



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council

Monday, June 25, 2018

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, June 25, 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

5:10 PM APPROVAL OF MINUTES

18-0396 Consider approving Council minutes for Monday, June 11, 2018 Regular meeting.
Attachments: [June 11, 2018 Regular Meeting.pdf](#)

VERIFIED CLAIMS

18-0407 Consider approving the verified claims for the period June 5, 2018 to June 18, 2018 in the total amount of \$805,948.34.
Attachments: [COUNCIL BILL LIST 06-25-18.pdf](#)

5:11 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. 18-0397 Completion of Introductory Period for Police Officer Jeffrey Roerick.

2. [18-0399](#) Consider approving temporary liquor license for Klockow Brewing Co., to host the beer garden at the annual Car Show event.
Attachments: [Klockow Brewing Co. \(3 12\).pdf](#)
3. [18-0402](#) Consider awarding a contract for the 2018 Apron Reconstruction Project at the GPZ Airport.
Attachments: [6 20 18 Contract Award Memo with Bid Tab](#)
4. [18-0403](#) Terminate temporary part-time employees for the IRA Civic Center, Grand Rapids Sports Complex and Parks & Recreation
Attachments: [2018 Recreation Employee Termination.pdf](#)
5. [18-0406](#) Consider adopting a resolution accepting a \$3,750 donation from the City of Cohasset and a \$1,000 donation from the Blandin Foundation for the Independence Day Fireworks at Pokegama Lake.
Attachments: [Fireworks Resolution.pdf](#)
6. [18-0412](#) Consider approving the Grand Rapids / Itasca County Airport DBE Program and Goals
Attachments: [Grand Rapids MN DBE Program](#)
[Grand Rapids 17 18 19 goals](#)
[Notice of DBE Construction Goal - 17 18 19](#)

5:13 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

7. [18-0414](#) Board & Commission minutes:
Attachments: [April 26, 2018 GREDA Minutes.pdf](#)
[May 3, 2018 Planning Commission.pdf](#)
[May 1, 2018 Arts & Culture minutes.pdf](#)
[May 2, 2018 PUC minutes.pdf](#)
[May 16, 2018 PUC minutes.pdf](#)
[May 30, 2018 PUC minutes.pdf](#)

5:15 DEPARTMENT HEAD REPORT
PM

8. [18-0417](#) IRA Civic Center, Parks & Recreation - Dale Anderson

Attachments: [Dep Head Rpt 6-25-18.pdf](#)
[Civic Center Schedule of Events 2018.pdf](#)

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

9. [18-0418](#) Consider entering into a Project Labor Agreement (PLA) with the Iron Range Building & Construction Trades Council for Project Grand Rapids located at American Legion Memorial Park.
Attachments: [6-25-18 PUBLIC PLA](#)

**5:30 PUBLIC HEARINGS
PM**

10. [18-0405](#) Conduct a public hearing to consider the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.
Attachments: [Smith Vacation Request: Area Maps](#)
[Draft PC Meeting Minutes \(6-7-2018\) & Staff Review Comments](#)
[Smith R-O-W Vacation Request: Application](#)

**5:45 COMMUNITY DEVELOPMENT
PM**

11. [18-0404](#) Consider the adoption of a resolution either approving or denying the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.
Attachments: [Smith Vacation Request: Draft Resolution](#)

**5:55 FINANCE DEPARTMENT
PM**

12. [18-0415](#) Consider proposed changes to the checks that can be issued by prior approval.
Attachments: [PriorApproval list updated 062518](#)

**6:00 ADMINISTRATION DEPARTMENT
PM**

13. [18-0400](#) Consider changing status of Ron Edminster, Facilities Maintenance.
14. [18-0401](#) Consider the appointment of Tony Clifton to the Building/Fire Inspector position.
15. [18-0416](#) Consider appointments to Boards & Commissions.

**6:20 ADJOURNMENT
PM**

NEXT REGULAR MEETING IS SCHEDULED FOR JULY 9, 2018, AT 5:00 P.M.

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

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

Attest: Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0396 **Version:** 1 **Name:** Council Minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 6/12/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider approving Council minutes for Monday, June 11, 2018 Regular meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [June 11, 2018 Regular Meeting.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, June 11, 2018 Regular meeting.

Background Information:

Draft minutes attached for review.

Staff Recommendation:

Review, recommend changes and approve.

Requested City Council Action

Make a motion to approve Council minutes for Monday, June 11, 2018 Regular meeting.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, June 11, 2018

5:00 PM

City Hall Council Chambers

5:00 PM **CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, June 11, 2018 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

Present 4 - Councilor Dale Christy
 Mayor Dale Adams
 Councilor Bill Zeige
 Councilor Rick Blake

Absent 1 - Councilor Tasha Connelly

Staff present:

Tom Pagel, Chad Sterle, Barb Baird, Erik Scott, Lynn DeGrio, Lauren Van Den Heuvel, Matt Wegwerth

MEETING PROTOCOL POLICY

5:01 PM **PUBLIC FORUM**

None.

5:06 PM **COUNCIL REPORTS**

None.

5:10 PM **APPROVAL OF MINUTES**

Consider approving Council minutes for Tuesday, May 29, 2018 Worksession & Regular meetings.

A motion was made by Councilor Bill Zeige, seconded by Councilor Rick Blake, to approve Council minutes for Tuesday, May 29, 2018 Worksession & Regular meetings as presented. The motion PASSED by unanimous vote.

VERIFIED CLAIMS

Consider approving the verified claims for the period May 23, 2018 to June 4, 2018 in the total amount of \$555,475.80.

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

Aye 4 - Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

**5:12 CONSENT AGENDA
PM**

1. Renew lease agreement with ISD 318 for the use of the IRA Civic Center.
Approved by consent roll call
2. Consider adopting a resolution closing Debt Service Funds: Special Assessment Improvement Bond 2006C, 2007A, 2008B and 2008C.
Adopted Resolution 18-42 by consent roll call
3. Consider a resolution awarding a contract for CP 2010-5, Mississippi Riverfront Pedestrian Bridge
Adopted Resolution 18-43 by consent roll call
4. Consider authorizing the IT Department to dispose of retired equipment.
Approved by consent roll call
5. Consider accepting proposal for Network Review from Citon Computer Corp.
Approved by consent roll call
6. Consider adopting a resolution authorizing an operating transfer from the Capital Project Fund-Capital Equipment Replacement Fund to the Capital Project Fund-General Improvement Projects Fund.
Adopted Resolution 18-44 by consent roll call
7. Consider approving temporary liquor license for MacRostie Art Center, First Friday event scheduled for July 6, 2018.
Approved by consent roll call
8. Consider hiring Katie Warner and Alex Mostad for the Public Works Department Part-Time Maintenance Season.
Approved by consent roll call

9. Change of Employment Status for Joshua Saunders.

Approved by consent roll call

10. Consider adopting a resolution accepting a Grant from the Northland Foundation in the amount of \$20,000 for the Library to develop and conduct a series of Crucial Conversations on Aging

Adopted Resolution 18-45 by consent roll call

10a. Consider approving a professional services agreement with Becher-Hoppe Associates Inc. for the 2018 GA Apron Reconstruction Project at the GPZ Airport.

Approved by consent roll call

10b. Consider approving Golf Course Employee

Approved by consent roll call

Approval of the Consent Agenda

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

Aye 4 - Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

**5:14 SETTING OF REGULAR AGENDA
PM**

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

ACKNOWLEDGE BOARDS & COMMISSIONS

11. Acknowledge attached minutes for Boards & Commissions.

**Acknowledged:
April 25, 2018 Human Rights Minutes
May 1, 2018 Arts & Culture minutes**

**5:15 DEPARTMENT HEAD REPORT
PM**

12. Information Technology - Erik Scott

IT Director, Erik Scott, presented semi-annual report, highlighting staff, completed

projects, upcoming and ongoing projects. A complete report is available in the Administration Department.

Received and Filed

5:25 CIVIC CENTER, PARKS & RECREATION

PM

13. Consider a resolution approving specifics of a proposal to impose a local sales tax in the city of Grand Rapids for community improvements at American Legion Memorial Park under Project Grand Rapids.

City Administrator Tom Pagel, presents Project Grand Rapids, a place for everyone. This project will provide many benefits & services to the community. Included in the project are:

- ~ Kids Campus*
- ~ Civic Center Renovations*
- ~ ADA Accessibility*
- ~ Legion Field Multi-Use Enhancements*
- ~ Sports Training/Rehab Center*
- ~ Parking Lot Expansion*

Mr. Pagel noted project partners, project overview, and community needs met. This project is support in many areas of the City's comprehensive plan including economic infrastructure, future land use, community service, etc.

A motion was made by Councilor Blake, seconded by Councilor Zeige, adopting Resolution 18-46, approving specifics for imposing local sales tax in the City of Grand Rapids for community improvements at American Legion Memorial Park under Project Grand Rapids. The motion carried by the following vote.

Aye 4 - Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

5:45 ADMINISTRATION DEPARTMENT

PM

14. Consider the approval of an agreement with Brewed Awakenings, Frame Up, and MacRostie Art, related to the installation of ADA door openers.

Mr. Pagel provides background information on IRRRB grant awarded that will assist area businesses involved in the arts to update facilities with ADA doors. MacRostie Art Center and Brewed Awakenings are planning to utilize this opportunity. Frame Up was originally included in this project but has declined as they have other more projects. Staff will return in the future when another business is identified to receive grant funds.

A motion was made by Councilor Christy, seconded by Councilor Zeige, to approve agreements between the City of Grand Rapids and Brewed Awakenings and MacRostie Art Center for grant funds to assist with the cost in new ADA doors. The motion carried by the following vote.

Aye 4 - Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

**5:55 ADJOURNMENT
PM**

A motion was made by Councilor Rick Blake, seconded by Councilor Bill Zeige, to adjourn the meeting at 5:45 PM. The motion PASSED by unanimous vote.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0407 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 6/19/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider approving the verified claims for the period June 5, 2018 to June 18, 2018 in the total amount of \$805,948.34.

Sponsors:

Indexes:

Code sections:

Attachments: [COUNCIL BILL LIST 06-25-18.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period June 5, 2018 to June 18, 2018 in the total amount of \$805,948.34.

Requested City Council Action

Make a motion approving the verified claims for the period June 5, 2018 to June 18, 2018 in the total amount of \$805,948.34.

DATE: 06/19/2018
 TIME: 13:22:43
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/25/2018

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
ADMINISTRATION		
0102660	ABRAMS & SCHMIDT LLC	990.00
	TOTAL ADMINISTRATION	990.00
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE SERVICES INC	95.13
0518366	ERICKSON'S ITASCA LUMBER INC	19.10
0701650	GARTNER REFRIGERATION CO	3,414.08
0920060	ITASCA COUNTY TREASURER	100.27
1015331	JOHNSONS LOCK & SAFE	115.00
1315723	MOTION INDUSTRIES INC	12.06
1405725	NETWORK SERVICE COMPANY	27.52
	TOTAL BUILDING MAINTENANCE-CITY HALL	3,783.16
COMMUNITY DEVELOPMENT		
0920060	ITASCA COUNTY TREASURER	97.53
	TOTAL COMMUNITY DEVELOPMENT	97.53
ENGINEERING		
1900225	SEH	340.00
	TOTAL ENGINEERING	340.00
FINANCE		
0809436	HILDI INC	375.00
	TOTAL FINANCE	375.00
FIRE		
0205725	BETZ EXTINGUISHER COMPANY	22.00
0221650	BURGGRAF'S ACE HARDWARE	36.96
0401804	DAVIS OIL INC	628.15
0513231	EMERGENCY APPARATUS	1,734.50
0920060	ITASCA COUNTY TREASURER	111.72
0920450	ITL PATCH COMPANY, INC	452.50
	TOTAL FIRE	2,985.83

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/25/2018

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
PUBLIC WORKS		
0100002	3D SPECIALTIES	992.53
0100046	ASV, LLC	1,394.85
0102694	ABI ATTACHMENTS INC	193.10
0212553	BLOOMERS GARDEN CENTER	124.95
0218920	BRYAN ROCK	1,272.83
0221650	BURGGRAF'S ACE HARDWARE	590.44
0301685	CARQUEST AUTO PARTS	7.45
0315455	COLE HARDWARE INC	82.97
0401804	DAVIS OIL INC	1,450.67
0415529	DONDELINGER FORD	184.10
0501287	EAGLE EYE ENTERPRISES INC	295.00
0501650	EARL F ANDERSEN	340.40
0601690	FASTENAL COMPANY	31.98
0612083	FLAGSHIP RECREATION	1,704.00
0718032	GRAND RAPIDS GREENHOUSE	4,191.94
0800074	H & R CONSTRUCTION CO	2,100.00
0801820	HAWK CONSTRUCTION INC	1,484.93
0801825	HAWKINSON CONSTRUCTION CO INC	32,410.00
0920060	ITASCA COUNTY TREASURER	1,025.71
1105444	KELLER FENCE COMPANY	850.00
1200500	L&M SUPPLY	328.93
1303039	MCCOY CONSTRUCTION & FORESTRY	155.97
1309091	SUPERONE FOODS	16.50
1309355	MINNESOTA TORO	152.73
1421155	NUCH'S IN THE CORNER	145.68
1618555	PROFESSIONAL TURF & RENOVATION	2,350.00
1801615	RAPIDS WELDING SUPPLY INC	16.20
1908248	SHERWIN-WILLIAMS	428.34
2018560	TROUT ENTERPRISES INC	150.00
2021646	TURFWERKS	265.93
	TOTAL PUBLIC WORKS	54,738.13
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	36.00
0315455	COLE HARDWARE INC	1.65
0920060	ITASCA COUNTY TREASURER	99.91
	TOTAL FLEET MAINTENANCE	137.56
POLICE		
0103325	ACHESON TIRE INC	40.00
0301685	CARQUEST AUTO PARTS	400.51
0920060	ITASCA COUNTY TREASURER	3,784.56

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/25/2018

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
POLICE		
1721350	QUICKMEDICAL	109.96
1801570	RAPIDS AUTO WASH	41.50
1909650	SIRCHIE FINGER PRINT INC	130.99
1920233	STREICHER'S INC	127.97
1920555	STOKES PRINTING & OFFICE	18.65
2000400	T J TOWING	80.00
TOTAL POLICE		4,734.14
CENTRAL SCHOOL		
0609457	FILTHY CLEAN INC	1,300.00
0805107	HEARTLAND PAPER COMPANY	20.87
TOTAL		1,320.87
AIRPORT		
0221650	BURGGRAF'S ACE HARDWARE	97.94
0315455	COLE HARDWARE INC	83.44
0504825	EDWARDS OIL INC	606.30
0920060	ITASCA COUNTY TREASURER	101.11
1105444	KELLER FENCE COMPANY	700.00
TOTAL		1,588.79
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE SERVICES INC	101.14
0221650	BURGGRAF'S ACE HARDWARE	77.46
0701650	GARTNER REFRIGERATION CO	1,904.00
0920060	ITASCA COUNTY TREASURER	43.37
TOTAL GENERAL ADMINISTRATION		2,125.97
RECREATION PROGRAMS		
0321712	CUSTOMINK LLC	591.00
TOTAL		591.00

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/25/2018

VENDOR #	NAME	AMOUNT DUE

CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE	73.21
0421455	DULUTH NEWS TRIBUNE	338.52
0920060	ITASCA COUNTY TREASURER	514.17
1615427	POKEGAMA LAWN AND SPORT	287.77
TOTAL		1,213.67
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE SERVICES INC	17.77
0815730	HOTSY EQUIPMENT OF MINNESOTA	129.35
0920060	ITASCA COUNTY TREASURER	147.98
TOTAL		295.10
GENERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
1900225	SEH	40,110.90
TOTAL 2010-5 MS RIVER PD BRIDGE		40,110.90
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-CIVIC CENTER		
1309495	MINUTEMAN PRESS	276.98
TOTAL CAPITAL OUTLAY-CIVIC CENTER		276.98
AIRPORT CAPITAL IMPRV PROJECTS		
2015 CRACK REPAIR & MASTER PLN		
1900225	SEH	18,405.00
TOTAL 2015 CRACK REPAIR & MASTER PLN		18,405.00
2017 TAXIWAY/APRON DESIGN PJT		
1900225	SEH	3,650.00
TOTAL 2017 TAXIWAY/APRON DESIGN PJT		3,650.00
2018 GA APRON CONSTRUCTION		
0609510	FINANCE AND COMMERCE INC	288.26

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/25/2018

VENDOR #	NAME	AMOUNT DUE

AIRPORT CAPITAL IMPRV PROJECTS		
2018 GA APRON CONSTRUCTION		
0718060	GRAND RAPIDS HERALD REVIEW	236.14
	TOTAL 2018 GA APRON CONSTRUCTION	524.40
2017 INFRASTRUCTURE BONDS		
2009-1 4TH AVE & 13TH ST NW		
1900225	SEH	2,515.83
	TOTAL 2009-1 4TH AVE & 13TH ST NW	2,515.83
2018 INFRASTRUCTURE BONDS		
2018 NE IMPROVEMENTS		
1900225	SEH	15,472.80
	TOTAL 2018 NE IMPROVEMENTS	15,472.80
10TH AVENUE NE		
0301705	CASPER CONSTRUCTION INC	147,742.29
	TOTAL 10TH AVENUE NE	147,742.29
STORM WATER UTILITY		
0401804	DAVIS OIL INC	1,803.44
0801820	HAWK CONSTRUCTION INC	1,484.94
0920060	ITASCA COUNTY TREASURER	382.13
1421155	NUCH'S IN THE CORNER	71.66
	TOTAL	3,742.17
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 307,757.12
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0116600	APPLE VALLEY, CITY OF	1,221.00
0205640	LEAGUE OF MN CITIES INS TRUST	1,000.00
0305530	CENTURYLINK QC	259.00
0312104	TONY CLAFTON	528.27
0315454	TRAVIS COLE	276.00
0405305	LYNN DEGRIO	228.90
0709134	JAMES GIBEAU	276.00
0717988	SHAWN GRAEBER	482.01
0718015	GRAND RAPIDS CITY PAYROLL	333,934.45

DATE: 06/19/2018
 TIME: 13:22:43
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/25/2018

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0900060	ICTV	601.17
0914295	JEFFREY INGLE	482.01
0920055	ITASCA COUNTY RECORDER	184.00
1301146	MARCO TECHNOLOGIES, LLC	1,848.15
1305046	MEDIACOM LLC	10.50
1309098	MINNESOTA MN IT SERVICES	443.80
1309199	MINNESOTA ENERGY RESOURCES	19.20
1309332	MN STATE RETIREMENT SYSTEM	1,620.00
1309335	MINNESOTA REVENUE	9,080.29
1309358	MN DEPT OF TRANSPORTATION	60.00
1405550	NEOPOST USA INC	648.00
1405850	NEXTERA COMMUNICATIONS LLC	459.54
1415524	NORTHLAND HUMAN RESOURCE ASSOC	15.00
1503151	ODC - MOTOR VEHICLE	108.75
1516220	OPERATING ENGINEERS LOCAL #49	104,149.00
1609561	PIONEER TELEPHONE	9.66
1621130	P.U.C.	19,495.34
2000490	TDS Metrocom	778.76
2114750	UNUM LIFE INSURANCE CO OF AMER	260.76
2209665	VISA	6,904.87
2209705	VISIT GRAND RAPIDS INC	12,530.79
2621225	BRYAN ZUEHLKE	276.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 498,191.22
TOTAL ALL DEPARTMENTS		805,948.34



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0397 **Version:** 1 **Name:** Completion of Introductory Period for Police Officer Jeffrey Roerick.
Type: Agenda Item **Status:** Consent Agenda
File created: 6/13/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Completion of Introductory Period for Police Officer Jeffrey Roerick.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Completion of Introductory Period for Police Officer Jeffrey Roerick.

Background Information:

Jeffrey Roerick, Police Officer, was hired on June 21, 2017. A performance appraisal was completed by Sergeant Kevin Ott on June 15, 2018. It has been determined that Jeff has met or exceeded expectations in all areas. According to Sergeant Ott, Officer Roerick is an asset to the Police Department, especially in the area of relationships, team work, and dependability.

Staff Recommendation:

It is the recommendation of Police Chief Scott Johnson, Assistant Chief of Police Steve Schaar, Sergeant Kevin Ott, and Human Resources Director Lynn DeGrio, that Officer Roerick be given permanent status in light of his performance during the past year.

Requested City Council Action

Consider granting permanent status to Police Officer Jeffrey Roerick effective June 21, 2018.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0399 **Version:** 1 **Name:** Temporary Liquor - Klockow Brewing
Type: Agenda Item **Status:** Consent Agenda
File created: 6/15/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider approving temporary liquor license for Klockow Brewing Co., to host the beer garden at the annual Car Show event.

Sponsors:

Indexes:

Code sections:

Attachments: [Klockow Brewing Co. \(3_12\).pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving temporary liquor license for Klockow Brewing Co., to host the beer garden at the annual Car Show event.

Background Information:

Klockow Brewing Co. has submitted an application for a temporary permit to allow them to operate the beer garden at the annual Car Show event in July 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., to host the beer garden at the annual Car Show event.



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

PAID

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Klockow Brewing Company, Inc. Date organized: 01/05/2017 Tax exempt number:

Address: 36 SE 10th St. City: Grand Rapids State: Minnesota Zip Code: 55744

Name of person making application: Andy Klockow Business phone: 218-999-7229 Home phone: 715-661-3510

Date(s) of event: 7/27/18 - 7/29/18 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: Andy Klockow City: Grand Rapids State: Minnesota Zip Code: 55744

Organization officer's name: Tasha Klockow City: Grand Rapids State: Minnesota Zip Code: 55744

Organization officer's name: City: State: Minnesota Zip Code:

Organization officer's name: City: State: Minnesota Zip Code:

Location where permit will be used. If an outdoor area, describe.
County fairgrounds on the edge of the "Mid-way" } ~30' x 40' area enclosed
Edges up to access road, near RV dump station } with snow fencing
 If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

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

Sherman Insurance Agency \$1,000,000

APPROVAL

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

Grand Rapids
 City or County approving the license

 Date Approved

\$20
 Fee Amount

 Permit Date

6-14-18
 Date Fee Paid

 City or County E-mail Address

Kimberly G. [Signature]
 Signature City Clerk or County Official

 City or County Phone Number

 Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0402 **Version:** 1 **Name:** GPZ Apron Recon Award
Type: Agenda Item **Status:** Consent Agenda
File created: 6/18/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider awarding a contract for the 2018 Apron Reconstruction Project at the GPZ Airport.
Sponsors:
Indexes:
Code sections:
Attachments: [6 20 18 Contract Award Memo with Bid Tab](#)

Date	Ver.	Action By	Action	Result
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Consider awarding a contract for the 2018 Apron Reconstruction Project at the GPZ Airport.

Background Information:

On Thursday, June 14, 2018, at 10:00 am, bids were opened and publicly read. The following bids were received:

Bidder	Total Bid
Engineers Estimate	\$ 1,302,618.00
KGM Contractors, Inc.	\$ 1,232,254.00
Hawkinson Construction	\$ 1,350,867.58
TNT Aggregates, LLC	\$ 1,385,000.00

The 2018 Apron Reconstruction project is listed on the airports 5-year CIP plan for construction in 2018 and a grant application has been submitted to the FAA. With the grant, the FAA covers 90%, the State covers 5% and the Local share is 5%. Of the Local 5%, the City of Grand Rapids is responsible for half of this amount, with the other half being paid by Itasca County. The total amount the City will be responsible for is approximately \$40,600, and will be paid out of the Airport CIP fund. This contract is contingent on receipt of the FAA and MnDOT Office of Aeronautics grants.

Staff Recommendation:

City staff recommends awarding the 2018 Apron Reconstruction Project, to KGM Contractors, Inc., in an amount of \$1,232,254.00.

Requested City Council Action

Make a motion awarding the 2018 Apron Reconstruction Project, to KGM Contractors, Inc., in an amount of \$1,232,254.00, contingent on receiving grants from the FAA and MnDOT



MEMORANDUM

TO: Matt Wegwerth, PE, City Engineer
Grand Rapids, Minnesota

FROM: Benita Crow, PE

DATE: June 20, 2018

RE: Apron Reconstruction Contract Award Recommendation
SEH No. GRANR 141859 14.00

PROJECT SCOPE:

This project consists of reconstructing the existing general aviation apron and relocating the taxilane north of the apron at the Grand Rapids – Itasca County Airport (GPZ). Additional elements of the project include improved surface and subsurface drainage, pavement marking, turf establishment, and other related and miscellaneous work items. The project will improve safety at the airport, reduce maintenance expenses by improving pavement condition, and meet current FAA design standards for apron and taxilane pavements.

BID RESULTS:

On Thursday, June 14, 2018, SEH on behalf of the Grand Rapids / Itasca County Airport accepted bids for the apron reconstruction project. The Engineer’s estimate for the project was \$1,302,618.00. Three (3) bids were submitted, with the results as follows:

<u>Contractor</u>	<u>Base Bid</u>
KGM Contractors Inc.	\$1,232,254.00
Hawkinson Construction	\$1,350,867.58
TNT Aggregates	\$1,385,000.00

SEH RECOMMENDATION:

Based on past experience with KGM Contractors Inc., as well as company reputation, it is our recommendation that the City of Grand Rapids and Itasca County award the 2018 Apron Reconstruction project to KGM Contractors Inc. contingent on receiving grants from the FAA and MnDOT Office of Aeronautics for the project.

In reliance on our experience with all of the contractors and information provided in the bid packages, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

ESTIMATED LOCAL SHARE FOR 2018 APRON RECONSTRUCTION PROJECT

The total project costs are estimated to be as follows:

Construction (KGM)	\$ 1,232,254.00
Construction Administration (SEH)	\$ 173,900.00
Administrative (City of Grand Rapids)	\$ 10,000.00
TOTAL PROJECT COSTS:	\$ 1,416,154.00

This project is eligible for funding from both the FAA and MnDOT Aeronautics. Eligibility is based on criteria set forth by the FAA and MnDOT, such as taxilane clearance and pavement dimensions. Portions of the project are eligible for 90 percent FAA funding and 5 percent state funding, with the remaining 5 percent funded locally, Other areas are not eligible for FAA funding, but are eligible for 70 percent state funding with the remaining 30 percent funded locally.

Based on preliminary eligibility calculations during project development, the local share is expected to be approximately \$81,200, resulting in about \$40,600 from both the City of Grand Rapids and Itasca County. Since the final eligibility determination is made once the grant application is submitted, there may be changes to the final local share amount.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0403 **Version:** 1 **Name:** 2018 Recreation Employee Termination
Type: Agenda Item **Status:** Consent Agenda
File created: 6/19/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Terminate temporary part-time employees for the IRA Civic Center, Grand Rapids Sports Complex and Parks & Recreation
Sponsors:
Indexes:
Code sections:
Attachments: [2018 Recreation Employee Termination.pdf](#)

Date	Ver.	Action By	Action	Result
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Terminate temporary part-time employees for the IRA Civic Center, Grand Rapids Sports Complex and Parks & Recreation

Background Information:

As the following temporary part-time employees are no longer scheduled with the IRA Civic Center, Grand Rapids Sports Complex and Parks & Recreation, we are requesting that the attached list of employees be terminated effective on 6/25/2018.

Staff Recommendation:

Recommend the termination temporary part-time employees.

Requested City Council Action

Consider approving termination temporary part-time employees

Benjamin Simula
Caleb How
Cole Stejovich
Dylan Christy
Heather Vance
Tyara Bischoff
Paige Hemphill
Andrew Carlisle
Brett Rodenberg
Megan Dulong
Bianka Busching
Katie Adams
Chloe Reiser
Thomas Grossell
Emma Wagner
Madyson Shaffer
Madisen Drotts
Gabe Holum
Sadie Peart
Kiya Danielson
Bohden Anderson
Logan Mickelson
Caleb Andrews
Nicholas Johnson
Dillon Brutlag
Cody Conklin
Wyatt Clifton
Andrew Fox
Kody Bissonette
Abigail Bauman
Samara Schlauderaff
Anna Bonner
Jasmine Rohloff
Emma McClure
Kelsey Johnston
Sarah Soderberg
Beau Rokala
Sasha Stefan
Quinn Kasell
Hannah Mark
Ryan Barrett
Keaghan Graeber
Reid LaRoque
Owen Linder
Jordyn Colter
Emma Hernesman
Delaney Potter
Morgan Goebel

Darby Anderson
Madisen McKinney
Kayden Broking
Camryn Pomplun



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0406 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 6/19/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider adopting a resolution accepting a \$3,750 donation from the City of Cohasset and a \$1,000 donation from the Blandin Foundation for the Independence Day Fireworks at Pokegama Lake.
Sponsors:
Indexes:
Code sections:
Attachments: [Fireworks Resolution.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a \$3,750 donation from the City of Cohasset and a \$1,000 donation from the Blandin Foundation for the Independence Day Fireworks at Pokegama Lake.

Background Information:

At the May 29, 2018 council meeting, council authorized the Mayor to sign an agreement with Pyrotechnic Display, Inc. for the 4th of July Fireworks to be held on June 30, 2018. The cost of this agreement is \$15,000. The shortfall will be covered by Special Projects Non-Budgeted. If additional donations are received, this will reduce the City cost. We will prepare an second resolution to accept additional donations at a later date if needed.

Staff Recommendation:

Please consider approving a resolution to accept \$4,750 in donations from the City of Cohasset and the Blandin Foundation for the Independence Day Fireworks at Pokegama Lake.

Requested City Council Action

Make a motion adopting the resolution to accept donations from the City of Cohasset for \$3,750 and the Blandin Foundation for \$1,000 for the Independence Day Fireworks at Pokegama Lake to be held June 30, 2018.

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

RESOLUTION NO. 18-

A RESOLUTION ACCEPTING DONATIONS FROM THE CITY OF COHASSET
and the BLANDIN FOUNDATION FOR THE
INDEPENDENCE DAY FIREWORKS AT POKEGAMA LAKE
TO BE HELD JUNE 30, 2018

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 City of Cohasset has donated \$3,750 for the Independence Day Fireworks at Pokegama Lake.
- The Blandin Foundation has donated \$1,000 for the Independence Day Fireworks at Pokegama Lake.

Adopted this 25th day of June, 2018.

Dale C. Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0412 **Version:** 1 **Name:** GPZ DBE Program
Type: Agenda Item **Status:** Consent Agenda
File created: 6/20/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider approving the Grand Rapids / Itasca County Airport DBE Program and Goals
Sponsors:
Indexes:
Code sections:
Attachments: [Grand Rapids MN DBE Program](#)
[Grand Rapids 17 18 19 goals](#)
[Notice of DBE Construction Goal - 17 18 19](#)

Date	Ver.	Action By	Action	Result
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Consider approving the Grand Rapids / Itasca County Airport DBE Program and Goals

Background Information:

The City of Grand Rapids, Minnesota, owner of the Grand Rapids - Itasca County Airport has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the City has signed an assurance that it will comply with 49 CFR Part 26.

In summary, the policy states that DBEs have an equal opportunity to receive and participate in DOT-assisted contracts. It is also states:

1. To ensure nondiscrimination in the award and administration of DOT- assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To promote the use of DBEs in all types of federally-assisted contracts and procurement activities;
7. To assist the development of firms that can compete successfully in the market place outside the DBE Program; and
8. To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

The goal of the program is to provide equal opportunities to all businesses.

Staff Recommendation:

City staff recommends approving the Grand Rapids / Itasca County Airport DBE Program and Goals

Requested City Council Action

A motion approving the Grand Rapids / Itasca County Airport DBE Program and Goals

GRAND RAPIDS - ITASCA COUNTY AIRPORT

City of Grand Rapids, Minnesota

DBE PROGRAM – 49 CFR PART 26

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statement

The City of Grand Rapids, Minnesota, owner of the Grand Rapids - Itasca County Airport has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the City has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the City to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To promote the use of DBEs in all types of federally-assisted contracts and procurement activities;
7. To assist the development of firms that can compete successfully in the market place outside the DBE Program; and
8. To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

The City Engineer has been delegated as the DBE Liaison Officer. In that capacity, The City Engineer is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City in its financial assistance agreements with the Department of Transportation.

The City has disseminated this policy statement to the City Staff and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts by including this policy statement in all bid documents.

Mayor – City of Grand Rapids, Minnesota

Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

The City is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

Section 26.5 Definitions

The City will use terms in this program that have the meaning defined in Section 26.5.

Section 26.7 Non-discrimination Requirements

The City will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the City will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Reporting to DOT: 26.11

(b) You must continue to provide data about your DBE Program to the Department as directed by DOT operating administrations.

We will report DBE participation to DOT/FAA as follows:

We will transmit to FAA annually on December 1, the “Uniform Report of DBE Awards or Commitments and Payments” form, found in Appendix B to this part. We will also report the DBE contractor firm information either on the FAA DBE Contractor’s Form or other similar format. We will begin using the revised Uniform Report of DBE Awards or Commitments and Payments for reporting FY 2015 reports due December 1, 2015.

Bidders List: 26.11(c)

The City will create and maintain a bidders list. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on our DOT-assisted contracts for use in helping to set our overall goals. The bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms.

We will collect this information in the following ways:

A notice in all solicitations requiring the information from bidders as well as a request to firms quoting on subcontracts to report information directly to the recipient.

Section 26.13 Federal Financial Assistance Agreement

The City has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: 26.13(a) - Each financial assistance agreement the *City* signs with a DOT operating administration (or a primary recipient) will include the following assurance:

The City shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The City shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The City's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the City of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Contract Assurance: 26.13b – The City will ensure that the following clause is included in each contract we sign with a contractor and each subcontract the prime contractor signs with a subcontractor:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the *City* deems appropriate, which may include,

but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the contractor from future bidding as non-responsible.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

The City is required to have a DBE program meeting the requirements of this part as it will receive grants for airport planning or development and will award prime contracts, cumulative total value of which exceeds \$250,000 in FAA funds in a federal fiscal year. We are not eligible to receive DOT financial assistance unless DOT has approved our DBE program and we are in compliance with it and this part. We will continue to carry out our program until all funds from DOT financial assistance have been expended. We do not have to submit regular updates of our program, as long as we remain in compliance. However, we will submit significant changes in the program for approval.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this DBE Program.

Section 26.25 DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

Matt Wegwerth
City Engineer
City of Grand Rapids
420 No. Pokegama Ave.
Grand Rapids, MN 55744
218.326.7625
engineering@cityofgrandrapidsmn.com

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the City complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Mayor concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 2 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has no additional internal staff to assist in the administration of the program and instead relies on the assistance of their consulting engineer. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Analyzes the City's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Mayor/City Council on DBE matters and achievement.
9. Determine contractor compliance with good faith efforts.
10. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
11. Acts as liaison to the Uniform Certification Process.
12. Provides outreach to DBEs and community organizations to advise them of opportunities.

Section 26.27 DBE Financial Institutions

It is the policy of the City to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. We have been unable to locate any financial institutions in the Grand Rapids area which are owned and controlled by socially and economically disadvantaged individuals.

Information on the availability of such institutions can be obtained from the DBE Liaison Officer if and when firms become available.

Section 26.29 Prompt Payment Mechanisms

The City requires that all subcontractors performing work on DOT-assisted contracts shall be promptly paid for work performed pursuant to their agreements, in accordance with all relevant federal, state, and local law.

In accordance with 49 CFR §26.29, the City established a contract clause implementing this requirement and requires prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 30 days from the prime contractor's receipt of each payment from the City.

We will ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Pursuant to §26.29, the City has selected the following method to comply with this requirement:

Hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after your payment to the prime contractor.

To implement this measure, the City includes the following clause from FAA Advisory Circular 150/5370-10 in each DOT-assisted prime contract:

The Contractor is required to pay all subcontractors for satisfactory performance of their contracts no later than 30 days after the Contractor has received a partial payment. The Owner must ensure prompt and full payment of retainage from the prime Contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the Owner. When the Owner has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

From the total of the amount determined to be payable on a partial payment, 10 percent of such total amount will be deducted and retained by the Owner until the final payment is made, except as may be provided (at the Contractor's option) in the subsection 90-08 titled PAYMENT OF WITHHELD FUNDS of this section. The balance [insert balance] of the amount payable, less all previous payments, shall be certified for payment.

Should the Contractor exercise his or her option, as provided in the subsection 90-08 titled PAYMENT OF WITHHELD FUNDS of this section, no such percent retainage shall be deducted.

When at least 95% of the work has been completed, the Engineer shall, at the Owner's discretion and with the consent of the surety, prepare estimates of both the contract value and the cost of the remaining work to be done.

The Owner may retain an amount not less than twice the contract value or estimated cost, whichever is greater, of the work remaining to be done. The remainder, less all previous payments and deductions, will then be certified for payment to the Contractor

Section 26.31 Directory

The City is a *non-certifying* member of the Minnesota Unified Certification Program (UCP). The UCP maintains a directory identifying all firms eligible to participate as DBEs, which contains all the elements required by §26.31.

The state UCP revises the Directory weekly. The Directory may be found at <http://mnucp.metc.state.mn.us/Default.aspx>

Section 26.33 Over-concentration

The City of Grand Rapids has not identified that over-concentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

The City has not established a business development program.

Section 26.37 Monitoring and Enforcement Mechanisms

The City implements and carries out appropriate mechanisms to ensure compliance with 49 CFR Part 26 program requirements by all program participants, including prompt payment, and describes and set forth these mechanisms in City's DBE program.

The City actively monitors participation by maintaining a running tally of actual DBE attainments (*e.g.*, payments actually made to DBE firms), including a means of comparing these attainments to commitments.

Monitoring Payments to DBEs and Non-DBEs

The City undertakes ongoing monitoring of prime payments to subcontractors over the course of any covered contract. Such monitoring activities will be accomplished through the following method(s):

The Prime and all subcontractors shall be notified at the preconstruction meeting of the payment schedule for the project. Subcontractors will be informed of the process for filing a prompt payment complaint with the City should that be necessary.

The City requires prime contractors to maintain records and documents of payments to subcontractors, including DBEs, for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for the City's financial assistance agreement, whichever is longer. These records will be made available for inspection upon request by any authorized representative of the City or DOT. This reporting requirement extends to all subcontractors, both DBE and non-DBE.

- City proactively reviews contract payments to subcontractors including DBEs quarterly to ensure compliance. Payment reviews will evaluate whether the actual amount paid to DBE subcontractors is equivalent to the amounts reported to City by the prime contractor.

Prompt Payment Dispute Resolution

City will take the following steps to resolve disputes as to whether work has been satisfactorily completed for purposes of §26.29.

Site meetings will be held as needed with representatives from the City, Engineer, Prime and Sub contractor present.

City has established, as part of its DBE program, the following mechanism(s) to ensure prompt payment and return of retainage:

Arbitrations shall be governed by the Uniform Arbitration Act, Minn. Stat. § 572.08 et seq., and shall be commenced by the service of a demand for arbitration upon the respondent. The arbitrator shall be selected by the parties and shall be an individual who has served as a Justice of the Minnesota Supreme Court, Judge of the Minnesota Court of Appeals, Judge of a District Court of the State of Minnesota, or Judge or Magistrate Judge of the United States District Court for the District of Minnesota. The parties to the arbitration may engage in reasonable discovery which is necessary for the fair and efficient presentation of evidence at the hearing. All discovery disputes will be decided by the arbitrator. Discovery must be conducted promptly, and in no event will discovery be allowed more than six months after service of the demand for arbitration. The hearing shall be conducted in Minneapolis, Minnesota.

Prompt Payment Complaints

Complaints by subcontractors regarding the prompt payment requirements are handled according to the following procedure.

- Subcontractor should initially contact their Prime directly regarding payment.
- If the Prime is not paying promptly, the Sub should file a prompt payment complaint with the City Engineer to help resolve.
- If filing a prompt payment complaint with the City Engineer does not result in timely and meaningful action by the City to resolve prompt payment disputes, affected subcontractor may contact the responsible MnDOT contact.

Enforcement Actions for Noncompliance of Participants

City will provide appropriate means to enforce the requirements of §26.29. These means include:

- Advise subcontractors of the availability of the payment and performance bond to assure payment for labor and materials in the execution of the work provided for in the contract;
- Issue a stop-work order until payments are released to subcontractors, specifying in the contract that such orders

- constitute unauthorized delays for the purposes of calculating liquidated damages if milestones are not met
- Cancellation, termination, or suspension of the Construction Contract in whole or in part;
- Any other available legal remedy.

City will actively implement the enforcement actions detailed above.

Monitoring Contracts and Work Sites

City reviews contracting records and engages in active monitoring of work sites to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. Work site monitoring is performed by the Resident Project Representative. Contracting records are reviewed by the Project Manager. The City will maintain written certification that contracting records have been reviewed and work sites have been monitored for this purpose.

Section 26.39 Fostering small business participation.

The City has created a Small Business element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The City's small business element is incorporated as Attachment 10 to this DBE Program. We will actively implement the program elements to foster small business participation; doing so is a requirement of good faith implementation of our DBE program.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

The City does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

The *City* will establish an overall DBE goal covering a three-year federal fiscal year period if we anticipate awarding DOT/FAA funded prime contracts the cumulative total value of which exceeds \$250,000 during any one or more of the reporting fiscal years within the three-year goal period. In accordance with Section 26.45(f) the City will submit its Overall Three-year DBE Goal to FAA by August 1st as required by the established schedule below.

Airport Type	Region	Date Due (Goal Period)	Next Goal Due (Goal Period)
Non-Primary (GAs, Relievers and State DOTs)	Alaskan, Eastern, & Great Lakes	August 1, 2016 (2017/2018/2019)	August 1, 2019 (2020/2021/2022)

The DBE goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If the City does not anticipate awarding DOT/FAA funded prime contracts the cumulative total value of which exceeds \$250,000 during any of the years within the three-year reporting period, we will not develop an overall goal; however, this DBE Program will remain in effect and the City will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

(c) Step 1. The first step is to determine the relative availability of DBEs in the market area, “base figure”. We will use the State of Minnesota DBE Directory and Census Bureau Data as a method to determine our base figure. The second step is to adjust the “base figure” percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination based on past participation, a disparity study and/or information about barriers to entry to past competitiveness of DBEs on Contracts.

Any methodology we choose will be based on demonstrable evidence of local market conditions and be designed to ultimately attain a goal that is rationally related to the relative availability of DBEs in our market. We understand that the exclusive use of a list of prequalified contractors or plan holders, or a bidders list that does not comply with the requirements of paragraph (c)(2) of this section (above), is not an acceptable alternative means of determining the availability of DBEs.

(d) Step 2. Once we have calculated a base figure, we will examine all of the evidence available in our jurisdiction to determine what adjustment, if any, is needed to the base figure to arrive at our overall goal. If the evidence does not suggest an adjustment is necessary, then no adjustment shall be made.

26.45 (g)(1) In establishing the overall goal, the City will provide for consultation and publication. This includes consultation with minority, women’s and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City’s efforts to establish a level playing field for the participation of DBEs. The consultation will include a scheduled, direct, interactive exchange (e.g., a face-to-face meeting, video conference, teleconference) with as many interested stakeholders as possible focused on obtaining information relevant to the City’s goal setting process, and it will occur before we are required to submit our goal methodology to the operating administration for review pursuant to paragraph (f) of this section. We will document in our goal submission the consultation process that we engaged in. Notwithstanding

paragraph (f)(4) of this section, we will not implement our proposed goal until we have complied with this requirement.

In addition, the City will publish a notice announcing our proposed overall goal before submission to the operating administration on August 1st. The notice will be posted on our official internet web site and may be posted in any other sources (e.g., minority-focused media, trade association publications). If the proposed goal changes following review by the operating administration, the revised goal will be posted on our official internet web site. We will inform the public that the proposed overall goal and its rationale are available for inspection during normal business hours at our principal office and that the City and DOT/FAA will accept comments on the goals for 30 days from the date of the notice. Notice of the comment period will include the addresses to which comments may be sent (including offices and websites) where the proposal may be reviewed. **The public comment period will not extend the August 1st deadline.**

Our Overall Three-Year DBE Goal submission to DOT/FAA will include a summary of information and comments received, if any, during this public participation process and our responses.

We will begin using our overall goal on October 1 of the reporting period, unless we have received other instructions from DOT.

Section 26.45 (e) - Project Goals

If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

Section 26.45(f) - Prior Operating Administration Concurrent

The *City* understands that we are not required to obtain prior operating administration concurrence with our overall goal. However, if the operating administration's review suggests that our overall goal has not been correctly calculated or that our method for calculating goals is inadequate, the operating administration may, after consulting with us, adjust our overall goal or require that we do so. The adjusted overall goal is binding. In evaluating the adequacy or soundness of the methodology used to derive the overall goal, the U.S. DOT operating administration will be guided by the goal setting principles and best practices identified by the Department in guidance issued pursuant to § 26.9.

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 5 to this program.

Section 26.47 Failure to meet overall goals.

The City will maintain an approved DBE Program and overall DBE goal, if applicable as well as administer our DBE Program in good faith to be considered to be in compliance with this part.

If the *City* awards and commitments shown on our Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, we will do the following in order to be regarded by the Department as implementing your DBE Program in good faith:

- (1) Analyze in detail the reasons for the difference between the overall goal and our awards and commitments in that fiscal year;
- (2) Establish specific steps and milestones to correct the problems we have identified in our analysis and to enable us to meet fully your goal for the new fiscal year;
- (3) City will prepare, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraph (c)(1) and (2) of this section. We will retain copy of analysis and corrective actions in records for a minimum of three years, and will make it available to FAA upon request.

Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious Participation

(a) The *City* will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating race-neutral DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

Race-neutral means include, but are not limited to the following:

- (1) Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39 of this part.
- (2) Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing);
- (3) Providing technical assistance and other services;
- (4) Carrying out information and communications programs on contracting

procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate);

(5) Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;

(6) Providing services to help DBEs, and other small businesses, improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;

(7) Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;

(8) Ensuring distribution of your DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors; and

(9) Assisting DBEs, and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 5 to this program.

Section 26.51(d-g) Contract Goals

The City will arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under § 26.39.

If our approved projection under paragraph (c) of this section estimates that we can meet our entire overall goal for a given year through race-neutral means, we will implement our program without setting contract goals during that year, unless it becomes necessary in order meet our overall goal.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

We will express our contract goals as a percentage of the Federal share of a DOT-assisted contract.

Section 26.53 Good Faith Efforts Procedures

Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The City Engineer, with assistance from the Consulting Engineer, is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as Responsible.

We will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

In our solicitations for DOT/FAA-assisted contracts for which a contract goal has been established, we will require the following:

- (1) Award of the contract will be conditioned on meeting the requirements of this section;
- (2) All bidders or offerors will be required to submit the following information to the recipient, at the time provided in paragraph (b)(3) of this section:
 - (i) The names and addresses of DBE firms that will participate in the contract;
 - (ii) A description of the work that each DBE will perform. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
 - (iii) The dollar amount of the participation of each DBE firm participating;
 - (iv) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet a contract goal; and
 - (v) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment.
 - (vi) If the contract goal is not met, evidence of good faith efforts (see Appendix A of this part). The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract; and
- (3) We will require that the bidder/offeror present the information required by paragraph (b)(2) of this section:

No later than 5 days after bid opening as a matter of **responsibility**.

Provided that, in a negotiated procurement, including a design-build procurement, the bidder/offeror may make a contractually binding commitment to meet the goal at the time of bid submission or the presentation of initial proposals but provide the information required by paragraph (b)(2) of this section before the final selection for the contract is made by the recipient.

Administrative reconsideration (26.53(d))

Within 5 business days of being informed by the City that it is not responsible because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official: State of Minnesota Department of Transportation, Office of EEO, 395 John Ireland Blvd., St. Paul, MN 55155. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts procedural requirements (post-solicitation)

The awarded contractor will be required to make available upon request a copy of all DBE subcontracts. The contractor shall ensure that all subcontracts or agreements with DBEs to supply labor or materials include all required contract provisions and mandate that the subcontractor and all lower tier subcontractors perform in accordance with the provisions of Part 26.

Prime contractors will be prohibited from terminating a DBE subcontractor listed in response to a covered solicitation (or an approved substitute DBE firm) without the prior written consent of City. This includes, but is not limited to, instances in which a prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or another DBE firm.

Such written consent will be provided only if City agrees, for reasons stated in the concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

- (1) The listed DBE subcontractor fails or refuses to execute a written contract;
- (2) The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
- (3) The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, non-discriminatory bond requirements.
- (4) The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
- (5) The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
- (6) City determined that the listed DBE subcontractor is not a responsible contractor;
- (7) The listed DBE subcontractor voluntarily withdraws from the project and provides City written notice of its withdrawal;
- (8) The listed DBE is ineligible to receive DBE credit for the type of work required;
- (9) A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
- (10) Other documented good cause that City has determined compels the termination of the DBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.

Before transmitting to City a request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to City, of its intent to request to terminate and/or substitute the DBE, and the reason(s) for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise City and the prime contractor of the reasons, if any, why the DBE

objects to the proposed termination of its subcontract and why the prime contractor's action should not be approved. If required in a particular case as a matter of public necessity (e.g., safety), a response period shorter than five days may be provided.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

Each prime contract will include a provision stating:

The contractor shall utilize the specific DBEs listed in the contractor's [bid/solicitation] response to perform the work and supply the materials for which each is listed unless the contractor obtains prior written consent of City as provided in 49 CFR Part 26, §26.53(f). Unless such consent is provided, the contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.

The City will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal that was established for the procurement. The good faith efforts shall be documented by the contractor. If City requests documentation from the contractor under this provision, the contractor shall submit the documentation within 7 days, which may be extended for an additional 7 days if necessary at the request of the contractor. City shall provide a written determination to the contractor stating whether or not good faith efforts have been demonstrated.

If the contractor fails or refuses to comply in the time specified, the contracting office/representative of City may issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55. We will not count the participation of a DBE subcontract toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

If the firm is not currently certified as a DBE in accordance with the standards of subpart D of this part at the time of the execution of the contract, we will not count the firm's participation toward any DBE goals, except as provided for in 26.87(j).

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

The City will rely on the State of Minnesota to develop and implement the certification standards of Subpart D of Part 26 and the certification procedures of Subpart E of Part 26 to determine the eligibility of firms to participate as DBE's in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. The State of Minnesota will make certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

http://mnucep.org/DBE_Applicants.html

The certification application forms and documentation requirements are found online at:
http://mnucep.org/DBE_Applicants.html

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

The City is the member of a Unified Certification Program (UCP) administered by the State of Minnesota. The UCP will meet all of the requirements of this section.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation and intimidation or retaliation

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any provision of Federal or state law, we will not release any information that may reasonably be construed as confidential business information to any third party without the written consent of the firm that submitted the information. This includes applications for DBE certification and supporting information. However, we will transmit this information to DOT in any certification appeal proceeding under § 26.89 of this part or to any other state to which the individual's firm has applied for certification under § 26.85 of this part.

All participants in the Department's DBE program (including, but not limited to, recipients, DBE firms and applicants for DBE certification, complainants and appellants, and contractors using DBE firms to meet contract goals) are required to cooperate fully and promptly with DOT and recipient compliance reviews, certification reviews, investigations, and other requests for information. Failure to do so shall be a ground for

appropriate action against the party involved (e.g., with respect to recipients, a finding of noncompliance; with respect to DBE firms, denial of certification or removal of eligibility and/or suspension and debarment; with respect to a complainant or appellant, dismissal of the complaint or appeal; with respect to a contractor which uses DBE firms to meet goals, findings of non-responsibility for future contracts and/or suspension and debarment).

The *City*, contractor, or any other participant in the program will not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by this part or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this part. If we violate this prohibition, we are in noncompliance with this part.

ATTACHMENTS

- Attachment 1 Regulations: 49 CFR Part 26 or website link
- Attachment 2 Organizational Chart
- Attachment 3 Bidder's List Collection Form
- Attachment 4 DBE Directory or link to DBE Directory
- Attachment 5 Overall Goal Calculations
- Attachment 6 Demonstration of Good Faith Efforts or Good Faith Effort Plan - Forms 1 & 2
- Attachment 7 DBE Monitoring and Enforcement Mechanisms
- Attachment 8 DBE Certification Application Form
- Attachment 9 State's UCP Agreement
- Attachment 10 Small Business Element Program

ATTACHMENT 1

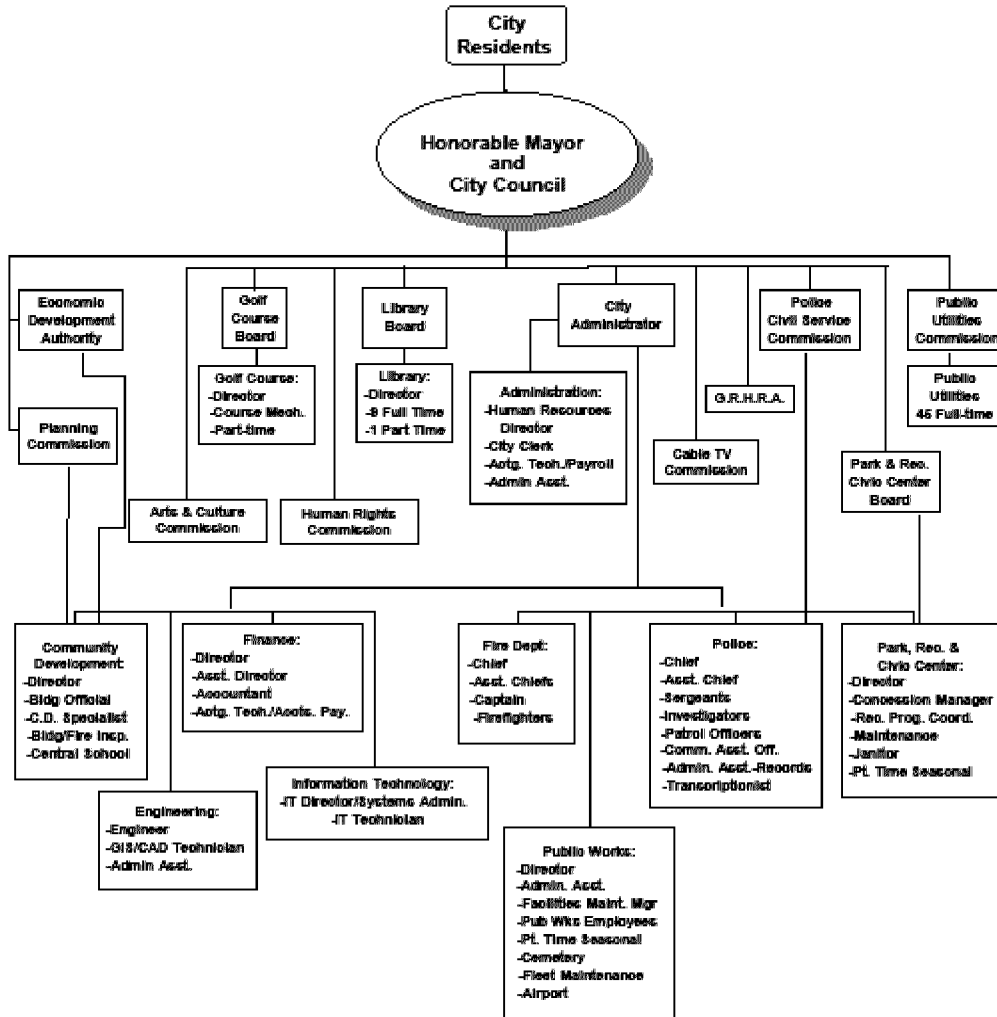
Regulations: 49 CFR Part 26 can be accessed at:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl

ATTACHMENT 2

Organizational Chart

City of Grand Rapids Organization Chart



ATTACHMENT 3
Bidder's List Collection Form

Firm Name	Firm Address/ Phone #	DBE or Non-DBE Status (verify via State's UCP Directory)	Age of Firm	Annual Gross Receipts
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
			<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1- 3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million

ATTACHMENT 4

State of Minnesota DBE Directory can be found at:

<http://mnucp.metc.state.mn.us/Default.aspx>

ATTACHMENT 5

Section 26.45: Overall DBE Three-Year Goal Methodology

Name of Recipient: The City of Grand Rapids, MN (Grand Rapids - Itasca County Airport)

Goal Period: FY-2017-2018-2019 – October 1, 2017 through September 30, 2019

DBE Goals for the referenced period have been submitted separately.

ATTACHMENT 6

Demonstration of Good Faith Efforts - Forms 1 & 2

[Forms 1 and 2 should be provided as part of the solicitation documents.]

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract and should submit documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____
(Signature) Title

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ _____.

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above and that the firm is DBE certified to perform the specific trades.

By _____

Date:

(Signature)

(Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Submit this page for each DBE subcontractor.

ATTACHMENT 7

DBE Monitoring and Enforcement Mechanisms

The City has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract

In addition, the Federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR Part 26
2. Enforcement action pursuant to 49 CFR Part 31
3. Prosecution pursuant to 18 USC 1001.

ATTACHMENT 8

DBE Certification Application Form

Available here: http://mnucp.org/DBE_Applicants.html

ATTACHMENT 9
State's UCP Agreement

The City does not have a copy of the UCP Agreement, but the following table taken from the State of Minnesota's UCP Program shows The City as a member.

Non-Certifying Agencies

Non-Certifying Agencies are Agencies that participate only as recipients of the DBE certifying process. Non Certifying Agencies include but are not limited to (partial listing):

City of Faribault	Kanabec County
City of Farmington	Kandiyohi Area Transit Joint Powers Board
City of Fergus Falls	Kandiyohi County
City of Forest Lake	Kittson County
City of Fridley	Koochiching County
City of Glencoe	Lac Qui Parle County
City of Glenwood	Lac Qui Parle County Airport
City of Golden Valley	Lake County
City of Grand Rapids	Lake Of The Woods County
City of Granite Falls	Lesueur County
City of Ham Lake	Lincoln County
City of Hastings	Lyon County
City of Hermantown	Mahnomen County
City of Hibbing	Mahnomen County Human Services
City of Hopkins	Mankato Regional
City of Hugo	Maple Grove Transit System
City of Hutchinson	Marshall County
City of International Falls	Martin County
City of Inver Grove Heights	McLeod County
City of Isanti	Meeker County

ATTACHMENT 10

Small Business Element

A. Objective (49 CFR Part 26.39)

Recognizing that the DBE Program goals should be met through a mixture of race conscious and race neutral methods and, that by definition, DBE firms are small businesses, the City of Grand Rapids seeks to implement a small business element into its current DBE policy in accordance with applicable law. The City is including this element to facilitate competition by and expand opportunities for small businesses. The City is committed to taking all reasonable steps to eliminate obstacles to small businesses that may preclude their participation in procurements as prime contractors or subcontractors. The City will meet its objectives using a combination of the following methods and strategies:

1. **Set asides:** Where feasible, the City will establish a percentage of the total value of all prime contract and subcontract awards to be set aside for participation by small businesses on FAA-assisted contracts. A “set-aside” is the reserving of a contract or a portion of a contract exclusively for participation by small businesses. This requires that the City and its prime contractors/ consultants set aside a portion of the value of each contract for participation by small businesses. A small business set-aside is open to all small businesses regardless of the owner’s gender, race or geographic location. The project Engineer and DBELO will review FAA-assisted purchases and contracts to assess the small business opportunities, giving consideration to the size and scope of each purchase or contract to establish the set aside percentage. This set aside is in addition to the DBE contract goals which may be required pursuant to applicable law or policy. In the event that a set-aside is not established on an FAA-assisted contract, the project Engineer and small business officer will document why a small business set-aside is inappropriate.
2. **Unbundling:** The City, where feasible, may “unbundle” projects or separate large contracts into smaller contracts which may be more suitable for small business participation. The City will conduct contract reviews on each FAA-assisted contract to determine whether portions of the project could be “unbundled” or bid separately. Similarly, the City will encourage its prime contractors or prime consultants to unbundle contracts to facilitate participation by small businesses.

B. Definitions

1. Small Business:

A small business is a business that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period. Small businesses must meet the definitions specified in Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121).

2. Disadvantaged Business Enterprise:

A for-profit small business (as defined by the Small Business Administration) —

- That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals;
- Whose socially and economically disadvantaged owners do not exceed the personal net worth (PNW) does not exceed the described in 49 CFR Part 26. The current PNW cap is \$1.32 million.
- Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it; and
- Has been certified as a DBE by the Minnesota Department of Transportation (MNDOT) in accordance with 49 CFR 26.

For the purposes of the small business element of the City’s DBE Program, small businesses which are also owned and controlled by socially disadvantaged individuals will be encouraged to seek DBE certification. Only DBE certified firms will be counted towards DBE race-neutral participation on FAA-assisted contracts.

C. Certification and Verification Procedures

The City will accept the following certifications for participation in the small business element of the City's DBE Program with applicable stipulations:

1. Minnesota DOT DBE Certification – DBE Certification by the Minnesota DOT which stipulates that a firm has been determined to meet all the requirements in accordance with 49 CFR Part 26. All certification determinations are evidenced by a letter of DBE certification issued by the Minnesota DOT.
2. Minnesota DOT Small Business Enterprise (SBE) – Will require submittal of three years of business tax returns and page 2 of the Minnesota DOT DBE Certification application after contract award.
3. SBA 8(a) Business Development Certification (as described in 13 CFR Parts 121 and 124) - will require submittal of three years of business tax returns.

Special Note: Minority and women-owned business enterprises which are awarded contracts under the small business enterprise set aside will be strongly encouraged to seek DBE certification in order to be counted towards race neutral DBE participation.

D. Implementation Schedule

The City will implement this small business element within nine months of the FAA's approval of this document describing the element.

E. Assurances

The City makes the following assurances:

1. The DBE Program, including its small business element is not prohibited by state law;
2. Certified DBEs that meet the size criteria established under the DBE Program are presumptively eligible to participate in the small business element of the DBE Program;
3. There are no geographic or local preferences or limitations imposed on FAA-assisted contracts and the DBE Program is open to small businesses regardless of their location;
4. There are no limits on the number of contracts awarded to firms participating in the DBE Program;
5. Reasonable effort will be made to avoid creating barriers to the use of new, emerging, or untried businesses; and
6. Aggressive steps will be taken to encourage those minority and women owned firms participating in the small business element of the DBE Program that are eligible for DBE certification to become certified.

ATTACHMENT 5

Section 26.45: Overall DBE Three-Year Goal Methodology

Name of Recipient: The City of Grand Rapids (Grand Rapids-Itasca Co. Airport)

Goal Period: FY 2017-2018-2019 – October 1, 2016 through September 30, 2019

DOT-assisted contract amount:

FY-2017	\$0.
FY-2018	\$1,080,000.
FY-2019	\$0.

Total **\$1,080,000.**

Overall Three-Year Goal: 4.0%, to be accomplished through 4.0% RC and 0.0% RN

Total dollar amount to be expended on DBE's: \$43,200.

Describe the Number and Type of Projects that the airport anticipates awarding:

Projects Fiscal Year #1

- 1.
- 2.

Projects Fiscal Year #2

1. GA Apron Rehabilitation
- 2.

Projects Fiscal Year #3

- 1.
- 2.

Market Area:

Step 1. Analysis: Actual relative availability of DBE's

Method: Use DBE Directory - <http://mnucp.metc.state.mn.us/Default.aspx>

and Census Bureau Data <http://www.census.gov/econ/cbp/index.html>

NAICS	Type of Work	Total DBE's	Total All Firms
See calculations below			
Total			

Divide the total number of DBE's by the total number of All Firms = base figure for each project.

To determine the overall base figure for more than one project, add all the project percentages together.

Step 2. Analysis: Adjustments to Step 1 base figure.

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment (if any) was needed to the base figure in order to arrive at the overall goal.

An examination of the anticipated projects for each fiscal year, the availability of the DBE firms by trade classification and the volume of work performed by DBE firms over previous years.

Fiscal Year #1

For FY-2017, we anticipate the award of the following:

A	B	C	D	E	F	G	H	I
Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census	Directory	DBE (%) (= G/F)	DBE (\$) (= E x H)
Total Project								
Total FY-2017								

Fiscal Year #2

For FY-2018, we anticipate the award of the following:

A	B	C	D	E	F	G	H	I
Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census	Directory	DBE (%) (= G/F)	DBE (\$) (= E x H)
Apron Rehab.	Hwy. & Street Const.	Hwy. & Street Const.	137310	\$1,080,000.	296	12	4.0%	\$43,200.
Total Project								
Total FY-2018				\$1,080,000.				\$43,200.

Fiscal Year #3

For FY-2019, we anticipate the award of the following:

A	B	C	D	E	F	G	H	I
Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census	Directory	DBE (%) (= G/F)	DBE (\$) (= E x H)
Total Project								
Total FY-2019								

Past History Participation

Other data used to determine the adjustment to the base figure was the median of historical DBE accomplishments.

The proposed Overall DBE Goals are as follows:

- Fiscal Year #1 – 0.0%
- Fiscal Year #2 – 4.0%
- Fiscal Year #3 – 0.0%

Our proposed overall three year goal will be based on DBE dollars divided by total Federal dollars.

There is no historical DBE data to reference to make an adjustment to the Step 1 base figure therefore, the City is adopting its Step 1 base figure as its overall goal for this three-year goal period.

Breakout of Estimated “Race and Gender Neutral” (RN) and “Race and Gender Conscious” (RC) Participation.

26.51(b) (1-9)

The recipient will meet the maximum feasible portion of its overall goal by using RN means of facilitating DBE participation.

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
2. Carrying out information and communications programs on contracting procedures and specific contract opportunities;
3. Ensuring distribution of DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors.

The recipient estimates that in meeting its overall goal 4.0%, it will obtain 0.0% from RN participation and 4.0% through RC measures.

This breakout is based on:

- The City does not have a history of DBE participation on these types of projects or over-achievement of goals to reference and expects to obtain its DBE participation through the use of DBE contract goals or a conscious effort to obtain DBE participation. Therefore, we are applying the entire goal of 4.0% to race-conscious participation.

The City will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation (see Section 26.51(f)) and track and report RN and RC participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

PUBLIC PARTICIPATION

Consultation: Section 26.45(g)(1).

In establishing the overall goal, the City will provide for consultation and publication. This includes consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City's efforts to establish a level playing field for the participation of DBEs. The consultation will include a scheduled, direct, interactive exchange (e.g., a face-to-face meeting, video conference, teleconference) with as many interested stakeholders as possible focused on obtaining information relevant to the City's goal setting process, and it will occur before we are required to submit our goal methodology to the operating administration for review pursuant to paragraph (f) of this section. We will document in our goal submission the consultation process that we engaged in. Notwithstanding paragraph (f)(4) of this section, we will not implement our proposed goal until we have complied with this requirement.

The City submits its overall DBE three-year goal to DOT on August 1 as required by the set schedule.

Before establishing the overall goal, the City will consult with the Grand Rapids Chamber of Commerce, Minnesota Construction Association, Minnesota Minority Business Development Agency, without limiting consultation to these persons or groups, to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City's efforts to establish a level playing field for the participation of DBEs. Due to the location of the airport, face to face meetings are not always feasible. The City will consult with the Chamber of Commerce and will reach out to other organizations to gather input.

Following the consultation, we will publish a notice in the Grand Rapids Herald-Review of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the city administration building for 30 days following the date of the notice, and informing the public that the City and DOT will accept comments on the goals for 45 days from the date of the notice.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses, if any.

No comments have been received.

Contract Goals

The City will use contract goals to meet any portion of the overall goal that the recipient does not project being able to meet using RN means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the recipient's overall goal that is not projected to be met through the use of RN means.

The City will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. It need not establish a contract goal on every such contract, and the size of the contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work and availability of DBE's to perform the particular type of work).

We will express our contract goals as a percentage of the Federal share of a DOT-assisted contract.

Notice of DBE Construction Goal

The City of Grand Rapids, Minnesota has set a Disadvantaged Business Enterprise (DBE) Goal of 4.0% for the FY2017/18/19 Airport Improvement Projects which are funded, at least in part, by Federal grant(s).

The goal and rationale are available for inspection during normal business hours at the Grand Rapids City Hall, 420 North Pokegama Ave., until (30 days after date of notice).

The City of Grand Rapids and the US Department of Transportation will accept comments on the DBE construction goal until (45 days after date of notice) at the above address for the City and at:

US Department of Transportation
Federal Aviation Administration
AGL-9
2300 E. Devon Avenue
Des Plaines, IL 60018

for the US Department of Transportation.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0414 **Version:** 1 **Name:** Board & Commission Minuts
Type: Minutes **Status:** Approved
File created: 6/21/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Board & Commission minutes:
Sponsors:
Indexes:
Code sections:
Attachments: [April 26, 2018 GREDA Minutes.pdf](#)
[May 3, 2018 Planning Commission.pdf](#)
[May 1, 2018 Arts & Culture minutes.pdf](#)
[May 2, 2018 PUC minutes.pdf](#)
[May 16, 2018 PUC minutes.pdf](#)
[May 30, 2018 PUC minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Board & Commission minutes:
 April 26, 2018 GREDA
 May 1, 2018 Arts & Culture Commission
 May 3, 2018 Planning Commission
 May 2, 2018 PUC
 May 16, 2018 PUC
 May 30, 2018 PUC

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
THURSDAY, APRIL 26, 2018
4:00 P.M.
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, April 26, 2018 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL: On a Call of Roll the following members were present: Commissioners: Sholom Blake, Rick Blake, Chris Lynch, Mike Przytarski, Cory Jackson. Absent: Dale Christy.

SETTING OF REGULAR AGENDA: **Approved without addition.**

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER R. BLAKE TO APPROVE THE MINUTES OF THE MARCH 22, 2018 REGULAR MEETING. The following voted in favor thereof: S. Blake, R. Blake, Lynch, Jackson, Przytarski. Opposed: None, passed unanimously.

APPROVAL OF CLAIMS:

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER CHRISTY TO APPROVE CLAIMS IN THE AMOUNT OF \$8,697.09.

B. Baird-Petty Cash Fund	\$12.00	Grand Itasca Clinic & Hospital	\$300,000.00
Itasca County Treasurer	\$2,336.00	Minnesota Energy Resources	\$159.53
P.U.C	\$111.91	Visa	\$172.81

The following voted in favor thereof: S. Blake, Jackson, R. Blake, Lynch, Przytarski. Opposed: None, passed unanimously.

Consider approval of a lease with Yarnworks for Suite 201 of Central School.

Yarnworks owner, Diane Lievsay has requested a reduced rent for the lease of suite 201. This lease would begin on June 1st and terminate at the end of the year. Commissioners Przytarski and Jackson along with staff reviewed the proposal and negotiated a reduced rate of \$500.00 per month.

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER R. BLAKE TO APPROVAL A LEASE AGREEMENT WITH YARNWORKS FOR SUITE 201 OF CENTRAL SCHOOL. The following voted in favor thereof: Przytarski, Lynch, R. Blake, S. Blake, Jackson. Opposed: None, motion passed unanimously.

Consider approval of a \$1000.00 grant request to the Blandin Foundation for the Grand Rapids Area Community Profile design and publishing project.

Staff has been participating in a project led by IEDC and APEX in the development of a new community profile for the Grand Rapids area. The group has looked at content to highlight and improved design for the community profile. The total budget for the design and publishing of the community profile is \$3,600.00. The Blandin Foundation has indicated that they would consider a grant request for a \$1000.00 towards the project if submitted by one of the local economic development authorities.

MOTION BY COMMISSIONER R. BLAKE, SECOND BY COMMISSIONER JACKSON TO APPROVE A GRANT REQUEST TO THE BLANDIN FOUNDATION FOR THE GRAND RAPIDS AREA COMMUNITY PROFILE DESIGN AND PUBLISHING PROJECT. The following voted in favor thereof: Jackson, R. Blake, S. Blake, Lynch, Przytarski. Opposed: None, passed unanimously.

Consider approval of a Pre-development agreement with Rebound Hospitality LLC.

Rebound has indicated that they intend to request either TIF or Tax Abatement business assistance from the City during their due diligence period. They anticipate being able to submit that application in early June. There are conditions that must be met in order to qualify the as a potential Redevelopment District. These conditions relate to the ratio of developed lots within the district and to the building condition. The building must be structurally substandard, as it is described in the TIF statute. Rebound would like to have that determination made in advance of submitting a request for either TIF or Tax Abatement Business Assistance. The Pre-development Agreement between GREDA and Rebound addresses Rebound's desire to advance the TIF analysis work proposed by LHB Architects by depositing \$6,500 with GREDA to cover both the cost of the analysis, which is \$5,700, and administrative costs such as the preparation of the Pre-development Agreement.

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER PRZYTARSKI TO APPROVE A PRE-DEVELOPMENT AGREEMENT WITH REBOUND HOSPITALITY LLC. The following voted in favor thereof: Przytarski, Lynch, R. Blake, S. Blake, Jackson. Opposed: None, passed unanimously.

Consider approving a proposal from LHB Architects for the preparation of a TIF Redevelopment District analysis of the former Sawmill Inn site.

MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER R. BLAKE TO APPROVE A PROPOSAL FROM LHB ARCHITECTS FOR THE PREPARATION OF A TIF REDEVELOPMENT DISTRICT ANALYSIS OF THE FORMER SAWMILL INN SITE. The following voted in favor thereof: R. Blake, S. Blake, Lynch, Jackson, Przytarski. Opposed: None, passed unanimously.

There being no further business the meeting adjourned at 4:25 p.m.

Respectfully submitted:

Aurimy Groom, Recorder



CITY OF GRAND RAPIDS

NOTICE OF MEETING
PLANNING COMMISSION

Minutes - Final - Final Planning Commission

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

Thursday, May 3, 2018

4:00 PM

Council Chambers

Call To Order

Call of Roll

- Present** 4 - Commissioner Mark Gothard, Chairperson Lester Kachinske, Commissioner Susan Lynch, and Commissioner Molly MacGregor
- Absent** 3 - Commissioner Charles Burress, Commissioner Michelle Toven, and Commissioner Sue Zeige

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.

Approved As Presented

Approval of Minutes

Approve the minutes of the April 5, 2018, 4:00 pm regular meeting.

Motion by Commissioner Lynch, second by Commissioner Gothard to approve the minutes of the April 5, 2018 regular meeting. The following voted in favor thereof: MacGregor, Lynch, Kachinske, Gothard. Opposed: None, passed unanimously.

General Business

Consider the election of Planning Commission Officer's-Chairperson and Vice Chairperson/Secretary.

Motion by Commissioner Gothard, Second by Commissioner MacGregor to elect Commissioner Lynch as Chair and Commissioner Toven as Vice Chair/Secretary. The following voted in favor thereof: Kachinske, Gothard, Lynch, MacGregor. Opposed: None, passed unanimously.

Consider initiating the process to review and potentially update/amend the Zoning Ordinance in Sections which pertain to maximum building height in General Business zoning districts, and required off-street parking (minimum numbers).

During staff's preliminary discussions with various hotel developers, over the past couple of years, the topic of maximum building height and required off-street parking have been an area of concern, primarily in the General Business zoning district.

Staff feels there is an opportunity to review and potentially enhance or modernize portions of the Zoning Ordinance which better reflect today's building and land use trends. We recommend forming a Planning Commission work group to work with staff to bring possible draft amendments to the full Planning Commission for consideration at a later date, and potentially the forwarding of a recommendation to the City Council for adoption.

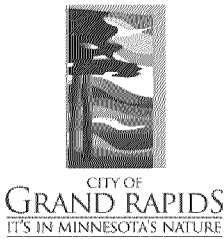
Motion by Commissioner MacGregor, second by Commissioner Lynch to initiate the review and updating to the text of various sections of the Zoning Ordinance as they relate to maximum building height in general business zoning districts and minimum off street parking numbers to be reviewed by a work group consisting of Commissioners MacGregor and Gothard. The following voted in favor thereof: Gothard, Kachinske, Lynch, MacGregor. Opposed: None, passed unanimously.

Public Input

Miscellaneous\Updates

Adjourn

Motion by Commissioner Lynch, second by Commissioner MacGregor to adjourn the meeting at 4:15 p.m. The following voted in favor thereof: MacGregor, Lynch, Kachinske, Gothard. Opposed: None, passed unanimously.



*CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
CONFERENCE ROOM 2B – GRAND RAPIDS CITY HALL
REGULAR MEETING, TUESDAY, MAY 1, 2018 – 3:45 PM*

CALL TO ORDER: Pursuant to due notice and call thereof the regular meeting of the Grand Rapids Arts and Culture Commission was held in Conference Room 2B of the Grand Rapids City Hall, 420 N Pokegama Avenue, Grand Rapids, Minnesota, on Tuesday, May 1, 2018, at 3:45 pm.

Call of Roll: On a Call of Roll, the following members were present: John Connelly, David Dobbs, Anne-Marie Erickson, Harry Smith, Kayla Schubert, Myrna Peterson and Kathy Dodge. Absent: Sonja Merrild, David Marty

Staff Present: Amy Dettmer, Kim Gibeau

Setting the Agenda:

- Announcements: Relay of Voices

Motion by Commissioner Smith, second by Commissioner Schubert to approve the agenda as amended. Motion passed by unanimous vote.

Correspondence: None.

Approval of Minutes: April 3, 2018 Regular Meeting

Motion by Commissioner Dodge, second by Commissioner Dobbs to approve the minutes of April 3, 2018 as presented. Motion passed by unanimous vote.

Financials: Reviewed and acknowledged financial statement.

Artist in Residence:

- Commissioner Dodge reviewed revised Memo of Understanding for Artist in Residence. Community Development Director, Rob Mattei, has reviewed and returned the M.O.U., acknowledging the following changes: the word “Old” has been revised to “Historic” in the title of Central School, keys will be returned to designated Commission representative and number of artists that can be accommodated in the space provided has been increased from four (4) artists to five (5).

Commissioner Erickson arrived at 3:51 PM.

Motion by Commissioner Smith, second by Commissioner Dobbs to accept revisions to the Memorandum of Understanding for Artist in Residence and forward to the City Council with a recommendation to approve. Motion passed by unanimous vote.

- Discussed proposed Lead Artist proposal, noting that City Administrator and City Clerk have expressed concerns over the process and responsibilities of such a position. After consideration, the Commission does not intend to move forward at this time.

Progress Reports:

- Commissioner Connelly provided overview of his meeting with Barb at Silvertip Graphics and was advised that the pictures supplied would not be sufficient for the Utility Box Wrapping project. Commissioner Smith discussed this project with Lilah Crowe at the Itasca County Historical Society (ICHS), and states that there are local historical photographs that could be used and a request can be made to Ms. Crowe asking for added text describing the photos. Using these to wrap utility boxes could help create a downtown theme by strategic placement, i.e. photos placed in the same vicinity of where the original was taken. Commissioner Schubert

requested that an inquiry be made to incorporate pictures of Native American interaction in Grand Rapids that may have been photographically documented and members agreed. Commissioner Dobbs agreed to work on the layout and bring back to the next meeting for review.

- Commissioner Dodge noted that money from the IRRR Grant will be used to fund permanent placement of winning poems, from a previous community poetry contest, in sidewalk near the Central School and complete banner project. Commission budgeted for 28 banners total, and the remaining balance will be paid by Public Works.

Old Business:

- **Forecast Public Art:** Commission members Merrild and Dobbs met with City staff to review revised proposal for art placement. After review, staff recommends that the Commission discuss current proposal, and forward to the City Council with a recommendation. Staff will schedule a discussion at the Council worksession on Monday, May 14, 2018, prior to submission for consideration.

Commissioner Dodge advised that she attended the Cool & Creative Event, where grant funds were available through application. After discussing the process with MacRostie Art Center Director, Katie Marshall, it was agreed that Ms. Marshall would apply for the grant on behalf of MacRostie and will then make a donation to the City up to \$3800 to be used for Forecast Public Art if awarded.

Following review of revised proposal, the Commission wants to clearly state that the Making it Public training will be open to all artists in the Grand Rapids area, not just within City limits; and amend the proposal to include items 1-3, 5. Item 4 will not be considered and items 6-7 will be moved to 2019.

Motion by Commissioner Dobbs, second by Commissioner Smith to forward Forecast Public Art proposal to the City Council for consideration, recommending approval with noted changes, a) removal of item #4, Public Forum in the amount of \$750.00; and b) items #6 & 7 will be left for future consideration in 2019 bringing the total amount to \$13,800 plus estimated \$2,000 for travel expenses for Forecast Public Art consultants. Motion passed by unanimous vote.

NEW BUSINESS: None.

ANNOUNCEMENTS: Commissioner Dodge provided overview of program "Relay of Voices," touring through various communities in the summer of 2019, collecting cultural data. The group will be choosing six individuals in each community to "shadow," listening to their stories and then bringing back a presentation at the conclusion of the tour. A Commission member could act as liaison with the tour group and provide periodic updates. Commissioner Marty is recommended, but in his absence, this will be brought back to the next meeting under new business.

Items for next agenda:

- New Business:
 - Relay of Voices
- Old Business:
 - Cool & Creative Grant update
 - Utility Box Wraps

In an effort to maintain transparency, items will be noticed under New Business or Old Business, including any progress reports from previous meetings.

Motion by Commissioner Erickson, second by Commissioner Smith to adjourn the meeting at 4:45 PM.

Respectfully submitted:

Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, May 2, 2018

3:00 PM

Conference Room of Public Utilities Service Center

1 CALL TO ORDER

A Special Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, May 2, 2018 at 3:00 PM in the Conference Room 112 of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

2 CALL OF ROLL

Present 5 - President Glen Hodgson, Secretary Greg Chandler, Commissioner Tom Stanley, Commissioner Rick Blake, and Commissioner Kathy Kooda

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

3 18-0289

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

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

4 ADMINISTRATION

4.a. 18-0298

Governance - Commission Outcomes

Discussion was held on the proposed 2018-2019 GRPU Commission Outcomes and Strategic Business Plan Key Result Areas. Monthly work session will be held in 2018 to review Key Result Areas of governance, financial resources, rates, 2019 budget, and organizational structure.

5 VERIFIED CLAIMS

5.a. 18-0290

Consider approving the Mid-month Accounts Payable list for \$12,316.35.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the Mid-month Accounts Payable list in the amount of \$12,316.35. The motion PASSED by unanimous vote.

6 ADJOURNMENT

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to adjourn the meeting at 4:30 PM. The motion PASSED by unanimous vote.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

**PUBLIC UTILITIES COMMISSION
ACCOUNT PAYABLE
MARCH 2018 #2 (-WORKSESSION)**

NAME	AMOUNT	AMOUNT
CW Technology	7,694.00	
Cogsdale	426.11	
Hach Chemical	278.27	
Itasca Computer Resources	300.00	
Itron	853.25	
Johnson, Killen, & Seiler	227.70	
Kev's Body Shop	1,597.10	
Rapids Printing	421.20	
Star Tribune- Minneapolis	473.72	
Jeff Walker, Itasca Co Auditor	45.00	
TOTAL	<hr/> 12,316.35	



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, May 16, 2018

4:00 PM

Conference Room of Public Utilities Service Center

1 CALL TO ORDER

A Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, May 16, 2018 at 4:00 PM in the Conference Room 112 of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

2 CALL OF ROLL

Present 5 - President Glen Hodgson, Secretary Greg Chandler, Commissioner Tom Stanley, Commissioner Rick Blake, and Commissioner Kathy Kooda

Others Present: General Manager Kennedy, Finance Manager Betts, Administrative/HR Assistant Flannigan, Attorney Bengtson.

3 APPROVAL OF MINUTES

3.a. 18-0323

Consider approving the minutes of the April 5, 2018 special meeting and the April 18, 2018 regular meeting.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the minutes of the April 5, 2018 special meeting and the April 18, 2018 regular meeting, noting a correction to the April 5, 2018 meeting Call To Order to read: "A Special Meeting of the Grand Rapids Public Utilities Commission was held...". The motion PASSED by unanimous vote.

4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

4.a. 18-0315

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

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

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, that this Agenda Item be Passed . The motion PASSED by unanimous vote.

5 PUBLIC FORUM

None present.

6 COMMISSION REPORTS

No items.

7 ADMINISTRATION

- 7.a. 18-0326 Consider declaring a vacancy exists and authorize the posting and/or advertising for a Electrical Maintenance position within the Electric Department.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Kathy Kooda, to declare a vacancy exists and authorize the posting and/or advertising for a Electrical Maintenance position within the Electric Department. The motion PASSED by unanimous vote.

- 7.b. 18-0325 Authorize acceptance of the Northeast Service Cooperative (NESC) health insurance proposal for July 1, 2018 through December 31, 2018 in the amount of \$948.50 for single coverage and \$1915.50 for family coverage.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to authorize acceptance of the Northeast Service Cooperative (NESC) health insurance proposal for July 1, 2018 through December 31, 2018 in the amount of \$948.50 for single coverage and \$1915.50 for family coverage. The motion PASSED by unanimous vote.

- 7.c. 18-0327 Review the May 2018 Administrative Report.

General Manager Kennedy reviewed the May 2018 Administrative updates with the Commission, including the Wholesale Electric Service Cost.

Received and Filed

8 ACCOUNTING AND FINANCE

- 8.a. 18-0316 Review the Accounting and Finance Operations Report for April 2018.

Finance Manager Betts reviewed the Accounting and Finance Operations Report for April 2018 with the Commission.

Received and Filed

9 ELECTRIC DEPARTMENT

- 9.a. 18-0321 Review the Electric Department Operations Report for April 2018.

General Manager Kennedy reviewed the Electric Department Operations Report for April 2018 with the Commission.

Received and Filed

10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. 18-0312 Review the Wastewater Treatment Facility Operations Report for April 2018.

General Manager Kennedy reviewed the Wastewater Treatment Facility Operations Report for April 2018 with the Commission.

Received and Filed

11 WATER AND WASTEWATER COLLECTION

- 11.a. 18-0318 Review the Water and Wastewater Collection Operations Report for April 2018.

General Manager Kennedy reviewed the Water/Wastewater Collection Operations Report for April 2018 with the Commission.

Received and Filed

12 CLAIMS FOR PAYMENT

- 12.a. 18-0319 Consider approving payment to Electric Pump in the amount of \$45,745.78 for the 60 hp Flygt pump for the domestic lift station.

A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to approve payment to Electric Pump in the amount of \$45,745.78 for the 60 hp Flygt pump for the domestic lift station. The motion PASSED by unanimous vote.

13 VERIFIED CLAIMS

- 13.a. 18-0320 Consider approving verified claims for April 2018 in the amount of \$1,730,173.01 (Computer Check Register \$1,063,828.43 and Manual Check Register \$666,344.58)

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve verified claims for April 2018 in the amount of \$1,730,173.01 (Computer Check Register \$1,063,828.43 and Manual Check Register \$666,344.58). The motion PASSED by unanimous vote.

14 ADJOURNMENT

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to adjourn the meeting at 4:40 PM. The motion PASSED by unanimous vote.

A special meeting/work session is scheduled for Wednesday, May 30, 2018 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next regular Commission meeting is Wednesday, June 13, 2018 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

A joint meeting/work session with the City Council and Public Utilities Commission is scheduled for Wednesday, June 20, 2018 at 1:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

**PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
APRIL 2018**

NAME	AMOUNT	NAME	AMOUNT
APG Media	520.00	Minnesota Power	847,476.74
Altec Industries	2,869.90	Nalco Company LLC	210.25
American Public Power Assoc	174.96	Nextera Communications	595.45
AmeriPride Services	159.74	North Central Laboratories	686.66
Aramark	242.80	Northern Business Products	8,585.43
Barnum Gate Services	1,396.10	Northern Drug Screening Inc	145.00
Border States	231.10	Dennis O'Toole	175.00
Burggraf's Ace Hardware	210.09	Pace Analytical	327.50
Busy Bees Quality Cleaning	2,066.02	Polydyne Inc	7,387.70
CW Technology	3,941.65	Progressive Consulting Engineers	192.50
Call Net	995.00	Public Utilities Commission	5,194.67
Casper Construction	525.00	Quality Flow Systems Inc	375.00
Carquest	96.92	RC Rentals, LLC	1,197.00
Chemsearch	125.00	R & K Hillman	228.00
Citi Lites	550.00	RMB Environmental Labs	1,482.00
City of Grand Rapids	13,282.35	Radtke Trucking (John R Radtke)	11,066.37
Cole Hardware	1,454.45	Rapids Rental & Supply	8.80
Commercial Asphalt Repair LLC	1,050.00	Rapids Welding Supply	207.54
Core & Main	60,568.75	Sandstroms	760.09
Davis Oil	1,487.58	Silvertip Signs & Graphics	91.00
Corey Dimich	84.99	Solenis	23,302.49
Electric Pump Inc	2,773.54	State Chemical Solutions	296.41
Energy Insight, Inc	6,364.58	Stuart Irby	815.10
Environmental Resource Assoc	184.40	Team Marinucci	22.00
Eye Q Optometric	69.00	Telcologix	69.50
Fastenal	1,716.23	Treasure Bay Printing	431.50
Ferguson Enterprises Inc	900.99	Viking Electric Supply	222.18
Grainger	1,652.38	Waste Management	1,907.59
Doug Gustafson	105.00	Wells Fargo Business Cards	1,458.49
Hach	79.58	Wesco	2,816.48
Hammerlund Construction, Inc	624.11	Wisconsin Energy Conservation Corp	57.82
Harcros Chemicals Inc	5,520.00	Xerox	311.22
Hawkins Inc	21,709.34		
Itasca County Treasurer	1,288.49		
JobsHQ	1,750.00	TOTAL	1,063,828.43
KOZY	1,102.50		
Kaman	1,967.82		
Keller Fence Company	110.90		
Korterra Inc	2,000.00		
L & M Supply	120.75		
Lakeland Engineering Equip Co	1,509.94		
Latvala Lumber Co	177.02		
Lease Landscaping Inc	510.00		
McMaster-Carr	632.12		
Mars Supply	261.53		
Steve Mattson	122.08		
Microbiologics	140.25		
Minn Dept of Health	300.00		

APRIL 2018 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
4/4/2018	3627	Blue Cross Blue Shield	51,756.09
4/2/2018	3628	Delta Dental of Minnesota	3,382.00
4/17/2018	3629	Public Employees Retirement Association	14,902.56
4/17/2018	3630	Minnesota Dept. of Revenue	4,655.53
4/17/2018	3631	Wells Fargo Bank	25,495.63
4/17/2018	3632	Empower Retirement	8,670.42
4/19/2018	3633	Selectaccount	2,169.57
4/20/2018	3634	Minnesota Department of Revenue	107.00
4/20/2018	3635	Minnesota Department of Revenue	51,430.00
4/10/2018	3636	Selectaccount	173.48
4/27/2018	3637	Public Employees Retirement Association	13,946.59
4/27/2018	3638	Minnesota Dept. of Revenue	4,296.64
4/27/2018	3639	Wells Fargo Bank	23,850.34
4/27/2018	3640	Empower Retirement	8,320.90
4/5/2018	3641	Invoice Cloud	2,029.65
4/2/2018	72965	U.S. Post Office	750.37
4/5/2018	72967	U.S. Post Office	274.00
4/5/2018	72968	Wells Fargo Bank	5,000.00
4/5/2018	72969	Minnesota Energy Resources Corp.	19.62
4/5/2018	72970	Selectaccount	80.16
4/5/2018	72971	AT & T Mobility	337.94
4/5/2018	72972	Verizon Wireless	378.42
4/6/2018	72973	Badger State Inspection LLC	8,217.00
4/6/2018	72974	Deer River Trucking Co., Inc.	5,000.00
4/6/2018	72975	Lano, O'Toole & Bengtson	2,340.00
4/6/2018	72976	Minnesota Department of Commerce	3,038.19
4/6/2018	72977	Minnesota Pollution Control Agency	14,750.00
4/7/2018	72978	Bureau of Criminal Apprehension	15.00
4/7/2018	72979	Bureau of Criminal Apprehension	15.00
4/7/2018	72982	Driver and Vehicle Services	10.50
4/7/2018	72983	Driver and Vehicle Services	10.50
4/9/2018	72984	U.S. Post Office	547.70
4/10/2018	72985	RCB Collections, Inc	297.84
4/13/2018	72986	Wells Fargo Advisors	245,000.00
4/17/2018	72987	MN Child Support Payment Center	839.58
4/17/2018	72988	Minnesota Benefit Association	71.52
4/17/2018	72989	NCPERS Minnesota	160.00
4/18/2018	72991	U.S. Post Office	751.77
4/19/2018	72992	Holiday Station - Customer refund	13,610.61
4/19/2018	72993	Clara's Cupboard - Customer refund	423.05
4/19/2018	72994	Amber Benke & Josh Martin - Customer refund	12.76
4/19/2018	72995	Isaac Brown - Customer refund	92.51
4/23/2018	72996	Pizza Works Sandwich & Deli - Customer refund	1,019.69
4/23/2018	72997	Barbara Eldridge - Customer refund	91.17
4/23/2018	72998	Weatherby Locums - Customer refund	120.32
4/23/2018	72999	Salvation Army (Jeremy Theilen) - Customer refund	100.45
4/24/2018	73086	Minnesota Energy Resources Corp.	327.50
4/24/2018	73087	AT & T Mobility	341.58
4/24/2018	73088	Verizon Wireless	378.51
4/24/2018	73089	UNUM Life Insurance Co of America	1,652.48
4/25/2018	73090	U.S. Post Office	680.82
4/26/2018	73091	City of LaPrairie	11,227.21
4/27/2018	73092	City of Grand Rapids	57,240.93

APRIL 2018 MANUAL CHECK REGISTER

4/27/2018	73093	MN Child Support Payment Center	856.65
4/27/2018	73094	Minnesota Council 65	1,710.00
4/30/2018	73095	City of Grand Rapids	1,033.50
4/30/2018	73096	City of Grand Rapids	72,333.33

Checks Previously Approved	<u>0.00</u>
Manual Checks to be approved	<u>666,344.58</u>
TOTAL MANUAL CHECKS	666,344.58



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, May 30, 2018

8:00 AM

Conference Room of Public Utilities Service Center

CALL TO ORDER

A Special Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, May 30, 2018 at 8:00 AM in the Conference Room 112 of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

CALL OF ROLL

Present 5 - President Glen Hodgson, Secretary Greg Chandler, Commissioner Tom Stanley, Commissioner Rick Blake, and Commissioner Kathy Kooda

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

18-0357

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

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

Received and Filed

ADMINISTRATION

18-0317

Review Budget Variance Reports for First Quarter 2018.

The Commission reviewed the 1st Quarter Budget Variance Report with the Management staff.

Received and Filed

18-0360

Governance - Commission Outcomes

The Commission discussed several topics to be considered for discussion at a joint meeting/work session with the City Council and Public Utilities Commission on Wednesday, June 20, 2018 at 1:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

VERIFIED CLAIMS

18-0356

Consider approving the Mid-month Accounts Payable list for \$7,077.96

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Kathy Kooda, to approve the Mid-month Accounts Payable list for \$7,077.96. The motion PASSED by unanimous vote.

ADJOURNMENT

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to adjourn the meeting at 8:57 AM. The motion PASSED by unanimous vote.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

**PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
APRIL 2018 #2 (WORKSESSION)**

NAME	AMOUNT	AMOUNT
ASV	4,203.32	
CW Technology	1,922.89	
Johnson, Killen, & Seiler	455.40	
Lano O'Toole & Bengston	234.00	
Wells Fargo	262.35	
TOTAL	<hr/> 7,077.96	



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0417 **Version:** 1 **Name:**

Type: Agenda Item **Status:** Department Head Report

File created: 6/21/2018 **In control:** City Council

On agenda: 6/25/2018 **Final action:**

Title: IRA Civic Center, Parks & Recreation - Dale Anderson

Sponsors:

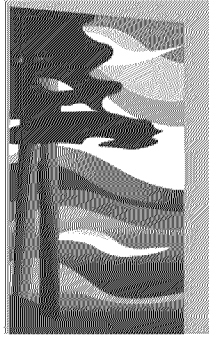
Indexes:

Code sections:

Attachments: [Dep Head Rpt 6-25-18.pdf](#)
[Civic Center Schedule of Events 2018.pdf](#)

Date	Ver.	Action By	Action	Result
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IRA Civic Center, Parks & Recreation - Dale Anderson



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

**Recreation and Park Department
IRA Civic Center
420 N Pokegama Avenue
Grand Rapids, MN 55744
218.326.2500 Phone**

Memorandum

To: Mayor and City Council
From: Dale Anderson, Director of Parks & Recreation
Date: June 25, 2018
Re: Department Head Report

I would like to take this opportunity to recognize the full-time staff in our department. These four individuals are very dedicated to their jobs and provide great customer service whenever called upon. Sara Holum, Civic Center Concessions Manager / Office Assistant and Chad Moen, Civic Center Maintenance and Plant Operator have both been with the City for 17 years. Sherrie Lundquist, Janitor at the Civic Center and City Hall has been employed with us for 19 years and Tony Clifton, Recreation Programmer 6 years. Later in this agenda you will be considering appointing Tony to the new position of Building / Fire Inspector.

With Tony's potential move to Community Development we have been partnering with the Itasca Family YMCA and ISD 318 Community Education to continue offering youth recreational programming. Both entities will continue to utilize our facilities and equipment as we transition out of administering these programs. The YMCA is currently staffing t-ball, coach-pitch, and knee-high soccer at the Grand Rapids Sports Complex and will also offer flag football and K-5 soccer this fall. Community Education plans on running swimming lessons and girl's volleyball next spring.

Jeff Davies and I met last week to determine a location at Crystal Lake Park for the new wheelchair swing. The swing requires a significant installation process including a cement pathway and pad and fencing around the perimeter. We hope to have the swing functional by mid-July. Thanks to a generous donation, we also installed two sway benches at the Angel of Hope park this spring.

At the Civic Center we have been performing off-season maintenance such as replacing rubber flooring and painting. We are installing ice this week in preparation for summer hockey camps, festivals, and figure skating. For the 11th consecutive year we are also holding the Intense

An Equal Opportunity / Affirmative Action Employer

Northern Goalie Camp featuring Olympic Gold Medal winning Coach, Robb Stauber. In addition to our annual trade shows and events, our dryfloor season has been busy hosting several graduation parties (in both the Upper Lobby and Miner's Pavilion), increased dog obedience classes, and more meetings than usual. We are also hosting the Minnesota Street Rod Association's Fall Camp Out in September which brings hundreds of visitors to town. I have included our 2018 schedule of events for your review.

Much of my time recently has been devoted to Project Grand Rapids. Our communications committee has been meeting every other week working on strategies of how to best spread our message. With the recent inclusion of artificial turf at Legion Field, we now feel the project positively impacts hundreds more kids in our community.

Feel free to contact me with any questions.

IRA Civic Center 2018 Schedule of Events

March	2-4	NMBA Builder's Show Dog Obedience Classes HS Baseball, Softball & Lacrosse Practices
	16-18	Jaycee's Home, Sport, and Travel Show
April	4	Sandstrom's Food Buyer's Show
	7	Itasca Father / Daughter Ball
	21	Private Wedding Reception
	24	ISD #318 Kindergarten Round-Up
	28	Children First Expo
May	5	CMH 5K
	5	GRHS Prom & Post-Prom Party
	6	MS Walk
	15-17	GRPD Car Seat Safety
June	1	GRHS Graduation Ceremony
	9	Private Wedding Reception
	10	Private Graduation Party
	22	Health Partners Community Meeting
	30	GRAHA Walleye Shootout
July	19-21	Lakewoods Chrysler Car Sale
	28	Northern Cruisers Car Club
August	5	Tall Timber Days 5k/10k Run
	10	Health Partners Community Meeting
	15	GRPD Safety Camp (Pavilion)
September	1	Private Wedding Reception
	6-9	Bon Spiel Curling Event
	7-9	Minnesota Street Rod Association Fall Camp-Out Dog Obedience Classes
	22	Private Wedding Reception
	24-26	GRPD Car Seat Safety
	27	MDHA Annual Banquet
October	4	Community Connect

Call Dale or Sara at 326-2500 for contact information.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0418 **Version:** 1 **Name:** Project Grand Rapids PLA
Type: Agenda Item **Status:** Civic Center, Parks & Recreation
File created: 6/21/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider entering into a Project Labor Agreement (PLA) with the Iron Range Building & Construction Trades Council for Project Grand Rapids located at American Legion Memorial Park.
Sponsors:
Indexes:
Code sections:
Attachments: [6-25-18 PUBLIC PLA](#)

Date	Ver.	Action By	Action	Result
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Consider entering into a Project Labor Agreement (PLA) with the Iron Range Building & Construction Trades Council for Project Grand Rapids located at American Legion Memorial Park.

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.

Project Grand Rapids is a very large complex project that will require intense coordination amongst the various contractors. In addition, as members have presented the project to various groups, there has been a concern on how we can ensure local people will be working on the construction project. These are concerns that encouraged the City of Cohasset, ISD 318, and Itasca County to enter into PLA's. By entering into a PLA, (see attached) it will ensure that Project Grand Rapids is completed on-time, on-budget, without delays and unexpected cost increases. The PLA will ensure a local supply of skilled work force and eliminate any potential for labor strikes, while still enforcing required public bidding laws.

Staff Recommendation:

City staff is recommending a motion to enter into a Project Labor Agreement (PLA) with the Iron Range Building & Construction Trades Council for Project Grand Rapids located at American Legion Memorial Park.

Requested City Council Action

A motion to enter into a Project Labor Agreement (PLA) with the Iron Range Building & Construction Trades Council for Project Grand Rapids located at American Legion Memorial Park.

PUBLIC SECTOR PROJECT LABOR AGREEMENT

ARTICLE I PURPOSE

This Agreement is entered into this 25th day of June, 2018 by and by and between _____, its successors or assigns (hereinafter "Project Contractor"), City of Grand Rapids, a municipal corporation, (hereinafter "Owner") and the Iron Range Building and Construction Trade Council, on behalf of its affiliated local unions, acting on their own behalf and on behalf of their respective affiliates and members whose names are subscribed hereto and who have, through their duly authorized officers, executed this Agreement, hereinafter collectively called the "Union or Unions", with respect to the construction of the American Legion Memorial Park Improvements, hereinafter "Project".

The term "Contractor" shall include all construction contractors and subcontractors of whatever tier engaged in construction work within the scope of this Agreement, including the Project Contractor when it performs construction work within the scope of this Agreement. Where specific reference to _____ [name of Project Contractor] alone is intended, the term "Project Contractor" is used.

The City of Grand Rapids agree to bind itself to the terms of this Agreement although a specific Contractor has not been selected. However, upon complying with all open and competitive bidding laws of the State of Minnesota and upon selection of a Contractor, the City agrees to be bound by the terms set forth in this Agreement.

The parties recognize the need for the timely completion of the Project without interruption or delay. This Agreement is intended to establish a framework for labor-management cooperation and stability. The Contractor(s) and the Unions agree that the timely construction of this Project will require substantial numbers of employees from construction and supporting crafts possessing skills and qualifications that are vital to its completion. They will work together to furnish skilled, efficient craft workers for the construction of the Project.

Further, the parties desire to mutually establish and stabilize wages, hours and working conditions for the craft workers on this construction project, to encourage close cooperation between the Contractor(s) and the Unions to the end that a satisfactory, continuous and harmonious relationship will exist between the parties to this Agreement.

Therefore, in recognition of the special needs of this Project and to maintain a spirit of harmony, labor-management peace, and stability during the term of this Agreement, the parties agree to abide by the terms and conditions in this Agreement, and to establish effective and binding methods for the settlement of all misunderstandings, disputes or grievances which may arise. Further, the Contractor(s) and all contractors of whatever tier, agree not to engage in any lockout, and the Unions agree not to engage in any strike, slow-down, or interruption or other disruption of or interference with the work covered by this Agreement.

ARTICLE II
SCOPE OF AGREEMENT

Section 1. This Project Labor Agreement shall apply and is limited to all construction work included in all bid categories for the Project under the direction of and performed by the Contractor(s), of whatever tier, which may include the Project Contractor, who have contracts awarded for such work on the Project. Such work shall include site preparation work and dedicated off-site work.

The Project is defined as: 1) The expansion/renovation of the IRA Civic Center; 2) Expansion of parking lot facilities; 4) Conversion of Legion Field to artificial turf; and 5) associated infrastructure related to 1 through 5 located within American Legion Memorial Park.

Section 2. It is agreed that the Project Contractor shall require all Contractors of whatever tier who have been awarded contracts for work covered by this Agreement to accept and be bound by the terms and conditions of this Project Labor Agreement by executing this Agreement prior to commencing work. This Project Labor Agreement is a material term of the bid specifications for the Project and therefore, regardless of whether a contractor executes this Agreement, by virtue of the owner and/or Project Contractor accepting the bid offer of the Contractor, a Contractor who performs work on this project is bound to this PLA regardless of their execution of this Agreement. The Project Contractor shall assure compliance with this Agreement by the Contractors. It is further agreed that, where there is a conflict, the terms and conditions of this Project shall supersede and override terms and conditions of any and all other national, area, or local collective bargaining agreements, except for all work performed under the NTL Articles of Agreement, The National Stack/Chimney Agreement, the National Cooling Tower Agreement, all instrument calibration work and loop checking shall be performed under the terms of the UA/IBEW Joint National Agreement for Instrument and Control Systems Technicians, and the National Agreement of the International Union of Elevator Constructors, with the exception of Article V, VI and VII of this Project Labor Agreement, which shall apply to such work.

Section 3. Nothing contained herein shall be construed to prohibit, restrict or interfere with the performance of any other operation, work, or function which may occur at the Project site or be associated with the development of the Project.

Section 4. This Agreement shall only be binding on the signatory parties hereto and shall not apply to their parents, affiliates or subsidiaries.

Section 5. The Owner and/or Project Contractor have the absolute right to select any qualified bidder for the award of contracts on this Project without reference to the existence or non-existence of any agreements between such bidder and any party to this Agreement; provided, however, only that such bidder is willing, ready and able to become a party to and comply with this Project Agreement, should it be designated the successful bidder.

Section 6. As areas and systems of the Project are inspected and construction tested by the Project Contractor or Contractors and accepted by the Owner, the Project Labor Agreement will not have further force or effect on such items or areas, except when the Project Contractor or

Contractors are directed by the Owner to engage in repairs, modifications, check-out, and warranty functions required by its contract with the Owner during the term of this Agreement.

Section 7. It is understood that the Owner, at its sole option, may terminate, delay and/or suspend any or all portions of the Project at any time.

Section 8. It is understood that the liability of any employer and the liability of the separate unions under this Agreement shall be several and not joint. The unions agree that this Agreement does not have the effect of creating any joint employer status between or among the Owner, Contractor(s) or any employer.

Section 9. The provisions of this Project Labor Agreement shall apply to all craft employees represented by any Union listed in Schedule A hereto attached and shall not apply to other field personnel or managerial or supervisor employees as defined by the National Labor Relations Act. No Contractor party is required to sign any other agreement as a condition of performing work within the scope of this Agreement. However, any Contractor performing work on the Project which is not party to a Local Area Labor Agreement for a craft employed by the Contractor, agrees to install hourly wage rates, hours, fringe benefit contributions, referral procedures and all other terms and conditions of employment as fully set forth in the applicable Local Area Agreement as attached as Schedule A for work on the Project for each craft employed by the Contractor. But in no event shall the wages be less than the wages that are applicable to this project under the Davis-Bacon Act. All employees covered by this Agreement shall be classified in accordance with the work performed.

Section 10. The Contractors agree to timely pay contributions to the established employee benefit funds in the amounts designated in the Local Area Labor Agreements attached as Schedule A.

The Contractors adopt and agree to be bound by the written terms of the legally-established Trust Agreements specifying the detailed basis on which payments are to be made into, and benefits paid out of, such Trust Funds. The Contractors authorize the parties to such Trust Agreements to appoint trustees and successor trustees to administer the Trust funds and hereby ratify and accept the Trustees so appointed as if made by the Contractors.

Section 11. All workers delivering fill, sand, gravel, crushed rock, transit/concrete mix, ready mix, asphalt or other similar material and all workers removing any materials from the construction site shall receive a total package of wages and benefits at least and not lower than the wages and benefits provided for in the then current Highway, Heavy Construction Agreement between Teamsters Local 346 and the Associated General Contractors of America, or the Highway Heavy Prevailing Wage Schedule, whichever is greater.

ARTICLE III
UNION RECOGNITION AND UNION SECURITY

Section 1. The Contractors recognize the signatory Unions as the sole and exclusive bargaining representatives of all craft employees within their respective jurisdictions working on the Project within the scope of this Agreement.

Section 2. All employees covered by this Agreement now in the employ of the Contractor shall remain members in good standing in their respective Unions during the term of the Agreement and all employees hereinafter employed by the Contractor will become members of the respective Unions within seven (7) days after the date of their employment and shall remain members of the Unions in good standing during the term of this Agreement.

Section 3. Authorized representatives of the Union shall have access to the Project, provided they do not interfere with the work of employees and further provided that such representatives comply fully with the posted visitor and security and safety rules of the Project.

ARTICLE IV
REFERRAL OF EMPLOYEES

Applicants for the various classifications covered by this Agreement required by the Employer or Contractors on the Project shall be referred to the Contractors by the Unions. The Unions represent that its local unions administer and control their referrals and it is agreed that these referrals will be made in a non-discriminatory manner and in full compliance with Federal and State laws.

ARTICLE V
MANAGEMENT'S RIGHTS

The Project Contractor and Contractors of whatever tier retain full and exclusive authority for the management of their operations. Except as otherwise limited by the terms of this Agreement or the applicable local area agreements, the Contractors shall direct their working forces at their prerogative, including, but not limited to hiring, promotion, transfer, lay-off or discharge for just cause.

ARTICLE VI
WORK STOPPAGES AND LOCKOUTS

Section 1. During the term of this Agreement there shall be no strikes, picketing, work stoppages, slow downs or other disruptive activity for any reason by the Unions or by any employee, and there shall be no lockout by the Contractor. Failure of any Union or employee to cross any picket line established at the Project site is a violation of this Article.

Section 2. The Unions shall not sanction, aid or abet, encourage or continue any work stoppage, strike, picketing or other disruptive activity at the Contractor's project site or any site of a

contractor or supplier necessary for the performance of work at the project site and shall undertake all reasonable means to prevent or to terminate any such activity. No employee shall engage in activities which violate this Article. Any employee who participates in or encourages any activities which interfere with the normal operation of the Project shall be subject to disciplinary action, including discharge, and if justifiably discharged for the above reasons, shall not be eligible for rehire on the Project for a period of not less than thirty (30) days.

Section 3. The Unions shall not be liable for acts of employees for whom it has no responsibility. The International Union General President or Presidents will immediately instruct, order and use the best efforts of his office to cause the Local Union or Unions to cease any violations of this Article. An International Union complying with this obligation shall not be liable for unauthorized acts of its Local Union. The principal officer or officers of a Local Union will immediately instruct, order and use the best efforts of his office to cause the employees the Local Union represents to cease any violations of this Article. A Local Union complying with this obligation shall not be liable for unauthorized acts of employees it represents. The failure of the Contractor to exercise its right in any instance shall not be deemed a waiver of its right in any other instance.

Section 4. Any party alleging a breach of this Article shall have the right to petition a court for temporary and permanent injunctive relief. The parties agree that the moving party, upon proving a breach of this Agreement, shall be entitled to temporary and permanent injunctive relief.

ARTICLE VII **SAFETY**

The parties are mutually committed to promoting a safe working environment for all personnel at the job site. It shall be the responsibility of each employer to which this PLA applies to provide and maintain safe working conditions for its employees, and to comply with all applicable federal, state and local health and safety laws and regulations.

ARTICLE VIII **UNION-MANAGEMENT COOPERATION COMMITTEE**

The parties to this Agreement agree to form a Union-Management Committee, consisting of signatory unions, and contractors. The purpose of the Committee is to ensure cooperation on matters of mutual concern, including productivity, quality of work, safety and health.

ARTICLE IX **DISPUTES AND GRIEVANCES**

Section 1. This Agreement is intended to provide close cooperation between management and labor. Each of the Unions will assign a representative to this Project for the purpose of completing the construction of the Project economically, efficiently, continuously, and without interruptions, delays, or work stoppages.

Section 2. The Contractors, Unions, and the employees, collectively and individually realize the importance to all parties to maintain continuous and uninterrupted performance of the work on the Project, and agree to resolve disputes in accordance with the grievance-arbitration provisions set forth in this Article.

Section 3. Any question or dispute arising out of and during the term of this Project Labor Agreement (other than trade jurisdictional disputes) shall be considered a grievance and subject to resolution under the following procedures:

Step 1. (a) When an employee subject to the provisions of this Agreement feels he or she is aggrieved by a violation of this Agreement, he or she, through his or her local union business representative or job steward, shall, within ten (10) working days after the occurrence of the violation, or knowledge of the violation, give notice to the work-site representative of the involved Contractor stating the provision(s) of the Local Area Agreement and/or this PLA alleged to have been violated. The business representative of the local union or the job steward and the work-site representative of the involved Contractor and the Project Contractor shall meet and endeavor to adjust the matter within three (3) working days after timely notice has been given. The representative of the Contractor shall keep the meeting minutes and shall respond to the Union representative in writing (copying the Project Contractor) at the conclusion of the meeting but not later than twenty-four (24) hours thereafter. If they fail to resolve the matter within the prescribed period, the grieving party may, within forty-eight (48) hours thereafter, pursue Step 2 of the Grievance Procedure, provided the grievance is reduced to writing, setting forth the relevant information concerning the alleged grievance, including a short description thereof, the date on which the grievance occurred, and the provision(s) of the Local Area Agreement and/or this PLA alleged to have been violated.

(b) Should the Local Union(s) or the Project Contractor or any Contractor have a dispute with the other party and, if after conferring, a settlement is not reached within seven (7) working days, the dispute may be reduced to writing and proceed to Step 2 in the same manner as outlined herein for the adjustment of an employee complaint.

Step 2. The Business Manager or his or her designee of a Local Union and the involved Contractor shall meet within seven (7) working days of the referral of a dispute to this second step to arrive at a satisfactory settlement thereof. Meeting minutes shall be kept by the Contractor. If the parties fail to reach an agreement, the dispute may be appealed in writing in accordance with the provisions of Step 3 within seven (7) calendar days thereafter.

Step 3. (a) If the grievance has been submitted but not adjusted under Step 2, either party may request in writing, within seven(7) calendar days thereafter, that the grievance be submitted to an Arbitrator mutually agreed upon by them. The Contractor and the involved Union shall attempt mutually to select an arbitrator, but if they are unable to do so, they shall request the Federal Mediation and Conciliation Service to provide them with a list of seven (7) neutral arbitrators from which the Arbitrator shall be selected. The parties shall alternatively strike arbitrators from the list until one remains, who shall preside at the hearing. The party striking first shall be determined by the flip of a coin. The decision of the Arbitrator shall be final and

binding on all parties. The fee and expenses of such Arbitration shall be borne equally by the Contractor and the involved Local Union(s).

(b) Failure of the grieving party to adhere to the time limits established herein shall render the grievance null and void. The time limits established herein may be extended only by written consent of the parties involved at the particular step where the extension is agreed upon. The Arbitrator shall have the authority to make decisions only on issues presented to him or her, and he or she shall not have authority to change, amend, add to or detract from any of the provisions of this Agreement.

Section 4. The Project Contractor and Owner shall be notified of all actions at Steps 2 and 3 and shall, upon their request, be permitted to participate in all proceedings at these steps.

ARTICLE X **JURISDICTIONAL DISPUTES**

Section 1. The assignment of work will be solely the responsibility of the Contractor performing the work involved; and such work assignments will be in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the "Plan") or any successor Plan.

Section 2. All jurisdictional disputes on this Project, between or among Building and Construction Trades Unions and employers, parties to this Agreement, shall be settled and adjusted according to the present Plan established by the Building and Construction Trades Department or any other plan or method of procedure that may be adopted in the future by the Building and Construction Trades Department. Decisions rendered shall be final, binding and conclusive on the Contractors and Unions parties to this Agreement.

Section 3. All jurisdictional disputes shall be resolved without the occurrence of any strike, work stoppage, or slow-down of any nature, and the Contractor's assignment shall be adhered to until the dispute is resolved. Individuals violating this section shall be subject to immediate discharge.

Section 4. Each Contractor will conduct a pre-job conference with the appropriate Building and Construction Trades Council prior to commencing work. The Project Contractor and the Owner will be advised in advance of all such conferences and may participate if they wish.

ARTICLE XI **SUBCONTRACTING**

The Project Contractor agrees that neither it nor any of its contractors or subcontractors will subcontract any work to be done on the Project except to a person, firm or corporation who is or agrees to become party to this Agreement. Any contractor or subcontractor working on the Project shall, as a condition to working on said Project, become signatory to and perform all work under the terms of this Agreement.

ARTICLE XII
HELMETS TO HARDHATS

Section 1. The Employers and Unions recognize a desire to facilitate the entry into the building and construction trades of veterans who are interested in careers in the building and construction industry. The Employers and Unions agree to utilize the services of the Center for Military Recruitment, Assessment and Veterans Employment (hereinafter “Center”) and the Center’s “Helmets to Hardhats” program to serve as a resource for preliminary orientation, assessment of construction aptitude, referral to apprenticeship programs or hiring halls, counseling and mentoring, support network, employment opportunities and other needs as identified by the parties.

Section 2. The Unions and Employers agree to coordinate with the Center to create and maintain an integrated database of veterans interested in working on this Project and of apprenticeship and employment opportunities for this Project. To the extent permitted by law, the Unions will give credit to such veterans for bona fide, provable past experience.

ARTICLE XIII
LABOR HARMONY CLAUSE

The contractor shall furnish labor that can work in harmony with all other elements of labor employed on the Project and shall submit a labor harmony plan to demonstrate how this will be done. “Harmony” shall include the provision of labor that will not, either directly or indirectly, cause or give rise to any work disruptions, slow downs, picketing, stoppages, or any violence or harm to any person or property while performing any work, or activities incidental thereto at the Project. The labor harmony plan should include the company’s labor management policies, collective bargaining agreements if any and their expiration dates, past labor relations history, a listing of activities anticipated under this contract that may potentially cause friction with on-site workers, and procedures the company will undertake to eliminate this friction.

The contractor agrees that it shall require every lower-tier subcontractor to provide labor that will work in harmony with all other elements of labor employed in the work, and will include the provisions contained in the paragraph above, in every lower-tier subcontract let for work under this contract.

The requirement to provide labor that can work in harmony with all other elements of labor employed in the work throughout the contract performance is a material element of this contract. Failure by the contractor or any of its lower-tier subcontractors to comply with this requirement shall be deemed a material breach of the contract which will subject the contractor to all rights and remedies the Owner or Project Contractor may have, including without limitation the right to terminate the contract.

ARTICLE XIV
NO DISCRIMINATION

Section 1. The Contractor and Union agree that they will not discriminate against any employee or applicant for employment because of his or her membership or non-membership in a Union or based upon race, color, religion, sex, national origin or age in any manner prohibited by law or regulation.

Section 2. Any complaints regarding application of the provisions of Section 1, should be brought to the immediate attention of the involved Contractor for consideration and resolution.

Section 3. The use of the masculine or feminine gender in this Agreement shall be construed as including both genders.

ARTICLE XV
SAVINGS AND SEPARABILITY

It is not the intention of the parties to violate any laws governing the subject matter of this Agreement. The parties hereto agree that in the event any provisions of the Agreement are finally held or determined to be illegal or void as being in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect unless the part or parts so found to be void are wholly inseparable from the remaining portions of this Agreement. Further, the Contractor and Union agree that if and when any and all provisions of this Agreement are finally held or determined to be illegal or void by a Court of competent jurisdiction, the parties will promptly enter into negotiations concerning the substance affected by such decision for the purpose of achieving conformity with the requirements of an applicable law and the intent of the parties hereto.

ARTICLE XVI
DURATION OF THE AGREEMENT

The Project Labor Agreement shall be effective June 25, 2018, and shall continue in effect for the duration of the Project construction work described in Article II hereof. Construction of any phase, portion, section or segment of the project shall be deemed complete when such phase, portion, section or segment has been turned over to the Owner and has received the final acceptance from the Owner's representative.

Since there are provisions herein for no strikes or lockouts in the event any changes are negotiated and implemented under a Local Area Agreement during the term of this Agreement, the Contractor agrees that, except as specified herein, such changes shall be recognized and shall apply retroactively to the termination date in the particular Local Agreement involved. Each Contractor which has a Local Agreement with a Union at the time that its contract at the project commences shall continue it in effect with each said Union so long as the Contractor remains on the project. In the event any such Local Area Agreement expires, the Contractor shall abide by

all of the terms of the expired Local Agreement until agreement is reached on a new Local Agreement, with any changes being subject to the provisions of this Agreement.

The Union agrees that there will be no strikes, work stoppages, sympathy actions, picketing, slowdowns or other disruptive activity affecting the Project by any Union involved in the negotiation of a Local Area Agreement nor shall there be any lockout on this Project affecting the Union during the course of such negotiations.

IN WITNESS WHEREOF, the parties have entered into this Agreement to be effective as of the day and year above written.

CITY OF GRAND RAPIDS

By: _____
Its: Mayor

By: _____
Its: City Clerk

PROJECT CONTRACTOR

By: _____
Its: _____

IRON RANGE BUILDING & CONSTRUCTION
TRADES COUNCIL

By: _____
Its: _____

AGREEMENT TO BE BOUND
PROJECT LABOR AGREEMENT

The undersigned EMPLOYER agrees that it has reviewed a copy of the Project Labor Agreement for the _____ Project located in _____, Minnesota with the Iron Range Building and Construction Trades Council and further agrees to become a party to and bound to the foregoing Agreement.

Attest:

SIGNED FOR THE EMPLOYER:

Dated: _____

Company Name

Company Address

Phone No., Job Site and/or Office

Fax No.

By

Title



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	18-0405	Version:	1	Name:	Conduct a public hearing to consider the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.
Type:	Public Hearing	Status:		Status:	Public Hearing
File created:	6/19/2018	In control:		In control:	City Council
On agenda:	6/25/2018	Final action:		Final action:	
Title:	Conduct a public hearing to consider the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Smith Vacation Request: Area Maps Draft PC Meeting Minutes (6-7-2018) & Staff Review Comments Smith R-O-W Vacation Request: Application				

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

Conduct a public hearing to consider the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.

Background Information:

Mr. and Mrs. Stephen Smith submitted a valid petition on March 23, 2018 requesting the vacation of the following described portion of public right-of-way (and outlined in the attached maps):

E ½ of Jones Ave. (15th Ave. W), ADJ to Lot 12, Block 8, Syndicate Division of Grand Rapids, Itasca County, Minnesota.

The partial right-of-way vacation request, if approved, would provide the Smith property with more usable/developable yard area. It is the Smith's intent to remove the dilapidated, single-stall garage, on the property and replace it with a larger two-stall garage (meeting current required minimum setbacks for structures). Currently, the existing accessory building encroaches 20 ft. into the required 20 ft. Street Side-yard setback (west), and approximately 20 ft. into the required 75 ft. setback from the OHWL (Ordinary High Water Level) of Forest Lake.

Additionally, the newly vacated yard area (approximately 5,500 sq. ft.) would help bring the property closer into compliance with the minimum lot size requirements (area) established in Section 30-512 Table 17C-1 Minimum Lot Size Standards Shoreland Districts. The subject property currently has a gross area of 9,861 sq. ft. which is below the minimum required of 20,000 sq. ft.

Pursuant to Minnesota Statute 412.851; as the requested vacation abuts upon a public body of water, the Commission of the Minnesota DNR was provided notice 60-days prior to the public hearing. To date, staff has not received a written response from the Minnesota DNR. The 60-day comment period expired on Monday, May 28th. Staff will provide the City Council any comments received prior to the public hearing.

There were no concerns or objections expressed, regarding the petitioned partial right-of-way vacation, from the staff review committee which consists of: Public Works Department, Engineering Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.

On June 7, 2018 the Planning Commission formally reviewed the portion of right-of-way petitioned for vacation and recommended to the City Council approval of the vacation as requested, based on certain findings of fact, which are incorporated into the draft resolution.

Requested City Council Action

Conduct a public hearing to consider the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.

Smith Vacation Request

(Portion of Platted Right-of-way - Jones Avenue)



130 65 0 130 Feet



Smith Vacation Request (w/Utilities)

Forest Lake

Area of vacation request
(yellow cross-hatch)

Smith Property

5th Street N.

15th Avenue NW
(Platted as Jones Avenue)

4th Street N./U.S. Hwy. #2

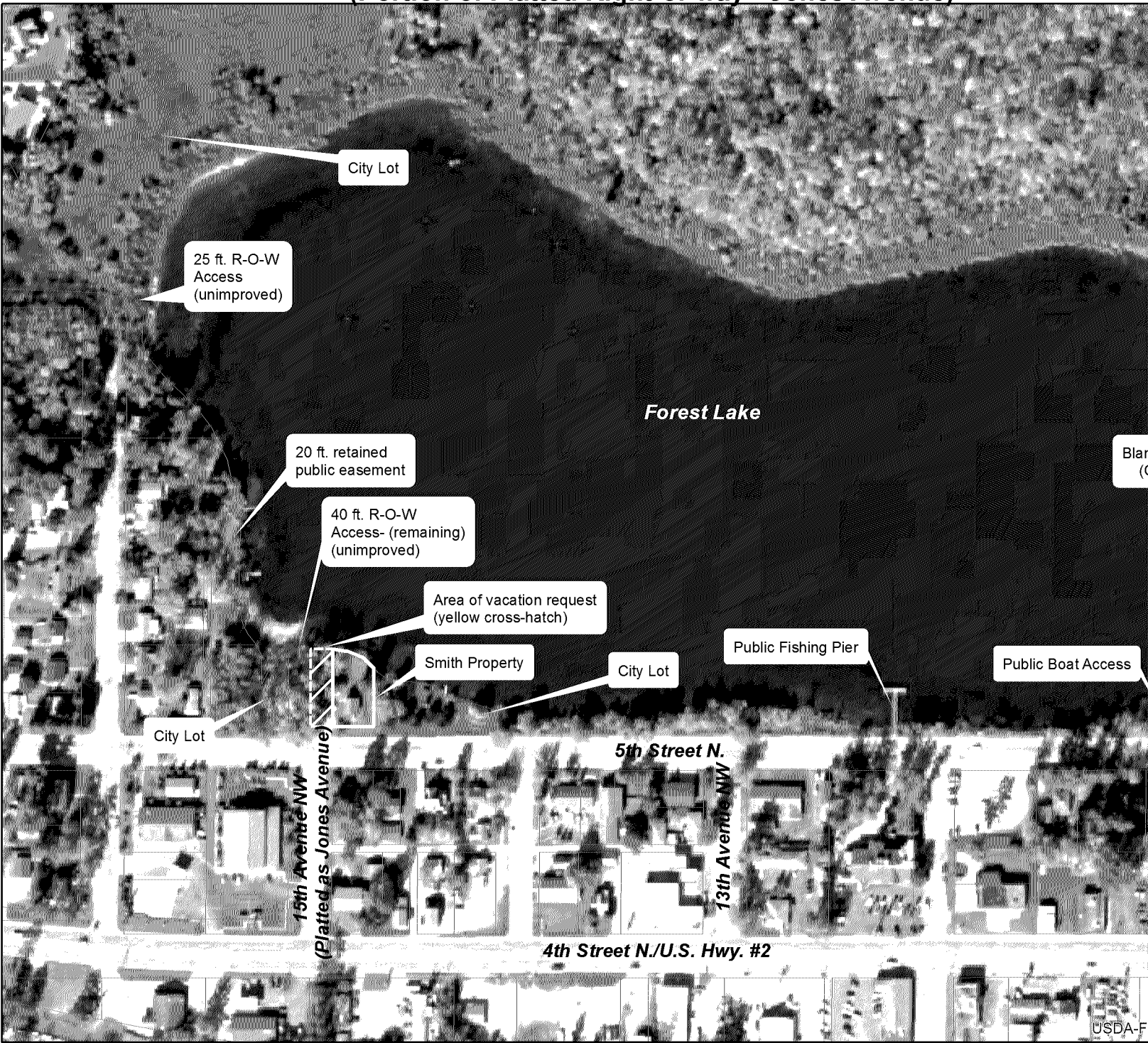
130 65 0 130 Feet

City of



Smith Vacation Request

(Portion of Platted Right-of-way - Jones Avenue)



City Lot

25 ft. R-O-W
Access
(unimproved)

Forest Lake

20 ft. retained
public easement

40 ft. R-O-W
Access- (remaining)
(unimproved)

Area of vacation request
(yellow cross-hatch)

Smith Property

City Lot

Public Fishing Pier

Public Boat Access

City Lot

15th Avenue NW
(Platted as Jones Avenue)

5th Street N.

13th Avenue NW

4th Street N./U.S. Hwy. #2

320 160 0 320 Feet

USDA-F



CITY OF GRAND RAPIDS

NOTICE OF MEETING
PLANNING COMMISSION

Minutes - Final Planning Commission

DRAFT

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

Thursday, June 7, 2018

4:00 PM

Council Chambers

Call To Order

Call of Roll

- Present** 4 - Commissioner Mark Gothard, Commissioner Charles Burress, Commissioner Michelle Toven, and Commissioner Molly MacGregor
- Absent** 3 - Chairperson Lester Kachinske, Commissioner Susan Lynch, and Commissioner Sue Zeige

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 MacGregor to approve the agenda as presented. The following voted in favor thereof: Burress, Gothard, Toven, MacGregor. Opposed: None, passed unanimously.

Approval of Minutes

Approve the minutes of the May 3, 2018, 4:00 pm regular meeting.

Motion by Commissioner MacGregor, second by Commissioner Burress to approve the minutes of the May 3, 2018 regular meeting. The following voted in favor thereof: MacGregor, Toven, Burress, Gothard. Opposed: None, passed unanimously.

General Business

Consider a recommendation to the City Council regarding the vacation of a portion of platted right-of-way (Jones Avenue) adjacent to Lot 12, Block 8, Syndicate Division.

Mr. and Mrs. Stephen Smith submitted a valid petition on March 23, 2018 requesting the vacation of the following described portion of public right-of-way. The partial right-of-way vacation request, if approved, would provide the Smith property with more usable/developable yard area. It is the Smith's intent to remove the dilapidated, single-stall garage, on the property and replace it with a larger two-stall garage (meeting current required minimum setbacks for structures). Currently, the existing accessory building encroaches 20 ft. into the required 20 ft. Street Side-yard setback (west), and approximately 20 ft. into the required 75 ft. setback from the OHWL (Ordinary High Water Level) of Forest Lake.

There were no concerns or objections expressed, regarding the petitioned partial right-of-way vacation, from the staff review committee which consists of: Public Works Department, Engineering Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.

The Commissioners reviewed the considerations.

1. Is the right-of-way needed for traffic purposes?

No, it is not needed for traffic purposes.

2. Is the right-of-way needed for pedestrian purposes?

No, it is not needed for pedestrian purposes.

3. Is the right-of-way needed for utility purposes?

No, it is not needed for utility purposes.

4. Would vacating the right-of-way place additional land on the tax rolls?

Yes, it would place additional land on the tax rolls.

5. Would vacating the right-of-way facilitate economic development in the City?

Yes, the property owner would be building a new garage.

Motion by Commissioner Burress, 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 forward to the City Council a recommendation to approve the vacation of public right-of-way described as;

E ½ of Jones Ave. (15th Ave. W), ADJ to Lot 12, Block 8, Syndicate Division of Grand Rapids, Itasca County, Minnesota.

With the considerations reviewed by the Commissioners.

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

Public Input

Miscellaneous\Updates

Adjourn

Motion by Commissioner Burress, second by Commissioner MacGregor to adjourn the meeting at 4:42 p.m. The following voted in favor thereof: Toven, MacGregor, Burress, Gothard. Opposed: None, passed unanimously.

Eric Trast

From: Matt Wegwerth, PE
Sent: Wednesday, March 28, 2018 1:53 PM
To: Rob Mattei
Cc: Eric Trast
Subject: Vacation request: 15th Ave W platted as Jones Ave

I do not have any concerns over the vacation request.

Matt Wegwerth, PE
City Engineer
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744-2662
Office: 218-326-7625
Mobile: 218-244-1987
Fax: 218-326-7608

Eric Trast

From: Rob Mattei
Sent: Monday, April 02, 2018 9:03 AM
To: Eric Trast
Subject: FW: Stephen R Smith Public Vacation request

Rob Mattei

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

From: Jeff Davies
Sent: Monday, April 02, 2018 6:53 AM
To: Rob Mattei <rmattei@ci.grand-rapids.mn.us>
Cc: Matt Wegwerth, PE <mwegwerth@ci.grand-rapids.mn.us>
Subject: Stephen R Smith Public Vacation request

Rob,

I'm in full support of this request.

Jeff Davies

Director of Public Works
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744-2662
Office: 218-326-7480
Mobile: 218-259-8688
Fax: 218-326-7688



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

Public Vacation Application
Community Development Department
420 North Pokegama Ave.
Grand Rapids, MN 55744
Tel. (218) 326-7601 Fax (218) 326-7621
Web Site: www.cityofgrandrapidsmn.com

General Information:

Stephen R Smith

Name of Applicant
802 5th St. S.E.

Address
Grand Rapids MN 55744

City State Zip
218-326-2814 csmith1965@

Business Telephone/e-mail address
msn.com

Name of Owner (If other than applicant)

Address

City State Zip

Business Telephone/e-mail address

Please check which of the following you are applying for:

- Street Vacation Alley Vacation Jones Avenue Easement Vacation

Provide a legal description of the property to be vacated (for example, the North-South alley adjacent to lots 8-12, block 5, Grand Rapids 5th Division). Attach an exhibit and/or electronic file if the legal description is lengthy.

E. 40' of 15th Ave W adjacent to Lot 12
Block 8, syndicate div to Grand Rapids

I(we) certify that, to the best of my(our) knowledge, information, and belief, all of the information presented in this application is accurate and complete and includes all required information and submittals, and that I consent to entry upon the subject property by public officers, employees, and agents of the City of Grand Rapids wishing to view the site for purposes of processing, evaluating, and deciding upon this application.

Stephen R Smith
Signature(s) of Applicant(s)

3/23/18
Date

Signature(s) of Owner(s)-(If other than applicant)

Date

Date Received **MAR 23 2018** Certified Complete Mar-23, 2018 Office Use Only Fee Paid \$505

Does the boundary of the requested vacation terminate at or abut a public water body: Yes No

Planning Commission Recommendation Approved _____ Denied _____ Meeting Date 6/7/18

City Council Action Approved _____ Denied _____ Meeting Date _____

Summary of Special Conditions of Approval: _____

Required Submittals:

Application Fee - \$505.00 *1

Location Map

Petition for Vacation

Proof of Ownership – (a copy of a property tax statement or deed will suffice)

**1 The application fees charged are used for postage to mail the required notices to adjacent properties, publication of the public hearing notice in the Grand Rapids Herald Review, and for a small portion of staff time for case review and preparation of documents. It is the policy of the City of Grand Rapids to require applicants for land use approvals to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City.*

Justification of Proposed Vacation: Please answer the following question (attach additional pages if needed). The Planning Commission and City Council will consider these questions and responses, and other issues (see attached list) in making their findings of fact and recommendation on the proposed rezoning.

1. Explain why the proposed vacation would be in the public's best interest. Please refer to the factors being considered by the Planning Commission and City Council that are listed on the final page of this application.

We want to tear down the existing garage and replace it. The new garage would be starting in front of the oak trees seen in the picture and going towards the road. We are attaching pictures of the existing garage. The new garage would be further from the lake and aesthetically, would benefit the property and increase the tax value. We have already been maintaining this property for the last 25 years.

Additional Instructions:

Prior to submitting your Petition for Vacation, you will need to arrange for one or more preliminary meetings with the Director of Community Development. This meeting is intended to ensure that the proposed application is complete, to answer any questions the applicant may have, discuss meeting schedules and, if applicable, the scope of the required submittals.

Findings for Approval:

The Planning Commission, in formulating its recommendation, and the City Council, in support of its action will make findings of fact based on their responses to the following list of considerations:

- Is the street right-of-way needed for traffic purposes?
- Is the street right-of-way needed for pedestrian purposes?
- Is the street right-of-way needed for utility purposes?
- Would vacating the street right-of-way place additional land on the tax rolls?
- Would vacating the street right-of-way facilitate economic development in the City?

In cases where a street/alley or public right-of-way is adjacent to a public water (lake or river), the City will also give consideration to comments submitted by the Minnesota Department of Natural Resources.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Complete applications shall be submitted to the Community Development Department one month prior to the Planning Commission's review of the vacation. More information may be requested by the City of Grand Rapids Planning Commission or City Council, if deemed necessary to properly evaluate your request. The lack of information requested may be in itself sufficient cause to deny an application.

Petition for Vacation

PETITION FOR VACATION OF (PART OF) 15th Ave W (STREET/ALLEY/EASEMENT) IN THE CITY OF GRAND RAPIDS.

To the City Council of Grand Rapids, Minnesota:

The undersigned, a majority of the owners of property as set forth opposite their respective names, abutting on 15th Ave W. (Street/Alley/Easement), respectfully petition the City Council to vacate the aforesaid (part of) 15th Ave W. (Street/Alley/Easement).

Names (If not owner, describe nature of the interest in this property)

Description of Property

Stephen and Cheryl Smith

1421 5th St. N.W.
Grand Rapids, MN

Received on the 23 day of March, 2018

[Signature]
City Clerk

*This petition must be signed by at least **FIFTY PERCENT (50%)** of the property owners, or those with property interests abutting the property (street, alley or easement) to be vacated. Please provide the appropriate number of names and addresses and signatures, as needed to meet this requirement (attach additional sheet if necessary).*

Itasca County
Auditor/Treasurer
123 NE 4th Street
Grand Rapids, MN
55744

218-327-2859
www.co.itasca.mn.us

Property ID: 91-705-0820

Owner: SMITH, STEPHEN R & CHERYL J
ESCROW# 88
SMITH, STEPHEN R & CHERYL J

Taxpayer(s):

ESCROW# 88
SMITH, STEPHEN R & CHERYL J
802 SE 5TH ST
GRAND RAPIDS MN 55744

Property Description:

GRAND RAPIDS CITY
SEC:20 TWP: 55.0 RG:25 LOT: BLK: ACRES: .23
SYNDICATE DIV TO GRAND RAPIDS
LOTS 10-12-BLK 8

2018 Property Tax Statement

		VALUES & CLASSIFICATION	
		Taxes Payable Year: 2017	
		2017	2018
STEP 1	Estimated Market Value:	111,300	103,300
	Homestead Exclusion: Taxable Market Value:	111,300	103,300
	New Improvements/ Expired Exclusions: Property Classification:	RES NON-HSTD	RES NON-HSTD
Sent in March 2017			
STEP 2	PROPOSED TAX Proposed Tax:(excluding special assessments) Sent in November 2017		1,812.00
STEP 3	PROPERTY TAX STATEMENT First-half Taxes: May 15 Second-half Taxes: October 15 Total Taxes Due in 2018:		927.00 927.00 1,854.00

\$\$\$

You may be eligible for one or even two refunds to reduce your property tax.

REFUNDS? Read the back of this statement to find out how to apply.

	Taxes Payable Year:	
	2017	2018
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		
PROPERTY TAX AND CREDITS		
3. Property tax before credits	1,921.00	1,809.00
4. Credits that reduce property taxes:		
A. Agricultural and rural land credits		
B. Taconite tax relief		
C. Other credits		
5. Property tax after credits	1,921.00	1,809.00
PROPERTY TAX BY JURISDICTION		
6. County	670.21	645.36
7. City or Town	920.31	854.75
8. State General Tax		
9. School District: A. Voter approved levies	19.43	
0318		
B. Other local levies	307.79	306.27
10A. Special taxing district	3.26	2.62
B. Tax increment		
C. Fiscal disparity		
11. Non-school voter approved referenda levies		
12. Total property tax before special assessments	1,921.00	1,809.00
SPECIAL ASSESSMENTS		
13A. SOLID WASTE ASSMT (RESIDENTIAL NH)		45.00
B. SOLID WASTE ASSMT (NON-HOMESTEAD)	45.00	
C.		
14. Total property tax and special assessments	1,966.00	1,854.00

ISSUED: 03/13/2018

2ND HALF PAYMENT STUB

Pay on or before October 15 to avoid penalty

Payable in 2018



*917050820

ESCROW# 88 SMITH, STEPHEN R & CHERYL J

RES NON-HSTD ACCT# 77831

Property ID Number:	91-705-0820
Full Tax for Year	1,854.00
Balance Due	927.00
Penalty	
Total Paid	

Note: When you provide a check as payment you authorize the County to use information from your check to make a one-time electronic fund transfer from your account. The funds may be withdrawn from your account the same day. You will not receive your check back from your financial institution.

Make checks payable to:
Jeffrey T. Walker
County Auditor/Treasurer

CASH
CHECK
COUNTER
MAIL

Mail to: Itasca County
Auditor/Treasurer
123 NE 4th Street
Grand Rapids, MN
55744

Check if address change on back
If box is checked you owe delinquent taxes
Detach stub and include with second half payment

\$30.00 service charge for all returned checks.

ISSUED: 03/13/2018

10000009170508202018077831

00000092700000001854001



8

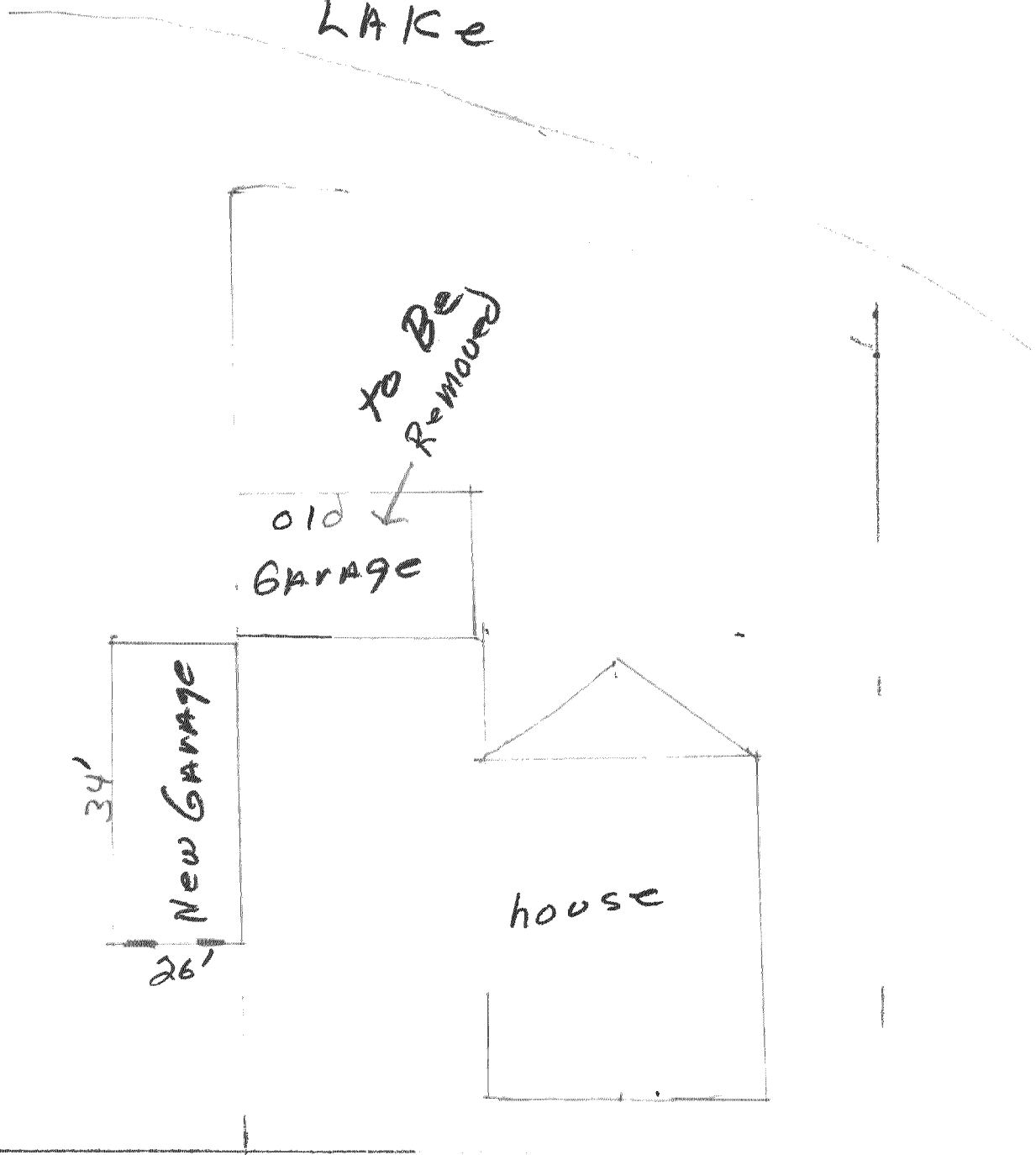
12 11 10 9 8 7 6 5

NW 5th St

NW 5th St

NW 15th Ave

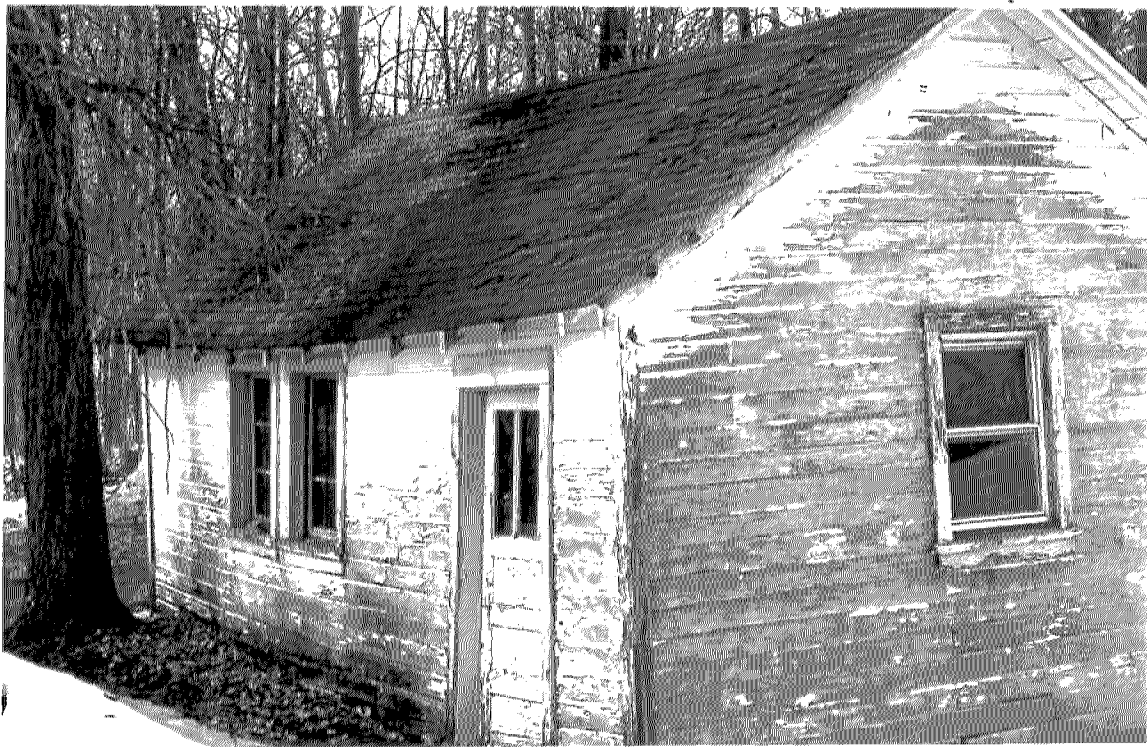
Lake

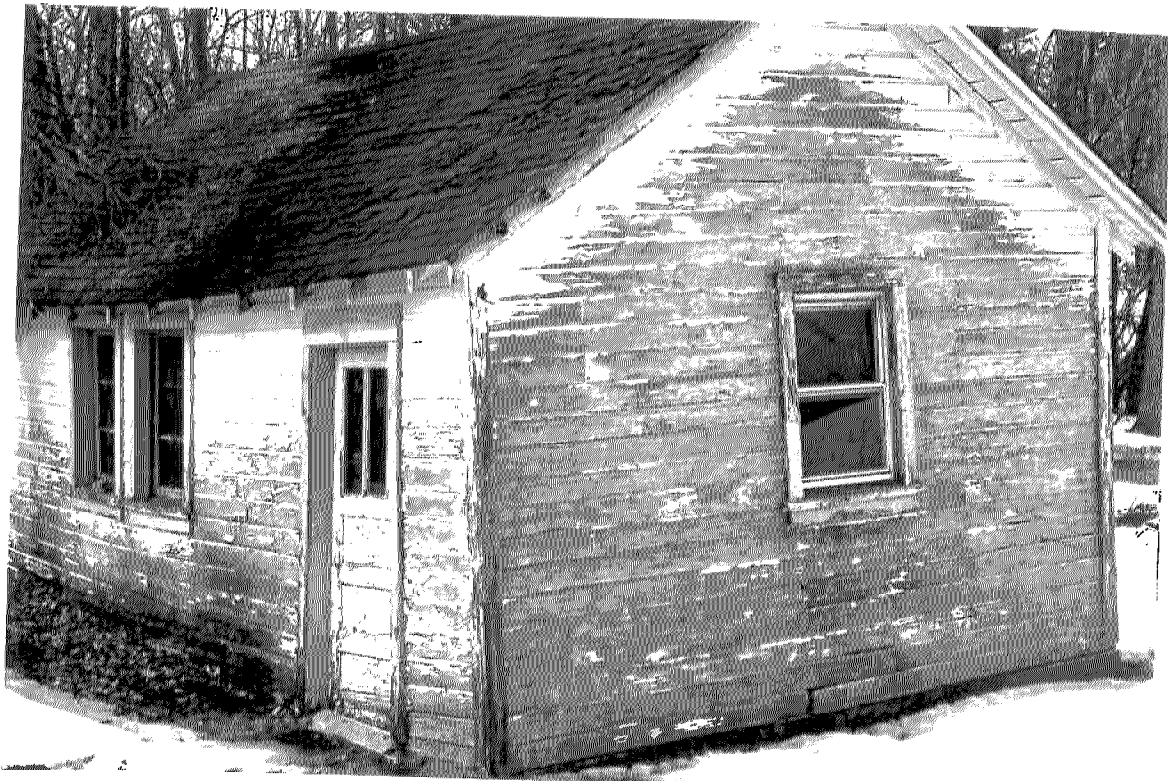
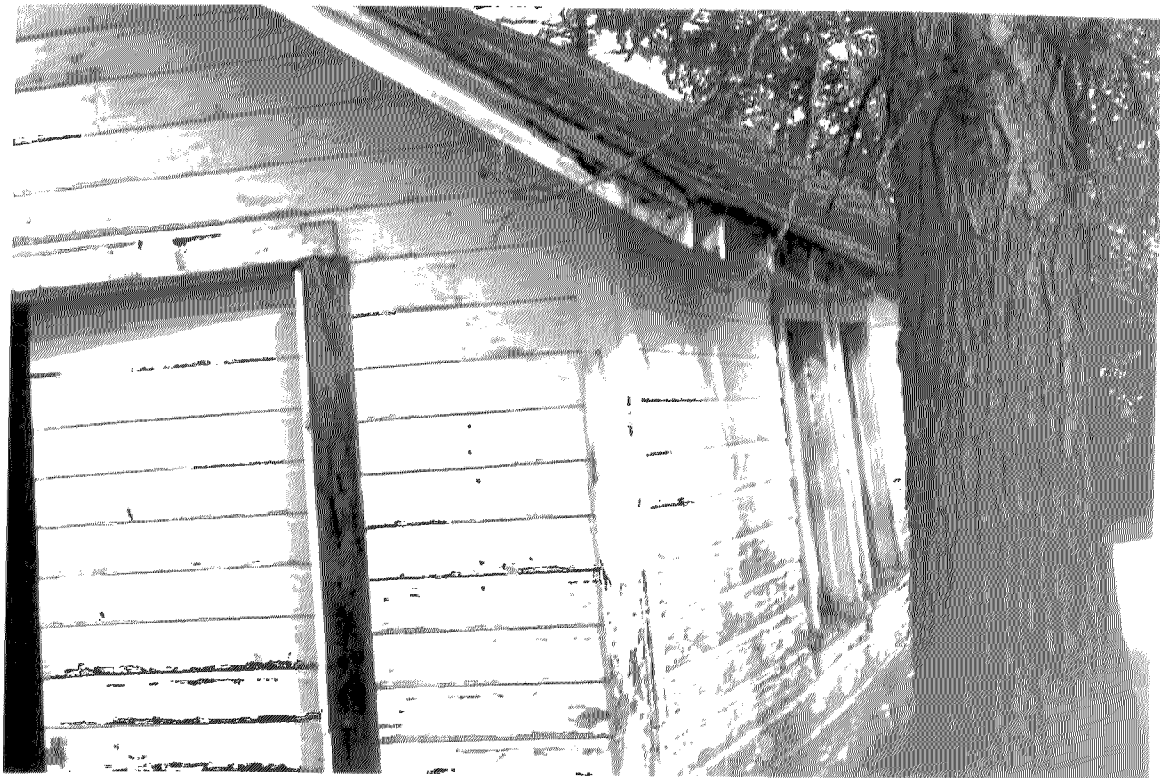


NW 5th St

NW 5th St.

NW 15th Ave







CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	18-0404	Version:	1	Name:	Consider the adoption of a resolution either approving or denying the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.
Type:	Agenda Item	Status:			Public Hearing
File created:	6/19/2018	In control:			City Council
On agenda:	6/25/2018	Final action:			
Title:	Consider the adoption of a resolution either approving or denying the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Smith Vacation Request: Draft Resolution				

Date	Ver.	Action By	Action	Result
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Consider the adoption of a resolution either approving or denying the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.

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 resolution as prepared, or the Council can make its own findings to support its reasons for approving or denying the petitioned vacation of the identified portion of public right-of-way.

Requested City Council Action

Consider the adoption of a resolution either approving or denying the vacation of a portion of platted Jones Avenue right-of-way within to Block 8, Syndicate Division of Grand Rapids.

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

RESOLUTION NO. 18-__

A RESOLUTION FOR THE VACATING OF A PORTION OF PLATTED JONES AVENUE RIGHT-OF-WAY IN BLOCK 8, SYNDICATE DIVISION OF GRAND RAPIDS

WHEREAS, the City Planning Commission, at their regular meeting on June 7, 2018 reviewed the vacation request for a portion of platted public right-of-way described as:

E ½ of Jones Ave. (15th Ave. W), ADJ to Lot 12, Block 8, Syndicate Division of Grand Rapids, Itasca County, Minnesota.

WHEREAS, the Planning Commission found the vacation to be in the best interest of the public's health, safety, and general welfare; and

WHEREAS, the Planning Commission forwarded a recommendation for approval of the requested vacation; and

WHEREAS, pursuant to Minnesota Statute 412.851, the Commissioner of the Department of Natural Resources was provided notice of the requested vacation 60 days prior to the public hearing, due the proposed right-of-way vacation terminating at or abutting upon a public body of water; and

WHEREAS, the DNR, to date, has provided no written statement regarding the above described petitioned partial right-of-way vacation; and

WHEREAS, the City Clerk's affidavit of publication of Notice of Public Hearing and of mailing notices to area residents were provided; and

WHEREAS, the Grand Rapids City Council conducted a public hearing on June 25, 2018, to consider the vacation of the portion of platted public right-of-way described above; and

WHEREAS, all persons who wished to voice their opinion in regard to the above mentioned vacations were allowed to be heard; and

WHEREAS, it appears that the vacation will be in the best interest of the City to approve such petition;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA: that the City Council does concur with the Planning Commission's findings that the vacation is in the best interest of the public's health, safety, and general welfare, and hereby vacates the above described portion of platted public right-of-way based on the following findings of fact:

- The right-of-way is not and has not been needed for traffic purposes.
- The right-of-way is not needed for pedestrian purposes.
- The right-of-way is not needed for utility purposes, as determined by the staff review committee.
- Vacating the right-of-way will put additional land on the tax rolls.
- Vacating the right-of-way would facilitate economic development in the City, through the construction on a new garage.

AND BE IT FURTHER RESOLVED, that;

1. The City Council instructs the City Clerk to submit a copy of this resolution to the Itasca County Assessor, Itasca County Recorder, and the Itasca County Auditor.

Adopted by the Council this 25th day of June, 2018.

Dale Adams, Mayor

ATTEST:

Kim Gibeau, City Clerk

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

This document was drafted by:
Eric Trast, Community Development Specialist
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0415 **Version:** 1 **Name:** Checks issued by prior approval
Type: Agenda Item **Status:** Finance
File created: 6/21/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider proposed changes to the checks that can be issued by prior approval.
Sponsors:
Indexes:
Code sections:
Attachments: [PriorApproval list updated 062518](#)

Date	Ver.	Action By	Action	Result
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Consider proposed changes to the checks that can be issued by prior approval.

Background Information:

We have four items that we are proposing to change/add to the list of checks issued by prior approval.

- 1.) Municipal board payments for annexation fees
- 2.) Election Judge expense reimbursements
- 3.) State of Minnesota Agency Application & Permit Fees
- 4.) State of Minnesota Loan Payment
- 5.) Recreation Program Facilitator Fees

Staff Recommendation:

Staff recommends approving the changes to the list of checks that can be issued by prior approval.

Requested City Council Action

Make a motion approving the following changes to the list of checks that can be issued by prior approval: 1.) Municipal board payments for annexation fees. 2.) Election Judge expense reimbursements. 3.) State of Minnesota Agency Application & Permit Fees. 4.) State of Minnesota Loan Payment. 5.) Recreation Program Facilitator Fees.

*Proposed
City of Grand Rapids*

Checks that can be issued by Prior Approval:

Lodging Tax

Insurance Premiums

Investments

~~Municipal board payments for annexation fees~~

Payment of tax apportionments to Fire Relief

Payments for vehicles purchased through advanced City Council action

Payroll and payroll-related items

Refunds of program fees when Recreation Department cancels the program

Registration and reimbursement for schools and conferences if included in budget

Telephone Bills

United Parcel Service

Utility Bills

Payments of State of Minnesota quarterly building permit surcharges

Reimbursement of performance bonds for curb cuts

Employees' monthly mileage reimbursements

Flex benefit quarterly payments

Petty cash reimbursements

Quarterly re-employment compensation

United States Postmaster

Garbage refuse monthly service

Bureau of Criminal Apprehension – Background checks

Election judges *expense reimbursement*

Minnesota Department of Public Health – Food and beverage license, Hazardous Waste fee, etc.

Postage, Postage Machine Maintenance , updates & Postage Meter Rental

Continued

*Proposed
City of Grand Rapids*

Checks that can be issued by Prior Approval:

~~State of Minnesota—agency application fees~~

Fiscal Agent Fees for Debt Service

Refund of 3rd Party guarantees-ROW work

~~Recreation Program Facilitator Fees~~

Drug Testing Fees

MN Department of Administration-Ethernet & Collaboration Fees

MN Peace Officer Standards (License for Police) - New Hires & Reserves

Pera Aid Pmt to Other Entities - Greenway School District & GR Public Utilities

City's portion of the Self-Insured Co-Insurance Payment

Out-of-Pocket expenses for City business purchased by City Employees

Vehicle Licensing & Titling

Itasca County Attorney-Forfeiture Funds

Franchise Fee Payments

Cable Service

Storm Water Utility Permit Fee Refund

Police Department – Confidential Buy Fund

Itasca County Recording Fees/Registry Tax

State of Minnesota *Agency* Application & Permit Fees

State of Minnesota Loan Payment

Copier & Fax Machine Lease Agreements

Merchant/Motor Fuel Credit Card Payments

Bank transaction fees

Credit card service fees

MN Sales & Use Tax

Subpoena Fee's



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0400 **Version:** 1 **Name:** Consider changing status of Ron Edminster, Facilities Maintenance.
Type: Agenda Item **Status:** Administration Department
File created: 6/15/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider changing status of Ron Edminster, Facilities Maintenance.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider changing status of Ron Edminster, Facilities Maintenance.

Background Information:

Facilities Maintenance Manager Nathan Morlan has recently been designated Building Official due to the resignation of Travis Cole. Because of this change, we anticipate that Ron Edminster will need to work additional hours, estimated at 20 hours per week. We would like to change his wage from a monthly salary to an hourly rate of \$28.00 per hour effective June 12, 2018, the effective day of that Nathan began as Building Official.

Staff Recommendation:

City Administrator Tom Pagel and Public Works Director Jeff Davies are recommending changing Ron's wage from a monthly salary to an hourly wage of \$28.00 effective June 12, 2018.

Requested City Council Action

Make a motion to change Ron Edminster's wage from a monthly salary to an hourly wage of \$28.00 effective June 12, 2018.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0401 **Version:** 1 **Name:** Consider the appointment of Tony Clifton to the Building/Fire Inspector position.
Type: Agenda Item **Status:** Administration Department
File created: 6/15/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider the appointment of Tony Clifton to the Building/Fire Inspector position.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider the appointment of Tony Clifton to the Building/Fire Inspector position.

Background Information:

At the May 29, 2018 City Council meeting, the City Council approved the revised job description for Building/Fire Inspector and granted permission to post the position internally from May 30th until June 8th. We received one letter of interest from Tony Clifton and held an interview with him on June 13, 2018. The interview committee consisting of Community Development Director Rob Mattei, Interim Building Official Nathan Morlan, and Building Inspector Jon Peterson is recommending the appointment of Tony to the position.

Tony is a graduate of Grand Rapids High School and attended Saint Mary's University of Minnesota in Winona where he studied business and is pursuing a Master of Public Administration Degree from Hamline University. Tony has been the Recreation Program Coordinator since 2011. Tony has been on the Grand Rapids Fire Department since January 2013 and is also the Hazmat Officer, a position he has held since May 2017. Tony has experience with framing and general construction on new and remodel construction projects, site preparation, etc. from working at Clifton Builders for four years.

Staff Recommendation:

The interview committee consisting of Community Development Director Rob Mattei, Interim Building Official Nathan Morlan, and Building Inspector Jon Peterson is recommending the appointment of Tony to the position.

Requested City Council Action

Make a motion to appoint Tony Clifton to the position of Building/Fire Inspector effective June 26, 2018 at a rate of \$25.17 per hour, which is his current wage. This position is not in a bargaining unit.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0416 **Version:** 1 **Name:** HRA Appointment
Type: Agenda Item **Status:** Administration Department
File created: 6/21/2018 **In control:** City Council
On agenda: 6/25/2018 **Final action:**
Title: Consider appointments to Boards & Commissions.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider appointments to Boards & Commissions.

Background Information:

There is currently one vacancy for an unexpired term through March 1, 2019. Staff advertised the vacancy and received one application from city resident, Kathleen Blake. Councilor Zeige contacted Ms. Blake to discuss her interest and follow up with a recommendation to the City Council.

Staff Recommendation:

Councilor Zeige recommends appointing Kathleen Blake to the unexpired term on the Grand Rapids HRA.

Requested City Council Action

Make a motion appointing recommended individuals to Boards & Commissions.