



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council

Monday, September 25, 2017

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, September 25, 2017 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

5:01 PM PRESENTATIONS/PROCLAMATIONS

17-0684 Proclaim Constitution Week - September 17th - 23rd, 2017

Attachments: [Constitution Week Proclamation.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.

5:03 PM PUBLIC FORUM

5:08 PM COUNCIL REPORTS

5:10 PM VERIFIED CLAIMS

17-0705 Consider approving the verified claims for the period September 2, 2017 to September 18, 2017 in the total amount of \$1,259,412.31 of which \$35,731.25 are debt service payments.

Attachments: [CITY COUNCIL BILL LIST 9-25-2017.pdf](#)

5:11 PM APPROVAL OF MINUTES

17-0693 Consider approving Council minutes for Monday, September 11, 2017 Worksession & Regular meetings and September 18, 2017 Special meeting.

Attachments: [September 11, 2017 Worksession.pdf](#)
[September 11, 2017 Regular Meeting.pdf](#)
[September 18, 2017 Special Meeting.pdf](#)

5:12 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. **17-0648** Consider approving a resolution adopting the 2017 proposed levy/collectible in 2018 and setting December 4, 2017 at 6:01 p.m. to discuss the proposed budget, levy and allow for public comment and December 11, 2017 for the subsequent meeting to adopt the final levy and budget.
Attachments: [Preliminary levy budget 9252017.pdf](#)

2. **17-0655** Consider adopting a resolution approving a request from property owner of Parcel Identification Number 91-595-0530 to defer assessments for City Project 2009-1 NW 4th Ave, NE 9th St., NW 13th St., & Hale Lake Lane Improvements in the amount of \$3,291.65 and to record this deferment with the Itasca County Recorder with a copy to the Itasca County Auditor.
Attachments: [assessment deferral 91-595-0530.pdf](#)

3. **17-0661** Consider adopting a resolution closing the Debt Service Fund-2006B Capital Improvement Plan Refunding Bond and transfer the remaining balance of approximately \$8,817 to the Capital Project Fund-Permanent Improvement Revolving Fund.
Attachments: [Close Fund 352 transfer to 501 \\$8,817.pdf](#)

4. **17-0680** Consider adopting a resolution approving LG230 Off-Site Gambling application for Grand Rapids Amateur Hockey Association.
Attachments: [GRAHA Off-Site Gambling Application.pdf](#)
[17- GRAHA Gambling Resolution.pdf](#)

5. **17-0685** Consider approving temporary liquor licenses for United Way of 1000 Lakes First Friday events scheduled for October 6th, November 3rd and December 1st, 2017.
Attachments: [United Way - October 6th.pdf](#)
[United Way - November 3rd.pdf](#)
[United Way - Decemeber 1st.pdf](#)

6. **17-0686** Consider approving Taproom License & Brewer Off-Sale License for Klockow Brewing Company Inc. contingent upon receipt of all required documentation.

7. **17-0692** Consider approving a resolution for the deed restriction at Legion Park
Attachments: [092517 Resolution Deed Recording](#)

8. [17-0694](#) Consider adopting a resolution accepting a Clean Water Legacy grant from the State of Minnesota for CP 2009-1, 2017 Infrastructure Improvements Project.
Attachments: [Clean Water State Grant resolution](#)
9. [17-0695](#) Consider adopting a new City Ordinance for Aggressive Panhandling.
Attachments: [Panhandling Ordinance.pdf](#)
10. [17-0700](#) Consider accepting low quote from SHI and authorizing the purchase of a replacement server.
Attachments: [Insight Quote.pdf](#)
[SHI Quote-14066558.pdf](#)
11. [17-0703](#) Consider adopting a resolution authorizing the City to make application to the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) Development Infrastructure program to provide business assistance to the Grand Itasca Clinic and Hospital expansion project through a grant to the Grand Rapids EDA revolving loan fund.
Attachments: [IRRR Grant Application Authorization Resolution.pdf](#)
12. [17-0708](#) Consider approving the hiring of part-time employees at the Grand Rapids Park and Recreation Department and the IRA Civic Center.
13. [17-0710](#) Consider adopting a resolution accepting a donation of two Area Rae Pro gas detection monitors from the State of Minnesota Department of Homeland Security Emergency Management.
Attachments: [FD Area Rae Monitors](#)
14. [17-0711](#) Terminate temporary part-time employees for the IRA Civic Center, Grand Rapids Sports Complex and Parks & Recreation

5:14 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.

5:15 ACKNOWLEDGE BOARDS & COMMISSIONS**PM**

15. [17-0689](#) Acknowledge minutes for Boards & Commissions

Attachments: [May 10, 2017 Civic Center, Parks & Recreation minutes.pdf](#)
[June 14, 2017 PUC Minutes.pdf](#)
[June 20, 2017 PUC Minutes.pdf](#)
[July 18, 2017 PUC Minutes.pdf](#)
[August 16, 2017 PUC Minutes.pdf](#)
[August 30, 2017 PUC Minutes.pdf](#)
[August 15, 2017 Golf Board minutes.pdf](#)
[August 22, 2017 Residential Rental Taskforce minutes.pdf](#)
[May 17, 2017 Airport Advisory Board minutes.pdf](#)

**5:16 DEPARTMENT HEAD REPORT
PM**

16. [17-0712](#) Community Development Department Report

Attachments: [Community Development September 2017 Dept. Head Report.pdf](#)

**5:30 PUBLIC HEARINGS
PM**

17. [17-0687](#) Conduct a public hearing to consider the vacation of certain publically retained easements located within the City of Grand Rapids.

Attachments: [City Easement Vacation: Maps](#)
[Easement Vacation Memo from Matt Wegwerth](#)

18. [17-0688](#) Consider the adoption of a resolution approving the vacation of three publically retained easements located within Block 9, Grand Rapids Third Division and Block 6, Huhn's Addition to Grand Rapids respectively.

Attachments: [City Easement Vacation: Resolution w/Exhibit A1](#)

**5:50 COMMUNITY DEVELOPMENT
PM**

19. [17-0690](#) Consider adopting a resolution accepting a Commercial Redevelopment grant from the Minnesota Department of Iron Range Resources (IRRR) for the Sammy's Pizza Expansion project.

Attachments: [Resolution Accepting IRRRB Commercial demo grant.pdf](#)

20. [17-0691](#) Consider approval of an Agreement with Tony and Kelly Jerulle dba Sammy's Pizza

Attachments: [Sammy's Development Agreement \(final\).pdf](#)
[Map of proposed demolition.pdf](#)

21. [17-0696](#) Consider approval of a Grant Contract with Minnesota Department of Iron Range Resources (IRRR) for a Commercial Redevelopment Grant to complete demolition and hazardous material abatement associated with the Sammy's Pizza expansion project.

Attachments: [IRRRB Grant Contract.pdf](#)

22. [17-0698](#) Consider approval of a proposal from SEH for professional services associated with the Sammy's Pizza Expansion demilition contract.

Attachments: [Grand Rapids Sammy's Expansion Demo SEH Proposal.pdf](#)

**6:10 LIBRARY
PM**

23. [17-0681](#) Consider a motion to authorize Library staff to apply for a matching grant from the Minnesota Department of Education for accessibility improvements for the Library.

ADJOURNMENT

NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 9, 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)

File #: 17-0684 **Version:** 1 **Name:** Constitution Week Proclamation
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 9/14/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Proclaim Constitution Week - September 17th - 23rd, 2017
Sponsors:
Indexes:
Code sections:
Attachments: [Constitution Week Proclamation.pdf](#)

Date	Ver.	Action By	Action	Result
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Proclaim Constitution Week - September 17th - 23rd, 2017

Proclamation

CONSTITUTION WEEK

WHEREAS, September 17, 2017, marks the two hundred thirtieth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17, 2017 through 23 as Constitution Week.

NOW THEREFORE, BE IT RESOLVED, that I, Dale Adams, Mayor for the City of Grand Rapids do hereby proclaim September 17 through 23 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals that the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereto subscribed my name and the seal of the City of Grand Rapids, Minnesota, this 25th day of September Two thousand and seventeen.

Dale Adams, Mayor
City of Grand Rapids



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0705 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider approving the verified claims for the period September 2, 2017 to September 18, 2017 in the total amount of \$1,259,412.31 of which \$35,731.25 are debt service payments.
Sponsors:
Indexes:
Code sections:
Attachments: [CITY COUNCIL BILL LIST 9-25-2017.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period September 2, 2017 to September 18, 2017 in the total amount of \$1,259,412.31 of which \$35,731.25 are debt service payments.

Requested City Council Action

Make a motion approving the verified claims for the period September 2, 2017 to September 18, 2017 in the total amount of \$1,259,412.31 of which \$35,731.25 are debt service payments.

DATE: 09/20/2017
 TIME: 08:43:00
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/25/2017

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0421725	DUTCH ROOM INC	96.43
1301146	MARCO TECHNOLOGIES, LLC	11.71
1805195	REDPATH AND COMPANY, LTD	763.00
1909450	SILVERTIP GRAPHICS SIGNS	1,800.00
	TOTAL CITY WIDE	2,671.14
ADMINISTRATION		
0102660	ABRAMS & SCHMIDT LLC	75.00
0718060	GRAND RAPIDS HERALD REVIEW	235.75
1321525	MUNICIPAL CODE CORPORATION	758.00
	TOTAL ADMINISTRATION	1,068.75
BUILDING MAINTENANCE-CITY HALL		
0100010	5 STAR PEST CONTROL &	525.00
0113233	AMERIPRIDE LINEN & APPAREL	42.74
0301685	CARQUEST AUTO PARTS	2.87
0415529	DONDELINGER FORD	141.80
0609457	FILTHY CLEAN INC	1,096.60
0920060	ITASCA COUNTY TREASURER	223.45
1801610	RAPIDS PLUMBING & HEATING INC	231.00
1909510	SIM SUPPLY INC	192.93
2209421	VIKING ELECTRIC SUPPLY INC	121.20
	TOTAL BUILDING MAINTENANCE-CITY HALL	2,577.59
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS HERALD REVIEW	149.50
0920060	ITASCA COUNTY TREASURER	118.49
	TOTAL COMMUNITY DEVELOPMENT	267.99
ENGINEERING		
1900225	SEH-RCM	240.00
	TOTAL ENGINEERING	240.00
FINANCE		
0718060	GRAND RAPIDS HERALD REVIEW	88.70
1805195	REDPATH AND COMPANY, LTD	119.00

DATE: 09/20/2017
 TIME: 08:43:00
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 09/25/2017

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
FINANCE		
TOTAL FINANCE		207.70
FIRE		
0121721	AUTO VALUE - GRAND RAPIDS	57.47
0221650	BURGGRAF'S ACE HARDWARE INC	225.67
0315455	COLE HARDWARE INC	12.98
0401804	DAVIS OIL	558.94
0717996	GRAND ITASCA CLINIC	462.51
0920060	ITASCA COUNTY TREASURER	91.73
1200500	L&M SUPPLY	9.48
1301014	MACQUEEN EMERGENCY GROUP	50.73
1801610	RAPIDS PLUMBING & HEATING INC	195.88
1801615	RAPIDS WELDING SUPPLY INC	46.45
2015555	TOONSTRA PSYCHOLOGICAL SERVICE	350.00
TOTAL FIRE		2,061.84
PUBLIC WORKS		
0221650	BURGGRAF'S ACE HARDWARE INC	30.94
0301685	CARQUEST AUTO PARTS	2.87
0305510	CENTRAL LANDSCAPE SUPPLY INC	40.00
0315455	COLE HARDWARE INC	34.73
0401804	DAVIS OIL	1,692.76
0601690	FASTENAL COMPANY	158.36
0801825	HAWKINSON CONSTRUCTION CO INC	16,227.15
0920040	ITASCA COUNTY FARM SERVICE	78.00
0920060	ITASCA COUNTY TREASURER	709.33
1200500	L&M SUPPLY	145.85
1205110	LEASE LANDSCAPING	8,515.60
1309360	MN DEPT OF TRANSPORTATION	77.85
1321725	MUTT MITT	318.71
1503150	OCCUPATIONAL DEVELOPMENT CTR	300.00
1801899	RAY'S SPORT & CYCLE	25.19
1908248	SHERWIN-WILLIAMS	309.37
2605225	ZEE SERVICE COMPANY	126.20
TOTAL PUBLIC WORKS		28,792.91
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	244.13
0315455	COLE HARDWARE INC	156.07
0920060	ITASCA COUNTY TREASURER	84.33

DATE: 09/20/2017
 TIME: 08:43:00
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 09/25/2017

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FLEET MAINTENANCE		
1201850	LAWSON PRODUCTS INC	397.36
1500700	OSI ENVIRONMENTAL BR 50	100.00
1801615	RAPIDS WELDING SUPPLY INC	8.77
TOTAL FLEET MAINTENANCE		990.66
POLICE		
0301685	CARQUEST AUTO PARTS	26.76
0920060	ITASCA COUNTY TREASURER	3,231.17
1201434	LAKE WOODS CHRYSLER	254.15
1909650	SIRCHIE FINGER PRINT INC	107.44
1920555	STOKES PRINTING & OFFICE	22.36
2000400	T J TOWING	450.00
2018225	TREASURE BAY PRINTING INC	74.00
TOTAL POLICE		4,165.88
RECREATION		
0718060	GRAND RAPIDS HERALD REVIEW	32.50
1105444	KELLER FENCE COMPANY	195.00
1506265	NORTHERN OFFICE OUTFITTER INC	72.12
TOTAL RECREATION		299.62
CENTRAL SCHOOL		
0609457	FILTHY CLEAN INC	1,420.00
0718060	GRAND RAPIDS HERALD REVIEW	397.50
1801610	RAPIDS PLUMBING & HEATING INC	324.55
TOTAL		2,142.05
AIRPORT		
0221650	BURGGRAF'S ACE HARDWARE INC	7.92
0315455	COLE HARDWARE INC	41.54
0504825	EDWARDS OIL INC	597.51
1201730	LATVALA LUMBER COMPANY INC.	105.10
1909510	SIM SUPPLY INC	67.95
TOTAL		820.02

DATE: 09/20/2017
 TIME: 08:43:00
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 09/25/2017

VENDOR #	NAME	AMOUNT DUE

CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	110.66
0221650	BURGGRAF'S ACE HARDWARE INC	118.26
0718060	GRAND RAPIDS HERALD REVIEW	32.50
0920060	ITASCA COUNTY TREASURER	27.65
1200500	L&M SUPPLY	303.98
1309090	MINERS INC	41.59
1506265	NORTHERN OFFICE OUTFITTER INC	72.12
1605611	PEPSI-COLA	395.04
1801610	RAPIDS PLUMBING & HEATING INC	220.00
1901535	SANDSTROM COMPANY INC	450.87
1905150	SECURITY ACCESS CONTROL	54.00
1909510	SIM SUPPLY INC	202.70
2201174	TIMBERLAKE LODGE	653.77
	TOTAL GENERAL ADMINISTRATION	2,683.14
STATE HAZ-MAT RESPONSE TEAM		
0401804	DAVIS OIL	121.45
0513235	EMERGENCY RESPONSE SOLUTIONS	1,191.87
2300600	W.P. & R.S. MARS COMPANY	83.40
	TOTAL	1,396.72
CEMETERY		
0920060	ITASCA COUNTY TREASURER	337.26
1200500	L&M SUPPLY	11.82
1415590	NORTHWEST GAS	747.59
	TOTAL	1,096.67
DOMESTIC ANIMAL CONTROL FAC		
0920060	ITASCA COUNTY TREASURER	161.69
1801610	RAPIDS PLUMBING & HEATING INC	383.20
	TOTAL	544.89
GO STATE-AID ST BONDS 2007B		
2305447	WELLS FARGO BANK NA	7,575.00

DATE: 09/20/2017
 TIME: 08:43:00
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 09/25/2017

VENDOR #	NAME	AMOUNT DUE

GO STATE-AID ST BONDS 2007B		
	TOTAL	7,575.00
GO STATE-AID BONDS 2012B		
2305447	WELLS FARGO BANK NA	28,156.25
	TOTAL	28,156.25
GENERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
1900225	SEH-RCM	10,072.50
	TOTAL 2010-5 MS RIVER PD BRIDGE	10,072.50
RAPIDS BREWING/BLK 19 REDEVEL		
1900225	SEH-RCM	3,060.00
	TOTAL RAPIDS BREWING/BLK 19 REDEVEL	3,060.00
MUNICIPAL STATE AID STRT-CONST		
2017 STREET LIGHT IMPROVMNTS		
1900225	SEH-RCM	405.54
	TOTAL 2017 STREET LIGHT IMPROVMNTS	405.54
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-FINANCE		
0801661	HARRIS	300.00
	TOTAL CAPITAL OUTLAY-FINANCE	300.00
AIRPORT CAPITAL IMPRV PROJECTS		
NO PROJECT		
1805195	REDPATH AND COMPANY, LTD	561.00
	TOTAL NO PROJECT	561.00
2015 CRACK REPAIR & MASTER PLN		

DATE: 09/20/2017
 TIME: 08:43:00
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 09/25/2017

VENDOR #	NAME	AMOUNT DUE
AIRPORT CAPITAL IMPRV PROJECTS		
2015 CRACK REPAIR & MASTER PLN		
1900225	SEH-RCM	18,405.00
TOTAL 2015 CRACK REPAIR & MASTER PLN		18,405.00
2017 TAXIWAY/APRON PJT		
1900225	SEH-RCM	14,900.00
TOTAL 2017 TAXIWAY/APRON PJT		14,900.00
WTR/SWR UTILITIES EXTENSION		
1900225	SEH-RCM	6,395.42
2000522	TNT AGGREGATES, LLC	128,954.86
TOTAL WTR/SWR UTILITIES EXTENSION		135,350.28
2016 INFRASTRUCTURE BONDS		
2017-1 5TH ST N & 8TH AVE NE		
1805195	REDPATH AND COMPANY, LTD	3,557.00
1900225	SEH-RCM	2,861.10
TOTAL 2017-1 5TH ST N & 8TH AVE NE		6,418.10
2017 INFRASTRUCTURE BONDS		
2009-1 4TH AVE & 13TH ST NW		
0301705	CASPER CONSTRUCTION INC	134,347.38
1900225	SEH-RCM	26,416.20
TOTAL 2009-1 4TH AVE & 13TH ST NW		160,763.58
2009-1 9TH ST NE		
0301705	CASPER CONSTRUCTION INC	32,070.33
1900225	SEH-RCM	5,979.96
TOTAL 2009-1 9TH ST NE		38,050.29
2009-1 14TH ST NW OVERLAY		
0301705	CASPER CONSTRUCTION INC	89,981.69
1900225	SEH-RCM	4,952.09
TOTAL 2009-1 14TH ST NW OVERLAY		94,933.78

DATE: 09/20/2017
 TIME: 08:43:00
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 09/25/2017

VENDOR #	NAME	AMOUNT DUE

2017	INFRASTRUCTURE BONDS	
2009-1	8TH AVE NE STRM WTR	
0301705	CASPER CONSTRUCTION INC	38,946.20
1900225	SEH-RCM	1,026.21
	TOTAL 2009-1 8TH AVE NE STRM WTR	39,972.41
STORM WATER UTILITY		
0301685	CARQUEST AUTO PARTS	36.40
0315455	COLE HARDWARE INC	11.98
0401804	DAVIS OIL	1,543.51
0801535	HAMMERLUND CONSTRUCTION INC	29,929.25
0920060	ITASCA COUNTY TREASURER	709.29
1301015	MACQUEEN EQUIPMENT INC	1,628.75
1912350	SLINGERS TRAPPING SERVICE	90.00
	TOTAL	33,949.18
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 644,900.48
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0113232	AMERIFLEX BUSINESS SOLUTIONS	516.75
0114210	D. ANDERSON - CHANGE FUND	2,400.00
0116600	APPLE VALLEY, CITY OF	1,103.00
0201354	B. BAIRD-PETTY CASH FUND	43.98
0205640	LEAGUE OF MN CITIES INS TRUST	76.84
0212750	BLUE CROSS & BLUE SHIELD OF MN	50,720.00
0305530	CENTURYLINK COMMUNICATIONS LLC	259.00
0405305	LYNN DEGRIO	85.39
0718015	GRAND RAPIDS CITY PAYROLL	257,146.34
0718070	GRAND RAPIDS STATE BANK	575.51
0815440	HOLIDAY COMPANIES	74.12
0900060	ICTV	75.00
0920055	ITASCA COUNTY RECORDER	184.00
1301146	MARCO TECHNOLOGIES, LLC	1,848.15
1305046	MEDIACOM LLC	93.40
1309098	MINNESOTA DEPT OF ADMN	443.80
1309199	MINNESOTA ENERGY RESOURCES	832.92
1309265	MN DEPT OF LABOR & INDUSTRY	160.00
1309332	MN STATE RETIREMENT SYSTEM	1,690.00
1315650	ANDY MORGAN	3,400.00
1405550	NEOPOST USA INC	1,000.00
1405850	NEXTERA COMMUNICATIONS LLC	455.35
1516220	OPERATING ENGINEERS LOCAL #49	37,310.00
1609561	PIONEER TELEPHONE	9.52
1621130	P.U.C.	23,006.97

DATE: 09/20/2017
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 09/25/2017

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1809165	DBA RICOH USA INC	655.98
1920241	CHAD STERLE TRUST	182,312.83
2000490	TDS Metrocom	753.22
2114750	UNUM LIFE INSURANCE CO OF AMER	259.94
2209665	VISA	3,813.12
2209705	VISIT GRAND RAPIDS INC	43,027.32
2301700	WASTE MANAGEMENT	179.38
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$614,511.83
TOTAL ALL DEPARTMENTS		1,259,412.31



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0693 **Version:** 1 **Name:** Council Minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider approving Council minutes for Monday, September 11, 2017 Worksession & Regular meetings and September 18, 2017 Special meeting.

Sponsors:

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Attachments: [September 11, 2017 Worksession.pdf](#)
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Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, September 11, 2017 Worksession & Regular meetings and September 18, 2017 Special meeting.

Background Information:

Draft Council minutes are attached.

Staff Recommendation:

Review minutes, make necessary corrections and approve.

Requested City Council Action

Make a motion to approve Council minutes for Monday, September 11, 2017 Worksession & Regular meetings and September 18, 2017 Special meeting.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Monday, September 11, 2017

4:00 PM

Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a **Special Meeting/Worksession of the Grand Rapids City Council** was held on **Monday, September 11, 2017 at 4:00 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

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

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

Others:

Tom Pagel, Chad Sterle, Scott Johnson, Steve Schaar, Barb Baird, Rob Mattei, Matt Wegwerth, Guy Clairmont

Discussion Items

1. Discuss proposed Aggressive Panhandling Ordinance.

Chief Johnson provides background regarding recent panhandling issues with the city limits. This matter has been discussed with the City Attorney, who advised that the law allows municipalities to control time, place and manner, not content. Council will consider on Monday, September 25, 2017.

Received and Filed

2. 2018 Budget Update

Reviewed updated information on Tax Capacity & Fiscal Disparities.

Received and Filed

3. Review 5:00 PM Regular Meeting

ADJOURN

There being no further business, the meeting adjourned at 4:35 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, September 11, 2017

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, September 11, 2017 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

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

Others present:

Tom Pagel, Chad Sterle, Barb Baird, Matt Wegwerth, Rob Mattei, Scott Johnson, Lynn DeGrio, Lauren VanDenHeuvel, Steve Schaar

MEETING PROTOCOL POLICY

5:01 PM PUBLIC FORUM

None.

5:06 PM COUNCIL REPORTS

None.

5:11 PM VERIFIED CLAIMS

Consider approving the verified claims for the period August 22, 2017 to September 1, 2017 in the total amount of \$745,639.59.

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

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

**5:12 APPROVAL OF MINUTES
PM**

Consider approving Council minutes for Monday, August 28, 2017 Worksession & Regular meetings.

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

**5:14 CONSENT AGENDA
PM**

1. Consider adopting a resolution accepting \$47,350.00 for a 2017 - 2018 Toward Zero Deaths Grant.

Adopted Resolution 17-84 by consent roll call

2. Consider adopting a resolution accepting a donation from the Grand Rapids Area Community Foundation for the Dog Park development at Veteran's Park.

Adopted Resolution 17-85 by consent roll call

3. Consider adopting a resolution accepting a donation of \$350.00 from the Grand Rapids Area Chamber of Commerce Northern Minnesota Swap Meet Car Show to the Grand Rapids Police Reserve Program.

Adopted Resolution 17-86 by consent roll call

4. Consider adopting a resolution clarifying the vacation of platted right-of-way within Kearneys First Addition to Grand Rapids

Adopted Resolution 17-87 by consent roll call

5. Consider the approval of Change Order 4 with Casper Construction related to CP 2009-1, the 2017 Infrastructure Improvements Project

Approved by consent roll call

6. Consider authorizing staff to advertise for applicants to the Police Community Advisory Board.

Approved by consent roll call

7. Consider approving the hiring of part-time employees at the Grand Rapids Park and Recreation Department, IRA Civic Center and the Grand Rapids Sports Complex.

Approved by consent roll call

- 8. Consider adopting the Art Adoption and Acquisition Policy

Approved by consent roll call

- 9. Consider the adoption of a resolution authorizing an application to the IRRRB Commercial Redevelopment Grant Program for the Sammy's Pizza Expansion Project.

Adopted Resolution 17-88 by consent roll call

- 10. Consider termination of a regular part-time employee from the IRA Civic Center.

Approved by consent roll call

- 11. Consider amending job description for Security Officer at Grand Itasca Clinic & Hospital.

Approved by consent roll call

- 12. Consider approving purchase agreement for property identified as Parcel ID #91-034-1204.

Approved by consent roll call

Approval of the Consent Agenda

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

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

5:16 PM SETTING OF REGULAR AGENDA

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

ACKNOWLEDGE BOARDS & COMMISSIONS

- 13. Acknowledge minutes for Boards & Commissions

**Golf Board - July 18, 2017
Arts & Culture - May 2, May 16, July 18 & August 1, 2017
HRA - July 19, 2017**

Human Rights - June 28, 2017**5:17 DEPARTMENT HEAD REPORT
PM****14. Police Department - Chief Scott Johnson**

Chief Johnson provided statistics for the Police Department. Specifically noted were high profile crimes and convictions, programs, recognized staff, and new program Safety Camp for Kids. A complete report is available in the Administration Office.

Received and Filed

**5:50 ADMINISTRATION DEPARTMENT
PM****17. Consider authorizing City Staff to begin the process of filling a GIS Technician position.**

Lynn DeGrio addresses the need for a GIS Technician as discussed at a previous Council worksession. This will be a collaborative employee between the City and PUC, paid at a 50/50 share.

A motion was made by Councilor Rick Blake, seconded by Councilor Bill Zeige, to approve the GIS Technician job description and begin the process of filling the position. The motion PASSED by unanimous vote.

18. Consider notifying the Northeast Service Cooperative of the City's intent to terminate the Joint Powers Agreement for Group Employee Benefits and Other Financial and Risk Management Services Agreement effective December 31, 2017 and approve the transfer of all non-IUOE Local 49 employees, except those under individual contracts, to the health insurance program offered by IUOE Local 49.

Administrator Pagel provides the Council with background information, discussing increases in insurance premiums over the past five years. An actuarial comparison has been completed and this change will be a greater benefit to the employees affected by the change. Employees changing to the Local 49er Insurance will no longer pay premiums.

A motion was made by Councilor Christy, seconded by Councilor Zeige, to notify Northeast Service Cooperative of intent to terminate Joint Powers Agreement for Group Employee Benefits and Other Financial and Risk Management Services Agreement effective December 31, 2017 and approve transfer of all non-IUOE Local 49 employees, except those under individual contracts, to health insurance program offered by IUOE Local 49. The motion carried by the following vote.

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

**5:30 PUBLIC HEARINGS
PM**

15. Consider conducting a public hearing to consider final special assessments on CP 2009-1, 2017 Infrastructure Improvements Project
- Mayor Adams states the reason for the public hearing. Clerk Gibeau confirms that all notices required by law have been made and no correspondence was received in the Clerk's office prior to the meeting.*
- Engineer Matt Wegwerth provided background information regarding infrastructure and proposed assessments.*
- A motion was made by Councilor Dale Christy, seconded by Councilor Tasha Connelly, to open the public hearing. The motion PASSED by unanimous vote.**
- No one wished to speak, therefore the following motion was made.*
- A motion was made by Councilor Rick Blake, seconded by Councilor Bill Zeige, to close the public hearing. The motion PASSED by unanimous vote.**

**5:45 ENGINEERING
PM**

16. Consider adopting a resolution adopting final assessments for CP 2009-1, 2017 Infrastructure Improvements.
- Following the public hearing, Engineer Wegwerth recaps information and requests approval.*
- A motion was made by Councilor Christy, seconded by Councilor Connelly, to adopt Resolution 17-89, adopting final assessments for CP 2009-1, 2017 Infrastructure Improvements. The motion carried by the following vote.**
- Aye 5 -** Councilor Dale Christy
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake
Councilor Tasha Connelly

**6:00 ADJOURNMENT
PM**

A motion was made by Councilor Bill Zeige, seconded by Councilor Tasha Connelly, to adjourn the meeting at 5:48 PM. The motion PASSED by unanimous vote.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, September 18, 2017

4:00 PM

Conference Room 2A

Special Meeting - AMENDED

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids City Council was held on Monday, September 18, 2017 at 4:00 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

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

Others present:

Tom Pagel, Barb Baird, Dale Anderson, Matt Wegwerth, Tony Clifton, Scott Johnson, Travis Cole, Erik Scott, Catherine McLynn

1. Consider approving payment of additional closing costs in the amount of \$12,412.83 for purchase of property Parcel ID #91-034-1204.

Administrator Pagel advises the Council of the closing costs that were not included in the original PUC land purchase approved on September 11, 2017.

A motion was made by Councilor Blake, seconded by Councilor Connelly, to approve closing costs for purchase of property Parcel ID #91-034-1204 in the total amount of \$12,412.83. The motion carried by the following vote.

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

2. Contract with the State of Minnesota as a Regional Hazardous Materials Team.

Firefighter Tony Clifton provides background information, advising the Council that the contract has been extended to a five year instead of two year.

A motion was made by Councilor Dale Christy, seconded by Councilor Bill Zeige, to approve the contract with the State of Minnesota as Regional Hazardous Materials Team. The motion PASSED by unanimous vote.

3. Proposed 2018 Budget Review

Presentation of updated proposed budget included change over of Non-exempt employees to the 49er Health Insurance plan, tax capacity numbers, TIF and fiscal disparities totals.

Catherine McLynn, representing Mt. Itasca, discussed need to have surrounding communities support the facility. The request is that the City of Grand Rapids budget \$5000.

Discussion including the need for Council and residents to have a greater understanding of TIF funding and requested staff to provide a tutorial session.

Received and Filed

ADJOURNMENT

There being no further business, the meeting adjourned at 4:45 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0648 **Version:** 1 **Name:** 2017 LEVY/COLLECTABLE 2018
Type: Agenda Item **Status:** Consent Agenda
File created: 9/1/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider approving a resolution adopting the 2017 proposed levy/collectible in 2018 and setting December 4, 2017 at 6:01 p.m. to discuss the proposed budget, levy and allow for public comment and December 11, 2017 for the subsequent meeting to adopt the final levy and budget.

Sponsors:

Indexes:

Code sections:

Attachments: [Preliminary levy budget 9252017.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving a resolution adopting the 2017 proposed levy/collectible in 2018 and setting December 4, 2017 at 6:01 p.m. to discuss the proposed budget, levy and allow for public comment and December 11, 2017 for the subsequent meeting to adopt the final levy and budget.

Background Information:

Attached is a resolution adopting the Proposed 2017 levies payable in 2018 and the Proposed operating expenditures budget, to achieve this preliminary levy the following reductions were made: 1) Under City Wide budget the following line items were reduced: Health Insurance Deductible Contribution \$111,750; City's additional 80/20 Insurance Deductible \$30,000; Employee Assistance Program \$2,000; Professional Services-HRA/COBRA \$6,672; and Insurance Contingency \$60,000.

Cities are no longer required to hold a Truth in Taxation hearing, but they are required to hold a single meeting to discuss the budget and levy and at which time the public is allowed to speak. This meeting may be part of a regular scheduled meeting but must be held after 6:00 p.m. When the City calendar was adopted in December 2016, it was determined that the date for the hearing would be December 4, 2017. The time and dates will be on the parcel specific notices sent out by Itasca County, so they cannot be changed once certified to the County.

The City has to certify a preliminary levy to the County Auditor by September 29, 2017. The final levy adopted by the Council in December can be less than the preliminary levy, but it cannot be more. The Council will continue to work on the budget until its adoption in December.

Staff Recommendation:

Staff recommends approving a resolution adopting the 2017 proposed levy/collectible in 2018 and setting December 4, 2017 at 6:01 p.m. to discuss the proposed budget, levy and allow for public comment and December 11, 2017 for the subsequent meeting to adopt the final levy and budget.

Requested City Council Action

Make a motion approving a resolution adopting the 2017 proposed levy/collectible in 2018 and setting December 4, 2017 at 6:01 p.m. to discuss the proposed budget, levy and allow for public comment and December 11, 2017 for the subsequent meeting to adopt the final levy and budget.

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

RESOLUTION NO. 17-

A RESOLUTION ADOPTING THE PROPOSED 2017 LEVIES PAYABLE IN 2018 AND THE PROPOSED 2018 OPERATING EXPENDITURE BUDGET

WHEREAS, as a result of legislation passed in the 2009 Legislative session, the requirement to hold a special Truth in Taxation public hearing, continuation hearing, and levy adoption hearing have been repealed, and

WHEREAS, cities are still required to hold a single meeting to discuss the budget and levy and at which time the public is allowed to speak, and

WHEREAS, this meeting may be part of a regularly scheduled meeting, but must occur between the dates of November 24, 2017 and December 29, 2017 and be held after 6:00 p.m. and the public must be allowed to speak, and

WHEREAS, the City staff has been working with the City Council to set the 2018 proposed budget and this budget and levy were presented to the City Council on September 18, 2017, and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Grand Rapids, Minnesota that it does establish a proposed operating expenditure budget for the year of 2018 of \$8,984,382, and

BE IT FURTHER RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, that the initial levy for the City of Grand Rapids for 2017 taxes collectible 2018 be as follows:

General Fund	\$4,575,478
Regional Library Fund	702,687
Itasca Calvary Cemetery	198,575
Grand Rapids Economic Development Authority	60,000
Inter-fund Loan Repayment	175,000
Abatement Levies	25,000
2007A Improvement Bonds	118,271
2008B GO Reconstruction Bonds	77,981
2008C Improvement Bonds	70,899
CP2007-7 NE 9 th Avenue Special Levy	2,124
2009D Equipment Certificates	144,581
2009C Improvement Bonds	308,290
2010A Improvement Bonds	8,073
2010 Debt Study Reduction	(57,500)
2011 Improvement Bonds	54,054
2012A Improvement Bonds	133,857
2013A Refunding Bonds	103,676
2013B Reconstruction Bonds	110,350
2014A Reconstruction Bonds	279,393
2016A Reconstruction Bonds	152,389
2017A Reconstruction Bonds	165,000
TOTAL CERTIFIED TO COUNTY AUDITOR	<u>\$7,408,178</u>

BE IT FURTHER RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, that the City certifies to the County Auditor the following dates:

- December 4, 2017 at 6:00 p.m. to discuss the proposed budget and levy and allow for public comment and
- December 11, 2017 for the subsequent meeting for the adoption of the final levy and budget.

Adopted this 25th day of September 2017.

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0655 **Version:** 1 **Name:** Defer Senior Assessment
Type: Agenda Item **Status:** Consent Agenda
File created: 9/6/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider adopting a resolution approving a request from property owner of Parcel Identification Number 91-595-0530 to defer assessments for City Project 2009-1 NW 4th Ave, NE 9th St., NW 13th St., & Hale Lake Lane Improvements in the amount of \$3,291.65 and to record this deferment with the Itasca County Recorder with a copy to the Itasca County Auditor.

Sponsors:

Indexes:

Code sections:

Attachments: [assessment deferral 91-595-0530.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving a request from property owner of Parcel Identification Number 91-595-0530 to defer assessments for City Project 2009-1 NW 4th Ave, NE 9th St., NW 13th St., & Hale Lake Lane Improvements in the amount of \$3,291.65 and to record this deferment with the Itasca County Recorder with a copy to the Itasca County Auditor.

Background Information:

A request has been received to defer assessments against the owner of property legally described as Lemler Addition to Grand Rapids, Lot 5 Block 5, PIN 91-595-0530. Upon reviewing the application, the property owner qualifies for an assessment deferral.

This is for City Project 2009-1 NW 4th Ave, NE 9th St., NW 13th St., & Hale Lake Lane Improvements in the amount of \$3,291.65

Staff Recommendation:

Staff is recommending adopting a resolution approving a request from property owner of Parcel Identification Number 91-595-0530 to defer assessments for City Project 2009-1 NW 4th Ave, NE 9th St., NW 13th St., & Hale Lake Lane Improvements in the amount of \$3,291.65 and to record this deferment with the Itasca County Recorder with a copy to the Itasca County Auditor.

Requested City Council Action

Make a motion adopting a resolution approving a request from property owner of Parcel Identification Number 91-595-0530 to defer assessments for City Project 2009-1 NW 4th Ave, NE 9th St., NW 13th St., & Hale Lake Lane Improvements in the amount of \$3,291.65 and to record this deferment with the Itasca County Recorder with a copy to the Itasca County Auditor.

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

RESOLUTION NO. 17-
A RESOLUTION TO DEFER ASSESSMENTS LEVIED IN 2017 FOR THE OWNER OF
PARCEL IDENTIFICATION NUMBER 91-595-0530 FOR CITY PROJECT 2009-1(NW 4th
AVE, NE 9th ST., NW 13th ST., & HALE LAKE LANE IMPROVEMENTS) IN THE AMOUNT
OF \$3,291.65

WHEREAS, an application for deferral of special assessments was submitted by Maureen Frizzell, owner of Parcel Identification Number 91-595-0530, described as Lemler Addition to Grand Rapids, Lot 5 Block 5 there to that were placed against the property in 2017; and

WHEREAS, the requirements in Chapter 54 which allows an assessment deferral under certain conditions have been met; and

WHEREAS, the assessment that would qualify for the deferment is:

City Project 2009-13 NW 4th Ave., NE 9th St., NW 13th St., and Hale Lake
Lane Improvements.
Total amount to be deferred: \$3,291.65

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, to approve the application of Maureen Frizzell to defer special assessment against above described property, at an interest rate of 2.35% and instruct the City to record this deferment with the Itasca County Recorder with a copy to be submitted to the Itasca County Auditor.

Adopted this 25th day of, September 2017.

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0661 **Version:** 1 **Name:** Closing Debt Service Fund 352
Type: Agenda Item **Status:** Consent Agenda
File created: 9/7/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider adopting a resolution closing the Debt Service Fund-2006B Capital Improvement Plan Refunding Bond and transfer the remaining balance of approximately \$8,817 to the Capital Project Fund-Permanent Improvement Revolving Fund.

Sponsors:

Indexes:

Code sections:

Attachments: [Close Fund 352 transfer to 501 \\$8,817.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution closing the Debt Service Fund-2006B Capital Improvement Plan Refunding Bond and transfer the remaining balance of approximately \$8,817 to the Capital Project Fund-Permanent Improvement Revolving Fund.

Background Information:

In 2006, the City refunded the 1996A Public Utilities Revenue Bonds with General Obligation Capital Improvement Bonds, Series 2006B. All of the debt has been paid and there is a balance remaining of \$8,817. The remaining funds may be used for future infrastructure projects.

Staff Recommendation:

Staff recommends adopting a resolution closing the Debt Service Fund-2006B Capital Improvement Plan Refunding Bond and transfer the remaining balance of approximately \$8,817 to the Capital Project Fund-Permanent Improvement Revolving Fund.

Requested City Council Action

Make a motion adopting a resolution closing the Debt Service Fund-2006B Capital Improvement Plan Refunding Bond and transfer the remaining balance of approximately \$8,817 to the Capital Project Fund-Permanent Improvement Revolving Fund.

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

RESOLUTION NO. 17-
A RESOLUTION CLOSING FUND 352 CAPITAL IMPROVEMENT PLAN REFUNDING
BOND 2006B AND TRANSFERRING THE REMAINING BALANCE OF
APPROXIMATELY \$8,817 TO FUND 501 CAPITAL FUND-(PIR) PERMANENT
REVOLVING FUND AND CLOSE THE FUND

WHEREAS, in 2006, the City refunded the 1996A Public Utilities Revenue Bonds with the General Obligation Capital Improvement Bonds, Series 2006B, and

WHEREAS, the final payment on the 2006B bond was made on February 1, 2017, and

WHEREAS, there is a cash balance remaining of approximately \$8,817 in the original Debt Service Fund, and

WHEREAS, the remaining funds may be used for future infrastructure projects,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer of approximately \$8,817 from Fund 352 Capital Improvement Plan Refunding Bond Fund Series 2006B to Fund 501 Capital Fund-(PIR) Permanent Revolving Fund and close Fund 352.

Adopted this 25th day of, September 2017.

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0680 **Version:** 1 **Name:** GRAHA Gambling Application
Type: Agenda Item **Status:** Consent Agenda
File created: 9/13/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider adopting a resolution approving LG230 Off-Site Gambling application for Grand Rapids Amateur Hockey Association.

Sponsors:

Indexes:

Code sections:

Attachments: [GRAHA Off-Site Gambling Application.pdf](#)
[17- GRAHA Gambling Resolution.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving LG230 Off-Site Gambling application for Grand Rapids Amateur Hockey Association.

Background Information:

Grand Rapids Amateur Hockey Association has submitted an application to conduct off-site gambling at the Grand Rapids IRA Civic Center on June 30, 2017. The State of Minnesota, Gambling Control Board requires the City Council to approve by adoption of a resolution.

Staff Recommendation:

Adopt resolution and approve application.

Requested City Council Action

Make a motion to adopt a resolution approving LG230 Off-Site Gambling Application for Grand Rapids Amateur Hockey Association.

MINNESOTA LAWFUL GAMBLING
LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: Grand Rapids Amateur Hockey Association License Number: 02682
Address: PO Box 467 City: Grand Rapids, MN Zip: 55744
Chief Executive Officer (CEO) Name: Sean Colter Daytime Phone: 218-999-5710
Gambling Manager Name: Dale Christy Daytime Phone: 218-259-4668

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 06 / 30 / 18 to 06 / 30 / 18

Check the type of games that will be conducted:

Raffle Pull-Tabs Bingo Tipboards Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: IRA Civic Center

Street address and City (or township): HWy 38 and 14th Street Zip: 55744 County: Itasca

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?


Yes If yes, a lease is not required.
 No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature:  Date: 06/10/17
Print Lessor's Name: Tom Page

CONTINUE TO PAGE 2


Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>City of Grand Rapids</u> Date Approved by City Council: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of City Personnel: _____ Title: _____ Date Signed: _____	County Name: _____ Date Approved by County Board: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of County Personnel: _____ Title: _____ Date Signed: _____ TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Local unit of government must sign.</p> </div>	

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.


8/30/17

Signature of CEO (must be CEO's signature; designee may not sign)
Date

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p>	<p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 17 –

RESOLUTION APPROVING GRAND RAPIDS AMATEUR HOCKEY ASSOCIATION
OFF-SITE GAMBLING

WHEREAS, the Grand Rapids Amateur Hockey Association has presented the City Council of Grand Rapids an application to conduct off-site gambling at the Grand Rapids IRA Civic Center, Hwy 38 & 14th Street, Grand Rapids; and

WHEREAS, the Gambling Control Board may not issue an off-site gambling permit without City Council Approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids approves the LG230 Application to Conduct Off-Site Gambling for the Grand Rapids Amateur Hockey Association at the Grand Rapids IRA Civic Center, Hwy 38 & 14th Street, Grand Rapids, Minnesota on June 30, 2018.

Adopted by the City Council this 25th day of September, 2017.

Dale Adams, Mayor

ATTEST:

Kimberly Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0685 **Version:** 1 **Name:** Temporary Liquor - United Way
Type: Agenda Item **Status:** Consent Agenda
File created: 9/15/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider approving temporary liquor licenses for United Way of 1000 Lakes First Friday events scheduled for October 6th, November 3rd and December 1st, 2017.

Sponsors:

Indexes:

Code sections:

Attachments: [United Way - October 6th.pdf](#)
[United Way - November 3rd.pdf](#)
[United Way - Decemeber 1st.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving temporary liquor licenses for United Way of 1000 Lakes First Friday events scheduled for October 6th, November 3rd and December 1st, 2017.

Background Information:

United Way of 1000 Lakes has submitted three (3) applications for 1-4 day Temporary Liquor Licenses for First Friday events in October, November and December 2017. These events will be located at The Lake + Co Shop, 403 NW 1st Avenue, Grand Rapids. Required insurance certificate has been submitted 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 licenses for United Way of 1000 Lakes for First Friday events in October, November and December 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 United Way of 1000 Lakes		Date organized 1963	Tax exempt number 41-6042589
Address 350 NW 1st Ave., Suite A		City Grand Rapids	State Minnesota
		Zip Code 55744	
Name of person making application Kimberly Brink Smith		Business phone 218-999-7570	Home phone 218-259-9535
Date(s) of event Friday, Oct. 6th, 2017	Type of organization <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Kimberly Brink Smith	City Grand Rapids	State Minnesota	Zip Code 55744
Organization officer's name Peter Birkey	City Grand Rapids	State Minnesota	Zip Code 55744
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code

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

The Lake + Co Shop 403 NW 1st Ave., Grand Rapids



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

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

Itasca Reliable Insurance

APPROVAL

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

 City or County approving the license	Date Approved
\$ 20.00 Fee Amount	Permit Date
Sept. 18, 2017 Date Fee Paid	City or County E-mail Address
 Signature City Clerk or County Official	City or County Phone Number
Approved Director Alcohol and Gambling Enforcement	

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



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	Date organized	Tax exempt number	
United Way of 1000 Lakes	1963	41-6042589	
Address	City	State	Zip Code
350 NW 1st Ave., Suite A	Grand Rapids	Minnesota	55744
Name of person making application	Business phone	Home phone	
Kimberly Brink Smith	218-999-7570	218-259-9535	
Date(s) of event	Type of organization		
Friday, November 3, 2017	<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Kimberly Brink Smith	Grand Rapids	Minnesota	55744
Organization officer's name	City	State	Zip Code
Peter Birkey	Grand Rapids	Minnesota	55744
Organization officer's name	City	State	Zip Code
		Minnesota	
Organization officer's name	City	State	Zip Code
		Minnesota	

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

The Lake + Co Shop 403 NW 1st Ave., Grand Rapids

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

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

Itasca Reliable Insurance

APPROVAL

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

GRAND RAPIDS
 City or County approving the license
 \$30. -
 Fee Amount
 Sept. 18, 2017
 Date Fee Paid

 Date Approved

 Permit Date

 City or County E-mail Address

 City or County Phone Number

Kimberly Brink Smith
 Signature City Clerk or County Official

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



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 United Way of 1000 Lakes		Date organized 1963	Tax exempt number 41-6042589
Address 350 NW 1st Ave., Suite A		City Grand Rapids	State Minnesota
		Zip Code 55744	
Name of person making application Kimberly Brink Smith		Business phone 218-999-7570	Home phone 218-259-9535
Date(s) of event Friday, December 1, 2017	Type of organization <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Kimberly Brink Smith	City Grand Rapids	State Minnesota	Zip Code 55744
Organization officer's name Peter Birkey	City Grand Rapids	State Minnesota	Zip Code 55744
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code

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

The Lake + Co Shop 403 NW 1st Ave., Grand Rapids

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

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

Itasca Reliable Insurance

APPROVAL

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

 City or County approving the license \$20. Fee Amount Sept. 18, 2017 Date Fee Paid	Date Approved Permit Date City or County E-mail Address City or County Phone Number Approved Director Alcohol and Gambling Enforcement
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Signature City Clerk or County Official

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 #: 17-0686 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 9/15/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider approving Taproom License & Brewer Off-Sale License for Klockow Brewing Company Inc. contingent upon receipt of all required documentation.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider approving Taproom License & Brewer Off-Sale License for Klockow Brewing Company Inc. contingent upon receipt of all required documentation.

Background Information:

Andrew and Tasha Klockow have submitted an application for Taproom & Brewer Off-Sale license for business located at 36 SE 10th Street, Grand Rapids. Manufacturer's License is applied for directly through the State of Minnesota and has already been issued following application and inspection. All documentation, insurance requirements and fees have been received.

Staff Recommendation:

Approve licensing as requested and authorize the City to send to State of Minnesota for completion of licensing process.

Requested City Council Action

Make a motion to approve Taproom License & Brewer Off-Sale License for Klockow Brewing Company Inc., contingent upon receipt of all required documentation.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0692 **Version:** 1 **Name:** Legion Park deed resolution
Type: Agenda Item **Status:** Consent Agenda
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider approving a resolution for the deed restriction at Legion Park
Sponsors:
Indexes:
Code sections:
Attachments: [092517 Resolution Deed Recording](#)

Date	Ver.	Action By	Action	Result
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Consider approving a resolution for the deed restriction at Legion Park

Background Information:

The City of Grand Rapids accepted a grant from the Department of Natural Resources in 1978 for the construction of trails located within Legion Park. In order to comply with the grant agreement, a deed restriction was approved at the August 28, 2017 Council meeting. This document was intended to be recorded, but Itasca County required a written legal description for the park boundary (a map showing the boundary was originally submitted). The proposed Civic Center Expansion project will require an adjustment to the park boundary if the project moves forward. The State has agreed to delay the requirement for the recording of the of the deed restriction until the Civic Center project can be finalized. This will help save costs by not writing two different descriptions. The attached resolution clarify's this agreement.

Staff Recommendation:

City staff recommends approving a resolution for the deed restriction at Legion Park

Requested City Council Action

Make a motion approving a resolution for the deed restriction at Legion Park

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

RESOLUTION NO. 17-xx

A RESOLUTION COMMITTING TO RECORDING THE LEGION PARK DEED RESTRICTION

WHEREAS, on August 28, 2017, Council approved a deed restriction in order to comply with the Minnesota Department of Natural Resources Grant Agreement LW27-00876, and

WHEREAS, said deed restriction was required to be recorded, and

WHEREAS, it was determined by Itasca County that a written legal description would be required in order to record the document, and

WHEREAS, the proposed Civic Center Expansion project, if approved, would require an adjustment to the park boundary, thus changing the legal description, and

WHEREAS, the State of MN had agreed to delay the requirement for the recording if the City agrees to record the document once the plans at the Civic Center are finalized, and

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

The City agrees to record the deed restriction for MNDNR Grant LW27-00876 by September 13, 2018, unless extended by the State of Minnesota.

Adopted by the Council this 25th day of September, 2017.

Dale Adams, Mayor

ATTEST:

Kimberly Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0694 **Version:** 1 **Name:** CP 2009-1 Clean Water Grant
Type: Agenda Item **Status:** Consent Agenda
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider adopting a resolution accepting a Clean Water Legacy grant from the State of Minnesota for CP 2009-1, 2017 Infrastructure Improvements Project.

Sponsors:

Indexes:

Code sections:

Attachments: [Clean Water State Grant resolution](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a Clean Water Legacy grant from the State of Minnesota for CP 2009-1, 2017 Infrastructure Improvements Project.

Background Information:

The City of Grand Rapids and the Itasca Soil and Water Conservation District jointly applied for a stormwater implementation grant from the State of MN. The project included the construction of a new stormwater treatment basin along 8th Avenue NE. The City requested \$141,000.00 in grant funds for construction and administration.

The full amount of the requested grant has been awarded by the State. Minnesota Statutes section 465.03 requires that acceptance of grants be done through the attached resolution.

Requested City Council Action

Make a motion adopting a resolution accepting a Clean Water Legacy grant from the State of Minnesota for CP 2009-1, 2017 Infrastructure Improvements Project.

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

RESOLUTION NO. 17-

A RESOLUTION ACCEPTING A \$141,000.00 GRANT FROM THE STATE OF MINNESOTA CLEAN WATER LEGACY FOR STORMWATER IMPROVEMENTS

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

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

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

- The State of Minnesota Clean Water Legacy has granted Grand Rapids a \$141,000.00 Grant to be shared jointly with the Mississippi River Headwaters Board and the Itasca County SWCD.

Adopted this 25th day of September 2017.

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0695 **Version:** 1 **Name:** Consider adopting a new City Ordinance for Aggressive Panhandling.
Type: Agenda Item **Status:** Consent Agenda
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider adopting a new City Ordinance for Aggressive Panhandling.
Sponsors:
Indexes:
Code sections:
Attachments: [Panhandling Ordinance.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a new City Ordinance for Aggressive Panhandling.

Background Information:

At the City Council Work session on September 11, 2017, the Police Department presented proposed amendments to Chapter 42 of the City Code to include an ordinance prohibiting aggressive panhandling.

Over the past several years we have seen a significant increase in not only panhandling complaints but aggressive panhandling in our city. These complaints have doubled in the last three years.

The purpose of this chapter is to protect the public safety, health and welfare by balancing the rights of those who seek to panhandle with the rights of others to be free of intimidation, fear, harassment or threats upon their personal safety as they travel upon the City streets and sidewalks.

Panhandlers may passively ask for money or hold a sign. This ordinance is not directed towards such protected speech and is not intended to limit any person from exercising his or her Constitutional right to solicit funds, picket, protest or engage in other Constitutionally protected activity. It is not intended to limit individuals or groups from soliciting funds for charitable non-profit organizations that benefit the community.

Panhandlers that are much more aggressive in seeking money or assistance by making loud and repeated demands, by touching or following the solicited person or by panhandling in places that are particularly intimidating such as near an Automated Teller Machine, near a restroom, on a public bus, on a sidewalk café or near a persons' car is a public safety concern. Under these circumstances, persons approached by panhandlers asking for money, objects or other things of value are particularly vulnerable to real, apparent or perceived coercion, fear and intimidation when the request is accompanied by aggressive behavior or in a captive audience setting. This is Aggressive Panhandling. This ordinance is directed towards Aggressive Panhandling only.

Aggressive Panhandling is disturbing and disruptive to residents of and visitors to the City of Grand Rapids and contributes to the loss of access to and enjoyment of public places out of a sense of fear, intimidation and disorder. The City of Grand Rapids has a compelling governmental interest in imposing certain reasonable time, place and manner regulations whenever potential First Amendment activities, such as panhandling, occur on streets, highways, sidewalks, plaza and other public venue within the city.

Staff Recommendation:

Please consider adopting a new City Ordinance for Aggressive Panhandling.

Requested City Council Action

Make a motion adopting a new City Ordinance for Aggressive Panhandling.

Councilor _____ introduced the following ordinance and moved for its adoption.

ORDINANCE NO. 17- -

AN ORDINANCE AMENDING CHAPTER 42 – OFFENSES INVOLVING PUBLIC PEACE AND ORDER, ARTICLE III, SECTION 42-75 – AGGRESSIVE PANHANDLING OF THE CITY MUNICIPAL CODE

WHEREAS, from time to time, the City of Grand Rapids deems it important to review and update, if necessary, its local Ordinances; and

WHEREAS, at the City Council Work session on September 11, 2017, the Police Department presented proposed amendments to Chapter 42 of the City Code to include an ordinance prohibiting aggressive panhandling.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that the amendments to the City Code are in the best interest of the public’s health, safety and general welfare, and hereby ordains that the Grand Rapids City Code be amended as follows: *See Exhibit “A.”*

This Ordinance shall become effective after its passage and publication.

ADOPTED AND PASSED BY THE City Council of the City of Grand Rapids on the 25th day of September 2017

Dale Adams, Mayor

Attest:

Kimberly Gibeau, City Clerk

Councilor _____ seconded the foregoing ordinance and the following voted in favor thereof: _____ ; Opposed: _____ , whereby the ordinance was declared duly passed and adopted.

Exhibit A

AGGRESSIVE PANHANDLING

A. Purpose:

The purpose of this chapter is to protect the public safety, health and welfare by balancing the rights of those who seek to panhandle with the rights of others to be free of intimidation, fear, harassment or threats upon their personal safety as they travel upon the City streets and sidewalks.

Panhandlers may passively ask for money or hold a sign. This ordinance is not directed towards such protected speech and is not intended to limit any person from exercising his or her Constitutional right to solicit funds, picket, protest or engage in other Constitutionally protected activity. It is not intended to limit individuals or groups from soliciting funds for charitable non-profit organizations that benefit the community.

Panhandlers that are much more aggressive in seeking money or assistance by making loud and repeated demands, by touching or following the solicited person or by panhandling in places that are particularly intimidating such as near an Automated Teller Machine, near a restroom, on a public bus, on a sidewalk café or near a person's car is a public safety concern. Under these circumstances, persons approached by panhandlers asking for money, objects or other things of value are particularly vulnerable to real, apparent or perceived coercion, fear and intimidation when the request is accompanied by aggressive behavior or in a captive audience setting. This is Aggressive Panhandling. This ordinance is directed towards Aggressive Panhandling only.

Aggressive Panhandling is disturbing and disruptive to residents of and visitors to the City of Grand Rapids and contributes to the loss of access to and enjoyment of public places out of a sense of fear, intimidation and disorder. The City of Grand Rapids has a compelling governmental interest in imposing certain reasonable time, place and manner regulations whenever potential First Amendment activities, such as panhandling, occur on streets, highways, sidewalks, plazas and other public venues within the city.

B. Definitions:

1. **Aggressive Panhandling** means Panhandling that occurs in any of the following situations or locations:
 - a. The panhandler intentionally touches or causes physical contact with the solicited person without the solicited person's consent;

- b. The panhandler repeats solicitation when the solicited person has refused an immediate prior solicitation made at that location;
- c. The panhandler blocks the path of the solicited person;
- d. The panhandler follows behind, alongside or ahead of the solicited person during or after the panhandling request with the intent to intimidate or continue the solicitation;
- e. The panhandler speaks profane or abusive language or uses an obscene gesture at the solicited person immediately before, during or after the panhandling event; or
- f. During the panhandling event, the panhandler makes any statement other than the solicitation or acts in any manner which would cause a reasonable person to feel harassed, intimidated or compelled to make a donation;
- g. The panhandler is within fifteen feet of the entrance to a financial institution;
- h. The panhandler is within fifteen feet of a public restroom;
- i. The panhandler is in a public transportation vehicle or public transportation facility, including a bus stop or taxi stand;
- j. The panhandler is within 15 feet of a sidewalk café, vending cart or outdoor dining area;
- k. The panhandler approaches a vehicle which is traveling, parked or stopped on a public street;
- l. The panhandler approaches a person in line waiting to be admitted to a commercial or government establishment.

- 2. **Automated Teller Machine** means a device linked to a financial institution's account records, which is able to carry out transactions including, but not limited to, account transfers, deposits, cash withdrawals and balance inquiries.
- 3. **Panhandler** means a person who engages in panhandling.
- 4. **Panhandling or Panhandling Event** means any solicitation made in person upon any street, public place, or park in which a person requests an immediate donation of money or other gratuity by words, bodily gestures or signs, when approaching or

stopping another person. Panhandling or Panhandling event includes the act of soliciting a donation by vocal appeal or by music, singing or other street performance, as well as where the person being solicited receives an item of little or no monetary value in exchange for a donation under circumstances where a reasonable person would understand that the transaction is in substance a donation. Panhandling or Panhandling Event does not include the act of passively standing, sitting or performing music, singing or other street performance with a sign or other indication that a donation is being sought without any vocal request other than a response to an inquiry by another person.

5. **Sidewalk Café** means any establishment with outside seating that sells food or drink.
6. **Solicited Person** means any person who receives a solicitation under circumstances that constitute Panhandling.
7. **Vending Cart** means a temporary, transient, mobile structure upon public property, including streets or sidewalks in which a person is engaged in selling or offering food, beverage or merchandise.

C. Prohibition:

No person shall engage in Aggressive Panhandling.

D. Penalty:

Any person who violates this chapter may be prosecuted for a misdemeanor offense.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0700 **Version:** 1 **Name:** Purchase of a replacement server.
Type: Agenda Item **Status:** Consent Agenda
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider accepting low quote from SHI and authorizing the purchase of a replacement server.
Sponsors:
Indexes:
Code sections:
Attachments: [Insight Quote.pdf](#)
[SHI Quote-14066558.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider accepting low quote from SHI and authorizing the purchase of a replacement server.

Background Information:

In CIP Project 2017/IT-2, the Council approved \$10,000 for the purchase of a replacement server. The IT Department requested quotes on the necessary equipment and selected the low quote from SHI. The \$1,823 budget overrun on this purchase can be taken from the IT operating budget.

Staff Recommendation:

Staff recommends acceptance of the low quote from SHI International.

Requested City Council Action

Accept low quote from SHI and authorize the purchase of a replacement server at a cost not to exceed \$12,000.

SOLD-TO PARTY 10811234

CITY OF GRAND RAPIDS
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2658

SHIP-TO PARTY

CITY OF GRAND RAPIDS
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2658

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

Quotation	
Quotation Number	: 219316111
Document Date	: 31-AUG-2017
PO Number	:
PO Release	:
Sales Rep	: Shawn Wood
Email	: SHAWN.WOOD@INSIGHT.COM
Telephone	: 6515236161
Sales Rep 2	: Joe Lala
Email	: JOE.LALA@INSIGHT.COM
Telephone	: 6302957328

Material	Material Description	Quantity	Unit Price	Extended Price
<u>INTSERV</u>	CONFIGURATION ORDER OPEN MARKET	1	12,512.81	12,512.81
	<i>Solution includes the following:</i>			
<u>818209-B21</u>	HPE ProLiant DL360 Gen9 Performance - rack-mountable - Xeon E5-2650V4 2.2 GHz - 32 GB - 0 GB	1	5,795.21	5,795.21
<u>805349-B21</u>	STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5)) HPE - DDR4 - 16 GB - DIMM 288-pin	14	318.99	4,465.86
<u>785067-B21</u>	STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5)) HPE Enterprise - hard drive - 300 GB - SAS 12Gb/s	3	170.95	512.85
<u>818213-B21</u>	STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5)) HPE DVD/USB Universal Media Bay Kit - DVD-ROM drive - Serial ATA - internal	1	69.85	69.85
<u>629135-B22</u>	STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5)) HPE 331FLR - network adapter	1	233.32	233.32
<u>AJ764A</u>	STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5)) HPE StorageWorks 82Q - host bus adapter	1	1,392.35	1,392.35
<u>AF556A</u>	STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5)) HPE power cable - 6 ft	2	9.07	18.14
<u>99-SILVERSERV</u>	STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5)) LAB CONFIG / SILVER SERVER	1	25.23	25.23
<u>U7AN4E</u>	HPE Proactive Care Next Business Day Service - extended service agreement - 4 years - on-site STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5))	1	1,737.95	1,737.95

Product Subtotal	12,487.58
Services Subtotal	1,763.18
TAX	0.00
Total	14,250.76

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Shawn Wood
6515236161
SHAWN.WOOD@INSIGHT.COM
Fax 4807609899

Joe Lala
6302957328
JOE.LALA@INSIGHT.COM
Fax --

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by both your company and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at: http://www.insight.com/en_US/help/terms-of-sale-products-ips.html



Pricing Proposal
 Quotation #: 14066558
 Created On: 9/6/2017
 Valid Until: 9/29/2017

MN CITY OF GRAND RAPIDS

Inside Account Executive

Erik Scott

MN
 United States
 Phone: (218) 326-7618
 Fax:
 Email: Escott@ci.grand-rapids.mn.us

Ryan Baicher

300 Davidson Ave
 Somerset NJ 08873
 Phone: 732-564-8514
 Fax: 732-564-8078
 Email: Ryan_Baicher@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 HPE ProLiant DL360 Gen9 Performance - Server - rack-mountable - 1U - 2-way - 2 x Xeon E5-2650V4 / 2.2 GHz - RAM 32 GB - SAS - hot-swap 2.5" - no HDD - Matrox G200 - GigE, 10 GigE - monitor: none Hewlett Packard Enterprise - Part#: 818209-B21	1	\$5,000.00	\$5,000.00
2 HPE - DDR4 - 16 GB - DIMM 288-pin - 2400 MHz / PC4-19200 - CL17 - 1.2 V - registered - ECC Hewlett Packard Enterprise - Part#: 805349-B21	12	\$270.00	\$3,240.00
3 HPE Enterprise - Hard drive - 300 GB - hot-swap - 2.5" SFF - SAS 12Gb/s - 10000 rpm - with HPE SmartDrive carrier Hewlett Packard Enterprise - Part#: 872475-B21	2	\$180.00	\$360.00
4 HPE DVD/USB Universal Media Bay Kit - Disk drive - DVD-ROM - 8x - Serial ATA - internal - for ProLiant DL360 Gen9 Hewlett Packard Enterprise - Part#: 818213-B21	1	\$58.00	\$58.00
5 1GBE 4PORT 331T ADAPTER . Hewlett Packard Enterprise - Part#: 647594-B21	1	\$215.00	\$215.00
6 HPE StorageWorks 82Q - Host bus adapter - PCIe x8 low profile - 8Gb Fibre Channel x 2 - for Modular Smart Array 1040; ProLiant DL360p Gen8, DL380 G6, DL385p Gen8, SL210t Gen8 Hewlett Packard Enterprise - Part#: AJ764A	1	\$1,250.00	\$1,250.00
7 HPE Next Business Day Proactive Care Service - Extended service agreement - parts and labor - 4 years - on-site - 9x5 - response time: NBD - for ProLiant BL460c Gen8, DL360 Gen9 Hewlett Packard Enterprise - Part#: U7AN4E	1	\$1,700.00	\$1,700.00
		Subtotal	\$11,823.00
		Total	\$11,823.00

Please Note: Hewlett Packard Enterprise has a zero returns policy on custom build machines. Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0703 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider adopting a resolution authorizing the City to make application to the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) Development Infrastructure program to provide business assistance to the Grand Itasca Clinic and Hospital expansion project through a grant to the Grand Rapids EDA revolving loan fund.

Sponsors:

Indexes:

Code sections:

Attachments: [IRRR Grant Application Authorization Resolution.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution authorizing the City to make application to the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) Development Infrastructure program to provide business assistance to the Grand Itasca Clinic and Hospital expansion project through a grant to the Grand Rapids EDA revolving loan fund.

Background Information:

The IRRR has previously approved a request from the Grand Itasca Foundation for a \$300,000 grant to support a 13,000 sf renovation and expansion of the Grand Itasca Clinic and Hospital to convert hospital space to clinical space for specialty services including dedicated space for cancer care and a 12 bay infusion center. The total estimated cost of this project is \$4.1M.

The IRRR has subsequently decided that they would prefer to provide this funding support through a \$300,000 grant to the Grand Rapids EDA revolving loan fund, which is called the Commercial Building Improvement Loan Program. With those funds, GREDA will act in the future to consider a loan in that amount to Grand Itasca with forgivable terms tied to achieving minimum employment goals.

The attached resolution authorizes the City's request to IRRR for that purpose.

Requested City Council Action

Pass a motion adopting a resolution authorizing the City to make application to the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) Development Infrastructure program to provide business assistance to the Grand Itasca Clinic and Hospital expansion project through a grant to the Grand Rapids EDA revolving loan fund.

CITY OF GRAND RAPIDS, MINNESOTA
RESOLUTION NO. 17-

STATE OF MINNESOTA)
COUNTY OF ITASCA)
CITY OF GRAND RAPIDS)

**RESOLUTION AUTHORIZING THE CITY TO MAKE APPLICATION TO THE
IRRRB DEVELOPMENT INFRASTRUCTURE PROGRAM TO PROVIDE BUSINESS
ASSISTANCE TO THE GRAND ITASCA CLINIC AND HOSPITAL EXPANSION
PROJECT THROUGH A GRANT TO THE GRAND RAPIDS EDA REVOLVING LOAN
PROGRAM**

WHEREAS THE Grand Rapids City Council approves of the above application, because it supports community and economic development that is consistent with the Comprehensive Plan.

NOW THEREFORE BE IT RESOLVED that the City Council of Grand Rapids, Minnesota does hereby adopt this resolution.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. _____ was declared duly passed and adopted this 25th day of September, 2017

Mayor

Attest: _____
City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0708 **Version:** 1 **Name:** Hire PT Employees-Mark and Gerak
Type: Agenda Item **Status:** Consent Agenda
File created: 9/20/2017 **In control:** City Council
On agenda: 9/25/2017 **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 individual will be hired with the Grand Rapids Park and Recreation Department and the IRA Civic Center. This seasonal employee will be part of the annual operating budget, begin employment on September 26, 2017 and complete employment by December 31, 2017.

Hannah Mark, Youth Coach, Hourly Pay Rate: \$9.50

The following individual will be hired with the Grand Rapids Park and Recreation Department and the IRA Civic Center. This regular part-time employee will be part of the annual operating budget, begin employment on September 26, 2017 and complete employment by December 31, 2017.

Jayden Gerak, Concessions, Hourly Pay Rate: \$9.50

Staff Recommendation:

City staff is recommending the approval of hiring of seasonal and 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 seasonal and 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 #: 17-0710 **Version:** 1 **Name:** Area Rae Pro
Type: Agenda Item **Status:** Consent Agenda
File created: 9/20/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**

Title: Consider adopting a resolution accepting a donation of two Area Rae Pro gas detection monitors from the State of Minnesota Department of Homeland Security Emergency Management.

Sponsors:

Indexes:

Code sections:

Attachments: [FD Area Rae Monitors](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a donation of two Area Rae Pro gas detection monitors from the State of Minnesota Department of Homeland Security Emergency Management.

Background Information:

The State of Minnesota Department of Homeland Security Emergency Management received funding to purchase new equipment for several of the Chemical Assessment Teams around the state. The Arrowhead Chemical Assessment Team received two Area Rae Pro gas detection monitors through the funding. These monitors will be a valuable upgrade and will become a part of the Chemical Assessment Team truck and trailer inventory. Each monitor has a retail value of over \$10,000.

Staff Recommendation:

Please consider adopting a resolution to accept two Area Rae Pro gas detection monitors from the State of Minnesota Department of Homeland Security Emergency Management.

Requested City Council Action

Make a motion adopting a resolution to accept two Area Rae Pro gas detection monitors from the State of Minnesota Department of Homeland Security Emergency Management.

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

RESOLUTION NO. 17-

A RESOLUTION ACCEPTING TWO AREA RAE PRO GAS DETECTION MONITORS FROM THE STATE OF MINNESOTA-DEPARTMENT OF HOMELAND SECURITY EMERGENCY MANGAGEMENT TO THE GRAND RAPIDS FIRE DEPARTMENT

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

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

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

- State of Minnesota-Department of Homeland Security Emergency Management has donated two Area Rae Pro Gas Detection Monitors at an approximate value of \$10,000.00 each to the Grand Rapids Fire Department.

Adopted this 25th day of September, 2017

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0711 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 9/20/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Terminate temporary part-time employees for the IRA Civic Center, Grand Rapids Sports Complex and Parks & Recreation

Sponsors:

Indexes:

Code sections:

Attachments:

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

Background Information:

As the following temporary part-time employees are no longer scheduled with the IRA Civic Center, Grand Rapids Sports Complex and Parks & Recreation, we are requesting that these employees be terminated effective on 9/25/2017.

- Taylor Adamich
- Matthew Allison
- Maddie Bernard
- Reid Blake
- Garret Britten
- Cecelia Brown
- Kaitlyn Calliguri
- Andrew Carlisle
- Kaitlin Carpenter
- Luke Davis
- Lucas Day
- Taylor Fidely
- Abigail Geislinger
- Alexis Giese
- M'Kayla Guertin-Wilson
- Olivia Havel
- Matthew Huebscher
- Morgan Illikainen
- Brooke Justus
- Madeline Kuete
- Aaron Locken
- Paige Mann
- Brendan Mark
- Jordan McLaughlin
- Mya Olin
- Megan Pehrson

Annika Peterson
Lindsey Rhode
Allison Richardson
Baylie Seifert
Lincoln Shaughnessy
Hunter Shepard
Mandie Sigfrinius
Makary Silko
Jack Burnson
Tyara Bischoff

Staff Recommendation:

Recommend the termination temporary part-time employees.

Requested City Council Action

Consider approving termination temporary part-time employees



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0689 **Version:** 1 **Name:** Board & Commission Minutes
Type: Minutes **Status:** Approved
File created: 9/18/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Acknowledge minutes for Boards & Commissions
Sponsors:
Indexes:
Code sections:

Attachments: [May 10, 2017 Civic Center, Parks & Recreation minutes.pdf](#)
[June 14, 2017 PUC Minutes.pdf](#)
[June 20, 2017 PUC Minutes.pdf](#)
[July 18, 2017 PUC Minutes.pdf](#)
[August 16, 2017 PUC Minutes.pdf](#)
[August 30, 2017 PUC Minutes.pdf](#)
[August 15, 2017 Golf Board minutes.pdf](#)
[August 22, 2017 Residential Rental Taskforce minutes.pdf](#)
[May 17, 2017 Airport Advisory Board minutes.pdf](#)

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

Background Information:

Approved minutes for Boards & Commissions are attached for review.

Staff Recommendation:

Acknowledge.

Requested City Council Action

Acknowledge minutes for Boards & Commissions.

CIVIC CENTER AND PARKS AND RECREATION ADVISORY BOARD
Regular Monthly Meeting
May 10, 2017

The IRA Civic Center and Park and Recreation Advisory Board held its regular monthly meeting on Wednesday, May 10, 2017 at the IRA Civic Center.

I. CALL TO ORDER

Board Members Present: Lilah Crowe, Luke Francisco, Tina Glorvigen, Brad Hyduke, and Steve Oleheiser

Board Members Absent: Tasha Connelly and Adrienne Huson

Staff Present: Dale Anderson, Sara Holum

Visitors: Cathrine McLynn

II. FINANCIAL REPORTS

None reported. Dale explained that financials for both the Civic Center and Parks and Recreation Department look to be in line with the budgets.

III. MINUTES

The minutes from the last regular meeting held on March 15, 2017 were presented to the board.

A motion was made by Glorvigen and second by Oleheiser, to accept the March 15, 2017 minutes as presented.

Upon roll call vote, the following voted in favor thereof: Crowe, Francisco, Glorvigen, Hyduke, and Oleheiser. Those opposed: none. Motion carried.

IV. SETTING THE AGENDA

No items were added for discussion.

V. OLD BUSINESS

- a) Multi-Use Pavilion update. Paving is set for Wednesday, May 17. Landscaping has started. Anderson Glass has donated the doors and glass which are now in place. Concrete stairway is in as well.
- b) Dehumidification replacement update. The old dehumidification unit is out and the new one is in which sits above the west bleachers and runs the length of the building. We will be firing it up in about 2 weeks for testing. Looking to put ice back in somewhere between July 5-10.
- c) Discuss electronic community message board. Learning of rules and regulations, the community message board can no longer be located on Highway 38 west of the old Lampert's Building. The message board is now scheduled to be located on the Blandin property north of

the fountain. The 5' x 10' screen is ordered and will sit ten feet from the ground and will display the City of Grand Rapids Logo. Messages displayed will be split between the Blandin Foundation, The Reif Center, ISD #318 and the City of Grand Rapids. The Blandin Foundation's portion will display non-profit community events. Messages will change every six seconds, will not show videos and cannot display any political or religious beliefs. Non-profit community events and their representatives will now be able to fill out a form and have their event displayed on the community message board instead of signs and sandwich boards being placed on the central school lawn.

VI. NEW BUSINESS

- a) Discuss next season's ice rates. PUC discovered that there was a mis-metered reading for 15 years. Electricity rates will increase anywhere from \$65,000 to \$90,000 per year. Dale informed the group that he is working with PUC to see if they would be willing to let us reach that increase in three years. Dale suggested increase possibilities could be 35% for 2018; 70% for 2019; and 100% in 2020. Nothing is concrete as we are waiting to see how PUC will work with us. They have remetered the reader so it is working properly now. This item has not gone to council for an increase in capital budgeting and Dale will be getting a letter out to GRAHA and SNSC.
- b) Discuss rental fees for Multi-Use Pavilion. Dale suggested the following prices for rental of the pavilion during the spring, summer and fall months:
 - a. Sports Practices: \$20/hour (such as Little League, Lacrosse, etc.)
 - b. One-half day (4 hours): \$100/day (Graduation Parties, Garage Sales, etc.)
 - c. Full day (8 am to 10 pm) \$200/day

A motion was made by Oleheiser and second by Francisco, to accept the Multi-Use Pavilion rental fees as stated above.

Upon roll call vote, the following voted in favor thereof: Crowe, Francisco, Glorvigen, Hyduke, and Oleheiser. Those opposed: none. Motion carried.

VII. STAFF REPORT

- a) Programs and events update.
 - a. Civic Center-Dry Floor went well this year and basically was status quo with the exception of losing the boat show. The Civic Center does not have as many weddings scheduled as in the past.
 - b. Parks and Recreation Department programs are in full swing. There are approximately 140 girls signed up for volleyball grades 2-5. Swimming lessons are down and we continue to struggle in finding instructors. Summer Sports Camp registrations are starting to come in. Instructors again this year are Ben Simula and Tom Grossell. Kelsey Johnston, who is an elementary phy ed teacher, and Emma McClure are new additions.

VIII. CORRESPONDENCE

IX. VISITORS

Catherine McLynn, on behalf of the Mt. Itasca Board, sat in on the May 10, 2017 Advisory Board meeting. She reported that although they receive investments from the IRRRB and Blandin Foundation, Mount Itasca is seeking additional financial assistance from groups to put towards a new groomer. She is aware that the City in the past has donated \$15,000 for three years in a row but is no longer doing that. Dale recommended to Catherine McLynn to draft a letter to the IRA Civic Center /Parks and Recreation Advisory Board with the request and he also explained that as it is not something that we budgeted for this year, we would have to wait until the end of the year to see where the budget falls.

X. Adjournment

There being no further business, the meeting was adjourned at 6:10 p.m.

Respectfully submitted: Sara Holum



CITY OF GRAND RAPIDS

Minutes - Final - Draft Public Utilities Commission

Wednesday, June 14, 2017

4:00 PM

Conference Room of Public Utilities Service Center

1 CALL TO ORDER

A regular meeting of the Grand Rapids Public Utilities Commission was held on June 14, 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 4 - Commissioner Glen Hodgson, President Stephen Welliver, Secretary Greg Chandler, and Commissioner Tom Stanley

Absent 1 - Commissioner Rick Blake

Staff Present:

General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Wastewater Treatment Department Manager Mattson, Administrative/ HR Assistant Flannigan, Attorney Bengtson.

3 APPROVAL OF MINUTES

3.a. 17-0417 Consider approving the minutes of the May 17, 2017 regular meeting.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the minutes of the May 17, 2017 regular meeting and approve using the Legistar format for minutes. The motion PASSED by an unanimous vote.

4 2016 Comprehensive Annual Financial Report

Dan LaHaye of Baker Tilly Virchow Kraus, LLP reviewed the 2016 financial audit results and summary of the 2016 Comprehensive Annual Financial Report with the Commission via telephone conference.

4.a. 17-0389 Review the 2016 Comprehensive Annual Financial Report and approve for filing.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to accept for filing the 2016 Comprehensive Annual Financial Report. The motion PASSED by an unanimous vote. The motion PASSED by an unanimous vote.

5 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

- 5.a. 17-0387 Consider approving the City Treasurer's Report and Investment Activity Report for May 2017.
Finance Manager Betts reviewed the May 2017 City Treasurer's Report and Investment Activity Report with the Commission.
A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the City Treasurer's Report and Investment Activity Report for May 2017. The motion PASSED by an unanimous vote.

6 PUBLIC FORUM

None present.

7 COMMISSION REPORTS

No items.

8 ADMINISTRATION

- 8.a. 17-0426 Consider closing the GRPU Service Center Office on Monday, July 3, 2017.

A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to approve closing the GRPU Service Center Office to the public on Monday, July 3, 2017. The motion PASSED by an unanimous vote.

- 8.b. 17-0427 Consider rescheduling the July regular meeting to Wednesday, July 19, 2017.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to approve rescheduling the July regular meeting to Wednesday, July 19, 2017 at 4:00 PM. The motion PASSED by an unanimous vote.

- 8.c. 17-0425 Review the May 2017 Administrative Report.

General Manager Kennedy reviewed the May 2017 Administrative Report with the Commission

Received and Filed

9 ACCOUNTING AND FINANCE

- 9.a. 17-0388 Review the Accounting and Finance Operations Report for May 2017.

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

Received and Filed

- 9.b. 17-0386 Consider approving the writeoff of June uncollectible accounts in the amount of \$121.16.

A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to approve the writeoff of June uncollectible accounts in the amount of \$121.16. The motion PASSED by an unanimous vote.

10 ELECTRIC DEPARTMENT

- 10.a. 17-0424 Review the Electric Department Operations Report for May 2017.

Electric Department Manager Goodell reviewed the Electric Department Operations Report for May 2017 with the Commission.

Received and Filed

11 WASTEWATER TREATMENT FACILITY OPERATIONS

- 11.a. 17-0407 Review the Wastewater Treatment Facility Operations Report for May 2017.

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

Received and Filed

- 11.b. 17-0410 Consider approving the capital expenditure of repairing the industrial screen house roof.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the capital expenditure of repairing the industrial screen house roof to Range Cornice and Roofing Company for the low quote of \$27,737.00. The motion PASSED by an unanimous vote.

- 11.c. 17-0414 Consider approving the capital expenditure of replacing the industrial screen house A/C and ventilation system.

A motion was made by Commissioner Glen Hodgson, seconded by Secretary Greg Chandler, to approve the approving the capital expenditure of replacing the industrial screen house A/C and ventilation system to Range Cornice and Roofing Company for the low quote of \$33,022.00. The motion PASSED by an unanimous vote.

- 11.d. 17-0422 Consider approving the capital expenditure of the labor portion of the Mixer A2-7 repair project at the secondary plant.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the capital expenditure of the labor portion of the Mixer A-7 repair project at the secondary plant to the Boldt Company for the low quote of \$15,500.00. The motion PASSED by an unanimous vote.

12 WATER AND WASTEWATER COLLECTION

12.a. 17-0408 Water and Wastewater Collection Operations Report May 2017.

General Manager Kennedy reviewed the Water and Wastewater Collection Operations Report May 2017 with the Commission.

Received and Filed

12.b. 17-0412 Consider Purchasing a New Truck 61

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the purchase of a new truck #61, the Cab/Chassis from Grand Rapids Ford for the low quote with trade in of old truck #61 of \$26,233.08 and to purchase the Fiberglass Service Body and Lift Moore Crane from ABM Equipment & Supply for the state bid pricing of \$11,263.00 and \$16,053.00 respectively, for a total investment of \$53,549.08. The motion PASSED by an unanimous vote.

12.c. 17-0423 AT&T Lease Agreement Mid-Tower.

A motion was made by Commissioner Glen Hodgson, seconded by Commissioner Tom Stanley, to approve and authorize the President to sign lease agreement, as reviewed by Attorney Brian Bengtson, with New Cingular Wireless PCS, LLC and AT&T Mobility Corporation, with the base rent of \$22,301.99 due within 30 days of the Commencement Date. The motion PASSED by an unanimous vote.

13 SAFETY

13.a. 17-0411 Safety Report May 2017.

General Manager Kennedy reviewed the Safety Report for May 2017 with the Commission.

Received and Filed

14 DISCUSSION AND CORRESPONDENCE

- 17-0379
- a. MN Wastewater Operators Association (MWOA) Northeast Section Meeting, March 22, 2017, Virginia, MN - Jeff Frost, Doug Green.
 - b. MN Wastewater Operators Association (MWOA) Central Section Meeting, April 11, 2017, Baxter, MN - Tony Flink.
 - c. MMUA/APP/MREA Underground School, May 16-19, 2017, Marshall, MN - Jake Bowers.
 - d. APPA Spring Institute-Strategic Leadership for Public Power, May 17-19, 2017, Minneapolis, MN - Jeremy Goodell.
 - e. Strategic Government Resource Webinar-Succession Planning, May 24, 2017, Grand Rapids, MN - Julie Kennedy, Christine Flannigan.

Received and Filed

15 VERIFIED CLAIMS

- 15.a. 17-0413 Consider approving verified claims for May 2017.
Computer Check Register \$ 1,222,340.78
Manual Check Register \$ 512,828.94

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to authorize the verified claims for payment in the amount of \$1,734,809.72 (\$1,221,980.78 computer checks and \$512,828.94 manual checks) per attached lists. The motion PASSED by an unanimous vote.

A motion was made by Secretary Chandler, seconded by Commissioner Stanley, to to approve a claim for payment in the amount of \$360.00 from Short Elliot Hendrickson, Inc. (SEH). The motion carried by the following vote.

Aye: 3 - President Stephen Welliver, Secretary Greg Chandler, and Commissioner Tom Stanley

Abstain: 1 - Commissioner Glen Hodgson

16 ADJOURNMENT

A special work session is scheduled on Tuesday, June 20, 2017 at 9:30 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next regular Commission meeting was rescheduled to Wednesday, July 19, 2017 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Glen Hodgson, to adjourn the meeting at 5:00 PM. The motion CARRIED unanimously.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Tuesday, June 20, 2017

9:30 AM

Conference Room of Public Utilities Service Center

1 CALL TO ORDER

A Special meeting of the Grand Rapids Public Utilities Commission was held on Tuesday, June 20, 2017 at 9:30 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, MN.

2 CALL OF ROLL

Present 5 - Commissioner Glen Hodgson, President Stephen Welliver, Secretary Greg Chandler, 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.

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

President Welliver acknowledged the proper posting of the special meeting date, time and purpose stated as a work session to review and discuss technology and operational improvements and strategic plan update.

4 ADMINISTRATION

4.a. 17-0429 Technology and Operational Improvements

4.b. 17-0428 Strategic Plan Update

General Manager Kennedy gave a Powerpoint presentation on the Technology and Operational Improvements and Strategic Plan Update. Discussion followed.

No actions were taken at this time.

5 ADJOURNMENT

The next regular Commission meeting was rescheduled to Tuesday, July 18, 2017 at 12:00 Noon 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 10:40 AM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Tuesday, July 18, 2017

12:00 PM Conference Room of Public Utilities Service Center

1 CALL TO ORDER

A regular meeting of the Grand Rapids Public Utilities Commission was held on July 18, 2017 at 12:00 Noon 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 17-0491

Acknowledge publication and posting of the change in the regular meeting date and time.

President Welliver acknowledged the proper publication and posting of the meeting date and time.

Received and Filed

4 APPROVAL OF MINUTES

4.a. 17-0479

Consider approving the minutes of the June 14, 2017 regular meeting and the June 20, 2017 special meeting.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the minutes of the June 14, 2017 regular meeting and the June 20, 2017 special meeting. The motion PASSED by an unanimous vote.

5 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

5.a. 17-0508

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

Finance Manager Betts reviewed the June 2017 City Treasurer's Report and Investment Activity Report 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 June 2017. The motion PASSED by an unanimous vote.

6 PUBLIC FORUM

None present.

7 COMMISSION REPORTS

No items.

8 ADMINISTRATION**8.a. 17-0518 June 2017 Administrative Report**

General Manager Kennedy reviewed the June 2017 Administrative updates with the Commission, including the June 2017 Wholesale Electric Service Cost, progress of the development of the Meter Technician job duties, and plans for participation in the Tall Timbers Days Parade.

Received and Filed

9 ACCOUNTING AND FINANCE**9.a. 17-0509 Review the Accounting and Finance Operations Report for June 2017.**

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

Received and Filed

9.b. 17-0513 Review 2016 Proforma Financial Statement.

Finance Manager Betts reviewed the 2016 Proforma Financial Statement with the Commission.

Received and Filed

9.c. 17-0510 Consider approving the writeoff of July uncollectible accounts in the amount of \$101.82.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the writeoff of July uncollectible accounts in the amount of \$101.82. The motion PASSED by an unanimous vote.

9.d. 17-0512 Waive the bond requirement and approve issuance of duplicate check to Todd E. Abis in the amount of \$166.25.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to approve waiving the bond requirement and approve issuance of duplicate check to Todd E. Abis in the amount of \$166.25. The motion PASSED by an unanimous vote.

10 ELECTRIC DEPARTMENT

- 10.a. 17-0516 Review the Electric Department Operations Report for June 2017.
- Electric Department Manager Goodell reviewed the Electric Department Operations Report for June 2017 with the Commission.*
- Received and Filed**

11 WASTEWATER TREATMENT FACILITY OPERATIONS

- 11.a. 17-0507 Review the Wastewater Treatment Facility Operations Report for June 2017.
- Wastewater Treatment Department Manager Mattson reviewed the Wastewater Treatment Facility Operations Report for June 2017 with the Commission.*
- Received and Filed**

12 WATER AND WASTEWATER COLLECTION

- 12.a. 17-0506 Water and Wastewater Collection Operations Report June 2017.
- Water/Wastewater Collection/Safety Manager Doyle reviewed the Water and Wastewater Collection Operations Report for June 2017 with the Commission.*
- Received and Filed**
- 12.b. 17-0511 Enbridge's #3 Pipeline Deactivation Plan.
- Water/Wastewater Collection/Safety Manager Doyle reviewed the following documents with the Commission: Wellhead Vulnerability Map; #3 Pipeline Deactivation Plan and 6-26-17 Letter to the Department of Commerce from City of Grand Rapids. Meetings will be scheduled in the near future with Enbridge Energy and the Minnesota Department of Health Source Water Protection staff to evaluate the impacts of the proposed pipeline deactivation plan to the GRPUC Wellhead Protection Area. A recommendation will be brought to the Commission after these meetings.*
- Received and Filed**

13 SAFETY

- 13.a. 17-0515 Safety Report July 2017.
- Water/Wastewater Collection/Safety Manager Doyle reviewed the Safety Report for June 2017 with the Commission.*
- Received and Filed**

14 DISCUSSION AND CORRESPONDENCE

17-0480

- a. National PELRA Webinar Training-Bargaining "Other Conditions of Employment", June 7, 2017, Grand Rapids, MN - Julie Kennedy, Christine Flannigan.
- b. Distracted Driving Presentation by Sgt. Heath Smith, Grand Rapids Police Department and Trooper Tyler Lusignan, Minnesota State Patrol, June 14-15, 2017, Grand Rapids, MN - Rick Fox, Brett Dickie, Jeremy Goodell, Rodney Ruder, Jim Schmitt, Mike Bader, Jake Bowers, Joe Riley, Shannon Thomsen, Jim Foss, Steve Mattson, Troy Bridge, Doug Green, Corey Dimich, Russell Anacker, Jeff Frost, Doug Gustafson.

Received and Filed

15 VERIFIED CLAIMS

15.a. 17-0481

Consider approving verified claims for June 2017.
Computer Check Register \$1,252,648.18 (\$1,252,378.18 + \$270.00 SEH)
Manual Check Register \$460,267.77

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to authorize the verified claims for payment in the amount of \$1,712,645.95 (\$1,252,378.18 computer checks and \$460,267.77 manual checks) per attached lists. The motion PASSED by an unanimous vote.

A motion was made by Commissioner Stanley, seconded by Commissioner Blake, to approve a claim for payment in the amount of \$270.00 from Short Elliot Hendrickson, Inc. (SEH).that this Agenda Item be Passed . 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

16 ADJOURNMENT

The next regular Commission meeting is Wednesday, August 16, 2017 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to adjourn the meeting at 12:44 PM. The motion CARRIED unanimously.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, August 16, 2017

4:00 PM

Conference Room of Public Utilities Service Center

1 CALL TO ORDER

A regular meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, August 16, 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. 17-0554

Consider approving the minutes of the July 18, 2017 regular meeting.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the minutes of the July 18, 2017 regular meeting. The motion PASSED by an unanimous vote.

4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

4.a. 17-0589

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

Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for July 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 July 2017. The motion PASSED by an unanimous vote.

5 PUBLIC FORUM

None present.

6 COMMISSION REPORTS

No items.

7 ADMINISTRATION**7.a. 17-0595 July 2017 Administration Report.**

General Manager Kennedy reviewed the July 2017 Administrative updates with the Commission, including the July 2017 Wholesale Electric Service Cost, the 2007-2016 Financial Health Indicators Report, Automated Metering Infrastructure (AMI) Updates, and progress of the development of the Meter Technician position description.

Received and Filed

7.b. 17-0596 MMUA delegation form.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Glen Hodgson, to designate Julie Kennedy as its duly authorized delegated representative to cast its vote on all matters to come before the membership of the Minnesota Municipal Utilities Association, and designate the following as alternates to the designated representative: 1. Dennis Doyle, 2. Tyanne Betts, 3. Jeremy Goodell. The motion PASSED by an unanimous vote.

8 ACCOUNTING AND FINANCE**8.a. 17-0590 Review the Accounting and Finance Operations Report for July 2017.**

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

Received and Filed

8.b. 17-0591 Consider approving the writeoff of August uncollectible accounts in the amount of \$9,733.12.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the writeoff of August uncollectible accounts in the amount of \$9,733.12. The motion PASSED by an unanimous vote.

8.c. 17-0592 Review 2nd Qtr 2017 Financial Statement.

Finance Manager Betts reviewed the June 30, 2017 Financial Statement with the Commission.

Received and Filed

9 ELECTRIC DEPARTMENT

- 9.a. 17-0588 Review the Electric Department Operations Report for July 2017.
- Electric Department Manager Goodell reviewed the Electric Department Operations Report for July 2017 with the Commission.*
- Received and Filed**

10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. 17-0576 Review the Wastewater Treatment Facility Operations Report for July 2017.
- Wastewater Treatment Department Manager Mattson reviewed the Wastewater Treatment Facility Operations Report for July 2017 with the Commission.*
- Received and Filed**

- 10.b. 17-0564 Consider approving the capital expenditure of the labor portion of the South Screen House Screen repair project.
- A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the capital expenditure of the labor portion of the South Screen House Screen repair project and accept the quote from CR Meyer in the amount of \$24,172.00. The motion PASSED by an unanimous vote.**

11 WATER AND WASTEWATER COLLECTION

- 11.a. 17-0582 Water and Wastewater Collection Operations Report July 2017.
- Water/Wastewater Collection/Safety Manager Doyle reviewed the Water and Wastewater Collection Operations Report for July 2017 with the Commission.*
- Received and Filed**
- 11.b. 17-0584 Consider Request To Solicit Quotations For The Sale Of Used Water Meters .
- A motion was made by Secretary Greg Chandler, seconded by Commissioner Glen Hodgson, to approve the solicitation of quotes for the sale of used water meters. The motion PASSED by an unanimous vote.**
- 11.c. 17-0585 Request Authorization to Enter Into a Professional Service Agreement With Braun Intertec For the Soil Sampling Along the Enbridge Line #3.
- A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to Table entering into a Professional Service Agreement with Braun Intertec to a special meeting at the request of Manager Doyle. The motion PASSED by an unanimous vote.**

12 SAFETY

- 12.a. 17-0583 Safety Report July 2017.

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

Received and Filed

13 DISCUSSION AND CORRESPONDENCE

- 13.a. 17-0555 a. MN Municipal Utilities Association (MMUA) Overview and Practical Applications of the 2017 16th Edition APPA Safety Manual, July 19, 2017, Grand Rapids, MN - Jim Schmitt, Mike Bader, Joe Riley, Jason Blanchard, Shannon Thomsen, Jake Bowers, Jim Foss, Jeremy Goodell.
b. MN Wastewater Operators Association (MWOA) 41st Annual Conference, July 26-28, 2017, Grand Rapids, MN - Steve Mattson, Corey Dimich, Doug Green, Kyle Potter, Zach Meyers.

Received and Filed

14 VERIFIED CLAIMS

- 14.a. 17-0568 Consider approving verified claims for July 2017.
Computer Check Register \$ 1,446,941.12
Manual Check Register \$ 384,247.55

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to authorize the verified claims for payment in the amount of \$1,831,188.67 (\$1,446,941.12 computer checks and \$384,247.55 manual checks) per attached lists. The motion PASSED by an unanimous vote.

- 14.b. 17-0599 Consider approving revised June 2017 computer check register in the amount of \$ 1,249,543.18

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to approve the revised June 2017 computer check register in the amount of \$ 1,249,543.18. The motion PASSED by an unanimous vote.

15 ADJOURNMENT

The next regular Commission meeting is 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.

A special meeting was scheduled for Tuesday, August 22, 2017 at 7:00 AM to consider authorization to enter into agreements with Braun Intertec and Enbridge Energy for the purposes of soil sampling along the Enbridge Line #3 corridor within the Wellhead Protection Area.

A closed meeting was scheduled for Wednesday, August 30, 2017 at 11:15 AM to discuss a pending property transaction.

A special meeting/work session was scheduled for Wednesday, August 30, 2017 at 12:00 Noon to review Strategic Planning Updates.

By a call of the chair, the meeting was adjourned at 4:53 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, August 30, 2017

12:00 PM Conference Room of Public Utilities Service Center

1 CALL TO ORDER

A Special Meeting/Work Session of the Grand Rapids Public Utilities Commission was held on Wednesday, August 30, 2017 at 12:00 Noon in the Conference Room 112 of the Public Works/Public Utilities Service Center located 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, City Engineer Wegworth.

3 17-0636

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. 17-0635

Consider purchase of property identified as Parcel ID #91-034-1204.

A motion was made by Commissioner Stanley, seconded by Commissioner Hodgson, to approve the Purchase Agreement between the City of Grand Rapids and David and Julie Carpenter for Parcel ID # 91-034-1204 in the amount of \$169,900.00 plus applicable closing costs, authorize the payment of Grand Rapids Public Utilities Commission funds necessary to execute the agreement, and recommend approval of the Purchase Agreement to the Grand Rapids City Council. The motion carried by the following vote.

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

4.b. 17-0633

Administrative Updates.

General Manager Kennedy reviewed the Administrative updates with the Commission, including discussion on GIS mapping processes and procedures, summer internship programs, and the 2018 Budget process.

5 ADJOURNMENT

The next regular Commission meeting is 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.

A special meeting/work session was 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.

By call of the chair, the work session was declared adjourned at 1:20 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant

GRAND RAPIDS GOLF COURSE BOARD
REGULAR MONTHLY MEETING
August 15, 2017
7:00 AM

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

Absent: Todd Roth, Brad Gallop

Staff: Bob Cahill Director of Golf
Steve Ross Grounds Superintendent

- I. Pat Pollard called the meeting to order.
- II. Kelly Kirwin made a motion to accept the minutes of the July 18, 2017 Board meeting. Larry O'Brien seconded the motion. The motion passed.
- III. Consideration of monthly bills: Kelly Kirwin made a motion to approve the bill list. Larry O'Brien seconded the motion. The motion passed.

AMERIPRIDE LINEN & APPAREL	113.83
BLOOMERS GARDEN CENTER	447.72
BLUE CROSS & BLUE SHIELD OF MN	2,191.50
BUNES SEPTIC SERVICE INC	772.00
BURGGRAF'S ACE HARDWARE INC	324.49
ROBERT CAHILL	409.00
CLUB CAR LLC	561.73
CITY OF COHASSET	80.81
COLE HARDWARE INC	57.65
DAKOTA SUPPLY GROUP	176.02
DAVIS OIL	1,611.76
DELTA DENTAL OF MINNESOTA	123.55
CITY OF GRAND RAPIDS	3,500.00
GRAND RAPIDS CITY PAYROLL	46,981.96
GRAND RAPIDS STATE BANK	2,388.14
HAWKINSON SAND & GRAVEL	526.58
KENNEDY & GRAVEN	1,006.67
L&M SUPPLY	617.13
GREGORY J. LESSMAN DBA	136.05
MINNESOTA REVENUE	6,192.28
MINNESOTA TORO	685.08
MOR GOLF AND UTILITY	1,265.82
NEXTERA COMMUNICATIONS LLC	3.93
NORTHERN LAKES WINDOW CLEANING	149.62
NORTHERN SAFETY & INDUSTRIAL	237.51
NORTHLAND PORTABLES	204.49
PLAISTED COMPANIES INC	1,762.47
PRESTO PRINT	199.86
P.U.C.	2,346.62
RAPID RENTAL	680.00
STEVE ROSS DBA ROSS GOLF	4,247.68
SIM SUPPLY INC	101.28
STOKES PRINTING & OFFICE	191.16
TDS Metrocom	211.44
THE TESSMAN COMPANY	3,018.14
TRU NORTH ELECTRIC LLC	579.97

UNUM LIFE INSURANCE CO OF AMER 1	4.10
VANTIV INTEGRATED PAYMENTS	63.32
VERIZON WIRELESS	96.16
VERSATILE GOLF CARS	208.23
WASTE MANAGEMENT	274.39
TOTAL ALL VENDORS:	84,750.14

IV. Visitors: None

V. Grounds Superintendent: Steve Ross reported. Fungicide and growth regulators are being applied over the next week or so. Aerating of fairways and tee boxes will start soon. August 25th the new tar will be done by the practice green. The new equipment is in and working great. Rainfall in July and August is below normal, but because of the mild temperatures the grass is doing very well.

VI. Concessions: No report

VII. Director of Golf: Bob Cahill reported. July and early August have been very good revenue months. Junior league started yesterday and will continue for five more weeks. A thorough study of area membership and green fees will be presented at the September meeting with plans to finalize any rate changes for 2018 soon.

VIII. Old Business: None

IX. New Business: None

X. Correspondence and Open Discussion: None.

XI. Adjourn: Kelly Kirwin made a motion to adjourn the meeting. Larry O'Brien seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien
Recording Secretary

**RESIDENTIAL RENTAL LICENSING AND INSPECTION TASK FORCE
CITY COUNCIL CHAMBERS – GRAND RAPIDS CITY HALL
ORGANIZATIONAL MEETING, TUESDAY, AUGUST 22, 2017 – 6:00 PM**

CALL TO ORDER: Pursuant to due notice and call thereof the organizational 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, August 22, 2017, at 6:00 pm

CALL OF ROLL: On a Call of Roll, the following members were present: Barb Sanderson, Diane Larson, Duane Schraw, Lori Duchesneau, Rozanne Casey, Pat Schwartz, and Council Representative Rick Blake. Steve Loney arrived at 6:07 pm.

Absent: None

Staff Present: Rob Mattei, Travis Cole, Tom Pagel, and Michele Palkki

Community Development Director Rob Mattei opened the meeting at 6:00 pm. Before beginning the organizational meeting, introductions were made.

Mr. Mattei reported that a chair and vice chair need to be elected. It was asked if anyone wanted to take these positions. Pat Schwartz and Barb Sanderson both put their names in. There were no other names submitted. Mr. Mattei reported that they would take the names as they were presented.

Pat Schwartz was nominated to fill the position of Chair.

PAT SCHWARTZ AS CHAIR. The following voted in favor thereof: Sanderson, Schraw, Duchesneau, Casey. Opposed: Larson. Passed by majority vote.

Barb Sanderson was nominated to fill the position of Vice Chair.

BARB SANDERSON AS VICE CHAIR. The following voted in favor thereof: Sanderson, Schraw, Duchesneau, Casey, Larson, Schwartz. Opposed: None. Passed by unanimous vote.

Steve Loney arrived 6:07 pm.

Mr. Mattei went over the outline and discussed Taskforce objectives.

Organization

Information Gathering

Develop and Examine Implementation Scenarios

Develop a Feasibility Analysis/Recommendation

There was discussion regarding what we want to come out of this task force. A number of ideas were shared including.

- Fees
- Fair and Affordability
- Quality Housing
- Properties Crime Free/Drug Free
- Safety and Inspections

Information Gathering

- ✓ Ordinances – a discussion was held regarding different ordinances from communities. A question was asked regarding ADA and accessibility. This is covered in the city building code according to state, which follows the federal standards. A discussion was held regarding the different communities that have ordinances/licensing similar to what Grand Rapids could follow were, but not limited to Bemidji, Park Rapids, Brainerd, and Alexandria.
- ✓ Mr. Mattei gave out a spreadsheet that reported on housing unit counts and fee structures from similarly sized communities. The group spoke about licensing, staff and inspections and that all work together toward the same cause. Maybe cost sharing with another community to keep costs down.
- ✓ Rental Housing Counts in Grand Rapids. There are approximately 1,700 units in Grand Rapids that would fall under this process.
- ✓ Pertinent Issues with law enforcement. A discussion was held regarding drug houses, continuous crime.
- ✓ Issues with Social Agencies – quality and affordability housing, area for children. Dealing with mentally and/or impaired individuals are some that were shared.
- ✓ Conduct Public hearing – Mr. Mattei wanted to hear ideas on when to offer public hearings and should we do more than one. Ideas were shared that doing more than one may be repetitious.
- ✓ Put together a sub-committee to conduct site visits to other communities. These could be great resources to help us in putting together a document for Grand Rapids.

Mr. Mattei asked the task force which day/times would best fit to set another meeting. The consensus was the 2nd Tuesday of the month at 5:30 pm.

Mr. Mattei reported that he would invite the Police Department and someone from Social Services to the next meeting.

The meeting adjourned at 8:00 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, September 12, 2017 in the Grand Rapids City Hall – Conference Room 2B

GRAND RAPIDS/ITASCA COUNTY AIRPORT ADVISORY BOARD (AAB)

May 17, 2017, Airport Terminal Building

Board members present were Dan Erkkila, Jim Johnson, Bill Ziege, Scott Johnson, and Rusty Eichorn. Absent was Burl Ives. Others present were Matt Wegwerth, City Engineer, Shawn McMahon, Benita Crowe, and Kaci Nowicki from SEH and June Johnson, Recording Secretary.

Chairman Dan Erkkila called the meeting to order at 5:00 PM.

Agenda item II: Minutes – Rusty Eichorn moved to approve the minutes of the February 15, 2017, AAB meeting. Motion seconded by Jim Johnson and carried.

Agenda Item IV: Public Comment – There was none.

Agenda Item V:: Approval of Agenda – Added Item (e) Master Plan Update under Engineering.

Agenda Item VI: Operations and Maintenance – Matt brought the board up to date on the absence of Jeff Davies due to an accident while installing his dock. The bird issues are continuing at the airport, the permits have been filed, and they continue to replace runway and taxi lights as needed. Rusty Eichorn helped review the re-payment of hangar loans and a brief discussion was had regarding how this will help our fiscal bottom line. The summer help for Everett is in place.

Agenda Item VII: Engineering

- A. Benita reviewed the tree removal and the PAPI project. MN/DOT will make sure the PAPI's work and the baffles on the sides dim before FAA makes the final flight check.
- B. Apron reconstruction project – The design will be done over the winter and the work will begin next year (2018).
- C. Taxi way construction project – The grant application has been submitted. The pavement has not yet been done in front of Valley Med. There was a IRRRB grant for the utilities - \$160,000.
- D. Updated CIP – The 16/34 runway re-construction project will probably not be until 2020.
- E. Master Plan Update – Kaci explained the procedure for FAA and MN/DOT analysis of runways. The existing length needs to be justified and the decision will come after MN/DOT discusses and reviews policy. There is legislation pending that it might be helpful for the Board to make some calls or e-mails. Kaci will keep Matt informed. The 10/28 turf runway may not receive FAA funding. There is an airspace study regarding the sea plane base. Kaci said that Butch was working with MN/DOT on this.

The schedule of the Master Plan will depend on when MN/DOT determines the length of runway 16/34 that they will authorize.

Agenda Item VIII: Finance – Matt reviewed the Operating and Capital Funds. There were no indications of unexpected items.

Agenda Item IX: Other – An issue of blacktop settling was brought to Matt's attention and he will check it out. Matt was asked if news items on the projects at the airport could be issued to keep the community updated on the importance of our airport.

Agenda Item X: The next meeting will be on Wednesday, August 16th in Rusty Eichorn's hangar at 5:00 PM. Meeting adjourned at 5:40 PM.

June Johnson
Recording Secretary



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0712 **Version:** 1 **Name:**

Type: Department Head Report **Status:** Department Head Report

File created: 9/20/2017 **In control:** City Council

On agenda: 9/25/2017 **Final action:**

Title: Community Development Department Report

Sponsors:

Indexes:

Code sections:

Attachments: [Community Development September 2017 Dept. Head Report.pdf](#)

Date	Ver.	Action By	Action	Result
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Community Development Department Report



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

Community Development

Department Report
September 25, 2017

Community Development Department



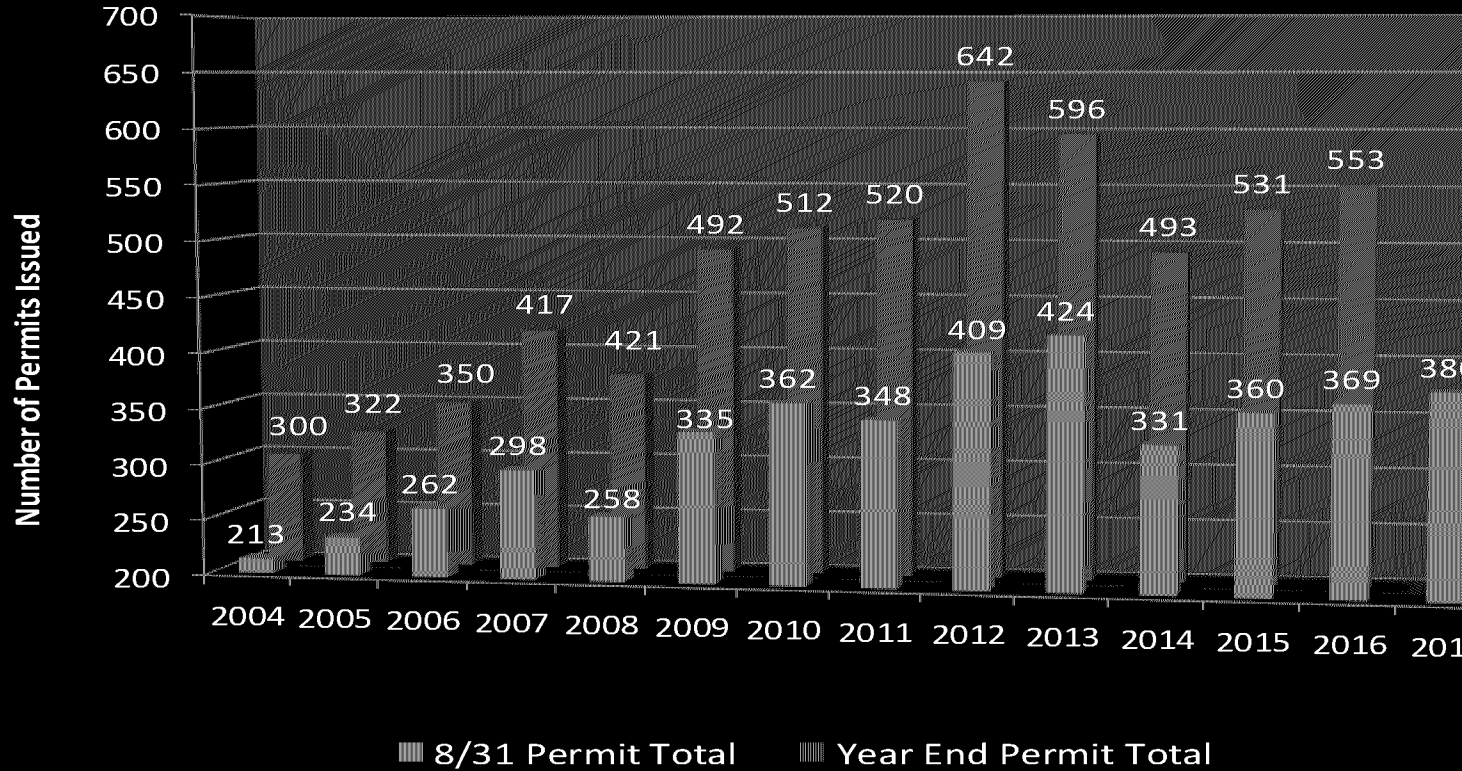
CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Building Safety Activity

Building Permit Year End & August

Statistics

Building Permit Totals
2004-2017 Year End and August 31 YTD Statistics



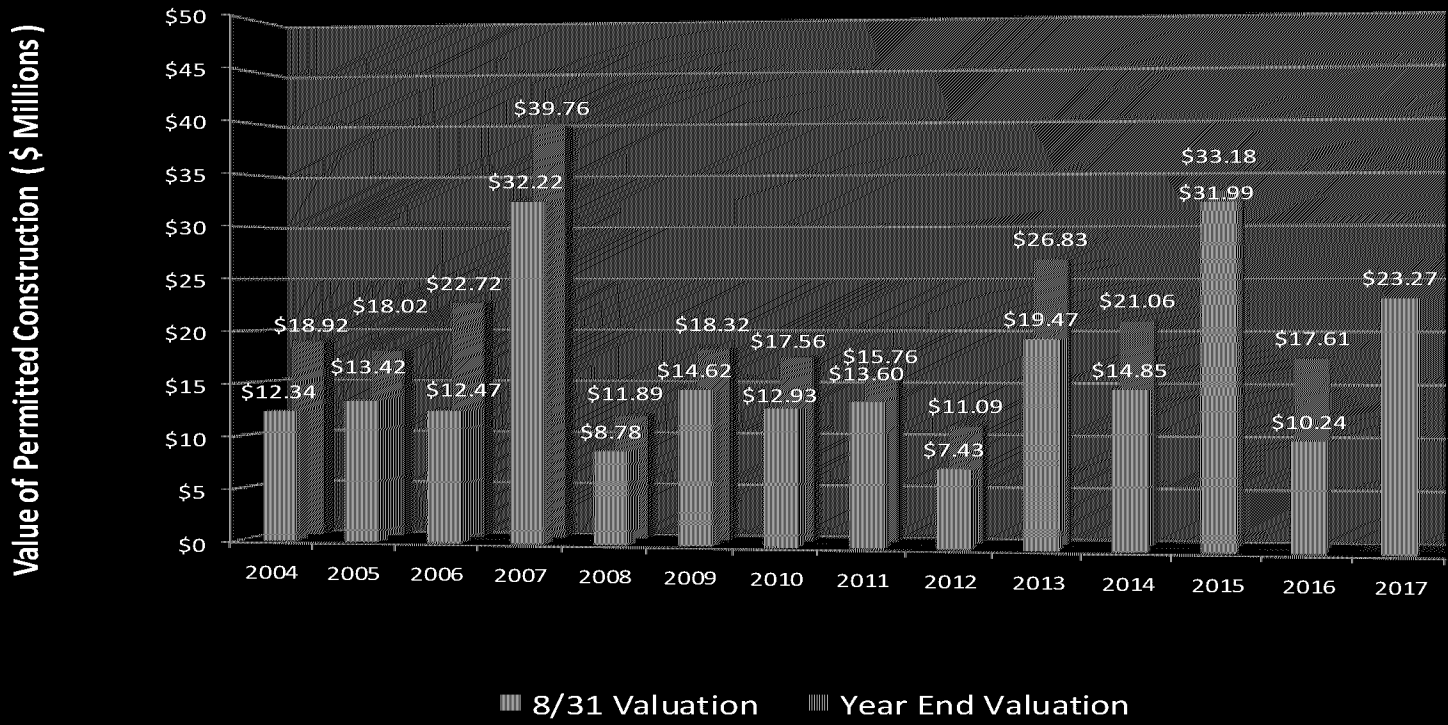
Community Development Department



CITY OF
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IT'S IN MINNESOTA'S NATURE

Building Safety Activity Permit Valuation Year End & August Statistics

Building Permit Valuation History 2004-2017 Year End and August 31 YTD Statistics



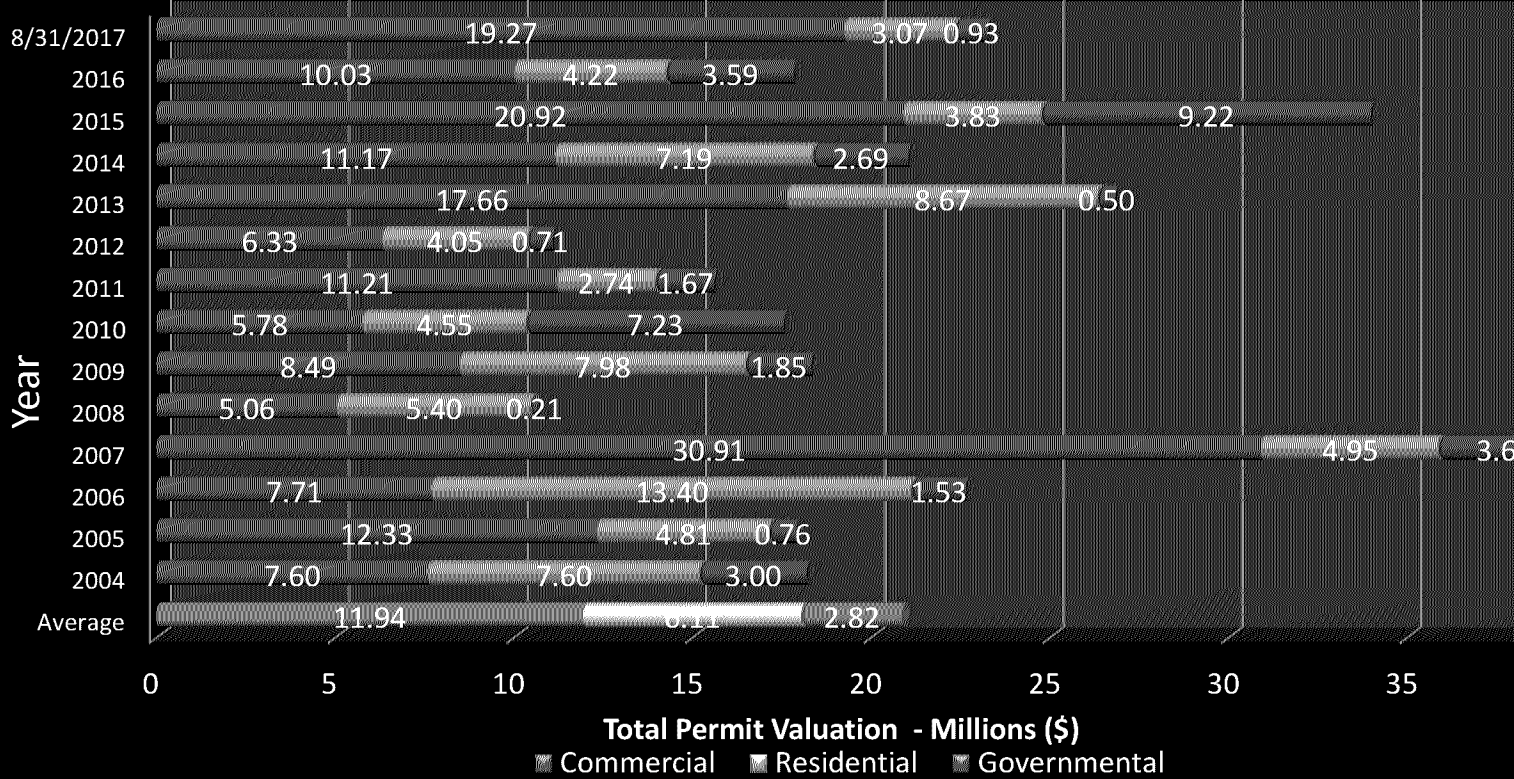
Community Development Department



Building Safety Activity

Year End & August 31 Statistics

Yearly Building Permit Valuation by Category



Previous charts do not account for 63 Zoning Permits for projects valued at \$243K

Community Development Department

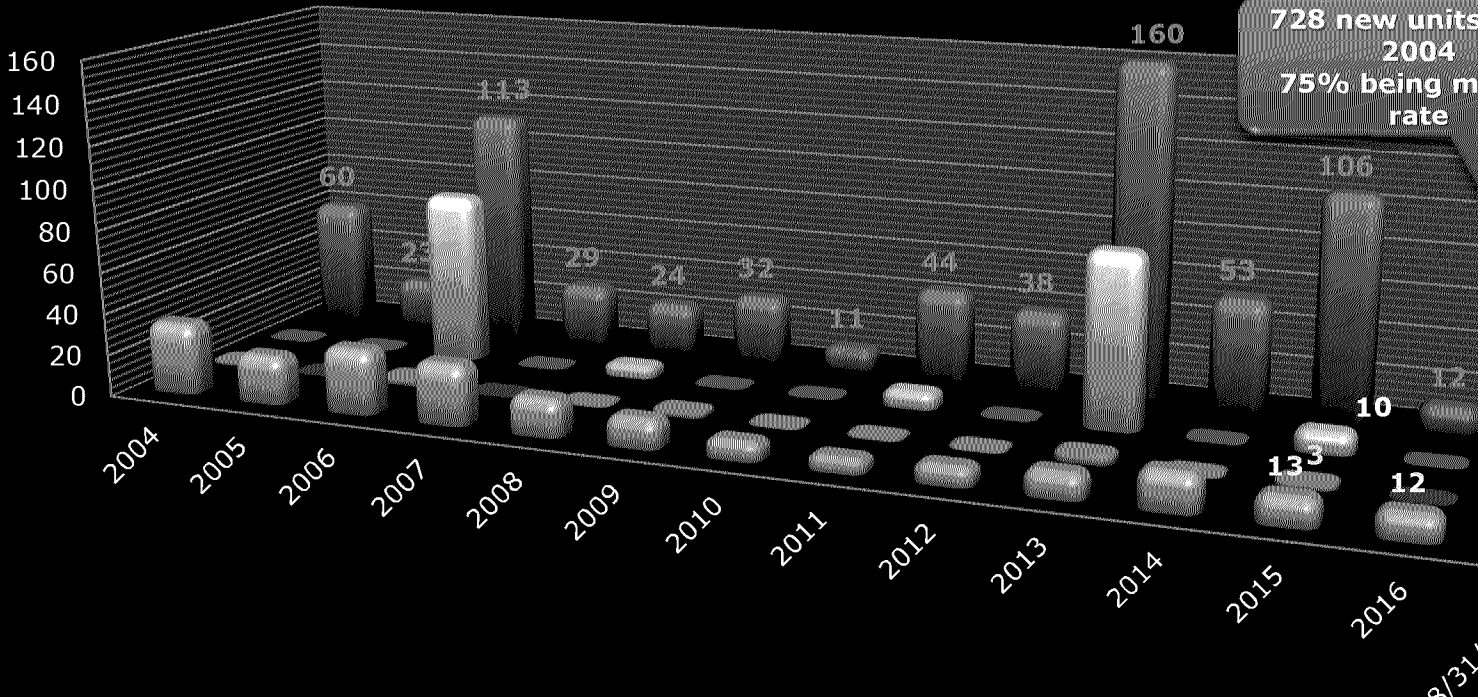


CITY OF
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New Housing Statistics

Grand Rapids New Residential Development History

Permitted New Residential Units



728 new units
2004
75% being m
rate

- Single Family Residential Units
- Multi-Family Residential Units
- Assisted Living Units
- Total Residential Units

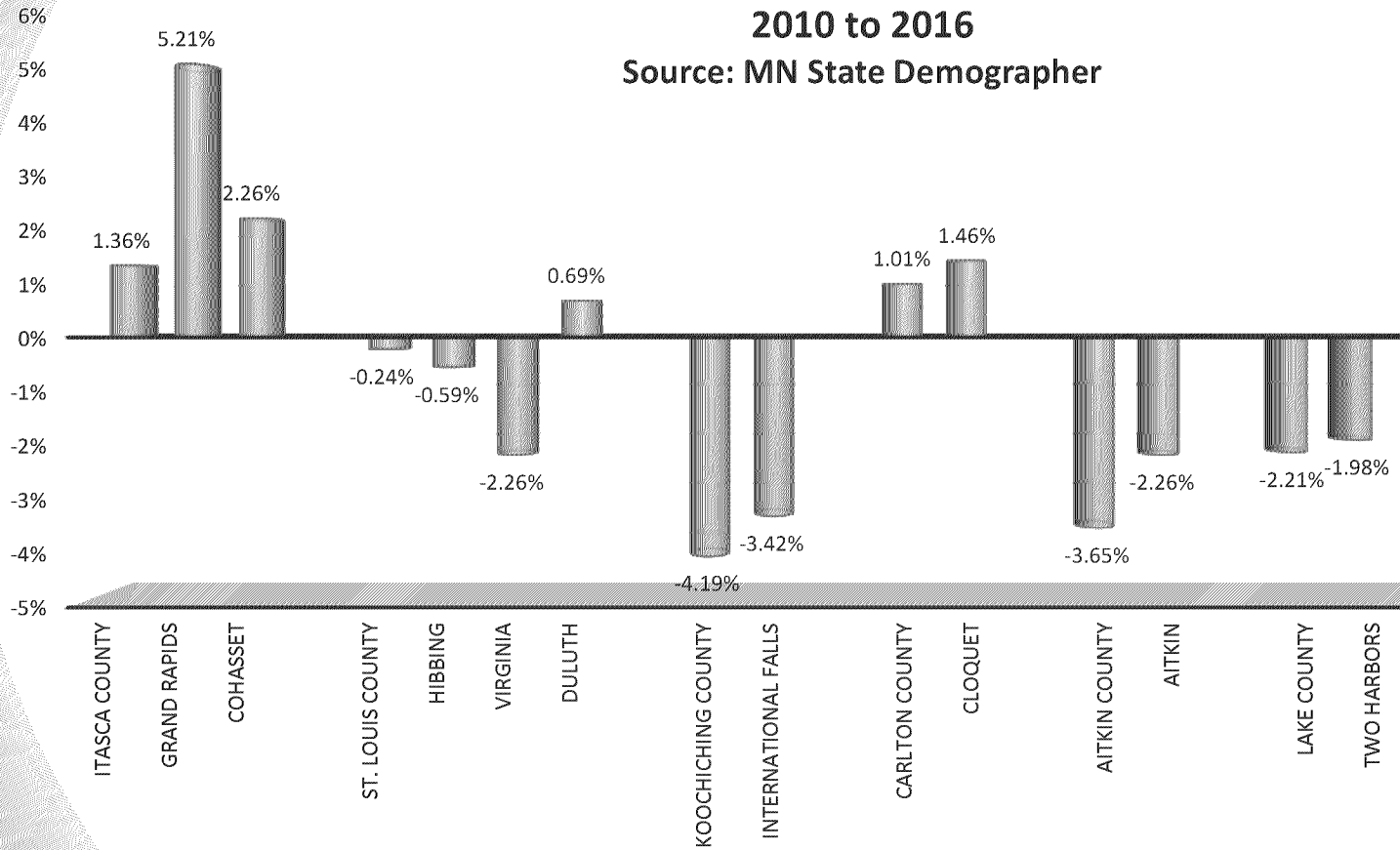
Community Development Department



Population Statistics

Arrowhead Region Population Growth/Decline by County & Community 2010 to 2016

Source: MN State Demographer



Community Development Department



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

Building Safety Activity Permit Highlights

❖ **6 New Single Family as of 8/31 (site built)- \$1.45M**

- (13 in 2015, 12 in 2016, dropping the Ten year – year end average = 15.1)

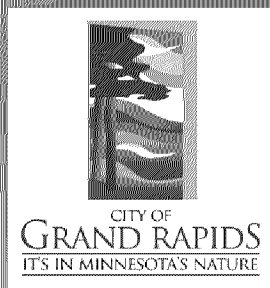
❖ **Major New Commercial**

- **Hernesman Brothers (Rays Sport & Marine) – New Marine Dealership (895 NE 1st St.) - \$1.1M**
- **Casey's Retail Co. (Casey's General Store) – New Convenience Store (302 SE 7th Ave.) - \$1.1M**
- **KTJ 284 LLC. (Fresenius) – Dialysis Center/Medical Office (155 SE 13th St.) - \$1.5M (total)**
- **Wernimont Properties (Culver's) – New Restaurant (1175 S. Pokegama Ave.) - \$1.1M**

❖ **Commercial Remodels/Additions**

- **Majestic Pines Grand LLC.– 16 residential units (Majestic Pines)- \$1.9M**
- **Hawkinson Construction – Office Building Addition (501 Co. Rd. 63)- \$263K**
- **Horseshoe Prof. Building – Clinic Addition (1542 Golf Course Road)- \$6.3M**
- **Klockow Enterprises LLC. – Brewery/Taproom (36 SE 10th St. - \$350K**
- **Grand Itasca Hospital & Clinic – Oncology & Cardiology B/O (1601 GC Rd.) - \$2.2M**

Community Development Department



Building Safety Activity YTD Code Enforcement Activities

- ❖ **Addressed 6 Hazardous Building/Property Maintenance Code violations, and followed-up 3 violations for 2016.**
- ❖ **Performed 850 on-site Building Permit construction inspections (through 9/30/16).**
- ❖ **Completed 107 commercial plan reviews and 166 residential plan reviews.**
- ❖ **Building Safety staff were guest speakers at the NMBA (Northern MN Building Association) spring Contractor Expo.**
- ❖ **Building code administration for the City of LaPrairie: Staff has issued 20 building permits, performed 15 plan reviews, 17 on-site inspections.**

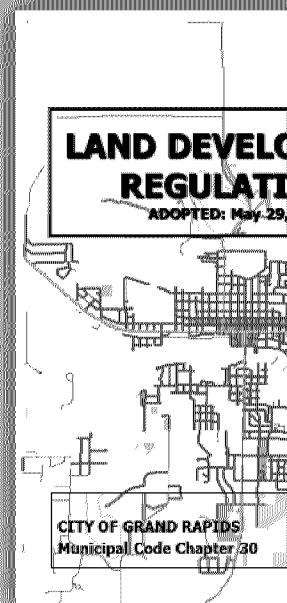
Community Development Department



CITY OF
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IT'S IN MINNESOTA'S NATURE

Planning/Zoning Activity

- ❖ **2017 Zoning Requests Addressed by the Planning Commission**
 - 5 Right-of-Way/Easement Vacations – 1 Subdivisions (major) – 2 Text Amendments to Zoning Ord. – 2 Variances – 1 Rezoning
- ❖ **Planning Commission subcommittee worked with staff on the development of City initiated Text Amendments pertaining to Brewery/Taproom uses.**
- ❖ **Members of the Planning Commission and Staff attended a Land Use Workshop hosted by the City of Cohasset in May.**



Community Development Department



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

Project Activity

❖ Residential Rental Housing Licensing and Inspection Taskforce



CITY OF
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IT'S IN MINNESOTA'S NATURE

COMMUNITY DEVELOPMENT DEPARTMENT

430 NORTH POKIGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55704-2602

Residential Rental Licensing and Inspection Taskforce

Draft Process Outline

July 27, 2017

1. **Organize**
 - a. Elect a Chair & Vice Chair
 - b. Determine meeting schedule
 - c. Review process outline and Taskforce objectives
2. **Information Gathering**
 - a. Review example ordinances
 - b. Review information on staffing levels, housing unit counts and fees structure from other similarly sized communities.
 - c. Review rental housing unit count estimates for Grand Rapids.
 - d. Discuss pertinent issues with law enforcement
 - e. Discuss pertinent issues with social service agencies
 - f. Conduct a public hearing to gather general public input
 - g. Assign a subcommittee to conduct a site visit to another community that is enforcing an ordinance.
3. **Develop and Examine Implementation Scenarios**
 - a. Discuss a preferred type of ordinance structure and inspection frequency
 - b. Consider appropriate staffing level
 - c. Develop an expense budget
 - d. Develop revenue budgets that consider fees necessary to fund all expenses and draw comparisons to fees in other communities.
 - e. Finalize a preliminary budget
4. **Develop a Feasibility Analysis/Recommendation**
 - a. Summarize the perceived benefits of implementation
 - b. Summarize the potential costs and challenges of implementation
 - c. Direct staff to prepare a draft report/analysis/recommendation
 - d. Review, finalize and present the report/analysis/recommendation to the City Council

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Community Development Department

Economic Development Activities



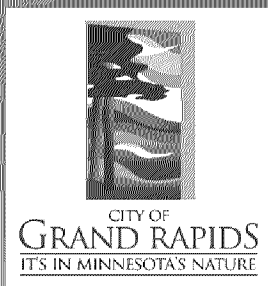
CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

❖ ASV Parts Distribution Center



- **Project will relocate ASV parts distribution business function from a contracted third-party logistics company in Southaven, MS.**
- **GREDA applied for and received a \$125,000 Minnesota Investment Fund (MIF) grant to provide a 0% interest loan to ASV in the same amount, with \$50,000 portion including forgivable terms. GREDA and ASV in the review and approval of loan documents. IRRR \$300K business loan to ASV has been approved.**
- **The Grand Rapids Project will involve:**
 - Locating in 53,000 sf of leased warehouse space owned by Arrowhead Promotion & Fulfillment at 1104 SE 8th St.
 - The building lighting upgrades. (approximately \$64K)
 - The total estimated cost of the project is approximately \$680,000
 - The majority of the project cost is attributed to shipping and restocking parts inventory and the purchase of floor equipment.
 - ASV anticipates employment of a minimum of 13 FTE. Min. base wage of \$15.49/hr., average base wage of \$19.04/hr. ASV provides an employee benefit package which includes: health, dental, life insurance and retirement contribution.

Community Development Department

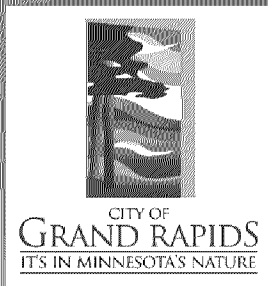


Economic Development Activities

❖ **GREDA Block 20/21 Sale and Development**

- **The Purchase and Development Contract which GREDA has in place with United Development Systems affiliate Grand Rapids Hotel Partners was terminated by the developer two days before the planned August 1 closing due to an unsuccessful attempt to secure the full amount of required equity.**
- **Subsequent to that, GREDA has executed a Letter of Intent (LOI) with a new developer, Hospitality of Northfield, MN for the purpose of developing a 72-85 unit hotel.**
- **The LOI terms are very similar to our previous agreement, granting the developer 6 months of exclusive development rights while they perform due diligence, including a market study. Once a purchase and development contract is prepared.**

Community Development Department

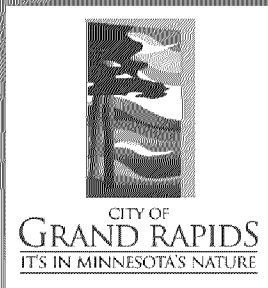


Economic Development Activities

❖ 2017 Economic Development Grants

Description	Source	Amount
SCDP Commercial and Residential Rehabilitation	DEED	\$8
ASV Parts Distribution project MIF Grant	DEED	\$1
Airport Business Utility Extensions (Valley Medical and ACC Manufacturing)	IRRR	\$1
Rapids Brewing (Block 19) demolition	IRRR	\$
Sammy's Pizza Expansion demolition	IRRR	\$
		\$1,3

Community Development Department



Economic Development Activi

❖ **DEED Small Cities Development Program (SCDP) Grant**

- **Grant amount awarded in 2017 - \$878,720**
- **The grant involves funding the rehabilitation of at least 20 owner occupied residential at a maximum assistance of \$22,400/unit and at least 10 commercial building rehabilitations, with a maximum SCDP assistance of \$32,000/rehabilitation project. Areas)**
- **GREDA will offer supplemental financing, with enhanced terms, though its Commercial Building Improvement Loan (CBIL) Program**
- **Hoping to receive the grant contract from DEED soon so we can move forward with ma all properties in the targeted areas, seeking applications.**

Community Development Department





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

Community Development Dept. Staff

- ❖ **Aurimy Groom – Administrative Assistant/Permit Technician**
- ❖ **Eric Trast – Community Development Specialist**
- ❖ **Travis Cole – Building Official**
- ❖ **Jon Peterson – Building Inspector**

Community Development Department



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

Questions?

Community Development Department



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	17-0687	Version:	1	Name:	Conduct a public hearing to consider the vacation of certain publically retained easements located within the City of Grand Rapids.
Type:	Public Hearing	Status:		Status:	Public Hearing
File created:	9/18/2017	In control:		In control:	City Council
On agenda:	9/25/2017	Final action:		Final action:	
Title:	Conduct a public hearing to consider the vacation of certain publically retained easements located within the City of Grand Rapids.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	City Easement Vacation: Maps Easement Vacation Memo from Matt Wegwerth				

Date	Ver.	Action By	Action	Result
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Conduct a public hearing to consider the vacation of certain publically retained easements located within the City of Grand Rapids.

Background Information:

As part of a City street lighting installation project, in the area of Burggraf's Ace Hardware, several public easements were identified as unneeded, as well as two easements needed to be acquired.

The attached memo, from City Engineer, Matt Wegwerth, identifies three recommended easement vacations, as well as easements to be both obtained, and retained by the city. The proposed vacations are summarized below and depicted in Exhibit 1A:

- *The N 10 ft. of the S 90 ft. of Lots 1, 4, 5, 8, 9, 12, 13, and 16, in Block 9, Grand Rapids Third Division, Itasca County, Minnesota - (Doc. Listed in Recorders # A000233811).*
 - o Utility Easement acquired by Village of Grand Rapids in 1962. (easement is located within parking lot area and the footprint of commercial building and is not needed)
- *The W 20 ft. of Lot 19, Block 6, Huhn's Addition to Grand Rapids, Itasca County, Minnesota - (Doc. Listed in Recorders # A000238096).*
 - o Right-of-way easement granted for utilities to the Village of Grand Rapids in 1963. (easement is located within the footprint of commercial building and not needed)
- *The W 10 ft. of Lot 17, Block 6, Huhn's Addition to Grand Rapids, Itasca County, Minnesota - (Doc. Listed in Recorders # A000363989).*
 - o Electric Line easement acquired by the City in 1984. (electric line was never installed)

On September 7, 2017 the Planning Commission formally reviewed the City initiated easement vacations and recommended to the City Council approval of the vacations as legally described above, and depicted within map Exhibit 1A of the draft resolution, based on certain findings of fact, which are also incorporated into the draft resolution.

Requested City Council Action

Conduct a public hearing to consider the vacation of certain publically retained easements located within the City of Grand Rapids.

P:\E\J\O\GRANRY\140263\Trail Lighting\5-final-dsgn\51-civil\cead.dwg\EXHIBIT\Burggraf Lighting Esmt.dwg 7/26/2017 3:58 PM schristenson



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

FILE NO.
 GRANR 140263

DATE:
 07/24/17

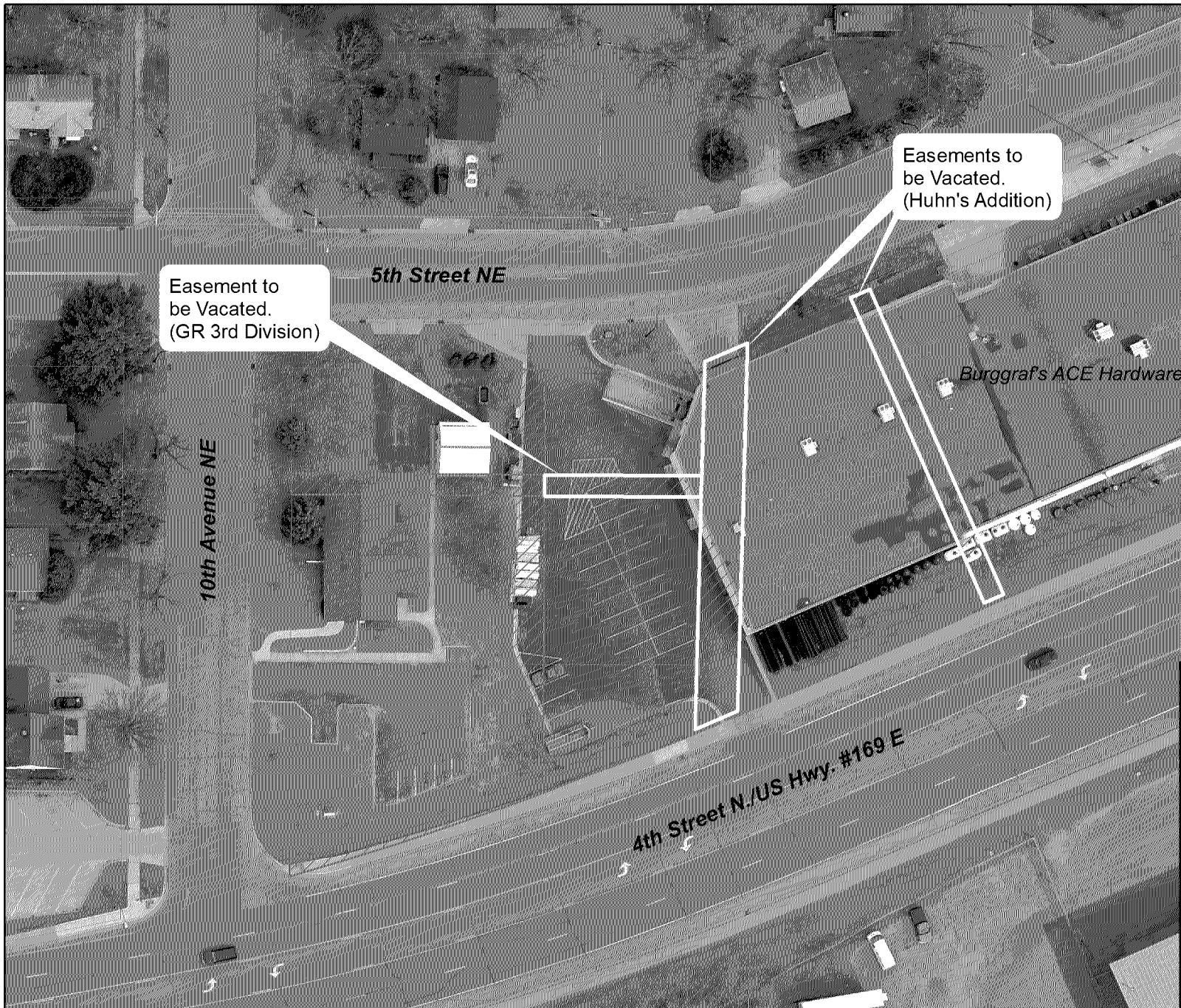
**BURGGRAF PROPERTIES LLP
 PROPOSED EASEMENTS
 AND VACATIONS
 GRAND RAPIDS, MINNESOTA**

**EXHIBIT
 1A**

	PARCEL BOUNDARY
	PROPOSED PERMITS EASEMENT
	EXISTING PERMITS EASEMENT

Public Easement Vacation Consideration

(aquired utility easements)



Easement to be Vacated.
(GR 3rd Division)

Easements to be Vacated.
(Huhn's Addition)

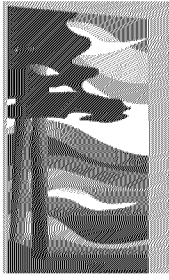
5th Street NE

10th Avenue NE

Burggraf's ACE Hardware

4th Street N./US Hwy. #169 E

80 40 0 80 Feet



Memo

To: Rob Mattei, Community Development Director

From: Matt Wegwerth, PE
City Engineer

CC: Jeff Davies, Public Works Director

Date: July 26, 2017

Re: City Initiated Vacations

It has come to the City's attention that there are several easements and a section of Right-of-Way (ROW) that are unused and unnecessary as they are located through an existing building. Below is a summary of the locations (also see exhibit 1A) and the recommendations of the Engineering Department.

Easement 1:

The easement was recorded in 1962 for the purpose of installing and maintaining public utilities. Said easement currently cuts through the middle of the parking lot and is partially located within the building. Based on the location within the parcel, there is not a need for this easement. The Engineering Department is recommending this easement be vacated.

Right-of-Way 1:

The public right-of-way was recorded in 1963 for the purpose of public access and for maintaining public utilities. Said right-of-way is located primarily within the existing building footprint and is not usable. The Engineering Department is recommending this right-of-way be vacated.

Easement 2:

The easement was recorded in 1984 for the purpose of installing and maintaining an electric line. No electric line is currently located within this easement and the majority of the easement is located with the existing building footprint. The Engineering Department is recommending this easement be vacated.

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PHONE: 218.322.4500
 21 NE 5TH ST STE 200
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 www.sehinc.com

FILE NO.
 GRANR 140263

DATE:
 07/24/17

BURGGRAF PROPERTIES LLP
PROPOSED EASEMENTS
AND VACATIONS
GRAND RAPIDS, MINNESOTA

EXHIBIT
1A

	PARCEL BOUNDARY
	PROPOSED PERMITS EASEMENT
	EXISTING PERMITS EASEMENT

274

Ma. 233811

DEED RECORD NO. 240

Easement 1

Leonard G. Hedman, et ux
to
Village of Grand Rapids

Filed for record on the 13th day of August,
1962, at 9:05 o'clock A. M.
Jerome H. Meyers, Register of Deeds
By: Verladene M. Stabe, Deputy

EASEMENT FOR PUBLIC UTILITIES

THIS INDENTURE, Made this 25th day of July, 1962, by and between Leonard G. Hedman and Olga Hedman, husband and wife, of the Village of Grand Rapids, Itasca County, Minnesota, parties of the first part, and the VILLAGE OF GRAND RAPIDS, a municipal corporation of the State of Minnesota, party of the second part,

WITNESSETH:

That the parties of the first part, being the owners of the premises hereinafter described, for and in consideration of the sum of One Dollar (\$1.00) and other valuable considerations to them in hand paid, receipt whereof is hereby acknowledged, do hereby grant, convey and warrant unto said party of the second part, its successors and assigns, a right-of-way and easement described as follows:

The north 10 feet (10') of the south ninety feet (90') of Lots One (1), Four (4), Five (5), Eight (8), Nine (9), Twelve (12), Thirteen (13) and Sixteen (16), in Block Nine (9), Grand Rapids Third Division, according to the plat thereof on file and of record in the office of the Register of Deeds of Itasca County, Minnesota, for the purpose of installing and maintaining public utilities.

Together with the right of the party of the second part, its servants, agents and employees and its Public Utilities Commission, to enter upon said premises for the purpose of constructing, digging, repairing and maintaining said public utilities and for doing all things necessary and expedient for the proper maintenance and operation of said public utilities.

The right is hereby expressly reserved to the first parties to every use and enjoyment of said lands not inconsistent with the maintenance and operation of said public utilities, and this said easement hereby created shall continue for so long as said described premises shall be used for the purposes herein provided.

IN WITNESS WHEREOF, The parties of the first part have hereunto set their hands and seals the day and year first above written.

IN PRESENCE OF:
Leonard A. Krook
Malcolm Campbell

Leonard G. Hedman
Leonard G. Hedman
Olga Hedman
Olga Hedman

STATE OF MINNESOTA
SS
COUNTY OF ITASCA

On this 25th day of July, 1962, before me, a Notary Public within and for said County, personally appeared

Leonard G. Hedman and Olga Hedman, husband and wife, to me known to be the persons described in, and who executed, the foregoing instrument and acknowledged that they executed the same as their free act and deed.

(Notarial Seal)
OK

Leonard L. Hedman
LEONARD L. HEDMAN
(Notary's Signature)
Notary Public, Itasca County, Minn.
My Commission Expires July 7, 1968
(Notarial Stamp and Seal)

C No. 238096

DEED RECORD NO. 240

427
Right-of-Way 1

RIGHT-OF-WAY GRANT

DC Ben Aultman, et al
to
Village of Grand Rapids

Filed for record on the 27th day of August,
1963, at 3:17 o'clock P. M.
Leonard A. Bengston, Register of Deeds
By: Doris Burton, Deputy

RIGHT OF WAY GRANT KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, hereinafter called grantors, whether one or more, for and in consideration of One Thousand Dollars (\$1,000.00) cash in hand paid, receipt of which is hereby acknowledged, and for covenants and agreements hereinafter stated, does hereby grant and convey unto the Village of Grand Rapids, Minnesota, a municipal corporation, hereinafter called grantee, its successors and assigns, a right of way and easement for the purpose of laying, maintaining, operating, patrolling, altering, repairing, renewing and removing in whole or in part a sewer line known as sanitary sewers and a storm sewer line for the transportation of water and sewage, together with the necessary fixtures, equipment and appurtenances, over through, upon, under and across the following described land situated in the County of Itasca, Village of Grand Rapids, State of Minnesota, to-wit:

The West Twenty Feet (W 20') of Lot Nineteen (19), Block Six (6), Huhn's Addition to Grand Rapids, according to the plat thereof on file and of record in the office of the Register of Deeds of said county and state, together with the right to clear the right of way and remove or trim trees and brush, and remove other obstruction, for a sufficient distance along both sides of said sewer line so as to prevent damage or interference with its efficient operation and patrol, and together with the right of ingress and egress to and from said right of way through and over said above described land for any and all purposes necessary to the exercise by grantee of the rights herein granted.

The grantee further covenants and agrees that if and when the sanitary sewer is installed upon said right of way, that they will not assess any assessments for the same against Lots Eighteen (18) and Nineteen (19) of Block Six (6), Huhn's Addition to Grand Rapids. Exempt from state deed tax

Grantee further covenants and agrees that it will furnish one sanitary service and bring the same within one foot of the present building on the north side thereof where the present septic tank discharge leaves the building now situated upon said premises, and that there will be no charge made for the one sanitary service or the laying of the necessary service to within one foot of the present building, and should they not install the sanitary sewer on the right of way provided herein, but in lieu thereof, install the sanitary sewer on Fifth Street, that they will furnish the service provided herein regardless of the location of the main sanitary sewer.

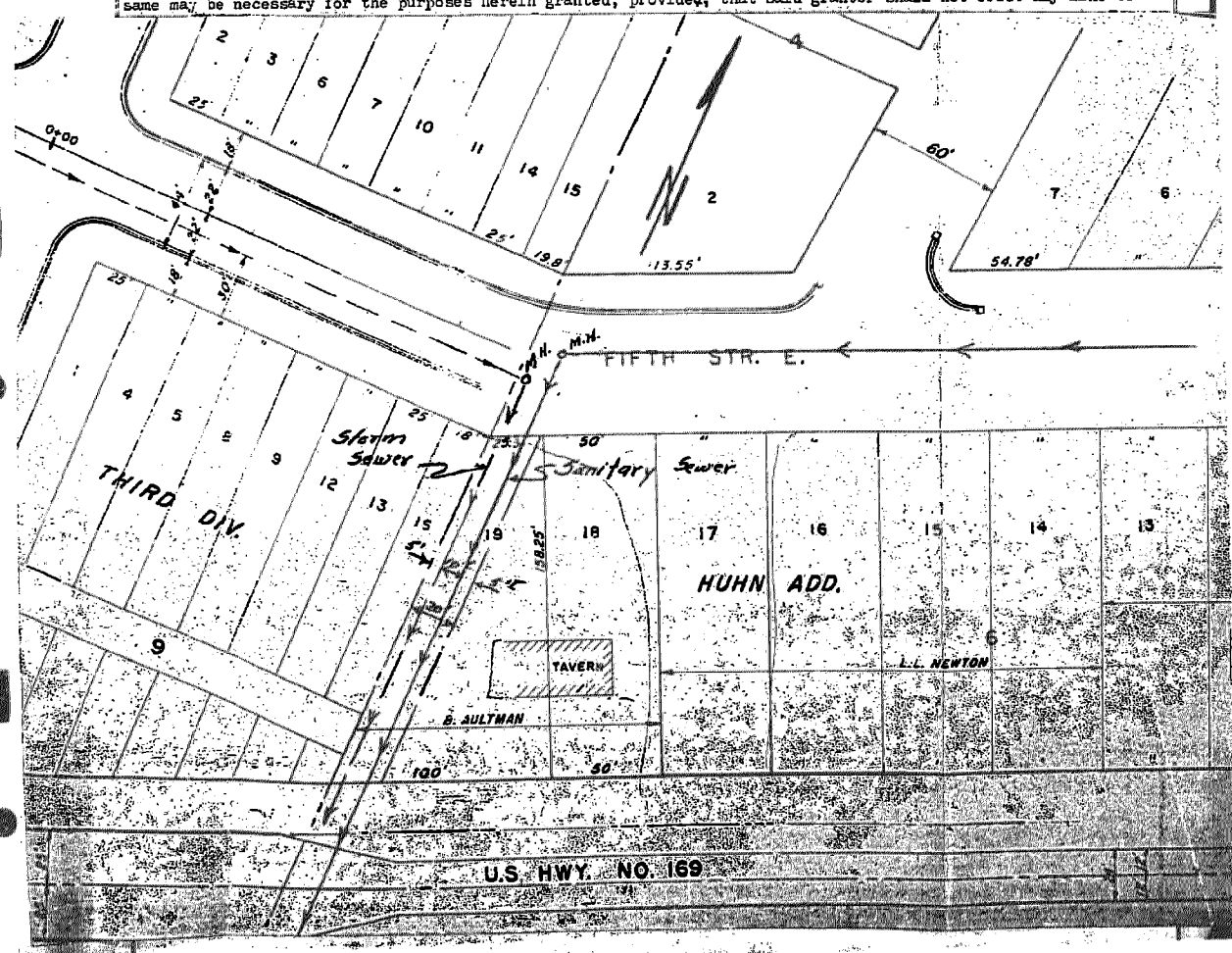
Grantors covenant and agree that there shall be no payment made in addition to the above as stated herein for any destruction of trees or any necessary destruction to the barbecue pit which may be located upon the right of way and which may be damaged in the construction of the sewer lines.

Grantor covenants with grantee that he is the lawful owner of the aforesaid lands, that he has the right and authority to make this grant and that he will forever warrant and defend the title thereto against all claims whatsoever.

The grantee, by the acceptance hereof, agrees to bury said pipe lines through the said property so that they will not interfere with the ordinary cultivation thereof, and specifically, grants to the grantor the right to use the said right of way for parking facilities or other facilities but prohibits the grantor from building any structures over or upon said right of way, but grants the right for the grantor to pave said right of way if he so desires.

Grantee agrees that in the event of any repairs or improvements that shall be made over and across the easement right of way, they shall restore the premises to their original condition as the same were in at the time of the making of said improvements or repairs.

The undersigned grantor reserves the right to the full use and enjoyment of said premises except as the same may be necessary for the purposes herein granted; provided, that said grantor shall not erect any line or



EASEMENT FOR ELECTRIC LINE

THIS INDENTURE, Made 30th day of March, 1984, by

L. L. Newton

of Grand Rapids, County of Itasca, State of Minnesota, parties of the first part, and the Village of Grand Rapids, a municipal corporation, of the State of Minnesota, party of the second part,

WITNESSETH

That the parties of the first part, being the owners of the premises hereinafter described, for and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, to them in hand paid, the receipt whereof is hereby acknowledged, do hereby grant, convey and warrant unto the said party of the second

part, its successors and assigns, a right-of-way and easement Ten (10) feet in width, being the West Ten (10) feet of Lot Seventeen (17) Block Six (6) Huhn's Addition to Grand Rapids, situated in the City of Grand Rapids, the County of Itasca and the State of Minnesota.

This easement shall be used by the Public Utilities Commission for the purpose of installing and maintaining underground electrical power cables.

Together with the right of the party of the second part, its servants, agents, and employees, to enter upon said premises for the purpose of constructing, digging, repairing, and patrolling said electric line, and for doing all things necessary and expedient for the proper control, maintenance and operation of said electrical power line.

The right is hereby expressly reserved to the first parties to every use and enjoyment of said lands not inconsistent with the maintenance and operation and repair of said electric light and power line.

The Easement hereby created and granted shall continue for so long as said described premises shall be used for the purposes herein provided.

IN WITNESS WHEREOF, The parties of the first part hereunto set their hands and seals the day and year first above written.

[Handwritten signature of L.L. Newton]

STATE OF MINNESOTA }
COUNTY OF ITASCA } SS.

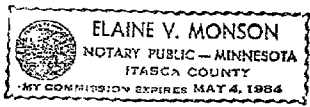
On this 30th day of March, 1984, before me, a Notary Public within and for

said County, personally appeared L.L. Newton and [blank], husband and wife, to me known to be the persons described in, and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

[Handwritten signature of Elaine V. Monson]
Notary Public, Itasca County, Minn.

My commission expires May 4, 1984
(Notarial Seal)

This instrument was drafted by the Public Utilities Commission.





CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	17-0688	Version:	1	Name:	Consider the adoption of a resolution approving the vacation of three publically retained easements located within Block 9, Grand Rapids Third Division and Block 6, Huhn's Addition to Grand Rapids respectively.
Type:	Agenda Item	Status:		Status:	Public Hearing
File created:	9/18/2017	In control:		In control:	City Council
On agenda:	9/25/2017	Final action:		Final action:	
Title:	Consider the adoption of a resolution approving the vacation of three publically retained easements located within Block 9, Grand Rapids Third Division and Block 6, Huhn's Addition to Grand Rapids respectively.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	City Easement Vacation: Resolution w/Exhibit A1				

Date	Ver.	Action By	Action	Result
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Consider the adoption of a resolution approving the vacation of three publically retained easements located within Block 9, Grand Rapids Third Division and Block 6, Huhn's Addition to Grand Rapids respectively.

Background Information:

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

The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, and adopt the resolution as prepared, or the Council can make its own findings to support its reasons for approving or disapproving the public easement vacations.

Requested City Council Action

Make a motion adopting a resolution approving the vacation of three publically retained easements located within Block 9, Grand Rapids Third Division and Block 6, Huhn's Addition to Grand Rapids respectively.

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

RESOLUTION NO. 17-__

A RESOLUTION VACATING THREE PUBLIC EASEMENTS WITHIN THE CITY OF GRAND RAPIDS

WHEREAS, the Grand Rapids City Council, at their regular meeting on August 14, 2017, initiated the consideration of the vacation of certain public easements located within the City of Grand Rapids; and

WHEREAS, the City Planning Commission, at their regular meeting on September 7, 2017 reviewed the proposed vacation of three public easements all of which are legally described as (*and depicted within Exhibit "A1"*):

1. *The N 10 ft. of the S 90 ft. of Lots 1, 4, 5, 8, 9, 12, 13, and 16, in Block 9, Grand Rapids Third Division, Itasca County, Minnesota - (Doc. Listed in Recorders # A000233811) and;*
2. *The W 20 ft. of Lot 19, Block 6, Huhn's Addition to Grand Rapids, Itasca County, Minnesota - (Doc. Listed in Recorders # A000238096) and;*
3. *The W 10 ft. of Lot 17, Block 6, Huhn's Addition to Grand Rapids, Itasca County, Minnesota - (Doc. Listed in Recorders # A000363989) and;*

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

WHEREAS, the Planning Commission forwarded a recommendation for approval of the three easement vacations as recommended by the City of Grand Rapids Engineering Department; and

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

WHEREAS, the Grand Rapids City Council conducted a public hearing at 5:30 pm on September 25, 2017, to consider the vacation of easements described above; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA: that the City Council does concur with the Planning Commission's findings that these vacations are in the best interest of the public's health, safety, and general welfare, and hereby vacates the above described, and depicted in Exhibit A1, public easements based on the following findings of fact:

- The public easements are not needed for traffic purposes.
- The public easements are not needed for pedestrian purposes, based on their location.

- The public easements are not needed for utility purposes, as recommended by the City Engineer.
- Vacating the public easements will place a minimal amount of developable land on the tax rolls.
- Vacating the public easements will no impact, either way, on economic development in the City.

AND BE IT FURTHER RESOLVED, that;

1. The City Council instructs City Staff to submit a copy of this resolution to the Itasca County Recorder.

Adopted by the Council this 25th day of September, 2017.

Dale Adams, Mayor

ATTEST:

Kim Gibeau, City Clerk

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

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

P:\E\J\O\GRANR\140263\Trail Lighting\5-final-dsgn\51-civil\cadd\dwg\EXHIBIT\Burggraf Lighting Esmt.dwg 7/26/2017 3:58 PM schristenson



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

FILE NO.
 GRANR 140263

DATE:
 07/24/17

BURGGRAF PROPERTIES LLP
PROPOSED EASEMENTS
AND VACATIONS
GRAND RAPIDS, MINNESOTA

EXHIBIT
1A

	PARCEL BOUNDARY
	PROPOSED PERMANENT EASEMENT
	EXISTING PERMANENT EASEMENT



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0690 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Community Development
File created: 9/18/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider adopting a resolution accepting a Commercial Redevelopment grant from the Minnesota Department of Iron Range Resources (IRRR) for the Sammy's Pizza Expansion project.

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution Accepting IRRRB Commercial demo grant.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a Commercial Redevelopment grant from the Minnesota Department of Iron Range Resources (IRRR) for the Sammy's Pizza Expansion project.

Background Information:

At the City Council's previous meeting on September 11th, a grant application to the IRRR Commercial Redevelopment program was authorized. The Commercial Redevelopment program funds commercial building demolition and hazardous materials abatement expenses associated with redevelopment of blighted/vacant properties. The \$82,800 grant request was to fund the budgeted cost to abate hazardous materials, demolish and dispose of two structures on property owned by Tony and Kelly Jerulle, adjacent to their business Sammy's Pizza, 802 S. Pokegama Ave. The removal of the structures will allow the Jerulles to undertake a \$1.7M project to construct a 4,000 sf addition to and renovation of their existing restaurant as well as an expansion and reconstruction of their parking lot.

The full amount of the requested grant has been awarded by IRRR. Minnesota Statutes section 465.03 requires that acceptance of grants be done through the attached resolution.

Requested City Council Action

Make a motion adopting a resolution accepting a Commercial Redevelopment grant from the Minnesota Department of Iron Range Resources (IRRR) for the Sammy's Pizza Expansion project

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

RESOLUTION NO. 17-

A RESOLUTION ACCEPTING AN \$82,800.00 GRANT FROM THE IRON RANGE RESOURCES AND REHABILITATION BOARD (IRRRB) COMMERCIAL REDEVELOPMENT PROGRAM FOR DEMOLITION AND HAZARDOUS MATERIAL ABATEMENT ASSOCIATED WITH THE SAMMY'S PIZZA EXPANSION PROJECT

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

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$82,800.00 Commercial Redevelopment grant award from the IRRRB for the demolition of two structures and hazardous material abatement for the Sammy's Pizza Expansion Project.

Adopted this 25th day of September, 2017.

Dale Adams, Mayor

Attest:

Kimberly Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0691 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Community Development
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider approval of an Agreement with Tony and Kelly Jerulle dba Sammy's Pizza
Sponsors:
Indexes:
Code sections:
Attachments: [Sammy's Development Agreement \(final\).pdf](#)
[Map of proposed demolition.pdf](#)

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

Consider approval of an Agreement with Tony and Kelly Jerulle dba Sammy's Pizza

Background Information:

Tony and Kelly Jerulle (dba Sammy's Pizza) are the owners of property located at 805 Clover Lane (former single family home) and 806 S. Pokegama Ave. (former restaurant) adjacent to their existing business located at 802 S. Pokegama Ave. The planned demolition and removal of the former single family home and vacant restaurant building is to be funded by a recently awarded Commercial Redevelopment grant of \$82,800 from the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) to the City. The removal of these structures will allow for an expansion of their restaurant and parking lot, valued at approximately \$1.7M.

The proposed Agreement between the City and the Jerulles establishes the parties responsibilities with regard to the use of the IRRR grant funds. In summary, the City will be responsible for: accepting the grant from IRRR, preparing bidding documents for the demolition/hazardous material abatement project, bidding and awarding a contract for the project, administering the contract and using the IRRR grant funds to reimburse the City for the contract expenditures. The Jerulles will generally be responsible for reimbursing the City for any contract costs or professional service costs associated with the project that exceed the IRRR grant amount. The agreement also provides the City and its contractor access to the Jerulles property to perform the work.

Requested City Council Action

Pass a motion approving the Agreement with Tony and Kelly Jerulle dba Sammy's Pizza

AGREEMENT

THIS AGREEMENT between the City of Grand Rapids (hereinafter “City”) and Tony and Kelly Jerulle, husband and wife dba Sammy’s Pizza (hereinafter “Sammy’s), contains the duties and responsibilities of the parties with regard to the Minnesota Department of Iron Range Resources and Redevelopment (hereinafter “IRRR”) Commercial Redevelopment Grant for the project known as “*Sammy’s Pizza Restaurant Expansion.*”

WHEREAS, the City has received a Commercial Redevelopment Grant in the amount of \$82,800 from IRRR to assist in the redevelopment of blighted/vacant properties located upon Lot 1 less the N 114’, Block 2 of Doran Addition to Grand Rapids and Lot 2 less N 4’ together with Lot 3, Block 7 of Clover 1st & 2nd Addition to Grand Rapids. Sammy’s presently owns two buildings on said properties both of which must have hazardous materials abated and be demolished for Sammy’s Pizza Restaurant Expansion project.

WHEREAS, Sammy’s wish to collaborate with the City in the removal of these buildings and the abatement of hazardous materials, therein, as required to develop the Sammy’s Pizza Restaurant Expansion, a \$1.7M project which consists of an approximate 4,000 sf addition, renovation of existing restaurant area and an expansion/reconstruction of parking lot.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

RESPONSIBILITIES

City of Grand Rapids:

1. The City of Grand Rapids will accept the \$82,800.00 grant awarded from IRRR and enter into a Grant Agreement with IRRR.
2. The City will donate all staff time necessary to complete the project and fulfill the IRRR grant requirements.
3. The City will prepare the bidding documents for the hazardous material abatement, building demolition and disposal, and site reclamation, with input from Northrock on the elements of the desired site reclamation.
 - a. The City intends that the preparation of bidding documents, and the contract administration of work involved in the project will be subcontracted to SEH Engineering, the proposal for which is attached as Exhibit A.
4. The City of Grand Rapids will secure all permits needed to complete the demolition as may be necessary

5. The City will administer the public competitive bidding process. The City of Grand Rapids will not accept, nor award, any bids, contracts, add-alt options, scope of work changes, or change orders without the express written consent from Sammy's.
6. The City will award a contract to the lowest responsible bidder.
7. The City will administer the contract in the following manner:
 - a. By providing a project representative to monitor the completion of the work and serve as a liaison between the City and Sammy's;
 - b. Process the partial and final payment requests by the contractor on a monthly basis, or as partial payments requests come due.
 - (1) Payments to the contractor will be made by the City, as stated below.
 - (2) The City will request reimbursement from IRRR and Sammy's according to the terms stated below.
 - c. Ensure the proper environmental approvals are obtained.

Sammy's:

1. Sammy's will, upon request by the City on a monthly basis, or as partial payments requests come due, reimburse the City for costs above and beyond the IRRR grant directly related to the building removal, hazardous material abatement and site reclamation of the Sammy's-owned structures, such as:
 - a. Contract costs – payments to the contractor performing the hazardous material abatement and building demolition work.
 - b. Professional service costs – payments to professional service providers hired by the City to prepare bidding documents and administer/monitor the contract completion.
 - c. Permitting fees associated with the removal of said structures. The amount of said permitting fees shall be calculated by applying the unit cost of each building demolished to the City's Building Code fee schedule.
 - d. The City of Grand Rapids will compensate all contract providers as partial payments requests come due. After payment, the City will forward the partial payment request and proof of prior payment to Sammy's for reimbursement by Sammy's within 30 (thirty) days of receipt.

2. Sammy's will provide/appoint a project representative to serve as a liaison between the City and Sammy's to:
 - a. Coordinate with the City representative to provide access to the interior of the Sammy's-owned buildings during the bidding process.
 - b. Review and provide input into the bidding documents during their development and prior to City action to authorize advertisement.
3. Sammy's will grant to the City and its contractor a license to access the properties owned by Sammy's to perform the work. The City and its contractors agree to comply with all Sammy's on-site safety requirements.
4. Additionally, any and all, contractors who perform work relative to this Agreement must also name Sammy's as an additional insured party upon their required insurance policy.

Dated: _____

CITY OF GRAND RAPIDS

By: _____
Dale Adams, Its Mayor

ATTEST: _____
Tom Pagel
City Administrator

Dated: _____

SAMMY'S PIZZA

Tony Jerrule
Its: Co-owner

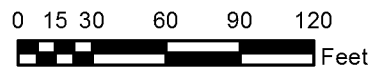
Kelly Jerrule
Its: Co-owner

Dated: _____

EXHIBIT A

(SEH Professional Services Proposal)

Sammy's Pizza Proposed Demolition





CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0696 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Community Development
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider approval of a Grant Contract with Minnesota Department of Iron Range Resources (IRRR) for a Commercial Redevelopment Grant to complete demolition and hazardous material abatement associated with the Sammy's Pizza expansion project.

Sponsors:

Indexes:

Code sections:

Attachments: [IRRRB Grant Contract.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approval of a Grant Contract with Minnesota Department of Iron Range Resources (IRRR) for a Commercial Redevelopment Grant to complete demolition and hazardous material abatement associated with the Sammy's Pizza expansion project.

Background Information:

On September 11, 2017 the City Council authorized an application to IRRRB for a \$82,800.00 Commercial Redevelopment Grant to fund all or a portion of the demolition of structures located at 805 Clover Lane and 806 S. Pokegama Ave. for the Sammy's Pizza Expansion project.

The IRRRB has approved the full amount of that grant request. The execution of the attached Grant Contract requires the approval of the City Council.

Requested City Council Action:

Pass a motion approving a Grant Contract with Minnesota Department of Iron Range Resources (IRRR) for a Commercial Redevelopment Grant to complete demolition and hazardous material abatement associated with the Sammy's Pizza expansion project.
and authorize the Mayor and City Administrator's execution.

**STATE OF MINNESOTA
GRANT CONTRACT**

PO ID 3000006087	PO Date September 12, 2017		Fiscal Year 2018	Grant Award \$82,800.00
Vendor ID 0000195352	Fund 2370	Fin Dept ID B4335310	Approp ID B43TCPR	Account 441352

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

Recitals

1. Under Minn. Stat. Sec. 298.22 and 298.223 and pursuant to Iron Range Resources and Rehabilitation Board Resolution No. 17-027 the State is empowered to enter into this grant.
2. As part of its mission, Iron Range Resources and Rehabilitation will grant funds for local economic development projects located within the Taconite Assistance Area defined in Minn. Stat. Sec. 273.1341. Iron Range Resources and Rehabilitation has determined that completion of this project will support those purposes.
3. The State is in need of the duties specified in Exhibit A, which is attached and incorporated into this grant contract.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn. Stat. Sec. 16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 Effective date:

September 14, 2017, or the date the State obtains all required signatures under Minn. Stat. Sec. 16B.98, Subd. 5, whichever is later. Per, Minn. Stat. Sec. 16B.98, Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed. **The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

1.2 Expiration date:

June 1, 2018, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms.

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

2 Grantee's Duties

The Grantee, who is not a state employee, will: perform the duties specified in Exhibit A which is attached hereto and incorporated into this grant contract. The grantee will comply with required grants management policies and procedures set forth through Minn. Stat. Sec. 16B.97, Subd. 4 (a)

(1).

3 Time

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

4 Consideration and Payment

4.1 Consideration.

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

(a) Compensation

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

(b) Travel Expenses

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

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$82,800.00 and be in accordance with the breakdown of costs contained in Exhibit B.

4.2 Payment

(a) Invoices

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

(b) Unexpended Funds

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

4.3 Contracting and Bidding Requirements

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

(a) If t

(a), clause (2)

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

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

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

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

5 Conditions of Payment

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

6 Authorized Representative

The State's Authorized Representative is Chris Ismil, 4261 Hwy 53 S, Eveleth, Minnesota, 55734, (218) 735-3010, chris.ismil@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

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

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

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

7.2 Amendments

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

7.3 Waiver

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

7.4 Grant Contract Complete

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

8 Liability

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

9 State Audits

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

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

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

10.2 Intellectual Property Rights

The State shall own all rights, title and interest in any intellectual property that is derived or developed pursuant to this grant contract, including but not limited to copyrights, patents, trade secrets, trademarks and service marks in any works or documents created and paid for pursuant to this contract.

11 Workers Compensation

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

12 Publicity and Endorsement

12.1 Publicity

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

12.2 Endorsement

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

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

14.1 Termination by the State

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

14.2 Termination for Cause

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

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract if:

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

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

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

16 Provisions

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

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

This document may be executed in counterparts. The parties may provide electronic signatures

pursuant to the authority of Minn. Stat. Ch. 325L.

1. STATE ENCUMBRANCE VERIFICATION

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

Electronically Approved and Signed

Signed: Bob Scuffy

Title: Accounting Director

Date: September 12, 2017

3. STATE AGENCY

Electronically Approved and Signed

By: Mark R Phillips

Title: Commissioner

Date: September 14, 2017

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0698 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Community Development
File created: 9/19/2017 **In control:** City Council
On agenda: 9/25/2017 **Final action:**
Title: Consider approval of a proposal from SEH for professional services associated with the Sammy's Pizza Expansion demilition contract.

Sponsors:

Indexes:

Code sections:

Attachments: [Grand Rapids Sammy's Expansion Demo SEH Proposal.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approval of a proposal from SEH for professional services associated with the Sammy's Pizza Expansion demilition contract.

Background Information:

The City of Grand Rapids has been awarded a Commercial Redevelopment grant from the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) to demolish and dispose of two structures in advance of a project to expand the Sammy's Pizza restaurant at 802 S. Pokegama Ave. The previously approved Agreement between the owners of Sammy's Pizza and the City detailed the City's intent to hire SEH to perform the bidding document preparation for demolition work as well as the contract administration and that the City would be reimbursed for those professional service fees either through the grant proceeds or through a reimbursement from the owners.

The attached proposal, submitted by SEH addresses that scope of work for a lump sum fee of \$7,100.00

Requested City Council Action

Pass a motion approving a proposal from SEH for professional services associated with the Sammy's Pizza Expansion demilition contract.



Building a Better World
for All of Us®

September 18, 2017

RE: City of Grand Rapids
Building Demolition Project
Sammy's Expansion
Grand Rapids, MN
Engineering Services Proposal

Rob Mattei
Community Development Director
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

Dear Rob,

Thank you for the opportunity to provide this proposal for engineering services for the Sammy's Expansion Demolition Project in Grand Rapids, MN. From our discussions, SEH understands the project to include two buildings, the former Pizza Hut and the house on Clover Lane. The demolition would include the associated site amenities (fencing, concrete slabs/foundations, bituminous pavement, etc.). The proposal includes the following activities; prepare bidding documents for the removal of the hazardous materials and the demolition of the buildings, bidding services, recommendation to award a contract, construction services and project administration.

Tony Jerulle, Sammy's owner, has completed an Asbestos Inspection Report prepared by Arrowhead Consulting & Testing, July 31, 2017, for the sites. This information will be utilized and added to the final bid documents for all of the hazardous materials abatement activities for the site.

SEH Work Scope/Deliverables:

Design Services:

The details of specific items being removed would be finalized with the final design. In general, the two buildings and associated site amenities, would be removed from the site.

- Prepare aerial photo plan set indicating demolition limits, details, notes, utility service removals (sewer and water), buildings, paved surfaces, concrete surface, and restoration activities

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 | 218.322.4500 | 888.908.8166 fax

- Include hazardous material abatement requirements as identified in the Asbestos Inspection Report prepared by Arrowhead Consulting & Testing, July 31, 2017, in the bidding documents. No additional hazardous material review or abatement activities are included.
- Coordinate with owner for private utility disconnect locations
- Prepare specifications for contract requirements and technical activities
- Prepare the storm water permit documentation as required by the City of Grand Rapids
- Prepare advertisement for bids and send in for publishing as required by owner
- Attend and facilitate pre-bid site meeting
- Answer contractor questions during the bidding phase
- Attend and facilitate the bid opening at the Grand Rapids City Hall
- Review bids with Owner
- Provide Owner with a recommendation to award a contract
- Execute contract with the Owner selected contractor

Construction Services and Project Administration

Activities completed under this portion of the project are as follows:

- Conduct daily site inspections during demolition activities
- Review scope modifications and change order requests
- Attend construction meetings as needed
- Prepare pay estimates for the project as work is completed
- Coordinate activities with the contractor and the owner
- Answer questions from the contractor during the construction phase

Activities not included in the proposal:

- Any advertising costs
- Any permit fees (MPCA Demolition, City of Grand Rapids, MPCA Storm Water, DNR)
- Any activities associated with the testing and for the removal of any underground tanks

SEH Fee:

SEH will provide the services described in this letter proposal for lump sum fee as follows:

Design Services	\$4,300.00
Construction Services	<u>\$2,800.00</u>
Total	\$7,100.00

Invoicing will be based on percentage of work completed and will be processed monthly. The attached General Conditions dated Rev. 07.14.16 (*attached as Exhibit A*), shall govern for all services provided under this contract unless otherwise noted in this proposal.

Schedule:

SEH would complete the design activities within 20 days after receipt of an executed agreement. The activities will include receiving bids from contractors and the recommendation to award the contract. The construction activities would be completed to meet the City’s and the contractor’s schedules. It is anticipated that demolition and restoration would be completed in approximately one week. The schedule could be reviewed further if needed to meet owner requirements.

If this proposal is acceptable, please sign and return one agreement to my attention. If you have questions on any of the activities or fees, please call me at 218-322-4502.

Sincerely,
Short Elliott Hendrickson Inc.



Bob Beaver, PE
Principal | Project Manager

Accepted this _____ day of _____, 2017.

By: _____
Authorized Client Signature

Printed Name and Title

rjb

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated

with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

SECTION V – DISPUTE RESOLUTION

A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

SECTION VI – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 17-0681 **Version:** 1 **Name:** consider a motion to authorize Library staff to apply for a matching grant from the MN Dept of Ed for accessibility improvements for the Library

Type: Agenda Item **Status:** Library

File created: 9/13/2017 **In control:** City Council

On agenda: 9/25/2017 **Final action:**

Title: Consider a motion to authorize Library staff to apply for a matching grant from the Minnesota Department of Education for accessibility improvements for the Library.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider a motion to authorize Library staff to apply for a matching grant from the Minnesota Department of Education for accessibility improvements for the Library.

Background Information:

The Grand Rapids Area Library was completed in September of 2000, with entrances and facilities conforming with the ADA requirements. We have however, recently observed several barriers to access within the building:

1. There are more chairs and scooters which will not fit through the interior doors into the library. These customers can enter the lobby but not the Library. This limits their access to the collection, and to using the computers in the Library, as well as being able to use the space.

2. Some customers in wheelchairs have difficulty exiting through the interior door, which is set up to open automatically with pressure from the inside. (no button on the inside) The pressure required is more than some customers can exert. (most striking example is a preschooler in a chair who lacks the mass necessary to achieve the pressure required) Adults in chairs have complained that they needed to put bumpers on their chairs to allow them to exert more force on the door to automatically open it.

3. Tutors, rehabilitation experts, counselors, social workers and others are scheduling more meetings with clients at the library because it is centrally located and easily accessible. Our small quiet meeting rooms are not large enough for a wheelchair, a table and another person, and meeting at a table in the open area of the library does not provide privacy.

We toured the building with Myrna Peterson, a representative from Mobility Mania, and got suggestions for modifying the interior doors, installing buttons, and creating a small accessible meeting room.

We are planning the following modifications:

- a. Modify inner entrance doorways and replace 3 doors with 2 larger doors . One large door will be opened by

buttons on both sides.

b. Create a small meeting room large enough for 3 -4 people to meet without being overheard. The room will be furnished with a table and chairs that are easily movable and adjustable, or removable if necessary. The door will be operated on both sides by push buttons.

Staff Recommendation:

Library staff is recommending applying for a matching grant of up to \$15,000 from the MN Department of Education for accessibility improvements for the Library

Requested City Council Action

Make a motion to authorize Library staff to apply for a matching grant from the Minnesota Department of Education for accessibility improvements for the Library.