



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, May 23, 2016

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, May 23, 2016 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

### MEETING PROTOCOL POLICY

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

**5:01 PM PUBLIC FORUM**

**5:06 PM COUNCIL REPORTS**

**5:11 PM APPROVAL OF MINUTES**

**16-0325** Consider approving Council minutes for Monday, May 9, 2016 Worksession & Regular meetings and Wednesday, May 4, 2016 Special Worksession.

**Attachments:** [May 4, 2016 Special Worksession](#)  
[May 9, 2016 Regular Meeting](#)  
[May 9, 2016 Worksession](#)

**5:12 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. **16-0327** Request by the Police Department to donate our found / abandoned bicycles to the Cap Baker Lions Club.

2. **16-0330** Re-appointment of Matthew Moen to the position of part-time Parking Enforcement Officer.

3. [16-0333](#) Consider authorizing the Park and Recreation Department to submit a Quick Response Grant application to the Blandin Foundation.
4. [16-0334](#) Consider approving six new Part-Time Spring/Summer Maintenance Workers for the Public Works Department.
5. [16-0341](#) Adopt a resolution approving LG230 off site gambling application for Confidence Learning Center.  
**Attachments:** [16 - Off-Site Gambling Permit](#)  
[Off-site gambling application](#)

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

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

**5:15 DEPARTMENT HEAD REPORT**  
**PM**

6. [16-0336](#) Department Head Report - Library  
**Attachments:** [Library Report to council 05 23 16](#)

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

7. [16-0331](#) Consider entering into a lease agreement with Great Western Properties, LLC.  
**Attachments:** [Northern Way Hockey Academy - 2016](#)
8. [16-0332](#) Consider accepting the low quote from Hammerlund Construction to remodel the Old Zamboni Room at the IRA Civic Center.  
**Attachments:** [Zamboni Room Bid - 1](#)  
[Zamboni Room Bid - 2](#)

**5:35 COMMUNITY DEVELOPMENT**  
**PM**

9. [16-0335](#) Conduct a Public Hearing to consider the adoption of an Ordinance amending and updating multiple sections of Article VI Zoning within Chapter 30 Land Development Regulations.  
**Attachments:** [Section 30-563 Supplementary use regulations - Exhibit "A"](#)  
[Section 30-564 Uses with restrictions - Exhibit "B"](#)  
[Section 30-592 Supplementary height regulations - Exhibit "C"](#)  
[Draft Amendments related to "roomer" use - Exhibit "D"](#)
10. [16-0338](#) Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending and updating multiple sections of Article VI Zoning within

Chapter 30 Land Development Regulations.

**Attachments:** [Ordinance \(draft\) adopting City Initiated Text Amendments to Chapter 30 Exhibits A - D to Draft Ordinance \(merged\)](#)

**5:45 ADMINISTRATION DEPARTMENT  
PM**

11. [16-0340](#) Authorize City staff to begin the process of filling the vacancy at the Library.  
**Attachments:** [Library Public Services Clerk I job description](#)

**5:50 VERIFIED CLAIMS  
PM**

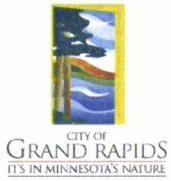
12. [16-0339](#) Consider approving the verified claims for the period May 3, 2016 to May 16, 2016 in the total amount of \$541,697.94.  
**Attachments:** [COUNCIL BILL LIST 05-23-16.pdf](#)

**5:55 ADJOURNMENT  
PM**

*NEXT REGULAR MEETING IS SCHEDULED FOR MONDAY, JUNE 13, 2016 AT 5:00 P.M.*

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

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 16-0325      **Version:** 1      **Name:** Council minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 5/10/2016      **In control:** City Council  
**On agenda:** 5/23/2016      **Final action:**  
**Title:** Consider approving Council minutes for Monday, May 9, 2016 Worksession & Regular meetings and Wednesday, May 4, 2016 Special Worksession.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [May 4, 2016 Special Worksession](#)  
[May 9, 2016 Regular Meeting](#)  
[May 9, 2016 Worksession](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, May 9, 2016 Worksession & Regular meetings and Wednesday, May 4, 2016 Special Worksession.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

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Wednesday, May 4, 2016

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 Wednesday, May 4, 2016 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** 4 - Mayor Dale Adams, Councilor Ed Zabinski, Councilor Bill Zeige, and Councilor Rick Blake

**Absent** 1 - Councilor Dale Christy

### Others present:

*Molly McCann, Get Fit Itasca, Chris Morque, President GRAHA, Trent Klatt, Head Hockey Coach*

### Discussion Items

Discuss concept of building a covered outdoor multi-purpose sport facility.

*Discussed concept for covered outdoor sports pavilion to be located at the Civic Center. GRAHA is willing to commit \$200,000 now, and up to \$500,000 to \$750,000 over all. Letters of support have been received from several others, including various sports associations as well as the school district. Staff will prepare Blandin grant application and bring to Council for consideration on Monday, May 9, 2016. GRAHA President, Chris Morque references the economic impact study done two years prior, noting the profit for many area businesses for building a complex that will draw more people to the Grand Rapids area.*

### ADJOURN

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

*Respectfully submitted:*

*Kimberly Gibeau*

*Kimberly Gibeau, City Clerk*



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

---

Monday, May 9, 2016

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, May 9, 2016 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

**Present** 5 - Councilor Dale Christy  
Councilor Ed Zabinski  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Rick Blake

### Others present:

*Tom Pagel, Chad Sterle, Barb Baird, Scott Johnson, Rob Mattei, Jeff Davies, Travis Cole*

### **5:01 PM** PRESENTATIONS/PROCLAMATIONS

Elected Official's Day of Recognition for National Service

*Lisa Randall, RSVP, discussed represented programs that fall under the umbrella of the volunteer programs and the impact of these volunteers on the City.*

**Adopted**

### MEETING PROTOCOL POLICY

### **5:03 PM** PUBLIC FORUM

*None.*

### **5:08 PM** COUNCIL REPORTS

*Councilor Zabinski makes note of a postcard that was distributed by the PUC regarding the changing of all electrical meters for customers. This project will likely be completed by the end of July 2016.*

*Mayor Adams recaps meeting with Sen. Amy Klobuchar to discuss issues, primarily wood availability and usage, captive rail, and EB5.*

*Mayor Adams recognizes Certificate of Commendation for Grand Rapids Wastewater Treatment plant and staff from the MPCA.*

**5:10 APPROVAL OF MINUTES  
PM**

Consider approving Council minutes for Monday, April 25, 2016 Worksession & Regular Meeting.

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

**5:11 CONSENT AGENDA  
PM**

1. Continuation of Phased Retirement Agreement for Facilities Maintenance Manager Ronald Edminster.

**Approved by consent roll call**

2. Consider hiring part time employees for Park & Recreation / I.R.A. Civic Center

**Approved by consent roll call**

3. Consider authorizing grant application to Blandin Foundation for multi use covered pavilion at the IRA Civic Center.

**Approved by consent roll call**

4. Consider authorizing a refund to NoPo Coffee Co., LLC for the unlicensed portion of 2016 and issue payment in the amount of \$275.00

**Approved by consent roll call**

5. Consider terminating temporary employees from the IRA Civic Center.

**Approved by consent roll call**

- 5a. Consider approval of an Interlocal Agreement between the City of Grand Rapids and the City of LaPrairie for the provision of Building Code enforcement, permitting and inspection services.

**Approved by consent roll call**

- 5b. Consider approval of a Development Agreement between Northland Counseling Center, Inc. and the City of Grand Rapids.

**Approved by consent roll call**

- 5c. Consider adopting a resolution authorizing the award of a construction contract with Casper Construction, in the amount of \$298,349.00, for the Kiesler Wellness Center

Sitework Project.

**Adopted Resolution 16-38 by consent roll call**

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

A motion was made by Councilor Christy, seconded by Councilor Zabinski, to approve the Consent agenda, as amended with the additions of items #8, 9 & 10, moved from the regular agenda and added as Items #5a, b & c, respectively. The motion carried by the following vote

**Aye** 5 - Councilor Dale Christy  
Councilor Ed Zabinski  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Rick Blake

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

A motion was made by Councilor Ed Zabinski, seconded by Councilor Bill Zeige, to approve the regular agenda as amended. The motion PASSED by unanimous vote.

### **ACKNOWLEDGE BOARDS & COMMISSIONS**

6. Acknowledge minutes for Boards & Commissions.

*2/17/16, 3/16/16 HRA Minutes  
7/15/15, 10/14/15 Civic Center, Park & Rec.  
3/30/16 Human Rights*

**Acknowledge Boards and Commissions**

### **5:14 DEPARTMENT HEAD REPORT PM**

7. Finance Department Head Report

*Finance Director Barb Baird provides update on Finance operation for the department, revenues & expenditures. This includes general fund, and various department funds. Also reviewed 2016 projects including RFP for public finance services, 2017 budgeting process, purchase & prepare time tracking software, and bond issuance.*

**Received and Filed**

### **5:25 COMMUNITY DEVELOPMENT PM**

*Items #8, 9 & 10 moved to Consent as #5 a, b & c.*



**5:40 PUBLIC WORKS DEPARTMENT  
PM**

11. Consider approving the Public Works Department's purchase of a new field groomer for the Grand Rapids Sports Complex from Absolute Innovations, Inc., for \$15,980.00.

*Public Works Director, Jeff Davies, reviews request for groomer purchase.*

**A motion was made by Councilor Christy, seconded by Councilor Blake, to authorize the purchase of new field groomer from Absolute Innovations Inc. for \$15,980.00. The motion carried by the following vote.**

**Aye** 5 - Councilor Dale Christy  
Councilor Ed Zabinski  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Rick Blake

**5:45 VERIFIED CLAIMS  
PM**

12. Consider approving the verified claims for the period April 19, 2016 to May 2, 2016 in the total amount of \$346,484.03.

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

**Aye** 5 - Councilor Dale Christy  
Councilor Ed Zabinski  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Rick Blake

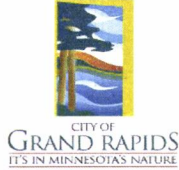
**5:50 ADJOURNMENT  
PM**

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Rick Blake, to adjourn the meeting at 5:34 PM. The motion PASSED by unanimous vote.**

*Respectfully submitted:*



*Kimberly Gibeau, City Clerk*



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

---

Monday, May 9, 2016

4:00 PM

Conference Room 2A

---

**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, May 9, 2016 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 Ed Zabinski, Councilor Bill Zeige, and Councilor Rick Blake

**Others present:**

*Tom Pagel, Chad Sterle, Steve Schaar, Scott Thompson, Marlin Halverson, Rob Mattei, Barb Baird, Jeff Davies*

### Discussion Items

1. Discussion of the Itasca County Emergency Operations Plan.  
  
*Itasca County Sheriff Representative, Marline Halverson, Emergency Management Coordinator, provides background information on current emergency operations management plan and presents recommended draft for new plan. Council will review and consider adoption on Monday, May 23, 2016.*
2. Review 5:00 PM Regular Meeting  
  
*Following discussion of items #8, 9 & 10 on regular agenda, all three were moved to Consent as items #5a, b & c, respectively.*

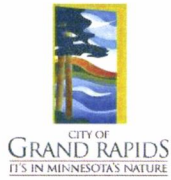
### ADJOURN

*There being no further business, the meeting adjourned at 4:54 pm.*

*Respectfully submitted:*

*Kimberly Gibeau*

*Kimberly Gibeau, City Clerk*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 16-0327      **Version:** 1      **Name:** Request by the Police Department to donate our found / abandoned bicycles to the Cap Baker Lions Club.

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

**File created:** 5/16/2016      **In control:** City Council

**On agenda:** 5/23/2016      **Final action:**

**Title:** Request by the Police Department to donate our found / abandoned bicycles to the Cap Baker Lions Club.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Request by the Police Department to donate our found / abandoned bicycles to the Cap Baker Lions Club.

### **Background Information:**

The Police Department was recently approached by the Cap Baker Lions Club for a donation of some of our found and abandoned bicycles. The Cap Baker Lions Club created a program "Pedals Repurposed" which accepts used bicycles, addresses minor repairs and then distributes the bikes back into the community to individuals in need.

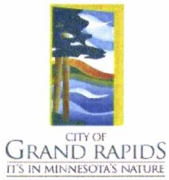
The Police Department has met the required timelines per MN State Statutes and per our city policy to donate or sell at auction our abandoned and found bicycles.

### **Staff Recommendation:**

The Police Department would recommend to the City Council to allow the Police Department to donate our found and abandoned bicycles to the Cap Baker Lions Club.

### **Requested City Council Action**

If the City Council so desires, please consider donating our found and abandoned bicycles to the Cap Baker Lions Club for their "Pedals Repurposed" program.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 16-0330      **Version:** 1      **Name:** Re-appointment of Matthew Moen to the position of part-time Parking Enforcement Officer.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 5/17/2016      **In control:** City Council  
**On agenda:** 5/23/2016      **Final action:**  
**Title:** Re-appointment of Matthew Moen to the position of part-time Parking Enforcement Officer.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Re-appointment of Matthew Moen to the position of part-time Parking Enforcement Officer.

**Background Information:**

Since 2006 the City has had a Parking Enforcement Officer position for the summer months. The Police Department had been receiving continuous complaints from the businesses in the Central Business District regarding the overtime parking and the lack of parking. A major complaint with the downtown businesses was the lack of consistency in parking enforcement.

Parking enforcement has been and continues to be handled by the Community Assistance Officer when time is available. Police Officers also do it on a limited basis when time is available, however it is difficult to be consistent. There is one position budgeted for 2016.

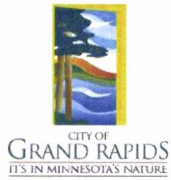
Matthew was the Parking Enforcement Officer last year and will be working this year during the months of June, July, and August.

**Staff Recommendation:**

Assistant Chief Steve Schaar has recommended hiring Matthew Moen at a rate of \$9.50 per hour effective June 6, 2016 through August 31, 2016.

**Requested City Council Action**

Make a motion to appoint Matthew Moen as part-time Parking Enforcement Officer at a rate of \$9.50 per hour effective June 6, 2016 - August 31, 2016.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 16-0333      **Version:** 1      **Name:** Park and Recreation Blandin  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 5/17/2016      **In control:** City Council  
**On agenda:** 5/23/2016      **Final action:**  
**Title:** Consider authorizing the Park and Recreation Department to submit a Quick Response Grant application to the Blandin Foundation.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider authorizing the Park and Recreation Department to submit a Quick Response Grant application to the Blandin Foundation.

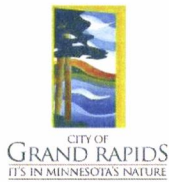
**Background Information:**

In an effort to achieve the City Council's shoulder season events outcome, the Park and Recreation Department has been working with the Itasca Curling Club to develop a fall bonspiel. The Quick Response Grant would be used to purchase necessary equipment to host the event at the IRA Civic Center in September.

**Staff Recommendation:**

City staff is recommending the authorizing of the Park and Recreation Department to submit a Quick Response Grant application to the Blandin Foundation to be used towards hosting a shoulder season event.

Make a motion authorizing the Park and Recreation Department to submit a Quick Response Grant application to the Blandin Foundation to be used towards hosting a shoulder season event.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 16-0334      **Version:** 1      **Name:** PW Hiring PT Spring/Summer Maintenance Workers  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 5/17/2016      **In control:** City Council  
**On agenda:** 5/23/2016      **Final action:**  
**Title:** Consider approving six new Part-Time Spring/Summer Maintenance Workers for the Public Works Department.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider approving six new Part-Time Spring/Summer Maintenance Workers for the Public Works Department.

### **Background Information:**

During the spring and summer, the Public Works Department hires part-time workers for the maintenance of city owned properties such as parks, athletic fields, rights-of-ways, Itasca Calvary Cemetery and the Itasca County Airport. At this time, Public Works would like to hire Dakota Hocking, Savanna Holum, Emily Olson, Kyle Persig, Alexander Rajala and Alan Waller (re-hire) as part-time Spring/Summer maintenance workers. These new hires will receive wages of \$9.00 per hour and Alan Waller will receive \$11.00 per hour. As per approval of this RCA, start of employment for these part-timers will be May 23rd, 2016 with an end date of October 29th, 2016. The cost for these part-time employees is included in the 2016 Public Works Budget.

### **Staff Recommendation:**

Public Works Director Jeff Davies approves hiring the six listed names as Spring/Summer Maintenance Workers.

### **Requested City Council Action**

Approve and authorize the Public Works Department hiring of Dakota Hocking, Savanna Holum, Emily Olson, Kyle Persig, Alexander Rajala and Alan Waller as part-time Spring/Summer Maintenance Workers for the 2016 Spring/Summer Maintenance Season.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 16-0341      **Version:** 1      **Name:** Adopt a resolution approving LG230 off site gambling application for Confidence Learning Center.

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

**File created:** 5/19/2016      **In control:** City Council

**On agenda:** 5/23/2016      **Final action:**

**Title:** Adopt a resolution approving LG230 off site gambling application for Confidence Learning Center.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [16 - Off-Site Gambling Permit](#)  
[Off-site gambling application](#)

Date	Ver.	Action By	Action	Result
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Adopt a resolution approving LG230 off site gambling application for Confidence Learning Center.

### **Background Information:**

Confidence Learning Center has submitted an application to conduct off-site gambling at Grand Rapids Eagles Club on August 29, 2016. The State of Minnesota, Gambling Control Board requires the City Council to approve by adoption of a resolution.

### **Staff Recommendation:**

Adopt the resolution approving the application.

### **Requested City Council Action**

Adopt a resolution approving LG230 off site gambling application for Confidence Learning Center.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 16 –

RESOLUTION APPROVING CONFIDENCE LEARNING CENTER OFF-SITE GAMBLING

WHEREAS, the Confidence Learning Center has presented the City Council of Grand Rapids an application to conduct off-site gambling at the Grand Rapids Eagles Aerie #2469, 1766 South Highway 169, Grand Rapids; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids approves the LG230 Application to Conduct Off-Site Gambling for the Confidence Learning Center at the Grand Rapids Eagles Aerie 2469, 1766 Highway 169 South, Grand Rapids, Minnesota on August 29, 2013.

Adopted by the City Council this 23<sup>rd</sup> day of May, 2016.

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Dale Adams, Mayor

ATTEST:

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Kimberly Gibeau, City Clerk

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



**LG230 Application to Conduct Off-Site Gambling**

**No Fee**

**ORGANIZATION INFORMATION**

Organization Name: CONFIDENCE LEARNING CENTER License Number: 00691

Address: 1620 MARY FAWCETT MEMORIAL DR City: EAST GULL LAKE, MN Zip: 56401

Gambling Manager Name: MICHELLE MATHIS Daytime Phone: 218-828-2344

Chief Executive Officer (CEO) Name: JEFF OLSON Daytime Phone: 218-828-2344

**GAMBLING ACTIVITY**

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

From 8/29/16 to 8/29/16

Check the type of games that will be conducted:

Raffle     Pull-Tabs     Bingo     Tipboards     Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: EAGLES AERIE 2469

Street address and City (or township): 1776 POKEGAMA AVE S Zip: 55744 County: ITASCA

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

Does your organization own the gambling premises?

**Yes** If yes, a lease is not required.

**No** If no, the lease agreement below must be completed, and signed by the lessor.

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lessor's Signature: R.E. Kuschel Date: 5-19-16

Print Lessor's Name: ROBERT KUSCHEL

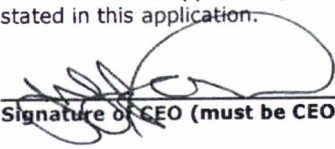
**Acknowledgment by Local Unit of Government: Approval by Resolution**

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

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

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

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


5-17-16.

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

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

<p><b>Data privacy notice:</b> The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p>	<p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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5a.



# CITY OF GRAND RAPIDS

## Legislative Master

File Number: 16-0343

File ID: 16-0343

Type: Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

File Created: 05/19/2016

File Name: John Bauer Bench Donation

Final Action:

**Title:** Consider adopting a resolution accepting a bench donation from John Bauer in honor of Roger Lopez.

Notes:

Sponsors:

Enactment Date:

Attachments: Bauer Bench Donation.pdf

Enactment Number:

Contact:

Hearing Date:

Drafter:

Effective Date:

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File 16-0343

Consider adopting a resolution accepting a bench donation from John Bauer in honor of Roger Lopez.

**Background Information:**

The City has a dedicate a bench program where citizens can purchase and donate a bench dedicating it in honor of a person or persons. John Bauer has submitted the paper work and fee for a bench in honor of Roger Lopez.

**Staff Recommendation:**

City staff is recommending a resolution accepting the donation of a bench John Bauer in honor of Roger Lopez.

**Requested City Council Action**

Make a motion adopting a resolution accepting a bench donation from John Bauer in honor of Roger Lopez

RESOLUTION NO. 16-xx

A RESOLUTION ACCEPTING A \$1734.58 DONATION FOR THE INSCRIPTION  
AND COST OF ONE PARK BENCH

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:

- An area resident donated \$1,734.58 for the inscription and cost of a park bench to be placed near the putting green at Pokegama Golf Course.

Adopted this 23<sup>rd</sup> day of May, 2016.

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Dale Adams, Mayor

Attest:

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Kim Johnson-Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Legislative Master

**File Number: 16-0344**

<b>File ID:</b> 16-0344	<b>Type:</b> Agenda Item	<b>Status:</b> Passed
<b>Version:</b> 1	<b>Reference:</b>	<b>In Control:</b> City Council
<b>File Name:</b> Consider a motion authorizing Assistant Police Chief Schaar to sign a Memorandum of Understanding Toward Zero Deaths with Itasca County Health and Human Services.		<b>File Created:</b> 05/23/2016
		<b>Final Action:</b> 05/23/2016
<b>Title:</b> Consider a motion authorizing Assistant Police Chief Schaar to sign a Memorandum of Understanding Toward Zero Deaths with Itasca County Health and Human Services.		

**Notes:**

**Sponsors:**

**Attachments:** 1731\_001.pdf

**Contact:**

**Drafter:** Steven Schaar

**Enactment Date:**

**Enactment Number:**

**Hearing Date:**

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	05/23/2016	Approved				Pass
	<b>Action Text:</b>		Approved by consent roll call				
		Aye: 4	Councilor Dale Christy, Mayor Dale Adams, Councilor Bill Zeige, and Councilor Rick Blake				

### Text of Legislative File 16-0344

Consider a motion authorizing Assistant Police Chief Schaar to sign a Memorandum of Understanding Toward Zero Deaths with Itasca County Health and Human Services.

**Background Information:**

The Grand Rapids Police Department has participated in the Minnesota Department of Public Safety's Toward Zero Deaths campaign for many years. The purpose is to reduce deaths and injuries on our public roadways. In Itasca County we have formed a coalition consisting of law enforcement, EMS, Engineering and Public Health to work together towards this goal.

Each year, a memorandum of understanding is signed between the parties in this coalition. The memorandum requires the parties to participate in scheduled meetings, review fatal accidents and exchange information. This memorandum will be renewed for a period of one year, beginning October

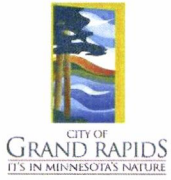
2016. Without the memorandum, the Minnesota Department of Public Safety may not fully fund our efforts.

**Staff Recommendation:**

It is the recommendation of the Police Department that the Council authorize Assistant Chief Steve Schaar to sign a Memorandum of Understanding between the Grand Rapids Police Department and Itasca County regarding the Towards Zero Deaths Coalition.

**Requested City Council Action**

If the council so desires, please authorize Assistant Chief Steve Schaar to sign a Memorandum of Understanding between the Grand Rapids Police Department and Itasca County regarding the Towards Zero Deaths Coalition.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 16-0336      **Version:** 1      **Name:** Library Department Head Report  
**Type:** Department Head Report      **Status:** Department Head Report  
**File created:** 5/18/2016      **In control:** City Council  
**On agenda:** 5/23/2016      **Final action:**  
**Title:** Department Head Report - Library  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Library Report to council 05 23 16](#)

Date	Ver.	Action By	Action	Result
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Department Head Report - Library



# Library Department Head Report

May 23, 2016



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

Our winter and spring have been filled with programs and activities. The Library continues to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

## Strategic Plan Implementation Update

The Library Board, Library staff and representatives from the Friends of the Library and the Library's volunteer Program Committee gathered input from the community and developed a revised strategic plan for 2014-2017. We continue to respond to the following requests and suggestions.

**Service Priority # 1: *Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.***

- **Saturday Story Times continued through the winter**, thanks to the generosity of the Library Foundation. This winter and spring the attendance ranged from 26-67 each Saturday, split between 2 sessions. We will continue Saturday story times through the summer. We are the only Library in the area that is open on Saturdays during the summer, so we continue to draw families from throughout Itasca County.
- We have seen many **class visits** already this spring and a few more are scheduled before the end of the year. Several Southwest and Murphy 3<sup>rd</sup> and 4<sup>th</sup> grade classes have been walking or taking the bus to the Library regularly, and we have had many visits from area preschools.
- Our newly developed space just for 6-12 year olds, with dedicated computers, display space and furniture has been a hit.
- We participated in the statewide Once Upon a Reader program featuring the book *10 Pigs: an Epic Bath Adventure* and hosted a visit from the author, Derek Anderson.
- Our winter reading program, *Reading is Snow Much Fun*, had 413 children sign up, and 197 returned their completed logs to receive a free book.
- Our summer Reading program, ***Read for the Win***, running mid-May through July 30, kicks off on May 21 with a special flag-making workshop presented by artists from the Creativity Tank.
- Summer Programs coming up included: Climb Theater performing *The Tortoise and the Hare*, a magician, music, regular Friday art classes, Cake Decorating, and a Lego building club, among others.

**Service Priority # 2: *Individuals will be supported in their personal search for knowledge and development of skills and careers.***

- Our recent **winter and spring programming** for adults has included such programs as: *Book Publishing in Minnesota*, *Organizing 101*, and *Ice Fishing Tips*





# Library Department Head Report

May 23, 2016



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

- We started a new afternoon series called “**Get Your Ducks in a Row**” which covered a variety of life topics. The programs attracted anywhere from 30 -70 people each session. We are repeating some of the programs this summer.
- On Feb 18<sup>th</sup> from 4-6 pm we **celebrated the solar installation with an Energy Fair**. People were able to stop by any time and learn more about solar installations, talk with manufacturers and installers, and talk with people who have existing installations.

### ***Service Priority #3: Individuals will have access to online resources that connect them to their community and the world***

- Our public computers continue to be used often by people taking **online classes**, those doing homework for local classes, those taking exams for professional licensure, as well as those with daily needs such as email access and a myriad of other communication and printing needs.
- Our public **wireless** network is in constant use by people bringing their own devices.

### ***Service Priority #4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.***

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including: *Minnesota's Titanic Connections*, *History of the Minnesota State Fair*, *Artaria String Quartet*, and *Minnesota's Fabulous Firsts*
- **A commitment to cultural diversity in programming and displays continues.** We collaborated with the Human Rights Commission this winter to host a travelling display, *Tracks in the Snow*, from the Islamic Resource Group. It tells the stories of Muslims in Minnesota, and provides a local follow up to the “Muslim Journeys” programming we did 3 years ago. We had about 45 people at each of the two accompanying presentations, and many people viewed the exhibit set up in the Library.
- Dr. Anton Treuer shared stories from his new book on the Red Lake Nation.
- **Rapids Reads**, our Community Read project, wrapped up in early May with the appearance of Margie Preus, author of *West of the Moon*
- **Alternate Formats are very popular:** Circulation of downloadable ebooks and audio books is high. **Our patrons downloaded 19,067 titles in 2015.** There are more than 9200 audiobook titles and 9900 ebook titles available to all holders of an ALS library card. We also provide access to 100 online magazines through Overdrive and online children’s books and games through Tumblebooks. All of these are available through our web site.
- Circulation of print, audio and video items also increased last year to 172,919 items.
- The teen summer reading program will run during June and July. For teens, summer is the best time for reading for pleasure. Programs include a photography contest, *Minute to Win It* and a games day.



# Library Department Head Report

May 23, 2016



## **Service Priority #5: Individuals and organizations will experience a comfortable, safe, quiet and welcoming place.**

Our meeting room is heavily utilized by organizations large and small. Our quiet study rooms are used by individuals seeking a quiet space or a space for 2 people to meet and work. The next upgrade project is to re-upholster or replace the large comfortable chairs, which are showing their age.

## **Service Priority # 6: Individuals will find opportunities to work together, share ideas, discuss, and collaborate.**

- The teen Anime Club continues, bringing teens together monthly to watch an anime movie and talk about anime and manga.
- Our tables and study rooms provide spaces for working on group projects.
- We provided a documentary film series that offers opportunities for discussion on current topics

## **Building, grounds and meeting space**

- The demonstration solar project installation was completed in early February. (Thanks to contributions from the City of Cohasset, the Library Foundation and the Blandin Foundation).
- We replaced the deteriorating sidewalk lights in front of the building. The new lights are LED and are more energy-efficient
- After a break-in in April we are looking at installing wireless security cameras around the building

## **Reusable bags**

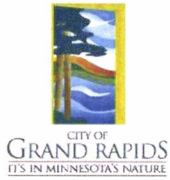
Earth Circle donated a large box of assorted reusable bags for customers last fall as an experiment, and it was so successful that the Friends of the Library provided inexpensive bags with the Friends logo. For Environmental reasons, we no longer provide plastic bags at the checkout desk.

## **Passports**

We began accepting passports on December 1 and the service was popular beyond our expectations. While we were expecting around 80 applications each month, December through March ranged from 121-170 each month. It was not until April that the number fell to 87. May continues to be quieter. People have commented on the convenient hours and location and the "family friendly" atmosphere.

*Note: The Library catalog is being migrated to a server in the cloud on May 24-26 so customers will not be able to search for, reserve or renew books, or have access to databases.*

**The Library continues to be very busy, with many people attending programs, borrowing materials, using computers, asking for information, or just hanging out!**



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 16-0331      **Version:** 1      **Name:** Northern Way Hockey Academy Lease Agreement  
**Type:** Agenda Item      **Status:** Civic Center, Parks & Recreation  
**File created:** 5/17/2016      **In control:** City Council  
**On agenda:** 5/23/2016      **Final action:**  
**Title:** Consider entering into a lease agreement with Great Western Properties, LLC.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Northern Way Hockey Academy - 2016](#)

Date	Ver.	Action By	Action	Result
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Consider entering into a lease agreement with Great Western Properties, LLC.

### **Background Information:**

Great Western Properties, LLC currently operates a skating treadmill located inside the Bemidji Community Arena. Looking to expand their business to Grand Rapids, they visited the IRA Civic Center and we determined that the Old Zamboni Room would be the best location within our facility. City Attorney Sterle developed a lease agreement for use of the space and it is attached for your review. Included in the lease, Great Western Properties, LLC agrees to pay for improvements that need to be done to the space.

### **Staff Recommendation:**

City staff is recommending that we enter into a lease agreement with Great Western Properties, LLC for use of the Old Zamboni Room at the IRA Civic Center.

### **Requested City Council Action**

Make a motion to enter into a lease agreement with Great Western Properties, LLC for use of the Old Zamboni Room at the IRA Civic Center.

**LEASE AGREEMENT**

This Lease Agreement (“Lease”) is made and executed this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Grand Rapids (“City”), a municipal corporation, and Northern Way Hockey Academy (“Lessee”), collectively referred to herein as “Parties.”

**WHEREAS**, City is the owner of premises (“Premises”) described below and City and Lessee wish to enter into a lease for the Premises on the terms and conditions set forth below,

**NOW, THEREFORE**, the Parties agree as follows:

1. **Premises:** The Premises includes the ‘Old Zamboni’ room located in the IRA Civic Center at 1401 NW Third Avenue in the City of Grand Rapids.
2. **Term:** This Lease will commence upon execution of this Agreement and shall continue for one year or until terminated by either party as hereinafter provided. This Lease may be extended for additional one-year terms upon the agreement of Lessee and City provided Lessee gives City 30 days’ notice prior to the end of the lease term of his intention to renew. Any such renewed term shall be subject to adjustment of the rent as provided for in paragraph 3 of this Agreement.
3. **Rent:** In consideration for Lessee’s use of the Premises as granted by this Lease, Lessee shall pay to City the amount of \$200 per month payable on the 1<sup>st</sup> of every month. Payments shall be made to the Finance Department at 420 No. Pokegama Avenue, Grand Rapids, MN 55744.
4. **Building Improvements:** For improvements needed to the Old Zamboni room, Lessee shall pay to the City \$3,905.00 at the commencement of this lease and \$3,905.00 upon completion of the work performed by contractor.
5. **Use of Premises:** Subject to the terms of this Lease, Lessee shall have use of the Premises at his convenience, for purposes of conducting private fitness training. Any money received by Lessee as a result of the private fitness training will remain the sole property of Lessee.
6. **Responsibilities of Lessee:**
  - a. Lessee will be responsible for cleaning and organizing the weight room, in addition to maintaining the fitness equipment to ensure that it is in proper and safe operating condition. Any expense for maintaining the fitness equipment will be the responsibility of the Lessee.

b. Lessee shall not conduct his business in any manner which violates local, state or federal laws or regulations.

d. Lessee shall be provided a key for the Old Zamboni room and agrees to keep the facility locked and secured when he is not on the premises. No changes shall be made to the existing locks and Lessee must restore all keys to the City upon termination of this Lease.

e. Lessee shall not assign or transfer this Lease or sublet the Premises without prior written consent of the City. Lessee shall not subcontract the services to be performed hereunder without prior written approval of the City, and no such approval shall be construed as subjecting the City to liability of any kind to any subcontractor.

f. Lessee shall not make any alterations, improvements or additions to the Premises without City's prior written consent. Any alterations improvements or additions shall become and remain the property of City. Any fitness equipment purchased by Lessee shall remain the property of Lessee after expiration or termination of this Lease.

g. Lessee shall not do or permit to be done anything which will invalidate or increase the cost of any fire and extended coverage insurance policy covering the Premises and will not allow the Premises to be used for any immoral, unlawful or objectionable purpose.

7. **Responsibilities of City:**

a. City shall perform all maintenance and make all repairs required to keep the building in good order, condition and repair, unless the need for such maintenance, repair or replacement is caused by the fault or negligence of Lessee.

8. **Indemnification and Insurance:** Lessee agrees to indemnify, defend, and hold harmless the City and its officers, agents, officials and employees for any and all third party claims, actions, causes of action, judgments and liens to the extent they arise out of any negligent or wrongful act or omission by Lessee. Such indemnity shall include attorney's fees and all costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by reason of the enumeration of any insurance coverage required herein. The City shall not provide such indemnification to Lessee, provided, however, that Lessee shall be relieved of its indemnification obligation to the extent any injury, damage, death or loss is attributable to the acts or omission of the City. This section shall survive termination of this Lease.

Lessee agrees to acquire and maintain, throughout the term hereof, a policy of liability insurance against any loss or injury suffered by anyone relating the Premises because of the negligence or fault of Lessee or because of the condition or operation of the business conducted therein in the sums identified below, naming City as an additional insured thereon. Lessee shall provide a copy of said liability insurance policy for the inspection of City upon request.

This lease shall not become effective until Lessee has obtained at his own cost and expenses all insurance required herein. All insurance coverage is subject to approval of City and shall be maintained by Lessee at all times this Lease is in effect.

A. Comprehensive General Liability

1. Bodily Injury: \$1,500,000 per occurrence  
\$1,500,000 products & completed operations
2. Property Damage: \$1,000,000 per occurrence
3. Personal Injury  
Liability Limit: \$1,500,000 per occurrence
4. Contract Liability (identifying the Contract)  
Bodily Injury: \$1,500,000 per occurrence  
Property Damage: \$1,500,000 per occurrence

B. Workers' Compensation

Attorney shall obtain and maintain for the duration of this Contract, statutory workers' compensation insurance and employer's liability insurance as required under the laws of the State of Minnesota.

1. State: Minnesota – Statutory
2. Employer's Liability

9. **Termination:** Either party may terminate this Lease without cause by giving the other party thirty (30) days' written notice. Upon delivery of said notice and upon expiration of the 30-day period, Lessee shall discontinue all services in connection with the performance of this Lease. Termination or expiration shall not relieve Lessee of any obligations set forth in this Lease, including but not limited to indemnification of the City as provided herein.

10. **Independent Contractor:** It is expressly understood that Lessee is an independent contractor and not an employee of the City. Lessee is qualified to perform the services pursuant to this Lease and City shall rely upon Lessee's expertise in the performance of said services. Lessee is not entitled to workers' compensation benefits or unemployment insurance benefits and Lessee is obligated to pay federal and state income tax (including social security) on any monies earned pursuant to this Agreement.

11. **Designated Representative:** Correspondence and/or other communications regarding this Lease shall be addressed to the following individuals, sent by U.S. Mail, postage prepaid, to:

City: Dale Anderson  
City of Grand Rapids  
420 No. Pokegama Ave  
Grand Rapids, MN 55744

Lessee:  
Northern Way Hockey Academy  
Email: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. **General Provisions:**

a. No promises, agreements, representations, or warranties shall be binding upon either party unless the same is evidenced by a signed writing and made part of this Lease agreement.

b. Any consent, express or implied, by the city to any breach by Lessee of any term or condition of this Lease shall not constitute a waiver by the City of any prior or succeeding breach by Lessee of the same or any other term or condition of this Lease. Acceptance by the City of rent or other payment with knowledge of a breach or of default under any term hereof by Lessee shall not constitute a waiver by the City of such breach or default.

c. In the event any terms, covenants, conditions or provisions of this Lease shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other term, covenant, condition or provision hereof.

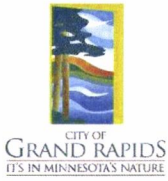
d. If any action at law or equity is commenced concerning this Lease or to enforce its terms, the prevailing party in such matter shall be entitled to the payment of reasonable attorney's fees and costs as determined by the court, in addition to any other relief which may be awarded to that party.

**CITY OF GRAND RAPIDS:**

**LESSEE:**

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

\_\_\_\_\_  
Northern Way Hockey Academy



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 16-0332      **Version:** 1      **Name:** Renovate Old Zamboni Room  
**Type:** Agenda Item      **Status:** Civic Center, Parks & Recreation  
**File created:** 5/17/2016      **In control:** City Council  
**On agenda:** 5/23/2016      **Final action:**  
**Title:** Consider accepting the low quote from Hammerlund Construction to remodel the Old Zamboni Room at the IRA Civic Center.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Zamboni Room Bid - 1](#)  
[Zamboni Room Bid - 2](#)

Date	Ver.	Action By	Action	Result
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Consider accepting the low quote from Hammerlund Construction to remodel the Old Zamboni Room at the IRA Civic Center.

**Background Information:**

We need to renovate the Old Zamboni Room to accomodate a lease agreement with Northern Way Hockey Academy to place a skating treadmill inside the IRA Civic Center. I received proposals from Hammerlund Construction (\$7810.00) and Miller Construction (\$8300.00). I am recommending that we accept the low quote from Hammerlund Construction. The City is being reimbursed by Northern Way Hockey Academy for this expense.

**Staff Recommendation:**

City staff recommends accepting the low quote from Hammerlund Construction for \$7810.00 to remodel the Old Zamboni Room at the IRA Civic Center.

**Requested City Council Action**

Make a motion accepting the low quote from Hammerlund Construction for \$7810.00 to remodel the Old Zamboni Room at the IRA Civic Center.





Attn: Mr Dale Anderson

PROPOSAL SUBMITTED TO IRC Civic Center		PHONE	DATE 04-28-2016
STREET 31188 State Hwy 38		JOB NAME Concrete Demo	
CITY, STATE AND ZIP CODE Grand Rapids, MN 55744		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Demo concrete in existing pit area below floor. Demo track for new pipe. Build 8" block wall 9' x 10', fill pit with sand, pour pit and trench with concrete.

Furnish and install double doors and frame. Patch one black hole and a couple other small holes.

\$7,810.00

Excludes: paint, electrical and plumbing.

We **Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Seven thousand eight hundred ten dollars (\$ 7,810.00 ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

MILLER CONSTRUCTION  
HCR 4 Box 106  
DEER RIVER, MINNESOTA 56636

# JOB ESTIMATE

(218) 246-8938

PHONE

DATE

4-29-16

JOB NAME/LOCATION

Aranya Grand Rapids

TO IRA Civic Center

Att. Mr. Anderson

JOB DESCRIPTION:

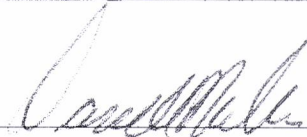
Close in and create new skating machine room. work consist of Demolition of pit, pour slab, Build Block wall with Double Door.

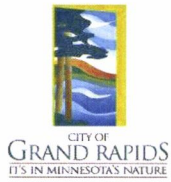
THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED  
JOB COST

8300.<sup>00</sup>

ESTIMATED  
BY





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	16-0335	<b>Version:</b>	1	<b>Name:</b>	Conduct a Public Hearing to consider the adoption of an Ordinance amending and updating multiple sections of Article VI Zoning within Chapter 30 Land Development Regulations.
<b>Type:</b>	Public Hearing	<b>Status:</b>			Community Development
<b>File created:</b>	5/18/2016	<b>In control:</b>			City Council
<b>On agenda:</b>	5/23/2016	<b>Final action:</b>			
<b>Title:</b>	Conduct a Public Hearing to consider the adoption of an Ordinance amending and updating multiple sections of Article VI Zoning within Chapter 30 Land Development Regulations.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Section 30-563 Supplementary use regulations - Exhibit "A"</a> <a href="#">Section 30-564 Uses with restrictions - Exhibit "B"</a> <a href="#">Section 30-592 Supplementary height regulations - Exhibit "C"</a> <a href="#">Draft Amendments related to "roomer" use - Exhibit "D"</a>				

Date	Ver.	Action By	Action	Result
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Conduct a Public Hearing to consider the adoption of an Ordinance amending and updating multiple sections of Article VI Zoning within Chapter 30 *Land Development Regulations*.

### **Background Information:**

Over the past year, staff had accumulated a short list of sections within Article VI (Zoning) of Chapter 30 (Land Development of the Municipal Code that could use review, and if deemed necessary, updating or clarification.

On April 7, 2016 the Planning Commission formally initiated this review process, and formed a subcommittee of three Commissioners to work with staff on further developing potential amendments to the text of the Zoning Ordinance, which would then be presented to the full Planning Commission for review and recommendation to the City Council.

Generally, the Planning Commission initiated amendments pertained to the following areas/sections of the Zoning Ordinance:

- Section 30-563. *Supplementary use regulations*. Subparts 2 (garages) and 3 (tool sheds)
- Section 30-564. *Uses with restrictions*. Subpart 34 (outdoor storage)
- Section 30-592. *Supplementary height regulations*. Subpart a. (permitted exceptions)
- Review and discussion of the “roomer” use within the single and two family zoning districts

The Planning Commission Subcommittee met with staff April 21st to review the Sections of the Ordinance proposed for amendment, as well as have further discussion on the “roomer” use. Upon their review, the subcommittee recommended a number of changes that add clarity to the roomer use & which align it with occupancy limits for other uses permitted in one and two-family residential districts. Their recommendations also addressed some miscellaneous revisions to sections pertaining to accessory uses & security fences.

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

### **Section 30-563 *Supplementary use regulations* - (EXHIBIT “A”)**

- o Subparts 2 and 3 (pertaining to Accessory buildings) - *combined the two subparts, titled*

*“Accessory buildings in R-1, SR-1, R-1a, SR-1a, R-2 and SR-2 districts” for the purpose of consistency with other subparts in section and eliminated subpart 3.*

**Section 30-564(34) Uses with restrictions - (EXHIBIT “B”)**

- o Deleted the majority of this subpart (34). Added: *“Is accessory to the existing principal use of the property”* as well as added this line to subparts 35 and 36 (for consistency). This subpart (34) was reconfigured and combined into another section (Sect. 30-597 and Section 30-624(d)) as part of the City initiated one and two family residential parking ordinance project in 2015. Amendments to this subpart was overlooked during the final stages of the amendment process.

**Section 30-592. Supplementary height regulations. Subpart a. Permitted exceptions. - (EXHIBIT “C”)**

- o #3 *Security fences or walls in the R-3, SR-3, R-4, SR-4, GB, SGB, CBD, BP, SBP and I zones.* Clarifies minimum setback for a 6’ fence under this provision. Added: *Within BP and I zones, security fences or walls up to six feet in height shall not be located nearer than 2 feet from any property line.*

**Consider amendments to the “roomer” use within the single and two family zoning districts, which would allow for additional persons to stay at a residence under this use - (EXHIBIT “D”)**

- o Added the following definitions to Section 30-421 (definitions)
  - Rooming house*, means a building that is the primary residence of the owner and in which rooms are provided by the owner, for compensation, to persons not related by blood, marriage, or adoption to the owner.

*Rooming unit*, means any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking and eating purposes.

Added the following to Section 30-512 Permitted Use Table (striking the “roomer” use from the table, as well as from Sect. 30-564 Uses w/restrictions)

Rooming house - 6 or fewer persons (permitted in Rural Residential, R-1, and R-2 zoning districts) single family residential districts.

Rooming house - 7 or more persons (permitted in R-3, R-4, and Limited Business) more of the higher density residential districts (but do allow for single family home as well).

Reworded the existing Minimum Parking Requirement (in Sect. 30-628 minimum number) to read:

Boarding and rooming houses - 1 per “rooming unit” (rather than “sleeping room”)

At their meeting on May 5, 2016, the Planning Commission reviewed the amendments and forwarded a favorable recommendation to the City Council regarding the draft text amendment. The proposed amendments shown as Exhibits A -D to the draft Ordinance being considered, which also includes the Planning Commission’s findings of fact.

**Requested City Council Action**

Conduct a Public Hearing to consider the adoption of an Ordinance amending and updating multiple sections of Article VI Zoning within Chapter 30 *Land Development Regulations*.

## Exhibit A

### Sec. 30-563. - Supplementary use regulations.

In addition to other requirements of this division, the following shall apply:

(1) *Accessory buildings.* No accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory. Only two detached accessory buildings shall be allowed, except as provided for in subsection ~~dc~~. Accessory buildings may be erected as part of the principal building or may be connected to it by a roofed-over porch, patio, breezeway or similar structure or it may be completely detached. If attached to the principal building, an accessory building shall be structurally a part of it and shall comply in all respects with the requirements applicable to the principal building. An accessory building not attached and not made part of the principal building shall not be nearer than six feet from any other separate structure on the same lot.

a. Membrane structures shall be permitted uses in all residential, districts subject to the following:

1. All membrane structures shall meet the standards of the building code. Refer to article IV of this chapter
2. All membrane-covered buildings shall be neutral colored (i.e. dark green, tan, brown, etc.)
3. There shall be no more than one membrane-structure per property
4. The size shall not exceed 400 square feet.
5. Membrane structures shall be included in hardcover calculations.
6. Membrane structures shall be adequately anchored and/or secured to the ground.
7. Membrane structures shall meet setback requirements for accessory buildings.
8. Membrane structures shall not be located in the front or side yards.

~~b.(2)~~ *Accessory BuildingsGarages* in R-1, SR-1, R-1a, SR-1a, R-2 and SR-2 districts. The following shall apply:

~~1a.~~ Structural space may be provided as accessory to a principal use not to exceed 1,000 square feet for lots smaller than 7,000 square feet and 1,300 square feet for lots greater than 7,000 square feet, total space, including an attached garage, provided:

~~i.~~ ~~4.~~—The building height does not exceed the height of the principal structure or 18 feet, whichever is greater, and the wall height does not exceed ten feet.

~~ii.~~ ~~2.~~—The total building coverage does not exceed the limits outlined in Table 2-A in section 30-512.

~~iii.~~ ~~3.~~—No other storage buildings shall be allowed.

~~2b.~~ Where the lot size equals or exceeds 15,000 square feet, up to 1,500 square feet of structural accessory space, including an attached garage, may be provided, subject to the limitations of subsection ~~(b2)1a.1—3.~~ of this section.

~~3e.~~ An accessory building shall not be located any closer to the front lot line than the principal building.

~~(3) Tool sheds in R-1, SR-1, R-1a, SR-1a, R-2 and SR-2 districts. Tool sheds and other similar buildings for the storage of domestic supplies shall require a building permit and shall conform to the following standards:~~

~~a.—The area shall not exceed 160 square feet.~~

## Exhibit A

~~b. The height of a detached building shall not exceed 12 feet. If attached, the structure shall not exceed the height of the principal building.~~

c.(4) *Accessory buildings in RR, SRR, and AG districts.* Accessory buildings shall conform to the following standards:

- 1a. Structural space may be provided as accessory to a principal use not to exceed the lesser of three percent of the lot area or 10,000 square feet.
- 2b. No single accessory building shall exceed 25 feet in height.
- 3e. Accessory buildings not used for agricultural purposes shall be limited to the height of the principal residential structure with no more than 14 foot sidewalls
- 4d. Accessory buildings shall be designed to be compatible with the principal building and general neighborhood environments, including but not limited to exterior finish, color, materials, overhangs, soffits, and fascia.
- 5e. Accessory buildings located in the front or side yard shall be allowed subject to the following requirements:
  - i. 1. ~~1.~~ The accessory building is designed to architecturally match the existing principal structure including roof pitch, windows, trim, shingles, color and side materials. The roof overhang and eaves shall be at least 12 inches but no more than 30 inches.
  - ii. 2. ~~2.~~ Accessory building overhead doors must be perpendicular to the road.
  - iii. 3. ~~3.~~ The height of the accessory structure shall not exceed that of the principal structure and the maximum sidewall height shall not exceed 12 feet.
  - iv. 4. ~~4.~~ Must be setback no less than 75 feet from the public right-of-way.
  - v. 5. ~~5.~~ The principal structure and accessory structure must share a common driveway.

(Code 1978, § 23.5(G); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

## EXHIBIT "B"

- (33) Office—Business (within LB, SLB zone): Maximum size of structure 5,000 square feet GFA.
- (34) Outdoor storage (within RR, R-1, SR-1, R-1a, SR-1a, R-2, SR-2 zone): is accessory to the existing principal use of the property~~Of not more than two portable recreation buildings or vehicles provided they are owned by the resident(s), are maintained in a neat, safe and orderly fashion and further provided that they are not stored in the front yard or nearer the front lot line than the principal building, or less than five feet from any other lot line.~~
- (35) Outdoor storage (within R-3 SR-3, R-4, SR-4, LB, SLB zone): Subject to the following:
- All outdoor storage is accessory to the existing principal use of the property, and shall be accommodated within a central storage area.
  - Such outdoor storage area shall not be within a required yard.
  - The storage area shall be screened from view from all public streets and R districts by a wall, fence and/or plant materials providing 90 percent capacity during all seasons of the year to a height above the ground of six feet, in such a manner as described in section 30-594(h).
- (36) Outdoor storage—Merchandise/material (within GB, SGB, CBD, BP, SBP, I-1, SI-1, I-2, SI-2 zone) is accessory to the existing principal use of the property: Of those items not normally considered to be retail display items, shall be subject to the requirements of section 30-594(h). Such items may include, but shall not be limited to, construction materials, tires, packaged inventory, salvaged/discarded materials, damaged or disassembled vehicles. This would not include such items as cars, trucks, recreational vehicles, lawn equipment, ornaments, etc., to the extent that the display items conform to the setback requirements for parking lots in the district.
- (37) Outdoor storage of land/sea containers (within all nonresidential zones, including MU and SMU): Shall be allowed on a temporary basis as an accessory use subject to the following:
- A permit shall be obtained prior to the arrival and placement of one or more containers on the site. The permit shall be issued for a maximum of 24 consecutive months in industrial zones and 12 consecutive months in all other nonresidential zones. In unique situations when the lapse of permit and abrupt discontinuance of the land/sea container use will not have a harmful effect upon the principal use of the property, the planning commission may consider approval of a one-time permit term extension, the length of which will be determined by the planning commission, with a maximum extension of no greater than one-year in non-industrial permitted areas. The permit shall identify the number of containers to be placed on the site within the set time period. No permit shall be reissued until at least 18 months has elapsed in industrial zones and six months has elapsed in other nonresidential zones since the expiration of the previous container permit.
  - Containers shall not be stacked and shall be placed on a level, stable surface allowing for adequate drainage at all times.
  - Containers shall not be stored in the front yard of the property or in the required side or rear yard setback areas.
  - All non-industrial properties obtaining more than two permits in three years shall screen any containers from the motoring public or residential neighborhoods immediately adjacent to the property where it is located through fencing, walls or landscaping.
  - Containers shall not be placed on parking spaces required to meet the site's parking demand.
  - Containers shall be placed to provide sufficient access to the container and any buildings on the site for fire fighting purposes.
  - The recipient of the permit shall be the only party allowed to use the container.

## EXHIBIT "C"

Sec. 30-592. - Supplementary height regulations.

- (a) *Permitted exceptions.* The following structural appurtenances shall be permitted to exceed the height restrictions for the district provided they do not impair the solar access of buildings on adjoining properties and are not used for human occupancy or commercial enterprise:
- (1) Ornamentation such as church spires, belfries, bell towers, cupolas, domes, monuments and flagpoles.
  - (2) Mechanical appurtenances such as solar collectors, chimneys, smoke stacks, public utility facilities, elevator and stairwell penthouses, aerials, radio and television antennae and cooling towers.
  - (3) Security fences or walls in the R-3, SR-3, R-4, SR-4, GB, SGB, CBD, BP, SBP and I zones, shall be permitted to a height of 12 feet provided that any fence or wall over six feet in height meets the setback requirements for buildings. No barbed wire shall be permitted on any fence at a height of less than seven feet from the finished grade level. Within BP and I zones, security fences or walls up to six feet in height shall not be located nearer than 2 feet from any property line.
- (b) *Required reduction.* Refer to airspace overlay regulations, section 30-701.

(Code 1978, § 23.6(B); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 12-06-07, Exh. D, 6-11-2012)



## EXHIBIT "D"

townhouses, apartment buildings, campgrounds, recreational vehicle parks, resorts, hotels, motels, and conversions of structures and land uses to these uses.

*Principal use of structure* means the main use to which the premises are devoted and the principal purpose for which the premises exist.

*Professional, scientific and technical services*, means a place devoted to experimental study such as testing and analyzing materials, not including manufacturing or packaging of such materials, except incidentally. These activities require a high degree of expertise and training. The establishments in this sector specialize according to expertise and provide these services to clients in a variety of industries and, in some cases, to households. Activities performed include: legal advice and representation; accounting, bookkeeping, and payroll services; architectural, engineering, and specialized design services; computer services; medical and dental clinics; consulting services; research services; advertising services; and other professional, scientific, and technical services.

*Public hearing* means an official public meeting for which notice has been published in the official newspaper.

*Public waters* means any waters as defined in Minn. Stat. § 103G.005, subd. 15.

*Publication* means a notice placed in the official newspaper.

*Recreational equipment, major* means: travel trailers (including those that telescope or fold down), chassis-mounted campers, truck toppers, motor homes, tent trailers, converted buses, watercraft, trailer, all-terrain vehicle, snowmobile, dark house, fish house, and the like.

*Recreational facility, commercial-outdoors*, means an area or structure that offers commercial entertainment or recreation where any portion of the activity takes place outside. This includes but is not limited to batting cages, miniature golf, paint ball, go-cart track, or similar activities. This use may include associated accessory eating and drinking areas, retail sales areas and staff offices. This definition does not include trails for off-road motorized vehicle sports such [as] dirt bike and all-terrain vehicles.

*Residential planned unit development* means a use where the nature of residency is non-transient and the major or primary focus of the development is not service-oriented. For example, residential apartments, manufactured home parks, time-share condominiums, townhouses, cooperatives, and full fee ownership residences would be considered as residential planned unit developments. To qualify as a residential planned unit development, a development must contain at least five dwelling units or sites.

*Retail, convenience*, means a retail establishment offering for sale a limited line of groceries and household items, except for gasoline, intended for the convenience of the neighborhood.

*Retail, general sales and services*, refers to a broad range of commercial activities operating out of a permanent structure catering to the general public. It does not include other land uses referred to in Table 1 (uses permitted) in section 30-512.

*Right-of-way* means a street, alley or easement permanently established for the passage of persons and vehicles including the traveled surface and adjacent lands that are formally dedicated to such usage.

*Rooming house*, means a building that is the primary residence of the owner and in which rooms are provided by the owner, for compensation, to persons not related by blood, marriage, or adoption to the owner.

*Rooming unit*, means any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking and eating purposes.

*Senior citizen housing* means housing that is exclusively for occupancy by a family of elderly persons over 65 years of age.

*Senior housing with services* means an establishment, licensed by the State of Minnesota, whose purpose is to provide living accommodations along with health related services primarily for the elderly, as further defined by Minn. Stat. § 144D.01, subpart 4.

# EXHIBIT "D"

## Sec. 30-512. - Table of uses permitted in zones.

For the purpose of this article, a comprehensive list of uses is presented in Table 1, Uses Permitted in Zones. This table is incorporated into this article generally and into the regulations of each district, as appropriate, the same as if the uses were listed separately and for each district. Table 1 identifies three types of uses: uses permitted by right (permitted uses); uses with restrictions; and conditional uses.

- (1) *Permitted uses.* These are identified as permitted in a particular zone by the placement of a "P" in the column bearing the heading of that zone.
- (2) *Restricted uses.* These uses are permitted in a particular zone subject to certain special restrictions. These uses are identified by the placement of a "R" in the column bearing the heading of that zone. For details on the types of restrictions, please refer to section 30-564.
- (3) *Conditional uses.* Certain uses, because of their unique characteristics, must be considered individually as to their impact upon neighboring land, and the public welfare and their compatibility at the particular location. Conditional uses must go through a special approval process prior to their establishment. These uses are identified by the placement of a "CUP" in the column bearing the heading of that zone. For details on the conditional use process, please refer to section 30-531.

(Code 1978, § 23.5(F); Ord. No. 05-05-08, 5-18-2005; Ord. No. 05-06-12, 6-27-2005; Ord. No. 05-10-15, 10-24-2005; Ord. No. 06-03-01, 3-13-2006; Ord. No. 06-03-01, 3-27-2006; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 13-09-10, Exh. A, 9-23-2013)

TABLE 1 - PERMITTED USES

RR	R-1/1a	R-2/2	R-3/3	R-4/4	LB/SLB	GB/SGB	CB/D	MU/SMU	M/SM	RC/RC	BP/SBP	I-1/1	I-2/2	CD	PU/SPU	AG	AP	LISTING OF USES IN ZONING DISTRICTS
																		RESIDENTIAL
P	P	P	P	P	P											P		single-family detached
		P	P	P	P											P		twin home attached
		P	P	P	P			P										two-family attached

**EXHIBIT "D"**

																			R		manufactured home < 24' wide	
					P	P	R												P		accessory apartments	
<u>RP</u>	<u>RP</u>	<u>RP</u>	<u>P</u>	<u>P</u>	<u>P</u>														R		<del>roomers</del> <u>rooming house</u> <u>6 or fewer persons</u>	
			<u>P</u>	<u>P</u>	<u>P</u>																	<u>rooming house</u> <u>7 or more persons</u>
		R	R	R	P	P	P												P		bed and breakfast accommodations	
			P	P	P	P	R	P														multifamily
		CU	CU																			manufactured home park
				P		P		P	P	P												congregate housing
	R	R	R	R	R	R	R	R	R										R	R		emergency housing facility
																						SENIOR HOUSING WITH SERVICES
R	R	R	P	P	P														P			6 or fewer persons
R	R	R	P	P	P														P			7 to 8 persons
R	R	R	P	P	P														P			9 to 16 persons

## EXHIBIT "D"

h. The containers shall be limited to a maximum square footage of container storage area not to exceed two percent of the gross area of the site on which the container is located. In no cases shall the footprint of all of the containers on a site exceed 3,200 square feet.

(3837) Pharmacy (within the LB, SLB, MU, SMU zone): Must be accessory to a permitted principal use.

(3938) Pharmacy (within the M and SM zones): May be accessory to a permitted principal use, or as a stand alone principal use, provided the following:

- a. The lot, upon which a pharmacy, as a principal use, is to be located, shall not be adjacent to residentially zoned property.
- b. Type "C" bufferyard requirements shall be adhered to.
- c. No greater than five percent of the gross floor area of the structure shall be utilized for the display and sale of merchandise which is not either medication or medical/health care supplies.

(4039) Private noncommercial recreation (within residential zones and LB, SLB zone): Including tennis courts, hot tubs and swimming pools provided they are located no nearer the front lot line than the principal structure and are not less than ten feet from a property line. Swimming pools shall be completely enclosed with a six-foot high protective fence and a latching gate.

(4140) Professional, scientific, and technical services (within the LB, SLB zone): Maximum size of structure 5,000 square feet GFA.

(4241) Recycling center (within GB, SGB zone): All outdoor storage of equipment, except automobiles and trucks up to two-ton, and materials/supplies shall be screened from public view as per the requirements of section 30-594(h).

(4342) Restaurant (within the M, SM zone): Must be accessory to a permitted principal use; no sale of alcoholic beverages.

(4443) Restaurant (within the RC, SRC zone): Must be accessory to a permitted principal use.

(4544) Retail—General sales and service (within the LB, SLB zone): Maximum size of structure shall be limited to 3,000 square feet gross floor area, and no more than 1,000 square feet GFA of retail sales space.

(4645) Retail—General sales and service (within the AP zone): Shall be permitted to occupy up to 25 percent of the gross floor area in the main terminal building, and shall not have signs visible from the public street right-of-way.

~~(47) Roomers (within the RR, SRR, R-1, SR-1, R-1a, SR-1a, R-2, SR-2, AG zone): The leasing of rooms to not more than two roomers provided no signs are displayed, the rooms are not equipped with kitchen facilities of any kind and one on-site parking space is provided for each roomer in addition to the minimum number required for the residence.~~

(4846) Satellite dishes and solar energy systems/collectors (within all zones): Provided they comply with the yard and height requirements for principal buildings. Where a rear yard abuts a lake or stream, satellite dishes and solar collectors shall not be permitted between the water body and the principal building.

(4947) Schools—Elementary through secondary (within RR, SRR, R-1, SR-1, R-1a, SR-1a, R-2, SR-2, R-3, SR-3, R-4, SR-4 zone): Subject to the following:

- a. Small schools within existing buildings: Schools for 25 or fewer students shall be permitted within the existing principal church or religious building provided that:
  1. Alterations: There shall be no external alteration of the building(s) or grounds to reflect school usage.

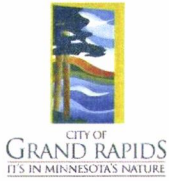
## EXHIBIT "D"

Sec. 30-628. - Minimum number.

The minimum number of off-street parking spaces by type of use shall be required in accordance with the following schedule. When determining the number of required parking spaces results in a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half require one parking space.

RESIDENTIAL USES		MINIMUM PARKING REQUIRED
1.	One- and two-family units	2 per dwelling unit
2.	Multiple-dwellings	2 per dwelling unit <sup>1</sup>
3.	Senior citizens housing	0.5 per dwelling unit
4.	Boarding and rooming houses	1 per <del>sleeping room</del> <u>rooming unit</u>
5.	Accessory apartments	1 per unit
6.	Bed and breakfast	1 per room <sup>2</sup>
7.	Day care/nursery schools	Same as one-two family units
8.	Group and foster homes	Same as one-two family units
9.	Mobile home parks	2 per dwelling unit

>PUBLIC AND QUASIPUBLIC USES		MINIMUM PARKING REQUIRED
1.	Churches	1 per 3 seats in largest assembly room
2.	Elementary school	2 per classroom
3.	Junior high school	2 per classroom
4.	Senior high schools	6 per classroom plus 1 per 6 seats in main auditorium



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 16-0338      **Version:** 1      **Name:** Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending and updating multiple sections of Article VI Zoning within Chapter 30 Land Development Regulations.

**Type:** Agenda Item      **Status:** Community Development

**File created:** 5/18/2016      **In control:** City Council

**On agenda:** 5/23/2016      **Final action:**

**Title:** Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending and updating multiple sections of Article VI Zoning within Chapter 30 Land Development Regulations.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Ordinance \(draft\) adopting City Initiated Text Amendments to Chapter 30 Exhibits A - D to Draft Ordinance \(merged\)](#)

Date	Ver.	Action By	Action	Result
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Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending and updating multiple sections of Article VI *Zoning* within Chapter 30 *Land Development Regulations*.

**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**

Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending and updating multiple sections of Article VI *Zoning* within Chapter 30 *Land Development Regulations*; and authorize its publication in summary form.

**AN ORDINANCE AMENDING AND UPDATING MULTIPLE SECTIONS OF ARTICLE VI (ZONING) WITHIN CHAPTER 30 LAND DEVELOPMENT REGULATIONS**

WHEREAS, from time to time, the City of Grand Rapids deems it important to review, and update, if necessary, its Zoning Ordinance (Land Development Regulations); and

WHEREAS, at their meeting on April 7, 2016, the Grand Rapids Planning Commission initiated the process to update and amend various portions of the Zoning Ordinance (Land Development Regulations) identified by city staff, and additionally, formed a subcommittee of three Commissioners to work with staff on further developing the potential amendments to the text of the Zoning Ordinance; and

WHEREAS, the Planning Commission on May 5, 2016 took up consideration of draft amendments to Chapter 30 of the City Code, as put forth by the subcommittee, and found that amendments were 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 draft amendments to said portions of Article VI of Chapter 30 of the City Code; and

WHEREAS, the City Council conducted a public hearing on Monday, May 23, 2016 at 5:30 p.m., to consider the amendments to Chapter 30; 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 establish additional guidelines for improving the appearance of neighborhoods.
- The amendments would indirectly foster economic growth in the community, by allowing home owners the possibility of additional income through the rental of spare rooms.
- That the amendments would be in keeping with the spirit and intent of the Zoning Ordinance by maintaining an updated Ordinance.
- That the amendments would be in the best interest of the general public, again by maintaining a current and updated Zoning Ordinance.
- That the amendments would be consistent with the Comprehensive Plan, as the amendments will maintain an updated Zoning Ordinance, as well as providing the opportunity for additional housing options in single-family residential neighborhoods.

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

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 23<sup>rd</sup> day of May, 2016.

\_\_\_\_\_  
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.



## Exhibit A

Sec. 30-563. - Supplementary use regulations.

In addition to other requirements of this division, the following shall apply:

(1) *Accessory buildings.* No accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory. Only two detached accessory buildings shall be allowed, except as provided for in subsection ~~dc~~. Accessory buildings may be erected as part of the principal building or may be connected to it by a roofed-over porch, patio, breezeway or similar structure or it may be completely detached. If attached to the principal building, an accessory building shall be structurally a part of it and shall comply in all respects with the requirements applicable to the principal building. An accessory building not attached and not made part of the principal building shall not be nearer than six feet from any other separate structure on the same lot.

a. Membrane structures shall be permitted uses in all residential, districts subject to the following:

1. All membrane structures shall meet the standards of the building code. Refer to article IV of this chapter
2. All membrane-covered buildings shall be neutral colored (i.e. dark green, tan, brown, etc.)
3. There shall be no more than one membrane-structure per property
4. The size shall not exceed 400 square feet.
5. Membrane structures shall be included in hardcover calculations.
6. Membrane structures shall be adequately anchored and/or secured to the ground.
7. Membrane structures shall meet setback requirements for accessory buildings.
8. Membrane structures shall not be located in the front or side yards.

~~b.(2)~~ *Accessory BuildingsGarages* in R-1, SR-1, R-1a, SR-1a, R-2 and SR-2 districts. The following shall apply:

~~1a.~~ Structural space may be provided as accessory to a principal use not to exceed 1,000 square feet for lots smaller than 7,000 square feet and 1,300 square feet for lots greater than 7,000 square feet, total space, including an attached garage, provided:

~~i. 1.~~—The building height does not exceed the height of the principal structure or 18 feet, whichever is greater, and the wall height does not exceed ten feet.

~~ii. 2.~~—The total building coverage does not exceed the limits outlined in Table 2-A in section 30-512.

~~iii. 3.~~—No other storage buildings shall be allowed.

~~2b.~~ Where the lot size equals or exceeds 15,000 square feet, up to 1,500 square feet of structural accessory space, including an attached garage, may be provided, subject to the limitations of subsection ~~(b2)1a.1—3.~~ of this section.

~~3c.~~ An accessory building shall not be located any closer to the front lot line than the principal building.

~~(3) Tool sheds in R-1, SR-1, R-1a, SR-1a, R-2 and SR-2 districts. Tool sheds and other similar buildings for the storage of domestic supplies shall require a building permit and shall conform to the following standards:~~

~~a.—The area shall not exceed 160 square feet.~~

## Exhibit A

~~b. The height of a detached building shall not exceed 12 feet. If attached, the structure shall not exceed the height of the principal building.~~

c.(4) *Accessory buildings in RR, SRR, and AG districts.* Accessory buildings shall conform to the following standards:

- 1a. Structural space may be provided as accessory to a principal use not to exceed the lesser of three percent of the lot area or 10,000 square feet.
- 2b. No single accessory building shall exceed 25 feet in height.
- 3e. Accessory buildings not used for agricultural purposes shall be limited to the height of the principal residential structure with no more than 14 foot sidewalls
- 4d. Accessory buildings shall be designed to be compatible with the principal building and general neighborhood environments, including but not limited to exterior finish, color, materials, overhangs, soffits, and fascia.
- 5e. Accessory buildings located in the front or side yard shall be allowed subject to the following requirements:
  - i. 1. ~~1.~~ The accessory building is designed to architecturally match the existing principal structure including roof pitch, windows, trim, shingles, color and side materials. The roof overhang and eaves shall be at least 12 inches but no more than 30 inches.
  - ii. 2. ~~2.~~ Accessory building overhead doors must be perpendicular to the road.
  - iii. 3. ~~3.~~ The height of the accessory structure shall not exceed that of the principal structure and the maximum sidewall height shall not exceed 12 feet.
  - iv. 4. ~~4.~~ Must be setback no less than 75 feet from the public right-of-way.
  - v. 5. ~~5.~~ The principal structure and accessory structure must share a common driveway.

(Code 1978, § 23.5(G); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

## EXHIBIT "B"

- (33) Office—Business (within LB, SLB zone): Maximum size of structure 5,000 square feet GFA.
- (34) Outdoor storage (within RR, R-1, SR-1, R-1a, SR-1a, R-2, SR-2 zone): Is accessory to the existing principal use of the property ~~Of not more than two portable recreation buildings or vehicles provided they are owned by the resident(s), are maintained in a neat, safe and orderly fashion and further provided that they are not stored in the front yard or nearer the front lot line than the principal building, or less than five feet from any other lot line.~~
- (35) Outdoor storage (within R-3 SR-3, R-4, SR-4, LB, SLB zone): Subject to the following:
- All outdoor storage is accessory to the existing principal use of the property, and shall be accommodated within a central storage area.
  - Such outdoor storage area shall not be within a required yard.
  - The storage area shall be screened from view from all public streets and R districts by a wall, fence and/or plant materials providing 90 percent capacity during all seasons of the year to a height above the ground of six feet, in such a manner as described in section 30-594(h).
- (36) Outdoor storage—Merchandise/material (within GB, SGB, CBD, BP, SBP, I-1, SI-1, I-2, SI-2 zone) is accessory to the existing principal use of the property: Of those items not normally considered to be retail display items, shall be subject to the requirements of section 30-594(h). Such items may include, but shall not be limited to, construction materials, tires, packaged inventory, salvaged/discarded materials, damaged or disassembled vehicles. This would not include such items as cars, trucks, recreational vehicles, lawn equipment, ornaments, etc., to the extent that the display items conform to the setback requirements for parking lots in the district.
- (37) Outdoor storage of land/sea containers (within all nonresidential zones, including MU and SMU): Shall be allowed on a temporary basis as an accessory use subject to the following:
- A permit shall be obtained prior to the arrival and placement of one or more containers on the site. The permit shall be issued for a maximum of 24 consecutive months in industrial zones and 12 consecutive months in all other nonresidential zones. In unique situations when the lapse of permit and abrupt discontinuance of the land/sea container use will not have a harmful effect upon the principal use of the property, the planning commission may consider approval of a one-time permit term extension, the length of which will be determined by the planning commission, with a maximum extension of no greater than one-year in non-industrial permitted areas. The permit shall identify the number of containers to be placed on the site within the set time period. No permit shall be reissued until at least 18 months has elapsed in industrial zones and six months has elapsed in other nonresidential zones since the expiration of the previous container permit.
  - Containers shall not be stacked and shall be placed on a level, stable surface allowing for adequate drainage at all times.
  - Containers shall not be stored in the front yard of the property or in the required side or rear yard setback areas.
  - All non-industrial properties obtaining more than two permits in three years shall screen any containers from the motoring public or residential neighborhoods immediately adjacent to the property where it is located through fencing, walls or landscaping.
  - Containers shall not be placed on parking spaces required to meet the site's parking demand.
  - Containers shall be placed to provide sufficient access to the container and any buildings on the site for fire fighting purposes.
  - The recipient of the permit shall be the only party allowed to use the container.

## EXHIBIT "C"

Sec. 30-592. - Supplementary height regulations.

- (a) *Permitted exceptions.* The following structural appurtenances shall be permitted to exceed the height restrictions for the district provided they do not impair the solar access of buildings on adjoining properties and are not used for human occupancy or commercial enterprise:
- (1) Ornamentation such as church spires, belfries, bell towers, cupolas, domes, monuments and flagpoles.
  - (2) Mechanical appurtenances such as solar collectors, chimneys, smoke stacks, public utility facilities, elevator and stairwell penthouses, aerials, radio and television antennae and cooling towers.
  - (3) Security fences or walls in the R-3, SR-3, R-4, SR-4, GB, SGB, CBD, BP, SBP and I zones, shall be permitted to a height of 12 feet provided that any fence or wall over six feet in height meets the setback requirements for buildings. No barbed wire shall be permitted on any fence at a height of less than seven feet from the finished grade level. Within BP and I zones, security fences or walls up to six feet in height shall not be located nearer than 2 feet from any property line.
- (b) *Required reduction.* Refer to airspace overlay regulations, section 30-701.

(Code 1978, § 23.6(B); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 12-06-07, Exh. D, 6-11-2012)

## EXHIBIT "D"

townhouses, apartment buildings, campgrounds, recreational vehicle parks, resorts, hotels, motels, and conversions of structures and land uses to these uses.

*Principal use of structure* means the main use to which the premises are devoted and the principal purpose for which the premises exist.

*Professional, scientific and technical services*, means a place devoted to experimental study such as testing and analyzing materials, not including manufacturing or packaging of such materials, except incidentally. These activities require a high degree of expertise and training. The establishments in this sector specialize according to expertise and provide these services to clients in a variety of industries and, in some cases, to households. Activities performed include: legal advice and representation; accounting, bookkeeping, and payroll services; architectural, engineering, and specialized design services; computer services; medical and dental clinics; consulting services; research services; advertising services; and other professional, scientific, and technical services.

*Public hearing* means an official public meeting for which notice has been published in the official newspaper.

*Public waters* means any waters as defined in Minn. Stat. § 103G.005, subd. 15.

*Publication* means a notice placed in the official newspaper.

*Recreational equipment, major* means: travel trailers (including those that telescope or fold down), chassis-mounted campers, truck toppers, motor homes, tent trailers, converted buses, watercraft, trailer, all-terrain vehicle, snowmobile, dark house, fish house, and the like.

*Recreational facility, commercial-outdoors*, means an area or structure that offers commercial entertainment or recreation where any portion of the activity takes place outside. This includes but is not limited to batting cages, miniature golf, paint ball, go-cart track, or similar activities. This use may include associated accessory eating and drinking areas, retail sales areas and staff offices. This definition does not include trails for off-road motorized vehicle sports such [as] dirt bike and all-terrain vehicles.

*Residential planned unit development* means a use where the nature of residency is non-transient and the major or primary focus of the development is not service-oriented. For example, residential apartments, manufactured home parks, time-share condominiums, townhouses, cooperatives, and full fee ownership residences would be considered as residential planned unit developments. To qualify as a residential planned unit development, a development must contain at least five dwelling units or sites.

*Retail, convenience*, means a retail establishment offering for sale a limited line of groceries and household items, except for gasoline, intended for the convenience of the neighborhood.

*Retail, general sales and services*, refers to a broad range of commercial activities operating out of a permanent structure catering to the general public. It does not include other land uses referred to in Table 1 (uses permitted) in section 30-512.

*Right-of-way* means a street, alley or easement permanently established for the passage of persons and vehicles including the traveled surface and adjacent lands that are formally dedicated to such usage.

*Rooming house*, means a building that is the primary residence of the owner and in which rooms are provided by the owner, for compensation, to persons not related by blood, marriage, or adoption to the owner.

*Rooming unit*, means any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking and eating purposes.

*Senior citizen housing* means housing that is exclusively for occupancy by a family of elderly persons over 65 years of age.

*Senior housing with services* means an establishment, licensed by the State of Minnesota, whose purpose is to provide living accommodations along with health related services primarily for the elderly, as further defined by Minn. Stat. § 144D.01, subpart 4.

# EXHIBIT "D"

## Sec. 30-512. - Table of uses permitted in zones.

For the purpose of this article, a comprehensive list of uses is presented in Table 1, Uses Permitted in Zones. This table is incorporated into this article generally and into the regulations of each district, as appropriate, the same as if the uses were listed separately and for each district. Table 1 identifies three types of uses: uses permitted by right (permitted uses); uses with restrictions; and conditional uses.

- (1) *Permitted uses.* These are identified as permitted in a particular zone by the placement of a "P" in the column bearing the heading of that zone.
- (2) *Restricted uses.* These uses are permitted in a particular zone subject to certain special restrictions. These uses are identified by the placement of a "R" in the column bearing the heading of that zone. For details on the types of restrictions, please refer to section 30-564.
- (3) *Conditional uses.* Certain uses, because of their unique characteristics, must be considered individually as to their impact upon neighboring land, and the public welfare and their compatibility at the particular location. Conditional uses must go through a special approval process prior to their establishment. These uses are identified by the placement of a "CUP" in the column bearing the heading of that zone. For details on the conditional use process, please refer to section 30-531.

(Code 1978, § 23.5(F); Ord. No. 05-05-08, 5-18-2005; Ord. No. 05-06-12, 6-27-2005; Ord. No. 05-10-15, 10-24-2005; Ord. No. 06-03-01, 3-13-2006; Ord. No. 06-03-01, 3-27-2006; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 13-09-10, Exh. A, 9-23-2013)

TABLE 1 - PERMITTED USES

RR	R-1/1a	R-2/2	R-3/3	R-4/4	LB/SLB	GB/SGB	CB/D	MU/SMU	M/SM	RC/SRC	BP/SBP	I-1/1	I-2/2	CD	PU/SPU	AG	AP	LISTING OF USES IN ZONING DISTRICTS
																		RESIDENTIAL
P	P	P	P	P	P											P		single-family detached
		P	P	P	P											P		twin home attached
		P	P	P	P			P										two-family attached



## EXHIBIT "D"

h. The containers shall be limited to a maximum square footage of container storage area not to exceed two percent of the gross area of the site on which the container is located. In no cases shall the footprint of all of the containers on a site exceed 3,200 square feet.

(3837) Pharmacy (within the LB, SLB, MU, SMU zone): Must be accessory to a permitted principal use.

(3938) Pharmacy (within the M and SM zones): May be accessory to a permitted principal use, or as a stand alone principal use, provided the following:

- a. The lot, upon which a pharmacy, as a principal use, is to be located, shall not be adjacent to residentially zoned property.
- b. Type "C" bufferyard requirements shall be adhered to.
- c. No greater than five percent of the gross floor area of the structure shall be utilized for the display and sale of merchandise which is not either medication or medical/health care supplies.

(4039) Private noncommercial recreation (within residential zones and LB, SLB zone): Including tennis courts, hot tubs and swimming pools provided they are located no nearer the front lot line than the principal structure and are not less than ten feet from a property line. Swimming pools shall be completely enclosed with a six-foot high protective fence and a latching gate.

(4140) Professional, scientific, and technical services (within the LB, SLB zone): Maximum size of structure 5,000 square feet GFA.

(4241) Recycling center (within GB, SGB zone): All outdoor storage of equipment, except automobiles and trucks up to two-ton, and materials/supplies shall be screened from public view as per the requirements of section 30-594(h).

(4342) Restaurant (within the M, SM zone): Must be accessory to a permitted principal use; no sale of alcoholic beverages.

(4443) Restaurant (within the RC, SRC zone): Must be accessory to a permitted principal use.

(4544) Retail—General sales and service (within the LB, SLB zone): Maximum size of structure shall be limited to 3,000 square feet gross floor area, and no more than 1,000 square feet GFA of retail sales space.

(4645) Retail—General sales and service (within the AP zone): Shall be permitted to occupy up to 25 percent of the gross floor area in the main terminal building, and shall not have signs visible from the public street right-of-way.

~~(47) Roomers (within the RR, SRR, R-1, SR-1, R-1a, SR-1a, R-2, SR-2, AG zone): The leasing of rooms to not more than two roomers provided no signs are displayed, the rooms are not equipped with kitchen facilities of any kind and one on-site parking space is provided for each roomer in addition to the minimum number required for the residence.~~

(4846) Satellite dishes and solar energy systems/collectors (within all zones): Provided they comply with the yard and height requirements for principal buildings. Where a rear yard abuts a lake or stream, satellite dishes and solar collectors shall not be permitted between the water body and the principal building.

(4947) Schools—Elementary through secondary (within RR, SRR, R-1, SR-1, R-1a, SR-1a, R-2, SR-2, R-3, SR-3, R-4, SR-4 zone): Subject to the following:

- a. Small schools within existing buildings: Schools for 25 or fewer students shall be permitted within the existing principal church or religious building provided that:
  1. Alterations: There shall be no external alteration of the building(s) or grounds to reflect school usage.



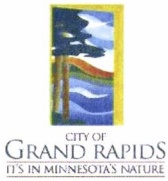
## EXHIBIT "D"

Sec. 30-628. - Minimum number.

The minimum number of off-street parking spaces by type of use shall be required in accordance with the following schedule. When determining the number of required parking spaces results in a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half require one parking space.

RESIDENTIAL USES		MINIMUM PARKING REQUIRED
1.	One- and two-family units	2 per dwelling unit
2.	Multiple-dwellings	2 per dwelling unit <sup>1</sup>
3.	Senior citizens housing	0.5 per dwelling unit
4.	Boarding and rooming houses	1 per <del>sleeping room</del> <u>rooming unit</u>
5.	Accessory apartments	1 per unit
6.	Bed and breakfast	1 per room <sup>2</sup>
7.	Day care/nursery schools	Same as one-two family units
8.	Group and foster homes	Same as one-two family units
9.	Mobile home parks	2 per dwelling unit

>PUBLIC AND QUASIPUBLIC USES		MINIMUM PARKING REQUIRED
1.	Churches	1 per 3 seats in largest assembly room
2.	Elementary school	2 per classroom
3.	Junior high school	2 per classroom
4.	Senior high schools	6 per classroom plus 1 per 6 seats in main auditorium



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 16-0340      **Version:** 1      **Name:** Authorize City staff to begin the process of filling the vacancy at the Library.  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 5/18/2016      **In control:** City Council  
**On agenda:** 5/23/2016      **Final action:**  
**Title:** Authorize City staff to begin the process of filling the vacancy at the Library.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Library Public Services Clerk I job description](#)

Date	Ver.	Action By	Action	Result
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Authorize City staff to begin the process of filling the vacancy at the Library.

**Background Information:**

With the recent retirement of Faye Chessmen from the Circulation Technician position at the Grand Rapids Area Library, there is a need to fill the vacancy. At the May 11, 2016 Library Board meeting, the Board adopted a revised job description and have recommending filling the vacancy with a Public Library Services Clerk I position.

This is a budgeted position and we will come back to the City Council at a later date with a recommendation for filling the position.

**Staff Recommendation:**

Library Director Marcia Anderson and Human Resources Director Lynn DeGrio are recommending adopting the new job description for Public Library Services Clerk I and posting the vacancy.

**Requested City Council Action**

A motion to adopt the Public Library Services I job description and authorize City staff to begin the process of filling the vacancy.

## City of Grand Rapids

### Job Description

**Job Title:** Library Public Services Clerk I  
**Department:** Library  
**FLSA Status:** Non-exempt  
**Approved By:** Library Board  
**Approved Date:** May 11, 2016

**Summary:** Performs administrative support work operating the circulation section of the library, providing assistance as needed in various sections of the library, assisting patrons in use of library equipment and locating library materials, maintaining records and files and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Library Director.

#### **Essential Duties and Responsibilities include the following.**

- Works at the public service desk with responsibility for all duties required at this desk when scheduled, including checking of materials in and out, collection of fines and fees, registering patrons and issuing library cards, and providing friendly and courteous service to library patrons in person and over the telephone
- Requests, retrieves and routes materials requested by patrons and other libraries and maintains reserve shelf items
- Assists library users in the use of the library's catalogs and in locating library materials and refers inquiries to other staff as appropriate.
- Communicates library policies and procedures effectively to the public.
- Answers patron questions and solves problems regarding circulation of library materials
- Monitors customer comments and complaints and routes them to appropriate departments.
- Assists library users in registering for computers and using equipment.
- Maintains statistical measure of activity in the circulation department .
- Maintains accurate records of payments and other transactions regarding library fines, fees and sales and prepares daily deposits.
- Assists with data entry and special projects using office and library software and internet resources.
- Participates in weeding, shelf reading, shelving and inventory activities as assigned.
- Maintains confidentiality of patron records and transactions.
- Assists in promoting the Library using social media, print, or electronic communication.
- Assists with applications for U.S. passports.
- Maintains public displays, bulletin boards and distribution racks in the circulation area.
- Opens and closes the building, including doors and lights.
- Assists with meeting room reservations and set up

*The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.*

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skills, abilities and /or competency sets required to complete the essential functions at a satisfactory level.

**Knowledge**

Basic Knowledge of library practices, procedures and techniques, and regulations and policies pertaining to library services.

**Skills**

- Skills in word processing and other office applications, filing and using the library equipment including the online catalog and automation system.
- Skills in dealing effectively with people.

**Abilities**

- Ability to learn a variety of procedures; understand the role and the purpose of the library; establish good rapport with library users; work quickly and pay attention to accuracy; work with interruptions in a hectic environment; maintain confidentiality; maintain effective working relationship with fellow employees, supervisors and the public and to communicate effectively.
- Ability to make arithmetic calculations using whole numbers, fractions and decimals.
- Ability to be accurate when performing extremely detailed tasks with exact rules.

**Education and or Experience**

High school diploma or GED and previous experience in a customer service setting (library experience preferred) or equivalent combination of education and experience.

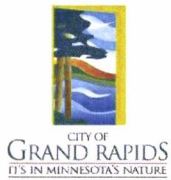
**Tools and Equipment Used:**

Library computer system, personal computer with word processing, spreadsheet and internet access, copy and fax machines, telephone, communications device for the deaf, microfilm reader printer

**Physical demands:** This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands, and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 16-0339      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 5/18/2016      **In control:** City Council  
**On agenda:** 5/23/2016      **Final action:**  
**Title:** Consider approving the verified claims for the period May 3, 2016 to May 16, 2016 in the total amount of \$541,697.94.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [COUNCIL BILL LIST 05-23-16.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period May 3, 2016 to May 16, 2016 in the total amount of \$541,697.94.

### **Requested City Council Action**

Make a motion approving the verified claims for the period May 3, 2016 to May 16, 2016 in the total amount of \$541,697.94.

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ME: 10:25:26  
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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/23/2016

VENDOR #	NAME	AMOUNT D
-----		
GENERAL FUND		
CITY WIDE		
1321525	MUNICIPAL CODE CORPORATION	8,769.
	TOTAL CITY WIDE	8,769.
SPECIAL PROJECTS-NON BUDGETED		
0218115	BRAUN INTERTEC CORPORATION	6,038.
	TOTAL SPECIAL PROJECTS-NON BUDGETED	6,038.
ADMINISTRATION		
0718060	GRAND RAPIDS HERALD REVIEW	523.
1300032	MCFOA TREASURER	105.
1500600	OPG-3	740.
1915150	SOCIETY FOR HUMAN RESOURCE	190.
T001057	CITY OF LITTLEFORK	91.
	TOTAL ADMINISTRATION	1,649.
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	33.
0315455	COLE HARDWARE INC	39.
0920060	ITASCA COUNTY TREASURER	160.
1305060	MEDS-1 INC	995.
	TOTAL BUILDING MAINTENANCE-CITY HALL	1,228.
COMMUNITY DEVELOPMENT		
0612083	FLAGSHIP RECREATION	1,623.
0920060	ITASCA COUNTY TREASURER	50.
	TOTAL COMMUNITY DEVELOPMENT	1,673.
COUNCIL/COMMISSION/BOARDS		
1205095	LEAGUE OF MN INSURANCE TRUST	1,100.
	TOTAL COUNCIL/COMMISSION/BOARDS	1,100.
ENGINEERING		
0103325	ACHESON TIRE COMPANY INC	60.
0612083	FLAGSHIP RECREATION	1,610.

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 05/23/2016

VENDOR #	NAME	AMOUNT D
GENERAL FUND		
ENGINEERING		
0718060	GRAND RAPIDS HERALD REVIEW	489.
0920060	ITASCA COUNTY TREASURER	23.
1900225	SEH-RCM	3,422.
2600645	WSB & ASSOCIATES, INC	1,264.
TOTAL ENGINEERING		6,868.
FINANCE		
0809436	HILDI INC	1,000.
1805195	REDPATH AND COMPANY, LTD	37,922.
TOTAL FINANCE		38,922.
FIRE		
0100010	5 STAR PEST CONTROL &	125.
0121721	AUTO VALUE - GRAND RAPIDS	25.
0401804	DAVIS OIL	457.
0513231	EMERGENCY APPARATUS	300.
0513235	EMERGENCY RESPONSE SOLUTIONS	216.
0609671	FIRE SAFETY USA, INC	80.
0920060	ITASCA COUNTY TREASURER	244.
1618565	PRO HYDRO-TESTING, LLC	1,940.
1920555	STOKES PRINTING & OFFICE	288.
2300600	W.P. & R.S. MARS COMPANY	77.
TOTAL FIRE		3,755.
PUBLIC WORKS		
0100046	ASV, LLC	715.
0103325	ACHESON TIRE COMPANY INC	20.
0121721	AUTO VALUE - GRAND RAPIDS	52.
0201353	BAILEY'S NURSERY INC	472.
0221650	BURGGRAF'S ACE HARDWARE INC	266.
0301685	CARQUEST AUTO PARTS	60.
0315330	COHASSET CONCRETE PRODUCTS	35.
0315455	COLE HARDWARE INC	360.
0401804	DAVIS OIL	386.
0501650	EARL F ANDERSEN	51.
0518366	ERICKSON'S ITASCA LUMBER INC	48.
0601690	FASTENAL COMPANY	187.
0801836	HAWKINSON SAND & GRAVEL	659.
0920060	ITASCA COUNTY TREASURER	490.
1200500	L&M SUPPLY	67.

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 05/23/2016

VENDOR #	NAME	AMOUNT D
GENERAL FUND		
PUBLIC WORKS		
1205095	LEAGUE OF MN INSURANCE TRUST	-188.
1301025	MAKI BODY & GLASS	2,956.
1309355	MINNESOTA TORO	1,039.
1415484	NORTHERN LIGHTS TRUCK	165.
1503150	OCCUPATIONAL DEVELOPMENT CTR	3,245.
1615427	POKEGAMA LAWN AND SPORT	558.
1801615	RAPIDS WELDING SUPPLY INC	15.
1908248	SHERWIN-WILLIAMS	588.
2305453	WESCO DISTRIBUTION INC	294.
TOTAL PUBLIC WORKS		12,550.
FLEET MAINTENANCE		
0121721	AUTO VALUE - GRAND RAPIDS	10.
0301685	CARQUEST AUTO PARTS	315.
0920060	ITASCA COUNTY TREASURER	68.
TOTAL FLEET MAINTENANCE		394.
POLICE		
0301685	CARQUEST AUTO PARTS	5.
0315455	COLE HARDWARE INC	0.
0718060	GRAND RAPIDS HERALD REVIEW	489.
0718195	GREAT ENGRAVINGS	209.
0920060	ITASCA COUNTY TREASURER	2,546.
1201434	LAKE WOODS CHRYSLER	57.
1205095	LEAGUE OF MN INSURANCE TRUST	5.
1301168	MARKETPLACE FOODS	54.
1415048	NORTH COUNTRY VET CLINIC	76.
1608560	PHOTO EXPRESS	58.
1609925	PIZZA WORKS	89.
1801570	RAPIDS AUTO WASH	44.
1920555	STOKES PRINTING & OFFICE	20.
2000400	T J TOWING	547.
2001150	TACTICAL SOLUTIONS	513.
TOTAL POLICE		4,718.
CENTRAL SCHOOL		
0113233	AMERIPRIDE LINEN & APPAREL	145.
0315455	COLE HARDWARE INC	2.
0405223	DEER RIVER HIRED HANDS INC	30.



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NTRAL SCHOOL

TOTAL 178.

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0920060 ITASCA COUNTY TREASURER 100.  
1615427 POKEGAMA LAWN AND SPORT 151.

TOTAL 251.

VIC CENTER

GENERAL ADMINISTRATION

0113233 AMERIPRIDE LINEN & APPAREL 98.  
0114200 ANDERSON GLASS 900.  
0221650 BURGGRAF'S ACE HARDWARE INC 8.  
0315455 COLE HARDWARE INC 106.  
0405223 DEER RIVER HIRED HANDS INC 30.  
0501650 EARL F ANDERSEN 380.  
0605670 FERRELLGAS 54.  
0920060 ITASCA COUNTY TREASURER 28.  
1301168 MARKETPLACE FOODS 24.  
1605611 PEPSI-COLA 573.  
1801610 RAPIDS PLUMBING & HEATING INC 384.  
1901535 SANDSTROM COMPANY INC 1,323.  
1909510 SIM SUPPLY INC 250.

TOTAL GENERAL ADMINISTRATION 4,163.

ATE HAZ-MAT RESPONSE TEAM

0401804 DAVIS OIL 39.  
0513235 EMERGENCY RESPONSE SOLUTIONS 6,511.  
1618565 PRO HYDRO-TESTING, LLC 104.

TOTAL 6,655.

METERY

0205725 BETZ EXTINGUISHER COMPANY 60.  
0221650 BURGGRAF'S ACE HARDWARE INC 645.  
0315455 COLE HARDWARE INC 11.  
0920060 ITASCA COUNTY TREASURER 115.

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VENDOR #	NAME	AMOUNT D
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METERY		
2315745	NICHOLAS D. WOURMS	195.
	TOTAL	1,028.
MESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	15.
0920060	ITASCA COUNTY TREASURER	100.
1309043	MIDWEST CREMATION SERVICE	20.
1415048	NORTH COUNTRY VET CLINIC	56.
	TOTAL	192.
NERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
1900225	SEH-RCM	2,437.
	TOTAL 2010-5 MS RIVER PD BRIDGE	2,437.
KIESLER WELLNESS SITE PROJ		
0718060	GRAND RAPIDS HERALD REVIEW	185.
	TOTAL KIESLER WELLNESS SITE PROJ	185.
PITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-POLICE		
0914690	INSIGHT PUBLIC SECTOR SLED	42,744.
	TOTAL CAPITAL OUTLAY-POLICE	42,744.
CAPITAL OUTLAY-RECREATION		
0914704	INTELLIGENT PRODUCTS INC	527.
	TOTAL CAPITAL OUTLAY-RECREATION	527.
RPORT CAPITAL IMPRV PROJECTS		
2011 LAND ACQUISITION		
1900225	SEH-RCM	540.
	TOTAL 2011 LAND ACQUISITION	540.

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VENDOR #	NAME	AMOUNT D
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A CVC CTR CAPITAL PJT		
MULTI-USE OUTDOOR PAVILION		
1900225	SEH-RCM	3,140.
	TOTAL MULTI-USE OUTDOOR PAVILION	3,140.
14 INFRASTRUCTURE BONDS		
2011-2 CRYSTAL LAKE BLVD		
1900225	SEH-RCM	1,140.
	TOTAL 2011-2 CRYSTAL LAKE BLVD	1,140.
16 INFRASTRUCTURE BONDS		
2017-1 5TH ST N & 8TH AVE NE		
0218115	BRAUN INTERTEC CORPORATION	5,380.
1900225	SEH-RCM	855.
	TOTAL 2017-1 5TH ST N & 8TH AVE NE	6,235.
ORM WATER UTILITY		
0401804	DAVIS OIL	643.
0920060	ITASCA COUNTY TREASURER	161.
1601150	PACE ANALYTICAL	53.
1809154	RICHARD RYSAVY	50.
1900225	SEH-RCM	805.
	TOTAL	1,713.
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 158,803.
ECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114206	DALE ANDERSON	239.
0114213	STEVE ANDERSON	18.
0126725	AZTECA SYSTEMS INC	4,200.
0201354	B. BAIRD-PETTY CASH FUND	20.
0212750	BLUE CROSS & BLUE SHIELD OF MN	43,213.
0218100	BRENT BRADLEY	32.
0301650	JEFF CARLSON	2,389.
0305530	CENTURYLINK COMMUNICATIONS LLC	259.
0312104	TONY CLAFTON	32.
0315454	TRAVIS COLE	24.
0401800	JEFF DAVIES	18.
0709134	JAMES GIBEAU	24.
0718015	GRAND RAPIDS CITY PAYROLL	244,943.

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VENDOR #	NAME	AMOUNT D
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ECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0718070	GRAND RAPIDS STATE BANK	388.
0815440	HOLIDAY COMPANIES	147.
0914295	JEFFREY INGLE	24.
0920055	ITASCA COUNTY RECORDER	68.
1105230	CHAD KEECH	24.
1201402	LAKE COUNTRY POWER	53.
1301250	ROBERT MATTEI	790.
1305046	MEDIACOM LLC	11.
1309098	MINNESOTA DEPT OF ADMN	606.
1309162	MN BCA/TRAINING & EDUCATION	240.
1309199	MINNESOTA ENERGY RESOURCES	393.
1309232	MINNESOTA HOCKEY INC	60.
1309332	MN STATE RETIREMENT SYSTEM	1,820.
1405850	NEXTERA COMMUNICATIONS LLC	436.
1415479	NORTHERN DRUG SCREENING INC	105.
1516220	OPERATING ENGINEERS LOCAL #49	35,680.
1601305	THOMAS J. PAGEL	308.
1601750	PAUL BUNYAN COMMUNICATIONS	276.
1609561	PIONEER TELEPHONE	8.
1621130	P.U.C.	14,142.
1621225	JEREMIAH PUELSTON	184.
2000490	TDS Metrocom	792.
2205637	VERIZON WIRELESS	3,421.
2209665	VISA	6,020.
2209705	VISIT GRAND RAPIDS INC	19,623.
2301700	WASTE MANAGEMENT	829.
2305447	WELLS FARGO BANK NA	750.
T001054	NOPO COFFEE CO, LLC	275.

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$382,894.7

TOTAL ALL DEPARTMENTS 541,697.