



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, August 28, 2017

5:00 PM

City Hall Council Chambers

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**5:00 PM CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, August 28, 2017 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

### MEETING PROTOCOL POLICY

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

**5:01 PM PUBLIC FORUM**

**5:06 PM COUNCIL REPORTS**

**5:09 PM VERIFIED CLAIMS**

17-0601 Consider approving the verified claims for the period August 8, 2017 to August 21, 2017 in the total amount of \$1,135,041.71.

**Attachments:** [COUNCIL BILL LIST 08/28/2017.pdf](#)

**5:10 PM APPROVAL OF MINUTES**

17-0613 Consider approving Council minutes for Monday, August 14, 2017 Worksession & Regular meetings and Monday, August 21, 2017 Budget meeting.

**Attachments:** [August 14, 2017 Regular Meeting.pdf](#)

[August 14, 2017 Worksession.pdf](#)

[August 21, 2017 Budget Meeting.pdf](#)

**5:11 PM CONSENT AGENDA**

*Any item on the consent agenda shall be removed for consideration by request of any one Councilmember, City staff, or the public and put on the regular agenda for discussion and consideration.*

1. [17-0580](#) Consider adopting a resolution accepting an additional \$5,499.51 grant award from Minnesota Board of Firefighter Training and Education (MBFTE).  
**Attachments:** [FD MBFTE Gnt Redistribution.pdf](#)
  
2. [17-0586](#) Consider accepting the resignation from Jason Hoerler, Firefighter.  
**Attachments:** [Hoerler resignation](#)
  
3. [17-0594](#) Consider approving a deed restriction for the property known as Legion Park  
**Attachments:** [Deed Restriction unsigned](#)
  
4. [17-0597](#) Consider adopting a resolution approving operating transfer from the General Capital Improvement Fund-Neighborhood Economic & Development Fund in the amount of \$27,184.00.  
**Attachments:** [Riverfront Venue-Neighborhood Eco tfr.pdf](#)
  
5. [17-0600](#) Consider adopting a resolution approving operating transfers to the Special Revenue Fund-Civic Center in the amount of \$145,067.21 and authorizing a loan in the amount of \$10,762.44 from the General Fund to pay for the Dehumidification Project.  
**Attachments:** [Civic Center Dehumidification loan.pdf](#)
  
6. [17-0611](#) Consider approving temporary liquor license for Grand Rapids & Itasca Mountain Bicycling Association (GRIMBA), event scheduled for September 15, 2017.  
**Attachments:** [GRIMBA 9-15-17.pdf](#)
  
7. [17-0612](#) Consider wage adjustment for Seasonal Golf Employee.
  
8. [17-0614](#) Consider entering into an Equipment Rental Agreement with the Itasca Curling Club.  
**Attachments:** [Curling equipment rental agreement-2017](#)
  
9. [17-0615](#) Consider adopting a resolution declaring the cost to be assessed and ordering the preparation of proposed assessments for CP 2009-1, 2017 Infrastructure Improvements Project  
**Attachments:** [8-28-17 Resolution CP 2009-1 Declaring Costs](#)
  
10. [17-0616](#) Consider entering into an Equipment Rental Agreement with the Itasca Curling Club.  
**Attachments:** [Curling equipment rental agreement](#)
  
11. [17-0617](#) 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.
  
12. [17-0618](#) Consider adopting a resolution establishing a public hearing on September 11, 2017 on proposed assessments for CP 2009-1, 2017 Infrastructure Improvements.

**Attachments:** [8-28-17 Resolution CP 2009-1 Hearing for Assessments](#)

13. [17-0619](#) Consider approving Change Order 1 and final payment for the Keissler Wellness Center Site Improvements project in the amount of \$10,942.33  
**Attachments:** [Kiessler final payment and change order 1.pdf](#)
14. [17-0620](#) Consider approving Change Orders 5, 6 and Final Payment for CP 2017-1, 5th St N and 8th Av NE Improvements.  
**Attachments:** [129-112-010 Change Order 05 agg adjust](#)  
[129-112-010 Change Order 06 balancing](#)  
[Pay Est 13 Final](#)
15. [17-0621](#) Consider approval of an updated and amended Small Cities Development Program Commercial & Residential Rehabilitation Deferred Loan Program Policy and Procedures Handbook  
**Attachments:** [SCDP Commercial and Residential Rehab Program Policy Revised \(final\).pdf](#)
16. [17-0624](#) Consider adopting a resolution accepting an in-kind donation of materials and labor, valued at \$249.00 from Janssen Fabricating Enterprise, LLC for 1000 Lakes SWAT for modifications to a rifle.  
**Attachments:** [1000 lakes swat donation.pdf](#)
17. [17-0625](#) Consider adopting a resolution accepting a donation of \$100.00 from Grand Rapids State Bank and in-kind donation of food & beverages, valued at \$512.00, from McDonald's for the Children's Safety Camp.
18. [17-0629](#) Consider appointing Dale Anderson as an alternate representative to the Greenway Joint Recreation Board.

**5:13 SETTING OF REGULAR AGENDA  
PM**

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

**5:14 DEPARTMENT HEAD REPORT  
PM**

19. [17-0631](#) Housing & Redevelopment Authority - Jerry Culliton

**5:25 FIRE DEPARTMENT  
PM**

20. [17-0628](#) Consider authorizing Fire Department to Form a Truck Committee and Develop Specifications for a 2018 Rescue Pumper truck.

**5:30 PUBLIC HEARINGS  
PM**

21. [17-0607](#) Conduct a public hearing to consider the rezoning of 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use).

**Attachments:** [MN Power Zoning Map Amendment Request: Maps](#)  
[MN Power Zoning Map Amendment: Application](#)

**5:45 COMMUNITY DEVELOPMENT  
PM**

22. [17-0608](#) Consider the recommendation of the Planning Commission regarding adoption of an ordinance, amending the Official Zoning Map, by rezoning 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use).

**Attachments:** [MN Power REZ- Ordinance w-Exhibit.pdf](#)  
[MN Power REZ-Map-Exhibit-A.pdf](#)

**5:50 PUBLIC HEARINGS  
PM**

23. [17-0609](#) Conduct a Public Hearing to consider the adoption of an Ordinance amending Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Residential zoning district.

**Attachments:** [Draft Amendments: Sec.30-512. Table 2A & 2C](#)  
[Sect. 30-512 "Current" Lot Size Tables](#)  
[Section 30-803\(c\)4 \(Controlled Access Lots\)](#)  
[Zoning Ordinance Amendment: Kellin Application](#)  
[Kellin-draft subdivision plan](#)

**6:05 COMMUNITY DEVELOPMENT  
PM**

24. [17-0610](#) Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending two sections of Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Residential zoning district.

**Attachments:** [Ordinance: Shoreland Lot Size Text Amendment w/Exhibit "A"](#)

**6:10 ADMINISTRATION DEPARTMENT  
PM**

25. [17-0626](#) Consider appointment of Connor Grigsby to Firefighter Trainee position.

26. [17-0627](#) Consider beginning the process of creating an eligibility list for Part-time Hospital Security Officers.

**6:20 ADJOURNMENT  
PM**

*NEXT REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 11, 2017, AT 5:00*



*P.M.*

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

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

*Attest: Kimberly Gibeau, City Clerk*



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0601      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Verified Claims      **Status:** Verified Claims  
**File created:** 8/17/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider approving the verified claims for the period August 8, 2017 to August 21, 2017 in the total amount of \$1,135,041.71.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [COUNCIL BILL LIST 08/28/2017.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period August 8, 2017 to August 21, 2017 in the total amount of \$1,135,041.71.

**Requested City Council Action**

Make a motion approving the verified claims for the period August 8, 2017 to August 21, 2017 in the total amount of \$1,135,041.71.

DATE: 08/23/2017  
 TIME: 15:06:38  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/28/2017

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0914690	INSIGHT PUBLIC SECTOR SLED	784.04
	TOTAL CITY WIDE	784.04
SPECIAL PROJECTS-BUDGETED		
2500050	ITASCA COUNTY FAMILY YMCA INC	12,500.00
	TOTAL SPECIAL PROJECTS-BUDGETED	12,500.00
ADMINISTRATION		
0805099	HEALTH RISK STRATEGIES, LLC	4,712.50
	TOTAL ADMINISTRATION	4,712.50
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	42.74
0315455	COLE HARDWARE INC	28.91
0609457	FILTHY CLEAN INC	574.60
	TOTAL BUILDING MAINTENANCE-CITY HALL	646.25
ENGINEERING		
1900225	SEH-RCM	80.00
	TOTAL ENGINEERING	80.00
FINANCE		
0715814	GOVERNMENT FINANCE OFFICERS	170.00
	TOTAL FINANCE	170.00
FIRE		
0121721	AUTO VALUE - GRAND RAPIDS	36.99
0221650	BURGGRAF'S ACE HARDWARE INC	51.98
0513235	EMERGENCY RESPONSE SOLUTIONS	34.88
0920040	ITASCA COUNTY FARM SERVICE	149.00
	TOTAL FIRE	272.85

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/28/2017

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
INFORMATION TECHNOLOGY		
0914690	INSIGHT PUBLIC SECTOR SLED	393.22
	TOTAL INFORMATION TECHNOLOGY	393.22
PUBLIC WORKS		
0100046	ASV, LLC	79.94
0103325	ACHESON TIRE COMPANY INC	100.00
0104799	ADVANCED SERVICES INC	2,342.00
0113240	AMERICAN PUBLIC WORKS ASSOC	400.00
0121721	AUTO VALUE - GRAND RAPIDS	1.19
0201650	BARGEN INC	12,105.00
0205090	BEACON ATHLETICS LLC	810.00
0205531	BENES WELL DRILLING	24,824.55
0212553	BLOOMERS GARDEN CENTER	547.47
0221650	BURGGRAF'S ACE HARDWARE INC	110.91
0300200	CDW GOVERNMENT INC	679.84
0301685	CARQUEST AUTO PARTS	416.52
0305532	CENTURYLINK	384.77
0315455	COLE HARDWARE INC	106.69
0318900	CRYSTEEL TRUCK EQUIPMENT INC	335.00
0401420	DAKOTA FLUID POWER, INC	62.92
0718032	GRAND RAPIDS GREENHOUSE	482.61
0801825	HAWKINSON CONSTRUCTION CO INC	11,000.00
0801836	HAWKINSON SAND & GRAVEL	1,401.59
1200500	L&M SUPPLY	32.72
1309495	MINUTEMAN PRESS	69.50
1415590	NORTHWEST GAS	24.09
1421700	NUSS TRUCK GROUP INC	369.92
1503150	OCCUPATIONAL DEVELOPMENT CTR	600.00
1615427	POKEGAMA LAWN AND SPORT	326.96
1621125	PUBLIC UTILITIES COMMISSION	15,924.96
1801610	RAPIDS PLUMBING & HEATING INC	132.00
1809154	RICHARD RYSAVY	50.00
1813125	RMB ENVIROMENTAL	84.00
1903330	SCHOOL DISTRICT #318	613.22
1908248	SHERWIN-WILLIAMS	271.00
	TOTAL PUBLIC WORKS	74,689.37
FLEET MAINTENANCE		
0315455	COLE HARDWARE INC	9.99
	TOTAL FLEET MAINTENANCE	9.99

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/28/2017

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
POLICE		
0103325	ACHESON TIRE COMPANY INC	15.00
0116610	APPLIED CONCEPTS INC	115.00
0120440	ATLAS BUSINESS SOLUTIONS INC	576.00
0205725	BETZ EXTINGUISHER COMPANY	15.00
1200500	L&M SUPPLY	72.97
1920233	STREICHER'S INC	656.92
	TOTAL POLICE	1,450.89
GENERAL FUND-LIQUOR/CHART GAMB		
0914197	INDEPENDENCE FIREWORKS ACCOUNT	100.00
	TOTAL	100.00
CENTRAL SCHOOL		
0315455	COLE HARDWARE INC	7.45
0609457	FILTHY CLEAN INC	1,300.00
1909510	SIM SUPPLY INC	52.06
2018680	TRU NORTH ELECTRIC LLC	430.00
	TOTAL	1,789.51
AIRPORT		
0315455	COLE HARDWARE INC	684.33
0518350	RUTH ERICKSON	1,033.02
2305451	WELLSON GROUP INC	20,712.45
	TOTAL	22,429.80
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	33.04
0118230	ARENA WAREHOUSE, LLC	2,320.90
0221650	BURGGRAF'S ACE HARDWARE INC	23.15
0315455	COLE HARDWARE INC	52.92
1200855	LVC COMPANIES INC	400.00
1309090	MINERS INC	70.70
1909510	SIM SUPPLY INC	255.81
	TOTAL GENERAL ADMINISTRATION	3,156.52

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CITY OF GRAND RAPIDS  
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INVOICES DUE ON/BEFORE 08/28/2017

VENDOR #	NAME	AMOUNT DUE
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CEMETERY		
0121721	AUTO VALUE - GRAND RAPIDS	42.04
0221650	BURGGRAF'S ACE HARDWARE INC	81.20
0315455	COLE HARDWARE INC	20.35
1200500	L&M SUPPLY	74.58
1615427	POKEGAMA LAWN AND SPORT	155.63
1909510	SIM SUPPLY INC	116.46
	TOTAL	490.26
GENERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
1900225	SEH-RCM	10,576.12
	TOTAL 2010-5 MS RIVER PD BRIDGE	10,576.12
KIESLER WELLNESS SITE PROJ		
0301705	CASPER CONSTRUCTION INC	10,942.33
	TOTAL KIESLER WELLNESS SITE PROJ	10,942.33
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	837.50
	TOTAL 2017 STREET LIGHT IMPROVMNTS	837.50
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-FINANCE		
0801661	HARRIS	6,194.00
	TOTAL CAPITAL OUTLAY-FINANCE	6,194.00
CAPITAL OUTLAY-PUBLIC WORKS		
0718021	GRAND RAPIDS GM INC	75,506.22
1421700	NUSS TRUCK GROUP INC	119,592.50

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/28/2017

VENDOR #	NAME	AMOUNT DUE
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
TOTAL CAPITAL OUTLAY-PUBLIC WORKS		195,098.72
2016 INFRASTRUCTURE BONDS		
2017-1	5TH ST N & 8TH AVE NE	
1900225	SEH-RCM	4,291.65
2000522	TNT AGGREGATES, LLC	34,296.37
TOTAL 2017-1 5TH ST N & 8TH AVE NE		38,588.02
2017 INFRASTRUCTURE BONDS		
2009-1	4TH AVE & 13TH ST NW	
0301705	CASPER CONSTRUCTION INC	210,603.79
1900225	SEH-RCM	15,094.97
TOTAL 2009-1 4TH AVE & 13TH ST NW		225,698.76
2009-1	9TH ST NE	
0301705	CASPER CONSTRUCTION INC	28,136.83
1900225	SEH-RCM	10,763.93
TOTAL 2009-1 9TH ST NE		38,900.76
2009-1	14TH ST NW OVERLAY	
0301705	CASPER CONSTRUCTION INC	3,831.62
1900225	SEH-RCM	990.42
TOTAL 2009-1 14TH ST NW OVERLAY		4,822.04
2009-1	8TH AVE NE STRM WTR	
0800075	HR GREEN INC	1,442.50
TOTAL 2009-1 8TH AVE NE STRM WTR		1,442.50
STORM WATER UTILITY		
0315455	COLE HARDWARE INC	72.97
0801535	HAMMERLUND CONSTRUCTION INC	28,500.00
0801825	HAWKINSON CONSTRUCTION CO INC	22,260.00
0801836	HAWKINSON SAND & GRAVEL	1,352.00

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/28/2017

VENDOR #	NAME	AMOUNT DUE
STORM WATER UTILITY		
0920040	ITASCA COUNTY FARM SERVICE	111.75
1200500	L&M SUPPLY	293.94
1415535	NORTHLAND MACHINES	115.00
1621125	PUBLIC UTILITIES COMMISSION	12,404.85
TOTAL		65,110.51
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 724,946.46
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0113232	AMERIFLEX BUSINESS SOLUTIONS	516.75
0114211	D. ANDERSON-PETTY CASH FUND	73.84
0116600	APPLE VALLEY, CITY OF	1,103.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	54,477.00
0305530	CENTURYLINK COMMUNICATIONS LLC	259.00
0312104	TONY CLAFTON	46.00
0315451	CITY OF COLERAINE	1,034.86
0405305	LYNN DEGRIO	86.67
0718015	GRAND RAPIDS CITY PAYROLL	247,203.28
0718070	GRAND RAPIDS STATE BANK	342.88
0815440	HOLIDAY COMPANIES	225.50
0900060	ICTV	13,980.92
0920036	ITASCA COUNTY ATTORNEY OFFICE	111.00
0920055	ITASCA COUNTY RECORDER	138.00
1205095	LEAGUE OF MN INSURANCE TRUST	1,152.06
1209516	LINCOLN NATIONAL LIFE	1,113.91
1300140	MINNESOTA PIE	175.00
1305046	MEDIACOM LLC	10.50
1309199	MINNESOTA ENERGY RESOURCES	1,596.15
1309332	MN STATE RETIREMENT SYSTEM	1,690.00
1309335	MINNESOTA REVENUE	7,729.48
1315650	ANDY MORGAN	121.28
1401705	CITY OF NASHWAUK	1,426.26
1405850	NEXTERA COMMUNICATIONS LLC	436.83
1502645	GARY O'BRIEN	201.00
1503151	ODC - MOTOR VEHICLE	21.75
1516220	OPERATING ENGINEERS LOCAL #49	37,310.00
1609561	PIONEER TELEPHONE	9.52
1621125	PUBLIC UTILITIES COMMISSION	1,202.61
1621130	P.U.C.	30,329.86
1809505	CHRIS RIMA-CARLSON	59.99
1913344	HEATH SMITH	58.00
1921620	SUPERIOR USA BENEFITS CORP	207.00
2000490	TDS Metrocom	748.02
2205637	VERIZON WIRELESS	1,994.29
2209665	VISA	1,668.53



DATE: 08/23/2017  
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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/28/2017

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2305447	WELLS FARGO BANK NA	1,175.00
T001158	AL WALLER	59.51
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$410,095.25
TOTAL ALL DEPARTMENTS		1,135,041.71



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0613      **Version:** 1      **Name:** Council minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 8/22/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider approving Council minutes for Monday, August 14, 2017 Worksession & Regular meetings and Monday, August 21, 2017 Budget meeting.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [August 14, 2017 Regular Meeting.pdf](#)  
[August 14, 2017 Worksession.pdf](#)  
[August 21, 2017 Budget Meeting.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, August 14, 2017 Worksession & Regular meetings and Monday, August 21, 2017 Budget meeting.

**Background Information:**

Draft minutes are attached for review.

**Staff Recommendation:**

Review and recommend approval.

**Requested City Council Action**

Make a motion to approve Council minutes for Monday, August 14, 2017 Worksession & Regular meetings and Monday, August 21, 2017 Budget meeting.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, August 14, 2017

5:00 PM

City Hall Council Chambers

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**5:00 PM CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, August 14, 2017 at 5:01 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, Marcia Anderson, Mike Liebel, Scott Johnson, Matt Wegwerth, Barb Baird, Lynn DeGrio*

**5:01 PM PRESENTATIONS/PROCLAMATIONS**

Proclaim August 4, 2017 Mike Johnson Day.

*Mayor Adams read the proclamation into the record.*

**Received and Filed**

### MEETING PROTOCOL POLICY

**5:03 PM PUBLIC FORUM**

*City Engineer Matt Wegwerth advised that there will be a seal coating project on 7th Avenue SE calling for a temporary road closure. This project is scheduled to begin Monday, August 21st at 9:00 pm, with the road reopening at approximately 5:00 am on Tuesday, August 22nd. In the event of inclement weather, the project will be postponed to a later date to be determined.*

**5:08 PM COUNCIL REPORTS**

*Councilor Connelly provided information regarding a meeting that was held to discuss the proposed IRA Civic Center expansion project and noted that the next meeting is scheduled for September 14th.*

**5:10 APPROVAL OF MINUTES  
PM**

Consider approving City Council minutes for Monday, July 24, 2017 Worksession & Regular meetings and Monday, July 31, 2017 Special meeting.

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

**5:40 VERIFIED CLAIMS  
PM**

Consider approving the verified claims for the period July 18, 2017 to August 7, 2017 in the total amount of \$1,446,752.89.

**A motion was made by Councilor Christy, 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

**5:11 CONSENT AGENDA  
PM**

1. Consider authorizing the Police Department to sell three (3) forfeited vehicles and one (1) forfeited ATV at the Minnesota DNR auction.  
**Approved by consent roll call**
2. Consider adopting a resolution accepting a \$100 donation from Grand Rapids Amateur Hockey Association (GRAHA) Gambling to be utilized for Independence Day Fireworks.  
**Adopted Resolution 17-64 by consent roll call**
3. Consider adopting a resolution accepting and approving additional donations for the IRA Civic Center Multi-Use Pavilion.  
**Adopted Resolution 17-65 by consent roll call**
4. Consider approving temporary liquor license for St. Joseph's Catholic Church, event scheduled for Saturday, September 9, 2017.  
**Approved by consent roll call**
5. Consider accepting the Fire Relief Association Schedule Form for Lump Sum Pensions reporting Year 2017, and the 2016 Financial Statements, and authorize the budgeted \$5,000 contribution to the Fire Relief Association.

**Approved by consent roll call**

6. Consider renewing a 3 year Software License Agreement with Schedule Anywhere, (ABS) Atlas Business Solutions, Inc. for the Police Department.

**Approved by consent roll call**

7. Consider adopting a resolution accepting donations of \$50 from Wal-Mart, \$100 from Grand Rapids State Bank, \$100 from Rowe Funeral Home, \$10 from Ruth Sejnoha, \$122.72 from Sandstrom's , 1 bike from Phil Windorski Memorial Foundation, 1 bike from North Homes, 1 bike from Target, 2 bikes from US Bank, 1 bike from Jurvelin Hardware/Vic Williams, 2 bikes from 1000 lakes FOP, 4 bikes from 1000 lakes FOP Auxiliary, 1 bike from Ross Resources, and 1 bike from American Bank of the North to be used for and given away at this year's National Night Out.

**Adopted Resolution 17-66 by consent roll call**

8. Consider approving a public service and infrastructure permanent easement from Burggraf Properties LLP related to CP 2017-4, 2017 Street Light Improvements.

**Approved by consent roll call**

9. Consider adopting a resolution approving LG230 Off-Site gambling application for Confidence Learning Center.

**Adopted Resolution 17-67 by consent roll call**

10. Consider issuing a Special Permit for Use and Possession of a Firearm within the City of Grand Rapids to 2017 MN Governor's Deer Hunting Opener.

**Approved by consent roll call**

11. Consider adopting a resolution accepting a donation of \$500.00 for the Shop with a Hero program.

**Adopted Resolution 17-68 by consent roll call**

12. Consider commencing proceedings and adopting a resolution establishing a public hearing date to consider the vacation certain public easements and a portion of right-of-way within the Plats of Grand Rapids Third Division and Huhn's Addition.

**Adopted Resolution 17-69 by consent roll call**

13. Consider approving five (5) temporary liquor licenses for the MacRostie Art Center, events scheduled September through January 2018.

**Approved by consent roll call**

14. Consider approving final payment on the dehumidification replacement project at the IRA Civic Center.

**Approved by consent roll call**

15. Consider a resolution amending the IRA Civic Center fee schedule.

**Adopted Resolution 17-70 by consent roll call**

16. Consider adopting a resolution to accept grant funds from MN DOT and a resolution entering into a grant agreement with the State of Minnesota for the GPZ Apron and Taxilane Construction project.

**Adopted Resoluton 17-71 and Resolution 17-72 by consent roll call**

17. Consider approving temporary liquor license for Grand Rapids Area Community Foundation.

**Approved by consent roll call**

18. Consider adopting two resolutions to execute the MnDOT Airport Maintenance and Operation Grant Contract #1028994 and authorize the Mayor and the Clerk to sign such Contract.

**Adopted Resolution 17-73 and Resolution 17-74 by consent roll call**

19. Consider adopting a resolution to accept grant funds from the FAA for the GPZ Apron and Taxilane Construction project.

**Adopted Resolution 17-75 by consent roll call**

20. Consider adopting the Outdoor Performance Venue Feasibility Study.

**Approved by consent roll call**

**Approval of the Consent Agenda**

**A motion was made by Councilor Blake, 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

**5:13 SETTING OF REGULAR AGENDA  
PM**

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

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

21. Acknowledge minutes for Boards & Commissions

**Acknowledge Boards and Commissions****5:15 DEPARTMENT HEAD REPORT  
PM**

22. Fire Department - Fire Chief Mike Liebel

*Fire Chief Liebel provides overview of Fire Department activities including events, fire calls, equipment and staff. A full report is available in City Hall Administration.*

**Received and Filed**

**5:25 FINANCE DEPARTMENT  
PM**

23. Consider adopting a resolution awarding the sale of the \$2,130,000 General Obligation Street Reconstruction Bonds, 2017A.

*Rebecca Kurtz, of Ehlers, presented results of bid opening for the sale of GO Street Reconstruction bonds. The City of Grand Rapids has also received an upgrade in Financial Responsibility rating from A1 to AA and is presented to Finance Director Barb Baird.*

**A motion was made by Councilor Christy, seconded by Councilor Connelly, to adopt Resolution 17-76, awarding the sale of \$2,130,000 General Obligation Street Reconstruction Bonds, 2017A. 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 ADMINISTRATION DEPARTMENT  
PM**

24. Appointment of Dion Holcomb-Card to the Library Public Services Clerk position in the Children's Department.

**A motion was made by Councilor Tasha Connelly, seconded by Councilor Rick Blake, to appoint Dion Holcomb-Card to the position of Library Public Services Clerk in the Children's Department. The motion PASSED by unanimous vote.**

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

25. Consider approving Greenway Joint Recreation Association Joint Powers Agreement and appoint a Council member to serve on the Board.

*Administrator Pagel recommends the Council consider appointing the Council representative for the Park, Recreation and Civic Center Advisory Board to serve as the representative on the Joint Powers board, appointment to be made at the*

*Organization Meeting at the first Council meeting of each calendar year.*

**A motion was made by Councilor Christy, seconded by Councilor Connelly, to approve the Greenway Recreation Association Joint Powers Agreement and appoint Councilor Connelly to serve as Council representative on the Board. The motion carried by the following vote.**

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

**5:40 ADJOURNMENT  
PM**

**A motion was made by Councilor Tasha Connelly, seconded by Councilor Rick Blake, to adjourn the meeting at 5:40 PM. The motion PASSED by unanimous vote.**

*Respectfully submitted:*

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk





# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

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Monday, August 14, 2017

4:00 PM

Conference Room 2A

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**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, August 14, 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 present:**

*Tom Pagel, Chad Sterle, Lauren VanDenHeuvel, Barb Baird*

### Discussion Items

1. A presentation on the exhibit "We Are All Criminals" - Vic Moen

*Vic Moen and Katie Marshall provided background information including where the program began, groups and organizations involved, etc.*

*Diane Larson, Itasca County HRA, joins Mr. Moen to advise the Council on Finance & Commerce award received for the Beacon Hill housing project.*

**Received and Filed**
2. Communication Survey Results - Lauren VanDenHeuvel

*Ms. VanDenHeuvel presented the results of the communication survey conducted. Plans are to review and make necessary changes in the way the City communicates in an effort to better inform the residents.*

**Received and Filed**
3. Review 5:00 PM Regular Meeting

*Discussed appointment process for appointing members to Greenway Joint Recreation Board and assigning Council representation. Mr. Pagel recommends that the Council assign the same representative that is currently serving on the Park, Rec & Civic Center Advisory Board for Grand Rapids, and continue parallel appointment at yearly organizational meeting. Councilor Connelly is current Council rep.*

**ADJOURN**

*There being no further business, the meeting adjourned at 4:53 PM.*

*Respectfully submitted:*

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, August 21, 2017

2:00 PM

Conference Room 2A

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### BUDGET MEETING

**CALL TO ORDER:** Pursuant to due notice and call thereof a Budget Meeting of the Grand Rapids City Council was held on Monday, August 21, 2017 at 2:00 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, Matt Wegwerth, Jeff Davies, Nate Morlan, Rob Mattei, Dale Anderson, Marcia Anderson, Mike Liebel, Erik Scott, Steve Schaar, Scott Johnson, Barb Baird*

#### 2018 Budget Overview

*City Administrator Pagel and Finance Director Baird reviewed projected levy and tax rates for the City, noting the increase is largely due to internal loans for equipment purchases.*

*2018 proposed budgets are reviewed for each department. Department Heads provide overview and note specific increases/decreases to individual line items in revenues and expenditures.*

*A complete outline of the 2018 proposed budget is on file in the Administration office.*

#### ADJOURNMENT

*There being no further business, the meeting adjourned at 5:50 PM.*

*Respectfully submitted:*

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	17-0580	<b>Version:</b>	1	<b>Name:</b>	MBFTE Grant Redistribution
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	8/10/2017	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	8/28/2017	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider adopting a resolution accepting an additional \$5,499.51 grant award from Minnesota Board of Firefighter Training and Education (MBFTE).				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">FD MBFTE Gnt Redistribution.pdf</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting an additional \$5,499.51 grant award from Minnesota Board of Firefighter Training and Education (MBFTE).

### **Background Information:**

The Council previously approved the Minnesota Board of Firefighter Training and Education grant of \$6,400 awarded for the period July 1, 2016 to June 30, 2017 to the Grand Rapids Fire Department at the October 24, 2016 meeting. MBFTE has reviewed training reimbursement requests of all fire departments and have determined additional grant dollars are available through a redistribution. The Grand Rapids Fire Department has requested reimbursements in excess of \$6,400 and are now eligible for an additional \$5,499.51 in reimbursements.

### **Staff Recommendation:**

Please consider approving a resolution to accept an additional \$5,499.51 grant award from the Minnesota Board of Firefighter Training and Education.

### **Requested City Council Action**

Make a motion to adopt a resolution to accept an additional \$5,499.51 grant award from the Minnesota Board of Firefighter Training and Education.

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

RESOLUTION NO. 17-

A RESOLUTION ACCEPTING A \$5,499.51 REDISTRIBUTION GRANT FROM THE MINNESOTA BOARD OF FIREFIGHTER TRAINING and EDUCATION (MBFTE) FOR THE GRAND RAPIDS FIRE DEPARTMENT TRAINING PROGRAM

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 Minnesota Board of Firefighter Training & Education had granted the Grand Rapids Fire Department a \$6,400.00 Round 9 Training Reimbursement Grant for the period July 1, 2016 through June 30, 2017. MBFTE has awarded an additional \$5,499.51 in training reimbursement for this period.

Adopted this 28<sup>th</sup> day of August 2017.

---

Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0586      **Version:** 1      **Name:** Consider accepting the resignation from Jason Hoerler, Firefighter.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/10/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider accepting the resignation from Jason Hoerler, Firefighter.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Hoerler resignation](#)

Date	Ver.	Action By	Action	Result
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Consider accepting the resignation from Jason Hoerler, Firefighter.

### **Background Information:**

Jason Hoerler, Firefighter, was hired on August 15, 2006. In his letter of resignation, Jason stated that working with the Fire Chief and the rest of the department has been a highly fulfilling experience for him. According to past performance appraisals, Jason has always been willing to help out at the Fire Hall or on scene and has a positive attitude. His 11 years of service on the Grand Rapids Fire Department have been greatly appreciated.

### **Staff Recommendation:**

Fire Chief Mike Liebel and Human Resources Director Lynn DeGrio are recommending accepting the resignation from Jason Hoerler, Firefighter, with appreciation for his 11 years of service on the Grand Rapids Fire Department.

### **Requested City Council Action**

Make a motion to accept the resignation of Jason Hoerler, Firefighter, effective August 31, 2017.

July 24, 2017

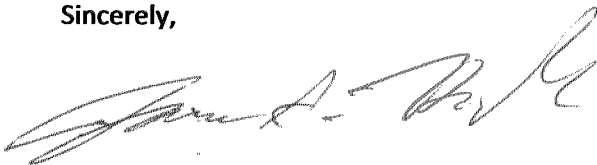
Michael Liebel  
Grand Rapids Fire Department  
18 NE 5<sup>th</sup> Street  
Grand Rapids, MN 55744

Dear Chief Liebel

I am writing to you today to formally inform you of my intent to retire from my position as a Grand Rapids Volunteer Firefighter. I intend my last day to be August 31, 2017, and I would be happy to meet with you at your earliest convenience so we can finalize that date and discuss how best to wrap up my duties, and so forth.

Working with you and the rest of the department has been a highly fulfilling experience for me. I am so grateful to have had the opportunity to be with the fire service for the last 11 years. Thank you for all you have done to help me advance in my skills and career.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Hoerler", written in a cursive style.

Jason Hoerler



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0594      **Version:** 1      **Name:** Legion Park - deed restriction  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/11/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider approving a deed restriction for the property known as Legion Park  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Deed Restriction unsigned](#)

Date	Ver.	Action By	Action	Result
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Consider approving a deed restriction for the property known as 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, the following restrictions need to be applied to this property:

1. The property shall be permanently managed and maintained for public outdoor recreation use.
2. The City shall not at any time convert any portion of the park area to uses other than public outdoor recreational use without the prior written approval of the State acting through its Commissioner of Natural Resources.

This restriction has no legal effect as it serves only as public notice of the underlying grant agreement, LW27-00876, between the City and State. Attached is a copy of the proposed deed restriction and exhibit.

### **Staff Recommendation:**

City staff recommends approving a deed restriction for the property known as Legion Park

### **Requested City Council Action**

Make a motion approving a deed restriction for the property known as Legion Park.



{This space reserved for recording information}

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**DEED RESTRICTION**

The City of Grand Rapids, a municipal corporation organized under the laws of the State of Minnesota, being the owner of that certain property known as Legion Park, the legal description of which is attached as “Exhibit A,” in order to comply with the Minnesota Department of Natural Resources Grant Agreement LW27-00876, does hereby impose the following restrictions on said property located within the County of Itasca, and State of Minnesota, as follows:

1. The property shall be permanently managed and maintained for public outdoor recreational use.
2. The City of Grand Rapids shall not at any time convert any portion of the park area to uses other than public outdoor recreational use without the prior written approval of the State acting through its Commissioner of Natural Resources.

This deed restriction shall run with the land and shall be binding upon the Grantor, tenants, and any subsequent owners and tenants, their successors, heirs or assigns. Any lease of said specific parcels shall be subject to this restriction.

Dated this \_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF GRAND RAPIDS**

By: \_\_\_\_\_  
Dale Adams, Its Mayor

By: \_\_\_\_\_  
Tom Pagel, Its City Administrator

STATE OF MINNESOTA    )  
  )ss  
COUNTY OF ITASCA     )

This instrument was acknowledged before me on \_\_\_\_\_, 2017, by Dale Adams, Mayor, and Tom Pagel, City Administrator, of the City of Grand Rapids.

[seal]

\_\_\_\_\_  
Notary Public, State of Minnesota  
My commission expires: \_\_\_\_\_

This instrument was drafted by:

Chad B. Sterle (AIN 288330)  
Sterle Law Office  
502 NW Fifth Ave.  
Grand Rapids, MN 55744  
Telephone: 218.326.9646





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0597      **Version:** 1      **Name:** Operating Transfer-Neighborhood Economic & Development  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/14/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider adopting a resolution approving operating transfer from the General Capital Improvement Fund-Neighborhood Economic & Development Fund in the amount of \$27,184.00.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Riverfront Venue-Neighborhood Eco tfr.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving operating transfer from the General Capital Improvement Fund-Neighborhood Economic & Development Fund in the amount of \$27,184.00.

**Background Information:**

At the September 12, 2016 Council meeting, the Council approved the contract with LHB, Inc. to complete the Riverfront Venue Feasibility Study to be funded from Blandin Foundation grant and other donations in the General Fund and from the Neighborhood Economic & Development fund. If Phase 2 of the Study was completed, funding would come from the Neighborhood Economic & Development Fund. Phase 1 & 2 of the Riverfront Venue Feasibility Study is complete.

**Staff Recommendation:**

Staff recommends adopting a resolution approving operating transfer from the General Capital Improvement Fund-Neighborhood Economic & Development Fund to the General Fund in the amount of \$27,184.00.

**Requested City Council Action**

Make a motion adopting a resolution approving operating transfer from the General Capital Improvement Fund-Neighborhood Economic & Development Fund to the General Fund in the amount of \$27,184.00.

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

RESOLUTION NO. 17-

A RESOLUTION AUTHORIZING AN OPERATING TRANSFER FROM THE GENERAL CAPITAL IMPROVEMENT PROJECT FUND-NEIGHBORHOOD & ECONOMIC DEVELOPMENT TO THE GENERAL FUND IN THE AMOUNT OF \$27,184.

WHEREAS, at the September 12, 2016 Council meeting, the Council approved the contract from LHB, Inc. to complete the Riverfront Venue Feasibility Study to be funded from a Blandin Foundation grant and other donations in the General Fund and from the Neighborhood Economic & Development Fund, and

WHEREAS, if Phase 2 of the Study was completed, funding would come from the Neighborhood Economic & Development Fund,

WHEREAS, the Grand Rapids Arts and Culture Commission has received the Riverfront Venue Feasibility Study, Phase 1 and 2,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer from the General Capital Improvement Project Fund-Neighborhood Economic & Development to the General Fund in the amount of \$27,184.00

Adopted this 28<sup>th</sup> day of August, 2017

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Dale Adams, Mayor

Attest:

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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 #:** 17-0600      **Version:** 1      **Name:** Dehumidification Projeet Transfers & Loan  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/16/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider adopting a resolution approving operating transfers to the Special Revenue Fund-Civic Center in the amount of \$145,067.21 and authorizing a loan in the amount of \$10,762.44 from the General Fund to pay for the Dehumidification Project.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Civic Center Dehumidification loan.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving operating transfers to the Special Revenue Fund-Civic Center in the amount of \$145,067.21 and authorizing a loan in the amount of \$10,762.44 from the General Fund to pay for the Dehumidification Project.

**Background Information:**

At the February 27, 2017 City Council meeting the Council approved the dehumidification project at the Civic Center. The project is now finished and the final payment was approved at the August 14, 2017 Council Meeting. The total cost of the project came in at \$155,829.65 with the funding sources as follows:

\$125,000 Budgeted CIP

\$20,067.21 Remaining funds from the Civic Center Roof Replacement Project (2014)

\$10,762.44 Interest free loan from the General Fund Balance to be repaid by Civic Center Operations

**Staff Recommendation:**

Staff recommends adopting a resolution approving operating transfers in the amount of \$125,000 from the Capital Equipment Replacement Fund, \$20,067.21 from the General Capital Improvement Project Fund to the Special Revenue Fund-Civic Center and approving a resolution authorizing a 0% loan in the amount of \$10,762.44 from the General Fund Balance.

**Requested City Council Action**

Make a motion adopting a resolution approving operating transfers in the amount of \$125,000 from the Capital Equipment Replacement Fund, \$20,067.21 from the General Capital Improvement Project Fund to the Special Revenue Fund-Civic Center and authorizing a 0% loan in the amount of \$10,762.44 from the General Fund Balance.

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

RESOLUTION NO. 17-

A RESOLUTION APPROVING OPERATING TRANSFERS IN THE AMOUNT OF \$125,000 FROM THE CAPITAL EQUIPMENT REPLACEMENT FUND, \$20,067.21 FROM THE GENERAL CAPITAL IMPROVEMENT FUND TO THE SPECIAL REVENUE FUND-CIVIC CENTER

WHEREAS, part of the funding for the Dehumidification Project was \$125,000 operating transfer from the Capital Equipment Replacement Fund to the Special Revenue Fund-Civic Center, and

WHEREAS, \$20,067.21 operating transfer from the General Capital Improvement Fund to the Special Revenue Fund-Civic Center, and

WHEREAS, the Civic Center is requesting a loan with a 0% interest rate in the amount of \$10,762.44 from the General Fund Balance,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, approves a \$125,000 operating transfer from the Capital Equipment Replacement Fund to the Special Revenue Fund-Civic Center, \$20,067.21 operating transfer from the General Capital Improvement Fund to the Special Revenue Fund-Civic Center, and a loan to the Special Revenue Fund-Civic Center in the amount of \$10,762.44 with 0% interest rate from the General Fund Balance.

Adopted this 28<sup>th</sup> day of August 2017.

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Dale Adams, Mayor

Attest:

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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 #:** 17-0611      **Version:** 1      **Name:** GRIMBA Temporary Liquor  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/22/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider approving temporary liquor license for Grand Rapids & Itasca Mountain Bicycling Association (GRIMBA), event scheduled for September 15, 2017.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [GRIMBA 9-15-17.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving temporary liquor license for Grand Rapids & Itasca Mountain Bicycling Association (GRIMBA), event scheduled for September 15, 2017.

**Background Information:**

GRIMBA has submitted an application for a 1-4 day temporary liquor license for an event on September 15, 2017 at Sukha, 320 SE 21st Street, Grand Rapids, MN.

**Staff Recommendation:**

Approve license application and authorize staff to forward to State of Minnesota for issuance.

**Requested City Council Action**

Make a motion to approve temporary liquor license for GRIMBA, event scheduled for September 15, 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	Date organized	Tax exempt number
GRIMBA (Grand Rapids & Itasca Mountain Bicycling Association)	11/28/2012	46-1464894

Address	City	State	Zip Code
PO Box 405	Grand Rapids	Minnesota	55744

Name of person making application	Business phone	Home phone
Philip Imholte		218-398-1884

Date(s) of event	Type of organization
9/15/2017	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit

Organization officer's name	City	State	Zip Code
Corey Tabbert (President)	GR	Minnesota	55744

Organization officer's name	City	State	Zip Code
Philip Imholte (Treasurer)	GR	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.

Sukha property including outdoor area adjacent to the building, We would use the inside and outside space of the property, *320 SE 21st St. Grand Rapids, MN*

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

NoPo has a liquor license but only for their area, so GRIMBA needs a 1 day permit for a beer sampling event as a fundraiser for the Tioga Recreation area.

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

*Minnesota Joint Underwriting Association*

**APPROVAL**

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

<i>GRAND RAPIDS</i>
City or County approving the license
<i>\$20.00</i>
Fee Amount
<i>8-21-17</i>
Date Fee Paid

Date Approved
Permit Date
City or County E-mail Address
City or County Phone Number

Signature City Clerk or County Official

*[Handwritten Signature]*

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](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0612      **Version:** 1      **Name:** Seasonal Golf Employment  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/22/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider wage adjustment for Seasonal Golf Employee.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider wage adjustment for Seasonal Golf Employee.

**Background Information:**

The golf course management requests a \$1.00 per hour pay increase from \$9.50 per hour for seasonal employee Jamie Hernandez. Jamie has been doing outstanding work on the maintenance crew and we have increased his responsibilities. He started seasonal work with the golf course last fall at the rate of \$9.50 per hour and did not get an increase in pay this spring. We request the pay increase to be retroactive to July 30, 2017, to be funded by Golf Course budget.

**Staff Recommendation:**

Approve a \$1.00/hour pay increase for Golf Course employee Jamie Hernandez. Retroactive to July 30, 2017. His new rate will then be \$10.50/hour

**Requested City Council Action**

Make a motion to approve a \$1.00/hour pay increase for Golf Course employee Jamie Hernandez, retroactive to July 30, 2017.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0614      **Version:** 1      **Name:** Curling Rental Agreement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/22/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider entering into an Equipment Rental Agreement with the Itasca Curling Club.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Curling equipment rental agreement-2017](#)

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

**Background Information:**

Refrencing one of City Council's outcomes of creating shoulder season events to increase tourism, Civic Center staff is working with the Itasca Curling Club to host a Fall Bonspiel the weekend of September 8-10. To host the event we will be utilizing much of the Club's equipment. The attached Agreement has been reviewed by City Attorney Sterle.

**Staff Recommendation:**

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

**Requested City Council Action**

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

## EQUIPMENT RENTAL AGREEMENT

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Grand Rapids, hereafter called "Lessee," and the Itasca Curling Club, hereafter called the "Lessor."

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

### AGREEMENT

1. List of Equipment. Lessor agrees to rent to Lessee the following equipment for use at the Grand Rapids Civic Center for the period September 6, 2017, through September 13, 2017. Lessor shall furnish such equipment in operative condition.

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

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

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

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

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

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

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

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

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

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

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

LESSEE:  
CITY OF GRAND RAPIDS

LESSOR:  
ITASCA CURLING CLUB

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0615      **Version:** 1      **Name:** CP 2009-1 Declaring costs  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/23/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider adopting a resolution declaring the cost to be assessed and ordering the preparation of proposed assessments for CP 2009-1, 2017 Infrastructure Improvements Project

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [8-28-17 Resolution CP 2009-1 Declaring Costs](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution declaring the cost to be assessed and ordering the preparation of proposed assessments for CP 2009-1, 2017 Infrastructure Improvements Project

**Background Information:**

CP 2009-1, 2017 Infrastructure Improvements Project is complete and ready to process special assessments. The attached resolution directs staff to prepare the final assessments.

**Staff Recommendation:**

City staff is recommending the attached resolution declaring the cost to be assessed and ordering the preparation of proposed assessments for CP 2009-1, 2017 Infrastructure Improvements Project.

**Requested City Council Action**

Make a motion adopting a resolution declaring the cost to be assessed and ordering the preparation of proposed assessments for CP 2009-1, 2017 Infrastructure Improvements Project.

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

RESOLUTION NO.17-\_\_

**A RESOLUTION DECLARING THE COST TO BE ASSESSED AND  
ORDERING THE PREPARATION OF PROPOSED ASSESSMENT FOR  
2017 Infrastructure Improvements Project  
City Project 2009-1**

WHEREAS, a contract was let and cost was determined to improve existing public infrastructure within the right of way and utility or alley easements of 4<sup>th</sup> Avenue NW from 9<sup>th</sup> Street NW to 13<sup>th</sup> Street NW, 13<sup>th</sup> Street NW from Highway 38 to its west termini, 9<sup>th</sup> Street NE from 3<sup>rd</sup> Avenue NE to Reynolds Street, the 8<sup>th</sup> Ave NE Storm Water Improvements, 14<sup>th</sup> St NW from Hwy 38 to the ISD 318 property and the Fairgrounds Road sidewalk, by reconstructing streets, storm sewer, sanitary sewer, street lights, sidewalks, and associated appurtenances, and

The improvement cost, including change orders, was \$2,441,366 and the expenses incurred in making the improvements amount to \$604,245, so that the total cost of the improvements will be \$3,045,611.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$1,818,592 and the portion of the cost to be assessed against benefited property owners is declared to be an amount not to exceed \$289,051.
2. Assessments shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2018, and shall bear interest at the rate of 2.35 percent per annum from the date of the adoption of the assessment resolution.
3. The City Clerk, with the assistance of the City Engineering Department Staff, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece, or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall file a copy of such proposed assessment in the Clerk's office for public inspection.
4. The City Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Adopted by the Council this 28<sup>th</sup> day of August, 2017.

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

ATTEST:

\_\_\_\_\_  
Kimberly Johnson-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.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0616      **Version:** 1      **Name:** Fall Bon Spiel 2017  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/23/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider entering into an Equipment Rental Agreement with the Itasca Curling Club.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Curling equipment rental agreement](#)

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

**Background Information:**

Refrencing one of City Council's outcomes of creating shoulder season events to increase tourism, Civic Center staff is working with the Itasca Curling Club to host a Fall Bonspiel the weekend of September 8 - 10. To host the event we will be utilizing much of the Club's equipment. The attached Agreement has been reviewed by City Attorney Sterle.

**Staff Recommendation:**

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

**Requested City Council Action**

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



## EQUIPMENT RENTAL AGREEMENT

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Grand Rapids, hereafter called "Lessee," and the Itasca Curling Club, hereafter called the "Lessor."

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

### AGREEMENT

1. List of Equipment. Lessor agrees to rent to Lessee the following equipment for use at the Grand Rapids Civic Center for the period September 6, 2017, through September 13, 2017. Lessor shall furnish such equipment in operative condition.

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

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

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

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

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

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

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

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

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

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

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

LESSEE:  
CITY OF GRAND RAPIDS

LESSOR:  
ITASCA CURLING CLUB

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0617      **Version:** 1      **Name:** Recreation Fall Employees 2017  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/23/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** 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.

**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, IRA Civic Center and the Grand Rapids Sports Complex.

**Background Information:**

The following individuals will be hired with the Grand Rapids Park and Recreation Department, IRA Civic Center and the Grand Rapids Sports Complex. These seasonal employees will be part of the annual operating budget, begin employment on August 28, 2017 and complete employment by December 31, 2017.

- Emma McClure, Youth Coach, \$9.50
- Emily Groom, Youth Coach, \$9.50
- Sadie Peart, Youth Coach, \$9.50
- Jasmine Rohloff, Youth Coach, \$9.50
- Skyler Bischoff, Youth Coach, \$9.50
- Emily McCarroll, Youth Coach, \$9.50

**Staff Recommendation:**

City staff is recommending the approving of hiring of seasonal and regular part-time employees with the Grand Rapids Park and Recreation Department, IRA Civic Center and the Grand Rapids Sports Complex.

**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, IRA Civic Center and the Grand Rapids Sports Complex.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0618      **Version:** 1      **Name:** CP 2009-1 Calling for Public Hearing  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/23/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider adopting a resolution establishing a public hearing on September 11, 2017 on proposed assessments for CP 2009-1, 2017 Infrastructure Improvements.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [8-28-17 Resolution CP 2009-1 Hearing for Assessments](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution establishing a public hearing on September 11, 2017 on proposed assessments for CP 2009-1, 2017 Infrastructure Improvements.

**Background Information:**

CP 2009-1, 2017 Infrastructure Improvements project is complete and ready for levying final assessments. The attached resolution establishes a public hearing which is required prior to adopting final assessments.

**Staff Recommendation:**

City staff is recommending the attached resolution establishing a public hearing on proposed assessments for CP 2009-1, 2017 Infrastructure Improvements.

**Requested City Council Action**

Make a motion adopting a resolution establishing a public hearing on proposed assessments for CP 2009-1, 2017 Infrastructure Improvements.

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

RESOLUTION NO.17-\_\_

**A RESOLUTION FOR PUBLIC HEARING ON PROPOSED ASSESSMENTS FOR  
2017 Infrastructure Improvements Project: City Project 2009-1**

WHEREAS, a resolution passed by the Council on August 28, 2017, the City Clerk was directed to prepare a proposed assessment of the cost to improve existing public infrastructure within the right of way and utility or alley easements of 4<sup>th</sup> Avenue NW from 9<sup>th</sup> Street NW to 13<sup>th</sup> Street NW, 13<sup>th</sup> Street NW from Highway 38 to its west termini, 9<sup>th</sup> Street NE from 3<sup>rd</sup> Avenue NE to Reynolds Street, the 8<sup>th</sup> Ave NE Storm Water Improvements, 14<sup>th</sup> St NW from Hwy 38 to the ISD 318 property and the Fairgrounds Road sidewalk, by reconstructing streets, storm sewer, sanitary sewer, street lights, sidewalks, and associated appurtenances, and

WHEREAS, the City Clerk has notified the Council that such proposed assessment has been or will be completed and filed in the Clerk's office for public inspection,

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

1. A hearing shall be held on the 11<sup>th</sup> day of September, 2017, in the City Hall Council Chambers at 5:30 p.m., to pass upon such proposed assessment, and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The City Clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than ten days prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The property owner may, at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the succeeding year.

Adopted by the Council this 28<sup>th</sup> day of August, 2017.

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

ATTEST:

\_\_\_\_\_  
Kimberly Johnson-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.



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0619      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/23/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider approving Change Order 1 and final payment for the Keissler Wellness Center Site Improvements project in the amount of \$10,942.33

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Kiessler final payment and change order 1.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Change Order 1 and final payment for the Keissler Wellness Center Site Improvements project in the amount of \$10,942.33

**Background Information:**

Change Order 1 is a balancing change order that covers the cost overrun on the project. The total amount of Change Order 1 is \$30,411.47. The original contract amount was \$298,349.00. The final contract amount with Change Order #1 is 328,760.47.

**Requested City Council Action**

Make a motion approving Change Order 1 and final payment for the Keissler Wellness Center Site Improvements project in the amount of \$10,942.33.



# CITY OF GRAND RAPIDS

420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project CP - Kiesler Wellness Center Site Improvements  
 Final Pay Request No. 7



<b>Contractor:</b>	Casper Construction PO Box 480 Grand Rapids, MN 55744
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<b>Contract No.</b>	133925
<b>Vendor No.</b>	N/A
<b>For Period:</b>	6/15/2017 - 8/18/2017
<b>Warrant #</b>	Date _____

Contract Amounts	
Original Contract	\$298,349.00
Contract Changes	\$0.00
Revised Contract	\$298,349.00
<b>Work Certified To Date</b>	
Base Bid Items	\$328,760.47
Backsheet	\$0.00
Change Order	\$0.00
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
<b>Total</b>	<b>\$328,760.47</b>

Funds Encumbered	
Original	\$298,349.00
Additional	N/A
<b>Total</b>	<b>\$298,349.00</b>

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP	\$2,793.15	\$0.00	\$317,818.14	\$10,942.33	\$328,760.47
		Percent Retained: 0.0000%			
				<b>Amount Paid This Final Pay Request</b>	
				<b>\$10,942.33</b>	

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

Approved By   
 County/City/Project Engineer

Approved By Casper Construction



Contractor

Date 8/21/17

Date 08/18/2017

Date

**CITY OF GRAND RAPIDS**  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. CP  
 Final Pay Request No. 7

**CP Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	07/01/2016	07/27/2016	\$60,456.65	\$3,022.83	\$57,433.82
2	07/28/2016	08/31/2016	\$93,280.00	\$4,664.00	\$88,616.00
3	09/01/2016	09/28/2016	\$34,039.48	\$1,701.98	\$32,337.50
4	09/29/2016	10/26/2016	\$68,807.32	\$3,440.36	\$65,366.96
5	10/27/2016	05/31/2017	\$63,484.31	\$3,174.22	\$60,310.09
6	06/01/2017	06/14/2017	\$5,899.56	(\$7,854.21)	\$13,753.77
7	06/15/2017	08/18/2017	\$2,793.15	(\$8,149.18)	\$10,942.33
<b>Totals:</b>			<b>\$328,760.47</b>	<b>\$0.00</b>	<b>\$328,760.47</b>

**CP Funding Category Report**

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
001	328,760.45	0.00	317,818.12	10,942.33	328,760.45
<b>Totals:</b>	<b>\$328,760.45</b>	<b>\$0.00</b>	<b>\$317,818.12</b>	<b>\$10,942.33</b>	<b>\$328,760.45</b>

**CP Funding Source Report**

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
1	Local	10,942.33	298,349.00	298,349.00	328,760.45
<b>Totals:</b>		<b>\$10,942.33</b>	<b>\$298,349.00</b>	<b>\$298,349.00</b>	<b>\$328,760.45</b>



**CITY OF GRAND RAPIDS**  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. CP  
 Final Pay Request No. 7

CP Project Item Status										
Line Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date		
<b>LOCAL</b>										
1	2021.501 MOBILIZATION	LS	\$14,342.29	1	0	\$0.00	1	\$14,342.29		
2	2101.511 CLEARING & GRUBBING	LS	\$3,500.00	1	0	\$0.00	1	\$3,500.00		
3	2104.501 REMOVE CONCRETE CURB	LF	\$1.00	47	0	\$0.00	47	\$47.00		
4	2104.505 REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	\$2.50	32	0	\$0.00	56	\$140.00		
5	2104.505 REMOVE BITUMINOUS PAVEMENT	SY	\$1.00	11	0	\$0.00	11	\$11.00		
6	2104.511 SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$2.00	12	0	\$0.00	12	\$24.00		
7	2104.513 SAWING BIT PAVEMENT (FULL DEPTH)	LF	\$2.00	53	0	\$0.00	53	\$106.00		
8	2105.501 COMMON EXCAVATION	CY	\$4.50	12499	0	\$0.00	14555.71	\$65,500.70		
9	2105.507 SUBGRADE EXCAVATION	CY	\$5.00	100	0	\$0.00	112	\$560.00		
10	2105.522 SELECT GRANULAR BORROW (CV)	CY	\$10.00	100	0	\$0.00	150.69	\$1,506.90		
11	2105.604 GEOTEXTILE FABRIC TYPE IV	SY	\$1.75	36	0	\$0.00	36	\$63.00		
12	2211.503 AGGREGATE BASE (CV) CLASS 5	CY	\$21.50	1063	0	\$0.00	1972.33	\$42,405.10		
13	2231.604 BITUMINOUS PATCH SPECIAL	SY	\$94.50	11	0	\$0.00	0	\$0.00		
14	2360.501 TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$80.00	310	0	\$0.00	334.53	\$26,762.40		
15	2360.502 TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	TON	\$80.00	500	0	\$0.00	495.2	\$39,616.00		
16	2501.602 12" PIPE APRON	EACH	\$440.00	3	0	\$0.00	3	\$1,320.00		
17	2501.602 15" PIPE APRON	EACH	\$445.00	1	0	\$0.00	1	\$445.00		
18	2501.603 12" PIPE CULVERT	LF	\$19.50	25	0	\$0.00	25	\$487.50		
20	2502.602 4" PVC PIPE DRAIN CLEANOUT	EACH	\$365.00	1	0	\$0.00	1	\$365.00		
19	2503.511 4" PVC PIPE SEWER	LF	\$35.00	95	37.147	\$1,300.15	131.147	\$4,590.15		
23	2503.602 8"x4" PVC REDUCER	EA	\$125.00	1	0	\$0.00	0	\$0.00		
24	2503.602 CONNECT TO EXISTING SANITARY SEWER	EACH	\$220.00	1	0	\$0.00	1	\$220.00		
25	2503.602 CONNECT TO EXISTING STORM SEWER	EACH	\$200.00	4	0	\$0.00	4	\$800.00		
21	2503.603 12" HDPE PIPE SEWER	LF	\$26.00	414	0	\$0.00	414	\$10,764.00		
22	2503.603 15" HDPE PIPE SEWER	LF	\$26.50	178	0	\$0.00	177	\$4,690.50		
28	2504.602 3" GATE VALVE & BOX	EA	\$1,075.00	1	1	\$1,075.00	1	\$1,075.00		
26	2504.602 CONNECT TO EXISTING WATER SERVICE	EACH	\$750.00	1	0	\$0.00	1	\$750.00		
27	2504.602 6" GATE VALVE & BOX	EACH	\$1,375.00	1	0	\$0.00	1	\$1,375.00		

**CITY OF GRAND RAPIDS**  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. CP  
 Final Pay Request No. 7

CP Project Item Status										
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
29	2504.603	3" WATERMAIN DUCTILE IRON CL 55	LF	\$38.00	11	11	\$418.00	11	\$418.00	
30	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LF	\$51.00	143	0	\$0.00	151	\$7,701.00	
31	2504.608	WATERMAIN FITTINGS	LB	\$8.50	146	0	\$0.00	146	\$1,241.00	
32	2506.502	CONST DRAINAGE STRUCTURE DESIGN G	EACH	\$950.00	4	0	\$0.00	4	\$3,800.00	
34	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$5,200.00	1	0	\$0.00	1	\$5,200.00	
33	2506.502	CONST DRAINAGE STRUCTURE DES 60-4020	EACH	\$3,000.00	2	0	\$0.00	2	\$6,000.00	
35	2506.516	CASTING ASSEMBLY	EACH	\$600.00	6	0	\$0.00	5	\$3,000.00	
36	2506.602	SEAL CATCH BASIN	EACH	\$230.00	4	0	\$0.00	5	\$1,150.00	
37	2511.501	RANDOM RIPRAP CLASS III	CY	\$51.00	18	0	\$0.00	18	\$918.00	
38	2540.602	MAIL BOX	EACH	\$66.50	1	0	\$0.00	0	\$0.00	
39	2540.602	MAIL BOX SUPPORT	EACH	\$200.00	1	0	\$0.00	0	\$0.00	
40	2545.511	LIGHTING UNIT TYPE SPECIAL	EACH	\$2,210.00	4	0	\$0.00	4	\$8,840.00	
41	2545.511	LIGHTING UNIT TYPE SPECIAL 1	EACH	\$3,250.00	2	0	\$0.00	2	\$6,500.00	
42	2545.511	LIGHTING UNIT TYPE SPECIAL 2	EACH	\$2,285.00	1	0	\$0.00	1	\$2,285.00	
45	2545.515	LIGHTING HANDHOLE	EACH	\$415.00	1	0	\$0.00	2	\$830.00	
43	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	\$1,475.00	4	0	\$0.00	4	\$5,900.00	
44	2545.515	LIGHT FOUNDATION DESIGN SPECIAL	EACH	\$1,500.00	3	0	\$0.00	3	\$4,500.00	
46	2545.523	1.5" NON-METALLIC CONDUIT	LF	\$3.35	60	0	\$0.00	60	\$201.00	
47	2545.523	2" NON-METALLIC CONDUIT	LF	\$3.80	950	0	\$0.00	950	\$3,610.00	
48	2545.531	UNDERGROUND WIRE 1 COND NO 8	LF	\$0.90	2850	0	\$0.00	3150	\$2,835.00	
49	2545.531	UNDERGROUND WIRE 1 COND NO 12	LF	\$0.50	60	0	\$0.00	875	\$437.50	
50	2563.601	TRAFFIC CONTROL	LS	\$700.00	1	0	\$0.00	1	\$700.00	
51	2564.531	SIGN PANELS TYPE C	SF	\$62.00	25.38	0	\$0.00	25.38	\$1,573.56	
52	2571.501	CONIFEROUS TREE 6' HT B&B	TREE	\$465.00	17	0	\$0.00	29.6747	\$13,798.74	
53	2571.502	DECIDUOUS TREE 1.5" CAL CONT	TREE	\$385.00	6	0	\$0.00	6	\$2,310.00	
54	2573.502	SILT FENCE, TYPE MS	LF	\$3.50	1024	0	\$0.00	1187	\$4,154.50	
55	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$110.00	11	0	\$0.00	11	\$1,210.00	
56	2573.533	SEDIMENT CONTROL LOG TYPE STRAW	LF	\$5.50	60	0	\$0.00	60	\$330.00	
57	2573.533	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$7.75	30	0	\$0.00	30	\$232.50	
FR										

**CITY OF GRAND RAPIDS**  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. CP  
 Final Pay Request No. 7

**CP Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
	2573.535	STABILIZED CONSTRUCTION EXIT	LS	\$550.00	1	0	\$0.00	1	\$550.00
59	2574.525	COMMON TOPSOIL BORROW	C Y	\$23.00	630	0	\$0.00	147.57	\$3,394.11
60	2575.501	SEEDING	ACRE	\$880.00	1.1	0	\$0.00	2.3686	\$2,084.37
61	2575.505	SODDING TYPE LAWN	S Y	\$5.55	450	0	\$0.00	520	\$2,886.00
62	2575.523	EROSION CONTROL BLANKETS CATEGORY 2	S Y	\$1.65	2025	0	\$0.00	2605	\$4,298.25
63	2575.562	HYDRAULIC MATRIX TYPE MULCH	LB	\$0.80	2310	0	\$0.00	3100	\$2,480.00
64	2575.601	EROSION CONTROL	LS	\$1,300.00	1	0	\$0.00	1	\$1,300.00
66	2582.501	PAVT MSSG (NO PARKING) PAINT	EA	\$55.00	2	0	\$0.00	2	\$110.00
65	2582.501	PAVT MSSG (HANDICAPPED SYMBOL) PAINT	EACH	\$55.00	3	0	\$0.00	3	\$165.00
67	2582.502	4" SOLID LINE WHITE-PAINT	L F	\$0.30	1168	0	\$0.00	1168	\$350.40
<b>Totals For LOCAL:</b>							<b>\$2,793.15</b>		<b>\$328,760.47</b>
<b>Project Totals:</b>							<b>\$2,793.15</b>		<b>\$328,760.47</b>

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of City of Grand Rapids

Change Order No. 1

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. CP	CONTRACT NO. 133925
CONTRACTOR NAME AND ADDRESS Casper Construction PO Box 480 Grand Rapids, MN 55744		LOCATION OF WORK GRAND RAPIDS, MINNESOTA	
		TOTAL CHANGE ORDER AMOUNT \$0.00	

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

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

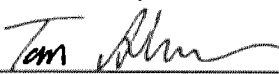
Contract Amount: Original = \$298,349.00, Final = 328,760.47

**COST BREAKDOWN**

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

\* Funding category is required for federal projects.

<b>CHANGE IN CONTRACT TIME (check one)</b>	
Due to this change the Contract Time:	
a. <input type="checkbox"/> Is Increased by ___ Working Days	b. <input checked="" type="checkbox"/> Is Not Changed
<input type="checkbox"/> Is Decreased ___ Working Days	
by ___ Calendar	c. <input type="checkbox"/> May be revised if work affected the controlling operation
<input type="checkbox"/> Is Increased by ___ Days	
<input type="checkbox"/> Is Decreased ___ Calendar	
by ___ Days	

Approved By Project Engineer: Matt Wegwerth	Approved By Contractor: Casper Construction
Signed _____	Signed 
Date: _____ Phone: (218) 326-7601	Date: 08/18/2017 Phone: (218) 326-9637

Original to Project Engineer; Copy to Contractor

Once contract has been fully executed, forward a copy to DSAE for funding review:

<b>The State of Minnesota is not a participant in this contract; signing by the District State Aid Engineer is for FUNDING PURPOSES ONLY. Reviewed for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.</b>	
This project is eligible for: _____ Federal Funding _____ State Aid Funding _____	Local funds _____
District State Aid Engineer: _____	Date: _____



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0620      **Version:** 1      **Name:** CP 2017-1 Change orders 5, 6 and Final Payment  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/23/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider approving Change Orders 5, 6 and Final Payment for CP 2017-1, 5th St N and 8th Av NE Improvements.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [129-112-010 Change Order 05 agg adjust](#)  
[129-112-010 Change Order 06 balancing](#)  
[Pay Est 13 Final](#)

Date	Ver.	Action By	Action	Result
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Consider approving Change Orders 5, 6 and Final Payment for CP 2017-1, 5th St N and 8th Av NE Improvements.

**Background Information:**

Change Order 5 is a cost adjustment to change order 1 and change order 6 is a balancing change order that covers the cost overrun on the project. The total amount of change order 5 is (\$1,224.00), the amount being approved with balancing change order 6 is \$114,897.77 and the final payment amount is \$34,296.37. The original contract amount was \$3,179,000.00. The final contract amount is \$3,361,821.58.

**Staff Recommendation:**

City Staff recommends approving Change Orders 5, 6 and Final Payment for CP 2017-1, 5th St N and 8th Av NE Improvements in the amount of \$34,296.37.

**Requested City Council Action**

Make a motion approving Change Orders 5, 6 and Final Payment for CP 2017-1, 5th St N and 8th Av NE Improvements in the amount of \$34,296.37.

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of City of Grand Rapids

Change Order No. 5

FEDERAL PROJECT NO. 129-591-004	STATE PROJECT NO. SP 129-112-010	LOCAL PROJECT NO. 129-119-007/08	CONTRACT NO. CP 2017-1
CONTRACTOR NAME AND ADDRESS TNT Aggregates, LLC 40 County Road 63 Grand Rapids, MN 55744		LOCATION OF WORK Grand Rapids, MN	
		TOTAL CHANGE ORDER AMOUNT (\$1,224.00)	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.  
Balancing Change Order for Change Order 1 - Class 5 Quantity

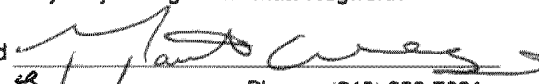

**COST BREAKDOWN**

Item No.	Item	Unit	Unit Price	Quantity	Amount
<b>Funding Category No. 001</b>					
2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	(\$36.00)	34	(\$1,224.00)
<b>Funding Category No. 001 Total:</b>					<b>(\$1,224.00)</b>
<b>Change Order No. 5 Total:</b>					<b>(\$1,224.00)</b>

\* Funding category is required for federal projects.

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

a.  Is Increased by \_\_\_ Working Days    b.  Is Not Changed  
 Is Decreased by \_\_\_ Working Days  
 Is Increased by \_\_\_ Calendar Days    c.  May be revised if work affected the controlling operation  
 Is Decreased by \_\_\_ Calendar Days

Approved By Project Engineer: Matt Wegwerth	Approved By Contractor: TNT Aggregates, LLC
Signed: 	Signed: 
Date: <u>8/21/17</u> Phone: (218) 326-7601	Date: <u>8/16/2017</u> Phone: 218.326.1881

Original to Project Engineer; Copy to Contractor

Once contract has been fully executed, forward a copy to DSAE for funding review:

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

This project is eligible for: \_\_\_\_\_ Federal Funding    \_\_\_\_\_ State Aid Funding    \_\_\_\_\_ Local funds  
 District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of City of Grand Rapids

Change Order No. 6

FEDERAL PROJECT NO. 129-591-004	STATE PROJECT NO. SP 129-112-010	LOCAL PROJECT NO. 129-119-007/08	CONTRACT NO. CP 2017-1
CONTRACTOR NAME AND ADDRESS TNT Aggregates, LLC 40 County Road 63 Grand Rapids, MN 55744		LOCATION OF WORK Grand Rapids, MN	
		TOTAL CHANGE ORDER AMOUNT \$0.00	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.  
This is a Balancing Change Order. A Balancing Change Order is an accounting device used to adjust the Original Contract Amount to equal the As-Built Amount.

Contract Amount: Original= \$3,179,000.00, Final=\$3,361,821.58

**COST BREAKDOWN**

There are no items associated with this Change Order.

\* Funding category is required for federal projects.


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

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

b.  Is Not Changed

c.  May be revised if work affected the controlling operation

Is Increased by \_\_\_ Days  
 Is Decreased \_\_\_ Calendar  
 by \_\_\_ Days

Approved By Project Engineer: Matt Wegwerth	Approved By Contractor: TNT Aggregates, LLC
Signed: 	Signed: 
Date: <u>8/21/17</u> Phone: (218) 326-7601	Date: <u>8/21/2017</u> Phone: 218.326.1881

Original to Project Engineer; Copy to Contractor

Once contract has been fully executed, forward a copy to DSAE for funding review:

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

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

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



GRAND RAPIDS

**CITY OF GRAND RAPIDS**

420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project SP 129-112-010 [129-119-007/08] - 5th St N and 8th Av NE Improvements  
 Final Pay Request No. 13

<b>Contractor:</b>	TNT Aggregates, LLC 40 County Road 63 Grand Rapids, MN 55744
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<b>Contract No.</b>	CP 2017-1
<b>Vendor No.</b>	-
<b>For Period:</b>	3/30/2017 - 8/15/2017
<b>Warrant #</b>	Date

Contract Amounts	
Original Contract	\$3,179,000.00
Contract Changes	\$67,923.81
Revised Contract	\$3,246,923.81
<b>Work Certified To Date</b>	
Base Bid Items	\$3,293,897.77
Backsheet	\$0.00
Change Order	\$60,330.11
Supplemental Agreement	\$7,593.70
Work Order	\$0.00
Material On Hand	\$0.00
<b>Total</b>	<b>\$3,361,821.58</b>

Funds Encumbered	
Original	\$3,179,000.00
Additional	N/A
<b>Total</b>	<b>\$3,179,000.00</b>

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SP 129-112-010 [129-119-007/08]	\$695.00	\$3,361,821.58	\$0.00	\$3,327,525.21	\$34,296.37	\$3,361,821.58
Percent Retained: 0.0000%						
<b>Amount Paid This Final Pay Request</b>					<b>\$34,296.37</b>	

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

Approved By: [Signature]  
 County/City/Project Engineer  
 Date: 8/21/17

Approved By: [Signature]  
 Contractor  
 Date: 8/16/2017



CITY OF GRAND RAPIDS  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. SP 129-112-010 [129-119-007/08]  
 Final Pay Request No. 13

**SP 129-112-010 [129-119-007/08] Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	06/20/2016	06/29/2016	\$156,914.77	\$7,845.74	\$149,069.03
2	06/30/2016	07/13/2016	\$217,741.03	\$10,887.05	\$206,853.98
3	07/14/2016	07/27/2016	\$202,128.87	\$10,106.44	\$192,022.43
4	07/28/2016	08/10/2016	\$227,105.76	\$11,355.29	\$215,750.47
5	08/11/2016	08/31/2016	\$979,803.17	\$48,990.16	\$930,813.01
6	09/01/2016	09/14/2016	\$453,052.34	\$22,652.62	\$430,399.72
7	09/15/2016	09/28/2016	\$384,896.59	\$19,244.83	\$365,651.76
8	09/29/2016	10/12/2016	\$401,812.78	\$20,090.64	\$381,722.14
9	10/13/2016	11/02/2016	\$89,946.87	\$4,497.34	\$85,449.53
10	11/03/2016	11/16/2016	\$5,355.65	\$267.78	\$5,087.87
11	11/17/2016	12/24/2016	\$242,378.75	(\$71,909.48)	\$314,288.23
12	12/25/2016	03/29/2017	\$0.00	(\$50,417.04)	\$50,417.04
13	03/30/2017	08/15/2017	\$685.00	(\$33,611.37)	\$34,296.37
<b>Totals:</b>			<b>\$3,361,821.58</b>	<b>\$0.00</b>	<b>\$3,361,821.58</b>

**SP 129-112-010 [129-119-007/08] Funding Category Report**

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
001	1,646,265.10	0.00	1,629,124.30	17,140.80	1,646,265.10
002	232,436.00	0.00	230,111.64	2,324.36	232,436.00
003	193,379.34	0.00	191,445.55	1,933.79	193,379.34
004	89,068.56	0.00	88,177.87	890.69	89,068.56
005	39,078.28	0.00	38,687.50	390.78	39,078.28
006	301,237.74	0.00	298,225.36	3,012.38	301,237.74
007	33,429.86	0.00	33,095.56	334.30	33,429.86
010	301,728.91	0.00	298,711.62	3,017.29	301,728.91
011	37,471.66	0.00	37,096.94	374.72	37,471.66
008	8,773.81	0.00	8,686.07	87.74	8,773.81
009	390,289.98	0.00	388,387.08	3,902.90	390,289.98
	88,662.32	0.00	87,775.70	886.62	88,662.32
<b>Totals:</b>			<b>\$0.00</b>	<b>\$3,327,525.19</b>	<b>\$3,361,821.56</b>

CITY OF GRAND RAPIDS  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. SP 129-112-010 [129-119-007/08]  
 Final Pay Request No. 13

**SP 129-112-010 [129-119-007/08] Funding Source Report**

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date	
1	Federal	17,140.80	1,611,876.01	1,577,726.35	1,646,265.10	
2	Municipal (MSAS > 5000)	10,460.56	1,017,775.29	1,008,068.00	1,046,055.91	
3	Local	2,412.31	244,810.03	231,207.62	241,231.42	
4	SRTS	3,017.29	271,899.96	271,899.96	301,728.91	
5	GRPUC - San	1,265.40	100,562.52	90,098.07	126,540.22	
<b>Totals:</b>				<b>\$34,296.36</b>	<b>\$3,246,923.81</b>	<b>\$3,361,821.56</b>

CITY OF GRAND RAPIDS  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. SP 129-112-010 [129-119-007/08]  
 Final Pay Request No. 13

SP 129-112-010 [129-119-007/08] Project Item Status										
Line Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date		
<b>General Construction</b>										
1	2011.601 CONSTRUCTION SURVEYING	LUMP SUM	\$37,670.00	1	0	\$0.00	1	\$37,670.00		
2	2021.501 MOBILIZATION	LUMP SUM	\$220,965.82	1	0	\$0.00	1	\$220,965.82		
3	2101.502 CLEARING	TREE	\$125.00	13	0	\$0.00	16	\$2,000.00		
4	2101.507 GRUBBING	TREE	\$125.00	13	1	\$125.00	17	\$2,125.00		
55	2101.511 CLEARING & GRUBBING	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00		
8	2104.501 REMOVE CONCRETE CURB	LIN FT	\$4.00	5528	0	\$0.00	6108	\$24,432.00		
56	2104.501 REMOVE RETAINING WALL (P)	LF	\$15.00	75	0	\$0.00	75	\$1,125.00		
58	2104.503 REMOVE BITUMINOUS OVERLAY	SF	\$0.15	16722	0	\$0.00	8010	\$1,201.50		
60	2104.505 REMOVE CONCRETE WALK	SY	\$5.00	5433	0	\$0.00	4951.2	\$24,756.00		
59	2104.505 REMOVE CONCRETE PAVEMENT	SY	\$6.75	2653	0	\$0.00	2653	\$17,907.75		
9	2104.505 REMOVE BITUMINOUS PAVEMENT	SQ YD	\$4.50	9285	0	\$0.00	10111.1	\$45,499.95		
61	2104.507 REMOVE CONCRETE STEPS	CY	\$200.00	4	0	\$0.00	4	\$800.00		
62	2104.509 REMOVE MISCELLANEOUS STRUCTURES	EACH	\$350.00	2	0	\$0.00	2	\$700.00		
5	2104.509 REMOVE MANHOLE OR CATCH BASIN	EACH	\$350.00	30	0	\$0.00	30	\$10,500.00		
10	2104.509 REMOVE CASTING	EACH	\$50.00	60	0	\$0.00	55	\$2,750.00		
11	2104.509 REMOVE SIGN TYPE C	EACH	\$25.00	32	0	\$0.00	33	\$825.00		
12	2104.509 REMOVE SIGN TYPE SPECIAL	EACH	\$25.00	15	0	\$0.00	15	\$375.00		
68	2104.511 SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$4.00	2086	0	\$0.00	2079	\$8,316.00		
13	2104.513 SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$1.75	8745	0	\$0.00	10559.1	\$18,478.43		
14	2104.523 SALVAGE SIGN TYPE C	EACH	\$25.00	62	0	\$0.00	63	\$1,575.00		
15	2104.523 SALVAGE SIGN TYPE SPECIAL	EACH	\$25.00	1	0	\$0.00	1	\$25.00		
16	2105.501 COMMON EXCAVATION	CU YD	\$16.00	4783	0	\$0.00	4825	\$77,200.00		
17	2105.507 SUBGRADE EXCAVATION	CU YD	\$10.00	3647	0	\$0.00	3814	\$38,140.00		
18	2105.522 SELECT GRANULAR BORROW (CV)	CU YD	\$16.50	3647	0	\$0.00	3814	\$62,931.00		
20	2105.604 GEOTEXTILE FABRIC TYPE V	SQ YD	\$1.50	4113	0	\$0.00	333	\$499.50		
69	2112.501 SUBGRADE PREPARATION	RDST	\$1,215.00	15.19	0	\$0.00	15.19	\$18,455.85		
21	2211.503 AGGREGATE BASE (CV) CLASS 5	CU YD	\$36.00	3280	0	\$0.00	3351.1	\$120,639.60		
70	2215.501 FULL DEPTH RECLAMATION	SY	\$2.00	4668	0	\$0.00	4668	\$9,336.00		
159	2231.604 BITUMINOUS PATCH SPECIAL 1	SY	\$50.00	2677	0	\$0.00	3879.03	\$193,951.50		
71	2231.604 BITUMINOUS PATCH SPECIAL	SY	\$95.00	61	0	\$0.00	91.8	\$8,721.00		
72	2232.501 MILL BITUMINOUS SURFACE (1.5")	SY	\$1.35	4729	0	\$0.00	4729	\$6,384.15		

CITY OF GRAND RAPIDS  
 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744  
 Project No. SP 129-112-010 [129-119-007/08]  
 Final Pay Request No. 13

SP 129-112-010 [129-119-007/08] Project Item Status										
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
73	2232.501	MILL BITUMINOUS SURFACE (2.0")	S Y	\$1.10	30777	0	\$0.00	30619	\$33,680.90	
74	2301.504	CONCRETE PAVEMENT 8.5"	S Y	\$60.00	709	0	\$0.00	707.1	\$42,426.00	
75	2301.604	CONCRETE PAVEMENT (SPECIAL)	S Y	\$85.00	944	0	\$0.00	944.1	\$80,248.50	
22	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3.B)	TON	\$65.00	2129	0	\$0.00	2360.26	\$153,416.90	
76	2360.501	TYPE SP 9.5 WEARING COURSE MIX (4.E)	TON	\$67.60	2030	0	\$0.00	2033.56	\$137,468.66	
77	2360.501	TYPE SP 9.5 WEARING COURSE MIX (4.F)	TON	\$69.40	998	0	\$0.00	990	\$68,706.00	
23	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3.B)	TON	\$98.00	36	0	\$0.00	211.87	\$20,763.26	
24	2360.501	TYPE SP 12.5 WEARING COURSE MIX (4.E)	TON	\$79.50	195	0	\$0.00	0	\$0.00	
78	2360.501	TYPE SP 12.5 WEARING COURSE MIX (4.F)	TON	\$67.60	1938	0	\$0.00	2053.72	\$138,831.47	
25	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3.B)	TON	\$98.00	258	0	\$0.00	590.98	\$57,916.04	
79	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (4.E)	TON	\$79.50	195	0	\$0.00	0	\$0.00	
80	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (4.F)	TON	\$98.00	48	0	\$0.00	57.56	\$5,640.88	
81	2411.607	CONCRETE STEPS (P)	C Y	\$2,750.00	3.5	0	\$0.00	3.5	\$9,625.00	
82	2411.618	MODULAR BLOCK RETAINING WALL	S F	\$90.00	255	0	\$0.00	321	\$28,890.00	
165	2504.601	WATER MAIN CONSTRUCTION A	LS	\$3,500.00	1	0	\$0.00	1	\$3,500.00	
98	2504.602	ADJUST VALVE BOX	EACH	\$350.00	36	0	\$0.00	38	\$13,300.00	
99	2504.602	ADJUST CURB STOP	EACH	\$100.00	1	0	\$0.00	12	\$1,200.00	
27	2521.501	4" CONCRETE WALK	SQ FT	\$3.50	43027	0	\$0.00	43175.6	\$151,114.60	
108	2521.501	4" CONCRETE WALK SPECIAL	S F	\$4.20	1868	0	\$0.00	1541.1	\$6,472.62	
109	2521.501	6" CONCRETE WALK	S F	\$3.80	5517	0	\$0.00	5767.6	\$21,916.88	
110	2521.501	6" CONCRETE WALK SPECIAL	S F	\$5.60	1388	0	\$0.00	1476.6	\$8,268.96	
28	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$28.00	7686	0	\$0.00	8370.69	\$234,379.32	
29	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$33.00	259	0	\$0.00	238.3	\$7,863.90	
30	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$60.00	913	0	\$0.00	802.19	\$48,131.40	
111	2531.603	CONCRETE CURB DESIGN V	LF	\$28.00	75	0	\$0.00	142	\$3,976.00	
112	2531.618	TRUNCATED DOMES	S F	\$55.00	1365	0	\$0.00	1315	\$72,325.00	
31	2563.601	TRAFFIC CONTROL	LUMP SUM	\$65,000.00	1	0	\$0.00	1	\$65,000.00	
32	2564.531	SIGN PANELS TYPE SPECIAL	SQ FT	\$35.25	135.75	0	\$0.00	135.75	\$4,785.19	
33	2564.531	SIGN PANELS TYPE C	SQ FT	\$38.50	216.75	0	\$0.00	213.75	\$8,229.38	
34	2564.536	INSTALL SIGN PANEL TYPE C	EACH	\$175.00	62	0	\$0.00	63	\$11,025.00	
35	2564.536	INSTALL SIGN PANEL TYPE SPECIAL	EACH	\$175.00	1	0	\$0.00	1	\$175.00	
161	2564.602	INSTALL SIGN PANEL TYPE SPECIAL 1	EA	\$5,750.00	1	0	\$0.00	1	\$5,750.00	

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
		<b>SP 129-112-010 [129-119-007/08] Project Item Status</b>							
	2564.602	INSTALL SIGN PANEL TYPE SPECIAL 2	EA	\$5,750.00	1	0	\$0.00	1	\$5,750.00
130	2564.602	INSTALL SIGN	EACH	\$150.00	2	0	\$0.00	2	\$300.00
132	2565.602	HANDHOLE	EACH	\$1,600.00	1	0	\$0.00	1	\$1,600.00
133	2565.602	ADJUST HANDHOLE	EACH	\$250.00	3	0	\$0.00	3	\$750.00
131	2565.602	RIGID PVC LOOP DETECTOR 6X10'	EACH	\$1,600.00	1	0	\$0.00	1.5	\$2,400.00
134	2565.603	1.25" NON-METALLIC CONDUIT	LF	\$20.00	25	0	\$0.00	25	\$500.00
135	2565.603	2/C#14 LOOP LEAD-IN	LF	\$1.50	250	0	\$0.00	500	\$750.00
36	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	\$2.95	1932	0	\$0.00	1648	\$4,861.60
37	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$150.00	21	0	\$0.00	23	\$3,450.00
136	2573.533	SEDIMENT CONTROL LOG TYPE STRAW	LF	\$3.10	20	0	\$0.00	0	\$0.00
137	2573.533	SEDIMENT CONTROL LOG TYPE ROCK	LF	\$8.00	42	0	\$0.00	0	\$0.00
138	2573.535	STABILIZED CONSTRUCTION EXIT	LS	\$3,000.00	1	0	\$0.00	1	\$3,000.00
139	2573.602	TEMPORARY SEDIMENT TRAP	EACH	\$125.00	43	0	\$0.00	43	\$5,375.00
140	2574.525	COMMON TOPSOIL BORROW	C Y	\$30.00	422	0	\$0.00	600	\$18,000.00
38	2575.501	SEEDING	ACRE	\$750.00	1.55	0	\$0.00	1.61	\$1,207.50
141	2575.562	HYDRAULIC MATRIX TYPE MULCH	LB	\$1.75	3255	0	\$0.00	3381	\$5,916.75
39	2575.601	EROSION CONTROL	LUMP SUM	\$5,000.00	1	0	\$0.00	1	\$5,000.00
148	2582.501	PAVT MSSG (SHARED LANE)-EPOXY-GR IN	SF	\$27.00	15.26	0	\$0.00	15.26	\$412.02
164	2582.501	PAVT MSSG (THRU ARROW)-EPOXY-GR IN	SF	\$16.85	132.11	0	\$0.00	144.12	\$2,428.42
143	2582.501	PAVT MSSG (LT ARROW) EPOXY - GR IN	SF	\$16.85	765	0	\$0.00	780	\$13,143.00
142	2582.501	PAVT MSSG (RT ARROW) EPOXY - GR IN	SF	\$16.85	195	0	\$0.00	240	\$4,044.00
144	2582.501	PAVT MSSG (RT-THRU ARROW) EPOXY - GR IN	SF	\$16.85	78.48	0	\$0.00	78.48	\$1,322.39
145	2582.501	PAVT MSSG (LT-THRU ARROW) EPOXY - GR IN	SF	\$16.85	104.64	0	\$0.00	156.96	\$2,644.78
146	2582.501	PAVT MSSG (RAILROAD) EPOXY - GR IN	SF	\$16.85	246.88	0	\$0.00	246.88	\$4,159.93
147	2582.501	PAVT MSSG (BICYCLE LANE) EPOXY - GR IN	SF	\$27.00	414.92	0	\$0.00	474.36	\$12,807.72
150	2582.502	4" SOLID LINE WHITE-EPOXY	LF	\$2.20	1098	0	\$0.00	2104	\$4,628.80
40	2582.502	4" SOLID LINE YELLOW-EPOXY	LF	\$4.00	180	140	\$560.00	410	\$1,640.00
149	2582.502	4" SOLID LINE WHITE-EPOXY-GR IN	LF	\$0.80	13472	0	\$0.00	14074	\$11,259.20
152	2582.502	6" SOLID LINE WHITE-EPOXY-GR IN	LF	\$4.80	4313	0	\$0.00	4624	\$22,195.20
153	2582.502	12" SOLID LINE WHITE-EPOXY-GR IN	LF	\$10.00	134	0	\$0.00	116	\$1,160.00
154	2582.502	24" SOLID LINE WHITE-EPOXY-GR IN	LF	\$12.00	153	0	\$0.00	153	\$1,836.00
151	2582.502	4" BROKEN LINE WHITE-EPOXY-GR IN	LF	\$2.40	828	0	\$0.00	836	\$2,006.40



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129	2545.602	REFINISH LIGHT STANDARD	EACH	\$450.00	52	0	\$0.00	52	\$23,400.00
129	2550.602	RELOCATE HANDHOLE	EACH	\$300.00	6	0	\$0.00	6	\$1,800.00
<b>Totals For Section Lighting:</b>									
							<b>\$0.00</b>		<b>\$427,924.50</b>
<b>Sanitary Sewer</b>									
7	2104.501	REMOVE SEWER PIPE (SANITARY)	LIN FT	\$10.00	189	0	\$0.00	250	\$2,500.00
44	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$300.00	15	0	\$0.00	15	\$4,500.00
93	2503.602	CONNECT TO EXISTING SANITARY SEWER SER	EACH	\$250.00	1	0	\$0.00	2	\$500.00
94	2503.602	8"X4" PVC WYE	EACH	\$175.00	1	0	\$0.00	1	\$175.00
45	2503.603	8" PVC PIPE SEWER	LIN FT	\$65.00	149	0	\$0.00	236.15	\$15,349.75
95	2503.603	10" PVC PIPE SEWER	L F	\$250.00	10	0	\$0.00	12	\$3,000.00
96	2503.603	4" PVC SANITARY SERVICE PIPE	L F	\$35.00	40	0	\$0.00	58.428571	\$2,045.00
100	2506.501	CONST DRAINAGE STRUCTURE DESIGN F	L F	\$200.00	15.82	0	\$0.00	15.82	\$3,164.00
101	2506.502	CONST DRAINAGE STRUCTURE DESIGN F	EACH	\$2,100.00	4	0	\$0.00	4	\$8,400.00
107	2506.602	SEAL DRAINAGE STRUCTURE	EACH	\$700.00	2	0	\$0.00	0	\$0.00
193	2506.602	CASTING ASSEMBLY SPECIAL	EACH	\$975.00	17	0	\$0.00	17	\$16,575.00
							<b>\$0.00</b>		<b>\$56,208.75</b>
<b>Storm Sewer</b>									
6	2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	\$10.00	902	0	\$0.00	804	\$8,040.00
19	2105.604	GEOTEXTILE FABRIC TYPE IV	SQ YD	\$2.75	66	0	\$0.00	66	\$181.50
46	2501.515	15" RC PIPE APRON	EACH	\$1,000.00	3	0	\$0.00	3	\$3,000.00
83	2501.515	27" RC PIPE APRON	EACH	\$1,575.00	1	0	\$0.00	1	\$1,575.00
84	2501.525	22" SPAN RC PIPE-ARCH APRON	EACH	\$1,225.00	1	0	\$0.00	1	\$1,225.00
47	2502.541	4" PERF PE PIPE DRAIN	LIN FT	\$5.00	470	0	\$0.00	450	\$2,250.00
85	2503.511	12" RC PIPE SEWER	L F	\$47.00	86	0	\$0.00	52	\$2,444.00
86	2503.511	15" RC PIPE SEWER	L F	\$45.00	263	0	\$0.00	178	\$8,010.00
87	2503.511	18" RC PIPE SEWER	L F	\$48.00	146	0	\$0.00	128	\$6,144.00
88	2503.511	24" RC PIPE SEWER	L F	\$63.00	48	0	\$0.00	0	\$0.00
89	2503.511	27" RC PIPE SEWER	L F	\$68.00	388	0	\$0.00	378	\$25,704.00
90	2503.511	30" RC PIPE SEWER	L F	\$82.00	24	0	\$0.00	0	\$0.00
91	2503.511	36" RC PIPE SEWER	L F	\$105.00	26	0	\$0.00	0	\$0.00
92	2503.521	22" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$75.00	69	0	\$0.00	69	\$5,175.00

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<b>SP 129-112-010 [129-119-007/08] Project Item Status</b>									
2503.602		CONNECT TO EXISTING STORM SEWER	EACH	\$250.00	41	0	\$0.00	42	\$10,500.00
97	2503.603	TRENCH DRAIN	L F	\$400.00	14	0	\$0.00	14	\$5,600.00
54	2504.604	2" INSULATION	SQ YD	\$45.00	256	0	\$0.00	56.88	\$2,559.60
49	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$1,400.00	12	0	\$0.00	12	\$16,800.00
103	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL 1	EACH	\$1,050.00	1	0	\$0.00	1	\$1,050.00
50	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	\$1,900.00	9	0	\$0.00	8	\$15,200.00
102	2506.502	CONST DRAINAGE STRUCTURE DES 60-4020	EACH	\$2,700.00	9	0	\$0.00	9	\$24,300.00
51	2506.502	CONST DRAINAGE STRUCTURE DES 84-4020	EACH	\$4,750.00	1	0	\$0.00	1	\$4,750.00
104	2506.516	CASTING ASSEMBLY	EACH	\$1,050.00	65	0	\$0.00	63	\$66,150.00
105	2506.522	ADJUST FRAME & RING CASTING	EACH	\$725.00	12	0	\$0.00	18	\$13,050.00
106	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	\$120.00	13	0	\$0.00	19	\$2,280.00
52	2506.602	SEAL CATCH BASIN	EACH	\$250.00	13	0	\$0.00	9	\$2,250.00
53	2506.602	CASTING ASSEMBLY SPECIAL	EACH	\$975.00	13	0	\$0.00	13	\$12,675.00
26	2511.501	RANDOM RIPRAP CLASS III	CU YD	\$60.00	33	0	\$0.00	33	\$1,980.00
<b>Totals For Section Storm Sewer:</b>									
							<b>\$0.00</b>		<b>\$242,893.10</b>
<b>Change Order 1 - 1st Ave NE to 2nd Ave NE Class 5 Aggregate</b>									
167	2105.501	COMMON EXCAVATION	C Y	\$16.00	450	0	\$0.00	450	\$7,200.00
166	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	\$36.00	540	34	\$1,224.00	540	\$19,440.00
							<b>\$1,224.00</b>		<b>\$26,640.00</b>
<b>Totals For Change Order 1 - 1st Ave NE to 2nd Ave NE Class 5 Aggregate:</b>									
<b>Change Order 2 - City Hall modifications</b>									
181	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	\$36.00	60	0	\$0.00	60	\$2,160.00
188	2411.607	CONCRETE STEPS	C Y	\$212.50	4	0	\$0.00	4	\$850.00
180	2504.602	SPRINKLER SYSTEM REPAIRS	L S	\$1,912.50	1	0	\$0.00	1	\$1,912.50
189	2540.603	METAL RAILING	L F	\$48.75	20	0	\$0.00	20	\$975.00
170	2541.618	HEATED SIDEWALK	L S	\$5,700.00	1	0	\$0.00	1	\$5,700.00
182	2571.602	TREE GRATE	EACH	\$550.00	2	0	\$0.00	2	\$1,100.00
							<b>\$0.00</b>		<b>\$12,697.50</b>
<b>Totals For Change Order 2 - City Hall modifications:</b>									
<b>Change Order 3 - Hydrant Replacement</b>									
171	2104.509	REMOVE HYDRANT	EACH	\$200.00	1	0	\$0.00	1	\$200.00
175	2105.607	CRUSHED ROCK	C Y	\$25.00	8	0	\$0.00	8	\$200.00
177	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	\$7.00	20	0	\$0.00	20	\$140.00



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SP 129-112-010 [129-119-007/08] Project Item Status												
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date			
172	2502.604	2" INSULATION	SY	\$6.85	7.11	0	\$0.00	7.11	\$48.70			
174	2504.602	HYDRANT	EACH	\$7,898.66	1	0	\$0.00	1	\$7,898.66			
173	2504.602	VALVE BOX	EACH	\$300.00	1	0	\$0.00	1	\$300.00			
179	2504.602	6" GATE VALVE	EACH	\$300.00	1	0	\$0.00	1	\$300.00			
176	2504.608	CURB STOP	EACH	\$1,159.70	1	0	\$0.00	1	\$1,159.70			
		WATERMAIN FITTINGS	LS	\$217.38	1	0	\$0.00	1	\$217.38			
				<b>Totals For Change Order 3 - Hydrant Replacement:</b>							<b>\$10,464.44</b>	
<b>Change Order 4</b>												
188	2433.601	RECONSTRUCT DRAINAGE PIPE	LS	\$11,752.17	1	0	\$0.00	1	\$11,752.17			
				<b>Totals For Change Order 4:</b>							<b>\$11,752.17</b>	
<b>Change Order 5 - Balancing Change Order</b>												
189	2211.503	AGGREGATE BASE (CV) CLASS 5	CY	(\$36.00)	34	34	(\$1,224.00)	34	(\$1,224.00)			
				<b>Totals For Change Order 5 - Balancing Change Order :</b>							<b>(\$1,224.00)</b>	
<b>Supplemental Agreement 1 - BITUMINOUS SECTION - PARTIAL RECONSTRUCT BLOCK</b>												
187	2231.604	BITUMINOUS PATCH SPECIAL 2	SY	\$19.50	115	0	\$0.00	115	\$2,242.50			
183	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3:B)	TON	\$65.00	241	0	\$0.00	241	\$15,665.00			
184	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3:E)	TON	(\$22.10)	188	0	\$0.00	188	(\$4,154.80)			
185	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3:E)	TON	(\$22.10)	290	0	\$0.00	290	(\$6,409.00)			
186	2506.521	INSTALL CASTING	EACH	\$125.00	2	0	\$0.00	2	\$250.00			
				<b>Totals For Supplemental Agreement 1 - BITUMINOUS SECTION - PARTIAL RECONSTRUCT BLOCK:</b>							<b>\$7,593.70</b>	
				<b>Project Totals:</b>							<b>\$685.00</b>	<b>\$3,361,821.58</b>

SP 129-112-010 [129-119-007/08] Material On Hand Balance						
Line	Item	Date	Added	Used	Remaining	
89	2503.511 27" RC PIPE SEWER	8/10/2016	275 L F \$18,640.26	275 L F \$18,640.26	0 L F \$0.00	
97	2503.603 TRENCH DRAIN	6/28/2016	2.86 L F \$1,144.00	2.86 L F \$1,144.00	0 L F \$0.00	
45	2503.603 8" PVC PIPE SEWER	6/28/2016	18.5 LIN FT \$1,202.50	18.5 LIN FT \$1,202.50	0 LIN FT \$0.00	
54	2504.604	6/28/2016	55.49 SQ YD	55.49 SQ YD	0 SQ YD	

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SP 129-112-010 [129-119-007/08] Material On Hand Balance					
Line	Item	Date	Added	Used	Remaining
	2" INSULATION		\$2,497.05		\$0.00
104	2506.516 CASTING ASSEMBLY	6/28/2016	31 EACH \$32,550.00	31 EACH \$32,550.00	0 EACH \$0.00
112	2531.618 TRUNCATED DOMES	6/28/2016	624 S F \$34,320.00	624 S F \$34,320.00	0 S F \$0.00
<b>Material On Hand Total Amounts:</b>			<b>\$90,353.81</b>		<b>\$0.00</b>

SP 129-112-010 [129-119-007/08] Contract Changes					
No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO1	Change Order	8/30/2016	After removing the existing concrete roadway pavement from 1st Ave NE to 2nd Ave NE along 5th Street North, no class 5 aggregate was found as shown on the pre-project soil borings. As a result, 12" of class 5 aggregate base is needed to properly reconstruct the roadway. This change order covers the additional cost to excavate and place this material. Unit prices shall govern.	\$26,640.00	\$26,640.00
CO2	Change Order	8/31/2016	During construction, it was determined that various changes/modifications were needed around the City Hall. This change order includes the following changes: Railing and stair modifications, heated sidewalk replacement, sprinkler modifications, tree grate replacement, and additional CI 5 needed for the sidewalk.	\$12,697.50	\$12,697.50
CO3	Change Order	9/14/2016	During construction, it was determined that an existing hydrant was leaking within the project limits and an existing water service was in conflict with a storm structure. This change order covers the replacement of the hydrant and the re-routing of the service.	\$10,464.44	\$10,464.44
SA1	Supplemental Agreement	10/10/2016	WHEREAS: THE ENGINEER HAS DETERMINED THAT THE BITUMINOUS SECTION FOR THE PARTIAL RECONSTRUCT BLOCK OF 5TH STREET FROM 1ST AVENUE NE TO 2ND AVENUE NE SHALL RECEIVE A DIFFERENT OIL TYPE AS WELL AS SEVERAL BITUMINOUS PATCHES SHALL RECEIVE ANOTHER LIFT OF PAVEMENT. NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT: THE PARTIAL RECONSTRUCT BLOCK SHALL RECEIVE PG 58-28 ASPHALT RATHER THAN PG 64-28 ASPHALT AND AN ADDITIONAL BITUMINOUS LIFT SHALL BE PLACED TO FILL SEVERAL BITUMINOUS PATCHES TO THE EXISTING ELEVATION BEFORE MILLING.	\$7,593.70	\$7,593.70
CO4	Change Order	11/16/2016	During construction, it was determined that various modifications were needed on 5th Street NE. This change order includes the following modifications: Storm MH PW purchase, bolting down fence/bench, Post Office Storm Sewer.	\$11,752.17	\$11,752.17
CO5	Change Order	8/15/2017	Balancing Change Order for Change Order 1 - Class 5 Quantity	(\$1,224.00)	(\$1,224.00)
<b>Contract Change Totals:</b>				<b>\$67,923.81</b>	<b>\$67,923.81</b>



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0621      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/23/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider approval of an updated and amended Small Cities Development Program Commercial & Residential Rehabilitation Deferred Loan Program Policy and Procedures Handbook  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [SCDP Commercial and Residential Rehab Program Policy Revised \(final\).pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approval of an updated and amended *Small Cities Development Program Commercial & Residential Rehabilitation Deferred Loan Program Policy and Procedures Handbook*

**Background Information:**

With a notification from the Minnesota Dept. of Employment and Economic Development (DEED) that the City has been awarded a grant funding at least 10 commercial and 20 owner occupied residential rehabilitation projects, our policy and procedures for implementing the SCDP program must be updated to reflect the budget for this new grant and minor language clarifications.

**Requested City Council Action**

Make a motion approving an updated and amended *Small Cities Development Program Commercial & Residential Rehabilitation Deferred Loan Program Policy and Procedures Handbook*



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



**ITASCA COUNTY**  
HOUSING AND REDEVELOPMENT AUTHORITY

# **SCDP Commercial & Residential Rehabilitation Deferred Loan Program Policy and Procedures Handbook**

**As adopted by:**

**Grand Rapids City Council on: 8/28/2017**

**And**

**The Grand Rapids Economic Development Authority on: 8/24/17**

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## **I. Purpose**

The City of Grand Rapids and its economic development agent, the Grand Rapids Economic Development Authority (GREDA), will provide assistance to eligible applicants for the rehabilitation of commercial and residential properties. The policies and procedures for distribution and eligibility are incorporated in this document and its exhibits.

## **II. Statement of Affirmative Action**

It is the policy of the City of Grand Rapids that no individual shall be discriminated against because of race, color, religion, creed, national origin, disability, marital status, age or status with respect to public assistance.

The City of Grand Rapids shall insure that every person be given full and equal opportunities for participation in the deferred loan program undertaken by this project.

Itasca County Housing and Redevelopment Authority (ICHRA), as the administrator of the Grand Rapids Commercial & Residential Rehabilitation Program, shall take necessary actions to guarantee that minority contractors and subcontractors are provided equal opportunity to perform rehabilitation work.

It shall be the responsibility of the City and ICHRA to encourage all contractors participating in the rehabilitation deferred loan program to carry out Affirmative Action Policies necessary to assure equal employment opportunity in all aspects of employment, regardless of race, creed, color, religion, sex, national origin, marital status, age or status with respect to public assistance.

In no case shall ICHRA or the City of Grand Rapids be in conflict with the State or Federal Statutes as they relate to equal opportunities for employment.

## **III. Delegation of Authority**

The City of Grand Rapids has contracted with ICHRA for the administration of the Small Cities Development Program (SCDP). The City of Grand Rapids and ICHRA have been given the authority to set the guidelines for participation in the program and may amend this Handbook as it deems necessary within the regulations established by the Department of Employment and Economic Development (DEED). ICHRA shall be responsible for ensuring that only eligible applicants receive SCDP funds. ICHRA will assure that all rehabilitation repairs will meet program eligibility criteria. The City of Grand Rapids and ICHRA are bound by the terms agreed to by both parties for this project's Contractual Agreement.

#### **IV. Review Committee**

The loan review committee for Commercial Rehabilitation projects will consist of a two member sub-committee of the GREDA and the Community Development Director/GREDA Executive Director. The final determination on all commercial rehabilitation loan applications rests with the full membership of GREDA.

The Loan Review Committee for Residential Rehabilitation projects shall consist of ICHRA Executive Director and ICHRA Property and Program Development Specialist.

## V. Definitions

- A. **Suitable for Rehabilitation:** The property must be structurally sound and economically feasible to rehabilitate as determined by ICHRA's Housing Manager. Single-wide mobile homes, even if the home is attached to a foundation or if it has additions, are not eligible for rehabilitation with SCDP funds.
- B. **Rehabilitation Standards:** Upon completion, all properties must meet or exceed the attached construction standards.
- C. **Standard:** A unit which has no defects or only slight defects which are normally corrected during the course of routine and regular maintenance.
- D. **Substandard:** A unit which needs more repair than would normally be provided in the course of regular maintenance. A substandard unit to be rehabilitated must be deficient in any of the following areas: structural soundness, living space or accessibility, water supply or sewage disposal, energy efficiency, heating system, plumbing or electrical system, or health and safety matters. This applies to both commercial and residential rehabilitation.
- E. **Substandard but Suitable for Rehabilitation:** A unit which needs two or more major improvements but is economically feasible to rehabilitate. The maximum amount of SCDP funds allowed per project are included in Exhibits A & B.
- F. **Dilapidated:** A substandard unit with numerous serious defects. A dilapidated unit fails to meet a majority of local standards and rehabilitation is neither practical, nor economically feasible. Dilapidated units will not be rehabilitated. The unit does not meet the "suitable for rehabilitation" definition.
- G. **Displacement:** Acts that will cause an occupant of a housing unit to physically relocate or to be adversely impacted economically by the rehabilitation project.
- H. **HQS / Housing Quality Standards:** Minimum standards established by HUD for units suitable for occupancy under its programs of housing assistance.
- I. **HUD:** The U.S. Department of Housing and Urban Development.
- J. **Low Income:** A household with income adjusted for family size that is at or below 80% of the Area Median Income which is determined annually by HUD.
- K. **Very-Low Income:** A household with income adjusted for family size that is at or below 50% of the Area Median Income which is determined annually by HUD.



## **VI. Property Eligibility**

- A. The property must be located within the target area of the City of Grand Rapids (see attached map labeled Exhibits C & D .
- B. The property must be in compliance with applicable zoning ordinances or land use guidelines. No activities will take place within a 100 year flood plain.
- C. The property must be Suitable for Rehabilitation, as defined at Section V. A., and upon completion of rehabilitation, the property must meet the attached standards for the project.
- D. Each property will have a Tenant Survey completed.
- E. The property taxes must not be delinquent.
- F. Proof of property insurance coverage will be required at time of application and is required to be continued through span of SCDP loan.

## **VII. Applicant Eligibility**

- A. The recipient of funds under this program must have at least one third interest in one of the following types of ownership in the property to be improved:
  - 1. A fee title; or
  - 2. A fee title subject to a mortgage or other lien securing a debt; or
  - 3. A mutually binding contract (contract for deed) for the purchase of the property where the borrower is rightfully in possession and the purchase price is payable in installments. The Contract for Deed must be recorded at the office of the County Recorder. The contract for deed vendor (seller) must agree to enter into the Deferred Rehabilitation Repayment Agreement and Mortgage as additional signatories not in possession.
- B. No person who is (1) an employee, agent consultant, officer or elected or appointed official of the City of Grand Rapids or ICHRA who exercises or has exercised a function or responsibility with respect to assisted rehabilitation activities or (2) is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto or the proceed thereunder, either for themselves, their immediate family, or those with whom they have business ties, during their tenure and for one (1) year

thereafter. DEED may authorize exceptions to this policy on a case by case basis. If a conflict arises with an ICHRA employee or board member, that person shall not be involved in any manner with the project.

**VIII. Data Privacy**

Information on program applicants is private data which will be administered in accordance with the Minnesota Government Data Practices Act. Information or documentation shall be determined to be necessary if it is required for purposes of determining or auditing a properties eligibility to receive a deferred loan, for verifying relating information or for monitoring compliance with equal opportunity requirements. The use or disclosure of information obtained from a property owner or from another source pursuant to this release and consent is limited to purposes directly connected with the administration of this project under which the property owner is receiving assistance. Income, asset and other financial data received by ICHRA in its applicant's verification process is considered Private Data and is subject to Privacy of Information Provisions, pursuant to State Statutes. HUD, the State of Minnesota and DEED will have access to these records when necessary.

**IX. Financial Assistance- See Exhibit A for the terms for Commercial Rehab, and Exhibit B for the terms for Owner Occupied Residential Rehab.**

**X. Eligible Work Items**

- A. Refer to Exhibit E for Property Rehabilitation Standards. Rehabilitation loans may only be used to:
1. Address Building Code Violations, address exterior building improvements and to remove health, safety or other deficiencies and to bring the structure into compliance with the property rehabilitation standards used by ICHRA. For example, roofing, siding, plumbing, water supply, waste systems or wiring may be eligible for repair; or
  2. Improve the property by increasing the structure's energy efficiency through, for example, upgrading insulation, windows and doors; or
  3. Modify or rehabilitate the unit to make it accessible for a handicapped or disabled individuals. Accessibility Improvements include such improvements as: structural, exterior, bathroom or other improvements to buildings which are necessary to enable a handicapped person to function independently in a commercial or residential setting.
- B. All work or construction completed with DEED funds must be in compliance with applicable building codes and standards. Funds may be denied to building owners with properties which cannot be feasibly brought up to the

Program Standards. ICHRA shall conduct a site and structure survey of those work items which are eligible with respect to HQS guidelines. Upon determination of those items which are eligible costs, ICHRA shall prepare specifications and, along with the building owner, evaluate contractor bids.

- C. Rehabilitation Deferred Loans must be used to finance improvements that can normally be completed within 90 to 120 days from the date of the issuance of the Proceed to Work Order. However ICHRA, at its discretion, may grant an extension if it serves the purpose of the program.
- D. Certain costs required by law or regulation shall be eligible costs with respect to the program. These costs include permits and other similar costs.

## **XI. Ineligible Activities**

- A. Rehabilitation Deferred Loans (except for necessary replacement undertaken in connection with eligible improvements) may not be used to finance:
  - 1. Commercial “remodeling” type improvements.
  - 2. Landscaping (except to conduct water away from the dwelling); or
  - 3. Work begun or completed before the date of the Proceed to Work Order.
- B. Additions to structures and finishing of basements are not eligible. However, the building owner may utilize match financing to undertake such improvements.
- C. Rehabilitation Deferred Loans shall not be used for refinancing an existing mortgage or debt.
- D. No Deferred Loans shall be paid to program participants for any improvements made under this program who have sold their property prior to execution of the Completion Certificate.
- E. Misrepresentations - Any material misrepresentation on the part of the applicant, revealed through the application process or otherwise may result in a determination of ineligibility. The applicant shall be notified in writing of such determination by ICHRA and shall be given the opportunity to request an informal review of the matter.

## **XII. Rehabilitation Procedures**

- A. Program Marketing: The GREDA and ICHRA will communicate the availability of this program by a direct mailed notice to the owners of all property within the target areas identified in Exhibits C & D, as listed within the Itasca County tax records. The mailed notice will describe the program, sources of additional information and a defined period within applications will be accepted. An extensive effort will also be made to reach those property owners who would benefit from the program by conducting outreach and public notice activities which may include contacting those who expressed interest as part of the application formation, ads in newspapers, newsletters, radio announcements, personal contact, etc. Affirmative efforts will be undertaken to ensure that those who are minorities or have disabilities are made aware of the program.

Upon expiration of the application period, the GREDA and ICHRA will determine if an extension of the application period and additional marketing of the program is necessary based upon: the number of applications received, the eligible nature of the proposed activities described within the applications received, and the total amount of program funds applied for.

- B. Project Selection:

**Commercial-** Due to the limited availability of the SCDP Commercial Rehabilitation funds, the GREDA has established a set of criteria to be applied as a means of ranking and selecting projects, to be funded under this program. A review committee will be assigned to evaluate all applications for eligible activities.

The review committee will assess the applications, deemed to meet the minimum eligibility requirements, based upon the following factors, which are not necessarily listed in order of importance:

1. The proposed projects total value/addition to the tax base – with higher value projects scoring higher.
2. The extent the proposed project addresses program objectives – with projects involving visible exterior improvements that address conditions which contribute to slum and blighting scoring higher.
3. The proposed projects level of compliance with City Ordinances and consistency with the objectives stated within the *Comprehensive Plan* with projects found to be compliant with applicable ordinances and addressing specific plan objectives scoring higher.
4. The credit worthiness of the applicant and the feasibility of the project as measured by:
  - a. An as needed confidential evaluation of the applicant's net worth, business plan, letters of commitment from other funding sources, cash flow and income projections
5. The level of job creation tied to the project in terms of number of additional jobs created, if any, and their average wages. Although

additional job creation is not mandatory, those projects that create additional employment opportunity will receive higher scoring in this area.

**Residential- Application Process-** The order of Application Processing / Project Underwriting will be determined by points assigned by the review committee based on the following:

**Owner Occupied**

- 10 points for properties owned by an applicant who is 62 or older
- 5 points for applicants who own home debt free
- 5 points for applicants who meet the definition of very-low income
- 5 points for properties that require multiple elements that address program objectives

The group of applications with the highest number of points will be considered first proceeding subsequently in order to the group with the next highest number of points. Within a point group, applications will be considered in the order received by date of application.

If additional funds remain following the initial group of applications, additional applications will be considered on a first come, first serve basis.

- C. For all residential units built on or before 1978,
  - 1. A lead risk assessment to be conducted by a licensed lead risk assessor.
  - 2. Occupants must receive a notification of a “Risk Assessment to be Conducted” and “Summary Notice of Lead Based Paint Risk Assessment Results”.
  - 3. The results of that assessment must be incorporated into the rehabilitation work write up for the property.
  - 4. Occupants must receive a “Summary Notice of Completion of Lead-based Paint Hazard Reduction”.
  - 5. As participation in the owner-occupied housing rehabilitation is a voluntary decision, the program will not pay for any temporary relocation that may be necessary due to interim controls related to lead-based paint.
  
- D. If the building owner is found eligible and the project is selected for rehabilitation assistance, the owner is notified of the decision and a property inspection is arranged.
  
- E. Notification to Ineligible Building Owners – GREDA or ICHRA will give an applicant prompt written notice of a decision denying assistance to the applicant. The notice shall also state that the applicant may request an informal review of the decision and shall describe how to obtain the informal review.

- F. A Housing Inspector inspects the property to locate Code, energy and other deficiencies. The building owner is also invited to provide input with regard to their building improvement needs. The building owner is made fully aware that he/she is not obligated to accept the proposed work. All proposed work must be an eligible item in accordance with this policy.
- G. Following the inspection, the Housing Inspector prepares a cost estimate of the proposed improvements which are discussed with the building owner. The cost estimates will be used to determine the legitimacy of the bids submitted for the project. A detailed work write up (Scope of Work) is then prepared which outlines the proposed work and materials to be used. This document is given to the building owner who is responsible for reviewing the work write up and for selecting contractors for ICHRA to contact.
- H. If the building was constructed prior to 1970 ICHRA is required by federal regulations to provide for historical review and clearance to the Minnesota State Historical Society. This includes but is not limited to photographic and written documentation being sent to the Historical Society. If the structure is significant, the Historical Society may request certain improvements which are consistent with the Secretary of the Interior's Standards for Historic Renovations and Rehabilitation.
- I. A minimum of two bids will be sent out per job, the bids will have copies of the appropriate wage decisions attached, if required. Contracts will be awarded to the contractor selected by the building owner, although if the building owner chooses a bid which is higher than the low, the building owner must make up the difference with resources other than SCDP funding. If only one bid is submitted it will be compared to the estimate for the project to determine that the bid was reasonable. The current wage decisions, if required, will also become part of the contract documents.
- J. It is required that all participating contractors be insured to meet the limits prescribed by ICHRA and to be licensed and/or bonded as required by state and/or local ordinances. For commercial projects, contractors are also required to conform to the Davis Bacon Act which states that workers are to receive no less than the prevailing wage for similar work in the locality, the Contract Work Hours and Safety Standards Act which states that workers are to receive overtime compensation at a rate of 1½ times their regular wage after they have worked 40 hours in one week and to the Copeland "Anti-kickback" Act which states workers are to be paid once per week. Contractors are also required to maintain payroll records and submit weekly payrolls and statements of compliance to the contracting agency, if required.
- K. Once the contractor is selected, the Agreement Between Contractor and Property Owner is signed by contractor and building owner and outlines the contractual conditions that each party is required to follow. The contractor shall, at his/her expense, obtain all necessary permits and licenses required to

perform the work called for by the contract, and all such work shall be in compliance with all building code regulations and ordinances. A Proceed to Work Order is then issued to the contractor by the Housing Manager. The loan documents are signed, the mortgage is recorded and a lien is placed against the property for the term of the loan.

- L. All change orders to the contract must be in writing, using ICHRA's Change Order/Amendment Form and must be authorized by the building owner, Housing Inspector, and the Housing Manager.
- M. During construction, the Housing Inspector monitors the work. The building owner notifies ICHRA promptly if defects or other problems arise.
- N. All construction work performed under contract shall be in compliance with an approved warranty covering workmanship and materials, as noted in the Agreement Between Contractor and Property Owner. Inspections by a Housing Inspector will be conducted while work is in progress and at completion.
- O. If the contractor becomes involved in a situation where the work cannot be completed within the time frame specified in the Agreement Between Contractor and Property Owner or the relationship between the contractor and the building owner deteriorate to the point where the job cannot be completed by the original contractor a change order to complete the remainder of the work using a new contractor may be considered by the building owner and the review committee.
- P. Upon notification of passing final inspections by the City Building Official as well as Housing Inspector, ICHRA will submit the signed Completion Certificate and Invoice to the Office of the City Administrator of Grand Rapids for disbursement of program funds to contractor(s).
- Q. Disbursements are released (partial funds may be released as partial work is completed) in issued checks as completed work is verified and payment is requested by invoice from the contractor.
- R. Contractors will be required to provide a draw request for each payment request (partial or final). The draw request must be signed by the homeowner, unless the homeowner has concerns that the Housing Inspector and Housing Manager have deemed as being unreasonable. Consultation with DEED as to what is unreasonable may occur. Upon completion of the rehabilitation construction, lien waivers and completion certificates will be executed by the homeowner, contractor, Housing Inspector, and Housing Manager as necessary. On the homes that require lead reduction activities, final payment will not be made until after the Lead Clearance Test has been passed.

### **XIII. After the Loan**

- A. **Reverse Mortgages-** SCDP loan agreements must be repaid if property owner takes out a reverse mortgage on the property.
- B. **Other refinancing-** Property owners can refinance to secure a lower interest rate on a mortgage during the life of the SCDP loan, but if any cash is taken out, the SCDP loan must be repaid.

**XIV. Appeals and General Complaints**

Each person making application for financial assistance under the program shall have the right to appeal any determination of GREDA or ICHRA staff to the Community Development Director of the City of Grand Rapids. Requests for general complaints should be made within a 30-day period and addressed to: Grand Rapids Economic Development Authority, 420 N. Pokegama Ave., Grand Rapids, MN 55744. General complaints that do not warrant a hearing shall be in writing and be addressed to Grand Rapids Economic Development Authority at the previously mentioned address. A written response to the complaint will be issued within 30 days.

**XV. Disposition of Program Income.**

- A. Program income will normally accrue from repayment of deferred loans resulting from property owner not maintaining ownership to the maturity date as prescribed in the Deferred Loan Repayment Agreement and Mortgage. Program income will be used for further rehabilitation. Rehabilitation funded by program income will be in accordance with the provisions of this procedural handbook, with DEED approved policies, and with the City of Grand Rapids Small Cities Development Program (SCDP) Income Reuse Plan dated July 14, 2014.
- B. Rehabilitation authorized after expiration of the administrative services contract between the City of Grand Rapids and ICHRA will be administered by either; (1) extending the term of the current contract if agreed by both parties; (2) entering into a new administrative services contract between the City of Grand Rapids and ICHRA, or; (3) entering into a new administrative services contract between the City of Grand Rapids and another administering entity.

**XVI. Amendments**

These policies and procedures may be amended or changed at any time by the City Council of Grand Rapids except where a signed agreement precludes a change.



Exhibit A  
Commercial Rehabilitation Specific Terms

- A. The financing plan for commercial properties will be 60% SCDP 10 year Deferred Loan and 40% bank loan or private financing. A separate program, through an enhanced GREDA Commercial Building Improvement Loan Program, may be used to finance up to \$35,000 per project at 1% interest over a corresponding ten year term (Please refer to the adopted guidelines and application for that program for further information) in addition to other commercial available lending sources. SCDP Deferred loans must be repaid as required if the building is sold in less than 10 years. SCDP Deferred loans are forgiven 10% per year with the loans completely forgiven on the first day of the eleventh year from the date of closing.
- B. The maximum amount of SCDP funds available per project will be \$32,000.
- C. The Deferred Loan will have a recorded mortgage and a lien placed against the property for the term of the loan. Truth in lending policies will be adhered to.
- D. Deferred Loans will be secured with a Repayment Agreement with the following terms and conditions:
1. A Deferred Loan will be forgiven on the first day of the eleventh year after loan execution.
  2. If the property is sold, title transferred or is no longer the business owned by the applicant before the end of the tenth year, the required amount of loan funds must be repaid to the City of Grand Rapids.
- E. To the greatest extent possible, all sources of possible financing will be coordinated. Before loaning SCDP funds, ICHRA will evaluate each applicant for eligibility for such programs as MHFA, USDA Rural Development, local lending institutions, etc. ICHRA will assist eligible applicants in applying for funds including, but not limited to, preparing application forms and required materials.
- F. A Commercial SCDP Deferred loan may be subordinated for the purpose of refinancing if the owner can demonstrate that excess refinanced dollars are for the purpose of property improvement/reinvestment. A loan shall not be subordinated for a refinance for personal property purchases.

**Exhibit B**  
**Owner Occupied Rehabilitation Specific Terms**

**B-1 Residency-** To receive SCDP funds, applicants will be required to have year round residency in the housing unit. Recipients must occupy, or intend to occupy, the selected property as their primary place of residence.

**B-2 Income Limits-** SCDP requires that households must meet the income guideline of Low Income to be eligible for assistance. Households with Very-low Income are given extra points for processing.

Income Limit by Household Size – Itasca County as of 4/14/2017 (HUD determined annually)							
	2	3	4	5	6	7	8
00	41,800	47,050	52,250	56,450	60,650	64,800	69,000
0	26,150	29,400	32,650	35,300	37,900	40,500	43,100

**B-2.1-** Income verification will follow HUD regulations and include all of the following:

- Salaries; including tips, bonuses, commissions, overtime pay, pensions and annuities
- Public assistance: including MFIP, SSI, MSA, Unemployment Compensation
- Social Security or Disability and Workers Compensation
- Estate/trust income, rental income, gain from the sale of property or securities, contracts for deed
- Interest earned
- Business profit

**B-2.2-** Asset Limitation: There is no asset limit. However, income earned from assets must be counted as income. **B-3 Funding Limits / Loan Terms**

**B-3.1** All Rehabilitation funding will be provided to Owner/Users as loans. The loans will be structured with terms favorable to the recipient as incentive to use the program.

Standard Loan Terms:	
Loan Maturity	7 years
Compliance Period	7 years
Interest Rate	5%
Repayment	Deferred Balloon –due in full at maturity*
Default	Due in full
Sale or Transfer	Due in full

The loan structure will be deferred repayment with a 7 (seven) year maturity with interest accrued at 5% (five percent).

\*For full compliance with terms and conditions of the program, principal and interest are forgiven at maturity.

**B-3.2-** Each loan will be documented with a Loan Note and Agreement and a Real Estate Mortgage. Mortgages will be filed in the Real Estate records of the Itasca County Recorder.

**B-3.3** The maximum project cost using the funds of Rehabilitation is limited to \$22,400 per residential unit.

Schedule of funding:		
Source	Percent	Owner Occupied Property
Project Cost	100%	\$ 32,000
SCDP Deferred Loan	70%	\$ 22,400
Owner/User (minimum)	30%	\$ 9,600

**B-3.4-** The Scope of Work developed for a project will determine to what extent work can be done using program funding. The listed percent per source will be used in determining the amount of funding to be used from each source on the approved Scope of Work. The 30% from the Owner may be from cash or loans arranged by the Owner/User from private or public lenders.

**B-3.5-** If Owner/User portion is cash, it must be placed in escrow with ICHRA.

**B-3.6-** If Owner/User portion is from loans, there must be a written commitment from the lender(s) and a written agreement between the lender(s) and the ICHRA as to the means and methods of disbursement and the priority of liens.

**B-3.7-** A Residential SCDP Deferred loan may be subordinated for the purpose of refinancing if the owner can demonstrate that excess refinanced dollars are for the purpose of property improvement/reinvestment. A loan shall not be subordinated for a refinance for personal property purchases.

#### **B-4- Outline of Housing Rehabilitation Process**

##### **1. Interact with Interested Homeowner**

- a. Fill out application for assistance
- b. Homeowner provides verification of income, assets, property insurance, and all lien information with completed application
- c. Discuss data privacy, sign release
- d. Discuss lead based paint poisoning notification, sign notice of receipt
- e. Discuss fair housing pamphlet, sign notice of receipt
- f. Obtain authorization to take photographs of the property/house
- g. Review Conflict of Interest form, sign
- h. If contract for deed on property, obtain consent from contract holder
- i. Review Walk Away Policy, sign

##### **2. Verification of Eligibility**

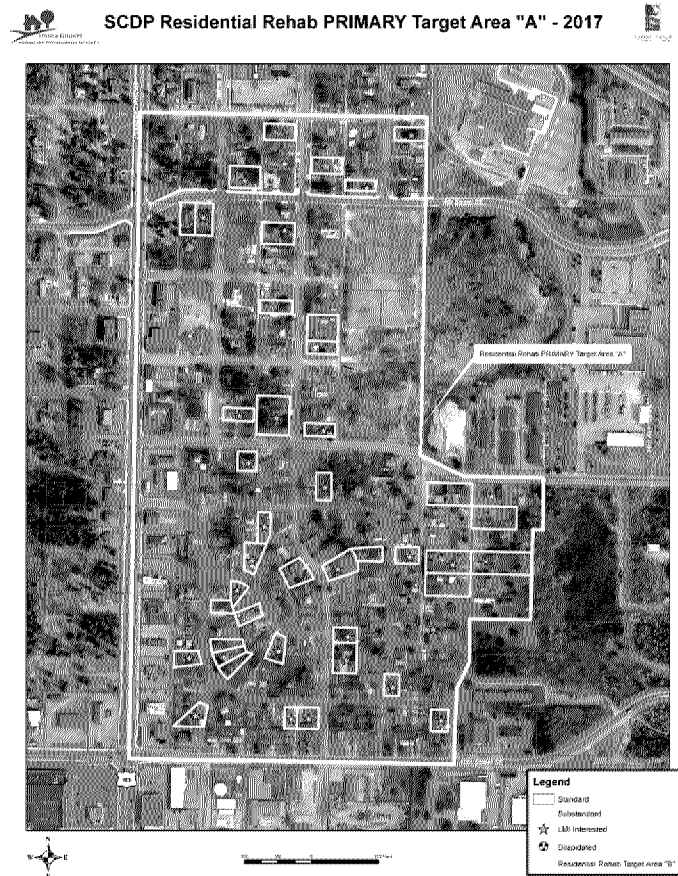
- a. Verify property in targeted area

- b. Verify owner income level
  - c. Verify home is not a mobile home
  - d. Verify current taxes are paid; no back taxes owed
  - e. Begin clearance with State Historical Preservation Office and verify home not in 100 year flood plain
  - f. Verify home not a duplex
3. **Inspection, Bids, Loan, Authority to Start**
- a. Inspector determines project to be feasible or not
  - b. Homeowner notified of lead risk assessment
  - c. Risk assessment completed by licensed assessor, copy of results provided to homeowner and ICHRA
  - d. Housing inspection completed and Scope of Work prepared, if eligible
  - e. Homeowner notified if ineligible, otherwise given Scope of Work to review and approve
  - f. Homeowner chooses contractors to bid on the rehabilitation project
  - g. ICHRA to mail bid package to selected contractors with deadline to submit bid
  - h. Bids opened with homeowner; homeowner chooses which bid to accept
  - i. Applicants and projects must be determined as eligible before a commitment of SCDP funds will be made
  - j. Homeowner notified of the amount needed for their portion of work; must be deposited in Escrow with ICHRA before work will commence
  - k. Homeowner signs repayment agreement as security for the City
  - l. Homeowner presented with Right of Rescission form
  - m. Relocation Screening Sheet for Occupant Protection with Lead Hazard Reduction Activities completed and placed in file
  - n. Notice to Proceed issued to contractor; date to start work scheduled
4. **Rehabilitation Project**
- a. Process change orders, if necessary
  - b. Mortgage signed and filed with Recorder's Office
  - c. Partial payment made if requested after inspection completed
  - d. Project completion certificate signed by contractor, owner, Housing Inspector and Housing Manager
  - e. Lead Clearance obtained
  - f. Passes city inspection
  - g. Lien Waivers obtained from contractor, subcontractors, and materials supplier
  - h. Final payment made after all waivers, clearances and inspections passed
5. **Rehabilitation Project File Maintained**
- a. A rehabilitation project file will be maintained on each application for funding, and will include all of the appropriate photos, documentation, and forms related to the project

# Exhibit C Commercial Rehab Targeted Area



# Exhibit D Residential Rehab Targeted Area



## Exhibit E

### Property Rehabilitation Standards

The following standards are applicable to property rehabilitation using rehabilitation funds. These standards will be used in determining the eligibility of property for rehabilitation, developing a scope of work for rehabilitation and shall be met upon completion of the property rehabilitation.

**F-1 COMPLIANCE WITH CODES.** Rehabilitation of a property must be completed in accord with all currently applicable codes.

F-1.1 The completed rehabilitation must meet the current Minnesota State Building Code, Minnesota State Energy Code and any applicable health, safety or other code imposed where the property is located.

F-1.2 The Contractor will be responsible for applying for any and all applicable building permits and for compliance with any and all applicable code requirements.

F-1.3 The completed rehabilitation must result in the dwelling units being in compliance with HUD Housing Quality Standards (HQS).

**F-2 SITE.** The property site shall be reasonably free from hazards to the health, safety and general welfare of the tenants. The site shall not be subject to serious adverse environmental conditions, natural or manmade, such as:

F-2.1 Dangerous walks, steps, or instability; all steps and walks shall be level, free from dangerous cracks, crumbling or breaks, tripping hazards, broken and missing materials, etc., and have sufficient pitch to prevent water accumulation.

F-2.2 Flooding, poor drainage, or mudslides; the property shall have positive drainage away from the dwelling units to prevent standing water at the foundation and be situated and landscaped in such manner as to prevent mudslides into the building or close proximate premises.

F-2.3 Septic tank back-up, sewer hazards; the property shall meet all sanitary code requirements.

F-2.4 Excessive accumulations of trash; any materials which accumulate on the property shall be removed, or screened and arranged in a manner which does not detract from the general appearance of the neighborhood.

F-2.5 Fire hazards; the site shall be free from fire hazards, such as the storage of highly flammable materials, etc.

**F-3 ACCESS.** The property shall have adequate access for the occupants.

F-3.1 The building(s) and the dwelling units shall be usable and capable of being maintained without the unauthorized use of other private properties. The property shall be adjacent to an access street or road.

F-3.2 Alternative means of egress shall be provided in case of fire (e.g., fire stairs or egress through windows).

**F-4 STRUCTURE AND MATERIALS.** The building(s) and dwelling units shall be structurally sound, free from threats to the health and safety of the occupants and shall protect the occupants from the environment.

F-4.1 Ceiling, walls (interior and exterior), floors, roofs, porches, etc., shall not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling or noticeable movement under walking stress, missing parts, or other serious damage. Where crawl spaces or basements exist, all first floor structural wood members, including floor joists, plates, piers and pilings shall be inspected for cracked, broken, rotten or otherwise damaged conditions. Damaged members shall be repaired or replaced as required. The exterior and interior walls shall be weather tight in a manner that prevents, to the extent reasonably possible, heat loss in the winter and cooling loss in the summer. This includes the repainting or installation of siding to protect the exterior surface from the elements. The interior walls shall be repaired or replaced as required to meet this standard.

F-4.2 The roof structure shall be firm and the roof shall be weather-tight. All roof framing members shall be free from cracks and rot. The roof sheathing shall be solid and free from sagging, buckling and heaving. If the roofing appears to be nearing the end of its functional life, it shall be replaced. If financially feasible, the roofing shall be stripped all the way down to the sheathing and replaced. If the roof is structurally adequate and costs dictate, a second layer of roofing may be installed over the first layer. If there are already two or more layers of roofing materials, the roofing shall be stripped down to the sheathing and replaced.

F-4.3 The exterior wall structure and the exterior and interior wall surfaces shall not have any serious defects such as serious leaning, buckling, sagging, cracks or holes, loose materials, loose siding, or other serious damage. Concrete block or brick foundations, piers and pilings shall be inspected for loose mortar joints. All empty or cracked mortar joints shall be tuck-pointed in an acceptable manner to match, as closely as possible, the rest of the structure.

F-4.4 The condition of interior and exterior stairways, halls, porches, walkways, etc. shall not present a danger of tripping or falling. Crumbling, cracked, broken, missing or uneven conditions shall be repaired or replaced as necessary. Handrails shall be properly installed on all stairways.

F-4.5 All out-buildings such as garages and storage sheds shall be repaired to a usable condition or removed from the Property.

F-4.6 The general appearance of the outside of the building and the property, after rehabilitation, shall make a positive contribution to the general appearance of the neighborhood.

**F-5 WATER SUPPLY.** The water supply shall be free from contamination.

F-5.1 The building(s) shall be served by an approved public or private sanitary water supply.

F-5.2 There shall be water heaters of sufficient capacity to serve present and anticipated future residents.

F-5.3 Hot and cold water shall be supplied to all kitchens, baths and laundry facilities in all dwelling units and common areas.

F-5.4 All water lines shall be protected from freezing.

**F-6 INTERIOR AIR QUALITY.** The building shall be free of pollutants in the air at levels which threaten the health of the occupants.

F-6.1 The building shall be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust and other harmful air pollutants. All gas or oil fired systems and appliances shall have proper venting to the outside of the building for combustion gases.

F-6.2 Air circulation shall be adequate throughout the building and dwelling units. All windows designed to open shall open easily, be provided with proper window hardware and with storm windows and screens properly installed and maintained. All windows with easy access from the outside shall have locks.

F-6.3 Bathroom areas that contain a toilet shall have at least one window that can be opened or other adequate exhaust ventilation, vented to the outside.

F-6.4 Kitchen areas shall also have adequate ventilation via air exchange, circulation or exhaust.

**F-7 ILLUMINATION AND ELECTRICITY.** Each room shall have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of the occupants. Sufficient electrical outlets shall be provided to permit use of essential electrical appliances while assuring safety from fire.

F-7.1 Living and sleeping rooms shall include at least one window; if the room is located below grade, the window must meet egress requirements.

F-7.2 A ceiling or wall light fixture, operated by a wall switch, shall be present in the kitchen, bath, bedrooms, and hallways.

F-7.3 At least two electric outlets shall be present and operable in the living area, kitchen, and each bedroom area. Outlets installed in a kitchen or bathroom in the general location of water shall be protected by ground fault interrupter in accordance with state electrical code. All outlets installed as a result of the rehabilitation shall be of the grounded type.

F-7.4 Each dwelling unit shall be provided with at least 100-amp service and a sufficient number of circuits to service present/anticipated use of the unit.

F-7.4.1 There shall be separate circuits for any air conditioners (window included), electric dryers, electric stoves and other special appliances.

F-7.4.2 There shall be a separate minimum 20-amp circuit for the heavy workload area in the kitchen.

F-7.4.3 With the exception of kitchens (see 7.4.2), all other rooms shall be assessed relative to their use of electricity and additional outlets and switches installed based on anticipated usage and safety factors.

F-7.5 Connection at the main service to the dwelling units shall be in compliance with code.

F-7.5.1 Placement of the connection shall be out of reach of children.

F-7.5.2 Proper anchoring shall be used.

F-7.6 All exposed “knob and tube” wiring shall be removed. If replacement is necessary, it shall be done in accordance with code.

F-7.7 All hazardous conditions such as broken switches and outlets, missing covers, bare wiring, and fixtures not properly installed or anchored, shall be repaired or replaced in accordance with code. It is recommended that all “pendant” type fixtures be replaced with an appropriate ceiling or wall fixture.



F-7.8 Even though a room may meet criteria of 7.3, if the inspection reveals the use of octopus plugs, adapters, extension/zip cords, or other unsafe practices, additional outlets shall be installed.

**F-8 THERMAL ENVIRONMENT AND EFFICIENCY.** The building(s) and each dwelling unit shall have and be capable of maintaining a thermal environment healthy for the human body.

F-8.1 The building(s) shall contain safe heating and cooling facilities which are in proper operating condition and provide adequate heating or cooling to each room in each dwelling unit appropriate for the climate to insure a healthy living environment. The heating and cooling facilities shall be inspected for proper functioning and tested if necessary. All parts of the venting system for central heating and cooling units shall be in proper working condition. Specifically:

F-8.1.1 Vent pipes shall be free of rust and be properly maintained.

F-8.1.2 Where vent pipes are connected to a masonry chimney, that chimney shall be inspected and repaired if necessary to ensure that all mortar joints are tightly sealed or be lined with a sealed liner.

F-8.2 Unvented room heaters which burn gas, oil or kerosene are not permitted.

F-8.3 Attic space shall be insulated to a rating of no less than R-30 (or higher if specified in local code) with acceptable insulating material. When adding insulation to the attic, it shall be brought up to a rating of R-44 or as close thereto as physically and financially feasible. Cellulose shall be acceptably rated for fire resistance as derived from flame-spread tests.

F-8.4 Weather stripping shall be applied as needed around all doors and windows.

F-8.5 Storm windows and doors shall be installed whenever it is determined appropriate for conditions and it is financially feasible.

F-8.6 Any exterior building wall, which is opened down to the studs during the course of the rehabilitation, shall be fully insulated with an acceptable insulating material.

F-8.7 All joints in the building envelope shall be sealed with appropriate sealant. All brittle or loose sealant shall be replaced.

F-8.8 Supply and return heating and air conditioning ducts shall be insulated wherever they run through unheated spaces.

F-8.9 Wherever space heaters or floor furnaces are used, they shall be inspected for proper functioning, evaluated for efficiency and a determination made as to whether they shall be replaced with a properly installed, more efficient central heating and cooling system.

**F-9 SANITATION FACILITIES.** Each dwelling unit shall include its own sanitation facilities which are in proper operating condition, can be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.

F-9.1 A flush toilet, a fixed basin with hot and cold running water, and a bathtub or shower with hot and cold running water shall be present in each dwelling unit and shall be fully operational. The toilet and basin shall be located in close proximity to one another. Likewise, the tub or shower should be located in close proximity to the toilet and basin if reasonably possible. The toilet shall be located in a room separated from other rooms by a door and the room must have ventilation via a window that opens or exhaust ventilation to the exterior of the building.

F-9.2 These facilities shall be connected to an approved public or private sewage disposal system. The connection plumbing shall be inspected and repaired if necessary to correct any sewage leakage.

F-9.3 Where a private sewage treatment system is in use, certification of adequacy shall be obtained from the responsible unit of government.

**F-10 SPACE AND SECURITY.** Each dwelling unit shall afford the residents adequate space and security.

F-10.1 A living room, kitchen area, and bathroom shall all be present.

F-10.2 The dwelling unit shall contain at least one sleeping or combined living and sleeping room of appropriate size for each two persons.

F-10.3 Exterior doors and windows accessible from outside the building shall be lockable.

F-10.4 Dwelling unit entrance doors from a common use space such as vestibule or hallway shall be lockable.

F-10.5 Each floor of the building and each dwelling unit must have U.L approved smoke detectors in accordance with code.

F-10.6 Each floor of the building and each dwelling unit must have U.L. approved carbon monoxide detectors in accordance with code.

**F-11 FOOD PREPARATION AND REFUSE DISPOSAL.** Each dwelling unit shall contain suitable space and equipment to store, prepare, and serve food and dispose of waste and refuse in a sanitary manner.

F-11.1 Each dwelling unit shall contain the following equipment in operating condition:

F-11.2 Cooking equipment appropriate for the type, and anticipated occupancy of the dwelling unit;

F-11.3 Refrigerator of appropriate size for the anticipated occupancy of the dwelling unit;

F-11.4 Kitchen sink plumbed with hot and cold running water and plumbed to drain into an approved public or private sewer system.

F-11.2 Adequate space for the storage, preparation and serving of food shall be provided. Food storage space shall be cabinets or pantry type storage. Food preparation space shall be counters or other horizontal workspace.

F-11.3 There shall be adequate facilities and services for the sanitary disposal of food waste and refuse, including facilities for temporary storage where necessary.

**F-12 SANITARY CONDITION.** The building(s) and its equipment shall be in sanitary condition.

F-12.1 The building, its equipment, and each dwelling unit shall be free of rodent, insect and other vermin infestation.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	17-0624	<b>Version:</b>	1	<b>Name:</b>	Consider adopting a resolution accepting a donation of \$249.00 (materials and labor) from Janssen Fabricating Enterprise, LLC
<b>Type:</b>	Agenda Item	<b>Status:</b>			Consent Agenda
<b>File created:</b>	8/23/2017	<b>In control:</b>			City Council
<b>On agenda:</b>	8/28/2017	<b>Final action:</b>			
<b>Title:</b>	Consider adopting a resolution accepting an in-kind donation of materials and labor, valued at \$249.00 from Janssen Fabricating Enterprise, LLC for 1000 Lakes SWAT for modifications to a rifle.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">1000 lakes swat donation.pdf</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting an in-kind donation of materials and labor, valued at \$249.00 from Janssen Fabricating Enterprise, LLC for 1000 Lakes SWAT for modifications to a rifle.

### **Background Information:**

The Police Department obtained a forfeited rifle from a court case, the rifle has been through the courts and has been awarded to the Police Department for its own use or to sell. The 1000 Lakes SWAT was actively looking to purchase a similar rifle for their SWAT Team. The rifle needed some modifications to it along with some materials, Conley Janssen of Janssen Fabricating wanted to donate the materials and labor to modify this gun for the 1000 Lakes SWAT. To purchase this weapon new, would have cost in excess of \$2,000.00 dollars.

### **Staff Recommendation:**

Please consider adopting a resolution accepting a \$249.00 donation (materials and labor) from Janssen Fabricating Enterprise, LLC for 1000 Lakes SWAT

### **Requested City Council Action**

Make a motion adopting a resolution accepting an in-kind donation materials and labor, valued at \$249.00, from Janssen Fabricating Enterprise, LLC for 1000 Lakes SWAT



**JFE LLC**  
 Conley Janssen, FFL  
 35430 Cr 275  
 Grand Rapids, MN 55744  
 244-2841

TO GRD  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 TERMS: \_\_\_\_\_

PHONE	DATE OF ORDER
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER
<input type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT
<input type="checkbox"/> EXTRA	
JOB NAME/NUMBER	RECEIVED
JOB LOCATION	AUG 08 2017
JOB PHONE	CITY OF GRAND RAPIDS STARTING DATE

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK	
	Mossberg Rifle & scope				
	→ New scope rings		42 00		
	→ check for function				
	→ Bed action				
	→ Tune up Bolts				
	→ Bed scope Base				
	→ Tongue all mounts & Bolts				
	→ shoot for groups				
	→ mount Bipod				
	→ mount Front Rail & Swivels		67 00		
				OTHER CHARGES	
				TOTAL OTHER	
		LABOR	HRS.	RATE	AMOUNT
		shop	2	70	140 00
				TOTAL LABOR	140 00
				TOTAL MATERIALS	109 00
				TOTAL OTHER	
				TAX	
				TOTAL	249 00

~~Donation for SWAT~~

DATE COMPLETED \_\_\_\_\_  
 TOTAL MATERIALS 109 00  
 Signature Walter Van 350  
 Work ordered by \_\_\_\_\_  
 I hereby acknowledge the satisfactory completion of the above described work.

Thank You

Nothing Done Deleted



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0625      **Version:** 1      **Name:** Consider adopting a resolution accepting a donation of \$100.00 from Grand Rapids State Bank and \$512.00 in food / beverages from McDonald's for the Children's Safety Camp.

**Type:** Agenda Item      **Status:** Consent Agenda

**File created:** 8/23/2017      **In control:** City Council

**On agenda:** 8/28/2017      **Final action:**

**Title:** Consider adopting a resolution accepting a donation of \$100.00 from Grand Rapids State Bank and in-kind donation of food & beverages, valued at \$512.00, from McDonald's for the Children's Safety Camp.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a donation of \$100.00 from Grand Rapids State Bank and in-kind donation of food & beverages, valued at \$512.00, from McDonald's for the Children's Safety Camp.

**Background Information:**

The Grand Rapids Police Department, Grand Rapids Fire Department, Itasca County Sheriff's Office, Army Corps of Engineers, Grand Rapids Public Utilities, Meds1 Ambulance Service, and the Department of Natural Resources held its first ever Children's Safety Camp. This took place at the IRA Civic Center on August 9, 2017 from 9 am to 2:30 pm. This event was free to all Grand Rapids area children between the ages 8 and 14. One hundred thirty children attended this one day event.

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

Some of the subjects covered in the safety camp included:

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

**Staff Recommendation:**

Please consider adopting a resolution accepting a donation of \$100.00 from Grand Rapids State Bank and \$512.00 in food / beverage from McDonald's for the 2017 Children's Safety Camp.

**Requested City Council Action**

Make a motion adopting a resolution accepting a donation of \$100.00 from Grand Rapids State Bank and in-kind donation of food & beverages valued at \$512.00, from McDonald's for Children's Safety Camp.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 17-0629      **Version:** 1      **Name:** Rec. Board appointment  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 8/24/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider appointing Dale Anderson as an alternate representative to the Greenway Joint Recreation Board.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider appointing Dale Anderson as an alternate representative to the Greenway Joint Recreation Board.

**Background Information:**

The Greenway Joint Recreation Board has requested that the City of Grand Rapids appoint an alternate representative. Councilor Tasha Connelly is the representative, also representing Council on the Grand Rapids Park, Rec and Civic Center Advisory Board. Staff recommends that Dale Anderson, as the Director of Parks & Recreation be appointed as the alternate. In the future, staff also recommends that this appointment be made on a yearly basis at the Organizational meeting at the first Council meeting of each year.

**Staff Recommendation:**

Appoint Dale Anderson as an alternate representative to the Greenway Joint Recreation Board.

**Requested City Council Action**

Make a motion appointing Dale Anderson as an alternate representative to the Greenway Joint Recreation Board.

## Housing and Redevelopment Authority of Grand Rapids, Minnesota

411 Seventh Street NW  
Grand Rapids, MN 55744  
Telephone: (218) 326-9515  
Fax: (218) 326-5019



August 25, 2017

To: Grand Rapids City Council

From: Jerry Culliton, Grand Rapids HRA

RE: HRA Updates and Developments

The GRHRA has basically three components. They are the “public” housing located at 411 NW 7<sup>th</sup> Street and 401 River Road, which are subsidized one bedroom apartments, with rents based on 30% of your adjusted gross income, and contain 92 units, in two separate buildings. We also own and operate Crystal Lake Town Homes which contain 6 buildings, with 48 total units which are 24 two bedroom, and 24 three bedroom units. This complex is a project based section 8 complex, again with 30 % of your adjusted gross income used for determining your rent for that facility. Forest Park West and Lakeshore Place contain 96 units in four separate buildings, and are one, two and three bedroom units with garages, as well as balconies, and contain no rental subsidies.

Forest Park West and Lakeshore Place are affordable/ moderate rate rental housing complexes. We have just over 7 years remaining on the outstanding mortgage that financed the four buildings, two facilities, with a yearly debt service of approximately \$326,875. This amount includes the principal and interest yearly, of which there is approximately \$1,597,588 remaining in principal. Crystal Lake Town homes have a first and second mortgage on the property for 30 years. The second mortgage is for 30 years at 0%, and the first mortgage is for 30 years at 5.5%, with a starting principal balance of 1,555,383, and monthly payments of approximately \$9,345.00. The two “public” buildings “411” and “401” do not carry a mortgage, and the GRHRA own them in their entirety.

We were notified that we are eligible in applying for and obtaining Capital Fund Improvement money for fiscal year “2017” in the amount of \$93,009. These funds will be placed towards “public housing” building improvements only. These funds are used strictly for modernization and building improvements. They are only used for the “public” subsidized housing portion of the GRHRA, and are not part of our routine monthly operations. The capital funds **are not** part of any funding for Crystal Lake Town Homes,



Forest Park West or Lakeshore Place. This money is used to maintain our two “public housing” buildings in proper condition.

In order to be eligible for these funds the GRHRA must write yearly, and have approved, a five year agency plan. The buildings are also inspected by an independent third party and must pass that inspection. Thirdly, we must pass financially, and once our CPA audits are completed, around June, we then submit our official audited information, which the Federal Government then reviews and grades, which finishes the audit process. We also must submit, and are in the process of submitting, our Management Assessment Information. After passing these criteria, we are then eligible for funding of Capital Funds on the monies appropriated, and approved by the Federal Government for that particular fiscal year. Our agency has continually been graded and designated a high performer, as you will note by the attached enclosure.

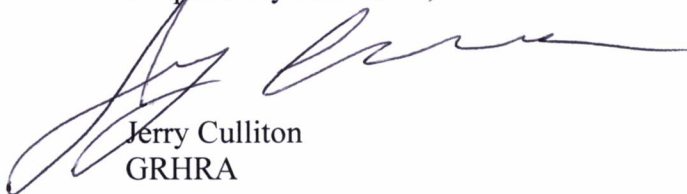
We did a construction remodel project this year at the “FPW” building. We had installed all new garage doors and openers for the building this summer. Forest Park West and Lakeshore Place are now approaching 25 years old and will need repairs and remodeling like any structure. The Grand Rapids HRA has a capital needs budget and will be using its reserves to accomplish the upcoming needed future remodeling. The GRHRA will not be doing a large construction project at either public building this year and will again be building our reserves to complete future projects. The GRHRA does anticipate doing a project next year using three years’ worth of Capital Funds that are being held in reserve. We are however doing a conversion of boiler pumps and plumbing conversions for our boiler system at “401” River Road as well as extensive landscaping upgrades.

At the regular August meeting the Grand Rapids HRA Board of Commissioners voted **not** to ask for, or vote for a tax levy request from the City of Grand Rapids residents or businesses. Any levy request would also need the approval of the Grand Rapids City Council.

Enclosed for your review and information is the Grand Rapids HRA PHAS score from the Federal Government showing a total score of 97 out of 100 and designated status of High Performer.

Please allow this report to be the GRHRA report to the Grand Rapids City Council as I will **be unable** to attend the August 28, 2016 regular meeting.

Respectfully Submitted,



Jerry Culliton  
GRHRA

Enclosures: PHAS score





**U.S. Department of Housing and Urban**  
 OFFICE OF PUBLIC AND INDIAN HOUSING  
 REAL ESTATE ASSESSMENT CENTER

**Public Housing Assessment System (PHAS) Score Report for Interim Rule**

Report Date: 03/14/2017

PHA Code:	MN057
PHA Name:	HRA of GRAND RAPIDS, MINNESOTA
Fiscal Year End:	12/31/2016

PHAS Indicators	Score	Maximum Score
Physical	38	40
Financial	25	25
Management	24	25
Capital Fund	10	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>97</b>	<b>100</b>
<b>Designation Status:</b>	<b>Small PHA Deregulation</b>	
Published 03/14/2017	Initial published	03/14/2017

Financial Score Details	Score	Maximum Score
Unaudited/Non Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	96.74	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

- The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
- Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
- "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
- "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
- PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0628      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Fire  
**File created:** 8/24/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider authorizing Fire Department to Form a Truck Committee and Develop Specifications for a 2018 Rescue Pumper truck.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider authorizing Fire Department to Form a Truck Committee and Develop Specifications for a 2018 Rescue Pumper truck.

**Background Information:**

According to the replacement schedule of fire department, the 1986 Class A Pumper, Engine #115, is due to be replaced. This truck was built and purchased in 1986 with a 20 year span of life. It was due to be replaced in 2005. The city purchased a Tanker Pumper #111 in 2005 and Engine #115 was moved to a third-out response vehicle. Moving Engine #115 to a third-out reponse vehicle allowed the life expectancy of this truck to 30 years.

Grand Rapids has an ISO rating of a Town Class 4. This rating requires the department to maintain three Class A pumpers in the fleet and a Tanker as a rural water source. The fire department currently meets this standard set in the ISO rating and this replacement would not change our status with the ISO rating. In 2013 the fire department replaced an engine with a combination-type vehicle, Rescue Pumper. This Rescue Pumper allows the fire department more flexibility with customer service to the community because it is designed to respond to both fires and rescues. The fire department has found that this Rescue Pumper design was a good platform for future service to the community. The forming of a committee would allow them to research and improve upon the platform of the Rescue Pumper, and the needs of the department and the community for the next 25-30 years. The committee will also research the sale or trade-in of the current Engine #115 to help offset the initial cost of the new Rescue Pumper truck.

**Staff Recommendation:**

Allow the Fire Department to form a truck committee and develop specifications for a 2018 Rescue Pumper truck.

**Requested City Council Action**

A motion allowing Fire Department to form a truck committee and develop specifications for a 2018 Rescue Pumper truck.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	17-0607	<b>Version:</b>	1	<b>Name:</b>	Conduct a public hearing to consider the rezoning of 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use).
<b>Type:</b>	Public Hearing	<b>Status:</b>		<b>Status:</b>	Public Hearing
<b>File created:</b>	8/21/2017	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	8/28/2017	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Conduct a public hearing to consider the rezoning of 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use).				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">MN Power Zoning Map Amendment Request: Maps</a> <a href="#">MN Power Zoning Map Amendment: Application</a>				

Date	Ver.	Action By	Action	Result
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Conduct a public hearing to consider the rezoning of 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use).

**Background Information:**

MN Power filed a petition, for a Zoning Map Amendment on July 11, 2017. The petition for rezoning requests the City's consideration of a Zoning Map amendment to the following described parcel from its current SR-1 (Shoreland One-family Residential) designation to that of a SPU (Shoreland Public Use) designation:

*GOVT. LOT 2 S OF GNR Y LESS E 500' LESS GOVT FLOW, SECTION 22, TOWNSHIP 55 N, RANGE 25 W, Itasca County, Minnesota*

The petition submitted by MN Power, involves a residentially zoned property at: 1404 E US Hwy. 2, which was previously occupied by an electrical substation owned by the applicant. Location map #1 illustrates the subject property with the requested area to be rezoned outlined, and the surrounding zoning: R-1 (One-family Residential) to the east (property owner- Gustafson) and south (property owner- City of La Prairie & tax forfeit), SPU (Shoreland Public Use) to the west (property owner- City for GR - Veteran's Park), and a Residential zoning designation within the City of La Prairie to the north.

As the substation has been removed from the property, MN Power no longer has a need for this property. The Zoning Map Amendment, if approved, would allow, potentially for limited recreation opportunities on the property (a snowmobile trail currently crosses a corner of the property), and possibly the sale of the property in the future. The previous use of the property, adjacency to the river, as well as the rail crossing - for access, limits future use of this property.

The Future Land Use map contained within the Comprehensive Plan (see map #2) shows the subject property located within a larger area shown as future Resource Management (RM), and adjacent to Parks & Recreation. The designation RM, in this area, is reflective of its adjacency to the Mississippi River, and the steep slopes on the southern edge of the property - ranging from 18-36%, as identified in the Comprehensive Plan; figure 5-15 Grand Rapids Steep Slopes.

The Planning Commission reviewed the rezoning petition at their August 3, 2017 regular meeting, and, based on their findings which are incorporated into the draft ordinance, forwarded a recommendation for approval of the petitioned rezoning.

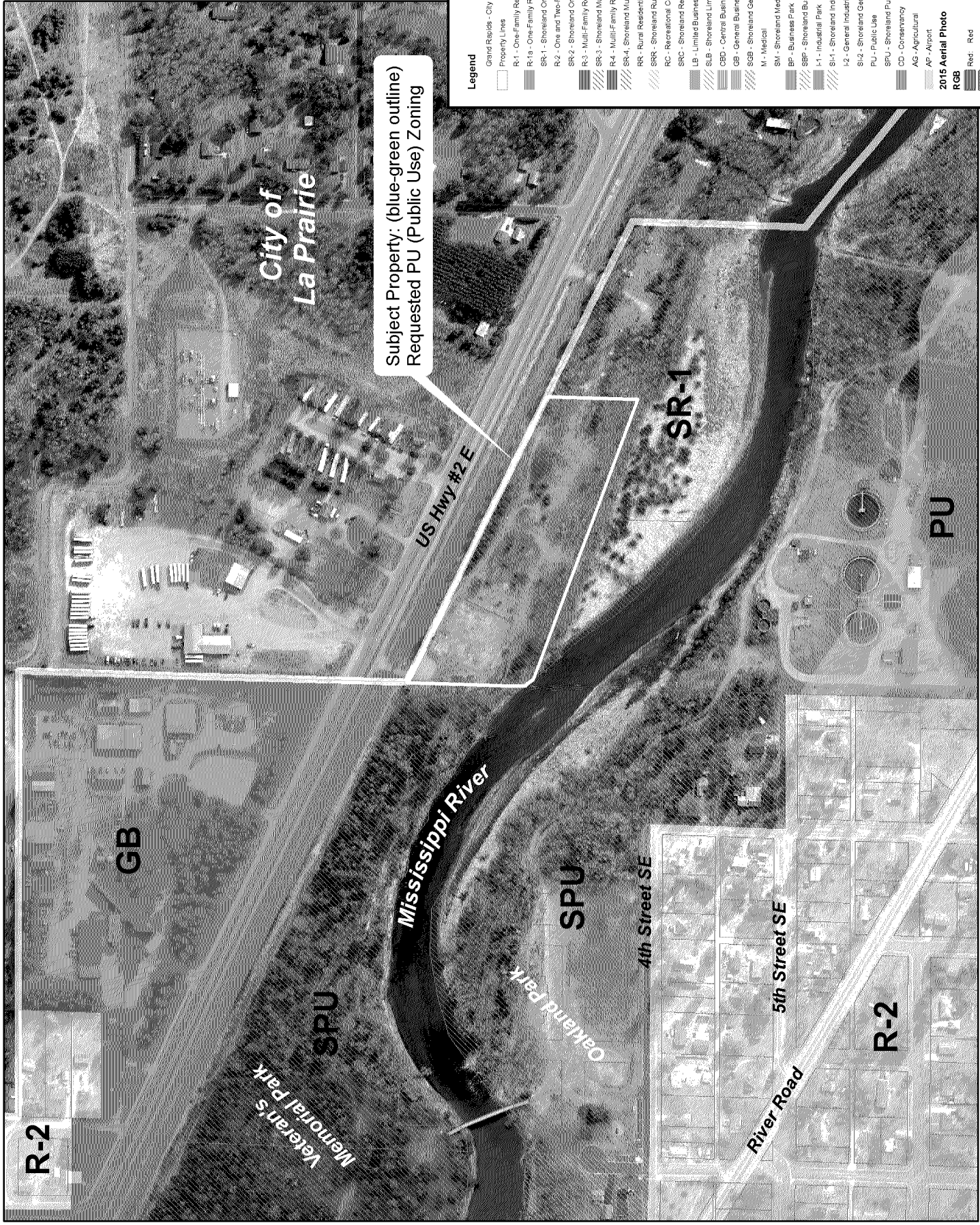
**Requested City Council Action**

Conduct a public hearing to consider the rezoning of 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use).



# MN Power Zoning Map Amendment Request (SR-1 to SPU Proposed)

Location Map #1



Subject Property: (blue-green outline)  
Requested PU (Public Use) Zoning

Legend	
[Symbol]	Grand Rapids - City Limits
[Symbol]	Property Lines
[Symbol]	R-1 - One Family Residence
[Symbol]	SR-1a - One Family Residence (Small Lot)
[Symbol]	SR-1 - Shoreland One-Family Residence
[Symbol]	R-2 - One and Two-Family Residence
[Symbol]	SR-2 - Shoreland One and Two-Family Residence
[Symbol]	R-3 - Multi-Family Residence (Medium Density)
[Symbol]	SR-3 - Shoreland Multi-Family Residence
[Symbol]	R-4 - Multi-Family Residence (High Density)
[Symbol]	SR-4 - Shoreland Multi-Family Residence (High Density)
[Symbol]	RR - Rural Residential
[Symbol]	RRR - Shoreland Rural Residential
[Symbol]	RC - Recreational Commercial
[Symbol]	SRC - Shoreland Recreational Commercial
[Symbol]	LB - Limited Business
[Symbol]	SLB - Shoreland Limited Business
[Symbol]	CBD - Central Business
[Symbol]	GB - General Business
[Symbol]	SCB - Shoreland General Business
[Symbol]	M - Medical
[Symbol]	SM - Shoreland Medical
[Symbol]	BP - Business Park
[Symbol]	SBP - Shoreland Business Park
[Symbol]	I-1 - Industrial Park
[Symbol]	SI-1 - Shoreland Industrial Park
[Symbol]	I-2 - General Industrial
[Symbol]	SI-2 - Shoreland General Industrial Park
[Symbol]	PU - Public Use
[Symbol]	SPU - Shoreland Public Use
[Symbol]	CO - Consistency
[Symbol]	AG - Agricultural
[Symbol]	AP - Airport
[Symbol]	2015 Aerial Photo
RGB	
[Symbol]	Red
[Symbol]	Green
[Symbol]	Blue



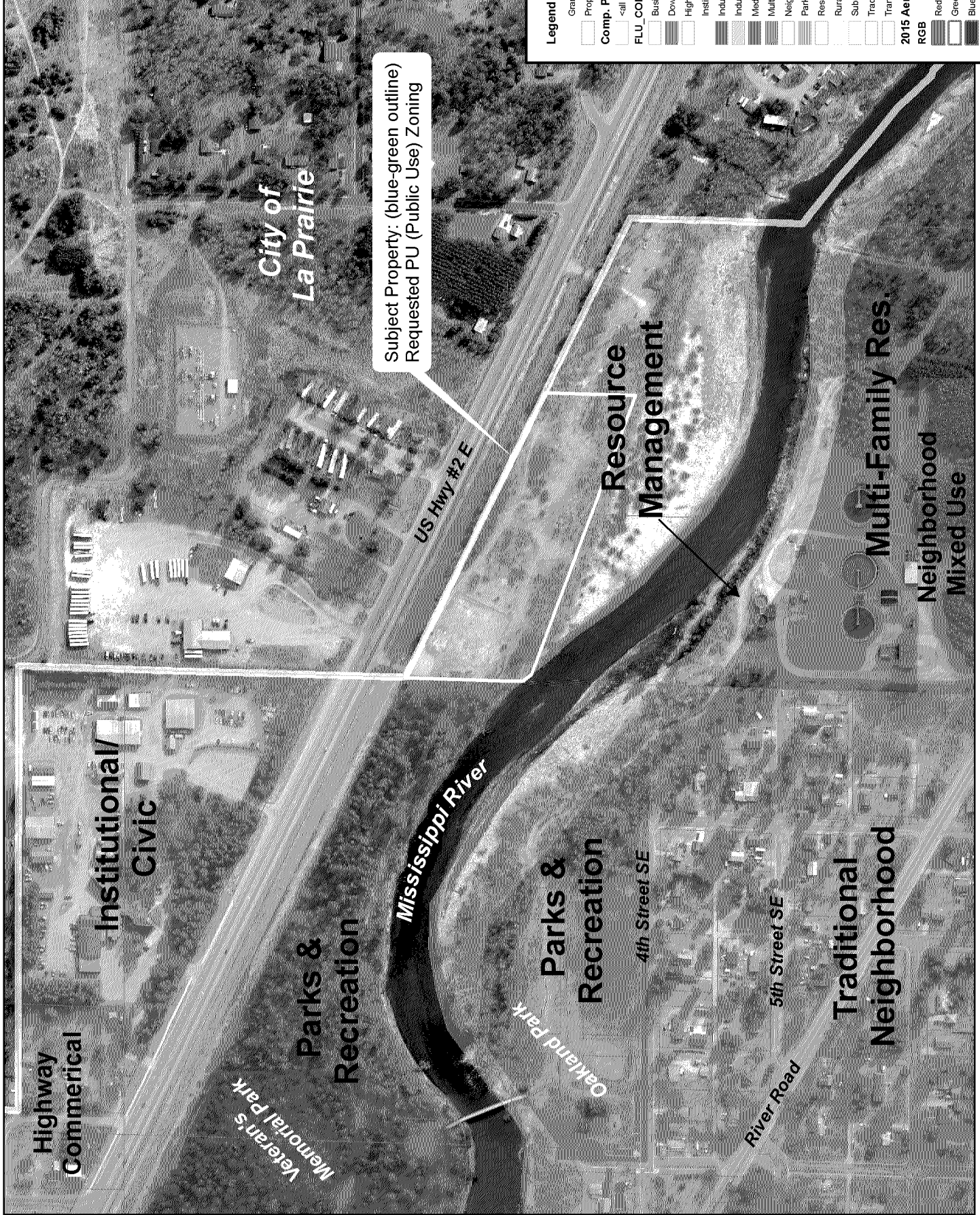
# MN Power Zoning Map Amendment Request

## (Comprehensive Plan Future Land Use)

Location Map #2



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



**Legend**

- Grand Rapids - City Limits
- Property Lines
- Comp. Plan Future Land Use
- <all other values>
- FLU\_COMB
- Business Park
- Downtown Mixed Use
- Highway Commercial
- Institutional/Civic
- Industrial Park
- Industrial- Traditional
- Medical Campus
- Multi-Family Residential
- Neighborhood Mixed Use
- Parks & Recreation
- Resource Management
- Rural Residential
- Suburban Residential
- Traditional Neighborhood
- Transportation & Utilities
- 2015 Aerial Photo
- RGB
- Red: Red
- Green: Green
- Blue: Blue





CITY OF GRAND RAPIDS  
ITS IN MINNESOTA'S NATURE

**Petition for Rezoning (Zoning Map Amendment)**

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

The undersigned do hereby respectfully request the following be granted by support of the following facts herein shown:

<u>MN Power</u>			Name of Applicant			Name of Owner (If other than applicant)		
<u>30 W Superior St.</u>			Address			Address		
<u>Duluth, MN</u>	<u>55802</u>		City	State	Zip	<u></u>	<u></u>	<u></u>
<u>218-355-3505 jhelmeremnpower.com</u>			Business Telephone/e-mail			Business Telephone/e-mail		

**Parcel Information:**

Tax Parcel # <u>91-022-3101</u>	Property Size: <u>5.75 acres</u>
Existing Zoning: <u>SR-1</u>	Requested Zoning: <u>SPL</u>
Existing Use: <u>old-remmed substation site - snowmobile trails</u>	
Proposed Use: <u>recreational</u>	
Property Address/Location: <u>1404 E. US Hwy 2 Grand Rapids, MN 55744</u>	
Legal Description: <u>Section 22, Township 55 North, Range 35 W</u> (attach additional sheet if necessary) <u>see acty sheet</u>	

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

<u>Bradley D. Oaks</u>	Date <u>6/30/17</u>
Signature(s) of Applicant(s)	Date
Signature(s) of Owner(s)-(If other than applicant)	Date

**JUL 11 2017** **Office Use Only**

Date Received \_\_\_\_\_ Certified Complete 7/11/2017 Fee Paid \$505-

Planning Commission Recommendation Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date 8/3/2017

City Council Action Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date \_\_\_\_\_

Summary of Special Conditions of Approval: \_\_\_\_\_



**Required Submittals (5 copies of each & electronic versions of all pertinent information):**

- Application Fee - \$505.00 \*<sup>1</sup>
- Location Map
- Map Showing Surrounding Zoning
- Proof of Ownership – (a copy of a property tax statement or deed will suffice)

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

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

**A.** What are the Surrounding land uses? Describe the existing uses and zoning classifications in the area surrounding the subject property.

Shoreland Public Use - open green space, public use  
snowmobile crosses through this property

**B.** Would the uses permitted by the proposed zoning map change be appropriate for the surrounding area?

yes, same or similar to adjacent property

**C.** Is the property adequately served by public infrastructure (streets, sidewalks, utilities, etc)?

yes  
Right off US Hwy 2

**D.** Demonstrate the need for additional property in the proposed zoning district.

follows  
local zoning

E. What effect will the proposed rezoning have on the growth and development of existing neighborhoods, other lands in the proposed district, commercial and industrial neighborhoods? fits in to the

City's Comprehensive Plans

F. Demonstrate that the proposed rezoning is the minimum change needed to allow a reasonable use of the property. no longer used for commercial sub station-

proposed use is for public recreation

G. How does the proposed rezoning conform to the City's Comprehensive Plan? follows

local zoning in area, park recreation area

H. Is the timing proper for the proposed rezoning? ~~no~~ at this time for

MIW Power, yes - we no longer need to hold on to property ownership and with different zoning hope to sell to city or related recreation area or company or agency.

I.

Any additional information that the Petitioner would like to supply.

~~MN Power~~ MN Power recently removed our substation equipment and no longer have plans for use of this property. We would like to eventually sell this property.

**Additional Instructions:**

Prior to submitting your Petition to Rezone, you will need to arrange for one or more preliminary meetings with the Community Development Director. This meeting is intended to ensure that the proposed application is complete, to answer any questions the applicant may have, discuss meeting schedules and, if applicable, the scope of the required submittals. Completed applications required to be submitted to the Grand Rapids Community Development Department by the 15th of the month.

**Findings for Approval:**

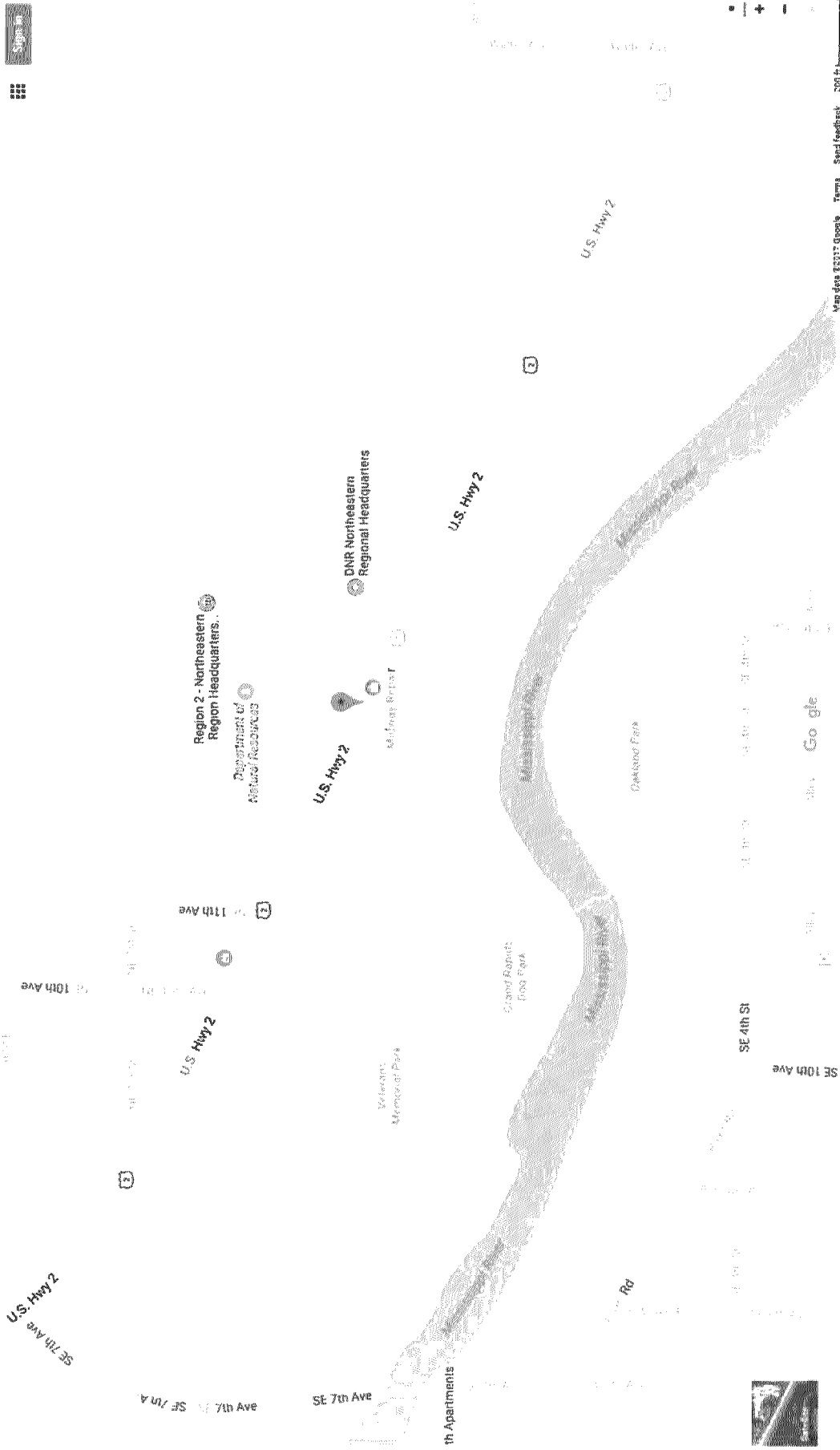
The Planning Commission, in formulating its recommendation, and the City Council, in support of its action will make findings of fact based on their responses to the following list of considerations:

- Will the change affect the character of the neighborhoods?
- Would the change foster economic growth in the community?
- Would the proposed change be in keeping with the spirit and intent of the ordinance?
- Would the change be in the best interest of the general public?
- Would the change be consistent with the Comprehensive Plan?

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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

# Location Map(s) 1404 E US Hwy 2 | Grand Rapids, MN



# Map Showing Surrounding Zoning



Zoning Map City of Evansville

- SR1 - Shoreland One-Family Residence
- SR2 - Shoreland One and Two-Family Residence
- SR3 - Multi-Family Residence (Medium Density)
- SR3 - Shoreland Multi-Family Residence (Density)
- SR4 - Multi-Family Residence (High Density)
- RR - Rural Residential
- SR - Shoreland Rural Residential
- RC - Recreational Commercial
- SIC - Shoreland Recreational Commercial
- LB - Limited Business
- SIB - Shoreland Limited Business
- CBD - Central Business
- GB - General Business
- SGB - Shoreland General Business
- M - Medical
- SM - Shoreland Medical
- BP - Business Park
- SBP - Shoreland Business Park
- I1 - Industrial Park
- S11 - Shoreland Industrial Park
- I2 - General Industrial
- S12 - Shoreland General Industrial Park
- PU - Public Use
- CD - Conservancy
- AG - Agriculture
- AP - Airport

Streets

33,308.07 228,000 Feet

esri



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

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

Property ID: 91-022-3101  
 Owner: MINN POWER & LIGHT CO

**Taxpayer(s):**

TAXPAYER # 17084  
 MINN POWER & LIGHT CO  
 30 W SUPERIOR ST  
 DULUTH MN 55802

**Property Description:**

GRAND RAPIDS CITY  
 SEC:22 TWP: 55.0 RG:25 LOT: BLK: ACRES: 5.75  
 LOT 2 S OF GN RY LESS E 500' LESS GOVT FLOW

**2015 Property Tax Statement**

VALUES & CLASSIFICATION		
Taxes Payable Year: 2014		
2015		
Estimated Market Value:	183,900	185,400
<b>STEP 1</b>		
Homestead Exclusion:		
Taxable Market Value:	183,900	185,400
New Improvements/ Expired Exclusions:		
Property Classification:	UTILITY	UTILITY
Sent in March 2014		
<b>STEP 2</b>		
<b>PROPOSED TAX</b>		
Proposed Tax:(excluding special assessments)		
Sent in November 2014		
<b>STEP 3</b>		
<b>PROPERTY TAX STATEMENT</b>		
First-half Taxes: May 15th		3,881.00
Second-half Taxes: October 15th		3,881.00
Total Taxes Due in 2015:		7,762.00

**\$\$\$ REFUNDS?** You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply.

	Taxes Payable Year: 2014	2015
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		
<b>PROPERTY TAX AND CREDITS</b>		
3. Property tax before credits	7,713.00	7,762.00
4. Credits that reduce property taxes:		
A. Agricultural market value credit		
B. Taconite tax relief		
C. Other credits		
5. Property tax after credits	7,713.00	7,762.00
<b>PROPERTY TAX BY JURISDICTION</b>		
6. County	1,438.80	1,612.44
7. City or Town	2,120.26	2,327.96
8. State General Tax	1,918.28	1,884.93
9. School District: A. Voter approved levies	178.29	195.29
0318		
B. Other local levies	493.66	503.99
10A. Special taxing district	6.95	8.59
B. Tax Increment		
C. Fiscal disparity		
11. Non-school voter approved referenda levies	1,556.76	1,228.80
12. Total property tax before special assessments	7,713.00	7,762.00
<b>SPECIAL ASSESSMENTS</b>		
13A. SOLID WASTE ASSMT (INDUSTRIAL-1)		
B.	225.00	
C.		
14. Total property tax and special assessments	7,938.00	7,762.00

ISSUED: 11/03/2015

**2 ND HALF PAYMENT STUB**



\*910223101

TAXPAYER # 17084  
 MINN POWER & LIGHT CO

UTILITY ACCT# 73129

Property ID Number:	91-022-3101
Full Tax for Year	7,762.00
Balance Due	.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before October 15th to avoid penalty  
**Real Estate ITASCA COUNTY**

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

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

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

Payable in **2015**



CASH   
 CHECK   
 COUNTER   
 MAIL

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

1 910223101 2015 73129 9

**1 ST HALF OR FULL PAYMENT STUB**



\*910223101

TAXPAYER # 17084  
 MINN POWER & LIGHT CO

UTILITY ACCT# 73129

Property ID Number:	91-022-3101
Full Tax for Year	7,762.00
Balance Due	.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before May 15th to avoid penalty  
**Real Estate ITASCA COUNTY**

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

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

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

Payable in **2015**



CASH   
 CHECK   
 COUNTER   
 MAIL

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

1 910223101 2015 73129 9



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	17-0608	<b>Version:</b>	1	<b>Name:</b>	Consider the recommendation of the Planning Commission regarding adoption of an ordinance, amending the Official Zoning Map, by rezoning 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use).
<b>Type:</b>	Agenda Item	<b>Status:</b>			Public Hearing
<b>File created:</b>	8/21/2017	<b>In control:</b>			City Council
<b>On agenda:</b>	8/28/2017	<b>Final action:</b>			
<b>Title:</b>	Consider the recommendation of the Planning Commission regarding adoption of an ordinance, amending the Official Zoning Map, by rezoning 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use).				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">MN Power REZ- Ordinance w-Exhibit.pdf</a> <a href="#">MN Power REZ-Map-Exhibit-A.pdf</a>				

Date	Ver.	Action By	Action	Result
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Consider the recommendation of the Planning Commission regarding adoption of an ordinance, amending the Official Zoning Map, by rezoning 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use).

**Background Information:**

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

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

**Requested City Council Action**

Make a motion to approve or deny adoption of an ordinance, amending the Official Zoning Map, by rezoning 5.75 acres of land from SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use), and authorize its publication in summary form.



Council member \_\_\_\_\_ introduced the following Ordinance and moved for its adoption:

**ORDINANCE NO. 17- \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF GRAND RAPIDS, MINNESOTA, APPROVING THE REZONING OF PROPERTY FROM SR-1 (SHORELAND ONE-FAMILY RESIDENTIAL) TO SPU (SHORELAND PUBLIC USE)**

WHEREAS, on August 3, 2017, the Planning Commission approved a motion forwarding a favorable recommendation to the City Council regarding the rezoning of property legally described as;

*GOVT. LOT 2 S OF GN RY LESS E 500' LESS GOVT FLOW, SECTION 22, TOWNSHIP 55 N, RANGE 25 W, Itasca County, Minnesota*

from its current zoning designation of SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use), and

WHEREAS, the City Council conducted a public hearing on that request at their regular meeting on August 28, 2017 and all were heard, and

WHEREAS, the City Council did concur with the recommendations of the Planning Commission, and determined that the rezoning would be in the best interest of the community.

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

That the property legally described above and as shown on the attached "Exhibit A", is rezoned from its current designation of SR-1 (Shoreland One-family Residential) to SPU (Shoreland Public Use) based on the following findings of fact;

- The proposed rezoning would not have an adverse effect the character of neighboring area, as the proposed change is consistent with adjacent zoning and land uses.
- The change could potentially foster economic growth indirectly, dependent on what future recreational use takes place on the property.
- The change would be in keeping with the spirit and intent of the Zoning Ordinance.
- The change would be in the best interest of the general public, through additional recreational opportunities and increasing green space in the community.
- That the change would be consistent with the Comprehensive Plan, by way of preserving green space.

This Ordinance shall become effective after its passage and publication.

Adopted by the Council this 28<sup>th</sup> day of August, 2017.

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

ATTEST:

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

Council member \_\_\_\_\_seconded the foregoing Ordinance and the following voted in favor thereof \_\_\_\_\_; and the following voted against same \_\_\_\_\_; whereby the Ordinance was declared duly passed and adopted.

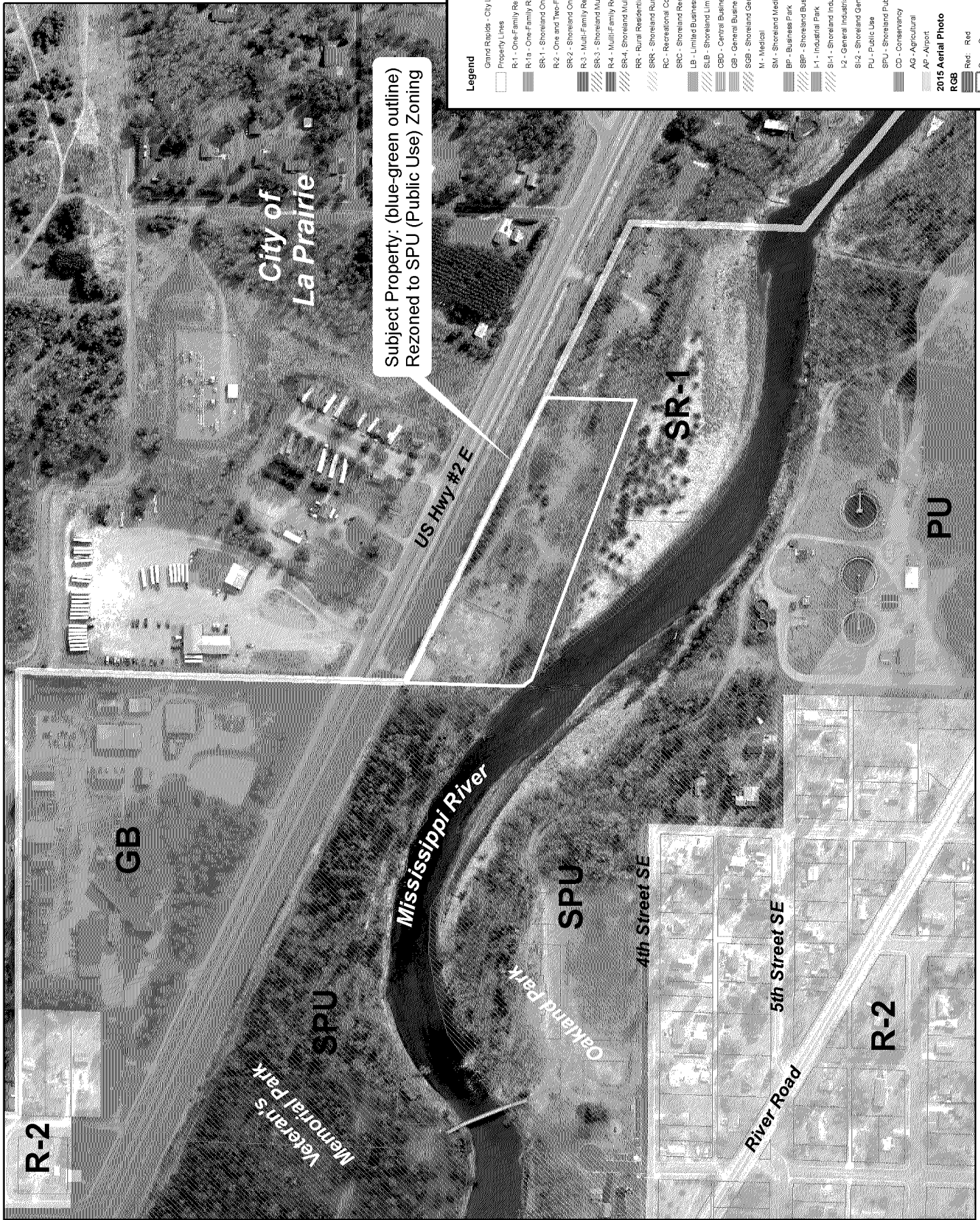
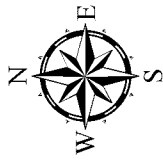
DRAFT

# Zoning Map Amendment (SR-1 to SPU)

Exhibit "A"



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



### Legend

- Grand Rapids - City Limits
- Property Lines
- R-1 - One Family Residence
- R-1a - One Family Residence (Small Lot)
- SR-1 - Shoreland One-Family Residence
- R-2 - One and Two-Family Residence
- SR-2 - Shoreland One and Two-Family Residence
- R-3 - Multi-Family Residence (Medium Density)
- SR-3 - Shoreland Multi-Family Residence
- R-4 - Multi-Family Residence (High Density)
- SR-4 - Shoreland Multi-Family Residence (High Density)
- RR - Rural Residential
- SRR - Shoreland Rural Residential
- RC - Recreational Commercial
- SRC - Shoreland Recreational Commercial
- LB - Limited Business
- SLB - Shoreland Limited Business
- CBD - Central Business
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- SI-2 - Shoreland General Industrial Park
- PU - Public Use
- SPU - Shoreland Public Use
- CO - Consistency
- AG - Agricultural
- AP - Airport
- 2015 Aerial Photo
- RGB
- Red: Red
- Green: Green
- Blue: Blue

400 200 0 400 Feet



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0609      **Version:** 1      **Name:** Conduct a Public Hearing to consider the adoption of an Ordinance amending Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Residential zoning district.

**Type:** Public Hearing      **Status:** Public Hearing

**File created:** 8/22/2017      **In control:** City Council

**On agenda:** 8/28/2017      **Final action:**

**Title:** Conduct a Public Hearing to consider the adoption of an Ordinance amending Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Residential zoning district.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Draft Amendments: Sec.30-512. Table 2A & 2C](#)  
[Sect. 30-512 "Current" Lot Size Tables](#)  
[Section 30-803\(c\)4 \(Controlled Access Lots\)](#)  
[Zoning Ordinance Amendment: Kellin Application](#)  
[Kellin-draft subdivision plan](#)

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

Conduct a Public Hearing to consider the adoption of an Ordinance amending Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Residential zoning district.

**Background Information:**

On July 13, 2017, Mike Kellin, submitted a petition requesting a text amendment to the Zoning Ordinance that would decrease the current lot size requirements on General Development lakes (Pokegama Lake) for Shoreland Rural Residential zoned lots, which would be more consistent with lot size requirements established and used by the State of Minnesota and Itasca County.

As stated within his application, Mr. Kellin would like to subdivide a 12.9 acre parcel into 8 Shoreland Rural Residential lots (3-with direct lake shore frontage (riparian), 5- without lake shore frontage (non-riparian)) and 1 controlled access lot shared by members of the proposed subdivision. Generally, in a draft sketch of the subdivision, the residential lots are desired to be a minimum of 1.25 acres in gross area, and have a minimum width of at least 150 ft.

The following table shows a comparison of the current minimum lot size requirements for unsewered properties, in Shoreland General Development Lake districts in the City of Grand Rapids, in addition to other local governmental jurisdictions enforcing shoreland regulations:

	Min. Lot Size (area)		Min. Lot width (feet)	
	Riparian	Non-Riparian	Riparian	Non-Riparian
City of GR- (SRR)	1.5 ac	1.5 ac	200	200

City of Cohasset	1 ac	1 ac		200	200
Itasca County	.75 ac	1 ac		150	150
State of MN	20K sq. ft.	40K sq. ft.		100	150

The City of Grand Rapids has the largest lot size requirements (area) by ½ acre over Cohasset and approximately 1.25 acres over the State of MN requirements. Lot width requirements vary from 200 ft. to 100 ft. In addition to a reduction in the minimum lot size requirements, Mr. Kellin, in his draft subdivision, has proposed a “controlled access lot” for members of the subdivision, that is less than the required minimum width.

Generally, a Controlled Access Lot can be described as: A riparian lot that meets or exceeds the lot dimensions of a conforming riparian lot for the classification of the abutting public waters, does not have a residential dwelling or other buildings, and is owned and intended for controlled access to abutting public waters for the owners of lots in contiguous non-riparian tiers. \*Attached is Section 30-803(c)4 of the Grand Rapids Municipal Code, outlines the requirements of controlled access lots on public waters. - these are generally, standard requirements in MN.

After discussion with DNR Staff, staff has proposed addressing the reduced size of the controlled access lot size requirements on General Development Lakes, through the use of a footnote, in Section 30-512 Table 17 C-1, allowing for a minimum width of 100 ft. and a minimum gross area of not less than 20,000 sq. ft., of which both reduced requirements would meet the State of Minnesota minimum standards for a General Development Lake.

Additionally, the Planning Commission as proposed by staff and for consistency purposes, recommended to the City Council, amending the non-shoreland ur es den lot size requirements within Section 30-512 Table 2A to the same area and width dimensions as proposed for the shoreland district on General Development lakes.

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

**Section 30-512 Table 17C-1 Shoreland Minimum lot size standards - (EXHIBIT “A” pgs. 3-6)**

- o Proposed: M n u w d \_\_\_\_\_ (current - 200 ft.) - General Development Lakes
- o Proposed: M n u r ss re \_\_\_\_\_ res (current - 1.5 acres) - General Development Lakes
- o Proposed by “footnote” in table 17C-1: allows for a controlled access lot to be n u w d \_\_\_\_\_ and a n u r ss re n ess n s \_\_\_\_\_ on General Development lakes. (provided other requirements of Sect. 30-803(c)4 are met.

**Section 30-512 Table 2A District Development Regulations- *Principal Structures* - (EXHIBIT “A” pg. 1 & 2)**

- o Proposed: M n u w d \_\_\_\_\_ (current - 200 ft.) - Rural Residential zoning district
- o Proposed: M n u r ss re \_\_\_\_\_ res (current - 1.5 acres) - Rural Residential zoning district

At their meeting on August 3, 2017, the Planning Commission reviewed the draft amendments and forwarded a favorable recommendation to the City Council regarding said text amendments. The proposed amendments are shown as Exhibit “A” to the draft Ordinance being considered, which also include the Planning Commission’s findings of fact.

**Requested City Council Action**

Conduct a Public Hearing to consider the adoption of an Ordinance amending Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Residential zoning district.

TABLE 2-A DISTRICT DEVELOPMENT REGULATIONS - PRINCIPAL STRUCTURES

Zone	MINIMUM LOT SIZE			MINIMUM YARD SETBACKS				MAXIMUM LOT COVERAGES			BUILDING SIZES	
	Gross Area	Area S/F Unit	Width	Front	Interior Side	Street Side	Rear	Building (percentage)	Total Surface (percentage)	GUOS Unit	Maximum Height (feet)	Minimum Dimension (feet) 5
RR	<del>1.51.2</del> 5 acre	<del>1.51.2</del> 5 AC	<del>200</del> 150	30	15	30	30	20	N/A		35	24
R-1	8,400	8,400	70	30	6—9 <sup>1</sup>	15	30	30	N/A		30	24
R-1a	6,000	6,000	44	30	6	15	30	40	NA		30	24
R-2	7,000 <sup>4</sup>	5,000	50 <sup>4</sup>	30	6—9 <sup>1,4</sup>	15	30	30	N/A		30	24
R-3	15,000 <sup>4</sup>	5,000	100 <sup>4</sup>	35	10 <sup>4</sup>	15	35	30	75	400	30	24
R-4	15,000 <sup>4</sup>	2,500	100 <sup>4</sup>	35	20 <sup>4</sup>	30	35	35	75	400	45	24
LB	14,000 <sup>4</sup>	3,000	100 <sup>4</sup>	30	10 <sup>4</sup>	15	15	35	85	500	35	24
GB	10,500	3,000	75	30	10	15	10	40	90	500	35	24
CBD	7,000	3,000	50	N/A	N/A	N/A	N/A	100	100	N/A	60	24

MU	40,000	2,500	100	35	20	30	35	40	75	N/A	45	24
M <sup>3</sup>	20,000	3,000	100	30	10	15	15	35	85	500	35	24
RC	1.5 acre	1.5 acre	200	50	25	25	25	25	50	N/A	35	N/A
BP	30,000	N/A	150	50	15	25	15	40	85	N/A	35	24
I-1	1 acre	N/A	150	50	25	25	25	50	90	N/A	40	24
I-2	1 acre	N/A	150	50 <sup>2</sup>	25	25 <sup>2</sup>	25	60	90	N/A	110	N/A
PU	1 acre	N/A	50	30	10	15	30	N/A			60	N/A
CD	N/A		50	50	50	50	50	N/A			N/A	
AG	2.5 acres	2.5 acres	50	50	50	50	50	N/A			N/A	
AP	N/A		50	50	50	50	50	N/A			N/A	

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

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

TABLE 17C-1 MINIMUM LOT SIZE STANDARDS SHORELAND DISTRICTS

LAKE CLASSIFICATIONS AND ZONING DISTRICTS	Sewered Lots				Non-Sewered Lots			
	Riparian Lots		Non-Riparian Lots		Riparian Lots		Non-Riparian Lots	
	Area	Width	Area	Width <sub>1</sub>	Area	Width	Area	Width
Natural Environment	(Lily Lake, Nagel Lake and Horseshoe Lake)							
SPU	1 acre	150	1 acre	150	1 acre	200	1 acre	200
SRR	1.5 acres	200	1.5 acres	200	80,000	200	80,000	200
SR-1	40,000	125	20,000	125	80,000	200	80,000	200
SR-1a	40,000	125	20,000	125	80,000	200	80,000	200
SR-2 (SR-1 plus "X" per additional dwelling unit)	30,000	100	15,000	95	40,000	100	80,000	200
SR-2 Twin Homes Only	35,000	50	17,500	50	60,000	50	80,000	100
SR-3 or SR-4	Must meet requirements of section 30-809							
SLB, SGB, SMU or SM	1 acre	200	1 acre	200	1 acre	200	1 acre	200
SRC	1.5 acre	200	1.5 acre	200	1.5 acre	200	1.5 acre	200
SBP, SI-1 or SI-2	1 acre	150	1 acre	150	1 acre	200	1 acre	200



Recreational Development	(McKinney Lake, Crystal Lake, Hale Lake, Forest Lake)							
SPU	1 acre	200	1 acre	200	1 acre	200	1 acre	200
SRR	1.5 acres	200	1.5 acres	200	1.5 acres	200	1.5 acres	200
SR-1	20,000	75	15,000	75	40,000	150	40,000	150
SR-1a	20,000	75	15,000	75	40,000	150	40,000	150
SR-2 (SR-1 plus "X" per additional dwelling unit)	15,000	60	11,000	60	40,000	75	40,000	115
SR-2 Twin Homes Only	17,500	50	13,000	50	40,000	50	80,000	60
SR-3 or SR-4	Must meet requirements of section 30-809							
SLB	15,000	100	14,000	100	20,000	100	20,000	100
SGB, SMU	15,000	75	12,500	75	20,000	100	20,000	100
SRC	1.5 acre	200	1.5 acre	200	1.5 acre	200	1.5 acre	200
SBP, SI-1 or SI-2	1 acre	200	1 acre	200	1 acre	200	1 acre	150
General Development	Mississippi Reservoir from the Blandin Dam West to City Limits, and Pokegama Lake							
SRR	<del>1.5</del> 1.25 acres	<del>200</del> 150	<del>1.5</del> 1.25 acres	<del>200</del> 150	<del>1.5</del> 1.25 <sup>2</sup> acres	<del>200</del> 150 <sup>2</sup>	<del>1.5</del> 1.25 acres	<del>200</del> 150
SR-1	15,000	75	10,000	75	20,000	100	40,000	150
SR-1a	15,000	75	10,000	75	20,000	100	40,000	150
SR-2 (SR-1 plus "X" per additional dwelling unit)	9,000	60	7,500	60	20,000	80	40,000	115
SR-2 Twin Homes Only	12,000	50	8,750	50	20,000	50	40,000	60

SM	1.5 acre	250	1.5 acre	150	1.5 acre	250	1.5 acre	150
SR-3 or SR-4	Must meet requirements of section 30-809							
SPU, SLB, SGB, SMU, SRC, SBP, SI-1, SI-2	Same requirements as Recreational Development Lakes							

RIVER CLASSIFICATION AND ZONING DISTRICTS	Sewered Lot		Unsewered Lot	
	Lot Area	Lot Width	Lot Area	Lot Width
Urban River - Mississippi River Blandin Dam to the N/S ¼ section line of Section 27-55-25				
Tributary River - Mississippi River all areas of township 55 north, range 25 west under City's zoning jurisdiction				
SRR	1.5 acres	200	1.5 acre	200
SR-1	15,000	75	20,000	100
SR-1a	15,000	75	20,000	100
SR-2 (SR-1 plus "X" per additional dwelling unit)	9,000	60	20,000	100
SR-2 Twin Homes Only	12,000	50	20,000	50
SR-3 or SR-4	Must meet requirements of section 30-809			
SLB, SGB, SMU or SM	15,000	75	20,000	100
SRC	1.5 acre	200	1.5 acre	200
SI-1 or SI-2	1 acre	150	1 acre	150
SPU	1 acre	200	1 acre	200

Forested River - Mississippi River - N/S ¼ section line of Section 27-55-25 to the south line of township 55 north, range 25 west				
SRR	1.5 acre	200	1.5 acre	200
SR-1	40,000	200	80,000	200
SR-1a	40,000	200	80,000	200
SR-2 (SR-1 plus "X" per additional dwelling unit)	30,000	100	40,000	100
SR-2, Twin Homes Only	35,000	100	60,000	100
SR-3 or SR-4	Must meet requirements of section 30-809			
SLB, SGB, SMU or SM	1 acre	200	1 acre	200
SRC	1.5 acre	200	1.5 acre	200
SI-1 or SI-2	1 acre	200	1 acre	200
SPU	1 acre	200	1 acre	200

*		A SFD located on a sewerred, riparian, Natural Environment Lake lot in a SR-2 zone would require a minimum lot size of 40,000 square feet. A similarly situated duplex would require a minimum lot size of 70,000 square feet (40,000 plus 30,000).
FOOTNOTE:	2.	<u>A controlled access lot, on a General Development Lake, may be reduced to a minimum width of 100 ft., and a gross area of not less than 20,000 sq. ft., provided the other requirements of Section 30-803(C) are adhered to.</u>

TABLE 2-A DISTRICT DEVELOPMENT REGULATIONS - PRINCIPAL STRUCTURES

Zone	MINIMUM LOT SIZE			MINIMUM YARD SETBACKS				MAXIMUM LOT COVERAGES			BUILDING SIZES	
	Gross Area	Area S/F Unit	Width	Front	Interior Side	Street Side	Rear	Building (percentage)	Total Surface (percentage)	GUOS Unit	Maximum Height (feet)	Minimum Dimension (feet) <sup>5</sup>
RR	1.5 acre	1.5 AC	200	30	15	30	30	20	N/A	N/A	35	24
R-1	8,400	8,400	70	30	6-9 <sup>1</sup>	15	30	30	N/A	N/A	30	24
R-1a	6,000	6,000	44	30	6	15	30	40	NA	NA	30	24
R-2	7,000 <sup>4</sup>	5,000	50 <sup>4</sup>	30	6-9 <sup>1, 4</sup>	15	30	30	N/A	N/A	30	24
R-3	15,000 <sup>4</sup>	5,000	100 <sup>4</sup>	35	10 <sup>4</sup>	15	35	30	75	400	30	24
R-4	15,000 <sup>4</sup>	2,500	100 <sup>4</sup>	35	20 <sup>4</sup>	30	35	35	75	400	45	24
LB	14,000 <sup>4</sup>	3,000	100 <sup>4</sup>	30	10 <sup>4</sup>	15	15	35	85	500	35	24
GB	10,500	3,000	75	30	10	15	10	40	90	500	35	24
CBD	7,000	3,000	50	N/A	N/A	N/A	N/A	100	100	N/A	60	24
MU	40,000	2,500	100	35	20	30	35	40	75	N/A	45	24
M <sup>3</sup>	20,000	3,000	100	30	10	15	15	35	85	500	35	24
RC	1.5 acre	1.5 acre	200	50	25	25	25	25	50	N/A	35	N/A
BP	30,000	N/A	150	50	15	25	15	40	85	N/A	35	24
I-1	1 acre	N/A	150	50	25	25	25	50	90	N/A	40	24
I-2	1 acre	N/A	150	50 <sup>2</sup>	25	25 <sup>2</sup>	25	60	90	N/A	110	N/A
PU	1 acre	N/A	50	30	10	15	30	N/A	N/A	N/A	60	N/A
CD		N/A	50	50	50	50	50	N/A	N/A	N/A	N/A	N/A
AG	2.5 acres	2.5 acres	50	50	50	50	50	N/A	N/A	N/A	N/A	N/A
AP		N/A	50	50	50	50	50	N/A	N/A	N/A	N/A	N/A

FOOTNOTES:

1. The sum of the two side yards must equal 15 feet, and six feet is the minimum side yard dimension.
2. These yards may be reduced to zero feet if abutting the CBD zone.
3. When a building in the medical zone is proposed to abut an existing building, for the purpose of providing a pedestrian linkage between the adjacent structures, a zero foot setback may be allowed along the common lot line.

4. For twin homes, each lot shall have a minimum lot size (gross area) of 7,000 sq. ft., each lot shall be minimum of 50 feet wide and the interior side setback shall be nine feet or zero feet minimum.  
Example: A duplex in R-2—10,000 sq. ft. required.
5. Essential structures may have a minimum building dimension less than 24 feet.

TABLE 17C-1 MINIMUM LOT SIZE STANDARDS SHORELAND DISTRICTS

LAKE CLASSIFICATIONS AND ZONING DISTRICTS	Sewered Lots			Non-Sewered Lots		
	Riparian Lots		Non-Riparian Lots	Riparian Lots		Non-Riparian Lots
	Area	Width	Area	Area	Width	Area
Natural Environment						
			(Lily Lake, Nagel Lake and Horseshoe Lake)			
SPU	1 acre	150	1 acre	150	200	1 acre
SRR	1.5 acres	200	1.5 acres	200	200	80,000
SR-1	40,000	125	20,000	125	200	80,000
SR-1a	40,000	125	20,000	125	200	80,000
SR-2 (SR-1 plus "X" per additional dwelling unit)	30,000	100	15,000	95	100	80,000
SR-2 Twin Homes Only	35,000	50	17,500	50	50	80,000
SR-3 or SR-4			Must meet requirements of section 30-809			
SLB, SGB, SMU or SM	1 acre	200	1 acre	200	200	1 acre
SRC	1.5 acre	200	1.5 acre	200	200	1.5 acre
SBP, SI-1 or SI-2	1 acre	150	1 acre	150	200	1 acre
Recreational Development			(McKinney Lake, Crystal Lake, Hale Lake, Forest Lake)			
SPU	1 acre	200	1 acre	200	200	1 acre
SRR	1.5 acres	200	1.5 acres	200	200	1.5 acres
SR-1	20,000	75	15,000	75	150	40,000
SR-1a	20,000	75	15,000	75	150	40,000
SR-2 (SR-1 plus "X" per additional dwelling unit)	15,000	60	11,000	60	75	40,000
SR-2 Twin Homes Only	17,500	50	13,000	50	50	80,000
SR-3 or SR-4			Must meet requirements of section 30-809			
SLB	15,000	100	14,000	100	100	20,000
SGB, SMU	15,000	75	12,500	75	100	20,000
SRC	1.5 acre	200	1.5 acre	200	200	1.5 acre
SBP, SI-1 or SI-2	1 acre	200	1 acre	200	200	1 acre
General Development			Mississippi Reservoir from the Blandin Dam West to City Limits, and Pokegama Lake			
SRR	1.5 acres	200	1.5 acres	200	200	1.5 acres
SR-1	15,000	75	10,000	75	100	40,000
SR-1a	15,000	75	10,000	75	100	40,000

LAKE CLASSIFICATIONS AND ZONING DISTRICTS	Sewered Lots			Non-Sewered Lots		
	Riparian Lots		Non-Riparian Lots	Riparian Lots		Non-Riparian Lots
	Area	Width	Width <sup>1</sup>	Area	Width	Area
SR-2 (SR-1 plus "X" per additional dwelling unit)	9,000	60	60	20,000	80	40,000
SR-2 Twin Homes Only	12,000	50	50	20,000	50	40,000
SM	1.5 acre	250	150	1.5 acre	250	1.5 acre
SR-3 or SR-4	Must meet requirements of section 30-809					
SPU, SLB, SGB, SMU, SRC, SBP, SI-1, SI-2	Same requirements as Recreational Development Lakes					

RIVER CLASSIFICATION AND ZONING DISTRICTS	Sewered Lot		Unsewered Lot	
	Lot Area	Lot Width	Lot Area	Lot Width
Urban River - Mississippi River Blandin Dam to the N/S ¼ section line of Section 27-55-25				
Tributary River - Mississippi River all areas of township 55 north, range 25 west under City's zoning jurisdiction				
SRR	1.5 acres	200	1.5 acre	200
SR-1	15,000	75	20,000	100
SR-1a	15,000	75	20,000	100
SR-2 (SR-1 plus "X" per additional dwelling unit)	9,000	60	20,000	100
SR-2 Twin Homes Only	12,000	50	20,000	50
SR-3 or SR-4	Must meet requirements of section 30-809			
SLB, SGB, SMU or SM	15,000	75	20,000	100
SRC	1.5 acre	200	1.5 acre	200
SI-1 or SI-2	1 acre	150	1 acre	150
SPU	1 acre	200	1 acre	200
Forested River - Mississippi River - N/S ¼ section line of Section 27-55-25 to the south line of township 55 north, range 25 west				
SRR	1.5 acre	200	1.5 acre	200
SR-1	40,000	200	80,000	200
SR-1a	40,000	200	80,000	200
SR-2 (SR-1 plus "X" per additional dwelling unit)	30,000	100	40,000	100
SR-2, Twin Homes Only	35,000	100	60,000	100
SR-3 or SR-4	Must meet requirements of section 30-809			

LAKE CLASSIFICATIONS AND ZONING DISTRICTS	Sewered Lots				Non-Sewered Lots			
	Riparian Lots		Non-Riparian Lots		Riparian Lots		Non-Riparian Lots	
	Area	Width	Area	Width <sup>1</sup>	Area	Width	Area	Width
SLB, SGB, SMU or SM	1 acre	200	1 acre	200				
SRC	1.5 acre	200	1.5 acre	200				
SI-1 or SI-2	1 acre	200	1 acre	200				
SPU	1 acre	200	1 acre	200				

\* EXAMPLE: A SFD located on a sewered, riparian, Natural Environment Lake lot in a SR-2 zone would require a minimum lot size of 40,000 square feet. A similarly situated duplex would require a minimum lot size of 70,000 square feet (40,000 plus 30,000).



- (3) One guest cottage may be allowed on riparian lots meeting or exceeding the duplex lot area and width dimensions presented in Table 17C-1 in division 4 of this article provided the following standards are met:
  - a. For lots exceeding the minimum lot dimensions of duplex lots, the guest cottage must be located within the smallest duplex-sized lot that could be created including the principal dwelling unit;
  - b. A guest cottage must not cover more than 700 square feet of land surface and must not exceed 15 feet in height; and
  - c. A guest cottage must be located or designed to reduce its visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer leaf-on conditions.
  
- (4) Lots intended as controlled accesses to public waters or as recreation areas for use by owners of non-riparian lots within subdivisions are permissible and must meet or exceed the following standards:
  - a. They must meet the width and size requirements for residential lots, and be suitable for the intended uses of controlled access lots.
  - b. If docking, mooring, or over-water storage of more than six watercraft is to be allowed at a controlled access lot, then the width of the lot, keeping the same lot depth, must be increased by the percent of the requirements for riparian residential lots for each watercraft beyond six, consistent with the following table:

TABLE 17C-3  
Controlled Access Lot Frontage Requirements

<i>Ratio of Lake Size to Shore Length (acres/miles)</i>	<i>Required Increase in Frontage</i>
Less than 100	25
100—200	20
201—300	15
301—400	10
Greater than 400	5

- c. They must be jointly owned by all purchasers of lots in the subdivision or by all purchasers of non-riparian lots in the subdivision who are provided riparian access rights on the access lot.
- d. Covenants or other equally effective legal instruments must be developed that specify which lot owners have authority to use the access lot and what activities are allowed. The activities may include watercraft launching, loading, storage, beaching, mooring, or docking. They must also include other outdoor recreational activities that do not significantly conflict with general public use of the public water or the enjoyment of normal property rights by adjacent property owners.

Examples of the non-significant conflict activities include swimming, sunbathing, or picnicking. The covenants must limit the total number of vehicles allowed to be parked and the total number of watercraft allowed to be continuously moored, docked, or stored over water, and must require centralization of all common facilities and activities in the most suitable locations on the lot to minimize topographic and vegetation alterations. They must also require all parking areas, storage buildings, and other facilities to be screened by vegetation or topography as much as practical from view from the public water, assuming summer, leaf-on conditions.

- (5) *Additional structure setbacks.* The following additional structure setbacks apply, regardless of the classification of the waterbody:

<i>Setback From:</i>	<i>Setback (in feet)</i>
(1) Top of bluff	30
(2) Unplatted cemetery	50

- (6) *Bluff impact zones.* Structures and accessory facilities, except stairways and landings, must not be placed within bluff impact zones.
- (7) Uses without water-oriented needs must be located on lots or parcels without public waters frontage, or, if located on lots or parcels with public waters frontage, must either be set back double the normal ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf-on conditions.
- (8) When more than one setback applies to a site, structures and facilities must be located to meet all setbacks. Where structures exist on the adjoining lots on both sides of a proposed building site, structure setbacks may be altered without a variance to conform to the adjoining setbacks from the ordinary high water level, provided the proposed building site is not located in a shore impact zone or in a bluff impact zone. Structures shall be located as follows in subsection (d) of this section.

(d) *Design criteria for structures.*

- (1) *High water elevations.* Structures must be placed in accordance with any floodplain regulations applicable to the site. Where these controls do not exist, the elevation to which the lowest floor, including the basement, is placed or floodproofed must be determined as follows:
  - a. For lakes, by placing the lowest floor at a level at least three feet above the highest known water level, or three feet above the ordinary high water level, whichever is higher;
  - b. For rivers and streams, by placing the lowest floor at least three feet above the flood of record, if data are available. If data are not available, by placing the lowest floor at least three feet above the ordinary high water level, or by conducting a technical evaluation to determine effects of proposed construction



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

**Petition for Text Amendment to the Zoning Ordinance**

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

The undersigned do hereby respectfully request the following be granted by support of the following facts herein shown:

Mike Kellin

Name of Applicant

91-030-2202

Tax Parcel #\*1

38669 North Sugar Lake Road

Address

Cohasset Mn 55721

City State Zip

218-256-0286 / 218-398-1821

Business Telephone/E-Mail Address

mikekellin@gmail.com

*\*1 City Code Section 30-454(a) requires a request to amend the text of the City Zoning Ordinance be made by a person, firm or corporation owning real estate in the city. Please provide the tax parcel number of property in your ownership as verification.*

I(we) certify that, to the best of my(our) knowledge, information, and belief, all of the information presented in this application is accurate and complete and includes all required information and submittals.

[Signature]

Signature(s) of Applicant(s)

7-11-17

Date

**Office Use Only**

Date Received 7/13/17 Certified Complete 7/13/17 Fee Paid YES

Planning Commission Recommendation: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Meeting Date 8/3/2017

City Council Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Meeting Date \_\_\_\_\_

**Required Submittals:**

Application Fee - \$505.00 \*2

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

**Explanation of Request:**

A. Please List the Section(s) of Article VI, Chapter 30 of the City Code (Zoning Ordinance) for which amendment is requested: See Attached.

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

B. Please provide a written statement that explains the request: \_\_\_\_\_

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

C. Any additional information that the Petitioner would like to supply: \_\_\_\_\_

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

**Justification of Proposed Text Amendment:** Please answer all of the following questions (attach additional pages if needed). The planning Commission will consider these questions and responses, and other issues (see attached list) in making their findings of fact and recommendation on the proposed rezoning.

**A.** How does the proposed Text Amendment conform to the City's Comprehensive Plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B.** How does the proposed Text Amendment(s) preserve the spirit and intent of the Zoning Ordinance? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C.** What effect will the proposed Text Amendments have on the growth and development of existing neighborhoods, other lands in the proposed district, commercial and industrial neighborhoods?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Instructions:**

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

**Justification of Proposed Text Amendment:**

**A.** How does the proposed Text Amendment conform to the City's Comprehensive Plan?

We feel that this PUD follows the Cities comprehensive plan the following way:

Community Vision, Values and Guiding principals- The vision of where the plan would like the community to be in 2030.

This plat allows owners of the lots, large 1.25 acres lots, with mature pines and hardwoods, close proximity to Hospital, lake recreation, golf course and Grand Rapids. The plat will have dedicated access lot, allowing housing diversity with connection to forest history centers amenities, local bike trails, and outdoor recreation, which invigorates the tax base and community with affordable options in close proximity of all the area has to offer.

C.Guiding Principals- As experts in the housing market, and feedback we have been getting from our market and our customers, we feel like there is a huge demand for this model of housing. Lake market is aging, they want ability to access the lake, but don't want the upkeep, and the drive out of town, this development serves community vision and values in a way by giving tax payers the options that fulfill the demographics demands.

**B.** How does the proposed Text Amendment(s) preserve the spirit and intent of the Zoning Ordinance?

We feel the amendment follows the intent of the Zoning ordinance in the following ways:

In Referencing Sec. 30-802, we are working with all regulatory bodies in the preservation of natural areas, i.e., shoreland, timber, maintaining as much nature as possible. Topographic characteristics, vegetative cover, road accessibility and so on. Regulatory bodies we are working with are: Soil and water of Itasca county, DNR Waters and Fisheries, Army Corp of Engineers, City of Grand Rapids, we feel we are doing everything necessary to satisfy the MN code of Ordinances and to preserve the natural resources, improve housing options and diversity per the City Comp. plan and follow all current zoning.

**C.** What effect will the proposed Text Amendments have on the growth and development of existing neighborhoods, other lands in the proposed district, commercial and industrial neighborhoods?

As the city of Grand Rapids continues to grow west out Golf course road, this plat and its components are nothing less than a very unique residential opportunity and a completely positive effect on the city of Grand Rapids. As the populations ages- demand for residential sites like the proposed Pokegama Pines that are close to medical services and other close proximity

amenities, offer low maintenance recreational and diverse housing option that will definitely exceed the supply.

**Explanation of Request:**

**A. Please list the section of Article VI, Chapter 30 of the city Code for which amendment requested:**

Shoreland Management- Sect. 30-512, Table 17 C-1. Sect. 30-809- (PUD"s)

**B. Please provide a written statement that explains the request:**

Approval for a proposal plat which divides land purchased from Blandin Paper company on the North Shore of s Bay of Pokegama Lake. The Land was recently annexed Into the City of Grand Rapids and will consist of 8 large residential building lots with access rights to a common lake lot and pier/dock on Meyers Bay. Former county standards for riparian lake sizes was exceeded by ½ acres or more per lot. The 5 non riparian lots were increased in sizes by .25 to .30 acres. Plat approval is requested to move forward with surveying engineering and city street construction. We believe that these increased lots sizes from County, state and City of Cohasset guidelines, better achieves population density, septic treatment system and potential back up sites/ drilled wells etc. The common lot allows more potential sites for building and treatment systems to adjoining lots as it will be undeveloped.

**C. Additional information to petitioner.**

This project offers a unique opportunity to live on a large lot a popular recreational lake in the City of Grand Rapids. Lot owners will have deeded access to the lake. This kind of access to city amenities and convenience plus lakeside enjoyment is a rare.



**Findings for Approval:**

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

- Will the change affect the character of the neighborhoods?
- Would the change foster economic growth in the community?
- Would the proposed change be in keeping with the spirit and intent of the ordinance?
- Would the change be in the best interest of the general public?
- Would the change be consistent with the Comprehensive Plan?

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

More information may be requested by the City of Grand Rapids Planning Commission or City Council, if deemed necessary to properly evaluate your request. The lack of information requested may be in itself sufficient cause to deny an application. Completed applications required to be submitted to the Grand Rapids Community Development Department by the 15th of the month.

## ITASCA COUNTY PUBLIC WATERS CLASSIFICATION LIST

RESIDENTIAL DWELLING UNIT REQUIREMENTS								
Lake Class	Minimum Parcel Size				Riparian Setbacks		Maximum	
	Riparian		Non-riparian		Structure (Ft.)	Sanitation Septic Tank Sewage Treatment (Ft.)	Impervious Surface (% of Parcel)	Building Stories/ Height (Ft.)
	Width (Ft.) Approx. Depth (Ft.)	Area (Ac.)	Width (Ft.) Approx. Depth (Ft.)	Area (Ac.)				
	Area in Sq. Ft.		Area in Sq. Ft.					
A. General Development	150 218 32,670	.75	150 290 43,560	1	75	50 Tank 100 Treatment	20 <sup>1</sup>	2.5 / 35
B. Recreational Development-2	200 327 65,340	1.5	200 436 87,120	2	100	75 Tank 100 Treatment	15 <sup>1</sup>	2.5 / 35
C. Recreational Development-1	200 436 87,120	2	200 545 108,900	2.5	100	75 Tank 100 Treatment	15 <sup>1</sup>	2.5 / 35
D. Natural Environment-1	200 436 87,120	2	200 545 108,900	2.5	200	100 Tank 150 Treatment	12	2.5 / 35
E. Natural Environment-2	300 363 108,900	2.5	300 436 130,680	3	100	100 Tank 150 Treatment	12	2.5 / 35
F. Natural Environment-3	300 436 130,680	3	300 515 152,460	3.5	100	100 Tank 150 Treatment	12	2.5 / 35
G. Phosphorus Sensitive <sup>2</sup>	<i>See Underlying Lake Classification</i>					100 Tank <sup>3</sup> 150 Treatment <sup>3</sup>	12	2.5 / 35
River Class	Width (Ft.)	Zone	Area (Ac.)	Area (Ac.)	Structure (Ft.)	Sanitation (Ft.)	Impervious Surface (%)	Building Height (Ft.)
H. Tributary	150	Zone			100	75	12	2.5 / 35
I. Forested	200	Zone			150	100	12	2.5 / 35
J. Remote	300	Zone			200	150	12	2.5 / 35
K. Bigfork River	330	5			100	150	12	2.5 / 35
L. Mississippi River - Scenic	330	5			150	125	12	35
M. Mississippi River - Wild	330	10			200	150	12	18

<sup>1</sup> Incentive: Property owner can increase the coverage allowed by 5% if erosion control and stormwater management conform to the shoreline vegetative buffer standards.

<sup>2</sup> See Sanitation Ordinance

<sup>3</sup> Performance system required if setbacks not maintained.

ITASCA COUNTY PUBLIC WATERS CLASSIFICATION LIST

Lake#	Lake Name	Location	Acres	Class	Map#
517	--	025 60, 31	21	NE1	--
518	Canoe	025 60, 32	34	NE2	326-1
519	--	025 60, 32	36	NE2	326-1
520	Little Neck	025 60, 33	40	NE1	326-1
521	--	025 60, 33	40	NE1	326-1
522	LaBarge	025 59;60, 3,4; 33,24	39	NE1	326-1
523	--	025 60, 35	19	NE1	--
524	Coon-Sandwick	025 60;61, 5-8; 32	595	NE1	326-1
525	--	025 61, 24,25	27	NE1	325-4
526	Pine	025 61, 29,32	20	NE1	--
527	Grass	025 62, 8,9	20	NE2	--
528	Round *PSL	025 62, 10,11	52	RD1	355-3 356-2
529	Shine *PSL	025 62, 11,12	66	RD1	355-3
530	Busties	025 62, 13,14,23	237	RD2	355-3 356-2
531	Mountain Ash	025;26 53, 19,30; 25	93	NE2	275-2
532	Pokegama	025;26 54; 55* various	15600	GD *village	274-4 275-1
533	Blandin	025;26 55*, 18-121; 13*	455	GD *village	275-1
534	Shoal	025;26 56, 29-31;25,36	661	NE2	299-2
535	Moore	025;26 57, 7,12	81	NE3	299-1
536	Doan	025;26 57, 18; 13	84	NE3	299-1

Table 7. Residential Dwelling Unit Requirements

RESIDENTIAL DWELLING UNIT REQUIREMENTS								
Lake Class	Minimum Parcel Size				Riparian Setbacks		Maximum	
	Riparian		Non-riparian		Structure (Ft.)	Sanitation Septic Tank Sewage Treatment (Ft.)	Impervious Surface (% of Parcel)	Building Stories / Height (Ft.)
	Width (Ft.)	Area (Ac.)	Width (Ft.)	Area (Ac.)				
	Approx. Depth (Ft.)	Area in Sq. Ft.	Approx. Depth (Ft.)	Area in Sq. Ft.				
A. General Development	150 218 32,670	.75	150 290 43,560	1	75	50 Tank 100 Treatment	20 <sup>1</sup>	2.5 / 35
B. Recreational Development-2	200 327 65,340	1.5	200 436 87,120	2	100	75 Tank 100 Treatment	15 <sup>1</sup>	2.5 / 35
C. Recreational Development-1	200 436 87,120	2	200 545 108,900	2.5	100	75 Tank 100 Treatment	15 <sup>1</sup>	2.5 / 35
D. Natural Environment-1	200 436 87,120	2	200 545 108,900	2.5	200	100 Tank 150 Treatment	12	2.5 / 35
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F. Natural Environment-3	300 436 130,680	3	300 515 152,460	3.5	100	100 Tank 150 Treatment	12	2.5 / 35
G. Phosphorus Sensitive <sup>2</sup>	See Underlying Lake Classification					100 Tank <sup>3</sup> 150 Treatment <sup>3</sup>	12	2.5 / 35
River Class	Width (Ft.)	Zone	Width (Ft.)	Area (Ac.)	Structure (Ft.)	Sanitation Septic Tank Sewage Treatment (Ft.)	Impervious Surface (% of Parcel)	Building Stories / Height (Ft.)
H. Tributary	150	Zone			100	75	12	2.5 / 35
I. Forested	200	Zone			150	100	12	2.5 / 35
J. Remote	300	Zone			200	150	12	2.5 / 35
K. Bigfork River	330	5			100	150	12	2.5 / 35
L. Mississippi River - Scenic	330	5			150	125	12	35
M. Mississippi River - Wild	330	10			200	150	12	18

<sup>1</sup> Incentive: Property owner can increase the coverage allowed by 5% if erosion control and stormwater management conform to the shoreline vegetative buffer standards.

<sup>2</sup> See Sanitation Ordinance

<sup>3</sup> Performance system required if setbacks not maintained.

5.6.8 When subdividing within the Shoreland Overlay Zoning District, both the frontage and parcel width at the building line shall conform to Shoreland Overlay Zoning District requirements. The parcel shall also be continuous lakeshore. All officially designated



**SEH**  
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 GRAND RAPIDS, MN 55707  
 www.sehinc.com

**MIKE KELLIN**  
**PLAT OF POKEGAMA PINES**  
**GRAND RAPIDS, MINNESOTA**

FILE NO.	KELLM 141190
DATE	07/11/17

EXHIBIT NO. 2

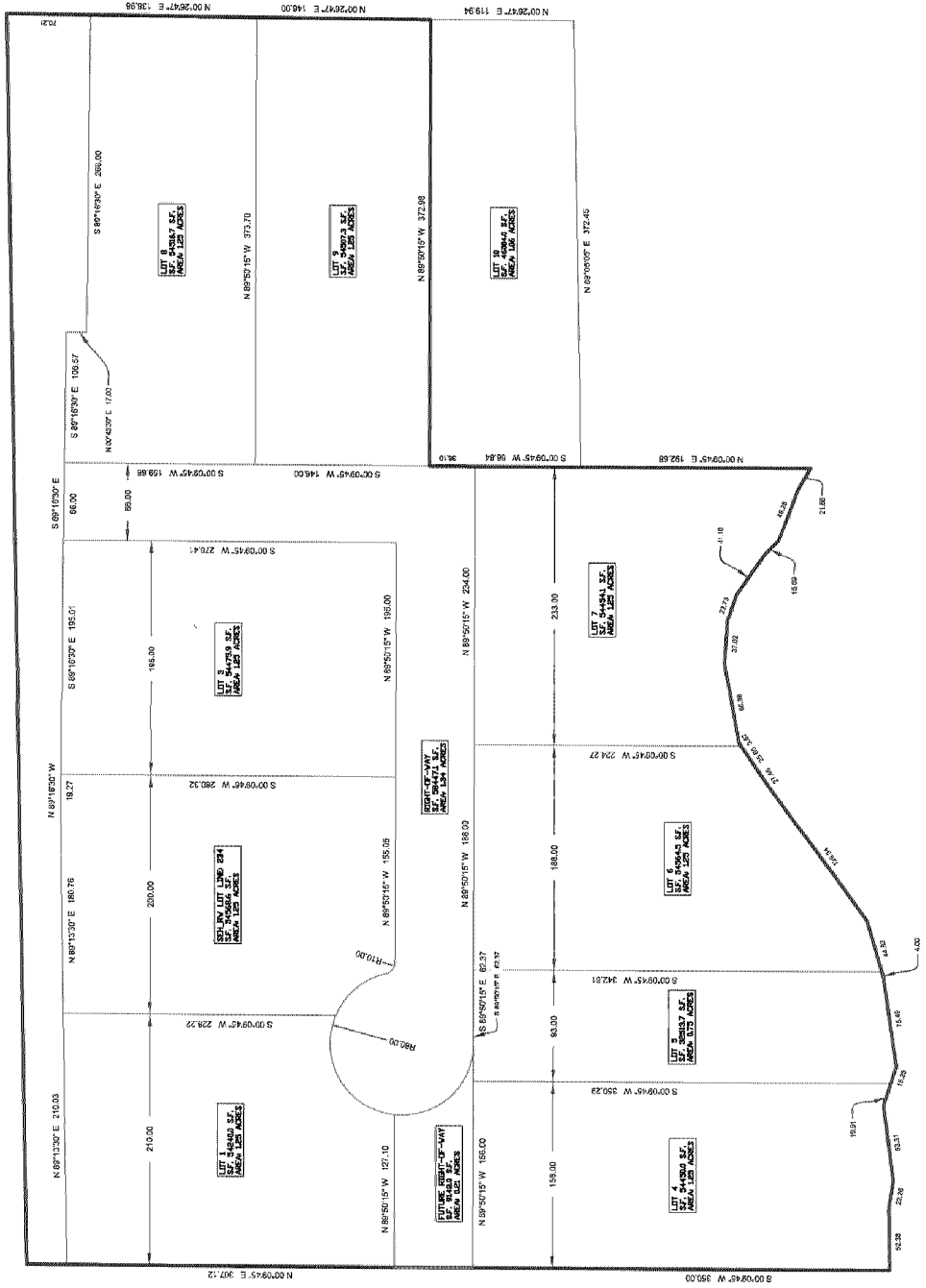
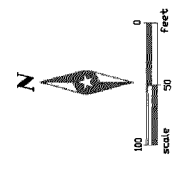
MIKE KELLIN  
PLAT OF POKEGAMA PINES  
GRAND RAPIDS, MINNESOTA

FILE NO.  
KELLM 141190

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MINNEAPOLIS, MN 55408-1512  
WWW.SEHINC.COM



DATE:  
07/11/17





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0610      **Version:** 1      **Name:** Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending two sections of Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Resid

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

**File created:** 8/22/2017      **In control:** City Council

**On agenda:** 8/28/2017      **Final action:**

**Title:** Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending two sections of Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Residential zoning district.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** Ordinance: Shoreland Lot Size Text Amendment w/Exhibit "A"

Date	Ver.	Action By	Action	Result
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Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending two sections of Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Residential zoning district.

**Background Information:**

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

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

**Requested City Council Action**

Make a motion to approve or deny the adoption of an ordinance, amending two sections of Chapter 30 of the Zoning Ordinance which would decrease lot size requirements for General Development lakes, and within the Rural Residential zoning district; *and authorize its publication in summary form.*

**AN ORDINANCE AMENDING MULTIPLE SECTIONS OF CHAPTER 30 LAND DEVELOPMENT REGULATIONS DECREASING LOT SIZE REQUIREMENTS ON GENERAL DEVELOPMENT LAKES AND WITHIN THE RURAL RESIDENTIAL ZONING DISTRICT**

WHEREAS, the Planning Commission on August 3, 2017 reviewed draft amendments to both Section 30-512 Table 17 C-1 *Minimum Lot Size Standards – Shoreland Districts* and Section 30-512 Table 2A *District Development Regulations of Principal Structures* of the Zoning Ordinance and made certain findings of fact, that the proposed decrease in lots size requirements (minimum width and minimum gross area) for General Development Lakes, and within the Rural Residential zoning district, was consistent with the Comprehensive Plan and would be in the best interest of the public's health, safety, and general welfare, and recommended that the City Council adopt the amendment to the above referenced portion of Article VI of Chapter 30 of the City Code; and

WHEREAS, the City Council conducted a public hearing on Monday, August 28, 2017 at 5:30 p.m., to consider the amendments; and

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

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

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

- The amendments will not have an adverse effect on the character of neighborhoods, as the amendments will provide for orderly development.
- The amendments would foster economic growth in the community, through new shoreland housing development.
- That the amendments would be in keeping with the spirit and intent of the Zoning Ordinance, as the lot size amendments will be closer to County and State guidelines for General Development lakes.
- That the amendments would be in the best interest of the general public by providing additional housing options in the community.
- That the amendments would be consistent with the Comprehensive Plan, as the amendments will help provide additional housing opportunities while protecting the environment.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that the proposed amendments to the City Code are in the best interest of the public's health, safety, and general welfare, and hereby ordains that the Grand Rapids City Code be amended as 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 28<sup>th</sup> day of August, 2017.

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

Attest:

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

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

DRAFT

EXHIBIT "A"

TABLE 2-A DISTRICT DEVELOPMENT REGULATIONS - PRINCIPAL STRUCTURES

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

MU	40,000	2,500	100	35	20	30	35	40	75	N/A	45	24
M <sup>3</sup>	20,000	3,000	100	30	10	15	15	35	85	500	35	24
RC	1.5 acre	1.5 acre	200	50	25	25	25	25	50	N/A	35	N/A
BP	30,000	N/A	150	50	15	25	15	40	85	N/A	35	24
I-1	1 acre	N/A	150	50	25	25	25	50	90	N/A	40	24
I-2	1 acre	N/A	150	50 <sup>2</sup>	25	25 <sup>2</sup>	25	60	90	N/A	110	N/A
PU	1 acre	N/A	50	30	10	15	30	N/A			60	N/A
CD	N/A		50	50	50	50	50	N/A			N/A	
AG	2.5 acres	2.5 acres	50	50	50	50	50	N/A			N/A	
AP	N/A		50	50	50	50	50	N/A			N/A	

FOOTNOTES:	1.	The sum of the two side yards must equal 15 feet, and six feet is the minimum side yard dimension.
	2.	These yards may be reduced to zero feet if abutting the CBD zone.
	3.	When a building in the medical zone is proposed to abut an existing building, for the purpose of providing a pedestrian linkage between the adjacent structures, a zero foot setback may be allowed along the common lot line.

4.	For twin homes, each lot shall have a minimum lot size (gross area) of 7,000 sq. ft., each lot shall be minimum of 50 feet wide and the interior side setback shall be nine feet or zero feet minimum. Example: A duplex in R-2—10,000 sq. ft. required.
5.	Essential structures may have a minimum building dimension less than 24 feet.

TABLE 17C-1 MINIMUM LOT SIZE STANDARDS SHORELAND DISTRICTS

LAKE CLASSIFICATIONS AND ZONING DISTRICTS	Sewered Lots				Non-Sewered Lots			
	Riparian Lots		Non-Riparian Lots		Riparian Lots		Non-Riparian Lots	
	Area	Width	Area	Width <sub>1</sub>	Area	Width	Area	Width
Natural Environment	(Lily Lake, Nagel Lake and Horseshoe Lake)							
SPU	1 acre	150	1 acre	150	1 acre	200	1 acre	200
SRR	1.5 acres	200	1.5 acres	200	80,000	200	80,000	200
SR-1	40,000	125	20,000	125	80,000	200	80,000	200
SR-1a	40,000	125	20,000	125	80,000	200	80,000	200
SR-2 (SR-1 plus "X" per additional dwelling unit)	30,000	100	15,000	95	40,000	100	80,000	200
SR-2 Twin Homes Only	35,000	50	17,500	50	60,000	50	80,000	100
SR-3 or SR-4	Must meet requirements of section 30-809							
SLB, SGB, SMU or SM	1 acre	200	1 acre	200	1 acre	200	1 acre	200

SRC	1.5 acre	200	1.5 acre	200	1.5 acre	200	1.5 acre	200
SBP, SI-1 or SI-2	1 acre	150	1 acre	150	1 acre	200	1 acre	200
Recreational Development	(McKinney Lake, Crystal Lake, Hale Lake, Forest Lake)							
SPU	1 acre	200	1 acre	200	1 acre	200	1 acre	200
SRR	1.5 acres	200	1.5 acres	200	1.5 acres	200	1.5 acres	200
SR-1	20,000	75	15,000	75	40,000	150	40,000	150
SR-1a	20,000	75	15,000	75	40,000	150	40,000	150
SR-2 (SR-1 plus "X" per additional dwelling unit)	15,000	60	11,000	60	40,000	75	40,000	115
SR-2 Twin Homes Only	17,500	50	13,000	50	40,000	50	80,000	60
SR-3 or SR-4	Must meet requirements of section 30-809							
SLB	15,000	100	14,000	100	20,000	100	20,000	100
SGB, SMU	15,000	75	12,500	75	20,000	100	20,000	100
SRC	1.5 acre	200	1.5 acre	200	1.5 acre	200	1.5 acre	200
SBP, SI-1 or SI-2	1 acre	200	1 acre	200	1 acre	200	1 acre	150
General Development	Mississippi Reservoir from the Blandin Dam West to City Limits, and Pokegama Lake							
SRR	1.25 acres	150	1.25 acres	150	1.25 <sup>2</sup> acres	150 <sup>2</sup>	1.25 acres	150
SR-1	15,000	75	10,000	75	20,000	100	40,000	150
SR-1a	15,000	75	10,000	75	20,000	100	40,000	150

SR-2 (SR-1plus "X" per additional dwelling unit)	9,000	60	7,500	60	20,000	80	40,000	115
SR-2 Twin Homes Only	12,000	50	8,750	50	20,000	50	40,000	60
SM	1.5 acre	250	1.5 acre	150	1.5 acre	250	1.5 acre	150
SR-3 or SR-4	Must meet requirements of section 30-809							
SPU, SLB, SGB, SMU, SRC, SBP, SI-1, SI-2	Same requirements as Recreational Development Lakes							

RIVER CLASSIFICATION AND ZONING DISTRICTS	Sewered Lot		Unsewered Lot	
	Lot Area	Lot Width	Lot Area	Lot Width
Urban River - Mississippi River Blandin Dam to the N/S ¼ section line of Section 27-55-25				
Tributary River - Mississippi River all areas of township 55 north, range 25 west under City's zoning jurisdiction				
SRR	1.5 acres	200	1.5 acre	200
SR-1	15,000	75	20,000	100
SR-1a	15,000	75	20,000	100
SR-2 (SR-1 plus "X" per additional dwelling unit)	9,000	60	20,000	100
SR-2 Twin Homes Only	12,000	50	20,000	50
SR-3 or SR-4	Must meet requirements of section 30-809			
SLB, SGB, SMU or SM	15,000	75	20,000	100
SRC	1.5 acre	200	1.5 acre	200

SI-1 or SI-2	1 acre	150	1 acre	150
SPU	1 acre	200	1 acre	200
Forested River - Mississippi River - N/S ¼ section line of Section 27-55-25 to the south line of township 55 north, range 25 west				
SRR	1.5 acre	200	1.5 acre	200
SR-1	40,000	200	80,000	200
SR-1a	40,000	200	80,000	200
SR-2 (SR-1 plus "X" per additional dwelling unit)	30,000	100	40,000	100
SR-2, Twin Homes Only	35,000	100	60,000	100
SR-3 or SR-4	Must meet requirements of section 30-809			
SLB, SGB, SMU or SM	1 acre	200	1 acre	200
SRC	1.5 acre	200	1.5 acre	200
SI-1 or SI-2	1 acre	200	1 acre	200
SPU	1 acre	200	1 acre	200

* EXAMPLE:		A SFD located on a sewerred, riparian, Natural Environment Lake lot in a SR-2 zone would require a minimum lot size of 40,000 square feet. A similarly situated duplex would require a minimum lot size of 70,000 square feet (40,000 plus 30,000).
FOOTNOTE:	2.	A controlled access lot, on a General Development Lake, may be reduced to a minimum width of 100 ft., and a gross area of not less than 20,000 sq. ft., provided the other requirements of Section 30-803(C) are adhered to.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0626      **Version:** 1      **Name:** Consider appointment of Connor Grigsby to Firefighter Trainee position.  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 8/23/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider appointment of Connor Grigsby to Firefighter Trainee position.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider appointment of Connor Grigsby to Firefighter Trainee position.

### **Background Information:**

With the recent resignation of Jason Hoerler, there is an opening for Firefighter Trainee on the Grand Rapids Fire Department. At the March 27, 2017 City Council meeting, the Council established an eligibility list of potential firefighters. Fire Chief Mike Liebel has reviewed the list of candidates and would like to recommend Connor Grigsby to the position of Firefighter Trainee effective August 24, 2017 subject to successful completion of a background check, drug testing, physical exam, and psychological exam.

Connor graduated from Hill City High School and is employed at AT&T in Hibbing as a Retail Sales Consultant.

### **Staff Recommendation:**

Fire Chief Mike Liebel is recommending the appointment of Connor Grigsby to the position of Firefighter Trainee subject to successful completion of a background check, drug testing, physical exam, and psychological exam.

### **Requested City Council Action**

Make a motion to consider appointing Connor Grigsby to the vacant Firefighter Trainee positions effective August 24, 2017 at the current rate of \$12.00 per hour subject to a background check, drug testing, physical exam, and psychological exam.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 17-0627      **Version:** 1      **Name:** Part-time Hospital Security Officers.  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 8/23/2017      **In control:** City Council  
**On agenda:** 8/28/2017      **Final action:**  
**Title:** Consider beginning the process of creating an eligibility list for Part-time Hospital Security Officers.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider beginning the process of creating an eligibility list for Part-time Hospital Security Officers.

**Background Information:**

The City of Grand Rapids has been providing security services with Grand Itasca Clinic and Hospital since June 1, 2014. Initially we provided 2 full time employees and 6 part-time employees to cover 90 hours of coverage each week. Beginning on July 2nd of this year, the contract was amended so that we now provide 120 hours of coverage. Therefore, we changed the status of one of the part-time employees to full-time status, leaving us with 5 part-time employees.

Due to the extended hours, we are finding that filling holidays and scheduled absences has become more of a challenge and would like to add additional part-time employees to the roster. Through discussion, it was determined that hiring these employees using the Police Reserve pool of candidates may be an ideal scenario.

Many of our Police Reserve Officers have been or are going through Law Enforcement school. They all have the necessary training, other than the internal hospital training that would be required. They also have the appropriate uniform with the exception of the rocker patches and badges.

**Staff Recommendation:**

Police Chief Scott Johnson, Assistant Chief Steve Schaar, Administrative Sergeant Bob Stein, Police Reserve Liaison Brian Mattson, and Human Resources Director Lynn DeGrio are recommending posting a notice to establish an eligibility list internally, including the Police Reserve Officers, for Part-time Hospital Security Officers. We will come back to the City Council with a recommendation for an eligibility list.

**Requested City Council Action**

Make a motion to authorize City staff to begin the process of creating an eligibility list for Part-time Hospital Security Officers.