



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, October 23, 2017

5:00 PM

City Hall Council Chambers

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**5:00 PM CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, October 23, 2017 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

**5:01 PM PRESENTATIONS/PROCLAMATIONS**

17-0767 National Hunger and Homelessness Awareness Month Proclamation

**Attachments:** [Hunger & Homelessness Awareness.pdf](#)

### MEETING PROTOCOL POLICY

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

**5:02 PM PUBLIC FORUM**

**5:07 PM COUNCIL REPORTS**

**5:10 PM APPROVAL OF MINUTES**

17-0765 Consider approving Council minutes for Monday, October 9, 2017 Worksession & Regular meetings.

**Attachments:** [October 9, 2017 Regular Meeting.pdf](#)

[October 9, 2017 Worksession.pdf](#)

**5:11 PM VERIFIED CLAIMS**

17-0764 Consider approving the verified claims for the period October 3, 2017 to October 16, 2017 in the total amount of \$805,809.40.

**Attachments:** [COUNCIL BILL LIST 10-23-17.pdf](#)

**5:13 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. [17-0754](#) Consider entering into an agreement with MacQueen Equipment Inc. to sell the City's 2013 SnoGo snowblower on consignment.
2. [17-0755](#) Consider hiring the attached list of part-time winter maintenance workers for the 2017-2018 Snow Removal Season.  
**Attachments:** [2017 10-23 PT Winter Maintenance List](#)
3. [17-0757](#) Consider renewing liquor licenses for 2018, contingent upon receipt of all required documentation and fees.
4. [17-0759](#) Consider approving temporary liquor license for Rotary Club of Grand Rapids event scheduled for Monday, December 4, 2017.  
**Attachments:** [Rotary Club of Grand Rapids.pdf](#)
5. [17-0760](#) Consider approving the hiring of part-time employees at the Grand Rapids Park and Recreation Department and the IRA Civic Center.
6. [17-0761](#) Consider entering into an agreement with an area business for advertising at the IRA Civic Center.  
**Attachments:** [Boldt - 2017-partially signed](#)
7. [17-0762](#) Consider changing the status of Dion Holcomb-Card, Library Public Services Clerk, from part-time to full-time.
8. [17-0763](#) Consider the renewal of the Group Vision Care Plan Renewal Agreement and Premium Collection Form.  
**Attachments:** [Avesis renewal](#)

**5:15 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.*

**5:16 ACKNOWLEDGE BOARDS & COMMISSIONS  
PM**

9. [17-0758](#) Acknowledge approved minutes for Boards & Commissions.

**Attachments:** [September 12, 2017 Residential Rental Licensing & Inspection Task Force NEV](#)  
[September 13, 2017 PUC Minutes.pdf](#)  
[September 29, 2017 PUC Minutes.pdf](#)  
[September 19, 2017 Golf Board minutes.pdf](#)  
[October 3, 2017 Special Golf Board Minutes.pdf](#)

**5:17 DEPARTMENT HEAD REPORT  
PM**

10. [17-0766](#) Department Head Report: Finance Department

**Attachments:** [Department Head Report 102317.pdf](#)

**5:30 COMMUNITY DEVELOPMENT  
PM**

11. [17-0743](#) Consider approval of the preliminary plat of Pokegama Pines.

**Attachments:** [Pokegama Pines Preliminary Plat: Area Map](#)  
[Preliminary Plat: Pokegama Pines](#)  
[Infrastructure Plan: Pokegama Pines](#)  
[Pokegama Pines Preliminary Plat: Application](#)  
[Pokegama Pines: Septic Field Evaluation Report](#)  
[Planning Commission "draft" Meeting Minutes- 10/5/2017](#)

**5:35 ENGINEERING  
PM**

12. [17-0738](#) Consider entering into a shared services agreement with the Public Utilities Commission for Systems Management

**Attachments:** [Systems shared services agreement 10-11-2017](#)

**5:40 INFORMATION TECHNOLOGY  
PM**

13. [17-0751](#) Consider entering into a Datacenter Rack Space Lease agreement with Itasca County and authorize the Mayor to sign related documents.

**Attachments:** [Itasca County Datacenter Rack Space Lease .pdf](#)

**5:45 ADMINISTRATION DEPARTMENT  
PM**

14. [17-0756](#) Consider the appointment of Seth Jetland to the GIS Technician position.

**5:50 ADJOURNMENT  
PM**

*NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 13, 2017, AT 5:00 P.M.*

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

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

*Attest: Kimberly Gibeau, City Clerk*





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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0767      **Version:** 1      **Name:** Proclamation  
**Type:** Agenda Item      **Status:** PRESENTATIONS/PROCLAMATIONS  
**File created:** 10/19/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** National Hunger and Homelessness Awareness Month Proclamation  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Hunger & Homelessness Awareness.pdf](#)

Date	Ver.	Action By	Action	Result
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National Hunger and Homelessness Awareness Month Proclamation

# *PROCLAMATION*

## **NATIONAL HUNGER AND HOMELESSNESS AWARENESS MONTH**

**WHEREAS:** the National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness are sponsors of and have set November 12-19, 2017 as National Hunger and Homelessness Awareness Week; and

**WHEREAS:** the purpose of the proclamation is to educate the public about the many reasons people are hungry and homeless including the shortage of affordable housing in Itasca County for very low income residents; and to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

**WHEREAS:** there are many organizations committed to sheltering, providing supportive services as well as meals and basic needs supplies to the homeless including; Kootasca Community Action, AEOA, Grace House, Northland Counseling Center, Salvation Army, Itasca County Veterans Services and other Housing Issues Advisory Committee members; and

**WHEREAS:** the Grand Rapids City Council recognizes that hunger and homelessness continues to be a serious problem for many individuals and families in Itasca County; and

**WHEREAS:** the intent of National Hunger and Homelessness Awareness Month is consistent with the activities of Kootasca Community Action, AEOA, Grace House, Northland Counseling, Salvation Army, Itasca County Veterans Services and the Housing Issues Advisory Committee.

**NOW THEREFORE , BE IT RESOLVED** that the City Council of the City of Grand Rapids hereby proclaims the month of November 2017 as National Hunger and Homelessness Awareness Month and November 12 – 19 as the City of Grand Rapids Hunger and Homelessness Awareness Week.

**BE IT FURTHER RESOLVED** that I, Mayor Dale Adams and the City Council of the City of Grand Rapids encourage all citizens to recognize that many people do not have housing and need support from citizens, and private/public non-profit service entities.

IN WITNESS WHEREOF, I have hereto  
subscribed my name and the seal of the  
City of Grand Rapids, Minnesota, this  
23rd day of October, Two thousand and  
seventeen.

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Dale Adams, Mayor  
City of Grand Rapids

## **Itasca County Housing Issues Advisory Committee**

**A collaboration of service providers to assist individual and families with housing issues in Itasca County**

October 11, 2017

Mayor Dale Adams  
City of Grand Rapids  
420 N Pokegama Ave  
Grand Rapids, MN 55744

Dear Mayor Dale Adams:

I have enclosed a copy of a proclamation adopted by the Itasca County Board of Commissioners at their October 10th board meeting designating November 2017 as National Homeless and Hunger Awareness Month in Itasca County.

We are asking for your city to support this proclamation and at your next council meeting acknowledge the proclamation and share it with the residents of your city.

The One Night Without a Home (ONWAH) group is a sub-committee of the Housing Issues Advisory Committee (HIAC) with members representing all agencies in Itasca County involved with Homeless and Housing issues.

We have also enclosed a copy of ONWAH events being held to celebrate the month and National Hunger and Homeless Week, November 12 – 19, 2017. We invite you to attend one or both of these events, the Itasca County Proclamation will be read before the awareness walk at 3:45pm, November 15<sup>th</sup> at Grace House. Please help us get the word out in your community.

Your support of these events and any help you can provide in your community to raise awareness of homelessness and housing issues in general is greatly appreciated. Every day in Itasca County we have friends and relatives who are experiencing homelessness or having difficulty finding safe, secure and permanent housing.

All donations from these events are kept in a separate account, the Homeless Prevention Fund, which is administered by Grace House and are dedicated to assist individuals and families who are experiencing homelessness or are in need of support to secure housing.

For more information or if you have questions regarding this letter or the upcoming events, please call Jessyca or Ron at Grace House-326-2790 or Heidi at AEOA-322-6500.

Sincerely,  
One Night Without a Home Committee



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0765      **Version:** 1      **Name:** Council minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 10/19/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider approving Council minutes for Monday, October 9, 2017 Worksession & Regular meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [October 9, 2017 Regular Meeting.pdf](#)  
[October 9, 2017 Worksession.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, October 9, 2017 Worksession & Regular meetings.

**Background Information:**

Draft minutes for meetings are attached for review.

**Staff Recommendation:**

Review minutes, make necessary corrections and approve.

**Requested City Council Action**

Make a motion to approve Council minutes for Monday, October 9, 2017 Worksession & Regular meetings.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, October 9, 2017

5:00 PM

City Hall Council Chambers

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**CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, October 9, 2017 at 5:08 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

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

**Absent** 1 - Councilor Dale Christy

### Others present:

*Tom Pagel, Chad Sterle, Lynn DeGrio, Matt Wegwerth, Scott Johnson, Rob Mattei, Barb Baird, Jeff Davies*

### PRESENTATIONS/PROCLAMATIONS

*None.*

### MEETING PROTOCOL POLICY

#### 5:01 PUBLIC FORUM PM

*None.*

#### 5:06 COUNCIL REPORTS PM

*Councilor Connelly provided comment regarding Highway 2 West public meeting; successful Civic Center expansion bonding tour; and the evening program for Indigenous People's Day.*

*Councilor Zeige commented on the community event and controlled burn conducted by the Grand Rapids Fire Department.*

*Councilor Blake advised that there are two hearings scheduled for Tuesday, October 10th regarding Enbridge Line 3 project.*

*Mayor Adams provided comment regarding ETF and ASV.*

**5:11 VERIFIED CLAIMS**  
**PM**

Consider approving the verified claims for the period September 19, 2017 to October 2, 2017 in the total amount of \$668,727.31.

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

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

**5:12 APPROVAL OF MINUTES**  
**PM**

Consider approving Council minutes for Monday, September 25, 2017 Worksession & Regular Meetings and October 2, 2017 Special Worksession.

**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.**

**5:13 CONSENT AGENDA**  
**PM**

1. Consider adopting a resolution accepting a donation of \$250.00 from the Itasca County Agriculture Association to the Grand Rapids Police Reserve Program.  
**Adopted Resolution 17-100 by consent roll call**
2. Consider approving an amendment to the grant agreement for Legion Park  
**Approved by consent roll call**
3. Consider voiding lost Accounts Payable check #117163, issue a new check, and waiving bond requirements for check issued to Deer River Hired Hands, Inc., now an affiliate of Minnesota Diversified Industries, Inc. in the amount of \$40.00.  
**Approved by consent roll call**
4. Consider approving the extension of Joyce Gould as a part-time seasonal maintenance employee for the Public Works Department.  
**Approved by consent roll call**
5. Consider approving the hiring of part-time employees at the Grand Rapids Park and Recreation Department and the IRA Civic Center.  
**Approved by consent roll call**

6. Consider approving a Satisfaction of Mortgage for homeowner with household number 014973 who has satisfied the requirements of the Department of Trade and Economic Development Home Rehabilitation Grant Program and authorizing the necessary signatures.

**Approved by consent roll call**

7. Consider approving the Grand Rapids State Bank Merchant Agreement and Merchant Application for the use of a credit card machine.

**Approved by consent roll call**

8. Consider entering into an agreement with area businesses for advertising at the IRA Civic Center.

**Approved by consent roll call**

9. Consider approving a Satisfaction of Mortgage for homeowner with household number 008337 who has satisfied the requirements of the Department of Trade and Economic Development Home Rehabilitation Grant Program and authorizing the necessary signatures.

**Approved by consent roll call**

#### **Approval of the Consent Agenda**

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

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

#### **5:15 SETTING OF REGULAR AGENDA PM**

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

#### **5:16 DEPARTMENT HEAD REPORT PM**

Public Works Department Head Report

*Jeff Davies, Director of Public Works, provided a semi annual report on the activities of the Public Works department, equipment review and upcoming snow removal season. The complete presentation is available in the Administration Department.*

**Received and Filed**

**5:26 ADMINISTRATION DEPARTMENT  
PM**

Consider the creation of an eligibility list and appointments for Part-time Hospital Security Officers.

*Lynn DeGrio, Director of Human Resources, presented background information including current need for part-time Hospital Security personnel at Grand Itasca, application and interview process and the recommendation for eligibility list and appointments.*

**A motion was made by Councilor Connelly, seconded by Councilor Blake, to approve the eligibility list and recommended appointments as presented. The motion carried by the following vote.**

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

**5:31 ADJOURNMENT  
PM**

**A motion was made by Councilor Tasha Connelly, seconded by Councilor Rick Blake, to adjourn the meeting at 5:41 PM. The motion PASSED by unanimous vote.**

*Respectfully submitted: Lynn DeGrio, Director of Human Resources*





# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

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Monday, October 9, 2017

4:00 PM

City Hall Conference Room 2A

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**CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, October 9, 2017 at 4:02 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

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

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

**Others present:**

*Tom Pagel, Chad Sterle, Lynn DeGrio, Joni Olson, Mindy Nuhring, Kent Koerbitz, Matt Wegwerth, Scott Johnson, Rob Mattei, Barb Baird, Jeff Davies, Jessica Setness*

### Discussion Items

1. Elementary Schools Task Force Presentation  
  
*Taskforce representatives gave background information followed by power point presentation.*  
  
*Specific questions and concerns discussed included:  
a) debt service pay off; b) changes to agricultural property taxes; c) where are students coming from (quadrants changing), more happening in South than North; d) boundary determination; e) percentage of students who walk to and from school which is approximately 7%; f) inability to honor all open enrollment requests with approximately 400 students going out of district and 540 coming in from out of area resulting in a net gain of about 140 students.*

**Received and Filed**

2. Review 5:00 PM Regular Meeting  
  
*Upon review, no changes to Regular Council agenda were noted.*

### ADJOURN

*There being no further business, the meeting adjourned at 5:01 PM.*

*Respectfully submitted: Lynn DeGrio, Director of Human Resources*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0764      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 10/19/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider approving the verified claims for the period October 3, 2017 to October 16, 2017 in the total amount of \$805,809.40.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [COUNCIL BILL LIST 10-23-17.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period October 3, 2017 to October 16, 2017 in the total amount of \$805,809.40.

### **Requested City Council Action**

Make a motion approving the verified claims for the period October 3, 2017 to October 16, 2017 in the total amount of \$805,809.40.

DATE: 10/18/2017  
 TIME: 16:22:09  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/23/2017

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
0500050	E3 CONSULTING SERVICES	-56.25
1309335	MINNESOTA REVENUE	56.25
TOTAL		0.00
CITY WIDE		
0718000	GRAND RAPIDS ARTS	60.00
0914690	INSIGHT PUBLIC SECTOR SLED	1,281.63
1309146	MACROSTIE ART CENTER	1,000.00
1309161	MINNESOTA COMMERCE DEPARTMENT	23.97
1500600	OPG-3	12,346.00
1903330	SCHOOL DISTRICT #318	2,061.00
1915248	SOFTWARE HARDWARE INTEGRATION	9,556.00
TOTAL CITY WIDE		26,328.60
SPECIAL PROJECTS-NON BUDGETED		
1903330	SCHOOL DISTRICT #318	3,092.43
TOTAL SPECIAL PROJECTS-NON BUDGETED		3,092.43
ADMINISTRATION		
0102660	ABRAMS & SCHMIDT LLC	255.00
0718060	GRAND RAPIDS HERALD REVIEW	1,227.80
1415377	NORTHERN BUSINESS PRODUCTS INC	35.61
TOTAL ADMINISTRATION		1,518.41
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	45.88
0315455	COLE HARDWARE INC	17.97
0609457	FILTHY CLEAN INC	192.00
0920060	ITASCA COUNTY TREASURER	188.63
1305060	MEDS-1 AMBULANCE SERVICE INC	18.72
1909510	SIM SUPPLY INC	57.94
TOTAL BUILDING MAINTENANCE-CITY HALL		521.14
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS HERALD REVIEW	161.00
0920060	ITASCA COUNTY TREASURER	38.39

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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## INVOICES DUE ON/BEFORE 10/23/2017

VENDOR #	NAME	AMOUNT DUE
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GENERAL FUND		
COMMUNITY DEVELOPMENT		
1920555	STOKES PRINTING & OFFICE	10.50
	TOTAL COMMUNITY DEVELOPMENT	209.89
ENGINEERING		
0914690	INSIGHT PUBLIC SECTOR SLED	1,436.30
1900225	SEH-RCM	415.00
1920555	STOKES PRINTING & OFFICE	17.60
	TOTAL ENGINEERING	1,868.90
FIRE		
0221650	BURGGRAF'S ACE HARDWARE INC	47.34
0401804	DAVIS OIL	453.52
0513235	EMERGENCY RESPONSE SOLUTIONS	48.76
0712556	GLORVIGEN & GLORVIGEN, LLC	53.70
0920060	ITASCA COUNTY TREASURER	120.62
1200500	L&M SUPPLY	30.37
1309090	MINERS INC	40.24
1415544	NORTHLAND PORTABLES	165.00
1605611	PEPSI-COLA	272.40
	TOTAL FIRE	1,231.95
INFORMATION TECHNOLOGY		
0500050	E3 CONSULTING SERVICES	225.00
	TOTAL INFORMATION TECHNOLOGY	225.00
PUBLIC WORKS		
0103325	ACHESON TIRE COMPANY INC	335.00
0221650	BURGGRAF'S ACE HARDWARE INC	115.35
0315455	COLE HARDWARE INC	167.91
0401425	DAKOTA SUPPLY GROUP	7,387.52
0401804	DAVIS OIL	1,378.79
0421125	JOHN P DUBOVICH	513.50
0601690	FASTENAL COMPANY	133.35
0612083	FLAGSHIP RECREATION	1,720.00
0718215	GREEN AGAIN LAWN & AERATION	1,491.09
0801535	HAMMERLUND CONSTRUCTION INC	1,702.00
0801825	HAWKINSON CONSTRUCTION CO INC	7,150.00
0920060	ITASCA COUNTY TREASURER	527.01

DATE: 10/18/2017  
 TIME: 16:22:10  
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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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## INVOICES DUE ON/BEFORE 10/23/2017

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
0920120	ITASCA UTILITIES INC	840.00
1200500	L&M SUPPLY	83.94
1309355	MINNESOTA TORO	775.45
1321725	MUTT MITT	318.71
1415640	NORTRAX EQUIPMENT COMPANY	6,600.73
1503150	OCCUPATIONAL DEVELOPMENT CTR	675.00
1612040	PLACKNER TREE CARE INC	400.00
1908248	SHERWIN-WILLIAMS	285.56
2209435	VIKING AUTOMATIC SPRINKLER CO	50.88
2305453	WESCO DISTRIBUTION INC	413.69
TOTAL PUBLIC WORKS		33,065.48
FLEET MAINTENANCE		
0601690	FASTENAL COMPANY	66.64
1415484	NORTHERN LIGHTS TRUCK	1,164.41
TOTAL FLEET MAINTENANCE		1,231.05
POLICE		
0221650	BURGGRAF'S ACE HARDWARE INC	1.99
0717996	GRAND ITASCA CLINIC	16.80
0718060	GRAND RAPIDS HERALD REVIEW	65.00
0918575	IRON RANGE TIRE SERVICE INC	544.48
0920060	ITASCA COUNTY TREASURER	2,971.58
1309167	MN BUREAU OF CRIMINAL	390.00
1801570	RAPIDS AUTO WASH	50.00
1925500	SYMBOL ARTS, LLC	1,230.00
2000400	T J TOWING	110.00
TOTAL POLICE		5,379.85
CENTRAL SCHOOL		
0221650	BURGGRAF'S ACE HARDWARE INC	27.98
0315455	COLE HARDWARE INC	1.11
0405223	DEER RIVER HIRED HANDS INC	90.00
0609457	FILTHY CLEAN INC	1,300.00
1201730	LATVALA LUMBER COMPANY INC.	177.16
1801610	RAPIDS PLUMBING & HEATING INC	565.00
TOTAL		2,161.25

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 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/23/2017

VENDOR #	NAME	AMOUNT DUE
AIRPORT		
0121721	AUTO VALUE - GRAND RAPIDS	3.49
0315455	COLE HARDWARE INC	35.11
0801547	HANSENS WELDING TANK & TRUCK	482.38
1015331	JOHNSONS LOCK & SAFE	95.00
1909510	SIM SUPPLY INC	108.04
	TOTAL	724.02
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	35.44
0121721	AUTO VALUE - GRAND RAPIDS	32.94
0121725	AUTOMOTIVE ELECTRIC LLC	117.16
0221650	BURGGRAF'S ACE HARDWARE INC	287.15
0315495	COMMERCIAL REFRIGERATION	3,950.00
0405223	DEER RIVER HIRED HANDS INC	90.00
0718060	GRAND RAPIDS HERALD REVIEW	88.80
0920060	ITASCA COUNTY TREASURER	37.99
1309090	MINERS INC	33.11
1605611	PEPSI-COLA	425.40
1901535	SANDSTROM COMPANY INC	698.21
1903330	SCHOOL DISTRICT #318	1,030.50
1909510	SIM SUPPLY INC	358.26
	TOTAL GENERAL ADMINISTRATION	7,184.96
STATE HAZ-MAT RESPONSE TEAM		
0312110	CLAREY'S SAFETY EQUIPMENT INC	1,219.00
2300600	W.P. & R.S. MARS COMPANY	83.40
	TOTAL	1,302.40
CEMETERY		
0100002	3D SPECIALTIES	1,197.63
0612083	FLAGSHIP RECREATION	1,718.25
0920060	ITASCA COUNTY TREASURER	111.98
1615427	POKEGAMA LAWN AND SPORT	213.14
	TOTAL	3,241.00

DATE: 10/18/2017  
 TIME: 16:22:10  
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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/23/2017

VENDOR #	NAME	AMOUNT DUE
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DOMESTIC ANIMAL CONTROL FAC		
0920060	ITASCA COUNTY TREASURER	128.35
	TOTAL	128.35
GENERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
1900225	SEH-RCM	23,112.97
	TOTAL 2010-5 MS RIVER PD BRIDGE	23,112.97
RAPIDS BREWING/BLK 19 REDEVEL		
1900225	SEH-RCM	5,712.00
	TOTAL RAPIDS BREWING/BLK 19 REDEVEL	5,712.00
MUNICIPAL STATE AID STRT-CONST		
2017 STREET LIGHT IMPROVMNTS		
1201545	LANYK ELECTRIC INC	56,522.62
1900225	SEH-RCM	1,322.50
	TOTAL 2017 STREET LIGHT IMPROVMNTS	57,845.12
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
2009725	TITAN MACHINERY INC	125,262.02
	TOTAL CAPITAL OUTLAY-PUBLIC WORKS	125,262.02
AIRPORT CAPITAL IMPRV PROJECTS		
2017 TAXIWAY/APRON PJT		
1900225	SEH-RCM	17,500.00
	TOTAL 2017 TAXIWAY/APRON PJT	17,500.00
WTR/SWR UTILITIES EXTENSION		
1900225	SEH-RCM	8,637.59
2000522	TNT AGGREGATES, LLC	19,591.02
	TOTAL WTR/SWR UTILITIES EXTENSION	28,228.61

DATE: 10/18/2017  
 TIME: 16:22:10  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 6

## INVOICES DUE ON/BEFORE 10/23/2017

VENDOR #	NAME	AMOUNT DUE
-----		
IRA CVC CTR CAPITAL PJT		
MULTI-USE OUTDOOR PAVILION		
0308104	CHAMPION IRON, LLC	20,900.00
TOTAL MULTI-USE OUTDOOR PAVILION		20,900.00
2017 INFRASTRUCTURE BONDS		
2009-1 4TH AVE & 13TH ST NW		
0718060	GRAND RAPIDS HERALD REVIEW	38.15
1900225	SEH-RCM	8,805.40
TOTAL 2009-1 4TH AVE & 13TH ST NW		8,843.55
2009-1 9TH ST NE		
0718060	GRAND RAPIDS HERALD REVIEW	38.15
1900225	SEH-RCM	5,979.96
TOTAL 2009-1 9TH ST NE		6,018.11
2009-1 14TH ST NW OVERLAY		
0718060	GRAND RAPIDS HERALD REVIEW	38.15
1900225	SEH-RCM	1,485.63
TOTAL 2009-1 14TH ST NW OVERLAY		1,523.78
2009-1 8TH AVE NE STRM WTR		
0612083	FLAGSHIP RECREATION	2,500.00
0718060	GRAND RAPIDS HERALD REVIEW	38.15
1900225	SEH-RCM	1,710.34
TOTAL 2009-1 8TH AVE NE STRM WTR		4,248.49
STORM WATER UTILITY		
0221650	BURGGRAF'S ACE HARDWARE INC	9.90
0401804	DAVIS OIL	1,612.18
0801825	HAWKINSON CONSTRUCTION CO INC	1,790.00
0801836	HAWKINSON SAND & GRAVEL	565.89
0920060	ITASCA COUNTY TREASURER	268.85
TOTAL		4,246.82
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$392,856.15



DATE: 10/18/2017  
 TIME: 16:22:10  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 7

## INVOICES DUE ON/BEFORE 10/23/2017

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0113232	AMERIFLEX BUSINESS SOLUTIONS	516.75
0114213	STEVE ANDERSON	46.00
0200024	BP	26.14
0201354	B. BAIRD-PETTY CASH FUND	18.10
0205640	LEAGUE OF MN CITIES INS TRUST	772.50
0212750	BLUE CROSS & BLUE SHIELD OF MN	49,154.50
0305530	CENTURYLINK COMMUNICATIONS LLC	259.00
0718015	GRAND RAPIDS CITY PAYROLL	242,481.66
0815440	HOLIDAY COMPANIES	155.66
0920055	ITASCA COUNTY RECORDER	184.00
1005730	SETH JETLAND	23.00
1205145	MIKE LECLAIRE	225.21
1301146	MARCO TECHNOLOGIES, LLC	1,350.92
1305046	MEDIACOM LLC	93.40
1309199	MINNESOTA ENERGY RESOURCES	523.63
1309266	MN DEPT OF LABOR & INDUSTRY	100.00
1309332	MN STATE RETIREMENT SYSTEM	1,690.00
1405850	NEXTERA COMMUNICATIONS LLC	435.34
1503151	ODC - MOTOR VEHICLE	21.75
1516220	OPERATING ENGINEERS LOCAL #49	37,310.00
1609561	PIONEER TELEPHONE	9.65
1621130	P.U.C.	23,669.76
2000490	TDS Metrocom	743.44
2100265	U.S. BANK	425.00
2205637	VERIZON WIRELESS	3,193.84
2209665	VISA	6,539.97
2209705	VISIT GRAND RAPIDS INC	42,232.25
2305300	MATTHEW WEGWERTH	189.93
2305447	WELLS FARGO BANK NA	350.00
2309452	JEFF ERIK WILSON	211.85
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$412,953.25
TOTAL ALL DEPARTMENTS		805,809.40



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0754      **Version:** 1      **Name:** Request to Sell the PW 2013 SnoGo Snowblower  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/16/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider entering into an agreement with MacQueen Equipment Inc. to sell the City's 2013 SnoGo snowblower on consignment.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider entering into an agreement with MacQueen Equipment Inc. to sell the City's 2013 SnoGo snowblower on consignment.

### **Background Information:**

The new City SnowBlast snowblower has arrived at Public Works. Public Works would like to sell the 2013 SnoGo snowblower and MacQueen Equipment Inc. has agreed to sell it on consignment for the City of Grand Rapids. If sold, the City would receive \$40,000.

### **Staff Recommendation:**

Jeff Davies recommends allowing MacQueen Equipment Inc. to sell the 2013 SnoGo snowblower on consignment for the City.

### **Requested City Council Action**

Make a motion to approve entering into an agreement with MacQueen Equipment Inc. to sell the City's 2013 SnoGo snowblower on consignment.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0755      **Version:** 1      **Name:** PW PT Winter Maintenance Employee List  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/16/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider hiring the attached list of part-time winter maintenance workers for the 2017-2018 Snow Removal Season.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2017 10-23 PT Winter Maintenance List](#)

Date	Ver.	Action By	Action	Result
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Consider hiring the attached list of part-time winter maintenance workers for the 2017-2018 Snow Removal Season.

### **Background Information:**

The Public Works Department utilizes part-time intermittent employees to facilitate snow removal during the winter snow plowing season. These part-time employees are used on an "as needed" basis. Several employees are return hires for Public Works, but there are a couple new hires on this year's list. The start date will be effective 11-15-17 with an end date of 4-30-18. Gary Hausladen, also works for Public Works during the summer maintenance season will have an end date of 6-30-18. There are also three college students on this list who will work "as needed" over their school breaks at a wage rate of \$10.00 per hour, they are, Kyle Persig, Jack Romanik and Riley MacLean. The wage rate for the remainder of the part-time winter maintenance staff on this list will be \$17.75 per hour. The cost of these part-time intermittent maintenance workers is included in the Public Works Budget.

### **Staff Recommendation:**

Jeff Davies, Public Works Director, recommends hiring the attached list of part-time winter maintenance workers for the upcoming 2017-2018 Snow Removal Season.

### **Requested City Council Action**

Make a motion to approve the Public Works Department hiring the attached list of part-time winter maintenance workers for the 2017-2018 Snow Removal Season.

## **Public Works PT Winter Maintenance List 2017-2018**

---

Aho, Ken	\$17.75/Hr	11-15-17 thru 4-30-18
Bumgarner, Roger	\$17.75/Hr	11-15-17 thru 4-30-18
Gaalaas, Karl	\$17.75/Hr	11-15-17 thru 4-30-18
Hausladen, Gary	\$17.75/Hr	11-15-17 thru 4-30-18
Heinrich, Zach	\$17.75/Hr	11-15-17 thru 4-30-18
Holmgren, Toby	\$17.75/Hr	11-15-17 thru 4-30-18
Persig, Kyle	\$10.00/Hr	11-15-17 thru 4-30-18
Plagemann, Greg	\$17.75/Hr	11-15-17 thru 4-30-18
MacLean, Riley	\$10.00/Hr	11-15-17 thru 4-30-18
Nemeth, Dale	\$17.75/Hr	11-15-17 thru 4-30-18
Romanik, John	\$10.00/Hr	11-15-17 thru 4-30-18
Ross, Steven	\$17.75/Hr	11-15-17 thru 4-30-18
Serfling, Leigh	\$17.75/Hr	11-15-17 thru 4-30-18



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0757      **Version:** 1      **Name:** Liquor License Renewals  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/17/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider renewing liquor licenses for 2018, contingent upon receipt of all required documentation and fees.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider renewing liquor licenses for 2018, contingent upon receipt of all required documentation and fees.

**Background Information:**

Annual liquor licenses for the City of Grand Rapids will expire on December 31, 2017. The following is a list of licenses that require City Council approval to renew for 2018.

3.2 On & Off Sale:

- Holiday StationStores Inc.
- Itasca Curling Club Inc.
- TKM&M Inc. dba Sammy's Pizza
- Fuji Japanese Restaurant
- NoPo Coffee Co. LLC
- Super One Foods #515
- Super One Foods #520

Club On-Sale:

- American Legion 60, McVeigh-Dunn Post
- LOOM Lodge 2023, Moose Lodge
- VFW 1720, Ponti Peterson Post

Off-Sale:

- Frontier Liquor Inc.
- Super One Liquors
- Pokegama Plaza Liquor
- Wal-Mart Stores Inc.

On-Sale Liquor:

- Apple Minnesota LLC dba Applebees Neighborhood Grill & Bar
- Barboza LLC dba El Potro
- Dutch Room Inc.
- Eagles Club
- Forest Lake Restaurant
- Grand Rapids Hospitality LLC dba Timberlake Lodge

Grand Rapids Development Corp. dba Sawmill Inn  
Grand Rapids Ground Round  
S. Bastian Companies LLC dba Pokegama Grill  
Thunder Alley XL  
Toivo's Restaurant

**On-Sale Wine:**

Fuji Japanese Restaurant  
TKM&M Inc. dba Sammy's Pizza  
NoPo Coffee Co. LLC

**Brewery On-Sale Taproom & Brewer Off-Sale:**

Klockow Brewing Company Inc.

**Staff Recommendation:**

Approve and authorize staff to move forward with license renewals.

**Requested City Council Action**

Make a motion approving liquor license renewals for 2018, contingent upon receipt of all required documentation and fees.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0759      **Version:** 1      **Name:** Rotary Temporary Liquor  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/17/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider approving temporary liquor license for Rotary Club of Grand Rapids event scheduled for Monday, December 4, 2017.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Rotary Club of Grand Rapids.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving temporary liquor license for Rotary Club of Grand Rapids event scheduled for Monday, December 4, 2017.

**Background Information:**

Rotary Club of Grand Rapids has submitted an application for 1-4 day temporary Liquor License for an event scheduled on December 4, 2017 at Klockow Brewing Co., 36 SE 10th Avenue, Grand Rapids. Required insurance and fees have been received.

**Staff Recommendation:**

Approve and direct staff to forward to State of Minnesota for issuance.

**Requested City Council Action**

Make a motion approving temporary liquor license for Rotary Club of Grand Rapids for event scheduled Monday, December 4, 2017.



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: ROTARY CLUB OF GRAND RAPIDS Date organized: 1935 Tax exempt number: —

Address: PO Box 362 City: G.R. State: Minnesota Zip Code: 55744

Name of person making application: CINDY DOWNING Business phone: — Home phone: 999-5251

Date(s) of event: Dec. 4, 2017 Type of organization:  Club  Charitable  Religious  Other non-profit

Organization officer's name: WAYNE ROSKOS, PRES. City: GR State: Minnesota Zip Code: 55744

Organization officer's name: SAM EVANS, SECRETARY City: GR State: Minnesota Zip Code: 55744

Organization officer's name: JOHN RUESSLER, TREAS. City: GR State: Minnesota Zip Code: 55744

Organization officer's name: BRANDON OTWAY, VA City: GR State: Minnesota Zip Code: 55744

Location where permit will be used. If an outdoor area, describe:  
KLOCKOW BREWING CO.  
36 SE 10TH AVE.  
GRAND RAPIDS MN 55744

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

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

**APPROVAL**

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

GRAND RAPIDS  
 City or County approving the license

\$20.00  
 Fee Amount

10-17-17  
 Date Fee Paid

*[Handwritten 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 #:** 17-0760      **Version:** 1      **Name:** Hire PT-Johnson, N and Wagner  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/18/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider approving the hiring of part-time employees at the Grand Rapids Park and Recreation Department and the IRA Civic Center.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider approving the hiring of part-time employees at the Grand Rapids Park and Recreation Department and the IRA Civic Center.

### **Background Information:**

The following individuals will be hired with the Grand Rapids Park and Recreation Department and the IRA Civic Center. These regular part-time employees will be part of the annual operating budget, begin employment on October 24, 2017 and complete employment by December 31, 2017.

Nicki Johnson, Concessions, Hourly Pay Rate: \$9.50  
Christina Oven, Concessions, Hourly Pay Rate: \$9.50  
Thomas Wagner, Maintenance, Hourly Pay Rate: \$10.75

### **Staff Recommendation:**

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

### **Requested City Council Action**

Make a motion approving the hiring of regular part-time employees with the Grand Rapids Park and Recreation Department and the IRA Civic Center.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0761      **Version:** 1      **Name:** Adv. Cont.-The Boldt Company  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/18/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider entering into an agreement with an area business for advertising at the IRA Civic Center.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Boldt - 2017-partially signed](#)

Date	Ver.	Action By	Action	Result
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Consider entering into an agreement with an area business for advertising at the IRA Civic Center.

### **Background Information:**

In 1993, the City Council approved the Civic Center advertising policy to generate revenue to offset operating cost. As part of this policy, agreements are renewed at the end of each term. The following is a new agreement:

The Boldt Company-January 1, 2018-December 31, 2019 for dashboard advertisements-\$800 for 2018 and \$800 for 2019.

### **Staff Recommendation:**

City staff is recommending approval of entering into an agreement with an area business for advertising at the IRA Civic Center.

### **Requested City Council Action**

Make a motion to approve entering into an agreement with an area businesses for advertising at the IRA Civic Center.

# AGREEMENT FOR RENTAL OF WALL LIGHTED SIGN

WHEREAS, the City of Grand Rapids, acting through the IRA Civic Center, Lessor, owns a multi-purpose facility known as the Civic Center; and

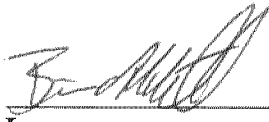
WHEREAS, it will be beneficial to certain business to acquire the privilege of using the advertising signs contained on the interior walls and/or dasherboard in the IRA Civic Center for a certain period of years; and

WHEREAS, the Lessor desires to lease the available advertising sign to certain Lessees.

NOW, THEREFORE, IT IS HEREBY AGREED by the IRA Civic Center only, Lessor, and The Boldt Company, Lessee, that the Lessee shall lease for a period of 2 (two) years according to the terms set forth herein and upon the following terms and conditions:

1. Signs will be placed on the interior walls and/or dasherboard of the IRA Civic Center only, and Lessor shall have the final decision as to exact location of each sign. The choice of each sign and location shall be on a "FIRST COME, FIRST SERVED" basis. Lessor reserves the right to take into consideration actual placement of signs to insure maximum utilization of all advertising areas on the interior walls and/or dasherboard of the IRA Civic Center.
2. The Lessee shall pay to the Lessor in consideration of the sign and/or dasherboard, the sum of \$800 in cash to the Lessor at the commencement of the rental term as set forth below.
3. The Lease term for the advertising space shall be as follows: January 1, 2018 to December 31, 2019. This contract will be automatically be renewed by the Lessor and Lessee yearly unless the Lessee provides written notice to the Lessor of their intent not to renew said lease. This written notice must be provided no later than December 1 of the year prior to the Lessee's cancellation. For example, if the lease has been automatically renewed for a third year, which would end December 31, 2019, the Lessee must notify the Lessor in writing no later than December 1, 2019 for cancellation effective December 31, 2019.
4. Lessee shall have the first right to rent the advertising signs to Lessee for successive years. Although the signed contract is due within 30 days, lessee will be invoiced and payment in full is due September 15, 2017. The Lessor reserves the right to sell sign space if the payment is not received by September 15, 2017.
5. The Advertising logo and design to be used on the signs shall be provided by the Lessee and subject to approval by the Lessor. The Lessor will not unreasonably withhold its approval of any design submitted by Lessee, however, Lessor reserves the right to set standards for the substance and appearance of any advertising to be placed in the IRA Civic Center pursuant to this Agreement.
6. The expense of setup and art work of the sign shall be borne by the Lessee.

7. This agreement shall not be changed unless done so in writing by the Lessee.
8. The Lessee's advertising space cannot be sublet or resold.
9. All signs and materials are the property of the Lessor.
10. All maintenance of the signs will be the responsibility of the IRA Civic Center.
11. Lease rates and terms are \$800 per year for 2018 and 2019 for a 4 x 5 interior wall sign and/or one dasherboard advertisement.

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

DATE: 8/1/2017  
\_\_\_\_\_

CITY OF GRAND RAPIDS (Lessor)

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

DATE: \_\_\_\_\_

\_\_\_\_\_  
Tom Pagel, City Administrator

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	17-0762	<b>Version:</b>	1	<b>Name:</b>	Consider changing the status of Dion Holcomb-Card, Library Public Services Clerk, from part-time to full-time.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	10/18/2017	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	10/23/2017	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider changing the status of Dion Holcomb-Card, Library Public Services Clerk, from part-time to full-time.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

Date	Ver.	Action By	Action	Result
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Consider changing the status of Dion Holcomb-Card, Library Public Services Clerk, from part-time to full-time.

**Background Information:**

Dion Holcomb-Card was appointed to the position of Library Public Services Clerk in the Children's Department effective August 15, 2017. This was originally a full-time position, however, it was decided to fill it on a part-time basis until the budget process was complete. At the October 11, 2017 Library Board meeting, the Board made a recommendation to change the status of the position from part-time to full-time effective November 1, 2017.

**Staff Recommendation:**

Library Director Marcia Anderson and Assistant Library Director Amy Dettmer have recommended changing the status of the Library Public Services Clerk in the Children's Department from part-time to full-time effective November 1, 2017.

**Requested City Council Action**

Make a motion to change the status of Dion Holcomb-Card, Library Public Services Clerk in the Children's Department, from part-time to full-time effective November 1, 2017.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	17-0763	<b>Version:</b>	1	<b>Name:</b>	Consider the renewal of the Group Vision Care Plan Renewal Agreement and Premium Collection Form.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	10/18/2017	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	10/23/2017	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider the renewal of the Group Vision Care Plan Renewal Agreement and Premium Collection Form.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Avesis renewal</a>				

Date	Ver.	Action By	Action	Result
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Consider the renewal of the Group Vision Care Plan Renewal Agreement and Premium Collection Form.

### **Background Information:**

The City of Grand Rapids offers a Vision Plan option to employees, where employees pay 100% of the premium. Avesis is the vision care provider, and offer a two (2) year guarantee on the premium rates. The attached Group Vision Care Plan Renewal Agreement needs to be signed along with the attached Premium Collection Form in order to continue offering the coverage to employees. The renewal period is January 1, 2018 to December 31, 2019.

### **Staff Recommendation:**

Lynn DeGrio, Human Resources Director, is recommending authorizing the Mayor to sign the Group Vision Care Plan Renewal Agreement and Premium Collection Form in order to continue offering vision benefits.

### **Requested City Council Action**

Make a motion to authorize the Mayor to sign the Group Vision Plan Renewal Agreement and the Premium Collection Form for the renewal period January 1, 2018 to December 31, 2019.



October 1, 2017

RE: City of Grand Rapids  
Advantage Vision Plan Renewal

Thank you for choosing Avesis as your vision care provider. We are privileged to have you as our client and are committed to ensuring that City of Grand Rapids receives the best vision care experience available. We look forward to continuing our relationship with you and serving as your vision carrier of choice in the coming years.

We are pleased to offer you a Two (2) year guarantee with the following premium rates:

<b>Group Number:</b>	<b>50790-1599</b>
<b>Renewal Period:</b>	<b>January 1, 2018 to December 31, 2019</b>
<b>Plan:</b>	<b>980</b>
<b>Current Rates:</b>	<b>\$6.26 / \$11.83 / \$12.89 / \$16.60</b>
<b>Renewal Rates*:</b>	<b>\$6.57 / \$12.42 / \$13.53 / \$17.43</b>

Your vision benefits will renew automatically on the date shown above, unless otherwise indicated by you in advance of the scheduled renewal date. *As an acknowledgment receipt, please sign and return the attached Renewal Agreement*, and your vision plan will continue to remain in effect from 01/01/2018 to 12/31/2019. Signed renewals may be emailed to [renewals@avesis.com](mailto:renewals@avesis.com) or faxed to 855-643-6630 within 30 days of the renewal date.

If you should have any questions or need additional information regarding your renewal, please contact me at 844-630-1100 or by email at [accountmanager@avesis.com](mailto:accountmanager@avesis.com).

Sincerely,

The Core Account Management Team

\*Premium is subject to adjustment in the event of changes in benefits, contributions, or the number of eligible employees, or any future additional tax, fee or assessment imposed by the Federal or State governments with associated administrative costs and expenses.





**GROUP VISION CARE PLAN RENEWAL AGREEMENT**

**Group Number:** 50790-1599  
**Renewal Period:** January 1, 2018 to December 31, 2019  
**Plan:** 980  
**Current Rates:** \$6.26 / \$11.83 / \$12.89 / \$16.60  
**Renewal Rates\*:** \$6.57 / \$12.42 / \$13.53 / \$17.43

\* Your premium is subject to adjustment in the event of changes in benefits, contributions, or the number of eligible employees, or any future additional tax, fee, or assessment imposed by the Federal or State governments, with associated administrative costs and expenses.

Total Eligible Lives \_\_\_\_

For: **City of Grand Rapids**

By: **Avesis Third-Party Administrator**

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

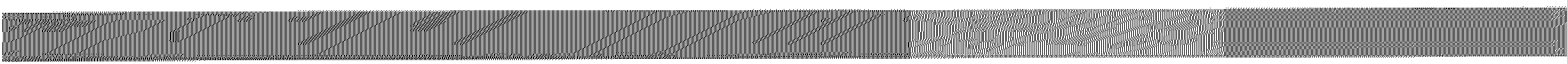
*Michael Reamer*  
\_\_\_\_\_  
**Signature**

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

10/01/2017  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed or Printed Name**

Michael Reamer  
\_\_\_\_\_  
**Typed or Printed Name**







**Effective Date:** 1/1/2018

**Group Number:** 50790-1599

**Plan Number:** 980

## City of Grand Rapids An In-Depth Look

### Reliable & Dependable

Avēsis is a national leader in providing exceptional vision care benefits for millions of commercial members throughout the country. The Avēsis vision care products give our members an easy-to-use wellness benefit that provides excellent value and protection.

### Employee Paid Rates Per Month

Employee	\$6.57
Employee + Spouse	\$12.42
Employee + Child(ren)	\$13.53
Employee + Family	\$17.43

Underwritten by: Fidelity Security Life Insurance Company, Kansas City, MO Policy #: VC-16, Form M-9059

### How can we help you?

**Avēsis Website:**  
www.avesis.com

**Customer Service:**  
800-828-9341  
7 a.m. - 8 a.m. EST

**LASIK Provider:**  
877-712-2010

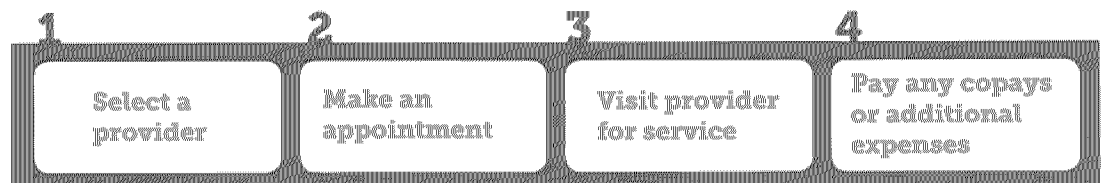
Vision Care Services	In-Network Member Benefits	Out-of-Network Reimbursement
<b>Materials: \$10 copayment</b>	(Materials copay applies to frame or spectacle lenses, if applicable.)	
<b>Frame Allowance*</b>	Members receive a \$50 wholesale allowance Up to \$150 retail value†	Up to \$45.00
<b>Standard Spectacle Lenses</b>		
Single Vision	Covered in full after materials copay	Up to \$25.00
Bifocal	Covered in full after materials copay	Up to \$40.00
Trifocal	Covered in full after materials copay	Up to \$50.00
Lenticular	Covered in full after materials copay	Up to \$80.00
Standard Progressives	Covered up to \$50, plus 20% off retail	up to \$40.00
<b>Other Lens Options‡</b>		
Lens Options are discounted up to 20% off retail		
<b>Contact Lenses§</b> (in lieu of frame and spectacle lenses)		
Elective	\$130 allowance	\$130.00
Medically Necessary	Covered in full	\$250.00
<b>Refractive Laser Surgery</b>	Provider discount up to 25% One-time/lifetime allowance of \$150	\$150.00
<b>Frequency</b>		
Lenses or contact lenses	Once every 12 Months	Once every 12 Months
Frame	Once every 24 Months	Once every 24 Months

‡ Discounts are not insured benefits

§ Prior authorization is required for medically necessary contacts.

### Here's How It Works

When you need to see an eye care professional, simply visit [www.avesis.com](http://www.avesis.com) or contact Avēsis' Customer Service Monday through Friday, 7 a.m. to 8 p.m. (EST) at 800-828-9341 to receive a listing of providers in your area.



† Values provided may be more or less depending on the providers retail pricing.

\* At participating Walmart locations, retail pricing for your plan is \$68. At participating Costco locations, retail pricing is \$54.99.

## Using Out-of-Network Providers

Members who elect to use an out-of-network provider must pay the provider in full at the time of service and submit a claim to Avësis for reimbursement. Reimbursement levels are in accordance with the out-of-network reimbursement schedule previously listed. Out-of-network benefits are subject to the same eligibility, availability, frequency of benefits, and limitation and exclusion provisions of the plan, and are in lieu of services provided by a participating Avësis provider. Out-of-network claim forms can be obtained by contacting Avësis' Customer Service Center or your group administrator, or by visiting [www.avesis.com](http://www.avesis.com).

## Limitations and Exclusions

Some provisions, benefits, exclusions, or limitations listed herein may vary depending on your state of residence.

### Limitations:

This plan is designed to cover eye examinations and corrective eyewear. It is also designed to cover visual needs rather than cosmetic options. Should the member select options that are not covered under the plan, as shown in the schedule of benefits, the member will pay a discounted fee to the participating Avësis provider. Benefits are payable only for services received while the group and individual member's coverage is in force.

### Exclusions:

There are no benefits under the plan for professional services or materials connected with and arising from:

- 1) Orthoptics or vision training;
- 2) Subnormal vision aids and any supplemental testing, aniseikonic lenses;
- 3) Plano (non-prescription) lenses, sunglasses;
- 4) Two pair of glasses in lieu of bifocal lenses;
- 5) Any medical or surgical treatment of eye or supporting structures;
- 6) Replacement of lost or broken lenses, contact lenses or frames, except when the member is normally eligible for services;
- 7) Any eye examination or corrective eyewear required by an employer as a condition of employment and safety eyewear;
- 8) Services or materials provided as a result of Workers' Compensation Law, or similar legislation, required by any governmental agency whether Federal, State, or subdivision thereof;
- 9) Any vision examination;
- 10) Services or materials provided by any other group benefit plan providing vision care.

### Refractive Surgery Vision Benefit Exclusions:

Benefits are not payable for any of the following:

- 1) Routine vision examinations or corrective vision materials, including corrective eyeglasses, fittings, lenses, frames, or contact lenses; or
- 2) Medical or surgical procedures, services, or treatments:
  - a. not specifically covered under this Rider;
  - b. provided free of charge in the absence of insurance
  - c. payable under any Workers' Compensation law or similar statutory authority
  - d. payable under governmental plan or program, whether Federal, state, or subdivisions thereof.

## Termination Provisions

Coverage will end on the earliest of: the date the policy ends, the date the employee's employment ends, or the date the employee is no longer eligible.

## Notes and Disclaimers

The contact lens allowance may be used all at once or throughout the plan year as needed or may be applied toward contact lenses only, or both contact lenses and professional services (fitting fees). Refractive Laser Surgery is considered an elective procedure, and may involve potential risks to patients. Avësis is not responsible for the outcome of any refractive surgery.

Insured benefits are administered by Avësis Third Party Administrators, Inc., Phoenix, AZ



**City of Grand Rapids**  
**50790-1599**  
**980**

I am Waiving Vision Insurance

**AVESIS ADVANTAGE VISION CARE EMPLOYEE ENROLLMENT FORM**

**PLEASE PRINT LEGIBLY**

Underwritten by Fidelity Security Life Insurance Company Kansas City, Missouri

Policy No. VC-16VC-23

TO BE COMPLETED BY THE EMPLOYEE				
Employee Last Name		Employee First Name		MI
Date of Birth	Social Security Number		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Street Address			Apartment No.	
City		State	Zip Code	

Do you wish to cover your eligible dependents?     Yes     No  
 If yes, complete the following:

	Dependent Name		Date of Birth
	FIRST	LAST	
Spouse / Domestic Partner			/  /
Child			/  /
Child			/  /
Child			/  /
Child			/  /
Child			/  /
Child			/  /

I would like to cover additional eligible dependents (PLEASE LIST ON A SECOND ENROLLMENT FORM)

I authorize deductions from my earnings at the required contributions towards the cost of the coverage.

Signature	Date
-----------	------

A-00713

M-9059/M-9069/M-9086

TO BE COMPLETED BY THE EMPLOYER			
<input type="checkbox"/> New Enrollment	<input type="checkbox"/> Add ○ Dependent(s)	<input type="checkbox"/> Change ○ Address    ○ Phone ○ Name        ○ COBRA	<input type="checkbox"/> Cancel Coverage ○ Policy Holder ○ Dependent(s)
Reason for Change	<input type="checkbox"/> Employment Status <input type="checkbox"/> Qualifying Event: (PLEASE STATE) _____		
Requested Effective Date		Date of Employment	

Bb.



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

# CITY OF GRAND RAPIDS

## Text File

File Number: 17-0770

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**Agenda Date:** 10/23/2017

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Agenda Item

Consider entering into Agreements with Minnesota Energy Resources Corporation.

**Background Information:**

At the July 24th City Council meeting, a motion was approved to enter into an agreement with Constellation Energy to provide natural gas at the IRA Civic Center. With this arrangement, we are also required to enter into agreements with Minnesota Energy Resources Corporation which define the distribution, service, and interruptible sales of natural gas at the IRA Civic Center. The agreements are attached for your review.

**Staff Recommendation:**

City staff recommends entering into Agreements with Minnesota Energy Resources Corporation.

**Requested City Council Action**

Pass a motion to enter into Agreements with Minnesota Energy Resources Corporation.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0758      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Approved  
**File created:** 10/17/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Acknowledge approved minutes for Boards & Commissions.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [September 12, 2017 Residential Rental Licensing & Inspection Task Force NEW.pdf](#)  
[September 13, 2017 PUC Minutes.pdf](#)  
[September 29, 2017 PUC Minutes.pdf](#)  
[September 19, 2017 Golf Board minutes.pdf](#)  
[October 3, 2017 Special Golf Board Minutes.pdf](#)

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

**RESIDENTIAL RENTAL LICENSING AND INSPECTION TASK FORCE  
CITY COUNCIL CHAMBERS – GRAND RAPIDS CITY HALL  
REGULAR MEETING, TUESDAY, SEPTEMBER 12, 2017 – 5:30 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof the regular meeting of the Residential Rental Licensing and Inspection Taskforce was held in the City Council Chambers of the Grand Rapids City Hall, 420 N Pokegama Avenue, Grand Rapids, Minnesota, on Tuesday, September 12, 2017, at 5:30 pm

**CALL OF ROLL:** On a Call of Roll, the following members were present: Duane Schraw, Diane Larson, Rozanne Casey, Lori Duchesneau, Pat Schwartz, Barb Sanderson and Council Representative Rick Blake.

**Absent:** Steve Loney

**Staff Present:** Rob Mattei, Travis Cole, Steve Schaar, and Michele Palkki

**CALL TO ORDER** Commissioner Schwartz called the meeting to order at 5:30 pm

**SETTING THE AGENDA** Community Development Director Mattei asked that item #6 on the agenda be reversed with item #7.

**MOTION BY COMMISSIONER LARSON, SECOND BY COMMISSIONER CASEY TO CHANGE THE ORDER OF THE AGENDA RELATING TO ITEM #6 AND #7. Motion passed by unanimous vote.**

**APPROVAL OF MINUTES** August 22, 2017

**MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER SCHROW TO APPROVE THE MINUTES OF THE AUGUST 22, 2017 MEETING AS PRESENTED. Motion passed by unanimous votes.**

Commissioner Lori Duchesneau arrived at 5:35 pm.

**LAW ENFORCEMENT DISCUSSION** Mr. Mattei invited Assistant Police Chief, Steve Schaar to attend and answer any questions the Commission may have and to respond to other city's police issues regarding an ordinance.

Mr. Schaar reported that he had done some research as to other communities with this type or similar ordinance. When putting together the ordinance the document needs to have specifics as to offences/offenders.

A discussion took place regarding the strength of an ordinance and that when it is presented it needs to be clear and easy to understand. It is inevitable that there will be some push back when this is accepted by the City Council but it will be a positive change for the future. The Police Department would like to be involved in putting together the draft ordinance when it comes to that time.

Mr. Schaar reported that he would check on more communities with this type of ordinance and would speak with Police Chief Johnson, during which time he was in Apple Valley, they adopted this type of ordinance and what feedback did they receive.

## **Residential Rental Licensing and Inspection Task Force**

**September 12, 2017**

**Page 2**

### **OVERVIEW IPM CODE AND HUD HQS**

Building Official Travis Cole gave a presentation overview that compared the differences of the International Property Maintenance Code (IPMC) and the Housing Quality Standards (HQS). The version the city currently uses the 2003 IPMC, this may be updated in the future.

The biggest difference in the codes is that the IPMC book gives more requirements and actually has understandable definitions. HUD does have requirements regarding lead, which the IPMC does not. Mr. Cole reported that the City does not have anything that measures lead. Mold was another issue mentioned, as was whether to use the crime free and drug free addendums.

It is important; that no matter what code book or ordinance requirements are used it needs to be easy to understand.

### **ORDINANCE REVIEW**

Mr. Mattei reported that he had looked over the Brainerd and Alexandria's ordinances. There was a discussion regarding Bemidji's ordinance and was most liked of the ones that were reviewed. Mr. Mattei reported that he would check on a few more and would certainly be open to discussing others.

The Commission would like to follow up with Police Chief Johnson regarding the Apple Valley Ordinance. He participated in putting this together and instituted it while he was in Apple Valley as Police Chief.

Mr. Mattei will follow up with Chief Johnson and Assistant Chief Schaar on this.

### **GRAND RAPIDS HOUSING ESTIMATES**

Mr. Mattei reported that included in their packets was a table that listed Grand Rapids Rental Housing Estimates. The City's GIS system, Housing Study and the County Auditor Property Owners were used to come up with the following estimated number of units:

#### **Not Excluding State Licensed Facilities**

- 1 Unit Single Family properties with a structure and property tax class code of residential non-homestead (378)
- 1 Unit Single Family - Manufactured (88)
- 2 Unit Duplex (90)
- 3-9 Unit Multi-Family (371)
- 10-19 Unit Multi-Family (259)
- 20+ Unit Multi-Family (1,032)

# Residential Rental Licensing and Inspection Task Force

September 12, 2017

Page 3

Grand Rapids Housing Estimates Continued

## Excluding State Licensed Facilities

- 1 Unit Single Family (378)
- 1 Unit Single Family – Manufactured (88)
- 2 Unit Duplex (90)
- 3-9 Unit Multi-Family (363)
- 10-19 Unit Multi-Family (219)
- 20+ Unit Multi-Family (650)

This concludes that there are approximately 1,788 numbers of units in Grand Rapids. It is also important to remember these numbers are estimates and most likely will change.

## MEETING SCHEDULE

Mr. Mattei asked if the 2<sup>nd</sup> Tuesday in October, which is October 10, would work for everyone. The consensus was this date works for everyone.

The meeting adjourned at 7:25 pm

Respectfully submitted by Michele Palkki, Administrative Assistant

*Michele Palkki*

The next meeting of the Residential Rental Licensing and Inspection Task Force will be Tuesday, October 10, 2017 in the Grand Rapids City Hall.





# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, September 13, 2017

4:00 PM

Conference Room of Public Utilities Service Center

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### 1 CALL TO ORDER

*A regular meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, September 13, 2017 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

### 2 CALL OF ROLL

**Present** 5 - President Stephen Welliver, Secretary Greg Chandler, Commissioner Glen Hodgson, Commissioner Tom Stanley, and Commissioner Rick Blake

*Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Water/Wastewater Collection/Safety Manager Doyle, Wastewater Treatment Department Manager Mattson, Administrative/ HR Assistant Flannigan, Attorney Bengtson.*

### 3 APPROVAL OF MINUTES

#### 3.a. 17-0674

Consider approving the minutes of the August 16, 2017 regular meeting, the August 30, 2017 closed meeting, and the August 30, 2017 special meeting/work session.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the minutes of the August 16, 2017 regular meeting, the August 30, 2017 closed meeting, and the August 30, 2017 special meeting/work session. The motion PASSED by an unanimous vote.**

### 4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

#### 4.a. 17-0663

Consider approving the City Treasurer's Report and Investment Activity Report for August 2017.

*Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for August 2017 with the Commission.*

**A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve the City Treasurer's Report and Investment Activity Report for August 2017. The motion PASSED by an unanimous vote.**

### 5 PUBLIC FORUM

*None present.*

**6 COMMISSION REPORTS**

*Commissioner Blake noted the City Council and the Public Utilities Commission are continuing discussions with Enbridge regarding the abandonment of Line 3. President Welliver noted the City Council approved the purchase agreement for the property identified as Parcel ID #91-034-1204 at the Council meeting on Monday, September 11, 2017.*

**7 ADMINISTRATION**

- 7.a. 17-0676 Consider declaring a vacancy exists and authorize the posting and/or advertising to fill the position of Wastewater Treatment Facility Operator.

**A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to declare a vacancy exists and authorize the posting and/or advertising to fill the position of Wastewater Treatment Facility Operator. The motion PASSED by an unanimous vote.**

- 7.b. 17-0677 Consider adopting the proposed residential deposit policy, effective October 1, 2017.

**A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to adopt the proposed residential deposit policy and deposit amount of \$125.00, effective October 1, 2017. The motion PASSED by an unanimous vote.**

- 7.c. 17-0678 Review the August 2017 Administrative Updates.

*General Manager Kennedy reviewed the August 2017 Administrative updates with the Commission, including the August 2017 Wholesale Electric Service Cost, planning for Public Power Week in October, Automated Metering Infrastructure (AMI) Updates, and progress of the development of the Meter Technician position description. A special meeting/work session is scheduled on Wednesday, October 25, 2017 at 1:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

**8 ACCOUNTING AND FINANCE**

- 8.a. 17-0664 Review the Accounting and Finance Operations Report for August 2017.

*Finance Manager Betts reviewed the Accounting and Finance Operations Report for August 2017 with the Commission.*

- 8.b. 17-0665 Consider approving the writeoff of September uncollectible accounts in the amount of \$6,897.02.

**A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve the writeoff of September uncollectible accounts in the amount of \$6,897.02. The motion PASSED by an unanimous vote.**

**9 ELECTRIC DEPARTMENT**

- 9.a. 17-0670 Review the Electric Department Operations Report for August 2017.

*Electric Department Manager Goodell reviewed the Electric Department Operations Report for August 2017 with the Commission. Two GRPUC journey linemen, Mike Bader and Jim Schmitt, arrived in Kissimmee, FL yesterday with a large GRPUC bucket truck. They are traveling with a group of other utility employees from Minnesota to assist in the Hurricane Irma relief effort.*

**10 WASTEWATER TREATMENT FACILITY OPERATIONS**

- 10.a. 17-0668 Review the Wastewater Treatment Facility Operations Report for August 2017.

*Wastewater Treatment Department Manager Mattson reviewed the Wastewater Treatment Facility Operations Report for August 2017 with the Commission.*

**11 WATER AND WASTEWATER COLLECTION**

- 11.a. 17-0667 Water and Wastewater Collection Operations Report August 2017.

*Water/Wastewater Collection/Safety Manager Doyle reviewed the Water and Wastewater Collection Operations Report for August 2017 with the Commission.*

**12 SAFETY**

- 12.a. 17-0669 Safety Report August 2017.

*Water/Wastewater Collection/Safety Manager Doyle reviewed the Safety Report Report for August 2017 with the Commission.*

**13 DISCUSSION AND CORRESPONDENCE**

*No items.*

**14 VERIFIED CLAIMS**

- 14.a. 17-0673 Consider approving verified claims for August 2017.  
Computer Check Register \$ 1,337,532.92  
Manual Check Register \$ 646,859.47

**A motion was made by Commissioner Tom Stanley, seconded by Commissioner Rick Blake, to approve the verified claims for August 2017 in th amount of \$1,984,392.39 (Computer Check Register of \$1,337,532.92 and Manual Check Register of \$646,859.47). The motion PASSED by an unanimous vote.**

- 14.b. 17-0672 Short Elliot Hendrickson, Inc. (SEH)-Invoice#336458 in the amount of \$1,950.00.

**A motion was made by Commissioner Stanley, seconded by Commissioner Blake, to approve payment to Short Elliot Hendrickson, Inc. (SEH) for Invoice#336458 in the amount of \$1,950.00. The motion carried by the following vote.**

**Aye:** 4 - President Stephen Welliver, Secretary Greg Chandler, Commissioner Tom Stanley, and Commissioner Rick Blake

**Abstain:** 1 - Commissioner Glen Hodgson

## 15 ADJOURNMENT

*The next regular Commission meeting was rescheduled to Wednesday, October 18, 2017 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

*By a call of the chair, the meeting was adjourned at 5:05 PM.*

*Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.*



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Friday, September 29, 2017

10:00 AM Conference Room of Public Utilities Service Center

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### 1 CALL TO ORDER

*A Special Meeting/Work Session of the Grand Rapids Public Utilities Commission was held on Friday, September 29, 2017 at 10:00 AM in the Conference Room 112 of the Public Works/Public Utilities Service Center located at 500 SE 4th Street.*

### 2 CALL OF ROLL

**Present** 4 - President Stephen Welliver, Commissioner Glen Hodgson, Commissioner Tom Stanley, and Commissioner Rick Blake

**Absent** 1 - Secretary Greg Chandler

*Others Present: General Manager Kennedy, Electric Department Manager Goodell, Administrative/ HR Assistant Flannigan, and Mark Zimmerman, President/CEO of Itasca Economic Development Corporation (IEDC).*

### 3 17-0717

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

*President Welliver acknowledged the posting of the special meeting/work session date, time and purpose.*

### 4 ADMINISTRATION

#### 4.a. 17-0721

Consider approving entering into negotiations with Minnesota Power regarding project funding for the Tioga Substation Project .

**A motion was made by Commissioner Rick Blake, seconded by Commissioner Glen Hodgson, to approve entering into negotiations with Minnesota Power regarding project funding for the proposed Tioga Substation Project. The motion PASSED by an unanimous vote.**

### 5 ADJOURNMENT

*A special meeting/work session with Minnesota Power was scheduled on Tuesday, October 24, 2017 at 11:30 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

*By call of the chair, the work session was declared adjourned at 11:15 AM.*

*Respectfully submitted: Christine Flannigan, Administrative/HR Assistant*

GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
September 19, 2017  
7:00 AM

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

Absent: Kelly Kirwin

Staff: Bob Cahill Director of Golf  
Steve Ross Grounds Superintendent

- I. Pat Pollard called the meeting to order.
- II. Brad Gallop made a motion to accept the minutes of the August 15, 2017 Board meeting. Todd Roth seconded the motion. The motion passed.
- III. Consideration of monthly bills: Todd Roth made a motion to approve the bill list. Brad Gallop seconded the motion. The motion passed.

ACHESON TIRE COMPANY INC	48.09
AMERIPRIDE LINEN & APPAREL	73.91
BLUE CROSS & BLUE SHIELD OF MN	2,191.50
BURGGRAF'S ACE HARDWARE INC	92.11
CHAMBER OF COMMERCE	400.00
CITY OF COHASSET	80.81
COLE HARDWARE INC	16.50
DAVIS OIL	1,675.03
DELTA DENTAL OF MINNESOTA	123.55
ESC SYSTEMS	384.75
GRAND RAPIDS CITY PAYROLL	29,524.58
GRAND RAPIDS STATE BANK	3,549.48
L&M SUPPLY	161.88
MN DEPT OF LABOR & INDUSTRY	20.00
MINNESOTA REVENUE	7,057.91
MINNESOTA TORO	752.72
MOR GOLF AND UTILITY	1,065.23
NEXTERA COMMUNICATIONS LLC	3.93
NAPA SUPPLY OF GRAND RAPIDS	5.01
NORTHERN LAKES WINDOW CLEANING	299.24
P.U.C.	5,481.90
NORTHERN MN WATER COND DBA	98.15
RAPIDS PLUMBING & HEATING INC	504.00
STEVE ROSS DBA ROSS GOLF	4,166.67
SIM SUPPLY INC	326.07
STOKES PRINTING & OFFICE	59.00
TDS Metrocom	210.79
TRU NORTH ELECTRIC LLC	362.35
UNUM LIFE INSURANCE CO OF AMER	4.10
VANTIV INTEGRATED PAYMENTS	31.66
VERIZON WIRELESS	192.45
VISA	157.40
WASTE MANAGEMENT	359.39
TOTAL ALL VENDORS:	59,480.16

- IV. Visitors: Stewart Bastian
- V. Grounds Superintendent: Steve Ross reported. Greens will be aerated on Monday the 25<sup>th</sup> of September and Hawkinson will do the cart path paving work on that same day. Brad and Pat will work together to find a carpenter to replace the corner uprights on the two gazebos on holes #3 and # 5. Very little watering has been needed in recent weeks as rainfall has been above average.
- VI. Concessions: Stewart Bastian reported. Contract renewal was discussed and Bob will report at the next meetings about our options. The Bastians are considering purchasing a new beverage cart.
- VII. Director of Golf: Bob Cahill reported. July and early August have been very good revenue months. A thorough study of area membership and green fees will be presented at the October meeting with plans to finalize any rate changes for 2018 soon. Kitchen hoods and carpeting will be cleaned in the next week or so.
- VIII. Old Business: None
- IX. New Business: None
- X. Correspondence and Open Discussion: None.
- XI. Adjourn: Brad Gallop made a motion to adjourn the meeting. Todd Roth seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

GRAND RAPIDS GOLF COURSE BOARD  
SPECIAL MEETING  
October 3, 2017  
7:00 AM

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

Absent: Todd Roth

Staff: Bob Cahill Director of Golf  
Steve Ross Grounds Superintendent

- I. Pat Pollard called the meeting to order.
- II. Visitors: None
- III. Discussions that took place relating to 2017 finances and proposed 2018 budget included green fee and pass holder cost comparisons and projections, marketing and advertising, upcoming projects and course improvements, staffing levels, and membership categories. Any increases in membership fees and green fees will be discussed again and decided upon at a future meeting.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary





CITY OF  
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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0766      **Version:** 1      **Name:** Finance Department Head Report  
**Type:** Agenda Item      **Status:** Department Head Report  
**File created:** 10/19/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Department Head Report: Finance Department  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Department Head Report 102317.pdf](#)

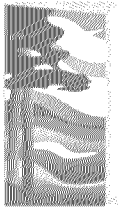
Date	Ver.	Action By	Action	Result
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Department Head Report: Finance Department



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# FINANCE DEPARTMENT

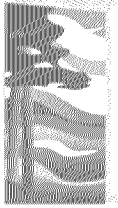


GRAND RAPIDS  
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# Finance Department

## PURPOSE:

- The Finance Department is committed to providing timely, accurate, clear and complete information and support to other city departments, citizens, and the community large.
- The Finance Department has their fingers on all the \$ \$ coming in and going out of the city. We are the one common link to all departments.



GRAND RAPIDS  
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# Finance Department

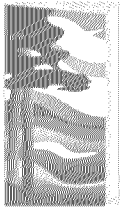
- Do all of the financial transactions for the following City entities:
  - General Fund
  - Special Revenue Funds (9)
  - Debt Service Funds (25)
  - Capital Project Funds (12)
  - Enterprise Funds (2)
  - Component Unit (1)



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

# Finance Department

- Provide accounting services for:
  - Grand Rapids Housing & Redevelopment Authority – they own five buildings, 3 affordable housing & 2 market rate. In addition to normal accounting services, we do HUD Reporting Section 8 Reports, payroll and provide reports to Moody's Investor Services.
  - City of LaPrairie – 4 funds – the General Fund, Capital Project Fund and also Water and Sewer Funds.



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

# Finance Department

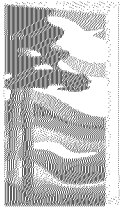
- Each Fund has a separate chart of accounts and is tracked separately in the accounting system
  - Balance Sheet
  - Revenue and Expenditure (Expense)



GRAND RAPIDS  
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# Finance Department

- Assist in the preparation of the Annual Budget & Capital Improvement Plan-Cities of Grand Rapids & LaPrairie
- Audit & Financial Statement preparation-Cities of Grand Rapids, LaPrairie and Grand Rapids Housing Redevelopment Authority
- Investment of City funds
- Administer bonded indebtedness
- Accounts payable
- Payroll
- Accounts receivable
- Special Assessment tracking
- Lodging tax
- Treasury functions for all City entities



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# Finance Department

- Fiscal Agent for:
  - Grand Rapids Area Cable Commission
  - Visit Grand Rapids - Lodging Tax

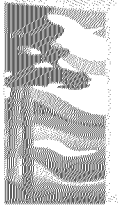




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# Finance - 2017

- Finalizing the 2018 City Budgets
- Assisted with the issuance of \$2,130,000 of Reconstruction Bonds
- Participated in administering \$1,350,160 in
- Started to work on Capital Improvement Plan requests for the Amended Capital Improvement Plan 2018-2022
- Finalized the 2016 Federal Single Audit with Expenditures totaling \$1,925,076
- Implementing TimeClock Plus a new time system for the City employees



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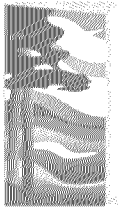
# Finance - 2017

## – Accounts Payable

- From January - September issued 3,145 checks and for City
- From January – September issued 728 checks and for the Grand Rapids HRA
- From January – September issued 431 checks and for the City of LaPrairie

## \_ Purchase Orders

- Year to date we have created 3,206 purchase orders and services city wide



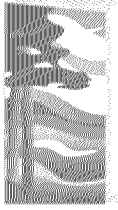
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# Finance Department

- Personnel

- Assistant Finance Director-Laura Pfeifer

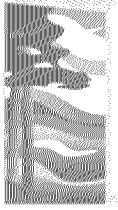
- Oversees day to day operations in the Finance Department including cash receipting, payroll, accounts payable and general ledger
    - LaPrairie- Prepares bill lists, payroll, budgets and accounts payable
    - Grants-does all tracking, monitoring and financial reporting for grants and assists departments in the preparation of grant applications
    - Budget-prepares all of the budget worksheets including calculating all of the personnel costs and individual department worksheets.
    - Audit-prepares many of the audit work papers and assists in the financial statement preparation.
    - Purchase Orders-Fire Department



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# Finance Department

- Personnel (continued)
  - Accountant-Renee Patrow
    - Does all general ledger accounting
    - HRA accounting & HUD & Section 8 reporting,
    - Backup to Accounts Payable
    - Treasurer reconciliation
    - Cemetery-tracks all lot sales & prepares deeds
    - Audit-prepares many of the audit work papers involved in financial statement preparation.
    - Cash receipting
    - Budget and CIP Books
    - Purchase Orders-Library/Civic Center & Recrea



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# Finance Department

- Personnel (continued)
  - Accounting Technician/Accounts Payable-Lisa Fla...
    - Accounts payable & bill lists for:
      - City of Grand Rapids; all entities
      - Grand Rapids HRA
    - Purchase Orders-Airport/Police/St. Lights/City Credit Cards/Finance
    - Cash receipting
    - Payroll bank reconciliation
    - Prepares 1099's
    - Airport M&O Credit Applications



GRAND RAPIDS  
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# Finance Department

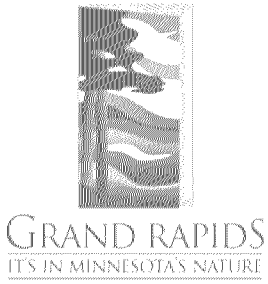
- Personnel (continued)
  - Payroll Clerk/Human Resources Technician—Cindy Phillip
    - Bi-weekly payroll for all City entities, and Grand Rapids all quarterly reports, issues W-2's
    - Cash receipting
    - Tracks lodging tax payments
    - Accounts payable bank reconciliations for City of Grand Rapids
    - Calculates assessment payoffs
    - Accounts receivable
    - Completes HR Surveys
    - Verification of employment requests
    - Maintains I-9 Forms
    - Purchase Orders-Golf Course/Central School/Building



GRAND RAPIDS  
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# Finance Department

- Personnel (continued)
  - Finance Director
    - Financial planning
    - Develops policies
    - Budget planning & CIP
    - Issuing bonds
    - Tax Increment Financing & Tax Abatement
    - Debt management
    - Oversees audit and financial statement preparation
    - File annual reports with the Office of the State Auditor
    - Purchase Orders-Backup for Staff



# Finance Department

Questions





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	17-0743	<b>Version:</b>	1	<b>Name:</b>	Consider approval of the preliminary plat of Pokegama Pines.
<b>Type:</b>	Agenda Item	<b>Status:</b>			Community Development
<b>File created:</b>	10/12/2017	<b>In control:</b>			City Council
<b>On agenda:</b>	10/23/2017	<b>Final action:</b>			
<b>Title:</b>	Consider approval of the preliminary plat of Pokegama Pines.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Pokegama Pines Preliminary Plat: Area Map</a> <a href="#">Preliminary Plat: Pokegama Pines</a> <a href="#">Infrastructure Plan: Pokegama Pines</a> <a href="#">Pokegama Pines Preliminary Plat: Application</a> <a href="#">Pokegama Pines: Septic Field Evaluation Report</a> <a href="#">Planning Commission "draft" Meeting Minutes- 10/5/2017</a>				

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

Consider approval of the preliminary plat of Pokegama Pines.

**Background Information:**

A preliminary plat entitled Pokegama Pines was submitted by Mike Kellin and filed with the City on September 11, 2017. The property included within the preliminary plat is 12.3 acres in area, including proposed right-of-way, and its location can generally be described as Part of Government Lot 1, Section 30, Township 55, adjacent to the NW edge of the Grace Bible Church property, and lying south of County Road 76. A complete legal description of the subject property is included with the preliminary plat documents.

The plat area is undeveloped and was previously owned by UPM Blandin Paper Company, and functioned as a demonstration/test forest.

The plat petitioner has indicated that the nine proposed lots will be developed as follows:

- Lots 1-3, Block 1 are intended to be developed as single family residential lots, retaining the existing SRR (Shoreland Rural Residential) zoning designation.
- Lots 1, 3 & 4, Block 2 are intended to be developed as single family residential lots, retaining the existing SRR (Shoreland Rural Residential) zoning designation.
- Lot 2, Block 2 is intended to function at the “common access lot” to Pokegama Lake for residents of the subdivision, the use of which is spelled out in the Declaration of Covenants and Restrictions, which will be recorded with the Final Plat.
- Lots 1 & 2, Block 3 are intended to be developed as single family residential lots, retaining the existing SRR (Shoreland Rural Residential) zoning designation.

The Comprehensive Plan’s general vision for land use in the area of this proposed subdivision is that of Rural Residential, which is consistent with the proposed use, and with surrounding properties.

The staff review committee, consisting of the City Engineer, Public Works Director, Fire Chief, Grand Rapids PUC, Parks and Recreation Director, and Community Development Department, has reviewed the preliminary plat for technical

standards and found that it substantially complies with the City's subdivision requirements. However, there are a few comments identified by the review committee that should be addressed. Those items are as follows:

- The East/West portion, of what is labeled 28th Avenue, should be labeled 8th Street SW.
- The Subdivision Agreement, to be considered at the final plat approval, shall incorporate a parkland dedication fee, in lieu of dedication of land and in accordance with Section 30-266.

In addition to the City Staff/Department review, the preliminary plat was circulated to the County Highway Engineer, as the plat is accessed off of County Road 76, and to the MN DNR's Area Hydrologist, as required by MN Shoreland Rules. *(to date, no comments have been received)*

The Planning Commission conducted a public hearing to consider their recommendation to the City Council regarding the approval of this preliminary plat at their regular meeting on October 5, 2017. The Planning Commission found that the proposed subdivision was consistent with the Comprehensive Plan and approved a motion to recommend approval of the preliminary plat of Pokegama Pines, contingent upon those items, described above, being addressed. The plat petitioner, at the public hearing, agreed to address the two items put forth by the review committee.

**Requested City Council Action**

Pass a motion approving the preliminary plat of Pokegama Pines, as recommended by the Planning Commission and contingent upon those items identified by the staff review committee being addressed, (with any additional changes the Council deems appropriate and necessary).

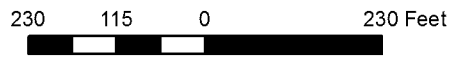
# Pokegama Pines (Preliminary Plat)



Area of Proposed Subdivision:  
Pokegama Pines

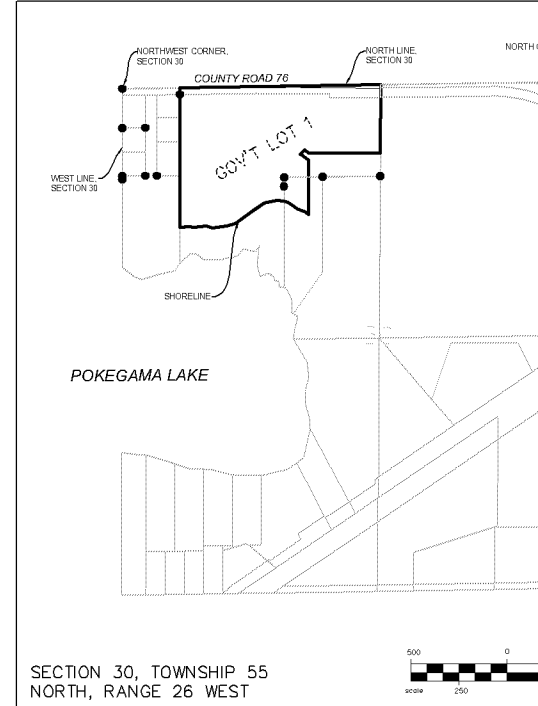
Co. Road 76

Pokegama Lake



**LEGEND**

- DENOTES COMPUTED POSITION
- DENOTES FOUND ALUMINUM CAPPED IRON PIPE
- DENOTES FOUND 1" IRON PIPE
- DENOTES FOUND 3/4" IRON PIPE WITH CAP (NO. ....)
- DENOTES SET 5/8" REBAR W/ CAP, LIC. NO. 42656
- DENOTES SET PK NAIL
- DENOTES ITASCA COUNTY MONUMENT
- DENOTES DEED BEARING AND/OR DISTANCE
- DENOTES RIGHT OF WAY
- DENOTES PERMANENT EASEMENT
- DENOTES BOUNDARY LINE
- DENOTES LOT LINE
- DENOTES SANITARY SEWER AND MANHOLE
- DENOTES FORCE MAIN
- DENOTES WATER MAIN, HYDRANT AND VALVE
- DENOTES WATER VALVE MANHOLE
- DENOTES STORM SEWER, APRON, MANHOLE AND CATCH BASIN
- DENOTES CULVERT
- DENOTES WATER SERVICE AND CURB STOP BOX
- DENOTES BURIED FIBER OPTIC CABLE
- DENOTES BURIED PHONE CABLE AND PEDESTAL
- DENOTES BURIED TV CABLE AND PEDESTAL
- DENOTES BURIED ELECTRIC CABLE AND PEDESTAL
- DENOTES OVERHEAD ELECTRIC, POLE AND DOWN GUY ANCHOR
- DENOTES LIGHT POLE
- DENOTES TRAFFIC SIGNAL STANDARD
- DENOTES GAS MAIN
- DENOTES GAS SIGN, VALVE AND VENT
- DENOTES SOIL BORING
- DENOTES TRAVERSE POINT
- DENOTES CONCRETE CURB AND GUTTER
- DENOTES EXISTING PAVEMENT OR SIDEWALK
- DENOTES SIGN (HWY, PARK, STOP, ETC.)
- DENOTES STREET NAME SIGN
- DENOTES DITCH
- DENOTES FENCE (UNIDENTIFIED)
- DENOTES BARBED WIRE FENCE
- DENOTES CHAIN LINK FENCE
- DENOTES ELECTRIC WIRE FENCE
- DENOTES WOOD FENCE
- DENOTES WOVEN WIRE FENCE
- DENOTES PLATE BEAM GUARDRAIL
- DENOTES CABLE GUARDRAIL
- DENOTES DECIDUOUS AND CONIFEROUS TREE
- DENOTES BUSH-SHRUB
- DENOTES WOODED AREA
- DENOTES WET LAND
- DENOTES BUILDING
- DENOTES GUARD POST
- DENOTES HANDICAP PARKING SPACE
- DENOTES EXISTING CONTOUR LINES
- DENOTES SCHEDULE B EXCEPTION



**VICINITY MAP**  
1" = 500'

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON  
ITASCA COUNTY SOUTH ZONE COORDINATE

**LEGAL DESCRIPTION**

Government Lot 1, Section 30, Township 55 North, Range 25 West, Itasca County, Minnesota, less and except the west 300.00 feet and less the west 500.00 feet lying south of the north 475.00 feet

LESS AND EXCEPT:

That part of Government Lot 1, Section 30, Township 55 North, Range 25 West, Itasca County, Minnesota, described as follows:

Commencing at the northeast corner of said Government Lot 1, thence along said east line assigned bearing South 00 degrees 26 minutes 47 seconds West a distance of 119.95 feet to a point on the south line of the north 475.00 feet of said Government Lot 1; thence along said south line, South 89 degrees 05 minutes 05 seconds West a distance of 127.69 feet; thence North 00 degrees 09 minutes 45 seconds East a distance of 88.86 feet to a point on the north line of the north 475.00 feet of said Government Lot 1; thence along a non-tangent curve to the north line of the north 475.00 feet of said Government Lot 1, radius 129.00 feet, central angle 13 degrees 51 minutes 14 seconds, chord of said curve bears North 42 degrees 53 minutes 48 seconds East a distance of 26.37 feet; thence South 54 degrees 01 minutes 49 seconds East a distance of 372.98 feet to the Point of Beginning; the parcel contains 1.08 acres, more or less.

TOGETHER WITH:

That part of Government Lot 1, Section 30, Township 55 North, Range 25 West, Itasca County, Minnesota, described as follows:

Commencing at the northeast corner of said Government Lot 1, thence along said east line assigned bearing South 00 degrees 26 minutes 47 seconds West a distance of 119.95 feet to a point on the south line of the north 475.00 feet of said Government Lot 1; thence along said south line, South 89 degrees 05 minutes 05 seconds West a distance of 127.69 feet; thence North 00 degrees 09 minutes 45 seconds East a distance of 88.86 feet to a point on the north line of the north 475.00 feet of said Government Lot 1; thence along a non-tangent curve to the north line of the north 475.00 feet of said Government Lot 1, radius 129.00 feet, central angle 13 degrees 51 minutes 14 seconds, chord of said curve bears North 42 degrees 53 minutes 48 seconds East a distance of 26.37 feet; thence South 54 degrees 01 minutes 49 seconds East a distance of 372.98 feet to the Point of Beginning; the parcel contains 1.08 acres, more or less.

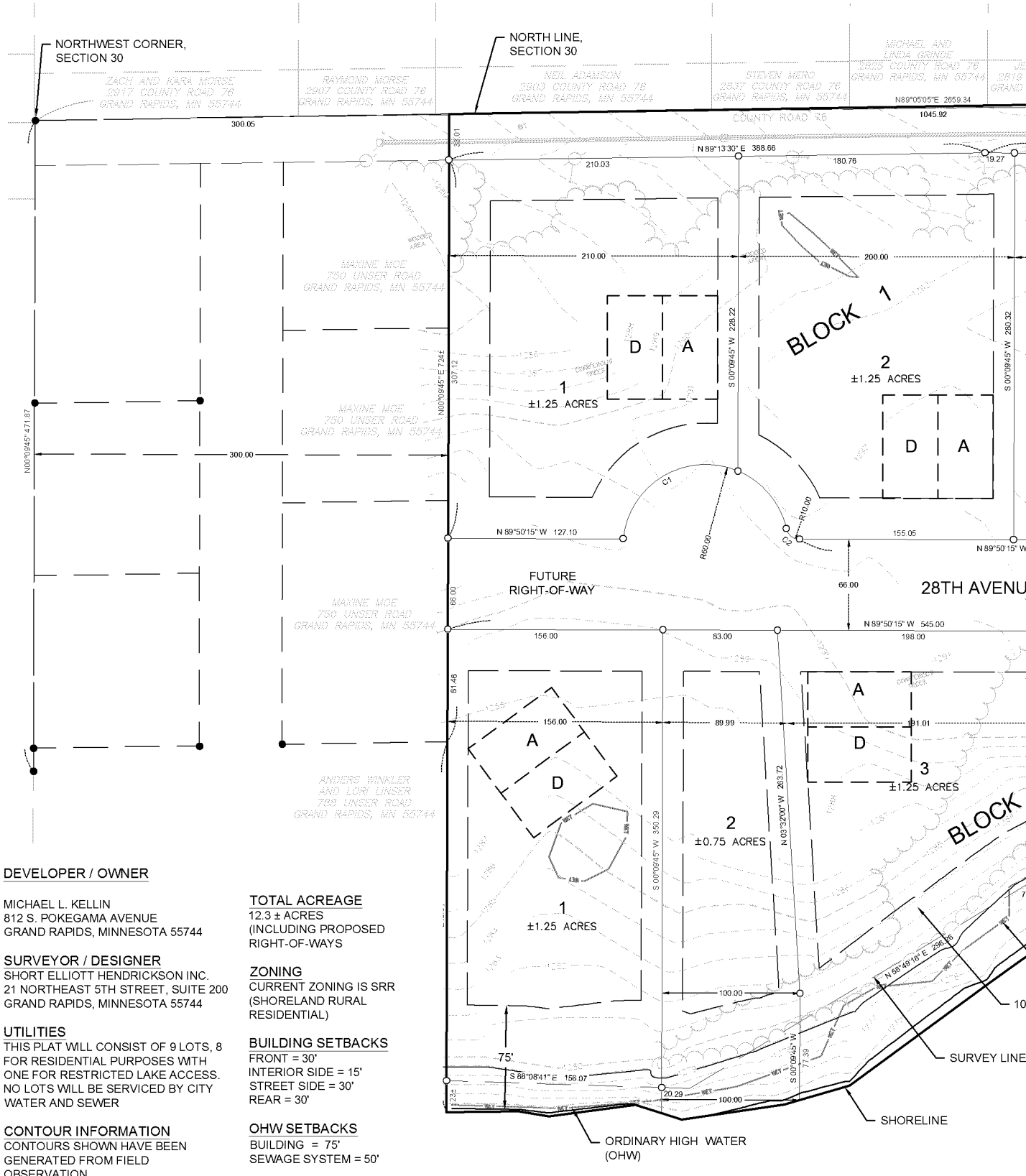
Said parcel contains 0.46 acres, more or less.

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DRAWN BY: <u>MM</u>				
CHECKED BY: <u>WH</u>				
SURVEYED BY: <u>MF/TS</u>				
NO.	BY	DATE	REVISIONS	

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHRIS A. LARSEN  
Date: September 28, 2017



**DEVELOPER / OWNER**

MICHAEL L. KELLIN  
 812 S. POKEGAMA AVENUE  
 GRAND RAPIDS, MINNESOTA 55744

**SURVEYOR / DESIGNER**  
 SHORT ELLIOTT HENDRICKSON INC.  
 21 NORTHEAST 5TH STREET, SUITE 200  
 GRAND RAPIDS, MINNESOTA 55744

**UTILITIES**  
 THIS PLAT WILL CONSIST OF 9 LOTS, 8 FOR RESIDENTIAL PURPOSES WITH ONE FOR RESTRICTED LAKE ACCESS. NO LOTS WILL BE SERVICED BY CITY WATER AND SEWER

**CONTOUR INFORMATION**  
 CONTOURS SHOWN HAVE BEEN GENERATED FROM FIELD OBSERVATION.

**TOTAL ACREAGE**  
 12.3 ± ACRES  
 (INCLUDING PROPOSED RIGHT-OF-WAYS)

**ZONING**  
 CURRENT ZONING IS SRR (SHORELAND RURAL RESIDENTIAL)

**BUILDING SETBACKS**  
 FRONT = 30'  
 INTERIOR SIDE = 15'  
 STREET SIDE = 30'  
 REAR = 30'

**OHW SETBACKS**  
 BUILDING = 75'  
 SEWAGE SYSTEM = 50'

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON ITASCA COUNTY SOUTH ZONE COORDINATES.

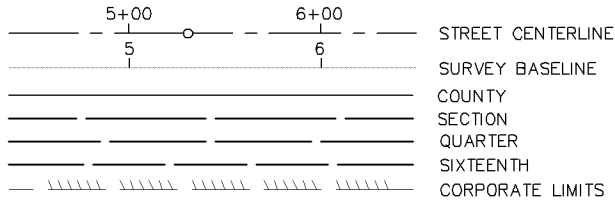
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CHECKED BY:	WH		
SURVEYED BY:	MF/TS		
NO.	BY	DATE	

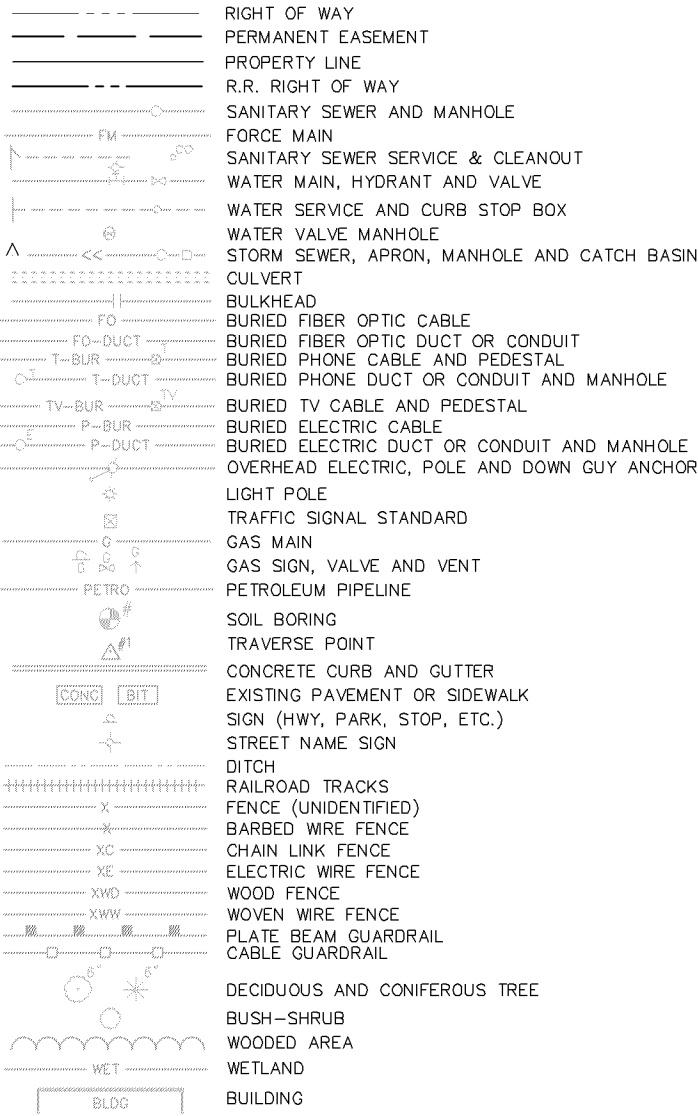
REVISIONS	

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF THE ORIGINAL SURVEY UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 CHRIS A. LARSEN  
 Date: September

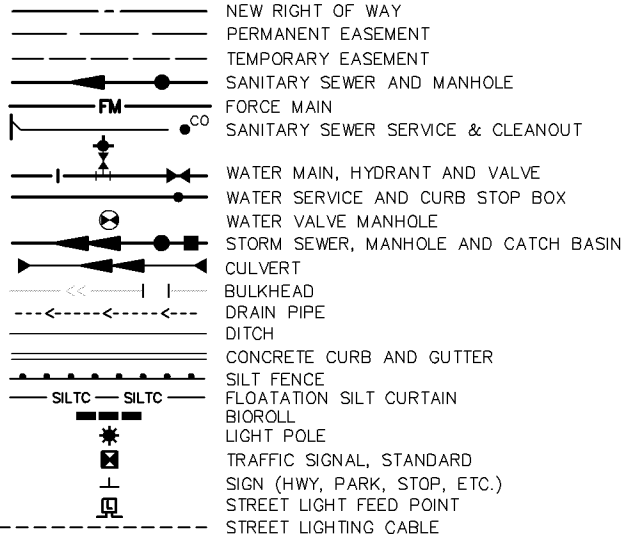
# LEGEND



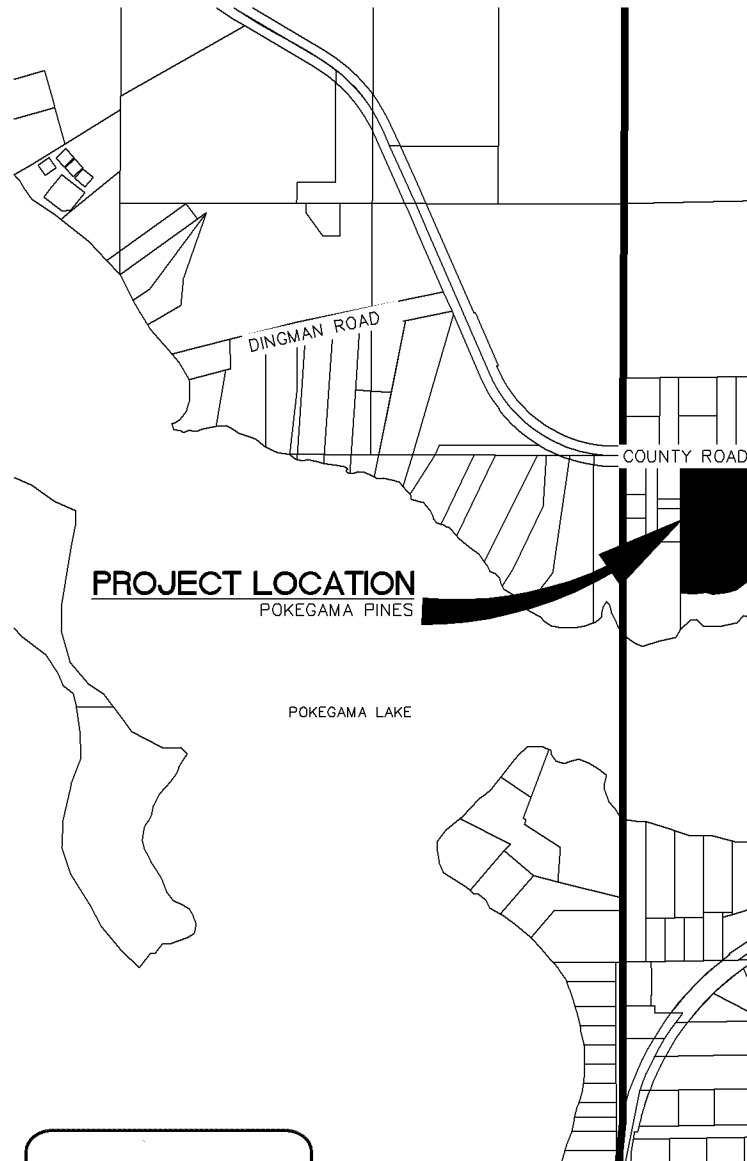
## EXISTING



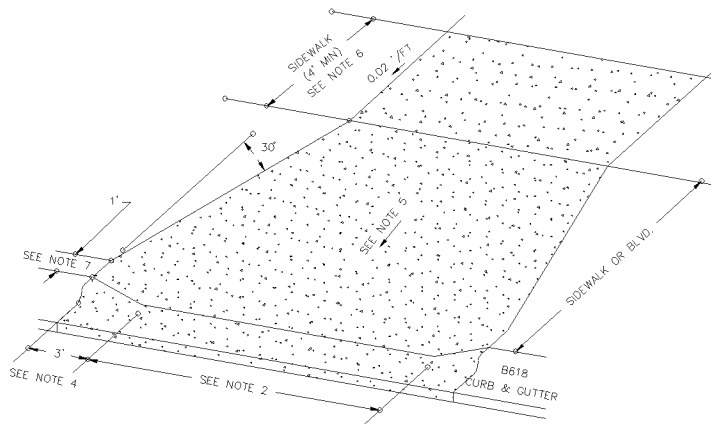
## PROPOSED



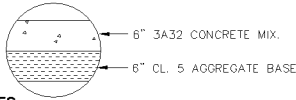
# PREPARED BY MIKE PRELIMINARY POKEGAMA REMOVALS, GRADING, BITUMINOUS PAVEMENT CONTROL AND



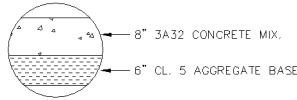
**DRAFT**



**RESIDENTIAL**

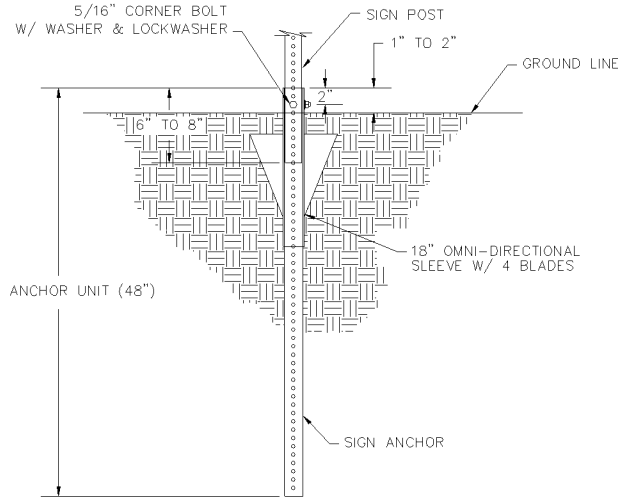


**COMMERCIAL**



**NOTES:**

1. SEE PLATE NUMBER 10 FOR JOINTING DETAILS.
2. DRIVEWAY WIDTHS: RESIDENTIAL - MIN. 12', MAX. 22'  
COMMERCIAL - MAX. 32'
3. DRIVEWAYS SHALL BE CONSTRUCTED IN ACCORDANCE WITH MN/DOT SPEC. 2531.
4. WHEN WALK IS ADJACENT TO THE BACK OF CURB, A 6' TAPER SHALL BE CONSTRUCTED.
5. WHEN WALK IS ADJACENT TO THE BACK OF CURB, DRIVEWAY GRADE SHALL BE CONSTRUCTED AT AN 8.33% GRADE FOR 5'-4" FROM BACK OF CURB.
6. WHEN WALK IS ADJACENT TO THE BACK OF CURB, A 4' AREA BEHIND DRIVEWAY APRON SHALL BE CONSTRUCTED AT A 2% CROSS SLOPE TO PROVIDE A PATH AROUND APRON.
7. WHEN WALK IS ADJACENT TO THE BACK OF CURB, TAPER SHALL ANGLE DIRECTLY FROM TOP BACK OF CURB TO BACK OF APRON.



**SQUARE POST ANCHOR DETAIL**  
(NON-HARD SURFACE LOCATIONS)

NOTE: FOR HARD SURFACE INSTALLATIONS, CONTRACTOR SHALL USE A BREAKAWAY MOUNTING SYSTEM FOLLOWING THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.



**CONCRETE DRIVEWAY**

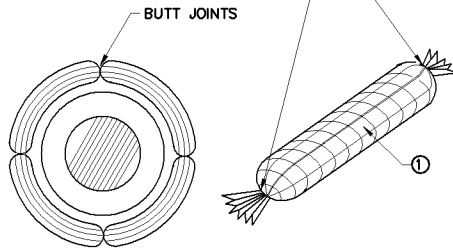
Revised:  
Jan. 2013  
SEH Plate No.



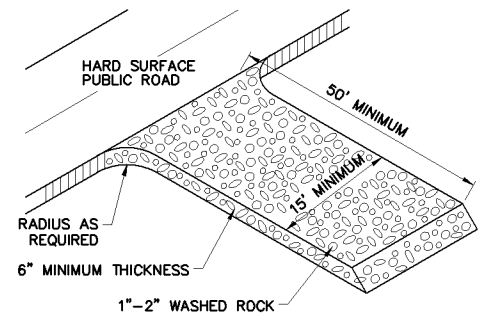
**SQUARE POST ANCHOR DETAIL**

Rev.  
Jan.  
SEH PI

ENDS SECURELY CLOSED TO PREVENT LOSS OF OPEN GRADED AGGREGATE FILL. SECURED WITH 50 PSI. ZIP TIE



- ① GEOTEXTILE SOCK BETWEEN 4-10 FT. LONG AND 4-6 INCH DIAMETER. SEAM JOINED BY TWO ROWS OF STITCHING WITH A PLASTIC MESH BACKING OR HEAT BONDED (OR APPROVED EQUIVALENT). FILL ROCK LOG WITH OPEN GRADED AGGREGATE CONSISTING OF SOUND DURABLE PARTICLES OF COARSE AGGREGATE CONFORMING TO SPEC. 3137 TABLE 3137-1; CA-3 GRADATION.



NOTE: TO PREVENT TRACKING OF MUD ONTO PAVED ROADS, INSTALL ADDITIONAL ROCK OR REMOVE AND REPLACE THE PAD AS REQUIRED

**DRAFT**

NTS



**ROCK LOG**

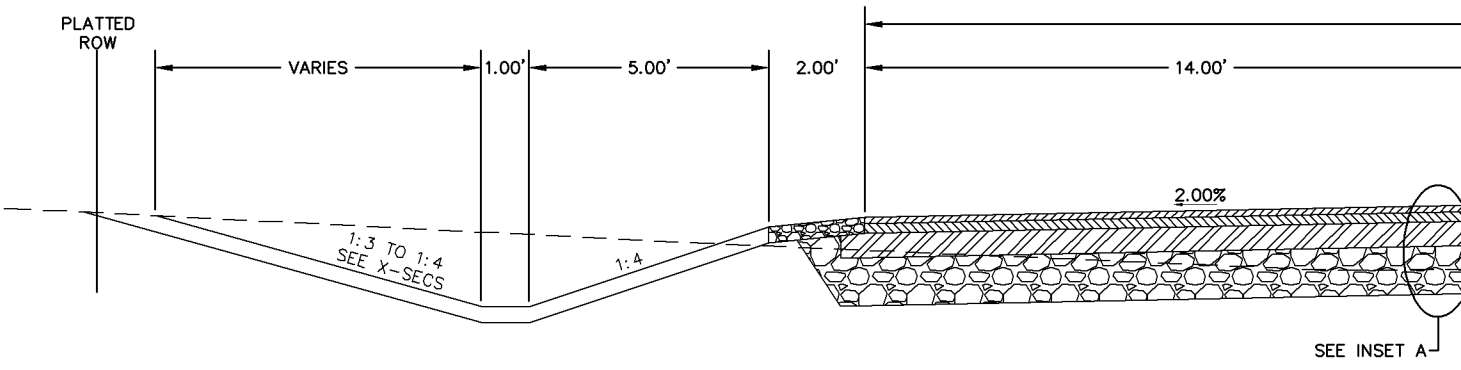
Revised:  
Oct. 2011  
SEH Plate No.  
ERO-29



**ROCK CONSTRUCTION ENTRANCE**

Rev.  
Oct.  
SEH PI  
ERO

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TYP  
28' BITU

STA. 102+3

- NOTES:
1. CUL-DE-SAC EXTENDS TO
  2. DITCHING CONSISTS OF SE
  3. CONCRETE APRON STA. 10
  4. CONSIST OF 8" CONCRETE
  4. RIGHT OF WAY IS TO BE F

**DRAFT**



**STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**

**SWPPP SUMMARY/OVERVIEW:**

THIS STORM WATER POLLUTION PREVENTION PLAN (SWPPP) HAS BEEN DEVELOPED TO ADDRESS THE REQUIREMENTS OF NPDES PERMIT MN R100001, PART III, SUBPART A. THIS SWPPP INCLUDES A COMBINATION OF NARRATIVE AND PLAN SHEETS THAT DESCRIBE THE TEMPORARY AND PERMANENT STORM WATER MANAGEMENT PLAN FOR THE PROJECT.

**PROJECT INFORMATION:**

LOCATION:	COUNTY ROAD 26, EAST OF UNSER ROAD, GRAND RAPIDS MN, 55744
LATITUDE/LONGITUDE: :	47.223560, -93.574468
PROJECT DESCRIPTION:	NEW ROADWAY CONSTRUCTION
SOIL DISTURBING ACTIVITIES:	GRUBBING AND GRADING

**CONTACTS:**

OWNER:	MIKE KELLIN
ADDRESS:	COLDWELL BANKER NORTHWOODS REALTY 812 SOUTH POKEGAMA AVENUE GRAND RAPIDS, MN 55744
PHONE:	X
EMAIL:	X

ENGINEER:	SHORT ELLIOT HENDRICKSON INC. (SEH)
CONTACT:	ROBERT BEAVER, PE
PHONE:	218.322.4500
EMAIL:	BBEAVER@SEHINC.COM
PROJECT NO.:	KELLM 142847

**KNOWLEDGEABLE PERSON/CHAIN OF RESPONSIBILITY**

THE CONTRACTOR SHALL IDENTIFY A PERSON KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMPs WHO WILL OVERSEE THE IMPLEMENTATION OF THE SWPPP, INCLUDING: INSTALLATION, INSPECTION AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPs. THE GENERAL CONTRACTOR SHALL ATTACH CONTACT INFORMATION TO THE SWPPP PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITY.

CONTRACTOR: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

THE CONTRACTOR SHALL ESTABLISH A CHAIN OF RESPONSIBILITY FOR ALL CONTRACTORS AND SUB-CONTRACTORS ON SITE TO ENSURE THE SWPPP IS BEING PROPERLY IMPLEMENTED AND MAINTAINED. THE CONTRACTOR SHALL PROVIDE THE CHAIN OF RESPONSIBILITY TO THE OWNER AND ATTACH TO THE SWPPP PRIOR TO ANY CONSTRUCTION ACTIVITY.

**GENERAL SWPPP RESPONSIBILITIES:**

THE CONTRACTOR SHALL KEEP THE SWPPP, INCLUDING ALL AMENDMENTS AND INSPECTION AND MAINTENANCE RECORDS ON SITE DURING CONSTRUCTION.

THE SWPPP WILL BE AMENDED AS NEEDED AND/OR AS REQUIRED BY PROVISIONS OF THE PERMIT. AMENDMENTS WILL BE APPROVED BY BOTH THE OWNER AND CONTRACTOR AND WILL BE ATTACHED OR OTHERWISE INCLUDED WITH THE SWPPP DOCUMENTS. THE SWPPP AMENDMENTS SHALL BE INITIATED, FACILITATED, AND PROCESSED BY THE CONTRACTOR. THE SWPPP AND AMENDMENTS SHALL BE KEPT ON SITE BY THE CONTRACTOR WHENEVER CONSTRUCTION ACTIVITY IS IN PROGRESS.

THE CONTRACTOR SHALL DOCUMENT AMENDMENTS TO THE SWPPP AS A RESULT OF INSPECTION(S) WITHIN 7 DAYS.

BOTH THE OWNER AND CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER TERMINATION AND/OR TRANSFER OF THE PERMIT.

**LONG TERM OPERATION AND MAINTENANCE**

THE OWNER WILL BE RESPONSIBLE OR WILL OTHERWISE IDENTIFY WHO WILL BE RESPONSIBLE FOR THE LONG TERM OPERATION AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM(S).

THE OWNER WILL PREPARE AND IMPLEMENT A PERMANENT STORMWATER TREATMENT SYSTEM(S) MAINTENANCE PLAN.

**TRAINING DOCUMENTATION:**

PREPARER/DESIGNER OF SWPPP:	SARA CHRISTENSON, EIT
EMPLOYER:	SHORT ELLIOTT HENDRICKSON, INC
TRAINING AND DATE OBTAINED:	12/10/13
NAME OF INSTRUCTOR(S):	JOHN CHAPMAN, REBECCA FORMAN

THE CONTRACTOR (OPERATOR) SHALL ADD TO THE SWPPP TRAINING RECORDS FOR THE FOLLOWING PERSONNEL:

- INDIVIDUALS OVERSEEING THE IMPLEMENTATION OF, REVISING, AND AMENDING THE SWPPP
- INDIVIDUALS PERFORMING INSPECTIONS
- INDIVIDUALS PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMPs

TRAINING MUST RELATE TO THE INDIVIDUAL'S JOB DUTIES AND RESPONSIBILITIES AND SHALL INCLUDE:

- 1) DATES OF TRAINING
- 2) NAME OF INSTRUCTORS
- 3) CONTENT AND HOURS OF TRAINING

THE CONTRACTOR SHALL ENSURE THAT THE INDIVIDUALS ARE TRAINED BY LOCAL, STATE, FEDERAL AGENCIES, PROFESSIONAL ORGANIZATIONS, OR OTHER ENTITIES WITH EXPERTISE IN EROSION PREVENTION, SEDIMENT CONTROL, PERIMETER CONTROL, PERMANENT STORMWATER MANAGEMENT AND THE MINNESOTA NPDES/SDS CONSTRUCTION STORMWATER PERMIT.

**PROJECT SUMMARY:**

TOTAL PROJECT AREA:
TOTAL LAND AREA TO BE DISTURBED:
PRE-CONSTRUCTION IMPERVIOUS AREA:
POST-CONSTRUCTION IMPERVIOUS AREA:
IMPERVIOUS LAND ADDED:

**RECEIVING WATER(S) WITHIN ONE MILE FROM**

ID	NAME	TYPE
	POKEGAMA	LAKE

ADDITIONAL BMPs AND/OR ACTIONS REQUIRED:  
 SEE APPENDIX A.C.1, A.C.2 AND A.C.3 OF

DOES THE PROJECT DISCHARGE TO A CARST AREA?  
 IS THE PROJECT LOCATED IN A KARST AREA?  
 PROJECTS LOCATED IN KARST AREA  
 MEASURES IMPLEMENTED TO ENSURE PROTECTION:  
 X

**SITE SOIL INFORMATION:**

(SOIL INFORMATION PROVIDED IS FOR NPDES PERMIT PURPOSES. THIS INFORMATION WAS OBTAINED FROM THE USGS WEBSITE. THIS INFORMATION IS FOR CONSTRUCTION PURPOSES ONLY.)

SOIL NAME:
ITASCA-GOODLAND SILT LOAMS
ANTICIPATED RANGE OF SOIL PARTICLE SIZE:

**RELATED REVIEWS & PERMITS:**

ENVIRONMENTAL, WETLAND, ENDANGERED OR RESTRICTED SPECIES, LOCAL, STATE, AND/OR FEDERAL REVIEWS/PERMITS:

TYPE OF PERMIT/REVIEW:	REQUIREMENT STATUS:
WETLAND REVIEW	COMPLETED

**IMPLEMENTATION SEQUENCE:**

THE CONTRACTOR SHALL COMPLY WITH THE SEQUENCE OF WORK. THE ENGINEER MAY APPROVE ADJUSTMENT TO THE SEQUENCE OF WORK.

1.	INSTALL ROCK CONSTRUCTION ENTRANCE
2.	INSTALL PERIMETER CONTROL AND STABILIZATION
3.	COMPLETE SITE GRADING
4.	INLET PROTECTION, CURB & GUTTER, AND STABILIZATION
5.	COMPLETE FINAL GRADING AND STABILIZATION
6.	AFTER CONSTRUCTION IS COMPLETE AND ACCUMULATED SEDIMENT, REMOVE BMPs DISTURBED BY THEIR REMOVAL.

**THE FOLLOWING DOCUMENTS ARE CONSIDERED:**

- PLAN AND PROFILE PLAN SHEETS:
- EROSION AND SEDIMENT CONTROL PLAN SHEETS:
- TURF ESTABLISHMENT PLAN SHEETS:
- PLAN & PROFILE PLAN SHEETS:
- DETAIL PLAN SHEETS:
- SWPPP NOTE AND DETAIL SHEETS:
- PROJECT SPECIFICATIONS:
- PROJECT BID FORM:

**PROJECT SPECIFIC NOTES:**

NA

**EROSION PREVENTION MEASURES AND TIMING:**

THE CONTRACTOR IS RESPONSIBLE FOR ALL EROSION PREVENTION MEASURES FOR THE PROJECT.

EROSION PREVENTION MEASURES SHOWN ON PLANS ARE THE ABSOLUTE MINIMUM REQUIREMENTS. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL EROSION PREVENTION MEASURES AS NECESSARY TO PROPERLY MANAGE THE PROJECT AREA.

THE CONTRACTOR SHALL PLAN AND IMPLEMENT APPROPRIATE CONSTRUCTION PRACTICES AND CONSTRUCTION PHASING TO MINIMIZE EROSION AND RETAIN VEGETATION WHENEVER POSSIBLE.

THE CONTRACTOR SHALL DELINEATE AREAS NOT TO BE DISTURBED AND/OR TO BE PROTECTED WITH FLAGS, STAKES, SIGNS, SILT FENCE, OR OTHER MEANS NECESSARY TO PROTECT THESE AREAS BEFORE CONSTRUCTION BEGINS ON THE SITE.

THE CONTRACTOR SHALL STABILIZE OF ALL EXPOSED SOILS IMMEDIATELY TO LIMIT SOIL EROSION. IN NO CASE SHALL ANY EXPOSED AREAS, INCLUDING STOCK PILES, HAVE EXPOSED SOILS FOR MORE THAN 7 DAYS WITHOUT PROVIDING TEMPORARY OR PERMANENT STABILIZATION.

DRAINAGE PATHS, DITCHES, AND/OR SWALES SHALL HAVE TEMPORARY OR PERMANENT STABILIZATION WITHIN 24 HOURS OF CONNECTING TO A SURFACE WATER OR 24 HOURS AFTER CONSTRUCTION ACTIVITY IN THE DITCH/SWALE HAS TEMPORARILY OR PERMANENTLY CEASED.

THE CONTRACTOR SHALL COMPLETE THE STABILIZATION OF ALL EXPOSED SOILS WITHIN 24 HOURS THAT LIE WITHIN 200 FEET OF PUBLIC WATERS PROMULGATED "WORK IN WATER RESTRICTIONS" BY THE MN DNR DURING SPECIFIED FISH SPAWNING TIMES.

THE CONTRACTOR SHALL IMPLEMENT STORMWATER CONVEYANCE CHANNELS WHEN APPROPRIATE TO ROUTE WATER AROUND UNSTABILIZED AREAS ON SITE TO REDUCE EROSION.

THE CONTRACTOR SHALL IMPLEMENT EROSION CONTROL BMPS AND VELOCITY DISSIPATION DEVICES ALONG CONSTRUCTED STORMWATER CONVEYANCE CHANNELS AND OUTLETS.

THE CONTRACTOR SHALL STABILIZE TEMPORARY AND/OR PERMANENT DRAINAGE DITCHES OR SWALES WITHIN 200 LINEAL FEET FROM PROPERTY EDGE, OR DISCHARGE POINT(S) WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE.

TEMPORARY OR PERMANENT DITCHES OR SWALES USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.

THE CONTRACTOR SHALL NOT UTILIZE HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES AS A FORM OF STABILIZATION FOR TEMPORARY OR PERMANENT DRAINAGE DITCHES OR SWALES.

THE CONTRACTOR SHALL ENSURE PIPE OUTLETS HAVE TEMPORARY OR PERMANENT ENERGY DISSIPATION WITH IN 24 HOURS OF CONNECTION TO A SURFACE WATER.

THE CONTRACTOR SHALL DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS TO INCREASE SEDIMENT REMOVAL AND MAXIMIZE STORMWATER INFILTRATION. VELOCITY DISSIPATION DEVICES MUST BE USED TO PREVENT EROSION WHEN DIRECTING STORMWATER TO VEGETATED AREAS.

**SEDIMENT CONTROL MEASURES AND TIMING:**

THE CONTRACTOR IS RESPONSIBLE FOR ALL SEDIMENT CONTROL MEASURES FOR THE PROJECT.

SEDIMENT CONTROL MEASURES SHOWN ON PLANS ARE THE ABSOLUTE MINIMUM REQUIREMENTS. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL SEDIMENT CONTROL MEASURES AS NECESSARY TO PROPERLY MANAGE THE PROJECT AREA.

THE CONTRACTOR SHALL ENSURE SEDIMENT CONTROL MEASURES ARE ESTABLISHED ON ALL DOWN GRADIENT PERIMETERS BEFORE ANY UPGRADIENT LAND DISTURBING ACTIVITIES BEGIN. THESE MEASURES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION HAS BEEN ESTABLISHED.

THE CONTRACTOR SHALL ENSURE THERE ARE NO UNBROKEN SLOPE LENGTH GREATER THAN 75 FEET ON SLOPES 3:1 OR STEEPER.

THE CONTRACTOR SHALL ENSURE SEDIMENT CONTROL PRACTICES REMOVED OR ADJUSTED FOR SHORT-TERM ACTIVITIES BE RE-INSTALLED IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY HAS BEEN COMPLETED. SEDIMENT CONTROL PRACTICES MUST BE REINSTALLED BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT COMPLETE.

THE CONTRACTOR SHALL ENSURE STORM DRAIN INLETS AND CULVERT INLETS ARE PROTECTED BY APPROPRIATE BMPS DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAS BEEN STABILIZED. INLET AND CULVERT PROTECTION SHALL CONFORM TO THE 2016 MNDOT SPECIFICATIONS 2573 AND 3891.

THE CONTRACTOR SHALL ENSURE STOCK PILES ARE PROVIDED WITH AN EFFECTIVE SEDIMENT PERIMETER CONTROL AND STOCK PILES SHALL NOT BE PLACED IN ANY TYPE OF SURFACE WATER OR NATURAL BUFFER.

THE CONTRACTOR SHALL INSTALL PERIMETER CONTROL AROUND ALL STAGING AREAS, BORROW PITS, AND AREAS CONSIDERED ENVIRONMENTALLY SENSITIVE.

THE CONTRACTOR SHALL ENSURE VEHICLE TRACKING BE MINIMIZED WITH EFFECTIVE BMPS. WHERE THE BMPS FAIL TO PREVENT SEDIMENT FROM TRACKING ONTO STREETS THE CONTRACTOR SHALL CONDUCT STREET SWEEPING TO REMOVE ALL TRACKED SEDIMENT.

THE CONTRACTOR SHALL IMPLEMENT CONSTRUCTION PRACTICES TO MINIMIZE SOIL COMPACTION.

THE CONTRACTOR SHALL ENSURE ALL CONSTRUCTION ACTIVITY REMAIN WITHIN PROJECT LIMITS AND THAT ALL IDENTIFIED RECEIVING WATER BUFFERS ARE MAINTAINED.

RECEIVING WATER	BUFFER
POKEGAMA	50 FT

THE CONTRACTOR SHALL NOT UTILIZE SEDIMENT CONTROL CHEMICALS ON SITE.

**EROSION PREVENTION BMP SUMMARY:**

SEE EROSION AND SEDIMENT CONTROL PLAN QUANTITY OF EROSION PREVENTION BMPS.

**SEDIMENT CONTROL BMP SUMMARY:**

SEE EROSION AND SEDIMENT CONTROL PLAN TYPE, LOCATION, AND QUANTITY OF SEDIMENT

**DEWATERING AND BASIN DRAINING ACTIVITIES:**

THE CONTRACTOR IS RESPONSIBLE FOR ADHERING TO REGULATIONS.

WATER FROM DEWATERING ACTIVITIES SHALL BE DISCHARGED TO A SEDIMENT BASIN AND/OR PERMANENT SEDIMENT BASIN.

IF WATER CANNOT BE DISCHARGED TO A SEDIMENT BASIN, OTHER APPROPRIATE BMPS, TO EFFECTIVELY

DISCHARGE THAT CONTAINS OIL OR GREASE MUST BE TREATED BY A SUITABLE FILTRATION DEVICE PRIOR TO DISCHARGE.

DISCHARGE POINTS SHALL BE PROTECTED FROM

DISCHARGE WATER SHALL BE DISPERSED OVER

WATER FROM DEWATERING SHALL BE DISCHARGED TO A SEDIMENT BASIN TO AVOID NUISANCE CONDITIONS, EROSION, OR INUNDATION.

BACKWASH WATER USED FOR FILTERING SHALL BE DISCHARGED TO A SEDIMENT BASIN AT THE BEGINNING OF TREATMENT PROCESS, OR INCONVENIENT TO THE PROPERTY. THE CONTRACTOR SHALL REPAIR ANY EROSION DEVICES WHEN REQUIRED TO MAINTAIN ADEQUATE

**INSPECTION AND MAINTENANCE:**

ALL INSPECTIONS, MAINTENANCE, REPAIRS, REPLACEMENTS SHALL BE CONSIDERED INCIDENTAL TO THE BMP

THE CONTRACTOR IS RESPONSIBLE FOR COMPLETING ALL REQUIRED INSPECTIONS TO ENSURE COMPLIANCE WITH THE PERMIT REQUIREMENTS.

THE CONTRACTOR SHALL INSPECT THE CONSTRUCTION SITE WITHIN 24 HOURS AFTER CONSTRUCTION AND WITHIN 24 HOURS AFTER ANY SIGNIFICANT WEATHER EVENT.

THE CONTRACTOR SHALL DOCUMENT A WRITTEN REPORT OF ALL INSPECTION ACTIVITIES CONDUCTED WITHIN 24 HOURS OF EACH ACTIVITY SHALL INCLUDE THE FOLLOWING:

- DATE AND TIME OF INSPECTIONS;
- NAME OF PERSON(S) CONDUCTING INSPECTIONS;
- FINDINGS AND RECOMMENDATIONS FOR CORRECTIVE ACTIONS TAKEN;
- CORRECTIVE ACTIONS TAKEN;
- DATE AND AMOUNT OF RAINFALL EVENTS;
- POINTS OF DISCHARGE OBSERVED DURING INSPECTIONS;
- AMENDMENTS MADE TO THE SWPPP.

THE CONTRACTOR SHALL SUBMIT A COPY OF THE SWPPP TO THE OWNER ON A MONTHLY BASIS. IF MONTHLY INSPECTIONS ARE REQUIRED, PAYMENTS MAY BE HELD.

THE CONTRACTOR SHALL KEEP THE SWPPP, AND ALL RECORDS OF INSPECTIONS. THE CONTRACTOR SHALL DESIGNATE A SPECIFIC PERSON TO MAINTAIN THE SWPPP.

THE CONTRACTOR IS RESPONSIBLE FOR THE CONSTRUCTION OF ALL TEMPORARY AND PERMANENT WATER QUALITY BMPS, AS WELL AS THE MAINTENANCE OF THESE BMPS.

THE CONTRACTOR SHALL INSPECT EROSION PREVENTION MEASURES TO ENSURE INTEGRITY AND EFFECTIVENESS. ALL EROSION PREVENTION MEASURES OR SUPPLEMENTED WITH FUNCTIONAL BMPS WHEN NECESSARY. THE CONTRACTOR SHALL INVESTIGATE AND COMPLY WITH THE FOLLOWING:

PERIMETER CONTROL DEVICES, INCLUDING SILT FENCE, SHALL BE MAINTAINED TO THE DEVICE HEIGHT. THESE REPAIRS SHALL BE MAINTAINED WITHIN 24 HOURS OF BEING IDENTIFIED.

TEMPORARY AND PERMANENT SEDIMENT BASINS SHALL BE MAINTAINED TO THE DEPTH OF SEDIMENT COLLECTED IN THE BASIN. DRAINAGE AND REMOVAL MUST BE COMPLETED WITHIN 7 DAYS OF DISCHARGE.

SURFACE WATERS, INCLUDING DRAINAGE DITCHES, SHALL BE INSPECTED FOR EVIDENCE OF EROSION AND SEDIMENTATION. ALL EVIDENCE OF EROSION AND SEDIMENTATION SHALL BE REMOVED IMMEDIATELY. DELTAS AND SEDIMENT DEPOSITED IN DRAINAGE DITCHES, CATCH BASINS, AND OTHER DRAINAGE DEVICES SHALL BE REMOVED WITHIN 7 DAYS OF DISCHARGE. THE AREAS WHERE SEDIMENT REMOVAL RESULTS IN EVIDENCE OF EROSION OR PHYSICAL CONSTRAINTS. THE CONTRACTOR SHALL MAINTAIN LOCAL, REGIONAL, STATE AND FEDERAL AUTHORITY TO CONDUCT ANY WORK IN SURFACE WATERS.

CONSTRUCTION SITE VEHICLE EXIT LOCATIONS SHALL BE MAINTAINED TO PREVENT SEDIMENT TRACKING ONTO PAVED SURFACES. SEDIMENT SHALL BE REMOVED FROM ALL PAVED SURFACES WITHIN 24 HOURS OF DISCHARGE.

IF SEDIMENT ESCAPES THE CONSTRUCTION SITE, THE CONTRACTOR SHALL REMOVE IT IN A MANNER AND AT A LOCATION THAT WILL NOT CAUSE IMPACTS.

INFILTRATION AREAS SHALL BE INSPECTED FOR EVIDENCE OF EROSION AND SEDIMENTATION.



PROJECT LOCATION

POKEGAMA LAKE

**DRAFT**

### ALIGNMENT TABULATION - CENTERLINE

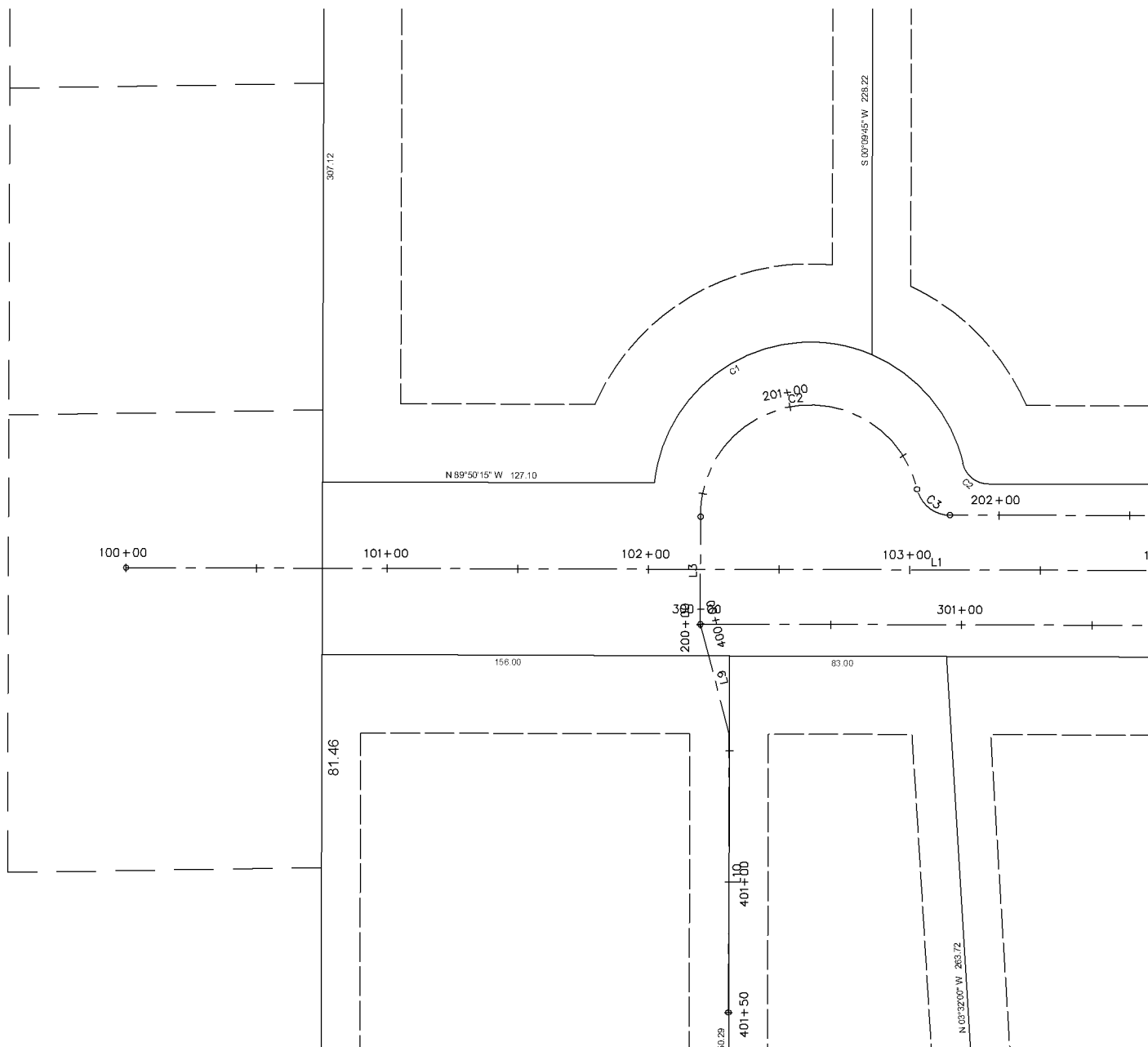
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L1		100+00.00				620.00	171910.6788	539135.1155	S 89° 50' 15" E
C1		106+20.00	090° 00' 00"	96.00	96.00	150.80	171908.9198	539755.1131	
L2		107+70.80				291.00	172004.6470	539851.3851	N 00° 09' 45" E

POINT ID	POINT	STATION
L7		300+00.00
C5		304+00.17
L8		305+83.96

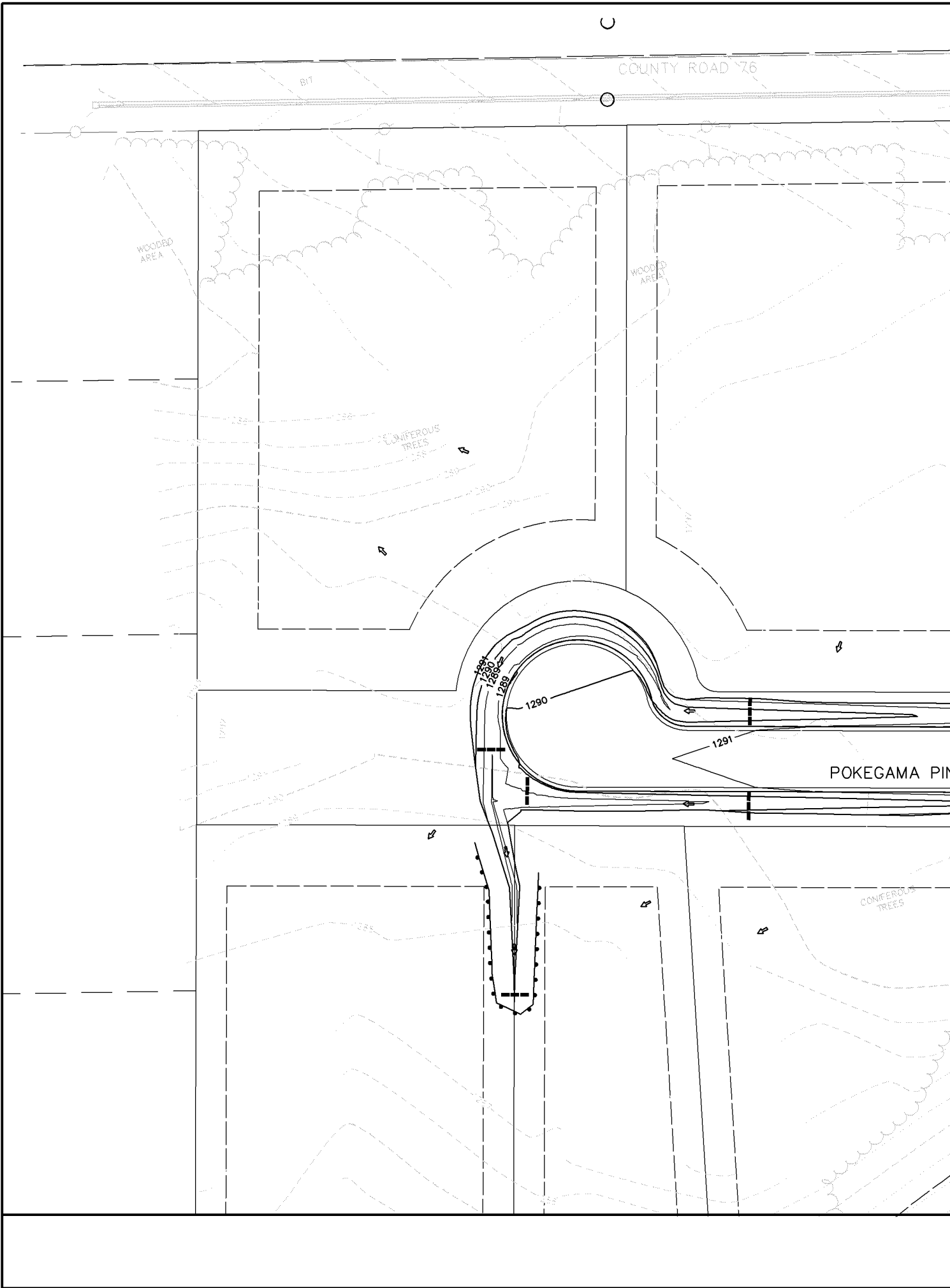
### ALIGNMENT TABULATION - ALIGNMENT - DITCH LT

POINT ID	POINT	STATION	DELTA	RADIUS	TANGENT	LENGTH	NORTHING	EASTING	BEARING
L3		200+00.00				41.15	171889.0552	539354.8815	N 00° 09' 45" E
C2		200+41.15	167° 29' 07"	42.00	383.05	122.77	171930.2065	539354.9982	
C3		201+63.92	076° 19' 40"	13.00	10.22	17.32	171940.7474	539437.8298	
L4		201+81.24				304.74	171930.7843	539450.4332	S 89° 50' 15" E
C4		204+85.98	090° 04' 35"	75.00	75.10	117.91	171929.9197	539755.1726	
L6		206+03.89				153.69	172004.8067	539830.3853	N 00° 05' 10" E
L5		207+57.58				68.50	172158.4981	539830.6162	N 00° 20' 04" E

POINT ID	POINT	STATION
L9		400+00.00
L10		400+43.58



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COUNTY ROAD 76

B1

WOODED AREA

WOODED AREA

CONIFEROUS TREES

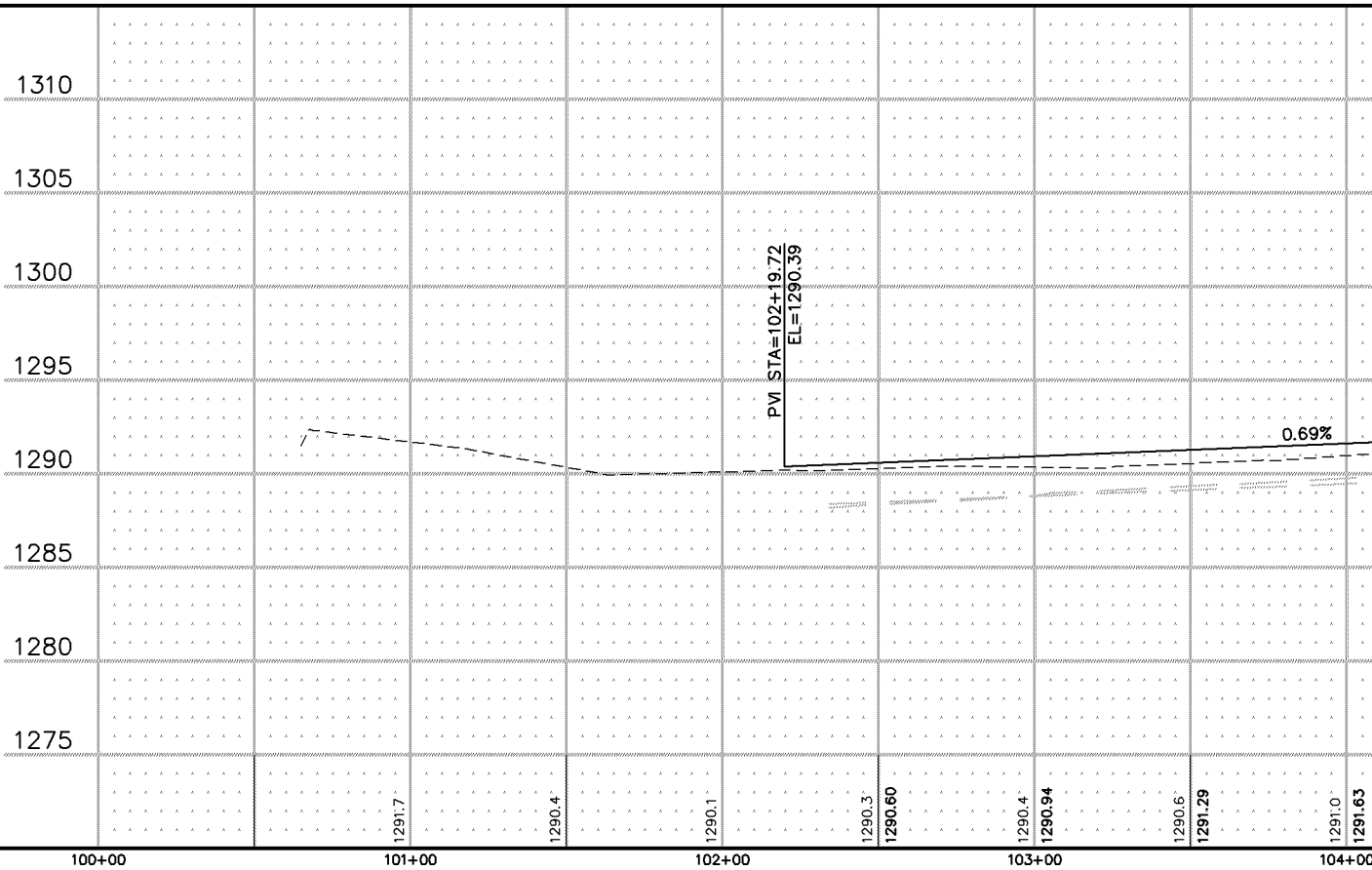
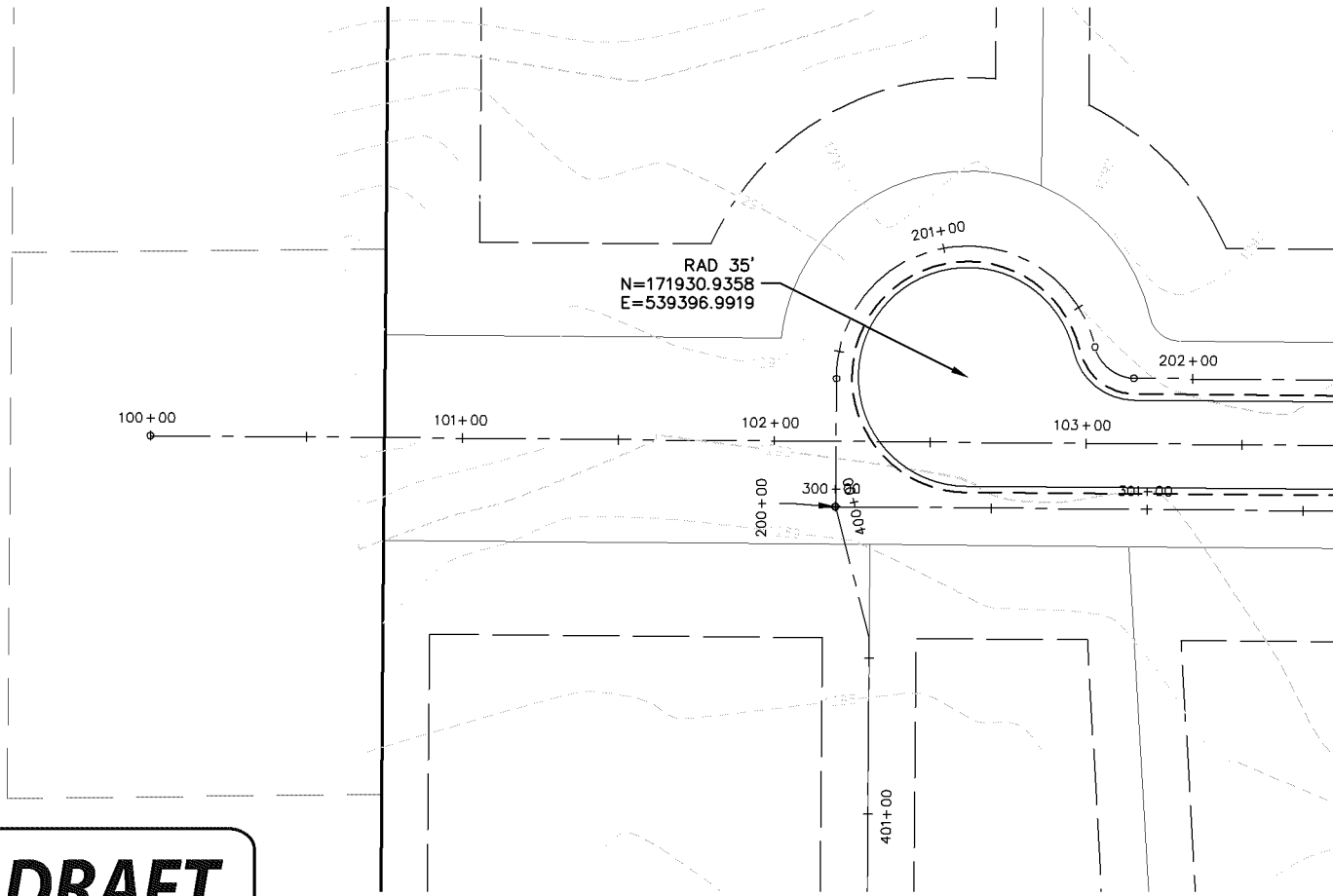
POKEGAMA PIN

CONIFEROUS TREES

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POKEG



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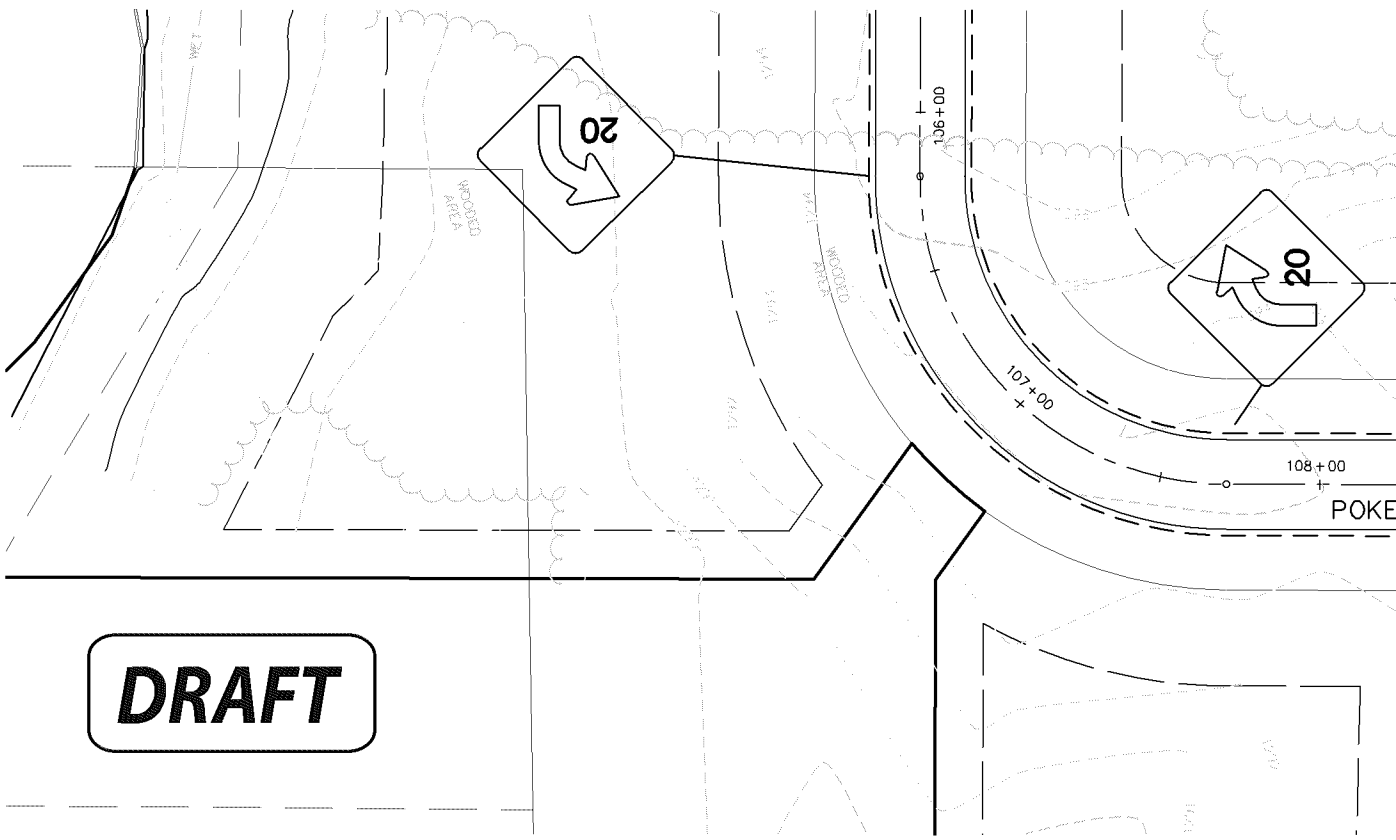
101+00

102+00

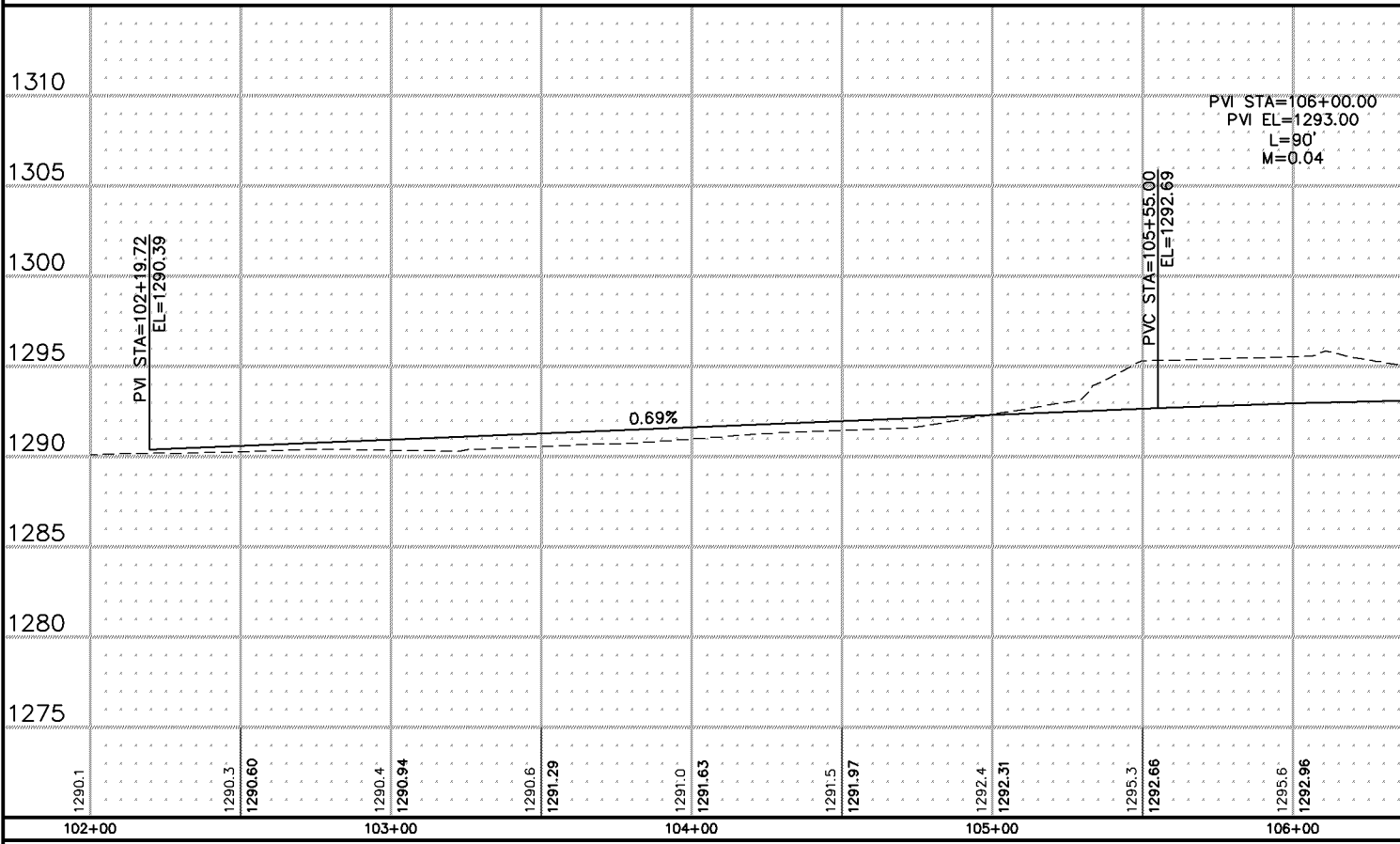
103+00

104+00

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POKEG



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PVI EL=1293.00  
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M=0.04

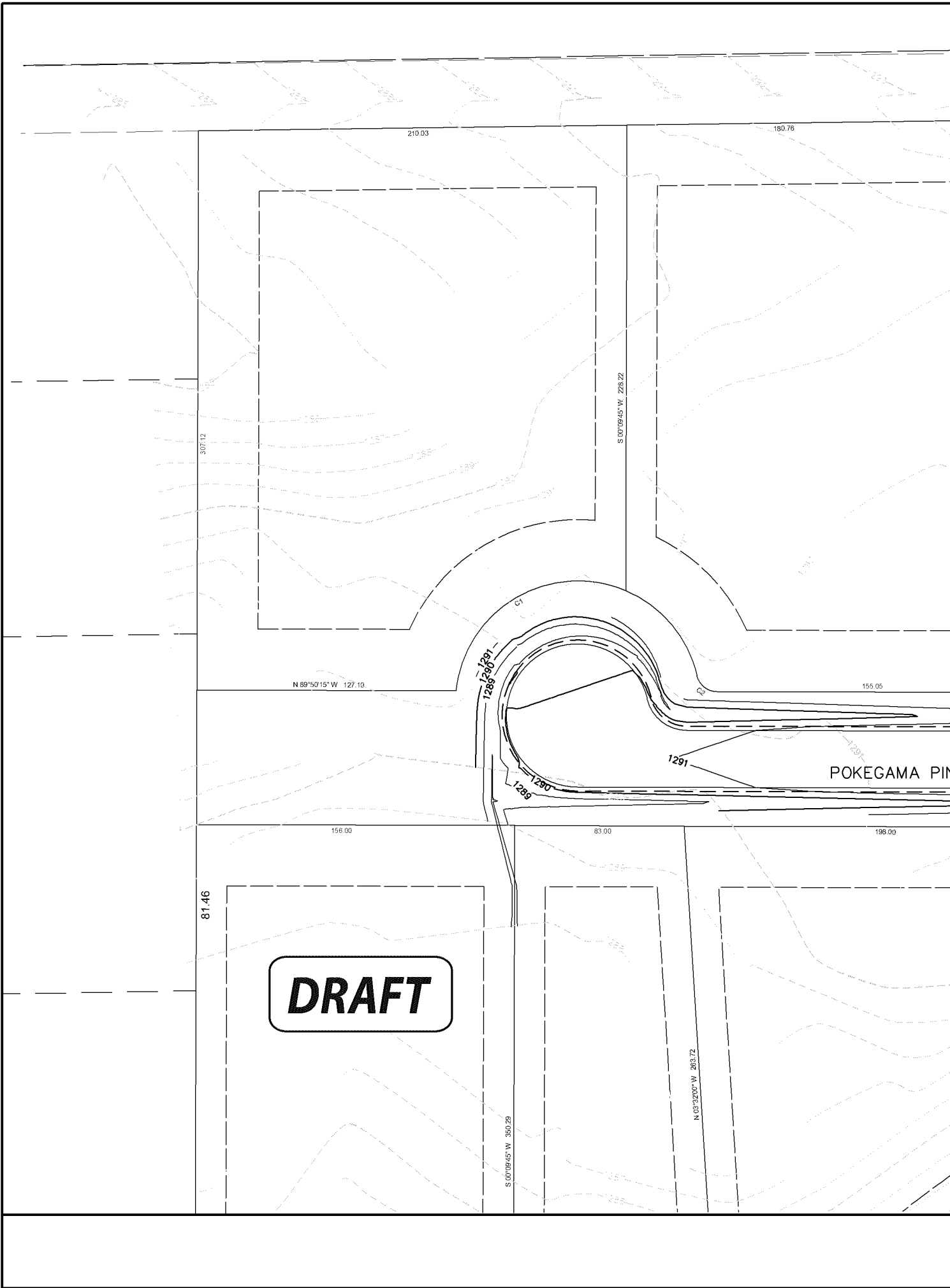
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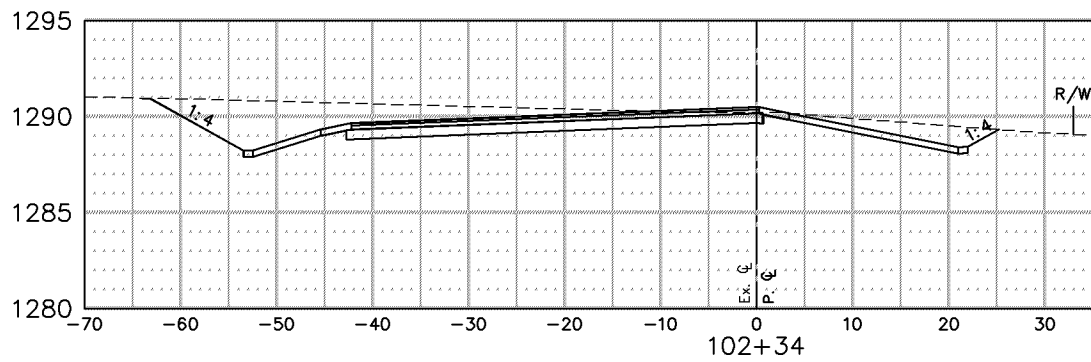
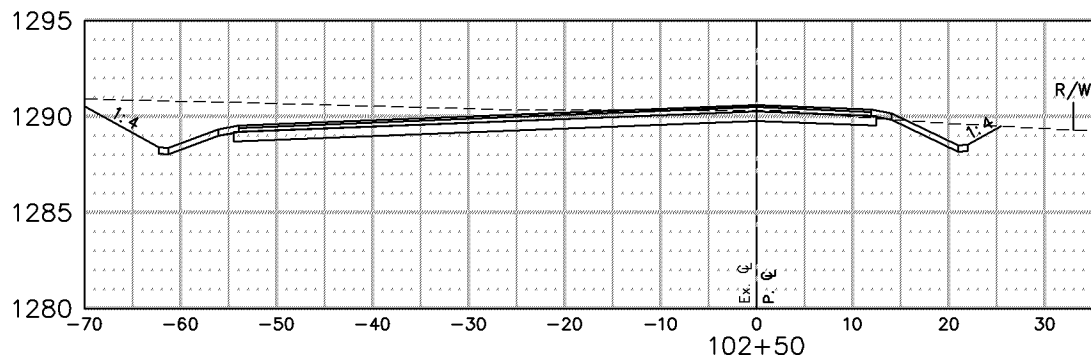
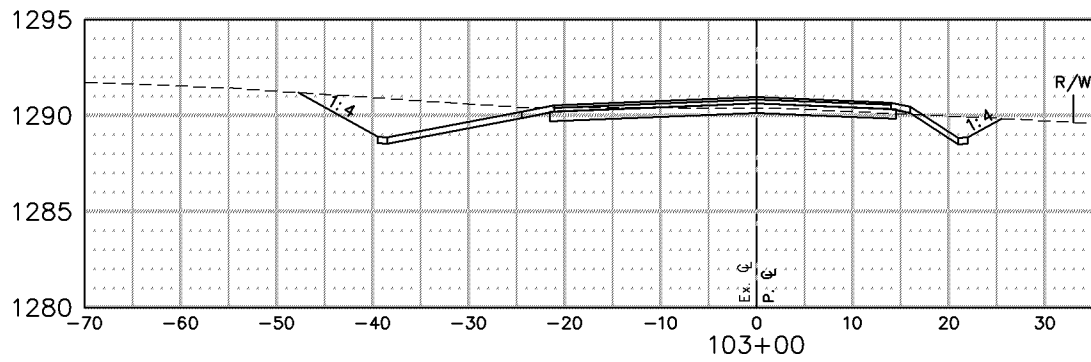
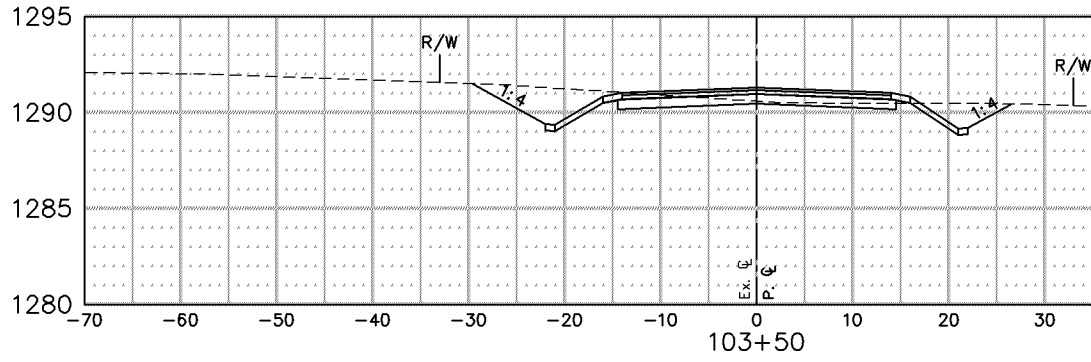


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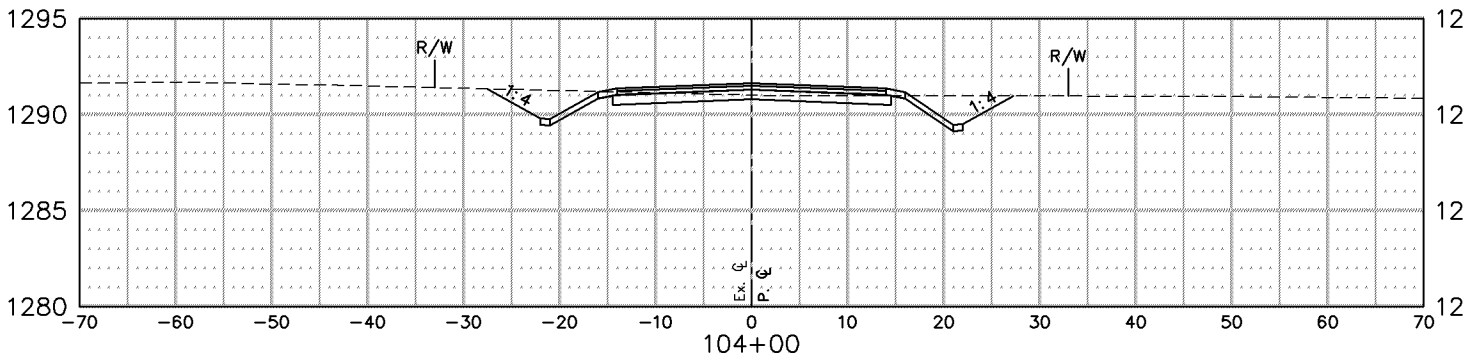
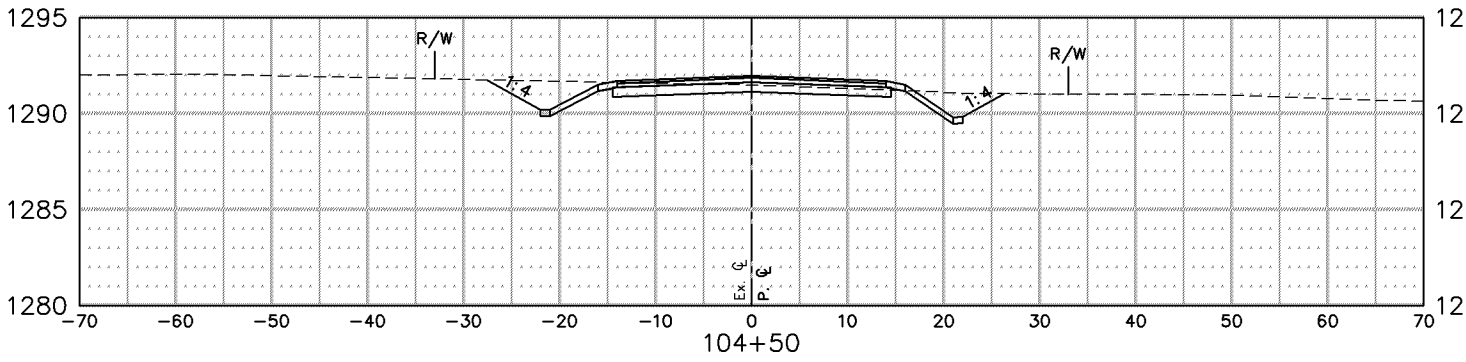
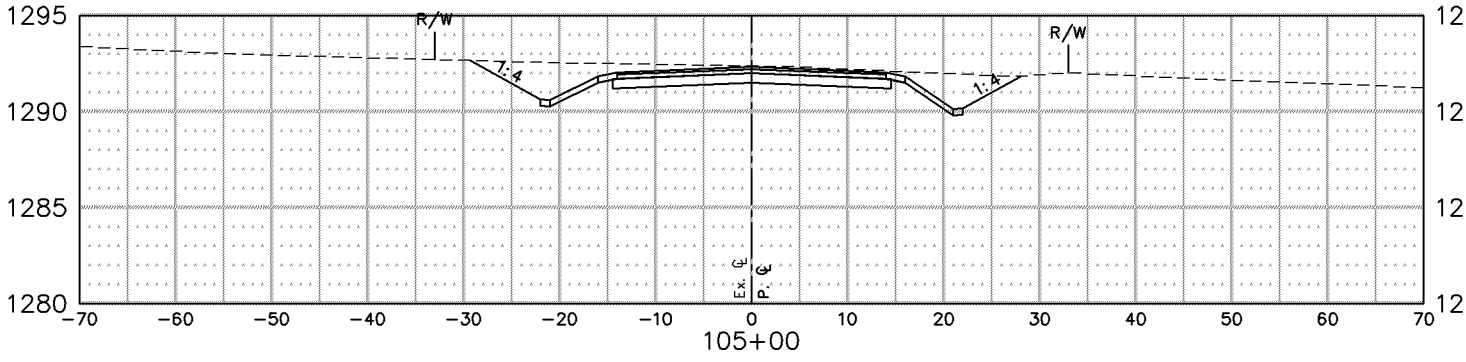


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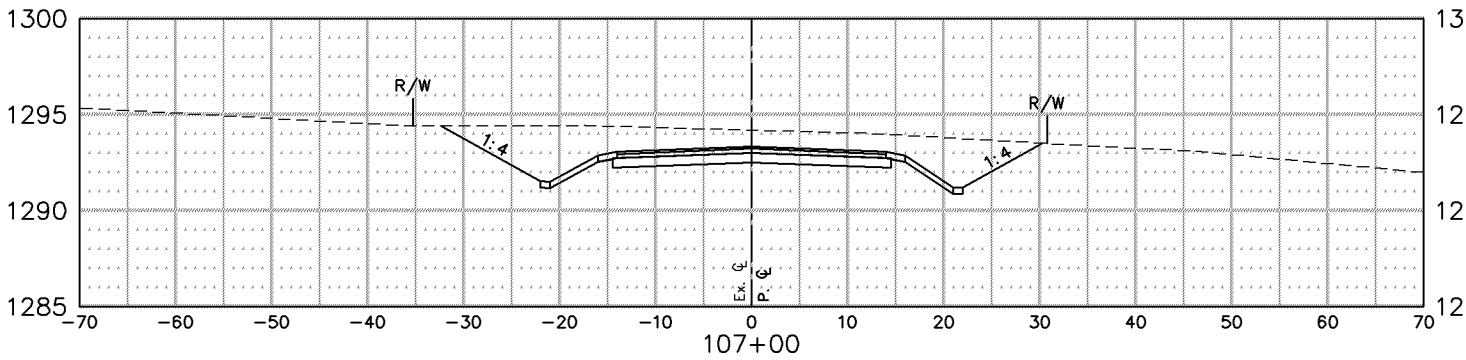
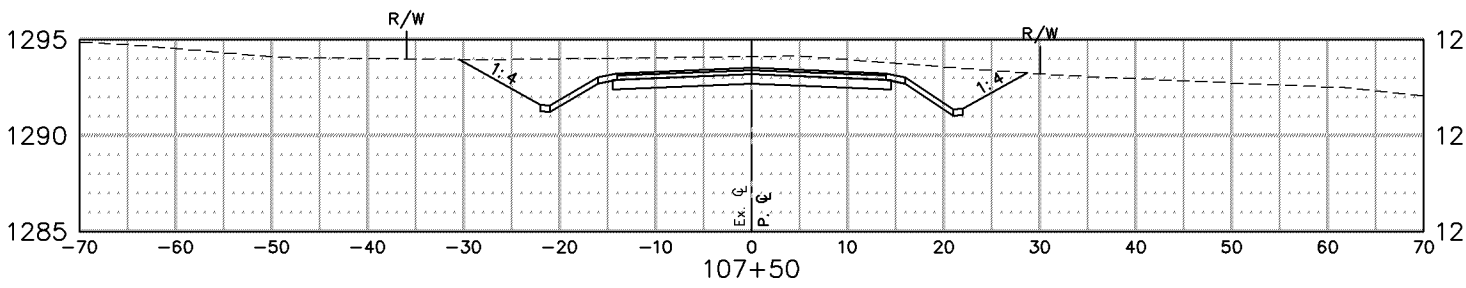
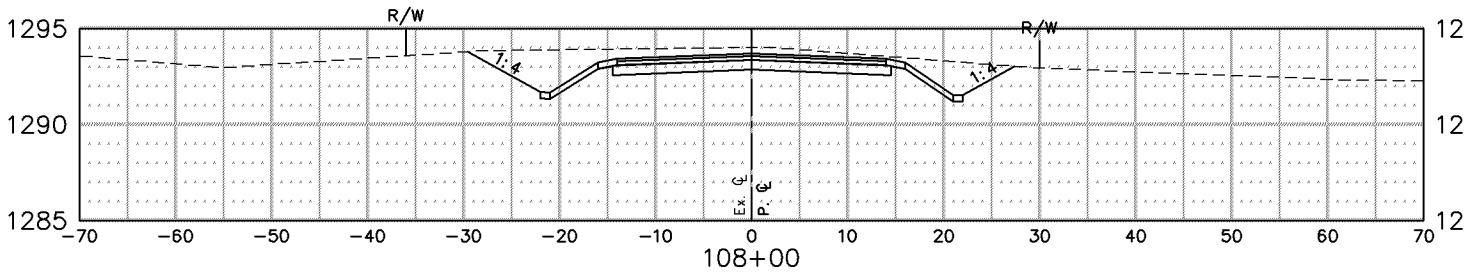
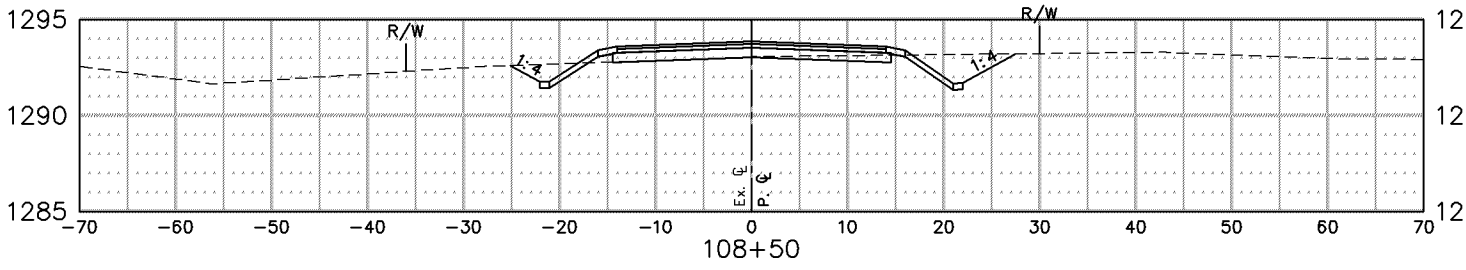
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CITY OF GRAND RAPIDS  
ITS IS MINNESOTA'S NATURE

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

All subdivisions in the City of Grand Rapids shall be in compliance with the Grand Rapids City Code, Articles V (Subdivisions) and VI (Zoning). The City Code can be viewed on the City of Grand Rapids web site, www.cityofgrandrapidsmn.com (follow the prompts for City Code).

**PLAT NAME:** Pokegama Pines

Applicant/Business Name: Mike Kellin

Contact Person: Mitch Kellin 398-1821

Address: 812 S. Pokegama Ave Grand Rapids Zip: 55744

Telephone:(Work) 326-3455 (Other) 259-0286 (Fax) 326-8400

E-mail Address: mitchkellin@gmail.com

Interest In Property: Owner

Property Owner(s) of record: Mike Kellin ↑ above

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone:(Work) \_\_\_\_\_ (Other) \_\_\_\_\_ (Fax) \_\_\_\_\_

Surveyor or Engineer: SEH - Bill Herschbach

Address: 21 NE 8<sup>th</sup> St. Grand Rapids, Mn 55744

Telephone:(Work) 218-322-4500 (Other) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-mail Address: bherschbach@sehinc.com

**Office Use Only**

**SEP 11 2017**

Date Received \_\_\_\_\_ Certified Complete 9/11/2017 Fee Paid 2525-

Does the subdivision boundary abut a state rail bank or established trunk highway (requiring road review):  Yes  No

Planning Commission Recommendation: (Preliminary) Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date 10/5/17  
(Final) Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date \_\_\_\_\_

City Council Action: (Preliminary) Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date \_\_\_\_\_  
(Final) Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date \_\_\_\_\_

**Parcel Information:**

Tax Parcel #(s) 91-030-2202

Property Size(acres): 16.78

Existing Zoning: Shoreland rural residential

Proposed Zoning\*1: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use(s): residential housing

Property Address/Location: \_\_\_\_\_

Legal Description: 600 Lot 1 Less W 300' and Less E 500' Lx 6 S OF City RD 76

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach additional sheet if necessary)

Applications must be received no later than the end of the first week of the month, to allow sufficient time for review by staff and the department head review committee. Planning Commission meetings are held on the first Thursday of each month.

\*1 If a zoning change is required, a petition for rezoning must be filed separately.

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

[Signature]  
Signature(s) of Applicant(s)

9-8-17  
Date

[Signature]  
Owners Signature (if different than applicant)

9-8-17  
Date

**Required Submittals:** The following items must be provided with your application, unless the Director of Community Development waives a requirement.

- Application Fee - \$2,525.00 \*<sup>2</sup>
- Proof of Ownership – (a copy of a property tax statement or deed will suffice)
- 2 copies of the Preliminary Plat (D- size--22" X 34")
- 1 copy of the Preliminary Plat (B size—11" x 17")
- A letter from the County Recorder verifying that the subdivision name is not duplicated elsewhere in the County.
- A typed letter, addressed to the Grand Rapids Planning Commission, indicating the following:
  - A statement of the proposed use of all of the lots
  - A listing of any proposed protective covenants.
  - Proposed reapportionment of any existing assessments.
- A letter from the Itasca County Soil and Water Conservation District verifying the presence/or lack of wetlands.
- A copy of an updated Title Opinion or Title Insurance Policy showing proof of ownership of the property being subdivided.
- A copy of a current Assessment Certificate from the City Clerk showing whether or not there are any current assessments on the property.
- Copy of current year's Tax Statement.
- Electronic files of any written project statements, legal descriptions, or narratives, and plans in Microsoft Word format and pdf.

*\*<sup>2</sup>The application fees charged are used for postage to mail the required notices to adjacent properties, publication of the public hearing notice in the Grand Rapids Herald Review, and for a small portion of staff time for case review and preparation of documents. It is the policy of the City of Grand Rapids to require applicants for land use approvals to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City.*

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

More information may be requested by the City of Grand Rapids Planning Commission or City Council, if deemed necessary to properly evaluate your request. The lack of information requested may be in itself sufficient cause to deny an application.

## LEGAL DESCRIPTION

Government Lot 1, Section 30, Township 55 North, Range 25 West, Itasca County, Minnesota, Less the west 300.00 feet and less the west 500.00 feet lying south of the north 475.00 feet thereof.

### LESS AND EXCEPT:

That part of Government Lot 1, Section 30, Township 55 North, Range 25 West, Itasca County, Minnesota described as follows:

Commencing at the northeast corner of said Government Lot 1, thence along the east line thereof on an assigned bearing South 00 degrees 26 minutes 47 seconds West a distance of 355.18 feet to the Point of Beginning; thence continue along said east line South 00 degrees 26 minutes 47 seconds West a distance of 119.95 feet to a point on the south line of the north 475.00 feet of said Government Lot 1; thence along said south line, South 89 degrees 05 minutes 05 seconds West a distance of 372.45 feet; thence North 00 degrees 09 minutes 45 seconds East a distance of 88.86 feet; thence North 54 degrees 01 minutes 49 seconds West a distance of 52.40 feet; thence along a non-tangential curve concave to the northwest, radius 129.00 feet, central angle 13 degrees 51 minutes 14 seconds, arc length 31.19 feet, the chord of said curve bears North 42 degrees 53 minutes 48 seconds East a distance of 31.12 feet; thence South 54 degrees 01 minutes 49 seconds East a distance of 26.37 feet; thence South 89 degrees 50 minutes 15 seconds East a distance of 372.98 feet to the Point of Beginning and there terminating. Said parcel contains 1.08 acres, more or less.

### TOGETHER WITH:

That part of Government Lot 1, Section 30, Township 55 North, Range 25 West, Itasca County, Minnesota described as follows:

Commencing at the northeast corner of said Government Lot 1, thence along the east line thereof on an assigned bearing South 00 degrees 26 minutes 47 seconds West a distance of 475.13 feet to a point on the south line of the north 475.00 feet of said Government Lot 1; thence along said south line, South 89 degrees 05 minutes 05 seconds West a distance of 372.45 feet to the Point of Beginning; thence continue South 89 degrees 05 minutes 05 seconds West a distance of 127.69 feet; thence South 00 degrees 26 minutes 47 seconds West a distance of 121 feet, more or less to the shoreline of Pokegama Lake; thence southeasterly along said shoreline to the intersection with a line bearing South 00 degrees 09 minutes 45 seconds West from the Point of Beginning; thence North 00 degrees 09 minutes 45 seconds East a distance of 193 feet, more or less to the Point of Beginning and there terminating.

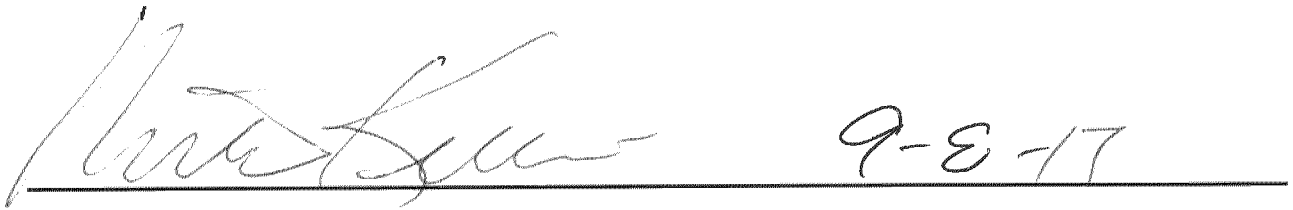
Said parcel contains 0.46 acres, more or less.



9/8/2017

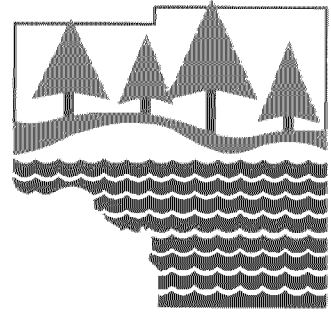
Grand Rapids Planning Commission:

The proposed use of the lots in the plat "Pokegama Pines" is will be for 8 large lots used for residential housing.

A handwritten signature in cursive script, followed by the date "9-8-17". A horizontal line is drawn across the page, passing through the bottom of the signature and the date.

Mike Kellin

**NICOLLE ZUEHLKE**  
**COUNTY RECORDER/REGISTRAR**  
Itasca County Courthouse  
123 N.E. 4th Street  
**GRAND RAPIDS, MINNESOTA 55744-2600**  
(218) 327-2856 • FAX (218) 327-0689



September 1, 2017

Bill Herschbach  
SEH Engineering  
21 NE 5<sup>th</sup> ST  
Suite 200  
Grand Rapids MN 55744

Bill,

Let it be known that there is no recorded plat in the office of the Itasca County Recorder or Itasca County Registrar of Titles in the name of Pokegama Pines.

Sincerely,

A handwritten signature in black ink that reads "Nicolle Zuehlke". The signature is written in a cursive, flowing style.

Nicolle Zuehlke  
Itasca County Recorder/Registrar



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Bill Herschbach  
FROM: Joel Asp  
DATE: September 7, 2017  
RE: Pokegama Pines Plat  
SEH No. KELLM 142847 14.00

This memorandum is regarding the Pokegama Pines Plat and the investigation for wetland habitat. The approximate 12 acre site is located on the south side of County Road 76 and east of Unser Road near the City of Grand Rapids.

Wetlands are defined in federal Executive Order 11990 as follows:

*"Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas."*

According to U.S. Army Corps of Engineers Wetlands Delineation Manual (USACE 1987) and the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region* (USACE 2010), one positive indicator (except in certain situations) from each of three elements must be present in order to make a positive wetland determination, which are as follows:

- Greater than 50 percent dominance of hydrophytic plant species.
- Presence of hydric soil.
- The area is either permanently or periodically inundated, or soil is saturated to the surface during the growing season of the dominant vegetation.

The project site was examined on August 23<sup>rd</sup>, 2017 for areas meeting the technical wetland criteria in accordance with the U.S. Army Corps of Engineers *Wetlands Delineation Manual* (USACE 1987) and the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region* (USACE 2009). The *Manual* and *Regional Supplement* require that all three wetland parameters be present in order for an area to be classified as wetland.

Four (4) wetland basins were identified, delineated, and mapped. Additionally the shoreline of Meyers Bay was mapped. Data from delineation was collected by a Certified Wetland Delineator (Cert #1252). The wetland lines should be shown on the plat.

Thank you,

c:\users\jasp\desktop\seh memo\_pokegmapines.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601

SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 218.322.4500 | 888.908.8166 fax

## **DECLARATION OF COVENANTS AND RESTRICTIONS**

Declarant, Michael L. Kellin is the fee owner of certain property in Itasca County, Minnesota, more particularly described as follows:

Lot Two (2), Block Two (2), Plat of Pokegama Pines, Itasca County, Minnesota.

Declarant hereby declares that the Lot described above shall be held, sold and conveyed subject to the following restrictions, covenants, and conditions so as to maintain the parcel as a common access lot ("Access Lot" hereafter) for all lot owners within, which shall run with the real property and be binding on all parties having any right, title or interest in the described property or any part thereof, their heirs, successors and assigns, and shall inure to the benefit of each owner thereof.

1. The Access Lot shall be used exclusively as a controlled access lot to Pokegama Lake for the exclusive benefit of the Lot owners within the Plat of Pokegama Pines ("Plat").
2. The Access Lot is and shall be dedicated and owned by the Lot owners within the Plat which will be 8 lots. Each lot owner shall have a 1/8<sup>th</sup> interest per lot owed in and to the Access Lot.
3. Lot owners within the Plat shall have exclusive right to use the Access Lot to access Pokegama Lake including the following rights: watercraft launching, loading, storage, beaching, mooring, or docking. Additional rights of Lot owners may include such activities that do not significantly conflict with general public use of the public water or the enjoyment of normal property rights by adjacent land owners.

4. Overnight continuous mooring, docking or storage over water of watercraft shall be limited to six (6). All such activities must be centrally located and shall be in the most suitable locations on the Access Lot to minimize topographic and vegetation alterations.

5. No vehicles may be parked or left on the Access Lot.

6. Any storage buildings and other facilities shall be screened by vegetation or topography as much as practical from view from the public water, assuming summer, leaf-on conditions.

7. Any and all costs associated with the Access Lot, including but not limited to real estate taxes and or special assessments, insurance, maintenance, mowing, landscaping, docking system maintenance, and docking system installation and removal, shall be the responsibility of the Lot owners within the Plat based upon the number of lots owned by a Lot owner. For example, and illustrative purposes only, if a Lot owner owns one lot within the Plat, such owner is responsible for 1/8<sup>th</sup> of the costs as specified herein.

8. No improvements and or costs not otherwise specified in Section 7 above shall be allowed without the written approval of 75% of the Lot owners, each Lot having one vote for such determination.

9. The grantees of deeds conveying land in the Lots of the Plat, by the acceptance of such deeds, bind themselves, their respective heirs, devisees, executors, administrators and assigns, that the Access Lot shall be used in compliance with the provisions of this instrument.

10. Each Lot owner within the Plat shall have the right to proceed against any person violating or attempting to violate any provision contained herein, to prevent and abate such violation and to compel compliance with the terms of this instrument.

11. Enforcement of these provisions shall be by proceedings at law or in equity against any person or persons violating or attempting to violate any covenants or restrictions either to restrain violation or to recover damages. The invalidation of any one or more of the covenants, restrictions, conditions or provisions herein contained, or any part or parts thereof, shall in no way affect any of the other provisions hereof and they shall remain in full force and effect. If any party employs counsel to enforce any of these Covenants, by reason of breach of their provisions, all costs incurred in such enforcement, including reasonable attorney's fees, shall be paid to the prevailing party by the party at fault.

12. These restrictions shall be in addition to those imposed by the applicable Zoning Ordinances and State Law.

13. This Declarations of Covenants and Restrictions may not be amended without the written consent and approval of 75% of the Lot Owners within the Plat.

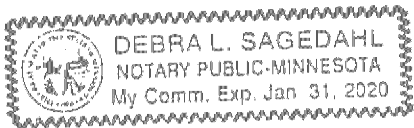
In witness whereof the said Declarant has caused these presents to be signed this 29<sup>th</sup> day of Sept., 2017.

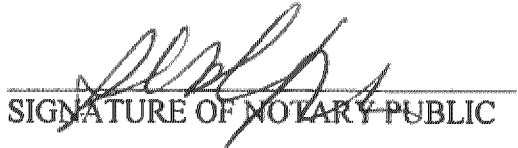
DECLARANT:

  
Michael L. Kellin

STATE OF MINNESOTA   )  
   ) ss.  
COUNTY OF ITASCA     )

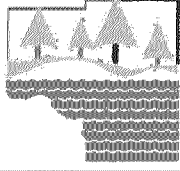
The foregoing instrument was acknowledged before me this 28 day of Sept, 2017 by Michael L. Kellin (Declarant).



  
SIGNATURE OF NOTARY PUBLIC

DRAFTED BY:

Anderson, Ophoven & Stauffer Law Office, P.A.  
520 NE First Avenue, Suite 1  
Grand Rapids, MN 55744  
218-326-6631

 <p style="font-size: 1.2em; font-weight: bold;">Itasca County Parcel Information System</p> <p style="font-size: 0.8em;">Itasca County's Web Site</p>	<p style="font-size: 0.8em;">Wed, Aug 30, 2017</p> <p style="font-size: 0.7em;">Parcel Info Data Date: August 18, 2017 CRV Info Data Date: August 18, 2017 Payment Detail Data Date: August 18, 2017</p>
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[Parcel Information](#)     [CRV Information](#)     [Lake Finder](#)     [FAQ](#)     [Request Info](#)

## 2016 Assessor's Market Values For Taxes Payable In 2017

**Record Details     Parcel Number: 91-030-2202**

**Owner of Record**    KELLIN, MICHAEL L  
                          820 S POKEGAMA AVE  
                          GRAND RAPIDS MN 55744

Plat Name:	
1st Line of Legal Desc:	GOV LOT 1 LESS W 300' & LESS E 500' LYG S OF
Deeded Acres:	16.78
Sec-Twp-Rng:	30-55-25
Lake (# / Name):	31053200/POKEGAMA
Emergency Number:	NOT AVAILABLE



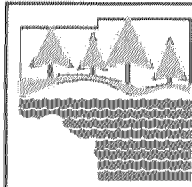
[View the Itasca County GIS map](#) for this parcel in a **NEW WINDOW**.

This parcel has **1** property tax classification(s). Valuations are provided below for each classification.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="font-size: 0.8em;">Class Code 111 Rural Vacant Land</td></tr> <tr><td style="font-size: 0.8em;">Land Value:</td><td style="text-align: right; font-size: 0.8em;">\$163,500</td></tr> <tr><td style="font-size: 0.8em;">Building Value:</td><td style="text-align: right; font-size: 0.8em;">\$0</td></tr> <tr><td style="font-size: 0.8em;">Total Class Value:</td><td style="text-align: right; font-size: 0.8em;">\$163,500</td></tr> </table>	Class Code 111 Rural Vacant Land		Land Value:	\$163,500	Building Value:	\$0	Total Class Value:	\$163,500	<p style="font-size: 1.1em; font-weight: bold;">Total Land Value = <b>\$163,500</b></p> <p style="font-size: 1.1em; font-weight: bold;">Total Building Value = <b>\$0</b></p> <p style="font-size: 1.1em; font-weight: bold;">Grand Total Value = <b>\$163,500</b></p>	<p style="font-size: 0.8em;">91-030-2202</p> <p style="font-size: 0.9em;"><a href="#">Click Here To See The Current Year Tax Record For This Parcel</a></p> <p style="font-size: 0.9em;"><a href="#">Click here for Last Year's Tax Statement</a></p>
Class Code 111 Rural Vacant Land										
Land Value:	\$163,500									
Building Value:	\$0									
Total Class Value:	\$163,500									

Minnesota Counties Information Systems (MCIS) makes no warranties, implied or explicit, as to the accuracy or completeness of this data. The data presented on this site is provided directly by the County, and MCIS merely converts it to a searchable web format. This data is intended to be used for informal informational purposes only. It is not intended for use in abstract work, land surveys, title opinions, appraisals, or any other legal documents or for any other purposes. For up-to-date and/or certified information, the user should contact the County Auditor/Treasurer.

Minnesota Counties Information Systems  
Grand Rapids, MN  
Website hosting & maintenance provided by [Boreal Access](#)



**Itasca County Parcel Information System**  
 Itasca County's Web Site

Wed, Aug 30, 2017

Parcel Info Data Date: August 18, 2017  
 CRV Info Data Date: August 18, 2017  
 Payment Detail Data Date: August 18, 2017

[Parcel Information](#)

[CRV Information](#)

[Lake Finder](#)

[FAQ](#)

[Request Info](#)

**Payable 2017 Property Tax Statement**

[Click here for a Printable Tax Statement](#)

**Record Details**

**Parcel Number: 91-030-2202**

**Owner of Record**  
 KELLIN, MICHAEL L  
 820 S POKEGAMA AVE  
 GRAND RAPIDS MN 55744

2017 Tax:	\$2,618.00
2017 Special Assessments:	\$0.00
<b>2017 TOTAL Tax and Assessments:</b>	<b>\$2,618.00</b>

**2017 Payment Detail**

First Half	Paid
Second Half	Not Paid

Tax District (# / Name):	91 / GRAND RAPIDS CITY
Plat Description:	
Legal Description:	GOV LOT 1 LESS W 300' & LESS E 500' LYG S OF
Deeded Acres:	16.78
Section-Township-Range:	30-055-25
School District:	318
Lake (# / Name):	31053200 - POKEGAMA

**Payable 2017 Assessment Data**

	Estimated Value	Taxable Value
Land	\$163,500	\$163,500
Building	\$0	\$0
<b>TOTAL</b>	<b>\$163,500</b>	<b>\$163,500</b>

**Class Code(s)**  
 111 – Rural Vacant Land

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Minnesota Counties Information Systems  
 Grand Rapids, MN  
 Website hosting & maintenance provided by [Boreal Access](#)



E-CRV No. \_\_\_\_\_

DEED TAX DUE: **\$1.65**

**Form No. 27-M - QUIT CLAIM DEED**

Individual(s) to Individual(s)

Date: **September** 7, **2017**

FOR CONSIDERATION LESS THAN \$500.00, **Michael J. McLynn and Bonnie L. McLynn, husband and wife**, Grantor(s), hereby convey(s) and quitclaim(s) to **Michael Kellin**, Grantee(s), real property in **Itasca** County, Minnesota, described as follows:

Legal Description attached hereto as Exhibit A and by this reference incorporated herein.

together with all hereditaments and appurtenances.

Check Box if applicable:

The Seller certifies that the seller does not know of any wells on the described real property.

A well disclosure certificate accompanies this document or has been electronically filed.  
(if electronically filed, Insert WDC number \_\_\_\_\_)

I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

*M. J. McLynn*

**MICHAEL J. McLYNN**

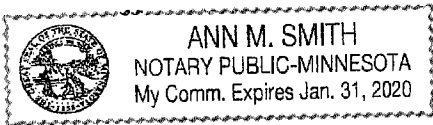
*Bonnie L. McLynn*  
**BONNIE L. McLYNN**

Affix Deed Tax Stamp Here

**STATE OF MINNESOTA**        }  
  } ss.  
**COUNTY OF ITASCA**        }

This instrument was acknowledged before me on **September 7, 2017**, by **Michael J. McLynn and Bonnie L. McLynn, husband and wife**, Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK):



*Ann M. Smith*

SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Check here if part or all of the land is Registered (Torrens)

Tax Statements for the real property described in the instrument should be sent to (include name and address of Grantee):

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

**First American Title Company dba Itasca County  
Abstract Company  
430 Northeast Third Avenue  
Grand Rapids, MN 55744  
1432274**

**Michael Kellin  
820 South Pokegama Avenue  
Grand Rapids MN 55744**

AND

**EXHIBIT "A"**

McLynn to Kellin Parcel

That part of Government Lot 1, Section 30, Township 55 North, Range 25 West, Itasca County, Minnesota described as follows:

Commencing at the northeast corner of said Government Lot 1, thence along the east line thereof on an assigned bearing South 00 degrees 26 minutes 47 seconds West a distance of 475.13 feet to a point on the south line of the north 475.00 feet of said Government Lot 1; thence along said south line, South 89 degrees 05 minutes 05 seconds West a distance of 372.45 feet to the Point of Beginning; thence continue South 89 degrees 05 minutes 05 seconds West a distance of 127.69 feet; thence South 00 degrees 26 minutes 47 seconds West a distance of 121 feet, more or less to the shoreline of Pokegama Lake; thence southeasterly along said shoreline to the intersection with a line bearing South 00 degrees 09 minutes 45 seconds West from the Point of Beginning; thence North 00 degrees 09 minutes 45 seconds East a distance of 193 feet, more or less to the Point of Beginning and there terminating.

Said parcel contains 0.46 acres, more or less.

E-CRV No. \_\_\_\_\_

DEED TAX DUE: **\$1.65**

**Form No. 29-M - QUIT CLAIM DEED**

Individual(s) to Joint Tenants

Date: **September** 7<sup>th</sup>, **2017**

FOR CONSIDERATION LESS THAN \$500.00, **Michael Kellin and Lisa Kellin, husband and wife**, Grantor(s), hereby convey(s) and quitclaim(s) to **Michael J. McLynn and Bonnie L. McLynn, husband and wife**, Grantees, as joint tenants, real property in **Itasca** County, Minnesota, described as follows:

Legal Description attached hereto as Exhibit A and by this reference incorporated herein.

together with all hereditaments and appurtenances.

Check Box if applicable:

The Seller certifies that the seller does not know of any wells on the described real property.

A well disclosure certificate accompanies this document or has been electronically filed.  
(if electronically filed, Insert WDC number \_\_\_\_\_)

I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

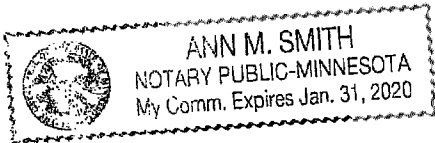
*Michael Kellin*  
MICHAEL KELLIN  
*Lisa Kellin*  
LISA KELLIN

Affix Deed Tax Stamp Here

STATE OF MINNESOTA        }  
  } ss.  
COUNTY OF ITASCA        }

This instrument was acknowledged before me on **September 7**, 2017, by **Michael Kellin and Lisa Kellin, husband and wife**, Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK):



*Ann M. Smith*  
SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Check here if part or all of the land is Registered (Torrens)   
Tax Statements for the real property described in the instrument should be sent to (include name and address of Grantee):

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

**First American Title Company dba Itasca County Abstract Company  
430 Northeast Third Avenue  
Grand Rapids, MN 55744  
1432274**

**Michael J. McLynn and Bonnie L. McLynn  
407 Northwest Sixth Avenue  
Grand Rapids MN 55744**

AND

**EXHIBIT "A"**

Kellin to McLynn Parcel

That part of Government Lot 1, Section 30, Township 55 North, Range 25 West, Itasca County, Minnesota described as follows:

Commencing at the northeast corner of said Government Lot 1, thence along the east line thereof on an assigned bearing South 00 degrees 26 minutes 47 seconds West a distance of 355.19 feet to the Point of Beginning; thence continue along said east line South 00 degrees 26 minutes 47 seconds West a distance of 119.93 feet to a point on the south line of the north 475.00 feet of said Government Lot 1; thence along said south line, South 89 degrees 05 minutes 05 seconds West a distance of 372.45 feet; thence North 00 degrees 09 minutes 45 seconds East a distance of 126.94 feet; thence South 89 degrees 50 minutes 15 seconds East a distance of 372.98 feet to the Point of Beginning and there terminating. Said parcel contains 1.06 acres, more or less.

P:\KO\K\KELLM\142847\9-survey\93-doc\Kellin Legals.docx

September 27, 2017

To Whom this my Concern:

Regarding: Proposed Plat of POKEGAMA PINES  
8 Lots

My Septic System Field Evaluation  
indicates that each of the 8 Lots  
can support 2 Septic Systems,  
as Required by the State of Minnesota.

Bob Perreault

SEPTIC INSPECTOR AND  
DESIGNER  
Minnesota Pollution Control Agency  
License # 330 - Bonded-Insured  
BOB PERREAULT  
Grand Rapids  
3218-326-6983

---



v 11.3.28

**1. Contact Information**

Property Owner/Client: Mike Kellin Client Phone Number: \_\_\_\_\_

Working Address: 512 S. Pokegama Ave. S., Grand Rapids 55744

Site: Lot 2, Block 3, Plat of POKEGAMA PINES

Parcel I.D.: \_\_\_\_\_ Township #: 55 Range #: 25 W Section: 30

Date: 9-25-2017 Township name: Grand Rapids Legal Desc or Lat/Long: Part of Gov't Lot 1

Evaluation for system type:  New Construction  Replacement Parcel dimensions: \_\_\_\_\_

---

**2. Flow Information**

Client-Provided Information

Type(s) of use (all that apply):  Residential  Commercial  Other Use (Specify) \_\_\_\_\_

No. of bedrooms\* (if applicable): 4 Unfinished space (ft<sup>2</sup>): \_\_\_\_\_

No. of residents in home:  Adults  Children  Teenagers  Daycare

Existing flow measurements:  Yes (if Yes, attach readings)  No

Water-using devices (check all that apply):  Garbage Disposal  Dishwasher  Water Softener\*  Iron Filter\*  Large Bathing/Jacuzzi  Laundry/Large Tub on 2nd Floor  High Efficiency Furnace\*  Hot Tub\*  Other (specify) \_\_\_\_\_

Water use concerns (check all that apply):  Faucet/Toilet  Multiple Loads of Laundry/Day  Long-Term Prescription Meds.  In-Home Business  No Lint Screen  Use of Anti-Bacterial Soap  Frequent Entertaining of Out-of-Town Guests

Any additional current or future uses on this parcel (specify): \_\_\_\_\_

Any non-sewage discharges to system (specify): \_\_\_\_\_

Sewage ejector or grinder pump in home:  Yes  No

I acknowledge the above is complete and accurate (Client's signature and date): \_\_\_\_\_

Designer-determined Flow Information

A. Estimated Design Flow (gallons per day): 2600

Anticipated waste strength values:  Domestic  High Strength BOD: \_\_\_\_\_ mg/L

CBOD: \_\_\_\_\_ mg/L TSS: \_\_\_\_\_ mg/L D&G: \_\_\_\_\_ mg/L

---

**3. Preliminary Site Information**

B(1). Water supply well(s) within 100 ft of absorption area:  Yes  No NO WELL AS YET

Well(s) were located:  Direct Observation  County Well Index Maps  Personal Communication MN Unique Well Id #: \_\_\_\_\_

Depth of well(s): \_\_\_\_\_ ft Well casing depth(s): \_\_\_\_\_ ft Source: \_\_\_\_\_

B(2). Site within 200 ft of noncommunity transient supply well:  Yes  No Source: \_\_\_\_\_

B(3). Site within a drinking water supply management area:  Yes  No Source: \_\_\_\_\_

B(4). Location of all existing and proposed buildings and improvements on lot (see Site Evaluation map):  Yes  No Source: \_\_\_\_\_

B(5). Buried water supply pipes within 50 ft of proposed system:  Yes  No Source: \_\_\_\_\_

C. Location of all easements on lot (see Site Evaluation map): \_\_\_\_\_

D. Elevation of ordinary high water level (OHWL) - MN DNR (if adjacent to parcel): 1274.47

E. Floodplain designation and flood elevation: \_\_\_\_\_ Source: \_\_\_\_\_

F. Determine property lines (see Site Evaluation map):  Survey  Plat Map  Other

G. Distance of setbacks:  Property Lines  Other Buildings  OHWL  Easements  Water Supply Pipes  Well(s)

H. Soil Survey Information (from web soil survey):  Map Map Units on Parcel: B70C and 797

List landforms: \_\_\_\_\_ Slope Range: 2 to 12%

Parent materials - check all that apply:  Tuff  Colluvium  Lacustrine  Organic  Alluvium  Cut/Pluv

Landscape Position (check all that apply):  Summit  Shoulder  Backslope  Footslope  Toeslope  Depression  Stream  Terrace  Manmade  Plain

Minimum bedrock depth: \_\_\_\_\_ inches Minimum bedrock depth: \_\_\_\_\_ inches

Maximum bedrock depth: \_\_\_\_\_ inches Maximum bedrock depth: \_\_\_\_\_ inches

Map Unit Ratings: \_\_\_\_\_

Septic Tank Absorption Field - Trench (M4): \_\_\_\_\_

Septic Tank Absorption Field - At-grade (M4): \_\_\_\_\_

Septic Tank Absorption Field - Mound (M4): \_\_\_\_\_





1. Contact Information

Property Owner/Client Mike Kellin Client Phone Number: \_\_\_\_\_  
 Site: Lot 2 of Block 3, Plat of POKEGAMA PINES  
 Date: 9-25-2017 Weather Conditions: 60°

2. Utility and Structure Information

Utility Locations Identified  Gopher State One Call # \_\_\_\_\_  Any Private Utilities \_\_\_\_\_  
 Property Lines  Determined and Approved By Client \_\_\_\_\_ Client's Approval (Initial) \_\_\_\_\_  
 Determined But Not Approved \_\_\_\_\_  
 Approximate \_\_\_\_\_  
 Property Lines Surveyed \_\_\_\_\_  
 Locate and Verify (see Site Evaluation map)  
 Existing Buildings  Improvements  Easements  Setbacks

3. Site Information

Percent Slope: 1% Slope Direction: North  
 Landscape Position: Back Slope Slope Shape: Linear  
 Vegetation type(s): Woods  
 Evidence of cut, fill, compacted or disturbed areas:  Yes  No  Locate Areas on Site Evaluation Map  
 Discuss the flooding or run-on potential of site: \_\_\_\_\_  
 Identify benchmarks and elevations (Site Evaluation Map): 1295 = Northeast Part of Lot 2  
 Proposed soil treatment area adequately protected:  Yes  No

4. General Soils Information

Original soils:  Yes  No  
 Type of observation:  Soil Probe  Soil Boring  Soil Pit \*Soil pit required if determining loading rate without perc test  
 Number of soil observations: 6  
 Soil observations were conducted in the proposed system location:  Yes  No  
 A soil observation was made within the most limiting area of the proposed system:  Yes  No  
 Soil boring log forms completed and attached:  Yes  No  
 Percolation tests performed, forms completed and attached:  Yes  No

5. Phase I. Reporting Information

Depth to standing water		inches
Flood elevation		feet
Depth to bedrock		inches
Depth to periodically saturated soil	<u>13</u>	inches
Maximum depth of system	<u>0</u>	inches
Elevation at system bottom	<u>2</u>	feet
Percolation rate	<u>3</u>	min/inch
Loading rate	<u>0.60</u>	gpd/ft <sup>2</sup>
Contour loading rate	<u>12</u>	gpd/ft

Anticipated construction issues  
New Sewer Pipe Installed between House and Septic Tank Must be Pressure Tested.  
 Differences between soil survey and field evaluation  
Pump Tanks require Flow Measurement.

Site evaluation issues / comments

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Bob Perreault (Designer) Bob Perreault (Signature) 330 (License #) 9-25-2017 (Date)

Onsite Sewage Treatment Program Soil Boring Log



Client/Address: Mike Kellin Legal Description/GPS: Lot 2, Block 3, POKEGAMA PINES Date: 9-25-2017

Soil Parent Material(s): Till Outwash Lacustrine Alluvium Loess Organic Matter Bedrock

Landscape Position: Summit Shoulder Back/Side Slope Foot Slope Toe Slope Slope Shape: Linear

Vegetation: Woods Soil Survey Map Unit(s): 870C and 797 Slope (%): 19%

Weather conditions/Time of Day: 65° Elevation: 1295

Soil Borings #1, #2 and #3

Depth (in)	Tenure	Coarse Frag %	Matrix Color(s)	Mottle Color(s)	Redox (Mneds)	Saturated Soil Indicator(s) (see back)	Structure Shape	Structure Grade	Consistence
0-6	Top Soil				Concentrations Depletions Gleyed		Granular Platy Sticky Prismatic Single Grain Massive	Weak Moderate Strong Loose	Loose Friable Firm Extremely Firm Rigid
6-13	Fine Sand	10YR 6/4	—	—	Concentrations Depletions Gleyed	—	Granular Platy Sticky Prismatic Single Grain Massive	Weak Moderate Strong Loose	Loose Friable Firm Extremely Firm Rigid
13-24	Clay Loam	10YR 4/6	10YR 7/2		Concentrations Depletions Gleyed	Gray Mottles	Granular Platy Sticky Prismatic Single Grain Massive	Weak Moderate Strong Loose	Loose Friable Firm Extremely Firm Rigid
					Concentrations Depletions Gleyed		Granular Platy Sticky Prismatic Single Grain Massive	Weak Moderate Strong Loose	Loose Friable Firm Extremely Firm Rigid
					Concentrations Depletions Gleyed		Granular Platy Sticky Prismatic Single Grain Massive	Weak Moderate Strong Loose	Loose Friable Firm Extremely Firm Rigid

Comments:

All 3 Soil Borings are similar. "Mound Site #1"

Certified Statement: I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Designer: Bob Perreault Signature: Bob Perreault License #: 330 Date: 9-25-17

# Additional Soil Observation Logs



Project ID:

Client/ Address: **Mike Kellin** Legal Description/ GPS: **Lot 2, Block 3, Pokegama Pines**

Soil parent material(s): (Check all that apply)  Outwash  Lacustrine  Loess  Till  Alluvium  Bedrock  Organic Matter

Landscape Position: (check one)  Summit  Shoulder  Back/Side Slope  Foot Slope  Toe Slope Slope shape: **Linear**

Vegetation: **Woods** Soil survey map units: **870c1797** Slope: **19%** Elevation: **1295'**

Weather Conditions/Time of Day: **65°** Date: **9-25-2017**

Observation #/Location: **#1, #2 and #3 / Mound Site #2** Observation Type: **Soil Boring**

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Shape	Grade	Consistence
0-6	Top Soil								
6-13	Fine Sand		10 YR 6/4	—	—	—	Single Grain	Structureless	Loose
13-24	Clay Loam		10 YR 4/6	10 YR 7/2	Depletions	Grey Mottles	Blocky	Moderate	Friable

Comments: **All 3 Soil Borings are Similar in "Mound Site #2"**

Observation #/Location:	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Observation Type:
Depth (in)	Texture					Shape
						Grade
						Consistence

Comments

Lot 2, Block 3 POKEGAMA PINES  
 "Mound Site #1"

# OSTP Percolation Data Sheet

UNIVERSITY OF MINNESOTA



## 1. Contact Information

Property Owner/Client:

Mike Kellin

Site:

Lot 2, Block 3, Plat of POKEGAMA PINES

## 2. General Percolation Information

Diameter:  in

Date prepared and/or soaked:

Method of scratching sidewall:

Is pre-soak required?  \* Not required in sandy soils

Soak\* start time:

Soak\* end time:

hrs of soak

Method to maintain 12 in of water during soak:

## 3. Percolation Test Data

Test hole:

Location:

Date reading taken:

Elevation:

Starting time:

Depth\*\*:

inches

Soil texture description:

Depth (in)	Soil Texture
0-6	Top Soil
6-12	Fine Sand

\*\* 12 inches for mounds & at-grades, depth of absorption area for trenches & beds

Reading	Start Time	End Time	Start Reading	End Reading	Perc rate	% Difference	Pass
1	11:17	11:24	8	4 3/8	1.93	NA	NA
2	11:24	11:32	8	4 1/16	2.03	NA	NA
3	11:33	11:41	8	4 1/16	2.03		
4	11:42	11:50	8	4 1/8	2.06		9890

Chosen Percolation Rate for Test Hole #1  mpi

Additional percolation test data may be included on attached pages

Design Percolation Rate (maximum of all tests) =

mpi

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Bob Perreault  
 (Designer)

Bob Perreault  
 (Signature)

330  
 (License #)

9-25-17  
 (Date)

Lot 2, Block 3, POKEGAMA PINES  
 Additional Percolation Data

"Mound Site #2"

UNIVERSITY OF MINNESOTA



Project ID:

Test hole: #2  
 Date: 9-25-17  
 Starting time: 11:55

Location: East Edge Area of Lot 2  
 EIV: 1295  
 Depth\*\*: 12 inches

Soil texture description:

Depth (in)	Soil Texture
0 - 6	Top Soil
6 - 12	Fine Sand

\*\* 12 in. for mounds & at-grades,  
 depth of absorption area for trenches  
 and beds

Reading	Start Time	End Time	Start Reading (in)	End Reading (in)	Perc rate (mpi)	% Difference Last 3 Rates	Pass
1	11:55	12:04	8	4 1/16	2.79	NA	NA
2	12:05	12:16	8	4 1/4	2.93	NA	NA
3	12:16	12:27	8	4 1/4	2.93		
4	12:28	12:40		4	3.00		97%

Chosen Percolation Rate for Test Hole #2: 3 mpi

Test hole: #3  
 Date reading taken:  
 Starting time:

Location:  
 Elevation:  
 Depth\*\*:

Soil texture description:

Depth (in)	Soil Texture

\*\* 12 in. for mounds & at-grades,  
 depth of absorption area for trenches  
 and beds

Reading	Start Time	End Time	Start Reading (in)	End Reading (in)	Perc rate (mpi)	% Difference Last 3 Rates	Pass
1						NA	NA
2						NA	NA
3							

Chosen Percolation Rate for Test Hole #3: mpi

# POKEGAMA PINES

PART OF GOVERNMENT LOT 1, SECTION 30,  
TOWNSHIP 55 NORTH, RANGE 26 WEST,  
ITASCA COUNTY, MINNESOTA

NORTH

1913.37

NORTH LINE,  
SECTION 30

JAE L. ABRAHAMSON  
2300 COUNTY ROAD 76  
GRAND RAPIDS, MN 56744

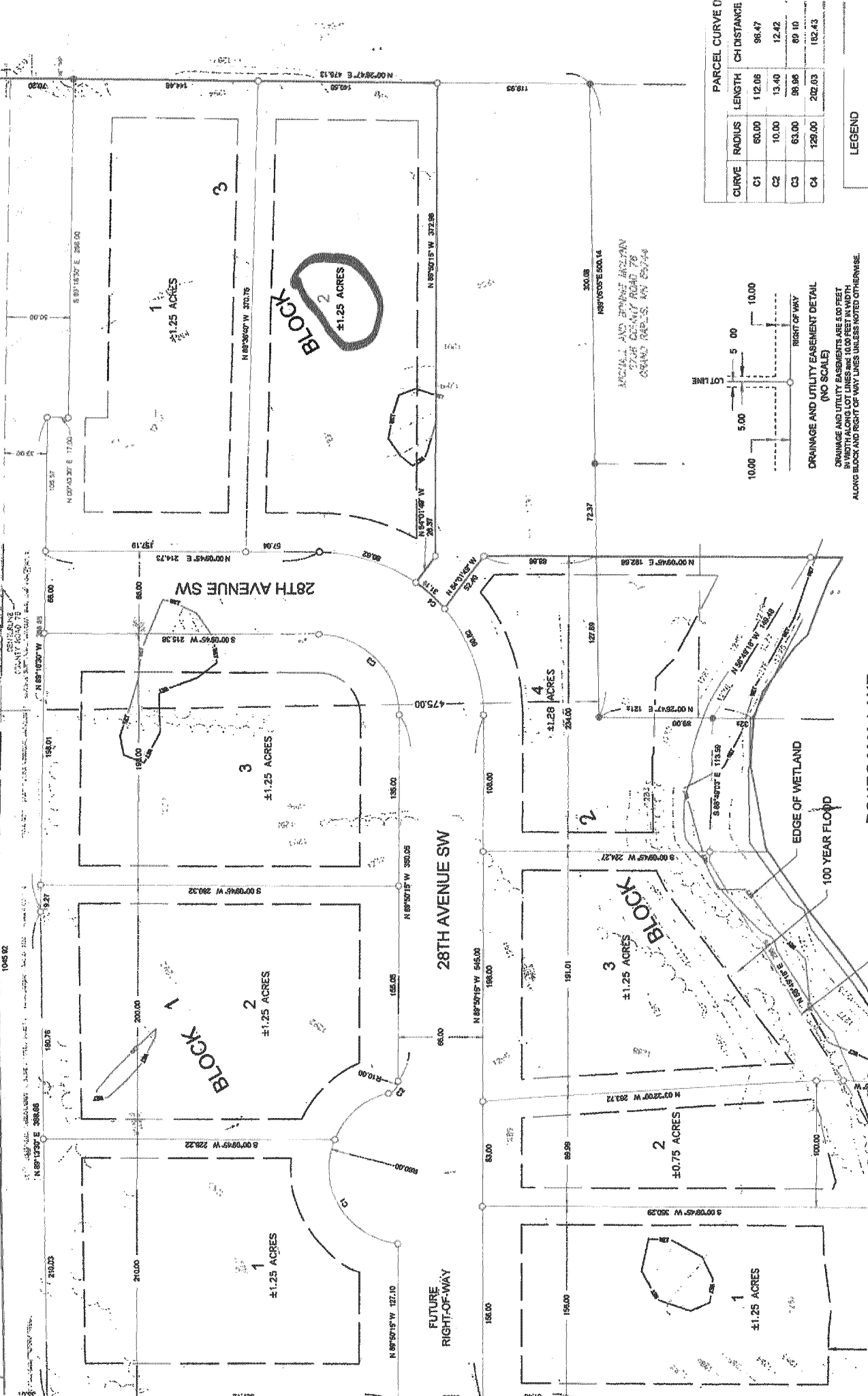
STEVEN MERO  
2300 COUNTY ROAD 76  
GRAND RAPIDS, MN 56744

RICHARD AND  
LINDA BRADY  
2300 COUNTY ROAD 76  
GRAND RAPIDS, MN 56744

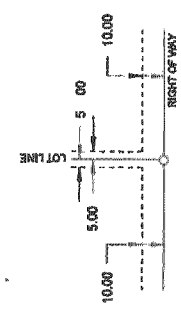
CHARLES AND  
CLAUDIA WERRELL  
2300 COUNTY ROAD 76  
GRAND RAPIDS, MN 56744

BRC  
115 SW 131<sup>ST</sup> STREET  
GRAND RAPIDS, MN 56744

1913.37



PARCEL CURVE D			
CURVE	RADIUS	LENGTH	CH DISTANCE
C1	60.00	12.06	98.47
C2	10.00	13.40	12.42
C3	63.00	88.96	89.10
C4	129.00	202.03	182.43



DRAINAGE AND UTILITY EASEMENT DETAIL  
(NO SCALE)

DRAINAGE AND UTILITY EASEMENTS ARE 5.00 FEET WIDE FROM THE CENTERLINE OF THE LOT OR DRIVEWAY ALONG BLOCK AND RIGHT-OF-WAY LINES UNLESS NOTED OTHERWISE.

LEGEND

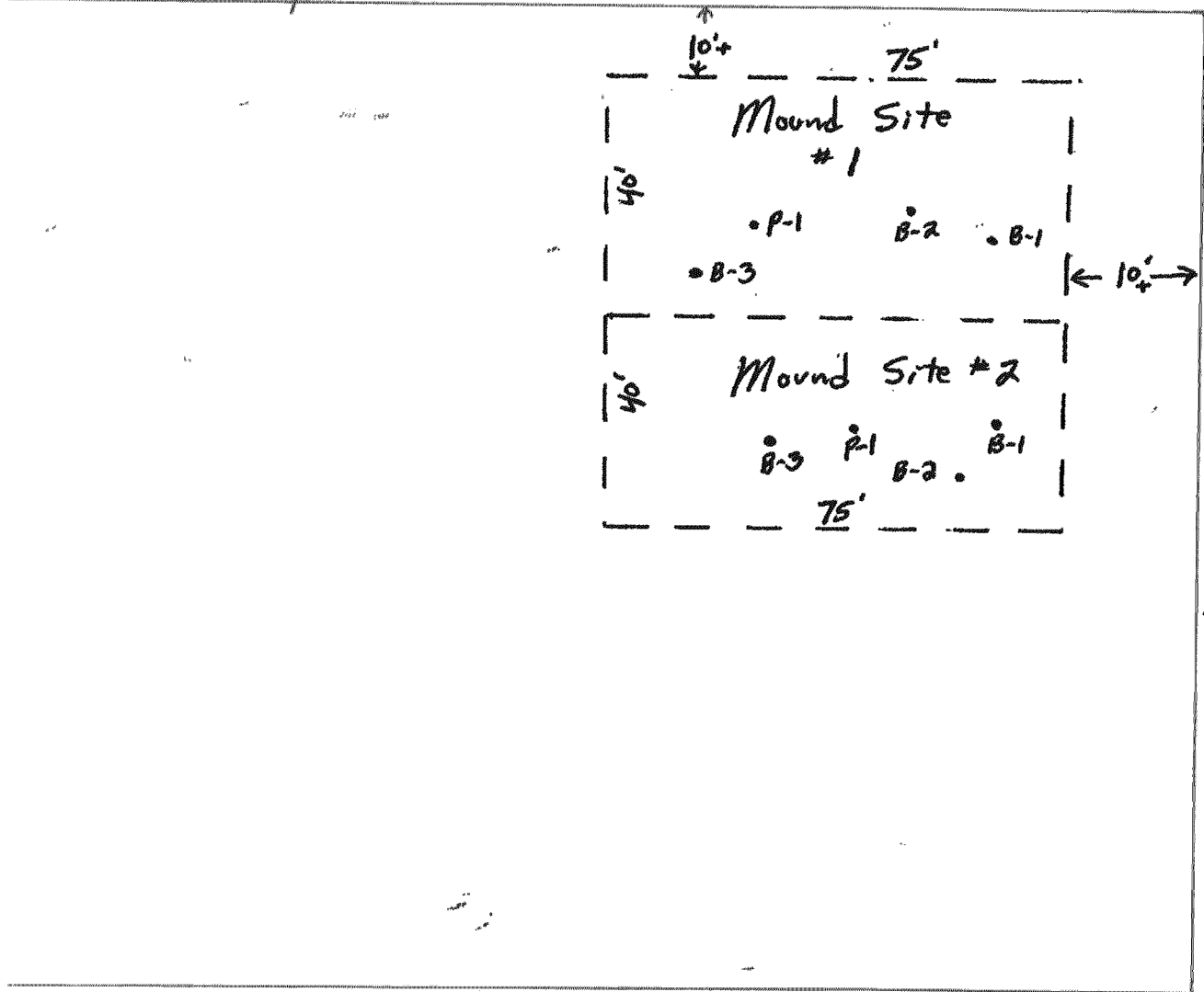
● DENOTES EOT END MONUMENT

MINNESOTA PLAT



Contact Information	
Property Owner/Client:	Mike Kellin
Site	Lot 2, Block 3, POKEGAMA PINES

North Edge of Lot 2



South Edge of Lot 2

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.			
Bob Perreault	Bob Perreault	330	9-25-2017
(Designer)	(Signature)	(License #)	(Date)



# CITY OF GRAND RAPIDS

NOTICE OF MEETING  
PLANNING COMMISSION

## Minutes - Final Planning Commission

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

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Thursday, October 5, 2017

4:00 PM

Council Chambers

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### Call To Order

### Call of Roll

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

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

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

### Approval of Minutes

Approve the minutes of the September 7, 2017, 4:00 pm regular meeting.

**Motion by Commissioner Lynch, second by Commissioner Burress to approve the minutes of the September 7, 2017 regular meeting as presented. The following voted in favor thereof: Burress, Kachinske, Zeige, Lynch. Opposed: None, passed unanimously.**

### Public Hearings

Conduct a public hearing to consider the preliminary plat of Pokegama Pines.

*A preliminary plat entitled Pokegama Pines was submitted by Mike Kellin and filed with the City on September 11, 2017. The property included within the preliminary plat is 12.3 acres in area, including proposed right-of-way, and its location can generally be described as Part of Government Lot 1, Section 30, Township 55, adjacent to the NW edge of the Grace Bible Church property, and lying south of County Road 76. A complete legal description of the subject property is included with the preliminary plat documents.*

*The Comprehensive Plan's general vision for land use in the area of this proposed subdivision is that of Rural Residential, which is consistent with the proposed use, and with surrounding properties.*



A preliminary plat entitled *Pokegama Pines* was submitted by Mike Kellin and filed with the City on September 11, 2017. The property included within the preliminary plat is 12.3 acres in area, including proposed right-of-way, and its location can generally be described as Part of Government Lot 1, Section 30, Township 55, adjacent to the NW edge of the Grace Bible Church property, and lying south of County Road 76. A complete legal description of the subject property is included with the preliminary plat documents.

The plat petitioner has indicated that the nine proposed lots will be developed as follows:

- Lots 1-3, Block 1 are intended to be developed as single family residential lots, retaining the existing SRR (Shoreland Rural Residential) zoning designation.
- Lots 1, 3 & 4, Block 2 are intended to be developed as single family residential lots, retaining the existing SRR (Shoreland Rural Residential) zoning designation.
- Lot 2, Block 2 is intended to function at the "common access lot" to Pokegama Lake for residents of the subdivision, the use of which is spelled out in the Declaration of Covenants and Restrictions, which will be recorded with the Final Plat.
- Lots 1 & 2, Block 3 are intended to be developed as single family residential lots, retaining the existing SRR (Shoreland Rural Residential) zoning designation.

The plat area is undeveloped and was previously owned by UPM Blandin Paper Company, and functioned as a demonstration/test forest.

The Comprehensive Plan's general vision for land use in the area of this proposed subdivision is that of Rural Residential, which is consistent with the proposed use, and with surrounding properties.

The staff review committee, consisting of the City Engineer, Public Works Director, Fire Chief, Grand Rapids PUC, Parks and Recreation Director, and Community Development Department, has reviewed the preliminary plat for technical standards and found that it substantially complies with the City's subdivision requirements. However, there are a few comments identified by the review committee that should be addressed. Those items are as follows: (various items have already been addressed on the preliminary plat, prior to the Public Hearing)

- The East/West portion, of what is labeled 28th Avenue, should be labeled 8th Street SW.
- Kim Gibeau, City Clerk, should be listed as a signee of the plat on behalf of the City of Grand Rapids (in place of Rob Mattei).
- The Subdivision Agreement, to be considered at the final plat approval, shall incorporate a parkland dedication fee, in lieu of dedication of land and in accordance with Section 30-266.

Additionally, the preliminary plat was circulated to the County Highway Engineer, as the plat is accessed off of County Road 76, and to the MN DNR's Area Hydrologist, as required by MN Shoreland Rules.

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

**Maxine Moe, 750 Unser Road is a neighboring property owner and is concerned about the flower bed and trees she has planted that are not on her property.**

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

Motion by Commissioner Lynch, second by Commissioner Burress that, based on the findings of fact presented here today, and in the public’s best interest, the Planning Commission does hereby forward to the City Council a recommendation to approve the preliminary plat of Pokegama Pines; (Contingent upon the applicant making the following corrections/clarifications):

- The East/West portion, of what is labeled 28th Avenue, should be labeled 8th Street SW.
- The Subdivision Agreement, to be considered at the final plat approval, shall incorporate a parkland dedication fee, in lieu of dedication of land and in accordance with Section 30-266.

With the following considerations:

1. Has there been a change in the development policies of the community?  
No, there have not been any changes to the development policies.
2. Was there a mistake in the original zoning ordinance?  
No, there hasn't been a mistake in the zoning ordinance.
3. Is the Zoning Ordinance up to date?  
Yes, the ordinance is up to date.
4. Is the proposed subdivision compatible with adjacent land uses?  
Yes, it is a residential development and the area is zoned RR.
5. Will the proposed subdivision cause undue traffic congestion?  
No, it will increase traffic but not cause any undue congestion.
6. Will the proposed subdivision affect public utilities?  
Yes, they will need to extend electrical to those new lots.
7. Will the proposed subdivision be detrimental to public health, morals, or general welfare?  
No, it will not.
8. Will the proposed subdivision impede orderly development of other property in the area?  
No, it will not.
9. Will the proposed subdivision cause a decrease in value of adjacent property?  
No, it will not.
10. Will the proposed subdivision increase tax revenues?  
Yes, with new development it will increase tax revenues.
11. Will the proposed subdivision impose an excessive burden on parks and other public facilities?

No, it will not the park and recreation department will be accepting a fee rather than dedication of land.

12. Is the proposed subdivision consistent with the Comprehensive Plan?  
Yes, it falls in with the orderly development.

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

**Public Input**

**Miscellaneous\Updates**

**Adjourn**

Motion by Commissioner Lynch, second by Commissioner Burress to adjourn the meeting at 4:26 p.m. The following voted in favor thereof: Lynch, Zeige, Kachinske, Burress. Opposed: None, passed unanimously.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0738      **Version:** 1      **Name:** PUC shared services agreement  
**Type:** Agenda Item      **Status:** Engineering  
**File created:** 10/11/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider entering into a shared services agreement with the Public Utilities Commission for Systems Management  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Systems shared services agreement 10-11-2017](#)

Date	Ver.	Action By	Action	Result
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Consider entering into a shared services agreement with the Public Utilities Commission for Systems Management

**Background Information:**

City staff has been working with the Public Utilities Commission (PUC) for almost a year to determine how we can improve efficiencies and better manage our GIS system. The discussion at the August 28, 2017 City Council Work Session outlined a proposed collaboration with PUC. The attached agreement outlines the scope of services and the cost share for this collaborative effort.

**Staff Recommendation:**

City staff recommend entering into a shared services agreement with the Public Utilities Commission for Systems Management

**Requested City Council Action**

A motion to approve a shared services agreement with the Public Utilities Commission for Systems Management

**CITY OF GRAND RAPIDS/GRAND RAPIDS PUBLIC UTILITIES  
AGREEMENT FOR SYSTEMS MANAGEMENT SERVICES**

This Agreement made in Grand Rapids, Minnesota by and between the **Grand Rapids Public Utilities (hereinafter “GRPU”)** and the **City of Grand Rapids (hereinafter “City”)**, both organized and existing as public corporations of the State of Minnesota.

**1. PURPOSE:**

The City and GRPU desire to establish this contractual relationship for one primary purpose: to share systems management services

**2. SERVICE DESCRIPTION:**

The City and GRPU will jointly share in the management of systems within each organization. These systems include, but are not limited to; GIS, Laserfiche, Cityworks, Cogsdale and Legistar.

**3. SCOPE OF SERVICES:**

- a) Perform routine maintenance to allow staff access and use of systems
- b) Complete systems projects, such as new integrations and software development, to maximize our technology investment.

**4. FEE FOR SERVICES:**

- a) Systems Specialist and GIS Technician will be paid by and remain City employees. System Coordinator will be paid by and remain an employee of the GRPU and all employees will retain wages and benefits per their collective bargaining agreement.
- b) All costs for the three positions plus GIS licensing fees shall be split 50/50 between both entities.

**5. TERM:**

- a) This Agreement shall become effective on the latest date of signature below. Either party may terminate agreement with one year written notice. In the absence of such notification, this Agreement will remain in effect.

**SHARED SERVICES AGREEMENT**

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IN WITNESS WHEREOF, the GRPU and the City have caused this Agreement to be duly executed by their respective authorized officers.

GRAND RAPIDS PUBLIC UTILITIES

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF GRAND RAPIDS

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0751      **Version:** 1      **Name:** Datacenter Rack Space Lease Agreement  
**Type:** Agenda Item      **Status:** Information Technology  
**File created:** 10/13/2017      **In control:** City Council  
**On agenda:** 10/23/2017      **Final action:**  
**Title:** Consider entering into a Datacenter Rack Space Lease agreement with Itasca County and authorize the Mayor to sign related documents.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Itasca County Datacenter Rack Space Lease .pdf](#)

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

Consider entering into a Datacenter Rack Space Lease agreement with Itasca County and authorize the Mayor to sign related documents.

**Background Information:**

In order to alleviate the burden on our HVAC units and better protect our datacenter equipment, the IT Department has negotiated an agreement with Itasca County to house our datacenter equipment. This would mean we would physically move the majority of our servers and core network over to the Itasca County Courthouse server room.

**Staff Recommendation:**

Staff recommends entering into a Datacenter Rack Space lease agreement with Itasca County.

**Requested City Council Action**

Enter into a Datacenter Rack Space lease agreement with Itasca County and authorize the Mayor to sign related documents.

## **Itasca County Datacenter Rack Space Lease**

THIS LEASE, made and executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between Itasca County, 123 NE Fourth Street, Grand Rapid, MN 55744, hereinafter called the County, and the City of Grand Rapids, 420 N. Pokegama Avenue, Grand Rapids, MN 55744, hereinafter called the City:

WHEREAS, the City and the County have a mutual interest in a collaborative agreement to co-locate their server and network infrastructure at the Itasca County Courthouse; and

WHEREAS, the purpose of this Agreement is to define the responsibilities and rights of each party as they relate to the use of the Itasca County Datacenter by the City.

WITNESSETH: That in consideration of the payment of rent and the keeping and performance of the terms and conditions herein by City, County does hereby lease and demise unto City, the premises described as:

42 Units of standard rack space in the Itasca County Courthouse, MIS Datacenter on the second level, room 205, at the Itasca County Courthouse, Grand Rapids, MN) together with non-exclusive access to the datacenter.

TO HAVE AND TO HOLD the leased space for a Five (5) year term from the date of the last signatory to this Agreement. This Agreement may be terminated without cause by providing written notice from either party to the other party at least Two Hundred and Forty (240) days in advance of the date of such termination.

- 1) City shall pay rent for said premises to the County a yearly rent of \$1,500.00, paid quarterly with a 3% increase each subsequent year during the five year term.
- 2) County shall, without cost to City, provide one (1) thirty amp dedicated circuit to provide electrical power for operation of City computer equipment placed and operated within the leased space together with heating and cooling systems to maintain an industry standard temperature (64 degrees F -78 degrees F) for datacenter operations.

The City acknowledges that equipment failures happen and expects that, in



the event of a failure, the County will use reasonable efforts to, as quickly as possible, repair any failed environmental equipment and restore the above-stated operating conditions. County makes no warranties implied or otherwise that the operating conditions stated above shall be maintained in the event of an equipment failure. The City shall be responsible for the security of any/all data and software that is stored on its equipment.

- 3) City shall use and occupy the premises for the purposes of the placement, operation and maintenance of computer equipment only and shall not use them in such a manner as to give governmental authorities or County just cause to complain.
- 4) The County shall provide members of City's IT Department key fobs to allow physical access 24 hours per day and 7 days per week to the areas of the Itasca County Courthouse as follows: exterior door, MIS office space and datacenter.

Prior to granting access to any City IT personnel the City shall provide written documentation that each City IT personnel meets FBI Security Policy dated July 2014 or as such policy is subsequently modified.

City's IT staff shall abide by the Itasca County Technology Policy in effect as of the date hereof or as subsequently modified together with any and all additional policies and procedures as set forth by Itasca County and/or the Itasca County MIS Department.

County reserves the right in its sole discretion to terminate any person's right to access the premises.

- 5) City shall surrender the premises at the termination of this Lease or any extension thereof in as good condition as they were at commencement of this Lease, reasonable wear and tear or unavoidable casualty expected.

City shall not make any alterations or improvements to the leased space except as are necessary for the installation and connection of its computer equipment within the leased space.

- 6) The County shall maintain, at its own cost, general liability, fire and extended coverage on the Itasca County Courthouse and County's personal property. The City shall maintain, at its own cost, general liability insurance and insure its property within the leased space. All property of City upon the leased space shall be at the risk of the City, and the County shall not be liable to the City for any damage or destruction of said property arising from any cause whatsoever.
- 7) Each party shall defend, indemnify and hold harmless the other party, its

officials, officers, agents, and employees from and against any and all claims, losses, damages, judgments or liabilities of whatever nature, including any portions thereof, arising from or related to the indemnifying party's acts, omissions or performance under this Agreement. It is the intent that each party be responsible for its own actions under this Agreement.

- 8) If City shall default in making any payments after reasonable notice or in keeping and performing the terms and conditions of this Lease, or shall abandon or fail to use or occupy the premises, County may reenter premises immediately and take possession thereof and, at its option, terminate this Lease with respect to all future rights of City, and City hereby expressly waives any notice in writing of intention to reenter.
- 9) In case the building or any part thereof is destroyed or partially destroyed by fire or other casualty not arising from the fault or negligence of City or those employed by City, County shall repair the damage within a reasonable period of time, due allowance being made for delays beyond control of County, and rent shall abate proportionately to the extent that the premises are untenable, but in the event the damage shall be so extensive that building and/or premises cannot be substantially restored within ninety (90) days, either County or City shall have the option to terminate this Lease upon thirty (30) days' written notice to the other from date of damage, whereupon this Lease shall terminate and City shall pay rent up to date of damage, and thereafter both County and City shall be free and discharged of all further obligations hereunder.
- 10) All notices, demands, and communications under the terms and conditions of this lease shall be given in writing and sent by registered mail to Itasca County, 123 NE Fourth Street, Grand Rapids, MN 55744 on behalf of County; and to City of Grand Rapids, 420 N. Pokegama Avenue, Grand Rapids MN 55744, on behalf of City, as the case may be, or to such other addresses as may from time-to-time be requested by County or City.
- 11) The County shall be responsible for any maintenance and repair to the building, surrounding property, and any such equipment as is part of the building.
- 12) City agrees to abide by all rules and regulations covering the restricted use of areas not covered by the terms of this Lease and any regulations covering the health and safety of all tenants or visitors within the buildings, as may be established by County.
- 13) City shall not display any signs, advertisements, or notices in or on any part of the building without prior written consent of County.
- 14) If any term or condition of this Lease is illegal, invalid, or unenforceable under

present or future laws effective during the term of this Lease, it is the intention of both County and City that the remainder of this Lease shall not be affected thereby and that, in lieu of each such term or condition, there be added as part of this Lease a term or condition as similar as may be possible and be legal, valid, and enforceable.

- 15) A waiver of any term or condition of this Lease by County shall not be deemed to imply or constitute a further waiver of such breach or a waiver of any other term or condition contained herein.
- 16) All terms and conditions of this Lease shall completely bind and inure to the benefit of the heirs, legal representatives, successors, and assigns of both County and City.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be validly executed in their respective names, as of the day and year first above-written.

LESSOR: County of Itasca

LESSEE: City of Grand Rapids

BY: \_\_\_\_\_  
Terry Snyder, Chairperson  
Itasca County Board of Commissioners

BY: \_\_\_\_\_  
Dale Adams, Mayor  
City of Grand Rapids

BY: \_\_\_\_\_  
Brett Skyles, Itasca County Administrator

BY: \_\_\_\_\_  
Kim Gibeau, City Clerk

Approved as to Form and Execution this  
\_\_\_\_\_ day of \_\_\_\_\_, 2017.

Approved as to Form and Execution this  
\_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
John J. Muhar, Itasca County Attorney

\_\_\_\_\_  
Chad B Sterle, Grand Rapids City Attorney



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	17-0756	<b>Version:</b>	1	<b>Name:</b>	Consider the appointment of Seth Jetland to the GIS Technician position.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Administration Department:</b>	Administration Department
<b>File created:</b>	10/17/2017	<b>In control:</b>		<b>City Council:</b>	City Council
<b>On agenda:</b>	10/23/2017	<b>Final action:</b>			
<b>Title:</b>	Consider the appointment of Seth Jetland to the GIS Technician position.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

Date	Ver.	Action By	Action	Result
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Consider the appointment of Seth Jetland to the GIS Technician position.

**Background Information:**

At the September 11, 2017 City Council meeting, City staff was authorized to begin the process of filling a GIS Technician position. The position has been posted, applications were reviewed, and interviews have been held. The Interview Committee consisting of City Engineer Matt Wegwerth, GIS Coordinator Mike LeClaire, and PUC General Manager Julie Kennedy are recommending the appointment of Seth Jetland to the newly created position, which we feel is a Clerical Union position.

The City will be collaborating with the Public Utilities Commission to:

- \* Perform routine maintenance and projects concurrently;
- \* Improve systems instead of maintaining existing data;
- \* Improve service to internal and external customers;
- \* Improve efficiencies in records retention and data sharing; and
- \* Maximize our investments

The funding will come from a cost share between the City and PUC at 50/50. The City portion will be paid by the Stormwater Utility and will not require a City levy increase.

Seth graduated from Itasca Community College with an Associates degree in Geography and GIS and attended Hibbing Community College where he studied Computer Network Technology. He received a GIS Professional Certificate and also completed a class in Utility Geometric Networking. Previously Seth was employed as a Security Officer with Securitas and is currently a GIS Intern for the City of Grand Rapids.

**Staff Recommendation:**

The Interview Committee consisting of City Engineer Matt Wegwerth, GIS Coordinator Mike LeClaire, and PUC General Manager Julie Kennedy are recommending the appointment of Seth Jetland to the position of GIS Technician.

**Requested City Council Action**

Make a motion to appoint Seth Jetland to the GIS Technician position effective October 24, 2017 at a rate of \$18.8922 per hour per the Clerical Union contract.