



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council

Monday, June 8, 2015

5:00 PM

City Hall Council Chambers

AMENDED 6-5-2015

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, June 8, 2015 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 PM PUBLIC FORUM

5:07 PM COUNCIL REPORTS

5:12 PM APPROVAL OF MINUTES

[15-1383](#) Approve Council minutes for Tuesday, May 26, 2015 Worksession & Regular meetings.

Attachments: [May 26, 2015 Worksession](#)
[May 26, 2015 Regular Meeting](#)

5:13 PM CONSENT AGENDA

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

1. [15-1369](#) Consider approving a Supplemental Letter Agreement (SLA) with SEH for \$5000 to complete the FAA closeout report for the 2013 federal grant related to improvements made to the airport.

Attachments: [6-8-15 Attachment SEH SLA 17-13 Closeout.pdf](#)

2. [15-1371](#) Completion of Introductory Period for Police Officer Justin Edmundson.

3. [15-1372](#) Request by the Police Department to donate some of our abandoned and found bicycles to Circles of Support - KOOTASCA Community Action.
Attachments: [KOOTASCA.pdf](#)
4. [15-1374](#) Completion of Introductory Period for Police Officer Gregory Lease.
5. [15-1375](#) Retirement of Firefighter David Protelsch.
6. [15-1377](#) Appointment of Matthew Moen to the position of part-time Parking Enforcement Officer.
7. [15-1385](#) Adopt resolutions supporting the submission of requests for 2016 state bond appropriations for improvements at the IRA Civic Center, Mississippi River Pedestrian Bridge & Mississippi River Amphitheatre.
Attachments: [Bonding Request - Resolution](#)
[6-8-15 Bridge Pedestrian Resolution](#)
[6-8-15 Mississippi Amphetheater Resolution](#)
8. [15-1378](#) Hire temporary employees for Park & Recreation / I.R.A. Civic Center
9. [15-1333](#) Consider approving a revised Trail License Agreement with the Regents of the University of Minnesota for a 20-year term for the purposes of reconstructing the Mesabi Trail.
Attachments: [Grand Rapids Trail License Agreement\(Rev5-22-15\).pdf](#)
[Imcitiabilitycoverageoptions.pdf](#)
10. [15-1387](#) Approve temporary liquor license for MacRostie Art Center for First Friday Art Walk event on July 3, 2015.
Attachments: [MacRostie Temp Liquor Application](#)

**5:15 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.

ACKNOWLEDGE BOARDS & COMMISSIONS

11. [15-1384](#) Acknowledge minutes for:
Human Rights April 29, 2015
HRA Minutes April 15, 2015
Attachments: [April 15, 2015 HRA Minutes](#)
[April 29, 2015 Human Rights Minutes](#)

**5:16 DEPARTMENT HEAD REPORT
PM**

12. [15-1386](#) Information Technology ~ Erik Scott

**5:26 ENGINEERING
PM**

13. [15-1362](#) Consider selecting Martinez Geospacial (MTZ) for the A-GIS work and Applied Ecological Services for the WHSV and Management Plan work, two components of the Airport Master Plan Update project, and authorizing Kramer Aerotek Inc to perform the FAA-required Independent Fee Estimate (IFE) work for the Airport Master Plan Proposal for an estimated fee of \$1500.

Attachments: [6-8-15 Attachment Applied Ecological Services WHSV.pdf](#)
[6-8-15 Attachment Martinez Geospacial.pdf](#)

**5:30 INFORMATION TECHNOLOGY
PM**

14. [15-1388](#) Authorize the IT Department to solicit quotes and purchase disaster recovery equipment at a cost not to exceed \$15,000.

**5:35 ADMINISTRATION DEPARTMENT
PM**

15. [15-1376](#) Continuation of Phased Retirement Agreement for Facilities Maintenance Manager Ronald Edminster.

**5:40 VERIFIED CLAIMS
PM**

16. [15-1373](#) Consider approving the verified claims for the period May 19, 2015 to June 1, 2015 in the total amount of \$337,492.18.

Attachments: [City Council 06-08-15.pdf](#)

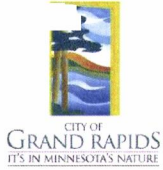
**5:45 ADJOURNMENT
PM**

NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 22, 2015, 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 #: 15-1383 **Version:** 1 **Name:** Council minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 6/4/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Approve Council minutes for Tuesday, May 26, 2015 Worksession & Regular meetings.
Sponsors:
Indexes:
Code sections:
Attachments: [May 26, 2015 Worksession](#)
[May 26, 2015 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Approve Council minutes for Tuesday, May 26, 2015 Worksession & Regular meetings.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Tuesday, May 26, 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 Tuesday, May 26, 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 4 - Mayor Dale Adams, Councilor Ed Zabinski, Councilor Bill Zeige, and Councilor Rick Blake

Absent 1 - Councilor Dale Christy

Discussion Items

1. Legislative Update ~ Senator Saxhaug & Representative Anzels
Representative Anzels discusses legislation introduced during the recent session. Transportation bill was dead in the water when the session began. Unable to come to agreement on a tax bill.
Senator Saxhaug discusses the passing of all budget bills, \$1 billion on the bottom line. Education bill was vetoed, along with the AG bill and jobs and energy bill.
Loren Solberg addressed the Council with some position information regarding the outcome of the legislative session.
2. Review 5:00 PM Regular Meeting
Discussed additions of items to Consent and Regular agendas.

ADJOURN

There being no further business, the meeting adjourned at 4:46 PM.

Respectfully submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Tuesday, May 26, 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 Tuesday, May 26, 2015 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

Present 4 - Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

Absent 1 - Councilor Dale Christy

MEETING PROTOCOL POLICY

5:01 PM **PUBLIC FORUM**

Richard Bialke, Grand Rapids Township, County Road 62. Addresses the Council regarding an ordinance for hunting within the city limits, specifically the use of bows, not including crossbows.

The Council suggests Mr. Bialke make contact with local law enforcement to provide his information. Staff will begin the process of reviewing this ordinance.

5:05 PM **COUNCIL REPORTS**

Councilor Zabinski - PUC is currently in the process for finding a replacement for Anthony Ward, PUC Manager who has announced his retirement 18 months from now. Also noted was the update on Active Living Center at the YMCA and the upcoming Grand Opening.

Mayor Adams notes the #MNnature sign to help promote our community, and encourages residents to attend the open streets event on Saturday June 6th.

Councilor Blake recognizes Itasca Area Student Success event, and the goal of helping students be successful.

Administrator Pagel states that Grussendorf Park has several tennis courts that have been converted to accommodate the Pickle Ball players.

5:08 PM **APPROVAL OF MINUTES**

Approve Council minutes for Monday, May 11, 2015 Worksession & Regular meetings.

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

5:11 PM CONSENT AGENDA

1. Adopt a resolution approving LG230 off site gambling application for Confidence Learning Center.
Adopted Resolution 15-30 by consent roll call
2. Adopt a resolution for the Itasca County Hazard Mitigation Plan
Adopted Resolution 15-31 by consent roll call
3. Authorize the Police Department to apply for a 2016 Toward Zero Deaths (TZD) Grant from the Minnesota Department of Public Safety - Office of Traffic Safety.
Approved by consent roll call
4. Approve the hiring of a temporary employee with the IRA Civic Center/Sports Complex Concessions beginning May 27, 2015 at \$8.00 per hour.
Approved by consent roll call
5. Consider approving David Horsmann as a 2015 Spring/Summer Part-Time Maintenance worker for the Public Works Department.
Approved by consent roll call
6. Completion of Introductory Period for Police Officer Shaun Pomplun.
Approved by consent roll call
7. Entering into rental agreements with area businesses for advertising at the IRA Civic Center.
Approved by consent roll call
8. Approve temporary liquor license for Grand Rapids Area Community Foundation.
Councilor Zabinski indicated that he is abstaining from item 8 due to event involvement.
A motion was made by Councilor Blake, seconded by Councilor Zeige, that this Agenda Item be Approved As Presented . The motion carried by the following vote.

Aye 3 - Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

Abstain 1 - Councilor Ed Zabinski

9. Abolish the current eligibility list for Firefighter and authorize staff to begin the process of advertising and and establishing a new list.

Approved by consent roll call

10. Change in job descriptions for Police Transcriptionist and Administrative Assistant (Police).

Approved by consent roll call

11. Approve temporary liquor license for Grand Rapids Players.

Approved by consent roll call

- 11a. Approve hiring Andy Offelt as a seasonal employee at Pokegama Golf Course.

Approved by consent roll call

- 11b. Approve commencing proceedings and establishing a public hearing date to consider the vacation of public easements, retained by the City of Grand Rapids in 1936, located in Block 26, Town of Grand Rapids.

Adopted Resolution 15-32 by consent roll call

- 11c. Approve hiring a seasonal part time employee for the Parks and Recreation department.

Approved by consent roll call

Approval of the Consent Agenda

A motion was made by Councilor Zeige, seconded by Councilor Zabinski, to approve the Consent agenda with addition of 11a, 11b & 11c and excise item 8 for separate vote. The motion carried by the following vote

Aye 4 - Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

5:12 SETTING OF REGULAR AGENDA PM

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

5:13 ACKNOWLEDGE BOARDS & COMMISSIONS**PM**

12. Acknowledge the attached Board & Commission minutes.

Acknowledged

5:14 DEPARTMENT HEAD REPORT**PM**

13. Library ~ Marcia Anderson

Marcia Anderson - Library Director, reviewed winter and spring activities and current summer, including:

- ~ Reading programs*
- ~ Art programs*
- ~ Adult programs*
- ~ Nature programs*
- ~ Online connections & computer classes*
- ~ Live homework help, resume help*
- ~ Live music at the tent*
- ~ Indie films at the Showboat Landing*
- ~ Website review*
- ~ Outdoor space*

Received and Filed

5:30 PUBLIC HEARINGS**PM**

14. Conduct a public hearing to consider the vacation of platted utility easements within the plat of Lakewood Heights.

Mayor Adams states that this is the time and place for all those wishing to be heard regarding the vacation of platted utility easements within the plat of Lakewood Heights. Clerk Gibeau notes that proper notice has been given and no correspondence has been received in the Clerk's office in association with this item.

Mr. Mattei, Community Development Director, provides background information, including the recommendation by the Planning Commission for Council approval.

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

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

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

15. Consider the adoption of a resolution either approving or denying the vacation of platted utility easements within the plat of Lakewood Heights.

A motion was made by Councilor Zabinski, seconded by Councilor Blake, to adopt Resolution 15-33, approving vacation of platted utility easements within the plat of Lakewood Heights. The motion carried by the following vote.

Aye 4 - Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

16.

Conduct a public hearing to consider the rezoning of eight parcels of land, generally located in the Plat of Lakewood Heights, and three parcels of land directly adjacent to the west.

Mayor Adams states that this is the time and place for all those wishing to be heard regarding the rezone request of eight parcels of land, generally located in the Plat of Lakewood Heights. Clerk Gibeau notes that proper notice has been given and no correspondence has been received in the Clerk's office in association with this item.

Mr. Mattei, Community Development Director, provides background information, including the recommendation by the Planning Commission for Council approval.

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

Ron Houwman, Horseshoe Lake Road, asking if there will be a Lakewood Lane extension with the traffic increase. Who would pay assessments? Senior citizen or low income development?

Mr. Mattei responded: Both R3 & R4 will allow for senior assisted living. No income qualifications, this is market rate driven but can include low to moderate income. Extension of Lakewood Lane is addressed in the Comp plan, but there is no firm timeframe for that extension. Any assessments will be paid by those in benefit area.

Robert Davis, Benson Lane, expressed concerns about the increase in traffic. Also concerned about over development.

Russ Shields, Jessie Pines, indicates that this change will affect the character of the neighborhood, issues with drainage from Majestic Pines, and does not agree with the reduction of medical zoned property.

Skip Duscheneau, Majestic Pines, addressed concerns of drainage issues and the affect to Mr. Shields property. Limited changes are being proposed to these properties, but whatever changes do occur, will compliment Majestic Pines.

Laurie Shields, concerned over the loss of wild life in the area. Questions why does building continue on Golf Course road area. Disappointed with over development of area.

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

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

17.

Consider the recommendation of the Planning Commission regarding adoption of an ordinance, amending the Official Zoning Map by rezoning eight parcels of land, generally located in the Plat of Lakewood Heights, and three parcels of land directly adjacent to the west.

Mr. Mattei notes that the Planning Commission recommendation is in support of the zoning changes. Also reviewed specific requested change to be noted in any motions to approve.

Councilor Zeige questions noted changes from medical zoning. Also questioned the

building height differences and if there is a change following the changes made at a previous meeting.

Mr. Mattei notes that including these changes, there would still be six (6) undeveloped properties in the area that are still medically zoned. Building height is not changed, difference is simply noted between R3 and R4.

A motion was made by Councilor Zabinski, seconded by Councilor Blake, to adopt City Ordinance 15-05-04, amending official zoning map, rezoning eight parcels of land, generally located in the Plat of Lakewood Heights, revision of 7 and 8 to shoreland R4 and authorize publication in summary form. The motion carried by the following vote.

- Aye** 4 - Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

**6:00 CIVIC CENTER, PARKS & RECREATION
PM**

18. Authorize staff to apply for 2016 state bonding for improvements at the IRA Civic Center.

A motion was made by Councilor Zabinski, seconded by Councilor Blake, to approve application for 2016 State bonding for IRA Civic Center Improvements. The motion carried by the following vote.

- Aye** 4 - Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

18a. Consider authorizing the Engineering Department to submit an application to the Office of Management and Budget for 2016 state bonding funds for the Mississippi River Pedestrian Bridge.

A motion was made by Councilor Blake, seconded by Councilor Zabinski, authorizing application for 2016 State bonding funds for Mississippi River Pedestrian Bridge. The motion carried by the following vote.

- Aye** 4 - Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

19. Enter into an agreement with Minnesota Power for a motorized trail permit.

A motion was made by Councilor Zeige, seconded by Councilor Blake, approved agreement with MN Power for motorized trail permit. The motion carried by the following vote.

- Aye** 4 - Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

**6:10 ADMINISTRATION DEPARTMENT
PM**

20. Appointment of Nathan Morlan to the position of Facilities Maintenance Manager.

A motion was made by Councilor Rick Blake, seconded by Councilor Bill Zeige, to appoint Nate Morlan to the position of Facilities Maintenance Manager. The motion PASSED by unanimous vote.

21. Purchase of new postage machine.

A motion was made by Councilor Zabinski, seconded by Councilor Zeige, authorizing the purchase of a new postage machine, monthly rental for postage meter and annual fee for maintenance contract. The motion carried by the following vote.

Aye 4 - Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

22. Memorandum of Understanding with the Public Works Union.

A motion was made by Councilor Ed Zabinski, seconded by Councilor Rick Blake, to approve the MOU with the Public Works Union. The motion PASSED by unanimous vote.

**6:25 VERIFIED CLAIMS
PM**

23. Consider approving the verified claims for the period May 5, 2015 to May 18, 2015 in the total amount of \$499,423.61.


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.

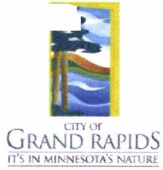
Aye 4 - Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

**6:30 ADJOURNMENT
PM**

A motion was made by Councilor Rick Blake, seconded by Councilor Ed Zabinski, to adjourn the meeting at 6:53 PM. The motion PASSED by unanimous vote.

Respectfully submitted: Kimberly Gibeau, City Clerk





CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1369	Version:	1	Name:	2013 Grant Closeout - Prof Svcs Agreement
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	5/28/2015	In control:		In control:	City Council
On agenda:	6/8/2015	Final action:		Final action:	
Title:	Consider approving a Supplemental Letter Agreement (SLA) with SEH for \$5000 to complete the FAA closeout report for the 2013 federal grant related to improvements made to the airport.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	6-8-15 Attachment SEH SLA 17-13 Closeout.pdf				

Date	Ver.	Action By	Action	Result
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Consider approving a Supplemental Letter Agreement (SLA) with SEH for \$5000 to complete the FAA closeout report for the 2013 federal grant related to improvements made to the airport.

Background Information:

The FAA withholds 10% of the grant until the project closeout report is submitted. Once the report is completed, submitted to the FAA and approved, the City will receive the remaining grant monies. The attached document shows the scope of work included in the agreement.

Staff Recommendation:

City Staff recommends approving Supplemental Letter Agreement (SLA) with SEH for \$5000 to complete the FAA closeout report for the 2013 federal grant related to improvements made to the airport.

Requested City Council Action

Consider approving a Supplemental Letter Agreement (SLA) with SEH for \$5000 to complete the FAA closeout report for the 2013 federal grant related to improvements made to the airport.



May 26, 2015

RE: Grand Rapids – Itasca County Airport
2013 FAA Grant – Closeout Report

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

Dear Julie:

We are pleased to present a contract proposal related to completing the Federal Aviation Administration (FAA) closeout report for the 2013 federal grant related to improvements made to the Grand Rapids – Itasca County Airport. This FAA grant included rehabilitation of the general aviation apron and adjoining pavement, land acquisition (Edvenson property), and reimbursement for obstruction removal (Yuhala property). As part of this scope of work, SEH will complete the following tasks:

- Review of City and MnDOT records related to the initial grant application and federal financial reimbursements
- Complete the FAA-required closeout report utilizing FAA forms and standards
- Coordinate final signatures and approval of the closeout report by the sponsor, MnDOT, and the FAA.

Compensation for the closeout services will be a lump sum fee of \$5,000. If this is acceptable, please sign where indicated on this letter. This letter will then constitute an Agreement for Professional Services in connection with the completion of the FAA closeout report.

Sincerely,

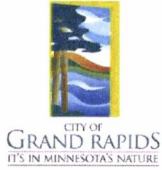
A handwritten signature in black ink, appearing to read "Benita L. Crow".

Benita L. Crow, PE | Principal
Aviation Services Group

Accepted by:

By: _____ Effective June 8, 2015

s:\f\g\granr\common\airport\closeouts old grants\closeout 17-13\5-26-2015 letter agreement 17-13 closeout.docx



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1371 **Version:** 1 **Name:** Completion of Introductory Period for Police Officer Justin Edmundson.
Type: Agenda Item **Status:** Consent Agenda
File created: 6/2/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Completion of Introductory Period for Police Officer Justin Edmundson.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Completion of Introductory Period for Police Officer Justin Edmundson.

Background Information:

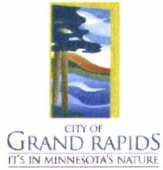
Justin Edmundson, Police Officer, was hired on June 2, 2014. A performance appraisal was completed by Sergeant Heath Smith on March 27, 2015. It has been determined that Justin is progressing and absorbing skills and is meeting expectations. According to Sergeant Smith, "*Justin shows initiative and is always eager to answer calls and learn. Justin is becoming more efficient as he gets more comfortable on the job .*"

Staff Recommendation:

It is the recommendation of Police Chief Scott Johnson, Assistant Chief of Police Steve Schaar and Human Resources Director Lynn DeGrio, that Officer Edmundson be given permanent status in light of his performance during the past year.

Requested City Council Action

Consider granting permanent status to Police Officer Justin Edmundson effective June 2, 2015.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1372	Version:	1	Name:	Request to donate abandoned and found bicycles to Circles of Support
Type:	Agenda Item	Status:			Consent Agenda
File created:	6/3/2015	In control:			City Council
On agenda:	6/8/2015	Final action:			
Title:	Request by the Police Department to donate some of our abandoned and found bicycles to Circles of Support - KOOTASCA Community Action.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	KOOTASCA.pdf				

Date	Ver.	Action By	Action	Result
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Request by the Police Department to donate some of our abandoned and found bicycles to Circles of Support - KOOTASCA Community Action.

Background Information:

The Police Department was recently approached by Circles of Support, which is one of the programs offered by KOOTASCA Community Action for a donation of bicycles.

Circles of Support operates a Wheels to Work resource for low income adults in need of transportation to access a variety of life responsibilities. This is a donated vehicles resource, but they have had a sharp decline in the number of vehicles donated in recent years but not a decline in transportation needs.

This year they are expanding their transportation resource to include bicycles as another means of assisting people needing to get to work, school, appointments, etc.

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

Staff Recommendation:

I would recommend to the City Council to allow the Police Department to donate some of our abandoned and found bicycles to Circles of Support - KOOTASCA Community Action.

Requested City Council Action

Consider donating some of our bicycles to Circles of Support - KOOTASCA Community Action.



"Building Community to End Poverty"

Executive Director
Harlan Tardy
218-999-0801

Chief Financial
Officer
James Glancy
218-748-7338

Director of
Asset/Housing
Development
Dana Herschbach
218-999-0820

Director of Education
Maureen Rosato
218-999-0810

Main Office
201 NW 4th St.
Suite 130
Grand Rapids, MN
55744-2746
218-999-0800
1-877-687-1163
Fax: 218-999-0197

Koochiching County
2232 E 2nd Avenue
International Falls,
MN 56649
218-283-9491
1-800-559-9491
Fax: 218-283-9855

Visit us at
www.kootasca.org

TDD: 1-800-627-3529
Access through MN
Relay System

KOOTASCA Community
Action, Inc. is an
Equal
Opportunity/Affirmativ
e Action Employer,
Contractor and
Provider.

1-14-15

Sgt. Steve Schaar
Grand Rapids Police Department

Dear Mr. Schaar,

My name is Alice Moren. I direct Circles of Support programming through Kootasca Community Action. For the past ten years, Circles of Support has operated a *Wheels to Work* resource for low income adults in need of transportation to access a variety of life responsibilities. This is a donated vehicle resource. We've seen a sharp decline in the number of vehicles donated in recent years but not a decline in transportation needs.

This year, we are expanding this transportation resource to include bicycles as another means of assisting people needing to get to work, school, appointments, etc.

It is my understanding that the Grand Rapids Police Department collects used bicycles on a continuous basis as part of their work in the community.

This letter serves as a request to acquire bicycles through the Police Department to assist with our program goals. We are in the process of acquiring on site storage space as soon as February.

Please let me know if this is a possibility or if any further documentation is needed.

Respectfully,

Alice Moren
Circles of Support
KOOTASCA Community Action
811 NE 4th Street
Grand Rapids, MN 55744
999-5728
alicem@kootasca.org

Circles of Support: Helping people help themselves



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1374 **Version:** 1 **Name:** Completion of Introductory Period for Police Officer Gregory Lease.
Type: Agenda Item **Status:** Consent Agenda
File created: 6/3/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Completion of Introductory Period for Police Officer Gregory Lease.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Completion of Introductory Period for Police Officer Gregory Lease.

Background Information:

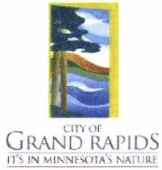
Gregory Lease, Police Officer, was hired on June 11, 2015. A performance appraisal was completed by Sergeant Brent Bradley on March 22, 2015. It has been determined that Greg has met or exceeded expectations in all areas. According to Sergeant Bradley, Greg is "by far the most task driven officer he has worked with." Officer Lease has been appointed to the position of School Liaison Officer for three school years beginning in the fall of 2015. According to Assistant Chief Steve Schaar, he cannot think of a finer officer to serve as a role model to our children in school and is confident that he will do exceedingly well in this assignment.

Staff Recommendation:

It is the recommendation of Police Chief Scott Johnson, Assistant Chief of Police Steve Schaar and Human Resources Director Lynn DeGrio, that Officer Lease be given permanent status in light of his performance during the past year.

Requested City Council Action

Consider granting permanent status to Police Officer Gregory Lease effective June 11, 2015.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1375 **Version:** 1 **Name:** Retirement of Firefighter David Protelsch.
Type: Agenda Item **Status:** Consent Agenda
File created: 6/3/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Retirement of Firefighter David Protelsch.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Retirement of Firefighter David Protelsch.

Background Information:

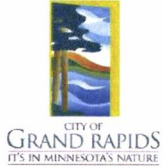
David Protelsch was hired as a Firefighter on February 27, 2001. On February 11, 2008, David was appointed to the position of Haz-Mat Officer, which he held for 3 1/2 years. He resigned as Haz-Mat Officer effective November 1, 2011 and has remained a Firefighter since that time.

Staff Recommendation:

Fire Chief Mike Liebel and Human Resources Director Lynn DeGrio recommend accepting the notice of retirement from David Protelsch, Firefighter, with gratitude for the 14 years of service with the Grand Rapids Fire Department.

Requested City Council Action

Consider accepting the retirement of Firefighter David Protelsch effective May 27, 2015.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1377 **Version:** 1 **Name:** Appointment of Matthew Moen to the position of part-time Parking Enforcement Officer.
Type: Agenda Item **Status:** Consent Agenda
File created: 6/3/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Appointment of Matthew Moen to the position of part-time Parking Enforcement Officer.
Sponsors:
Indexes:
Code sections:
Attachments:

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

Background Information:

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

Parking enforcement has been and continues to be handled by the Community Assistance Officer when time is available. Police Officers also do it on a limited basis when time is available, however it is difficult to be consistent. There is one position budgeted for 2015.

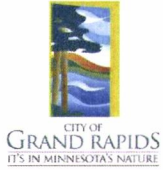
Matthew will be working during the months of June, July, and August.

Staff Recommendation:

Assistant Chief Steve Schaar has recommended hiring Matthew Moen at a rate of \$8.00 per hour effective June 9, 2015.

Requested City Council Action

Consider appointing Matthew Moen as part-time Parking Enforcement Officer at a rate of \$8.00 per hour effective June 9, 2015.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1385	Version:	1	Name:	Bonding Resolution
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	6/4/2015	In control:		In control:	City Council
On agenda:	6/8/2015	Final action:		Final action:	
Title:	Adopt resolutions supporting the submission of requests for 2016 state bond appropriations for improvements at the IRA Civic Center, Mississippi River Pedestrian Bridge & Mississippi River Amphitheatre.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Bonding Request - Resolution 6-8-15 Bridge Pedestrian Resolution 6-8-15 Mississippi Amphetheater Resolution				

Date	Ver.	Action By	Action	Result
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Adopt resolutions supporting the submission of requests for 2016 state bond appropriations for improvements at the IRA Civic Center, Mississippi River Pedestrian Bridge & Mississippi River Amphitheatre.

Background Information:

Council approved authorizing staff to apply for 2016 state bonding for improvements at the IRA Civic Center and the Mississippi River Pedestrian Bridge at the May 26th meeting. It was discovered during the application process that we are required to submit resolutions of support. Resolutions for each project are attached for your review.

Staff Recommendation:

Adopt a resolution supporting the submission of requests for 2016 state bond appropriations for improvements at the IRA Civic Center, Mississippi River Pedestrian Bridge & Mississippi River Amphitheatre.

Requested City Council Action

Consider adopting resolutions supporting the submission of requests for 2016 state bond appropriations for improvements at the IRA Civic Center, Mississippi River Pedestrian Bridge & Mississippi River Amphitheatre

**RESOLUTION SUPPORTING AND AUTHORIZING SUBMISSION OF AN APPLICATION TO
MINNESOTA MANAGEMENT AND BUDGET
REQUESTING FUNDS FROM THE 2016 STATE APPROPRIATION FUNDED FROM STATE GENERAL BONDS
FOR DESIGN, RENOVATION, CONSTRUCTION AND EQUIPPING THE
ITASCA RECREATION ASSOCIATION CIVIC CENTER IN GRAND RAPIDS, MINNESOTA.**

WHEREAS, Minnesota Statutes section 16A.86 sets out the process by which local governments may request state bond appropriations for capital improvement projects; and

WHEREAS, Local governments are invited to submit capital budget requests to Minnesota Management and Budget (MMB) by June 12, 2015; and

WHEREAS, the City of Grand Rapids has submitted an application to MMB requesting funds be included in the 2016 bonding bill for the design, renovation, construction and equipping of the IRA Civic Center; and

WHEREAS, the IRA Civic Center is a regional hub for hockey, trade shows and performances; and

WHEREAS, the City of Grand Rapids has determined that improvements and expansion to the IRA Civic Center will have a positive economic impact on the community, will enrich and better serve residents of our region; and

WHEREAS, requests for appropriations funded from state general obligation bonds must be accompanied by a resolution of the governing body of the applicant;

NOW THEREFORE BE IT RESOLVED that the City Council of Grand Rapids authorizes the submission of a request for 2016 state appropriations funded from state general obligation bonds to assist with this project of state and regional significance and assigns it the top priority.

Adopted by the City Council of the City of Grand Rapids this 8th day of June, 2015.

Dale Adams, Mayor

ATTEST:

**RESOLUTION SUPPORTING AND AUTHORIZING SUBMISSION OF AN APPLICATION TO
MINNESOTA MANAGEMENT AND BUDGET
REQUESTING FUNDS FROM THE 2016 STATE APPROPRIATION FUNDED FROM STATE GENERAL BONDS
FOR DESIGN, AND CONSTRUCTION OF THE
MISSISSIPPI RIVER PEDESTRIAN BRIDGE IN GRAND RAPIDS, MINNESOTA.**

WHEREAS, Minnesota Statutes section 16A.86 sets out the process by which local governments may request state bond appropriations for capital improvement projects; and

WHEREAS, Local governments are invited to submit capital budget requests to Minnesota Management and Budget (MMB) by June 12, 2015; and

WHEREAS, the City of Grand Rapids has submitted an application to MMB requesting funds be included in the 2016 bonding bill for the design and construction of the Mississippi River Pedestrian Bridge; and

WHEREAS, the Mississippi River Pedestrian Bridge serves regional and national trail networks such as the Mesabi Trail and the Mississippi River Trail; and

WHEREAS, the City of Grand Rapids has determined that improvements will have a positive economic impact on the community and will improve pedestrian safety of our region; and

WHEREAS, requests for appropriations funded from state general obligation bonds must be accompanied by a resolution of the governing body of the applicant;

NOW THEREFORE BE IT RESOLVED that the City Council of Grand Rapids authorizes the submission of a request for 2016 state appropriations funded from state general obligation bonds to assist with this project of state and regional significance and assigns it the top priority.

Adopted by the City Council of the City of Grand Rapids this 8th day of June, 2015.

Dale Adams, Mayor

ATTEST:

**RESOLUTION SUPPORTING AND AUTHORIZING SUBMISSION OF AN APPLICATION TO
MINNESOTA MANAGEMENT AND BUDGET
REQUESTING FUNDS FROM THE 2016 STATE APPROPRIATION FUNDED FROM STATE GENERAL BONDS
FOR DESIGN, AND CONSTRUCTION OF THE
MISSISSIPPI RIVER AMPHITHEATER IN GRAND RAPIDS, MINNESOTA.**

WHEREAS, Minnesota Statutes section 16A.86 sets out the process by which local governments may request state bond appropriations for capital improvement projects; and

WHEREAS, Local governments are invited to submit capital budget requests to Minnesota Management and Budget (MMB) by June 12, 2015; and

WHEREAS, the City of Grand Rapids has submitted an application to MMB requesting funds be included in the 2016 bonding bill for the design and construction of the Mississippi River Amphitheater; and

WHEREAS, the Mississippi River Amphitheater serves regional and statewide educational and entertainment opportunities on the mighty Mississippi; and

WHEREAS, the City of Grand Rapids has determined that improvements will have a positive economic impact on the community and will improve public access to the greatest river in our nation; and

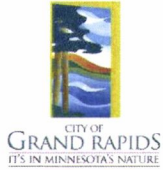
WHEREAS, requests for appropriations funded from state general obligation bonds must be accompanied by a resolution of the governing body of the applicant;

NOW THEREFORE BE IT RESOLVED that the City Council of Grand Rapids authorizes the submission of a request for 2016 state appropriations funded from state general obligation bonds to assist with this project of state and regional significance and assigns it the top priority.

Adopted by the City Council of the City of Grand Rapids this 8th day of June, 2015.

Dale Adams, Mayor

ATTEST:



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1378 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 6/4/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Hire temporary employees for Park & Recreation / I.R.A. Civic Center
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Hire temporary employees for Park & Recreation / I.R.A. Civic Center

Background Information:

The following individuals will be hired with the Grand Rapids Park and Recreation Department, I.R.A. Civic Center, and/or the Grand Rapids Sports Complex. These positions are part of the annual operating budget, and will begin employment May 12, 2015.

Tyara Bischoff, Youth Coach, Hourly Pay Rate: \$8.00

Emily Groom, Youth Coach, Hourly Pay Rate: \$8.00

Staff Recommendation:

Approve the hiring of the part time employees with the Grand Rapids Park and Recreation Department, I.R.A. Civic Center, and/or the Grand Rapids Sports Complex.

Consider approving the hiring of the part time employees with the Grand Rapids Park and Recreation Department, I.R.A. Civic Center, and/or the Grand Rapids Sports Complex.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1333	Version:	1	Name:	Revised Regents of U of MN Trail License Agreement
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	5/13/2015	In control:		In control:	City Council
On agenda:	6/8/2015	Final action:			
Title:	Consider approving a revised Trail License Agreement with the Regents of the University of Minnesota for a 20-year term for the purposes of reconstructing the Mesabi Trail.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Grand Rapids Trail License Agreement(Rev5-22-15).pdf lmcitliabilitycoverageoptions.pdf				

Date	Ver.	Action By	Action	Result
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Consider approving a revised Trail License Agreement with the Regents of the University of Minnesota for a 20-year term for the purposes of reconstructing the Mesabi Trail.

Background Information:

The Itasca County Regional Rail Authority (ICRRA) is planning to construct a portion of the Mesabi Trail within the City near Itasca Community College. On March 23, the Council approved an Agreement that grants a license from the Regents of the University of Minnesota to the City of Grand Rapids for a 20-year term for the purposes of reconstructing the Trail. It was later discovered that the Agreement included a \$5M insurance maximum and by State Statute, the City as a public entity, is only allowed a maximum of \$3M coverage. The Regents of the University of Minnesota have agreed to revise the Agreement to state \$3M coverage. The revised Agreement and Statute are attached for your review.

Staff Recommendation:

City staff recommend approving a Trail License Agreement with the Regents of the University of Minnesota for a 20-year term for the purposes of reconstructing the Mesabi Trail.

Requested City Council Action

Consider approving a Trail License Agreement with the Regents of the University of Minnesota for a 20-year term for the purposes of reconstructing the Mesabi Trail.



University License # U- _____

UNIVERSITY OF MINNESOTA TRAIL LICENSE AGREEMENT

THIS TRAIL LICENSE AGREEMENT (the “**Agreement**”) is entered into effective as of the date of last signature below (the “**Effective Date**”) between Regents of the University of Minnesota, a Minnesota constitutional corporation, through its Real Estate Office (the “**University**”) and City of Grand Rapids, a political subdivision of the state of Minnesota (“**Licensee**”).

1. Grant of License.

1.1 University grants to Licensee (i) a non-exclusive, revocable license for the purposes of operating, maintaining and repairing a multi-purpose trail (the “**Trail**”) on and over the real property legally described on Exhibit A (the “**Trail Property**”) beginning _____ (the “**Commencement Date**”) for a 20-year term (the “**Trail License**”); and (ii) a temporary non-exclusive, revocable license across the real property legally described on Exhibit B (the “**Temporary Construction Property**”) for the purposes of reconstructing the Trail (to include grading and drainage) for a term beginning on the Commencement Date and ending _____, 2015 (the “**Temporary Construction License**”). If Licensee does not cease use of the Temporary Construction License upon the expiration of the term of the Temporary Construction License, Licensee shall pay to University a daily fee as reasonably determined by University in addition to any right or remedies University shall have at law. The foregoing sentence shall not serve to extend the term of the Temporary Construction License. Collectively,

the Trail Property and the Temporary Construction Property, both of which are depicted on Exhibit C, are referred to in this Agreement as the “**Property**.”

1.2 This Agreement is subject to (a) any and all existing restrictions, covenants, easements, licenses, permits, leases and other encumbrances relating to the Property; and (b) all applicable University policies and federal, state and local laws, statutes, ordinances, rules and requirements (“**Applicable Law**”).

1.3 Licensee accepts all rights granted under this Agreement in an “AS IS”, “WHERE IS”, AND “WITH ALL FAULTS” condition, and subject to all limitations on University’s rights, interests, and title to the Property.

1.4 Licensee represents that it has inspected the Property and enters into this Agreement with knowledge of its condition. Licensee shall determine the suitability of the Property for its intended use, including without limitation geotechnical, structural, environmental, and health or safety conditions. Licensee acknowledges that this Agreement does not contain any implied warranties that Licensee or Licensee’s contractors or consultants can successfully reconstruct, operate, maintain, or repair the Trail.

2. Fee. The non-refundable fee for the 20-year Trail License is \$2,500.00 and the non-refundable fee for the Temporary Construction License \$250.00 (collectively, the “**Fee**”). The Fee is due and payable in full on the Effective Date.

3. Termination.

3.1 The Trail License granted in this Agreement is automatically renewable at expiration of the 20-year term for one additional 20-year renewal term upon payment of a renewal fee of \$1.00. The renewal fee shall be payable by Licensee after notification by University. If notification is not given by University, renewal is automatic without payment of renewal fee.

3.2 Upon the expiration or earlier termination of this Agreement by either party, Licensee, at its sole cost and expense, shall at University’s request (i) promptly remove any improvements constructed on the Trail Property by Licensee, (ii) repair any resulting damage to the Property and/or any adjacent University property, and (iii) grade and seed the Property to the reasonable satisfaction of University’s Department of Facilities Management, Division of Landcare.

4. Use of the Property.

4.1 Licensee agrees to access and use the Property solely for the purpose stated in Section 1.1.

4.2 Licensee shall perform all rights granted herein in a safe and good and workmanlike manner, in accordance with all applicable federal, state, and local laws, statutes, regulations, ordinances, rules and requirements.

4.3 Promptly after the expiration of the Temporary Construction License term and after completion of construction, installation, maintenance, and repair work, Licensee, at its sole cost and expense, shall: (a) remove all equipment and other property placed upon the Property by Licensee or its contractors or consultants not necessary for the Trail; (b) remove all debris resulting therefrom; (c) furnish to University, without charge, electronic copies of "as-built" drawings and specifications for the Trail; and (d) promptly restore to University's reasonable satisfaction, any damage to the Temporary Construction Property and to University's other property arising from or related to Licensee's or its contractors', consultants' or invitees' use of the Property. If Licensee fails to restore the Property within a reasonable time, Licensee shall, upon demand, reimburse University for any costs incurred by University in restoring such damage.

4.4 Licensee shall keep the Property free of any and all mechanics', material suppliers', and other liens arising out of any work, labor done, services performed, or materials furnished for Licensee or its contractors or consultants or claimed to have been furnished for Licensee or its contractors or consultants.

4.5 University reserves the right to access, occupy and use, and grant others the right to access, occupy and use, the Property for any purpose whatsoever provided that such use does not unreasonably interfere with use of the Trail and Licensee's construction, use and maintenance of the Trail.

4.6 Licensee shall provide to University electronic copies of any test results and reports it or its contractors or consultants obtain pertaining to the Property. All tests results and reports shall be sent to the University of Minnesota, Real Estate Office, 424 Donhowe Building, 319 15th Ave. Southeast, Minneapolis, MN 55455-0199, prior to submission to any regulatory agency. University may comment separately on said results and reports to any regulatory agency, but shall not alter any submission from Licensee to any regulatory agency.

5. Environmental. Licensee and its contractors shall comply with all federal, state, local and municipal environmental laws. The parties acknowledge and agree that Licensee may encounter pre-existing releases of hazardous substances in Licensee's work in or use of the Property. If, as a proximate result of Licensee's work in or use of the Property, the United States Environmental Protection Agency and/or the Minnesota Pollution Control Agency order clean-up to address hazardous substances in the Property, or hazardous substances located on University's property outside of the Property, Licensee agrees that it shall be responsible for the costs of such clean-up provided that (1) the hazardous substances are located within the Property; or (2) the hazardous substances are located within the Property and a portion of the same hazardous substances extend outside of the Property (e.g., a plume); or (3) there is a direct relationship between the cause of the hazardous substances within the Property and the same hazardous substances located outside of the Property. University shall fully cooperate with Licensee to allow Licensee to complete all clean-up work in an efficient and cost-effective manner.

6. Insurance.

6.1 Licensee's Insurance Requirements. Licensee, at its sole cost and expense, shall

obtain and keep in force the following insurance:

- a. Occurrence based general liability insurance covering claims arising from operations under this Agreement, whether such operations are performed by Licensee or its contractors or consultants, with limits required in Minnesota Statutes Section 466.
- b. Workers' compensation insurance in compliance with all statutory requirements of the State of Minnesota.
- c. Licensee may self-insure with respect to the requirements of this Section.

6.2 Contractors' and Consultants' Insurance Requirements. Licensee shall require its contractors and consultants entering onto the Property to obtain and keep in force the following insurance:

- a. Commercial General Liability covering claims arising from operations under this Agreement, whether such operations are performed by Licensee or its contractors or consultants, with minimum limits of \$3,000,000 per occurrence, \$3,000,000 annual general aggregate per project, and \$3,000,000 annual aggregate for Products/Completed Operations. The general aggregate limit shall apply per project and be maintained for at least three years after construction is complete. Regents of the University of Minnesota shall be named as an additional insured for ongoing and completed operations by endorsement on ISO forms CG 2010 07 04 and CG 2037 07 04 or their equivalent for claims arising out of the acts or omissions of Licensee, its contractors or consultants, and anyone else for whom Licensee is responsible.
- b. Business Automobile Liability Insurance with a minimum Combined Single Limit of \$3,000,000 each accident for bodily injury and property damage. Coverage shall apply to all owned, hired, and non-owned automobiles. Regents of the University of Minnesota shall be named as an additional insured.
- c. Pollution liability insurance with minimum limits of \$2,000,000 per claim or occurrence and \$2,000,000 aggregate limit. Covered damages shall include bodily injury, property damage, environmental damage, loss of use of property, governmental ordered cleanup costs, completed operations and defense including costs, charges, and expenses incurred in the investigation, adjustment, or defense of claims or damages.
- d. Workers' compensation insurance in compliance with all statutory requirements of the State of Minnesota.
- e. Employer's Liability insurance with minimum limits of \$3,000,000 bodily

injury by disease per employee; \$3,000,000 bodily injury by disease aggregate; and \$3,000,000 bodily injury by accident.

6.3 Insurance Conditions.

- a. All policies shall provide: (i) that the policy will not be canceled, or non-renewed without at least 30 days' prior written notice to University; and (ii) that the policy is primary and any insurance maintained by University is excess and non-contributory. All policies shall be written by a reputable insurance company acceptable to University with a current AM Best Rating of A-VII or better, and authorized to do business in Minnesota.
- b. Licensee shall waive and require all contractors and consultants of every tier to waive all subrogation and recovery rights against University.
- c. Licensee shall provide to University prior to commencing any work on the Property fully executed Certificates of Insurance evidencing that it and its contractors have obtained the required coverage and endorsements. At University's option, Licensee shall provide to University certified copies of insurance policies and all endorsements substantiating maintenance of the insurance required by this Agreement.
- d. Commencing ten years after the Commencement Date, the minimum limits of insurance set forth herein may be reasonably increased by University from time to time.

7. **Taxes; Fees.** Licensee shall pay when due any taxes, assessments, and governmental charges levied or assessed upon the Trail or against the Property because of this Agreement.

8. **Default.** If at any time Licensee fails to perform its obligations under this Agreement ("**Event of Default**"), University, in its sole discretion, may: (a) seek specific performance of the unperformed obligations; and/or (b) perform Licensee's obligations and charge Licensee for its costs reasonably incurred in doing so; and/or (c) terminate this Agreement after providing 30 days' written notice to Licensee, but only if Licensee fails to cure the Event of Default within such 30-day period or, if the Event of Default is by its nature incurable within 30 days, Licensee fails to provide assurances satisfactory to University that the Event of Default will be cured within a reasonable period of time. Licensee shall promptly reimburse University for costs University incurs under this Section.

9. Notices. Any notice, communication, or demand by either party to the other shall be sufficiently given or delivered upon receipt if personally delivered or three days after sent by registered mail or certified mail, postage prepaid, return receipt requested; and

(a) in the case of University, is addressed or personally delivered to:

Regents of the University of Minnesota
c/o Real Estate Office
319 – 15th Avenue SE, Suite 424
Minneapolis, MN 55455 reo@umn.edu

With a copy to:

Regents of the University of Minnesota
Office of the General Counsel
Attn: Transactional Law Services Group
360 McNamara Alumni Center
200 Oak Street SE
Minneapolis, MN 55455-2006

(b) in the case of Licensee, is addressed to or delivered personally to:

The City of Grand Rapids
Attn: _____

Grand Rapids, MN 55744
Facsimile No.: _____
Email No.: _____

or such other address with respect to either such party as that party may, from time to time, designate in writing.

10. Liability; Indemnification.

10.1 Licensee shall be liable to the extent of its fault for all loss, damage, or claims resulting from its or its contractors' and/or consultants' occupancy and/or use of the Property. Licensee shall defend, indemnify and hold harmless University of and from any and all claims, loss, damage, recoveries, judgments, costs or expenses related thereto or arising from or in any manner connected with (a) Licensee's or its contractors' or consultants' occupancy and/or use of the Property, to the extent of the fault of the Licensee or to the extent the Licensee is legally responsible for its contractors' or consultants' occupancy and/or use of the Property; (b) Licensee's exercise of its rights under this Agreement; or (c) any breach of this Agreement. If applicable, Licensee's liability in this Section is subject to the limits of the Municipal Tort Claims Act or the Minnesota Tort Claims Act, whichever is higher.

10.2 Licensee shall include in its contracts with contractors and consultants a requirement that Licensee's contractors and consultants defend, indemnify, and hold harmless University from and against any and all claims, loss, damage, recoveries, judgments, costs or expenses related thereto or arising from or in any manner connected with their occupancy and/or use of the Property to the extent of their fault. University shall be a third party beneficiary of such contractual provisions and entitled to directly enforce them against Licensee's contractors and consultants.

11. Damages. IN NO EVENT SHALL UNIVERSITY BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, LOST PROFITS OR LIKE EXPECTANCY DAMAGES ARISING OUT OF THE AGREEMENT. UNIVERSITY'S TOTAL LIABILITY UNDER THIS AGREEMENT IS THE FEE PAYABLE BY LICENSEE AS SET FORTH IN SECTION 2.

12. Miscellaneous.

12.1 Assignment. Licensee shall not assign its rights under this Agreement without University's prior written consent, which University may grant, withhold, or condition in its sole discretion.

12.2 License Only. Licensee acknowledges that this Agreement represents a grant of a revocable license only, and not an easement or lease.

12.3 Tort Liability Limits. Nothing in this Agreement should be read to be a waiver of any immunity from suit or any tort liability limits available to either party under State or Federal law under then-existing law applicable to any aspect of this Agreement.

12.4 Survival. Notwithstanding anything to the contrary, the terms of Sections 3.2, 8, and 10 of this Agreement shall survive expiration or termination of the Agreement.

12.5 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same agreement.

12.6 Severability. If any provision of this Agreement is declared invalid, illegal or otherwise unenforceable, that provision shall be deemed to have been severed from this Agreement and the remainder of this Agreement shall otherwise remain in full force and effect.

12.7 Complete Agreement. This Agreement (including all exhibits) constitutes the complete agreement between the parties with respect to the matters addressed herein. This Agreement shall be amended only in a writing duly executed by the parties to this Agreement.

IN WITNESS WHEREOF, University and Licensee hereby execute this Agreement.

Regents of the University of Minnesota

City of Grand Rapids

By: _____

By: _____

Name: Susan Carlson Weinberg

Name: _____

Title: Director of Real Estate

Title: _____

Date: _____

Date: _____

EXHIBIT A

Legal Description of the Trail Property

That part of the Southeast Quarter, Section 15, Township 55 North, Range 25 West, Itasca County, Minnesota described as follows:

COMMENCING at the southwest corner of said Southeast Quarter; thence North 00 degrees 05 minutes 34 seconds West, assigned bearing, along the west line of said Southeast Quarter, a distance of 75.04 feet to the northerly right of way line of US Highway Number 169, shown as monument B2617 on Minnesota Department of Transportation Right of Way Plat No. 31-27; thence North 68 degrees 38 minutes 11 seconds East 136.54 feet; thence North 90 degrees 00 minutes 00 seconds East 50.00 feet; thence South 72 degrees 16 minutes 22 seconds East 32.31 feet; thence South 76 degrees 29 minutes 34 seconds East 74.09 feet; thence North 89 degrees 28 minutes 58 seconds East 725.97 feet; thence North 86 degrees 43 minutes 14 seconds East 66.51 feet; thence North 81 degrees 11 minutes 45 seconds East 66.51 feet to the point of beginning of the parcel to be herein described; thence North 75 degrees 00 minutes 43 seconds East 79.64 feet; thence North 63 degrees 33 minutes 39 seconds East 43.76 feet; thence North 70 degrees 56 minutes 48 seconds East 34.31 feet; thence North 80 degrees 58 minutes 31 seconds East 171.33 feet to said northerly right of way line; thence westerly along said right of way line to a line bearing South 00 degrees 05 minutes 37 seconds East from the point of beginning; thence North 00 degrees 05 minutes 37 seconds West 16.95 feet to the point of beginning.

AND

That part of the Southeast Quarter, Section 15, Township 55 North, Range 25 West, Itasca County, Minnesota described as follows:

COMMENCING at the southwest corner of said Southeast Quarter; thence North 00 degrees 05 minutes 34 seconds West, assigned bearing, along the west line of said Southeast Quarter, a distance of 75.04 feet to the northerly right of way line of US Highway Number 169, shown as monument B2617 on Minnesota Department of Transportation Right of Way Plat No. 31-27; thence North 68 degrees 38 minutes 11 seconds East 136.54 feet; thence North 90 degrees 00 minutes 00 seconds East 50.00 feet; thence South 72 degrees 16 minutes 22 seconds East 32.31 feet to the east line of the West 208.00 feet of said Southeast Quarter and the point of beginning of the parcel to be herein described; thence South 76 degrees 29 minutes 34 seconds East 74.09 feet; thence North 89 degrees 28 minutes 58 seconds East 725.97 feet; thence North 86 degrees 43 minutes 14 seconds East 66.51 feet; thence North 81 degrees 11 minutes 45 seconds East 66.51 feet; thence South 00 degrees 05 minutes 37 seconds East 16.95 feet to said northerly right of way line; thence westerly along said right of way line to a line bearing South 00 degrees 05 minutes 34 seconds East from the point of beginning; thence North 00 degrees 05 minutes 34 seconds West 38.31 feet to the point of beginning.

EXHIBIT B

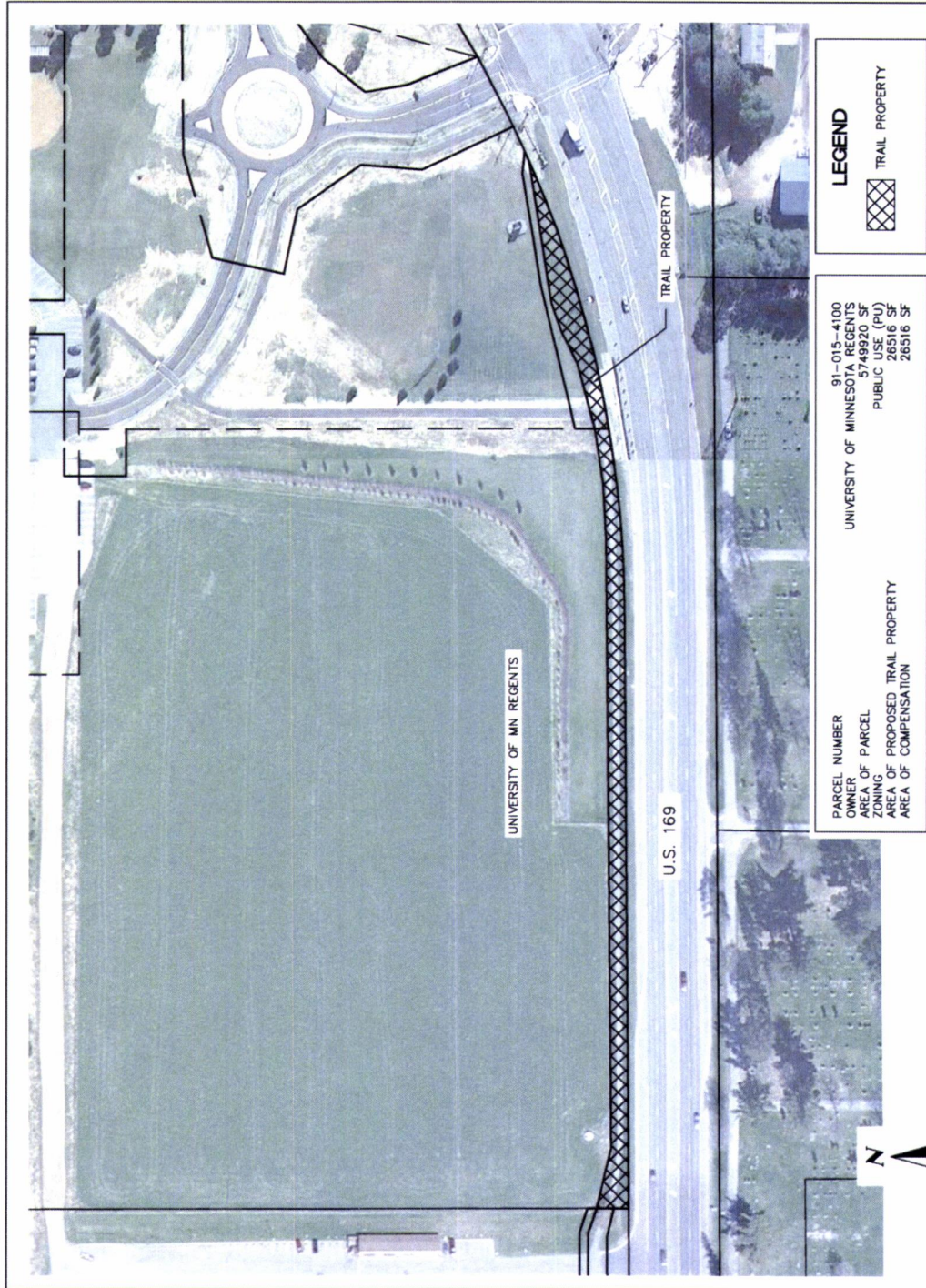
Legal Description of the Temporary Construction Property

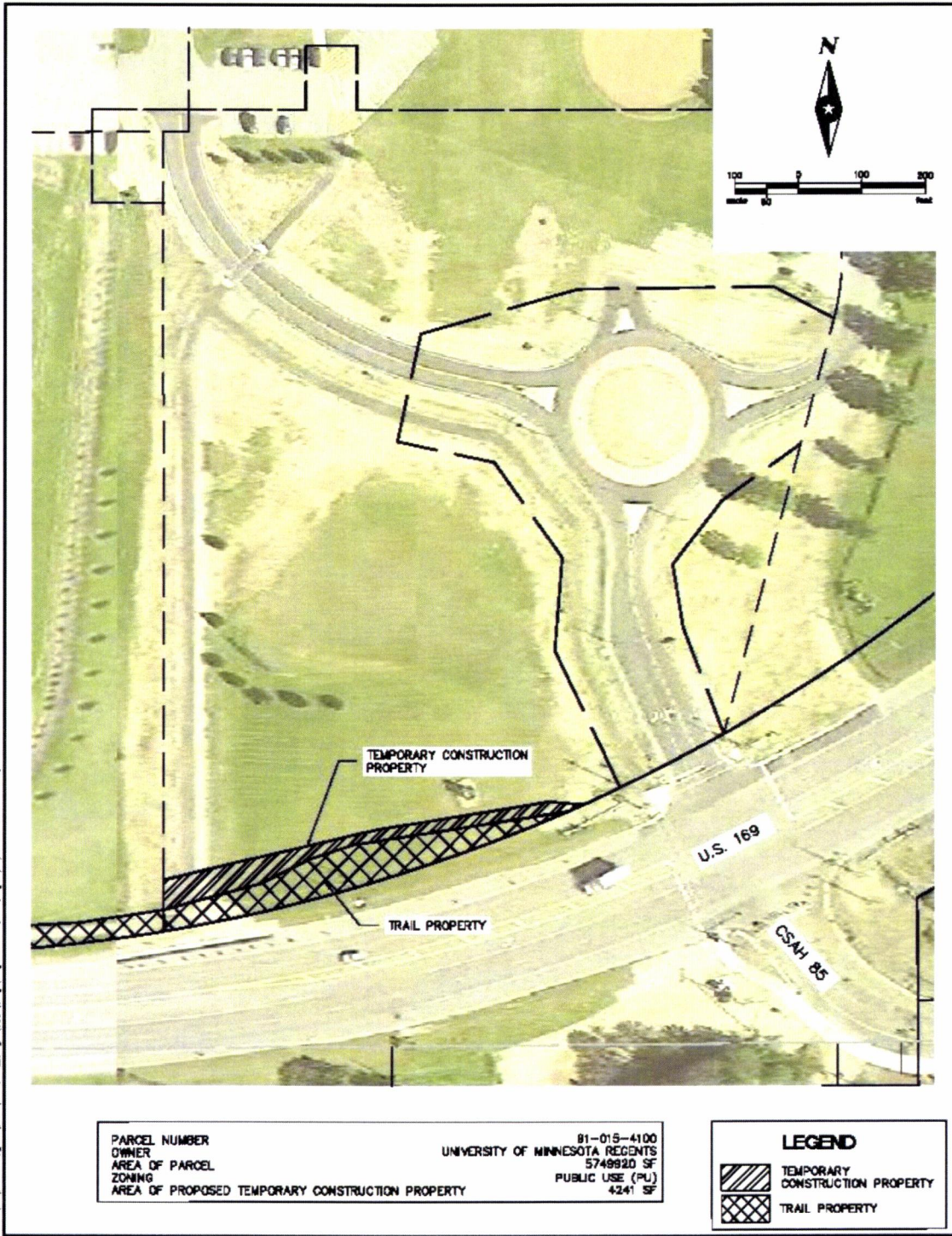
That part of the Southeast Quarter, Section 15, Township 55 North, Range 25 West, Itasca County, Minnesota described as follows:

COMMENCING at the southwest corner of said Southeast Quarter; thence North 00 degrees 05 minutes 34 seconds West, assigned bearing, along the west line of said Southeast Quarter, a distance of 75.04 feet to the northerly right of way line of US Highway Number 169, shown as monument B2617 on Minnesota Department of Transportation Right of Way Plat No. 31-27; thence North 68 degrees 38 minutes 11 seconds East 136.54 feet; thence North 90 degrees 00 minutes 00 seconds East 50.00 feet; thence South 72 degrees 16 minutes 22 seconds East 32.31 feet; thence South 76 degrees 29 minutes 34 seconds East 74.09 feet; thence North 89 degrees 28 minutes 58 seconds East 725.97 feet; thence North 86 degrees 43 minutes 14 seconds East 66.51 feet; thence North 81 degrees 11 minutes 45 seconds East 66.51 feet to the point of beginning of the easement to be herein described; thence North 75 degrees 00 minutes 43 seconds East 79.64 feet; thence North 63 degrees 33 minutes 39 seconds East 43.76 feet; thence North 70 degrees 56 minutes 48 seconds East 34.31 feet; thence North 80 degrees 58 minutes 31 seconds East 171.33 feet to said northerly right of way line; thence northeasterly 12.60 feet, along said right of way line being a non-tangential curve concave to the northwest, having a radius of 1357.78 feet, a central angle of 00 degrees 31 minutes 55 seconds, a chord distance of 12.60 feet and a chord bearing of North 66 degrees 03 minutes 16 seconds East; thence North 84 degrees 44 minutes 08 seconds West, not tangent to said curve, 26.68 feet; thence South 80 degrees 39 minutes 45 seconds West 136.27 feet; thence South 76 degrees 29 minutes 00 seconds West 173.03 feet; thence South 00 degrees 00 minutes 00 seconds East 23.17 feet to the point of beginning.

EXHIBIT C

Depiction of Trail Property and Temporary Construction Property







RISK MANAGEMENT INFORMATION
LMCIT LIABILITY COVERAGE OPTIONS
Liability Limits, Coverage Limits, and Waivers

LMCIT gives cities several options for structuring their liability coverage. The city can choose either to waive or not to waive the monetary limits the statutes provide; and the city can select from among several liability coverage limits. This memo discusses these options and identifies some issues to consider in deciding which of the options best meets the city's needs.

What are the statutory limits on municipal tort liability?

The statutes limit a city's tort liability to a maximum of \$500,000 per claimant and \$1,500,000 per occurrence. These limits apply whether the claim is against the city, against the individual officer or employee, or against both.

What are the coverage limits for LMCIT's basic primary liability coverage?

For coverage written or renewed on or after November 15, 2014, LMCIT's liability coverage will provide a limit of \$2,000,000 per occurrence. Besides the overall coverage limit of \$2,000,000 per occurrence, there are also annual aggregate limits (that is, limits on the total amount of coverage for the year regardless of the number of claims), for certain specific risks. Aggregate limits apply to the following:

Products	\$3,000,000 annually
Failure to supply utilities	\$3,000,000 annually
Data security breaches	\$3,000,000 annually
EMF	\$3,000,000 annually
Limited pollution*	\$3,000,000 annually
Mold	\$3,000,000 annually
Employers liability (work comp)	\$1,500,000 annually
Land use/special risk litigation**	\$1,000,000 annually
Activities in outside organizations	\$100,000 annually

* Includes sudden and accidental releases of pollutants; herbicide and pesticide application; sewer ruptures, overflows and backups; and lead and asbestos claims. Dredging or excavation claims are subject to a \$250,000 sublimit. These limits apply to both damages and defense costs.

** Coverage is provided on a sliding scale percentage basis, which is based on participation in LMCIT's online land use training. Coverage applies to both damages and litigation costs.

Why does LMCIT provide higher coverage limits than the statutory limit?

The reason is to give member cities better protection. The statutory liability limit caps the city's liability for many types of claims. But some liability claims, which are listed in the next section, aren't covered by the statutory limit, so the city's potential liability is unlimited. The higher limit also protects against a major incident in which many people might be injured. The \$2,000,000 per occurrence coverage limit gives the city better protection for these types of claims, and makes it less likely the city could end up with liability exceeding its coverage limit.

Another reason to provide higher limits is because it's increasingly more common to see contracts require more than the statutory limit of \$1,500,000; a more common figure is a \$2,000,000 limit. LMCIT's higher limits will now meet this requirement, but if even higher limits are required, there is the option to carry LMCIT's excess coverage to meet the additional requirements. LMCIT can also issue an endorsement to increase the city's coverage limit only for claims relating to a particular contract.

If the statute limits our liability and LMCIT is already providing higher limits than required, why purchase even more limits?

There are four good reasons why cities should strongly consider carrying LMCIT's excess coverage, which provides higher limits of liability coverage. Excess coverage is available in \$1,000,000 increments, up to a maximum of \$5,000,000.

1. The statutory tort limits either do not or may not apply to several types of claims

The following are the types of claims the statutory limits do not apply to. LMCIT's higher limit of \$2,000,000 will definitely provide better protection against these types of claims, but there could be cases where even that limit might not be enough.

- *Claims under federal civil rights laws.* These include Section 1983, the Americans with Disabilities Act, etc.
- *Claims for tort liability that the city has assumed by contract.* This occurs when a city agrees in a contract to defend and indemnify a private party.
- *Claims for actions in another state.* This might occur in border cities that have mutual aid agreements with adjoining states, or when a city official attends a national conference or goes to Washington to lobby, etc.
- *Claims based on liquor sales.* This mostly affects cities with municipal liquor stores, but it could also arise in connection with beer sales at a fire relief association fund-raiser, for example.
- *Claims based on a "taking" theory.* Suits challenging land use regulations frequently include an "inverse condemnation" claim, alleging that the regulation amounts to a "taking" of the property.

2. LMCIT's primary liability coverage has annual limits on coverage for a few specific risks

The table on page 1 lists the liability risks to which aggregate coverage limits apply. If the city has a loss or claim in one of these areas, there might not be enough limits remaining to cover the city's full exposure if there is a second loss of the same sort during the year.

Excess liability coverage gives the city additional protection against this risk as well.

There are, though, a couple important restrictions on how the excess coverage applies to risks that are subject to aggregate limits:

- The excess coverage does not apply to the following types of risks:
 - Failure to supply utilities.
 - Mold.
 - “Limited pollution” claims if either the pollutant release or the damage is below ground or in a body of water.
 - Auto no-fault claims.
 - Uninsured/underinsured motorist claims.
 - Workers’ compensation, disability, or unemployment claims.
 - Claims under the medical payments coverage.

- The excess coverage does not automatically apply to liquor liability unless the city specifically requests it.

3. The city may be required by contract to carry higher coverage limits

LMCIT’s limit of \$2,000,000 will meet most contract requirements, but if even higher limits are required, LMCIT’s excess coverage is an option. LMCIT can also issue an endorsement to increase the city’s coverage limit only for claims relating to a particular contract.

4. There may be more than one political subdivision covered under the city’s coverage

An HRA, EDA, or port authority is itself a separate political subdivision. If the city EDA, for example, is named as a covered party on the city’s coverage and a claim were made that involved both the city and the EDA, theoretically the claimant might be able to recover up to \$1,500,000 from both the city and the EDA, since there are two political subdivisions involved. Excess coverage is one way to provide enough coverage limits to address this situation. Another solution is for the HRA, EDA, or port authority to carry separate liability coverage in its own name.

This issue of multiple covered parties can also arise if the city has agreed by contract to name another entity as a covered party, or to defend and indemnify another entity.

Who needs excess liability coverage?

If anything, excess liability coverage is even more important to a small city rather than to a large city. If a city ends up with more liability than it has coverage, the city will have to either draw on existing funds or go to its taxpayers to pay that judgment. A large city faced with, say, \$1,000,000 of liability over and above what its LMCIT coverage pays might be able to spread that cost over several thousand taxpayers. The small city by contrast might be dividing that same \$1,000,000 among only a couple hundred taxpayers. \$1,000,000 divided among 5,000 taxpayers is \$200 apiece – annoying but probably at least manageable for most taxpayers. \$1,000,000 divided among 200 taxpayers is \$5,000 apiece – enough to be a real problem for many.

What’s the effect of waiving the “per claimant” statutory liability limit?

For cities that choose to waive the statutory limits, the city is choosing to waive the protection of the statutory limits, up to the amount of coverage the city has. Someone with a claim against a

city that has waived the statutory limits would be able to recover up to \$2,000,000 (of course the individual would have to prove to the court or jury that he or she really does have that amount of damages), rather than the statutory limit of \$500,000 per claimant. Because the waiver increases the exposure, the premium is roughly 3% higher for coverage under the waiver option.

For cities that choose not to waive the statutory limits, the city's liability is limited by the statute to no more than \$500,000 per claimant and \$1,500,000 per occurrence. LMCIT's higher coverage limits would only come into play on those types of claims that aren't covered by the statutory liability limit.

Why would the city choose to pay more for the waiver-option coverage?

The statutory liability limit only comes into play in a case where:

- The city is in fact liable.
- The injured party's actual proven damages are greater than the statutory limit.

Very literally, applying the statutory liability limit means an injured party won't be fully compensated for his or her actual, proven damages that were caused by city negligence. Some cities, as a matter of public policy, may want to have more assets available to compensate their citizens for injuries caused by the city's negligence. Waiving the statutory liability limits is a way to do that.

Other cities may feel that the appropriate policy is to minimize the expenditure of the taxpayers' funds by taking full advantage of every protection the legislature has decided to provide. There's no right or wrong answer on this point. It's a discretionary question of city policy that each city council needs to decide for itself.

What's the effect of waiving the statutory limits if the city has excess coverage?

If the city has \$1,000,000 of excess coverage and chooses to waive the statutory tort limits, the claimants (whether it's one claimant or several) could then potentially recover up to \$3,000,000 in damages in a single occurrence. If the city carries higher excess coverage limits, the potential maximum recovery per occurrence is correspondingly higher.

Carrying excess coverage under the waiver option is a way to address an issue that some cities find troubling: the case where many people are injured in a single occurrence caused by city negligence. Suppose, for example, that a city vehicle negligently runs into a school bus full of children, causing multiple serious injuries. \$1,500,000 divided 50 ways may not go far toward compensating for those injuries. Excess coverage under the waiver option makes more funds available to compensate the victims in that kind of situation.

The cost of the excess liability coverage is about 25% greater if the city waives the statutory tort limits. The cost difference is proportionally greater than the cost difference at the primary level because for a city that carries excess coverage, waiving the statutory tort limits increases both the per-claimant exposure and the per-occurrence exposure.

Is there an increase in risk if the city waives the statutory tort liability limits?

There is no increase in risk for the city to end up with liability if LMCIT doesn't cover it. The waiver form specifically says the city is waiving the statutory tort liability limits only to the extent of the city's coverage.

Of course, that's not to say there is no risk the city's liability could exceed its coverage limits. Listed earlier in this memo are a number of ways that could happen to any city, but the waiver doesn't increase that risk.

Can the city waive the statutory tort limits for the primary coverage but not for the excess coverage?

No. If the city decides to waive the statutory tort limits, that waiver applies to the full extent of the coverage limits the city has. The city cannot partially waive the statutory limits.

Is there a simple way to summarize the options?

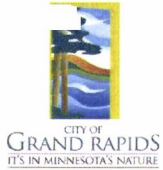
It's not necessarily simple, but the table on the following page is a shorthand summary of what the effect would be of the various coverage structure options in different circumstances.

Your League Resource
Call the Underwriting
Department at 651.281.1200
or 800.925.1122 with any
questions.

LMCIT Liability Coverage Options

Coverage structure If the city:	On a liability claim to which the statutory limits apply		On a liability claim to which the statutory limits do not apply
	This is the maximum amount a single claimant could recover on an occurrence.	This is the maximum total amount that all claimants could recover on a single occurrence.	
Does not have excess coverage & Does not waive the statutory limits	\$500,000	\$1,500,000	\$2,000,000
Does not have excess coverage & Waives the statutory limits	\$2,000,000	\$2,000,000	\$2,000,000
Has \$1,000,000 of excess coverage & Does not waive the statutory limits	\$500,000	\$1,500,000	\$3,000,000
Has \$1,000,000 of excess coverage & Waives the statutory limits	\$3,000,000	\$3,000,000	\$3,000,000

This is the maximum amount of damages which LMCIT would pay on the city's behalf for a single occurrence, regardless of the number of claimants.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1387 **Version:** 1 **Name:** MacRostie Temp Liquor
Type: Agenda Item **Status:** Consent Agenda
File created: 6/5/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Approve temporary liquor license for MacRostie Art Center for First Friday Art Walk event on July 3, 2015.
Sponsors:
Indexes:
Code sections:
Attachments: [MacRostie Temp Liquor Application](#)

Date	Ver.	Action By	Action	Result
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Approve temporary liquor license for MacRostie Art Center for First Friday Art Walk event on July 3, 2015.

Background Information:

MacRostie Art Center has submitted an application for a temporary liquor license for the First Friday Art Walk on July 3, 2015. All required documents and fees have been received.

Staff Recommendation:

Approve.

Requested City Council Action

Approve temporary liquor license for MacRostie Art Center for First Friday Art Walk event on July 3, 2015.



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

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

Name of organization MacRostie Art Center		Date organized Jan 1, 1966	Tax exempt number 23-7105948
Address 405 NW 1st Avenue	City Grand Rapids	State Minnesota	Zip Code 55744
Name of person making application Katie Marshall		Business phone 218-326-2697	Home phone 218-326-2046
Date(s) of event Friday, July 3, 2015	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name		City	State
<input checked="" type="checkbox"/> Steven Loney	Grand Rapids	Minnesota	55744
<input checked="" type="checkbox"/> Katie Tierney	Grand Rapids	Minnesota	55744
<input checked="" type="checkbox"/> Amanda Lamppa	Grand Rapids	Minnesota	55744
<input type="button" value="Add New Officer"/>			

Location where permit will be used. If an outdoor area, describe.
 MacRostie Art Center, 405 NW 1st Avenue, Grand Rapids, MN 55744

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 The Hartford - \$1,000,000

APPROVAL

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

City/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	City/County E-mail Address

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

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

21 This **Spectrum Policy** consists of the Declarations, Coverage Forms, Common Policy Conditions and any
32 other Forms and Endorsements issued to be a part of the Policy. This insurance is provided by the stock
TN insurance company of The Hartford Insurance Group shown below.
SBA

INSURER: SENTINEL INSURANCE COMPANY, LIMITED
ONE HARTFORD PLAZA, HARTFORD, CT 06155
COMPANY CODE: A



Policy Number: 41 SBA TN3221 SA

SPECTRUM POLICY DECLARATIONS ORIGINAL

Named Insured and Mailing Address: MACROSTIE ART CENTER
(No., Street, Town, State, Zip Code)
405 NW 1ST AVENUE
GRAND RAPIDS MN 55744

Policy Period: From 07/01/14 To 07/01/15 1 YEAR
12:01 a.m., Standard time at your mailing address shown above. **Exception:** 12 noon in New Hampshire.

Name of Agent/Broker: GREATER INS SVC OF NORTHEASTERN MN
Code: 715617

Previous Policy Number: 41 SBA TN3221

Named Insured is: NON PROFIT
Audit Period: NON-AUDITABLE
Type of Property Coverage: SPECIAL

Insurance Provided: In return for the payment of the premium and subject to all of the terms of this policy, we agree with you to provide insurance as stated in this policy.

TOTAL ANNUAL PREMIUM IS: \$2,438

MN FIRE SAFETY SURCH: \$ 10.00

Countersigned by Kathleen C. Johnson 5/27/14
Authorized Representative Date

01751
*0100241TN32210115

SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 41 SBA TN3221

Location(s), Building(s), Business of Named Insured and Schedule of Coverages for Premises as designated by Number below.

Location: 001 **Building:** 001

405 NW 1ST AVENUE
GRAND RAPIDS MN 55744

Description of Business:

Art Dealers or Galleries w/ Sale of Art

Deductible: \$ 5,000 PER OCCURRENCE

BUILDING AND BUSINESS PERSONAL PROPERTY LIMITS OF INSURANCE

BUILDING

REPLACEMENT COST \$ 1,046,000

BUSINESS PERSONAL PROPERTY

REPLACEMENT COST \$ 37,700

PERSONAL PROPERTY OF OTHERS

REPLACEMENT COST NO COVERAGE

MONEY AND SECURITIES

INSIDE THE PREMISES \$ 10,000
OUTSIDE THE PREMISES \$ 5,000

SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 41 SBA TN3221

PROPERTY OPTIONAL COVERAGES APPLICABLE TO ALL LOCATIONS LIMITS OF INSURANCE

BUSINESS INCOME AND EXTRA EXPENSE
COVERAGE
COVERAGE INCLUDES THE FOLLOWING
COVERAGE EXTENSIONS:

12 MONTHS ACTUAL LOSS SUSTAINED

ACTION OF CIVIL AUTHORITY:
EXTENDED BUSINESS INCOME:

30 DAYS
30 CONSECUTIVE DAYS

EQUIPMENT BREAKDOWN COVERAGE
COVERAGE FOR DIRECT PHYSICAL LOSS
DUE TO:
MECHANICAL BREAKDOWN,
ARTIFICIALLY GENERATED CURRENT
AND STEAM EXPLOSION

THIS ADDITIONAL COVERAGE INCLUDES
THE FOLLOWING EXTENSIONS

HAZARDOUS SUBSTANCES
EXPEDITING EXPENSES

\$ 50,000
\$ 50,000

MECHANICAL BREAKDOWN COVERAGE ONLY
APPLIES WHEN BUILDING OR BUSINESS
PERSONAL PROPERTY IS SELECTED ON
THE POLICY

IDENTITY RECOVERY COVERAGE
FORM SS 41 12

\$ 15,000

SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 41 SBA TN3221

BUSINESS LIABILITY	LIMITS OF INSURANCE
LIABILITY AND MEDICAL EXPENSES	\$1,000,000
MEDICAL EXPENSES - ANY ONE PERSON	\$ 10,000
PERSONAL AND ADVERTISING INJURY	\$1,000,000
DAMAGES TO PREMISES RENTED TO YOU ANY ONE PREMISES	\$1,000,000
AGGREGATE LIMITS	
PRODUCTS-COMPLETED OPERATIONS	\$2,000,000
GENERAL AGGREGATE	\$2,000,000

**DESCRIPTION OF SPECIAL EVENT:
ART EXHIBIT
JULY**

**OPEN HOUSE 1ST FRIDAY EVERY MONTH
JULY**

01753
*0100241TN32210115



SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 41 SBA TN3221

BUSINESS LIABILITY OPTIONAL COVERAGES (Continued)	LIMITS OF INSURANCE
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**BUSINESS LIABILITY OPTIONAL
COVERAGES**

HIRED/NON-OWNED AUTO LIABILITY	\$1,000,000
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**UMBRELLA LIABILITY - SEE
SCHEDULE ATTACHED**

**CYBERFLEX COVERAGE
FORM SS 40 26**

SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 41 SBA TN3221

01754

*0100241TN32210115



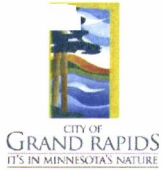
Form Numbers of Forms and Endorsements that apply:

SS 00 01 03 14	SS 00 05 10 08	SS 00 07 07 05	SS 00 08 04 05
SS 84 32 09 07	SS 01 02 07 08	SS 04 15 07 05	SS 04 19 04 09
SS 04 22 07 05	SS 04 30 07 05	SS 04 38 09 09	SS 04 39 07 05
SS 04 41 04 09	SS 04 42 09 07	SS 04 44 07 05	SS 04 45 07 05
SS 04 47 04 09	SS 04 78 07 05	SS 04 80 03 00	SS 04 86 03 00
SS 40 05 09 07	SS 40 18 07 05	SS 40 23 03 00	SS 40 26 06 11
SS 40 34 03 00	SS 40 93 07 05	SS 41 12 12 07	SS 41 51 10 09
SS 41 62 06 11	SS 41 63 06 11	IH 10 01 09 86	SS 05 47 09 01
SS 05 64 12 10	SS 05 66 03 00	SS 50 94 06 11	SS 50 19 03 12
IH 99 40 04 09	IH 99 41 04 09	SX 80 01 06 97	SS 04 46 10 08
SS 38 25 12 07	SS 83 76 03 12		

CITY OF GRAND RAPIDS
 *** CUSTOMER RECEIPT ***
 DATE: 06/02/15 TIME: 12:03:50

DESCRIPTION	PAY CD	AMOUNT
LIQUOR	2	20.00
MACROSTIE ART CENT	21016	
TOTAL AMOUNT DUE		20.00
AMOUNT TENDERED		20.00
CHANGE DUE		.00

TRANS #: 3 CASHIER CODE: CLP
 BATCH #: C150602 REGISTER ID: 1



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1384 **Version:** 1 **Name:**
Type: Minutes **Status:** Approved
File created: 6/4/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Acknowledge minutes for:
Human Rights April 29, 2015
HRA Minutes April 15, 2015
Sponsors:
Indexes:
Code sections:
Attachments: [April 15, 2015 HRA Minutes](#)
[April 29, 2015 Human Rights Minutes](#)

Date	Ver.	Action By	Action	Result
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Acknowledge minutes for:
Human Rights April 29, 2015
HRA Minutes April 15, 2015

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING April 15, 2015**

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Len Salmela, at 4:00 p.m. in the Community Room, located at 411 NW 7th Street, Grand Rapids, MN.

CALL OF ROLL

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

HRA: Executive Director Jerry Culliton

PUBLIC FORUM

None

APPROVAL OF MINUTES

Commissioner Zeige made a motion to approve the Regular meeting minutes of April 15, 2015 as presented. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

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

APPROVAL OF VERIFIED CLAIMS

Commissioner Blake made a motion to approve the Public Housing verified claims in the amount of \$38,576.05. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve Crystal Lake Townhomes verified claims in the amount of 28,819.03. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve the Pooled Housing verified claims in the amount of \$30,479.75. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

APPROVED

**HRA of Grand Rapids
Meeting Minutes 4/15/15
Page 2**

PUBLIC HOUSING REPORT

Director Culliton stated; we have one vacant unit at the 401 River Road building with a short waiting list, spring cleanup is commencing, the federal REAC property inspectors were here in March, we received a score of 95 out of 100. We received quotes for replacing the outside light fixtures into new LED fixtures and would go with the low qualified quote.

CONSIDER KITCHEN REMODEL BIDS

The Executive Director and the Board went over the 2 bids that were received on the kitchen remodel blue print work that was done by Architectural Resources, and after discussion by the Board and the Executive Director, Commissioner Henrichsen made a motion to accept AM Construction of Hibbing, the low qualified bidder and that his base bid of \$528, 833.00 was the low qualified bid, and to authorize the Executive Director to use Capital Fund 2013 funds, 2014 funds, and use the Capital Funds 2015 when they become available along with some reserves to complete the maximum number of apartments per the monies that is allotted, and that we would use future Capital Funds money 2016 and 2017 to complete the entire project. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried

CONSIDER AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE APPLIANCES AND PUT ON FRIDAY BILLS

After discussion among the Board B & C were put together as one item, Commissioner Blake made a motion to authorize the staff and Executive Director to purchase appliances using a credit card, if necessary, and the appliances purchases be put on an updated Resolution 2015-04 as item number 16 that can be issued for prior approval (a Friday check). Seconded by Commissioner Rossman. Voting Aye, all. Motion carried.

CONSIDER HOME REMODEL PROGEAM

This item was tabled for the next agenda.

CRYSTAL LAKE HOUSING REPORT

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

POOLED HOUSING REPORT

Director Culliton gave a report stating; we have one vacancy at Lake Shore Place, Forest Park West is 100% occupied with small waiting lists, and we continue to advertise, otherwise operations are normal and routine at both buildings.

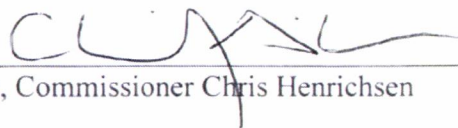
APPROVED

**HRA of Grand Rapids
Meeting Minutes 4/15/15
Page 3**

OTHER MATTERS

None

There being no further information of the HRA of Grand Rapids for April 15, 2015
Commissioner Henrichsen made a motion to adjourn the meeting at 4:55 p.m. Seconded
by Commissioner Rossman. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Chris Henrichsen

APPROVED

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, April 29, 2015 at 4:00 p.m.

CALL OF ROLL: On a Call of Roll, the following members were present:
Commissioners: Barb Sanderson, Karen Noyce, Mary Jo Wimmer, John Schirber, Frieda Hall, Becky LaPlant

Commissioners Dowell arrived at 4:40 pm; Commissioner Learmont arrived at 4:50 pm

Absent Commissioner: Alice Moren

Staff: Tom Pagel, City Administrator and Michele Palkki, Administrative Assistant

CALL TO ORDER The meeting was called to order 4:05 p.m.

SETTING AGENDA Nothing to add

APPROVAL OF MINUTES **April 1, 2015 Regular Meeting**

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER NOYCE TO APPROVE THE MINUTES OF APRIL 1, 2015 AS PRESENTED.
Motion passed by unanimous vote

FINANCIALS Nothing to report

NEW BUSINESS

ADA Sub Committee

City Administrator Pagel brought this concept before the Commission to get feedback if anyone would be interested in serving if the committee were set up. Mr. Pagel believes the City of Grand Rapids can lead the community in ADA (American's with Disabilities Act) compliance but also making it more about accessibility and not just compliance.

Many areas follow the statute but are still hard for individuals with disabilities to access. This committee would help in designing spaces for universal usage. Commissioner Sanderson spoke about the various aspects of educating the community in accessibility that it is not just wheelchairs but visual, hearing impaired, etc. Mr. Pagel will discuss the concept with Rob Mattei and get back to the Commission regarding the process and appointments. Commissioner's Sanderson, Schirber and Moren would like to be part of this sub-committee once it becomes established.

WHY TREATIES MATTER

The exhibit will be at Greenway High School and Nashwauk High School. There will be events at Greenway High School May 4, 6, 7, 12 and 14 and Nashwauk High School May 20, 22 and 27, everyone is invited to these Free Events.

CIRCLE OF HEALING UPDATE

Commissioner LaPlant distributed a handout from the Anishinaabe World View Training. This was an excellent training and it was decided that there would be another opportunity for the community to be involved soon. They may look at dividing the training into sessions but nothing has been decided at this time. Commissioner LaPlant will be working with the Instructor of the training and work out possible dates in the future.

Commissioner Dowell arrived at 4:40 pm

Commissioner Learmont arrived at 4:50 pm

INDIGENOUS PEOPLE'S DAY

Commissioner Sanderson reported that a committee has been formed to put together the activities surrounding indigenous people's day on October 12. There will be music, dance, refreshments, and an educational component. The next meeting will be held on May 18 at 4:00 pm. Anyone is invited to attend. A notice of quorum will be posted.

Commissioner Sanderson left at 5:05 pm

INQUIRIES/CALLS

There has been a call from a Grand Rapids woman who claims her son in Grand Rapids High School has been bullied. The Commissioner of Education has been contacted. There may be more calls regarding children in the district being bullied because of ethnicity.

Commission Schirber reported that ICC is working on putting together a "Welcome Night" for all students from the College. An idea being passed around is to have people in the community "adopt a family" this would be so all students feel welcomed into the community. There are other ideas being worked out. Commissioner Schirber will keep the Commission informed as updates filter in.

The meeting was adjourned at 5:15 pm

Respectfully submitted, Michele Palkki, Administrative Assistant



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1386 **Version:** 1 **Name:** Dept Head Report
Type: Agenda Item **Status:** Department Head Report
File created: 6/4/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Information Technology ~ Erik Scott
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Information Technology ~ Erik Scott



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1362 **Version:** 1 **Name:** AGIS and WHSV Subconsultant selection
Type: Agenda Item **Status:** Engineering
File created: 5/26/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Consider selecting Martinez Geospacial (MTZ) for the A-GIS work and Applied Ecological Services for the WHSV and Management Plan work, two components of the Airport Master Plan Update project, and authorizing Kramer Aerotek Inc to perform the FAA-required Independent Fee Estimate (IFE) work for the Airport Master Plan Proposal for an estimated fee of \$1500.

Sponsors:

Indexes:

Code sections:

Attachments: [6-8-15 Attachment Applied Ecological Services WHSV.pdf](#)
[6-8-15 Attachment Martinez Geospacial.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider selecting Martinez Geospacial (MTZ) for the A-GIS work and Applied Ecological Services for the WHSV and Management Plan work, two components of the Airport Master Plan Update project, and authorizing Kramer Aerotek Inc to perform the FAA-required Independent Fee Estimate (IFE) work for the Airport Master Plan Proposal for an estimated fee of \$1500.

Background Information:

On May 11, 2015, the City Council authorized staff to solicit qualifications for the A-GIS and Wildlife Hazard Site Visit (WHSV) and Management Plan subconsultants, two components of the Airport Master Plan Update project that is on our 2015 CIP. Three submittals were received for the A-GIS work and two submittals were received for the WHSV work. Staff has reviewed the subconsultant qualifications and discussed the proposals with the Airport's engineering consultant who will be working directly with the subconsultants. City Staff recommends selecting MTZ for the A-GIS work and Applied Ecological Services for the WHSV and Management Plan work. The consultants will be notified that they have been selected and they are instructed to work with SEH, our aviation consultant, on the Master Plan proposal.

Secondly, the FAA requires that for all airport contracts expected to exceed \$100,000, the Sponsor must obtain an independent fee estimate (IFE) to serve as an aide in determining equitable fee for services. The role of the independent estimator is to review the detailed scope of services and prepare an independent estimate that exhibits a fair and impartial assessment of the estimator's opinion of reasonable fees. An independent engineering, architectural, or planning consultant may be retained to prepare an IFE provided this consultant was not on the pre-selection short-list. City Staff recommends using Lois Kramer of Kramer Aerotek, Inc., to do this work. Lois is an aviation planner based out of Denver, CO, who has the necessary background to conduct an IFE for a Master Plan document. She has worked for several other Minnesota airports recently on IFEs for Master Plans. Her fee for the IFE for the GPZ Master Plan is \$1500. This cost is reimbursable as part of the FAA grant application at 90% FAA / 5% MnDOT / 5% local. Therefore, the local share for the City of Grand Rapids is \$37.50 (2.5% of \$1500, with the County covering the other 2.5%). Her contact information is below:

KRAMER aerotek, inc.
 580 Utica Avenue
 Boulder, CO 80304-0775

303.247.1762 (office)
303.909.0195 (cell)

www.krameraerotek.com <<http://www.krameraerotek.com/>>

Staff Recommendation:

City Staff recommend selecting Martinez Geospacial (MTZ) for the A-GIS work and Applied Ecological Services for the WHSV and Management Plan work, two components of the Airport Master Plan Update project, and authorizing Kramer Aerotek Inc to perform the FAA-required Independent Fee Estimate (IFE) work for the Airport Master Plan Proposal for an estimated fee of \$1500.

Requested City Council Action

Consider selecting Martinez Geospacial (MTZ) for the A-GIS work and Applied Ecological Services for the WHSV and Management Plan work, two components of the Airport Master Plan Update project, and authorizing Kramer Aerotek Inc to perform the FAA-required Independent Fee Estimate (IFE) work for the Airport Master Plan Proposal for an estimated fee of \$1500.



APPLIED ECOLOGICAL SERVICES

SPECIALISTS IN ECOLOGICAL SCIENCE, RESTORATION, MANAGEMENT, AND RESEARCH
21938 MUSHTOWN RD • PRIOR LAKE, MN 55372 • (952) 447-1919

May 29, 2015

Julie Kennedy
City of Grand Rapids
via email: jkennedy@ci.grand-rapids.mn.us

Subject: Wildlife Hazard Site Visit for Grand Rapids-Itasca County Airport (KGPZ)

Dear Ms. Kennedy:

Applied Ecological Services appreciates the opportunity to provide you with this proposal for conducting a Wildlife Hazard Site Visit for Grand Rapids-Itasca County Airport (KGPZ). Our proposal presents our understanding of the project, scope of work, budget, deliverables, and schedule. We understand that the scope, fees and billing procedures are subject to negotiation prior to contract. We are confident that our assessment work will help improve safety conditions at KGPZ, and that our assessments and recommendations will satisfy FAA regulatory requirements.

AES team members available to this project include two ecologists who are FAA Qualified Wildlife Biologists and an AES senior ecologist with special expertise in avian and wildlife assessments. This experience of our team will provide efficiencies that we believe will be much appreciated by the management, staff and stakeholders of KGPZ.

Enclosed with this proposal are copies of the course certificates from Embry-Riddle Aeronautical University as well as Bird Strike Conference training certificates. If college transcripts or other documentation from FAA or our qualified mentor are required, we will be happy to supply these.

We look forward to working with you on this project. Please let us know if you have any questions.

Sincerely,

Michael McGraw
AES Wildlife Biologist
Phone: (610) 238-9088
Email: michael.mcgraw@appliedeco.com

AES Proposal – WHSV at Grand Rapids-Itasca County Airport

Project Understanding

AES understands that the City of Grand Rapids wishes to retain a professional consultant with the training, experience and credentials of a Qualified Airport Wildlife Biologist (who meets the requirements of AC 150/5200-36A) to conduct a Wildlife Hazard Site Visit (WHSV) at Grand Rapids-Itasca County Airport (KGPZ).

The Grand Rapids-Itasca County Airport has three runways. Two asphalt runways are present, Runway 16/34 (5,747 ft.) and Runway 5/23 (3000 ft.), along with one turf runway, Runway 10/28 (1,334 ft.). The airport is located on the outskirts of the City of Grand Rapids, bordered by forests and agriculture in the area that support white-tailed deer and other species of the farm field/forest edges. The airport is within 2 miles proximity to the large Pokegama Lake complex and several smaller lake, stream and wetland systems typically associated with hazards from ducks, geese, swans, and wading birds, especially during migration (Spring and Fall).

Despite these risks associated with seasonal movements, only 1 wildlife strike is recorded in the FAA Wildlife Strike Database for the past 15 years of operation at KGPZ (strike occurrence on Sept. 16, 2010). This strike occurred during the fall Canada goose migration and, luckily, did not cause significant damage or loss of life.

Company Experience

AES was established in 1978 by Steven Apfelbaum, now one of the country's leading ecologists. The firm has since grown into one of the nation's most respected ecological firms, with staff throughout the Midwest and East. AES has conducted ecological and avian studies, including airport wildlife investigations, for more than 30 years throughout the U.S.

With office and staff locations in Minnesota, Wisconsin, Illinois, New York, Pennsylvania, Ohio and Kansas, AES conducts wildlife studies and vegetation assessments for airports, wind farm developers, government agencies, non-profit organizations and private development firms. (www.appliedeco.com)

AES Owner/Senior Ecologist Steve Apfelbaum and Wildlife Biologist Mike McGraw are two of only 33 biologists in the country certified by the Federal Aviation Administration to conduct airport Wildlife Hazard Assessments and develop Wildlife Hazard Management Plans.

Project Team Experience

AES' FAA Qualified Airport Wildlife Hazard Biologists (Apfelbaum and McGraw) offer expertise that includes approved and implemented WHA and WHMP plans and more than three decades of ecosystem management experience. Our team includes general aviation pilots and senior wildlife biologists that, in concert, can provide a unique understanding of airport operations, terminology, and constraints and opportunities associated with tactics both on the ground and in the air.

AES' FAA Qualified Airport Hazard Biologists recently completed a project (WHA, WHMP and training sessions) for the University of Illinois' Willard Airport in Savoy, IL. AES ecologists also have 38 years of wildlife and ecological work experience in Superior National Forest and Quetico Provincial Parks.

Project Approach

Following updated FAA Advisory Circulars and specifications within CFR Title 14 Part 139.337, one of AES' Qualified Airport Wildlife Biologists will spend 2 intensive days on site gathering information related to the following components:

1. Regional Wildlife Populations
2. Wildlife Attractants (food, water, shelter)
3. Operational (patrolling, hazing, lethal permits, equipment, waste and water management, etc.)
4. Communications SOPs (ground to tower, tower to pilot, training/review)
5. Wildlife Access/Perimeter Breaches to the AOA

AES will use this rapid data gathering exercise to provide a professional opinion regarding whether a Wildlife Hazard Assessment is warranted. AES will also provide a summary set of actionable recommendations to reduce/eliminate wildlife hazards at KGPZ based directly upon the observations just made. The primary goal is to ensure safe and effective flight operations in and out of KGPZ so these recommendations will be shared immediately rather than waiting for formal reporting opportunities.

While the standard Wildlife Hazard Assessment (WHA) includes a one year field survey process, a simplified Wildlife Hazard Site Visit (WHSV) process will provide a significant understanding of the present hazards and a rationale for continuing, or not, with a formal WHA . Within FAA requirements, we will "custom-fit" the WHSV process to the airport's existing risks and hazards.

As part of our WHA process, we focus immediately on human safety and operational efficiency, and this will also be the case with a WHSV. After the first field day working with your team on the site visit, we will provide suggested immediate actions to reduce wildlife risks

AES' strategy for reducing risk is simple. Critical to the strategy is avoidance of risk by managing structural (both biotic and abiotic) and ecological sources on and around the airport. Tactics within this strategy are designed to create an inhospitable, uninhabited wildlife "landscape" within the Airport Operations Area and surrounding areas. Avoidance tactics typically include strict fencing specifications,

mowing regimes, stormwater management, coordinating with neighboring land-use activities, off-site wetland mitigation options, planting specifications, and regular inspections/maintenance.

If a WHA/WHMP is the next recommended action following the WHSV, AES would recommend generating a Wildlife Hazard Working Group comprised of local stakeholders such as community leaders, neighbors, agency staff, conservation groups, etc.

The safest airports actively manage wildlife hazards well beyond the property fence which often hinges on stakeholder relationships developed early during the planning and implementation of wildlife hazard management strategies.

Scope of Work

In compliance with all current FAA guidelines, AES proposes the following tasks for completion of the WHSV and the final summary report:

Task 1 Desktop Analysis

AES will complete a desktop/data review to analyze historical and current wildlife strike event records, and other information. During this task, AES reviews wildlife strike history (Airport Strike Log/FAA database), aircraft movement/operations information, previous wildlife control efforts (including any previous hazard assessments or management plans), and relevant airport personnel responsibilities. Desktop mapping will inform our recommendations regarding the potential development of a full WHA plan for wildlife surveying within a 5-mile radius around the airport.

Task 2 Site Visit

We will also conduct a two-day Site Visit to identify wildlife attractants on and near the airport (within a 10,000 foot radius from the AOA), including food sources (both plant and animals), roosting/structural habitat, access points, etc.

We will identify and document food sources, access points, structural habitat, and other attractants which are currently supporting wildlife population in the AOA and larger study area. Largely, this task will cover faunal and vegetative observations and simple survey methods, but wildlife attractants will also be documented on a separate, standardized data sheet and be geo-referenced and displayed via mapping separately from the faunal and floral assessments.

Task 3 Complete and Submit a Wildlife Hazard Site Visit Summary Report

The summary report will include hazard/potential hazard mapping and descriptions, documented for sharing with FAA and air carrier operations. A summary of assessment methods and wildlife data will also be included in this report. Adhering closely to FAA requirements, AES will provide a final report that summarizes the following:

1. Executive Summary with recommendations
2. Introduction and objectives
3. Synopsis of the National Strike Database for the airport
4. Section on Wildlife Attractants
5. Section on Operations and Communication
6. Recommendations to reduce hazards to air carrier operations at KGPZ
7. Professional opinion regarding whether a one-year WHA is recommended
8. Literature Cited
9. Appendices

Upon completion of this report, it will be delivered to the City of Grand Rapids for submission to the FAA for approval and a determination if a WHA is necessary.

Technical FAA Wildlife Biologist Requirements

AES project staff consists of two FAA Qualified Wildlife Biologists (Michael J. McGraw, Wildlife Biologist, and Steven Apfelbaum, Senior Ecologist - Requirements, per AC 150/5200-36A), with assistance from AES Senior Ecologist Genesis Mickel. Both McGraw and Apfelbaum are posted on the Embry-Riddle Aeronautical University's Qualified Airport Biologist Listing ([FAA Qualified Airport Biologist List Link](#)).

Timeline

Upon award of the contract, AES will gather and analyze desktop data related to KGPZ. Within one week of award, AES will conduct a 2-day site visit to KGPZ. This will be followed-up with a report and professional opinion in the following week. AES will guarantee completion of the project in its entirety within 30 days of contract award.

Fee Schedule

Task	Description	Cost	Total
1	Desktop Analysis	\$800	\$3,800
2	2-day Site Visit	\$2,000	
3	Report and professional Opinion	\$1,000	

Company Information

General Information

Firm's Legal Name **Applied Ecological Services**
Firm's Legal Address **17921 Smith Road**
 Brodhead, WI 53520
Telephone Number **(608)897-8641**
Fax Number **(608)897-8486**
Company Website www.appliedeco.com

Primary Contact

Michael J. McGraw
FAA Qualified Airport Wildlife Biologist/Project Manager
Applied Ecological Services
(610) 238-9088
Michael.mcgraw@appliedeco.com

During the project, regular operations and site coordination will be operated from our Minnesota office located at:

21938 Mushtown Road
Prior Lake, MN
(952) 447-1919

Resumes and Background Information

The AES staff committed to complete the WHSV are FAA Qualified Airport Wildlife Biologists Michael McGraw and Steven Apfelbaum. In addition, AES senior ecologist Genesis Mickel may conduct field work and/or desktop research under the supervision of Apfelbaum/McGraw. Please see the Appendix for more detailed qualifications and experience summaries.

Michael J. McGraw - *Senior Wildlife Biologist, Avifaunal Ecologist, Project Manager*, will serve as back-up surveyor and provide assistance in desktop analysis and reporting tasks.

Airport Wildlife Biologist Qualifications (FAA Advisory Circular 150/5200-36a)

Michael J. McGraw
Senior Wildlife Biologist/ Ecologist
Applied Ecological Services
(610) 585-7746 cell
michael.mcgraw@appliedeco.com

Educational Background

B.S. Environmental Science, Drexel University
M.E.S. Environmental Biology, University of Pennsylvania

FAA Educational Requirements

Completed the FAA certified Airport Wildlife Biologist qualifications course for public through Embry Riddle Aeronautical University as per FAA AC 150/5200-36 (Certification in Appendix 2). Posted on the FAA Qualified Airport Biologists Listing.

Steven Apfelbaum - *Senior Ecologist, Ornithologist, Project Director*, will be a lead wildlife biologist, conducting study design, faunal and floral observations and recommendations, and all aspects of the WHSV process.

Airport Wildlife Biologist Qualifications (FAA Advisory Circular 150/5200-36a)

Steven I. Apfelbaum
Founder/Board Chairman, Senior Ecologist
Applied Ecological Services
(608) 897-8641
Steve@appliedeco.com

Educational Background

Bachelor of Liberal Arts and Sciences, University of Illinois
Master of Ecological and Biological Science, University of Illinois

FAA Educational Requirements

Completed the FAA certified Airport Wildlife Biologist qualifications course for public through Embry Riddle Aeronautical University as per FAA AC 150/5200-36 (Certification in Appendix). Posted on the FAA Qualified Airport Biologists Listing.

Relevant Project Experience

Below are brief descriptions of wildlife hazard-related projects AES has completed or is currently conducting. Please see the Appendix for more detailed descriptions of these and other AES projects pertinent to airport wildlife work.

- a) Project Name: **Wildlife Hazard Assessment, Wildlife Hazard Management Plan, and Training**
 - b) Project Location: Willard Airport, Savoy, Illinois
 - c) Contact: Stephen Wanzek, Airport Manager, Willard Airport, 11 Airport Road, Savoy, IL, 61874, (217)244-8640, wanzek@illinois.edu.
 - d) Project Date: Jan 2012 to Jan 2014
 - e) Project Scope: Provided FAA funded and directed Wildlife Hazard Assessment and Wildlife Hazard Management Plan in compliance with Part 139 requirements and in accordance with all Advisory Circular and Cert Alert directives. The Wildlife Hazard Assessment was accepted in its original submittal version and subsequently supported the creation of an approved WHMP. AES conducted a hands-on staff training session in January 2014. All FAA requirements were met; KCMI is in full compliance.
-
- a) Project Name: **Boundary Waters / Quetico – Long-Term Annual Bird and Ecological Studies**
 - b) Project Location: northeast Minnesota / southern Ontario
 - c) Contact: Dr. Alan Haney, Professor Emeritus, University of Wisconsin-Stevens Point, 715-592-6949, ahaney@uwsp.edu
 - d) Project Date: 1976 - ongoing

e) Project Scope: Annually, Steve Apfelbaum and AES staff have led teams of researchers and UWPS students into the Boundary Waters and Quetico wilderness areas to collect data on plant and animal communities as they re-assemble after wildfire. The research has documented avian diversity in relation to forest succession, and has contributed several significant new scientific findings related to wildlife population, behavior and ecological interactions.

a) Project Name: **Seneca Meadows Wetland Mitigation, Ecological Restoration Design/Build/Mtce**

b) Project Location: Waterloo, New York

c) Contact: Tom Hasek, Environmental, Engineering & Compliance Manager, Seneca Meadows – IESI, 1786 Salcman Road, Waterloo, NY, 13165; 315-539-5624

d) Project Date: June 2005 - ongoing

e) Project Scope: AES found an innovative way to restore 350 acres of wetlands along with almost 600 acres of restoration acres of former drained agricultural lands and dewatered, forested wetlands as compensation for the 70 acres of impact to highly disturbed wetlands as part of a landfill expansion project. Ultimately, ecological restoration will occur on approximately 1,200 acres that will be protected by a conservation easement to ensure that science based management occurs on the land forever.

a) Project Name: **Albatross Hazard Assessment and Management Strategy**

b) Project Location: Midway Island and Hawaiian Island National Wildlife Refuge

c) Client: U.S. Navy and U.S. Fish and Wildlife Service

e) Project Scope: AES wildlife ecologists conducted a bird hazard assessment and recommended avoidance strategies to reduce Navy jet ingestions of Laysan Albatross and Black footed Albatross. AES developed very simple vegetation management strategies that have largely eliminated ingestion events that have now become very rare events.

a) Project Name: **Wetland Mitigation and Bird Hazard Assessment for O'Hare Airport Expansion**

b) Project Location: Chicago, Illinois

c) Client: O'Hare International Airport

e) Project Scope: AES was retained to finalize the design and construct a wetland mitigation plan in conjunction with the development of a U.S. Post Office at O'Hare International Airport. Critical to the design specifications was the assessment and avoidance of avian wildlife hazards.

a) Project Name: **NYC Landfill Closure and Park Design to Reduce Bird Hazards at LaGuardia Airport**

b) Project Location: New York City, New York

c) Client: City of New York Planning and Parks Department

e) Project Scope: AES developed a final landfill closure/re-vegetation plan, in conjunction with and planning for a new public park on Staten Island. This multi-year project incorporated bird hazard assessment and recommendation strategies to ensure the new re-use of the landfill as a 2,400-acre park complex would not increase bird hazards at LaGuardia Airport. Throughout the design process, we worked closely with USFWS, NYDEC, USACE and other agencies.

a) Project Name: **Shawano Airport and Landfill & Cherryland Airport - Bird Hazard Assessment Studies**

b) Project Location: Shawano, Wisconsin and Door County, Wisconsin

c) Client: City of Shawano and Door County, Wisconsin

e) Project Scope: AES evaluated bird and other wildlife hazards at Shawano Airport and Cherryland Airport, to determine impacts of nearby landfills and document how they contributed to documented hazards of birds moving between the airports and landfills. For these studies, AES rocket-netted herring

gulls and ring-billed gulls and dyed them with long-lasting, pink dye to observe the movements of the birds. Through this process, we discovered that birds were not moving between the landfills and airports. In fact, the assessment demonstrated that bird hazards documented at the airports were from entirely different populations of gulls than those using the landfills.

a) **Project Name: Lewis University Airport (Romeoville, IL) Wildlife Hazard Assessment and Habitat Conservation Planning for Federally Endangered Hines Emerald Dragonfly**

b) Project Location: northeast Illinois

c) Client: Landowner Partnership

d) Project Date: 2006 - Ongoing

e) Project Scope: AES has been leading a group of 23 landowner partners (including Lewis University Airport, mining, utility and rail companies, four municipalities, one county and several townships, and others) through a collaborative process to develop a Habitat Conservation Plan for the federally endangered insect species and its rare wetland community habitat. This process has required AES to evaluate the wildlife hazard to Lewis University Airport (KLOT) associated with the habitat and hydrological restoration needed to recover the dragonfly species. The team has collaborated with USFWS to develop and affirm the compatibility between the wildlife hazard planning and the needs of the regulated endangered species and HCP cross-commitments between parties.

Please refer to the following Appendix for additional detailed information



APPENDIX – Staff Biographies and Project Briefs



About AES



Applied Ecological Services is one of the leading ecological consulting, design and restoration contracting firms in the world, dedicated to bringing the science of ecology to land-use decisions.

AES applies science to provide practical land-use solutions that strike the most favorable balance between ecological sustainability, economic viability and community priorities.

Our knowledge of ecological systems provides a solid foundation for implementing balanced ecological designs and solutions that are sustainable, cost-effective and enduring.

“A thing is right when it tends to preserve the integrity, stability and beauty of the biotic community. It is wrong when it tends otherwise.”

*Ecologist and AES Inspiration,
Aldo Leopold*

AES was established in 1978 by founder and owner Steven I. Apfelbaum, who has built a reputation as one of the country's leading ecologists. Apfelbaum's earliest projects were groundbreaking remediation projects for which he designed reclamation plans and invented new techniques for implementation. Because no source existed for native seed and plants, he collected native grass and forb seed in the wild to establish a nursery that was capable of producing vegetation materials to accomplish his reclamation plans.

Today, AES has grown into one of the nation's most respected ecological services companies, with a staff of 120 and offices in Wisconsin, Illinois, Minnesota, Iowa, Kansas, Ohio, Pennsylvania and New York. Consulting and design services work in collaboration with our experienced restoration contractors – playing a key role in implementing on-the-ground ecological projects. These two divisions are backed by our nursery division – Taylor Creek Restoration Nurseries – one of the largest, most diverse native seed and plant nurseries in the U.S.

This unique combination of in-house staff experience—bringing together ecology, landscape design and planning, GIS mapping and data management, aerial imaging and remote sensing, restoration contracting and nursery science—provides innovation, flexibility, streamlined project management and most importantly, projects that exceed client, stakeholder and regulatory objectives.



Steven I. Apfelbaum, M.S.

Senior Ecologist, Founder, Board Chairman



EDUCATION

M.S. Biology, University of Illinois at Urbana-Champaign, 1978

B.S. (L.A.S.) in Zoology, University of Illinois at Urbana-Champaign, 1976

PROFESSIONAL INFORMATION

Certified Senior Ecologist,
Ecological Society of America, 1991-Present

Appointed to Editorial Advisory Board,
Ecological Restoration Journal, 2015-Present

Qualified Wildlife Biologist Certification,
Embry-Riddle Aeronautical University, 2014

Airport Wildlife Hazard Management Specialist
Certification, Embry-Riddle Aeronautical
University, 2010

Recipient of John T. Curtis Award for Career
Excellence in Ecological Restoration, 2010

Recipient of Bill Clinton Global Sustainable
Cities Initiative Award for Don River Project
(Toronto), 2007

Recipient of Friends of Ryerson Woods Award
for Distinguished Leadership in the World of
Nature, 2012

Appointed to U.S. Forest Service Scientific
Roundtable on Biological Diversity

SUMMARY OF EXPERIENCE

Since the late 1970s, Steve Apfelbaum has conducted ecological research, designed award-winning projects and contributed his uniquely creative scientific expertise and enthusiasm to over 9,000 projects throughout North America and beyond. He has been instrumental in advancing the concepts and philosophies behind ecological restoration through his direct connection to mentors and pioneers in the environmental movement including Sigurd Olson, Luna Leopold and many other key scientists, conservationists and policy makers. Apfelbaum has been the ecological leader in many pioneering projects. His work on conservation communities established Low Impact Development as a marketplace and regulatory precedent. His work on alternative stormwater management and in developing the Stormwater Treatment Train™ has contributed to changing the stormwater management industry nationwide. And his ecological restoration approaches on mining projects and brownfield reclamation and remediation have set new industry standards and win-win outcomes for all involved parties. Apfelbaum has also been a leader in the developing marketplace for ecosystem services concepts. Beginning in the early 1990s, he helped develop regulatory frameworks for the first private wetland mitigation bank in the Midwest. More recently, he has led the development of a methodology to quantify carbon in soils and he has helped develop a framework for conservation biomass.

He has authored and peer-reviewed hundreds of technical studies, papers, books and reports, including ecological restoration plans and regulatory monitoring and compliance reports. His book, *Nature's Second Chance* (Beacon Press), won accolades from the New York Times, and was listed as one of the "Top 10 Environmental Books of 2009." Apfelbaum's recent book, *Restoring Ecological Health to Your Land* – co-authored with Dr. Alan Haney as part of a two-volume series – has won praise as the first comprehensive "how-to" restoration book for landowners. Apfelbaum is also a much sought-after speaker at educational events focusing on ecological restoration, ecosystem assessment, alternative stormwater management and conservation development. He currently lectures at Harvard University, University of Illinois, University of Wisconsin, and over the years has taught in dozens of other educational and research institutions through the U.S., University of Paris at Madam Curie Institute and elsewhere.

SELECT PROJECT EXPERIENCE

Wildlife Hazard Assessment and Wildlife Hazard Management Plan for the Willard Airport. Savoy, IL

FAA-funded Marine Radar Research for Improving Wildlife Hazard Assessment Methodology at Airports, Partnership with Center for Excellence in Airport Technology, University of Illinois, Champaign, IL

Waller Creek Restoration. Restoration Planning & Design, Stream & Shoreline Stabilization. Austin, TX

Albany Rapp Road Landfill Ecosystem Mitigation & Pine Bush Restoration. Albany, NY

Flambeau Mine Reclamation. Ladysmith, WI

Kankakee Sands Ecological Restoration. Newton County, IN

ARC Wildlife Corridor Design Competition. Vail, CO

Other Reinvestment Redevelopment Planning. Detroit, MI, Milwaukee, WI, Omaha, NE, Minneapolis, MN, Louisville, KY

Lower Don Mouth Redevelopment. Toronto, Ontario, Canada

Kansas City Natural Resource Inventory & Conservation Plan. Kansas City, MO

EMBRY-RIDDLE
Aeronautical University
PRESCOTT, ARIZONA

The title of

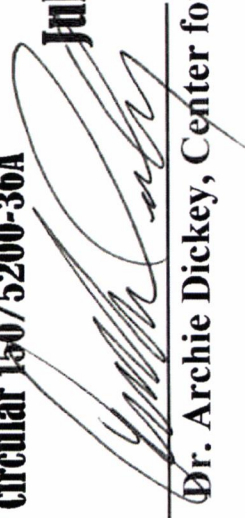
Qualified Wildlife Biologist

Is awarded to

Steven I. Apfelbaum

**In recognition of successful completion of the requirements stipulated under FAA Advisory
Circular 150/5200-36A**

July 21, 2014



Dr. Archie Dickey, Center for Wildlife and Aviation

CERTIFICATE OF ATTENDANCE

Awarded to
Mr. Steve I. Apfelbaum

For attending the
**2013 Bird Strike
North America Conference**



Presented by
Bird Strike Committee USA
And
Bird Strike Association of Canada



in cooperation with
American Association of Airport Executives

12-15 August 2013
Milwaukee, Wisconsin USA

Identifying and reducing hazards to aviation caused by wildlife.

John E. Ostrom
John Ostrom, Chair



Michael McGraw, B.S. (MES Candidate)

Wildlife Biologist, Ecologist



EDUCATION

M.E.S., Environmental Biology,
University of Pennsylvania, Philadelphia,
PA (Ongoing)

B.S., Environmental Science, Drexel
University, Philadelphia, PA, 2002

PROFESSIONAL INFORMATION

FAA Qualified Airport Wildlife Biologist

AFFILIATIONS

United States Bird Strike Committee,
Association of Northeastern Biologists,
Greater Philadelphia Herpetological
Society, Northeastern Partners for
Amphibian and Reptile Conservation,
Pennsylvania Audubon Society, New
Jersey Audubon Society, Delaware
Valley Ornithological Club, Ned Smith
Center for Art and Nature, Delaware
County Birding Club, Cape May Bird
Observatory, Academy of Natural
Science (Philadelphia), The Nature
Conservancy Citizen Science Program,
Pennsylvania Botanical Society

SUMMARY OF EXPERIENCE

Mike McGraw is a Wildlife Biologist and Ecologist for the Atlantic Coast Branch of AES. With thirteen years of professional experience, McGraw has performed an extensive variety of reptile, amphibian, and avifaunal surveys in eastern and Midwestern United States with a strong emphasis on endangered, threatened, and species of concern. As an experienced consulting scientist, McGraw also conducts project design, project management, handles client interaction and business development, as well as writes technical reports and proposals. McGraw is currently managing numerous projects and functioning as a lead biologist on a variety of AES projects, including wildlife surveys, ecological assessments, threatened and endangered species surveys, population biology research, wetland mitigation, sensitive habitat restoration, FAA-mandated wildlife hazard management plans for airports, land management and site master planning, and energy development projects.

SELECT PROJECT EXPERIENCE

Wildlife Hazard Assessment and Wildlife Hazard Management Plan for the Willard Airport. Savoy, IL

FAA-funded Marine Radar Research for Improving Wildlife Hazard Assessment Methodology at Airports, Partnership with Center for Excellence in Airport Technology, University of Illinois, Champaign, IL

Wildlife Habitat Management Plan for Badger Mining Corporation. Taylor, WI

Wildlife Habitat Management Plan for Shullsburg Mine. Shullsburg, WI

Wildlife Survey of the Lower Buffalo River. Buffalo, NY

Ecological Assessment of St. Joe's at Providence Creek. Clayton, Kent County, DE

Ecological Assessment of the Dismal Swamp Conservation Area. Edison, Middlesex County, NJ

Faunal Inventories at Albany Pine Bush Landfill Restoration. Albany, NY

Faunal Inventories at Seneca Meadows Landfill Restoration. Waterloo, NY

Stream Restoration, Wildlife Inventory and Trail Re-alignment at The New York Botanical Garden. Bronx, NY

Breeding and Migratory Bird Survey. Minden, MI

Breeding Bird Survey. Blue Mountain Ski Area, Carbon County, PA

OTHER PROFESSIONAL EXPERIENCE

Various Comprehensive Herpetofaunal, Avifaunal, and Rare Plant Inventories for Herpetological Associates (2002-2008). NJ, NY, & PA

Volunteer Bird Bander/Field Ornithologist at Owl and Songbird Research Stations (Spring 2013-Present). Ruston Farm Preserve, Willistown, Chester County, PA

EMBRY-RIDDLE
Aeronautical University
PRESCOTT, ARIZONA

The title of

Qualified Wildlife Biologist

Is awarded to

Michael J. McGraw

In recognition of successful completion of the requirements stipulated under FAA Advisory
Circular 150/5200-36A

July 21, 2014



Dr. Archie Dickey, Center for Wildlife and Aviation

CERTIFICATE OF ATTENDANCE

Awarded to

Mr. Michael J. McGraw

For attending the

**2013 Bird Strike
North America Conference**



Presented by

Bird Strike Committee USA

And

Bird Strike Association of Canada

in cooperation with

American Association of Airport Executives



BIRD STRIKE ASSOCIATION OF CANADA
ASSOCIATION CANADIENNE SUR LE PERIL AVIAIRE

12-15 August 2013

Milwaukee, Wisconsin USA

Identifying and reducing hazards to aviation caused by wildlife.

John E. Ostrom
John Ostrom, Chair



Genesis Mickel, M.E.M.

Senior Ecologist



EDUCATION

M.E.M., Master's in Environmental Management, Duke University, 2002

B.S. honors, Environmental Science, Policy, and Management, University of California, Berkeley, 1999

LICENSES & CERTIFICATIONS

MSHA certification, 2008–Present

Wisconsin DNR Incidental Take Permit (ITP) holder for T&E herps, 2012–Present

Wisconsin DNR Environmental Resources Reviewer (ERR) Certification, 2012–Present

SUMMARY OF EXPERIENCE

Genesis Mickel is a senior ecologist and project manager at AES with over twelve years of environmental consulting experience in natural resources review, restoration, monitoring, and conservation planning. Genesis identifies potential impacts to target natural resources, communicates applicable state or federal regulations, and provides guidance on avoidance, minimization, mitigation, agency consultation, and biological surveys. She develops permit application materials, habitat conservation plans, and biological summary reports to help her clients avoid natural resources impacts during project activities. She is experienced in post-construction monitoring and implementing performance standards. Her specialty is in wildlife and threatened and endangered species habitat reviews, surveys, permitting, and conservation. Genesis excels at finding innovative strategies and solutions to complex permitting and resource management challenges.

SELECT PROJECT EXPERIENCE

Orlando-Sanford International Airport (Seminole County, FL). Performed field surveys for Southeastern American kestrel, Florida scrub jay, burrowing owl, and gopher tortoise, for county highway widening project within airport property. Obtained and maintained security clearance for airport access.

Flagler County Airport (Flagler County, FL). Performed on site wetland delineation and habitat assessment, and off site wetland site selection, restoration planning, and acquisition negotiations for mitigation of filling airport wetlands to prevent potential on site waterfowl bird strikes. As a separate project, conducted wildlife underpass site selection and design for airport road widening project.

Impact Analysis of Rare and Protected Species in Telecommunication Corridor (2011). Evaluated potential impacts to over 100 rare and protected species potentially affected by a 425-mile long fiber-optic telecommunication corridor project crossing 33 MN counties.

Cumulative Effects Analysis of Open Pit Mining in Arrowhead Region of MN (2009). Evaluated cumulative effects caused by past, present, and proposed future open-pit mining projects in a 650,000-acre study area. The analysis included over 200 state and federally listed species and state-designated "Species of Greatest Conservation Need" as well as consideration of 20 remnant wildlife corridors.

Waterbird Study (Dakota County, MN, 2010). Waterbird-use study evaluating effects of a large mining project within the Mississippi River. Impacts to waterfowl, diving birds, wading birds, shore birds, and sea birds were evaluated, with a focus on state protected species, including trumpeter swan and American white pelican.

State Endangered Species Reviews (Northern MN, 2010-2014). Performed hundreds of MN DNR Natural Heritage Information System reviews for routine pipeline maintenance projects. Work included desktop flora and fauna T&E reviews, field surveys, and working directly with the MN DNR and environmental inspectors on developing impact avoidance measures.

Barn swallow nest monitoring and removal (Paris, MO, 2013). Assessed four barn swallow nests on a building scheduled for relocation. One nest contained eggs well past the nesting season. Created a monitoring plan and nest removal protocol for client.

Barn swallow deterrent evaluation (Clearbrook, MN, 2013). Identified and evaluated deterrence options and provided recommendations that would non-lethally deter a group of barn swallows from returning to nesting sites within pipeline valve station facility buildings.

Bald eagle stick nest survey (Scott County, MN, 2012). Performed stick nest survey in 950-acre project site and ½ mile surrounding buffer. Four active eagle nests identified. Eagle winter congregation area discovered, with over 200 adult and sub-adult eagles.

Vegetation, Wildlife, & Protected Species Reports (Le Sueur County, MN, 2012). Season-long, bi-weekly protected species and general wildlife field surveys and habitat mapping within 480-acre remnant prairie community. Results presented in EIS. Surveys resulted in positive on site identification of 59 species of birds, including Henslow's sparrow and loggerhead shrike breeding pairs, both state endangered species. Surveys included quantitative cover board surveys for eastern racer and eastern fox snake.

Vegetation, Wildlife, and Protected Species Report (Scott County, MN, 2012.) Season-long, bi-weekly protected species and general wildlife field surveys and habitat mapping within 950-acre parcel. Surveys resulted in positive on site identification of 40 species of birds, including two bank swallow colonies and lark sparrow nesting pairs, a MN tracked species. Consulted on removal of bank swallow colonies in accordance with the Migratory Bird Treaty Act.



AES Approach to FAA Wildlife Hazard Assessments and Management Plans



Snowy owl

AES has earned a national reputation for innovative, quality work in wildlife ecology and natural resources. Our staff has ecological experience across the country and in *many* ecosystems. AES has worked with State Departments of Natural Resources, the U.S. Fish and Wildlife Service, the Army Corps of Engineers, the Environmental Protection Agency, the Department of Energy, and the Federal Aviation Administration on many projects.

Our work rests on a scientific foundation backed by practical experience. We bring decades of experience in the creation, restoration and management of wildlife habitat, provision of special conditions for faunal life cycle needs, reintroduction and management of wildlife populations, wildlife ecotoxicology and disease, nuisance wildlife management, and wildlife hazard management.

AES has invested in its continued role in airport services and wildlife conflict issues by including two senior ecologists on staff that are FAA Qualified Airport Wildlife Biologists (<http://wildlifecenter.pr.erau.edu/biologists.php>). These professionals meet all requirements as detailed in AC 150/5200-36A – *Qualifications for Wildlife Biologists Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports*.

Both are well-versed in the redundancies of aircraft operations and how these patterns relate to wildlife strike risk and site-specific hazards, flight communication protocols, air traffic control and ground operations communication protocols, and the need for ongoing property maintenance and inspections. They also both possess advanced degrees related to wildlife and ecology and have many years of experience studying seasonal behaviors of birds, mammals, and other animals which pose risks to flight safety.



AES Approach to FAA Wildlife Hazard Assessments and Management Plans



Bald eagle

Planning for Success

As ecosystem restoration specialists our company has refined, through both practice and research, the methods for developing functional and robust ecosystems from the ground-up. When developing and implementing flight safety management plans for airports, we can use these very same tools to deconstruct ecosystem function and provide landscapes that are devoid of wildlife attractants and wildlife inhabitants as a direct and proactive strategy for reducing wildlife strike risks. Not unlike other crafts, you must understand with great detail the many working components that constitute a whole before you are able to disassemble it with conscious intent.

Without the ecological perspective driving management decisions, prescriptive actions can unconsciously have impacts to other site variables, some of which may increase strike risk to aircraft operations and, therefore, jeopardize people's lives above all else, but also cause great damage to equipment, reputations/professional relationships, and livelihoods. What truly sets our team of FAA Qualified Airport Wildlife Biologists apart from others is this comprehensive ecosystem-style approach to preventing bird strikes and other wildlife strikes at airports.

Following all current FAA regulations, including Advisory Circular *AC150/5200-XX (Draft) Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans*, AES conducts thorough and scientifically valid Wildlife Hazard Assessments. These assessments are critical to the success of the resultant Wildlife Hazard Management Plan and, therefore, we always meet or exceed the FAA's expectations regarding survey effort level (14 CFR Part 139.337(g)).



AES Approach to FAA Wildlife Hazard Assessments and Management Plans



Tundra swan

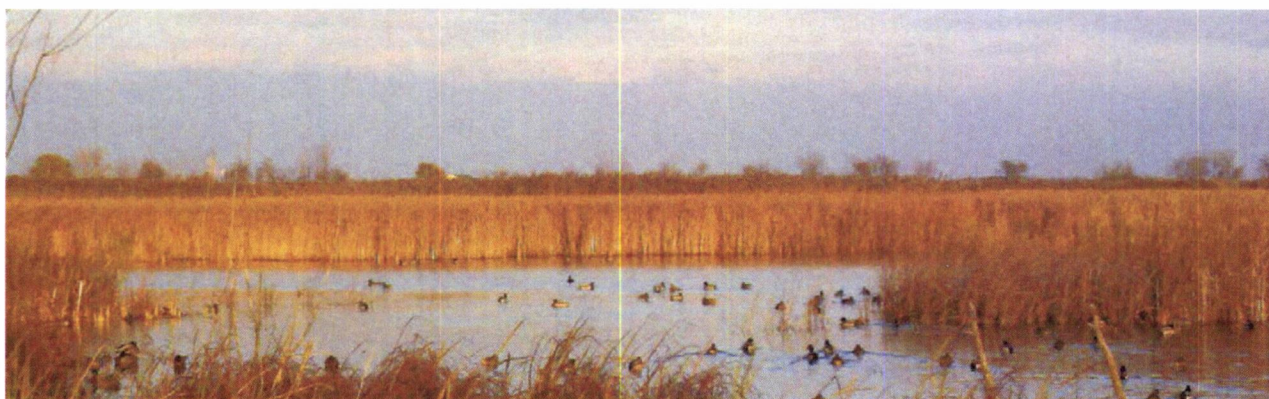
Long-Term Management and Monitoring of Wildlife Populations

Following habitat modifications of any type, AES will frequently execute a long-term monitoring and management plan. Although the specifications for FAA WHMPs are very specific, much of their underlying goals are driven by science and communication...two things we have decades of experience in. All our plans contain information on the existing natural features, the baseline conditions that must be maintained, along with the management techniques and schedules required to maintain those conditions. Monitoring is necessary for managing the size of target wildlife populations; whether the goal is to promote species

diversity or, in this case, diminish hazardous wildlife populations to a point where they are no longer present. Monitoring also takes into account systematic ways to document both structural and life cycle wildlife attractants, such as abandoned buildings/wildlife access points to buildings, trash accumulation areas, roosting sites, small mammals, broad-leaved and flowering plants, certain insects, and other organisms whose presence increases the potential for hazardous wildlife to occupy the property and/or flight zone. Our Wildlife Hazard Management Plans are site-specific and prescriptive. They are free of any generalized terms or non-appointed duties. Dates for activities are specific and tied to realistic logistical and economic characters that are specific to each airport. These plans designed are for active implementation by the very people we have been working with all year during the completion of the WHA. By the time the WHA is completed, we will know each other on a personal level and will take pride in developing a Management Plan that we can feel confident will aid you in keeping your co-workers, colleagues, and customers safe as well as yourself by virtue of eliminating or reducing all wildlife strike risks at your airport to the very lowest extent possible.



AES Approach to FAA Wildlife Hazard Assessments and Management Plans



Our suite of services includes:

- Wildlife Hazard Site Visits (determination of 14 CFR Part 139.337 (b))
- Comprehensive Wildlife Hazard Assessments (in accordance with 14 CFR Part 139.337(c))
- Wildlife Hazard Management Plans (in accordance with 14 CFR Part 139.337(f))
- Staff Training and Education (in accordance with 14 CFR Part 139.337(f)(7))
- Environmental Assessments (in accordance with NEPA regulations)
- Environmental Impact Statements (in accordance with NEPA regulations)
- Aerial Imagery Services (in support of WHA/WHMPs, Infrastructure Inspections, and other)

Past project experience includes:

- *Wildlife Hazard Assessments*
- *Wildlife Hazard Management Plans*
- *Airport staff training*
- *Radar analysis of bird flight patterns*
- *Partnership with leaders in the wildlife hazard industry*
- *Wildlife surveys on dozens of US Naval Air bases; US Air Force, US Air National Guard and US Army bases around the country, including airports, proving grounds and bombing ranges.*
- *Bird deterrent management planning*
- *Community outreach and public/ regulator engagement for optimal project valuation and public support*
- *Avian flight pattern studies*



Willard Airport Wildlife Hazard Assessment

Wildlife Hazard Management Plan & Airport Personnel Training



Snowy owl at Willard Airport

Client: University of Illinois
Willard Airport (CMI)
Contact: Stephen Wanzek
Airport Manager
217-244-8640
wanzek@illinois.edu
Project Type: WHA/WHMP
Location: Willard Airport, Savoy, IL



AES' FAA-qualified airport wildlife biologists surveyed small mammals as part of WHA efforts.

In 2012, AES was awarded an FAA-funded project to generate a wildlife hazard assessment (WHA), wildlife habitat management plan (WHMP), and provide training for Willard Airport (CMI) personnel charged with implementation of the WHMP.

The project consisted of a January to January (12 consecutive months) survey effort that involved a minimum of 2 survey events per month (spaced 14 days apart).

During the initial site visit, AES flew its private plane through basic patterns above the site to collect aerial-view data on site layout, obvious hazards and attractants, and determine primary flight route dynamics. Coupled with a site-wide walk, this site

visit led to immediate proactive recommendations to minimize hazards through land management modifications.

Subsequent WHA efforts included point count bird surveys, roosting surveys, small mammal trapping surveys, insect and plant species analysis, spotlighting for nocturnal mammals, camera traps, and hangar/structural and perimeter fence inspections.

In addition, a thorough communications review was conducted, including spending time in the ATC with dispatchers and working closely with ground crews (Operations, ARFF, etc.), for site navigation and both review and establishment of communication protocols related to wildlife risks and hazards.

Through a Federal Aviation Administration (FAA)-funded research initiative, AES also participated in marine radar bird flight data collection concurrent with person-hour data collection. This effort was to support the advancement of airport safety through technology (with University of Illinois' Center for Excellence in Airport Technology).

All WHA raw data was standardized and statistically analyzed to develop occupancy modeling (per bird species) for the on-airport and off-airport locations. Following the speedy review and approval of the WHA by FAA Inspectors, AES promptly created a WHMP for review, acceptance, and inclusion into the compliance certification for CMI.



Boundary Waters Wilderness Area

Project Statement

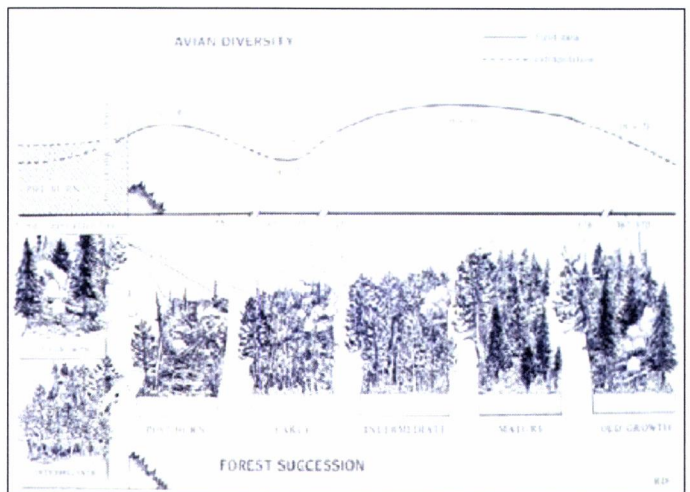
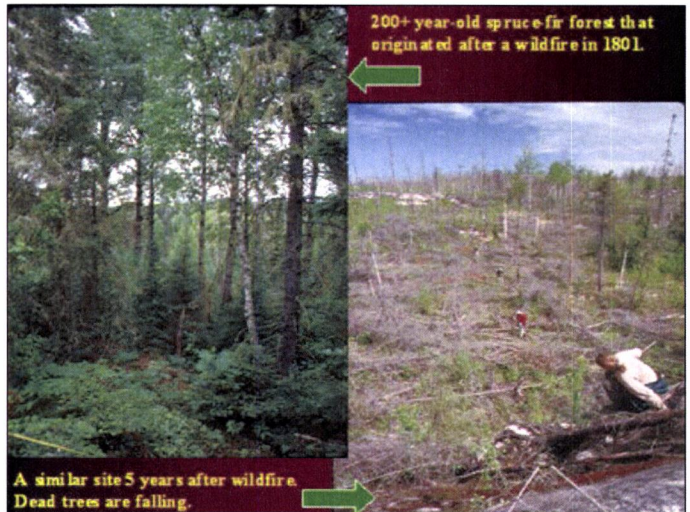
Applied Ecological Services (AES) has been one of the foremost researchers investigating the role of wildfire and blowdown in the 1.3 million acre Boundary Waters Wilderness Area in northeastern Minnesota and in the adjacent 1.5 million acre Quetico Provincial Park in Ontario, Canada. Since 1976, AES has partnered with Dr. Alan Haney and hundreds of other researchers and student assistants in measuring the way plant and animal communities re-assemble after wildfire in this unique wilderness area.

The research has helped in the design of “let-burn” fire management policies of the U.S. Forest Service and also helped in the design of restoration and land-management strategies for the maintenance of appropriate fire regimes over such a large and complex landscape.

This exceedingly complex and difficult project continues to this day, with four to eight researchers annually entering the wilderness to collect ongoing data for the overall program. All work is conducted in remote wilderness accessible only by canoe.

The work has produced some very insightful and technical publications which have become part of national forest management plans and have been presented in conferences to train others in wilderness research.

The landscape itself includes extensive jack pine barrens that are maintained by wildfires which have typically burned over 30,000 hectares at a time. AES researchers organized the ongoing annual studies and data analysis, and have participated with the expanded team in the preparation of reports and publications.





Seneca Meadows Wetland Restoration

Design-Build Mitigation for Landfill Impacts to Wetlands



"Black terns have joined a growing list of species considered 'vulnerable' that have been sighted at the Seneca Meadows Wetland Preserve, a restored wetland and grassland site nominated as a New York Important Bird Area."

Thus began an article in the summer of 2014, just months before the 600-acre preserve was actually designated as an Important Bird Area (IBA) by Audubon New York. To our knowledge, this is the first privately owned site of ecological restoration in the U.S. to receive such an honored scientific designation.

Applied Ecological Services designed and built the Preserve as wetland mitigation for the nearby Seneca Meadows Landfill expansion. In total, AES designed and built the restoration of 1,100 acres of wetlands,

grasslands and savanna, which, after a decade of AES monitoring and maintenance, will be placed under the stewardship of the Montezuma Audubon Center.

The Preserve met the IBA criteria for at-risk species not only because of the Black terns, but also because of the number of breeding Pied-bill Grebes, American Bitterns, Least Bitterns and wintering Short-eared Owls. Additional wetland species supported at the Preserve include Common Gallinule, Wilson's Snipe and Marsh Wren. The site also supports a suite of representative grassland birds in addition to the Short-eared Owl, including Bobolink, Savannah Sparrow and Northern Harrier. When Dickcissels were spotted in the Preserve, birders from the region flocked to observe the rare visitors.

The Seneca Meadows Story

In 2007, IESI, the owner of the largest landfill in the state of New York, understood they needed to expand Seneca Meadows. They also understood the planned expansion would unavoidably impact more than 70 acres of forested wetland – an impact larger than any that had ever been permitted in New York. AES assisted in the permitting process by proposing and designing a 1,100-acre wetland mitigation project with both restoration and preservation as its goals.

To accommodate the expansion, AES relocated Black Brook, enhancing its riparian functions and habitat values in the process.

Client: IESI
Contact: Tom Hasek
Environmental, Engineering & Compliance Manager
315-539-5624
thasek@iesi.com
Project Type: Wetland, prairie & savanna restoration
Location: Waterloo, NY
Size: 1,200 acres
Timeline: 2007–Present



Least Bittern, a NY State Threatened Species.
Photo by Jody Celeste.



Seneca Meadows

Wetland Restoration *(continued)*



Rather than the standard 3:1 wetland mitigation ratio (3 acres of wetland creation for 1 acre of impact), IESI dedicated more than 8 times the acreage. In addition to wetland preservation and enhancement on the landfill property, IESI purchased the adjacent Dove Farm property for AES to design and build what has now become the Seneca Meadows Wetland Preserve.

After walking the site and conducting initial investigations, AES ecologists created the vision of this expansive restoration/mitigation project. Having cast the vision, AES designed the concept plans, led public meetings and agency review sessions and developed the mitigation designs into permit-able documents.

The mitigation plan included restoration of 350 acres of forested wetlands, re-meandering and restoration of Black Brook through over 2.5 miles of the landfill property and restoration of 600 acres of drained farm fields and dewatered, forested wetlands into IBA-quality natural areas.



Gray-cheeked Thrush



Marsh marigold

Construction and Ongoing Management

Then, with agency and permit approval, AES was asked to install the restoration, and manage and monitor it until it would be turned over to the Montezuma Audubon Center in 2022. Beginning in 2008, AES restoration professionals began site preparation, seeding and planting of one of the largest restoration projects ever undertaken.

In fulfillment of NYSDEC and USACE permit requirements, AES wrote both an Integrated Pest Management Plan (IPM) and an Invasive Species Management Plan. The overall management philosophy of the IPM program is focused on creating ecologically valuable biological communities within the context of a disturbed, agricultural landscape.

Locating and controlling invasive plant populations at the Dove wetland mitigation site, and in surrounding areas, prior to restoration activities greatly helped to control these species in newly restored areas. Locating the species when population numbers were low, and implementing management activities immediately, was essential to the success of the IPM plan.

The overall success of restoration, enhancement and creation activities – with a goal of creating a quality environment – is represented by the plant life in the native vegetation communities that provide habitat for faunal and avian communities.



Seneca Meadows

Wetland Restoration *(continued)*



To ensure native seed and plants were sourced from as close as possible – thus ensuring the genetic integrity of the native species to be established – AES ecologists ethically hand-collected thousands of pounds of native species seed in the area near Seneca Falls. Seed was shipped back to AES' Taylor Creek Restoration Nurseries in Wisconsin, where it was grown into plant plugs for the restoration. Today, local volunteers and student groups collect seed from plants in the Preserve to fulfill day-of-service commitments and further spread the local native genetics.

AES' ecological restoration division prepared and seeded approximately 450 acres, planted 225,000 native plant plugs and planted 10,500 trees and shrubs across the Preserve and Black Brook sites. Since installation, AES field crews continue monitoring, managing and maintaining the restored native plant

communities while botanists and ecologists have conducted seasonal monitoring to document the health of plant and animal communities. It was AES wildlife biologist Mike McGraw who spied the New York state endangered black tern in summer 2014 after being tipped off by a local birder. He surmised that breeding terns from the nearby Montezuma National Wildlife Refuge were using the Preserve for foraging.

The Seneca Meadows Wetland Preserve is an important addition to the Montezuma Wetlands Complex, which covers 50,000 acres, and through which hundreds of thousands of birds migrate. In the new Audubon nature center at Seneca Meadows, and along the seven miles of trails throughout the Preserve, hundreds of thousands of people will enjoy this restoration. Along with the birds.

Important Bird Area

The Seneca Meadows Wetland Preserve was designated an Important Bird Area (IBA) by Audubon New York on October 21, 2014, six years after installation of the restoration project. The Important Bird Area Program is an international bird conservation initiative with the significant goal of identifying the most important places for birds and conserving them.

IBAs are identified according to standardized, scientific criteria through a collaborative effort among state, national and international non-governmental conservation organizations, state and federal government agencies, local conservation groups, academics, grassroots environmentalists and birders.

For more information on the Important Bird Area program, visit the Audubon New York site at <http://NY.Audubon.org>.



The Preserve provides an array of menu options, including Spotted Leopard frog, for the American Bittern.



Midway Atoll Investigations

Vegetation Studies and Avian Hazard Assessment



AES studied and published technical papers on the invasion of atoll reef dunes on Midway Island by *Casuarina equisetifolia*, a fast-growing subtropical tree species. We found this species has invaded native dune shrubs (*Scavola* sp, *Coccoloba* sp, *Ipomoea cres capri*, etc.) into shady and disturbed environments in the windswept salt-spray environment. Once it invaded, it grew quickly and overwhelmed and eventually shade-suppressed the native shrubs, causing their eventual demise. As native shrubs declined, the dunes were destabilized with significant shore and beach erosion that threatened significant U.S. military infrastructure including naval runways.

AES helped develop avoidance strategies to reduce Navy jet ingestions of Laysan Albatross and Black footed Albatross.

Client: U.S. Navy and U.S. Fish and Wildlife Service
Project Type: Ecological Investigation
Location: Midway Atoll of the Hawaiian Archipelago

In addition to the vegetation studies, AES assisted in long-term studies of pelagic seabird populations on this island, with particular attention to avian changes resulting directly from vegetation system changes. This included investigations of albatross, fairy terns, petrels and other birds. This investigation was coordinated and supported by the U.S. Fish and Wildlife Service, Hawaiian Island National Wildlife Refuge and the U.S. Navy.

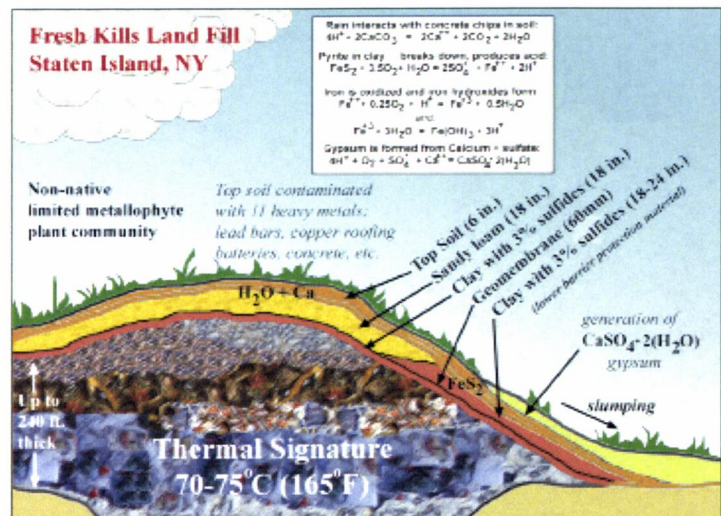


Client: Freshkills Landfill
 Project Value: \$325,000
 Project Type: Landfill Redevelopment
 Project Location: Staten Island, New York City, NY
 Project Duration: 2003-2006
 Project Size: 2,200 acres

AES was part of the award-winning team to convert the 2,200-acre Freshkills Landfill on Staten Island into a park three times the size of New York's Central Park. We were retained by the New York City Department of Parks and Recreation and also worked with Department of Sanitation to execute a work plan to evaluate the technical issues with soils, vegetation, wildlife and hydrology necessary to evaluate design and construction strategies for park development.

AES conducted comprehensive evaluations of the rooting medium and soils used on the landfill. This research led to a better understanding of soil chemistry so that a feasible and cost-effective ecological restoration could be implemented. Through this process, AES conducted several thousand regular and systematic soil samples that revealed upon analysis significant levels of key heavy metals. This analysis also showed that the planting medium installed in prior efforts by city subcontractors would not be suitable for a the type of vegetated landfill cap that would be suitable for a public park. For example, we found exceedingly high levels of cementaceous materials included in what were thought to be suitable topsoils that, after oxidation, converted circumneutral pH soils to very high pH, alkaline soils. We also found that the landfill clay cap converted (after installation) to exceedingly low pH conditions (3.5-4.5) as a result of former anaerobic marine clays being used for the cap.

The diverging pH's of the cap and topsoil medium resulted in significant slope failures and also promoted extensive growth of weedy invasive plant species. In addition, because the marine clays used in the cap were derived from inadequate parent materials, heavy metals such as nickel, cadmium and arsenic were found in high concentrations in selected plant and animal populations.



FRESHKILLS LANDFILL INTERNATIONAL DESIGN COMPETITION AND TECHNICAL SERVICES



APPLIED
ECOLOGICAL
SERVICES

A detailed technical report delivered the findings to the city and other project stakeholders. This report recommended the use of high-yielding and high-lignin-producing green manures, which could be grown on the landfill cap. These plants would manufacture a higher organic matter content level that could hold and contain the measured contaminants. This same composition of plants would also have the ability to endure the stressful conditions caused by the underlying landfill heat generated from the internal decomposition of landfill wastes. Perhaps most importantly, this proposed in-situ cap creation would dramatically reduce the need for costly imported residential grade fill material.

In one of the largest studies of its kind in the United States, AES performed quantitative evaluations of regional natural areas to establish reference sites. As part of this work, we documented plant community structure, habitats composition, soil types and chemistry and hydrology in fifteen different reference remnant natural areas on Staten Island. AES also provided comprehensive design strategies for closure of the landfill using the technical data collected as described above. These strategies led directly to the current plans for the yet-to-be-realized park.



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LETTER OF TRANSMITTAL

2915 Waters Road, Suite 100
 Eagan, MN 55121
 TEL - (651) 686-8424
 FAX - (651) 686-8389



To: Julie Kennedy City Engineer 420 N Pokegama Avenue Grand Rapids, MN 55744	Date: 5/21/2015	MTZ W.O. #: N/A
	Attention: Julie Kennedy	
	RE: Statement of Qualifications Airport GIS Services Grand Rapids – Itasca County Airport	
	Delivered Via: UPS	

WE ARE SENDING YOU: Attached Under Separate Cover via _____ the Following Items:

Shop Drawings Prints Plans Samples Specifications

Copy of Letter Change Order Other _____

COPIES	DATE	NO.	DESCRIPTION
3	5/21/2015	1	Statement of Qualifications – Airport GIS Services

For Approval Approved as Submitted Resubmit _____ Copies for Approval

For Your Use Approved as Noted Submit _____ Copies for Distribution

As Requested Returned for Corrections Return _____ Corrected Prints

For Review and Comment _____

FOR BID DUE _____ PRINTS RETURNED AFTER LOAN TO US

REMARKS:

Copy to: _____

Signed: 
 Ryan Flicek



EXPERTS IN GEOSPATIAL PLANNING, DATA ACQUISITION, AND CONSULTING

Martinez Geospatial (MTZ), a certified DBE, is a Minnesota-based full service geospatial firm with clients spanning from coast to coast. MTZ has over 40 years experience in the transportation industry and is recognized nationally as a leading provider of exceptional geospatial services to the aviation industry. MTZ has consistently demonstrated the ability to produce high-quality and robust datasets on time and on budget at airports of all sizes, from the nation’s largest Part 139 airports to smaller General Aviation airports.

FAA AIRPORTS-GIS (AGIS) EXPERTS

MTZ has been involved in the AGIS Program since its inception and has developed a nationwide reputation as experts and leaders in this arena. Through involvement in over 50 AGIS projects, our company leverages a wealth of lessons-learned and close working relationships with key FAA and NGS individuals in order to directly benefit your project. MTZ has proven success in the largest and most complex AGIS projects having completed seven monumental projects under the FAA’s eALP Pilot Program. MTZ’s impressive résumé is a result of the collective expertise of our cohesive veteran staff, all located in our Eagan, Minnesota headquarters. Our locality will allow our project manager and staff to be readily available for in-person meetings and visits to your airport. MTZ offers all services necessary to successfully complete AGIS projects in compliance with Advisory Circulars 150/5300-16A, 17C, and 18B.

MTZ services include:

- Field Survey (Geodetic Control, Imagery Control, Runway & NAVAID Surveys)
- Aerial Imagery Flight Mission Planning
- Imagery Acquisition
- Digital Orthophotography
- Airport Airspace Analysis/Obstruction Surveys
- Planimetric & Topographic Mapping
- GIS Formatting & Attribution
- 3D Spatial Modeling

RECENT PROJECT EXPERIENCE

Electronic Airport Layout Plan (eALP) Projects:

- El Paso International Airport – TX
- Dallas/Fort Worth International Airport – TX
- Manchester-Boston Regional Airport – NH
- Albuquerque International Sunport - NM
- Cincinnati/Northern Kentucky International Airport – KY
- Double Eagle II Airport – NM
- Will Rogers World Airport – OK

Airport Layout Plan updates with major AGIS component:

- Oakland International Airport - CA
- Duluth International Airport – MN
- Thief River Falls Regional Airport – MN
- South Saint Paul Municipal Airport- MN
- Airlake Airport – MN
- Salina Regional Airport – KS
- Los Angeles International Airport – CA

Runway Construction Projects with major AGIS component:

- Los Angeles International Airport – CA
- Owatonna-Degner Regional Airport – MN
- Albert Lea Municipal Airport – MN
- Winona Municipal Airport – MN
- Gwinner-Roger Melroe Field – ND
- Chippewa Valley Regional Airport - WI

Feasibility/Pilot Studies with major AGIS component:

- Ronald Reagan Washington National Airport – DC (One-Engine-Inoperative Study)
- St. George Municipal Airport – UT (Airport Relocation)



EXPERTS IN GEOSPATIAL PLANNING, DATA ACQUISITION, AND CONSULTING

RYAN FLICEK

Vice President/Aviation Director (ryan@mtzgeo.com)

Mr. Ryan Fliczek has a passion for aviation! He has worked in a variety of fields in the aviation industry over the past 9 years including Pilot, Air Traffic Controller, and Consultant. This experience gives him a unique and well-rounded perspective of the national airspace system. He is fully immersed in the AGIS program, having acted as MTZ's Project Manager on over 40 AGIS projects, including 7 major eALP projects. His AGIS expertise includes project management, AGIS procedural control, quality assurance, advisory circular compliance, FAA coordination, and aviation technical support. Mr. Fliczek has interest in aviation not only as a consultant, but also as an avid pilot, aircraft owner, flight instructor, and air show organizer. He is a member of the Aircraft Owner's & Pilots Association (AOPA), Experimental Aircraft Association (EAA) and International Aerobatic Club (IAC). Born and raised in Minnesota, Ryan has a particular interest and pride working at Minnesota Airports. Mr. Fliczek will be the Project Manager for your project.

Education & Certifications:

- B.A. Political Science - Saint Olaf College, MN
- A.A. Air Traffic Control - Minneapolis Community and Technical College
- FAA Commercial Pilot Certificate
- FAA Flight Instructor Certificate

AARON HOFSTEDT

Survey Director (aaron@mtzgeo.com)

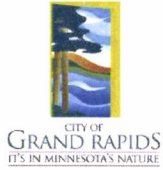
Mr. Aaron Hofstedt is a Licensed Land Surveyor with nearly two decades of professional experience in all phases of residential, commercial, and public infrastructure development. His project experience includes numerous airports, residential subdivisions, commercial development sites, cellular towers, substations, utility easements, route corridors, and building information modeling (BIM). Mr. Hofstedt's FAA Airports-GIS (AGIS) project experience includes performing and consulting on field surveys; processing, formatting, and uploading field data; completing and formatting the required documentation and photographs; drafting statements of work, survey plans, quality control plans, and final reports; and administering projects on the AGIS website from creating a new project through final approval and project closeout.

Education & Certifications:

- Minnesota Licensed Professional Land Surveyor #45773 (2007)
- Bachelor of Science in Geography - Pennsylvania State University (1997)
- Academic Certificate in Land Surveying - St. Cloud State University (2006)
- Specialized Training: Airport Geodetic Control Surveys - National Geodetic Survey (2011)

EMPHASIS ON CLIENT SERVICE

MTZ is synonymous with exceptional client & customer service. We believe it is not enough to simply guide your project through the FAA's process and ensure program requirements are met; that is only the beginning. While we are experts in the FAA AGIS process and Advisory Circular compliance, we strive to keep the emphasis of the project on the individual airport and its unique aspects and requirements. This includes the utmost sensitivity to your budget and schedule, and our goal is to tailor each project to maximize value for the airport. We are experienced and comfortable working closely with the airport, the airport engineering or planning firm, the ADO, and AGIS headquarters in Washington D.C. to accomplish this goal. MTZ aims to not only keep clients informed throughout the process, but also provide education on navigating the AGIS system and understanding the long-term goals of the program. Our loyal and recurring clients are evidence of our uncompromising client service. We would be more than happy to provide client references upon request.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1388 **Version:** 1 **Name:** Purchase of updated backup/disaster recovery system.
Type: Agenda Item **Status:** Information Technology
File created: 6/5/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Authorize the IT Department to solicit quotes and purchase disaster recovery equipment at a cost not to exceed \$15,000.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Authorize the IT Department to solicit quotes and purchase disaster recovery equipment at a cost not to exceed \$15,000.

Background Information:

It is in the best interest of the City of Grand Rapids to consider allocating some money to improve our data backup and disaster recovery systems. We feel it is prudent to update our systems to include some live offsite replicated copies of our production data backup sets. Currently we protect our data through backup to tape only. We maintain numerous copies of backups at multiple different locations around the city. However, this technology is aging and is in need of updating. This new system would provide the City with more robust and reliable protection against not only data loss but would also facilitate quicker recovery in the event of a system failure or disaster.

Staff Recommendation:

Staff recommends that Council authorizes the purchase of updated backup and disaster recovery systems.

Requested City Council Action

Authorize the IT Department to solicit quotes and purchase updated disaster recovery equipment at a cost not to exceed \$15,000.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1376 **Version:** 1 **Name:** Continuation of Phased Retirement Agreement for Facilities Maintenance Manager Ronald Edminster.
Type: Agenda Item **Status:** Administration Department
File created: 6/3/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Continuation of Phased Retirement Agreement for Facilities Maintenance Manager Ronald Edminster.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Continuation of Phased Retirement Agreement for Facilities Maintenance Manager Ronald Edminster.

Background Information:

Ron Edminster, Facilities Maintenance Manager, has been on the Phased Retirement Program since July 31, 2014. This program has provided a transition period for Ron's retirement as well as provides a benefit to the City while a replacement had been found. At the last City Council meeting, the Council approved the hiring of Nathan Morlan to replace Ron, however it won't be effective until his position is filled and the new employee has completed the introductory period, which could take up to a year.

Having Ron as a transition employee stay on board will allow Nate adequate time to spend learning all City buildings and their HVAC systems. During this transitional period, Ron will continue to assist with the completion of some of our ongoing plans, particularly our energy projects. As we continue to explore future opportunities and potential collaboration with our buildings, Ron's expertise will be beneficial. A recent example of this is the conversion of the Airport Terminal Building to the County 911 Call Center.

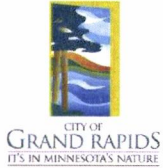
Ron's current monthly salary is \$1,240.00. We are recommending increasing that to \$1,310.00 per month, which is the new PERA limit. The City does not provide health insurance, Flexible Time Off, Social Security Benefits, or overtime.

Staff Recommendation:

City Administrator Tom Pagel, Public Works Director Jeff Davies, and Human Resources Director Lynn DeGrio are recommending extending the Phased Retirement Agreement with Ron Edminster and increase his monthly salary from \$1,240.00 to \$1,310.00 effective August 1, 2015 until December 31, 2016.

Requested City Council Action

Consider extending the Phased Retirement Agreement for Facilities Maintenance Manager Ronald Edminster from August 1, 2015 through December 31, 2016 at a rate of \$1,310.00 per month.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1373 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 6/3/2015 **In control:** City Council
On agenda: 6/8/2015 **Final action:**
Title: Consider approving the verified claims for the period May 19, 2015 to June 1, 2015 in the total amount of \$337,492.18.
Sponsors:
Indexes:
Code sections:
Attachments: [City Council 06-08-15.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period May 19, 2015 to June 1, 2015 in the total amount of \$337,492.18.

Requested City Council Action

Consider approving the verified claims for the period May 19, 2015 to June 1, 2015 in the total amount of \$337,492.18.

CITY OF GRAND RAPIDS BILL LIST - JUNE 8, 2015

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/08/2015

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
CITY WIDE		
1621125	PUBLIC UTILITIES COMMISSION	200.30
1920240	CHAD B STERLE	9,500.00
TOTAL CITY WIDE		9,700.30
SPECIAL PROJECTS-NON BUDGETED		
0218115	BRAUN INTERTEC CORPORATION	4,714.30
TOTAL SPECIAL PROJECTS-NON BUDGETED		4,714.30
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	30.72
1415377	NORTHERN BUSINESS PRODUCTS INC	250.32
1801610	RAPIDS PLUMBING & HEATING INC	377.00
2018680	TRU NORTH ELECTRIC LLC	1,635.91
TOTAL BUILDING MAINTENANCE-CITY HALL		2,293.95
COMMUNITY DEVELOPMENT		
1105530	KENNEDY & GRAVEN	55.50
TOTAL COMMUNITY DEVELOPMENT		55.50
COUNCIL/COMMISSION/BOARDS		
0218230	BREWED AWAKENINGS	160.88
TOTAL COUNCIL/COMMISSION/BOARDS		160.88
ENGINEERING		
1105530	KENNEDY & GRAVEN	980.50
1900225	SEH-RCM	2,409.42
TOTAL ENGINEERING		3,389.92
FINANCE		
0221650	BURGGRAF'S ACE HARDWARE INC	7.98
0715813	GOVERNMENT FINANCE OFFICERS	435.00
TOTAL FINANCE		442.98

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GENERAL FUND		
FIRE		
0100010	5 STAR PEST CONTROL &	125.00
0221650	BURGGRAF'S ACE HARDWARE INC	55.96
0315455	COLE HARDWARE INC	9.60
TOTAL FIRE		190.56
INFORMATION TECHNOLOGY		
0300200	CDW GOVERNMENT INC	73.52
0400015	D.C.R. COMMUNICATIONS INC	75.00
TOTAL INFORMATION TECHNOLOGY		148.52
PUBLIC WORKS		
0100002	3D SPECIALTIES	2,126.52
0104799	ADVANCED SERVICES INC	463.30
0121721	AUTO VALUE - GRAND RAPIDS	518.96
0121725	AUTOMOTIVE ELECTRIC LLC	70.83
0205090	BEACON ATHLETICS LLC	284.20
0205350	BEIER'S GREENHOUSE	347.76
0212553	BLOOMERS GARDEN CENTER	93.23
0221650	BURGGRAF'S ACE HARDWARE INC	728.45
0301685	CARQUEST AUTO PARTS	342.24
0315455	COLE HARDWARE INC	229.41
0518366	ERICKSON'S ITASCA LUMBER INC	135.35
0601690	FASTENAL COMPANY	76.37
0718032	GRAND RAPIDS GREENHOUSE	3,806.53
1105444	KELLER FENCE COMPANY	4,015.00
1200500	L&M SUPPLY	256.42
1309355	MINNESOTA TORO	158.56
1415030	NAPA SUPPLY OF GRAND RAPIDS	141.10
1618555	PROFESSIONAL TURF & RENOVATION	2,250.00
1621125	PUBLIC UTILITIES COMMISSION	4,442.83
1801610	RAPIDS PLUMBING & HEATING INC	177.40
1801897	RAYMOND JOHNSON	215.00
1908248	SHERWIN-WILLIAMS	329.98
1909510	SIM SUPPLY INC	32.64
TOTAL PUBLIC WORKS		21,242.08
FLEET MAINTENANCE		
0103325	ACHESON TIRE COMPANY INC	20.00
0301685	CARQUEST AUTO PARTS	177.84
0315455	COLE HARDWARE INC	52.99

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VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
FLEET MAINTENANCE		
1301015	MACQUEEN EQUIPMENT INC	569.69
1415030	NAPA SUPPLY OF GRAND RAPIDS	-60.79
1415484	NORTHERN LIGHTS TRUCK	62.15
TOTAL FLEET MAINTENANCE		821.88
POLICE		
0205725	BETZ EXTINGUISHER COMPANY	15.00
0301685	CARQUEST AUTO PARTS	10.15
0409501	DIMICH LAW OFFICE	4,583.33
1200500	L&M SUPPLY	69.98
1201434	LAKE WOODS CHRYSLER	3.85
1301168	MARKETPLACE FOODS	49.97
1415048	NORTH COUNTRY VET CLINIC	194.34
1920233	STREICHER'S INC	859.68
2000400	T J TOWING	440.00
TOTAL POLICE		6,226.30
RECREATION		
1920555	STOKES PRINTING COMPANY	6.25
TOTAL RECREATION		6.25
CENTRAL SCHOOL		
0609457	FILTHY CLEAN INC	1,300.00
1909510	SIM SUPPLY INC	134.80
TOTAL		1,434.80
AIRPORT		
0221650	BURGGRAF'S ACE HARDWARE INC	14.41
0315455	COLE HARDWARE INC	19.43
1105444	KELLER FENCE COMPANY	250.00
TOTAL		283.84
CIVIC CENTER		
GENERAL ADMINISTRATION		

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VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	27.90
0218575	BROTHERS FIRE PROTECTION	1,422.50
0221650	BURGGRAF'S ACE HARDWARE INC	1,102.68
0501656	THE EARTHGRAINS COMPANY INC	37.20
0701650	GARTNER REFRIGERATION CO	2,206.35
1201730	LATVALA LUMBER COMPANY INC.	481.72
1301168	MARKETPLACE FOODS	50.13
1506265	NORTHERN OFFICE OUTFITTER INC	2,618.27
1605611	PEPSI-COLA	331.53
1901535	SANDSTROM COMPANY INC	453.87
1909510	SIM SUPPLY INC	202.51
TOTAL GENERAL ADMINISTRATION		8,934.66
RECREATION PROGRAMS		
0718001	G.R. AREA SOFTBALL ASSOCIATION	7,194.45
1309315	MINNESOTA REC & PARK ASSOC	315.00
1903330	SCHOOL DISTRICT #318	600.00
TOTAL		8,109.45
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	375.29
2021650	TURF AND TREE INC	1,987.88
TOTAL		2,363.17
DOMESTIC ANIMAL CONTROL FAC		
0701650	GARTNER REFRIGERATION CO	333.28
TOTAL		333.28
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-ENGINEERING		
2009500	TIMMONS GROUP INC	3,093.10
TOTAL CAPITAL OUTLAY-ENGINEERING		3,093.10

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INVOICES DUE ON/BEFORE 06/08/2015

VENDOR #	NAME	AMOUNT DUE

CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-IT DEPT		
1915248	SOFTWARE HARDWARE INTEGRATION	3,255.00
TOTAL CAPITAL OUTLAY-IT DEPT		3,255.00
CAPITAL OUTLAY-RECREATION		
1909450	SILVERTIP GRAPHICS SIGNS	420.00
TOTAL CAPITAL OUTLAY-RECREATION		420.00
2014 INFRASTRUCTURE BONDS		
2011-2 CRYSTAL LAKE BLVD		
1621125	PUBLIC UTILITIES COMMISSION	303.92
TOTAL 2011-2 CRYSTAL LAKE BLVD		303.92
STORM WATER UTILITY		
1605665	PERSONNEL DYNAMICS LLC	702.00
1621125	PUBLIC UTILITIES COMMISSION	2,388.25
2009500	TIMMONS GROUP INC	4,639.64
TOTAL		7,729.89
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 85,654.53
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0201354	B. BAIRD-PETTY CASH FUND	92.04
0205640	LEAGUE OF MN CITIES INS TRUST	8,527.00
0218755	CHARLES BRUEMMER	124.73
0305530	CENTURYLINK COMMUNICATIONS LLC	53.01
0405447	DELTA DENTAL OF MINNESOTA	2,721.95
0405505	JAMES DENNY	319.50
0504610	RON EDMINSTER	74.75
0504615	JUSTIN EDMUNDSON	925.00
0512230	ELEMENT PAYMENT SERVICES	50.00
0609700	CARL EDWARD FISCHER	42.22
0718015	GRAND RAPIDS CITY PAYROLL	210,190.38
0900060	ICTV	6,436.18
0920055	ITASCA COUNTY RECORDER	92.00
1205095	LEAGUE OF MN INSURANCE TRUST	1,000.00
1209516	LINCOLN NATIONAL LIFE	1,045.90
1309199	MINNESOTA ENERGY RESOURCES	3,158.07
1309335	MINNESOTA REVENUE	8,835.21

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INVOICES DUE ON/BEFORE 06/08/2015

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1601750	PAUL BUNYAN COMMUNICATIONS	275.61
1621130	P.U.C.	4,705.23
2000100	TASC	894.60
2114360	UNITED PARCEL SERVICE	14.75
2301700	WASTE MANAGEMENT	2,259.52
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$		251,837.65
TOTAL ALL DEPARTMENTS		337,492.18