



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council

Monday, March 14, 2016

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, March 14, 2016 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

MEETING PROTOCOL POLICY

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

5:05 PM PUBLIC FORUM

5:10 PM COUNCIL REPORTS

5:13 PM APPROVAL OF MINUTES

16-0171 Consider approving Council minutes for Monday, February 22, 2016, Worksession & Regular meetings.

Attachments: [February 22, 2016 Worksession](#)
[February 22, 2016 Regular Meeting](#)

5:15 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. **16-0170** Consider adopting a resolution approving budgeted operating transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Project Fund.

Attachments: [2015 Airport Capital Tsfr.pdf](#)

2. **16-0077** Consider adopting a resolution accepting the donation of a bench from Mr. Brian Carlson and Mr. Doug Carlson in honor of their mother, Jeanette "Netsy" (Stram) Carlson.

- Attachments:** [3-14-16 Carlson Bench Application and Plaque Proof.pdf](#)
[3-14-16 Resolution Carlson Bench.pdf](#)
3. [16-0150](#) Consider authorizing staff to solicit proposals for Public Finance Services for 2016 through 2020.
Attachments: [RFP Example MN Cities 2016.pdf](#)
4. [16-0152](#) Consider adopting a resolution accepting 2016 Wellness Grant from Northeast Service Cooperative.
Attachments: [NESC Wellness Grant](#)
[Wellness Grant Resolution 16-](#)
5. [16-0159](#) Consider approving the General Liability insurance coverage through the League of Minnesota Cities Insurance Trust for the 2016 plan year and authorize payment of the insurance premium including the agent fee.
6. [16-0161](#) Consider adopting part-time Communications Specialist job description.
Attachments: [Communications Specialist Job Descriptin - Proposed](#)
7. [16-0162](#) Consider authorizing the budgeted purchase of a new 2017 Mack snow plow truck cab and chassis from Nuss Truck Group as per State Construct #77950 for \$110,723.00, plus Minnesota Sales Tax of \$7,197.00, the license and registration fees of \$75.00, for a grand total of \$117,995.00. Also authorize the Fleet Division to purchase and install a new 800MHZ radio not to exceed \$2,000.00.
Attachments: [2016 03-14 Nuss Truck 2017 Cab-Chassis Quote SB No 77950](#)
8. [16-0166](#) Consider approving 1 to 4 day temporary liquor license for American Legion Post 60, for the Grand Rapids Car Show, July 28th - 31st, 2016.
Attachments: [American Legion Temp Liquor - Car Show](#)
9. [16-0167](#) Consider approving Itasca County classification of tax-forfeited land.
Attachments: [County Land Classification Request](#)
[Property Land Classification Map](#)
10. [16-0168](#) Consider hiring part time employees for Park & Recreation / I.R.A. Civic Center
11. [16-0169](#) Adopt a resolution authorizing staff to apply for an Outdoor Recreation Grant.
12. [15-1881](#) Consider adopting a resolution approving the plans and specifications and ordering the advertisement for bids for CP 2017-1, the 5th St N & 8th Ave NE Street Improvements Project.
Attachments: [3-14-16 Resolution CP 2017-1 Ordering Advertisement.pdf](#)
13. [16-0174](#) Consider adopting two resolutions to execute the MnDOT Airport Maintenance and

Operation Grant Contract #1000989 and authorize the Mayor and the Clerk to sign such Contract.

Attachments: [3-14-16 Airport M&O City Resolution.pdf](#)

[3-14-16 Airport M&O 2016-2017 GRAND RAPIDS GRANT.pdf](#)

[3-14-16 Airport M&O Resolution.pdf](#)

14. [16-0175](#) Consider approving Golf Course Seasonal Employees

Attachments: [2016 Seasonal Wages to Council March 14.pdf](#)

15. [16-0178](#) Consider approving temporary liquor license for St. Joseph's Catholic Church, event scheduled for April 29, 2016.

Attachments: [St. Joes Chuch - Temp Liquor Application](#)

16. [16-0179](#) Consider approving temporary liquor license for Grand Rapids Players, event scheduled for April 22, 2016.

Attachments: [Grand Rapids Players - Temp Liquor Application](#)

**5:17
PM** SETTING OF REGULAR AGENDA

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.

**5:18
PM** ACKNOWLEDGE BOARDS & COMMISSIONS

17. [16-0191](#) Acknowledge minutes for Boards & Commissions.

Attachments: [January 14, 2016 GREDA Minutes](#)

[January 19, 2016 PUC Minutes](#)

[January 20, 2016 HRA Minutes](#)

[January 21, 2016 PUC Special meeting minutes](#)

[January 27, 2016 Human Rights Commission](#)

[February 2, 2016 Arts & Culture Commission](#)

**5:19
PM** DEPARTMENT HEAD REPORT

18. [16-0165](#) Public Works ~ Jeff Davies

Attachments: [2016 PW Spring DH Report](#)

**5:30
PM** ENGINEERING

19. [16-0157](#) Consider authorizing the City Engineer to sign the Federal Airport Agreement for Transfer of Entitlements to allow the transfer of \$100,000 of 2016 FAA entitlement

funds from the Grand Rapids-Itasca County Airport Federal Account to the Falls International Airport Commission's Federal Account.

Attachments: [INL Transfer Entitlements Ltr.pdf](#)
[3-14-16 INL Transfer Entitlements.pdf](#)

20. [16-0172](#) Consider approving an Agreement with WSB for \$2,000 for Stormwater quality monitoring for the purposes of strengthening our 2016 Clean Water Legacy Grant proposal for the McGowan Pond Phosphorus Treatment Project.
- Attachments:** [3-14-16 WSB Proposal.pdf](#)

**5:40 GOLF COURSE
PM**

21. [16-0173](#) Authorize purchase of a Golf Range Ball Picker
- Attachments:** [Club Car Minnesota.pdf](#)
[Pokegama New 2016 Carryall 500 PickerSF.pdf](#)
[Yamaha Range picker.pdf](#)

**5:45 POLICE DEPARTMENT
PM**

**5:50 PUBLIC WORKS DEPARTMENT
PM**

22. [16-0093](#) Request by the Police Department to purchase two (2) 2016 Ford Police Interceptor Utility (SUV) vehicles from Rapids Ford, which matches the Minnesota State bid price.
23. [16-0163](#) Consider authorizing the purchase of a 2017 Epoke Combi De-Icing Unit from MacQueen Equipment Inc., as per State Contract #S-863(5) for \$92,345.62.
- Attachments:** [2016 03-14 MacQueen Eqpt 2017 Epoke Quote SB No S-863\(5\)](#)

**5:55 ADMINISTRATION DEPARTMENT
PM**

24. [16-0158](#) Consider accepting the resignation of Julie Kennedy from the position of City Engineer.
- Attachments:** [Kennedy letter of resignation](#)
25. [16-0164](#) Consider soliciting quotes for the purchase of a new pick-up, to be equipped with a new 800MHZ radio, to be purchased and installed by the Fleet Division.
- Attachments:** [2016 3-14 PW Pickup Specs 3qtrTon Crew Cab](#)

**6:05 VERIFIED CLAIMS
PM**

26. [16-0181](#) Consider approving the verified claims for the period February 13, 2016 to March 7, 2016 in the total amount of \$768,670.49.

Attachments: [Council Bill List 03-14-2016.pdf](#)

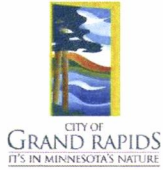
**6:07 ADJOURNMENT
PM**

NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 28, 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.

Attest: Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0171 **Version:** 1 **Name:** Council minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 3/7/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider approving Council minutes for Monday, February 22, 2016, Worksession & Regular meetings.

Sponsors:

Indexes:

Code sections:

Attachments: [February 22, 2016 Worksession](#)
[February 22, 2016 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, February 22, 2016, Worksession & Regular meetings.

Background Information:

Minutes attached for review.

Requested City Council Action

Make a motion to approve City Council minutes for Monday, February 22, 2016, worksession & regular meetings.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Monday, February 22, 2016

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, February 22, 2016 immediately following the closed session 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

Discussion Items

1. Discuss Board & Commission appointment process.
Council discussed various vacancies on boards & commissions. Applications were received and interviews conducted by various members of Council. Final appointments will be made at the regular session.
2. Review 5:00 PM Regular Meeting
Added item #8a to consent and moved item #16 from the regular agenda to consent as #8b.

ADJOURN

There being no further business, the meeting adjourned at 5:12 PM.

Respectfully certified & submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, February 22, 2016

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, February 22, 2016 at 5:12 PM 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, Julie Kennedy, Rob Mattei, Steve Schaar, Scott Johnson, Erik Scott, Eric Trast

MEETING PROTOCOL POLICY

5:01 PM PUBLIC FORUM

Ross Williams, city resident, addressed the Council regarding the street improvements needed and the continued accessibility for bikers in the community.

Wayne Lenius, PUC Commissioner, requests support for re-appointment to Public Utilities Commission.

5:06 PM COUNCIL REPORTS

None.

5:10 PM APPROVAL OF MINUTES

Consider approving Council minutes for Monday, February 8, 2016 Worksession & Regular Meeting.

A motion was made by Councilor Ed Zabinski, seconded by Councilor Bill Zeige, to approve Council minutes as presented. The motion PASSED by

unanimous vote.

**5:12 CONSENT AGENDA
PM**

1. Consider revising the Petty Cash Fund at the Civic Center for the Automated Teller Machine.

Approved by consent roll call

2. Consider approving the Public Works staff to create specifications and solicit pricing, which will be specified in three components and include the installation of the new 800 Mhz Radio by the Fleet Division. This is a 2016 Capital Improvement Plan budgeted purchase.

Approved by consent roll call

3. Consider a resolution approving LG230 Application to conduct off-site gambling for Grand Rapids Amateur Hockey Association on July 16, 2016.

Adopted Resolution 16-15 by consent roll call

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

Approved by consent roll call

5. Consider adopting a resolution approving budgeted operating transfers from the General Fund to the Special Revenue Funds-Central School and the Domestic Animal Control Facility.

Adopted Resolution 16-16 by consent roll call

6. Consider the approval of a new contract between the City and Tom Pagel.

Approved amended contract by consent roll call

7. Consider approval of merit pay for City Administrator Tom Pagel in accordance with the existing employment agreement.

Approved 2015 merit pay in the amount of \$5000 for City Administrator by consent roll call

8. Consider terminating temporary employee from the Civic Center.

Approved by consent roll call

- 8a Consider authorizing golf course staff to solicit quotes for a driving range picker utility vehicle.

Approved by consent roll call

- 8b. Consider a motion to purchase twenty five (25) 2016 Precedent i2 Electric Golf

Carts from Club Car Minnesota.

Approved 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, adding items 8a & 8b. The motion carried by the following vote

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

5:14 SETTING OF REGULAR AGENDA PM

A motion was made by Councilor Ed Zabinski, seconded by Councilor Rick Blake, to approve the Regular agenda as amended. The motion PASSED by unanimous vote.

5:15 ACKNOWLEDGE BOARDS & COMMISSIONS PM

9. Acknowledge the attached approved minutes for Boards & Commissions.

Airport Advisory Board: November 19, 2014, February 25, 2015, May 20, 2015, August 19, 2015
Arts & Culture: January 5, 2016
Golf Board: January 19, 2016

Acknowledge Boards and Commissions

5:16 DEPARTMENT HEAD REPORT PM

10. Housing & Redevelopment Authority ~ Jerry Culliton

~ Identified HRA properties
~ Remaining balance on properties
~ Completed kitchen remodel project for HRA building
~ Reviewed net income, operating in positive number for all properties
~ Contributes to the property tax base for the City

Received and Filed

6:05 INFORMATION TECHNOLOGY PM

17. Consider accepting low quotes from SHI and authorizing the purchase of two new

servers.

A motion was made by Councilor Zabinski, seconded by Councilor Christy, to accept low quote from SHI and authorize purchase of two new servers. The motion carried by the following vote.

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

5:30 PUBLIC HEARINGS

PM

12. Conduct a public hearing to consider the vacation of certain portions of two retained public easements within Blocks 20 and 21, Plat of Town of Grand Rapids.

Rob Mattei presents information regarding requested vacation.

Mayor Adams states the reason for the public hearing, stating this is the time and place, for anyone who wishes to speak for or against the vacation request, to be heard. City Clerk Gibeau states that all required notices have been given and the Clerk's office has not received correspondence regarding this matter.

A motion was made by Councilor Dale Christy, seconded by Councilor Ed Zabinski, to open the public hearing. The motion PASSED by unanimous vote.

No one wished to speak, therefore the following motion was made.

A motion was made by Councilor Bill Zeige, seconded by Councilor Rick Blake, to close the public hearing. The motion PASSED by unanimous vote.

13. Consider the adoption of a resolution either approving or denying the vacation of certain portions of two retained public easements within Blocks 20 and 21, Plat of Town of Grand Rapids.

A motion was made by Councilor Christy, seconded by Councilor Zeige, to adopt Resolution 16-17, vacating certain portions of two retained public easements within Blocks 20 & 21, Plat of Town of Grand Rapids. The motion carried by the following vote.

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

14. Consider conducting the Public Hearing for CP 2017-1, the 5th St N & 8th Ave NE Street Improvement Project.

Julie Kennedy presents proposed assessments.

Mayor Adams states the reason for the public hearing, stating this is the time and place, for anyone who wishes to speak for or against proposed assessments, to be heard. City Clerk Gibeau states that all required notices have been given and the Clerk's office has not received correspondence regarding this matter.

A motion was made by Councilor Ed Zabinski, seconded by Councilor Bill

Zeige, to open the public hearing. The motion PASSED by unanimous vote.

Salem Lutheran Church, Marvin Ott, questions regarding amounts to be assessed to Church.

Duane Schraw, 4th Street/8th Avenue apartment complex owner. Questions regarding total footage assessed.

A motion was made by Councilor Bill Zeige, seconded by Councilor Ed Zabinski, to close the public hearing. The motion PASSED by unanimous vote.

15. Consider adopting a resolution ordering CP 2017-1, the 5th St N & 8th Ave NE Street Improvements Project and the plans and specifications for the Project to be completed.

A motion was made by Councilor Zabinski, seconded by Councilor Zeige, to adopt Resolution 16-18, ordering CP 2017-1, the 5th St N & 8th Ave NE Street Improvement Project. The motion carried by the following vote.

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

**5:25 ENGINEERING
PM**

11. Consider approving Supplemental Letter Agreement No. 2010-5b with SEH for a not-to-exceed amount of \$10,000 for Preliminary Engineering in conjunction with the Clean Water Legacy Grant for the Mississippi River Pedestrian Bridge Project.

A motion was made by Councilor Christy, seconded by Councilor Blake, approving Supplemental Letter Agreement No. 2010-5B with SEH for a not-to-exceed amount of \$10,000 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

**6:00 GOLF COURSE
PM**

Item 16 moved to consent as item 8b.

**6:10 ADMINISTRATION DEPARTMENT
PM**

18. Consider appointing applicants to Boards & Commissions.

**A motion was made by Councilor Blake, seconded by Councilor Christy, to appoint the following appointments to Boards & Commissions:
Golf Course Board - Brad Gallop & Todd Roth, terms to expire March 1, 2019**

HRA - Marilyn Rossman & Chris Henrichson, terms to expire March 1, 2021
Human Rights - Melissa Weidendorf, Doug Learmont, and Karen Noyce, terms to expire March 1, 2019
Planning Commission - Paula Johnson & Tasha Connelly, terms to expire March 1, 2020
Park & Rec, Civic Center Advisory Board - Luke Francisco & Adrienne Huson, terms to expire March 1, 2019
Public Utilities Commission - Tom Stanley, term to expire March 1, 2020
The motion carried by the following vote.

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

6:15 VERIFIED CLAIMS
PM

19. Consider approving the verified claims for the period February 2, 2016 to February 12, 2016 in the total amount of \$563,159.18.

A motion was made by Councilor Christy, seconded by Councilor Zeige, to approve 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

6:20 ADJOURNMENT
PM

A motion was made by Councilor Ed Zabinski, seconded by Councilor Bill Zeige, to adjourn the meeting at 6:20 PM. The motion PASSED by unanimous vote.

Respectfully certified & submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0170 **Version:** 1 **Name:** Airport Capital Operating Transfer
Type: Agenda Item **Status:** Consent Agenda
File created: 3/4/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider adopting a resolution approving budgeted operating transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Project Fund.

Sponsors:

Indexes:

Code sections:

Attachments: [2015 Airport Capital Tsfr.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving budgeted operating transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Project Fund.

Background Information:

The City Council adopted the 2015 budget on December 15, 2014. That budget included an operating transfer in the amount of \$17,500 from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund. These funds are to be used as the local share of the Airport Master Plan/ALP project and Crack Sealing Runway 16/34 & Taxiway.

The City Council adopted the 2013 budget on December 17, 2012. That budget included an operating transfer in the amount of \$48,500 from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund. These funds are to be used as the local share of the 8 & 10 Hangar Ramp Replacement and the purchase of a Flail Mower. This transfer was not done in 2013, however the funds were allocated to these projects.

Staff Recommendation:

Staff recommends making a motion adopting a resolution approving a budgeted transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Project Fund in the amount of \$66,000 as of December 31, 2015.

Requested City Council Action

Make a motion adopting a resolution approving a budgeted transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Project Fund in the amount of \$66,000 as of December 31, 2015.

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

RESOLUTION NO. 16-

A RESOLUTION AUTHORIZING THE FOLLOWING BUDGETED TRANSFERS FROM THE CAPITAL EQUIPMENT REPLACEMENT FUND TO THE AIRPORT CAPITAL IMPROVEMENT FUND IN THE AMOUNT OF \$66,000 AS OF DECEMBER 31, 2015

WHEREAS, on December 17, 2012, the Grand Rapids City Council approved the 2013 budget which included the following transfers:

\$39,750 from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund to be used for the 8/10 Hangar Ramp Replacement

\$8,750 from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund to be used for the purchase of a new Flail Mower

WHEREAS, on December 15, 2014, the Grand Rapids City Council approved the 2015 budget which included the following transfers:

\$12,500 from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund to be used to Update Master Plan/ALP

\$5,000 from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund to be used for the Crack Sealing of Runway 16/34 & Taxiway

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes the following budgeted transfer from the Capital Equipment Fund to the Airport Capital Improvement Project Fund in the amount of \$66,000 as of December 31, 2015:

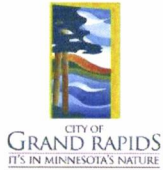
Adopted this 14th day of March 2016.

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0077 **Version:** 1 **Name:** Carlson Bench Dedication
Type: Agenda Item **Status:** Consent Agenda
File created: 1/20/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider adopting a resolution accepting the donation of a bench from Mr. Brian Carlson and Mr. Doug Carlson in honor of their mother, Jeanette "Netsy" (Stram) Carlson.
Sponsors:
Indexes:
Code sections:
Attachments: [3-14-16 Carlson Bench Application and Plaque Proof.pdf](#)
[3-14-16 Resolution Carlson Bench.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting the donation of a bench from Mr. Brian Carlson and Mr. Doug Carlson in honor of their mother, Jeanette "Netsy" (Stram) Carlson.

Background Information:

The City has a "Dedicate A Bench Program" where members of the public can donate a bench with a plaque in honor of people. Mr. Brian Carlson and his brother Mr. Doug Carlson, have offered to donate a bench and dedicate it in honor of their mother, Jeanette "Netsy" (Stram) Carlson. The bench will be located outside of the trailhead building at the Itasca County Fairgrounds. Attached is the application form, plaque proof of wording, bench invoice, and the resolution accepting the donation.

Staff Recommendation:

City Staff recommends adopting a resolution accepting the donation of a bench from Mr. Brian Carlson and Mr. Doug Carlson in honor of their mother, Jeanette "Netsy" (Stram) Carlson.

Requested City Council Action

Motion to adopt a resolution accepting the donation of a bench from Mr. Brian Carlson and Mr. Doug Carlson in honor of their mother, Jeanette "Netsy" (Stram) Carlson.

JEANNETTE "NETSY" (STRAM) CARLSON
1921 - 2015
FARM WIFE 4-H MOM

*Approved by email
Prima Carlson
next Page*

- APPROVED
- APPROVED AS NOTED
- REJECTED

BY _____ DATE _____

INTERNAL USE ONLY
PLQ ORDERED:
SO/REP:
ITEM:
QTY:
EST:



PLAQUE-023801A-10

2" X 10" PLAQUE

PLAQUE NOT TO SCALE

2/25/16



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

BENCH DEDICATION ORDER FORM

APPLICANT (Please Print)

Name:	BRIAN CARLSON
Address:	2001 Norway St Grand Rapids, MN 55744
Phone:	256-1522 cell

DEDICATION PLAQUE 2" x 12" (4 LINES)

Spelling

(61 Characters per Line - Includes spaces - Includes Upper & Lower case)

Line 1:	JEANETTE "NETSY" (STRAM) CARLSON
Line 2:	1921 - 2015
Line 3:	FARM WIFE - 4-H MOM
Line 4:	

DESIRED LOCATION OF BENCH

ITASCA COUNTY Fairgrounds - Trailhead
 Bldg

Signature of Applicant:

B. Carlson

Date:

12/30/15

(Check Required with Order) Amount=

Doug CARLSON
 326-3728

802 N Pokagama Ave

RESOLUTION NO. 16-xx

A RESOLUTION ACCEPTING A \$1,620.00 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:

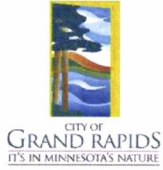
- An area resident donated \$1,620.00 for the inscription and cost of a park bench to be placed near the Trailhead building at the Itasca County Fairgrounds.

Adopted this 14th day of March, 2016.

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0150 **Version:** 1 **Name:** RFP's for Public Finance Services
Type: Agenda Item **Status:** Consent Agenda
File created: 2/18/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider authorizing staff to solicit proposals for Public Finance Services for 2016 through 2020.
Sponsors:
Indexes:
Code sections:
Attachments: [RFP Example MN Cities 2016.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing staff to solicit proposals for Public Finance Services for 2016 through 2020.

Background Information:

It is the City's policy to solicit Requests for Proposals (RFPs) for professional services every five years. However, the City has not done an RFP for a number of years for financial services. The current Financial Consultants would like the City to sign an agreement. The City Administrator thought that this would be a good time to go out for RFPs. We will also put it on the League of Minnesota Cities website as well as our City Website.

The proposals will be reviewed and ranked by the City Administrator, Finance Director and one council member as assigned by the council.

Staff Recommendation:

Staff recommends making a motion to authorize staff to solicit proposals for Public Finance Services for 2016 through 2020 and designate one council member to be on the RFP review committee.

Requested City Council Action

Make a motion to authorize staff to solicit proposals for Public Finance Services for 2016 through 2020 and designate one council member to be on the RFP review committee.



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

CITY OF GRAND RAPIDS, MINNESOTA

**REQUEST FOR PROPOSALS
FOR PUBLIC FINANCE SERVICES**

MARCH 15, 2016

Table of Contents

I.	INTRODUCTION AND BACKGROUND	1
	A. General Information and Scope of Services	1
	B. Qualifications Based Selection	1
	C. Review and Recommendation Process	1
	D. Financial Liability Limitations	1
	E. Rights of Review	1
	F. Selection Criteria	2
II.	Proposal Process	2
	A. Proposal Submission	2
	B. Schedule	2
III.	STATEMENT OF PROPOSAL CONTENT	3
	A. Cover Page	3
	B. Transmittal Letter	3
	C. Technical Proposal	3
	1. Firm Profile	3
	2. Staffing	4
	3. Compensation	4
	Appendix A – Resumes	4
	Appendix B - References	4

I. INTRODUCTION AND BACKGROUND

A. General Information and Scope of Services

The City of Grand Rapids invites written proposals from qualified firms interested in providing public finance services to assist the City of Grand Rapids in meeting financing needs outlined in this request for proposals. It is the City's intent to enter into a five-year contract for these professional services.

The scope of services requested by the City of Grand Rapids in connection with this request for proposal cover the entire spectrum of public finance services customarily provided to governmental entities, but may generally be divided into three groups: debt issuance, debt management and financial planning/special projects.

The professional services may include but are not limited to attending meetings, making presentations, and submitting information and/or work products.

Selection of future work assignments will take into consideration the workload, expertise, and past performance of proposing financial advisory firms or any of its representatives.

Proposing firms may solely provide advisory services or may also engage in the underwriting of municipal securities. The City will evaluate and select the method of issuance best suited to each financing. The City, at its sole discretion, may choose to use the selected firm as underwriter instead of municipal advisor for a specific issue.

The City of Grand Rapids is limiting the content of the technical portion of the statement of proposal to ten (10) pages except for resumes and references.

B. Qualifications Based Selection

The City of Grand Rapids intends to select and award a contract to the firm evaluated to be best qualified to perform the work for the City with cost, compatibility, and other performance factors also considered.

C. Review and Recommendation Process

Based upon review of the submitted proposals and interviews with firms, the City staff will recommend to the City Council a firm to be retained.

D. Financial Liability Limitations

The City of Grand Rapids shall not be liable for any expenses incurred by the applicant including but not limited to expenses associated with the preparation of the proposal, attendance at the interviews, preparation of a compensation (fees) schedule or final contract negotiations.

E. Rights of Review

The City of Grand Rapids reserves the right to reject any or all proposals or to request additional information from any and all applicants.

F. Selection Criteria

The following criteria will be used in order to ascertain which proposal best meets the needs of the City of Grand Rapids.

1. Capabilities of the firm to assist the City with debt issuance, debt management and post issuance compliance, including knowledge of federal and state laws/regulations relating to public finance, knowledge of the municipal bond market, experience with other Minnesota cities. (0 to 25 points)
2. Capabilities of the firm to provide other services to the City including capital improvements planning, financial planning, economic development assistance, and other relevant financial advisory services. (0 to 10 points).
3. Staffing. Proposals should describe the organization and qualifications of staff that will most directly provide service to the City. Proposals should also describe staffing related to other services provided to the City, such as initial offering disclosure, bond closing, continuing disclosure and special projects. (0 to 25 points)
4. Responsiveness of the written proposal in clearly stating an understanding of potential work to be performed (services related to financial planning, services related to debt issuance, redevelopment/economic development and special services). (0 to 15 points)
5. Compensation including charges for specific services and process for billing. (0 to 25 points)

II. Proposal Process

A. Proposal Submission

Five (5) printed copies and one (1) electronic copy of the Proposal shall be submitted to:

Barb Baird
Finance Director
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744
218.326.7615
bbaird@ci.grand-rapids.mn.us

All responses, questions, and correspondence should be directed to Barb Baird. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials.

B. Schedule

1. City mails Request for Proposal March 15, 2016
2. Statements of proposal due date April 22, 2016
3. Review of RFP's is completed May 6, 2016
4. All firms noticed of shortlist and interviews scheduled May 20, 2016
5. Interviews (if necessary) June 1-3, 2016
6. Selection committee final decision June 6, 2016
7. Contract negotiation completed June 9, 2016
8. Contract consideration by the City Council June 13, 2016

NOTE: ALL STATEMENTS OF PROPOSAL MUST BE RECEIVED BY Friday, April 22, 2016, AT Grand Rapids CITY HALL NO LATER THAN 4:30 P.M.

III. STATEMENT OF PROPOSAL CONTENT

During the evaluation process, the City of Grand Rapids shall reserve the right to request additional information or clarifications from a firm, or to allow corrections of errors and/or omissions.

The following material is required to be received for a proposing firm to be considered:

A. Cover Page

Title page showing the following: request for proposals subject; the firm's name, address, Municipal Advisor registration number, telephone, and email address of the contact person; and the date of the proposal.

B. Transmittal Letter

A signed letter of transmittal briefly stating the firm's understanding of the work to be done, the commitment to perform the work within requested time periods, a statement why the firm believes that it is best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer.

C. Technical Proposal

The proposal for technical qualifications shall be limited to ten (10) pages except resumes and references.

The purpose of the technical proposal is to demonstrate the qualifications, competence, and capacity of the firm in conformity with the requirements of this request. As such, the substance of the proposals will carry more weight than form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

1. Firm Profile

- a. A description of the firm including public finance services, specifically relating to local governments, that the firm is capable of providing.
- b. A brief description of the experience of the firm in assisting municipalities with the issuance and management of debt. Please include any creative solutions or innovative ideas provided by the firm.
- c. A brief description of the experience of the firm in providing other advisory services to local governments, specifically in the areas of financial planning and economic development. Please describe how these services have benefited the client.
- d. Briefly describe how the firm plans to comply with municipal advisor regulations and any impacts on the ability to provide services to the City.

- e. A brief description of the proficiency of the firm in dealing with Moody's Investors Service and Standard & Poor's in establishing and/or improving the credit rating of obligations issued by governmental entities. Briefly explain how, as financial advisor, the firm will assist the City of Grand Rapids in maintaining and/or improving its credit rating.
- f. Briefly describe the firm's approach to assisting with debt management, continuing disclosure and other post issuance compliance activities.
- g. Describe any potential conflicts of interest in the firm's ability to provide the services described in this proposal and, if any, how the firm plans to address such conflicts.
- d. Any additional information which might be beneficial to the City of Grand Rapids in evaluating the firm's qualifications.

2. Staffing

Identify members of the firm's staff that will work must directly with the City. For each staff person, describe the role(s) and responsibilities in delivering services to the City.

3. Compensation

The proposal should clearly set forth the basis for fees to be charged for the work proposed and for various financing alternatives. The proposal should clearly define the billing process, including the timing of billings as it relates to work performed. As the City of Grand Rapids may also request work to be performed by a firm which does not directly relate to issuance of bonds, fees should not be based exclusively on debt issued.

The proposal should clearly state whether the proposer or the City of Grand Rapids will bear ultimate responsibility for the payment of incidental (out of pocket) expenses. Should the City of Grand Rapids be assigned responsibility for incidental expenses, then it will be necessary to set forth in the proposal the basis for each type of incidental expense, including the following: data processing charges; printing costs; and travel expenses.

The proposal should describe strategies that the firm uses to reduce the overall cost of services to the City.

Appendix A - Resumes

Include a resume for each individual listed in #2 including professional experience, qualifications, education, and relevant professional licenses and certifications. The description of professional experience should specifically list the number of years and type of experience directly in the field of public finance.

Appendix B - References

- a. Please include a list of municipal clients where related services were provided by the professional staff proposed along with the name and telephone number of a person who may be contacted at the municipality.
- b. Include a list of previous or current services provided to the City of Grand Rapids.

- c. Include a list of all overlapping and adjacent governmental units for whom work has been performed within the past three (3) years, the specific activities performed, and the name of a person who may be contacted at the municipality.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0152 **Version:** 1 **Name:** Consider adopting a resolution accepting 2016 Wellness Grant from Northeast Service Cooperative.

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

File created: 2/22/2016 **In control:** City Council

On agenda: 3/14/2016 **Final action:**

Title: Consider adopting a resolution accepting 2016 Wellness Grant from Northeast Service Cooperative.

Sponsors:

Indexes:

Code sections:

Attachments: [NESC Wellness Grant](#)
[Wellness Grant Resolution 16-](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting 2016 Wellness Grant from Northeast Service Cooperative.

Background Information:

This grant was developed in follow-up to member requests to the Northeast Service Cooperative for added resources and support in the areas of Health and Wellness. Since "health" is an implicit goal in health care delivery, health promotion activities are important to our members, employer groups and regional insurance pool. The Northeast Service Cooperative is committed to investing in prevention-oriented health promotion programs for all its member organizations. Employers are increasingly recognizing the importance of healthy employees. Organizational wellness initiatives can help employees to be more creative, have positive attitudes and work well in an environment of change. The City of Grand Rapids has an active Wellness Program that has high participation by City staff.

Staff Recommendation:

City staff is recommending the acceptance of this grant.

Requested City Council Action

Make a motion to adopt a resolution accepting the 2016 Wellness Grant in the amount of \$670.00 from the Northeast Service Cooperative.

NORTHEAST SERVICE COOPERATIVE
5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768

THIS INSTRUMENT WHEN SIGNED BY THE
TREASURER SHALL BECOME A CHECK
PAYABLE TO THE ORDER OF THE PAYEE
NAMED FOR THE AMOUNT STATED.

75 - 120
919

80442

Frandsen Bank and Trust
Virginia, MN 55792

02/19/2016

PAY Six hundred seventy and 0/100 dollars*****

\$670.00

TO CITY OF GRAND RAPIDS
THE 420 N POKEGAMA AVENUE
ORDER GRAND RAPIDS MN 55744
OF

John Borhlich Chair
Robert Poljan Treasurer

DO NOT CASH IF THE WORDS ORIGINAL DOCUMENT DO NOT APPEAR ON BACK

⑈80442⑈ ⑆091901202⑆ 41017002⑈

NORTHEAST SERVICE COOPERATIVE
CITY OF GRAND RAPIDS

1 3200

1

Date: 02/19/2016

80442

Inv Date Invoice# Voucher# Comments
2/19/2016 1/2016 WELLNESS 50015 WELLNESS GRANT

Gross	Discount	Net
670.00	0.00	670.00
<u>\$670.00</u>	<u>\$0.00</u>	<u>\$670.00</u>

RECEIVED

FEB 22 2016

CITY OF GRAND RAPIDS

NORTHEAST SERVICE COOPERATIVE
CITY OF GRAND RAPIDS

1 3200

1

Date: 02/19/2016

80442

Inv Date Invoice# Voucher# Comments
2/19/2016 1/2016 WELLNESS 50015 WELLNESS GRANT

Gross	Discount	Net
670.00	0.00	670.00
<u>\$670.00</u>	<u>\$0.00</u>	<u>\$670.00</u>

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

RESOLUTION NO. 16-

A RESOLUTION ACCEPTING A \$690.00 WELLNESS GRANT FROM NORTHEAST SERVICE COOPERATIVE FOR THE CITY OF GRAND RAPIDS HEALTH AND WELLNESS PROGRAM

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

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

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

- The Northeast Service Cooperative has granted the City of Grand Rapids \$670.00 to be used for the Health and Wellness Program.

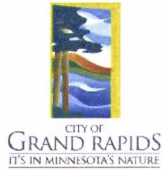
Adopted this 14th day of March, 2016

Dale C. Adams, Mayor

Attest:

Kimberly Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0159 **Version:** 1 **Name:** Consider approving the General Liability insurance coverage through the League of Minnesota Cities Insurance Trust for the 2016 plan year and authorize payment of the insurance premium including the agent fee.

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

File created: 2/29/2016 **In control:** City Council

On agenda: 3/14/2016 **Final action:**

Title: Consider approving the General Liability insurance coverage through the League of Minnesota Cities Insurance Trust for the 2016 plan year and authorize payment of the insurance premium including the agent fee.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider approving the General Liability insurance coverage through the League of Minnesota Cities Insurance Trust for the 2016 plan year and authorize payment of the insurance premium including the agent fee.

Background Information:

The City of Grand Rapids has had their general liability insurance with the League of Minnesota Cities Insurance Trust (LMCIT) for many years. The League's insurance is very comprehensive and they have, for the past several years, given us a refund check at the end of the year which represents our portion of the refund to the cities insured by them because of lower than anticipated insurance claims. For 2015 the LMCIT property/casualty dividend refund for the City of Grand Rapids was \$68,171.00.

The premium for the 2016 plan year is \$224,274.00. Our insurance agent is paid on a flat fee structure; this fee is included in this premium and has not increased from last year.

The general liability includes property, inland marine, general liability, glass, miscellaneous equipment, vehicles, etc. The premium is based on personnel costs, amount and value of property equipment and vehicles, the amount of capital construction and other factors. This coverage includes the City Hall, Public Library, Central School, Civic Center, various other City-owned properties and all City Departments (excluding Public Utilities). This amount is part of the 2016 adopted budget.

Staff Recommendation:

City staff is recommending insurance coverage through the League of Minnesota Cities Insurance trust.

Requested City Council Action

Make a motion to approve the general liability insurance coverage through the League of Minnesota Cities Insurance trust for the 2016 plan year and authorize payment of the insurance premium for \$224,274.00.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0161 **Version:** 1 **Name:** Consider adopting part-time Communications Specialist job description.
Type: Agenda Item **Status:** Consent Agenda
File created: 2/29/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider adopting part-time Communications Specialist job description.
Sponsors:
Indexes:
Code sections:
Attachments: [Communications Specialist Job Descriptin - Proposed](#)

Date	Ver.	Action By	Action	Result
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Consider adopting part-time Communications Specialist job description.

Background Information:

Jessica Setness was hired on March 24, 2014 as a part-time Communications Specialist. Because the position was new, we didn't have a job description outlining the duties of the position. Now that the position has been well-established, we would like to adopt a job description that does just that.

Staff Recommendation:

Human Resources Director Lynn DeGrio is recommending the adoption of the attached job description for part-time Communications Specialist.

Requested City Council Action

Make a motion to adopt the attached job description for part-time Communications Specialist.

City of Grand Rapids Job Description

Job Title: **Communications Specialist**
Department: Administration
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: March 14, 2016

Summary: Responsible for coordinating the communications output within the City of Grand Rapids. Creates and delivers emails, direct mail, brochures, newsletters, and other publications. Work is performed under the general direction of the Human Resources Director.

Essential Duties and Responsibilities include the following. 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.

- Create City literature and other forms of communication.
- Create marketing and promotional materials, both print and electronic.
- Work with advertisers for timely and useable ad submissions.
- Copyedit, proofread, and revise communications.
- Design and launch email marketing campaigns.
- Recommend, implement and maintain site design and operation.
- Promote services through public relations initiatives.
- Develop marketing communications campaigns.
- Create and deliver press releases, media relations content, City newsletter content, and social media content.
- Identify, develop and execute communications strategy.
- Research media coverage and industry trends.
- Develop fresh story ideas.
- Conduct extensive media outreach.
- Prepare briefing materials.
- Coordinate scheduling and logistics.
- Coordinate press interviews.
- Manage information.
- Performs other duties as assigned.

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

Customer Service - Solicit customer feedback to improve service; Respond to requests for service and assistance; Meet commitments.

Interpersonal Skills – Able to focus on solving conflict, not blaming; Maintain confidentiality; Listen to others without interrupting; Keep emotions under control; Remain open to others' ideas and tries new things.

Oral Communication - Speak clearly and persuasively in all situations; Listen and get clarification; Respond well to questions; Participate in meetings.

Written Communication - Write clearly and informatively; Edit work for spelling and grammar; Vary writing style to meet needs; Present numerical data effectively; Able to read and interpret written information.

Teamwork - Balance team and individual responsibilities; Exhibit objectivity and openness to others' views; Give and welcomes feedback; Contribute to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments to goals and objectives; Support everyone's efforts to succeed.

Organizational Support - Follow policies and procedures; Complete tasks with accuracy and on time; Support organization's goals and values; Support affirmative action and respect diversity.

Planning/Organizing - Prioritize and plan work activities; Use time efficiently; Plan for additional resources; Set goals and objectives.

Professionalism - Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; Follow through on commitments.

Quality - Demonstrate accuracy and thoroughness; Look for ways to improve and promote quality; Apply feedback to improve performance; Monitor own work to ensure quality.

Safety and Security - Observe safety and security procedures; Determine appropriate action beyond guidelines; Report potentially unsafe conditions; Use equipment and materials properly.

Adaptability - Adapt to changes in the work environment; Manage competing demands; Change approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. Able to learn and operate a variety of office software.

Dependability - Follow instructions, respond to management direction; Take responsibility for own actions; Keep commitments; Commit to long hours of work when necessary to reach goals; Complete tasks on time or notifies appropriate person with an alternate plan.

Initiative – Willing to volunteer readily; Undertake self-development activities; Seek increased responsibilities; Take independent actions and calculated risks; Look for and take advantage of opportunities; Ask for and offer help when needed.

Education and/or Experience

High school diploma or GED and moderate experience working in communications, or equivalent combination of education and experience including:

- Working knowledge of multiple social media platforms (required)
- Strong writing and editing skills (required)
- Strong communication skills (required)
- Experience designing a newsletter (required)
- Microsoft Office skills (required)
- Experience in web content management and page design (required)

Language and Math Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to compute simple math problems, such as addition, subtraction, multiplication and division. Able to make arithmetic computations using whole numbers, fractions and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Microsoft Outlook; Desktop Publishing software; Internet software; and Word Processing software.

Other Skills and Abilities

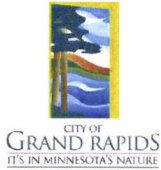
Some knowledge of accounting principles and practices. Ability to handle multiple projects and conflicting demands on time. Ability to maintain an effective working relationship with the public and staff. Ability to work under minimal supervision. Able to work some overtime as the workload demands. Ability to type with speed and accuracy

Physical Demands This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, 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, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic). Moderate travel is required.

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 duties listed above 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 the position.

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)

File #:	16-0162	Version:	1	Name:	PW 2017 Mack Snow Plow Cab & Chassis
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	3/14/2016	In control:		In control:	City Council
On agenda:	3/14/2016	Final action:		Final action:	
Title:	Consider authorizing the budgeted purchase of a new 2017 Mack snow plow truck cab and chassis from Nuss Truck Group as per State Construct #77950 for \$110,723.00, plus Minnesota Sales Tax of \$7,197.00, the license and registration fees of \$75.00, for a grand total of \$117,995.00. Also authorize the Fleet Division to purchase and install a new 800MHZ radio not to exceed \$2,000.00.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2016 03-14 Nuss Truck 2017 Cab-Chassis Quote SB No 77950				

Date	Ver.	Action By	Action	Result
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Consider authorizing the budgeted purchase of a new 2017 Mack snow plow truck cab and chassis from Nuss Truck Group as per State Construct #77950 for \$110,723.00, plus Minnesota Sales Tax of \$7,197.00, the license and registration fees of \$75.00, for a grand total of \$117,995.00. Also authorize the Fleet Division to purchase and install a new 800MHZ radio not to exceed \$2,000.00.

Background Information:

This purchase is approved as part of the Amended Capital Improvement Plan. The completed dump truck purchase will require three components similar to the 2011 dump truck purchase; 1) Truck and Chassis, 2) Epoke De-Icing Unit and 3) snow plow equipment, dump body hydraulic system and other fabrication that is required. Each three components require its own separate RCA. All three will be under the State of Minnesota Cooperative Purchasing Venture (CPV).

This purchase will continue our efforts to modernize our Fleet and reduce the amount of salt and liquid de-icing that is required to assure safe roadways during the winter months. In addition, the new purchase will also be a tandem dump truck with dump box similar to the 2011 dump truck. It will have the versatility to interchange from the dump box to the sanding unit which allows more capacity for hauling snow in winter and construction materials in summer.

Staff Recommendation:

Jeff Davies, PW Director, recommends the purchase of the 2017 Mack snow plow truck from Nuss Truck Group.

Requested City Council Action

A motion approving the budgeted purchase of a new 2017 Mack snow plow truck cab and chassis from Nuss Truck Group as per State Construct #77950 for \$110,723.00, plus Minnesota Sales Tax of \$7,197.00, the license and registration fees of \$75.00, for a grand total of \$117,995.00 and authorize the Fleet Division to purchase and install a new 800MHZ radio not to exceed \$2,000.00.



- 6500 US HWY 63 S, PO BOX 6699
ROCHESTER, MN 55903
507-285-9488 507-424-4156 (FAX)
- 2195 W CTY RD C2, PO BOX 130820
ROSEVILLE, MN 55113
651-633-4810 651-635-0928 (FAX)
- 2825 QUAIL RD NE
SAUK RAPIDS, MN 56379
320-253-6941 320-253-0176 (FAX)
- 3023 TRUCK CENTER DR
DULUTH, MN 55806
218-628-0333 218-628-1822 (FAX)
- 53978 208TH LN, PO BOX 969
MANKATO, MN 56002
507-345-6225 507-387-5886 (FAX)
- 12540 DUPONT AVE S
BURNSVILLE, MN 55337
952-894-9595 952-894-1619 (FAX)

VEHICLE PURCHASE AGREEMENT

DATE: 02/24/2016

NEW USED TRAILER ORDER OUT IN STOCK

SALESPERSON: PROW

CITY OF GRAND RAPIDS

PURCHASER _____ CONTACT/TITLE _____

500 SE 4TH STREET

ADDRESS _____ E-MAIL ADDRESS _____

GRAND RAPIDS, MN _____ ITASCA _____ 55744 _____

CITY STATE _____ COUNTY _____ ZIP CODE _____

218-326-7481 _____

PHONE NUMBER _____ FAX NUMBER _____

The Undersigned Purchaser hereby agrees to purchase from NUSS TRUCK GROUP INC. or SUBSIDIARY, hereinafter referred to as the Dealer, 1 new or used vehicle(s) together with the equipment below set forth (which vehicle(s) and equipment are called "said vehicle(s)") to be delivered on or about 11/29/2011 according to the following specifications, terms, and conditions:

STOCK NO.	YEAR	MAKE	MODEL	MILEAGE	VIN
	2017	MACK	GU713		PENDING

WARRANTIES and/or REPRESENTATIONS

Manufacturer's Warranty Applies

AS-IS: NO DEALER WARRANTY. DEALER DISCLAIMS ANY & ALL EXPRESS OR IMPLIED WARRANTIES.

Other: _____

PURCHASER INITIAL HERE: _____

GVWR/GCWR: The Gross Vehicle Weight (GVWR), or Gross Combination Weight Rating (GCWR), of the vehicle subject to this order is _____ lbs. Seller disclaims any and all liability for damages resulting from operation of the vehicle in excess of the above stated GVWR or GCWR.

PURCHASER INITIAL HERE: _____

TYPE OF TRANSACTION

Financed. Finance Company: _____

Cash (including customer based financing).

Lien Holder: _____

Phone #: _____

DRIVER/INSURANCE INFORMATION (for 2000 form)

Insurance Agent: _____

Insurance Company: _____

Policy #: _____

Driver's License #: _____ Date of Birth: _____

BASE PRICE OF VEHICLE SOLD		\$110,723.00
1. Total of Options/Accessories (carried over from Addendum)		\$0.00
2. Dealer Retail Price		\$110,723.00
3. Discount		\$0.00
4. Total Cash Price (2 less 3)		\$110,723.00
5. Trade-in Allowance		\$0.00
6. Trade Difference (4 less 5)		\$110,723.00
7. MN Sales Tax on Trade Difference <u>6.50%</u>		\$7,197.00
8. Federal Excise Tax		\$0.00
9. License / Registration Fees		\$75.00
10. City/County Excise Tax		\$0.00
11. Document Fee		\$0.00
12. Warranty		\$0.00
13. Balance Due to _____ on trade-in		\$0.00
14. Sub Total (Sum 6 through 13)		\$117,995.00
15. Less Cash Down Payment on Order		\$0.00
16. Sub Total (14 less 15)		\$117,995.00
17. Less Additional Cash Due _____		\$0.00
DUE ON DELIVERY		\$117,995.00

DELIVERY INFORMATION

DELIVER TO: TOWMASTER, LITCHFIELD, MN

ADDITIONAL ITEMS OR CONDITIONS OF SALE:

EQUIPMENT TO BE TRADED

STOCK NO.	YEAR	MAKE	MODEL	MILEAGE	VIN

IT IS FURTHER UNDERSTOOD AND AGREED

This Purchase Contract is subject to the following terms and conditions which have been mutually agreed upon:

1. That the Purchaser, before or at the time of taking delivery of the motor vehicle covered by the Purchase contract, will execute such other forms of agreements or documents as may reasonably be required by the dealer.
2. If the Manufacturer makes any changes in the model or design of any accessories and/or parts of any new motor vehicles at any time, it does not create any obligation on the part of the Dealer to make corresponding changes in the vehicle covered by this order either before or subsequent to the delivery of such vehicle to the Purchaser.
3. The Dealer shall have the right to re-appraise the motor vehicle to be traded-in or modify accordingly the delivery price of the motor vehicle purchased herein, if the said trade-in vehicle is subsequently damaged or parts and/or accessories have been removed or replaced, or if it exceeds any mileage/kilometer limitation stated on the face of this contract.

PURCHASER INITIAL HERE: _____

TERMS AND CONDITIONS

This purchase agreement is tendered by the Purchaser for acceptance by the Dealer, and it will not be binding upon the Dealer unless accepted and signed by the Dealer.

If the terms of payment herein provided are other than cash, the Purchaser agrees to execute and deliver to the Dealer, prior to the delivery of said vehicle(s), a security agreement, in the form customarily required by it, covering said vehicle(s) in order to secure the payment of the indebtedness due hereunder. The Purchaser further agrees that this purchase agreement shall be subject to all the terms and conditions of said security agreement, which shall supersede this purchase agreement to the extent inconsistent herewith; provided that Purchaser's warranty as to any used motor vehicle or equipment traded in by the Purchaser and taken by the Dealer as part payment hereunder (hereinafter such used motor vehicle or equipment is called the "used equipment") shall survive the execution of the security agreement.

The Purchaser warrants that the used equipment, if any, is free and clear of all liens and/or encumbrances of any nature whatsoever, and that the Purchaser has good and marketable title to the used equipment at the time of delivery thereof to the Dealer, unless noted otherwise under other conditions of sale. The used equipment is to be delivered to the Dealer in the same condition and appearance in which it was when first inspected by the Dealer or its agent. The Dealer, upon delivery of the used equipment, shall have the right once again to inspect the used equipment, and the Dealer shall be the sole judge as to its condition, with the right to accept or reject the used equipment at its option. If the used equipment is not in a condition and appearance as good as it was when first inspected by the Dealer, the Dealer shall have the right to revalue the amount of allowance offered for such equipment and the total cash purchase price shall be increased accordingly. The Purchaser agrees that the amount of the allowance made upon the used equipment, if any, is to be applied by the Dealer as part payment on the purchase price of said vehicle(s).

The Dealer shall not be held responsible for any loss, damage, detention, delay or failure to deliver resulting from any cause which is unavoidable or beyond its reasonable control, including, but not limited to, fire, flood, natural disaster, strike or labor disturbance, accident, vandalism, riot or insurrection, war, any order, decree, law or regulation of any court, government or governmental agency, shortage of materials, demand in excess of available supply, failure or interruption of normal transportation or power facilities; AND IN NO EVENT SHALL THE DEALER BE LIABLE FOR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF INCOME. The receipt of said vehicle(s) by the Purchaser upon delivery shall constitute a waiver of all claims for loss or damage due to delay.

In the event that the within purchase agreement is accepted by the Dealer and the Purchaser fails to accept delivery and perform this contract pursuant to its terms, the Dealer shall have the right to retain the amount paid to the Dealer in cash and/or the used equipment on account of the purchase price of said vehicle(s) as liquidated damages in addition to such other rights as the Dealer may have under law. In the event that the within purchase agreement is canceled by mutual written agreement of the Dealer and the Purchaser or if the Dealer is unable to make delivery of said vehicle(s), the Dealer will return and the Purchaser will accept the cash and the used equipment (or if the used equipment shall have been sold, the net amount received by the Dealer from the sale thereof) in full discharge of any obligations of the Dealer to the Purchaser hereunder.

A security interest in said vehicle(s) shall remain in the Dealer until the payment in full of the purchase price or, if the terms of payment herein provided are other than cash, until the execution and delivery of a security agreement, as hereinabove provided, at which time the terms of said security agreement shall control.

In the event of Purchaser's failure to make payment of the purchase price when due, the Dealer may take immediate possession of said vehicle(s), without demand or further notice. For this purpose and in furtherance thereof, the Purchaser shall, if the Dealer so requests, make said vehicle(s) available to the Dealer at a reasonably convenient place designated by it, and the Dealer shall have the right, and the Purchaser does hereby authorize and empower the Dealer, its agents, servants or employees, to enter upon the premises wherever said vehicle(s) may be and remove the same; and the Purchaser hereby expressly waives any action or right of action of any kind whatsoever against the Dealer, its agents, servants or employees because of the removal, repossession or retention of said vehicle(s) or otherwise.

The Purchaser agrees that if the cost of labor, materials, body, accessories or other equipment or component parts increases beyond the basis upon which the price set forth herein was established, then the Dealer, at any time before delivery, may give the Purchaser written notice of an increase in price, and such increased price shall be the contract price, unless Purchaser within ten days thereafter shall give Dealer written notice of cancellation. Any such increase in the contract price, pursuant to this provision, however, shall not prevent additional increases, if necessary, under the circumstances set forth herein at any time prior to delivery.

If the cost to the Dealer of insurance to be furnished by the Dealer hereunder is increased at any time prior to the delivery of said vehicle(s) the Purchaser agrees to pay for the insurance herein provided for at such increased rate.

ALL TAXES NOW OR HEREAFTER IMPOSED UPON THE SALE OF SAID VEHICLE(S) SHALL BE PAID BY THE PURCHASER.

The Purchaser agrees that all previous communications between the Purchaser and the Dealer, either verbal or written, with reference to the subject matter of this purchase agreement, are hereby abrogated. The Purchaser further agrees that no modification of this Agreement shall be binding upon the Dealer unless such modifications shall be in writing and agreed to and accepted in writing by authorized personnel of the Dealer.

This instrument contains the entire agreement between the parties, and there are no understandings or representations not contained herein.

THE DEALER AND THE MANUFACTURER MAKE NO WARRANTIES AS TO SAID VEHICLE(S), EXPRESS, IMPLIED, OR IMPLIED BY LAW, EXCEPT THE MANUFACTURER'S STANDARD VEHICLE WARRANTY, A COPY OF WHICH HAS BEEN DELIVERED TO THE PURCHASER AND WHICH IS INCORPORATED HEREIN BY REFERENCE. THE DEALER AND THE MANUFACTURER SPECIFICALLY DISCLAIM ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR CONSEQUENTIAL DAMAGES.

THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.

UNLESS OTHERWISE STATED, ALL INCENTIVES TO THE DEALER.

THE TERMS AND CONDITIONS HEREOF ARE A PART OF THIS AGREEMENT. THE PURCHASER ACKNOWLEDGES HAVING READ THIS AGREEMENT INCLUDING SUCH TERMS AND CONDITIONS AND FURTHER, PURCHASER ACKNOWLEDGES RECEIVING A COPY OF THIS AGREEMENT.

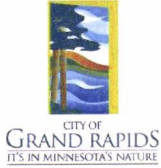
Buyer Signature _____ Buyer Name/Title _____

DATE

Dealer Accepted X _____

DATE

THIS ORDER IS NOT VALID UNLESS ACCEPTED AND SIGNED BY A SALES MANAGER OR OFFICER OF THE COMPANY.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0166 **Version:** 1 **Name:** Car Show temporary liquor
Type: Agenda Item **Status:** Consent Agenda
File created: 3/1/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider approving 1 to 4 day temporary liquor license for American Legion Post 60, for the Grand Rapids Car Show, July 28th - 31st, 2016.

Sponsors:

Indexes:

Code sections:

Attachments: [American Legion Temp Liquor - Car Show](#)

Date	Ver.	Action By	Action	Result
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Consider approving 1 to 4 day temporary liquor license for American Legion Post 60, for the Grand Rapids Car Show, July 28th - 31st, 2016.

Background Information:

The American Legion Post 60 has submitted an application for a 1 to 4 day temporary on-sale liquor license for the sale and service of alcoholic beverages at the Grand Rapids Car Show. This event is located at the Itasca County Fairgrounds and will take place July 28th through July 31st. This is an annual event. All fees and documentation have been received by the City.

Staff Recommendation:

Staff recommends approval.

Requested City Council Action

Make a motion approving the 1 to 4 Day Temporary On-Sale Liquor License for the American Legion Post 60 to conduct the sale/service of alcoholic beverages at the Grand Rapids Car Show, July 28th through July 31st, 2016.



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

Name of organization: American Legion Post No 40 Date organized: 1921 Tax exempt number: E195096

Address: 9 NW 2nd St. City: Grand Rapids State: Minnesota MN Zip Code: 55744

Name of person making application: Greg Forthmann Business phone: 218-326-9141 Home phone: 218-326-4745

Date(s) of event: 7-28-16 to 7-31-16 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: Max Haven, Commander City: Grand Rapids State: Minnesota Zip Code: 55744

Organization officer's name: Max Ott, Adjutant City: Grand Rapids State: Minnesota Zip Code: 55744

Organization officer's name: Jerry Terhaar, Finance Officer City: Grand Rapids State: Minnesota Zip Code: 55744

Organization officer's name: Vern Loses, Chairman Base Committee City: Grand Rapids State: Minnesota Zip Code: 55744

Location where permit will be used. If an outdoor area, describe.
North MN Swap Meet & Car Show, Itasca Co Fairgrounds

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Dick Distributing Co 1303 N.E. 7th St Grand Rapids, MN 55744

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

APPROVAL

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

Grand Rapids
 City or County approving the license _____ Date Approved _____
2015
 Fee Amount _____ Permit Date _____
1 MARCH 2016
 Date Fee Paid _____ City or County E-mail Address _____
 _____ City or County Phone Number _____

Signature City Clerk or County Official _____ Approved Director Alcohol and Gambling Enforcement _____

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/24/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Itasca Reliable Insurance Agency 1121 E US Hwy 169 PO Box 825 Grand Rapids MN 55744 INSURED AMERICAN LEGION POST #60 MCVEIGH-DUNN POST #60 9 NW 2ND ST GRAND RAPIDS MN 55744	CONTACT NAME: Diane Dick, CIC, CISR, AAM PHONE (A/C, No, Ext): (218) 326-8518 FAX (A/C, No): (218) 326-9557 E-MAIL ADDRESS: dianed@itascareliableinsurance.com INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance NAIC # 15350 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES CERTIFICATE NUMBER: 2016 master REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					
A	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		NSO1831777	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	OTHER					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	ANY AUTO <input type="checkbox"/>					
	ALL OWNED AUTOS <input type="checkbox"/>	SCHEDULED AUTOS <input type="checkbox"/>				
	HIRED AUTOS <input type="checkbox"/>	NON-OWNED AUTOS <input type="checkbox"/>				
	UMBRELLA LIAB <input type="checkbox"/>	OCCUR <input type="checkbox"/>				EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/>	CLAIMS-MADE <input type="checkbox"/>				AGGREGATE \$
	DED <input type="checkbox"/>	RETENTION \$ <input type="checkbox"/>				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A			
	If yes, describe under DESCRIPTION OF OPERATIONS below					
A	Liquor Liability		NSO1831778	1/1/2016	1/1/2017	500,000/ 500,000 500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Beer Garden 7-28-16 through 7-31-16 at Car show

CERTIFICATE HOLDER City of Grand Rapids 420 N Pokegama Ave Grand Rapids, MN 55744	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE D Dick, CIC, CISR, AAM/ <i>Diane Dick</i>
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CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0167 **Version:** 1 **Name:** Consider approving Itasca County classification of tax-forfeited land.
Type: Agenda Item **Status:** Consent Agenda
File created: 3/1/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider approving Itasca County classification of tax-forfeited land.
Sponsors:
Indexes:
Code sections:
Attachments: [County Land Classification Request](#)
[Property Land Classification Map](#)

Date	Ver.	Action By	Action	Result
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Consider approving Itasca County classification of tax-forfeited land.

Background Information:

Itasca County has recently either classified or re-classified the tax-forfeited status of one undeveloped parcel within the city. It is as follows (see attached map for parcel location):

- 91-019-3316 as Non-Conservation

The Non-Conservation classification would allow the County to sell the parcel, as opposed to a Conservation classification which would be retained and open for public use.

Itasca County has requested the City's approval of the current classification within the attached form to be executed by the Mayor and City Clerk.

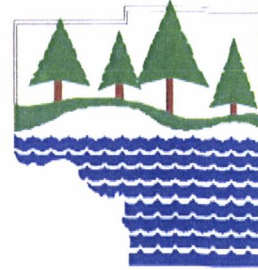
Requested City Council Action

Pass a motion approving Itasca County's tax-forfeited classification of Non-Conservation for Parcel No: 91-019-3316, and authorize the Mayor and City Clerk's execution of the attached approval form.

RECEIVED

FEB 29 2016

CITY OF GRAND RAPIDS



ITASCA COUNTY
LAND DEPARTMENT – REAL ESTATE OFFICE

1177 LaPrairie Avenue
Grand Rapids, MN 55744
218-327-7302 – FAX 218-327-4160

CERTIFIED MAIL/RETURN RECEIPT

February 24, 2016

Kim Johnson-Gibeau
Grand Rapids City Clerk
420 N. Pokegama Ave.
Grand Rapids, MN 55744

Dear Ms. Johnson-Gibeau:

Enclosed is a classification listing containing the results from the 2016 Land Classification Committee meeting with the parcel(s) associated with your township or municipality **AND** classified as non-conservation highlighted. The parcel(s) described in the listing forfeited to the State of Minnesota for non-payment of property taxes.

As required under M.S. 282.01, we request that you approve the parcel(s) be put forth toward auction or request a conveyance to your township for public use.

We require a certified copy of the council resolution authorizing any action taken. If you request that a parcel be conveyed to your township, you must also complete a Form 962, *Application by a Governmental Subdivision for Conveyance of Tax-Forfeited Land* and mail it to this office.

Special assessments that were levied before the forfeiture do not need to be certified to this office. They were cancelled at forfeiture and will be paid from the sale price. Special assessments that are levied after the forfeiture should be certified to this office. They will be added to the appraised value and paid from the sale price as well.

Please be advised that, if the council fails to respond within sixty (60) days of the date of this letter, the classification and sale will be deemed to be approved.

If you have any questions, please feel free to contact me at (218) 327-7302 or by email at andrew.glusica@co.itasca.mn.us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Andrew Glusica', is written over a horizontal line.

Andrew Glusica
Real Estate Assistant

CITY OF GRAND RAPIDS

2016 Classification: **Non-Conservation**

LEGAL DESCRIPTION:

E 100' OF W 790' OF N 200' OF S 400' OF LOT 11

<u>SEC.</u>	<u>TWP</u>	<u>RGE</u>
19	55	25



APPROVED



NOT APPROVED

PARCEL ID # **91-019-3316**

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

The classification or reclassification and sale of lands described above lying within the boundaries of the **CITY OF GRAND RAPIDS** in said County and State is hereby approved or disapproved as indicated above.

Dated this 14th day of March, 2016

Attest: _____
Clerk, **CITY OF GRAND RAPIDS**

Chairperson, **CITY OF GRAND RAPIDS**

2016 Land Classification

Non Platted Properties

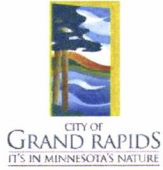
ID	PURPOSE	SEC	TWP	RGE	ACRES	LEGAL DESCRIPTION	PARCEL ID	CLASSIFICATION	REASON
1	FORFEITED	9	54	23	1.80	LOT 2	12-009-3201	CONSERVATION	WATER
2	FORFEITED	19	55	25	0.50	E 100' OF W 790' OF N 200' OF S 400' OF LOT 11	91-019-3316	NON-CONSERVATION	IMPROVED
3	FORFEITED	20	59	26	1.20	E 196.90' OF W 716.99' OF LT 8 LYG N OF HWY 38	26-020-2206	NON-CONSERVATION	IMPROVED
5	FORFEITED	9	146	25	40.50	SW SE	32-009-4300	CONSERVATION	FORESTRY
6	FORFEITED	9	146	25	40.80	SE SE	32-009-4400	CONSERVATION	FORESTRY
7	FORFEITED	8	147	26	3.40	ATTACHED	77-008-1403	NON-CONSERVATION	IMPROVED
8	FORFEITED	8	147	26	0.80	N 231 FT OF S 759 FT OF E 189.75 FT OF SE NE	77-008-1402	NON-CONSERVATION	IMPROVED
9	FORFEITED	9	148	28	6.00	N 1/2 OF S 1/2 OF NE NE LESS N 110'	13-009-1108	NON-CONSERVATION	IMPROVED
10	FORFEITED	23	148	25	2.00	THE N 209 FT OF THE W 418 FT OF THE SW NW	22-023-2302	NON-CONSERVATION	IMPROVED
11	FORFEITED	35	148	25	0.10	REV DESC 1 OF LOT 2	22-035-3202	CONSERVATION	WATER, ACCE:
12	REQUESTED	4	58	24	40.10	NE SW	04-104-3100	CONSERVATION	WATER, FORES
13	REQUESTED	14	58	24	41.20	NW NW	04-114-2200	CONSERVATION	MEMORIAL FOR
14	REQUESTED	20	55	26	3.00	W 100' OF SE NW	05-020-2401	NON-CONSERVATION	SURROUNDIN
17	REQUESTED	3	54	22	39.90	SE NW	14-003-2400	CONSERVATION	WATER, FORES
19	REQUESTED	15	149	29	41.00	SW SE	28-015-4300	NON-CONSERVATION	GRAVEL
21	REQUESTED	16	148	28	2.00	REV DESC 7 OF LOT 2	13-016-2208	CONSERVATION	WATER, ACCE:
44	REQUESTED	9	148	28	0.20	REV DESC 3 OF LOT 4	13-009-3307	CONSERVATION	ACCESS

Itasca County Non-conservation Lot Classification (Parcel #91-019-3316)



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





CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0168 **Version:** 1 **Name:** Recreation Spring Employees (2)
Type: Agenda Item **Status:** Consent Agenda
File created: 3/2/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider hiring part time employees for Park & Recreation / I.R.A. Civic Center

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider hiring part time employees for Park & Recreation / I.R.A. Civic Center

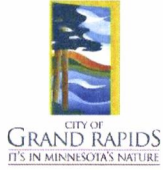
Background Information:

The following individuals will be hired with the Grand Rapids Park and Recreation Department, I.R.A. Civic Center, and/or the Grand Rapids Sports Complex. These positions are part of the annual operating budget, begin employment March 7, 2016, and complete employment by May 31, 2016.

- Alex Boyd, Swim Instructor, Hourly Pay Rate: \$9.00
- Jessica Schnieder, Swim Instructor, Hourly Pay Rate: \$9.00
- Heather Vance, Swim Instructor, Hourly Pay Rate: \$9.00
- Bianka Busching, Swim Instructor, Hourly Pay Rate: \$9.00
- Sarah Hanson, Swim Instructor, Hourly Pay Rate: \$9.00
- Lars Anderson, Swim Instructor, Hourly Pay Rate: \$9.00
- Megan Jylha, Swim Instructor, Hourly Pay Rate: \$9.00
- Erika Cortese, Swim Instructor, Hourly Pay Rate: \$9.00

Staff Recommendation:

City staff is recommending the approval of the hiring of the seasonal part time employees with the Grand Rapids Park and Recreation Department, I.R.A. Civic Center, and/or the Grand Rapids Sports Complex.
 Make a motion approving the hiring of seasonal part time employees with the Grand Rapids Park and Recreation Department, I.R.A. Civic Center, and/or the Grand Rapids Sports Complex.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0169 **Version:** 1 **Name:** Outdoor Recreation Grand 2016
Type: Agenda Item **Status:** Consent Agenda
File created: 3/2/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**

Title: Adopt a resolution authorizing staff to apply for an Outdoor Recreation Grant.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Adopt a resolution authorizing staff to apply for an Outdoor Recreation Grant.

Background Information:

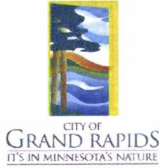
In recent years, the sport of pickleball, a tennis like game played with paddles, has taken off across the Grand Rapids area. The popularity of the game has sparked interest by the pickleball association to pursue building a court facility for permanent use. City staff would like to pursue the MN DNR Outdoor Recreation Grant to help achieve this goal. We intend to apply for \$100,000 from the MN DNR Outdoor Recreation Grant Program, which is the maximum grant award.

Staff Recommendation:

Allow staff to submit an Outdoor Recreation Grant to the Minnesota DNR for the development of pickleball courts.

Requested City Council Action

Consider adopting a resolution authorizing staff to apply for an Outdoor Recreation Grant.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1881 **Version:** 1 **Name:** CP 2017-1, 5th St N & 8th Ave NE Accept Plans and authorize ad for bid
Type: Agenda Item **Status:** Consent Agenda
File created: 12/28/2015 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider adopting a resolution approving the plans and specifications and ordering the advertisement for bids for CP 2017-1, the 5th St N & 8th Ave NE Street Improvements Project.
Sponsors:
Indexes:
Code sections:
Attachments: [3-14-16 Resolution CP 2017-1 Ordering Advertisement.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving the plans and specifications and ordering the advertisement for bids for CP 2017-1, the 5th St N & 8th Ave NE Street Improvements Project.

Background Information:

Plans and specifications are nearly complete and ready for advertising for bids on CP 2017-1, the 5th St N & 8th Ave NE Street Improvements Project. The attached resolution moves the project forward.

Staff Recommendation:

City staff recommends adopting a resolution approving the plans and specifications and ordering the advertisement for bids for CP 2017-1, the 5th St N & 8th Ave NE Street Improvements Project.

Requested City Council Action

Adopt a resolution approving the plans and specifications and ordering the advertisement for bids for CP 2017-1, the 5th St N & 8th Ave NE Street Improvements Project.

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

RESOLUTION NO. 16-__

**A RESOLUTION TO APPROVE PLANS AND SPECIFICATIONS AND
ORDER ADVERTISEMENT FOR BIDS FOR
5th ST N AND 8th AVE NE STREET IMPROVEMENTS PROJECT
PROJECT 2017-1**

WHEREAS, Resolution 16-_____, ordered in the project and directed the preparations of plans and specifications for CP 2017-1, the 5th St N and 8th Ave NE Street Improvements Project, and

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

1. The plans and specifications for this project, copies of which were presented to the City Council and on file in the City Engineer's office, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days or in accordance with FHWA requirements, whichever is greater, shall specify the work to be done, shall state that bids will be received by the Clerk until a time and date established by MNDOT and/or the FHWA, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at a future regular or special meeting of the Council to be determined by the City Engineer after MNDOT has reviewed the Bids and the FHWA has authorized award of bid, in the Council Chambers. Any bidder whose responsibility is questioned during consideration of the bids will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the Clerk for 5 percent (5%) of the amount of such bid.

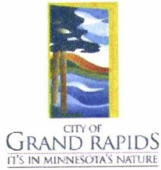
Adopted by the Council this 14th day of March, 2016.

Dale Adams, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0174 **Version:** 1 **Name:** 2016-17 M&O Grant Agreement
Type: Agenda Item **Status:** Consent Agenda
File created: 3/8/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider adopting two resolutions to execute the MnDOT Airport Maintenance and Operation Grant Contract #1000989 and authorize the Mayor and the Clerk to sign such Contract.
Sponsors:
Indexes:
Code sections:
Attachments: [3-14-16 Airport M&O City Resolution.pdf](#)
[3-14-16 Airport M&O 2016-2017 GRAND RAPIDS GRANT.pdf](#)
[3-14-16 Airport M&O Resolution.pdf](#)

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

Consider adopting two resolutions to execute the MnDOT Airport Maintenance and Operation Grant Contract #1000989 and authorize the Mayor and the Clerk to sign such Contract.

Background Information:

The attached resolutions and contract from the MNDOT Office of Aeronautics are required to process the Airport Maintenance and Operations grant for state fiscal years 2016 and 2017 in an amount not to exceed \$133,336.00 (\$66,668.00 each year). These dollars are to be used for airport maintenance and operations.

Staff Recommendation:

City staff recommends adopting two resolutions to execute the MnDOT Airport Maintenance and Operation Grant Contract #1000989 and authorize the Mayor and the Clerk to sign such Contract.

Requested City Council Action

A motion adopting two resolutions to execute the MnDOT Airport Maintenance and Operation Grant Contract #1000989 and authorize the Mayor and the Clerk to sign such Contract.

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

RESOLUTION NO. 16-

A RESOLUTION APPROVING STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION; AIRPORT MAINTENANCE and OPERATIONS GRANT AGREEMENT #1000989 IN THE AMOUNT OF \$66,668.00 FOR EACH STATE FISCAL YEAR 2016 and 2017

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

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

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

- The Minnesota Department of Transportation Aeronautics Division has authorized Agreement #1000989 for Airport Maintenance and Operations for a reimbursement of \$66,668.00 for each State Fiscal Year 2016 and 2017.

Adopted this 14th day of March, 2016.

Dale C. Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

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



**STATE OF MINNESOTA
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

State Project Number (S.P.): A3101-MO16

State Project Number (S.P.): A3101-MO17

This contract is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and **Grand Rapids-Itasca County Airport Commission** acting through its **Grand Rapids City Council as Fiscal Agent for the Itasca County/Grand Rapids Airport** (“Recipient”).

RECITALS

1. Minnesota Statutes §§360.015 and 360.305 authorize State to provide financial assistance to airports for maintenance and operation activities.
2. Recipient owns, operates, or controls an airport (“Airport”) in the state system, and Recipient desires financial assistance from the State for maintenance and operation activities for State Fiscal Year 2016 and State Fiscal Year 2017.
3. Recipient assures the State that Recipient will operate and maintain the airport according to the duties and obligations set forth in this Contract.

CONTRACT TERMS

1. Term of Contract and Survival of Terms

- 1.1 **Effective Date:** This contract will be effective on the date State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2.
- 1.2 **Expiration Date:** This contract will expire on June 30, 2017 or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, without limitation, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

2. Recipient’s Duties

- 2.1 Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 2.2 The Recipient will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area.
- 2.3 If the Airport remains operational during the winter months, the Recipient will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.
- 2.4 If the State contracts for the periodic paint striping of the Airport’s runways and taxiways during the term of this Contract, the Recipient will cooperate with the marking operation. The Recipient must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.5 The Recipient will allow a representative of the State’s Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.

3. Recipient's Assurances

- 3.1 In accordance with Minnesota Statutes § 360.305, subdivision 4, Recipient assures the State that Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 3.2 Recipient represents and warrants that Recipient has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.

4. Third-Party Contracting

- 4.1 Recipient will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

5. Consideration and Payment

- 5.1 **Consideration.** State will pay for all eligible maintenance and operation costs incurred by Recipient under this Contract as follows:
- 5.1.1 **Basis.** Recipient will be paid for 75% of the eligible maintenance and operation costs not reimbursed by any other source, not to exceed **\$66,668.00** ("Base Amount") of state aid for each state fiscal year.
- 5.1.2 **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed **\$133,336.00** [Total for both fiscal years] (**\$66,668.00** for FY2016 and **\$66,668.00** for FY2017).

5.2 Payment

- 5.2.1 The Recipient must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis. The State's Office of Aeronautics will supply the reimbursement request forms which Recipient must submit. Reimbursement requests must be submitted according to the following schedule:
- In October, **No later than November 15**, for the period July 1 through September 30.
 - In January, **No later than February 15**, for the period October 1 through December 31.
 - In April, **No later than May 15**, for the period January 1 through March 31.
 - In July, **No later than August 15**, for the period April 1 through June 30.
- The State reserves the right to reject items that may not be eligible for reimbursement.

6. Conditions of Payment

- 6.1 All services provided by Recipient under this contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Recipient will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Recipient will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

7. Authorized Representatives

- 7.1 **State's Authorized Representative.** State's Authorized Representative will be:
Jenny Bahneman, Grants Specialist
222 East Plato Boulevard
Saint Paul, Minnesota 55107-1618
651-234-7240

State's Authorized Representative or his /her successor, will monitor Recipient's performance and has the authority to accept or reject the services provided under this contract. If the Recipient's duties are performed in a satisfactory manner, the State's Authorized Representative will certify acceptance on each reimbursement request submitted for payment.

7.2 **Recipient's Authorized Representative.** Recipient's Authorized Representative will be:

Julie Kennedy, City Engineer
420 North Pokegama Avenue, Grand Rapids, MN 55744
(218) 326-7625
jkennedy@ci.grand-rapids.mn.us

If Recipient's Authorized Representative changes at any time during this contract, Recipient must immediately notify State.

8. Assignment, Amendments, Waiver and Contract Complete

8.1 **Assignment.** Recipient may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.

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

8.3 **Waiver.** If State fails to enforce any provision of this contract that failure does not waive the provision or State's right to subsequently enforce it.

8.4 **Contract Complete.** This contract contains all prior negotiations and agreements between State and Recipient. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

9. Indemnification

9.1 In the performance of this contract by Recipient, or Recipient's agents or employees, Recipient must indemnify, save and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by Recipient's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies Recipient may have for State's failure to fulfill its obligation pursuant to this contract.

10. State Audits

10.1 Under Minnesota Statutes §16C.05, subdivision 5, Recipient's books, records, documents and accounting procedures and practices relevant to this contract are subject to examination by State, State's Auditor or the Legislative Auditor, as appropriate, for a minimum of six years from the expiration date of this contract.

11. Government Data Practices

11.1 Government Data Practices. Recipient and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Recipient under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Recipient or State. If Recipient receives a request to release the data referred to in this Clause, Recipient must immediately notify State and consult with State as to how Recipient should respond to the request. Recipient's response to the request must comply with applicable law.

12. Workers' Compensation

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

13. Governing Law, Jurisdiction and Venue

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

14. Data Disclosure

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

15. Termination and Suspension

15.1 **Termination by State.** State may cancel this contract at any time, with or without cause, upon 30 days' written notice to Recipient. Upon termination, Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

15.2 **Termination for Insufficient Funding.** State may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to Recipient. Written notice may be transmitted by electronic means. State is not obligated to pay for any services that are provided after notice and effective date of termination. However, Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. State must provide Recipient notice of the lack of funding within a reasonable time of State's receiving that notice.

16. Discrimination Prohibited by Minnesota Statutes §181.59

16.1 Recipient will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

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STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed: _____

Date: _____

SWIFT Contract (SC) ID No. _____

Purchase Order (PO) ID No. _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

RECIPIENT

Recipient certifies that the appropriate person(s) have executed Contracts on behalf of Recipient as required by applicable articles, bylaws or resolutions.

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

By: _____

Title: _____

Date: _____

RESOLUTION

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

It is resolved by the Grand Rapids-Itasca County Airport Commission as follows:

1. That the state of Minnesota Contract Number 1000989,
"Airport Maintenance and Operation Grant Contract," at the
Grand Rapids-Itasca County Airport is accepted.
2. That the _____ and _____ are
(Mayor, Chairperson, President, etc.) (Clerk, Auditor, Secretary, etc.)
authorized to execute this Contract and any amendments on behalf of the
Grand Rapids-Itasca County Airport Commission.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

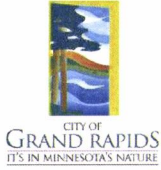
Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0175 **Version:** 1 **Name:** Seasonal Golf Employees
Type: Agenda Item **Status:** Consent Agenda
File created: 3/9/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider approving Golf Course Seasonal Employees
Sponsors:
Indexes:
Code sections:
Attachments: [2016 Seasonal Wages to Council March 14.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Golf Course Seasonal Employees

Background Information:

The attached list comprises returning golf course seasonal employees. Rate of pay has been determined by years of experience and position.

These hourly rates take the August 1, 2016 Minimum wage rate of \$9.50 into consideration.

There will be additional employees to be approved at a later date.

Staff Recommendation:

Approve golf course seasonal employees as listed in the attachment.

Requested City Council Action

Motion to approve the attached list of returning golf course seasonal employees. Employment to begin no sooner than March 15, 2016 and end

no later than October 31, 2016. Funding comes from the 2016 Golf Course Funds- 2016 Golf Course Budget.

NAME	DEPARTMENT		2016	2016 RCA Date
			Wage	
Alleman, Cody	Golf Course	Maintenance	\$ 14.50	March 14, 2016
Baril, Kent W.	Golf Course	Maintenance	\$ 11.75	March 14, 2016
Deans, Clinton A.	Golf Course	Maintenance	\$ 10.50	March 14, 2016
Fowler, Austin J.	Golf Course	Cashier	\$ 9.50	March 14, 2016
Huson, Darward L.	Golf Course	Outdoor Services	\$ 10.25	March 14, 2016
Huson, Shari L.	Golf Course	Cashier	\$ 10.75	March 14, 2016
Kottke, Reed C.	Golf Course	Cashier/ODS	\$ 9.50	March 14, 2016
Kromy, Mikayla J.	Golf Course	Cashier	\$ 9.50	March 14, 2016
Laakso, Marty L.	Golf Course	Maintenance	\$ 9.50	March 14, 2016
Olfelt, Andrew L.	Golf Course	Maintenance	\$ 9.50	March 14, 2016
Petermeier, Emma J.	Golf Course	Cashier/ODS	\$ 9.50	March 14, 2016
Saunders, Joshua D.	Golf Course	Maintenance	\$ 11.50	March 14, 2016
Skelly, Kirk P.	Golf Course	Cashier	\$ 10.75	March 14, 2016
Taylor, Judith M.	Golf Course	Cashier	\$ 9.50	March 14, 2016
Wohlrabe, Jeffrey C.	Golf Course	Outdoor Services	\$ 9.50	March 14, 2016
These seasonal employees to start no sooner than March 15, 2016				
End date is no later than October 31, 2016				



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0178 **Version:** 1 **Name:** Temp Liquor for St. Joe's
Type: Agenda Item **Status:** Consent Agenda
File created: 3/9/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider approving temporary liquor license for St. Joseph's Catholic Church, event scheduled for April 29, 2016.
Sponsors:
Indexes:
Code sections:
Attachments: [St. Joes Chuch - Temp Liquor Application](#)

Date	Ver.	Action By	Action	Result
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Consider approving temporary liquor license for St. Joseph's Catholic Church, event scheduled for April 29, 2016.

Background Information:

St. Joe's has submitted an application for temporary on-sale liquor license.. MN State Statute allows for 12 days total temporary liquor licensing per non-profit group. If approved, St. Joe's will have 11 days remaining for 2016. All required documentation and fees have been received.

Staff Recommendation:

Approve.

Requested City Council Action

Make a motion approving temporary liquor license for St. Joseph's Catholic Church for April 29, 2016 and forward to AGED for final approval.



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

Name of organization St Joseph's Church		Date organized 1894	Tax exempt number 41-0729968
Address 315 Sw 21st St	City Grand Rapids	State Minnesota	Zip Code 55744
Name of person making application Nancy Kopacek		Business phone 218-326-2843	Home phone
Date(s) of event April 29, 2016	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Fr. Jerome Weiss	City Grand Rapids	State Minnesota	Zip Code 55744
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code

Location where permit will be used. If an outdoor area, describe.
 Inside social hall and gathering space of church

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

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

APPROVAL

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

Grand Rapids City or County approving the license	Date Approved
# 50.00 Fee Amount	Permit Date
3/8/16 Date Fee Paid	City or County E-mail Address
<i>[Signature]</i> Signature City Clerk or County Official	City or County Phone Number
	Approved Director Alcohol and Gambling Enforcement

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

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

Certificate of Coverage

Date: 3/7/2016

Certificate Holder Diocese of Duluth Chancery Office 2830 East Fourth Street Duluth, MN 55812	<p>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</p> <p>Company Affording Coverage</p> THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154
Covered Location St Joseph Parish 315 SW 21st Street Grand Rapids, MN 55744	

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8450	4/1/2015	4/1/2016	Each Occurrence	1,000,000
				General Aggregate	
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage only extends for claims arising out of St. Joseph Parish's fundraiser, with dinner, bingo, raffles and silent auction April 29, 2016. Liquor Liability included.

Holder of Certificate Additional Protected Person(s) City of Grand Rapids 420 N Pokegama Avenue Grand Rapids, MN 55744	<p>Cancellation</p> <p>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</p> <p>Authorized Representative <i>Michael A. Johnson</i></p>
0027000641	



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0179 **Version:** 1 **Name:** Temp Liquor - Grand Rapids Players
Type: Agenda Item **Status:** Consent Agenda
File created: 3/9/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider approving temporary liquor license for Grand Rapids Players, event scheduled for April 22, 2016.

Sponsors:

Indexes:

Code sections:

Attachments: [Grand Rapids Players - Temp Liquor Application](#)

Date	Ver.	Action By	Action	Result
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Consider approving temporary liquor license for Grand Rapids Players, event scheduled for April 22, 2016.

Background Information:

The Grand Rapids Players has submitted an application for temporary on-sale liquor license. MN State Statute allows for 12 days total temporary liquor licensing per non-profit group. If approved, Grand Rapids Players will have 11 days remaining for 2016. All required documentation and fees have been received.

Staff Recommendation:

Approve.

Requested City Council Action

Make a motion approving temporary liquor license for Grand Rapids Players for April 22, 2016 and forward to AGED for final approval.



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Grand Rapids Players		Date organized Jan 1, 1965	Tax exempt number 416053919
Address PO BOX 26	City Grand Rapids	State Minnesota	Zip Code 55744
Name of person making application John Schroeder		Business phone 218-398-7806 c	Home phone
Date(s) of event April 22, 2016	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name Sam Grigsby	City Grand Rapids	State Minnesota	Zip Code 55744
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code

Location where permit will be used. If an outdoor area, describe.
 MacRostie Art Center, 405 NW 1st Ave, Grand Rapids, MN

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 West Bend Mutual, Great Lakes Insurance Agency, \$1,000,000

APPROVAL

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

Grand Rapids
 City or County approving the license

\$30.00
 Fee Amount

3/8/16
 Date Fee Paid

Kimberly Guter
 Signature City Clerk or County Official

 Date Approved

 Permit Date

 City or County E-mail Address

 City or County Phone Number

 Approved Director Alcohol and Gambling Enforcement

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/8/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Great Lakes Insurance Agency 5 North 13th Street Cloquet MN 55720	CONTACT NAME: Producer HOUSE PHONE (A/C, No, Ext): (218) 879-9913 FAX (A/C, No): E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A West Bend Mutual NAIC # 15350 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Grand Rapids Players, Inc PO Box 26 Grand Rapids MN 55744	

COVERAGES

CERTIFICATE NUMBER:CL163801416

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER	X	2044252	10/16/2015	10/16/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Property damage-single limit \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
A	Liquor Liability	X	2044252	10/16/2015	10/16/2016	1,000,00

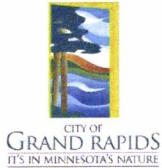
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Liquor Liability coverage and General Liability coverage extend to the event being held on April 22, 2016 at MacRostie Art Center, 405 NW 1st Ave, Grand Rapids MN. 55744

The City of Grand Rapids is listed as an additional insured.

CERTIFICATE HOLDER**CANCELLATION**

The City of Grand Rapids Additional Insured 420 N. Pokegama Ave Grand Rapids, MN 55744	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Don Lathrop Jr./DON
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CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0191 **Version:** 1 **Name:** Board & Commission minutes
Type: Minutes **Status:** Approved
File created: 3/10/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Acknowledge minutes for Boards & Commissions.

Sponsors:

Indexes:

Code sections:

Attachments: [January 14, 2016 GREDA Minutes](#)
[January 19, 2016 PUC Minutes](#)
[January 20, 2016 HRA Minutes](#)
[January 21, 2016 PUC Special meeting minutes](#)
[January 27, 2016 Human Rights Commission](#)
[February 2, 2016 Arts & Culture Commission](#)

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

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
THURSDAY, JANUARY 14, 2016
4:00 P.M.
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, January 14, 2016 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL: On a Call of Roll the following members were present: Commissioners: Sholom Blake, Dale Christy, Rick Blake, Cory Jackson, Chris Lynch. Absent: Michael Stefan, Mike Przytarski.

SETTING OF REGULAR AGENDA: **Approved without addition.**

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER R. BLAKE TO APPROVE THE MINUTES OF THE DECEMBER 10, 2015 REGULAR MEETING. The following voted in favor thereof: R. Blake, Jackson, S. Blake, Christy, Lynch. Opposed: None, passed unanimously.

APPROVAL OF CLAIMS:

MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER CHRISTY TO APPROVE CLAIMS IN THE AMOUNT OF \$4,743.79.

Cole Hardware Inc	\$12.99	Comfort Heating	\$388.00
City of Grand Rapids	\$2,103.58	Iron Range Economic Alliance	\$50.00
Itasca County Recorder	\$138.00	Itasca County Treasurer	\$160.39
Kennedy & Graven	\$92.50	Northern Star Cooperative Service	\$298.33
The Northspan Group Inc	\$1,500.00		

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

2016 Work Plan Development.

The Commissioners reviewed the 2016 preliminary rankings. Mr. Mattei will put together the final work plan and include it on the next agenda for approval.

Consider approval of 2016 Central School leases with: Itasca Area Community Education, Janna Salmela Photography, ABC's of Quilting, True North Salon and Spa, Lake Lover Trading Company, and ServeMinnesota Action Network.

Commissioners Jackson and Przytarski met with staff to discuss rental rates for 2016 Central School leases. GREDA has been trying to re-establish a consistent/equitable rent structure. The ABC's of quilting decided not to renew their lease for the 389 sf garden level space which was used for storage. This was the only space that was not renewed.

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER CHRISTY TO APPROVE THE 2016 CENTRAL SCHOOL LEASES WITH ITASCA AREA COMMUNITY EDUCATION, JANNA SALMELA PHOTOGRAPHY, ABC'S OF QUILTING, TRUE NORTH SALON AND SPA, LAKE LOVER TRADING COMPANY, AND SERVEMINNESOTA ACTION NETWORK. The following voted in favor thereof: Lynch, Christy, S. Blake, Jackson, R. Blake. Opposed: None, passed unanimously.

There being no further business the meeting adjourned at 4:23 p.m.

Respectfully submitted:

Aurimy Groom, Recorder

A regular meeting of the Grand Rapids Public Utilities Commission was held on January 19, 2016 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

Members Present: President Welliver, Secretary Chandler, Commissioner Hodgson, Commissioner Zabinski, Commissioner Lenius.

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

President Welliver acknowledged publication and posting of the change in meeting date.

Motion by Lenius to approve minutes of the minutes of the December 16, 2015 regular meeting. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Finance Manager Betts reviewed the December 2015 City Treasurer's Report and Investment Activity Report with the Commission.

Motion by Zabinski to approve the City Treasurer's Report and Investment Activity Report for December 2015. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Public Forum:

General Manager Ward introduced the new Wastewater Treatment Facility Laboratory Operations Director, Mr. Jeffrey Frost, to the Commission.

Mr. Simon Gretton acknowledged receipt of the Solar Energy System Feasibility Report prepared for the Commission by the Iron Range Engineering Students and voiced his support, representing a group of citizens interested in supporting community solar gardens and renewable energy. Mr. Gretton thanked the Commission for allowing him to observe the process.

Commission Member Reports:

Commissioner Hodgson stated no further negotiating meetings have taken place since December 16, 2015 and the AFSCME Local 3456 negotiating team has a proposal for their consideration.

Administration:

General Manager Ward reviewed the electric operating results projected through 2019 under current electric rates. Discussion followed as to whether the Commission should adjust rates at this time. According to the financial ratios compiled by the American Public Power Association, an electric utility serving between 5,000 and 10,000 customers and located in north-central part of the Country generates a net income of \$00.0480 per revenue dollar. The GRPUC serves 7,100 customers and generates a net income of \$00.0495 per revenue dollar for 2016 under current electric rates, indicating GRPUC meets and slightly exceeds this industry average based on projected 2016 operating results.

Motion by Hodgson to accept the operating results under current electric rates and defer considering a rate adjustment until July 2016, at which time the actual operating results will be reviewed. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Zabinski to accept the retirement resignation of Mr. Jon Yeschick, Project Coordinator, effective February 29, 2016. Motion seconded by Lenius and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to approve of a Memorandum of Understanding with AFSCME Local 3456, Mr. Jon Yeschick, and the Grand Rapids Public Utilities Commission establishing the terms and conditions for implementation of a PERA Phased Retirement Option. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to approve employing Mr. Jon Yeschick under the PERA Phased Retirement Option and authorize the execution of the PERA Phased Retirement Agreement. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Hodgson to approve a donation in the amount of \$5,000.00 to the American Public Power Association's Public Power Lineworker's Rodeo hosted this year by the Minnesota Municipal Utilities Association (MMUA) in Shakopee, MN. Motion seconded by Lenius and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

General Manager Ward reviewed the results of the 2014 Conservation Improvement Program (CIP) and 2016 CIP Plan, as accepted by Minnesota Department of Commerce, with the Commission.

General Manager Ward reviewed the December 2015 Wholesale Electric Service Cost with the Commission.

Motion by Hodgson to accept a proposal from Employers Mutual Casualty Company for the 2016 General Liability and Commercial Property Insurance in the amount of \$117,842.65. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Accounting and Finance:

Finance Manager Betts reviewed the December 2015 Operations Report with the Commission.

Motion by Chandler to approve waiving the bond requirements and authorize reissuance of lost check number 68154 to Burggrafs Ace Hardware in the amount of \$78.95 and lost check number 68353 to HD Supply Waterworks in the amount of \$4,487.45. Motion seconded by Lenius and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Electric Department:

Electric Department Manager Goodell reviewed the December 2015 Operations Report with the Commission.

Motion by Lenius to award the 2016 Vegetation Control Contract #18 (SE Quadrant) to Turf and Tree, Inc. for the low bid of \$79,728.75 including sales tax. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Zabinski to authorize expenditures for the purchase of a digger derrick truck, through the National Joint Powers Alliance (NJPA) engaging in cooperative purchasing pursuant to Minnesota Statute 123A.21, subd. 7(23), from Altec Inc. in the amount of \$216,327.00. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Wastewater Treatment Facility Operations:

Wastewater Treatment Department Manager Mattson reviewed the December 2015 Operations Report with the Commission.

Water/Wastewater Collection:

Water/Wastewater Collection/Safety Manager Doyle reviewed the December 2015 Operations Report with the Commission.

Safety Training Procedures and Updates:

Water/ Wastewater Collection/Safety Manager Doyle reviewed the safety initiatives for the month.

GRPUC Discussion/Correspondence:

2015 Compliance Evaluation Inspection Report from Minnesota Pollution Control Agency, dated January 8, 2016, for the Wastewater Treatment Facilities.

Supervisor Training-Personnel Policy Review with Attorney Jessica Durbin, December 4, 2015, Grand Rapids, MN – Anthony Ward, Tyanne Betts, Dennis Doyle, Christine Flannigan, Jeremy Goodell, Steve Mattson.

Developing a Professional Presence, December 17, 2015, Grand Rapids, MN – Russell Anacker, Michael Bader, Jason Blanchard, James Bocinsky, Troy Bridge, Tony DeVries-Flinck, Brett Dickie, Dennis Doyle, Christine Flannigan, Richard Fox, Jeffrey Frost, Linda George, Jeremy Goodell, Douglas Gustafson, Mark Hansen, Jean Key, Robert Larson, Steve Mattson, Kyle Potter, Joseph Riley, Stephanie Ross, Rodney Ruder, James Schmitt, Sandra South, Gary Stoltz, Henry Swentkofske, Shannon Thomsen, Anthony Ward, Rodger Weaver, Kathryn Wohlrabe, Jon Yeschick.

Claims for Payment:

Motion by Chandler to approve a claim for payment in the amount of \$142.50 from Short Elliot Hendrickson, Inc. (SEH). Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Chandler, Zabinski and Lenius; Against: None; Abstained: Hodgson, whereby the motion was declared duly passed and adopted.

Commissioner Hodgson stated he will no longer need to abstain from claims for payment from Short Elliot Hendrickson, Inc. (SEH), as he has retired from employment there effective December 31, 2015.

Motion by Chandler to authorize the verified claims for payment in the amount of \$2,431,893.98 (\$1,310,991.69 computer checks and \$1,120,902.29 manual checks) per attached lists. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

A public hearing will be held on Thursday, January 21, 2016 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street. The purpose of the public hearing is to review the Draft Wellhead Protection Plan Part II, as required in the Minnesota Wellhead Protection Rule (part 4720.5350, subparts 1-4).

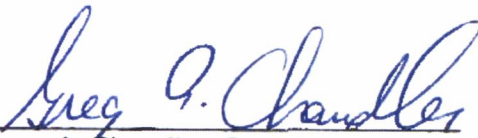
The next regular Commission meeting is Wednesday, February 17, 2016 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the meeting was declared adjourned at 5:12 PM.

Attest:



Stephen R. Welliver, President



Gregory A. Chandler, Secretary

**PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
DECEMBER 2015**

NAME	AMOUNT	NAME	AMOUNT
ABM Equipment & Supply	3,927.15	KOZY	1,088.00
Acheson Tire	560.00	Kaman Industrial Tech	2,291.12
A G O'Brien Plumbing & Htg	236.47	Kootasca Community Action	16,683.24
Alcola Solutions Group	8,064.00	LHB Inc	272.50
American Payment Centers	142.00	L & M Supply	1,943.13
American Public Power Assoc	8,109.09	Lano, O'Toole, Bengston	799.00
AmeriPride Services	221.05	Anne H Lewis	325.00
Applied Industrial Tech	304.18	Local- Boy	408.57
Auto Value Grand Rapids	67.48	McMaster -Carr	2,091.67
Autumn Creek Consulting	1,995.40	Manning Environmental	50.76
Jason Blanchard	66.99	Marc Mid-Americian Research	117.72
Border States	7,283.68	Steve Mattson	59.23
Burggraf's Ace Hardware	282.52	MESERB	2,673.25
Burgher Office Equipment	55.92	Minnesota Dept of Health	300.00
Busy Bees Quality Cleaning	1,858.00	Minnesota Municipal Utilites Assoc	1,860.00
CW Technology	3,675.81	Minnesota Power	931,283.03
Call Net	995.00	Mobila Predictive Services	875.00
Carquest	48.90	NTS	2,702.00
Casper Construction Inc	407.50	Neo Solutions	44,746.10
CHEMetrics	163.15	Nextera	598.21
Citi Lights	1,117.50	North Central Laboratories	1,985.82
City of Grand Rapids	20,834.84	Northern Business Products	1,084.04
Cogsdale	2,630.00	Northern Drug Screening	43.00
Cole Hardware	1,031.34	Pace Analytical	250.00
Compass Minerals	2,544.93	Personnel Dynamics	9,105.20
Con-way Freight	79.18	Pitney-Bowes	2,616.03
DCR Communications	37.50	Pokegama Electric Inc	5,182.95
DSC Communications	35.00	Polydyne Inc	44,743.00
Dakota Supply Group	833.31	Public Utilities Commission	5,307.77
Daniel Schmidt Lighting	969.60	Radtke Trucking	37,778.44
Davis Oil	450.70	Railroad Management Co	176.86
Door Service Inc	261.25	Rapids Process Equipment	1,672.01
Dennis Doyle	100.05	Red Rock Radio Corp	534.00
Electric Pump	1,527.88	Rasco	1,665.04
Energy Insight Inc.	3,873.71	Rides LLC	374.99
Express Employment	2,250.12	River Road Market	833.42
Figgins Truck & Trailer	559.74	RMB Environmental Labs	3,735.00
Jim Foss	105.00	Sandstroms	686.76
Gopher State One-Call	69.80	Scheck	9,665.08
Grainger	1,088.90	Schweitzer Engineering Lab	8,700.00
Grand Itasca Clinic & Hospital	138.02	Scooters	1,350.00
Grand Rapids Herald Review	1,029.00	Strategic Insights Inc	675.00
HD Supply Waterworks	258.23	Stuart Irby	11,277.15
HVAC	47.89	Corey Tabbert	110.00
Hach	307.72	ShannonThomsen	105.00
Hammerlund Const	232.50	Thermography & Ultrasound	9,950.00
Hawkins Inc	11,805.35	Treasure Bay Printing	563.00
Hotsy Minnesota.com	9.14	Turf and Tree	1,713.13
Industrial Lubricant	369.48	U G Products	1,274.35
Itasca Computer Resources	162.50	Verizon	580.44
Itasca County Farm Service	6,676.05	Vessco Inc	24,588.35
Itasca County Treasurer	1,116.72	Viking Electric Supply	1,208.53
Itron	788.68	Virden Automation inc	247.50
Jobs HQ	2,037.00	Waste Management	1,242.17
Johnson, Killen & Seiler	855.00	Wells Fargo Business Cards	1,318.36

PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
DECEMBER 2015

NAME	AMOUNT	NAME	AMOUNT
Wesco	890.64		
Wisconsin Energy Conservation	1,467.24		
Xerox	375.77		
Energy Star Rebates:			
Mark Matteson	50.00		
	<hr/>		
	1,310,991.69		
TOTAL			
SEH	3,643.55		

DECEMBER 2015 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
12/1/2015	2961	US Bank, N.A.	7,050.00
12/1/2015	2962	Wells Fargo Corporate Trust	100,495.00
12/1/2015	2963	Wells Fargo Corporate Trust	442,137.50
12/2/2015	2964	Public Employees Retirement Association	12,396.90
12/2/2015	2965	Minnesota Dept. of Revenue	3,434.90
12/2/2015	2966	Wells Fargo Bank	21,600.22
12/2/2015	2967	ING Institutional Plan Service LLC	8,239.59
12/1/2015	2968	Delta Dental of Minnesota	3,665.00
12/7/2015	2969	Selectaccount	1,450.00
12/16/2015	2970	Public Employees Retirement Association	12,596.89
12/16/2015	2971	Minnesota Dept. of Revenue	3,532.81
12/16/2015	2972	Wells Fargo Bank	22,154.00
12/16/2015	2973	ING Institutional Plan Service LLC	7,581.58
12/9/2015	2974	Selectaccount	519.84
12/16/2015	2975	Selectaccount	2,700.66
12/14/2015	2976	Selectaccount	1,887.48
12/21/2015	2977	Minnesota Department of Revenue	45,897.00
12/28/2015	2978	Public Employees Retirement Association	11,985.47
12/28/2015	2979	Minnesota Dept. of Revenue	3,381.88
12/28/2015	2980	Wells Fargo Bank	21,752.56
12/28/2015	2981	ING Institutional Plan Service LLC	9,555.23
12/31/2015	2982	Selectaccount	155.50
12/31/2015	2984	Blue Cross Blue Shield	55,374.70
12/2/2015	2985	Selectaccount	1,887.48
12/2/2015	68449	United Parcel Service	76.43
12/2/2015	68450	Minnesota Energy Resources Corp.	19.16
12/2/2015	68451	Standard Insurance Company	819.83
12/2/2015	68452	Verizon Wireless	256.55
12/3/2015	68453	U.S. Post Office	810.71
12/3/2015	68454	Cityside Mgmt Corp	54.89
12/2/2015	68455	Fannie Mae	38.61
12/3/2015	68456	Marcia Wendt	14.01
12/4/2015	68457	MN Child Support Payment Center	659.88
12/4/2015	68458	Minnesota Benefit Association	96.95
12/4/2015	68459	Minnesota Council 65	1,647.22
12/4/2015	68460	MN NCPERS Life Insurance	208.00
12/8/2015	68461	Bureau of Criminal Apprehension	15.00
12/8/2015	68462	Driver and Vehicle Services	10.50
12/8/2015	68463	Jonathan D Ledford	19.49
12/8/2015	68464	Ruth F Walker	23.00
12/8/2015	68465	Anthony Campo	6.52
12/9/2015	68466	Cogsdale Corporation	47,603.52
12/10/2015	68467	U.S. Post Office	724.67
12/9/2015	68468	Postage By Phone System	2,000.00
12/10/2015	68469	City of Grand Rapids	176.58
12/11/2015	68470	Fannie Mae	71.90

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>	
12/11/2015	68471	Karen Moss	48.11	
12/11/2015	68472	United Piping Inc.	12.37	
12/11/2015	68473	Travis Long	73.57	
12/16/2015	68474	City of Grand Rapids	109,824.00	
12/16/2015	68475	MN Child Support Payment Center	659.88	
12/16/2015	68476	MN NCPERS Life Insurance	1,635.05	
12/17/2015	68477	Itasca County Treasurer	12,904.00	
12/17/2015	68478	Anthony Ward - Petty Cash	276.83	
12/17/2015	68479	United Parcel Service	19.44	
12/17/2015	68480	Selectaccount	82.29	
12/18/2015	68481	U.S. Post Office	610.91	
12/21/2015	68586	League of Minnesota Cities	71,983.00	**
12/21/2015	68587	Minnesota Energy Resources Corp.	94.86	
12/21/2015	68588	Bigfoot Dogs LLC	334.00	
12/29/2015	68589	U.S. Post Office	806.21	
12/29/2015	68590	MN Child Support Payment Center	659.88	
12/29/2015	68591	Minnesota Benefit Association	96.95	
12/29/2015	68592	Minnesota Council 65	1,647.22	
12/29/2015	68593	MN NCPERS Life Insurance	208.00	
12/29/2015	68594	City of LaPrairie	12,307.15	
12/30/2015	68595	City of Grand Rapids	72,333.33	
12/31/2015	68596	U.S. Post Office	845.43	
12/31/2015	68597	United Parcel Service	29.31	
12/31/2015	68598	Prudential Group Insurance	1,635.05	
12/31/2015	68599	City of Grand Rapids	46,866.07	
12/31/2015	68600	Mitchell Anderson	22.44	
12/31/2015	68601	Hanco Utilities	22.27	
12/31/2015	68602	Safeguard Properties	62.06	
		Checks Previously Approved	71,983.00	**
		Manual Checks to be approved	1,120,902.29	
		TOTAL MANUAL CHECKS	1,192,885.29	

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
RE-ORGANIZATIONAL MEETING, JANUARY 20, 2016**

CALL TO ORDER

Pursuant to due notice and call thereof, a Re-Organizational Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Len Salmela at 4:00 p.m., January 20, 2016 at Lake Shore Place, 2300 McKinney Lake Road, in the Community Room.

CALL OF ROLL

On a Call of Roll the following Grand Rapids HRA Commissioners were present: Chairperson Len Salmela, Commissioner Marilyn Rossman, Commissioner Bill Zeige and Commissioner Joe Chandler.

HRA: Director Jerry Culliton

Absent: Commissioner Chris Henrichsen

Elect Chairperson

Commissioner Rossman made a motion to re-elect Commissioner Len Salmela as the Chairperson. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

Elect Vice-Chairperson

Commissioner Zeige made a motion to re-elect Commissioner Marilyn Rossman as the Vice Chairperson. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

Elect Treasurer/Secretary

Commissioner Zeige made a motion to elect Commissioner Chris Henrichsen to be the Treasurer/Secretary. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried.

Schedule Meeting – date and time

Commissioner Chandler made a motion to maintain the third Wednesday of every month at 4:00 p.m. as the regular meeting schedule date and time for the Grand Rapids HRA meetings, and conducted under newly revised Roberts Rules of Order. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

Appoint HRA Attorney

After some discussion Commissioner Chandler made a motion to appoint the Sterle law firm (Chad Sterle) as the HRA Attorney for calendar year 2016. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

APPROVED

HRA Grand Rapids
Meeting Minutes 1/20/16
Page 2

Designate signatory

Commissioner Chandler made a motion to maintain the Chairperson, Secretary/Treasurer and Executive Director as the signatories for the Grand Rapids HRA for the year 2016. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.


Elect designated depositories

Commissioner Chandler made a motion to appoint Woodland Bank and Wells Fargo Bank & Investments as the public housing and Crystal Lake Townhomes depository and Deerwood Bank for the Forest Park West and Lake Shore Place properties. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

Designate official newspaper

Commissioner Chandler made a motion to appoint the Grand Rapids Herald Review as the official newspaper for the Grand Rapids HRA for calendar year 2016. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

There being no further information of the HRA of Grand Rapids for January 20, 2016. Commissioner Chandler made a motion to adjourn the meeting at 4:08 p.m. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried

Signed 
Secretary, Chris Henrichsen

APPROVED

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING January 20, 2016**

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Len Salmela, at 4:10 p.m. at Lake Shore Place in the Community Room, located at 2300 McKinney Lake Road, Grand Rapids, MN.

CALL OF ROLL

On a Call of Roll the following Grand Rapids HRA Commissioners were present: Commissioner Len Salmela - Commissioner Bill Zeige – Commissioner Chris Henrichsen
Commissioner Marilyn Rossman - Commissioner Joe Chandler

HRA: Executive Director Jerry Culliton

PUBLIC FORUM

Lois Meyer addressed the Board as well as Donna Waech.

APPROVAL OF MINUTES

Commissioner Zeige made a motion to approve the Regular meeting minutes of December 16, 2015 as presented. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members on the financial reports for December, 2015 for the General Fund, Public Housing Fund, Crystal Lake Townhomes Fund, Pooled Housing Fund. Commissioner Chandler made a motion to approve all financial reports as presented. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

APPROVAL OF VERIFIED CLAIMS

Commissioner Henrichsen made a motion to approve the Public Housing verified claims in the amount of \$28,768.71 as well as a construction invoice from AM Construction, approved by Architectural Resources, in the amount of \$43,939.71. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried. Commissioner Henrichsen made a motion to approve Crystal Lake Townhomes verified claims in the amount of \$32,151.95. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried. Commissioner Henrichsen made a motion to approve the Pooled Housing verified claims in the amount of \$56,715.40. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

PUBLIC HOUSING REPORT

Director Culliton stated: we have one vacancy at 411 and two at 401 River Road with a short waiting list. Director Culliton stated that the kitchen remodel project at the 411 building was now completed except for some punch list items that were being attended to.

APPROVED

**Grand Rapids HRA
Meeting Minutes 1/20/2016
Grand Rapids HRA**

CONSIDER RESOLUTION TO PAY CERTAIN CLAIMS

Commissioner Henrichsen made a motion to authorize Resolution 2016-03 and authorize the Executive Director and Chairperson to sign and execute the document. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

ROB MATTEI: PRESENTATION

Rob Mattei gave a presentation to the Board on parcels of land within the City limits that were currently privately held, some which included Forest Hills, Pine Ridge Estates Second Addition, Pokegama Fairways, and the Grand Rapids Plaza. Rob addressed the Board on the lots that were currently within those subdivisions, as well as infrastructure and answered questions from the Board on those parcels, as well as some potential parcels that could come up within the City of Grand Rapid in the future. There was no financial information available, and it would most likely be a couple years down the road and on a case by case basis that the future parcels would be addressed. The Board thanked Rob for his presentation.

CRYSTAL LAKE HOUSING REPORT

Director Culliton gave a report stating; we have eight vacant units, we are continuing to advertise, otherwise operations are normal and routine.

POOLED HOUSING REPORT

Director Culliton gave a report stating; that Lake Shore Place is 100% occupied, Forest Park West has three vacancies, and we are advertising otherwise operations are normal and routine.

OTHER MATTERS

Commissioner Chandler addressed the Board about the Home Loan program, and some of the cost that the HRA is facing on its current buildings, stating and that the Home Loan program would most likely be placed on a back burner for now until later on in 2016.

There being no further information of the HRA of Grand Rapids for January 20, 2016
Commissioner Rossman made a motion to adjourn the meeting at 5:02 p.m. Seconded by
Commissioner Henrichsen. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Chris Henrichsen

APPROVED

A Special meeting of the Grand Rapids Public Utilities Commission was held on Thursday, January 21, 2016 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, MN.

Commission Members Present: Secretary Chandler, Commissioner Hodgson, Commissioner Zabinski, Commissioner Lenius.

Commission Members Absent: President Welliver.

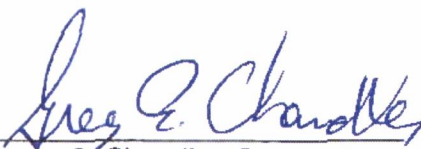
Others present: General Manager Ward, Water/ Wastewater Collection/Safety Manager Doyle, Administrative/HR Assistant Flannigan, City Engineer Kennedy, Erik Tomlinson of Water Source Solutions, and Chris Parthun of the MN Department of Health.

Secretary Chandler acknowledged the posting of the special meeting date, time and purpose. The purpose of the meeting was stated as a Public Forum/Public Information Meeting, pursuant to the Wellhead Protection Rule (part 4720.5330, subpart 7), to discuss issues and concerns regarding the City of Grand Rapids Wellhead Protection Plan Amendment Part II: Wellhead protection area, drinking water supply management area, emergency response areas, and vulnerability assessments for the Grand Rapids Public Utilities drinking water supply.

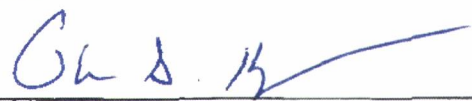
Erik Tomlinson of PG Water Source Solutions and Chris Parthun of the MN Department of Health reviewed the Part II Amendments for the Grand Rapids Wellhead Protection Plan. The update was submitted to the MN Department of Health in November of 2015, and thereafter submitted for local government review on December 15, 2015 for a sixty-day review period. No comments were received. After the public hearing today, and upon approval by the Commission, the Part II amendments will be submitted to the Minnesota Department of Health for final approval.

Motion by Hodgson to approve submitting the Grand Rapids Wellhead Protection Plan Amendment Part II, as presented, to the Minnesota Department of Health. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Chandler, Hodgson, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

By call of the chair, the meeting was declared adjourned at 4:40 PM


Gregory C. Chandler, Secretary

Attest:


Glen D. Hodgson, Commissioner

CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION

CALL TO ORDER: Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Human Rights Commission was held in Conference Room 2B of City Hall, Grand Rapids, Minnesota, on Wednesday, January 27, 2016 at 4:00 p.m.

CALL OF ROLL: On a Call of Roll, the following members were present: Commissioners Alice Moren, Frieda Hall, Jackie Dowell, Becky LaPlant, Barb Sanderson, Karen Noyce, and Doug Learmont.

Absent: John Schirber and Mary Jo Wimmer

Visitor: Nancy Sauer

Staff: Michele Palkki, Administrative Assistant

CALL TO ORDER The meeting was called to order at 4:00 pm by chair Hall.

SETTING AGENDA Nothing to add

APPROVAL OF MINUTES January 27, 2016

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER MOREN TO APPROVE THE MINUTES OF JANUARY 27, 2016.

Motion passed by unanimous vote.

FINANCIALS

A discussion was held regarding the 2015 Indigenous People's Day – We stayed within our 2015-budgeted amount.

CORRESPONDENCE

- 2016 Calendars were distributed to the Commissioners
- 2016 Commissioner Contacts were distributed to the Commissioners. A couple of changes was noted and will be corrected.

CIRCLE OF HEALING

Commissioner LaPlant reported that there would be a meeting January 28 for any who wish to attend. The third training session for the Anishinaabe is complete. Commissioner Wimmer attended through Circle of Healing. The evaluations have been favorable. The upcoming sessions still have some room; the link will be emailed to the Commissioners.

DIVERSITY UPDATE

Commissioners Moren, Noyce, and LaPlant attended a webcast regarding Economic Justice Equity. A panel met afterward and is working on some ideas to pass along to the group that is meeting on diversity. This group may bring some ideas to the Commission at a later date. The next meeting is open to the community and is scheduled for Monday, February 8, 2016 at 4:00 pm in Conference Room 2B.

BIG VIEW UPDATE

Commissioner Moren reported that Emily Baxter, We Are Criminals, has moved to South Carolina. They will be working on finding someone who would be able to speak in her place. A 3 part series on Race – The Power of Illusion will be held February 18, 25 and March 1. Slavery by another name is March 15. All are open to the community.

A discussion was held regarding how they could work toward future presentations in the school districts for Martin Luther King. There was no presentation conducted this year.

Commissioner Moren will continue to keep the Commission updated as speakers come together for future Big View Events.

OLD BUSINESS

TRACKS IN THE SNOW

Commissioner Learmont reported that overall the event has been great. The three events that took place so far have been favorable. There are two remaining sessions on February 3; one at 1:30 at ICC and the conclusion at 6:00 pm at the Library.

Commissioner Learmont thanked all those who have helped in one way or another for this project. It may be repeated in Brainerd and Bemidji. The intent is to educate, inform and conversation.

ISLAM PHOBIA – Removed from the agenda.

NEW BUSINESS

2016 SURVEY QUESTIONS

Commissioner LaPlant reported that she is still working on putting these together and asked that it be kept on the Agenda for February.

WING HUIE ART EXHIBIT

Katie Marshall, from MacRostie, would like to team up with the Human Rights Commission to bring this exhibit to Grand Rapids. She will write the grant on behalf of the City and should we receive funding, the exhibit would be held in the fall at MacRostie.

The meeting was adjourned at 5:20 pm

The next meeting is scheduled for February 24, 2016 at 4:00 pm in Conference Room 2B of City Hall.

Respectfully submitted, Michele Palkki, Administrative Assistant

**CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
CONFERENCE ROOM 2B – GRAND RAPIDS CITY HALL
REGULAR MEETING, TUESDAY, FEBRUARY 2, 2016 – 3:45 PM**

CALL TO ORDER: Pursuant to due notice and call thereof the regular meeting of the Grand Rapids Arts and Culture Commission was held in Conference Room 2B of the Grand Rapids City Hall, 420 N Pokegama Avenue, Grand Rapids, Minnesota, on Tuesday, February 2, 2016, at 3:45 pm

CALL OF ROLL: On a Call of Roll, the following members were present: Kathy Dodge, Harry Smith, David Marty, and Karen Walker

Arrived at 3:55 pm Lois Bendix

Present via skype: Benjamin Braff

Absent: John Connelly, Leah Yellowbird, Sonja Merrild

Visitor: Becky LaPlant – Blandin Foundation and Human Rights Commissioner

Staff Present: Amy Dettmer and Michele Palkki

Commissioner Dodge called the meeting to order at 3:45 pm

SETTING THE AGENDA: Nothing added

APPROVAL OF MINUES: Regular Meeting, January 5, 2016

Motion by Commissioner Smith, second by Commissioner Marty to approve the minutes of the Regular Meeting, January 5, 2016 as presented. Motion passed by unanimous vote.

NEW BUSINESS: Becky LaPlant.

Ms. LaPlant was present to address the board regarding Anishinaabe Worldview Training and Circle of Healing. Ms. LaPlant gave an overview of the Circle of Healing and the Principles that are observed and valued. The Seven Grandfather Teaching is Humility, Courage, Respect, Wisdom, Truth, Honesty, and Love. These teachings are from the Leech Lake Tribal College

Lois Bendix arrived 3:55 pm

Ms. LaPlant reported on the many different projects that Circle of Healing has been involved in since 2011. These meetings are open to everybody and will be on the 3rd week on Tuesdays at Ball Club and the opposite month will be on Thursdays in Grand Rapids.

There are several projects that Circle of Healing is working toward and one of the 2016 projects involves addressing language/signage in Grand Rapids, which is in line with the Arts and Culture Commission. As this project moves forward Ms. LaPlant will be notified to work with the Commission.

LaPlant continued:

Ms. LaPlant highlighted the project that is currently taking place and that is the Anishinaabe Worldview Training. They have completed 3 out of 7 training sessions. Ms. LaPlant offered one seat to a Commissioner free of charge and noted that additional seats are \$350.00 per person.

There was a discussion regarding the Arts and Culture Commission to allocate some additional dollars for any Commissioner that would like to attend.

Motion by Marty, seconded by Braff to allocate up to \$1,500.00 from the Arts and Culture Budget for any Commissioner to attend one of the remaining openings. This will allow four more members to attend if they wish. Motion passed by unanimous vote.

Staff will forward the email regarding the remaining sessions to the Commission. The City will receive an invoice, through ap@ci.grand-rapids.mn.us once the sessions are complete.

Commissioner Braff noted that there is a lack of evidence regarding culture and that it desires the need of imagination. Some ideas were murals, art in storefronts, and could include stencil art, paintings, etc. This type of project would need to be funded but there may be monies available for this. A workgroup consisting of Commissioners Braff, Bendix and Dodge will work with Ms. LaPlant will begin to look into ideas and will bring back to the Commission for their approval. Katie Marshall from MacRostie may also be interested to join, she will be contacted.

FINANCIALS

A discussion was held regarding year-end financials for 2015. The Commission thanked the City for this and for the increase in the 2016 budget.

ARTIST IN RESIDENCE

Two residents would like to come into Central School. The following are recommended from the Grand Rapids Arts. Lilly Winter and Victoria Kragthorpe

Motion by Bendix, seconded by Marty to approve the recommendations by the Grand Rapids Arts for Lilly Winter and Victoria Kragthorpe to Artist in Residence in Central School. Motion passed by unanimous vote.

A Memorandum of Understanding (MOU) along with the Guide for the Central School Building Use will need to be signed. The Residents can stop at the Administration Department and Ms. Palkki will have these ready for signatures.

PROGRESS REPORTS

Signage: Commissioner Bendix would like us to do something with welcoming signage and have it ready for the 125th Grand Rapids Celebration. Ms. Bendix will continue to work with Circles of Support and bring back a report at a later time.

Commissioner Walker left at 4:50 pm

Art Award: Commissioners Marty and Merrild

Commissioner Marty reported that he believed that having the award ready by the annual chamber dinner might not be enough time.

This was originally noted to present the award during the Chamber Event held in April but with time, constraints Mr. Marty proposed that this award could be presented at the Myles Reif Grand Opening in September. The Commission thought that would be a great idea and would fit with the objectives already in place.

River Venue – RFP (Request for Proposals)

Ms. Dettmer reported on the timeline for the report:

1/25/16	Council approval for RFP
2/8/16	Issue RFP
3/25/16	Proposals due
6/27/16	Council approve for hire
9/1/16	Work starts
May 2017	Finalize

The proposal, along with the cover letter, will be sent to all the Commissioners to send out to their contacts.

ANNOUNCEMENTS

Kevin Reece will be hosting workshops the end of February through September. “Mobiles” will be created and displayed throughout the community. An extended invitation went to the Commission to attend Tuesday, February 16, 2016 for approximately 1.5 hours; 3:30 – 5:00 pm. Commissioner Marty will send the invitation out.

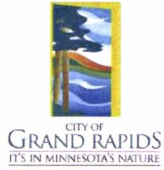
Commissioner Dodge reported that the Grand Rapids Arts is now a non-profit 501C3. This will be a tremendous help when doing projects, grants and etc. Thanks to those who helped make it happen.

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

Respectfully submitted by Michele Palkki, Administrative Assistant

Next Regular Meeting

Reminder, the next regular meeting of the Grand Rapids Arts and Culture Commission will be held on Tuesday, March 1, 2016 beginning at 3:45 pm at the Grand Rapids City Hall, Conference Room 2B.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0165 **Version:** 1 **Name:** PW SPRING DEPT HEAD REPORT
Type: Department Head Report **Status:** Department Head Report
File created: 2/29/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Public Works ~ Jeff Davies
Sponsors:
Indexes:
Code sections:
Attachments: [2016 PW Spring DH Report](#)

Date	Ver.	Action By	Action	Result
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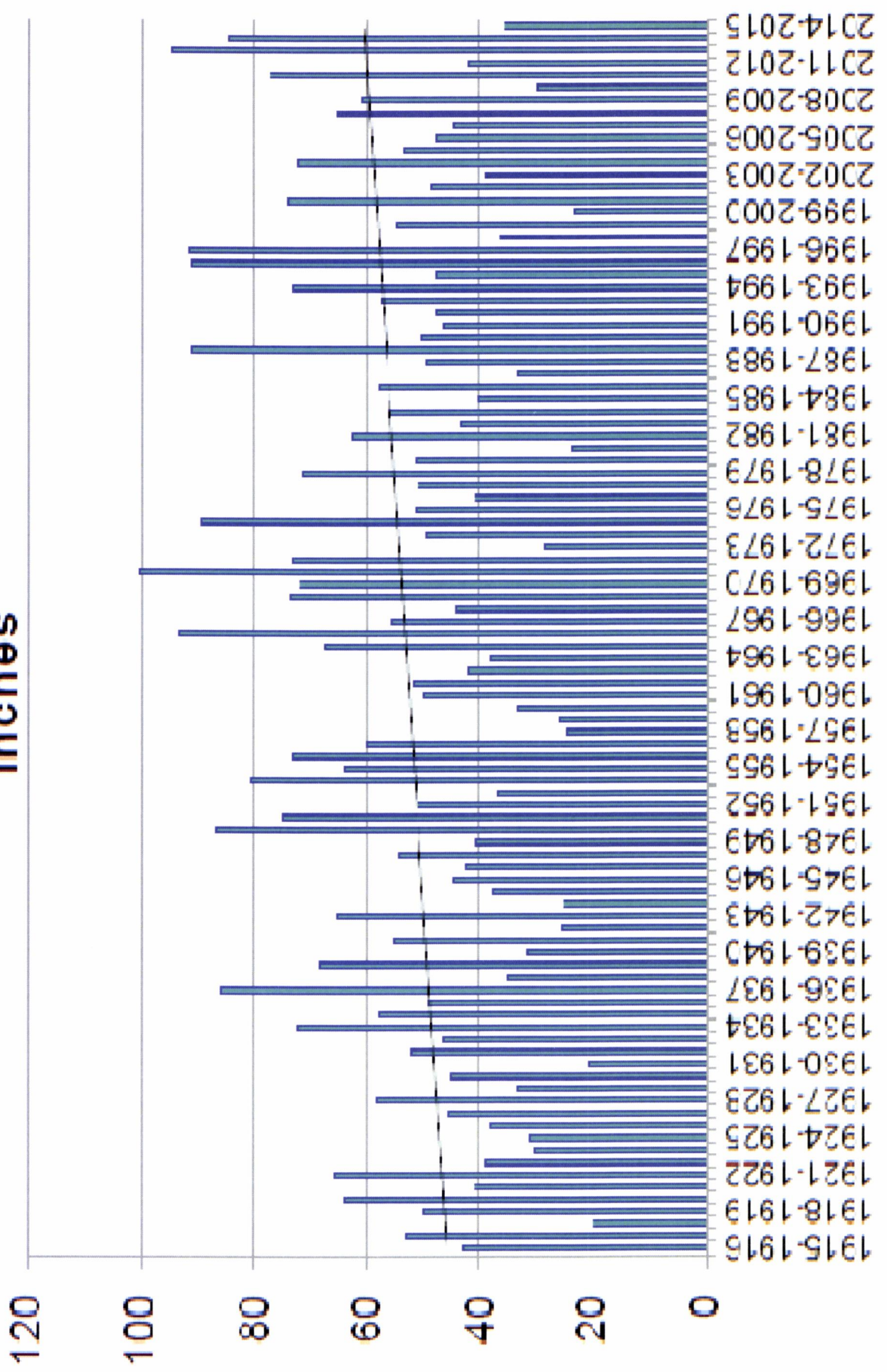
Public Works ~ Jeff Davies

**Public Works
Spring 2016
Department Head Report**



COMMUNITY DEVELOPMENT

Annual Winter Season Total Snowfall, Inches





GRAND RAPIDS
 THE EMERALD CITY OF MICHIGAN

2012 to 2016 Snowfall Comparisons

	30 Yr Avg	2012/2013	2013/2014	2014/2015	2015/2016	2015/2016	Occurrences
Oct	1.9	5.9	0.5	0	0		
Nov	10.7	6.2	6.6	8	1.6	6	
Dec	12.3	10.5	30.5	4.9	14	11	
Jan	12.2	9.7	10.9	7.2	13.7	14	
Feb	7.1	15.8	19.2	10.7	11.3	10	
Mar	7.7	22.9	7.9	4			
Apr	4.6	23.5	9	0.9			
Snowfall Totals:	56.5	94.5	84.6	35.7	40.6		
Occurrences:		75	78	54		41	





Manual Number 2005-1

Minnesota Snow and Ice Control

Field Handbook for Snowplow Operators

HANDBOOK



MINNESOTA LOCAL ROAD
RESEARCH BOARD

Before the Winter

Before the Storm

During the Storm

After the Storm

Application Rate &
Guidelines

Materials &
Quality Control

How to Use Liquid Anti-Icers

Pounds of Ice Melted Per Pound of Salt

Temperature Degrees F.	One Pound of Salt Sodium Chloride
30	46.3 lbs of ice
25	14.4 lbs of ice
20	8.6 lbs of ice
15	6.3 lbs of ice
10	4.9 lbs of ice
5	4.1 lbs of ice
0	3.7 lbs of ice
-6	3.2 lbs of ice

Deicing Application Rate Guidelines 24" of pavement (typical two-lane road)

These rates are not fixed values, but rather the middle of a range to be selected and adjusted by an agency according to its local conditions and experience.

Pavement Temp. (F) and Trend (↑↓)	Weather Condition	Maintenance Actions	Lbs./ two-lane mile				Winter Sand (abrasives)
			Salt Pretreated/ With Salt Brine	Salt Pretreated/ With Other Blends	Dry Salt*		
>30° ↑	Snow	Plow, treat intersections only	80	70	100*	Not recommended	
	Frz rain	Apply chemical	80 - 160	70 - 140	100 - 200*	Not recommended	
30° ↓	Snow	Plow & apply chemical	80 - 160	70 - 140	100 - 200*	Not recommended	
	Frz rain	Apply chemical	150 - 200	130 - 180	180 - 240*	Not recommended	
25 - 30° ↑	Snow	Plow & apply chemical	120 - 160	100 - 140	150 - 200*	Not recommended	
	Frz rain	Apply chemical	150 - 200	130 - 180	180 - 240*	Not recommended	
25 - 30° ↓	Snow	Plow & apply chemical	120 - 160	100 - 140	150 - 200*	Not recommended	
	Frz rain	Apply chemical	160 - 240	140 - 210	200 - 300*	400	
20 - 25° ↑	Snow or frz rain	Plow & apply chemical	160 - 240	140 - 210	200 - 300*	400	
20 - 25° ↓	Snow	Plow & apply chemical	200 - 280	175 - 250	250 - 350*	Not recommended	
	Frz rain	Apply chemical	240 - 320	210 - 280	300 - 400*	400	
15 - 20° ↑	Snow	Plow & apply chemical	200 - 280	175 - 250	250 - 350*	Not recommended	
	Frz rain	Apply chemical	240 - 320	210 - 280	300 - 400*	400	
15 - 20° ↓	Snow or Frz rain	Plow & apply chemical	240 - 320	210 - 280	300 - 400*	500 for frz. rain	
0 to 15° ↑↓	Snow	Plow, treat with blends, sand hazardous areas	Not recommended	300 - 400	Not recommended	500 - 750 spot treat as needed	
< 0°	Snow	Plow, treat with blends, sand hazardous areas	Not recommended	400 - 600**	Not recommended	500 - 750 spot treat as needed	

*Dry salt is not recommended. It is likely to blow off the road before it melts ice.

**A blend of 6 - 8 gal/ton MgCl₂ or CaCl₂ added to NaCl can melt ice as low as -10°.



GRAND RAPIDS
UTILITIES

De-Icing Materials:

Straight Sand

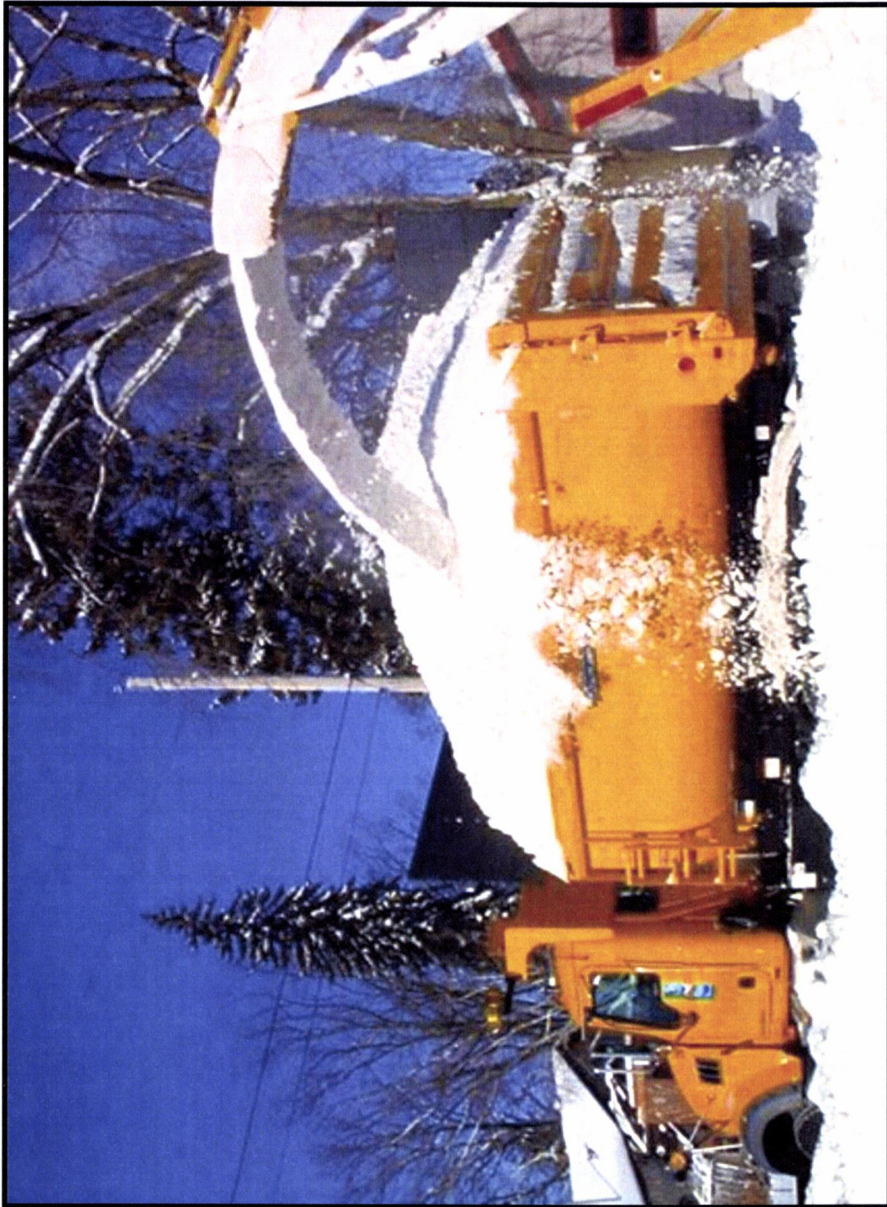
Straight Salt (NaCl)

Treated Salt (NaCl Enhanced with $MgCl_2$)

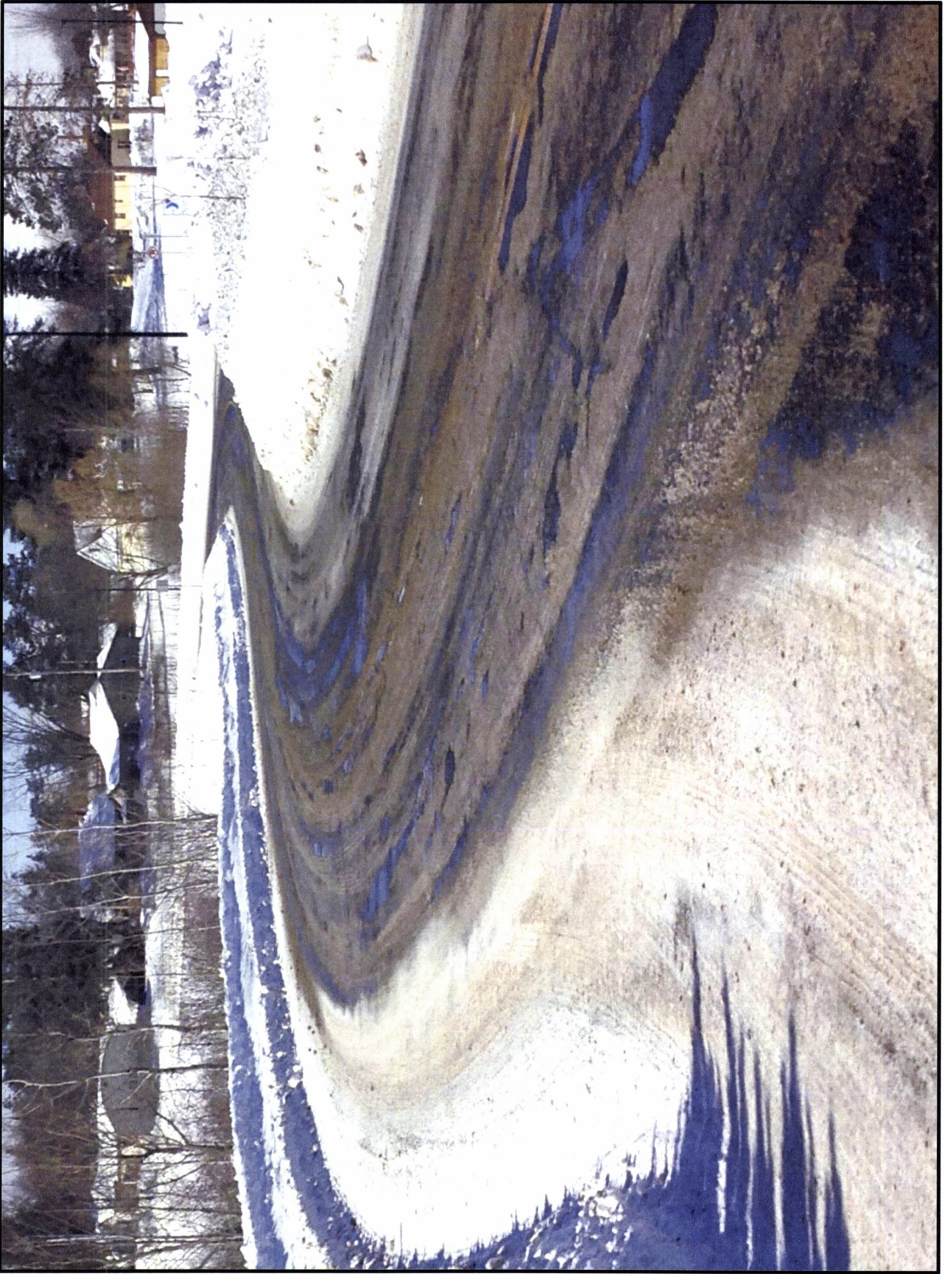
Ice Slicer RS (Crushed - Salt, Magnesium, Potassium & Calcium Chlorides)

Apex Meltdown ($MgCl_2$ Brine w/Corrosion Inhibitor & Performance Additives)





GRAND RAPIDS
IT'S IN WISCONSIN, NOT IN MI.





GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2015 Itasca Calvary Cemetery Burials & Sales

Burials	
Full	44
Cremations	64
Cremations Disinter & Re-Inter	2
Infant Disinter & Re-Inter	1
Infant	1
Total:	112

Grave Sales	
Adult	50
Infant	1
Total:	51

2015 Cohasset Cemetery Burials & Sales

Burials	
Full	14
Cremations	9
Total:	23

Grave Sales:	23
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GRAND RAPIDS
ITASCA COUNTY, MINNESOTA

FLEET MAINTENANCE

Department:	Total Veh/Eqpt
Public Works	95
Fire Department	15
Police Department	28
GRPUC-Admin	8
Parks & Recreation	2
Grand Rapids Itasca County Airport	11
IRA Civic Center	7
GRPUC-Electric	27
GRPUC-Water & Sewer	9
GRPUC-WWTP	17
PW-PUC Service Center	3
Building Maintenance	1
Itasca Calvary Cemetery	17
Community Development	2
Storm Water Utility	5
Total:	247

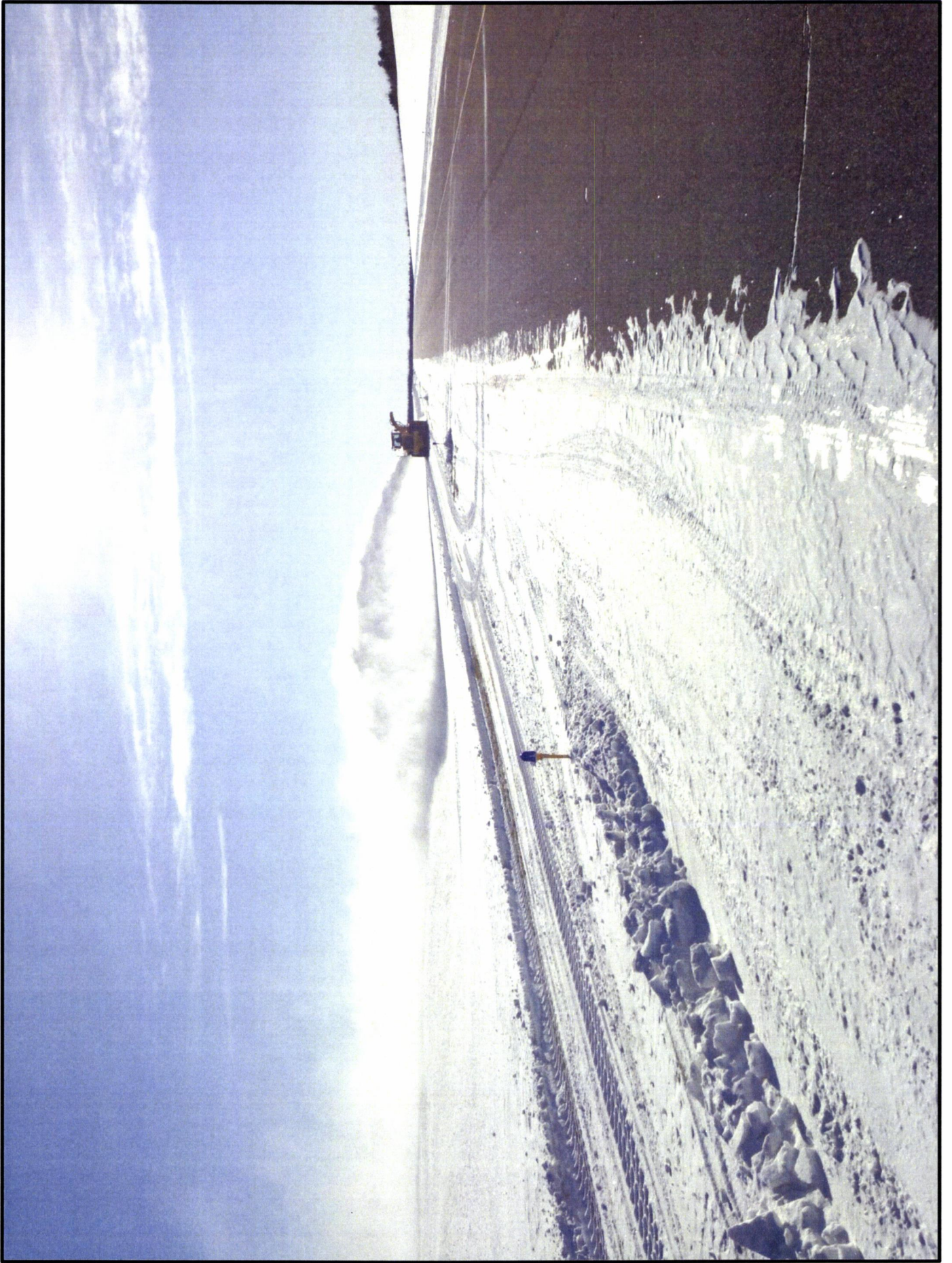


GRAND RAPIDS
MINNESOTA

Grand Rapids/Itasca County Airport

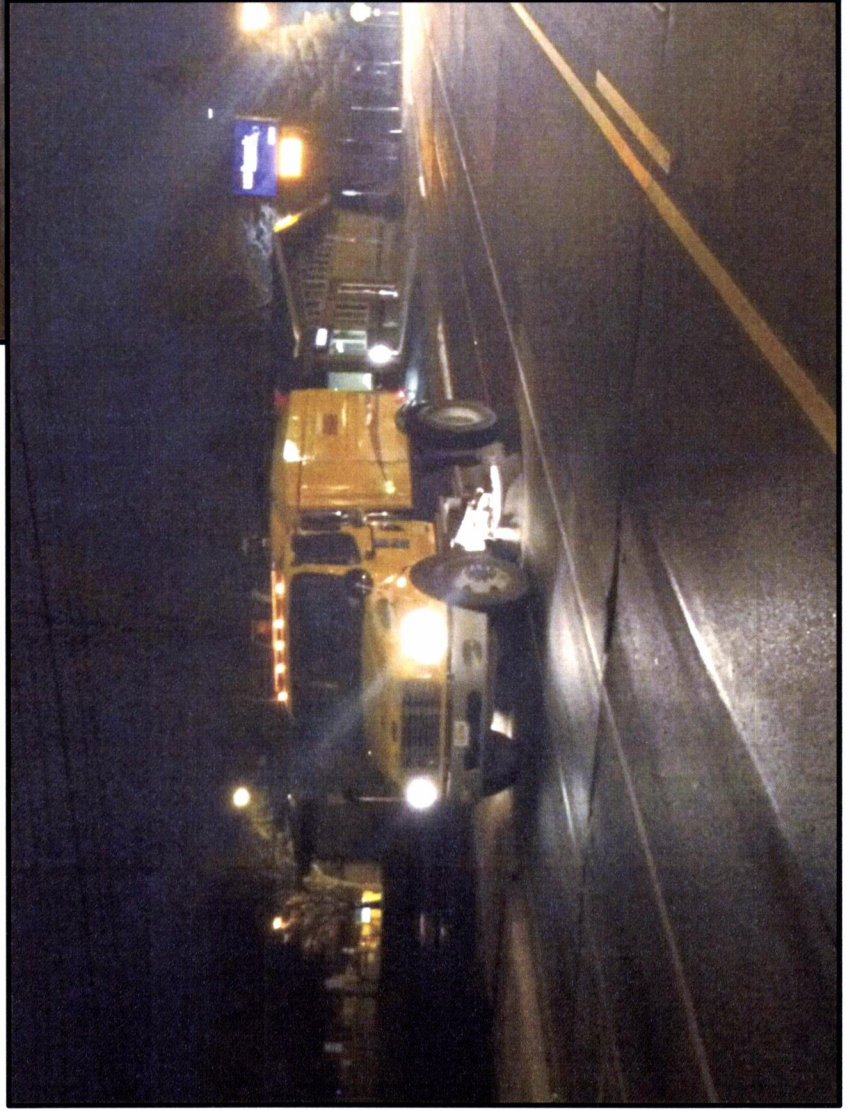
0 625 1,250 2,500 Feet



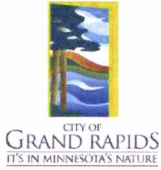




GRAND RAPIDS
IT'S IN YOURS. IT'S NATURAL.



Storm Water Utility Best Practices 3-9-16



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0157 **Version:** 1 **Name:** INL Transfer Entitlements (return of \$100K)
Type: Agenda Item **Status:** Engineering
File created: 2/26/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider authorizing the City Engineer to sign the Federal Airport Agreement for Transfer of Entitlements to allow the transfer of \$100,000 of 2016 FAA entitlement funds from the Grand Rapids-Itasca County Airport Federal Account to the Falls International Airport Commission's Federal Account.

Sponsors:

Indexes:

Code sections:

Attachments: [INL Transfer Entitlements Ltr.pdf](#)
[3-14-16 INL Transfer Entitlements.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing the City Engineer to sign the Federal Airport Agreement for Transfer of Entitlements to allow the transfer of \$100,000 of 2016 FAA entitlement funds from the Grand Rapids-Itasca County Airport Federal Account to the Falls International Airport Commission's Federal Account.

Background Information:

The Falls International Airport (INL) transferred unused entitlement funds from FY 2012 to the Grand Rapids - Itasca County Airport (GPZ) in FY 2015 to allow the Grand Rapids to fully fund their airport project with entitlement dollars. As part of the transfer agreement, the Grand Rapids - Itasca County Airport agreed to transfer these funds back to the Falls International Airport in FY 2016. The attached agreement shows that Grand Rapids is now requesting that these dollars be returned to the International Falls - Koochiching County Airport Commission by utilizing the Grand Rapids - Itasca County Airport's 2016 entitlement funds.

Staff Recommendation:

City Staff recommend authorizing the City Engineer to sign the Federal Airport Agreement for Transfer of Entitlements to allow the transfer of \$100,000 of 2016 FAA entitlement funds from the Grand Rapids-Itasca County Airport Federal Account to the Falls International Airport Commission's Federal Account.

Requested City Council Action

A motion authorizing the City Engineer to sign the Federal Airport Agreement for Transfer of Entitlements to allow the transfer of \$100,000 of 2016 FAA entitlement funds from the Grand Rapids-Itasca County Airport Federal Account to the Falls International Airport Commission's Federal Account.



March 14, 2016

Tracey Headings

Federal Aviation Administration

Airports District Office

6020 - 28th Avenue South, Room 102

Minneapolis, Minnesota 55450-2706

Dear Tracey:

This letter is to inform you that the Grand Rapids - Itasca County Airport, Grand Rapids, Minnesota has approved the following concept:

The Falls International Airport (INL) transferred unused entitlement funds from FY 2012 to the Grand Rapids – Itasca County Airport (GPZ) in FY 2015 to allow the Grand Rapids to fully fund their airport project with entitlement dollars. As part of the transfer agreement, the Grand Rapids - Itasca County Airport agreed to transfer these funds back to the Falls International Airport in FY 2016. This letter is to inform you that Grand Rapids requests that these dollars be returned to the International Falls – Koochiching County Airport Commission by utilizing the Grand Rapids – Itasca County Airport's 2016 entitlement funds.

Please call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julie Kennedy', written in a cursive style.

Julie Kennedy, PE

City Engineer – City of Grand Rapids

cc: Don Berre, Mn/DOT Regional Airport Engineer



U.S. Department
of Transportation

Federal Aviation
Administration

AGREEMENT FOR TRANSFER OF ENTITLEMENTS

In accordance with section 47117©(2) of Title 49 U.S.C. (hereinafter called the "Act").

Grand Rapids – Itasca County Airport, Minnesota

Hereby waives receipt of the following amount of funds apportioned to it for each fiscal year specified under section 47114©(1) of the Act.

<u>Amount</u>	<u>Fiscal Year</u>
\$ 100,000	2016
\$	20
\$	20
TOTAL \$ 100,000	

On the condition that the Federal Aviation Administration makes the waived amount available to:

Falls International Airport, Minnesota

for eligible projects under section 47104(a) Act. This waiver shall expire on earlier of September 30, 2016, or when the availability of apportioned funds would lapse under section 47117(b) of the Act.

DATE _____

FOR THE UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION
BY _____

FOR GRAND RAPIDS – ITASCA
COUNTY AIRPORT, MN
BY Julie Kennedy

TITLE _____

TITLE City Engineer

DATE _____

DATE March 14, 2016

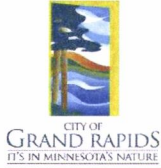
CERTIFICATE OF SPONSOR'S ATTORNEY

I, Chad Sterle acting as Attorney for the Sponsor do hereby certify:

That I have examined the foregoing Agreement and find that the Sponsor has been duly authorized to make such transfer and that the execution thereof is in all respects due and proper and in accordance with the laws of the State of Minnesota and the Act

Dated at _____ this day of March, 2016

Title City Attorney



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0172 **Version:** 1 **Name:** WSB Agreement for McGowan Pond monitoring
Type: Agenda Item **Status:** Engineering
File created: 3/8/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**

Title: Consider approving an Agreement with WSB for \$2,000 for Stormwater quality monitoring for the purposes of strengthening our 2016 Clean Water Legacy Grant proposal for the McGowan Pond Phosphorus Treatment Project.

Sponsors:

Indexes:

Code sections:

Attachments: [3-14-16 WSB Proposal.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving an Agreement with WSB for \$2,000 for Stormwater quality monitoring for the purposes of strengthening our 2016 Clean Water Legacy Grant proposal for the McGowan Pond Phosphorus Treatment Project.

Background Information:

City staff has been working for the past three years with the Upper Mississippi River Headwaters Board and Itasca County Soil and Water Conservation District in an effort to identify stormwater quality BMP retrofit projects within the City. As you may recall, this year the City was successful in obtaining a \$141K Clean Water Legacy grant for stormwater improvements work near the proposed Pedestrian Bridge. Staff has identified the McGowan Pond effluent as the next project on which to focus and apply for grants. To determine the magnitude of pollutant loads and the most effective BMPs to treat those loads, preliminary monitoring data is essential. The attached Agreement identifies the scope of work, fee and schedule for such monitoring work. Funding for the monitoring work will come from the Engineering Department Professional Services budget.

Staff Recommendation:

City Staff recommend approving an Agreement with WSB for \$2,000 for Stormwater quality monitoring for the purposes of strengthening our 2016 Clean Water Legacy Grant proposal for the McGowan Pond Phosphorus Treatment Project.

Requested City Council Action

Approve an Agreement with WSB for \$2,000 for Stormwater quality monitoring for the purposes of strengthening our 2016 Clean Water Legacy Grant proposal for the McGowan Pond Phosphorus Treatment Project.



Building a legacy – *your* legacy.

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

March 4, 2016

Ms. Julie Kennedy
City Engineer
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744-2662

Re: PMA 45 Water Quality Monitoring – Spring 2016

Dear Ms. Kennedy:

This proposal is in regards to preliminary water quality monitoring of PMA 45 for the purposes of strengthening a grant proposal to implement phosphorus treatment at that location. The Mississippi River Headwaters Board municipal stormwater water quality BMP retrofit analysis (2014-2015) for Aitkin, Baxter, Bemidji, Cass Lake, Grand Rapids, La Prairie, Little Falls, Palisade, Riverton, and Walker Counties identified PMA 45 as the 9th most effective out of 59 identified projects in potential total phosphorus removal. Similarly, PMA 45 ranked 10th overall in efficiency for dollars spent. Implementing a project at that location would treat the 2nd highest drainage area of all 59 projects.

To determine the magnitude of pollutant loads and the most effective BMPs to treat those loads, preliminary monitoring data is essential. No water quality monitoring data currently exists for PMA 45 to our knowledge. Exploratory manual stream monitoring near the terminus of PMA 45 after the water starts flowing in March 2016 will inform a decision to continue monitoring (i.e. whether or not there are elevated pollutant levels in the stream). Based on the data generated, the decision to install automated sampling equipment can be made in order to characterize spring/summer storm runoff conditions in PMA 45 (note: due to freezing conditions in the early months of the year, automated sampling equipment cannot be utilized).

This monitoring approach will also inform the potential use of chemical treatment(s) to mitigate pollutant loads; chemical treatment efficacy can be dependent on water temperature and contact time. For example, a chemical treatment would likely prove most effective during stream conditions of relatively higher temperatures and longer contact times. In sum, water quality monitoring data will strengthen a grant proposal by demonstrating the presence of high pollutant loads, informing potential implementation methods, and providing a benchmark for assessing the effectiveness of the BMP installed through post-implementation water quality monitoring.

Scope of Work

Task 1: Water Quality Monitoring

At the southeast corner of Southwest 12th Avenue and Southwest 4th Street, a surface drain (photo below, City of Grand Rapids) will be sampled for flow measurements and water quality. Monitoring by City staff will consist of twice-monthly sampling using a stream velocity meter, measuring tape, meter stick, and sampling bottles. The City will borrow flow velocity meter equipment from either the Itasca

Ms. Julie Kennedy
March 4, 2016
Page 2

SWCD or Itasca Community College for project use (personnel from both entities have been contacted and are willing to lend their equipment).



WSB deliverables include the training of City staff (1 day labor; at Grand Rapids office and in-field at stream station), travel (366 miles round trip), and a protocol document (e.g. sampling procedures, quality control protocols). Task 1 can be complete for a total cost including mileage of \$3,000. Per our conversation with the City Engineer, WSB assumes that the costs of delivery and water quality sample laboratory analysis will be the responsibility of the City. We recommend taking samples between March and early June in seven sampling events.

Task 2: Data Analysis

Upon receipt of the final water quality data from the laboratory, WSB will analyze the water quality data and provide a memo. The analysis will consist of a comparison to other available data sets and published work relative to full year monitoring of similar watersheds. This effort will require two days of labor for a fee of \$2,000.

Project Fee and Schedule

The total fee for work detailed above is \$5,000 billed on a lump sum basis.

Task	Anticipated Date
Notice to Proceed	March 9, 2016
Staff Training, First Water Quality Sampling (2 TP, 2 TSS)	Week of March 14, 2016
Finalize Protocol Document	Week of March 21, 2016
Second Water Quality Sampling (2 TP, 1 TSS)	Week of March 28, 2016
Third Water Quality Sampling (1 TP, 2 TSS)	Week of April 11, 2016
Fourth Water Quality Sampling (2 TP, 1 TSS)	Week of April 25, 2016
Fifth Water Quality Sampling (1 TP, 2 TSS)	Week of May 9, 2016
Sixth Water Quality Sampling (2 TP, 1 TSS)	Week of May 23, 2016
Seventh Water Quality Sampling (1 TP, 2 TSS)	Week of June 6, 2016
Data Analysis and Memo	Week of June 20, 2016

Ms. Julie Kennedy
March 4, 2016
Page 3

Summary and Authorization

Thank you for the opportunity to work with the City of Grand Rapids on this project. If you are in agreement with the terms as outlined above, please sign where indicated below and return one copy to our office.

Sincerely,

WSB & Associates, Inc.



Lorin Hatch
Senior Scientist

ef

**ACCEPTED BY:
City of Grand Rapids**

Name _____

Title _____

Date _____



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0173 **Version:** 1 **Name:** Golf Range Ball Picker
Type: Agenda Item **Status:** Golf Course
File created: 3/8/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Authorize purchase of a Golf Range Ball Picker
Sponsors:
Indexes:
Code sections:
Attachments: [Club Car Minnesota.pdf](#)
[Pokegama New 2016 Carryall 500 PickerSF.pdf](#)
[Yamaha Range picker.pdf](#)

Date	Ver.	Action By	Action	Result
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Authorize purchase of a Golf Range Ball Picker

Background Information:

At the February 23 City Council meeting authorization was given to the golf staff to seek quotes for the purchase of a Utility Vehicle Range Ball Picker with protective cage. The EZ Go golf cart unit the golf course has been using was breaking down as it was very old and doing a job it was not intended to be used for. We received three quotes. One from Yamaha that included various options, one from Club Car Madison Wisconsin, and one from Club Car Minnesota. The Club Car Minnesota option is a slightly used demo unit. This is the unit we would like to purchase. It comes at a savings of approximately \$1,500 over the Yamaha vehicle and over \$4,000 over the Club Car Madison vehicle. This unit will last 20 years as the driving range ball picking vehicle.

Staff Recommendation:

Authorize purchasing the Club Car Carry All 500 Range Picker from Club Car Minnesota for \$9,677.68 tax included.

Requested City Council Action

Make a motion to accept the low quote from Club Car Minnesota for the purchase of a 2015 demo unit Club Car Carry All 500 Range Picker for the tax included price of \$9,677.68. Funding for this unit will be from the Golf Course capital equipment fund.



PROPOSAL

3 March 2016

Page 1-c of 2-c

City of Grand Rapids, Pokegama Golf Course, Grand Rapids, MN.

We are pleased to present the following quotation for your consideration. See the following specifications page(s) for a detailed list of standard vehicle features and benefits.

2015 GASOLINE CARRYALL 500 Range Picker

STANDARD EQUIPMENT INCLUDES:

QTY	DESCRIPTION	UNIT COST	TOTAL COST
1	Carryall 500 with 14 hp (404 cc) rated at 3600 rpm per SAE J1940, EFI Overhead Cam, Gasoline Engine Pedal-Start or Key-Start Front Body (White, Dark Green, Dark Gray or Bright Blue) Gray Bench Seat Premium Tires, 6-ply rated, 20x10-10 or Extra Traction Tires, 6-ply rated, 20x10-10 Four Wheel Brakes Halogen Headlights Fuel Gauge/Hour Meter 12-volt PowerPoint Heavy Duty Front Suspension Standard Key Switch	\$9,034.00	\$9,034.00

OPTIONAL EQUIPMENT INCLUDES:

QTY	DESCRIPTION	UNIT COST	TOTAL COST
1	Range Cab Enclosure		Included
1	Heavy Duty Front Suspension		Included
1	Cab Muffler Extension		Included
1	Range Adaptor Kit		Included

SUB-TOTAL:

FREIGHT and Assembly Included

TOTAL: \$9,034.00

MN Tax: County 7.125% applies \$643.68





PROPOSAL

MOS.	QTY.	ROLLOVER	CAR / MO.	LEASE / YR.	TOTAL LEASE
CSC	FINANCE	Full	3-1-2015	LOAN START	May 1 ST , 2016 FIRST
Mos.	Qty.	Rollover	Car / Mo.	Loan / Yr.	Total Loan
60	30	Na	\$366.38	\$2,198.28	\$10,991.40

Note: Price does not account for applicable MN County sales tax.

Customer: _____

Club Car / Branch: Minnesota _____

Signature: _____

Signature: *Drew Ekstrom* _____

Title: _____

Title: Territory Sales Manager _____

Date: _____

Date: Feb. 5th, 2016 _____

PREMIER | GOLF & UTILITY VEHICLES, INC.

Club-Car Authorized Distributor

Date of Quote: February 24, 2016

TO: City of Grand Rapids

Sales Person: **Steve Fischer**

Pokegama Golf Course

414-688-0443 Cell

Grand Rapids, MN

608-246-2811 Fax

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION:

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION PRICE
1	<p>New 2016 Club Car Carryall 500 Gas Utility Vehicle equipped as follows:</p> <ul style="list-style-type: none"> ➤ Subaru EX40 - 14hp EFI Overhead Cam Engine Pedal Start which reduces fuel consumption by up to 50% ➤ Fuel Gauge/Hour Meter ➤ 4-Wheel Brakes ➤ 12V Powerpoint ➤ Halogen Headlights ➤ Heavy Duty Front Suspension ➤ Premium Tread 6-ply rated Front Tires – 20x10-10 ➤ Extra Traction 6-ply rated Rear Tires – 20x10-10 ➤ Cargo Box – 44.2” x 47.5” x 10.5” with 800lb Bed Capacity ➤ Rhino Lined Floor of Cargo Box ➤ Heavy Duty Front Brushguard ➤ Heavy Duty Trailer Hitch ➤ Range Picker Bumper Mount to connect ball picker attachment ➤ Color – Green with Gray Seat ➤ Range Cab – Frame, Canopy, Windshield, Doors, Rear Panel ➤ Industry Leading 3 Year/3,000 Hour Powertrain Warranty with 2 Year Limited Warranty on balance of vehicle ➤ Freight and Installation <p style="text-align: center;">Payment Plans</p> <p>Ownership Lease 30 Payments of \$509.64 due May-Oct, 2016-2020 (includes sales tax) 30 Payments of \$437.00 plus use tax due May-Oct, 2016-2020 Circle desired payment plan above Notes: No payments made November-April each year</p>	<p>Sub total \$12,821.00</p> <p>7.125% tax \$ 913.50</p> <p>Total Due \$13,734.50</p>	<p>\$12,821.00</p> <p>\$12,821.00</p> <p>\$ 913.50</p> <p>\$13,734.50</p>
TERMS	F.O.B.	APPROX. DELIVERY DATE	QUOTE VALID
Due On Delivery	Pokegama Golf Course	April, 2016	For 30 Days

Accepted By: _____

Date: _____

Premier Golf & Utility Vehicles, Inc.

Title: _____

by: _____ *Steve Fischer* _____

Thank you for your interest in Club Car

Steve Fischer



PREMIER | GOLF & UTILITY
VEHICLES, INC.

Club Car Authorized Distributor



5924 HAASE RD, DE FOREST, WI 53532 | 608.246.0444 | (f) 608.246.2811



(Office) 952-890-5541

3350 West Hwy 13 / Burnsville, MN 55337

(Fax) 952-890-2914

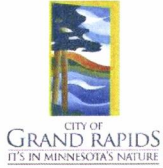
Date: 2/22/2016 Sales Person: Paul Oster	To: Pokegama Golf Course Attn: Bob Cahill 3910 Golf Course Road Grand Rapids, MN 55744 218-326-3444
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QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
Option (1)	Range Picker Options: Yamaha Range Picker Car-Refurbished-New Range Cage includes-new front end bracket, new rear end box. 4 Year NO CHARGE LEASE (Retail \$6125) *With purchase of 25 fleet cars	NO CHARGE	NO CHARGE
Option (2)	Yamaha Range Picker Car-Refurbished-New Range Cage includes-new front end bracket, new rear end box. Purchase Price (includes delivery and sales tax)	\$ 6,936.00	
Option (3)	Yamaha Range Picker New Car-New Range Cage includes-new front end bracket, rear end box. Purchase Price (includes delivery and sales tax)	\$ 8,356.00	
Option (4)	Yamaha Range Picker New Utility-New Range Cage includes-new front end bracket, rear end box. Purchase Price (includes delivery and sales tax)	\$ 11,034.00	
<i>TERMS</i> Purchase	<i>F.O.B.</i> Grand Rapids, MN	<i>APPROX DEIVERY DATE</i> May 2016	<i>SHIPPED VIA</i> Yamaha Golf & Utility

Quotation is good for 7 days & subject to change pending credit approval by our lenders
 Does not include any applicable federal or state taxes. Trades must be in proper operating order- all chargers must work

Accepted By: _____
 Date: _____
 Title: _____

Proposed by:
 Paul Oster
Director of Sales
 Yamaha Golf & Utility



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0093 **Version:** 1 **Name:** Request by the Police Department to purchase two (2) 2016 Ford Police Interceptor Utility (SUV) vehicles from Ford of Hibbing, who has the Minnesota State bid for Fords.

Type: Agenda Item **Status:** Police

File created: 2/2/2016 **In control:** City Council

On agenda: 3/14/2016 **Final action:**

Title: Request by the Police Department to purchase two (2) 2016 Ford Police Interceptor Utility (SUV) vehicles from Rapids Ford, which matches the Minnesota State bid price.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Request by the Police Department to purchase two (2) 2016 Ford Police Interceptor Utility (SUV) vehicles from Rapids Ford, which matches the Minnesota State bid price.

Background Information:

After conferring with the Public Works Department, which maintains City vehicles, the Police Department included in the 2016 budget funds to replace two high mileage marked police squad cars. These cars are:

2008 Dodge Durango Projected mileage June 2016: 122,300

2008 Chevrolet Impala Projected mileage June 2016: 106,000

The budgeted amount, contained within the CIP budget, includes purchase of two police package replacement squad cars, removal of the equipment from the current squad cars, placing the useable equipment in the new squad cars, purchase of certain replacement emergency equipment that has reached its life expectancy such as light bars, sirens and radar units or that will not fit into the new brand/model of squad car such as protective screens.

Vehicles

The vehicles we would like to purchase are 2016 Ford Police Interceptor Utility (SUV). They are all wheel drive to ensure that our officers can respond in inclement weather and are the only pursuit rated midsize utility vehicle manufactured. Police departments across the United States are replacing their patrol vehicles with this make and model more than any other. The cost for each vehicle under the State of Minnesota Contract bid is \$27,871. We received two bids, one from Rapids Ford and the other from Ford of Hibbing. Both bids came in at the Minnesota State bid price of \$27,871.00.

Vehicle Setup/Equipment

We have received two cost quotes from vendors for the setup of these squad cars. This includes removal of equipment

from the current squad cars and installation of usable equipment in the new squad cars, as well as purchase of some non-reusable equipment such as light bars, control boxes and sirens. It includes all wiring involved in the changeover.

Emergency Automotive Technologies, Inc.	\$9022.00
Enforcement lighting, LLC	\$8925.00

The police department recommends that Emergency Automotive Technologies, Inc. (EAT) of Oakdale, MN be chosen to perform this work. Building emergency vehicles is all EAT does. They have a fully staffed and equipped shop. They do it right the first time. They build squad cars for over 400 law enforcement agencies in the Midwest, including all the State Patrol vehicles. EAT built the 2015 Chevrolet Tahoe marked police squad car last year and we are very pleased with the work done. The graphics placed on these squad cars will be constructed and applied by the Grafix Shoppe of Eagan and placed on the squad cars at the EAT facility. The cost for graphics will be \$911.00 per squad car.

Fiscal

The 2016 CIP contains \$96,700.00 for the purchase of two new replacement marked squad cars, removal of equipment from the current squad cars and purchase of equipment for the new squad cars that should not be put back into service. We anticipate the cost to do so will be as follows:

Purchase of two new replacement Ford Interceptor SUVs 2 @ \$27,871.00	\$55,742.00
Teardown of old squad cars/Build new squad cars 2 @ \$9023.00	\$18,045.00
Graphics for new squad cars 2 @ \$911.00	\$1,822.00
Equipment	
Replacement radars 2 @ \$2,509.00	\$5,017.00
Mossberg .12 g shotguns 2 @ \$700.00	\$1,140.00
Stop sticks 2 @ \$465.00	\$930.00
PBTs 2 @ \$299.00	\$598.00
Hooligan tools 2 @ \$225.00	\$450.00
Pelican flashlights 2 @ \$174.00	\$347.00
Medical bags 2 @ \$ 100.00	\$200.00
Fire ext. 2 @ \$90.00	\$180.00
*Estimated Total	\$84,471.00

*Note: When building a marked squad car, there are always minor equipment items such as cabling that is not anticipated.

Staff Recommendation:

It is the recommendation of the Police Department that the City Council approve the purchase of two (2) Ford Police Interceptor Utility SUVs from Rapids Ford, including title fees, applicable taxes and the purchase of new equipment and the installation of the equipment in the new squad cars not to exceed the budgeted amount of \$96,700.00

Requested City Council Action

Please consider making a motion to consider a request by the Police Department to purchase two (2) Ford Police Interceptor Utility SUVs from Rapids Ford, including title fees, applicable taxes and the purchase of new equipment and the installation of the equipment in the new squad cars not to exceed the budgeted amount of \$96,700.00



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0163 **Version:** 1 **Name:** PW 2017 Epoke Combi De-Icing Unit
Type: Agenda Item **Status:** Public Works
File created: 3/14/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider authorizing the purchase of a 2017 Epoke Combi De-Icing Unit from MacQueen Equipment Inc., as per State Contract #S-863(5) for \$92,345.62.

Sponsors:

Indexes:

Code sections:

Attachments: [2016 03-14 MacQueen Eqpt 2017 Epoke Quote SB No S-863\(5\)](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing the purchase of a 2017 Epoke Combi De-Icing Unit from MacQueen Equipment Inc., as per State Contract #S-863(5) for \$92,345.62.

Background Information:

Monitoring; pavement temperatures, liquid anti-icing, liquid and granular de-icing, prewetting, treated salt, magnesium chloride and calibration of de-icing equipment are all best practices that assist us in reducing salt/sand use and environmental impacts while meeting public safety for the vehicular traffic on our roadways. The success of our 2012 Epoke Combi De-icing Unit has been a big factor in our efforts to lower costs, improve utilization and justify changes in our Snow and Ice Control Operation. The Epoke is engineered to deliver accurate coverage on multiple lanes and has the capability to apply our de-icing product on four lanes at once while distributing precise material placement. A third Epoke De-icing Unit will assist us in our continued efforts for cost reduction and improved service.

Staff Recommendation:

Jeff Davies, Public Works Director, recommends the purchase of the 2017 Epoke Combi De-Icing Unit from MacQueen Equipment Inc.

Requested City Council Action

A motion approving the purchase of a 2017 Combi De-Icing Unit from MacQueen Equipment Inc., as per State Contract #S-863(5) for \$92,345.62.

JOS#1160146 GRAND RAPIDS EPOKE 2016

QUOTE # 1160146 MAC QUEEN EQUIPMENT, INC.
595 ALDINE ST. ST. PAUL MN, 55104 QUOTE DATE: 02/23/16
651-645-5726 WATTS 1-800-832-6417 ORDER DATE: 02/23/16
ORDER: _____ FAX 651-645-6668

CITY OF GRAND RAPIDS SHIP TO: CITY OF GRAND RAPIDS
STREET DEPARTMENT 500 4TH STREET SE
420 NORTH POKEGAMA AVENUE GRAND RAPIDS MN 55744
GRAND RAPIDS MN 55744

Customer P.O.: 98113 TERMS: N30
SALES REP.: LARSON, BOB

Customer Phone: 218-324-7481

QTY.	DESCRIPTION	EACH	EXTENDED PRICE
1.00	*2016 EPOKE S4900 SPREADER	92,345.62	92,345.62

PER MN STATE CONTRACT # S-863(5)
SIRIUS COMBI SERIES II SPREADER HOOK LIFT STYLE
6.5 CUBIC YARD DRY CAPACITY 950 GALLON LIQUID CAPACITY
ELECTIRC SYMMETRY
LEVEL INDICATORS FOR DRY MATERIAL AND LIQUID
PAINT SCHOOL BUS YELLOW (WILL ADVISE PAINT CHIP SAMPLE)
NON CONTRACT LED MEGABEAM WORK LIGHT 2 LED BEACONS
LONG CHUTE ARRANGEMENT
1-YEAR SANDER & ROAD SPEED CONTROL WARRANTY
10-YEAR HOPPER WARRANTY
FACTORY TRAINING AT CITY OF GRAND RAPIDS, MN (WILL ADVISE)
DELIVERY 10-12 WEEKS F.O.B. TOWMASTER INC.

=====

SUB.TOT. 92,345.62

BUYER _____ SELLER _____
we reserve the right to change prices without notice. The price in effect
at time of order will prevail, notwithstanding the prices shown herein.
Sales tax and F.E.T. will be added unless tax exempt certificate is provided.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0158 **Version:** 1 **Name:** Consider accepting the resignation of Julie Kennedy from the position of City Engineer.

Type: Agenda Item **Status:** Administration Department

File created: 2/26/2016 **In control:** City Council

On agenda: 3/14/2016 **Final action:**

Title: Consider accepting the resignation of Julie Kennedy from the position of City Engineer.

Sponsors:

Indexes:

Code sections:

Attachments: [Kennedy letter of resignation](#)

Date	Ver.	Action By	Action	Result
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Consider accepting the resignation of Julie Kennedy from the position of City Engineer.

Background Information:

City Engineer Julie Kennedy has given her notice of resignation effective March 31, 2016, as she has accepted the position of General Manager with the Grand Rapids Public Utilities. Julie was hired on May 31, 2013; one of the highlights of her career was collaborating with Itasca County, ISD 318, and residents to accomplish the Crystal Lake Boulevard/14th Street North reconstruction project.

We will come back to the City Council at a later date with a proposal on how to fill the vacancy.

Staff Recommendation:

City Administrator Tom Pagel and Human Resources Director Lynn DeGrio are recommending accepting Julie's resignation with gratitude for her three years of service and look forward to continuing a working relationship between the City and PUC.

Requested City Council Action

Make a motion to accept the resignation of Julie Kennedy from the position of City Engineer effective March 31, 2016.



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

ENGINEERING DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

February 26, 2016

Mr. Tom Pagel, City Administrator
City of Grand Rapids
420 N Pokegama Avenue
Grand Rapids, MN 55744

Dear Tom,

Please accept this letter as notice of my resignation from my position as City Engineer. My last day of employment will be March 31, 2016.

I received an offer to serve as the General Manager of the Grand Rapids Public Utilities, and after careful consideration, I realize that this opportunity is too exciting for me to decline.

It has been a pleasure working with you and City staff over the last three years. One of the highlights of my career was collaborating with the County, School District, and residents to accomplish the contentious Crystal Lake Boulevard / 14th St N reconstruction project.

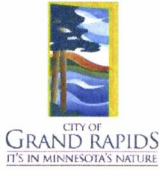
I would like to help with the transition of my duties so that the Department continues to function smoothly after my departure. I am available to help recruit my replacement if you desire, and I will make certain that all required items are completed to the extent possible before my last day of work.

I wish you and the City all the best and I look forward to continuing a working relationship with you. You can call me anytime at 218-259-5020.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Julie Kennedy', with a long horizontal flourish extending to the right.

Julie Kennedy



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0164 **Version:** 1 **Name:** PW Pick-up Purchase
Type: Agenda Item **Status:** Administration Department
File created: 3/14/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider soliciting quotes for the purchase of a new pick-up, to be equipped with a new 800MHZ radio, to be purchased and installed by the Fleet Division.

Sponsors:

Indexes:

Code sections:

Attachments: [2016 3-14 PW Pickup Specs 3qtrTon Crew Cab](#)

Date	Ver.	Action By	Action	Result
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Consider soliciting quotes for the purchase of a new pick-up, to be equipped with a new 800MHZ radio, to be purchased and installed by the Fleet Division.

Background Information:

Approved in the 2016 Capital Budget is the replacement of one of the Public Works pick-ups. This purchase will replace a 1991 Chevrolet 1/2Ton pick-up, which will be sold at an on-line auction along with other Public Works items. Currently our Public Works Fleet consists of seventeen pick-ups. Both the Fleet Division and the Public Works Director have designated pick-up trucks, two pick-ups are used for sidewalk plowing, up to four are used for parking lots and alleys and two are used for outdoor rink maintenance. During the summer/construction season, there is usually a pick-up shortage. We typically have four crews of part-time employees consisting of two to three employees for maintenance at the city parks and athletic fields, Right-of-Ways and the city flowers. The full-time crews use the pick-ups for a variety of maintenance functions such as, sign repairs, traffic control, storm water utility, banners, parks and playgrounds, construction and Right-of-Way projects. Specifications and a Form of Proposal will be delivered to all three dealerships; Grand Rapids GM, Lake Woods Chrysler & Jeep and Rapids Ford.

In compliance with the City's Conflict of Interest Policy, City Administrator, Tom Pagel, will be managing this Public Works Purchase due to the fact that Jeff Davies, Public Works Director, has a son named Nathan who is a salesman at Grand Rapids GM.

Staff Recommendation:

City Administrator Pagel is recommending a motion authorizing the solicitation of quotes for the purchase of a new pick-up, to be equipped with a new radio, installed in-house by the PW Fleet Mechanics.

Requested City Council Action

A motion approving the solicitation of quotes for the purchase of a new pick-up, to be equipped with a new radio, installed in-house by the PW Fleet Mechanics.

**CITY OF GRAND RAPIDS
PUBLIC WORKS DEPARTMENT**

**FORM OF PROPOSAL
AND
SPECIFICATIONS
FOR**

**ONE (1) NEW 4-WHEEL DRIVE 3/4TON
CREW CAB (4-DOOR) PICK-UP**

QUOTES DUE:

**MARCH 25TH, 2016
by 12:00 p.m.**

City of Grand Rapids
Administration Office
420 North Pokegama Ave.
Grand Rapids, MN 55744

QUOTE OPENING:

**MARCH 25TH, 2016
12:00 p.m.**

City of Grand Rapids
City Council Chambers
420 North Pokegama Ave.
Grand Rapids, MN 55744

Please mark sealed envelope:

Quote for "ONE (1) NEW 4-WHEEL DRIVE 3/4TON CREW CAB PICK-UP"

DATED: March 1, 2016

Form of ProposalPg. 3
Contract FormPg. 4
Instructions to Vendors Part 1Pg. 6
Instructions to Vendors Part 2Pg. 7
Pick-up SpecificationsPg. 8

**PUBLIC WORKS DEPARTMENT
CITY OF GRAND RAPIDS, MINNESOTA
FORM OF PROPOSAL**

To the Honorable Mayor and City Council
City of Grand Rapids, Minnesota

The undersigned certifies that he/she has examined these proposal documents and is familiar with the provisions of these documents as they affect this proposal.

The undersigned proposes to furnish one (1) new 4-wheel drive 3/4ton crew cab pick-up of the following make and model:

_____ and _____.

The pick-up (meets) (does not meet) the specifications contained in these documents. A separate sheet listing any deviations from the specifications (is) (is not) attached. Any bidder proposing to furnish one (1) new 4-wheel drive 3/4ton pick-up which does not fully meet specifications shall be subject to rejection.

The undersigned proposes to furnish the above described pick-up at the following costs:

3/4 Ton Pick-up\$ _____

Plus 6.5% sales tax.....\$ _____

Applicable licenses\$ _____

TOTAL PRICE QUOTE FOR PICK-UP: \$ _____

STATE TOTAL PRICE QUOTE IN WORDS BELOW:

PICK-UP DELIVERY DATE: _____

PLEASE PRINT: Firm Name: _____

Address: _____

Signature: _____

Name: _____

Title: _____

Dated: _____

CONTRACT FORM

THIS AGREEMENT, made and entered into as of this _____ day of _____, 2016, by and between _____ hereinafter called the Vendor, and the City of Grand Rapids, Minnesota, hereinafter called the Owner.

WITNESSETH, that the Vendor and the Owner, for consideration stated herein, agree as follows:

1. SCOPE OF COMMITMENT:

The Vendor shall furnish the products and perform all the work described in the specifications entitled:

One (1) new 4-wheel drive 3/4ton crew cab pick-up

as prepared by the city of Grand Rapids and dated March 25th, 2016. The Vendor shall provide everything required by this Agreement and the Contract Documents.

2. CONTRACT SUM:

The Owner shall pay the Vendor for performance of the Contract according to the accepted proposal price for the unit, the aggregate of which is to be _____.

3. CONTRACT DOCUMENTS:

The contract documents shall consist of the following component parts:

- | | |
|---------------------------|-----------------------------|
| 1. The Form of Proposal | 4. Addenda #'s _____, _____ |
| 2. Instruction to Bidders | 5. The Contract Form |
| 3. Specifications | |

This instrument, together with the documents herein above mentioned, form the complete Contract and they are as fully a part of the Contract as if hereto attached or herein repeated. In the event that any provision of any of the component parts of this contract conflict with any provision of any other component part, the provisions in the component part first enumerated herein shall govern, except as otherwise stated.

CONTRACT FORM

(Continued)

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in three original counterparts as of the day and year first above written.

(Vendor)

By: _____

Title: _____

WITNESS:

By: _____

Title: _____

Date: _____

CITY OF GRAND RAPIDS, MINNESOTA

ATTEST:
(Seal)

By: _____

(Mayor)

By: _____

(City Clerk)

Date: _____

INSTRUCTIONS FOR VENDORS - PART 1

1. Vendors shall submit their quotes only on the attached Form of Proposal. Vendors shall fill in all blanks on the Proposal.
2. Vendors may choose to make a proposal that exceeds the requirements of the specifications. If the Vendor's Proposal exceeds the specifications, a description of the exceedance should be given on a separate sheet of paper attached to the Proposal.
3. The total amount specified in the Vendor's Proposal shall be the total cost including any and all taxes, preparation costs, delivery costs and any other expenses involved in delivering the units at no extra cost to the City.
4. The successful Vendor shall furnish with the pick-up:
 - a. Manuals and parts books as detailed below in the Pick-up Specifications;
 - b. Complete fills of all fluids, oils, and fuels.
5. The completed Form of Proposal shall be submitted attached to a complete set of Proposal Documents. On the specification pages of those documents, the Vendor shall indicate, in the space provided adjacent to each item, that the pick-ups proposed to be provided meet that item in the specifications.
6. Each Proposal shall include the legal name of the Vendor and shall identify if the Vendor is sole proprietorship, a partnership, a corporation or another legal entity. Proposals shall be signed by the person or persons legally authorized to bind the Vendor to a contract. A bid by a corporation shall further give the state of incorporation and shall have the corporate seal affixed. A bid submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the Vendor.
7. No erasures on any page of the proposal will be allowed. Any bid containing an erasure may be subject to rejection.
8. To make an alteration or correction the Vendor shall cross out the items to be altered and shall print the correction or alteration in ink or with a typewriter adjacent thereto. Any such alteration or correction shall be initialed in ink by each person signing the Proposal Form.
9. Any clarification or explanation desired by a Vendor must be requested in writing to Tom Pagel, City Administrator at 218-326-7625, or tpagel@ci.grand-rapids.mn.us. If a clarification or explanation is necessary, it will be made in the form of an Addendum. No verbal statements by any City official shall be considered an official clarification or explanation.
10. Any modifications, insertions, deletions or changes, except as caused by City Addendum, made by the Vendor to any material contained in these documents may be cause for rejection of the quote.
11. No Vendor shall be allowed to take advantage of any errors or omissions in the Quote Documents.

INSTRUCTIONS FOR VENDORS - PART 2

Where any errors or omissions appear, the Vendor shall promptly notify the City of such errors or omissions. Any inconsistencies in the quote documents are to be reported as soon as noticed and before quotes are opened. Any corrections or clarifications shall be by Addendum issued to all Vendors who have received these documents from the City.

1. Quotes received prior to the time of opening will be securely kept unopened. The City Clerk, whose duty it is to open quotes, will decide when the specified time has arrived and no quote received thereafter will be opened or considered. No responsibility will be attached to the City of Grand Rapids for the premature opening of a quote not properly addressed and identified in accordance with the Quote Documents.
2. Quotes may be withdrawn at any time up until the official opening of the quotes by the City. The City shall not physically release or return any quote for the purpose of withdrawal until after the bids are officially opened.
3. After quotes have been officially opened, no quote may be withdrawn for a period of thirty (30) days.
4. Quotes may be rejected if they indicate any omissions, alterations of form, additions not requested, conditional bids, irregularities or prices that are obviously unbalanced.
5. The City reserves the right to reject any or all quotes if the best interest of the City will thereby be served. The City reserves the right to waive any informality or minor defect where the acceptance, rejection, or waiving of such would be in the best interest of the City.
6. The City shall have the right to take such steps as it deems necessary to determine the ability of the Vendor to provide the equipment. The apparent low Vendor, upon request, shall furnish all such information and data for this purpose.
7. The City reserves the right to reject the quote of the apparent low Vendor where the available evidence or information does not satisfy the City that the Vendor is qualified to carry out properly the terms of the Contract or that the equipment proposed to be furnished is unsuitable for City purposes.
8. The City reserves the right to disqualify any quote, before or after opening, upon evidence of collusion with or without intent to defraud, or upon evidence of any other illegal practices upon the part of any Vendor or Vendors.

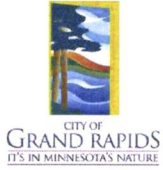
PICK-UP SPECIFICATIONS

Unit described shall be new, four-wheel-drive 3/4ton pick-up that is the manufacturer's latest design and production, complete, serviced, ready for work, and to include all standard equipment. Vendor will indicate compliance with specification by circling "yes" or "no" where indicated or fill in requested information. All exceptions should be noted.

ONE (1) NEW 4-WHEEL DRIVE 3/4TON CREW CAB PICK-UP

- | | | | |
|-----|--|---------|----|
| 1. | New 4-wheel drive 3/4ton crew cab pick-up
(Please state Year, Make and Model#) | (Year) | |
| | | (Make) | |
| | | (Model) | |
| 2. | State gross vehicle weight rating
minimum 9,200 lbs | (GVW) | |
| 3. | Four door, crew cab, 6.5 ft. box | yes | no |
| 4. | Four wheel drive (4X4) | yes | no |
| 5. | 3.73 to 4.10 rear axle ratio with limited slip
rear axle | yes | no |
| 6. | Heavy duty suspension package | yes | no |
| 7. | Complete body rust proofing | yes | no |
| 8. | Minimum 6.0L V-8 gasoline powered engine or equivalent | yes | no |
| 9. | 6-speed automatic transmission w/overdrive | yes | no |
| 10. | Power steering and power brakes | yes | no |
| 11. | Highest output alternator and highest CCA
battery available
State output capacity:
Alternator _____ amps
Battery _____ CCA | yes | no |
| 12. | Availability of auxiliary battery | yes | no |
| 13. | All-terrain tires 17" minimum w/equal size spare | yes | no |
| 14. | Heavy duty towing package w/receiver hitch and brake
controls | yes | no |

15.	Cloth headliner and cloth bench seat	yes	no
16.	Mirrors, Manual Telescoping Towing Type	yes	no
17.	Fuel capacity (25 gal minimum)	yes	no
18.	Daytime running lights	yes	no
19.	Front bumper and rear step bumper	yes	no
20.	Heavy duty rubber floor mats	yes	no
21.	Air conditioning	yes	no
22.	AM/FM stereo radio	yes	no
23.	Federal Emissions	yes	no
24.	Factory 4X4 Snow Plow Package (Attach Copy of Complete Snow Plow Package) state the highest front GAWR/springs _____ state the auxiliary rear springs _____	yes	no
25.	Manuals – 1 set for factory service parts, emissions, Drive-ability and electrical Availability through CD or Internet is approved equal	yes	no
26.	Units shall comply with all state and federal laws and their regulations	yes	no
27.	Auxiliary switch bank (4)-factory installed	yes	no
28.	Grand Rapids Public Works yellow (School Bus Yellow) Must be approved		



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0181 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 3/9/2016 **In control:** City Council
On agenda: 3/14/2016 **Final action:**
Title: Consider approving the verified claims for the period February 13, 2016 to March 7, 2016 in the total amount of \$768,670.49.
Sponsors:
Indexes:
Code sections:
Attachments: [Council Bill List 03-14-2016.pdf](#)

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

Consider approving the verified claims for the period February 13, 2016 to March 7, 2016 in the total amount of \$768,670.49.

Requested City Council Action

Make a motion approving the verified claims for the period February 13, 2016 to March 7, 2016 in the total amount of \$768,670.49.

CITY OF GRAND RAPIDS COUNCIL BILL LIST - MARCH 14, 2016

DATE: 03/09/2016
 TIME: 14:54:16
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/14/2016

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
0100040	ASCAP	112.00
2201650	VAR RESOURCES, INC.	1,614.12
	TOTAL	1,726.12
CITY WIDE		
0126725	AZTECA SYSTEMS INC	13,800.00
0315508	COMPUTER ENTERPRISES	14.99
1205093	LEAGUE OF MN HUMAN RIGHTS COMM	100.00
1915248	SOFTWARE HARDWARE INTEGRATION	89.00
1920240	CHAD B STERLE	10,000.00
T001048	LILY WINTER	31.69
	TOTAL CITY WIDE	24,035.68
ADMINISTRATION		
0718060	GRAND RAPIDS NEWSPAPERS INC	355.25
1415377	NORTHERN BUSINESS PRODUCTS INC	7.99
	TOTAL ADMINISTRATION	363.24
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	67.60
0221650	BURGGRAF'S ACE HARDWARE INC	205.28
0301685	CARQUEST AUTO PARTS	30.47
0315455	COLE HARDWARE INC	59.65
0401500	DAMBERG.SCOTT.GERZINA.WAGNER	1,003.75
0920060	ITASCA COUNTY TREASURER	72.30
1909510	SIM SUPPLY INC	90.32
	TOTAL BUILDING MAINTENANCE-CITY HALL	1,529.37
COMMUNITY DEVELOPMENT		
0221650	BURGGRAF'S ACE HARDWARE INC	21.98
0315455	COLE HARDWARE INC	8.99
0718060	GRAND RAPIDS NEWSPAPERS INC	46.00
0914717	INT'L CODE COUNCIL	315.00
0920060	ITASCA COUNTY TREASURER	17.87
1105530	KENNEDY & GRAVEN	224.00
1309332	MN STATE RETIREMENT SYSTEM	1,739.61
1415377	NORTHERN BUSINESS PRODUCTS INC	60.06
	TOTAL COMMUNITY DEVELOPMENT	2,433.51

DATE: 03/09/2016
 TIME: 14:54:16
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 03/14/2016

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
COUNCIL/COMMISSION/BOARDS		
0100040	ASCAP	224.00
1205250	LEFTYS TENT & PARTY RENTAL	2,500.09
TOTAL COUNCIL/COMMISSION/BOARDS		2,724.09
FINANCE		
0809436	HILDI INC	250.00
1309178	MINNESOTA GFOA	60.00
1309332	MN STATE RETIREMENT SYSTEM	1,103.53
1309495	MINUTEMAN PRESS	10.25
TOTAL FINANCE		1,423.78
FIRE		
0113233	AMERIPRIDE LINEN & APPAREL	15.50
0121721	AUTO VALUE - GRAND RAPIDS	26.97
0221650	BURGGRAF'S ACE HARDWARE INC	12.58
0513235	EMERGENCY RESPONSE SOLUTIONS	13,104.83
0609671	FIRE SAFETY USA, INC	405.00
0920060	ITASCA COUNTY TREASURER	40.40
0920450	ITL PATCH COMPANY, INC	1,257.00
1309118	MINNESOTA CHAPTER I.A.A.I.	25.00
2215600	VOLUNTEER FIREMANS BENEFIT	210.00
TOTAL FIRE		15,097.28
PUBLIC WORKS		
0103325	ACHESON TIRE COMPANY INC	400.00
0104799	ADVANCED SERVICES INC	336.00
0121645	AURELIUS MANUFACTURING	353.91
0121721	AUTO VALUE - GRAND RAPIDS	73.67
0121725	AUTOMOTIVE ELECTRIC LLC	158.33
0301685	CARQUEST AUTO PARTS	310.00
0315455	COLE HARDWARE INC	88.39
0315501	COMPASS MINERALS AMERICA, INC.	6,268.32
0514802	ENVIROTECH SERVICES INC	10,724.28
0601690	FASTENAL COMPANY	20.91
0800040	H & L MESABI	862.40
0801836	HAWKINSON SAND & GRAVEL	368.78
0805640	HERC-U-LIFT	385.00
0914732	INTERSTATE POWER SYSTEMS INC	561.83
0920060	ITASCA COUNTY TREASURER	412.08
1301025	MAKI BODY & GLASS	469.55

DATE: 03/09/2016
 TIME: 14:54:16
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 03/14/2016

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
1309355	MINNESOTA TORO	107.52
1415484	NORTHERN LIGHTS TRUCK	9.24
1415536	NORTHLAND HYDRAULIC SERVICE	170.00
1415640	NORTRAX EQUIPMENT COMPANY	350.02
1421155	NUCH'S IN THE CORNER	79.44
1503150	OCCUPATIONAL DEVELOPMENT CTR	1,650.00
1621125	PUBLIC UTILITIES COMMISSION	7,997.37
2015825	TOWMASTER INC	2,581.36
2209421	VIKING ELECTRIC SUPPLY INC	83.60
2300765	W.W. WALLWORK INC	1,117.58
	TOTAL PUBLIC WORKS	35,939.58
FLEET MAINTENANCE		
0116225	APEX CHEMICAL INC	117.25
0301685	CARQUEST AUTO PARTS	481.03
0315455	COLE HARDWARE INC	69.35
0805640	HERC-U-LIFT	110.00
0920060	ITASCA COUNTY TREASURER	51.44
1415030	NAPA SUPPLY OF GRAND RAPIDS	66.29
1605740	PETROCHOICE-ANDERSON LUBRICANT	516.29
1621125	PUBLIC UTILITIES COMMISSION	191.64
1920070	STATE CHEMICAL MFG COMPANY	224.70
	TOTAL FLEET MAINTENANCE	1,827.99
POLICE		
0103325	ACHESON TIRE COMPANY INC	20.00
0301685	CARQUEST AUTO PARTS	776.96
0315455	COLE HARDWARE INC	1.29
0409501	DIMICH LAW OFFICE	4,583.33
0609526	FOG FIREARMS & CARTRIDGE CO	1,679.48
0609675	THE FIRE STORE.COM	366.35
0612550	FLOOR TO CEILING STORE	150.00
0914735	INTOXIMETER INC	170.00
0920060	ITASCA COUNTY TREASURER	2,020.16
0920069	ITASCA GUN CLUB	500.00
0920450	ITL PATCH COMPANY, INC	21.50
1201827	LAW ENFORCEMENT EXECUTIVE	50.00
1415377	NORTHERN BUSINESS PRODUCTS INC	51.04
1605740	PETROCHOICE-ANDERSON LUBRICANT	423.28
1608560	PHOTO EXPRESS	49.95
1801570	RAPIDS AUTO WASH	55.00
1801590	RAPIDS FORD LINCOLN	289.10

DATE: 03/09/2016
 TIME: 14:54:16
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 03/14/2016

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
POLICE		
1901535	SANDSTROM COMPANY INC	102.60
1920233	STREICHER'S INC	-36.00
2000400	T J TOWING	995.00
T001047	ISLAMIC RESOURCE GROUP	250.00
TOTAL POLICE		12,519.04
CENTRAL SCHOOL		
0113233	AMERIPRIDE LINEN & APPAREL	145.62
0405223	DEER RIVER HIRED HANDS INC	30.00
0609457	FILTHY CLEAN INC	1,300.00
1309050	MIDWEST SECURITY & FIRE INC	312.00
1909510	SIM SUPPLY INC	89.76
TOTAL		1,877.38
AIRPORT		
0315455	COLE HARDWARE INC	79.85
0504825	EDWARDS OIL INC	766.24
0513231	EMERGENCY APPARATUS	36.09
0718016	GRAND RAPIDS CIVIL AIR PATROL	1,349.00
0920060	ITASCA COUNTY TREASURER	125.38
1309304	MN DEPT OF PUBLIC SAFETY	25.00
TOTAL		2,381.56
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	45.15
0205150	SB SPORTS	460.00
0221650	BURGGRAF'S ACE HARDWARE INC	124.50
0315455	COLE HARDWARE INC	41.96
0315495	COMMERCIAL REFRIGERATION	7,228.99
0405223	DEER RIVER HIRED HANDS INC	20.00
0605670	FERRELLGAS	684.00
0718075	GRAND RAPIDS THUNDERHAWK	216.00
0920060	ITASCA COUNTY TREASURER	25.52
1000069	J.N. JOHNSON FIRE AND SAFETY	179.35
1200500	L&M SUPPLY	303.98
1301168	MARKETPLACE FOODS	191.37
1415655	NORVEND INC	168.00

DATE: 03/09/2016
 TIME: 14:54:17
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 03/14/2016

VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER		
GENERAL ADMINISTRATION		
1421155	NUCH'S IN THE CORNER	145.47
1605611	PEPSI-COLA	976.66
1800655	R & R SPECIALTIES INC	184.40
1801610	RAPIDS PLUMBING & HEATING INC	1,635.00
1901535	SANDSTROM COMPANY INC	2,769.05
1905150	SECURITY ACCESS CONTROL	54.00
1909450	SILVERTIP GRAPHICS SIGNS	125.00
1909510	SIM SUPPLY INC	510.33
2116600	UPPER LAKE FOODS INC	2,256.58
2209421	VIKING ELECTRIC SUPPLY INC	406.80
2300600	W.P. & R.S. MARS COMPANY	151.42
	TOTAL GENERAL ADMINISTRATION	18,903.53
RECREATION PROGRAMS		
1201730	LATVALA LUMBER COMPANY INC.	536.83
1801613	RAPIDS PRINTING	600.00
	TOTAL	1,136.83
STATE HAZ-MAT RESPONSE TEAM		
0513235	EMERGENCY RESPONSE SOLUTIONS	478.40
	TOTAL	478.40
POLICE DESIGNATED FORFEITURES		
1920233	STREICHER'S INC	1,017.50
	TOTAL	1,017.50
CEMETERY		
0920060	ITASCA COUNTY TREASURER	31.44
	TOTAL	31.44
DOMESTIC ANIMAL CONTROL FAC		

DATE: 03/09/2016
 TIME: 14:54:17
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 03/14/2016

VENDOR #	NAME	AMOUNT DUE

DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	15.33
0920060	ITASCA COUNTY TREASURER	76.80
	TOTAL	92.13
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-ENGINEERING		
2009500	TIMMONS GROUP INC	2,180.00
	TOTAL CAPITAL OUTLAY-ENGINEERING	2,180.00
AIRPORT CAPITAL IMPRV PROJECTS		
8/10 APRON DESIGN/GA RECONST		
1900225	SEH-RCM	5,000.00
	TOTAL 8/10 APRON DESIGN/GA RECONST	5,000.00
2015 CRACK REPAIR & MASTER PLN		
1900225	SEH-RCM	36,810.00
	TOTAL 2015 CRACK REPAIR & MASTER PLN	36,810.00
2016 INFRASTRUCTURE BONDS		
2017-1 5TH ST N		
0718060	GRAND RAPIDS NEWSPAPERS INC	218.00
	TOTAL 2017-1 5TH ST N	218.00
STORM WATER UTILITY		
0126725	AZTECA SYSTEMS INC	9,200.00
0920060	ITASCA COUNTY TREASURER	274.72
1301015	MACQUEEN EQUIPMENT INC	4,123.39
1415030	NAPA SUPPLY OF GRAND RAPIDS	0.00
1421155	NUCH'S IN THE CORNER	62.54
1621125	PUBLIC UTILITIES COMMISSION	4,757.55
2009500	TIMMONS GROUP INC	2,370.00
2609350	ZIEGLER INC	256.24
	TOTAL	21,044.44
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 190,790.89

CITY OF GRAND RAPIDS COUNCIL BILL LIST - MARCH 14, 2016

DATE: 03/09/2016
 TIME: 14:54:17
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 03/14/2016

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T	576.72
0100055	AT&T SUBPOENA CENTER	125.00
0113232	AMERIFLEX BUSINESS SOLUTIONS	524.70
0114210	D. ANDERSON - CHANGE FUND	8,060.00
0116600	APPLE VALLEY, CITY OF	1,294.00
0200024	BP	65.07
0201354	B. BAIRD-PETTY CASH FUND	7.77
0305530	CENTURYLINK COMMUNICATIONS LLC	54.63
0315451	CITY OF COLERAINE	313.47
0315454	TRAVIS COLE	48.00
0405447	DELTA DENTAL OF MINNESOTA	2,760.20
0405505	JAMES DENNY	375.50
0504610	RON EDMINSTER	70.20
0605191	FIDELITY SECURITY LIFE INS CO	49.07
0718015	GRAND RAPIDS CITY PAYROLL	460,224.31
0718070	GRAND RAPIDS STATE BANK	65.00
0815440	HOLIDAY COMPANIES	148.50
0900060	ICTV	13,365.51
0920055	ITASCA COUNTY RECORDER	138.00
1201402	LAKE COUNTRY POWER	55.18
1205090	LEAGUE OF MINNESOTA CITIES	40.00
1209516	LINCOLN NATIONAL LIFE	1,024.20
1305046	MEDIACOM LLC	75.90
1309098	MINNESOTA DEPT OF ADMN	476.00
1309199	MINNESOTA ENERGY RESOURCES	11,374.48
1309332	MN STATE RETIREMENT SYSTEM	3,053.20
1309335	MINNESOTA REVENUE	3,455.60
1309381	UNIVERSITY OF MINNESOTA	195.00
1315654	NATHAN MORLAN	80.20
1503151	OCCUPATION DEVELOPMENT CENTER	33.00
1516220	OPERATING ENGINEERS LOCAL #49	35,680.00
1601305	THOMAS J. PAGEL	452.20
1601750	PAUL BUNYAN COMMUNICATIONS	521.57
1605734	JON PETERSON	254.28
1621130	P.U.C.	6,363.84
1621225	JEREMIAH PUELSTON	222.08
1903320	STEVEN SCHAAR/PETTY CASH	2,000.00
1909500	TONY SIMONSON	19.00
2000100	TASC	30.60
2000490	TDS Metrocom	790.74
2100265	U.S. BANK	1,350.00
2114360	UNITED PARCEL SERVICE	10.91
2114750	UNUM LIFE INSURANCE CO OF AMER	255.84
2201535	VANTIV INTEGRATED PAYMENTS	65.00
2205637	VERIZON WIRELESS	1,927.87
2209705	VISIT GRAND RAPIDS	18,119.39

DATE: 03/09/2016
 TIME: 14:54:17
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 03/14/2016

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2301700	WASTE MANAGEMENT	1,687.87
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$577,879.60
TOTAL ALL DEPARTMENTS		768,670.49