



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council

Monday, January 11, 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, January 11, 2016 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

MEETING PROTOCOL POLICY

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

5:02 ORGANIZATIONAL MEETING PM

- A. [15-1876](#) Designate the Herald Review as the official newspaper for the City of Grand Rapids.
Attachments: [Herald Review - Official Newspaper proposal](#)
[2016 Rates - Herald Review](#)
- B. [15-1877](#) Designate Mayor Pro-tem.
- C. [16-0007](#) Appoint Council representatives to Boards & Commissions.
- D. [16-0011](#) Appointment of Special Council Representatives to selected agencies.
- E. [16-0015](#) Adopt Council By-Laws.
Attachments: [2016 Council By-Laws](#)
- F. [15-1829](#) Consider appointing the following financial institutions as depository designations for 2016: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.

5:20 PUBLIC FORUM PM

5:25 COUNCIL REPORTS PM

**5:30 APPROVAL OF MINUTES
PM**

- [15-1870](#) Consider approving City Council minutes for Monday, December 14, 2015 Worksession & Regular meetings and Monday, December 21, 2015 Special Meeting.
- Attachments:** [December 14, 2015 Workession](#)
[December 14, 2015 Regular Meeting](#)
[December 21, 2015 Special Meeting](#)

**5:31 CONSENT AGENDA
PM**

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

1. [15-1868](#) Consider approving computer software service agreements for 2016 with Harris Computer Systems for \$20,093.28.
2. [15-1878](#) Consider updating the Airport T-Hangar Storage Unit lease agreements from a one-year to a three-year cycle, beginning with a 2016-2018 term.
Attachments: [2016-2018 Storage Unit Template.pdf](#)
3. [15-1879](#) Consider adopting a resolution accepting the Feasibility Report for CP 2017-1, 5th St N and 8th Ave NE Street Improvements Project and call for a Public Hearing on Monday, February 8, 2016 at 5:30 pm in the Grand Rapids City Council Chambers.
Attachments: [1-11-16 Resolution CP 2017-1 Rec Feas Report Call for Hearing.pdf](#)
4. [16-0004](#) Consider adopting a resolution accepting \$140.00 dollars in donations for the Shop with a Hero program.
Attachments: [PD Hero Shop Res](#)
5. [16-0005](#) Consider adopting a resolution allowing the Grand Rapids Police Department to accept a donation of \$200.00 from Rowe Funeral Home to be used for Citizens Academy.
Attachments: [PD Citizen Academy Donation](#)
6. [16-0006](#) Consider authorizing the Police Department to apply for a child safety car seat grant.
7. [16-0008](#) Consider approving Itasca County classification of tax-forfeited land.
Attachments: [County Land Classification Request: Area Map](#)
[County Lot Classification Request-January 2016](#)
8. [16-0012](#) Consider a resolution accepting donations for the development of a dog park at Veteran's Park.

- Attachments:** [Dog Park Donors List](#)
[Dog Park Donations.pdf](#)
9. [16-0014](#) Consider entering into a lease agreement with Itasca Strength and Conditioning, LLC
Attachments: [Itasca Strength & Conditioning - 2016](#)
10. [16-0018](#) Consider adopting resolutions supporting increases in State funding of Local Government Aid (LGA) and transportation funding for cities.
Attachments: [1-11-16 LGA RESOLUTION.pdf](#)
[1-11-16 Transportation Resolution.pdf](#)
11. [16-0020](#) Consider adopting an ordinance repealing Chapter 6 - Alcoholic Beverages of the Grand Rapids City Code.
Attachments: [Ordinance to Repeal Chapter 6](#)
12. [16-0021](#) Consider hiring Steve Ross as a part-time intermittent maintenance worker for the remaining 2015-16 Snow Removal Season.
13. [16-0023](#) Consider adopting an ordinance amending Chapter 46 - Parks and Recreation, addressing the consumption of alcohol in designated City owned properties.
Attachments: [ORDINANCE re alcohol consumption in parks \(3\)](#)
14. [16-0025](#) Consider approving the hiring of a regular part-time employee at the IRA Civic Center and Grand Rapids Sports Complex.
15. [16-0029](#) Consider wage increases for three regular part-time employees.
16. [16-0030](#) Consider adopting a resolution authorizing an operating transfer from Capital Projects-2014 Equipment Certificate Fund (415) to the Debt Service Fund-2014A GO Improvement Bonds (366) in the amount of \$4,252 and close the fund as of December 31, 2015.
Attachments: [Close fund 415 & transfer \\$4,252 to 366.pdf](#)
17. [16-0031](#) Consider commencing proceedings and establishing a public hearing date to consider the vacation of certain portions of retained public easements within Blocks 20 and 21, Plat of Town of Grand Rapids.
Attachments: [Exhibit A: Block 20-21 Easement Vacation Map](#)
[GREDA Easement Vacation resolution establishing PH](#)
18. [16-0036](#) Consider approving Redpath and Company's Addendum to the Engagement Letter dated June 23, 2015 to provide the City of Grand Rapids assistance in implementing Governmental Accounting Standards Board 68 (GASB 68).
Attachments: [Grand Rapids Engagement Letter Addendum 1.6.15.pdf](#)
19. [16-0038](#) Consider terminating a part-time employee at the IRA Civic Center.

20. [16-0039](#) Consider authorizing the Human Rights Commission to submit a grant application to the Arrowhead Regional Arts Council in an amount of \$6,000 to be utilized to fund expenses related to bringing an exhibit by photographer Wing Young Huie to the MacRostie Art Center in October 2016 with an accompanying presentation and workshop by the artist.

Attachments: [1-11-16 Wing Young Huie GR HRC Proposal.pdf](#)

5:38 SETTING OF REGULAR AGENDA
PM

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

5:39 ACKNOWLEDGE BOARDS & COMMISSIONS
PM

21. [16-0026](#) Acknowledge the attached minutes for City Boards & Commissions.

Attachments: [December 1, 2015 Arts & Culture Minutes](#)
[November 5, 2015 Special PUC Meeting Minutes](#)
[November 12, 2015 Library Board Minutes](#)
[November 18, 2015 PUC Minutes](#)
[November 24, 2015 Special PUC Meeting Minutes](#)
[October 14, 2015 PUC Minutes](#)
[October 23, 2015 Special PUC Meeting Minutes](#)
[October 26, 2015 Special PUC Meeting Minutes](#)
[October 27, 2015 Special PUC Meeting Minutes](#)
[October 28, 2015 Human Rights Commission Minutes](#)
[October 28, 2015 Special PUC Meeting Minutes](#)
[October 29, 2015 Special PUC Meeting Minutes](#)
[October 30, 2015 Special PUC Meeting Minutes](#)

5:40 CIVIC CENTER, PARKS & RECREATION
PM

22. [16-0019](#) Consider purchasing two new Zamboni ice resurfacers.

5:45 GOLF COURSE
PM

23. [16-0010](#) Consider a motion to approve the attached Golf Course Maintenance Contract

Attachments: [Ross Consulting Golf Contract.pdf](#)
[Ross Consulting RFP .pdf](#)

5:50 ADMINISTRATION DEPARTMENT
PM

24. [16-0016](#) Consider Mayor and Councilmember Pay Rate Adjustments.
Attachments: [1-11-16 Resolution Establish Council Salaries](#)
25. [16-0027](#) Consider the appointment of Jon Peterson to the position of Building Inspector.
26. [16-0028](#) Consider adopting the eligibility list and appointment of Police Sergeant.
27. [16-0032](#) Consider the appointment of Nathan Morlan to the position of Safety Officer with the Grand Rapids Fire Department.
28. [16-0033](#) Consider the appointment of Andy Horton to the Haz-Mat Officer position.
29. [16-0034](#) Consider the appointment of _____ to the position of Police Investigator.
30. [16-0035](#) Consider adopting "City Employees as Paid On-Call Firefighters" policy.
Attachments: [City employees working as paid on-call firefighter](#)

**6:30 VERIFIED CLAIMS
PM**

31. [16-0037](#) Consider approving the verified claims for the period December 15, 2015 to January 4, 2016 in the total amount of \$497,833.98.
Attachments: [COUNCIL BILL LIST 1-11-16.pdf](#)

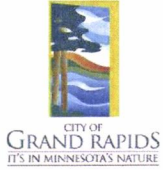
**6:35 ADJOURNMENT
PM**

NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 25, 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 #: 15-1876 **Version:** 1 **Name:** Official Newspaper Designation
Type: Agenda Item **Status:** Administration Department
File created: 12/23/2015 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Designate the Herald Review as the official newspaper for the City of Grand Rapids.
Sponsors:
Indexes:
Code sections:
Attachments: [Herald Review - Official Newspaper proposal](#)
[2016 Rates - Herald Review](#)

Date	Ver.	Action By	Action	Result
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Designate the Herald Review as the official newspaper for the City of Grand Rapids.

Background Information:

The Council By-Laws call for the designation of an official newspaper where all official notices will be published. The Herald Review has submitted their request, outlining service provided and stating that there will be no change in the current rate structure for another year. The proposal is attached for Council review. No other proposals have been submitted.

Staff Recommendation:

Designate the Herald Review as the official newspaper for the City of Grand Rapids.

Requested City Council Action

Make a motion designating the Herald Review as the official newspaper for the City of Grand Rapids.

GrandRapidsMN.com

HeraldReview

301 1st Avenue NW, PO Box 220, Grand Rapids, MN 55744

Phone 218-326-6623 Fax 218-326-6627

December 4, 2015

City of Grand Rapids
420 N Pokegama Ave
Grand Rapids, MN 55744

Dear Honorable Mayor and Council Members;

We ask to be named the official newspaper for the City of Grand Rapids. We offer to print the proceedings of the city council, statements and any and all legal notices requiring publication during the year 2016. We will continue to hold the City of Grand Rapids rate structure for another year.

All proceedings of your city council, ordinances and legal notices will be posted on-line. Display and Classified notices will also be published in the Grand Rapids Manney's Shopper at no extra charge.

In our proposal, we are including the Legal Newspaper Status for 2016 approved by the Minnesota Secretary of State. Also, the Statement of Ownership, Management and Circulation on file with United States Postal Service, which shows proof of guaranteed distribution of the Grand Rapids Herald Review.

We confirm that The Grand Rapids Herald Review meets the "Qualified Newspaper" standards as described by the League of Minnesota Cities.

Thank you for giving us the opportunity to serve your community. We also look forward to your input in the coming year to provide our community with complete and accurate information in a timely basis. If there is any way we can be of further service to you, please let us know.

Sincerely,



Mark Roy
Publisher

Grand Rapids Herald Review

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss.
COUNTY OF ITASCA)

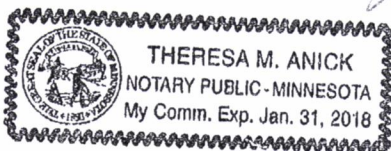
STATEMENT OF OWNERSHIP, MANAGEMENT, AND CIRCULATION (ALL PERIODICALS PUBLICATIONS EXCEPT REQUESTER PUBLICATIONS)
Publication Title: Grand Rapids Herald Review
Publication Number: 225-720
Filing Date: 09-23-2015
Issue Frequency: Twice Weekly
Number of Issues Published Annually: 104
Annual Subscription Price: \$65.00
Complete Mailing Address of Known Office of Publication: PO Box 220, Grand Rapids, MN 55744
Contact Person: Libby Devere
Telephone: 218-326-6623
Complete Mailing Address of Headquarters or General Business Office of Publisher: PO Box 220, Grand Rapids, MN 55744
Publisher: Mark Roy, PO Box 220, Grand Rapids, MN 55744
Editor: Britta Arendt, PO Box 220, Grand Rapids, MN 55744
Owner: APG Media of Minnesota, LLC, PO Box 220, Grand Rapids, MN 55744; Adams Publishing Group, LLC, 1650 West End Blvd., St. Louis Park, MN 55416.
Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities: Capital One, N.A., 299 Park Ave, 23rd Floor, New York, NY 10171
Publication Title: Grand Rapids Herald Review
Issue Date for Circulation Data Below: 9-13-2015
Extent and Nature of Circulation: Average No. Copies Each Issue During Preceding 12 months; No. Copies of Single Issue Published Nearest to Filing Date:
A. Total Number of Copies (Net press run): 7271; 7193
B. Paid Circulation (By Mail and Outside the Mail):
(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541. (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies): 305; 314
(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies): 214; 199
(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS: 5661; 5538
(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g. First Class Mail®): 0; 0
C. Total Paid Distribution (Sum of 15b (1), (2), (3), and (4)): 6180; 6051
D. Free or Nominal Rate Distribution (By Mail and Outside the Mail):
(1) Free or Nominal Rate Outside-County Copies Included on PS Form 3541: 37; 38
(2) Free or Nominal Rate In-County Copies Included on PS Form 3541: 7; 8
(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS: (e.g. First-Class Mail®) 0; 0
(4) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means): 217; 266
E. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4)): 261; 312
F. Total Distribution (Sum of 15c and 15e): 6441; 6363
G. Copies not Distributed (See Instructions to Publishers #4 (page #3)): 830; 830
H. Total (Sum of 15f and g): 7271; 7193
I. Percent Paid (15c divided by 15f times 100): 96%; 95%
Electronic Copy Circulation: Average No. Copies Each Issue During Preceding 12 Months; No. Copies of Single Issue Published Nearest to Filing Date:
A. Paid Electronic Copies: 48; 39
B. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a): 6228; 6090
C. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a): 6489; 6402
D. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c x 100): 96%; 95%
I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.
Publication of Statement of Ownership, publication required. Will be printed in the 9-23-15 issue of this publication.
Signature and Title of Editor, Publisher, Business Manager, or Owner:
/s/ Julie Albright
Date: 9/17/2015
I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).
HR, September 23, 2015.....23543150

Mark Roy, being first duly sworn, on oath states as follows:

- 1. I am the publisher of the Grand Rapids Herald Review, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:
Wednesday, September 23, 2015
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$2.00 per 1-col line.
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Itasca County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Mark Roy (Signature)



Subscribed and sworn to before me on this 23rd day of September 2015.

Theresa M Anick (Signature)
Notary Public

GrandRapidsMN.com

HeraldReview

City of Grand Rapids 2016 Rate Structure;

Legal rates \$11.50 per col. inch

Classified Display rates \$11.60 per col inch

Regular ROP display rates \$12.50 per col inch

Color rates;

1" - 15" \$50

15.5" - 59.5" \$75

60" - 120 " \$125

Mark Roy

General Manager/Publisher

Grand Rapids Herald Review

APG Media of Minnesota

mark.roy@mx3.com

218-259-4210



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1877 **Version:** 1 **Name:** Mayor Pro-Tem Appointment
Type: Agenda Item **Status:** Administration Department
File created: 12/23/2015 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Designate Mayor Pro-tem.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Designate Mayor Pro-tem.

Background Information:

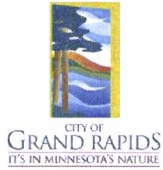
The Council By-Laws call for the appointment of a Mayor Pro-Tem who will perform the duties of Mayor during the disability or absence of the Mayor or a vacancy.

Staff Recommendation:

Designate Mayor Pro-Tem.

Requested City Council Action

Make a motion designating a member of the Council to serve as Mayor Pro-Tem.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0007 **Version:** 1 **Name:** Council appointments to Board/Commission
Type: Agenda Item **Status:** Administration Department
File created: 1/4/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Appoint Council representatives to Boards & Commissions.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Appoint Council representatives to Boards & Commissions.

Background Information:

The City has Boards & Commissions that require Mayor appointments and Council appointments. It would be appropriate to reaffirm Council member's interest in continuing their membership to the Boards & Commissions with which they have been serving. If memberships change, they should be made according to the following schedule. Representatives for 2015 are listed for your convenience.

Appendix D: Mayoral Board/Commission appointment and Council approval process.

<u>Board/Commission:</u>	<u>Council Rep(s) for 2015:</u>
Park/Rec/Civic Center Board (1)	Rick Blake
GREDA (2)	Rick Blake & Dale Christy
HRA (1)	Bill Zeige

Appendix C: Mayor and Council Board/Commission appointment process:

<u>Board/Commission:</u>	<u>Council Rep(s) for 2015:</u>
PUC (1)	Ed Zabinski
Airport Advisory Board (1)	Bill Zeige
* Cable Commission (1 + alternate)	Dale Christy

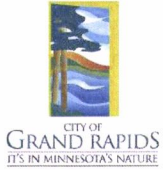
* Appoint alternate to the Cable Commission (request by Dale Christy)

Staff Recommendation:

Appoint Council representatives to Boards & Commissions.

Requested City Council Action

Make a motion to appoint Council representatives to City Boards & Commissions for the year 2016.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0011 **Version:** 1 **Name:** Council - Agency Representatives
Type: Agenda Item **Status:** Administration Department
File created: 1/4/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Appointment of Special Council Representatives to selected agencies.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Appointment of Special Council Representatives to selected agencies.

Background Information:

The Council has had a long-standing relationship with a number of organizations. These relationships are meant to represent the City's interest in many different policy arenas. The Council has determined that designating one of its own members to represent the City, its relationship with these agencies will serve the information gathering and policy development needs of the City at this time. Below is a list of agencies and Council representatives for 2015 for your convenience.

Agency:

- * RAMS (1 + alternate)
- CGMC (1)
- City/County Cooperative Committee (2)
- WMMPB (2)
- Arrowhead Region Dev. Corporation (1)
- Joint Powers Gas Board (2)
- Fire Relief Association (1 + staff rep.)
- League of Minnesota Cities (1)

2015 Council representatives:

- Ed Zabinski & Dale Christy (alternate)
- Rick Blake
- Dale Adams & Dale Christy
- Ed Zabinski & Bill Zeige
- Dale Adams
- Dale Adams & Ed Zabinski
- Dale Adams & Barb Baird (staff)
- Bill Zeige

* RAMS appointment will consist of one (1) regular representative and one (1) alternate

Requested City Council Action

Make a motion to appoint Council representatives and staff to selected agencies.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0015 **Version:** 1 **Name:** By-Laws
Type: Agenda Item **Status:** Administration Department
File created: 1/4/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Adopt Council By-Laws.
Sponsors:
Indexes:
Code sections:
Attachments: [2016 Council By-Laws](#)

Date	Ver.	Action By	Action	Result
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Adopt Council By-Laws.

Background Information:

The Council By-Laws require re-adoption for each year. Attached are the By-Laws for consideration by the Council.

Staff Recommendation:

Adopt Council By-Laws for 2016.

Requested City Council Action

Make a motion to adopt the City Council By-Laws for 2016.

PROCEDURE OF THE CITY COUNCIL
OF GRAND RAPIDS, MINNESOTA

(COUNCIL BY-LAWS)

Amended by City Council
Revised – 1/13/14

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PROCEDURES OF THE CITY COUNCIL
OF GRAND RAPIDS, MINNESOTA

1. **MEETINGS:**

A. **OPEN MEETINGS:**

All Council and Council committee meetings, including special and adjourned meetings, with the exception of closed meetings as defined, shall be open to the public. All meetings and notices of meetings are subject to MN. STAT. 471.705 Minnesota Open Meeting Law.

B. **QUORUM:**

A simple majority (3) of the Council shall constitute a quorum for the valid transaction of any scheduled business to come before the Council.

C. **COUNCIL MEETINGS:**

1. **REGULAR MEETINGS:** The City Council shall meet on the 2nd and 4th Monday of each month at 5:00 p.m., except in December when the meetings will be on the 2nd and 3rd Monday.
 - a. Meetings falling on a holiday will be scheduled for Tuesday of that week.
 - b. All meetings, including special, recessed, and continued meetings, shall be held in the City Hall Council Chambers unless otherwise designated.
2. **SPECIAL MEETINGS:** Special meetings of the Council may be called by the Mayor or by any two Council members by written request filed with the City Administrator at least three days before the meeting. The City Clerk shall notify each member of the time, place and purpose of the meeting by written notice, at least one day before the special meeting.
 - a. Special meetings may be held without prior written notice to Council members when:
 - 1) All Council members are present at the meeting that the date and time are set for the special meeting or;
 - 2) Consent in writing or by phone to the City Clerk (consent shall be filed with the Clerk prior to the beginning of the meeting).

3. **COUNCIL WORKSESSION:** A Council Worksession will be a special meeting regularly scheduled from 4:00 p.m. to 5:00 p.m. on the second and fourth Monday of each month unless otherwise scheduled.
4. **CLOSED MEETINGS:** The state open meeting law allows certain matters to be discussed by the Council in a closed meeting.
 - a. **RESOLUTION:** The meeting shall be closed by motion of the Council at a public meeting. The motion shall include the time, place and the nature of the subject to be discussed.
 - b. **NOTICE:** The City Clerk shall give advance notice of a closed meeting in the same manner as advance notice of other Council meetings.
 1. If the closed meeting is held during other meetings of the Council, the notice will state the approximate time that the closed meeting is scheduled.
 2. If a meeting must be held under urgent or emergency circumstances which make it impractical to give the customary advance notice, the City Clerk shall make a reasonable, good faith effort to give advance notice to the local news media by other means.
 - c. **SCHEDULE:** If the meeting is held in on the same day as a regular Council meeting, it shall normally be scheduled prior to the regular worksession or meeting.
 - d. **ATTENDANCE:** Shall be limited to Council members, the City Attorney (s), City Administrator, and other resource persons designated by the Council, Administrator and/or City Attorney and approved by the Council. A written roll of all persons present at the closed meeting shall be made available to the public after the closed meeting.
 - e. **CLOSED MEETING TO DISCUSS LITIGATION:** The City Attorney shall make a reasonable effort to informally convey information to the news media regarding the subject matter of the meeting.
 - f. **CLOSED MEETING TO DISCUSS STRATEGY FOR LABOR NEGOTIATIONS:** The proceedings at the closed meetings shall be recorded at the expense of the governing body and shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body.

a. **MINUTES OF CLOSED MEETINGS:**

1. Minutes for Litigation Matters. Minutes will be prepared, listing persons attending the meeting and the discussion during the meeting. The minutes shall be retained by the attorney for the City and available for Council member review until:

a) The earliest date when the City Attorney determines that public disclosure would no longer impair the public interest;

b) All matters discussed have become part of public record;

c) The matter in controversy is concluded; or

d) When a majority of the entire City Council approves release of the minutes.

2. Minutes to discuss strategy for labor negotiations. A closed meeting for labor negotiations can also be recorded, and be considered as private data until one of the above (a-d) has been determined. The recording will be kept on file by the Clerk.

5. **ORGANIZATIONAL MEETING:** The Council shall conduct an Organizational Meeting concurrent with the first Regular Council Meeting in January of each year, to:

a. Adopt Council By-Laws.

b. Appoint the City Attorney. ?

c. Appoint the Mayor Pro-Tem.

d. Designate the depositories of City funds.

e. Designate the official newspaper.

f. Mayoral Appointment and Council approval (Appendix D)

- Economic Development Authority

- Civic Center/Park & Recreation Advisory Board

- Housing and Redevelopment Authority

g. Council appointments (Appendix C)

- Airport Advisory Board

- Public Utilities Commission

h. Appoint Special Council representatives.

- Coalition of Greater Minnesota Cities

- City/County Committee

- Joint Mine Pit Board

- Range Association of Municipalities & Schools

- Riverfront Task Force

- League of Minnesota Cities (added 2-25-02)

- Natural Gas Joint Powers Board

- Arts & Culture Commission

- i. Council Committee(s)
- j. Establish annual Council Meeting calendar.

D. PRESIDING OFFICER:

1. The Mayor shall preside at all meetings of the Council.
2. In the absence of the Mayor the Mayor Pro-Tem shall preside.
3. In the absence of the Mayor and the Mayor Pro-Tem the Clerk shall call the meeting to order. The first order of business shall be to select a presiding officer. The Clerk shall preside until the Council members present choose a member to act as presiding officer.
4. The presiding officer shall preserve order, enforce the rules of procedure and determine without debate all questions of procedure and order, subject to the final decision of the Council on an appeal.
5. The presiding officer may make motions, second motions or speak on any questions, except that on demand of any Council member he/she shall vacate the chair and designate a Council member to preside temporarily.
6. Any member may appeal to the full Council a ruling of the presiding officer.
 - a. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his/her ruling, but no other Council member shall participate in the discussion.
 - b. The appeal shall be sustained if it is approved by a majority of the members present exclusive of the presiding officer.

E. VOTING:

1. The votes of the Council will be taken by voice vote.
2. Votes will be considered unanimous unless otherwise noted.
3. Council members may ask for a roll call vote by the Clerk on any motion or resolution.
4. The Clerk shall ask for a verification roll call if the vote of a Council member is not clear on a voice vote.
5. A majority vote of all Council members shall be necessary for approval of any ordinance unless a larger majority is required by Minnesota State Statute. Except, as otherwise provided by Statutes, a majority vote of a quorum shall prevail in all other cases.

- F. **RULES OF ORDER:** The proceedings of the Council shall be conducted in accordance with Appendix A – Simplified Rules and Section 1 D-6.
- G. **MINUTES:**
1. Minutes are the official record of the City Council once approved.
 2.
 - a. The Clerk shall keep permanent electronic minute files to record at length all Ordinances passed by the Council.
 - b. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records and can be accurately identified from the description given in the minutes.
 - c. The minutes of each Council meeting shall be kept by a recorder designated by the City Clerk or by the Deputy Clerk in the absence of the City Clerk.
 3. The minute recorder shall not participate in Council discussions except when called upon by the presiding officer.
 4. The minutes of each meeting shall be typed, signed by the Clerk, and copies delivered to each Council member via Council agenda packet when the minutes are placed on the agenda for approval.
 - a. The proceedings of all Regular Council meetings may be recorded. The recording of each meeting shall be clearly marked denoting type of meeting (regular, special, joint for example), date and time. The recording shall be kept in a secure storage area in chronological order and maintained for the length of time required for data storage and maintenance. Access to recordings shall be open to the public but shall be under the supervision of the Administrator's Office and may not be played back on a machine with an erasure feature. Copies of recordings may be made available for a fee as set by the Administrator's Office. (This does not apply to tapes of closed meetings until they are made public as provided in Section I-C 3 subsections 1 & 2).
 - b. At the next regular meeting, following delivery, approval of the minutes shall be considered by the Council.
 - 1) The minutes need not be read aloud.
 - 2) The presiding officer shall call for any additions or corrections.
 - 3) If there is no objection to an addition or correction, it will be made without a vote of the Council.

- 4) If there is an objection, the Council shall vote upon the addition or correction by roll call vote.
 - 5) Council shall take formal action to approve the minutes as distributed and/or amended.
5. Publishing of Minutes. The City Clerk shall prepare a summary of the minutes of each Council meeting for publication after the official minutes are approved by Council with the exception of minutes of closed meetings. The summary shall include formal actions of the Council and at the City Clerk's discretion, Council discussion and department head reports.

H. MEETING SCHEDULE:

1. Each meeting of the Council shall convene at the time and place appointed.
2. Council business shall be conducted in the order of the prepared agenda, unless Council members agree to change the order to accommodate the public.
3. The first regular meeting of the month will typically be scheduled the second Monday of the month at 5:00 p.m.
4. If all business has not been completed the meeting may be continued to another date and time to complete the scheduled agenda without further notice being required.
5. The second regular meeting of the month will typically be scheduled the fourth Monday of the month at 5:00 p.m.
6. Working sessions of the Council will generally be scheduled at 4:00 p.m. on the day of Regular Council Meetings or as deemed necessary by the Council.
7. Public hearings will normally be scheduled at 6:00 p.m. at the Council's discretion.

I. ORDER OF BUSINESS:

1. Call to Order.
2. Call of Roll.
3. Approval of Minutes.
4. Public Forum and Correspondence.
5. Council Reports
6. Consent Agenda.
7. Setting of Regular Agenda
8. Acknowledge receipt of Board/Commission minutes.

9. Civic Center/Park & Recreation
10. Community Development/Economic Development.
11. Engineer.
12. Finance Department
13. Fire Department

14. Grand Rapids Library.
15. Pokegama Golf Course
16. Police Department
17. Public Works.
18. Administration.
19. Verified Claims
20. Public Hearings when scheduled.
21. Adjourn (or Recess)

Notes:

- a. The order of business may be varied by the presiding officer with the consent of the Council.
- b. All public hearings will be conducted at the times scheduled and advertised in the notice of the hearing.
- c. Only by majority approval, and when necessary, will business be acted upon by the Council unless scheduled on the agenda.
- d. Care will be taken to place items of general public concern on the evening agenda.

J. AGENDA:

1. An agenda will be prepared for all Council meetings and Council committee meetings in accordance with provisions of Minnesota Statute 471.705.
2. The agenda for special meetings will be set by the presiding officer, or by the Council members calling that meeting three days prior to the meeting at the time of notice and call or at the time of call for an emergency meeting of the Council.
3. The agenda will clearly describe the subject matter under consideration by the Council and any action required.
4. The City Administrator and/or Mayor shall prepare the agenda for all Council meetings. (Amended 3/09/07)
5. Requests for action or consideration of an item must be presented to the City Administrator and/or Mayor, no later than noon of the business day Wednesday, prior to the Regular Council meeting. (Amended 3/09/07)

- 6.. City Council members may place an item (items) on the agenda prior to any meeting, by following step five above.
7. The agenda, along with information material, will be delivered to each Council member, City Attorney and given to all media formally requesting such notice as provided by Minnesota Statute 471.705, on the Thursday preceding the Monday-meeting, or at least four (4) days prior to the Regular Council meeting.

K. CONSENT AGENDAS:

1. A consent agenda allows the Council to consider several items at one time.
2. Only one motion is needed to approve all of the items at one time.
3. An item on the consent agenda shall be removed for consideration by the request of any one Council member, City staff, or the public and put on the regular agenda for discussion and consideration. This statement shall precede the consent agenda on all printed agendas and shall be announced by the presiding officer prior to consideration of the consent agenda.
4. Consent Agendas may be used for approval of the following; except that the City Administrator has the discretion to place other items on the consent agenda if deemed appropriate.

ADMINISTRATION:

- Resolutions supporting projects from other communities when requested by municipal bodies.
- Resolutions to authorize Clerk to publish ordinances in summary.
- Appointment of election judges.
- Approve budgeted equipment purchases.
- Establish Public Hearings

FINANCE:

- Issuance of duplicate checks that have been lost; and waive bond requirements.
- Fund Transfers, as authorized through Budget process.
- Establish Public Hearings.

LICENSES/PERMITS/CONTRACTS:

- Licenses and permits, including temporary 3.2 beer license and special On-Sale liquor permits for events at the IRA Civic Center, Grand Rapids Sports Complex, and Central School.
- Gambling license applications.
- Fire Contracts, recreation contracts, dog pound contracts, and miscellaneous yearly contracts.

PERSONNEL:

- Accept resignations and authorize advertisements for replacement of positions.
- Approval of job descriptions, except Department Heads, and authorize advertisement of positions when position has previously been approved by Council.
- Appointment (ratification) of part-time employees if these personnel costs have been included in the budget.

PROJECTS:

- Receive petitions and place on file.
- Establish dates for public hearings. (This includes, but not limited to: improvements, rezoning and vacation requests, bond issues, etc.)
- Approve plans and specifications.
- Authorize advertisement for bids/quotes.
- Award of bids and quotes when Council has previously approved solicitation.
- Receive and file project construction feasibility reports.
- Approve contract change orders.
- Accept projects and approve final estimate payments.

L. **AGENDA MATERIALS:** The Clerk shall make available to the public the agenda material that is presented to the Council. At least one copy of this material shall be available to the public in the Council Chambers and copies provided to the media as requested. Agenda material shall be available to the public by 8:00 a.m. on Friday preceding the regular scheduled meeting at no charge. (Amended 3/09/07)

M. **ATTENDANCE:**

1. Department Heads may leave the Council Meetings upon completion of their portions of the agenda.
2. Department Heads may not need to attend Council Meetings if they are not requested to do so or if they have no relevant items on the agenda.
3. The Council may, at its discretion, excuse any staff member from attendance at a meeting during their regular working day.

2. **PUBLIC HEARINGS ON IMPROVEMENTS AND ASSESSMENTS:**

A. **GENERAL PROCEDURE:**

1. Opening comments by Mayor.
2. Clerk's statement regarding notices.
3. Mayor opens hearing on proposed improvement or assessment.
4. Engineer describes improvement and/or assessment procedures.
5. General statement of financing.
6. Public comments.
 - a. Those favoring improvements are heard.
 - b. Those opposing improvements are heard.
 - c. If public wishes to be heard, but does not want to speak, paper is to be provided at the Clerk's table which may be used to write their position. These will be read aloud at the conclusion of comments from the floor. Letters received before the hearing will be read by the presiding officer at this time.
7. Formal action by declaration of the presiding officer to close the hearing.
8. Council takes action ordering or abandoning the proposed improvement or in the case of assessments, takes action in regard to the assessments.
9. The Council may continue the public hearing to receive more information and action may then be taken.

B. **RULES FOR PUBLIC PROCEDURE:**

It is the Council's intention that everyone be heard on proposed improvements or assessment hearings. The following procedure will be used for receiving public input.

1. Individual will raise hand, and when recognized by the presiding officer, stand and state their name and address, using the microphone.
2. The person will then state their position and reason for the position. A time limit may be set by Council. No one will be allowed to speak a second time until everyone has been heard once.
3. The person should address all statements and questions to the presiding officer. The presiding officer will then refer any questions that are to be answered by staff, or project proposer.

3. MAYOR AND COUNCIL APPOINTMENT PROCESS:

Minnesota Statutes (various) authorize the City Council and Mayor to establish Boards and Commissions to advise the City Council and Mayor or to operate some programs and facilities. These Boards and Commissions are for the purpose of facilitating the orderly conduct of City business and to provide an opportunity to receive public input into the various functions and programs of the City.

The following Boards and Commissions created by the Council, require appointments to be approved by the Council according to Appendix C.

- A. Airport Advisory Board, a Joint Board of the City and Itasca County. This Board was established to operate Gordy Newstrom Field. (Municipal Code Chapter 30, Article III, Mn. Statute 360.063).
- B. Greater Grand Rapids Cable TV Commission, to provide oversight and review of the Cable TV franchise and to advise the City Council.
- C. Central School Advisory Board, to maximize participation of community residents and visitors and preserve it's historical value to this community.
- D. Pokegama Golf Course Board, to operate Pokegama Golf Course and to advise the Council on the management of this municipal enterprise. (Municipal Code Chapter 2, Article V, Division 4, Sec. 2.241-2.247).
- E. Human Rights Commission, purpose is to secure for all citizens freedom from discrimination. (added 1-24-05) Municipal Code Chapter 2, Article V, Division 6, Sec. 2.301-2.304).
- F. Library Board, to provide library services to City residents. (Municipal Code Chapter 34, Mn. Statute Chapter 134.07).
- G. Planning Commission, to advise the Council on planning and zoning for the orderly development of Grand Rapids. (Municipal Code Chapter 30, Article II, Sec. 30.31-30.32, Mn. Statute 462.354).
- H. Police Civil Service Commission, to provide a fair non-political hiring and dismissal procedure for our Police Department. (Municipal Code Chapter 2, Division 2, Sec. 2.161-2.162, Mn. Statute 419.01)

- I. Public Utilities Commission, to operate electric, water and sewer service enterprises and to operate certain public buildings. (MN Statute 412.341, and Minnesota Special Laws 1999, Chapter 195, Special Laws 2014, Chapter 224—S.F. No. 2609).
- J. Property Maintenance and Building Codes Board of Appeals to hear appeal's regarding a decision of the code official or notice or order issued under the Property Maintenance or Building Code (Ordinance No.'s 05-02-03 and 05-02-04).
- K. Arts & Culture Commission, to assist Grand Rapids in becoming a community in which arts and culture activities are recognized as vital components of community life; are valued and promoted for their economic benefits; represent an integral part of the communities' educational mission; and cooperate with other community organizations to enhance Grand Rapids' culture identity and quality of life in the community, the surrounding region and beyond.
- L. Joint Natural Gas Board, City Ordinance 12-08-10 authorized Gorhams' Incorporated to develop a natural gas distribution system within the City and a Rate Agreement dated August 13, 2012 formalized having rates regulated by the City under Mn Statutes 216B.02. A Joint Powers Agreement between the City and Harris Township, dated June 12, 2013, established a joint City/Township board to regulated natural gas rates.

APPOINTMENT POLICY: It will be the policy of the City Council to:

- 1. Offer appointment to the best-qualified citizens to our Boards and Commission.
- 2. Advertise all vacancies to Boards and Commissions: (This ad should include a brief description of the Board or Commission, time and days of meetings, how often meetings are held, the number of vacancies and any special requirements.)
- 3. Consider all appointments by the process presented in Appendix C. Board/Commission members who have completed their term are encouraged and eligible to reapply for appointment to their current Board or Commission or to apply for appointment on another Board or Commission to a vacancy on another Board or Commission.
- 4. All members of the above-mentioned Boards and Commissions shall be residents of the City of Grand Rapids with the following exceptions. For any Board or Commission with a membership of five or less members, one such member may be a non-resident of the City of Grand Rapids unless prohibited by law. For any Board or Commission with a membership of six or more members, no more than two such members may be a non-resident of the City of Grand Rapids, unless otherwise prohibited by law.

(Note: City residency is required unless exempted by State Statutes, City Ordinance, or these by-laws (Appendix B).

5. Provide training and encouragement for active participation in all Board/Commission business through the employment of high quality staff or consultants to support them and to facilitate open communication.
6. Keep all applications active during the year for appointment to vacancies should they occur. The Council reserves the right to appoint any qualified candidates even though they did not apply as a result of an advertisement. There is no implied guarantee of appointment or re-appointment to any Board or Commission.

4. MAYOR BOARD/COMMISSION APPOINTMENT AND COUNCIL APPROVAL PROCESS:

Minnesota Statutes (various) authorizes the Mayor to appoint and the Council to approve memberships on various Boards and Commissions created by the Mayor and Council. The following Boards and Commissions, created by the Mayor and Council, require a Mayoral appointment with approval of the Council according to Appendix D.

- A. Economic Development Authority (EDA), to provide a tool for economic stimulation in Grand Rapids. (GR Res. No. 93-130 Mn. Statute 469.090-469.108).
- B. Housing and Redevelopment Authority, to provide affordable housing for all residents. (Mn. Statute Chapter 469).
- C. Civic Center/Park & Recreation Advisory Board, to advise the Council on Recreation and Park programs and facility development. (Municipal Code Chapter 2, Division 3, Sec. 2-181-2.189; Mn. Statute 412.501; 471.15).
- D. Local Board of Appeal and Equalization, to revise, amend and equalize the assessment on the roll of the County Assessor. Such Board of Equalization is vested with all the powers which are or may be vested in County Boards of Equalization under the general laws of the state so far applicable, but shall not be restricted by any limitation in respect to reducing aggregate sum of real or personal property as returned by Assessors.

Appendix D provides the process by which these appointments will take place.

5. COUNCIL COMMITTEES:

- A. The Council may at any time appoint a special or standing committees consisting of no more than two Council members and support staff.
- B. Committee members, excluding staff, will be chosen by consensus of the Mayor and Council based upon interest expressed by individual members. Staff appointments will be made by the Mayor in consultation with the City Administrator.

- C. Council committees may be special (limited) or standing (on-going). Standing committees will be appointed at the annual/organizational meetings.
- D. Council committees are formed to provide Council review, oversight, clarification and information to staff members.
- E. Council committees provide a forum for staff and Council members to share information or new ideas.
- F. Council committees may carry out staff supervision as directed by Council.
- G. Council committees may be established to conduct specific tasks as directed by Council.
- H. Council committees are not to set policy but may make recommendations for policy or procedures to full Council.
- I. Council committee meetings may be called by the Council, committee members, the Mayor, the City Administrator, or at the request of a Department Head, commission, or board chairperson to discuss specific topics.
- J. Council committees shall have a prepared agenda and follow rules of public notification. Each committee will designate a presiding officer and have an agenda prepared at least three (3) days before the meeting.
- K. Council committees shall keep minutes of all meetings. The original shall be filed with the City Clerk. A copy is to be given to the City Administrator and distributed to all Council members. These minutes should include committee name, date, time, location, person calling the meeting, persons present, and a brief summary of topics discussed. City staff will be assigned to record minutes.

6. COUNCIL REPRESENTATIVES:

- A. Council representation on various City Boards and Commissions will be determined by consensus of the Mayor and Council based upon interest expressed by individual members.
- B. Council representatives will be determined at the organizational meeting of the Council or when a vacancy occurs.
- C. Council representatives will act as liaison between the Boards and Commissions and the Council.
- D. Council representatives may help interpret previous Council action or policy to the various Boards and Commissions.
- E. Council representatives should bring back to the Council concerns or issues as requested by the Board or Commission and are encouraged to bring issues to the Council's attention, which may be of interest to the Council as a whole.

F. Council representatives shall be voting members of City Boards and Commissions.

(Added 5/24/04)

7. **SPECIAL APPOINTMENTS:**

From time to time Councilmembers may be designated to serve as the official representative of the Council on community, regional or statewide boards. These will be determined by consensus of the Council and Mayor based upon interest expressed by individual members. Each appointee is expected to regularly inform the Council of activities and issues of concern to the City.

8. **CONFLICT OF INTEREST STATEMENT:**

With certain exceptions, Minnesota laws forbid any Mayor or Councilmember to have a personal financial interest in or to benefit from the making of any sale, lease or contract with the City.

Exceptions are:

- A. The designation of a bank in which the Mayor or Council member is interested as the official depository for city funds if the official discloses interest;
- B. The designation of an official newspaper in which a City official is interested when it is the only newspaper complying with statutory or charter requirements relating to official publications;
- C. A contract with a cooperative association in which a City official is a shareholder, but not an officer or manager;
- D. A contract for which competitive bids are not required.
- E. A contract with a volunteer fire department for the payment of compensation or retirement benefits to its members.

If however, a Mayor or Council member is simply an employee of a firm and receives no commission, bonuses, or other remuneration directly from its contracts, and is not a stockholder, the Council may enter into a contract with the organization for which the officer works regardless of the amount of the contract.

9. **SUSPENSION OR AMENDMENT OF THESE RULES:**

These rules, or any of them, may be temporarily suspended by a majority vote of all the Council members, (unless governed by Minnesota State Statute) and shall not be repealed or amended except by a majority vote of the whole Council after notice has been given at a preceding Council meeting.

10. **CITY COUNCIL SALARY INCREASES:**

In an even calendar year, prior to the general election, the City Council shall establish the salary of the Mayor and Councilmembers to be effective January 1st of the following odd calendar year. The method to determine the salary will be to take the existing salaries and

increase them based on the Consumer Price Index (CPI) as published on the Federal Reserve Bank of Minneapolis website. Typically, this will require the CPI for the two previous years. If pay increases are missed, the salaries shall be increased according to the CPI index in all years of no increases.

Appendix A – Simplified Rules

Motions (In Precedence Order)	Motion Maker Needs Recognition?	Motion Needs A Second	Motion Is Debatable	Motion Is Amendable	Vote Required To Pass	Applies To What Other Motion?	Special Notes And Comments
10. Adjourn	Yes	Yes	No	No	Majority	None	Highest Precedence
9. Recess	Yes	Yes	No	Yes	Majority	None	
8. Appeal (1)	No	Yes	Yes	No	Majority	Decisions of Chair	Members can challenge decision by the chair
8. Point of Order	No	No	No	No	Chair Decides	None	To point out an error
8. Parliamentary Inquiry (1)	No Yes	No Yes	No No	No No	Chair Decides 2/3 rds	None None	To ask a question Cannot apply to minority rights
8. Division (1)	No	No	No	No	Chair Decides	All Votes	A second vote on votes that are close
7. Lay On Table	Yes	Yes	No	No	Majority	Main, amend, appeal	Also called postpone temporarily
6. Close Debate (1)	Yes	Yes	No	No	2/3 rds	All Debatable Motions	Also called previous questions & vote immediately
5. Limit Debate (1)	Yes	Yes	No	Yes (3)	2/3 rds	All Debatable Motions	To limit debate to a set period
4. Postpone Definitely	Yes	Yes	Yes (2)	Yes (3)	Majority	Main Motions	To set aside to next meeting
3. Refer to Committee	Yes	Yes	Yes (2)	Yes (3)	Majority	Main Motions	To allow a small group to study
2. Amend (1)	Yes	Yes	Yes	Yes	Majority	All amendable Motions	You may amend an amendment
1. Main	Yes	Yes	Yes	Yes	Majority	None	Lowest Precedence

(1) Indicates possible to precedence order.
 exception
 (2) Limited to the sense that debate is only on the merits of that specific motion.
 (3) Restricted to the variable part of the motion.

APPENDIX A (Continued)
A BRIEF EXPLANATION OF COMMONLY USED MOTIONS AND TERMS

1. Main Motion – to bring business before the organization. “I move that the Student Government pay D.E. Sikkink \$100 for his speech.”
2. Amend – to change motions so they more closely express the will of the group. “I move to amend the motion by striking out the word \$100 and inserting \$10.”
3. Vote Immediately – to stop discussion and to get a vote. “I move to vote immediately on the amendments.” (Also called Close Debate and Previous questions.)
4. Parliamentary Inquiry – to let a member ask questions. “Mr. Or Ms. Chairperson, can we have a secret ballot on this amendment?”
5. Point of Order – to call attention to a mistake in procedure. “Mr. Or Ms. Chairperson, there was no second for that motion to amend.”
6. Division – a request for the chairperson to use a more accurate method of voting. “Mr. Or Ms. Chairperson, I call for a division on that last vote.”
7. Appeal – to get a vote by the group on some procedural decision made by the chairperson. “I appeal your decision on not allowing a secret ballot.”
8. Refer to Committee – to allow for study and investigation by a smaller group. “I move to refer the main motion to a committee of three appointed by the chair.”
9. Postpone Definitely – to consider at a definite future time. (No later than the next meeting.) “I move to postpone this main motion definitely to our next regular meeting.”
10. Postpone Temporarily – to consider at an unspecified time. “I move to postpone this main motion temporarily.”
11. A quorum is the minimum number of members who must be present in order to transact legal business.
12. Precedence refers to the rank of motions. When a motion has been made, any motion of higher order may be proposed but no motion of lower order may be proposed (there are a few exceptions).
Motions are discussed and acted upon in inverse order to their proposal (the last motion made will be acted on first, etc.) See Appendix A-1

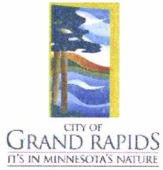
Board/Commission	Independent	Advisory	Appointing Body	Number of Members	Term Length	Meeting Date/Time	Meeting Place	State Statute	Staff Rep.	City Ordinance	Residency Requirement
Airport Advisory Board	X	X	2 Council 2 County	6	3 years 3 term rule	2 nd Tuesday 7 p.m.	City Hall	303	City Engineer	54	Yes City By-Laws
Arts & Culture Commission	X		Council	9	3 year 2 term rule	1 st Tuesday 3:15 p.m.	City Hall		Asst. Library Director	13-02-04	No
Economic Development Authority	X		Council	7 (2 Council Reps.)	6 years	2 nd & 4 th Thursday 4:00 p.m.	City Hall	358c	Community Development Director	Res. 93-130, 86-82 and 94-164	Yes City By-Laws
Golf Course Board	X		Council	5	3 years 2 term/6 year rule	3 rd Tuesday noon	City Hall	471.15- 71.19	Director of Golf	Chapter 2 of Municipal Code	4 City Res. & 1 may be non-res. - Ordinance 09-01- 01
Civic Center/Park & Recreation Advisory Board	X		Council	9	3 years	3 rd Wednesday 4:30 p.m.	Civic Center		Park & Rec/Civic Center Manager	5	7 residents & 2 non-residents
Cable Commission	X		1 Council		Council appointment	1 st Monday (every three months)	ICTV		None	Resolution Joint Powers	Yes
Housing & Redevelopment Authority	X		Council	7	5 years 2 term rule	3 rd Wednesday 4:00 p.m.	HRA	Mun. Hsg. Redev. Act 469	HRA Manager		State Statute 469.003 Yes
Library Board	X		Council	9	3 years 2 term rule	2 nd Wednesday 4:00 p.m.	Library	134	Library Director	2.02	4 non-res and 5 residents § 134.09
Planning Commission		X	Council	7	4 years	1 st Thursday 4:00 p.m.	City Hall		Community Development Director	23.18	Yes* Planning Comm. By-Laws
International Property Maintenance and Building Codes Board of Appeals	X		Council	3 plus 2 alternates	4 years		City Hall	MN Rules 1300.0230 Building Code		05-02-03 and 05-02-04	No
Police Civil Service Comm.	X		Council	3	3 years	2 nd Tuesday 4:00 p.m.	City Hall	419	Police Chief		Yes § Section 419.02, subd. 1
Public Utilities Commission	X		Council	5	4 years	2 nd Wednesday 4:00 p.m.	PUC Service Center	412.341	Public Utilities Manager		No
Human Right Commission	X		Council	9	3 years	Last Wednesday Feb. - May- Aug. - Nov.	City Hall		Human Resources Director	Ordinance 04-05-09	No

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
By November 1	The Administrator's office shall present in writing to the Mayor and Council a prepared list of Board and Commission members whose terms expire the following March. This list shall identify Board, name, date first appointed and eligibility for reappointment (as defined in Council By-Laws)	Staff & Mayor/Council
In Mid-November	An informal Council review to consider offering reappointment to eligible Board/Commission members.	Mayor/Council
In Late November	Letters to eligible and in-eligible Board/Commission members will be prepared and sent.	Staff/Mayor
In Mid-December	The Administrator's office will prepare a Respondent's List for reappointment to help determine vacancies and present to Mayor and Council for approval to prepare a vacancy list and authorize position vacancy advertisement.	Staff/Mayor/Council
In Mid-January early February	Mayor and Council will review responses to position vacancy advertisement.	Mayor/Council
First Meeting in February	Mayor and Council discuss candidates for Board and Commission appointments and through a nomination and voting process determine who the appointees shall be.	Mayor/Council

APPENDIX D

MAYORAL BOARD/COMMISSION APPOINT AND COUNCIL APPROVAL PROCESS

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
By November 1	The Administrator's office shall present in writing to the Mayor and Council a prepared list of Board and Commission members whose terms expire the following March. This list shall identify Board, name, date first appointed and eligibility for reappointment (as defined in Council By-Laws)	Staff & Mayor/Council
In Mid-November	An informal Council review to consider offering reappointment to eligible Board/Commission members.	Mayor/Council
In Late November	Letters to eligible and ineligible Board/Commission member(s) will be prepared and sent.	Staff/Mayor
In Mid-December	The Administrator's office will prepare a Respondent's List for reappointment to help determine vacancies and present to Mayor and Council for approval to prepare a vacancy list and authorize position vacancy advertisement.	Staff/Mayor/Council
In Mid-January early February	Mayor and Council will review responses to position vacancy advertisement.	Mayor/Council
First Meeting in February	Mayor and Council discuss candidates for Board and Commission appointments and through consensus designate a candidate for consideration by the Mayor for appointment. Mayor may appoint or reject the designated candidate. The Council shall then vote upon approval of the candidate appointed by the Mayor.	Mayor/Council



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1829 **Version:** 1 **Name:** 2016 Depository Designations
Type: Agenda Item **Status:** Administration Department
File created: 12/7/2015 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider appointing the following financial institutions as depository designations for 2016: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider appointing the following financial institutions as depository designations for 2016: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.

Background Information:

We are recommending the City of Grand Rapids designate the following financial institutions as depositories for 2016:

- *American Bank
- *Deerwood Bank
- *Grand Rapids State Bank
- *Grand Rapids State Investments
- *Morgan Stanley
- *U.S. Bank
- *Wells Fargo Bank Minnesota

Staff Recommendation:

Staff is recommending appointing the following financial institutions as depository designations for 2016: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.

Requested City Council Action

Make a motion to appoint the following financial institutions as depository designations for 2016: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1870 **Version:** 1 **Name:** Council Minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 12/15/2015 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider approving City Council minutes for Monday, December 14, 2015 Worksession & Regular meetings and Monday, December 21, 2015 Special Meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [December 14, 2015 Worksession](#)
[December 14, 2015 Regular Meeting](#)
[December 21, 2015 Special Meeting](#)

Date	Ver.	Action By	Action	Result
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Consider approving City Council minutes for Monday, December 14, 2015 Worksession & Regular meetings and Monday, December 21, 2015 Special Meeting.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Monday, December 14, 2015

4:00 PM

City Hall 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, December 14, 2015 at 4:00 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

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

Others present:

Tom Pagel, Chad Sterle, Rob Mattei, Barb Baird, Scott Johnson, Steve Schaar, Burl Ives

Discussion Items

1. 2016 State Legislative Priorities

Administrator Pagel presents list of resolutions considered by the city Council. These priorities include:
 - ~ State Bonding for pedestrian bridge and IRA Civic Center improvements*
 - ~ Adjustment to fiscal disparities formula*
 - ~ LGA resolution drafted by CGMC requesting support in LGA increase*
 - ~ Dedicated state funding for city streets*
 - ~ Distribution of Taconite production tax to local area*
 - ~ Highway & railway transportation improvements*
 - ~ Hill Annex Mine state park - support for funding*
 - ~ Mesabi Range deep drilling program*
 - ~ Mapping existing underground mines in western mesabi range**Staff is looking for guidance as to prioritizing items moving forward in 2016. Following discussion, items will remain in order as presented.*

2. Discuss Grand Rapids City Code Chapter 6 - Alcoholic Beverages

Current city code is presented, highlighting differences between State statute and City restrictions. Many have become obsolete through the years with legislative updates to state statute addressing liquor licensing. Staff will return to Council in January 2016 with recommendations for bringing city code/state statute in line.

3. Review 5:00 PM Regular Meeting

Council authorized the additions of items 10a, Application for new group insurance

*trust & 10b, addition of part-time intermittent maintenance worker to Public Works.
Corrected liquor license request for Fuji Japanese Restaurant to begin new license
for 2016, not issuing as a renewal.*

ADJOURN

There being no further business, the meeting adjourned at 5:05 PM.

Respectfully certified & submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, December 14, 2015

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, December 14, 2015 at 5:10 PM in 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, Steve Schaar, Julie Kennedy, Barb Baird, Marcia Anderson, Dale Anderson, Scott Johnson, Erik Scott, Lynn DeGrio

MEETING PROTOCOL POLICY

5:01 PM PUBLIC FORUM

None.

5:06 PM COUNCIL REPORTS

Councilor Christy thanks the staff for organizing the City Employee Christmas Charity Auction, raising \$2,585 which was donated to the Second Harvest Food Bank.

5:10 PM APPROVAL OF MINUTES

Consider approving Council minutes for Monday, December 7, 2015 Worksession and Regular meetings and Monday, November 30, 2015 Special Worksession.

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

5:11 PM CONSENT AGENDA

1. Consider approving the Workers Compensation coverage through Berkley Administration.
Approved by consent roll call
2. Consider approving the continuation of general liability insurance through the League of Minnesota Cities Insurance Trust for calendar year 2016.
Approved by consent roll call
3. Consider adopting a resolution authorizing the Itasca County Auditor to assess the delinquent Storm Water Utility Charges to the property tax statement of delinquent property tax owners.
Adopted Resolution 15-98 by consent roll call
4. Consider adopting a resolution approving transferring approximately \$2,394 from the General Obligation State-Aid Bonds 2005B Debt Service Fund to the General Obligation State-Aid Bonds, 2012B Debt Service Fund and close the 2005B Debt Service Fund.
Adopted Resolution 15-99 by consent roll call
5. Consider hiring part time employees for Park & Recreation / I.R.A. Civic Center
Approved by consent roll call
6. Consider adopting a resolution establishing 2016 compensation for City of Grand Rapids Exempt & Non-Exempt Non-Represented Employees.
Adopted Resolution 15-100 by consent roll call
7. Consider entering into agreements with area businesses for advertising at the IRA Civic Center.
Approved by consent roll call
8. Consider approving the Official 2016 Calendar
Approved by consent roll call
9. Consider approving 2016 liquor license renewal of Fuji Grand Rapids Inc. dba Fuji Japanese Restaurant contingent upon receipt of all required documentation and fees.
Due to the change in opening dates for this establishment, license to sell alcohol will not be issued in 2015. Therefore, this request is to issue a new license for Fuji Grand Rapids Inc., dba Fuji Japanese Restaurant for 2016 and not a request for renewal.
Approved by consent roll call
10. Consider approving 2016 Taxi License for Northwoods Cab Inc. contingent upon receipt of all required documentation and fees.

Approved by consent roll call

- 10a. Consider authorizing a change in group life insurance providers.

Approved by consent roll call

- 10b. Consider adding Neal Forst to the list of part-time intermittent maintenance workers for the 2015-2016 Snow Removal Season.

Approved by consent roll call**Approval of the Consent Agenda**

A motion was made by Councilor Zabinski, seconded by Councilor Christy, to approve the Consent agenda as amended, adding items 10a & 10b and correcting item 9 as noted. The motion carried by the following vote

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

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

A motion was made by Councilor Dale Christy, seconded by Councilor Ed Zabinski, to approve the Regular agenda as presented. The motion PASSED by unanimous vote.

ACKNOWLEDGE BOARDS & COMMISSIONS

11. Acknowledge the attached minutes for Boards & Commissions.

**The Council acknowledge the following minutes:
Planning Commission Minutes: May 7, June 17, July 7 & September 3, 2015
GREDA: August 20, September 24 & October 22, 2015**

**5:15 DEPARTMENT HEAD REPORT
PM**

12. Information Technology ~ Erik Scott

Erik Scott, IT Director, reviews projects and upgrades for 2015 and plans for upcoming 2016.

Received and Filed

13. Recreation - Park & Civic Center ~ Dale Anderson

Dale Anderson, Civic Center/Park & Rec Manager, discusses programs throughout 2015, plans for upcoming community 125th Birthday celebration, grants received and

project progress.

Received and Filed

5:35 ENGINEERING

PM

14.

Consider entering into a five-year Municipal Engineering Services Agreement between the City and Short Elliott Hendrickson.

Engineer Kennedy discusses the request for proposal previously approved by Council. Following that process, Ms. Kennedy recommends contract approval with SEH.

A motion was made by Mayor Adams, seconded by Councilor Christy, to approve contract with SEH for municipal engineering services as presented. The motion carried by the following vote.

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

5:45 FINANCE DEPARTMENT

PM

15.

Consider approving resolutions adopting the following:

* 2015 Tax Levy Payable in 2016, the 2016 General Fund Revenue and Expenditure budget,

* 2016 Special Revenue Fund budgets for the Library, Cemetery, Grand Rapids Economic Development Authority, Civic Center, Grand Rapids/Itasca County Airport, Recreation Programs,

Police Forfeiture Fund, Haz-Mat Response Fund, Domestic animal control Facility, and Central School,

* 2016 Enterprise Fund budgets for the Pokegama Golf Course and the Storm Water Utility Funds.

A motion was made by Councilor Blake, seconded by Councilor Christy, to adopt Resolutions 15-101 through 15-114, adopting levy and budgets for 2016 as presented. The motion carried by the following vote.

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

5:55 ADMINISTRATION DEPARTMENT

PM

16.

Consider appointments to Arts & Culture Commission.

Councilor Zabinski has contacted both Mr. Marty & Ms. Walker to discuss interest in

re-appointment for another 3 year term. Following those interviews, Councilor Zabinski states that he recommends both applicants be re-appointment for the noted terms.

A motion was made by Councilor Ed Zabinski, seconded by Councilor Rick Blake, to re-appoint David Marty and Karen Walker to the Arts & Culture Commission, terms to expire December 31, 2018. The motion PASSED by unanimous vote.

17. Consider appointments to Library Board.

Recommend reappointment of Shannon Benolken, non-resident and Mary Helen Haarklau, resident for terms to expire December 31, 2018.

A motion was made by Councilor Dale Christy, seconded by Councilor Bill Zeige, to re-appoint Mary Helen Haarklau, Resident and Shannon Benolken, Non-Resident for three year terms to expire December 31, 2018. The motion PASSED by unanimous vote.

18. Consider entering into an agreement with Ameriflex for Health Reimbursement Account (HRA) Services.

A motion was made by Councilor Christy, seconded by Councilor Zabinski, to approve agreement with Ameriflex. The motion carried by the following vote.

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

VERIFIED CLAIMS

19. Consider approving the verified claims for the period December 1, 2015 to December 7, 2015 in the total amount of \$436,217.07

A motion was made by Councilor Zabinski, 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

6:00 PM ADJOURNMENT

A motion was made by Councilor Bill Zeige, seconded by Councilor Ed Zabinski, to adjourn the meeting at 5:50 PM. The motion PASSED by unanimous vote.

Respectfully certified & submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, December 21, 2015

4:00 PM

Conference Room 2A

SPECIAL MEETING AMENDED 12-21-15

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids City Council was held on Monday, December 21, 2015 at 4:00 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

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

Others present:

Tom Pagel, Mike Liebel, Mark Greiner, Scott Johnson, Steve Schaar, Rob Mattei, Travis Cole, Barb Baird

1. Consider approving Grand Rapids Fire Department Relief Association Bylaw Changes for 2016.
Fire Chief Mike Liebel discusses changes needed for fire relief association funds and future retirements. Chief Liebel reviews specific changes presented in draft form of current by-laws.
A motion was made by Councilor Blake, seconded by Councilor Christy, to approve changes to the Grand Rapids Fire Department Relief Association By-Laws 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
3. Consider approving temporary liquor licenses for Itasca Curling Club.
A motion was made by Councilor Ed Zabinski, seconded by Councilor Rick Blake, to approve temporary liquor licenses for Itasca Curling Club for events in February & March, 2016. The motion PASSED by unanimous vote.
4. Consider approving the verified claims for the period December 8, 2015 to December 14, 2015 in the total amount of \$389,347.25.

A motion was made by Councilor Zabinski, 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

5. Consider adopting a resolution accepting a \$500.00 dollar donation of Target gift certificates from David & Alice Billings to the Police Department to be distributed by police officers' at their discretion.

A motion was made by Councilor Christy, seconded by Councilor Zeige, to adopt Resolution 15-115, accepting donation of \$500 in Target gift cards to be distributed to local residents at police officer discretion. The motion carried by the following vote.

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

2. Finalize the 2016 City Council Outcome Goals

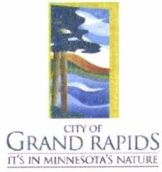
Administrator Pagel reviews spreadsheet of proposed outcomes for 2016. Each Councilmember has reviewed and prioritized items previously identified as goals. Various rankings are discussed, clarifying as to why items were ranked as they were. Mr. Pagel will put together a work plan, consulting with City departments, to make projects achievable. Also noted that some items are viewed as duplicate, or already in progress and therefore ranked lower.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:55 PM.

Respectfully certified & submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1868 **Version:** 1 **Name:** Harris Maintenance Agreements
Type: Agenda Item **Status:** Consent Agenda
File created: 12/14/2015 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider approving computer software service agreements for 2016 with Harris Computer Systems for \$20,093.28.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider approving computer software service agreements for 2016 with Harris Computer Systems for \$20,093.28.

Background Information:

The City of Grand Rapids has had a software maintenance agreement with Harris Computer Systems (formerly Municipal Software Inc. (MSI) since 1991 for accounting and time keeping software support. The amount of the agreements for 2016 total \$20,093.28. This includes the general software maintenance, Attendance Enterprise for payroll, and hosting the Employee Services Portal for payroll.

The contracts include: telephone support for trained users, periodic application software updates, government mandated updates for 941 and quarterly reports, W-2 printing, state and federal tax calculations, 1099 printing, and remote diagnostic support. The response time according to the contract is 1-4 hours for priority calls.

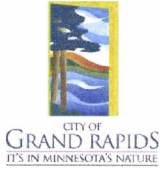
The cost for the maintenance agreement is included in the adopted 2016 City Wide Department budget.

Staff Recommendation:

Staff is recommending approving computer software service agreements for 2016 with Harris Computer Systems for \$20,093.28.

Requested City Council Action

Make a motion approving computer software service agreements for 2016 with Harris Computer Systems for \$20,093.28.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1878 **Version:** 1 **Name:** T-Hangar storage unit lease agreements
Type: Agenda Item **Status:** Consent Agenda
File created: 12/28/2015 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider updating the Airport T-Hangar Storage Unit lease agreements from a one-year to a three-year cycle, beginning with a 2016-2018 term.

Sponsors:

Indexes:

Code sections:

Attachments: [2016-2018 Storage Unit Template.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider updating the Airport T-Hangar Storage Unit lease agreements from a one-year to a three-year cycle, beginning with a 2016-2018 term.

Background Information:

The airport owns 34 T-Hangars that are leased to private pilots for storage of their planes. The T-Hangar leases are on a three-year cycle with the current cycle being January 1, 2016 through December 31, 2018. The airport also owns 6 storage units within the T-Hangar buildings. Currently, the storage unit lease agreements are on a one-year cycle and the lease rates are varied from unit to unit. It makes sense to both City Staff and the Lessees if all leases were on the same cycle and the rates were consistent for all storage units. If the attached draft T-Hangar Storage Unit lease agreement is approved, it would allow all leases to be on the same cycle and the rates to be consistent among the units. The City Council previously authorized the City Administrator and City Engineer to execute said lease agreements administratively and that process would remain the same.

Staff Recommendation:

City Staff recommends authorizing City Staff to amend the Airport T-Hangar Storage Unit lease agreements to be 3-year leases to coincide with the 3-year T-Hangar lease cycle.

Requested City Council Action

Make a motion authorizing City Staff to amend the Airport T-Hangar Storage Unit lease agreements from a one-year to a three-year cycle, beginning with a 2016-2018 term, to coincide with the 3-year T-Hangar lease cycle.

Grand Rapids – Itasca County Airport
Gordy Newstrom Field

T-HANGAR STORAGE UNIT LEASE AGREEMENT

This lease made on January 1, 2016, between **Ms. Jill Wing**, whose address is **1234 Road Street, Grand Rapids, MN 55744**, referred to as “LESSEE” and the City of Grand Rapids, referred to as “LESSOR”.

WITNESSETH:

LESSOR, in consideration of the covenants and agreements hereinafter mentioned agrees to lease to LESSEE the following described property:

Unit T-Hangar, Storage Unit “X”.

To have and to hold the same for a period of three (3) years commencing on January 1, 2016, and terminating on December 31, 2018 upon the following terms, conditions, covenants, and agreements, to-wit:

1. LESSEE shall pay for said lease the total amount of \$4,752 which includes the LESSEE paid deposit of \$0.00. LESSEE shall pay the remaining balance of \$4,752 as follows: 12 equal installments of \$132.00 per month in 2016, 12 equal installments of \$132.00 per month in 2017, and 12 equal installments of \$132.00 in 2018. Payments are due on or before the fifth (5th) day of each month.

LESSEE agrees to pay LESSOR the rent set forth above and mail or deliver said payments to:

City of Grand Rapids
C/O City of Grand Rapids Finance Department
420 North Pokegama Avenue
Grand Rapids, Minnesota 55744-2662

2. LESSEE agrees to pay LESSOR rent increases, if any, imposed by LESSOR during the term of this Lease Agreement, in addition to the rent payable above. Rent increases, if any, shall be effective January 1st of each rental year and will be made through an addendum to this Agreement. LESSOR shall notify LESSEE in writing of a pending rent increase no less than Sixty (60) days prior to the effective date for said rent increase.
3. LESSOR hereby grants and gives the LESSEE, at LESSEE’s option, the privilege to renew this lease and be subject to all the terms and conditions herein, except rental amount. LESSEE shall notify LESSOR of intent to renew this lease at least thirty (30) days prior to the end of the term of this lease or any applicable renewal period by written notice of said renewal by certified mail sent to City Hall, City of Grand Rapids.

4. Lessee agrees not to store fuel or any flammable, combustible, or any other dangerous materials or objects in the leased area.
5. Smoking in the Storage Bay is prohibited.
6. Spray painting in the Storage Bay is prohibited.
7. Lessee agrees to maintain the property in good condition except for ordinary wear and tear. Lessee is responsible, and must pay for all; repairs, replacements, HAZMAT spills/clean-up, and damage caused by the act or neglect of the Lessee or the Lessee's visitors. Lessee shall pay for and replace light bulbs as required. Lessee shall remove all of Lessee's property at the end of this lease or any applicable renewal. Any property that is left becomes the property of the Lessor.
8. Lessee agrees not to engage in any commercial, aviation or otherwise, endeavors, businesses, work or related enterprise on said leased premises.
9. Lessee agrees that Lessor shall have no liability whatsoever for the injury or damage to any property of lessee stored on the leased premises. Lessee understands that s/he may at his/her own expense provide insurance protection for multi-peril loss.
10. Lessee shall only store items owned by Lessee.
11. This Airport Lease Agreement may be terminated by either the LESSEE or LESSOR without cause given one (1) calendar month notice in writing from one party to the other. Verbal termination notifications will not be accepted. Lease termination by the LESSOR with cause is outlined in Paragraph #12.
12. It is expressly agreed that if default be made in the payment for rent or any other payments required herein, or any part thereof or if the LESSEE shall, without the consent of the LESSOR, assign this Lease for the whole or any part of said term, or use said premises or any part thereof for any other purpose than is hereinbefore specified, or violate any other covenant or agreement contained in this Lease, then, in any such case, the LESSOR may serve upon the LESSEE a Notice in writing by mailing a copy thereof addressed to Ms. Jill Wing, 1234 Road Street, Grand Rapids, MN 55744, which Notice shall state the default or violation of the terms of the Lease Agreement claimed by the LESSOR to have been made by the LESSEE and of the election on the part of the LESSOR to terminate the Lease, if such default or violation is not remedied within thirty (30) days from the mailing and posting of such Notice; and unless within such period such violation shall have been remedied or corrected by the LESSEE and LESSEE has fully complied with the provisions of the Lease claimed to have been violated, the said Lease shall upon the expiration of such

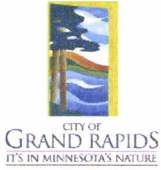
period of thirty (30) days, or if the LESSEE has committed the same violation within twelve (12) calendar months where Notice has been served, the LESSEE be deemed to have terminated as fully and to the same effect as if, upon said date, the original term of said Lease has expired. LESSEE may, at his/her discretion, appeal the Notice to the LESSOR which will be included as an Agenda Item on the first regularly scheduled meeting of the **Grand Rapids City Council** following the Notice. Decisions made by the **Grand Rapids City Council** are final.

13. The contract entered into with the understanding that both parties are subject to all the requirements of Chapter 303, Laws of Minnesota, 1945, (M.S.A 360 and subsequent), and all amendments thereto, and that all provisions hereof inconsistent with the provisions of said law shall be revised in accordance with the demands of proper authorities when such demands are made.
14. Upon reasonable notice, Lessor may enter the property to provide services, inspect, repair or show it. In case of emergency or the Lessee's absence, Lessor may enter property without the Lessee's consent.
15. Lessee shall at Lessee's expense carry liability insurance which names the City of Grand Rapids as an additional insured. The liability insurance shall be in the same amount as the maximum liability to which the Grand Rapids – Itasca County Airport is exposed pursuant to Minn. Stat. Sec. 466.04 and subsequent amendments thereto.
16. Phone contact:
17. Key Record:

CITY OF GRAND RAPIDS

BY: _____ BY: _____
CITY ADMINISTRATOR CITY ENGINEER

By: _____
Lessee



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1879 **Version:** 1 **Name:** CP 2017-1 Accept Feasibility Report and Call for Hearing
Type: Agenda Item **Status:** Consent Agenda
File created: 12/28/2015 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider adopting a resolution accepting the Feasibility Report for CP 2017-1, 5th St N and 8th Ave NE Street Improvements Project and call for a Public Hearing on Monday, February 8, 2016 at 5:30 pm in the Grand Rapids City Council Chambers.

Sponsors:

Indexes:

Code sections:

Attachments: [1-11-16 Resolution CP 2017-1 Rec Feas Report Call for Hearing.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting the Feasibility Report for CP 2017-1, 5th St N and 8th Ave NE Street Improvements Project and call for a Public Hearing on Monday, February 8, 2016 at 5:30 pm in the Grand Rapids City Council Chambers.

Background Information:

The Feasibility Report for CP 2017-1, 5th St N and 8th Ave NE Street Improvements Project is complete. With the report complete, the City Council can now consider passing a resolution accepting the Report and calling for a Public Hearing on Monday, February 8, 2016 at 5:30 pm in the Grand Rapids City Council Chambers.

Staff Recommendation:

City staff recommends adopting the attached resolution accepting the report and calling for the public hearing.

Requested City Council Action

Make a motion to adopt the attached resolution accepting the Feasibility Report for CP 2017-1, 5th St N and 8th Ave NE Street Improvements, and calling for the Public Hearing on February 8, 2016 at 5:30 pm in Council Chambers.

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

RESOLUTION NO. 16-__

**A RESOLUTION RECEIVING THE REPORT AND
CALLING FOR A HEARING FOR
5th ST N AND 8th AVE NE STREET IMPROVEMENTS PROJECT
PROJECT 2017-1**

WHEREAS, a report has been prepared by the City Engineer with reference to the 5th St N and 8th Ave NE Street Improvements, and

WHEREAS, this report was received by the Council on January 11, 2016.

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

1. The council will consider the above-mentioned improvement in accordance with the Feasibility Report and the assessment of benefiting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of \$3,289,199.
2. A Public Hearing shall be held on such proposed improvement on the 8th day of February, 2016, in the council chambers located at the Grand Rapids City Hall at 5:30 p.m., and the Engineer shall give mailed and published notice of such hearing and improvement as required by law.

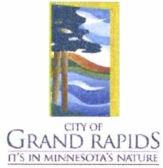
Adopted by the Council this 11th day of January, 2016.

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 #: 16-0004 **Version:** 1 **Name:** Shop with a Hero donation
Type: Agenda Item **Status:** Consent Agenda
File created: 12/31/2015 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider adopting a resolution accepting \$140.00 dollars in donations for the Shop with a Hero program.
Sponsors:
Indexes:
Code sections:
Attachments: [PD Hero Shop Res](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting \$140.00 dollars in donations for the Shop with a Hero program.

Background Information:

The Grand Rapids Police Department conducted its fourth annual Shop with a Hero Event on December 13, 2015 this year. I would like to report that this year's event was another huge success. We had two donations come in after this year's event. We received a \$100.00 donation from the Grand Rapids Fire Relief and \$40.00 from an anonymous person. This money will go into the Shop with a Hero account to be used for the 2016 Shop with a Hero Event.

Staff Recommendation:

City staff is recommending to adopt a resolution to accept \$140.00 in donations for the Shop with a Hero Event.

Requested City Council Action

Make a motion adopting a resolution accepting \$140.00 dollars in donations for the Shop with a Hero Event.

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

RESOLUTION NO. 16-

A RESOLUTION ACCEPTING \$140.00 IN DONATIONS FROM GRAND RAPIDS FIRE RELIEF and ONE ANONYMOUS DONATION FOR THE GRAND RAPIDS POLICE DEPARTMENT FOURTH ANNUAL SHOP WITH A HERO EVENT

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:

- Grand Rapids Fire Relief has donated \$100 and an Anonymous person has donated \$40 to the Grand Rapids Police Department Fourth Annual Shop with a Hero Event.

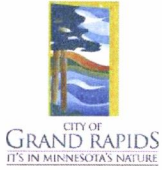
Adopted this 11th day of January, 2016

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	16-0005	Version:	1	Name:	Citizens Academy donation
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	12/31/2015	In control:		In control:	City Council
On agenda:	1/11/2016	Final action:		Final action:	
Title:	Consider adopting a resolution allowing the Grand Rapids Police Department to accept a donation of \$200.00 from Rowe Funeral Home to be used for Citizens Academy.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	PD Citizen Academy Donation				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution allowing the Grand Rapids Police Department to accept a donation of \$200.00 from Rowe Funeral Home to be used for Citizens Academy.

Background Information:

On an annual basis, the Grand Rapids Police Department conducts a Citizens Police Academy. The Citizens Police Academy is designed to be an interactive relationship between our officers and our citizens. As a result of this program, the police department has been able to build many positive community relationships and at a very minimal cost to the department.

Rowe Funeral Home would like to make a donation of \$200.00 dollars to the program. The owner Ken Spangler, who is a past participant has made donations in the past for this program. He thinks it's an excellent program and with this donation, he knows that it will help with the costs associated with it.

Staff Recommendation:

It is staff's recommendation to adopt a resolution to accept the \$200.00 dollar donation from Rowe Funeral Home to be used for the Citizens Academy program.

Requested City Council Action

Make a motion adopting a resolution accepting a donation of \$200.00 dollars from Rowe Funeral Home to be used for the Citizens Academy program.

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

RESOLUTION NO. 16-

A RESOLUTION ACCEPTING A \$200.00 DONATION FROM ROWE FUNERAL HOME
TO THE GRAND RAPIDS POLICE DEPARTMENT FOR THE CITIZENS ACADEMY
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:

- Rowe Funeral Home has donated \$200.00 to the Grand Rapids Police Department for the Citizens Academy Program.

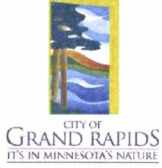
Adopted this 11th day of January , 2016

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0006 **Version:** 1 **Name:** Authorize the Police Department to apply for a child safety car seat grant
Type: Agenda Item **Status:** Consent Agenda
File created: 12/31/2015 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider authorizing the Police Department to apply for a child safety car seat grant.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider authorizing the Police Department to apply for a child safety car seat grant.

Background Information:

In 2011, 650 children under age 11 were killed in motor vehicle accidents in our nation in which the child was not buckled into a child car seat. An additional 148,000 injured. When used properly, child car seats save children's lives.

For several years, the Grand Rapids Police Department has had a program in which parents can bring their child car seat to the police station and specially trained officers will show them how to properly install the seat. The Minnesota Department of Public Safety has trained these officers.

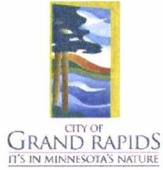
The Minnesota Department of Public Safety has a grant program to provide child car seats to Minnesota police agencies so that they may be distributed to families that cannot afford child seats. The number of child car seats available through this program is limited. The Grand Rapids police department would like to submit a grant request to the Minnesota Department of Public Safety for 14 child car seats. There is no monetary local match required with this grant program.

Staff Recommendation:

It is staff's recommendation that the city council authorize the Grand Rapids Police Department to submit a grant request to the Minnesota Department of Public Safety to receive 14 child car seats to be distributed to parents who cannot afford to purchase them.

Requested City Council Action

Make a motion authorizing the Grand Rapids Police Department to submit a grant application to the Minnesota Department of Public Safety for 14 child car seats.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0008 **Version:** 1 **Name:** Consider approving Itasca County classification of tax-forfeited land.

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

File created: 1/4/2016 **In control:** City Council

On agenda: 1/11/2016 **Final action:**

Title: Consider approving Itasca County classification of tax-forfeited land.

Sponsors:

Indexes:

Code sections:

Attachments: [County Land Classification Request: Area Map](#)
[County Lot Classification Request-January 2016](#)

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

Background Information:

Itasca County is considering a split and classification of a tax-forfeit parcel located in Grand Rapids, in an effort to resolve an issue involving improvements on a platted, undeveloped road right-of-way. The parcel to be split is located on the Blandin Reservoir (see attached map for parcel location) and legally described as: Lots 20-21, Block 65, Plat of Town of Grand Rapids.

Proposed Classification:

- 91-410-6560 as Conservation (E 90' of lots 20 and 21)
- 91-410-6560 as Non-Conservation (west portion of lot - *newly created lot)

The Non-Conservation classification would allow the County to sell the parcel, as opposed to a Conservation classification which would be retained. *At this time, the lot proposed to be held in conservation, would be retained by the county, and open to 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

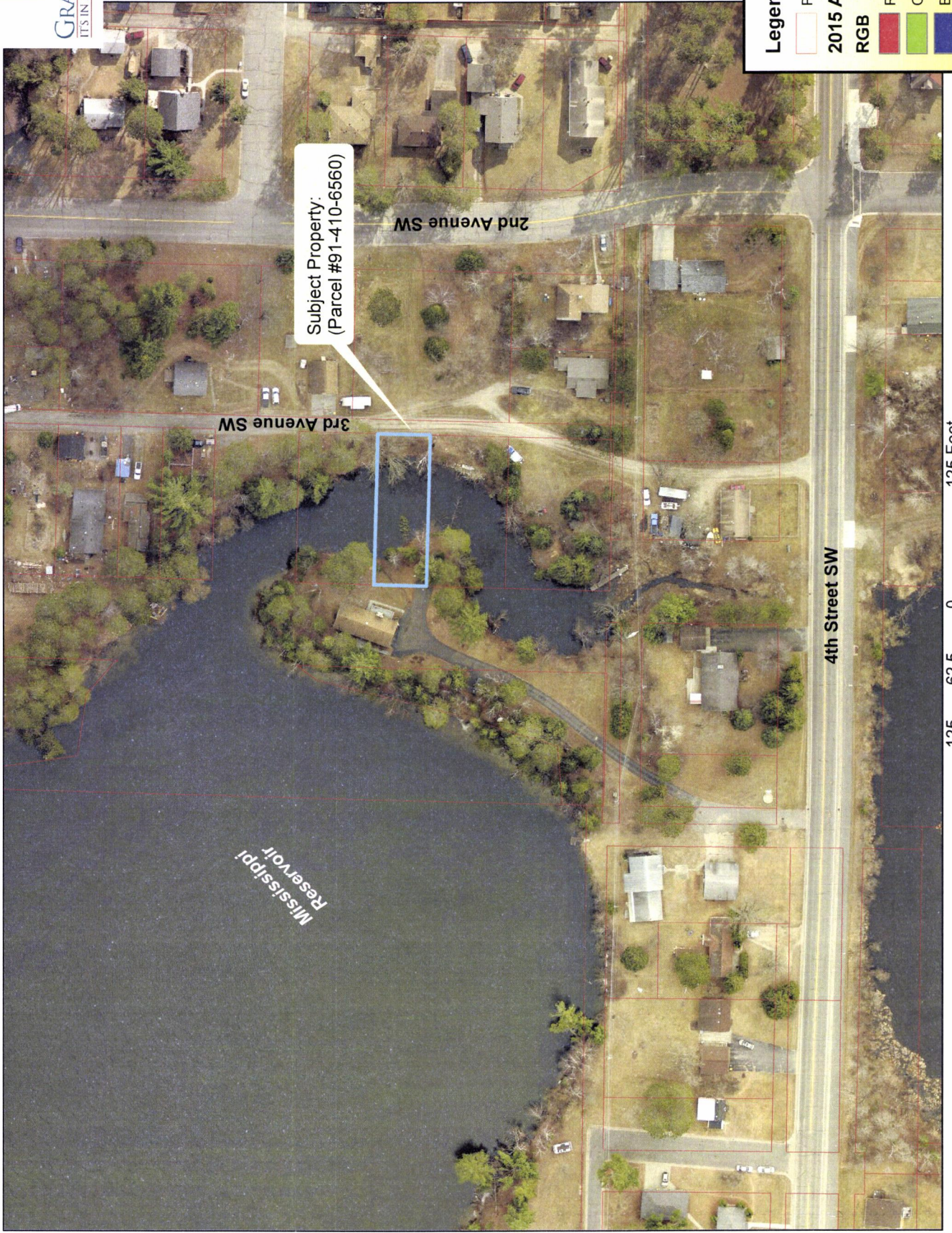
Make a motion approving Itasca County's tax-forfeited classification of Non-Conservation for the west portion (newly created lot) of Parcel No: 91-410-6560, and tax-forfeited classification of Conservation for the remainder of Parcel No: 91-410-6560 (E 90' of lots 20 and 21), and authorize the Mayor and City Clerk's execution of the attached approval form.

Itasca County Tax-Forfeit Classification Lot

(Lots 20-21, Blk. 65, Town of Grand Rapids)



CITY OF
GRAND RAPIDS
ITS IN MINNESOTA'S NATURE



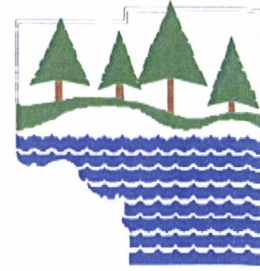
Legend

- Parcels
- 2015 Aerial Photo

RGB

- Red: Red
- Green: Green
- Blue: Blue

ITASCA COUNTY
LAND DEPARTMENT
1177 LaPrairie Ave
Grand Rapids, MN 55744-2600
218-327-2855



December 11, 2015

CERTIFIED MAIL/RETURN RECEIPT

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

Dear Ms. Johnson-Gibeau,

Itasca County is considering a split and classification of a tax-forfeit parcel located in Grand Rapids in an effort to resolve an issue involving improvements on a platted, undeveloped road (see attached map). The parcel to be split is located on Blandin Reservoir, and is described as follows:

Lots 20 and 21, Block 65, Plat of Town of Grand Rapids

The County would like to split the parcel and offer the West portion to adjoining landowners at a sale to be held in February. To do so, the West portion needs to be classified as non-conservation.

The County would like to classify the East portion of the parcel as conservation and retain it as tax-forfeit property, which is open to public use.

The parcel will be considered for classification at the February 2, 2016 Classification meeting at 11:00 a.m. in the County Boardroom.

Itasca County requests that the City of Grand Rapids consider this reclassification and express its approval or disapproval for classification of the affected tax-forfeited land. Please have the appropriate personnel complete the enclosed form and return it to this office at your earliest convenience. Please be advised that, if the City fails to respond with sixty (60) days of the date of this letter, the classification will be deemed to be approved. However, if a decision is made at an earlier date, please return the form at that time.

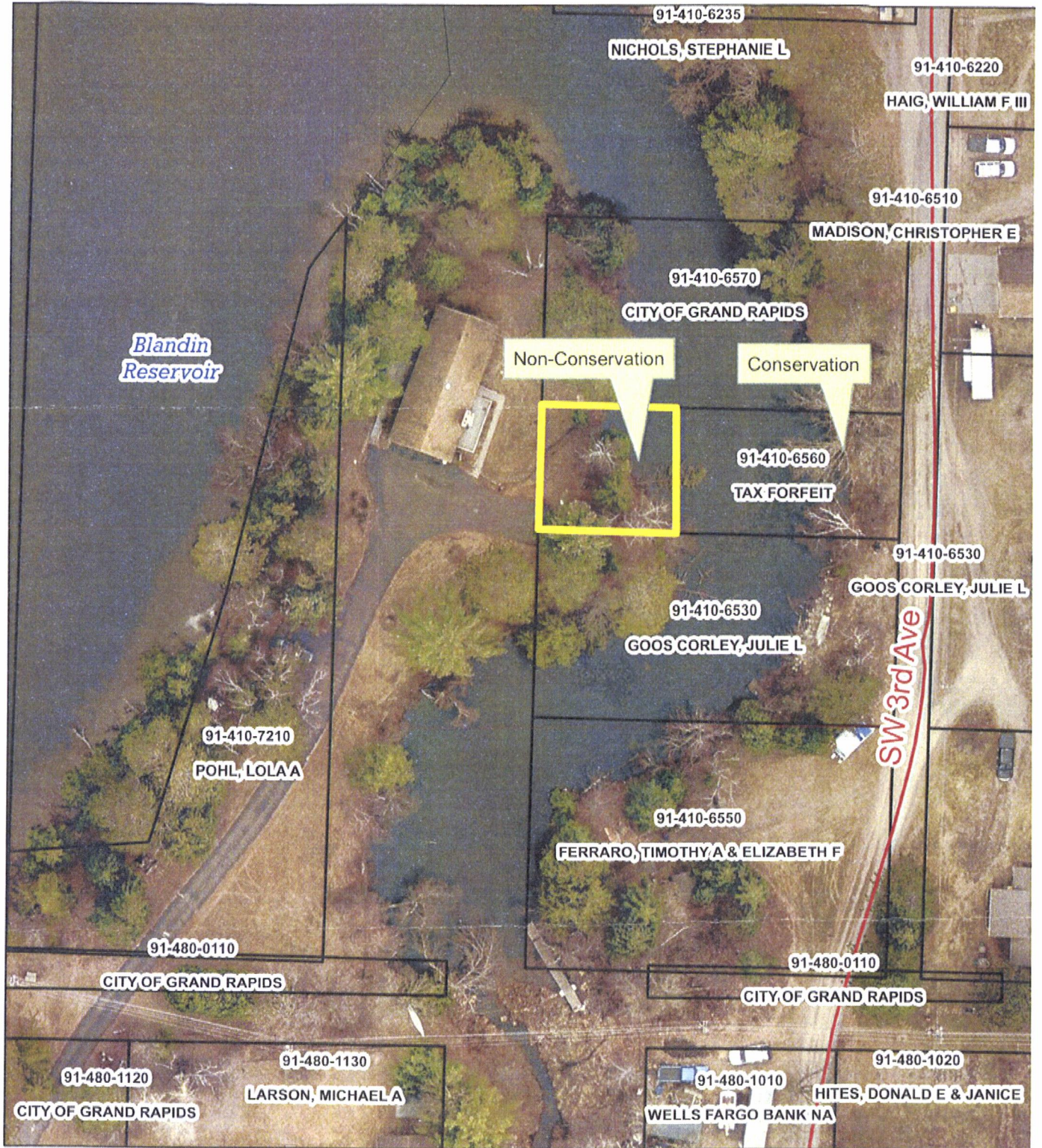
Please contact me if you have any questions in this regard.

Sincerely,

A handwritten signature in cursive script that reads "Julie Weitzel".

Julie Weitzel
Real Estate Specialist

Portion of tax-forfeit parcel proposed to be sold highlighted in yellow.

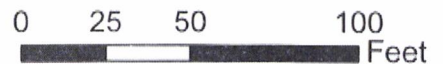


This information is a compilation of data from different sources with varying degrees of accuracy and requires a qualified field survey to verify.

Itasca Geographic Information System
"Decision support through automation"

COPYRIGHT - ITASCA COUNTY ALL RIGHTS RESERVED

No reproduction of this map is allowed by any method or in any form without written permission.



CITY OF GRAND RAPIDS

Classification: Non-Conservation

<u>DESCRIPTION</u>	<u>SEC.</u>	<u>TWP</u>	<u>RGE</u>	<u>APPROVED</u>	<u>NOT APPROVED</u>
All that part of Lots 20 and 21, Block 65, Plat of Grand Rapids, Minnesota lying West of the East 90 feet thereof	21	55	25	<input type="checkbox"/>	<input type="checkbox"/>

Classification: Conservation

<u>DESCRIPTION</u>	<u>SEC.</u>	<u>TWP</u>	<u>RGE</u>	<u>APPROVED</u>	<u>NOT APPROVED</u>
East 90 feet of Lots 20 and 21, Block 65, Plat of Grand Rapids, Minnesota	21	55	25	<input type="checkbox"/>	<input type="checkbox"/>

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

The foregoing reclassification of lands described above, which lies within the boundaries of the City of Grand Rapids in said County and State, is hereby approved or disapproved as indicated above.

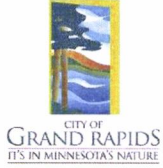
Dated this _____ day of _____, 20____

Attest: _____
Name

Title

Name

Title



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0012 **Version:** 1 **Name:** Dog Park Donations Resolution
Type: Agenda Item **Status:** Consent Agenda
File created: 1/4/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider a resolution accepting donations for the development of a dog park at Veteran's Park.

Sponsors:

Indexes:

Code sections:

Attachments: [Dog Park Donors List](#)
[Dog Park Donations.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider a resolution accepting donations for the development of a dog park at Veteran's Park.

Background Information:

As part of the updated Parks and Trails Master Plan, one of the priority actions was the development of an off-leash dog park at one of our existing City parks. The Civic Center / Parks & Recreation Advisory Board decided Veteran's Memorial Park was the most suitable location for the dog park. Estimates on fencing and benches were received and staff submitted a funding request of \$18,000 as part of the 2016 CIP. Council allocated \$10,000 asking staff to solicit donations to fund the remaining balance. Staff met with a group of citizens and soon after a committee called 'Friends of the Dog Park' was formed. The committee organized events in addition to approaching local businesses and clubs and raised almost \$8,000 in 2015 (a spreadsheet of donors is attached). We are hoping to open the new dog park in June. Minnesota State Statute require all donations be accepted by resolution.

Staff Recommendation:

City staff is recommending approval of a resolution accepting donations for the development of a dog park at Veteran's Park.

Requested City Council Action

Make a motion adopting a resolution accepting donations of \$7,786.84 for the development of a dog park at Veteran's Park.

David Beach
Echo Beach
Denice Black
Amy Blake
Pamey Casio
Bree Chappie
Steve David
Cherice Edgar-Siefert
Marie Gibbons
Amy Glass
Dan Gorath
Kim Gorath
Patricia Hoffman
Jodi Hunter
Kevin Johnson
Dawn Jones
Patti Kampa
Michael Kavanaugh
Tara Makinen
Lynne Meyer
Audrey Moen
Melissa Powers
Julia Rassier
Kelly Serfling
April Sievert
Gina Smith
Michael Sundberg
Maryhelen Tamsett
Amy Tenney
David Thomas
Gloria Branden
Tony Clifton
Maggie Gibbons
Milan Glass
Josh Harper
Herb Lieftring
Diana Lieftring
Tashanna Meyer
Bill Martinetto
Claire Nelson
Becky Wilkins
Lynn Wilson
Simon Wilson
Al Zimmerman
Rhonda Zimmerman
Polly Edington
Lois Nelson

Don Osell
Mary Osell
Ann Saxhaug
M Morris
David Bolton
Cathy Schroeder
L Klosowski
Philip Imholte
Stapleton
Freisen
James Shields
Dennis Jerome
Richard Blake
Paul Bunyan Communications
L&M Supply
Isabelle Sage Creations
Fraternal Order of Eagles
American Legion
Meds-1
Lake Country Furniture
One Main Financial

Total: **7,786.84**

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

RESOLUTION NO. 16-

A RESOLUTION ACCEPTING \$7,786.84 IN DONATIONS FOR THE DOG PARK DEVELOPMENT AT VETERAN'S PARK IN 2016

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:

- Donations totaling \$7,786.84 for the Dog Park Development at Veteran's Park in 2016.

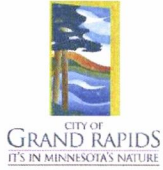
Adopted this 11th day of January, 2016

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0014 **Version:** 1 **Name:** Itasca Strength and Conditioning Lease
Type: Agenda Item **Status:** Consent Agenda
File created: 1/4/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider entering into a lease agreement with Itasca Strength and Conditioning, LLC
Sponsors:
Indexes:
Code sections:
Attachments: [Itasca Strength & Conditioning - 2016](#)

Date	Ver.	Action By	Action	Result
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Consider entering into a lease agreement with Itasca Strength and Conditioning, LLC

Background Information:

Last year we leased out the weight room at the IRA Civic Center to Matt Alstad, Owner of Itasca Strength and Conditioning, LLC. The arrangement has worked out well and we would like to renew the lease with a rate increase from \$100 per month to \$200 per month. The Agreement is attached for your review.

Staff Recommendation:

City staff is recommending entering into a lease agreement with Itasca Strength and Conditioning, LLC for use of the weight room at the IRA Civic Center.

Requested City Council Action

Make a motion to enter into a lease agreement with Itasca Strength and Conditioning, LLC for use of the weight room at the IRA Civic Center.

LEASE AGREEMENT

This Lease Agreement (“Lease”) is made and executed this ____ day of _____, 2016, by and between the City of Grand Rapids (“City”), a municipal corporation, and Itasca Strength and Conditioning, LLC (“Lessee”), collectively referred to herein as “Parties.”

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

NOW, THEREFORE, the Parties agree as follows:

1. **Premises:** The Premises includes the weight room located in the IRA Civic Center at 1401 NW Third Avenue in the City of Grand Rapids.
2. **Term:** This Lease will commence upon execution of this Agreement and shall continue for one year or until terminated by either party as hereinafter provided. This Lease may be extended for additional one-year terms upon the agreement of Lessee and City provided Lessee gives City 30 days’ notice prior to the end of the lease term of his intention to renew. Any such renewed term shall be subject to adjustment of the rent as provided for in paragraph 3 of this Agreement.
3. **Rent:** In consideration for Lessee’s use of the Premises as granted by this Lease, Lessee shall pay to City the amount of \$200 per month payable on the 1st of every month. Payments shall be made to the Finance Department at 420 No. Pokegama Avenue, Grand Rapids, MN 55744.
4. **Use of Premises:** Subject to the terms of this Lease, Lessee shall have use of the Premises at his convenience, including the fitness equipment contained therein, for purposes of conducting private fitness training. Any money received by Lessee as a result of the private fitness training will remain the sole property of Lessee. Any use of the Premises by coaches of the Grand Rapids Area Hockey Association will require Lessee’s written permission prior to use, which shall not be unreasonably withheld.
5. **Responsibilities of Lessee:**
 - a. As a condition of this Lease, Lessee also agrees to provide up to six hours per week of fitness training to members of the Grand Rapids Area Hockey Association during the months of October 1-March 15 at no cost to the members. Training for GRAHA members shall be on a “first come, first serve” basis.
 - b. Lessee will be responsible for cleaning and organizing the weight room, in addition to maintaining the fitness equipment to ensure that it is in proper and safe

operating condition. Any expense for maintaining the fitness equipment will be the responsibility of the Lessee.

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

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

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

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

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

6. **Responsibilities of City:**

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

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

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

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

A. Comprehensive General Liability

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

Bodily Injury: \$1,500,000 per occurrence
Property Damage: \$1,500,000 per occurrence

B. Workers' Compensation

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

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

8. **Termination**: Either party may terminate this Lease without cause by giving the other party thirty (30) days' written notice. Upon delivery of said notice and upon expiration of the 30-day period, Lessee shall discontinue all services in connection with the performance of this

Lease. Termination or expiration shall not relieve Lessee of any obligations set forth in this Lease, including but not limited to indemnification of the City as provided herein.

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

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

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

Lessee:
Itasca Strength and Conditioning, LLC
Email: _____

11. **General Provisions:**

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

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

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

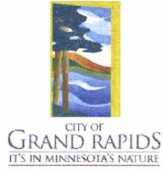
d. If any action at law or equity is commenced concerning this Lease or to enforce its terms, the prevailing party in such matter shall be entitled to the payment of reasonable attorney's fees and costs as determined by the court, in addition to any other relief which may be awarded to that party.

CITY OF GRAND RAPIDS:

LESSEE:

By: _____

Matt Alstad,
Itasca Strength and Conditioning, LLC



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0018 **Version:** 1 **Name:** Resolutions supporting LGA and Transportation Funding
Type: Agenda Item **Status:** Consent Agenda
File created: 1/4/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider adopting resolutions supporting increases in State funding of Local Government Aid (LGA) and transportation funding for cities.
Sponsors:
Indexes:
Code sections:
Attachments: [1-11-16 LGA RESOLUTION.pdf](#)
[1-11-16 Transportation Resolution.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting resolutions supporting increases in State funding of Local Government Aid (LGA) and transportation funding for cities.

Background Information:

With this springs State Legislative session, the legislature will likely address LGA and transportation funding. The attached resolutions support increases in LGA and transportation funding to cities.

Staff Recommendation:

City staff is recommending the attached resolutions.

Requested City Council Action

Make a motion adopting supporting resolutions to increase State funding of Local Government Aid (LGA) and transportation funding for cities.

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

City of Grand Rapids, Minnesota

RESOLUTION No. 16-__

Resolution in Support of Increasing Local Government Aid in the 2016 Legislative Session

WHEREAS, Local Government Aid (LGA) is a critical need for our city; and,

WHEREAS, LGA provides funding to restrain property taxes on homeowners and businesses; and,

WHEREAS, LGA provides for basic services such as public safety, infrastructure and fire protection, and,

WHEREAS the legislature and state agencies have imposed unfunded mandates upon local cities, including increased pension requirements, expensive wastewater infrastructure costs, among other mandates; and,

WHEREAS an LGA increase would help the city of Grand Rapids in funding the replacement of police patrol vehicles and snowplow trucks; and

WHEREAS, no Omnibus Tax Bill was passed by the 2015 legislature, thus freezing the LGA appropriation.

THEREFORE, BE IT RESOLVED that the City of Grand Rapids supports an increase in the base appropriation for Local Government Aid of \$45.5 million effective for aid payable in 2017 and urges adoption of this proposal by the House and Senate.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the following: Senator Tom Saxhaug, Representative Tom Anzelc, Speaker of the House Representative Kurt Daudt, Senate Majority Leader Senator Tom Bakk, House Tax Chair Representative Greg Davids, Senate Tax Chair Senator Rod Skoe, and Governor Mark Dayton.

Adopted this 11th day of January 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.

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

CITY OF GRAND RAPIDS, MINNESOTA
RESOLUTION 16-_____
A RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 19,000 miles—or 13 percent—are owned and maintained by Minnesota’s 853 cities; and

WHEREAS, over 80 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city—large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority—and therefore taxpayers—save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance including the authority to implement local sales tax.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GRAND RAPIDS, that the City of Grand Rapids supports an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction and the ability for cities to implement local sales tax for road improvements.

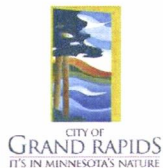
Adopted this 11th day of January 2016

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 #: 16-0020 **Version:** 1 **Name:** Ordinance repealing Chapter 6 - Alcoholic Beverages

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

File created: 1/5/2016 **In control:** City Council

On agenda: 1/11/2016 **Final action:**

Title: Consider adopting an ordinance repealing Chapter 6 - Alcoholic Beverages of the Grand Rapids City Code.

Sponsors:

Indexes:

Code sections:

Attachments: [Ordinance to Repeal Chapter 6](#)

Date	Ver.	Action By	Action	Result
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Consider adopting an ordinance repealing Chapter 6 - Alcoholic Beverages of the Grand Rapids City Code.

Background Information:

The City Council, at their worksession on Monday, December 14, 2015, reviewed the current City Code as it pertains to the sale and distribution of alcohol within the city limits and Minnesota State Statute, addressing the same. Upon repealing Chapter 6 of the Grand Rapids City Code, statutory law will automatically take precedence.

Staff Recommendation:

Adopt new City ordinance repealing Chapter 6 - Alcoholic Beverages.

Requested City Council Action

Make a motion adopting an ordinance repealing Chapter 6 - Alcoholic Beverages of the Grand Rapids City Code and authorize publication in summary form.

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

CITY OF GRAND RAPIDS

ORDINANCE NO.

**ORDINANCE TO AMEND THE
GRAND RAPIDS CITY CODE CITY CODE BY REPEALING
CHAPTER 6-ALCOHOLIC BEVERAGES**

THE CITY COUNCIL OF THE CITY OF GRAND RAPIDS, MINNESOTA, DOES ORDAIN:

Section 1. Title. This ordinance shall be known as the “Repeal of City Code Chapter 6-Alcoholic Beverages.”

Section 2. Statement of Purpose. This is an ordinance to amend the City Code by repealing Chapter 6-Alcoholic Beverages, which defines and incorporates the provisions of Minnesota Statutes Chapter 340A relating to the retail sale, distribution and consumption of intoxicating liquor.

Section 3. Repeal of Chapter 6. Chapter 6 of the Grand Rapids City Code, “Alcoholic Beverages,” is hereby repealed and reserved for future use.

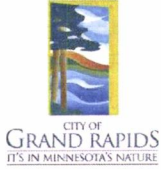
Section 4. Effective Date. This ordinance shall take effect ten (10) days after the final passage thereof.

Adopted by the City Council this 11 day of January, 2016.

Dale Adams, Mayor

ATTEST:

Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0021 **Version:** 1 **Name:** PW Hire PT Maintenance Worker Steve Ross
Type: Agenda Item **Status:** Consent Agenda
File created: 1/5/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider hiring Steve Ross as a part-time intermittent maintenance worker for the remaining 2015-16 Snow Removal Season.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider hiring Steve Ross as a part-time intermittent maintenance worker for the remaining 2015-16 Snow Removal Season.

Background Information:

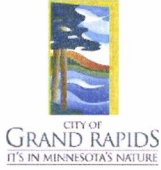
The Public Works Department utilizes part-time intermittent employees to facilitate snow removal during the snow plowing season. These part-time employees are used on an "as needed" basis. Public Works would like to hire Steve Ross for the remaining 2015-2016 Snow Removal Season at a rate of \$15.00 per hour, with a start date effective 1-12-16 and continuing until 4-30-16. This is a budgeted item.

Staff Recommendation:

Jeff Davies, Public Works Director, recommends hiring Steve Ross for the remaining 2015-2016 Snow Removal Season.

Requested City Council Action

Make a motion approving Public Works hiring Steve Ross as a part-time intermittent maintenance worker for the remaining 2015-2016 Snow Removal Season.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0023 **Version:** 1 **Name:** Ordinance addressing alcohol in City Parks
Type: Agenda Item **Status:** Consent Agenda
File created: 1/5/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**

Title: Consider adopting an ordinance amending Chapter 46 - Parks and Recreation, addressing the consumption of alcohol in designated City owned properties.

Sponsors:

Indexes:

Code sections:

Attachments: [ORDINANCE re alcohol consumption in parks \(3\)](#)

Date	Ver.	Action By	Action	Result
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Consider adopting an ordinance amending Chapter 46 - Parks and Recreation, addressing the consumption of alcohol in designated City owned properties.

Background Information:

With the proposed repeal of Grand Rapids City Code Chapter 6 - Alcoholic Beverages, staff suggests that the Council consider addressing Section 6-41 (c), Restrictions on purchase and consumption: City owned parks in another chapter. Specifically Chapter 46 - Parks & Recreation, allowing the City to continue enforcement regarding alcoholic consumption on city-owned properties.

Staff Recommendation:

Adopt an ordinance adding Section 46-3 the Grand Rapids City Code, Chapter 46.

Requested City Council Action

Make a motion adopting City Ordinance adding Section 46-3 to City Code Chapter 46 regarding alcohol consumption at city-owned facilities.

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

CITY OF GRAND RAPIDS

ORDINANCE NO.

**AN ORDINANCE ADDING A NEW SECTION 46-3 TO THE
GRAND RAPIDS CITY CODE, CHAPTER 46, PARKS AND RECREATION,
REGARDING ALCOHOL CONSUMPTION**

THE CITY COUNCIL OF THE CITY OF GRAND RAPIDS, MINNESOTA, DOES
ORDAIN:

That the following Section 46-3, Alcohol Consumption, is adopted and added to Grand Rapids Code, Chapter 46:

Section 46-3 – ALCOHOL CONSUMPTION

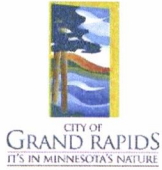
It shall be lawful for persons who are twenty-one years of age, or older, to consume alcohol upon the following city-owned properties: Veteran's Park, the Grand Rapids Sports Complex, the Pokegama Golf Course, and Legion Field. The City Parks and Recreation Department shall place any and all restrictions upon said consumption of alcohol they deem appropriate to protect public safety and the integrity of city-owned property. Violation of this Ordinance shall constitute a misdemeanor offense which shall be punishable by 90 (ninety) days in jail and a fine of not more than \$1,000 (one thousand) dollars.

ADOPTED AND PASSED by the City Council of the City of Grand Rapids on the 11
day of January, 2016.

Dale Adams, Mayor

ATTEST:

Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0025 **Version:** 1 **Name:** Conc. Hire-Benes
Type: Agenda Item **Status:** Consent Agenda
File created: 1/6/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider approving the hiring of a regular part-time employee at the IRA Civic Center and Grand Rapids Sports Complex.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider approving the hiring of a regular part-time employee at the IRA Civic Center and Grand Rapids Sports Complex.

Background Information:

Alexandra Benes will be hired to work at the IRA Civic Center and Grand Rapids Sports Complex as a regular part-time concession employee starting at \$9.00 per hour beginning January 12, 2016. These wages are included in the 2016 operating budget.

Staff Recommendation:

City staff is recommending the approval of hiring Alexandra Benes as a regular part-time employee with the IRA Civic Center and Grand Rapids Sports Complex.

Requested City Council Action

Make a motion approving the hiring of Alexandra Benes as a regular part-time employee at the IRA Civic Center and Grand Rapids Sports Complex.



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	16-0029	Version:	1	Name:	Consider wage increases for three regular part-time employees.
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	1/6/2016	In control:		In control:	City Council
On agenda:	1/11/2016	Final action:		Final action:	
Title:	Consider wage increases for three regular part-time employees.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Consider wage increases for three regular part-time employees.

Background Information:

Susan Johnson was hired on May 12, 2008 as a Part-time Scanner. Sue is scheduled to work 20 hours per week and is currently earning \$9.25 per hour. Her wage history is as follows:

5/12/2008	\$7.50/hour	(minimum wage = \$7.25)
9/8/2009	\$7.75/hour	(minimum wage = \$7.25)
9/21/2011	\$9.00/hour	(minimum wage = \$7.25)
4/22/2013	\$9.25/hour	(minimum wage = \$7.25)
1/1/2016	\$9.50/hour	(minimum wage = \$9.25)
8/1/2016	\$9.75/hour	(minimum wage = \$9.50)

Kelly Ewens was hired on December 18, 2012 as a Part-time Animal Control Facility Attendant. Kelly typically works an averages 14 hours per week and is currently earning \$9.00 per hour. Her wage history is as follows:

12/18/2012	\$7.25/hour	(minimum wage = \$7.25)
1/1/2015	\$8.50/hour	(minimum wage = \$8.00)
8/1/2015	\$9.00/hour	(minimum wage = \$9.00)
1/1/2016	\$9.25/hour	(minimum wage = \$9.00)
8/1/2016	\$9.50/hour	(minimum wage = \$9.50)

Jessica Setness was hired on March 24, 2014 as a Part-time Communications Specialist. Jessica typically works an average of 14 hours per week and is currently earning \$15.00 per hour. Her wage history is as follows:

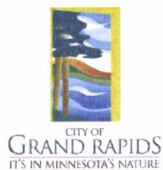
3/25/2014	\$14.00/hour	
9/25/2014	\$15.00/hour	
1/1/2016	\$15.38/hour	(2.5%)

Staff Recommendation:

City Administrator Tom Pagel and Human Resources Director Lynn DeGrio are recommending cost of living increases for the three regular part-time employees and an additional wage increase (as noted) due to the mandated minimum wage increase effective August 1, 2016.

Requested City Council Action

Make a motion to approve wage increases for three regular part-time employees retroactive to January 1, 2016.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0030 **Version:** 1 **Name:** Close Fund 415 transfer to Fund 366
Type: Agenda Item **Status:** Consent Agenda
File created: 1/6/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider adopting a resolution authorizing an operating transfer from Capital Projects-2014 Equipment Certificate Fund (415) to the Debt Service Fund-2014A GO Improvement Bonds (366) in the amount of \$4,252 and close the fund as of December 31, 2015.

Sponsors:

Indexes:

Code sections:

Attachments: [Close fund 415 & transfer \\$4,252 to 366.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution authorizing an operating transfer from Capital Projects-2014 Equipment Certificate Fund (415) to the Debt Service Fund-2014A GO Improvement Bonds (366) in the amount of \$4,252 and close the fund as of December 31, 2015.

Background Information:

In 2014, the City issued General Obligation Bonds for CP 2011-2 Crystal Lake Boulevard project, Capital Improvements and Equipment Certificates. All of the equipment purchases have been made and some of the purchases came in lower than projected leaving a cash of approximately \$4,252. According to the bond documents, any remaining funds have to be transferred to the Debt Service Fund.

Staff Recommendation:

Staff is recommending adopting a resolution authorizing an operating transfer from Capital Projects-2014 Equipment Certificate Fund (415) to the Debt Service Fund-2014A GO Improvement Bonds (366) in the amount of \$4,252 and close the fund as of December 31, 2015.

Requested City Council Action

Make a motion adopting a resolution authorizing an operating transfer from Capital Projects-2014 Equipment Certificate Fund (415) to the Debt Service Fund-2014A GO Improvement Bonds (366) in the amount of \$4,252 and close the fund as of December 31, 2015.

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

RESOLUTION NO. 16-
A RESOLUTION AUTHORIZING AN OPERATING TRANSFER FROM THE CAPITAL
PROJECTS FUND-2014 EQUIPMENT CERTIFICATE FUND (415) TO THE DEBT
SERVICE FUND- 2014A GO IMPROVEMENT BONDS (366) IN THE AMOUNT OF
\$4,252 AND CLOSE THE FUND AS OF DECEMBER 31, 2015

WHEREAS, in 2014, the City issued General Obligation Bonds for CP 2011-2 Crystal Lake Boulevard project, Capital Improvements and Equipment Certificates, and

WHEREAS, all of the equipment purchases have been made and some of the equipment purchases came in lower than projected, and

WHEREAS, these excess funds totaled approximately \$4,252,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorize the transfer of \$4,252 from the Equipment Certificate Fund (415) to the 2014A GO Improvement Bonds (366), and to close the fund as of December 31, 2015.

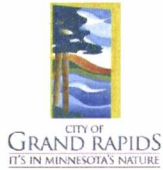
Adopted this 11th day of January 2016.

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 #:	16-0031	Version:	1	Name:	Consider commencing proceedings and establishing a public hearing date to consider the vacation of certain portions of retained public easements within Blocks 20 and 21, Plat of Town of Grand Rapids.
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	1/6/2016	In control:		In control:	City Council
On agenda:	1/11/2016	Final action:		Final action:	
Title:	Consider commencing proceedings and establishing a public hearing date to consider the vacation of certain portions of retained public easements within Blocks 20 and 21, Plat of Town of Grand Rapids.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Exhibit A: Block 20-21 Easement Vacation Map GREDA Easement Vacation resolution establishing PH				

Date	Ver.	Action By	Action	Result
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Consider commencing proceedings and establishing a public hearing date to consider the vacation of certain portions of retained public easements within Blocks 20 and 21, Plat of Town of Grand Rapids.

Background Information:

The GREDA recently entered into a Letter of Intent, with United Development Solutions, a hotel and mixed-use development company from St. Cloud, Minnesota, for the purchase of a GREDA owned site along 2nd Street NE across from the Grand Rapids Area Library (Block 20/21 Site), for the purpose of developing a four story 72-85 unit Holiday Inn Express hotel.

The Block 20/21 Site currently has two retained easements, that are not needed for infrastructure, as newly established easements have been added to the property to accommodate existing infrastructure. The reason for the initiation of the subject vacations, is to remove unused easements that could inhibit future development on the property.

The subject portion of easements proposed for vacation, were retained through a City initiated right-of-way vacation project in April of 1996 (Itasca County Record 470651).

Pursuant to Minnesota Statute 412.851, the City Council has the authority, by their own motion, to initiate the process to consider these vacations through their motion.

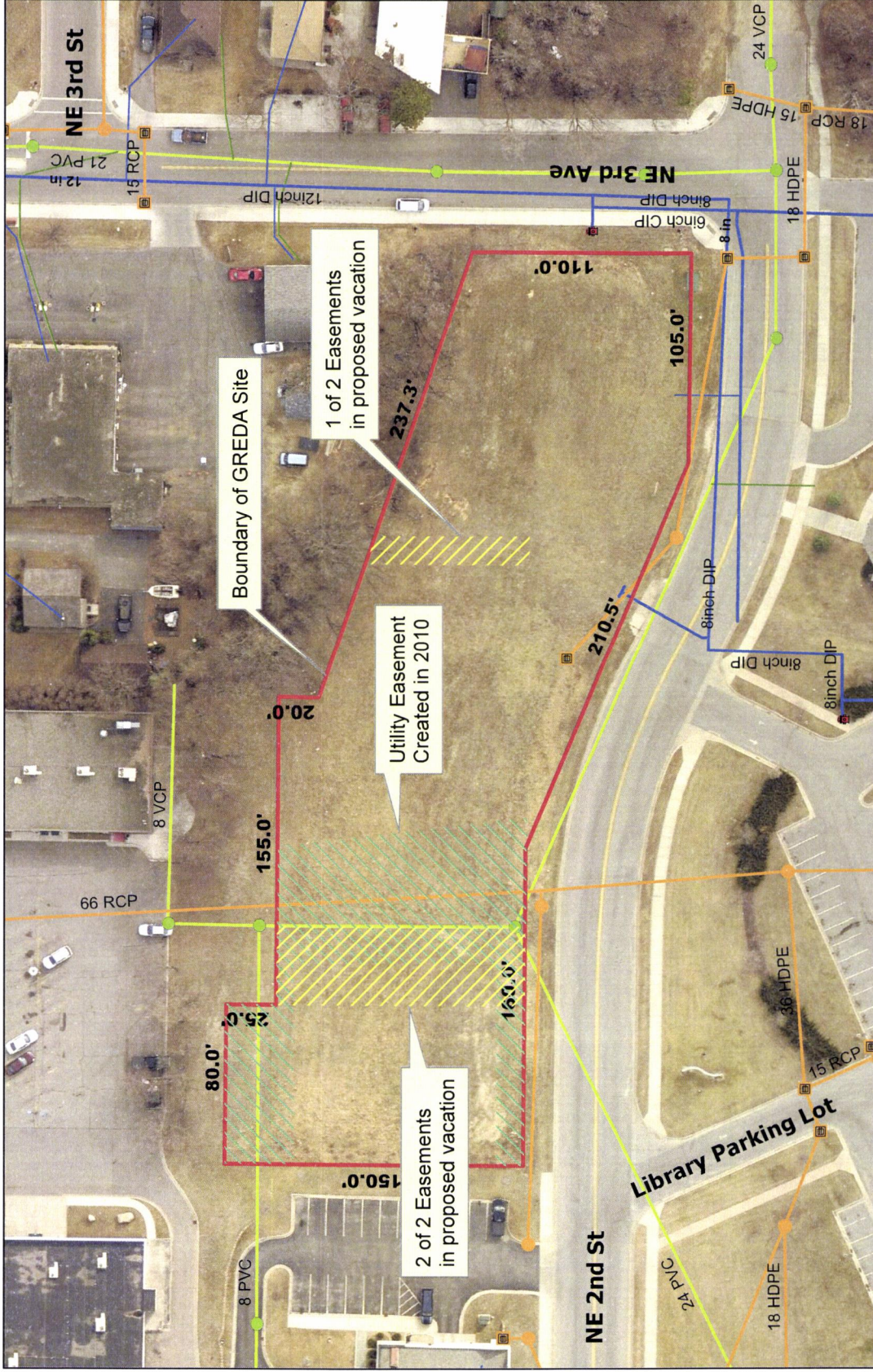
The attached draft resolution initiates the consideration of these vacations, and establishes a City Council public hearing date of 5:30 pm, February 22, 2016. With adoption of this resolution, the matter will be forwarded to the Planning Commission for their advisory recommendation to the Council at their next meeting on February 4th.

Requested City Council Action

Make a motion to commence proceedings and establishing a public hearing date to consider the vacation of certain portions of retained public easements within Blocks 20 and 21, Plat of Town of Grand Rapids.

Exhibit A

Block 20-21 Site Easement Vacation



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

RESOLUTION NO. 16-__

A RESOLUTION SETTING A PUBLIC HEARING FOR THE VACATION OF PORTIONS OF CERTAIN RETAINED PUBLIC EASEMENTS WITHIN BLOCKS 20 AND 21, PLAT OF TOWN OF GRAND RAPIDS

THE CITY COUNCIL OF THE CITY OF GRAND RAPIDS, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City Council pursuant to Minnesota Statute §412.851 desires to consider the vacation of portions of certain retained public easements within the City of Grand Rapids; and

WHEREAS, the portions of retained easements the City Council desires to consider the vacation of are generally described as *(and depicted in the attached map - Exhibit A)*:

S 125 ft. of the W ½ of the VAC 2nd Avenue E LYG ADJ to Block 20, in the Plat of Town of Grand Rapids

And;

That portion of VAC N/S Alley in Block 21, Plat of Town of Grand Rapids, LYG S of a line extending from a point along the E boundary of Block 21, 30 ft. N of the SE corner of Lot 1 to a point the W boundary of Block 21 of Block 21, 130 ft. N of the SW corner of Lot 24

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

1. The Council will consider the vacations of said portions of retained public easements and conduct a public hearing on said vacations at 5:30 pm on the 22nd day of February, 2016, before the City Council in City Hall located at 420 N. Pokegama Ave., Grand Rapids, Minnesota.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Adopted by the Council this 11th day of January, 2016.

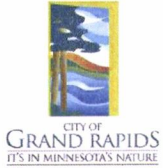
Dale Adams, Mayor

ATTEST:

Kim Gibeau, City Clerk

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

DRAFT



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0036 **Version:** 1 **Name:** GASB 68 Implementation
Type: Agenda Item **Status:** Consent Agenda
File created: 1/7/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider approving Redpath and Company's Addendum to the Engagement Letter dated June 23, 2015 to provide the City of Grand Rapids assistance in implementing Governmental Accounting Standards Board 68 (GASB 68).

Sponsors:

Indexes:

Code sections:

Attachments: [Grand Rapids Engagement Letter Addendum 1.6.15.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Redpath and Company's Addendum to the Engagement Letter dated June 23, 2015 to provide the City of Grand Rapids assistance in implementing Governmental Accounting Standards Board 68 (GASB 68).

Background Information:

Governmental Accounting Standards Board (GASB) established statement 68, Financial Reporting for Pension Plans, which is required to be implemented in 2015. Statement 68 replaces the requirements of Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, as well as the requirements of Statement No. 50, *Pension Disclosures*. GASB 68 applies to accounting for pension plan sponsors (municipalities). Any financial reporting done for the pension plan sponsor (the City) should be prepared in accordance with GASB 68 and is effective for the fiscal year ending December 31, 2015.

Unless additional work is requested, or circumstances require additional work, Redpath and Company will charge the basic fee for GASB 68 implementation assistance and additional audit procedures relating to GASB 68 for \$2,500 for the year ended December 31, 2015. The portion related to additional audit procedures is a permanent scope increase and will continue in future years. The estimated costs related to this portion is \$1,000 for future years.

Staff Recommendation:

Staff is recommending approving Redpath and Company's Addendum to the Engagement Letter dated June 23, 2015 to provide the City of Grand Rapids assistance in implementing Governmental Accounting Standards Board 68 (GASB 68) in the amount of \$2,500 for the year ended December 31, 2015 with subsequent years to have an estimated amount to be \$1,000 and authorize the necessary signatures.

Requested City Council Action

Make a motion approving Redpath and Company's Addendum to the Engagement Letter dated June 23, 2015 to provide the City of Grand Rapids assistance in implementing Governmental Accounting Standards Board 68 (GASB 68) in the amount of \$2,500 for the year ended December 31, 2015 with subsequent years to have an estimated amount to be \$1,000

and authorize the necessary signatures.



January 6, 2016

City of Grand Rapids
Barb Baird
420 North Pokegama Avenue
Grand Rapids, Minnesota 55744

RE: Addendum to Engagement Letter Dated June 23, 2015

We are pleased to confirm our understanding of the services we are to provide the City of Grand Rapids, Minnesota for the year ended December 31, 2015. The scope of services includes the following:

- Nonattest services for assistance with GASB 68 implementation
- Increased scope of audit procedures related to GASB 68

Unless additional work is requested, or circumstances require additional work, we agree that our basic fee for GASB 68 implementation assistance and the additional audit procedures relating to GASB 68 will be \$2,500 for the year ended December 31, 2015. The fee is based on the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Unplanned scope increases, late arriving, piecemeal, incomplete or inaccurate information, may result in additional fees.

The portion related to additional audit procedures is a permanent scope increase and will continue in future years. The estimated fee related to this portion is \$1,000.

We appreciate the opportunity to be of service to the City of Grand Rapids, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink that reads "David J. Mol". The signature is written in a cursive style with a large initial "D".

David J. Mol, CPA

DJM/aer

Response

This letter correctly sets forth the understanding of the City of Grand Rapids, Minnesota:

By: _____

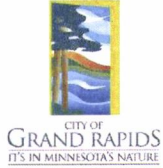
Title: _____

Date: _____

Nonaudit Services

The employee(s) assigned to oversee the nonaudit services is as follows:

Employee (name and title): _____



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0038 **Version:** 1 **Name:** Termination of Jason Garner
Type: Agenda Item **Status:** Consent Agenda
File created: 1/7/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider terminating a part-time employee at the IRA Civic Center.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider terminating a part-time employee at the IRA Civic Center.

Background Information:

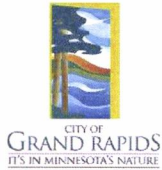
Jason Garner was hired as a part-time Maintenance worker at the IRA Civic Center last fall. He will no longer be scheduled to work but will still volunteer time assisting Maintenance staff.

Staff Recommendation:

City staff is recommending the termination of Jason Garner as a part-time employee at the IRA Civic Center effective December 19, 2015.

Requested City Council Action

Make a motion to terminate Jason Garner as a part-time employee at the IRA Civic Center effective December 19, 2015.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0039 **Version:** 1 **Name:** Grant submittal to Arrowhead Regional Arts
Type: Agenda Item **Status:** Consent Agenda
File created: 1/7/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider authorizing the Human Rights Commission to submit a grant application to the Arrowhead Regional Arts Council in an amount of \$6,000 to be utilized to fund expenses related to bringing an exhibit by photographer Wing Young Huie to the MacRostie Art Center in October 2016 with an accompanying presentation and workshop by the artist.

Sponsors:

Indexes:

Code sections:

Attachments: [1-11-16 Wing Young Huie GR HRC Proposal.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing the Human Rights Commission to submit a grant application to the Arrowhead Regional Arts Council in an amount of \$6,000 to be utilized to fund expenses related to bringing an exhibit by photographer Wing Young Huie to the MacRostie Art Center in October 2016 with an accompanying presentation and workshop by the artist.

Background Information:

Attached is background information on the artist that the Human Rights Commission would like to bring to the MacRostie Art Center. To assist in funding the exhibit they would like to apply for a grant from the Arrowhead Regional Arts Council.

Staff Recommendation:

City staff is recommending the authorizing the Human Rights Commission to submit a grant application to the Arrowhead Regional Arts Council in an amount of \$6,000 to be utilized to fund expenses related to bringing an exhibit by photographer Wing Young Huie to the MacRostie Art Center in October 2016 with an accompanying presentation and workshop by the artist.

Requested City Council Action

Make a motion authorizing the Human Rights Commission to submit a grant application to the Arrowhead Regional Arts Council in an amount of \$6,000 to be utilized to fund expenses related to bringing an exhibit by photographer Wing Young Huie to the MacRostie Art Center in October 2016 with an accompanying presentation and workshop by the artist.

Wing Young Huie – Exhibit, Presentation, and Workshop – October 2016

Summary: MacRostie Art Center is interested in partnering with the Grand Rapids Human Rights Commission to present this program. The cost to bring the artist here with an exhibit, lecture, and workshop would be approximately \$2500. Additional costs could include advertising/promotion, transportation for underserved groups to attend, etc. The GR HRC would be eligible to apply for a grant from the Arrowhead Regional Arts Council of up to \$6,000 (MAC is not eligible). MAC can supply the 20% match with staff time, in-kind use of the venue, and some publicity. We'd be happy to help with the grant as well. The grant is due January 29, 2016 with funds available starting April 1.

More info about the Community Arts Learning grant program <http://aracouncil.org/>

More info about Wing Young Huie: <http://www.wingyounghuie.com/>

MAC Contact: Katie Marshall, 218-326-2697, katie@macrostieartcenter.org



EXHIBIT: Identity and the American Landscape

This 50-piece retrospective is culled from 11 projects that span a 30-year career, reflecting the dizzying, changing cultural landscape.

Wing has many exhibition possibilities available for venues of all kinds, appropriate for formal gallery settings to K - 12 schools. His photographs address a host of social topics, including immigration, race, adoption, urbanism, rural life, dementia, spirituality, Lutheransim, gender, vulnerability, homelessness, and social disconnection.



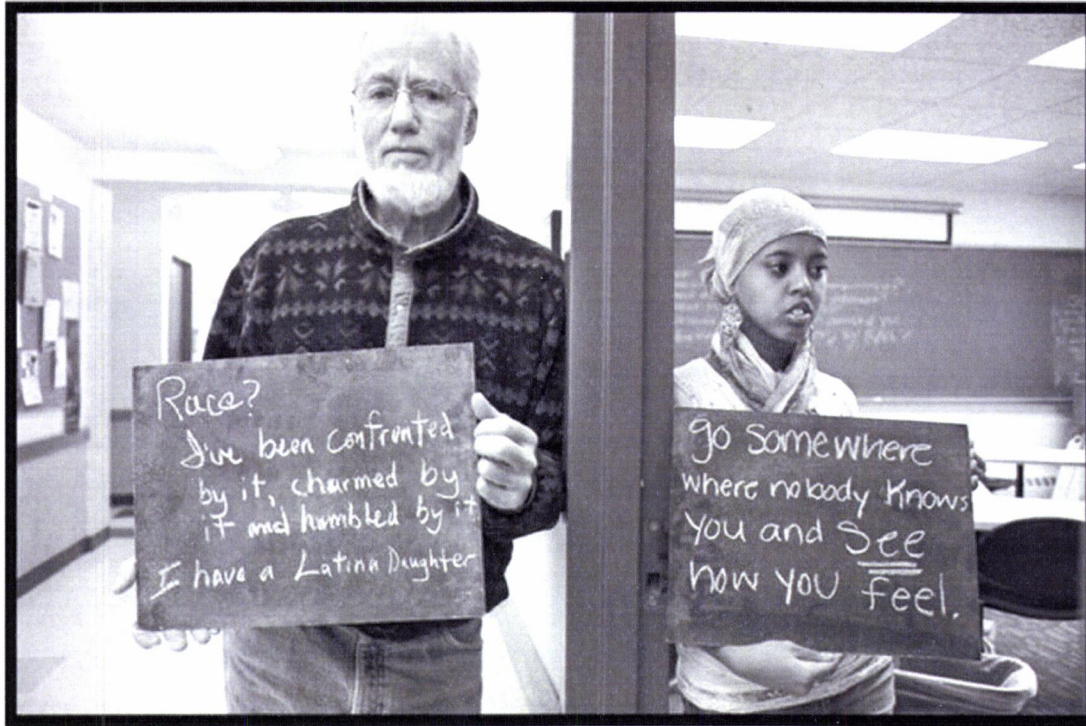
LECTURE: How Do Photographs Form Us?

Wing's dynamic slide show lecture confronts many divisive social issues, such as cultural bias, immigration, religion, and social disconnection. While sharing anecdotes and insights into his creative process—and his abilities to intimately interact with thousands of strangers—he also discusses the personal and professional challenges in his 35-year journey of becoming a celebrated artist.

Contrasting points of views are engaged when Wing presents his photographs that are open to interpretation and asks participants, “What do you see?” He then facilitates a dialogue before revealing the stories behind the photographs that furthers the complexities of cultural and personal perceptions, creating a challenging yet safe environment for deep discussion.

How are we impacted by the daily consumption of countless images created by marketing forces, the media, and popular entertainment? How can we differentiate our authentic selves from idealized realities? Do we become what we see? In other words: How do photographs form us?

Time frame: 45 - 75 minutes.



WORKSHOP: Chalk Talk

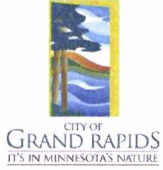
A "Chalk Talk" workshop is also available, in which participants engage each other with an activity used in his recent work, *The University Avenue Project*. Wing elicited responses from hundreds of people in various circumstances by asking a series of open-ended questions. He then chose only one of the answers from each person, which that person wrote on a chalkboard. How would you answer these questions?

- What are you?
- How do you think others see you? What don't they see?
- What advice would you give to a stranger?
- What is your favorite word?
- Describe an incident that changed you.
- How have you been affected by race?

Workshop participants pair with someone in the room they are unfamiliar with, ask each other these questions, choose each others' answer, and then write that answer down on black construction paper with white chalk. (Option: participants can then photograph each other with their chalkboards.)

This intimate and non-confrontational interaction addresses issues of bias, challenging preconceptions of the other and one's self.

Time Frame: 45 - 60 minutes.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0026 **Version:** 1 **Name:** Board & Commission Minutes
Type: Minutes **Status:** Approved
File created: 1/6/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Acknowledge the attached minutes for City Boards & Commissions.

Sponsors:

Indexes:

Code sections:

Attachments: [December 1, 2015 Arts & Culture Minutes](#)
[November 5, 2015 Special PUC Meeting Minutes](#)
[November 12, 2015 Library Board Minutes](#)
[November 18, 2015 PUC Minutes](#)
[November 24, 2015 Special PUC Meeting Minutes](#)
[October 14, 2015 PUC Minutes](#)
[October 23, 2015 Special PUC Meeting Minutes](#)
[October 26, 2015 Special PUC Meeting Minutes](#)
[October 27, 2015 Special PUC Meeting Minutes](#)
[October 28, 2015 Human Rights Commission Minutes](#)
[October 28, 2015 Special PUC Meeting Minutes](#)
[October 29, 2015 Special PUC Meeting Minutes](#)
[October 30, 2015 Special PUC Meeting Minutes](#)

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

**CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
CONFERENCE ROOM 2B – GRAND RAPIDS CITY HALL
REGULAR MEETING, TUESDAY, DECEMBER 1, 2015 – 3:15 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, December 1, 2015, at 3:15 pm

CALL OF ROLL: On a Call of Roll, the following members were present: Lois Bendix, John Connelly, Harry Smith, Kathy Dodge, Leah Yellowbird, David Marty, Karen Walker, and Sonja Merrild.

Present via skype: Benjamin Braff

Visitor: Jeff Johns, Forest History Center

Commissioner Merrild arrived at 3:20 pm

Staff Present: Amy Dettmer, Jessica Setness and Michele Palkki

Commissioner Dodge called the meeting to order at 3:20 pm.

SETTING THE AGENDA: Nothing to add

Commissioner Merrild arrived at 3:20 pm

Introductions were held on behalf of newest Commissioner Leah Yellowbird.

APPROVAL OF MINUTES – Regular Meeting, November 3, 2015

Motion by Commissioner Marty, second by Commissioner Smith to approve the minutes of the Regular Meeting, November 3, 2015 as presented. Motion passed by unanimous vote.

FINANCIAL REPORT

A discussion was held regarding temporary lighting at Central School for the Artist(s) in Residence on the 3rd floor. Commissioner Dodge has been in contact with City Facility Director Ron Edminster and he gave permission to purchase specific lighting from Home Depot. Commissioner Dodge requested permission to spend some of the money left in the Arts and Culture budget.

Motion by Commissioner Walker, second by Commissioner Merrild to approve the purchase of temporary lighting, up to \$500.00 out of the Arts and Culture Budget, for the Artist(s) in Residence at Central School. Motion passed by unanimous vote.

Commissioner Dodge also requested permission to purchase 3 signs, that indicate the Artist is in or out. The signs will be 22" x 28" and be located at each entrance to the building.

Motion by Commissioner Bendix, second by Commissioner Marty to approve the purchase of 3 signs, up to \$400.00 out of the Arts and Culture Budget, for the Artist(s) in Residence at Central School. Motion passed by unanimous vote.

NEW BUSINESS – Jeff Johns, Forest History Center

Commissioner Dodge welcomed Mr. Johns to the meeting. Mr. Johns was invited to speak about programs that are ongoing at the Forest History Center and what is projected for 2016.

Mr. Johns reported that regular activities continue at the Forest History Center. Into the Woods Programs are planned from September 19, 2015 through – May 21, 2016. For more information, call the Forest History Center at 327-4482.

This year additional activities are scheduled for an old-fashioned holiday experience on December 5th and 6th. The festivities will include music entertainment, wagon rides, light the fire tower and fire- works.

Additional programs, WinterGlo Festival are planned for Friday, December 4th through Sunday, December 6th. This event was coordinated with people who came together to put something that could be included with destinations/marketing that Visit Grand Rapids does. It is hoped that this festival can grow and continue each year.

Events begin with unveiling of business windows, with a decorating contest to be judged and a winner declared at 6:30 pm in Central School. There are many events scheduled throughout the weekend. The events will close at 2:30 pm with the Grand Rapids Area Male Chorus Christmas Concert held at St. Andrews Lutheran Church.

There are events in the planning phases for 2016 including Forest Jam, possible logging international competition. October Fest has been such a great success there are more events planned for 2016 that will include the whole family.

Commissioner Merrild requested that the Forest History Center include more programs that interpret the Ojibwe culture.

Mr. Johns reported that there have been over 50,000 visitors at the Forest History Center. The Commission thanked Mr. Johns for his report and welcomed him to come to future meetings.

OLD BUSINESS – Commissioner’s Progress Reports

Commissioner – River Venue Progress

Commissioner Connelly reported that a meeting was held with City Administrator Pagel and Community Director Rob Mattei regarding the River Venue. A Request for Proposal (RFP) would need to include community input, assess need, potential users etc. Mr. Mattei will begin to work on a draft. Timeline would be to begin sometime in the 1st quarter of 2016 and completion by fall of 2016 with potential implementation in 2017.

Commissioner Bendix – Public Art

Commissioner Bendix reported that she would get together with Jeff Davies, Public Works Director, regarding public art, what can be accepted as donations of art and their locations.

ARTIST IN RESIDENCE

Commissioner Dodge reported that she would coordinate the purchase of lighting for Central School. Lily Winter will be coming in February for the Artist in Residence program.

ANNOUNCEMENTS/QUESTIONS

Commissioner Dodge reported that she will be absent at the January 5th Meeting. Vice Chair, Commissioner Merrild, will conduct the meeting. Elections need to take place for Chair, Vice Chair and Secretary at the January Meeting.

There being no further business, the meeting adjourned at 4:45 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, January 5, 2016 beginning at 3:45 pm at the Grand Rapids City Hall, Conference Room 2B.

A Special meeting of the Grand Rapids Public Utilities Commission was held on Friday, November 5, 2015 at 12:00 Noon in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, MN.

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

Others Present: General Manager Ward, Consultant George Stunyo.

President Welliver acknowledged the posting of the special meeting date, time and purpose. The purpose of the meeting was stated as follows:

1. Evaluate the General Manager candidate information.
2. Consider selecting a candidate for the position of General Manager.
3. Consider drafting a proposal for a job offer.

President Welliver updated the Commission on the recruitment process for the General Manager position. Discussion followed on the interviews that were conducted during the week of October 26th-30th and the procedures for moving forward with the selection process, which was facilitated via telephone conference by Mr. John Miner of Collaboration Unlimited.

Motion by Hodgson to approve a job offer to the preferred candidate, Mr. Brian Gandy. 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.

By call of the chair, the meeting was declared adjourned at 1:30 PM

Stephen R. Welliver, President

Attest:

Gregory A. Chandler, Secretary

Grand Rapids Area Library Regular Board Meeting November 12, 2015

Call to Order: The monthly board meeting was called to order at 5:07 PM by Dennis Jerome.

Roll Call:

- **Members Present:** Janet Neurauter, Dennis Jerome, Max Peters, Jean MacDonell, Randy McCarty, and Susan Zeige
- **Members Absent:** Shannon Benolken and Mary Helen Haarklau
- **Staff Present:** Director Marcia Anderson

Public Forum:

Agenda: Janet Neurauter moved to approve the agenda. A second was made by Max Peters. The motion passed unanimously.

Minutes: Randy McCarty moved to approve the minutes from the October 14, 2015 board meeting. A second was made by Jean MacDonell. The motion passed unanimously.

Communications: Quarterly Report from the Minnesota Foundation

Financial Report:

The Grand Rapids Area Library Bill List Invoices Due On/Before November 12, 2015

AMAZON.COM	184.64
AMERIPRIDE LINEN & APPAREL	46.06
ARROWHEAD LIBRARY SYSTEM	103.06
BAKER & TAYLOR, INC	2149.55
BLUE CROSS & BLUE SHIELD OF MN	4753.50
BUSY BEES QUALITY CLEANING	1700.00
CARQUEST AUTO PARTS	339.76
DELTA DENTAL OF MINNESOTA	194.10
DEMCO	1599.27
FIDELITY SECURITY LIFE INS CO	5.96
GRAND RAPIDS CITY PAYROLL	36782.74
JUNIOR LIBRARY GUILD	21.00
LEXIS NEXIS	173.70
LINCOLN NATIONAL LIFE	107.30
MANUFACTURER'S NEWS INC	140.90
MEDICO LIFE & HEALTH INS CO	18.45
MINNESOTA ENERGY RESOURCES	79.19
MINNESOTA REVENUE	49.53
MINITEX	374.00
NEXTERA COMMUNICATIONS LLC	80.72
PAUL BUNYAN COMMUNICATIONS	244.32
PERSONNEL DYNAMICS LLC	1238.96
PIZZA WORKS	7.47
P.U.C.	2892.06
SHOWCASES	1014.12
SIM SUPPLY INC	266.23
TRU NORTH ELECTRIC LLC	1420.53
VERIZON WIRELESS	112.56
THE VILLAGE BOOK STORE	22.36
VISA	444.33
WASTE MANAGEMENT	245.00
XEROX CORPORATION	106.10
STEPHANIE JEANNE KESSLER	100.00
LON HODGE	250.00
TOTAL ALL VENDORS:	57267.47

Randy McCarty moved to approve the financial report and payment of bills as listed. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

Staff Reports:

- **Director's Report:** The Library cannot get on-site passport training, so there will be an online training for staff on Friday, November 13. The solar project should be completed by the end of this year.
- **Assistant Director's Report:**

Old Business:

New Business:

- **Consent Agenda:**
 - 1. Approve payment of late bills**
 - a) Sim Supply inv 344998 \$37.95**
 - b) Wicklund Productions remainder of A/V installation \$2532.72**
 - 2. Approve Contracts and payment to presenters**
 - 3. Approve Resolution 2015-10 Accepting Donations**
 - a) Grand Rapids Area Library Foundation \$2400 Story Times Summer**

Max Peters moved to approve the consent agenda as presented. A second was made by Susan Zeige. On a roll call vote the motion passed unanimously.

- **Regular Agenda:**
 1. Jean MacDonell moved to accept low quote of \$6000 from Tru North for purchase and installation of replacement light units on the front sidewalk. A second was made by Randy McCarty. The motion passed unanimously.
 2. Janet Neurauter moved to adopt resolution 2015-11 setting of 2016 calendar with the change of "...established 2015" to "...established 2016" and a rescheduling of the regular February 2016 board meeting to Wednesday, February 17, 2016. A second was made by Randy McCarty. The motion passed unanimously.
 3. Randy McCarty moved to accept videoconferencing equipment from IASC. A second was made by Max Peters. The motion passed unanimously.

4. **Discuss use of equipment in meeting room and meeting room philosophy.** A suggestion was made to wait a period of time to better understand what to expect from the use of the meeting room and reevaluate philosophy after that time. A common worry about groups using the equipment was the possibility of damage to the equipment. The discussion will be reopened in the coming spring.
5. **Review general policies and adopt if acceptable or revise for adoption in December.** A suggestion was made to review donation policy at the next meeting. There was also a suggestion made to create some form of a Library wish list for donations. Director Anderson will send out a revised donation policy for board members to read and it will be discussed in December.

Adjourn: The monthly board meeting was adjourned at 5:58 PM by Dennis Jerome.

A regular meeting of the Grand Rapids Public Utilities Commission was held on November 18, 2015 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, Denny Roy, Arrowhead Procure Pool Consultant.

Motion by Lenius to approve minutes of the October 14, 2015 regular meeting, the October 23, 2015 special meeting, and the October 26-October 30, 2015 special meetings. 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 October 2015 City Treasurer's Report and Investment Activity Report with the Commission.

Motion by Chandler to approve the City Treasurer's Report and Investment Activity Report for October 2015. 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.

Public Forum: No items.

Commission Member Reports: No items.

Administration:

Motion by Zabinski to approve adopting the amendments to the Grand Rapids Public Utilities Commission Personnel Policies, which were submitted to the Commission at the October regular meeting, effective November 18, 2015. 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.

General Manager Ward reviewed the 2016 Proposed Budget with the Commission. The 2016 Budget and the Electric Rate Study will be reviewed at the regular meeting in December.

Motion by Hodgson to confirm the hiring of Mr. Jeffrey Frost, Wastewater Treatment Facility Laboratory Operations Director. 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.

Motion by Chandler to accept the retirement resignation of Mr. Larry M. Pullis, Wastewater Treatment Facility Operator. 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.

Motion by Zabinski to declaring a vacancy exists and authorize the posting and/or advertising for a Wastewater Treatment Facility Operator. 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 October 2015 Wholesale Electric Service Cost with the Commission.

Denny Roy, Arrowhead Procure Pool Consultant, reviewed the amendments to the Arrowhead Procure Pool Membership Agreement, which were necessary in part due to the Affordable Health Care Act and the number of subscribers in the Pool now being less than one-thousand subscribers. The Grand Rapids Public Utilities purchases group health and dental insurance through the Arrowhead Procure Pool.

Motion by Zabinski to authorizing the GRPUC President and Secretary to sign the Arrowhead Procure Pool Membership Agreement. 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.

Accounting and Finance:

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

Motion by Hodgson approving the write off of October uncollectible accounts in the amount of \$2,703.58. 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 waiving the bond requirement and authorize the issuance of a lost check. 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.

Electric Department:

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

Wastewater Treatment Facility Operations:

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

Motion by Chandler to approve the proposal from Howden Roots, LLC in the amount of \$203,255.00 for proprietary equipment and services for the 2016 budgeted capital expenditure of revamping of the blower #1 for the secondary plant. 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.

Motion by Chandler to approve the capital expenditure of replacing the remaining two industrial screen house valves from Vessco, Inc. for an installed cost of \$30,000.00. 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 the capital expenditure of adding SCADA to the blower building of the secondary plant from Electrical Installation & Maintenance CO, Inc. (EIM) for the low quote of \$73,800.00. 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

Water/Wastewater Collection:

Water/Wastewater Collection/Safety Manager Doyle reviewed the October 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 MPCA Fall Solid Waste Landfill Operator Training, October 20-21, 2015, Grand Rapids, MN – Kyle Potter, Rodger Weaver, Troy Bridge.

Claims for Payment:

Motion by Zabinski to approve a claim for payment in the amount of \$192.35 from Short Elliot Hendrickson, Inc. (SEH). Motion seconded by Lenius 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.

Motion by Zabinski to authorize the verified claims for payment in the amount of \$2,212,815.35 (\$1,791,199.00 computer checks and \$421,616.35 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.

The special meeting scheduled for Thursday, November 19, 2015 at 12:00 Noon was cancelled.

A special meeting was scheduled on Tuesday, November 24, 2015 at 12:30 PM to continue the development of the evaluation process for the selection of General Manager and discuss the plan of action to address the Wastewater Treatment Facility odor complaints.

The next regular Commission meeting is Wednesday, December 16, 2015 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The January 2016 regular Commission meeting was rescheduled to 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.

A public hearing will be held on Thursday, January 21, 2016 at 5:30 PM, following the regular meeting, 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).

By call of the chair, the meeting was declared adjourned at 5:20 PM.

Attest:

Stephen R. Welliver, President

Gregory A. Chandler, Secretary

**PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
OCTOBER 2015**

NAME	AMOUNT	NAME	AMOUNT
Acheson Tire	760.00	Itasca Utilities Inc	7,855.00
AE2S	8,222.42	Itron	644.90
Advantage Systems Group	100.00	JobsHQ	7,286.75
Alcola Solutions Group	11,177.06	Johnson Killen Seiler	984.00
AmeriPride Services	126.13	KOZY	588.00
Arrow Embroidery	88.00	Kaman	392.71
Autumn Creek Consulting	4,786.10	L H B Inc	6,875.78
Avenet LLC	700.00	L & M Supply	1,097.82
Badger State Inspection LLC	9,345.00	Lake Country Furniture	3,423.68
Bloomers	85.00	Lano, O'Toole, Bengston	884.00
Border States	307.92	Lease Landscaping Inc	5,748.25
Bunes Septic Service	150.00	Local- Boy	408.57
Burggraf's Ace Hardware	863.51	Lorman Education Services	159.20
Busy Bees Quality Cleaning	1,858.00	McMaster -Carr	2,352.07
CW Technology	5,332.00	McNichols Company	4,508.90
Call Net	995.00	Steve Mattson	87.98
Cannon Technologies	248,398.56	Minnesota Office of Enterprise Tech	39.00
Carquest	67.14	Minnesota Power	866,606.73
Citi Lights	8,616.00	Mobile Predictive Services	1,062.50
City of Grand Rapids	7,429.96	Nalco	274.65
Cogsdale	48,903.52	NAPA Auto Parts	71.96
Cole Hardware	396.42	Neo Solutions	44,775.95
Collaboration Unlimited	22,356.80	Nextera	601.27
Compass Minerals	5,180.10	North Central Laboratories	176.87
DSC Communications	277.00	Northern Business Products	968.03
Dakota Supply Group	354.00	Northern Drug Screening	79.00
Daniel Schmidt Lighting	3,737.00	Northland Lining Inc	5,680.00
Davis Oil	719.82	Nortrax	68.69
Dennis Doyle	102.35	Pace Analytical	275.00
EPG Companies	8,335.32	Personnel Dynamics	10,082.76
Energy Insight Inc.	2,804.88	Phil's Garage Door Service	159.90
Express Employment	1,675.00	Pine Ridge Apartments	15,772.27
Fastenal	44.43	Plackner Tree Care	1,282.50
Gopher State One-Call	495.90	Pleasant Seasons Assisted Living	340.80
GRABA Hoops Club	250.00	Polydyne Inc	53,146.20
Grainger	2,823.79	Ponsse N A Inc	2,022.05
Grand Itasca Clinic & Hospital	857.30	Post-Bulletin Company	873.90
Grand Rapids Newspaper	736.00	Power Process Equipment	3,942.73
Graybar Electric	1,204.92	Pro-Max Machine LLC	352.83
Eye Q Optometric	110.00	Public Utilities Commission	2,361.90
H D Waterworks	4,487.45	Public Utilities Commission	4,010.99
Hammerlund Construction	5,274.10	R K Hillman	222.00
Mark Hansen	105.00	RMB Environmental Labs	10,742.75
Harcros Chemicals Inc	31,647.40	Radtke Trucking	16,948.26
Hawk Construction Inc	7,320.00	Rapid Rental & Supply	44.00
Hawkins Inc	21,607.41	Rapids Printing	884.15
Hawkinson Sand & Gravel	68.17	Rapids Process Equipment Inc	2,597.12
Hibbing Daily Tribune	183.80	Red Rock Radio Corp	734.00
Hunt Electric Corp	100,000.00	Resco	34,455.00
ICTV	1,600.00	River Road Market	1,137.34
Industrial Lubricant	49.20	Sandstroms	494.91
Itasca Computer Resources	3,103.11	Sawmill Inn	134.94
Itasca County Treasurer	1,518.60	Scheck	9,447.36

**PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
OCTOBER 2015**

NAME	AMOUNT
Schwartz Redi-Mix Inc	204.75
Scooter's Septic Service	350.00
Shred-It	2,037.75
Source Water Solutions LLC	3,300.00
St Cloud Times	886.18
Stuart Irby	31,915.63
Swanson Flo	1,548.59
Taco Bell / Border Foods	2,841.59
Team Marinucci	57.00
Thermography & Ultrasound	3,047.50
Titan Energy Systems	1,884.00
Treasure Bay Printing	358.75
Turf & Tree Inc	400.00
Viking Electric Supply	723.02
Virden Automation Inc	495.00
Waste Management	1,171.24
Wenck	2,410.70
Wells Fargo Business Cards	3,356.11
Wesco	4,124.64
Wisconsin Energy Conservation	784.26
Works Computing	36.13
Xerox	333.11
Zeigler Cat	4,978.54
Energy Star Rebates:	
Tom Gustafson	50.00
TOTAL	<u>1,791,199.00</u>
S E H	192.35

OCTOBER 2015 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
10/2/2015	2922	Public Employees Retirement Association	12,707.26
10/2/2015	2923	Minnesota Dept. of Revenue	3,667.84
10/2/2015	2924	Wells Fargo Bank	22,574.29
10/2/2015	2925	ING Institutional Plan Service LLC	11,297.73
10/2/2015	2926	Selectaccount	204.00
10/13/2015	2927	Minnesota Dept. of Revenue	509.58
10/13/2015	2928	Wells Fargo Bank	3,285.77
10/13/2015	2929	ING Institutional Plan Service LLC	11,720.03
10/7/2015	2930	Selectaccount	659.00
10/14/2015	2931	Selectaccount	972.00
10/16/2015	2932	Public Employees Retirement Association	11,831.27
10/16/2015	2933	Minnesota Dept. of Revenue	3,485.89
10/16/2015	2934	Wells Fargo Bank	21,643.07
10/16/2015	2935	ING Institutional Plan Service LLC	6,451.50
10/20/2015	2936	Minnesota Department of Revenue	54,417.63
10/20/2015	2937	Minnesota Department of Revenue	767.37
10/19/2015	2938	Selectaccount	2,116.64
10/20/2015	2939	Minnesota Department of Revenue	236.00
10/21/2015	2940	Selectaccount	35.00
10/28/2015	2941	Selectaccount	322.18
10/30/2015	2942	Blue Cross Blue Shield	54,051.74
10/30/2015	2943	Public Employees Retirement Association	12,390.62
10/30/2015	2944	Minnesota Dept. of Revenue	3,938.63
10/30/2015	2945	Wells Fargo Bank	23,848.11
10/30/2015	2946	ING Institutional Plan Service LLC	6,629.55
10/9/2015	2947	Delta Dental of Minnesota	3,773.00
10/5/2015	2948	Selectaccount	2,116.64
10/22/2015	68133	Anthony Ward - Petty Cash	365.34
10/2/2015	68134	U.S. Post Office	837.92
10/5/2015	68135	Customer Refunds- Utility Accounts	38.65
10/5/2015	68136	Customer Refunds- Utility Accounts	73.58
10/5/2015	68137	MN Child Support Payment Center	659.88
10/5/2015	68138	Prudential Group Insurance	1,627.76
10/7/2015	68139	United Parcel Service	48.38
10/7/2015	68140	Minnesota Energy Resources Corp.	18.00
10/7/2015	68141	Verizon Wireless	256.60
10/9/2015	68142	U.S. Post Office	722.31
10/9/2015	68143	Postage By Phone System	2,000.00
10/14/2015	68144	Betts, Tyanne	727.95
10/16/2015	68145	Justine Jensen	14.66
10/16/2015	68146	Anderson Brothers Const	27.75
10/19/2015	68270	MN Child Support Payment Center	659.88
10/19/2015	68271	Minnesota Benefit Association	96.95
10/19/2015	68272	Minnesota Council 65	1,761.22
10/19/2015	68273	MN NCPERS Life Insurance	208.00
10/20/2015	68274	U.S. Post Office	609.94
10/20/2015	68275	United Parcel Service	170.30
10/20/2015	68276	Selectaccount	100.18
10/26/2015	68277	U.S. Post Office	804.85
10/27/2015	68278	Key, Jean	64.40

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
10/27/2015	68279	United Parcel Service	51.81
10/27/2015	68280	Bureau of Criminal Apprehension	15.00
10/27/2015	68281	Driver and Vehicle Services	10.50
10/28/2015	68282	Cityside Mgmt Corp	27.61
10/29/2015	68284	Standard Insurance Company	784.33
10/30/2015	68285	City of LaPrairie	13,910.26
10/30/2015	68286	City of Grand Rapids	46,276.79
10/30/2015	68287	MN Child Support Payment Center	659.88
10/30/2015	68292	City of Grand Rapids	72,333.33
		Total Manual Checks, October	<hr/> 421,616.35

A Special meeting of the Grand Rapids Public Utilities Commission was held on Friday, November 24, 2015 at 12:30 Noon in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, MN.

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

Others Present: General Manager Ward, Wastewater Treatment Department Manager Mattson, Consultant George Stunyo.

President Welliver acknowledged the posting of the special meeting date, time and purpose. The purpose of the meeting was stated as follows:

1. Discuss the status of the odor control processes at the Wastewater Treatment Facility:
 - Consider adopting a resolution to close the meeting to address the following:
 - Determination of Property Purchasing Price
 - Consider establishing an offer to purchase the property generally described as Rev Desc 2 of NW NE Parcel #91-034-1204.
Minnesota Statue Chapter 13D.05 Subdivision 3 (c) (1) (2) (3)
 - Consider adopting a motion to reopen the meeting.
2. Discuss and evaluate General Manager Candidate information.
3. Consider candidates for the position of General Manager.
4. Consider terms and conditions of a job offer.

Discussion followed on the odor control processes at the Wastewater Treatment Facility. The Commission directed Wastewater Treatment Department Manager Mattson to research the cost to cover the clarifiers as a means of odor control.

The meeting was not closed. Discussion was held on the request to consider an offer to purchase the property generally described as Rev Desc 2 of NW NE Parcel #91-034-1204.

Motion by Hodgson to reject the offer and notify the property owner in writing. 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.

President Welliver updated the Commission on the status of the candidates interviewed during the week of October 26th-30th and the status of an offer made to the preferred candidate, Mr. Brian Gandy. Discussion followed. The Commission agreed to interview up to four additional candidates and bring back up to two additional candidates to be interviewed by the full Commission.

At the request of General Manager Ward, the Commission reviewed the Project Coordinator position description and discussed the upcoming retirement of the incumbent, Mr. Jon Yeschick. The position will be posted internally and advertised to

expedite the hiring process. A formal request to declare a vacancy exists and authorize the posting and/or advertising for a Project Coordinator will be placed on the December 16, 2015 regular meeting agenda.

By call of the chair, the meeting was declared adjourned at 2:00 PM.

Stephen R. Welliver, President

Attest:

Gregory A. Chandler, Secretary

A regular meeting of the Grand Rapids Public Utilities Commission was held on October 14, 2015 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.

Motion by Zabinski to approve minutes of the September 16, 2015 regular meeting and the September 29, 2015 special meeting. 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.

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

Motion by Chandler to approve the City Treasurer's Report and Investment Activity Report for September 2015. 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.

Public Forum:

Dave and Julie Carpenter addressed the Commission regarding odor issues at their residence at 2382 Diane Lane. Wastewater Treatment Department Manager Mattson reviewed ongoing air sampling, PODZ testing, and continuation of the repairs to improve the floors of the clarifiers. Wind is also a contributing factor in the direction which the odor flows. The Carpenters will provide a proposal to General Manager Ward to bring to the Commission for consideration. A special meeting will be scheduled later in the month to finalize the odor control plans and review a proposal from the Carpenters.

Administration:

General Manager Ward reviewed the necessity for updates to the Grand Rapids Public Utilities Commission Personnel Policies Manual, which relate mainly to changes in Federal and State Laws. The last update of the policies occurred in March 2009. The final updates will be placed on the November regular meeting agenda for review and consideration of approval.

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

Accounting and Finance:

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

Motion by Zabinski to approve contracting with Baker Tilly Virchow Krause, LLP to perform the financial statement audit for the years 2015, 2016 and 2017. 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.

Electric Department:

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

Wastewater Treatment Facility Operations:

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

Water/Wastewater Collection:

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

Motion by Lenius to table a request from AT&T for an antenna rental lease extension on the South water tower to allow negotiations to continue. 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.

Safety Training Procedures and Updates:

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

GRPUC Discussion/Correspondence:

8th Annual Minnesota Electric Meter School, September 14-16, 2015, Roseville, MN – Henry Swentkofske.

MMUA Pole Top/Bucket/Self Rescue Training, September 30, 2015, Grand Rapids, MN – Jim Schmitt, Mike Bader, Joe Riley, Jason Blanchard, Jeremy Goodell, Rick Fox, Brett Dickie, Rod Ruder, Doug Gustafson, Jim Bocinsky.

Claims for Payment:

Motion by Zabinski to authorize the verified claims for payment in the amount of \$1,737,766.63 (\$1,352,047.68 computer checks and \$385,718.95 manual checks) per attached lists. 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.

A special meeting was scheduled for Friday, October 23, 2015 at 12:00 Noon to continue the development of the evaluation process for the selection of General Manager. Another special meeting will be scheduled at that time to discuss the plan of action to address the Wastewater Treatment Facility odor complaints. The special meeting scheduled for Thursday, October 15, 2015 at 4:00 PM was cancelled.

Due to the November 11, 2015 Veteran's Day Holiday, the next regular Commission meeting was rescheduled to Wednesday, November 18, 2015 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 5:00 PM.

Attest:

Stephen R. Welliver, President

Gregory A. Chandler, Secretary

A/P CHECK REGISTER
SEPTEMBER 2015 COMMISSION LIST

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
10/19/2015	68147	Acheson Tire Company	20.00
10/19/2015	68148	Ameripride Linen and Apparel Services	158.92
10/19/2015	68149	American Water Works Assoc.	310.00
10/19/2015	68150	Hawkins Water Treatment Group	29,182.96
10/19/2015	68151	B & B Transformer	211.61
10/19/2015	68152	Border States Electric	1,007.80
10/19/2015	68153	Bunes Septic Service, Inc.	450.00
10/19/2015	68154	Burggraf's Ace Hardware	78.95
10/19/2015	68155	Waste Management of Duluth	1,068.38
10/19/2015	68156	City of Grand Rapids	5,972.11
10/19/2015	68157	Cole Hardware	469.51
10/19/2015	68158	Davis Petroleum	414.28
10/19/2015	68159	Diversified Inspections	1,973.13
10/19/2015	68160	Door Service, Inc.	607.50
10/19/2015	68161	Doyle, Dennis	86.83
10/19/2015	68162	Gopher State One-Call	371.20
10/19/2015	68163	Grand Rapids Newspapers	149.20
10/19/2015	68164	Graybar Electric Co., Inc.	777.22
10/19/2015	68165	Hammerlund Construction	620.00
10/19/2015	68166	Hibbing Daily Tribune	228.50
10/19/2015	68167	Stuart C Irby Company	1,348.08
10/19/2015	68168	Industrial Lubricant Company	68.00
10/19/2015	68169	Itasca County Treasurer	1,308.82
10/19/2015	68170	Itasca Utilities, Inc.	3,617.70
10/19/2015	68171	KOZY Radio 1320	588.00
10/19/2015	68172	Kaman Industrial Tech.	445.20
10/19/2015	68173	L & M Supply	281.34
10/19/2015	68174	Lano, O'Toole & Bengtson	1,564.00
10/19/2015	68175	Larson, Robert	33.64
10/19/2015	68176	Minnesota Dept. of Health	150.00
10/19/2015	68177	Minnesota Municipal Utilities	10,799.25
10/19/2015	68178	Minnesota Power	1,022,910.45
10/19/2015	68179	Pipeline Supply, Inc.	171.57
10/19/2015	68180	Pitney Bowes	2,616.03
10/19/2015	68181	Resco	454.50
10/19/2015	68182	River Road Market	838.79
10/19/2015	68183	Sandstrom's Inc	1,050.37
10/19/2015	68184	T & R Electric	2,990.00
10/19/2015	68185	Treasure Bay Printing	1,229.00
10/19/2015	68186	Vessco Inc	854.49
10/19/2015	68187	Viking Electric Supply, Inc.	157.34
10/19/2015	68188	Wesco	1,272.00
10/19/2015	68189	American Payment Centers	142.00
10/19/2015	68190	Chemsearch	354.35

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
10/19/2015	68147	Acheson Tire Company	20.00
10/19/2015	68191	Barr Engineering Company	1,535.00
10/19/2015	68192	Lease Landscaping, Inc.	586.50
10/19/2015	68193	Rapid Rooter	660.00
10/19/2015	68194	Figgins Truck & Trailer Repair, Inc.	29.02
10/19/2015	68195	Advantage Systems Group	740.04
10/19/2015	68196	Keller Fence Company, Inc.	525.00
10/19/2015	68197	Public Utilities Commission	2,454.95
10/19/2015	68198	US Bank, N.A.	425.00
10/19/2015	68199	Tech Sales Co.	5,141.13
10/19/2015	68200	North Central Laboratories	1,319.32
10/19/2015	68201	Xerox Corporation	623.47
10/19/2015	68202	Polydyne, Inc.	45,187.40
10/19/2015	68203	Northern Business Products	842.24
10/19/2015	68204	Johnson, Killen & Seiler, P.A.	1,552.50
10/19/2015	68205	Rapids Process Equipment & Repair	11,169.02
10/19/2015	68206	Quality Flow Solutions, Inc.	7,025.73
10/19/2015	68207	Itasca Computer Resources, Inc.	1,642.25
10/19/2015	68208	Rapid Pest Control, Inc.	92.50
10/19/2015	68209	Fastenal Company	10.11
10/19/2015	68210	Rapids Printing	368.89
10/19/2015	68211	Bob Howendobler	399.00
10/19/2015	68212	Personnel Dynamics, LLC.	6,903.37
10/19/2015	68213	Rapids Rental	3,007.78
10/19/2015	68214	Wisconsin Energy Conservation Corp.	1,468.78
10/19/2015	68215	Mobile Predictive Services, Inc.	875.00
10/19/2015	68216	Alcola Solutions	3,858.62
10/19/2015	68217	NEO Solutions, Inc.	33,639.16
10/19/2015	68218	KBAJ 105.5 FM	534.00
10/19/2015	68219	HD Supply Waterworks	5,001.48
10/19/2015	68220	Cogsdale Corporation	6,600.00
10/19/2015	68221	R & K Hillman, Inc.	222.00
10/19/2015	68222	Grainger	717.58
10/19/2015	68223	Hawkinson Sand & Gravel	1,364.81
10/19/2015	68224	Dakota Supply Group	186.74
10/19/2015	68225	Autumn Creek Consulting	2,337.50
10/19/2015	68226	AE2S	404.00
10/19/2015	68227	Minnesota Office Enterprise Technology	39.00
10/19/2015	68228	Radtke Trucking	17,054.32
10/19/2015	68229	Siemens Industry, Inc	988.80
10/19/2015	68230	Green Again Lawn & Aeration	4,500.00
10/19/2015	68231	DSC Communications	135.00
10/19/2015	68232	Nextera Communicatons	605.19
10/19/2015	68233	CW Technology	3,550.00
10/19/2015	68234	Wells Fargo Business Card	318.35
10/19/2015	68235	Wells Fargo Business Card	1,250.96
10/19/2015	68236	Wells Fargo Business Card	192.90

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
10/19/2015	68147	Acheson Tire Company	20.00
10/19/2015	68237	Thermography & Ultrasound Doagnostic Inc	2,275.00
10/19/2015	68238	Wells Fargo Business Center	162.22
10/19/2015	68239	Pace Analytical Services Inc	250.00
10/19/2015	68240	Citi Lites Inc	3,606.00
10/19/2015	68241	Mavo Systems	1,840.00
10/19/2015	68242	Jobshq	3,519.30
10/19/2015	68243	Callnet Call Center Services	995.00
10/19/2015	68244	Hyrdo-Klean LLC	2,827.80
10/19/2015	68245	Busy Bees Quality Cleaning Service	1,858.00
10/19/2015	68246	St Joseph's Catholic Church	4,975.00
10/19/2015	68247	Energy Insight Inc	2,205.14
10/19/2015	68248	Local Boy, The	408.57
10/19/2015	68249	Mattson, Steve	59.23
10/19/2015	68250	Works Computing Inc	794.77
10/19/2015	68251	Grand Hospitality LLC	1,354.07
10/19/2015	68252	Grand Hospitality LLC	187.03
10/19/2015	68253	McMaster-Carr	534.43
10/19/2015	68254	Virden Automation LLC	675.00
10/19/2015	68255	Compass Minerals	5,382.61
10/19/2015	68256	Egan	7,467.88
10/19/2015	68257	Swanson Flo	376.98
10/19/2015	68258	LHB Inc	3,943.90
10/19/2015	68259	RMB Environmental Laboratories Inc	3,936.00
10/19/2015	68260	Kodru Equipment Inc	5,651.22
10/19/2015	68261	Infinity Graphix and DeSigns	372.80
10/19/2015	68262	Quality Fabricating of Emily, Inc	3,980.00
10/19/2015	68263	JobsInMinneapolis.com	590.00
10/19/2015	68264	Battcher & Aero Electrical Construction	650.10
10/19/2015	68265	Trumor, Inc	235.00
10/19/2015	68266	YourMembership	215.00
10/19/2015	68267	Cannon Technologies Inc.	1,203.60
10/19/2015	68268	Daniel Schmidt Lighting, Inc	11,978.60
10/19/2015	68269	Clairmont, Guy & Pam	50.00
		TOTAL	<hr/> 1,352,047.68

SEPTEMBER 2015 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
9/1/2015	2905	Delta Dental of Minnesota	3,557.00
9/1/2015	2906	Selectaccount	950.00
9/4/2015	2907	Public Employees Retirement Association	12,938.29
9/4/2015	2908	Minnesota Dept. of Revenue	3,762.29
9/4/2015	2909	Wells Fargo Bank	22,622.27
9/4/2015	2910	ING Institutional Plan Service LLC	6,809.30
9/4/2015	2911	Selectaccount	2,516.64
9/16/2015	2912	Selectaccount	258.00
9/18/2015	2913	Public Employees Retirement Association	13,112.99
9/18/2015	2914	Minnesota Dept. of Revenue	3,763.00
9/18/2015	2915	Wells Fargo Bank	23,116.30
9/18/2015	2916	ING Institutional Plan Service LLC	6,918.06
9/21/2015	2917	Minnesota Dept of Revenue	61,852.00
9/21/2015	2918	Selectaccount	2,516.64
9/25/2015	2919	Selectaccount	35.00
9/30/2015	2920	Blue Cross Blue Shield	54,982.09
9/9/2015	2921	Selectaccount	709.50
9/3/2015	67979	U.S. Post Office	841.24
9/3/2015	67980	Verizon Wireless	256.60
9/4/2015	67981	MN Child Support Payment Center	659.88
9/4/2015	67982	Prudential Group Insurance	1,676.54
9/4/2015	67983	Harris Computer Systems Corp.	875.00
9/8/2015	67984	Collaboration Unlimited	9,189.27
9/9/2015	67985	Ward, Anthony T.	96.03
9/9/2015	67986	Ward, Anthony T.	95.98
9/9/2015	67987	Goodell, Jeremy	207.00
9/9/2015	67988	Swentkofske, Henry	924.92
9/11/2015	67989	U.S. Post Office	705.72
9/15/2015	67990	Ronda Estey - #524625	195.42
9/15/2015	67991	Scenic North Properties LLC	63.60
9/15/2015	67992	Florence Hough #509486	169.45
9/15/2015	67993	Edith Dahlgren #504389	156.17
9/17/2015	67994	Minnesota Pollution Control Agency	45.00
9/17/2015	67995	United Parcel Service	110.01
9/17/2015	67996	Minnesota Energy Resources Corp.	16.03
9/18/2015	67997	Wells Fargo Home Mortgage	29.88
9/18/2015	67998	U.S. Post Office	610.41
9/18/2015	68000	Plackner Tree Care Inc	10,901.25 **
9/18/2015	68001	MN Child Support Payment Center	659.88
9/18/2015	68002	Minnesota Benefit Association	96.95
9/18/2015	68003	Minnesota Council 65	1,818.22
9/18/2015	68004	MN NCPERS Life Insurance	224.00
9/21/2015	68005	Swentkofske, Henry	226.55
9/24/2015	68122	Nationstar Mortgage LLC	30.86
9/24/2015	68123	Joyce Rooker #517568	14.78
9/24/2015	68124	RCB Collections, Inc	56.48
9/28/2015	68125	City of LaPrairie	14,317.39
9/28/2015	68126	Wells Fargo Bank	5,000.00
9/29/2015	68127	U.S. Post Office	802.39

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
9/29/2015	68128	United Parcel Service	75.86
9/29/2015	68129	Standard Insurance Company	795.58
9/29/2015	68130	City of Grand Rapids	72,333.33
9/30/2015	68131	City of Grand Rapids	46,856.16
9/30/2015	68132	Minnesota Dept. of Health	5,067.00
			<hr/>
		Checks Previously Approved	10,901.25 **
		Manual Checks to be Approved	385,718.95
		TOTAL MANUAL CHECKS	<hr/> 396,620.20

A Special meeting of the Grand Rapids Public Utilities Commission was held on Friday, October 23, 2015 at 12:00 Noon in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, MN.

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

Others Present: General Manager Ward, Consultant George Stunyo.

President Welliver acknowledged the posting of the special meeting date, time and purpose. The purpose of the meeting was stated to continue the development of the evaluation process for the selection of a General Manager.

President Welliver updated the Commission on the recruitment process for the General Manager position. After the preliminary screening and interview process, five candidates have been scheduled to be interviewed by the entire Commission next week, October 26-30, 2015. Discussion followed on the protocols and procedures to be followed during the interview process, which will be facilitated via telephone conference, by Mr. John Miner of Collaboration Unlimited

By call of the chair, the meeting was declared adjourned at 1:30 PM

Stephen R. Welliver, President

Attest:

Gregory A. Chandler, Secretary

A Special meeting of the Grand Rapids Public Utilities Commission was held on Monday, October 26, 2015 at 10:00 AM in the City Hall Conference Room 2B, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

Members Absent: Commissioner Zabinski, Commissioner Lenius.

Others Present: General Manager Ward, Consultant George Stunyo.

President Welliver acknowledged the posting of the special meeting date, time, purpose and location. The purpose of the meeting was stated to interview a candidate for the position of General Manager.

The Commission interviewed a candidate; Ms. Julie Kennedy, for the position of General Manager. The interview was facilitated via telephone conference, by Mr. John Miner of Collaboration Unlimited.

By call of the chair, the meeting was declared adjourned at 12:00 Noon PM

Stephen R. Welliver, President

Attest:

Gregory A. Chandler, Secretary

A Special meeting of the Grand Rapids Public Utilities Commission was held on Monday, October 27, 2015 at 10:00 AM in the City Hall Conference Room 2B, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

Members Absent: Commissioner Zabinski, Commissioner Lenius.

Others Present: General Manager Ward, Consultant George Stunyo.

President Welliver acknowledged the posting of the special meeting date, time, purpose and location. The purpose of the meeting was stated to interview a candidate for the position of General Manager.

The Commission interviewed a candidate; Mr. Brian Gandy, for the position of General Manager. The interview was facilitated via telephone conference, by Mr. John Miner of Collaboration Unlimited.

By call of the chair, the meeting was declared adjourned at 12:00 Noon PM

Stephen R. Welliver, President

Attest:

Gregory A. Chandler, Secretary

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, October 28, 2015 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, John Schirber, Becky LaPlant, Barb Sanderson, Karen Noyce, Doug Learmont and Mary Jo Wimmer

Staff: Michele Palkki, Administrative Assistant

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

SETTING AGENDA Additions: Nothing to add

APPROVAL OF MINUTES September 30, 2015 Regular Meeting.

MOTION BY COMMISSIONER SCHIRBER, SECOND BY COMMISSIONER SANDERSON TO APPROVE THE MINUTES OF SEPTEMBER 30, 2015.

Motion passed by unanimous vote.

FINANCIALS

There is still money from grants and donations, as well as expenditures, coming in for the Indigenous People's Day Celebration scheduled for Monday, October 12, 2015.

Commissioner Sanderson reported she would meet with the Finance Director to see where everything is at regarding Indigenous People's Day Celebration.

CORRESPONDENCE

Nothing to report

CIRCLE OF HEALING UPDATE

Why Treaties Matter will be on display at the MacRostie from Tuesday, November 3 for 3 weeks. Frank Bibeau will be at MacRostie on November 10th from 6 – 8 pm.

4:20 pm Mary Jo Arrived

Commissioner LaPlant distributed the minutes from the last meeting of October 8th. The next Circle Meeting is set for November 13th at the YMCA.

BIG VIEW EVENTS

Commissioner Wimmer reported that there are two Big View Events coming to the community. Private Violence: Wednesday, November 4, 2015; 11 – 1:00 pm at the Library; Hunger: Monday, November 9, 2015 from 6 – 8:00 pm at the Library.

ANISHINAABE WORLDVIEW TRAINING

Commissioner LaPlant reported that the 2nd session of the training has begun; representatives are covered from the Police Department, District #318, Circle of Healing, Northland Counseling, Itasca County, County Health and Human Services, Lorre Miltich.

There are openings for the upcoming training sessions for January, February, March and April. Contact Commissioner LaPlant for more information.

OLD BUSINESS

INDIGENOUS PEOPLE'S DAY

This event went great. Even with the unpleasant weather there were hundreds of individuals from kids on up.

The thank you cards, thanks to Mrs. Schirber for her donation of the cards, have been sent out to various individuals and businesses. If there is someone that you worked with in particular please take a moment and thank them. Commissioner Schirber will be sure to thank Range Water for their donation.

There are some invoices that have not come through the City yet; including Briers for the blankets-\$850.00; Honorariums' - \$100.00, meal from School District #318 - \$825.00. Commissioner Sanderson reported that she would make time to meet with the Finance Department regarding the Revenue/Expenditures for this event. Commissioner LaPlant reported she would work on the report for the Northland Grant that is due by December 31, 2015. A huge thank you to everyone that made this event such a great success.

TRACKS IN THE SNOW

Commissioner Learmont reported an update for the Tracks in the Snow exhibit and distributed notes from their last meeting. The Committee has been working on the details regarding the cost, physical layout of the exhibit, the theme, opening speaker, and the number of presenter's.

Tracks Continued:

A discussion was held regarding the amount, if any, the Human Rights Commission would support out of their 2016 budget. The Library has put aside \$400.00 for the project.

MOTION BY COMMISSIONER NOYCE, SECOND BY COMMISSIONER DOWELL TO APPROVE UP TO \$1,000.00 OUT OF THE 2016 HUMANA RIGHTS COMMISSION BUDGET. Motion passed by unanimous vote.

DIVERSITY TOPIC

An update was given regarding the diversity focus. A focus group of individuals, from the community, are meeting to identify issues and what direction to take. The focus group is trying to set up a sustainable movement that is part of the community.

This meeting is not a Commission and therefore everyone who is interested in this topic is invited to attend and brainstorm this topic. The next meeting is scheduled for Monday, November 2 at 4:00 pm in Conference Room 2B.

NEW BUSINESS

2016 PROPOSED BUDGET

A discussion was held regarding the proposed budget for 2016. It was stated that this is only a proposed budget and the final budget will be approved at the December 14, 2016. The proposed budget for the Human Rights Commission is \$5,000.00

BIG VIEW

Commissioner Moren distributed two items coming up in November both held at the Grand Rapids Public Library. November 4th from 11:00 until 1:00 pm is "Private Violence"; November 9th from 6:00 until 8:00 pm is "Hunger".

The meeting was adjourned at 5:10 pm

The next meeting is scheduled for November 25, 2015.

Respectfully submitted, Michele Palkki, Administrative Assistant

A Special meeting of the Grand Rapids Public Utilities Commission was held on Monday, October 28, 2015 at 10:00 AM in the City Hall Conference Room 2B, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Members Present: President Welliver, Commissioner Hodgson, Commissioner Lenius.

Members Absent: Commissioner Zabinski, Secretary Chandler.

Others Present: General Manager Ward, Consultant George Stunyo.

President Welliver acknowledged the posting of the special meeting date, time, purpose and location. The purpose of the meeting was stated to interview a candidate for the position of General Manager.

The Commission interviewed a candidate; Mr. Kevin Lindstrom, for the position of General Manager. The interview was facilitated via telephone conference, by Mr. John Miner of Collaboration Unlimited.

By call of the chair, the meeting was declared adjourned at 12:00 Noon PM

Stephen R. Welliver, President

Attest:

Glen D. Hodgson, Commissioner

A Special meeting of the Grand Rapids Public Utilities Commission was held on Monday, October 29, 2015 at 10:00 AM in the City Hall Conference Room 2B, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

Members Absent: Commissioner Zabinski, Commissioner Lenius.

Others Present: General Manager Ward, Consultant George Stunyo.

President Welliver acknowledged the posting of the special meeting date, time, purpose and location. The purpose of the meeting was stated to interview a candidate for the position of General Manager.

The Commission interviewed a candidate; Mr. Charles Warren, for the position of General Manager. The interview was facilitated via telephone conference, by Mr. John Miner of Collaboration Unlimited.

By call of the chair, the meeting was declared adjourned at 12:00 Noon PM

Stephen R. Welliver, President

Attest:

Gregory A. Chandler, Secretary

A Special meeting of the Grand Rapids Public Utilities Commission was held on Monday, October 30, 2015 at 10:00 AM in the City Hall Conference Room 2B, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Members Present: President Welliver, Commissioner Hodgson, Commissioner Lenius.

Members Absent: Secretary Chandler, Commissioner Zabinski.

Others Present: General Manager Ward, Consultant George Stunyo.

President Welliver acknowledged the posting of the special meeting date, time, purpose and location. The purpose of the meeting was stated to interview a candidate for the position of General Manager.

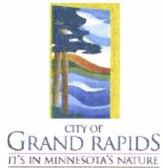
The Commission interviewed a candidate; Mr. David Evenson, for the position of General Manager. The interview was facilitated via telephone conference, by Mr. John Miner of Collaboration Unlimited.

By call of the chair, the meeting was declared adjourned at 12:00 Noon PM

Stephen R. Welliver, President

Attest:

Glen D. Hodgson, Commissioner



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0019 **Version:** 1 **Name:** Zamboni Purchase
Type: Agenda Item **Status:** Civic Center, Parks & Recreation
File created: 1/5/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider purchasing two new Zamboni ice resurfacers.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider purchasing two new Zamboni ice resurfacers.

Background Information:

In November staff was notified that we received a grant from the State of Minnesota, acting through the Amateur Sports Commission to improve indoor air quality at the IRA Civic Center. The grant is for the purchase of two new electric powered ice resurfacers which will replace the two propane powered machines that we currently utilize. We were awarded up to \$135,000 which we must match through local funds. The following table outlines how our half will be funded:

Sale of existing machines	\$35,000
Beverage contract	\$40,000
Local partnerships	\$10,000
<u>General fund reserves</u>	<u>\$50,000</u> (6 year loan to be paid back by Civic Center operating budget)
Total	\$135,000

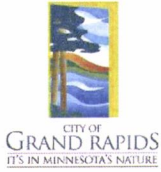
After researching the two manufacturers, staff is recommending the purchase of two Zamboni, Model 552 ice resurfacers. To save an additional 3%, we will purchase the machines through the NJPA (National Joint Powers Alliance). The NJPA provides government purchasing off of nationally, competitively solicited contracts. The proposal from Zamboni was for \$130,065.60 per machine for a total of \$260,131.20.

Staff Recommendation:

City staff is recommending the purchase of two new Zamboni ice resurfacers for \$260,131.20.

Requested City Council Action

Make a motion to purchase two new Zamboni ice resurfacers for \$260,131.20.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0010 **Version:** 1 **Name:** Golf Course Maintenance Contract
Type: Agenda Item **Status:** Golf Course
File created: 1/4/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider a motion to approve the attached Golf Course Maintenance Contract
Sponsors:
Indexes:
Code sections:
Attachments: [Ross Consulting Golf Contract.pdf](#)
[Ross Consulting RFP .pdf](#)

Date	Ver.	Action By	Action	Result
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Consider a motion to approve the attached Golf Course Maintenance Contract

Background Information:

At the November 23, 2015 Regular Council meeting, approval was granted to seek RFP's for golf course maintenance services.

Our previous vendor, Sugar Lake Lodge, had terminated the long standing contract we had in place for these services. Ross Golf Course Grounds Consulting submitted the only proposal which was due on December 18.

The golf board reviewed and approved the proposal on December 22, 2015.

City attorney Chad Sterle has created the attached document, "Contract for Golf Course Maintenance Services". This contract has been reviewed by the golf board, Ross Golf Course Grounds Consulting, and finalized by Chad Sterle for submission to the City Council for approval.

With this contract we will maintain consistency with the product we had been receiving as the vendor is Steve Ross, who had done the same work in the past under the contract we had with Sugar Lake Lodge. Mr Ross will be able to devote additional time to Pokegama Golf Course as his time with Sugar Lake Lodge will be less than in previous years.

This contract is perpetual but can be altered as per terms specified in the contract. The annual fee is \$50,000.

This contract will be fully funded from Pokegama Golf Course funds and is included in the 2016 Golf Course operating budget.

Staff Recommendation:

City Staff and the Pokegama Golf Board recommend approving the contract under consideration.

Requested City Council Action

Make a motion to approve the "Contract for Golf Course Maintenance Service" between the City of Grand Rapids/Pokegama Golf Course and Ross Golf Course Grounds Consulting for an annual fee of \$50,000.

CONTRACT FOR GOLF COURSE MAINTENANCE SERVICES

THIS CONTRACT made and entered into by and between the City of Grand Rapids, Minnesota, hereinafter referred to as the "City", and Steven Ross d/b/a Ross Golf Course/Grounds Consulting, LLC, hereinafter referred to as the "Contractor".

WITNESSETH:

WHEREAS, the Grand Rapids City Council desires to employ the Contractor to provide Golf Course maintenance services for the City of Grand Rapids owned Golf Course, known as Pokegama Golf Course, as specified in detail by Exhibit "A".

WHEREAS, the Contractor can provide those services needed.

NOW THEREFORE, in consideration of the mutual covenants and considerations hereinafter contained, it is agreed by and between the City and the Contractor as follows:

1. Scope of Services

It shall be the general intent of the Scope of Services to have the Contractor performs functions as defined in Exhibit "A".

2. Working Relationships

The Contractor will report to the Director of Golf and maintain a close working relationship with the said Director of Golf.

3. Deliverables and Conditions for Payment

All services provided by the Contractor pursuant to this Contract shall be performed to the satisfaction of the Director of Golf, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. Payment shall be withheld for work found by the City to be unsatisfactory, or performed in violation of federal, state, and local laws, ordinances, rules or regulations.

Tasks are to be completed as shown on Exhibit "A".

The amount of compensation for services provided for by the terms of this Contract shall be \$50,000 annually and paid to the Contractor in 12 equal monthly installments. Said compensation may be adjusted, by resolution of the City Council and without further amending this agreement, not more than once annually, in an amount subject to negotiation between City and Contractor.

4. Time of Performance

The contract will be perpetual.

All work authorized by the City through this Agreement will be performed in a timely manner and in accordance with a time schedule prescribed by the Director of Golf.

5. Ownership of Plans

Any original documents prepared, or possessed, by the Contractor under this Contract shall be the property of the City.

6. Termination of the Contract

Either party may cancel this Contract (or any part thereof), at any time by giving written notice to the other party at least ninety (90) calendar days prior to the effective date of the termination. The Contractor shall be paid for the work performed prior to the effective date of termination based upon the payment terms of this Contract. Such payment shall not exceed the maximum amount provided for by the terms of this Contract.

Notice to the City shall be mailed or delivered to:

Bob Cahill, Director of Golf,
City of Grand Rapids,
420 North Pokegama Avenue,
Grand Rapids, Minnesota 55744.

Notice to the Contractor shall be delivered to:

Steven Ross
Ross Golf Course/Grounds consulting, LLC
33788 Mohawk Drive
Grand Rapids, MN 55744

7. Independent Contractor

It is agreed that nothing contained in this Contract is intended or should be construed as creating the relationship of co-partner, joint ventures, or an association with the City and Contractor. Contractor is an independent contractor and neither it, its employees, agents, subcontractors nor representatives shall be considered employees, agents, or representatives of the city. Except as otherwise provided herein, Contractor shall maintain, in all respects, its present control over the means and personnel by which this Contract is performed. From any amounts due Contractor, there shall be no deductions for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal

income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Contractor.

8. Choice of Law

The laws of the State of Minnesota shall govern all questions as to the execution, nature, obligation, instruction, validity, and performance of this Contract.

9. Accuracy of Work

The Contractor shall be responsible for the quality and timeliness of the work and shall promptly make necessary modifications or corrections resulting from errors and omissions on the part of the Contractor without additional compensation.

All items of work to be performed by the Contractor shall be done in accordance with the requirements and recommendations of, and subject to the approval of, the Director of Golf.

10. Subletting, Assignment, or Transfer

No portion of the work under the Contract shall be sublet, sold, transferred, assigned, or otherwise disposed of except with the prior written consent of the City.

11. Indemnity

The Contractor shall save and protect, hold harmless, indemnify and defend the City, its council members, officers, agents, employees and volunteer workers against any and all liability, causes of action, claims, loss, damages or cost and expense arising from any professional errors and omissions and/or negligent acts and omissions of Contractors in the performance of this Contract.

Contractor shall be responsible for the quality, technical accuracy, and the coordination of all services furnished by Contractor under this Contract. Contractor shall, without additional compensation, correct any errors or deficiencies in contractor's responsibilities as described in Exhibit "A".

12. Insurance

Contractor shall not commence work under this Contract until they have obtained at their own cost and expenses all insurance required herein. All insurance coverage is subject to approval of City and shall be maintained by Contractor at all times this Contract is in effect. Contractor further agree that to protect themselves as well as City under the indemnity Contract set forth above, they shall at all times during the term of the Contract have and keep in force:

- A. Comprehensive General Liability

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

B. Workers' Compensation

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

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

Insurance certificates evidencing that the above insurance is in force with companies acceptable shall be submitted for examination and approval prior to the execution of the Contract, after which they shall be filed with the City. The insurance certificates shall specifically provide that a certificate shall not be modified, canceled, or non-renewed except upon thirty (30) days prior written notice. Neither the City's failure to require or insist upon certificates or other evidence of insurance showing a variance from the specified coverage changes Contractor's responsibility to comply with the insurance specifications.

The City may withhold payment for failure of the contractor to furnish certificates of insurance as required above.

13. Settlement of Claims

In any case where the Contractor deems that extra compensation is due for services, materials or damages not expressly required by the Contract or not ordered in writing by the City as extra work, the Contractor shall notify the City in writing before it begins any such work on which the claim is based. If such notification is not previously given or the claim is not separately and strictly accounted for, and approved by the City in writing before the Contractor commences said work, the Contractor hereby waives and releases forever any claim or costs for such extra compensation. However, such notice or accounting shall not in

any way be construed as proving the validity of any claim by Contractor.

The City shall decide all claims, questions, and disputes of whatever nature which are referred to it relative to the prosecution and fulfillment of this Contract; and its decision upon all claims, questions, and disputes shall be final and conclusive upon the parties thereto administratively. Nothing in this Contract shall be construed as making final the decision of the City on a question of law. Furthermore, the parties agree that any dispute over extra services, or questions of whatever nature arising out of this contract not resolved between the parties must be submitted to mediation prior to any litigation.

14. Successors and Assigns

The City and Contractor, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Contract and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Contract. Neither the City nor Contractor shall assign, sublet, or transfer any interest in this Contract without the prior written consent of the other.

15. Equal Employment and Nondiscrimination and Affirmative Action

In connection with the work under this Contract, Contractor agrees to comply with the applicable provisions of state and federal equal employment opportunity and non-discrimination statutes and regulations.

16. Severability

In the event any provision of this Contract shall be held invalid and unenforceable, the Remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the Contract to fail its purpose. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

17. Entire Contract

It is understood and agreed that the entire Contract of the parties is contained herein and that this Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous contracts presently in effect between the City and Contractor relating to the subject matter hereof.

18. Relationship with Others

The Contractor shall cooperate fully with the City, other contractors on adjacent projects, municipalities, local government officials, public utility companies, and others as may be directed by the City. This shall include attendance at meetings, discussions, and hearings as may be requested by the City, furnishing data as may be requested from time to time by the

City to effect such cooperation and compliance with all directives issued by the City.

19. Covenant Against Contingent Fees

The Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Contractor to solicit or secure this Contract and that it has not paid or agreed to pay any company or person other than a bona fide employee working solely for the Contractor and fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the City shall have the right to annul this Contract without liability, or in its discretion, to deduct from the Contract price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts or contingent fee.

20. Laws

The Contractor shall keep himself fully informed of all existing and current regulations of the city, county, state and federal laws which in any way limit or control the actions or operations of those engaged upon the work or affecting the materials supplied to or by them. The Contractor shall at all times observe and comply with all ordinances, laws, and regulations and shall protect and indemnify the City as provided in Article 12 of this Contract.

21. Authorized Agent of the City of Grand Rapids

The City of Grand Rapids shall appoint an authorized agent for the purpose of administration of this Contract. Contractor is notified of the authorized agent of the City is as follows:

Bob Cahill
Director of Golf
420 North Pokegama Avenue
Grand Rapids, Minnesota 55744

22. Modification of Contract

Any alterations, variations, modifications, or waivers of provisions of this Contract shall only be valid when they have been reduced to writing, signed by the Mayor and City Administrator of the City and the contractor and attached to the original of this Contract.

IN WITNESS WHEREOF, the City and the Contractor by their authorized partner or officer have hereunto subscribed their names.

DATE: _____

CITY OF GRAND RAPIDS, MINNESOTA

By: _____
Dale Adams, Mayor

By: _____
Tom Pagel, City Administrator

DATE: _____

**ROSS GOLF COURSE/GROUNDS
CONSULTING, LLC**

By: _____
Steven Ross, Its President

EXHIBIT "A"

This is a professional/skilled labor position responsible for the maintenance and improvement of all golf course grounds including the 18 hole championship course, practice areas, and the grounds surrounding the buildings and entrances to the course. The Contractor is responsible for the maintenance of all golf associated buildings including the clubhouse, maintenance facility, and on course restrooms. The Contractor must exercise judgment in executing maintenance programs.

Essential Functions

1. Supervises, assigns and directs staff subordinates, including delegating and following up on subordinate's job duties. Coordinates with the Club Professional to monitor personnel program for hiring, promotion, training, discipline or dismissal of subordinates.
2. Develop division budget and coordinate all division purchases including the maintenance of accurate records, budget expenditures, prepare employee records and coordinate division purchases.
3. Inspect golf course grounds for disease and determine appropriate measures based on integrated pest management to insure a proper course of action for growth and minimizing turf diseases.
4. Supervise the mowing and trimming of golf course grounds.
5. Plant and trim trees, shrubs and flowers, including routine maintenance.
6. Determine the seed and fertilizer levels based on inspection of the grounds.
7. Responsible for the maintenance of all equipment: including preparations of recommendations for the purchase of equipment and training subordinates on the use and maintenance of golf course grounds equipment.
8. Responsible for maintaining the golf course irrigation and pump system including programming, repairs or modification where appropriate.
9. Other related duties or projects as assigned, including but not limited to, improvement projects for the golf course, writing bids and specifications and other responsibilities as assigned by the supervisor.

ENVIRONMENT

The work environment characteristics described herein are representative of those the Contractor may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Primary: Work involves a combination of general office and outside work with exposure to weather extremes.

WORK REQUIREMENTS

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

Skills Involved:

- Ability to plan, organize and supervise work crews.
- Ability to instruct workers on proper work techniques.
- Ability to keep records and make complete reports.
- Some basic knowledge of basic golf course administrative procedures and recreational practices.
- Ability to respond to complaints and direct appropriate action.
- Ability to establish and maintain tactful and effective working relationships with employees and general public.

Schedules and
Other Conditions: Work involves a varied schedule, which may include seven days per week, Morning to late evening hours.

Physical Demands: The Contractor must be able to see, hear, talk, use hands and fingers, walk, drive, and remain in a normal seated position. As duties involve overseeing of maintenance and facilities, the employee may be required to lift up to 75 pounds, carry materials, and walk on a variety of terrains, bend, crouch, crawl, climb, and stoop.

Mental Abilities: Must have a general learning ability, including the ability to understand meanings of words and ideas associated with and use them effectively. The Contractor must have the ability to perform arithmetic operations quickly and accurately and the ability to perceive pertinent detail in verbal and tabular matter.

Minimum Qualifications:

1. High school diploma or equivalent
2. Possession of a Minnesota Pesticide Applicator's License
3. Two year turf related degree
4. Two years experience as a golf course superintendent
5. Good public relations and business skills and ability to work as a team member

Desirable Qualifications:

1. Bachelor's degree in turf management or related degree
2. Minnesota Golf Course Superintendent Association Class "A" rating
3. Five (5) years experience as a golf course superintendent
4. Knowledge of integrated pest management
5. Knowledge of local government functions.

**Ross Golf Course/Grounds Consulting, LLC
Proposal for
Pokegama Golf Course/Grounds Management**

Steven Ross, Owner of Ross Golf Course/Grounds Consulting is submitting this proposal to provide my management services to the City of Grand Rapids, MN. for Pokegama Golf Course. I have been a golf course superintendent with an extensive background in Horticulture and Turfgrass Management working at golf courses in Minnesota. See resume provided for a more detailed description of employment history and education.

- Bachelor degree in Biology with an emphasis in plant physiology
- Minor in Chemistry with an emphasis in soil chemistry
- One year in the Turf Management Program at the University of MN.

- Member in good standing of the Minn. Golf Course Superintendents Assoc. since 1983
- Certified Pesticide Applicator since 1981
- Over 30 years of supervisory experience in the golf course/grounds maintenance business performing all duties associated with golf course/grounds maintenance.
- Involved in all aspects of construction of an 18 hole golf course
- Plant and Turf disease identification specialist

Steven Ross of Ross Golf Course and Grounds Consulting, LLC. Services provided:

- Supervise and participate in all aspects golf course and clubhouse grounds maintenance
- Assist in all grounds maintenance duties including: Mowing, brushing, aeration, topdressing, verticutting, irrigation, irrigation repair and the preparation and application of fertilizers and chemicals.
- Help with and participate in grounds building and clubhouse facilities maintenance
- Supervise and oversee golf course grounds and flower bed construction
- Assist in interviewing and hiring all grounds maintenance personal; train and schedule all assigned personnel; inspect all work performed.
- Do maintenance work on golf course equipment and machinery as needed.
- Maintain inventory and order all turf maintenance supplies and equipment parts
- Operate all golf course equipment to perform all golf course maintenance
- Any other services required to provide a high quality golf course

- My company will be incorporated in the State of Minnesota under the name:
Ross Golf Course/Grounds Consulting, LLC and will provide liability insurance.

Steve Ross owner of Ross Golf Course/Grounds Consulting will provide his services for a yearly fee of \$50,000.00.

Thank You for your consideration, Steven Ross

STEVEN M. ROSS

33788 Mohawk Drive, Grand Rapids, MN. 55744 ~ Home/Cell: 218-360-2455 ~ E-mail: steve@sugarlakelodge.com

Professional Summary

Golf Course Superintendent with extensive background in horticulture and turfgrass management. I offer an exceptional sense of aesthetics and an eye for detail. Self motivated and meticulous groundskeeper that is well versed in all aspects of landscape upkeep and maintenance of golf course grounds.

Skills

Licensed Pesticide Applicator

Whole-sale nursery licensed

Member of Minnesota Golf Course Superintendent

Association since 1983

Knowledge of irrigation piping installation repair and maintenance

Plant identification specialist

Turf disease identification specialist

Exceptional sense of aesthetics

Helped in all aspects related to the construction of an 18 hole golf course

Work History

Golf Course/Grounds Superintendent, 05/1993 to Current

Sugar Lake Lodge-37584 Otis Lane Cohasset, Minn.55721

Helped build the 18 hole golf course at Sugar Lake Lodge. This included tree removal, excavating, irrigation installation, drainage installation and grow-in of the golf course. After 2 years of growing in the golf course I have since maintained the golf course and surrounding grounds. Still presently employed.

Since 2008 Sugar Lake Lodge has contracted out my services to the City of Grand Rapids, Minnesota to oversee the maintenance of their 18 hole golf course. This is in addition to the responsibility I still have at Sugar Lake Lodge. At both facilities I performed all duties associated with the maintenance and care of the golf course grounds.

Included in my job was preparing and managing an annual maintenance and capital expenditure budget.

Assistant Golf Course Superintendent, 01/1990 to 04/1993

Southview Country Club-South St. Paul, MN.

I performed all job duties that are associated with golf course grounds maintenance. This included mowing, fertilizing, pesticide/fungicide applications, aerating, irrigation repair and maintenance as well as many other duties.

Golf Course Superintendent, 03/1982 to 12/1989

Brackett's Crossing Country Club - Lakeville, Minnesota

I was hired as the golf course superintendent to oversee the maintenance of their existing 18 hole golf course. I performed all duties that involved the maintenance of the golf course. This included hiring and supervising a crew of 18 people. I was also responsible for making a golf course grounds maintenance budget and then controlling this budget on an annual basis.

Golf Course Superintendent, 06/1974 to 09/1981

Angushire Golf Course - St. Cloud, Minnesota

I was hired as a seasonal golf course superintendent and was responsible for mowing, irrigating, applying fertilizer and chemicals as well as any other duties associated with golf course maintenance.

Education

Bachelor of Science: Biology, 1981

St. Cloud State University – St. Cloud, Minnesota

Major in Biology with an emphasis in Plant Physiology – Minor in Soil Chemistry

University of Minnesota: One year in the Turfgrass Management Program 1985



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0016 **Version:** 1 **Name:** Council Pay Rate Adjustment
Type: Agenda Item **Status:** Administration Department
File created: 1/4/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider Mayor and Councilmember Pay Rate Adjustments.
Sponsors:
Indexes:
Code sections:
Attachments: [1-11-16 Resolution Establish Council Salaries](#)

Date	Ver.	Action By	Action	Result
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Consider Mayor and Councilmember Pay Rate Adjustments.

Background Information:

The Council By-Laws, Section 10, City Council Salary Increases states: *In an even calendar year, prior to the general election, the City Council shall establish the salary of the Mayor and Councilmembers to be effective January 1st of the following odd calendar year.* The rate adjustment is based on the Federal Reserve Bank of Minneapolis' published CPI index.

The last Mayor and Councilmembers pay adjustment took effect in 2009, where the Mayor's salary is \$800 per month and the Council's salary is \$600. The attached resolution calculates what the monthly pay should be for the Mayor and Councilmembers effective January 1, 2017, rounded up to the nearest \$5.00.

Staff Recommendation:

City staff is recommending that the Mayor's and Council's monthly salary be set at \$880 and \$660, respectively. The following information compares the proposed rates to regional cities.

<u>City:</u>	<u>Mayor Salary:</u>	<u>Council Salary:</u>	<u>Benefits:</u>
Grand Rapids	\$880	\$660	\$10,000 Life Insurance unless waived
Bemidji	\$1,000	\$833.33	Out of town travel per diem: 0-2 hrs = \$25, 2-4 hrs = \$50, 4-6 = \$75, 6+ hrs = \$100
Brainerd	\$650	\$550	Health Insurance options: 100% Single, 80% Family, \$250 per month comp for opting out with other insurance
City			Council President and 2 other Council members receive \$50 extra per month for serving as Committee Chairs \$50,000 life insurance policy, 100% paid by City
Hermantown	\$800	\$600	Mediation Sessions: \$50/4 hours or less and \$100/over 4 hours Phone/Internet Reimbursement: \$35/month Life Insurance: \$30,000

* Hibbing \$897.59 \$598.39 Health Insurance

* No response to inquiries, information provided is from October 2014

Requested City Council Action

Make a motion to adopt a resolution establishing Mayor and Councilmembers salaries in the City of Grand Rapids, effective January 1, 2017.

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

RESOLUTION NO. 16-__

**A RESOLUTION ESTABLISHING MAYOR AND COUNCILMEMBER SALARIES
IN THE CITY OF GRAND RAPIDS**

WHEREAS, the City of Grand Rapids, at the regular council meeting on October 28, 2014, adopted amended City Council By-Laws, and

WHEREAS, the By-Laws specify a formal process for Mayor and Councilmember salary increases based on the Consumer Price Index as published by the Federal Reserve Bank of Minneapolis, and

WHEREAS, the last salary increase for Mayor and Councilmember occurred May 12, 2008, with the Mayor and Councilmember monthly salary set at \$800 and \$600 respectively.

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

1. Based on the following table:

Year	CPI Index	Mayor Salary/Month	Council Salary/Month
2009	-0.4%	800	600
2010	1.6%	797	598
2011	3.2%	810	607
2012	2.1%	835	627
2013	1.5%	853	640
2014	1.6%	866	649
2015	0.0%	880	660
2016		880	660

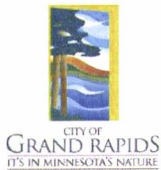
2. Effective January 1, 2017, the Mayors salary shall be \$880/month and the Councilmembers salary shall be \$660/month.

Adopted by the Council this 11th day of January, 2016.

Dale Adams, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0027 **Version:** 1 **Name:** Appointment of Jon Peterson to the position of Building Inspector.
Type: Agenda Item **Status:** Administration Department
File created: 1/6/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider the appointment of Jon Peterson to the position of Building Inspector.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider the appointment of Jon Peterson to the position of Building Inspector.

Background Information:

At the November 9, 2015 City Council Meeting, the Council authorized City staff to continue the process of filling the Building Inspector vacancy due to the promotion of Nathan Morlan to the Facilities Maintenance Manager position. The selection process is complete and the Search Committee consisting of Community Development Director Rob Mattei, Building Official Travis Cole, Building/Fire Inspector Nathan Morlan, and Human Resources Director Lynn DeGrio is recommending the appointment of Jon Peterson to the position effective February 16, 2016, at a starting salary of \$45,659.26 per year.

Jon graduated from Palmer High School in Colorado Springs, CO and completed a four year program to become a union Journeyman Carpenter specializing in commercial and residential building. He has maintained a Minnesota residential contractor license for the past eight years. Jon is has been the owner of Jon S. Peterson Construction since 2004. Prior to that, he worked as a Carpenter Foreman for Hawk Construction in Grand Rapids and Timco Construction in Plymouth.

Jon is also certified by the American Home Inspector's Training Institute in which he used to perform home inspections for real estate sales.

Staff Recommendation:

The Search Committee has offered the position to him subject to City Council approval. We are recommending a starting wage of \$21.95 per hour. Jon will also be eligible for an End of Introductory Period Review increase of 0%-5% six months from his date of hire.

Requested City Council Action

Make a motion approving the appointment of Jon Peterson to the position of Building Inspector at a starting wage of \$21.95 per hour (\$45,659.26 annually) effective February 9, 2016, contingent upon a psychological evaluation.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	16-0028	Version:	1	Name:	Consider adopting the eligibility list and appointment of Police Sergeant.
Type:	Agenda Item	Status:			Administration Department
File created:	1/6/2016	In control:			City Council
On agenda:	1/11/2016	Final action:			
Title:	Consider adopting the eligibility list and appointment of Police Sergeant.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Consider adopting the eligibility list and appointment of Police Sergeant.

Background Information:

At the November 9, 2015 City Council meeting, the City Council authorized City Staff to begin the process of filling the Police Sergeant vacancy. Interviews and the exam were held and the committee consisting of Police Chief Scott Johnson, Assistant Police Chief Steve Schaar, Brainerd Police Chief Corky McQuiston, and Human Resources Director Lynn DeGrio are recommending placing the following three employees on an eligibility list for a period of one year (in alphabetical order):

1. Brian Mattson
2. Andy Morgan
2. Kevin Ott

They are also recommending appointing Andy Morgan to the vacant position of Police Sergeant effective January 12, 2016.

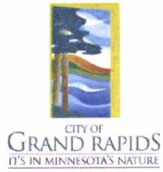
Andy has been with the City of Grand Rapids since October 1, 2001 and is currently the most senior individual within the patrol unit. In 2009, Andy was assigned Police Investigator, where he has handled larger, more intricate criminal investigations. Throughout his fourteen year career, Andy has been extremely active within the community as a representative of the Grand Rapids Police Department. He has participated in public programs as a presenter, organizer and assistant. He has dedicated countless hours to promote and improve public perception of the the GRPD.

Staff Recommendation:

Police Chief Scott Johnson, Assistant Police Chief Steve Schaar, and Human Resources Director Lynn DeGrio are recommending the appointment of Andy Morgan to the position of Police Sergeant.

Requested City Council Action

Make a motion adopting the eligibility list for a period of one year and appoint Andy Morgan to the position of Police Sergeant effective January 12, 2016.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0032 **Version:** 1 **Name:** Consider the appointment of Nathan Morlan to the position of Safety Officer with the Grand Rapids Fire Department.

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

File created: 1/6/2016 **In control:** City Council

On agenda: 1/11/2016 **Final action:**

Title: Consider the appointment of Nathan Morlan to the position of Safety Officer with the Grand Rapids Fire Department.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider the appointment of Nathan Morlan to the position of Safety Officer with the Grand Rapids Fire Department.

Background Information:

With the retirement of David Gibeau from the Safety Officer position in August, there remains a vacancy. Interviews have since been held and the Fire Chief has recommended Nathan Morlan to the position of Safety Officer.

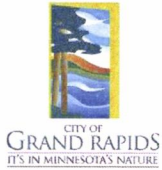
Nathan is a graduate of Central High School in Crookston, Minnesota. He attended Moorhead Technical College where he studied carpentry. Nate is a Certified Building Official and a Certified Minnesota Firefighter I, has Hazardous Materials Technician level training and is a Certified Fire Inspector I. Nate was employed by DeBoer Builders in Crookston as a Project Superintendent from 1994 until 2007 and at the City of Crookston as a Building Official from 2007 until 2012. He has been employed by the City of Grand Rapids in the capacity of Building/Fire Inspector since November 2012 and as a Firefighter since January 2013. Nate was appointed as the Facilities Maintenance Manager last year to replace Ron Edminister and will soon take on that position.

Staff Recommendation:

Fire Chief Mike Liebel is recommending the appointment of Nathan Morlan to the position of Safety Officer for the Grand Rapids Fire Department effective January 12, 2016.

Requested City Council Action

Make a motion to appoint Nathan Morlan to the position of Safety Officer for the Grand Rapids Fire Department effective January 12, 2016 at a rate of \$273.83 per month.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0033 **Version:** 1 **Name:** Consider the appointment of Andy Horton to the Haz-Mat Officer position
Type: Agenda Item **Status:** Administration Department
File created: 1/6/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider the appointment of Andy Horton to the Haz-Mat Officer position.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider the appointment of Andy Horton to the Haz-Mat Officer position.

Background Information:

With the appointment of Shawn Graeber to the Captain position for the Grand Rapids Fire Department effective August 11, 2015, there has been a vacancy for Haz-Mat Officer. At that time, the City Council authorized City staff to begin the process of filling the vacancy. Interviews have since been held, and the Fire Chief has recommended Andy Horton to the position of .

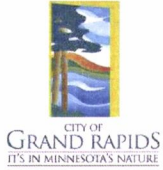
Andy has been on the Fire Department since October 25, 2005. On January 1, 2010, Andy was appointed to the position of GRFD Janitor, a position he held until June 1, 2011. Since that time, Andy has remained an active Firefighter.

Staff Recommendation:

Fire Chief Mike Liebel is recommending the appointment of Andy Horton to the position of Haz-Mat Officer for the Grand Rapids Fire Department effective January 12, 2016.

Requested City Council Action

Make a motion to appoint Andy Horton to the position of Haz-Mat Officer for the Grand Rapids Fire Department effective January 12, 2016 at a rate of \$444.03 per month.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0034 **Version:** 1 **Name:** Consider the appointment of _____ to the position of Police Investigator.
Type: Agenda Item **Status:** Administration Department
File created: 1/6/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider the appointment of Kevin Ott to the position of Police Investigator.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider the appointment of Kevin Ott to the position of Police Investigator.

Background Information:

The position of Police Investigator is an assigned position; however, we require interested patrol officers to submit a letter of interest and go through an interview process. We had five candidates submit letters of interest and interviews were conducted on Friday, January 8, 2016 by Assistant Police Chief Steve Schaar, Sergeant Brent Bradley, and Sergeant Bob Stein.

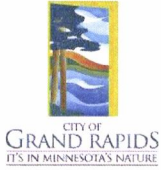
The interview committee has recommended Kevin Ott to the assignment. Kevin was hired on February 4, 2008. Since that time, Kevin has been active in investigations by assisting Investigators with prostitution, sex assaults, gun crimes, and drug investigations. Recently, Kevin has completed investigations that have resulted in convictions for gun crimes and sexual assaults. In working with more complicated investigations, he has obtained a strong understanding of the requirements necessary to acquire convictions, and has an appreciation for the fact that it is extremely important to conduct complete investigations to exonerate innocent suspects as well.

Staff Recommendation:

Police Chief Scott Johnson and Assistant Police Chief Steve Schaar are recommending the appointment of Kevin Ott to the Police Investigator assignment.

Requested City Council Action

Make a motion to approve the appointment of Kevin Ott to the Police Investigator assignment effective January 12, 2016.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	16-0035	Version:	1	Name:	Consider adopting "City Employees as Paid On-Call Firefighters" policy.
Type:	Agenda Item	Status:		Administration Department:	Administration Department
File created:	1/6/2016	In control:		City Council:	City Council
On agenda:	1/11/2016	Final action:			
Title:	Consider adopting "City Employees as Paid On-Call Firefighters" policy.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	City employees working as paid on-call firefighter				

Date	Ver.	Action By	Action	Result
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Consider adopting "City Employees as Paid On-Call Firefighters" policy.

Background Information:

The City of Grand Rapids recognizes the value of having regular, full-time employees also serve as paid on-call firefighters for the fire department. Therefore, the City encourages and supports membership of regular, full-time employees as paid on-call staff. As City employees, the best interest of Grand Rapids' residents, businesses, and visitors, and respect for the democratic process must guide our work and be placed at the forefront of everything we do. Working as a paid on-call firefighter requires commitment and sacrifice. However, it also provides the opportunity to serve the community and its residents when they need it the most.

The City of Grand Rapids currently has four full-time employees also serving as Firefighters, with another one on an eligibility list. These employees may also respond to emergency calls during regular, full-time hours under certain circumstances and it is in the City's best interest to compensate employees who meet the qualification of paid on-call firefighter in or to have adequate City operations as well as staffing levels 24 hours a day in order to support the needs of area departments providing fire protection.

City employees cannot "volunteer" to perform the same or similar duties on their off-hours as they perform during their regular employment with the City (e.g. a Building/Fire Inspector cannot "volunteer" to perform fire protection duties after -hours). Even if the work is different, employees who hold two jobs with the City are likely to qualify for overtime if they exceed 40 hours in one workweek in either or both jobs.

Therefore, City staff researched how other cities in Minnesota handle this, and came up with a policy that is mutually agreeable and conforms to the Fair Labor Standards Act.

Staff Recommendation:

City staff, including City Administrator Tom Pagel, Police Chief Scott Johnson, Assistant Police Chief Steve Schaar, Finance Director Barb Baird, Assistant Finance Director Laura Pfeifer, Director of Parks and Recreation Dale Anderson, Assistant Library Director Amy Dettmer, Fire Chief Mike Liebel, Assistant Fire Chief Bryan Zuehlke, Captain Travis Cole, Human Resources Director Lynn DeGrio, along with City Attorney Chad Sterle have met and discussed this policy in length, as well as the City employees who are also Firefighters. It has been determined that the policy appears to meet the needs of all departments affected and are recommending adopting the attached policy.

Requested City Council Action

Make a motion to adopt the proposed "City Employees as Paid On-Call Firefighters" policy effective immediately.

CITY EMPLOYEES WORKING AS PAID ON-CALL FIREFIGHTERS

The City of Grand Rapids recognizes the value of having regular, full-time employees also serve as paid on-call firefighters for the fire department. Therefore, the City encourages and supports membership of regular, full-time employees as paid on-call staff.

As City employees, the best interests of Grand Rapids' residents, businesses, and visitors, and respect for the democratic process must guide our work and be placed at the forefront of everything we do. Working as a paid on-call firefighter requires commitment and sacrifice. However, it also provides the opportunity to serve the community and its residents when they need it the most.

These employees may also respond to emergency calls during regular, full-time hours under certain circumstances and it is in the City's best interest to compensate employees who meet the qualification of paid on-call firefighter in order to have adequate:

- City operations; and
- Staffing levels 24 hours a day in order to support the needs of area departments providing fire protection.

A permanent part-time or full-time City employee who is also a firefighter with the Grand Rapids Fire Department (GRFD) can expect the following compensation:

1. When responding to an emergency call outside of their regular City employment hours, employees shall be paid per hour per call for responding to emergency calls for service and attending meetings, drills and other special details required by the Fire Chief and his/her designee. All hours worked shall be rounded up to the next full hour for purposes of determining compensation.
2. When responding to an emergency call during their regular employment shift, payment of regular department pay will continue for the time spent during the regularly scheduled shift responding to an emergency call. The employee will not have to make up any lost time in the permanent position.
3. Generally, permanent City employee(s) have the ability to sign out of their regular position in order to respond to emergency calls. An immediate supervisor may deny an employee's request to leave their regular position in order to respond to an emergency call if the employee is performing an essential job function that must be completed timely in order for city business to run efficiently. The City Administrator has final authority.
4. If an Employee is a member of the Grand Rapids Police Department working in the capacity of law enforcement, the Employee may respond to the emergency call as a Police Officer during their regular working hours and receive credit towards the call. The Employee must resume law enforcement duties upon adequate staffing by fire fighters to the call.

5. An employee has the ability to report in late to the employee's regular position with the City due to responding to an emergency call. Timely notice must be given to the employee's immediate supervisor prior to responding to the emergency call. Employees may receive compensation from the GRFD or other community fire department when reporting to work as a part-time firefighter before the employee's regularly scheduled shift with the City. Regular city pay will be paid once the regularly scheduled city shift starts.
6. Overtime will be calculated as per the applicable labor agreement and/or the Fair Labor Standards Act. (See Attachment A)
7. Any overtime incurred as a result of an emergency call will be coded to the Fire Department for accounting purposes.
8. Employees who respond to a paid on-call emergency during non-regular working hours* will be paid at the applicable paid on-call rate and that time will be reported on the employee's fire timesheet, with the time noted on when the call was worked (i.e. 5:30 – 7:30 PM). Any time worked by the employee as a paid on-call firefighter beyond the employee's regularly scheduled shift with the City, will be paid by GRFD or other community fire department.
9. Under no circumstances will time reported for responding to a paid on-call emergency be reflected on both the employee's regular timesheet and the employee's fire timesheet.
10. All applicable benefits and leaves shall also continue to accrue without regard to time spent on emergency calls.
11. If an employee is a fire fighter on another community fire department and they are authorized to leave their regular shift with the City to go on a fire call, they do not have to take FTO or make up the hours missed.

If an employee is found in violation of this policy the employee will be subject to discipline, up to and including termination.

**Non-regular working hours include Flexible Time Off (FTO), Holidays, and after scheduled hours (i.e. Saturdays and Sundays).*

Adopted _____, 2016

ATTACHMENT A

Exempt Employees (Salary based)

- No overtime is collected
- No pay during regularly scheduled work hours (credit for calls)
- Regular Fire Hall pay after regular working hours and weekends
- Receives regular Fire Hall pay on Holidays and FTO days off

Non-Exempt Employees (Hourly)

- Work week is Sunday – Saturday
- Fire Hall overtime is collected if the employee has worked 40 hours within the scheduled work week.
- FTO, comp hours used, and holidays are not considered to be hours worked.
- No pay during regularly scheduled work hours (credit for calls)
- Regular Fire Hall pay for hours missed during the regularly scheduled work week (ex. If employee takes 8 hours FTO during the week, the first 8 hours of Fire Hall pay during that week will be at regular Fire Hall pay)
- Receives regular Fire Hall pay on holidays and FTO days off (would be overtime if the employee has reached over the number of hours needed at regular pay)

City of Grand Rapids

Agreement for Employees that perform two different types of work at different rates of pay

_____ (hereinafter Employee) has primary employment in a full-time capacity with the City of Grand Rapids (normal work week of 40 hours) at an hourly rate established by the Employees labor agreement and/or rate approved by the City Council. Employee also has a position as a paid on-call firefighter with duties that are separate from and unrelated to his/her primary employment at a different rate of pay.

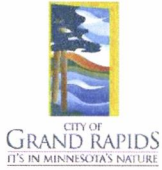
Employee agrees that s/he shall be paid during any overtime hours at a rate of one and one-half times the hourly non-overtime rate established for the type of work s/he is performing during such overtime hours. This agreement has been made pursuant to 29 C.F.R. §77.419.

For example, a Public Works department employee for the city also serves as a paid on-call firefighter. The employee works 40 hours in his/her primary employment at \$25/hour, then, in the same work-week, works an additional 6 hours as a paid on-call firefighter at \$18/hour. The 6 hours over the 40 hours will be paid at a rate of \$27.00/hour (\$18 x 1.5).

Employee's Printed Name

Date

Employee's Signature



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 16-0037 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 1/7/2016 **In control:** City Council
On agenda: 1/11/2016 **Final action:**
Title: Consider approving the verified claims for the period December 15, 2015 to January 4, 2016 in the total amount of \$497,833.98.
Sponsors:
Indexes:
Code sections:
Attachments: [COUNCIL BILL LIST 1-11-16.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period December 15, 2015 to January 4, 2016 in the total amount of \$497,833.98.

Requested City Council Action

Make a motion to approve the verified claims for the period December 15, 2015 to January 4, 2016 in the total amount of \$497,833.98.

CITY OF GRAND RAPIDS COUNCIL BILL LIST - JANUARY 11, 2016

DATE: 01/07/2016
 TIME: 08:54:04
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/11/2016

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
0200023	BMC SOFTWARE INC	331.07
	TOTAL	331.07
CITY WIDE		
1815711	STEVE ROSS	4,166.67
1920240	CHAD B STERLE	10,000.00
	TOTAL CITY WIDE	14,166.67
ADMINISTRATION		
0315675	CORVEL CORPORATE	711.95
1415377	NORTHERN BUSINESS PRODUCTS INC	55.76
1506265	NORTHERN OFFICE OUTFITTER INC	358.32
	TOTAL ADMINISTRATION	1,126.03
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	33.80
0401500	DAMBERG.SCOTT.GERZINA.WAGNER	540.00
0701650	GARTNER REFRIGERATION CO	5,050.00
0920060	ITASCA COUNTY TREASURER	1,582.98
1415377	NORTHERN BUSINESS PRODUCTS INC	407.00
2018680	TRU NORTH ELECTRIC LLC	4,365.98
	TOTAL BUILDING MAINTENANCE-CITY HALL	11,979.76
COMMUNITY DEVELOPMENT		
0103325	ACHESON TIRE COMPANY INC	585.00
0920060	ITASCA COUNTY TREASURER	36.98
1309133	MINNESOTA BUILDING PERMIT	100.00
1920555	STOKES PRINTING COMPANY	30.56
	TOTAL COMMUNITY DEVELOPMENT	752.54
COUNCIL/COMMISSION/BOARDS		
0221650	BURGGRAF'S ACE HARDWARE INC	179.97
0315105	COALITION OF GREATER MN CITIES	17,423.00
0920060	ITASCA COUNTY TREASURER	1,039.34
1205090	LEAGUE OF MINNESOTA CITIES	10,458.00
1401232	NPELRA	200.00

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/11/2016

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
COUNCIL/COMMISSION/BOARDS		
1801500	RAMS	950.00
TOTAL COUNCIL/COMMISSION/BOARDS		30,250.31
FINANCE		
0801661	HARRIS	20,093.28
1920555	STOKES PRINTING COMPANY	141.95
TOTAL FINANCE		20,235.23
FIRE		
0118661	ARROWHEAD REGIONAL FIRE FIGHTR	65.00
0221650	BURGGRAF'S ACE HARDWARE INC	24.96
0513231	EMERGENCY APPARATUS	328.35
0513235	EMERGENCY RESPONSE SOLUTIONS	2,253.93
0920060	ITASCA COUNTY TREASURER	52.47
1200500	L&M SUPPLY	5.21
1309495	MINUTEMAN PRESS	48.31
1801206	RADIOLOGIST ASSOC. IN DULUTH	46.00
2209421	VIKING ELECTRIC SUPPLY INC	13.81
2300600	W.P. & R.S. MARS COMPANY	439.10
TOTAL FIRE		3,277.14
INFORMATION TECHNOLOGY		
0200023	BMC SOFTWARE INC	662.13
0301420	CALIFORNIA DIGEST TECHNOLOGY	374.00
TOTAL INFORMATION TECHNOLOGY		1,036.13
PUBLIC WORKS		
0100046	ASV, LLC	800.00
0121721	AUTO VALUE - GRAND RAPIDS	160.43
0221650	BURGGRAF'S ACE HARDWARE INC	39.98
0301685	CARQUEST AUTO PARTS	396.30
0315455	COLE HARDWARE INC	99.57
0821705	HUSKY SPRING	237.48
0920060	ITASCA COUNTY TREASURER	385.81
1209735	LITTLE FALLS MACHINE INC	410.40
1301213	DAN MARTIN	1,095.43
1415535	NORTHLAND MACHINES	23.81
1415640	NORTRAX EQUIPMENT COMPANY	1,475.19

CITY OF GRAND RAPIDS COUNCIL BILL LIST - JANUARY 11, 2016

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/11/2016

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
PUBLIC WORKS		
1421155	NUCH'S IN THE CORNER	61.50
1421700	NUSS TRUCK GROUP INC	112.58
TOTAL PUBLIC WORKS		5,298.48
FLEET MAINTENANCE		
0121721	AUTO VALUE - GRAND RAPIDS	23.98
0301685	CARQUEST AUTO PARTS	276.72
0315455	COLE HARDWARE INC	4.40
0904227	IDENTIFIX INC	1,308.00
1801615	RAPIDS WELDING SUPPLY INC	168.00
TOTAL FLEET MAINTENANCE		1,781.10
POLICE		
0221650	BURGGRAF'S ACE HARDWARE INC	16.99
0301685	CARQUEST AUTO PARTS	416.74
0409501	DIMICH LAW OFFICE	4,583.37
0601680	FASHION TO FIT	53.00
0920060	ITASCA COUNTY TREASURER	2,892.86
1200500	L&M SUPPLY	34.99
1309149	MN CHIEFS OF POLICE ASSOC	59.90
1309167	MN BUREAU OF CRIMINAL	390.00
1415035	NORTH COUNTRY BUSINESS PROD	651.50
1801570	RAPIDS AUTO WASH	55.00
1920233	STREICHER'S INC	379.87
2000400	T J TOWING	90.00
T000684	MID STATES ORGANIZED CRIME	150.00
TOTAL POLICE		9,774.22
RECREATION		
0221650	BURGGRAF'S ACE HARDWARE INC	39.80
0712550	GLOBE DRUG/MEDICAL EQUIP	44.97
0920068	ITASCA DRIFTSKIPPERS	2,000.00
1309315	MINNESOTA REC & PARK ASSOC	299.00
TOTAL RECREATION		2,383.77
CENTRAL SCHOOL		
0113233	AMERIPRIDE LINEN & APPAREL	145.62

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/11/2016

VENDOR #	NAME	AMOUNT DUE

CENTRAL SCHOOL		
0315455	COLE HARDWARE INC	12.99
0609457	FILTHY CLEAN INC	1,405.00
	TOTAL	1,563.61
AIRPORT		
0301685	CARQUEST AUTO PARTS	51.69
0315455	COLE HARDWARE INC	128.41
0801836	HAWKINSON SAND & GRAVEL	441.95
0920060	ITASCA COUNTY TREASURER	130.35
1309159	MINNESOTA COUNCIL OF AIRPORTS	150.00
	TOTAL	902.40
CIVIC CENTER		
GENERAL ADMINISTRATION		
0103325	ACHESON TIRE COMPANY INC	150.00
0113233	AMERIPRIDE LINEN & APPAREL	30.10
0118230	ARENA WAREHOUSE, LLC	268.00
0221650	BURGGRAF'S ACE HARDWARE INC	221.47
0315495	COMMERCIAL REFRIGERATION	550.00
0501656	THE EARTHGRAINS COMPANY INC	117.36
0605670	FERRELLGAS	198.00
0718041	GRAND RAPIDS GIRLS HIGH SCHOOL	393.75
0718228	GREENWAY KEY CLUB	263.25
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
0920060	ITASCA COUNTY TREASURER	32.86
1205725	LET'S PLAY HOCKEY, INC	208.00
1301168	MARKETPLACE FOODS	111.48
1309240	MINNESOTA ICE ARENA MANAGERS	150.00
1605611	PEPSI-COLA	4,016.92
1800655	R & R SPECIALTIES INC	478.00
1901535	SANDSTROM COMPANY INC	4,185.21
1908099	SHARP GUY SHARPENING	375.00
1909510	SIM SUPPLY INC	301.04
2116600	UPPER LAKE FOODS INC	1,341.93
2300600	W.P. & R.S. MARS COMPANY	119.61
	TOTAL GENERAL ADMINISTRATION	13,521.98
STATE HAZ-MAT RESPONSE TEAM		

DATE: 01/07/2016
 TIME: 08:54:05
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/11/2016

VENDOR #	NAME	AMOUNT DUE

STATE HAZ-MAT RESPONSE TEAM		
0315455	COLE HARDWARE INC	0.70
1415484	NORTHERN LIGHTS TRUCK	1.79
TOTAL		2.49
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	38.00
1200500	L&M SUPPLY	13.12
1415535	NORTHLAND MACHINES	705.32
TOTAL		756.44
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	15.33
0221650	BURGGRAF'S ACE HARDWARE INC	18.99
0920060	ITASCA COUNTY TREASURER	94.40
TOTAL		128.72
GENERAL CAPITAL IMPRV PROJECTS		
2014 BLDG IMPROVEMENTS		
0401500	DAMBERG.SCOTT.GERZINA.WAGNER	136.39
TOTAL 2014 BLDG IMPROVEMENTS		136.39
STORM WATER UTILITY		
0121725	AUTOMOTIVE ELECTRIC LLC	322.60
0920060	ITASCA COUNTY TREASURER	578.87
1421155	NUCH'S IN THE CORNER	74.28
1621125	PUBLIC UTILITIES COMMISSION	2,200.00
TOTAL		3,175.75
TOTAL UNPAID TO BE APPROVED IN THE AMOUNT OF		\$ 122,580.23
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T	573.39
0102700	ABSTRACT SERVICE COMPANY	1,000.00
0114210	D. ANDERSON - CHANGE FUND	7,100.00

DATE: 01/07/2016
 TIME: 08:54:05
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/11/2016

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0201354	B. BAIRD-PETTY CASH FUND	5.34
0212750	BLUE CROSS & BLUE SHIELD OF MN	44,715.50
0212751	BLUE CROSS BLUE SHIELD	89.88
0301650	JEFF CARLSON	2,298.80
0305530	CENTURYLINK COMMUNICATIONS LLC	54.11
0405447	DELTA DENTAL OF MINNESOTA	2,764.60
0405505	JAMES DENNY	319.50
0504610	RON EDMINSTER	194.10
0512230	ELEMENT PAYMENT SERVICES	65.00
0605191	FIDELITY SECURITY LIFE INS CO	101.77
0718015	GRAND RAPIDS CITY PAYROLL	233,265.30
0718229	GREENWAY JOINT RECREATION ASSC	188.50
0920036	ITASCA COUNTY ATTORNEY OFFICE	2,492.62
0920055	ITASCA COUNTY RECORDER	46.00
1201402	LAKE COUNTRY POWER	48.56
1209516	LINCOLN NATIONAL LIFE	2,176.60
1301262	BRIAN MATTSON	35.00
1305046	MEDIACOM	75.90
1305050	MEDICO LIFE & HEALTH INS CO	252.56
1309199	MINNESOTA ENERGY RESOURCES	7,799.09
1309264	MN JUVENILE OFFICERS ASSOC	480.00
1309332	MN STATE RETIREMENT SYSTEM	1,820.00
1309335	MINNESOTA REVENUE	1,949.21
1315650	ANDY MORGAN	85.47
1415026	MICHELLE NORRIS	70.00
1415035	NORTH COUNTRY BUSINESS PROD	1,657.25
1516220	OPERATING ENGINEERS LOCAL #49	35,240.00
1601750	PAUL BUNYAN COMMUNICATIONS	276.09
1615500	SHAUN POMPLUN	180.00
1621125	PUBLIC UTILITIES COMMISSION	5,719.50
1621130	P.U.C.	18,755.50
1809165	RICOH USA INC	655.98
2000100	TASC	30.60
2000490	TDS Metrocom	789.27
2301700	WASTE MANAGEMENT	1,822.76
T001044	MICHELLE KAY JOHNSON	60.00
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:	\$375,253.75
	TOTAL ALL DEPARTMENTS	497,833.98