  - d. A total of no more than one sign for any single activity, or a combined total of no more than two signs for multiple activities, shall be displayed on a single lot, or upon public right-of-ways or easements adjacent to said lot, at any given time.

- e. Such signs shall not hide from view or interfere with effectiveness of any governmental sign or traffic control device, nor shall it interfere with a driver's view of approaching, merging or intersecting traffic, and, additionally, shall adhere to the requirements stated within section 30-553(a).
  - f. Such signs shall be placed a minimum distance of 12 feet from the edge of the street, and shall not be placed within two feet of a pedestrian walkway.
  - g. The placement of all signs, whether on a lot, or in public right-of-way or easement adjacent to a lot, shall require the written consent of that private property owner. Upon a request from the Grand Rapids City Community Development Department, proof of a written consent must be furnished the city within five business days.
  - h. Nothing in this section shall be construed to abrogate or affect the more restrictive provisions contained within any state statute or rules, including but not limited to, State Statutes (Chapters 160 and 173) and State Rules (Chapter 8810), relative to the erection of signage within or adjacent to state highway right of ways located within the City of Grand Rapids, or Itasca County ordinances, resolutions or regulations relative to the erection of signage within or adjacent to county highway right-of-ways located within the city.
- (7) Temporary, off-premise, signage for the purpose of providing direction to a commercial product are permitted, provided:
- a. Signs shall be erected for a period of time not to exceed 180 consecutive calendar days or until such time as the product is no longer offered for sale, rent or lease, whichever is sooner, at which time the sign shall be immediately removed.
  - b. The owner of the sign(s) shall notify the city community development office in writing within three calendar days after the signs initial placement and its location.
  - c. Such signs shall be freestanding, not attached to any governmental signs or public infrastructure, and are limited to a maximum sign area of four square feet and a maximum height of three feet.
  - d. No more than three signs, providing direction to any single product or activity shall be displayed at any given time.
  - e. A total of no more than one sign providing direction to any single product, or a combined total of no more than two signs providing direction to multiple products in differing locations, shall be displayed on a single lot, or upon public right-of-ways or easements adjacent to said lot, at any given time.
  - f. Such signs shall not hide from view or interfere with effectiveness of any governmental sign or traffic control device, nor shall it interfere with a driver's view of approaching, merging or intersecting traffic, and, additionally, shall adhere to the requirements stated within section 30-553(a)
  - g. Such signs shall be placed a minimum distance of 12 feet from the edge of the street, and shall not be placed within two feet of a pedestrian walkway.
  - h. The placement of all signs, whether on a lot, or in public right-of-way or easement adjacent to a lot, shall require the written consent of that private property owner. Upon a request from the city community development Department, proof of a written consent must be furnished the city within five business days.
  - i. Nothing in this section shall be construed to abrogate or affect the more restrictive provisions contained within any state statute or rules, including but not limited to, State Statutes (Chapters 160 and 173) and State Rules (Chapter 8810), relative to the erection of signage within or adjacent to state highway right-of-ways located within the City of Grand Rapids, or Itasca County ordinances, resolutions or regulations relative to the erection of signage within or adjacent to county highway right-of-ways located within the city.

- (8) Temporary on-premise signage for the purpose of selling or promoting a development project are permitted, provided:
  - a. Such signage for projects of 30 acres or less, one sign, with a maximum sign area of 32 square feet and a not exceeding a ten feet in height may be erected on the project site.
  - b. Such signage for projects over 30 acres, two signs, adhering to the same dimensional standards described in section 30-677(5)c, may be erected on the project site.
  - c. Such signage shall be located at least ten feet from the nearest property line on the property to be sold, leased or rented, and in all cases shall be in compliance with section 30-553(a).
  - d. Such signage shall be removed when the development project is sold out, fully leased or rented.
- (9) Receptacles, not exceeding six inches in diameter and 24 inches in length, used exclusively for distribution of newspapers and advertising materials, may be maintained within the public right-of-way if the person or company desiring to place such a receptacle within the public right-of-way first obtains the written consent of the owner of the property abutting such right-of-way. The written consents are to be kept as a part of such person's or company's business records, which are to be made available to the city upon demand. Such receptacles shall be placed so that they do not interfere with city maintenance or snow plowing crews during the course of employment. Any person or company desiring to maintain such receptacles within the public right-of-way must execute an agreement, the effect of which would hold the city harmless from any liability or claim from injury or property damage which might arise because of the existence of such receptacles within the public right-of-way. Placement of such receptacles shall be limited to areas within the city which have rural mail delivery.
- (10) One temporary construction or identification sign of not more than 100 square feet may be installed upon a construction site at its primary entrance in any district denoting the name of the architect, engineer, contractor and/or future business, provided the sign shall not be installed prior to the issuance of a building permit for the proposed construction and provided further that the sign shall be removed within 30 days following occupancy of the building.
- (11) Permanent church directional signs shall be permitted in all districts provided the total area of such signs shall not exceed four square feet and shall not be considered off-premises advertising signs for the purpose of section 30-678(h). Each church shall be permitted up to two off-premise directional signs.
- (12) Temporary signs which advertise a special event of a public service nature may be displayed in any business or industrial district for 30 days or less each calendar year.
- (13) On-premises signs or banners advertising the grand opening or similarly identifiable opening of a new or relocated business for a period not to exceed 60 days.

(Code 1978, § 23.8(E); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 07-05-09, 5-29-07; Ord. No. 08-07-06, 7-14-2008)





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0547      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Community Development  
**File created:** 8/22/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Consider approval of an agreement with Wellson Group Inc. for professional property acquisition services associated with parkland replacement.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Acquisition of Services Agreement Wellson Group](#)

Date	Ver.	Action By	Action	Result
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Consider approval of an agreement with Wellson Group Inc. for professional property acquisition services associated with parkland replacement.

**Background Information:**

On December 20, 2017, the City Council approved a Memorandum of Understanding with Independent School District 318 establishing the general terms for the City’s transfer of approximately six acres of City property currently included within the Sports Complex Park for the development of the planned east elementary school.

When the Sports Complex was developed, a portion of the project cost was funded by a National Park Service, Land and Water Conservation Fund grant, administered by the Minnesota DNR. The terms of this grant stipulate that if a portion of the parkland is converted to a use that is not exclusively public park, the parkland must be replaced, based upon its value, to ensure there is not a net loss of public park area.

This requirement has framed the discussions around the Sports Complex site with the School District since its first consideration. The MOU acknowledges that the School District must compensate the City for the appraised value of the property at the Sports Complex plus the associated costs of using the proceeds of the sale to acquire other properties for use as public park.

City staff has developed an initial list of private parcels that have potential value either as extensions of existing park area or as new park areas. Through the proposed Acquisition Services Agreement, Wellson Group would act on the City’s behalf in first contacting those landowners to determine if they have an interest in selling. Wellson Group would also provide further site selection due diligence, present any offers or counter offers, and work with the City’s attorney in preparing any letters of intent or purchase agreements to complete necessary acquisition(s). The fees for this service are at a rate of \$125.00/hour with a not to exceed amount of \$10,000. This cost will be charged as an acquisition expense back to the School District.

The appraised value of the property being transferred to the School District as well as which properties are available as replacements, will determine which and how many transactions this ultimately involves. The estimated value of the current list of potential sites intentionally exceeds the expected value of that parcel.

**Requested City Council Action**

Approve an agreement with Wellson Group Inc. for professional property acquisition services associated with parkland

replacement

## **ACQUISITION OF SERVICES AGREEMENT**

THIS AGREEMENT, is made and entered into by and between the **City of Grand Rapids**, and **Wellson Group, Inc.** ("Wellson") as of the 20th day of August, 2018.

### **RECITALS**

A. City of Grand Rapids desires to obtain the services of Wellson to provide facilitator services as described in Section 2.1 below:

B. Wellson is willing to provide said services under certain terms and conditions.

### **AGREEMENT**

#### ***Article 1 - Mutual Consideration***

1.1 Consideration Given. The Parties agree that the terms and conditions of this Agreement constitute valid and binding mutual covenants and agreements.

#### ***Article 2 - Purchased Services***

2.1 Services To Be Purchased. Wellson shall provide acquisition facilitator services as to six separate parcels of land the City of Grand Rapids desires to acquire. These parcels of land are identified as Exhibit A in and around the Grand Rapids, MN. Wellson will use its reasonable efforts and professional knowledge and skill to assist the City of Grand Rapids in negotiation and purchasing the desired parcels of property. Wellson will, if requested by the City of Grand Rapids, provide to the City of Grand Rapids all information about the identified properties, including information relating to the site selection due diligence, present all offers and counteroffers in a timely manner, work with the City of Grand Rapids and appropriate attorneys in preparation of letters of intent, purchase agreements and other purchase documents, and will assist the City of Grand Rapids in completing transactions related to the properties.

2.2 Wellson Discretion. It is understood that Wellson, as an independent contractor and not an employee of the City of Grand Rapids, shall use its best judgment and discretion in providing purchased services hereunder.

#### ***Article 3 - Fee for Services, Payment***

3.1 Fee for Services. Wellson shall be paid a fee for services as follows:  
**THE COMPENSATION FOR THE PURCHASE, LEASE, RENTAL, OR MANAGEMENT OF REAL PROPERTY SHALL BE DETERMINED BETWEEN EACH INDIVIDUAL BROKER AND THE BROKERS CLIENT.**

a) City of Grand Rapids will pay to Wellson a retainer fee of \$0.00, to be applied fees earned as described below.

- b) City of Grand Rapids will pay to Wellson \$125.00 per hour, to be billed on a monthly basis, which hourly amount shall include incidental out-of-pocket expenses including telephone and mailing costs, ordinary copy costs, travel and lodging expenses, but which will be exclusive of fees paid to attorneys or other professionals, costs of title insurance or title work and any closing costs. Monthly billings shall include a description of services performed.
- c) Fees to be paid to Wellson shall not exceed \$10,000.00 unless by separate written agreement between the parties.

3.2 Fringe Benefits, Expenses. There are no fringe benefits payable to Wellson under this Agreement, and any obligations of City of Grand Rapids to Wellson to provide other consideration pursuant to this Agreement shall not be deemed employee fringe benefits. Wellson shall be responsible for payment of all income taxes, social security taxes, liability insurance, unemployment insurance and worker's compensation insurance for Wellson and any employees of Wellson.

3.3 Overtime. Wellson is not entitled to compensation in addition to that set forth in Paragraph 3.1 above for overtime, insofar as Wellson is not an employee of the City of Grand Rapids, and Wellson's duties qualify for the professional exemption under the Fair Labor Standards Act.

#### ***Article 4 - Term, Cancellation***

4.1 Term. The term of this Agreement shall be from August 20, 2018, through December 31, 2018. The parties, by simple writing such as a letter agreement, renew and continue the terms of this Agreement.

4.2 Cancellation. This Agreement may be canceled by City of Grand Rapids or Wellson without cause upon 60 days written notice to the other.

#### ***Article 5 - Subcontracting, Assignment***

5.1 Subcontracting, Assignment. Wellson shall not subcontract or assign any portion of its obligations under this Agreement without the prior written consent of City of Grand Rapids. In the event City of Grand Rapids approves any such subcontract or assignment, Wellson shall remain fully responsible for all obligations under this Agreement. No such subcontract or assignment shall result in City of Grand Rapids of incurring any obligation to any party other than Contract. Wellson shall make all conditions of this Agreement known to all parties to such subcontracts or assignments as a condition of the City of Grand Rapids approval to subcontract or assign.

#### ***Article 6 - License***

6.1 License. Wellson at all time shall be qualified, professionally competent and duly licensed for any obligation under this contract requiring any license.

**Article 7 - Miscellaneous Provisions**

7.1 Insurance. Wellson shall at all times during the term of this Agreement carry real estate professional liability insurance in at least the sum of \$2,000,000 and general commercial liability insurance in at least the sum of \$2,000,000, and shall, upon the request of the City of Grand Rapids, provide certificates of insurance to the City of Grand Rapids verifying the existence of such insurance coverage.

7.2 Independent Contractor. In the performance of the work, duties and obligations devolving upon Wellson under this Agreement, it is understood and agreed that Wellson is at all times acting and performing as an independent contractor. The City of Grand Rapids shall not have nor exercise any control or direction over the methods by which Wellson shall perform its work and functions. The sole interest and responsibility of the City of Grand Rapids is to ensure that the services offered pursuant to this Agreement shall be performed and rendered in a competent, efficient and satisfactory manner. The provisions of Sections 2 and 3 of this Agreement shall not be interpreted to conflict with the intent of the parties and the legal status of Wellson shall at all times be that of an independent contractor.

7.2 No Co-Partnership. Nothing contained herein is intended nor shall be construed as in any manner creating or establishing a relationship or co-partners between the parties, or as constituting Wellson as the agent, representative or employee of the City of Grand Rapids in any manner, whatsoever.

7.3 Construction. This Agreement shall be construed in accordance with the laws of the State of Minnesota.

7.4 Modification Amendment. Any alterations, amendments, deletions or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly executed by authorized representatives of the parties.

7.5 Entire Agreement. This Agreement constitutes the entire agreement between parties hereto and supersedes any prior agreements, representations or understandings between the parties hereto relating to the subject matter of this Agreement.

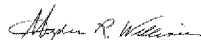
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

City of Grand Rapids

WELLSON GROUP, INC.

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

BY:



STEPHEN R. WELLIVER, President  
Broker

Its \_\_\_\_\_

## Exhibit A

### Potential Parkland Replacement/Conversion Sites

Priority	Property	Owner	Parcel No.	LV	BV	EMV
1	Parcel next to McKinney Lk. Access	Fillbrandt	91-017-1118	\$156,300	\$71,400	\$227,700
2	Isleview Rd. east of Pokegama GC	Rutt	91-031-2110	\$46,200	\$0	\$46,200
3	Parcels on north and west side of Legion Park	Tax Forfeit Itasca County	91-017-2202 91-018-1100	\$85,400 \$518,300	\$0	\$85,400 \$518,300 * if this value is correct, it would be out of
4	Parcels on River Rd. east of Angel of Hope Park	Anderson Trunt Sebestyen & Friesen	91-661-4230 91-661-4220 91-661-4210	\$42,600 \$45,800 \$42,000	\$79,600 \$65,200 \$61,700	\$122,200 *without interest from this adjacent owner \$111,000 \$103,700
5	Lot on NW corner of Don-Al Addition	Round Investments	91-503-0135	\$26,100		\$26,100
6	Lakewood Hts. Outlots	Horseshoe Properties Horseshoe Properties	91-592-0410 91-592-1000	\$101,100 \$107,400		\$101,100 \$107,400



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0540      **Version:** 1      **Name:** Consider a request by the Police Department to purchase two (2) 2019 Ford Police Interceptor Utility (SUV) vehicles from Hibbing Ford, at the State bid price.

**Type:** Agenda Item      **Status:** Police

**File created:** 8/21/2018      **In control:** City Council

**On agenda:** 8/27/2018      **Final action:**

**Title:** Consider a request by the Police Department to purchase two (2) 2019 Ford Police Interceptor Utility (SUV) vehicles from Hibbing Ford, at the State bid price.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider a request by the Police Department to purchase two (2) 2019 Ford Police Interceptor Utility (SUV) vehicles from Hibbing Ford, at the State bid price.

**Background Information:**

The police department would like to purchase two (2) Ford Police Interceptor Utility (SUV) patrol vehicles; these two will be replacing a 2009 Dodge Charger and a 2010 Dodge Charger. The cost of these are at the state bid price of \$26,428.45 without any options. With some factory options added to the two patrol vehicles will bring the price to approximately \$29,000.00 apiece.

After conferring with the Public Works Department, which maintains City vehicles, the Police Department included in the 2019 budget, funds to replace two (2) high mileage marked police squad cars.

The budgeted amount, contained within the CIP budget, includes purchase of two (2) police package replacement squad cars, removal of the equipment from the current squad cars, placing the useable equipment in the new squad cars, purchase of certain replacement emergency equipment that has reached its life expectancy such as light bars, siren and a radar unit or what will not fit into the new brand/model of squad car such as a protective screen.

The vehicles we would like to purchase are a 2019 Ford Police Interceptor Utility (SUV). They are all wheel drive to ensure that our officers can respond in inclement weather and are the only pursuit rated midsize utility vehicle manufactured.

The total estimated cost of the 2019 Ford Police Interceptor Utility (SUV) vehicles and all associated equipment will not exceed the budgeted amount of \$100,000.00

Ford Motor company announced earlier this year that they are not making police sedans anymore starting next year, as a result, we need to place next year's order by mid-September of this year for the Ford Police Interceptor Utility SUV's, which will save the city around \$5,000.00. They have to shut down the plant that is currently making the police sedan and re-tool the factory to make the Police SUV. By late April, they will re-open the plant and start making SUV's again but at a higher cost of around \$2,500.00 per vehicle.

**Staff Recommendation:**

It is the recommendation of the Police Department that the city council approve the purchase of two (2) 2019 Ford Police Interceptor SUV from Hibbing Ford, including title fees, applicable taxes and the purchase of new equipment and the installation of the equipment in the new squad cars not to exceed the budgeted amount of \$100,000.00

**Requested City Council Action**

Make a motion to consider a request by the Police Department to purchase two (2) Ford Police Interceptor Utility SUV's from Hibbing Ford, including title fees, applicable taxes and the purchase of new equipment and the installation of the equipment in the new squad cars not to exceed the budgeted amount of \$100,000.00





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0550      **Version:** 1      **Name:** Retirement of Fire Chief Mike Liebel.  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 8/22/2018      **In control:** City Council  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** Retirement of Fire Chief Mike Liebel.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Retirement of Fire Chief Mike Liebel.

**Background Information:**

Fire Chief Mike Liebel was hired as a Firefighter on September 14, 1998. He was appointed to the position of Haz-Mat Training/Equipment Assistant on January 1, 2009. On October 1, 2010, Mike was promoted to the position of Captain and he became 2nd Assistant Fire Chief on June 12, 2012 before becoming Fire Chief on March 3, 2015.

During the past 3+ years, Mike has maintained the Fire Chief position while working full-time as a Deputy at the Itasca County Sheriff's Office. His career has been intertwined with his late father's career; his father, Bob, served as Grand Rapids Fire Chief from 1984 to 1986. Bob's career spanned 20 years, from 1966 to 1986, the same amount of time that Mike has served. Mike said his father became an officer quickly in the fire department hierarchy and in 1984, was named chief. In the fall of 1984, his father took a job at the Itasca County Sheriff's Office as a jailer/dispatcher. In 1990, Mike joined the Itasca County Sheriff's Posse, and then becoming a full-time patrol deputy. While father and son worked together at the Sheriff's Office, they did not work together at the Fire Department. Although Mike joined the Fire Department 12 years after his father's retirement, his father did play a key role in Mike joining the department. Unfortunately, Mike's dad did not see his only son follow in his footsteps to Grand Rapids Fire Chief, as he passed away in 2004, but he did see Mike join the Fire Department. "It was something he wanted me to do," Liebel said of joining the Fire Department. "He was very happy when I did." Mike would have made "Papa Bob" very proud of his achievements.

We would like to fill the vacancy prior to Mike's last day; therefore, we are proposing the following timeline:

August 28 - September 7	Post internally
September 12-14	Interviews
September 24	Recommendation to City Council
September 25-30	Training with current Fire Chief
October 1	Start date

This process may result in the need to fill subsequent positions within the department as positions are filled and vacated. We would like to continue the process of filling vacancies as they occur, and will come back to the City Council for final approval.

**Staff Recommendation:**

City Administrator Tom Pagel and Human Resources Director Lynn DeGrio recommend accepting the notice of retirement from Mike Liebel as Fire Chief and Firefighter with gratitude for the 20 years of service with the Grand Rapids

Fire Department. We would like to begin the process of filling the vacancy. It is our intent to come back to the City Council on September 24, 2018 with a recommendation for hire.

**Requested City Council Action**

Consider accepting the retirement of Fire Chief Mike Liebel effective September 30, 2018 and authorize City staff to begin the process of filling the vacancy as well as subsequent vacancies as they occur.