



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council

Monday, January 8, 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, January 8, 2018 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

MEETING PROTOCOL POLICY

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

5:02 PM ORGANIZATIONAL MEETING

- A. 17-0928 Designate Mayor Pro-tem
- B. 17-0929 Consider adopting City Council By-Laws as amended.
Attachments: [Draft Changes to By-Laws 2018.pdf](#)
- C. 17-0930 Designation of official newspaper for the City of Grand Rapids.
Attachments: [Herald Reivew Official Newspaper Proposal.pdf](#)
- D. 17-0940 Consider appointing the following financial institutions as depository designations for 2018: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank of Minnesota.
- E. 17-0931 Appoint Council representatives to Boards & Commissions.
- F. 17-0932 Appoint representatives to selected agencies.

5:20 PM PUBLIC FORUM

5:25 PM COUNCIL REPORTS

**5:30 APPROVAL OF MINUTES
PM**

18-0002 Consider approving Council minutes for Wednesday, December 20, 2017 Special Meeting.

Attachments: [December 20, 2017 Special Council Meeting.pdf](#)

**5:31 VERIFIED CLAIMS
PM**

18-0019 Consider approving the verified claims for the period December 14, 2017 to January 2, 2018 in the total amount of \$705,206.20.

Attachments: [COUNCIL BILL LIST 01-08-18.pdf](#)

**5:32 CONSENT AGENDA
PM**

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. 17-0943 Consider approving computer software agreements for 2018 with Harris Computer Systems for \$19,612.39.
2. 17-0962 Consider approving temporary on-sale liquor license to Itasca Curling Club.
Attachments: [Itasca Curling Club - Jan. 18 \(1 12\).pdf](#)
3. 18-0001 Consider approving the continuation of temporary part-time employees at the City of Grand Rapids Park and Recreation Department and the IRA Civic Center.
4. 18-0003 Consider approving a public service and infrastructure permanent easement from Northern Community Radio related to CP 2010-5, Mississippi River Pedestrian Bridge.
Attachments: [KAXE easement signed](#)
5. 18-0004 Consider authorizing City staff to make an application to the Blandin Foundation grant program for CP 2010-5
Attachments: [Attachments](#)
[GR Blandin App Ped Bridge](#)
6. 18-0006 Consider wage increase for Communications Specialist Lauren Van Den Heuvel.
7. 18-0007 Consider terminating services with Ameriflex.
Attachments: [Termination of Services Form](#)
8. 18-0011 Consider approving five (5) year extension of Contract for Municipal Services between City

of Grand Rapids and Itasca County for connection to emergency generator.

Attachments: [Itasca County - Generator Contract.pdf](#)

9. [18-0013](#) Consider entering into an Agreement with Grand Itasca Clinic and Hospital for Sports Medicine Services.
Attachments: [Grand Itasca PT Agreement 2018.pdf](#)
10. [18-0014](#) Consider a resolution to sign a letter of support for the North Country National Scenic Trail Route Adjustment legislation.
Attachments: [North Country Trail.pdf](#)
[Resolution - North Country Trail 2018](#)
11. [18-0018](#) Consider the adoption of a resolution accepting a grant from the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) Downtown and Business Corridor program.
Attachments: [IRRR Grant Agreement - Downtown Arts.pdf](#)
[IRRR Grant Agreement Exhibits - Downtown Arts.pdf](#)
[Resolution Accepting IRRR Downtown and Business Corridor grant.pdf](#)
12. [18-0020](#) Consider adopting a resolution accepting \$14.00 in donations for the 2018 Shop with a Hero Event.
Attachments: [PD 2018 No Shave Res](#)

**5:37 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

13. [18-0009](#) Acknowledge minutes for Boards & Commissions.
Attachments: [November 1, 2017 Golf Board minutes.pdf](#)
[November 2, 2017 Planning Commission minutes.pdf](#)
[November 7 2017 Arts & Culture.pdf](#)
[November 9, 2017 GREDA minutes.pdf](#)
[October 25, 2017 Human Rights.pdf](#)
[February 7, 2017 PCA Board minutes.pdf](#)
[April 4, 2017 PCA Board minutes.pdf](#)

**5:40 DEPARTMENT HEAD REPORT
PM**

14. [18-0021](#) Administration Department - Human Resources, Lynn DeGrio

Attachments: [Department Head Report 1-8-2018](#)

**5:50 ADJOURNMENT
PM**

NEXT REGULAR MEETING IS SCHEDULED FOR MONDAY, JANUARY 22, 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.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0928 **Version:** 1 **Name:** Mayor Pro-Tem Appointment
Type: Agenda Item **Status:** Passed
File created: 12/8/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Designate Mayor Pro-tem

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Designate Mayor Pro-tem

Background Information:

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

Staff Recommendation:

Designate Mayor Pro-tem.

Requested City Council Action

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0929 **Version:** 1 **Name:** Council By-Laws Adoption
Type: Agenda Item **Status:** Passed
File created: 12/8/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider adopting City Council By-Laws as amended.

Sponsors:

Indexes:

Code sections:

Attachments: [Draft Changes to By-Laws 2018.pdf](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider adopting City Council By-Laws as amended.

Background Information:

The Council By-Laws require re-adoption for each year. Attached is a redlined draft of current By-Laws with recommended changes.

Staff Recommendation:

Review draft changes and adopt Council By-Laws for 2018.

Requested City Council Action

Make a motion to adopt the City Council By-Laws for 2018 as presented.

PROCEDURE OF THE CITY COUNCIL
OF GRAND RAPIDS, MINNESOTA

(COUNCIL BY-LAWS)

Amended by City Council
Revised – ~~1/13/14~~ 1/8/18

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PROCEDURES OF THE CITY COUNCIL
OF GRAND RAPIDS, MINNESOTA

1. **MEETINGS:**

A. **OPEN MEETINGS:**

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

B. **QUORUM:**

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

C. **COUNCIL MEETINGS:**

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

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- a. Meetings falling on a holiday will be scheduled for Tuesday of that week.
 - b. All meetings, including special, recessed, and continued meetings, shall be held in the City Hall Council Chambers unless otherwise designated.
2. **SPECIAL MEETINGS:** Special meetings of the Council may be called by the Mayor or by any two Council members by written request filed with the City Administrator at least three days before the meeting. The City Clerk shall notify each member of the time, place and purpose of the meeting by written notice, at least one day before the special meeting.
- a. Special meetings may be held without prior written notice to Council members when:
 - 1) All Council members are present at the meeting that the date and time are set for the special meeting or;
 - 2) Consent in writing or by phone to the City Clerk (consent shall be filed with the Clerk prior to the beginning of the meeting).

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

a. **MINUTES OF CLOSED MEETINGS:**

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

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

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

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

h. Council Committee(s)

i. Establish annual Council Meeting calendar.

D. PRESIDING OFFICER:

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

E. VOTING:

1. The votes of the Council will be taken by voice vote.
2. Votes will be considered unanimous unless otherwise noted.
3. Council members may ask for a roll call vote by the Clerk on any motion or resolution.
4. The Clerk shall ask for a verification roll call if the vote of a Council member is not clear on a voice vote.
5. A majority vote of all Council members shall be necessary for approval of any ordinance unless a larger majority is required by Minnesota State Statute. Except, as otherwise provided by Statutes, a majority vote of a quorum shall prevail in all other cases.

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

G. **MINUTES:**

1. Minutes are the official record of the City Council once approved.
2.
 - a. The Clerk shall keep permanent electronic minute files to record at length all Ordinances passed by the Council.
 - b. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records and can be accurately identified from the description given in the minutes.
 - c. The minutes of each Council meeting shall be kept by a recorder designated by the City Clerk or by the Deputy Clerk in the absence of the City Clerk.
3. The minute recorder shall not participate in Council discussions except when called upon by the presiding officer.
4. The minutes of each meeting shall be typed, signed by the Clerk, and copies delivered to each Council member via Council agenda packet when the minutes are placed on the agenda for approval.
 - a. The proceedings of all Regular Council meetings may be recorded. The recording of each meeting shall be clearly marked denoting type of meeting (regular, special, joint for example), date and time. The recording shall be kept in a secure storage area in chronological order and maintained for the length of time required for data storage and maintenance. Access to recordings shall be open to the public but shall be under the supervision of the Administrator's Office and may not be played back on a machine with an erasure feature. Copies of recordings may be made available for a fee as set by the Administrator's Office. (This does not apply to tapes of closed meetings until they are made public as provided in Section I-C 3 subsections 1 & 2).
 - b. At the next regular meeting, following delivery, approval of the minutes shall be considered by the Council.
 - 1) The minutes need not be read aloud.
 - 2) The presiding officer shall call for any additions or corrections.
 - 3) If there is no objection to an addition or correction, it will be made without a vote of the Council.

- 4) If there is an objection, the Council shall vote upon the addition or correction by roll call vote.
 - 5) Council shall take formal action to approve the minutes as distributed and/or amended.
5. Publishing of Minutes. The City Clerk shall prepare a summary of the minutes of each Council meeting for publication after the official minutes are approved by Council with the exception of minutes of closed meetings. The summary shall include formal actions of the Council and at the City Clerk's discretion, Council discussion and department head reports.

H. MEETING SCHEDULE:

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

I. ORDER OF BUSINESS:

- 1. Call to Order.
- 2. Call of Roll.
- 3. Approval of Minutes.
- 4. Public Forum and Correspondence.
- 5. Council Reports
- 6. Consent Agenda.
- 7. Setting of Regular Agenda
- 8. Acknowledge receipt of Board/Commission minutes.

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- 9. Civic Center/Park & Recreation
- 10. Community Development/Economic Development.
- 11. Engineer.
- 12. Finance Department
- 13. Fire Department
- 14. Grand Rapids Library.
- 15. Pokegama Golf Course
- 16. Police Department
- 17. Public Works.
- 18. Administration.
- 19. Verified Claims
- 20. Public Hearings when scheduled.
- 21. Adjourn (or Recess)

Notes:

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

J. AGENDA:

- 1. An agenda will be prepared for all Council meetings and Council committee meetings in accordance with provisions of Minnesota Statute 471.705.
- 2. The agenda for special meetings will be set by the presiding officer, or by the Council members calling that meeting three days prior to the meeting at the time of notice and call or at the time of call for an emergency meeting of the Council.
- 3. The agenda will clearly describe the subject matter under consideration by the Council and any action required.
- 4. The City Clerk, City Administrator and/or Mayor shall prepare the agenda for all Council meetings. (Amended 3-09-07)
- 5. Requests for action or consideration of an item must be presented to the City Administrator and/or Mayor, no later than noon of the business day Wednesday, prior to the Regular Council meeting. (Amended 3-09-07)

- 6.. City Council members may place an item (items) on the agenda prior to any meeting, by following step five above.
7. The agenda, along with information material, will be delivered to each Council member, City Attorney and given to all media formally requesting such notice as provided by Minnesota Statute 471.705, on the Thursday preceding the Monday-meeting, or at least four (4) days prior to the Regular Council meeting.

K. CONSENT AGENDAS:

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

ADMINISTRATION:

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

FINANCE:

- Issuance of duplicate checks that have been lost; and waive bond requirements.
- Fund Transfers, as authorized through Budget process.
- Establish Public Hearings.

LICENSES/PERMITS/CONTRACTS:

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

PERSONNEL:

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

PROJECTS:

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

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

M. ATTENDANCE:

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

2. PUBLIC HEARINGS ON IMPROVEMENTS AND ASSESSMENTS:

A. GENERAL PROCEDURE:

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

B. RULES FOR PUBLIC PROCEDURE:

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

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

3. MAYOR AND COUNCIL APPOINTMENT PROCESS:

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

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

- A. Airport Advisory Board, a Joint Board of the City and Itasca County. This Board was established to operate Gordy Newstrom Field. (Municipal Code Chapter 30, Article III, Mn. Statute 360.063).
- B. Greater Grand Rapids Cable TV Commission, to provide oversight and review of the Cable TV franchise and to advise the City Council.
- C. Central School Advisory Board, to maximize participation of community residents and visitors and preserve it's historical value to this community.
- D. Pokegama Golf Course Board, to operate Pokegama Golf Course and to advise the Council on the management of this municipal enterprise. (Municipal Code Chapter 2, Article V, Division 4, Sec. 2.241-2.247).
- E. Human Rights Commission, purpose is to secure for all citizens freedom from discrimination. (added 1-24-05) Municipal Code Chapter 2, Article V, Division 6, Sec. 2.301-2.304).
- F. Library Board, to provide library services to City residents. (Municipal Code Chapter 34, Mn. Statute Chapter 134.07).

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

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

1. Offer appointment to the best-qualified citizens to our Boards and Commission.
2. Advertise all vacancies to Boards and Commissions: (This ad should include a brief description of the Board or Commission, time and days of meetings, how often meetings are held, the number of vacancies and any special requirements.)
3. Consider all appointments by the process presented in Appendix C. Board/Commission members who have completed their term are encouraged and eligible to reapply for appointment to their current Board or Commission or to apply for appointment on another Board or Commission to a vacancy on another Board or Commission.
4. All members of the above-mentioned Boards and Commissions shall be residents of the City of Grand Rapids with the following exceptions. For any Board or Commission with a membership of five or less members, one such member may be a non-resident of the City of Grand Rapids unless prohibited by law. For any Board or Commission with a membership of six

or more members, no more than two such members may be a non-resident of the City of Grand Rapids, unless otherwise prohibited by law.

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

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

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

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

- A. Economic Development Authority (EDA), to provide a tool for economic stimulation in Grand Rapids. (GR Res. No. 93-130 Mn. Statute 469.090-469.108).
- B. Housing and Redevelopment Authority, to provide affordable housing for all residents. (Mn. Statute Chapter 469).
- C. Civic Center/Park & Recreation Advisory Board, to advise the Council on Recreation and Park programs and facility development. (Municipal Code Chapter 2, Division 3, Sec. 2-181-2.189; Mn. Statute 412.501; 471.15).
- D. Local Board of Appeal and Equalization, to revise, amend and equalize the assessment on the roll of the County Assessor. Such Board of Equalization is vested with all the powers which are or may be vested in County Boards of Equalization under the general laws of the state so far applicable, but shall not be restricted by any limitation in respect to reducing aggregate sum of real or personal property as returned by Assessors.

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

5. **COUNCIL COMMITTEES:**

- A. The Council may at any time appoint a special or standing committees consisting of no more than two Council members and support staff.

- B. Committee members, excluding staff, will be chosen by consensus of the Mayor and Council based upon interest expressed by individual members. Staff appointments will be made by the Mayor in consultation with the City Administrator.
- C. Council committees may be special (limited) or standing (on-going). Standing committees will be appointed at the annual/organizational meetings.
- D. Council committees are formed to provide Council review, oversight, clarification and information to staff members.
- E. Council committees provide a forum for staff and Council members to share information or new ideas.
- F. Council committees may carry out staff supervision as directed by Council.
- G. Council committees may be established to conduct specific tasks as directed by Council.
- H. Council committees are not to set policy but may make recommendations for policy or procedures to full Council.
- I. Council committee meetings may be called by the Council, committee members, the Mayor, the City Administrator, or at the request of a Department Head, commission, or board chairperson to discuss specific topics.
- J. Council committees shall have a prepared agenda and follow rules of public notification. Each committee will designate a presiding officer and have an agenda prepared at least three (3) days before the meeting.
- K. Council committees shall keep minutes of all meetings. The original shall be filed with the City Clerk. A copy is to be given to the City Administrator and distributed to all Council members. These minutes should include committee name, date, time, location, person calling the meeting, persons present, and a brief summary of topics discussed. City staff will be assigned to record minutes.

6. **COUNCIL REPRESENTATIVES:**

- A. Council representation on various City Boards and Commissions will be determined by consensus of the Mayor and Council based upon interest expressed by individual members.
- B. Council representatives will be determined at the organizational meeting of the Council or when a vacancy occurs.
- C. Council representatives will act as liaison between the Boards and Commissions and the Council.
- D. Council representatives may help interpret previous Council action or policy to the various Boards and Commissions.

E. Council representatives should bring back to the Council concerns or issues as requested by the Board or Commission and are encouraged to bring issues to the Council's attention, which may be of interest to the Council as a whole.

F. Council representatives shall be voting members of City Boards and Commissions.

(Added 5/24/04)

7. **SPECIAL APPOINTMENTS:**

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

8. **CONFLICT OF INTEREST STATEMENT:**

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

Exceptions are:

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

If however, a Mayor or Council member is simply an employee of a firm and receives no commission, bonuses, or other remuneration directly from its contracts, and is not a stockholder, the Council may enter into a contract with the organization for which the officer works regardless of the amount of the contract.

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

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

10. CITY COUNCIL SALARY INCREASES:

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

Appendix A – Simplified Rules

Motion Needs A Second	Motion Is Debatable	Motion Is Amendable	Vote Required To Pass	Applies To What Other Motion?	Special Notes And Comments
Yes	No	No	Majority	None	Highest Precedence
Yes	No	Yes	Majority	None	
Yes	Yes	No	Majority	Decisions of Chair	Members can challenge decision by the chair
No	No	No	Chair Decides	None	To point out an error
No	No	No	Chair Decides	None	To ask a question
Yes	No	No	2/3 rds	None	Cannot apply to minority rights
No	No	No	Chair Decides	All Votes	A second vote on votes that are close
Yes	No	No	Majority	Main, amend, appeal	Also called postpone temporarily
Yes	No	No	2/3 rds	All Debatable Motions	Also called previous questions & vote immediately
Yes	No	Yes (3)	2/3 rds	All Debatable Motions	To limit debate to a set period
Yes	Yes (2)	Yes (3)	Majority	Main Motions	To set aside to next meeting
Yes	Yes (2)	Yes (3)	Majority	Main Motions	To allow a small group to study
Yes	Yes	Yes	Majority	All amendable Motions	You may amend an amendment
Yes	Yes	Yes	Majority	None	Lowest Precedence

to precedence order.

se that debate is only on the merits of that specific motion.
variable part of the motion.

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

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

ACTION**RESPONSIBILITY**

Administrator's office shall present in writing to the Mayor and Council a prepared list of Board and Commission members whose terms expire the following March. This list shall identify name, date first appointed and eligibility for reappointment (as defined in Council By-Laws)	Staff & Mayor/Council
Annual Council review to determine eligibility for offering reappointment to eligible Board/Commission members.	Mayor/Council
Identify eligible and in-eligible Board/Commission members and prepare list and send to Mayor and Council.	Staff/Mayor
Administrator's office will prepare a Vacancy List for reappointment to help determine vacancies and present to Mayor and Council for approval to prepare a vacancy advertisement and authorize position vacancy advertisement.	Staff/Mayor/Council
Mayor and Council will review responses to position vacancy advertisement.	Mayor/Council
Mayor and Council discuss candidates for Board and Commission positions and through a nomination and voting process determine who the appointees shall be.	Mayor/Council

APPENDIX D

MAYORAL BOARD/COMMISSION APPOINT AND COUNCIL APPROVAL PROCESS

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0930 **Version:** 1 **Name:** Official Newspaper Designation
Type: Agenda Item **Status:** Passed
File created: 12/8/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Designation of official newspaper for the City of Grand Rapids.
Sponsors:
Indexes:
Code sections:
Attachments: [Herald Reivew Official Newspaper Proposal.pdf](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Designation of official newspaper for the City of Grand Rapids.

Background Information:

The Council By-Laws call for the designation of an official newspaper where all official notices will be published.

The Herald Review has submitted their request, outline services provided and stating that there will be no change in the current rate structure for another year. The proposal is attached for Council review.

Staff Recommendation:

Designate official newspaper for the City of Grand Rapids.

Requested City Council Action

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

GrandRapidsMN.com

HeraldReview

301 1st Avenue NW, PO Box 220, Grand Rapids, MN 55744

Phone 218-326-6623 Fax 218-326-6627

December 5, 2017

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

Dear Honorable Mayor and Council Members;

We ask to be named the official newspaper for the City of Grand Rapids. We offer to print the proceedings of the city council, statements and any and all legal notices requiring publication during the year 2018. We will continue to hold the City of Grand Rapids legal rate structure for another year. With the change in our new classified sizing, you will actually see a decrease in cost per square inch on all help wanted classified display ads.

All proceedings of your city council, ordinances and legal notices will be posted on-line. Display and Classified notices will also be published in the Grand Rapids Manney's Shopper at no extra charge.

The Herald Review will continue to host a direct link to the City of Grand Rapids website, free of charge on the front page of www.grandrapidsmn.com. The current link averages approximately 30,000 impressions Monthly.

In our proposal, we are including the Legal Newspaper Status for 2018 approved by the Minnesota Secretary of State. Also, the Statement of Ownership, Management and Circulation on file with United States Postal Service, which shows proof of guaranteed distribution of the Grand Rapids Herald Review.

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

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

Legal Display rates: Continued

Legal Notice rates:

First run.....\$11.50 per column inch (\$7.41 per square inch) Includes
Additional runs \$10.30 per column inch (\$6.39 per square inch)

Classified display rates will remain at \$9.85 per col inch (1.551" x 1") , previous size
and rate \$9.85 (1.12 x 1")

Grand Rapids Herald Review circulation 7,000 and Grand Rapids Manney's
Circulation 12,900

Sincerely,



Mark Roy
Publisher
Grand Rapids Herald Review



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0940 **Version:** 1 **Name:** Depository designations
Type: Agenda Item **Status:** Passed
File created: 12/11/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider appointing the following financial institutions as depository designations for 2018: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank of Minnesota.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider appointing the following financial institutions as depository designations for 2018: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank of Minnesota.

Background Information:

We are recommending the City of Grand Rapids designate the following financial institutions as depositories for 2018:

- *American Bank
- *Deerwood Bank
- *Grand Rapids State Bank
- *Grand Rapids State Investments
- *Morgan Stanley
- *U.S. Bank
- *Wells Fargo Bank of Minnesota

Requested City Council Action:

Make a motion to appoint the following financial institutions as depository designations for 2018: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank of Minnesota.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0931 **Version:** 1 **Name:** Council reps to Boards/Commissions
Type: Agenda Item **Status:** Passed
File created: 12/8/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Appoint Council representatives to Boards & Commissions.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Appoint Council representatives to Boards & Commissions.

Background Information:

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

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

<u>Board/Commission:</u>	<u>Council Rep(s) for 2017:</u>	<u>2018 Recommendations:</u>
Park/Rec/Civic Center Board (1)	Tasha Connelly *	
GREDA (2)	Rick Blake & Dale Christy	
HRA (1)	Bill Zeige	

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

<u>Board/Commission:</u>	<u>Council Rep(s) for 2017:</u>
PUC (1)	Rick Blake
Airport Advisory Board (1)	Bill Zeige
Cable Commission (1+alternate)	Dale Adams
	Tasha Connelly (alternate)

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

Staff Recommendation:

Appoint Council representatives to Boards & Commissions.

Requested City Council Action

Make a motion to appoint Council representatives to City Boards & Commissions for the year 2017.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0932 **Version:** 1 **Name:**

Type: Agenda Item **Status:** Passed

File created: 12/8/2017 **In control:** City Council

On agenda: 1/8/2018 **Final action:** 1/8/2018

Title: Appoint representatives to selected agencies.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Appoint representatives to selected agencies.

Background Information:

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

Agency:

RAMS (1 + alternate)
 WMMPB (2)
 City/County Co-Op (2)
 Joint Powers Gas Board
 Fire Relief (Council + Staff)
 CGMC (1)
 League of MN Cities (1)
 ARDC (1)
 Greenway Joint Park & Rec Board

2017 Council Rep(s):

Dale Christy, Tasha Connelly (alternate)
 Dale Adams, Bill Zeige
 Dale Christy, Tasha Connelly
 Dale Adams, Dale Christy
 Dale Adams, Barb Baird (staff)
 Rick Blake
 Bill Zeige
 Dale Adams
 Tasha Connelly *

Recommendations for 2018:

*Representative also serves as rep to Grand Rapids Park, Rec & Civic Center Advisory Board.

Staff Recommendation:

Appoint representatives and staff to selected agencies.

Requested City Council Action

Make a motion to appoint Council representatives and staff to selected agencies.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0002 **Version:** 1 **Name:** Council minutes
Type: Agenda Item **Status:** Passed
File created: 12/21/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider approving Council minutes for Wednesday, December 20, 2017 Special Meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [December 20, 2017 Special Council Meeting.pdf](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider approving Council minutes for Wednesday, December 20, 2017 Special Meeting.

Background Information:

Draft minutes are attached.

Staff Recommendation:

Review, make corrections and approve minutes.

Requested City Council Action

Make a motion to approve Council minutes for Wednesday, December 30, 2017 Special Meeting.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Wednesday, December 20, 2017

4:00 PM

City Hall Council Chambers

Special Meeting

4:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids City Council was held on Wednesday, December 20, 2017 at 4:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

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

Others present:

Tom Pagel, Chad Sterle, Lynn DeGrio, Barb Baird, Rob Mattei, Scott Johnson

MEETING PROTOCOL POLICY

4:02 PM APPROVAL OF MINUTES

Consider approving Council minutes for Monday, December 11, 2017 Worksession & Regular meetings.

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

4:03 PM CONSENT AGENDA

1. Consider approving the Workers Compensation coverage through Berkley Administration.

Approved by consent roll call

2. Consider adopting a resolution and entering into an agreement with the State of Minnesota for management of federally funded projects.

Adopted Resolution 17-137 by consent roll call

3. Consider adopting a resolution accepting donations to the Miner's Multi-Use Pavilion.

Adopted Resolution 17-138 by consent roll call

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

Approved by consent roll call

5. Consider adopting a resolution establishing 2018 compensation for City of Grand Rapids Exempt & Non-Exempt Non-Represented Employees.

Adopted Resolution 17-139 by consent Roll call

6. Consider accepting the resignation from Will Richter, Firefighter

Approved by consent roll call

7. Consider authorizing City staff to begin the process of advertising and establishing a new eligibility list for Firefighter.

Approved by consent roll call

8. Consider eliminating the City Wellness Program.

Approved by consent roll call

9. Consider an amendment to the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP).

Approved by consent roll call

10. Consider approving CORRECTED *Operating Engineers Local #49 Health and Welfare Fund Bargaining Participation Agreement for Non-Bargaining Employees.*

Approved by consent roll call

11. Consider approving the Official 2018 City Calendar

Approved by consent roll call

12. Consider authorizing the Mayor to execute the Paying Agent/Bond Registrar Agreement with US Bank National Association for General Obligation Refunding Bonds, Series 2017B.

Approved by consent roll call

Approval of the Consent Agenda

A motion was made by Councilor Christy, seconded by Councilor Blake, to approve the Consent agenda as presented. The motion carried by the

following vote

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

4:04 SETTING OF REGULAR AGENDA
PM

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

4:05 ACKNOWLEDGE BOARDS & COMMISSIONS
PM

- 13. Acknowledge approved minutes for Boards & Commissions.

PUC: November 6, 15 & 22, 2017 Special and Regular meetings

Acknowledge Boards and Commissions

4:06 COMMUNITY DEVELOPMENT
PM

- 14. Review and consider approval of a Memorandum of Understanding with Independent School District #318 (ISD).

Mr. Mattei provides background information for proposed projects. Staff has been working with School District 318 regarding possible sites for two new elementary schools. Mr. Mattei identifies possible building sites should the school district referendum pass in April 2018.

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

4:10 ADMINISTRATION DEPARTMENT
PM

- 15. Consider amended Employment Agreement for Bob Cahill, Director of Golf.

Ms. DeGrio reviewed the proposed amended agreement, noting increase to compensation at \$71,792.31 and increase in pro shop rental fees paid to the City by Mr. Cahill.

A motion was made by Councilor Blake, seconded by Councilor Christy, to approve the Amended Employment Agreement with Bob Cahill. The motion carried by the following vote.

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

16. Consider making appointments to Boards & Commissions, term to begin January 1, 2018.

Councilor Zeige recommended the re-appointment of Dan Erkkila to the Airport Advisory Board.

Councilor Connelly recommended re-appointment of Jonn Connelly and Myrna Peterson, and appointment of new applicant Kayla Shubert to the Arts & Culture Commission.

Councilor Blake recommended the re-appointment of Dennis Jerome, Sue Zeige and Randy McCarty to the Library Board.

Councilor Christy recommended the re-appointment of Jackie Dowell and John Nalan, and the appointments of new applicants Joe Barrick and Megan Phillips to the Police Community Advisory Board.

A motion was made by Councilor Tasha Connelly, seconded by Councilor Bill Zeige, to approve appointments as recommended, all three year terms, expiring December 31, 2020. The motion PASSED by unanimous vote.

17. Consider approving the 2018-2019 Public Works Bargaining Agreement.

Ms. DeGrio presents tentative agreement with the Public Works Union, including wage increases and various changes to benefits for a two year contract.

A motion was made by Councilor Christy, seconded by Councilor Connelly, to approve the contract with the Public Works Union as presented. The motion carried by the following vote.

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

18. Consider approving the 2018-2019 Library Union Bargaining Agreement.

Negotiations have been completed and wages, benefits and changes to FTO are noted for a two year contract.

A motion was made by Councilor Blake, seconded by Councilor Zeige, to approve the union contract with the Library Union as presented. The motion carried by the following vote.

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

19. Consider adjustment to Phased Retirement Agreement for Facilities Maintenance employee Ronald Edminster.

A motion was made by Councilor Christy, seconded by Councilor Connelly, to approve adjustment to phased retirement for Ron Edminster. The motion carried by the following vote.

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

20. Consider Amendment to Employment Contract Agreement for City Administrator Tom Pagel.

A motion was made by Councilor Zeige, seconded by Councilor Blake, to approve amended Employment Contract with City Administrator Tom Pagel. The motion carried by the following vote.

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

VERIFIED CLAIMS

21. Consider approving the verified claims for the period December 5, 2017 to December 13, 2017 in the total amount of \$254,268.50.

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

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

**4:45 ADJOURNMENT
PM**

A motion was made by Councilor Connelly, seconded by Councilor Christy, to adjourn the meeting at 4:40 PM. The motion carried by the following vote.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0019 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Passed
File created: 1/4/2018 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider approving the verified claims for the period December 14, 2017 to January 2, 2018 in the total amount of \$705,206.20.

Sponsors:

Indexes:

Code sections:

Attachments: [COUNCIL BILL LIST 01-08-18.pdf](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider approving the verified claims for the period December 14, 2017 to January 2, 2018 in the total amount of \$705,206.20.

Requested City Council Action

Make a motion approving the verified claims for the period December 14, 2017 to January 2, 2018 in the total amount of \$705,206.20.

DATE: 01/04/2018
 TIME: 08:45:31
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/08/2018

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0801661	HARRIS	17,487.33
0914690	INSIGHT PUBLIC SECTOR SLED	1,274.40
1500600	OPG-3	5,550.00
1801613	RAPIDS PRINTING	224.70
TOTAL CITY WIDE		24,536.43
SPECIAL PROJECTS-NON BUDGETED		
2309500	MARY JO WIMMER	1,700.00
TOTAL SPECIAL PROJECTS-NON BUDGETED		1,700.00
ADMINISTRATION		
1415377	NORTHERN BUSINESS PRODUCTS INC	217.96
1900225	SEH-RCM	255.00
1916650	SPRINGSTED	3,250.00
TOTAL ADMINISTRATION		3,722.96
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	45.88
0315455	COLE HARDWARE INC	35.92
0701650	GARTNER REFRIGERATION CO	858.61
1909510	SIM SUPPLY INC	218.13
TOTAL BUILDING MAINTENANCE-CITY HALL		1,158.54
COMMUNITY DEVELOPMENT		
1415377	NORTHERN BUSINESS PRODUCTS INC	1,350.53
TOTAL COMMUNITY DEVELOPMENT		1,350.53
COUNCIL/COMMISSION/BOARDS		
0315105	COALITION OF GREATER MN CITIES	19,006.00
1205090	LEAGUE OF MINNESOTA CITIES	10,682.00
1401232	NPELRA	200.00
1801500	RAMS	950.00
TOTAL COUNCIL/COMMISSION/BOARDS		30,838.00

DATE: 01/04/2018
 TIME: 08:45:31
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/08/2018

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
ENGINEERING		
1621125	PUBLIC UTILITIES COMMISSION	47.47
1900225	SEH-RCM	307.50
1915248	SOFTWARE HARDWARE INTEGRATION	6,000.00
TOTAL ENGINEERING		6,354.97
FINANCE		
0801661	HARRIS	2,125.06
1415377	NORTHERN BUSINESS PRODUCTS INC	110.60
TOTAL FINANCE		2,235.66
FIRE		
0112220	ALERT ALL CORPORATION	2,590.00
0121721	AUTO VALUE - GRAND RAPIDS	495.80
0205725	BETZ EXTINGUISHER COMPANY	41.00
0218350	BRIER CLOTHING	199.85
0221650	BURGGRAF'S ACE HARDWARE INC	75.13
0312110	CLAREY'S SAFETY EQUIPMENT INC	159.35
0513235	EMERGENCY RESPONSE SOLUTIONS	2,507.44
0609671	FIRE SAFETY USA, INC	1,575.00
1200500	L&M SUPPLY	1,103.89
1305060	MEDS-1 AMBULANCE SERVICE INC	148.03
1309090	MINERS INC	29.86
1309255	MINNESOTA INTERAGENCY FIRE CEN	2,777.28
1908248	SHERWIN-WILLIAMS	1,495.92
2018225	TREASURE BAY PRINTING INC	70.50
2018335	TRI AIR TESTING INC	126.00
TOTAL FIRE		13,395.05
INFORMATION TECHNOLOGY		
1915248	SOFTWARE HARDWARE INTEGRATION	17,310.00
TOTAL INFORMATION TECHNOLOGY		17,310.00
PUBLIC WORKS		
0100030	ABM EQUIPMENT & SUPPLY INC	1,748.40
0100046	ASV, LLC	990.48
0103325	ACHESON TIRE COMPANY INC	100.00
0104799	ADVANCED SERVICES INC	252.00
0121721	AUTO VALUE - GRAND RAPIDS	77.46

DATE: 01/04/2018
 TIME: 08:45:31
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 01/08/2018

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
PUBLIC WORKS		
0301655	CARGILL INCORPORATED	5,861.44
0301685	CARQUEST AUTO PARTS	152.89
0315455	COLE HARDWARE INC	570.21
0718105	GRAYBAR ELECTRIC COMPANY INC	1,070.72
0800040	H & L MESABI	3,288.00
1105444	KELLER FENCE COMPANY	458.60
1309039	MIDWAY REPAIR	44.95
1309355	MINNESOTA TORO	189.24
1315690	MORTON SALT	1,396.04
1415030	NAPA SUPPLY OF GRAND RAPIDS	31.57
1415484	NORTHERN LIGHTS TRUCK	1,134.36
1421155	NUCH'S IN THE CORNER	87.00
1621125	PUBLIC UTILITIES COMMISSION	6,431.14
1801899	RAY'S SPORT & CYCLE	1,250.80
2018560	TROUT ENTERPRISES INC	250.00
2209421	VIKING ELECTRIC SUPPLY INC	39.06
2300765	W.W. WALLWORK INC	357.05
2305453	WESCO DISTRIBUTION INC	14,492.48
	TOTAL PUBLIC WORKS	40,273.89
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	77.28
1201850	LAWSON PRODUCTS INC	353.02
1801615	RAPIDS WELDING SUPPLY INC	31.00
	TOTAL FLEET MAINTENANCE	461.30
POLICE		
0103325	ACHESON TIRE COMPANY INC	25.00
0119721	ATOM	250.00
0201652	BARKSDALE CUSTOM EMBLEMS	98.75
0221650	BURGGRAF'S ACE HARDWARE INC	37.97
0301685	CARQUEST AUTO PARTS	140.08
0315455	COLE HARDWARE INC	4.99
0415529	DONDELINGER FORD	423.82
1201434	LAKE WOODS CHRYSLER	375.03
1201827	LAW ENFORCEMENT EXECUTIVE	100.00
1309149	MN CHIEFS OF POLICE ASSOC	109.90
1309167	MN BUREAU OF CRIMINAL	390.00
2000400	T J TOWING	490.00
2114371	U.S. POLICE CANINE ASSOC INC	50.00
	TOTAL POLICE	2,495.54

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/08/2018

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
RECREATION		
0920068	ITASCA DRIFTSKIPPERS	2,000.00
	TOTAL RECREATION	2,000.00
CENTRAL SCHOOL		
0113233	AMERIPRIDE LINEN & APPAREL	54.13
0221650	BURGGRAF'S ACE HARDWARE INC	9.98
0315455	COLE HARDWARE INC	51.57
0401425	DAKOTA SUPPLY GROUP	807.93
0701650	GARTNER REFRIGERATION CO	250.00
1801610	RAPIDS PLUMBING & HEATING INC	491.50
1909510	SIM SUPPLY INC	39.07
2018680	TRU NORTH ELECTRIC LLC	225.00
	TOTAL	1,929.18
AIRPORT		
0121721	AUTO VALUE - GRAND RAPIDS	84.18
1309159	MINNESOTA COUNCIL OF AIRPORTS	150.00
1621125	PUBLIC UTILITIES COMMISSION	3,304.97
2018680	TRU NORTH ELECTRIC LLC	417.10
	TOTAL	3,956.25
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	35.44
0118230	ARENA WAREHOUSE, LLC	1,645.00
0221650	BURGGRAF'S ACE HARDWARE INC	1,007.09
1200500	L&M SUPPLY	19.89
1209302	LIGHTNING BOOSTER CLUB INC	157.50
1309090	MINERS INC	81.44
1506265	NORTHERN OFFICE OUTFITTER INC	204.55
1605611	PEPSI-COLA	1,948.48
1608345	PHILS GARAGE DOOR	300.00
1800655	R & R SPECIALTIES INC	426.80
1901535	SANDSTROM COMPANY INC	3,865.60
1909510	SIM SUPPLY INC	1,018.06
2116600	UPPER LAKE FOODS INC	1,851.04
2209421	VIKING ELECTRIC SUPPLY INC	118.62
	TOTAL GENERAL ADMINISTRATION	12,679.51

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/08/2018

VENDOR #	NAME	AMOUNT DUE
STATE HAZ-MAT RESPONSE TEAM		
0914690	INSIGHT PUBLIC SECTOR SLED	148.14
	TOTAL	148.14
CEMETERY		
1200500	L&M SUPPLY	7.99
1415590	NORTHWEST GAS	266.55
	TOTAL	274.54
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	17.77
0701650	GARTNER REFRIGERATION CO	301.00
	TOTAL	318.77
GENERAL CAPITAL IMPRV PROJECTS		
0401500	DAMBERG.SCOTT.GERZINA.WAGNER	3,173.60
	TOTAL	3,173.60
2010-5 MS RIVER PD BRIDGE		
1900225	SEH-RCM	26,808.19
	TOTAL 2010-5 MS RIVER PD BRIDGE	26,808.19
SAMMYS/OLD PIZZA HUT DEMO		
1900225	SEH-RCM	1,720.00
	TOTAL SAMMYS/OLD PIZZA HUT DEMO	1,720.00
MUNICIPAL STATE AID STRT-CONST		
2017 STREET LIGHT IMPROVMNTS		
1900225	SEH-RCM	647.50
	TOTAL 2017 STREET LIGHT IMPROVMNTS	647.50

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/08/2018

VENDOR #	NAME	AMOUNT DUE
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
2015825	TOWMASTER INC	129,344.00
TOTAL CAPITAL OUTLAY-PUBLIC WORKS		129,344.00
CAPITAL OUTLAY-POLICE		
0221650	BURGGRAF'S ACE HARDWARE INC	354.97
TOTAL CAPITAL OUTLAY-POLICE		354.97
AIRPORT CAPITAL IMPRV PROJECTS		
WTR/SWR UTILITIES EXTENSION		
1900225	SEH-RCM	1,151.68
TOTAL WTR/SWR UTILITIES EXTENSION		1,151.68
IRA CVC CTR CAPITAL PJT		
MULTI-USE OUTDOOR PAVILION		
0308104	CHAMPION IRON, LLC	530.13
1309495	MINUTEMAN PRESS	134.24
TOTAL MULTI-USE OUTDOOR PAVILION		664.37
2016 INFRASTRUCTURE BONDS		
2017-1 5TH ST N & 8TH AVE NE		
1900225	SEH-RCM	22,176.14
TOTAL 2017-1 5TH ST N & 8TH AVE NE		22,176.14
2017 INFRASTRUCTURE BONDS		
2009-1 4TH AVE & 13TH ST NW		
0301705	CASPER CONSTRUCTION INC	1,128.13
1900225	SEH-RCM	6,289.57
TOTAL 2009-1 4TH AVE & 13TH ST NW		7,417.70
2009-1 9TH ST NE		
0301705	CASPER CONSTRUCTION INC	744.90
TOTAL 2009-1 9TH ST NE		744.90

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/08/2018

VENDOR #	NAME	AMOUNT DUE

2017	INFRASTRUCTURE BONDS	
2009-1	14TH ST NW OVERLAY	
0301705	CASPER CONSTRUCTION INC	1,450.80
1900225	SEH-RCM	990.42
	TOTAL 2009-1 14TH ST NW OVERLAY	2,441.22
2018	INFRASTRUCTURE BONDS	
2018	NE IMPROVEMENTS	
1900225	SEH-RCM	85.00
	TOTAL 2018 NE IMPROVEMENTS	85.00
STORM WATER UTILITY		
1621125	PUBLIC UTILITIES COMMISSION	5,367.72
	TOTAL	5,367.72
		TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 369,236.25
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T	877.03
0113232	AMERIFLEX BUSINESS SOLUTIONS	516.75
0114210	D. ANDERSON - CHANGE FUND	7,180.00
0116600	APPLE VALLEY, CITY OF	1,221.00
0201354	B. BAIRD-PETTY CASH FUND	12.00
0205640	LEAGUE OF MN CITIES INS TRUST	175.31
0218755	CHARLES BRUEMMER	43.98
0305530	CENTURYLINK COMMUNICATIONS LLC	315.43
0312104	TONY CLAFTON	334.12
0315543	CONSTELLATION NEWENERGY -GAS	511.04
0405505	JAMES DENNY	406.00
0504610	RON EDMINSTER	69.55
0508450	EHLERS AND ASSOCIATES, INC	580.00
0605191	FIDELITY SECURITY LIFE INS CO	67.16
0718015	GRAND RAPIDS CITY PAYROLL	262,461.43
0718070	GRAND RAPIDS STATE BANK	283.69
0718229	GREENWAY JOINT RECREATION ASSC	188.50
0815440	HOLIDAY COMPANIES	390.50
0900060	ICTV	4,524.96
0920055	ITASCA COUNTY RECORDER	92.00
1201402	LAKE COUNTRY POWER	40.28
1209516	LINCOLN NATIONAL LIFE	1,207.51
1225505	JEFF WILLIAM LYMAN	159.05
1301146	MARCO TECHNOLOGIES, LLC	1,848.15

DATE: 01/04/2018
 TIME: 08:45:32
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/08/2018

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1305046	MEDIACOM LLC	10.50
1309147	MACTA	580.00
1309199	MINNESOTA ENERGY RESOURCES	3,102.54
1309280	MN DEPT OF NAT'L RESOURCES-OMB	1,000.00
1309335	MINNESOTA REVENUE	1,307.45
1315650	ANDY MORGAN	3,496.18
1601750	PAUL BUNYAN COMMUNICATIONS	276.72
1621125	PUBLIC UTILITIES COMMISSION	5,719.50
1621130	P.U.C.	26,535.41
1809501	ROBERT RIMA	739.85
1903321	STEVEN SCHAAR	100.00
2000100	TASC	30.60
2000490	TDS Metrocom	781.53
2114360	UNITED PARCEL SERVICE	138.37
2114750	UNUM LIFE INSURANCE CO OF AMER	261.99
2201535	VANTIV INTEGRATED PAYMENTS	65.00
2209665	VISA	4,276.76
2301700	WASTE MANAGEMENT	2,392.11
2305447	WELLS FARGO BANK NA	1,650.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$335,969.95
TOTAL ALL DEPARTMENTS		705,206.20



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0943 **Version:** 1 **Name:** Harris Computer Agreements
Type: Agenda Item **Status:** Passed
File created: 12/13/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider approving computer software agreements for 2018 with Harris Computer Systems for \$19,612.39.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider approving computer software agreements for 2018 with Harris Computer Systems for \$19,612.39.

Background Information:

The City of Grand Rapids has had a software maintenance agreement with Harris Computer Systems (formerly Municipal Software Inc.(MSI) since 1991 for accounting and time keeping software support. The amount of the agreements for 2018 total \$19,612.39. This includes the general software maintenance, Attendance Enterprise for payroll, and hosting the Employee Services Portal for payroll.

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

The cost of the maintenance agreements is included in the adopted 2018 City Wide Department budget.

Staff Recommendation:

Staff is recommending approving computer software agreements for 2018 with Harris Computer Systems for \$19,612.39.

Requested City Council Action

Consider approving computer software agreements for 2018 with Harris Computer Systems for \$19,612.39.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0962 **Version:** 1 **Name:** Temporary Liquor License
Type: Agenda Item **Status:** Passed
File created: 12/19/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider approving temporary on-sale liquor license to Itasca Curling Club.
Sponsors:
Indexes:
Code sections:
Attachments: [Itasca Curling Club - Jan. 18 \(1_12\).pdf](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider approving temporary on-sale liquor license to Itasca Curling Club.

Background Information:

The curling club has submitted an application for a 1 - 4 day temporary on-sale liquor license, event scheduled for Thursday, January 18, 2018. All required documents and fees have been received.

Staff Recommendation:

Approve and authorize staff to send to State for issuance.

Requested City Council Action

Make a motion to approve a temporary liquor license for the Itasca Curling Club, event scheduled for January 18, 2018.



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

Name of organization <i>Itasca Curling Club</i>		Date organized <i>1965</i>	Tax exempt number <i>23-7236242</i>
Address <i>PO Box 803</i> <i>902 Nale Lake Pointe Rd</i>		City <i>Grand Rapids</i>	State <i>Minnesota</i>
Zip Code <i>55744</i>		Name of person making application <i>Ramona Sjostrom</i>	
Business phone <i>999-5875</i>		Home phone <i>999-9505</i>	
Date(s) of event <i>January 18, 2018</i>	Type of organization <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name <i>Bekah Luedtke</i>	City <i>Grand Rapids</i>	State <i>Minnesota</i>	Zip Code <i>55744</i>
Organization officer's name <i>Michelle Graber</i>	City <i>Coleraine</i>	State <i>Minnesota</i>	Zip Code <i>55722</i>
Organization officer's name <i>Sandy Bromerschenkel</i>	City <i>Deer River</i>	State <i>Minnesota</i>	Zip Code <i>56636</i>
Organization officer's name <i>Ramona Sjostrom</i>	City <i>Cohasset</i>	State <i>Minnesota</i>	Zip Code <i>55721</i>

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

A Club

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.

APPROVAL

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

Grand Rapids

 City or County approving the license

\$20 - ck# 4470

 Fee Amount

12-19-17

 Date Fee Paid

[Signature]

 Signature City Clerk or County Official

_____ Date Approved

_____ Permit Date

_____ City or County E-mail Address

_____ 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 #: 18-0001 **Version:** 1 **Name:** Rehire 2018-Olson, McLean
Type: Agenda Item **Status:** Passed
File created: 12/21/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider approving the continuation of temporary part-time employees at the City of Grand Rapids Park and Recreation Department and the IRA Civic Center.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider approving the continuation of temporary part-time employees at the City of Grand Rapids Park and Recreation Department and the IRA Civic Center.

Background Information:

The following individuals will continue employment with the Grand Rapids Park and Recreation Department and the I.R.A. Civic Center. These positions are part of the annual operating budget and effective January 1, 2018 until December 31, 2018.

Riley McLean, Maintenance

Ben Olson, Maintenance

Staff Recommendation:

City staff is recommending the approval of the continuation of temporary part-time employees at the City of Grand Rapids Park and Recreation Department and the IRA Civic Center.

Make a motion approving the continuation of temporary part-time employees at the City of Grand Rapids Park and Recreation Department and the IRA Civic Center.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0003 **Version:** 1 **Name:** CP 2010-5 Northern Radio Easement
Type: Agenda Item **Status:** Passed
File created: 12/21/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider approving a public service and infrastructure permanent easement from Northern Community Radio related to CP 2010-5, Mississippi River Pedestrian Bridge.

Sponsors:

Indexes:

Code sections:

Attachments: [KAXE easement signed](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider approving a public service and infrastructure permanent easement from Northern Community Radio related to CP 2010-5, Mississippi River Pedestrian Bridge.

Background Information:

CP 2010-5 includes the construction of a pedestrian bridge across the Mississippi River. In order to properly construct the bridge, an easement is required from the property owner. The property owner has executed the necessary documents and the total cost for this easement is \$0.00. The documents are attached.

Staff Recommendation:

City staff is recommending approval of a public service and infrastructure permanent easement from Northern Community Radio related to CP 2010-5, Mississippi River Pedestrian Bridge.

Requested City Council Action

Make a motion to approve a public service and infrastructure permanent easement from Northern Community Radio related to CP 2010-5, Mississippi River Pedestrian Bridge.

PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT

THIS INDENTURE is made and entered into this 19th day of December, 2017, between **Northern Community Radio, a Nonprofit Corporation**, of Grand Rapids, Minnesota, hereinafter referred to as "Grantor," and the CITY OF GRAND RAPIDS, Minnesota, Municipal Corporation, and road authority, hereinafter referred to as "Grantee."

WITNESSETH:

WHEREAS, said Grantor is the owner of real property situated in Itasca County, Minnesota, described as follows, to-wit:

Parcel 91-410-2430

Existing Legal Description (Itasca County GIS Mapping System)

TOWNSHIP 55N RANGE 25W SECTION 21 – WEST 1/2 OF VACATED 3RD AVENUE EAST LYING SOUTH OF LINE 80 FEET SOUTH OF NORTH LINE OF BLOCK 24 EXTENDED EAST.

WHEREAS, Grantor has agreed to grant Grantee an easement for Trail purposes across said property.

NOW, THEREFORE, said Grantor, for other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby grant and convey an easement unto the CITY OF GRAND RAPIDS, MN, as Grantee, for trail purposes, free and clear of all encumbrances, the below described real estate in the County of Itasca, State of Minnesota, and the said grantor for (himself) (his) (themselves) (their) heirs executors and assigns, does release the City of Grand Rapids, State of Minnesota, its successors and assigns, from all claims for any and all damages resulting to the lands contained within the permanent easement area as hereinafter described by reason of the location, grading, construction, maintenance, and use of a sidewalk over and upon and the removal of materials from the premises hereby conveyed and from the uses incident thereto, and the City of Grand Rapids, State of Minnesota, shall have the right to use and remove all earth and materials contained within the permanent easement area as hereinafter described and the right to construct and maintain upon the lands contained within the permanent easement area as herein after described and the right to allow utilities within the easement more particular described as follows, to-wit:

Rights to be Acquired:

Parcel 91-410-2430

Northern Community Radio, a Nonprofit Corporation

A permanent easement for public service and infrastructure purposes over, under, and across that part of the above described Parcel 91-410-2430 described as follows:

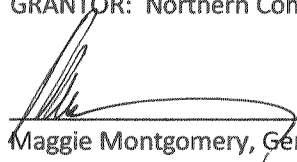
That part of the West half (W ½) of Third Avenue East of said VILLAGE OF GRAND RAPIDS, Itasca County, Minnesota which lies between a line drawn parallel to and 80.00 feet south of Second Street Northeast and its easterly extension as platted and a line 80.00 feet south of and parallel with said aforementioned line and its easterly extension.

Containing 3,200 SF, more or less.

Easement shown on attached EXHIBIT 1

IN WITNESS WHEREOF, said Grantor has caused this instrument to be executed on the day and year first above written.

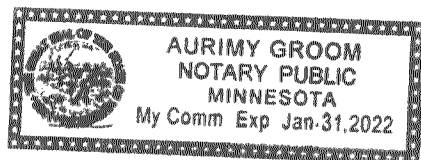
GRANTOR: Northern Community Radio, a Nonprofit Corporation


Maggie Montgomery, General Manager

STATE OF MINNESOTA)
) ss:
COUNTY OF Itasca)

The foregoing instrument was acknowledged before me this 19th day of December, 2017, by Northern Community Radio, a Nonprofit Corporation, Grantor.

(Notary Stamp or Seal)




Signature of Person Taking Acknowledgement

THE CITY OF GRAND RAPIDS, MINNESOTA does hereby accept the above Public Service and Infrastructure Easement.

The City of Grand Rapids, Minnesota

Approved as to Form:

City Attorney

Mayor

City Clerk

City Administrator

STATE OF MINNESOTA)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017.

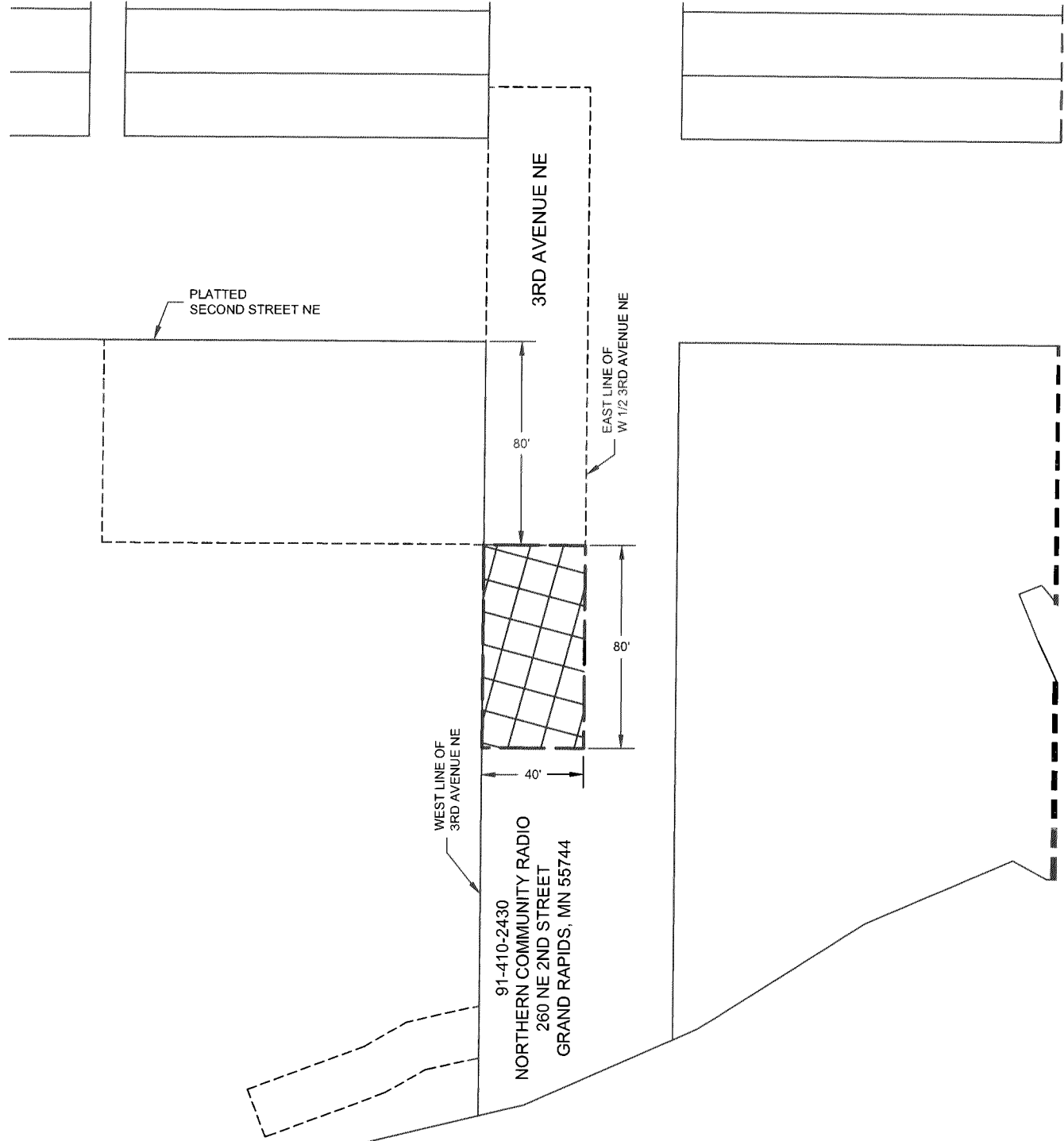
(Notary Stamp or Seal)

Signature of Person Taking Acknowledgement

This conveyance is entitled to recording without payment of fee pursuant to Minnesota Statutes Section 386.77, it being for the benefit of the City of Grand Rapids, MN.

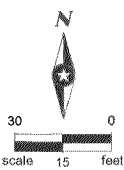
This instrument was drafted by: Sara Christenson for the City of Grand Rapids, MN. 55744

P:\JUG\GRANR14251515-final-dsgn\51-drawings\10-Civil\cad\dwg\exhibit\Easement\GR142515_Exhibit-KAXE.dwg 11/21/2017 11:11 AM mmayr



MISSISSIPPI RIVER

91-410-2430
NORTHERN COMMUNITY RADIO
260 NE 2ND STREET
GRAND RAPIDS, MN 55744



LEGEND

PROPOSED EASEMENT AREA

PARCEL ID	91-410-2430
PROPOSED EASEMENT AREA	3,200 SF

PHONE: 218.322.4500
21 NE 5TH ST STE 200
GRAND RAPIDS, MN 55744-2601
www.sehinc.com

FILE NO. GRANR 142515
DATE: 11/21/017

EASEMENT EXHIBIT
PROPOSED PEDESTRIAN TRAIL
GRAND RAPIDS, MINNESOTA

EXHIBIT NO. 1



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0004 **Version:** 1 **Name:** CP 2010-5 Blandin Grant App
Type: Agenda Item **Status:** Passed
File created: 12/21/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider authorizing City staff to make an application to the Blandin Foundation grant program for CP 2010-5

Sponsors:

Indexes:

Code sections:

Attachments: [Attachments](#)
[GR Blandin App Ped Bridge](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider authorizing City staff to make an application to the Blandin Foundation grant program for CP 2010-5

Background Information:

CP 2010-5 includes the construction of a pedestrian bridge across the Mississippi River. The purpose of the grant application is to help fund ADA enhancements on the bridge, which include the construction of look-outs at the mid-point of the structure. These look-outs will allow users in a wheel chair a clear view of the river by allowing them to look over a lower side rail, as opposed to looking under/through the required higher rail of the main bridge span. The amount requested from the Blandin Foundation for these enhancements is \$50,000. A copy of the grant application is attached.

Staff Recommendation:

City staff recommends authorizing staff to make an application to the Blandin Foundation grant program for CP 2010-5

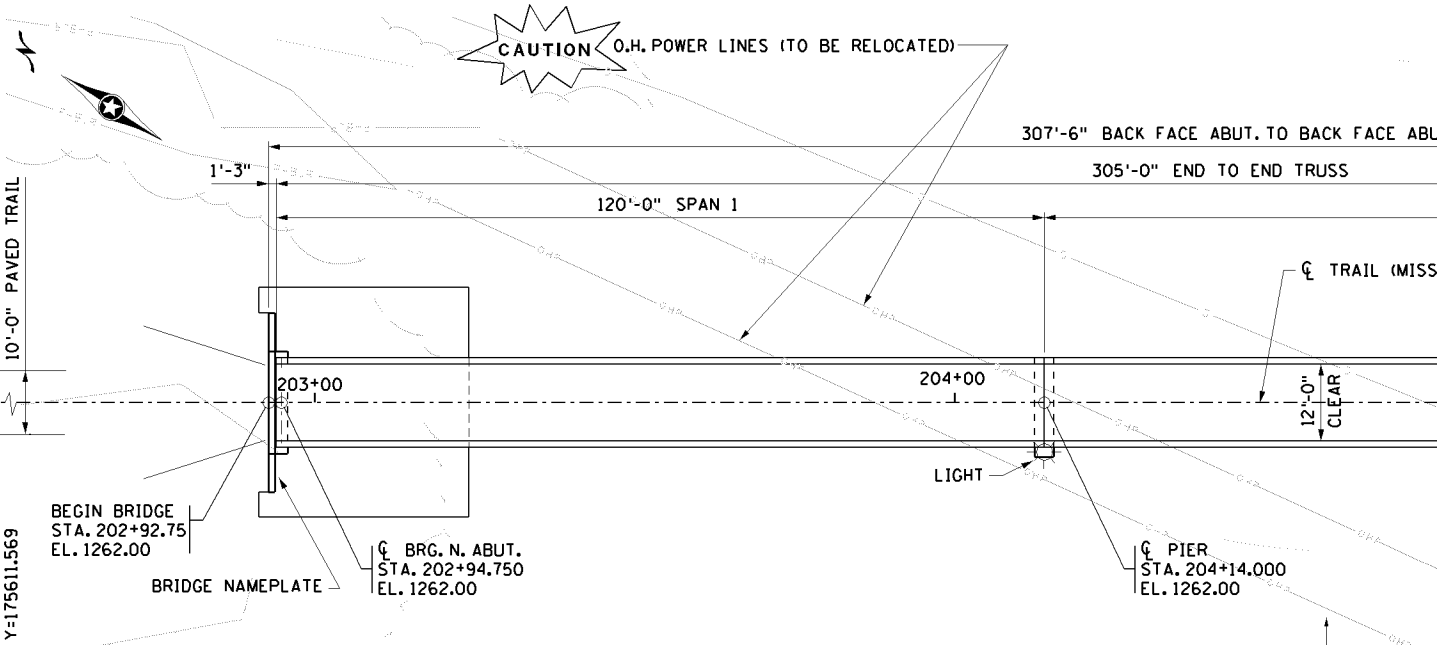
Requested City Council Action

A motion authorizing City staff to make an application to the Blandin Foundation grant program for CP 2010-5

10:51:03 AM

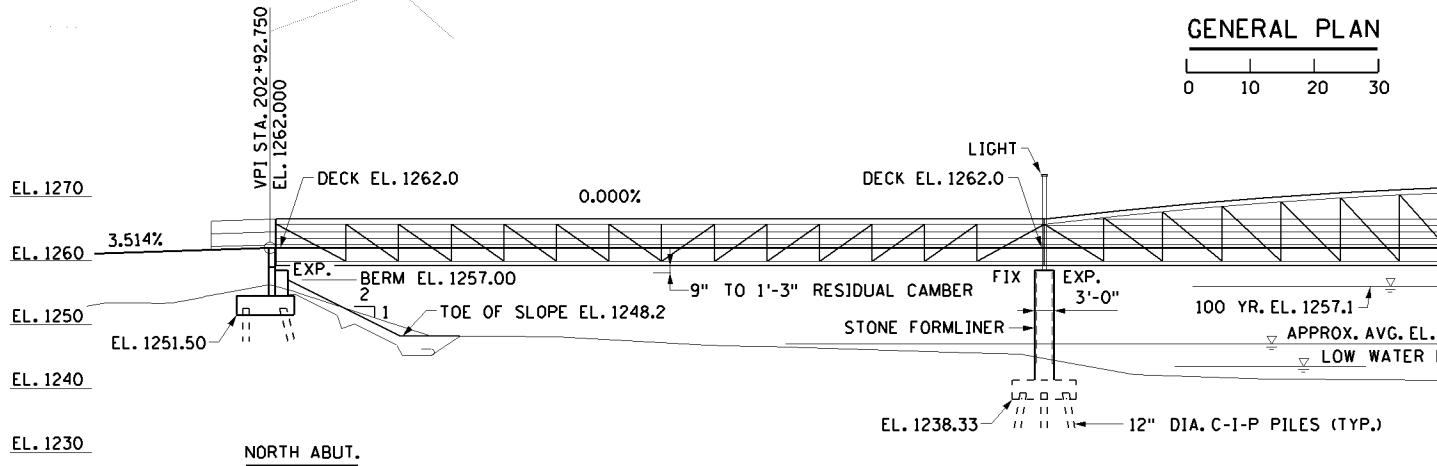
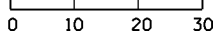
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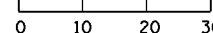


Overlook Location

GENERAL PLAN

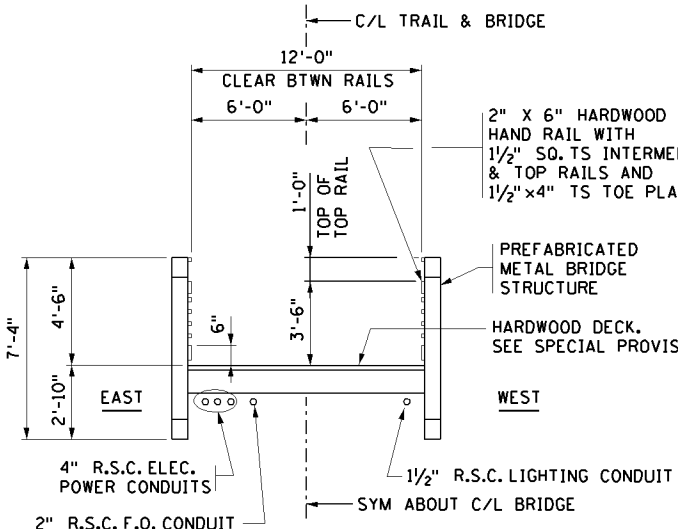


GENERAL ELEVATION

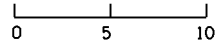


CONSTRUCTION NOTES

- THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.
- DRAWINGS ARE NOT TO BE SCALED.
- THE BAR SIZES SHOWN IN THIS PLAN ARE IN U.S. CUSTOMARY DESIGNATIONS.
- BARS MARKED WITH THE SUFFIX "E" SHALL BE EPOXY COATED IN ACCORDANCE WITH SPEC. 3301.
- BARS MARKED WITH THE SUFFIX "S" SHALL BE STAINLESS STEEL IN ACCORDANCE WITH THE SPECIAL PROVISIONS.
- AESTHETICS TO BE LEVEL B.
- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA". SEE BORING SHEETS FOR INPLACE UTILITIES.
- SEE SPECIAL PROVISIONS FOR ALL XXXX.GXX SERIES PAY ITEMS FOR ADDITIONAL REQUIREMENTS.
- CONSTRUCTION OF EACH ABUTMENT SHALL NOT BE STARTED UNTIL THE APPROACH FILL AT THAT ABUTMENT HAS BEEN CONSTRUCTED TO THE FULL HEIGHT AND CROSS SECTION
- CONTRACTOR SHALL DRESS SLOPES AND PLACE FILTER MATERIALS AND RIPRAP IN APPROXIMATE AREAS AS DIRECTED BY THE ENGINEER.



TYPICAL SECTION SPAN 1



CITY OF GRAND RAPIDS, MINNESOTA

STATEMENT OF NET POSITION

December 31, 2016

With Comparative Amounts for December 31, 2015

Statement 1

	Primary Government				Component Units	
	Governmental Activities	Business-Type Activities	Total		Economic Development Authority	Public Utilities Commission
			2016	2015		
Assets:						
Cash and investments	\$16,022,592	\$545,540	\$16,568,132	\$16,018,402	\$674,931	\$5,118,264
Accrued interest receivable	20,311	-	20,311	19,900	-	11,068
Due from other governmental units	443,043	-	443,043	714,956	157,185	-
Due from primary government	-	-	-	-	-	111,587
Due from component units	198,084	46,738	244,822	360,129	-	-
Accounts receivable - net	120,425	7,830	128,255	167,793	109,020	2,660,476
Pledges receivable	329,500	-	329,500	-	-	-
Internal balances	167,605	(167,605)	-	-	-	-
Prepaid items	85,465	6,247	91,712	153,640	-	198,805
Property taxes receivable	160,215	-	160,215	113,138	648	-
Special assessments receivable	3,233,721	-	3,233,721	3,821,450	-	-
Inventories - at cost	-	-	-	-	-	706,932
Land held for resale	436,000	-	436,000	-	2,316,697	-
Notes receivable	-	-	-	-	251,284	-
Restricted cash and investments	-	-	-	-	-	1,698,997
Restricted accounts receivable	-	-	-	-	-	22,299,358
Financial assurance landfill closure	-	-	-	-	-	3,450,004
Net pension asset	947,278	-	947,278	772,890	-	-
Capital assets - nondepreciable	11,095,676	906,387	12,002,063	7,795,205	-	2,838,302
Capital assets - net of accumulated depreciation	49,235,728	1,890,958	51,126,686	53,078,884	-	62,761,549
Regulatory assets	-	-	-	-	-	274,580
Non-utility property - net of amortization	-	-	-	-	-	1,129,582
Total assets	82,495,643	3,236,095	85,731,738	83,016,387	3,509,765	103,259,504
Deferred outflows of resources:						
Service territory acquisition	-	-	-	-	-	109,565
Related to pensions	6,076,730	-	6,076,730	890,346	-	1,319,109
Total deferred outflows of resources	6,076,730	0	6,076,730	890,346	0	1,428,674
Liabilities:						
Accounts payable	591,443	21,500	612,943	226,275	12,998	1,807,613
Accrued wages payable	221,458	21,040	242,498	193,652	-	88,082
Due to other governmental units	49,566	2,297	51,863	48,110	67,960	75,003
Due to component units	81,684	26,804	108,488	72,662	-	-
Contracts payable	550,922	-	550,922	-	6,088	-
Deposits payable	10,692	13,000	23,692	19,350	-	259,404
Due to primary government	-	-	-	-	-	180,901
Accrued interest payable	279,594	637	280,231	297,271	-	269,922
Unearned revenue	375,928	1,189	377,117	531,591	-	100,795
Net pension liability:						
Due in more than one year	9,960,516	-	9,960,516	4,409,626	-	3,158,487
Landfill closure costs:						
Due in more than one year	-	-	-	-	-	3,450,004
Noncurrent liabilities:						
Due within one year	2,649,753	67	2,649,820	2,645,685	17,500	2,371,644
Due in more than one year	22,266,544	6,618	22,273,162	22,666,607	973,000	25,035,699
Other post employment benefits:						
Due in more than one year	293,703	7,816	301,519	284,305	-	-
Total liabilities	37,331,803	100,968	37,432,771	31,395,134	1,077,546	36,797,554
Deferred inflows of resources:						
Demand payment deferral	-	-	-	-	-	21,648,808
Related to pensions	1,228,291	-	1,228,291	560,753	-	449,026
Purchased power	-	-	-	-	-	23,720
Other deferred credits	-	-	-	-	-	50,458
Total deferred inflows of resources	1,228,291	0	1,228,291	560,753	0	22,172,012
Net position:						
Net investment in capital assets	36,971,014	2,797,345	39,768,359	36,725,553	-	39,374,349
Restricted for:						
Debt service	9,060,732	-	9,060,732	9,201,658	-	-
Other purposes	23,659	-	23,659	516,274	-	1,181,470
Unrestricted	3,956,874	337,782	4,294,656	5,507,361	2,432,219	5,162,793
Total net position	\$50,012,279	\$3,135,127	\$53,147,406	\$51,950,846	\$2,432,219	\$45,718,612

The accompanying notes are an integral part of these financial statements.

CITY OF GRAND RAPIDS, MINNESOTA

STATEMENT OF ACTIVITIES

For The Year Ended December 31, 2016

With Comparative Amounts for The Year Ended December 31, 2015

Functions/Programs	Expenses	Program Revenues		
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary government:				
Governmental activities:				
General government	\$3,649,895	\$458,276	\$323,400	\$ -
Public safety	4,208,454	580,225	503,033	-
Public works	5,646,605	326,167	825,391	2,819,812
Culture and recreation	2,367,449	1,048,041	363,555	704,104
Interest and fees on long-term debt	731,702	-	247,142	-
Total governmental activities	16,604,105	2,412,709	2,262,521	3,523,916
Business-type activities:				
Golf course	651,127	569,276	-	-
Storm water utility	688,176	567,357	-	-
Total business-type activities	1,339,303	1,136,633	0	0
Total primary government	\$17,943,408	\$3,549,342	\$2,262,521	\$3,523,916
Component units:				
Economic Development Authority	\$672,853	\$95,665	\$698,123	\$ -
Public Utilities Commission	25,282,162	22,698,610	-	3,298,605
Total component units	\$25,955,015	\$22,794,275	\$698,123	\$3,298,605
General revenues:				
General property taxes				
Payments in lieu of taxes (PILOT)				
Grants and contributions not restricted to specific programs				
Unrestricted investment earnings				
Gain on sale of capital assets				
Insurance recoveries				
Transfers				
Total general revenues, special items and transfers				
Change in net position				
Net position - January 1, as previously reported				
Prior period adjustment				
Net position - January 1, as restated				
Net position - December 31				

The accompanying notes are an integral part of these financial statements.

Net (Expense) Revenue and Changes in Net Position Primary Government				Component Units	
Governmental Activities	Business-Type Activities	Total 2016	Total 2015	Economic Development Authority	Public Utilities Commission
(\$2,868,219)	\$ -	(\$2,868,219)	(\$2,398,550)	\$ -	\$ -
(3,125,196)	-	(3,125,196)	(2,532,437)	-	-
(1,675,235)	-	(1,675,235)	(3,316,916)	-	-
(251,749)	-	(251,749)	(957,798)	-	-
(484,560)	-	(484,560)	(580,892)	-	-
<u>(8,404,959)</u>	<u>0</u>	<u>(8,404,959)</u>	<u>(9,786,593)</u>	<u>0</u>	<u>0</u>
-	(81,851)	(81,851)	(8,615)	-	-
-	(120,819)	(120,819)	122,454	-	-
<u>0</u>	<u>(202,670)</u>	<u>(202,670)</u>	<u>113,839</u>	<u>0</u>	<u>0</u>
<u>(8,404,959)</u>	<u>(202,670)</u>	<u>(8,607,629)</u>	<u>(9,672,754)</u>	<u>0</u>	<u>0</u>
				120,935	-
				-	715,053
				<u>120,935</u>	<u>715,053</u>
6,945,795	-	6,945,795	6,640,739	56,562	-
903,478	-	903,478	902,766	-	-
1,776,992	-	1,776,992	1,742,132	-	-
107,331	5,619	112,950	115,390	6,487	40,886
14,196	-	14,196	331	-	-
50,778	-	50,778	7,450	-	-
3,500	(3,500)	-	-	-	-
<u>9,802,070</u>	<u>2,119</u>	<u>9,804,189</u>	<u>9,408,808</u>	<u>63,049</u>	<u>40,886</u>
<u>1,397,111</u>	<u>(200,551)</u>	<u>1,196,560</u>	<u>(263,946)</u>	<u>183,984</u>	<u>755,939</u>
48,615,168	3,335,678	51,950,846	55,290,594	2,248,235	44,962,673
-	-	-	(3,075,802)	-	-
<u>48,615,168</u>	<u>3,335,678</u>	<u>51,950,846</u>	<u>52,214,792</u>	<u>2,248,235</u>	<u>44,962,673</u>
<u>\$50,012,279</u>	<u>\$3,135,127</u>	<u>\$53,147,406</u>	<u>\$51,950,846</u>	<u>\$2,432,219</u>	<u>\$45,718,612</u>

The accompanying notes are an integral part of these financial statements.

CITY OF GRAND RAPIDS, MINNESOTA
BALANCE SHEET
GOVERNMENTAL FUNDS
December 31, 2016
With Comparative Totals For December 31, 2015

Statement 3

	101 General Fund	429 IRA Civic Center Projects	477 2016 Infrastructure Bonds	Other Governmental Funds	Total Governmental Funds	
					2016	2015
Assets						
Cash and investments	\$5,252,104	\$48,904	\$495,786	\$10,225,798	\$16,022,592	\$15,369,381
Accrued interest receivable	20,311	-	-	-	20,311	19,900
Due from other governmental units	290,947	-	-	128,194	419,141	688,604
Due from other funds	291,231	-	-	10,689	301,920	208,900
Due from component units	16,915	-	-	181,169	198,084	313,735
Accounts receivable	47,979	-	-	72,446	120,425	159,662
Pledges receivable	-	329,500	-	-	329,500	-
Interfund loan receivable	713,951	-	-	-	713,951	351,106
Land held for resale	436,000	-	-	-	436,000	-
Prepaid items	46,345	-	-	39,120	85,465	151,840
Taxes receivable - delinquent	107,123	-	-	53,092	160,215	113,138
Special assessments receivable	97,504	-	-	3,186,217	3,283,721	3,871,450
Total assets	\$7,320,410	\$378,404	\$495,786	\$13,896,725	\$22,091,325	\$21,247,716
Liabilities, Deferred Inflows of Resources, and Fund Balances						
Liabilities:						
Accounts payable	\$151,987	\$15,434	\$51,705	\$372,317	\$591,443	\$216,396
Accrued wages payable	179,676	-	-	41,782	221,458	187,521
Due to other governmental units	26,544	271	-	22,751	49,566	45,415
Due to component units	66,627	-	-	15,057	81,684	59,388
Contracts payable	-	139,776	398,317	12,829	550,922	-
Due to other funds	-	288,092	-	13,828	301,920	208,900
Deposits payable	112	-	-	10,580	10,692	10,350
Interfund loan payable	-	-	-	586,645	586,645	210,346
Unearned revenue	15,907	-	-	360,021	375,928	521,473
Total liabilities	440,853	443,573	450,022	1,435,810	2,770,258	1,459,789
Deferred inflows of resources:						
Unavailable revenue	640,627	329,500	-	3,353,710	4,323,837	4,208,188
Total deferred inflows of resources	640,627	329,500	0	3,353,710	4,323,837	4,208,188
Fund balances:						
Nonspendable	636,954	-	-	18,334	655,288	333,442
Restricted	17,577	-	45,764	6,988,138	7,051,479	7,029,961
Committed	517,869	-	-	804,728	1,322,597	1,069,938
Assigned	-	-	-	1,480,898	1,480,898	2,076,696
Unassigned	5,066,530	(394,669)	-	(184,893)	4,486,968	5,069,702
Total fund balances	6,238,930	(394,669)	45,764	9,107,205	14,997,230	15,579,739
Total liabilities, deferred inflows of resources, and fund balances	\$7,320,410	\$378,404	\$495,786	\$13,896,725	\$22,091,325	\$21,247,716
Fund balance reported above					\$14,997,230	\$15,579,739
Amounts reported for governmental activities in the statement of net position are different because:						
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the funds.					60,331,404	58,033,084
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds:						
Delinquent taxes					160,215	113,138
Assessments not yet due or delinquent					3,233,722	3,821,450
Pledges not yet due					329,500	-
Due from component units					114,400	223,600
Due from other governmental units					23,902	26,352
Land held for resale					436,000	-
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds:						
Bonds payable and unamortized bond premium					(24,444,088)	(24,833,312)
Capital lease and loans payable					(61,580)	(85,224)
Accrued interest payable					(279,594)	(296,567)
Compensated absences payable					(410,629)	(389,272)
Other post employment benefits					(293,703)	(276,981)
An internal service fund is used by management to charge the costs of pension benefits to individual funds.						
The assets and liabilities are included in the governmental activities on the Statement of Net Position.					(5,145,638)	(4,106,806)
Amounts pertaining to the Grand Rapids Fire Relief Association Pension Plan are not current financial resources, and, therefore, are not reported in the governmental funds:						
Net pension asset					947,278	772,890
Deferred outflows of resources					118,726	33,077
Deferred inflows of resources					(44,866)	-
Net position of governmental activities					\$50,012,279	\$48,615,168

The accompanying notes are an integral part of these financial statements.

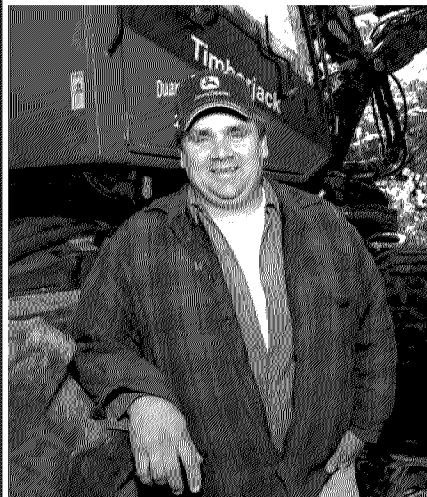
CITY OF GRAND RAPIDS, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
For The Year Ended December 31, 2016
With Comparative Totals For The Year Ended December 31, 2015

Statement 4

	101 General Fund	429 IRA Civic Center Projects	477 2016 Infrastructure Bonds	Other Governmental Funds	Totals Governmental Funds	
					2016	2015
Revenues:						
Taxes:						
General property	\$4,156,865	\$ -	\$ -	\$2,312,363	\$6,469,228	\$6,388,250
Tax abatements	-	-	-	63,528	63,528	26,923
Tax increments	-	-	-	365,962	365,962	231,142
Payments in lieu of taxes (PILOT)	903,478	-	-	-	903,478	902,766
Licenses and permits	259,518	-	-	-	259,518	343,241
Intergovernmental	2,230,732	-	1,902,943	1,593,308	5,726,983	3,887,034
Special assessments	18,437	-	-	971,495	989,932	835,650
Charges for services	807,721	-	-	1,172,720	1,980,441	1,945,088
Fines and forfeits	73,858	-	-	66,145	140,003	150,911
Investment income	42,610	-	-	64,721	107,331	109,041
Contributions and donations	21,052	374,604	-	238,643	634,299	124,609
Other	27,091	-	-	237,627	264,718	254,341
Total revenues	8,541,362	374,604	1,902,943	7,086,512	17,905,421	15,198,996
Expenditures:						
Current:						
General government	1,884,681	-	-	1,158,603	3,043,284	2,318,002
Public safety	3,179,061	-	-	163,231	3,342,292	3,224,886
Public works	2,193,786	-	-	537,472	2,731,258	2,575,664
Culture and recreation	119,282	-	-	1,828,371	1,947,653	1,720,627
Miscellaneous	514,541	-	-	-	514,541	545,535
Capital outlay/construction	-	769,273	3,972,180	1,129,228	5,870,681	749,073
Debt service:						
Principal retirement	-	-	-	2,590,000	2,590,000	2,475,000
Interest	-	-	-	711,789	711,789	764,607
Paying agent fees	-	-	-	7,600	7,600	8,000
Bond issuance costs	-	-	52,693	-	52,693	-
Total expenditures	7,891,351	769,273	4,024,873	8,126,294	20,811,791	14,381,394
Revenues over (under) expenditures	650,011	(394,669)	(2,121,930)	(1,039,782)	(2,906,370)	817,602
Other financing sources (uses):						
Sale of capital assets	17,400	-	-	38,000	55,400	2,000
Bond issuance	-	-	2,170,000	-	2,170,000	-
Bond premium	-	-	44,183	-	44,183	-
Insurance recoveries	42,968	-	-	7,810	50,778	35,950
Transfers in	3,500	-	-	999,217	1,002,717	604,432
Transfers out	(475,824)	-	-	(523,393)	(999,217)	(500,932)
Total other financing sources (uses)	(411,956)	0	2,214,183	521,634	2,323,861	141,450
Net change in fund balance	238,055	(394,669)	92,253	(518,148)	(582,509)	959,052
Fund balance - January 1	6,000,875	-	(46,489)	9,625,353	15,579,739	14,620,687
Fund balance - December 31	\$6,238,930	(\$394,669)	\$45,764	\$9,107,205	\$14,997,230	\$15,579,739

The accompanying notes are an integral part of these financial statements.

Blandin Foundation
STRENGTHENING RURAL MINNESOTA



Grants \$10,001 - \$50,000

Applications Accepted on an Ongoing Basis

Grants Over \$10,001 - \$50,000

If you haven't already, please visit our website to check your project's fit with our eligibility guidelines and areas of focus.

Please email all grant applications to grants@blandinfoundation.org. Supporting information may be mailed separately or scanned and sent as attachments. **If you do not receive acknowledgment of your application in 2-3 business days, please call us at 218-326-0523.**

Organization Information

City of Grand Rapids

Name of organization

Name on articles of incorporation, if different

420 North Pokegama Ave

Grand Rapids, MN 55744

Address

City, State, Zip

Employer Identification Number (EIN)

218.326.7625

cityofgrandrapidsmn.com

Phone

Fax

Website

Tom Pagel

City Administrator

218.326.7626

tpagel@ci.grand-rapids.mn.us

*Name of Executive Director, CEO,
Board Chair, or Lead Organizer*

Title

Phone

E-mail

Matt Wegwerth

City Engineer

218.326.7625

mwegwerth@ci.grand-rapids.mn.

*Name of contact person regarding
this application*

Title

Phone

E-mail

Is your organization an IRS 501(c)(3) nonprofit? Yes No

If no, is your organization a public agency, tribal government entity, or unit of government? Yes No

If no, list name and address of fiscal agent, including EIN number:

EIN Number

If working through a fiscal agent, please attach an email or letter confirming they have agreed to be fiscal agent for your organization.

Proposal Summary

Duration of project: May 2018 to November 2018

Please give a 2-3 sentence summary of your proposal:

The City of Grand Rapids is planning to construct a pedestrian bridge across the Mississippi River near the Library. The purpose of the grant would be to provide enhanced ADA accessibility features to the bridge.

Please give a 1-2 sentence summary of the geographic area your proposal will serve:

The project will serve the residents of Grand Rapids as well as visitors to the area. Within 1/4 mile of the bridge, there are approximately 300 units of subsidized housing.

Please give a 1-2 sentence summary of how your board and staff are representative of the population you serve.

The Mayor and City Council are elected officials.

Budget Summary

Fiscal Year of Organization
or Project: January 1, 2018 to December 31, 2018

Total project budget: \$ 1,500,000.00

Total dollar amount requested of Blandin Foundation: \$ 50,000.00

Total annual budget (organization, division, or program): \$ _____

▶ Signature

Name of CEO/Executive Director or Board Chair

Signature (scanned/electronic signature acceptable)

Proposal Narrative

A Note About Writing

Please follow the outline below as you prepare your proposal narrative. Take the space needed to tell your story, but try to be concise in your answers. We care about our personal relationship with you more than a written relationship and recognize that many organizations don't have professional grant writers on staff. Don't worry. A brief, thoughtful application with good rationales and easily understandable data will be reviewed similarly to a long, elaborate application. However, you help yourself and us by writing succinctly. If you have questions, don't hesitate to call or email.

I. Organizational Profile (3-4 Pages, Less Is Fine For Requests Under \$50,000)

- A. Provide a brief summary of organization history, mission or purpose, programming/activities, and recent accomplishments.

The City of Grand Rapids strives to serve its residents with exceptional services, programs and infrastructure. Accessibility for all is a core principle of the City and is incorporated into as many projects as possible. Currently the City is in the final stages of an ADA transition plan, which reviews all City owned buildings, parks and right-of-ways to identify areas of non-compliance with standards. This plan will ultimately be a guide to ways the City can improve access for all. +

- B. Tell us about your staff and board.

- a. How many staff and board members does your organization have? 1 Mayor and 4 Council Members
- b. If the makeup of your staff and board is not representative of the community you serve, please explain why and how you plan to address this.

NA

- C. In addition to your own, what other organizations/providers serve the people and issues you care about?

NA

- D. How do you partner/collaborate with others to continually strengthen your own work and serve people and communities better?


The City works to partner with as many organizations as possible. The City is currently working on a proposed IRA Civic Center expansion that would partner with the Boys and Girls Club, Grand Itasca, Itasca area schools cooperative and ISD 318. Additionally, the City has recently partnered with the YMCA to assist with the outdoor sport courts.



II. Purpose Of Grant (5-7 Pages, Less Is Fine For Requests Under \$50,000)

A. Background

1. Describe the opportunity your proposal addresses.
 - Help us understand the context, reach and scale of the work you are undertaking.
 - You are welcome to attach a one-page diagram or chart to illustrate your proposed work (this is optional).
2. What organizations and individuals are involved in planning and implementing your proposed project/work?
 - What steps are you taking to include community members who will be most impacted by your work?


1. The City is currently in the design phase of a project to construct a pedestrian bridge across the Mississippi River just east of the Public Library. The purpose of the new bridge is to provide a safe pedestrian river crossing, promote wellness and to improve/enhance the Riverfront district. One of the main goals for the City is to provide exceptional access to all its residents, including those with disabilities. A feature that the City would like to add to the bridge are pedestrian look-outs at the mid-point of the structure. These look-outs will serve two purposes: 1. Provide an enhanced viewing 

B. Implementation

1. What are the specific goals of your project? Please be concise, a short list is optimal.

The goal of the project is to provide access for persons with a disability to fully enjoy the Mississippi River.

2. What are the intended outcomes of the project? In other words, what will be different when your project/program is successful?

If the look-outs are not constructed, a person in a wheelchair will be required to look through the side rails and bridge support members in order to clearly view the river. Because the look-outs are outside the main bridge structure, the building code allows the railings to be lower which allows someone in a wheelchair the opportunity to look over the rail, and not through it. This will provide a clear view of the water. Additionally, it could allow a spot for fishing. 

3. What strategies and/or activities will be employed to achieve these outcomes? Please reflect on how your proposed work is a good fit with Blandin's priorities.

City staff have the support of Mobility Mania and feel that their partnership will help to make these ADA features a reality.

4. Tell us about your project leadership.
 - a. Is the organization equipped to handle what you are proposing; will you have to hire new staff?
 - b. Please share any other organizational implications related to carrying out this work (ex: new partnerships, signed agreements, physical relocation).

The City of Grand Rapids staff is experienced in managing a project of this nature. Staff on a daily basis design and manage the construction of public infrastructure. No additional staff will be needed.



5. No project is without obstacles. Realistically, what are some of the challenges your proposed work/project will face?

Ultimately, the addition of the look-outs comes down to cost as we do not have funding for them. The main bridge project has been funded by State bond funds and federal grants. The Cities local share is coming from a capped Bridge Bond account which doesn't allow us to add extras to the project.

6. What are your short term or long-term strategies for sustaining this effort?

Construction of the bridge will begin in the summer of 2018 and be completed sometime in 2019. The ultimate cost of the project will dictate if the look-outs are possible, and support from the Blandin Foundation will ensure that these features are included in the project.

III. Assessment (1-2 Pages)

- A. Explain how you will measure/document the progress that is being made toward the goals and outcomes you have identified above.

NA

IV. Budget (1 Page, In Addition To Attaching Your Budget(s))

- A. Describe the amount and type of resources that will be needed to see this project through, and steps you are taking to mobilize the necessary resources.

1. Additional funders. List names of corporations, foundations or individuals from whom you seek funds. Include amounts and whether sources are committed or pending.

The current project funding is shown below:

State Bonding - \$750,000

Federal Grant - \$297,000

City Bridge Bonds - \$453,000



- B. Submit a copy of your organization budget.

Copy of the project cost estimate is included

- C. Submit a copy of your project budget (if a form is helpful, [click here](#)).

1. Please include in the project budget all sources of income as well as major expense categories. Remember to include non-cash or in-kind donations.

2. Feel free to attach a narrative explaining your numbers, if necessary.

Total project cost is projected at \$1,500,000, with the cost of the look-outs estimated at \$50,000.



V. Attachments

- A. Most recent financial statements (audited, if available), including balance sheet, statement of activities (or statement of income and expenses) and functional expenses.

Attached are the summary sheets.

A full Comprehensive Annual Financial Report (CAFR) is available on the City's web page under the finance department www.cityofgrandrapidsmn.com

- B. List of board members and their affiliations (or paste a link to your website here, if the information is current).

Mayor - Dale Adams

Council Members

Dale Christy

Tasha Connelly

Rick Blake

Bill Zeige

Proposal Checklist

A complete grant application consists of the following:

- Completed, signed proposal summary form (the first two pages of this application)
- Proposal narrative
- Organization budget
- Project budget (n/a if you have been invited to submit a proposal for operations funding)
- Audited financial statements, if available
- List of board members (or link to website)

Please submit your application to grants@blandinfoundation.org





CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0006 **Version:** 1 **Name:** Consider wage increase for Communications Specialist Lauren Van Den Heuvel.

Type: Agenda Item **Status:** Passed

File created: 12/26/2017 **In control:** City Council

On agenda: 1/8/2018 **Final action:** 1/8/2018

Title: Consider wage increase for Communications Specialist Lauren Van Den Heuvel.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider wage increase for Communications Specialist Lauren Van Den Heuvel.

Background Information:

Lauren Van Den Heuvel was hired on December 6, 2016 as part-time Communications Specialist. During the past year, Lauren has demonstrated excellence in marketing communications and has a hard work ethic, which makes her a great fit for the position. Lauren has taken on the responsibility of the City's website, Social media, as well as the Community Reader Board, along with other duties such as a recent community survey. Lauren has been working approximately 20 hours per week at \$14.00 per hour. She will decrease her hours to 15-16 per week, which will make this request budget-neutral.

Staff Recommendation:

City Administrator Tom Pagel and Human Resources Director Lynn DeGrio are recommending increasing Lauren Van Den Heuvel's wage to \$18.00 per hour effective January 1, 2018.

Requested City Council Action

Make a motion to increase the wage for Communications Specialist Lauren Van Den Heuvel to \$18.00 per hour effective January 1, 2018.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0007 **Version:** 1 **Name:** Consider terminating services with Ameriflex.
Type: Agenda Item **Status:** Passed
File created: 12/27/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider terminating services with Ameriflex.

Sponsors:

Indexes:

Code sections:

Attachments: [Termination of Services Form](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider terminating services with Ameriflex.

Background Information:

The City of Grand Rapids has been utilizing Ameriflex, a third party administrator, for the past two years. The service they provided was to reimburse employees for co-insurance incurred according to their relevant bargaining agreements and the personnel policies. Now that the City of Grand Rapids will be paying 100% of the health insurance premium for all benefited City employees, we are no longer offering this reimbursement. Therefore, we will no longer need Ameriflex to process reimbursements after March 31, 2018, which is the last day for employees to submit reimbursement claims for 2017.

Staff Recommendation:

Human Resources Director Lynn DeGrio is recommending terminating the services agreement with Ameriflex effective March 31, 2018.

Requested City Council Action

Make a motion to terminate services with Ameriflex effective March 31, 2018.

Embedded Secure Document

The file <https://grandrapids.legistar.com/View.ashx?M=F&ID=5715943&GUID=15069D57-96AE-4978-B2E5-847C35EC8EB1> is a secure document that has been embedded in this document. Double click the pushpin to view.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0011 **Version:** 1 **Name:** Generator Contract with County
Type: Agenda Item **Status:** Passed
File created: 12/28/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider approving five (5) year extension of Contract for Municipal Services between City of Grand Rapids and Itasca County for connection to emergency generator.

Sponsors:

Indexes:

Code sections:

Attachments: [Itasca County - Generator Contract.pdf](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider approving five (5) year extension of Contract for Municipal Services between City of Grand Rapids and Itasca County for connection to emergency generator.

Background Information:

In August 2007, the City approved the Contract for Municipal Services with Itasca County to allow the City to connect to the County's Courthouse main generator for the purpose of providing a backup power source in the event of an outage for a period of five (5) years. In 2012, an addendum extending the contract through 2017 was approved. On January 2, 2018 at their regular meeting, the Itasca County Board approved another addendum, extending the contract from January 1, 2018 through December 31, 2022.

Staff Recommendation:

Approve contract extension.

Requested City Council Action

Make a motion approving the Addendum Extension of Contract for Municipal Services through December 31, 2022.

**ADDENDUM
EXTENSION OF CONTRACT FOR MUNICIPAL SERVICES**

This Agreement is between the County of Itasca ("County") through its Administrative Services Department and the City of Grand Rapids, a Minnesota municipal corporation ("City") hereafter for the purposes of the Agreement and Extension to provide Municipal Services to the City.

1. **Extension.** The County and City agree to extend the Contract for Municipal Services (herein after "Contract") between the County and City termed August 14, 2007 through December 31, 2012, which was also extended and in effect from January 1, 2013 through December 31, 2017.

2. **Date of Term.** The extension shall be in effect from January 1, 2018 through December 31, 2022, unless terminated sooner or extended into the future as provided in the Contract.

3. **Term conditions.** The County and City agree, except as modified herein, to be bound and continue all of the terms outlined in the Contract, or as amended by law.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed.

CITY:
City of Grand Rapids

COUNTY:
Itasca County

By _____
Chair
Grand Rapids City Council

By _____
Chair
Itasca County Board of Commissioners

Date _____

Date _____

By _____
Clerk

By _____
Brett Skyles, Administrator

Approved as to form:

John J. Muhar, #75942
Itasca County Attorney
123 NE 4th Street
Grand Rapids, MN 55744

	<u>Yearly Total</u>	<u>Quarterly Total</u>	<u>Increase Over Previous Year</u>
2008	\$ 4,800.00	\$ 1,200.00	N/A
2009	\$ 4,944.00	\$ 1,236.00	\$ 144.00
2010	\$ 5,092.32	\$ 1,273.08	\$ 148.32
2011	\$ 5,245.09	\$ 1,311.27	\$ 152.77
2012	\$ 5,402.44	\$ 1,350.61	\$ 157.35
2013	\$ 5,564.52	\$ 1,391.13	\$ 162.07
2014	\$ 5,731.45	\$ 1,432.86	\$ 166.94
2015	\$ 5,903.39	\$ 1,475.85	\$ 171.94
2016	\$ 6,080.50	\$ 1,520.12	\$ 177.10
2017	\$ 6,262.91	\$ 1,565.73	\$ 182.41
2018	\$ 6,450.80	\$ 1,612.70	\$ 187.89
2019	\$ 6,644.32	\$ 1,661.08	\$ 193.52
2020	\$ 6,843.65	\$ 1,710.91	\$ 199.33
2021	\$ 7,048.96	\$ 1,762.24	\$ 205.31
2022	\$ 7,260.43	\$ 1,815.11	\$ 211.47



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0013 **Version:** 1 **Name:** Grand Itasca Sports Medicine Agreement
Type: Agenda Item **Status:** Passed
File created: 1/2/2018 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider entering into an Agreement with Grand Itasca Clinic and Hospital for Sports Medicine Services.

Sponsors:

Indexes:

Code sections:

Attachments: [Grand Itasca PT Agreement 2018.pdf](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

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

Background Information:

For several years, Grand Itasca Clinic and Hospital has provided Sports Medicine Services for our High School Hockey teams. The cost of these services is covered in our Facility Agreement with ISD 318. The Agreement is attached for your review.

Staff Recommendation:

City staff recommends entering into an Agreement with Grand Itasca Clinic and Hospital for Sports Medicine Services.

Requested City Council Action

Make a motion to enter into an Agreement with Grand Itasca Clinic and Hospital for Sports Medicine Services.



*Part of Fairview
Health Services*

AGREEMENT

BETWEEN THE GRAND RAPIDS IRA CIVIC CENTER

AND GRAND ITASCA CLINIC & HOSPITAL

FOR SPORTS MEDICINE SERVICES

The following is an agreement between the Grand Rapids IRA Civic Center (hereinafter referred to as Civic Center) and Grand Itasca Clinic & Hospital Rehabilitation Services Department (hereinafter referred to as GIRSD). This agreement is for the period of November 13, 2017 through April 30, 2018.

I. GIRSD SPORTS MEDICINE AGREES:

- a. To provide a certified athletic trainer and/or licensed physical therapist who is registered/licensed in the State of Minnesota for the 2017-2018 academic year. Specific services are described in the attached Exhibit A.
- b. To direct the care of injured student athletes in accordance with established GIRSD Sports Medicine protocols and practices.
- c. GIRSD Sports Medicine does not seek any exclusive agreement with CIVIC CENTER, either explicit or implicit, to provide sports medicine services not available at the CIVIC CENTER. The commitment by GIRSD Sports Medicine to make such services readily available does not obligate CIVIC CENTER student athletes to utilize GIRSD Sports Medicine for the same.

II. CIVIC CENTER AGREES:

- a. To recognize the authority of the athletic trainer or physical therapist within the scope and limits of their profession and availability, to direct the care of injured CIVIC CENTER athletes and to determine the type(s) of treatment required and readiness of CIVIC CENTER athletes to participate safely in athletics.
- b. To provide all necessary supplies and space needed for GIRSD Sports Medicine services described in this agreement.
- c. To appoint the Civic Center Manager as the liaison(s) with GIRSD Sports Medicine for sports medicine services.
- e. Civic Center Manager shall ascertain that the GIRSD Sports Medicine health history and consent for treatment forms are to each student athlete and returned prior to and as a

condition for participation in school sports programs.

f. Civic Center Manager shall ascertain that the coaching staffs respect the GIRSD Sports Medicine staff's assessments regarding student athletes' readiness to participate safely in sports.

g. Civic Center Manager shall determine the need for and arrange logistics of in-services/continuing education in sports medicine for the coaching staffs/student trainers.

h. To acknowledge in all home game programs/rosters that sports medicine services are provided by GIRSD Sports Medicine and place GIRSD banners.

i. Compensation to GIRSD by CIVIC CENTER to be in accordance with Exhibit B.

IV. MUTUAL AGREEMENTS:

- a. Nothing contained in this agreement shall be construed as in any manner creating a relationship of joint venture or co-partnership between the parties, which are and shall remain independent contractors with respect to all actions performed pursuant to this agreement. The GIRSD Sports Medicine trainers, physical therapists, and physicians, while performing services under this agreement, shall be and remain employees of GIRSD Sports Medicine and not of CIVIC CENTER.
- b. GIRSD Sports Medicine will select the employees providing services under this agreement subject, however, to the right of CIVIC CENTER to approve anyone so selected and to ask for individual replacement should CIVIC CENTER deem the services being provided to be unacceptable.
- c. Each party agrees to indemnify, defend and hold harmless the other and its *officers*, agents and employees, from and against all claims, losses, *costs*, damages, and expenses to the extent resulting from or arising in connection with (a) any breach of this agreement by the indemnifying party, or (b) any actual or alleged malpractice or negligent act or omission by the indemnifying party, its agents or personnel.
- d. Each party will at its expense, maintain professional and general liability insurance, in an amount commonly maintained by comparable institutions and practitioners in the area, covering its entity and individuals rendering services under this agreement.
- e. Both parties agree to review this agreement prior to the end of the school year and to negotiate any modifications of the agreement. This agreement will automatically renew each year if unless modifications are identified.
- f. Either party may terminate this agreement at any time for cause by giving the other party 60 days written notice of termination. Cause will include the failure of a party to comply with the terms of this agreement or any action or activity by either party which would adversely affect the reputation of the other party.

EXHIBIT A

Specific duties of the trainer shall include but not limited to the following:

- a. To be on duty at the training room as requested. Daily duties include, but are not limited to, preventive care, assessments and treatment of injuries, rehabilitation of injuries and assessment of readiness for sports participation, in accordance with established protocols and under the medical supervision of the team physician. Game coverage with emphasis on collision and/or high risk for injury sports with the schedule mutually agreed upon prior to the start of the season.
- b. To keep an inventory and to arrange for procurement of necessary trainer's equipment and supplies.
- c. To act as the primary liaison between IRA Civic Center athletes, coaching staff, and other health care providers in all matters pertaining to evaluation and treatment of sports-related injuries and health problems.
- d. To carry out on-site evaluation and immediate care of injuries/health problems in accordance with standard sports medicine practices and GIRSD Sports Medicine protocols. Evaluation includes determination of the athlete's readiness to continue/resume play.
- e. To arrange for further evaluation and care in accordance with the standard sports medicine practices and GIRSD Sports Medicine protocols.
- f. To carry out preventative and rehabilitative care under the direction of the team physician(s) and physical therapist(s) and in accordance with standard sports medicine practices and GIRSD Sports Medicine protocols.
- g. To report to the coaching staff on a regular basis with regard to student athletes' readiness to play and status of all student athletes being evaluated or treated for any injury/health problem.
- h. To communicate with the team physician(s) on a regular basis with regard to student athletes' readiness to play and status of all athletes being evaluated or treated for any injury/health problem.

EXHIBIT B

Consideration and Terms of Payment:

Consideration for all-services performed and goods or materials supplied by GIRSD pursuant to this contract shall be paid by CIVIC CENTER as follows:

- Compensation of forty Dollars (\$40.00) per hour.
- Payment shall be made by CIVIC CENTER promptly after presentation of invoices for services performed and acceptance of such services by CIVIC CENTER authorized representative. All services provided by GIRSD pursuant to this contract shall be performed to the satisfaction of CIVIC CENTER, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. GIRSD shall not receive payment for work found to be unsatisfactory or performed in violation of any applicable federal, state, or local law, ordinance, rule or regulation. Invoices shall be presented by GIRSD to CIVIC CENTER according to the following schedule:
- Invoice will be provided by GIRSD to CIVIC CENTER following the conclusion of each month of the winter sports season.

Grand Rapids IRA Civic Center

1401 NW 3rd Ave

Grand Rapids, MN 55744

Grand Rapids Clinic & Hospital

1601 Golf Course Road

Grand Rapids, MN 55744

~~Dale Anderson~~ *Dale Adams*

~~Director of Parks and Recreation~~ *Mayor*

Sandy Lenarz
VP Hospital Services
Sandy Lenarz MHA, BSN

VP Hospital Services



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0014 **Version:** 1 **Name:** North Country Trail Support Resolution
Type: Agenda Item **Status:** Passed
File created: 1/2/2018 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Consider a resolution to sign a letter of support for the North Country National Scenic Trail Route Adjustment legislation.

Sponsors:

Indexes:

Code sections:

Attachments: [North Country Trail.pdf](#)
[Resolution - North Country Trail 2018](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider a resolution to sign a letter of support for the North Country National Scenic Trail Route Adjustment legislation.

Background Information:

The North Country National Scenic Trail is seeking support for a route adjustment through the Arrowhead Region which would replace a 100-mile segment of the route that will not be built because of extensive wetlands. Several recreational organizations and units of government have signed the attached letter of support.

Staff Recommendation:

City staff recommends passing a resolution to sign a letter of support for the North Country National Scenic Trail Route Adjustment legislation.

Requested City Council Action

Make a motion to pass a resolution to sign a letter of support for the North Country National Scenic Trail Route Adjustment legislation.



House Natural Resources Committee
Attn: Rob Bishop, Chair
1324 Longworth House Office Building
Washington, D.C. 20515

House Natural Resources Federal Lands Sub-committee
Attn: Tom McClintock, Chair
1324 Longworth House Office Building
Washington, D.C. 20515

December __, 2017

The Honorable Representative Bishop and Honorable Representative McClintock,

The undersigned parties all support the development of the North Country National Scenic Trail (NCNST) through northeastern Minnesota and **formally request that you take action ASAP on the non-controversial and bipartisan North Country National Scenic Trail Route Adjustment legislation (H.R. 1026) in the Federal Lands Sub-committee.** Please schedule a hearing for H.R. 1026 just as you did last November 30th for the identical H.R. 799.

Sponsored by Rep. Richard Nolan and co-sponsored by 34 Representatives, this **non-controversial and bipartisan** legislation would enact the North Country National Scenic Trail's "*Arrowhead Re-route.*" This would replace a 100-mile segment of the original route in our area that will not be built because of extensive wetlands - with an alternative that much better meets Congress' intent in the National Trails System Act. This landmark legislation calls for these Trails to...

"Provide for maximum outdoor recreation potential and for the conservation and enjoyment of the nationally significant scenic, historic, natural, or cultural qualities of the areas through which such trails may pass."

We wholeheartedly believe this Route Adjustment legislation better accomplishes that task while significantly benefiting our region of Minnesota and also Vermont. We ask for and need your help in achieving the goal set out by Congress forty-nine years ago.

The NCNST would enhance public access – including for sportsmen - to northeastern Minnesota's public & private lands (only with landowners' permission) and would also increase recreational opportunities on these lands. This legislation would enhance regional tourism spending, contribute to residents' quality of life, and unleash local volunteers willing (and in some cases waiting) to do the work.

For all of the above reasons, we again ask you to schedule sub-committee hearings for H.R. 1026 as soon as possible.

Sincerely,



Bud Stone - President
Grand Rapids Area Chamber of Commerce
Grand Rapids MN
bud@grandmn.com



Megan Christianson, Executive Director
Visit Grand Rapids
Grand Rapids, MN
megan@visitgrandrapids.com

Steve

Steve Piragis, Owner
Piragis Northwoods Co, Inc
Ely, MN
steve@piragis.com

Jack

Jack Stone, Owner
Stone Harbor Wilderness Supply
Grand Marais, MN
jack.stone@stoneharborws.com



John Storkamp, Owner
Rocksteady Running
Hastings, MN
john@rocksteadyrunning.com



Greg Hagy, Mayor
City of Cohasset, MN
grhagy@gmail.com



Jay Arrowsmith-DeCoux, Mayor
City of Grand Marais, MN
jay.a.decoux@gmail.com



Brett Feldman, Executive Director
Parks & Trails Council of Minnesota
St. Paul, MN
bfeldman@parksandtrails.org



Chuck Novak, Mayor
City of Ely, MN
mayorchucknovak@ely.mn.us



Denny Caneff, Executive Director
Superior Hiking Trail Association
Two Harbors, MN
dcaneff@superiorhiking.org



Mollyann McCann, Coordinator
Get Fit Itasca & Statewide Health
Improvement Partnership (Itasca)
Grand Rapids, MN
molly@getfititasca.org



John & Mindy Fredrikson
Gunflint Lodge & Outfitters, Owners
Grand Marais, MN
John@Gunflint.com Mindy@Gunflint.com



Terry Kalil, President
League of Women Voters Minnesota
info@lwvwmn.org



John Elliott, President
Border Route Trail Association
info@borderroutrail.org



Craig Sterle, President
Minnesota Division-Izaak Walton League of America
ikes@minnesotaikes.org



Dennis Thompson, President & Treasurer
Minnesota Forestry Association
president@minnesotaforestry.org



Lisa Kerr, Land Commissioner / Parks & Trails Director
Cook County MN
lisa.kerr@co.cook.mn.us

Beth

Beth Pierce, Executive Director
Iron Range Tourism Bureau
Eveleth, MN
beth@ironrange.org



Linda Jurek
Executive Director, Visit Cook County
Grand Marais, MN
linda@visitcookcounty.com

A handwritten signature in black ink, appearing to read 'Bruce Beste', with a long, sweeping flourish extending to the right.

Bruce Beste, Co-Chair
Northern St. Louis County Trails Task Force
Crane Lake, MN
bruce@cabinsoncrane.com

Cc:

Rep. Richard Nolan
Chisholm City Hall
316 West Lake Street, Room #7
Chisholm, MN 55719

Councilor _____ introduced the following resolution and moved for its adoption:

RESOLUTION NO. ____ - ____

A RESOLUTION IN SUPPORT OF THE NORTH COUNTRY NATIONAL SCENIC TRAIL
ROUTE ADJUSTMENT LEGISLATION

WHEREAS, this non-controversial and bi-partisan legislation would enact the North Country National Scenic Trail's "Arrowhead Re-route"; and

WHEREAS, the North Country National Scenic Trail provides for maximum outdoor recreation potential and for the conservation and enjoyment of the nationally significant scenic, historical, natural, or cultural qualities of the areas through which such trails may pass; and

WHEREAS, Grand Rapids prides itself on being part of outdoor recreational opportunities in Northern Minnesota. We love our hiking and biking trails, lakes, and beautiful forests.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, supports the North Country National Scenic Trail Route Adjustment legislation.

Adopted by the City Council this ____ day of _____, 2018.

Dale Adams, Mayor

ATTEST:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0018 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Passed
File created: 1/3/2018 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018

Title: Consider the adoption of a resolution accepting a grant from the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) Downtown and Business Corridor program.

Sponsors:

Indexes:

Code sections:

Attachments: [IRRR Grant Agreement - Downtown Arts.pdf](#)
[IRRR Grant Agreement Exhibits - Downtown Arts.pdf](#)
[Resolution Accepting IRRR Downtown and Business Corridor grant.pdf](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider the adoption of a resolution accepting a grant from the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) Downtown and Business Corridor program.

Background Information:

On December 11, 2017 the City Council authorized an application to the IRRR for a Downtown and Business Corridor grant program requesting \$28,500.00 for the Downtown Arts Installation Project initiated by the Arts and Culture Commission. The grant application has been awarded by IRRR. The attached resolution accepts the grant and authorizes execution of the grant agreement.

Staff Recommendation:

Adopt the resolution accepting a grant from the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) Downtown and Business Corridor program

Requested City Council Action

Adopt the resolution accepting a grant from the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) Downtown and Business Corridor program

**STATE OF MINNESOTA
GRANT CONTRACT**

PO ID 3000006249	PO Date December 20, 2017		Fiscal Year 2018	Grant Award \$28,500.00
Vendor ID 0000195352	Fund 2370	Fin Dept ID B4335310	Approp ID B43TCPR	Account 441352

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

Recitals

1. Under and pursuant to Iron Range Resources and Rehabilitation Board Resolution No. 17-027 the State is empowered to enter into this grant.
2. As part of its mission, Iron Range Resources and Rehabilitation will grant funds for local economic development projects located within the Taconite Assistance Area defined in Minn. Stat. Sec. 273.1341. Iron Range Resources and Rehabilitation has determined that completion of this project will support those purposes.
3. The State is in need of the duties specified in Exhibit A, which is attached and incorporated into this grant contract.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn. Stat. Sec. 16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 Effective date:

December 21, 2017, or the date the State obtains all required signatures under Minn. Stat. Sec. 16B.98, Subd. 5, whichever is later. Per, Minn. Stat. Sec. 16B.98, Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed. **The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

1.2 Expiration date:

December 31, 2018, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms.

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

2 Grantee's Duties

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

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

3 Time

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

4 Consideration and Payment

4.1 Consideration.

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

(a) Compensation

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

(b) Travel Expenses

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

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$28,500.00 and be in accordance with the breakdown of costs contained in Exhibit B.

4.2 Payment

(a) Invoices

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

(b) Unexpended Funds

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

4.3 Contracting and Bidding Requirements

Per Minn. Stat. Sec. 471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or

personal property

(a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. Sec. 16C.28, Subd. 1, paragraph (a), clause (2)

(b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. Sec.16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c)

(c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Stat. Sec. 16C.28, Subd. 1, paragraph (a), clause (2)

(d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

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

5 Conditions of Payment

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

6 Authorized Representative

The State's Authorized Representative is Whitney Ridlon, 4261 Hwy 53 S, Eveleth, Minnesota, 55734, (218) 735-3004, whitney.ridlon@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

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

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

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

7.2 Amendments

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

7.3 Waiver

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

7.4 Grant Contract Complete

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

8 Liability

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

9 State Audits

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

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

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

10.2 Intellectual Property Rights

The State shall own all rights, title and interest in any intellectual property that is derived or developed pursuant to this grant contract, including but not limited to copyrights, patents, trade

secrets, trademarks and service marks in any works or documents created and paid for pursuant to this contract.

11 Workers Compensation

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

12 Publicity and Endorsement

12.1 Publicity

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

12.2 Endorsement

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

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

14.1 Termination by the State

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

14.2 Termination for Cause

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

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract if:

(a) It does not obtain funding from the Minnesota Legislature (*State grant funds only*).

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is

not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

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

16 Provisions

Specifically, but without limitation, GRANTEE shall comply with and, to the extent required by law shall require its contractors and subcontractors performing work on the Project to comply with: Minn. Stat. Sec. 181.59 (Non-discrimination); Minn. Stat. Sec.116J.871 and 177.43 (Prevailing Wages); Minn. Stat. Sec. 574.26 (Payment and Performance Bonds); Minn. Stat. Sec. 363A.36 (Certificate of Compliance for private entities); and Minn. Stat. Sec.116L.66 (Job Listings for grants of \$200,000 or more to any private entity), and the American's with Disabilities Act 42 U.S.C.A. Sect. 12101.

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

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

1. STATE ENCUMBRANCE VERIFICATION

3. STATE AGENCY

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

Electronically Approved and Signed
Signed: Bob Scuffy
Title: Accounting Director
Date: December 20, 2017

Electronically Approved and Signed
By: Mark R Phillips
Title: Commissioner
Date: December 21, 2017

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative

EXHIBIT A: DUTIES

To fund the Downtown Grand Rapids Art Installation project and other costs associated with the completion of the project.

The grantee will submit to the IRRRB a progress report and a final report at time of project completion. An IRRRB authorized representative may conduct a site visit or call as a monitoring requirement for the project.

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

EXHIBIT B: PAYMENTS

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$28,500.00.

		Budget		
	Detailed Expense Description	Funding Sources: Applicant	Funding Sources: IRRRB	Total Funding
Expense 1	Create/install 3 building murals	\$7,500.00	\$7,500.00	\$15,000.00
Expense 2	Create/install 3 sculptures	\$14,500.00	\$14,500.00	\$29,000.00
Expense 3	Install 3 handicap accessible door openings	\$3,750.00	\$3,750.00	\$7,500.00
Expense 4	Create/install 2 sidewalk poetry panels	\$1,800.00	\$1,800.00	\$3,600.00
Expense 5	Create/install 30 lamp post banners	\$950.00	\$950.00	\$1,900.00
Total		\$28,500.00	\$28,500.00	\$57,000.00

The IRRRB will promptly pay the Grantee after the Grantee presents itemized invoice for the services actually performed and the IRRRB's Authorized Representatives accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: reimbursement upon submission of invoices upon completion of stages of work on the project and/or completion of the entire project done in accordance with this Agreement. If applicable, bid tabulations will be required for the project and a copy submitted to the IRRRB Authorized Representative.

EXHIBIT C

IRON RANGE RESOURCES AND REHABILITATION BOARD OF THE STATE OF MINNESOTA

Resolution No.: FY96-005

WHEREAS, the Board is authorized and required under the provisions of Minnesota Statutes: Section 298.22, subdivision 2; Section 298.223, Subdivision 2; and Section 298.296, subdivision 2, to approve projects before any funds made available to the Commissioner under any such section (hereafter referred to as "IRRRB Funds") may be expended; and

WHEREAS, the Board met in open session on Friday, March 22, 1996, at Room 229, in the State Capitol Building, St. Paul, Minnesota, to consider the approval of various projects to be financed with IRRRB Funds, and at such meeting considered and discussed whether or under what circumstances wages should be paid to workers on IRRRB funded projects at rates which are consistent with the prevailing wage requirements for projects subject to Minnesota Statutes Sections 177.41 to 177.44;

WHEREAS, the Board on Monday, April 29, 1996, met in open session at the IRRRB Building at Eveleth, Minnesota, and further considered the matter of its policy on prevailing wages; and

WHEREAS, on the basis of such discussions and considerations the Board has determined that a policy statement

regarding the payment of prevailing wages on IRRRB funded projects should be adopted so that it can be referred to and incorporated by reference as a condition of the Board's approval of specific projects which from time to time hereafter are submitted to it by the Commissioner for approval;

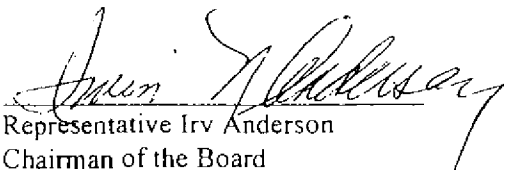
NOW, THEREFORE, BE IT RESOLVED that when the Board determines to invoke or apply a prevailing wage condition on a project, it intends that substantially the following language be inserted in the contract:

This Board's approval of funding for this project is subject to the further condition that the Grantee/Borrower must, before any IRRRB funds are paid or released, first certify to the commissioners of labor and industry and of Iron Range Resources and Rehabilitation that it will pay or require to be paid to all laborers, workers and mechanics performing work at the Project Site being financed in whole or in part with such IRRRB funds, wages at a rate not less than the prevailing wage rates as defined in Minnesota Statutes § 177.42, subdivision 6. as amended. The term "Project Site" shall include not only the immediate physical location at which the improvements funded in whole or in part by these approved IRRRB funds are to be made, but also any other areas of substantially concurrent construction work within the same building or on the same or a connected parcel of land which is being done by the grantee/borrower or by a private business entity in association with the Grantee's/Borrower's project or in contractual reliance upon its being done.

BE IT FURTHER RESOLVED that this resolution may hereafter be referenced and referred to as "Resolution 96-005"

PASSED AND ADOPTED BY VOTE OF THE IRON RANGE RESOURCES AND REHABILITATION BOARD THIS 29th DAY OF APRIL, 1996

AYES: 11
NAYS: 0
ABSTENTIONS: 0
ABSENT: 0

Signed: 
Representative Irv Anderson
Chairman of the Board

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 18-

A RESOLUTION ACCEPTING A \$28,500.00 GRANT FROM THE MINNESOTA DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION (IRRR) DOWNTOWN AND BUSINESS CORRIDOR PROGRAM FOR THE DOWNTOWN ARTS INSTALLATION PROJECT

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, that the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$28,500.00 Downtown and Business Corridor grant award from the IRRR for the Downtown Art Installation Project and furthermore authorizes the Mayor to execute the associated grant agreement.

Adopted this 8th day of January, 2018.

Dale Adams, Mayor

Attest:

Kimberly Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0020 **Version:** 1 **Name:** Consider adopting a resolution accepting \$14.00 in donations for the 2018 Shop with a Hero Event

Type: Agenda Item **Status:** Passed

File created: 1/4/2018 **In control:** City Council

On agenda: 1/8/2018 **Final action:** 1/8/2018

Title: Consider adopting a resolution accepting \$14.00 in donations for the 2018 Shop with a Hero Event.

Sponsors:

Indexes:

Code sections:

Attachments: [PD 2018 No Shave Res](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Consider adopting a resolution accepting \$14.00 in donations for the 2018 Shop with a Hero Event.

Background Information:

The Grand Rapids Police Department conducted its 6th annual Shop with a Hero Event on Sunday, December 10, 2017 at Grand Rapids Walmart. Members of the Grand Rapids Police Department raised (\$1,290.00) for their “No Shave November” for this event, \$14.00 dollars in donations came in after the event had taken place so the new amount raised by members of the Grand Rapids Police Department for the Shop with a Hero Event is \$1,304.00.

Staff Recommendation:

Please consider adopting a resolution accepting \$14.00 in donations for the 2018 Shop with a Hero Event.

Requested City Council Action

Make a motion to adopt a resolution accepting \$14.00 in donations for the 2018 Shop with a Hero Event.

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

RESOLUTION NO. 18-

A RESOLUTION ACCEPTING AN ADDITIONAL \$14 FROM GRAND RAPIDS POLICE DEPARTMENT'S NO SHAVE NOVEMBER FUNDRAISER FOR THE GRAND RAPIDS' POLICE DEPARTMENT SEVENTH ANNUAL SHOP WITH A HERO EVENT

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

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

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

- Grand Rapids Police Officer's No Shave November Fundraiser raised an additional \$14 for the Grand Rapids Police Department Seventh Annual Shop with a Hero Event.

Adopted this 8th day of January, 2018

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0009 **Version:** 1 **Name:** Board & Commission Minutes
Type: Minutes **Status:** Approved
File created: 12/27/2017 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Acknowledge minutes for Boards & Commissions.

Sponsors:

Indexes:

Code sections:

Attachments: [November 1, 2017 Golf Board minutes.pdf](#)
[November 2, 2017 Planning Commission minutes.pdf](#)
[November 7 2017 Arts & Culture.pdf](#)
[November 9, 2017 GREDA minutes.pdf](#)
[October 25, 2017 Human Rights.pdf](#)
[February 7, 2017 PCA Board minutes.pdf](#)
[April 4, 2017 PCA Board minutes.pdf](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

Acknowledge minutes for Boards & Commissions.

GRAND RAPIDS GOLF COURSE BOARD
SPECIAL MEETING
November 1, 2017
7:00 AM

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

Absent: None

Staff: Bob Cahill Director of Golf

- I. Pat Pollard called the meeting to order.
- II. Visitors: None
- III. Discussions that took place relating proposed 2018 membership rates and fees. Changes in membership fees and green fees will be discussed again and voted on at the regular November meeting. Todd Roth made a motion to authorize the \$200 payment to each of the starter / ranger employees. Kelly Kirwin seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien
Recording Secretary



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, November 2, 2017

4:00 PM

Council Chambers

Call To Order

Call of Roll

- Present** 5 - Commissioner Mark Gothard, Chairperson Lester Kachinske, Commissioner Susan Lynch, Commissioner Michelle Toven, and Commissioner Sue Zeige
- Absent** 2 - Commissioner Charles Burress, and Commissioner Paula Johnson

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.

Approval of Minutes

Approve the minutes of the October 5, 2017, 4:00 pm regular meeting.

Motion by Commissioner Toven , second by Commissioner Zeige to approve the minutes from the October 5, 2017 regular meeting as presented. The following voted in favor thereof: Gothard, Toven, Kachinske, Zeige, Kachinske. Opposed: None, passed unanimously.

Public Hearings

WD Partners, on behalf of Wal-Mart Real Estate Business Trust, has requested the Planning Commission's recommendation for approval, of a third amendment to the Conditional Use Permit.

The requested amendment would allow for an 18' X 72' covered parking canopy structure (for their On-line Ordering Pick-up Program) to be added to the southeast corner of the property, and the addition of an orange accent color & "Pickup" related signage, to a portion of the southwest corner of the Wal-Mart building.

With the establishment of the CUP process set forth within Division 14, the review and approval of new projects, as well as modifications/amendments to approved facilities, is no longer administered by staff, but is issued through a Conditional Use Permit approved by the City Council, with recommendations received from the Planning Commission.

When reviewing Conditional use application and considering their recommendation to the City Council, the Planning Commission should make specific findings based upon

their standard list of considerations, which are found in Section 30-531e of the City Code. The Planning Condition must also consider the degree to which the proposed project meets the criteria and objectives established within the Large Scale Commercial Design Standards, Division 14, of the City Zoning Code, and if certain conditions or restrictions should be recommended to the City Council to ensure that the project meets those objectives and criteria.

Staff has reviewed the application and the associated changes to the approved development plans and provides the following comments and potential conditions:

- That in the event the City, or designated contractor, is not able to access the water line, for maintenance/replacement purposes, in the area around and/or under the proposed parking canopy, the canopy would be promptly removed and reinstalled at the property owners expense to permit access.*
- That all previously imposed conditions under City Council Resolution No.'s 06-130, 07-08 & 08-22 remain in effect.*

Conduct a public hearing to consider a recommendation to the City Council regarding a request for a third amendment to the approved Conditional Use Permit granted to Wal-Mart Stores Inc., for the construction of a new Wal-Mart Supercenter located on Lot 1, Block 1, Plat of Wal-Mart Grand Rapids in December 2006.

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

Matt Davis, WD Partners representing Wal-Mart, 707 Discovery Blvd, Dublin, OH provided information regarding the color scheme and signage.

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

Motion by Commissioner Toven, second by Commissioner Lynch that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby recommend that the City Council grant the following amendment to the Conditional Use Permit, approved under City Resolution No. 06-130, to Wal-Mart Stores Inc., for the property legally described as: Lot 1, Block 1, Plat of Wal-Mart Grand Rapids, Itasca County, Minnesota:

- For the placement of an 18' X 72' covered parking canopy structure (for their On-line Ordering Pick-up Program) to be added to the southeast corner of the property, and the addition of an orange accent color & "Pickup" related signage, to a portion of the southwest corner of the Wal-Mart building as described within the CUP application.**

and that the following conditions shall apply:

- That in the event the City, or designated contractor, is not able to access the water line, for maintenance/replacement purposes, in the area around and/or under the proposed parking canopy, the canopy would be promptly removed and reinstalled at the property owner's expense to permit access.**

- That all previously imposed conditions under City Council Resolution No.'s 06-130, 07-08 & 08-22 remain in effect.

With the following considerations:

1. Will not be detrimental to the public health, safety, morals, or general welfare?
Why/Why not? No, it will not.
2. Will not cause undue traffic congestion or hazards and will not result in a parking shortage?
Why/Why not? No, it will not have a negative impact on traffic or parking.
3. Will not be injurious to the use and enjoyment or result in a decrease in value of other property in the area?
Why/Why not? No, it will not the canopy will be a nice addition to the site.
4. Will not impede the orderly development of other property in the area?
Why/Why not? No, it will not have any impact on the development of other property in the area.
5. Will not impose an excessive burden on parks and other public facilities and utilities?
Why/Why not? No, the utility easement is addressed and there will not be a burden on parks.
6. Is consistent with the Comprehensive Plan?
Why/Why not? Yes, it is expanding economic growth.

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

Public Input

Miscellaneous\Updates

Adjourn

Motion by Commissioner Lynch, second by Commissioner Zeige to adjourn the meeting at 4:43 p.m. The following voted in favor thereof: Gothard, Toven, Kachinske, Zeige, Lynch. Opposed: None, passed unanimously.

**CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
CONFERENCE ROOM 2A – GRAND RAPIDS CITY HALL
REGULAR MEETING, TUESDAY, NOVEMBER 7, 2017 – 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 2A of the Grand Rapids City Hall, 420 N Pokegama Avenue, Grand Rapids, Minnesota, on Tuesday, November 7, 2017, at 3:45 pm

CALL OF ROLL: On a Call of Roll, the following members were present: Sonja Merrild, Kathy Dodge, Lois Bendix, David Marty, John Connelly, David Dobbs, and Myrna Peterson.

Absent: Karen Walker and Harry Smith

Visitors: Katie Marshall

Staff Present: Amy Dettmer and Michele Palkki

Commissioner Merrild called the meeting to order at 3:45 pm.

PUBLIC ART SURVEY – Katie Marshall from MacRostie presented the Grand Rapids Public Art Survey to the City. There were 257 responses to several questions about public art in Grand Rapids.

SETTING THE AGENDA

Added to New Business: Food Trucks on City Property

MOTION BY COMMISSIONER MARTY, SECOND BY COMMISSIONER CONNELLY TO APPROVE ADDING FOOD TRUCKS. Motion passed by unanimous vote.

CORRESPONDENCE

Karen Walker has submitted her letter of resignation. This has been forwarded to the City Council. They will appoint someone to fill the vacated position.

MINUTES

APPROVAL OF MINUTES – Regular Meeting held on October 3, 2017.

There were two changes made. Another Hotel has given intent to the City of Grand Rapids their plan to build. Matthew Wegwerth is working on the Public Parking Lot.

MOTION BY COMMISSIONER DODGE, SECOND BY COMMISSIONER SMITH TO APPROVE THE MINUTES FOR OCTOBER 3, 2017 with changes noted. Motion passed by unanimous vote.

FINANCIALS There is \$2,200.00 left in the 2017 budget. A question was raised if we could use this money to hire Forecast Public Art to put together a public art placement for Grand Rapids. It was stated that monies available have to stay within the budget year. Permission from the City Council is needed prior to any contract drawn up. Ms. Dettmer will check with the Finance Department on this and get back to the Commission.

PROGRESS REPORTS

Utility Boxes – Commissioner Connelly

Commissioner Connelly reported that he and Commissioner Dobbs have submitted some pictures to Silvertip Graphics for the utility wrap. This project will continue in the spring of 2018, the weather changed quite fast and because the temperature has to be at a certain level for several hours we were not able to get this done this year. Public Utilities have confirmed that they would provide funding in 2018 to work on this project. This is on hold until spring.

Mayor's Arts Award – Commissioner Marty

Commissioner Marty reported that the Eligibility/Timeline and Press Release were included in the packets. This information will be relayed to our Communications Specialist to put on the City Website, Facebook, and the Reader Board January 1, 2018.

Downtown Art Placement – Commissioner Merrild

Commissioner Merrild reported that Commissioners Bendix, Merrild and Katie Marshall, from MacRostie, did a downtown walk regarding potential art placement. This plan, once it is approved, will become part of the Art Adoption Plan.

Commissioner Merrild reported that she would send an interactive map link that Matt Wegwerth put together for the Commission. It is a virtual map of locations for art.

Downtown Art Continued

Commissioner Merrild would like to contract with Forecast Public Art to develop an actual public art placement plan and use the remaining money in the Arts and Culture budget. It was noted that the Commission will need to ask the City Council for permission to contract with this company and that the plan will need to be completed by December 31, 2017 in order to use any unpaid balance.

OLD BUSINESS – Nothing to report

NEW BUSINESS

Downtown and Business Corridor Grant

Commissioner Merrild reported that she and Commissioner Dodge met with Community Development Director Rob Mattei regarding an opportunity to apply for an IRRRB Grant for the Central Business Corridor. Ideas could include artistic art walk, poetry engraved in cement, signage, murals, and playground. Mr. Mattei would write the grant; Commissioner Dodge needed to submit a budget and letters of endorsement.

MOTION BY COMMISSIONER DODGE, SECOND BY COMMISSIONER MARTY TO REQUEST PERMISSION FROM THE CITY COUNCIL TO SUBMIT A GRANT REQUEST TO IRRRB FOR THE DOWNTOWN AND BUSINESS CORRIDOR. Motion passed by unanimous vote.

Goals and Objectives

Commissioner Merrild distributed proposed Goals for 2018.

- Complete Arts Placement Plan
- Collaborate with Human Rights Commission to continue promoting Ojibwe Signage
- Work with the City creating an amendment to the Downtown Development Plan
- Clarify and streamline city rules related to festivals, performances in parks/streets

Commissioner Merrild welcomes input from the Commission and asked each Commissioner bring back ideas to the December meeting to firm up.

Objectives noted in the Grand Rapids MN Arts and Culture Plan

- Connect arts, heritage, and the natural environment to help promote Grand Rapids identity
- Expand opportunities for lifelong arts learning
- Foster inclusive arts and culture offerings and expand access
- Use the arts to animate the physical realm and improve connectivity
- Foster support for artists and arts and culture organizations

Food Truck

A discussion was held regarding the current ordinance the city has regarding food trucks and where they can be placed. It was noted that during First Friday it would be nice to have the availability of a Food Truck at Central School. Food Trucks are approved for private property and during community festivals only.

The Commission would like to have the ordinance changed to allow Food Trucks at Central School and other public locations. Commissioner Dodge will continue to work on this.

Announcements

The City is beginning to work on the 2018 calendar that includes boards and commissions meeting date and time. Because 2018 is an election year the November meeting will need to be changed to another date, there cannot be any public meeting on general election day. It was the consensus of the Commission to schedule the November Commission Meeting for November 13, 2018.

Commissioner Merrild asked the Commission to consider nominations for chair and vice chair for 2018. A vote will need to take place at the December meeting.

There being no further business, the meeting adjourned at 5:30 pm

Respectfully submitted by Michele Palkki, Administrative Assistant

Michele Palkki

The next regular meeting of the Arts and Culture Commission will be December 5, 2017.

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
THURSDAY, NOVEMBER 9, 2017
4:00 P.M.
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, November 9, 2017 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, Mike Przytarski, Chris Lynch. Absent: Michael Stefan, Dale Christy, Cory Jackson.

SETTING OF REGULAR AGENDA: **Approved with addition.**

- **Approve payment in the amount of \$20,920.86 to JBS Holdings.**
- **Approve final payment in the amount of \$15,550.63 to TNT Aggregates for the Swan Machine site work project.**
- **Approve Balancing Change Order in the amount of \$9,276.45.**

Commissioner Jackson joined the meeting at 4:03

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER JACKSON TO APPROVE THE MINUTES OF THE OCTOBER 26, 2017 REGULAR MEETING. The following voted in favor thereof: R. Blake, S. Blake, Przytarski, Lynch, Jackson. Opposed: None, passed unanimously.

APPROVAL OF CLAIMS:

MOTION BY COMMISSIONER R. BLAKE, SECOND BY COMMISSIONER PRZYTARSKI TO APPROVE CLAIMS IN THE AMOUNT OF \$49,750.08.

First American Title	\$40,000.00	Itasca County Treasurer	\$92.00
IEDC	\$9,502.00	Minnesota Energy Resources	\$48.09
P.U.C.	\$41.48	Waste Management	\$66.51

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

Approve payment in the amount of \$20,920.86 to JBS Holdings.

MOTION BY COMMISSIONER R. BLAKE, SECOND BY COMMISSIONER LYNCH TO APPROVE PAYMENT IN THE AMOUNT OF \$20,920.86 TO JBS HOLDINGS. The following voted in favor thereof: Jackson, R. Blake, S. Blake, Lynch, Przytarski. Opposed: None, passed unanimously.

Approve final payment in the amount of \$15,550.63 to TNT Aggregates for the Swan Machine site work project.

MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER JACKSON TO APPROVE PAYMENT IN THE AMOUNT OF \$15,550.63 TO TNT AGGREGATES FOR THE SWAN MACHINE SITE WORK PROJECT. The following voted in favor thereof: Przytarski, Lynch, R. Blake, S. Blake, Jackson. Opposed: None, passed unanimously.

Approve Balancing Change Order in the amount of \$9,276.45.

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER JACKSON TO APPROVE PAYMENT IN THE AMOUNT OF \$9,276.45. The following voted in favor thereof: R. Blake, S. Blake, Jackson, Lynch, Przytarski. Opposed: None, passed unanimously.

Consider adopting a resolution approving a loan agreement with Grand Itasca Clinic and Hospital.

MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER R. BLAKE TO ADOPT RESOLUTION 17-06 APPROVING A LOAN AGREEMENT WITH GRAND ITASCA CLINIC AND HOSPITAL. The following voted in favor thereof: Przytarski, Lynch, Jackson, S. Blake, R. Blake. Opposed: None, passed unanimously.

Presentation: Human Rights Commission Activities.

Mary Jo Wimmer of the Human Rights Commission provided an overview of what the mission and functions of the Human Rights Commission are.

There being no further business the meeting adjourned at 4:31 p.m.

Respectfully submitted:

Aurimy Groom, Recorder

CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION

CALL TO ORDER: Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Human Rights Commission was held in Conference Room 2B, Grand Rapids City Hall, Grand Rapids, Minnesota, on Wednesday, October 25, 2017 at 4:00 p.m.

CALL OF ROLL: On a Call of Roll, the following members were present: Commissioners Jessica Hartshorn, Karen Noyce, Doug Learmont, Melissa Weidendorf, Frieda Hall and Alice Moren

Absent Mary Jo Wimmer, John Schirber and Becky LaPlant

Staff: Chief Scott Johnson and Michele Palkki

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

SETTING AGENDA Nothing to add

APPROVAL OF MINUTES September 27, 2017

MOTION BY COMMISSIONER HARTSHORN, SECOND BY COMMISSIONER MOREN TO APPROVE THE MINUTES OF SEPTEMBER 27, 2017 as presented. Motion passed by unanimous vote.

FINANCIALS The end of the month report was not ready; expenditure amounts that have been processed for the month of October and those waiting to be processed were given.

PUBLIC COMMENT/ACCOLADES Nothing to report

NEW BUSINESS Police Chief Johnson

A general discussion was held regarding ideas for future training.

Chief Johnson was asked to give ideas on what type of training he would like to see in the future, with the help of the Human Rights Commission. One thing that is very evident and that is the officers to participate in training alongside the Community, not just separate. This is good for both the officers and the community to experience working together side by side on a common goal.

- When speakers are brought to Grand Rapids, schedule additional time for the officers.
- More Black Culture (Example: Bukata Hayes)
- Similar to Anishinaabe Training
- Implicit Bias Training - perceptions

Chief Johnson Continued

Chief Johnson provided a hand out for the Commissioners that talk about recommendations for improving police community relations. This is just the beginning, not the end. This is an evolving process as society changes and expectations evolve. There are identified stakeholders that have primary responsibilities for implementation that determine whether goals are achieved.

- ✓ Minnesota Legislature
- ✓ Minnesota Board of Peace Officers Standards and Training (POST Board)
- ✓ Minnesota Court System
- ✓ Minnesota Department of Human Rights
- ✓ Minnesota Law Enforcement Agencies
- ✓ Minnesota Communities
- ✓ Minnesota Social Service Agencies

Each of these organizations has their own process as society changes and expectation evolves. The implementation of these recommendations determines whether goals are achieved.

Chief Johnson also wanted the Human Rights Commission to know that he would be happy to be a resource when bringing people to the community for training. He also reported that he would return at any time to speak with the commission on current or pending issues.

CIRCLE OF HEALING

Commissioner Noyce reported the following for the Circle of Healing.

- ✓ The meeting in Ball Club went really well. Discussion regarding the kids playground, this is coming along
- ✓ The Community is taking more ownership
- ✓ There are beginning conversations regarding building a skating rink
- ✓ To continue the development of homegrown teachers, the process has begun to develop a class that would introduce students to become teachers.

ITASCA DIVERSITY Nothing to report

BIG VIEW UPDATE

Commissioner Moren reported that Doug Griffith attended the October 4, 2017, second chances, to talk to her about the meeting. Big View events for February 2018 will center on poverty. Several topics, including, legal aid, criminal defense, and a poverty simulation. Commissioner Moren will update the Commission as plans are finalized.

OLD BUSINESS

2017 Indigenous Wrap Up

Commissioner LaPlant's was not able to attend the meeting; an email was read on her behalf.

- ✓ Big Sandy Lake Tragedy Essay Contest – five essays' were submitted. Winners will be announced November 6, 2017, awards will be presented at the November 13 Council Meeting
- ✓ Why Treaties Matter – was part of the First Friday Art Walk at the YMCA, also had a booth at the Chamber Networking Event at the Timberlake Lodge
- ✓ Indigenous People's Day – presentation at the Grand Rapids Library
- ✓ Treaties, Connections and Tribes by Jim Jones at the YMCA
- ✓ Film Fest – Reel Injuns at the Central Square Mall

Overall, the events were held over the course of October and were well attended.

Boards and Commissions

The Commission continues to meet with other Boards and Commissions throughout the city. Response has been favorable.

Essay Winners

Commissioners Hall and Hartshorn turned in their notes regarding the Essay Winners. Essay's will be turned into the Administration Office and in turn will be shown to Commissioner LaPlant who is doing the final notes. Certificates will be completed by Commissioner LaPlant and awarded to winners at the November 13, 2017 meeting.

There being no further discussion the meeting was adjourned at 5:45 pm

Michele Palkki, Administrative Assistant

The next regular Human Rights Commission Meeting is scheduled for November 29, 2017.

CITY OF GRAND RAPIDS
POLICE COMMUNITY ADVISORY BOARD
Tuesday, February 7, 2017 7:00 A.M.

CALL TO ORDER: Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Police Community Advisory Board was held in Conference Room 2B of the City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota, on Tuesday February 7th, 2017 7:00 A.M.

CALL OF ROLL: On a Call of Roll, the following members were present: Connelly, Nalan, Janssen, Dowell, Neustrom, Braxton, Demuth, Barress, and special guest Greg Lease- SRO High School. Absent: Johnson and Spawn.

Staff Present: Jacqueline Heinrich and Steve Schaar

1. Call to Order: The meeting was called to order by Board Chair Janssen at 7:00 A.M.
2. Call of Role:
3. Approval of Minutes for the meeting of February 7, 2017.
4. Public Comment: There was no members of the public present.
5. Board Member Reports:

Mr. Braxton reports nothing new to report.

Mr. Nalan reports that some people are having a difficult time with the new snow ordinance.

Mr. Barress nothing at this time.

Mrs. Demuth stated that snow ordinance went very well the 2nd time around.

Mr. Janssen reports that he spoke with church members and will be speaking with some of the community at the YMCA.

Mr. Neustrom stated that in the fall of 2018 Grand Rapids and Itasca county will be housing anglers for the National known Bass Tournament. This event draws in a large number of visitors to the Grand Rapids Area.

6. Old Business:
 - a. Snow Removal – How many for 2017
 - b. New article regarding Police Community Advisory Board.
 - c. Animal Control Contracts – Contracts being renewed.

7. New Business:

- a. Special Guest Officer Greg Lease SRO for the Grand Rapids High School.
 1. Officer Lease spoke about the safety for students and staff, working with students that may have emotional problems. He stated that at times he becomes the Liaison between student, principal and Law Enforcement.
 2. Question regarding if he (Officer Lease) feels that he gets pulled into more school issues? Officer Lease stated "yes" he works very close with the Principals.
 3. Question regarding citations: Officer Lease stated that there has been less crime since SRO's have been present.
 4. Officer Lease feels that his presents within the school also allows the students to more comfortable around Law Enforcement.
 5. All of the Schools perform lock down drills. When a lock down drill is performs Officer Lease goes around the building checking doors making sure they are locked. They are mandated by the state to perform 10 drills per year this includes fire and tornado drills.
 6. Officer Lease is currently working with the school to implement a color code system for each floor to assist Law Enforcement when in a situation.
 7. Janssen added that part of his job is Safety Coordinator for IASK and works with 20 area schools and School Resource Officers providing information of safety.
 8. Several attempts have been made to contact Spawn with no luck. We will be looking fill that position and there is another position open.
 9. Citizens Academy: If anyone was interested in please contact Assist. Chief Steve Schaar or Sgt. Stein.
 10. Sanctuary Cities – GRPD Policy – Grand Rapids Police Department has no policy.
 11. Meeting time was added to the agenda: Asking that we look at time and consider afternoon. It was mentioned that the time would only be discussed once a year.
 12. It was mentioned about doing Coffee Talk.
 13. It was recommended for all PCAB members to watch the Police Chronicles and possible have the PCAB on the program.

Motion by Mr. Janssen, seconded by Mr. Nalan to adjourn the meeting at 8:07AM. Vote to adjourn was unanimous.

Date of next meeting: April 4, 2017, 7:00 AM, City Hall Conference Room 2B

Respectfully submitted,

Jacqueline Heinrich

CITY OF GRAND RAPIDS
POLICE COMMUNITY ADVISORY BOARD
Tuesday, April 4th, 2017 7:00 A.M.

CALL TO ORDER: Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Police Community Advisory Board was held in Conference Room 2B of the City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota, on Tuesday April 4th, 2017 7:00 A.M.

CALL OF ROLL: On a Call of Roll, the following members were present: Nalan, Dowell, Neustrom, Johnson, Demuth, and Wendy. Absent: Barress, Janssen and Braxton.

Staff Present: Jacqueline Heinrich and Steve Schaar

1. Call to Order: The meeting was called to order by John Nalan at 7:00 A.M.
2. Call of Role:
3. Approval of Minutes for the meeting of April 4th, 2017.
4. Public Comment: There was no members of the public present.
5. Board Member Reports:

Mr. Neustrom reports motorcycles going to fast down Airport Rd. Information will be forwarded to a day Sgt.

Mr. Nalan noted that the incident involving murder/suicide was handle very well by the Grand Rapids Police Department.

Mrs. Dowell reports that on Pokegama Ave to Crystal Lake the traffic is going too fast. It happens more in the afternoon.

Chief spoke about the incident that happen the past week (suicide/attempted murder).

A. Old Business:

1. Officer Lease spoke about the safety for students and staff, working with students that may have emotional problems. He stated that at times he becomes the Liaison between student, principal and Law Enforcement.
2. Question regarding if he (Officer Lease) feels that he gets pulled into more school issues? Officer Lease stated "yes" he works very close with the Principals.
3. Question regarding citations: Officer Lease stated that there has been less crime since SRO's have been present.
4. Officer Lease feels that his presents within the school also allows the students to more comfortable around Law Enforcement.
5. All of the Schools perform lock down drills. When a lock down drill is performs Officer Lease goes around the building checking doors making sure they are locked. They are mandated by the state to perform 10 drills per year this includes fire and tornado drills.
6. Officer Lease is currently working with the school to implement a color code system for each floor to assist Law Enforcement when in a situation.
7. Janssen added that part of his job is Safety Coordinator for IASK and works with 20 area schools and School Resource Officers providing information of safety.
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10. Sanctuary Cities – GRPD Policy – Grand Rapids Police Department has no policy.
11. Meeting time was added to the agenda: Asking that we look at time and consider afternoon. It was mentioned that the time would only be discussed once a year.
12. It was mentioned about doing Coffee Talk.
13. It was recommended for all PCAB members to watch the Police Chronicles and possible have the PCAB on the program.

14. Mr. Janssen will be speaking at the next council meeting in 2 weeks.

B. New Business:

- a. Citizens Academy highly recommend when program becomes available again.
- b. Mrs. Demuth said that she would talk with Dale Christy's Civic Group for the youth member.
- c. Mr. Neustrom stated to try and find someone that is not interested in Law Enforcement.
- d. Mr. Nalan would like to know how we react to Illegal immigration?. Also, how does Law Enforcement deal with immigration and Customs Enforcement?
- e. Mr. Neustrom stated that the Community works very well together.
- f. Wendy asked if we have someone that can help translate when there may be a situation that one would be needed.?
- g. Snow ordinance: How many were given out?

h.

December 80

January 198

February 60

March 8

Chief spoke about how the ordinance came about and looked at the existing ordinance seen that it needed change.

- i. Regarding the Snow ordinance anyone can sign up for code Red where they would send a notice to their phone alerting you that your vehicle needs to be moved.
- j. Chief spoke about the budget and the hiring of a new Officer and Sgt. In the fall of 2017. He also spoke about that we will not be receiving LGA the coming year.
- k. Mrs. Dowell spoke about podcast where you can check a clearance rate – number of cases solved within your city. What is a clearance rate? This is how we report to the BCA (Bureau of Criminal apprehension). Clearance rate is only statics.
- l. Mr. Nalan introduced Wendy Uzelac and thanked her for filing for the position and looks forward to her being a part of the PCAB.

- m. Chief added to the agenda: Liaison officer in the schools, issues are neighboring city. Liaison officers work with District 318. The issues is the Sheriff's dept. did not want our officers going to Cohasset unless asked for mutual aid. School District and the community do not agree with this decision. An M.O.U was written up and the Officers are now going to Cohasset 1-2 days a week – Relationship Building!!

Motion by Mr. Neustrom, seconded by Mrs. Dowell approved by John to adjourn the meeting at 7:59 AM. Vote to adjourn was unanimous.

Date of next meeting: June 6, 2017, 7:00 AM, City Hall Conference Room 2B

Respectfully submitted,

Jacqueline Heinrich

These are minutes for April there was no meeting for the month of June 2017.



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


CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 18-0021 **Version:** 1 **Name:** Administration Department - Human Resources, Lynn DeGrio
Type: Department Head Report **Status:** Filed
File created: 1/8/2018 **In control:** City Council
On agenda: 1/8/2018 **Final action:** 1/8/2018
Title: Administration Department - Human Resources, Lynn DeGrio
Sponsors:
Indexes:
Code sections:
Attachments: [Department Head Report 1-8-2018](#)

Date	Ver.	Action By	Action	Result
1/8/2018	1	City Council		

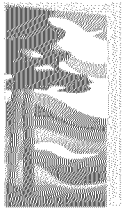
Administration Department - Human Resources, Lynn DeGrio



Administration/Human Resource Department Head Report

January 8, 2018

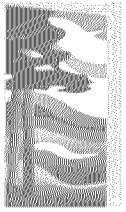
GRAND RAPIDS
UNIVERSITY



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Administration Staff

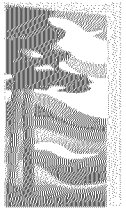
- Tom Pagel, City Administrator
- Chad Sterle, City Attorney* (as of 1-1-2018)
- Lynn DeGrio, Human Resources Director
- Kim Gibeau, City Clerk
- Michele Palkki, Administrative Assistant* (retiring 1-31-2018)
- Lauren Van Den Heuvel, Communications Specialist



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Recruiting and Staffing

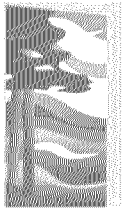
- 83 Full-time employees
 - 78 Permanent
 - 5 City Council
- 16 Part-time employees*
 - Includes 1 Phased Retirement
- 29 Paid On-call employees (Fire Department)
- 142 Seasonal/Temporary employees*
- Election Judges – 2018 (approximately 20-)



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Breakdown of Part-time Employees

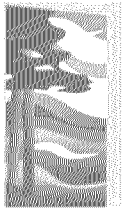
- *16 Part-time Employees:*
 - 2 Civic Center
 - Maintenance
 - Concessions
 - 1 Library
 - Library Volunteer Coordinator
 - 1 Administration
 - Communications Specialist
 - 11 Police Department
 - Hospital Security (10)
 - Domestic Animal Control Facility Attendant (1)
 - 1 Public Works
 - Facilities Maintenance – Phased Retirement



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Breakdown of Seasonal and Temporary Employees

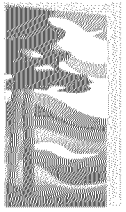
- *142 Seasonal and Temporary:*
 - 29 Golf Course
 - 28 Civic Center
 - 28 Public Works
 - 57 Parks and Recreation



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

New Hires and Separations in 2017

- 69 new hires including:
 - 5 Golf Course
 - 1 Library
 - 15 Civic Center
 - 1 City Council
 - 1 Engineering (new)
 - 5 Fire Department
 - 11 Public Works
 - 6 Police Department (Hospital Security)
 - 24 Park & Recreation
- 75 separated from employment including:
 - 1 Golf Course
 - 11 Civic Center
 - 1 Library (Retired)
 - 5 Fire Department
 - 15 Public Works
 - 1 Police Department
 - 41 Park & Recreation



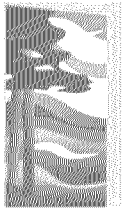
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Budget

- Administration vs Actual YTD*
\$464,335.00 vs \$463,363.19

- City Council vs \$85,662.38
\$86,789.00 vs \$85,662.38

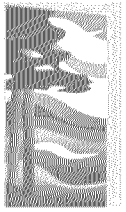
* *May be adjusted*



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Policies

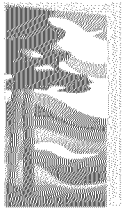
- Kim Gibeau, City Clerk, has worked on incorporating all existing, amended, and new policies into one manual.
- We will be bringing it to City Council for adoption in the near future once it's been reviewed.



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Contract Negotiations

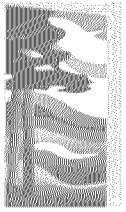
- We settled contracts with the Public Work Union and the Library Union.
- We have a tentative agreement with the Clerical Union.
- We will be mediating with the Police Officers Union and the Police Sergeants Union.



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Safety and Wellness

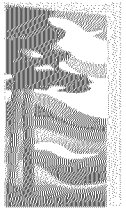
- The Wellness Program has been discontinued however, we will continue to promote and support programs that encourage the well-being of City employees.
- Workers Compensation
 - 3 older cases remain open (1998, 2007, 2009)
 - 18 cases in 2017, of which 1 remains open



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Training

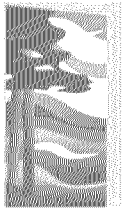
- Lynn DeGrio and Kim Gibeau attended the Minnesota Clerks and Finance Officers Association (MCFOA) Annual Conference in March.
- Lynn DeGrio and Kim Gibeau attended the MCFOA Advanced Academy in September.
- Kim Gibeau, City Clerk, to attend Laserfiche training with Erik Scott, IT Director.
- Tom Pagel will be attending City Engineers Association of Minnesota Annual Conference later this month.



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General Liability Insurance

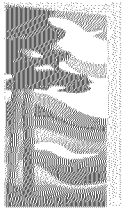
- 2009 \$200,216
- 2010 \$193,398
- 2011 \$181,757
- 2012 \$202,656
- 2013 \$209,625
- 2014 \$225,958
- 2015 \$226,345
- 2016 \$224,274
- 2017 \$215,652
- 2018 TBD



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Records Retention

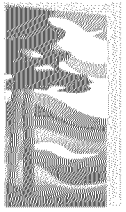
- Michele Palkki has been working on document retention and has completed all of the Administration Department, Airport, Central School and City Council, which is an estimate bankers boxes!
- There are several boxes from the Grand Rapids Township that remain.
- Others consist of Engineering, Finance, and Public Works, which will be handled by those individual departments.



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Benefits/Compensation

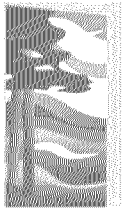
- Springsted market study was completed.
- Adjustments made/to be made during contract negotiations.
- Pay Equity Report due 1-31-2018 (every 3 years).



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Upcoming Events

- Retirement Reception for Michele Palkki, *Tuesday, January 30th from 3:30 pm – 5:30 pm* at City Hall Council Chambers
- Multi-Use Pavilion Appreciation Event – *Sunday, February 11th from 2:00 pm – 4:00 pm* at the Multi-Use Pavilion
- Open meeting law training – TBD
- Election year – Primary is *August 14th* and General Election is *November 6th*



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Questions?