



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail

City Council

Monday, April 27, 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 will be held on Monday, April 27, 2015 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

5:01 PM PRESENTATIONS/PROCLAMATIONS

[15-1264](#) Proclaim Friday, May 1, 2015 Arbor Day in Grand Rapids

Attachments: [Arbor Day Proclamation 2015](#)

MEETING PROTOCOL POLICY

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

5:05 PM PUBLIC FORUM

5:10 PM COUNCIL REPORTS

5:12 PM APPROVAL OF MINUTES

[15-1262](#) Approve Council minutes for Monday, April 13, 2015 Worksession and Regular Meetings.

Attachments: [April 13, 2015 Worksession](#)
[April 13, 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. [15-1208](#) Request for Proposals for auditing services for 2015 through 2017.

- Attachments:** [2015 RFP audit with cover.pdf](#)
2. [15-1265](#) Consider approving Dominic DeGuseppi as a 2015 Spring/Summer Part-Time Maintenance worker for the Public Works Department.
3. [15-1266](#) Consider adopting a resolution authorizing the City of Grand Rapids to make application to and accept funds from the IRRRB Development Infrastructure Grant Program in an amount up to \$3.5M for the Iron Range Rail Expansion Project.
Attachments: [4-27-15 Resolution IRRRB Grant Submittal Iron Range Rail Expansion.pdf](#)
4. [15-1267](#) Consider authorizing City Staff to publish the Notice of DBE Construction Goal in the City's official newspaper and authorize the City Engineer to sign the DBE program policy statement.
Attachments: [4-27-15 Attachment Notice of DBE Construction Goal.pdf](#)
[4-27-15 Attachment GPZ DBE Program.pdf](#)
5. [15-1269](#) Accept the resignations of Ron Iannelli from the Golf Board and Rick Blake from the Grand Rapids HRA and consider appointment of applicants.
Attachments: [Ron Iannelli - Resignation 2015](#)
[Brad Gallop - Golf Board Applicant](#)
6. [15-1270](#) Enter into a contract with Stauber's Goalcrease
Attachments: [Stauber Contract 2015](#)
7. [15-1271](#) Golf Course barstool auction
8. [15-1273](#) Memorandum of Understanding between the City of Grand Rapids and Law Enforcement Labor Services, Inc. (Local No. 239) Police Officers Union.
Attachments: [Memorandum of Understanding - Police Union - April 2015](#)
9. [15-1274](#) Entering into rental agreements with area businesses for advertising at the IRA Civic Center.
10. [15-1275](#) Adopt a resolution approving submittal of IRRRB Commercial Demolition Grant to assist with upgrades at the Reif Center
Attachments: [4-27-15 IRRRB Grant Application.pdf](#)
[4-27-15 Resolution authorizing IRRRB Grant submittal.pdf](#)
11. [15-1277](#) Approve temporary liquor license for Grand Rapids Players for an event to be held on May 27, 2015 at Showboat landing, Grand Rapids.
Attachments: [GR Players - Temp Liquor](#)
12. [15-1283](#) Request by the Grand Rapids Police Department to sell a forfeited motorcycle at the MSA (Mid-State Auto Auction) in New York Mills, MN

starting on April 28, 2015 thru May 29, 2015.

**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

13. [15-1280](#) Acknowledge minutes for Boards & Commissions.
- Attachments:** [January 8, 2015 GREDA Minutes](#)
[February 12, 2015 GREDA Minutes](#)
[March 12, 2015 GREDA Minutes](#)
[March 11, 2015 Library Board minutes](#)
[March 17, 2015 Golf Board minutes](#)
[March 18, 2015 HRA Minutes](#)
[March 18, 2015 PUC Minutes](#)
[March 30, 2015 PUC Minutes](#)

**5:16 DEPARTMENT HEAD REPORT - Golf Course
PM**

14. [15-1284](#) Pokegama Golf Course - Bob Cahill

**5:25 ADMINISTRATION DEPARTMENT
PM**

15. [15-1261](#) Re-assign Council representation for positions on Boards & Commissions and government organizations vacated by Jon Toivonen.
16. [15-1276](#) Appoint two members to the Active Living Center Advisory Committee
- Attachments:** [YMCA Development & Governance Agreement](#)

**5:35 VERIFIED CLAIMS
PM**

17. [15-1281](#) Consider approving the verified claims for the period April 7, 2015 to April 20, 2015 in the total amount of \$337,803.17.
- Attachments:** [COUNCIL BILL LIST 04-27-15.pdf](#)

18. ADJOURNMENT

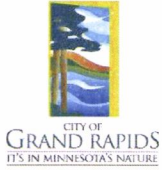
NEXT REGULAR MEETING IS SCHEDULED FOR MAY 11, 2015, AT 5:00 P.M.

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 #: 15-1264 **Version:** 1 **Name:**
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 4/20/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Proclaim Friday, May 1, 2015 Arbor Day in Grand Rapids
Sponsors:
Indexes:
Code sections:
Attachments: [Arbor Day Proclamation 2015](#)

Date	Ver.	Action By	Action	Result
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Proclaim Friday, May 1, 2015 Arbor Day in Grand Rapids

Background Information:

As part of our Tree City USA designation, City Council must proclaim Arbor Day in Grand Rapids and a celebrated activity must be held. By following this policy, the City of Grand Rapids has been awarded the National Tree City USA designation since 1988.

We will work with our Public Works department and conduct a tree planting ceremony at one of our City Parks on May 1st.

Staff Recommendation:

Pass a motion proclaiming Friday, May 1, 2015 Arbor Day in the City of Grand Rapids as part of our Tree City USA designation.

Requested City Council Action

Consider passing a motion proclaiming Friday, May 1, 2015 Arbor Day in the City of Grand Rapids as part of our Tree City USA designation.

Proclamation

Arbor Day – Friday, May 1, 2015

WHEREAS, IN 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, tree can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewal resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, Grand Rapids has been recognized in the past as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, to proclaim Friday, May 1, 2015, as ARBOR DAY in the City of Grand Rapids, Minnesota, and to urge all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and

BE IT FURTHER RESOLVED, that all citizens are urged to plant trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have hereto subscribed my name and the seal of the City of Grand Rapids, Minnesota, this 27th day of April Two thousand and fifteen.

Dale Adams, Mayor
City of Grand Rapids



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1262 **Version:** 1 **Name:** Council minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 4/15/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Approve Council minutes for Monday, April 13, 2015 Worksession and Regular Meetings.
Sponsors:
Indexes:
Code sections:
Attachments: [April 13, 2015 Worksession](#)
[April 13, 2015 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Approve Council minutes for Monday, April 13, 2015 Worksession and Regular Meetings.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Monday, April 13, 2015

4:00 PM

City Hall Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, April 13, 2015 at 4:02 p.m. in City Hall, Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

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

Others present:

Tom Pagel, Chad Sterle, Steve Schaar, Rob Mattei

Discussion Items

1. Conduct Oath of Office for newly appointed Council Member, Rick Blake.
Mayor Adams conducts swearing in ceremony for newly appointed Council member Rick Blake.
2. Conference call with Loren Solberg
Mr. Loren Solberg, via conference call, provides legislative update, noting that they are in the second stage of the legislative process. Discussions regarding government financing is ongoing, but Mr. Solberg expects the session to finish on time.
3. Insights to comparing cities presentation.
Mr. Pagel stated that he wanted to take this opportunity to look at how cities are compared, noting that it's very difficult to compare cities regardless of their similarities. In a power point presentation, Mr. Pagel shows that many different factors must be considered, and every city is different.
4. Review 5:00 PM Regular Meeting
Mayor Adams reviews applicants for Human Rights Commission. He has conducted interviews and will bring forward a recommendation for filling the two current vacancies.

ADJOURN

There being no further business, the meeting adjourned at 5:03 PM.

Respectfully submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, April 13, 2015

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, April 13, 2015 at 5:05 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

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

Others present:

Julie Kennedy, Chad Sterle, Tom Pagel, Jeff Davies, Dale Anderson, Travis Cole, Rob Mattei, Jeff Carlson, Steve Schaar, Lynn DeGrio, Rob Rlma, Mike Liebel

5:01 PM PRESENTATIONS/PROCLAMATIONS

Pinning ceremony for Fire Captain Travis Cole.

Captain Travis Cole, Grand Rapids Fire Department, is Pinned by Fire Chief Mike Liebel.

MEDS 1 ~ Award Presentation

Asst. Police Chief Steve Schaar discusses training provided to the City of Grand Rapids by staff of MEDS 1 at no charge. Volunteer staff is honored for their community service and the educational opportunities provided to the community.

TZD Presentation

Frank Scherf, Office of Traffic Safety, MN Dept of Public Safety, provides summary regarding the Towards Zero Death program. TZD has made a significant reduction in traffic related deaths related to distracted driving, impaired driving, excessive speed and lack of seatbelt use in the last eight years. Grand Rapids Police Department was chosen to receive the Stalker radar unit based on their high performance level and dedication to service.

MEETING PROTOCOL POLICY

**5:10 PUBLIC FORUM
PM**

None.

**5:15 COUNCIL REPORTS
PM**

Mayor Adams noted that reassignments for Council representation on certain boards & commissions and organizations, due to the resignation of Jon Toivonen from City Council, will be addressed at the next Council meeting.

**5:20 APPROVAL OF MINUTES
PM**

Approve Council minutes for Monday, March 23, 2015 Worksession & Regular Meetings and Monday, March 30, 2015 Special meeting and make note of comments made during the public forum at a previous meeting.

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

**5:22 CONSENT AGENDA
PM**

1. Approve temporary liquor license for ICTV for event on May 20, 2015.

Approved by consent roll call.

2. Accept Grand Rapids EDA Annual Report for the year 2014.

Approved by consent roll call.

3. Consider adopting a resolution authorizing submittal of an IRRRB commercial redevelopment grant in the amount of \$5,557.50 for the Grand Rapids Civil Air Patrol for asbestos removal in their building at the Grand Rapids / Itasca County airport.

Adopted Resolution 15-22 by consent roll call.

4. Renew lease agreements with ISD 318.

Approved by consent roll call.

5. Lease Agreement with Itasca Community College

Approved by consent roll call.

6. Adopt a resolution accepting a donation of one (1) Stalker DSR 2X radar unit from

the Minnesota Department of Public Safety - Office of Traffic Safety (OTS) for the program Toward Zero Deaths (TZD)

Adopted Resolution 15-23 by consent roll call.

7.

Authorize the Chief of Police to sign the Interagency Agreement with Itasca County Sexual Assault Interagency Council, Support within Reach.

Approved by consent roll call.

8.

Hire temporary employees for Park & Recreation / I.R.A. Civic Center

Approved by consent roll call.

9.

Consider approving the Public Works Department's Part-Time Eligibility List for the 2015 Spring/Summer Maintenance Season.

Approved by consent roll call.

Approval of the Consent Agenda

A motion was made by Councilor Zabinski, seconded by Councilor Christy, to Approve the Consent agenda as presented. The motion carried by the following vote

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

5:25 SETTING OF REGULAR AGENDA PM

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

ACKNOWLEDGE BOARDS & COMMISSIONS

10.

Acknowledge minutes for Boards & Commissions.

Council acknowledged the following Board & Commission minutes:
Public Utilities Commission: February 11, 2015 & February 12, 2015
Human Rights Commission: February 25, 2015
Housing & Redevelopment: February 18, 2015, January 21, 2015 Regular mtg & re-organizational mtg
Library Board: January 14, 2015

5:28 DEPARTMENT HEAD REPORT PM

11. Public Works Department Head Report

Director Jeff Davies reviews the snow season and overall activities of the PW Dept including:

- ~ Snowfall was below 30 year average*
- ~ Budget and expenditure comparisons*
- ~ Snow & Ice control, current plan*
- ~ 2014/15 maintenance items*
- ~ Hanging baskets for 2015*

Received and Filed

**5:40 CIVIC CENTER, PARKS & RECREATION
PM**

12. Purchase playground equipment for the new City Park in the Remer / DeSchepper neighborhood.

Dale Anderson discusses plans for new playground and the equipment chosen. The Public Works department will assist with installation.

A motion was made by Councilor Christy, seconded by Councilor Zeige, to approve purchase of playground equipment as requested. The motion carried by the following vote.

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

**5:45 ENGINEERING
PM**

13. Consider authorizing the City Administrator to sign the Federal Airport Funding Repayment Agreement to allow the transfer of \$100,000 of 2016 FAA entitlement funds from the Grand Rapids-Itasca County Airport Federal Account to the Falls International Airport Commission's Federal Account.

City Engineer, Julie Kennedy, reviews federal funding repayment agreement.

A motion was made by Councilor Christy, seconded by Councilor Zabinski, to approve execution of Federal Airport Funding Repayment Agreement. The motion carried by the following vote.

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

14. Consider approving the professional services agreement with SEH in the amount of \$5000 to identify the obstructions in the field in order to assist the contractors submitting quotes for the removal of the trees.

A motion was made by Councilor Zabinski, seconded by Councilor Zeige, to approve the Professional Services Agreement with SEH as presented. The motion carried by the following vote.

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

**5:50 GOLF COURSE
PM**

15. Golf Pass EFT Payments

Direct of Golf, Bob Cahill, reviews program for Council. Residents will be able to purchase season passes for the golf course, having automatic payments set up to pay the pass fee over a period of months instead of one lump sum. Mr. Cahill believes that this program will increase business at the course by offering an alternative to a lump sum payment for passes which can often be a hardship for some families and individuals. Payment for passes must be completed by September each year.

A motion was made by Councilor Zabinski, seconded by Councilor Blake, to approve agreement with Electronic Payment Services for the purpose of allowing for electronic funds transfer payments for season golf passes as Pokegama Golf Course. The motion carried by the following vote.

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

**5:55 ADMINISTRATION DEPARTMENT
PM**

16. Fill two vacancies on the Human Rights Commission.

Discussed applications received and notes each applicant was contacted regarding their interest in the Commission. Mayor Adams recommends the appointment of John Schirber and Alice Moren.

A motion was made by Mayor Dale Adams, seconded by Councilor Dale Christy, to appoint John Schirber to fill an unexpired term through March 1, 2017 and Alice Moren to fill an open full term through March 1, 2018. The motion PASSED by unanimous vote.

17. Designation of law firm to perform labor and employment legal services for the City of Grand Rapids.

Lynn DeGrio, Human Resources Director, discusses RFP sent out for Labor Relations attorneys and the seven proposals received in response to that request. Following an intense process of reviewing proposals, interviewing interested legal firms and conducting background and reference checks, staff recommends that the City Council approve a contract for labor relations legal services with Abrams &

Schmidt.

A motion was made by Councilor Rick Blake, seconded by Councilor Ed Zabinski, to approve a contract with Abrams & Schmidt, LLC for labor and employment legal services as presented. The motion PASSED by unanimous vote.

18. Continue the process of filling the Facilities Maintenance Manager position.

Ms. DeGrio reviews draft changes to job description. Note to make correction to change non-exempt status to exempt. This correction will be made on the finalized job description.

A motion was made by Councilor Ed Zabinski, seconded by Councilor Dale Christy, to approve the job description with the change from non-exempt status to exempt. The motion PASSED by unanimous vote.

**6:00 PUBLIC HEARINGS
PM**

19. Conduct a public hearing to consider approval of an amended and restated business subsidy policy

Rob Mattei, Community Development Director, provides background information regarding changes to business subsidy policy.

Mayor Adams states that this is the time and place for all those wishing to be heard on the business subsidy policy changes. Clerk Gibeau states that all proper notice has been given and no correspondence has been received in the Clerk's office regarding this matter.

A motion was made by Councilor Dale Christy, seconded by Councilor Ed Zabinski, to open the public hearing at 6:17 PM. The motion PASSED by unanimous vote.

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

A motion was made by Councilor Bill Zeige, seconded by Councilor Ed Zabinski, to close the public hearing at 6:19 PM. The motion PASSED by unanimous vote.

20. Consider adoption of a resolution approving an amended and restated Business Subsidy Policy

Following discussion after the public hearing, Mr. Mattei recommends approval of the request.

A motion was made by Councilor Zeige, seconded by Councilor Christy, to adopt Resolution 15-24, approving amended and restated business subsidy policy as presented. The motion carried by the following vote.

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

**6:20 VERIFIED CLAIMS
PM**

21. Consider approving the verified claims for the period March 17, 2015 to April 6, 2015 in the total amount of \$670,126.54.

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

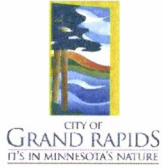
Aye 5 - Councilor Dale Christy
Councilor Ed Zabinski
Mayor Dale Adams
Councilor Bill Zeige
Councilor Rick Blake

**6:25 ADJOURNMENT
PM**

A motion was made by Councilor Ed Zabinski, seconded by Councilor Bill Zeige, to adjourn the meeting at 6:25 PM. The motion PASSED by unanimous vote.

Respectfully submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1208 **Version:** 1 **Name:** RFP Auditing Services
Type: Agenda Item **Status:** Consent Agenda
File created: 3/25/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Request for Proposals for auditing services for 2015 through 2017.

Sponsors:

Indexes:

Code sections:

Attachments: [2015 RFP audit with cover.pdf](#)

Date	Ver.	Action By	Action	Result
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Request for Proposals for auditing services for 2015 through 2017.

Background Information:

It has been the practice of the City to solicit Request for Proposals (RFP) for auditing services every five years. Attached is a RFP for auditing services for 2015 through 2017 with the option of auditing the City's financial statements for each of the subsequent years, 2018 and 2019.

We have contacted other cities and checked the League of Minnesota Cities web site and we have compiled a list of six auditing firms who have experience auditing cities that participate in the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting program. We are proposing to send RFP's to each of these firms and any other firms that may request one. We will also put it on the League of Minnesota Cities website as well as the City website.

We are requesting Council authorization to solicit RFP's for auditing services for 2015 through 2017 with option to continue the contract for 2018 and 2019.

Staff Recommendation:

Staff recommends approving the Request for Proposal for auditing services for 2015 through 2017 with the option to continue the contract for 2018 and 2019.

Requested City Council Action

Consider approving the Request for Proposal for auditing services for 2015 through 2017 with the option to continue the contract for 2018 and 2019.



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

**CITY OF GRAND RAPIDS
MINNESOTA**

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL AUDITING SERVICES

For Fiscal Years Ending December 31, 2015, 2016 and 2017

**Barbara A. Baird
Finance Director
420 N Pokegama Avenue
Grand Rapids, MN 55744**

**(218) 326-7615
(218) 326-7608 FAX**
bbaird@ci.grand-rapids.mn.us

CITY OF GRAND RAPIDS REQUESTS FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Grand Rapids is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the three (3) fiscal years ending December 31, 2015, 2016, and 2017, with the option of auditing its financial statements for each of the two subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, and the standards for financial audits set forth in the U. S. General Accounting Office's (GAO) *Governmental Auditing Standards* and State Legal Compliance audit requirements.

There is no expressed or implied obligation for the City of Grand Rapids to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, an original and four copies of a proposal must be received by Barb Baird, Finance Director, at City offices, 420 North Pokegama Avenue, Grand Rapids, Minnesota, 55744, by 4:30 p.m. on Monday, May 18, 2015. The City of Grand Rapids reserves the right to reject any or all proposals submitted.

During the evaluation process, the City of Grand Rapids reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Grand Rapids reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Grand Rapids and the firm selected.

It is anticipated the selection of a firm will be on June 15, 2015.

B. Term of Engagement

A three-year contract is contemplated with the option of auditing the financial statements for two subsequent fiscal years, subject to the annual review and the satisfactory negotiation of terms, the concurrence of the City Council and the annual availability of an appropriation.

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City of Grand Rapids.

D. Description of Entities

- The primary government consists of:
 - i. General Fund
 - ii. Nine Special Revenue Funds
 - iii. Twenty-five Debt Service Funds
 - iv. Eleven Capital Project Funds
 - v. Two Enterprise
 - vi. Two Agency Funds

- Component Units
 - i. Grand Rapids Economic Development Authority-Discretely presented component unit which does not issue separate financial statements.
 - ii. Grand Rapids Public Utilities Commission-Discretely presented component unit which does issue separate financial statements and is audited by a different auditor, but their financial information is required to be incorporated into the City's Comprehensive Annual Financial Report.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Grand Rapids is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2015, 2016, and 2017, with the option to audit the City's financial statements for each of the two subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposal.

B. Scope of Work to be Performed

The City of Grand Rapids desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. The auditor is not required to audit the statistical section of the report.

City staff will complete and balance all accounts at year-end. The City will provide staff assistance as is reasonably available. The City will furnish the following information and work papers in conjunction with the audit engagement:

- Trial balances for all funds subject to the audit.
- Bank reconciliations for all accounts that are subject to the audit.
- Detailed reconciling records and other information as required by the auditing firm and mutually agreed upon.

Services to be provided:

- Auditor will prepare and process the City's financial statement, footnotes, supplementary information and portions of the statistical section using the City's trial balance. The auditor will prepare a detailed management letter for the City.

An annual review of the Comprehensive Annual Financial Report shall be done to determine necessary steps so that the City can continue to receive a Certificate of Achievement for Excellence in Financial Reporting during this engagement.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

- The auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- The provisions of the Single Audit Act of 1984 (as amended in 1996).
- The provisions of the U.S. Office of Management and Budget (OMB) Circular A-133 if single audit is required.
- The provision of the Minnesota Legal Compliance Audit Guide for Local Government.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall have a conference with the Finance Director for the purpose of reviewing its audit findings and recommendations prior to issuance of management letters, certification, or reports. Following completion of the conference the auditor shall issue:

- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- A report on the compliance and internal control over financial reporting based on an audit of the financial statements.
- A report on compliance with applicable laws and regulations.

In the required report(s) on internal controls, the auditor shall communicate any control deficiencies found during the audit. A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a deficiency or combination of deficiencies in internal control that is less than a material weakness, yet important enough to merit attention by those charged with governance.

Deficiencies that are material weaknesses shall also be identified as such in the report.

The reports on compliance shall include all instances of noncompliance.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator and City Council.

Final reporting to the City Council. Auditors shall assure themselves that the City of Grand Rapids' City Council is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

E. Special Conditions

1. The City of Grand Rapids will send its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program.
2. The City of Grand Rapids currently anticipates it will prepare one or more official statements in connection with the sale of debt securities which will contain the basic financial statements and the auditor's report thereon. The auditor shall be required, if requested by the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters".

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Grand Rapids of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of Grand Rapids
- Office of the State Auditor
- U.S. General Accounting Office
- Parties designated by the federal or state governments or by the City of Grand Rapids as part of an audit quality review process
- Auditors of entities of which the City of Grand Rapids is a sub-recipient of grant funds.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. Description of Government

A. Principal contacts

The auditor's principal contact will be Barb Baird, Finance Director, or a designated representative, who will coordinate the assistance to be provided by the City of Grand Rapids to the auditor.

B. Background Information

The City of Grand Rapids is located in Itasca County, Minnesota. The City encompasses an area of approximately 24.39 square miles and the estimated population is 10,869.

Grand Rapids organized as a village in 1891 and incorporated on January 9, 1974. It is a Statutory Plan A city. The City's governing body consists of a Mayor and four Council members, all elected at large.

A full range of public services are provided including police and fire protection, construction and maintenance of streets and infrastructure, cultural and recreational activities and general administration. The City is organized into 10 departments, and it also operates a Library, Civic Center, Central School, and Golf Course. The City has a joint powers agreement with Itasca County for the operation of the Grand Rapids/Itasca County Airport, and the City is the fiscal agent. The accounting and financial reporting functions are centralized and the City's fiscal year is the calendar year.

More detailed information on the government and its finances can be found in the Comprehensive Annual Financial Report for the year ended December 31, 2013, which are available on the City's web site at <http://www.cityofgrandrapidsmn.com/>

C. Federal and State Assistance

The City does anticipate it will need a single audit for 2015.

D. Pension Plans

All full time and certain part-time employees of the City are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota.

Four council members are covered by a defined contribution pension plan administered by the Public Employees Retirement Association of Minnesota.

E. Joint Ventures

The City participates in the following joint ventures:

- Grand Rapids/Itasca County Airport. The City is the fiscal agent and they are reported in the City's CAFR as a Special Revenue Fund.
- Joint Powers Agreements with several other government entities to collect lodging tax. The City is the fiscal agent.
- Grand Rapids Area Cable Commission. The City is the fiscal agent.

F. Magnitude of Finance Operations

The Finance Department is headed by Barbara Baird, Finance Director and consists of an Assistant Finance Director, an Accountant, a Payroll Clerk/Human Resources Technician and an Accounting Technician/Accounts Payable. Typical functions include payroll, accounts payable, accounts receivable, cash management, accounting, fixed assets and financial reporting.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted.

Request for proposal issued

April 28, 2015

Due date for proposals	May 18, 2015
Possibility of Interviews	May 26 through June 4, 2015

B. Notification

Selected firm notified June 15, 2015

C. Schedule for 2015 Fiscal Year Audit

- The auditor shall provide the City of Grand Rapids both a detailed audit plan and a list of all schedules to be prepared by the City.
- The City will be prepared for fieldwork by March 9, 2016.
- A schedule for interim work and fieldwork will be determined upon completion of the auditor selection process.
- Fieldwork should be scheduled to allow for presentation of draft reports to the City Council by April 25, 2016. The Component Unit Public Utilities Commission (PUC) will not have their financial statements completed until mid June; however, the City Council and City Administrator want the City's financial information within 90 to 120 days of the year-end. The draft report presented on April 25, 2016 will be final numbers for the City with the PUC to be inserted in June.

D. Entrance and Exit Conferences

A similar time schedule will be developed for audits of future fiscal years.

At a minimum, the following conferences should be held by the dates indicated on the schedule. These dates may be changed by mutual agreement between the City of Grand Rapids and the selected auditor.

	<u>Time Frame</u>
Entrance conference with City Administrator, Finance Director and Assistant Finance Director	November 2015
The purpose of this meeting will be to discuss any potential audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for workspace and other needs of the auditor.	
Entrance conference with Finance Director and Assistant Finance Director to commence year-end work	January 2016
Exit conference with City Administrator, Finance Director and Assistant Finance Director	April 8, 2016
The purpose of this meeting will be to summarize the results of the field work and to review significant findings.	

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance and Clerical Assistance

The finance staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City of Grand Rapids upon direction of the auditor.

Limited clerical support will be made available to the auditor for the location of documents and pulling requested documentation.

B. Work Area, Telephones, Photocopying and FAX Machines

The City of Grand Rapids will provide the auditor with reasonable workspace, desks, and chairs. The auditor will also be provided with access to telephone lines, internet access, photocopying facilities and FAX machines.

C. Report Preparation

The auditor will be responsible for the preparation and processing of financial statements, footnotes, supplementary information and portions of the statistical section for the City. The City will supply the report covers.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Submission of Proposals-The following material is required to be received by 4:30 p.m. on May 18, 2015, for a proposing firm to be considered:

1. Title Page - Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
2. Table of Contents
3. Transmittal Letter - A signed letter of transmittal briefly stating the firm's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 60 days.
4. Detailed Proposal – The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
5. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix A).
6. Proposers should send an original and four copies of the completed proposal to the following address:

Barbara Baird, Finance Director
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

2. Inquires

Inquires concerning the request for proposal and the subject of the request for proposal should be made to:

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

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Grand Rapids in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, item Nos., 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the City of Grand Rapids as defined by generally accepted auditing standards/the U.S. General Accounting Office's *Government Auditing Standards*.

The firm should also list and describe the firm's professional relationships involving the City of Grand Rapids or any of its agencies or component units for the past (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Grand Rapids written notice of any relevant professional relationships entered into during the period of this agreement.

3. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered/licensed to practice in Minnesota.

4. Firm Qualifications and Experience (See Appendix B)

The Proposer should state the size of the firm, the location of the office from which the work on this engagement is to be performed, the size of the firm's governmental audit staff assigned to the office performing the audit, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience (See Appendix B)

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialist, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Grand Rapids. However, in either case, the City of Grand Rapids retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for Proposal can only be changed with express prior written permission of the City of Grand Rapids, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the preparers provided that replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with the City of Grand Rapids

List separately all engagements within the last three years, ranked on the basis of total staff hours, for the City of Grand Rapids by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, and the name of the principal client contact.

7. Similar Engagements With Other Government Entities (See Appendix C)

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum 3, maximum 5) performed in the last three years that are similar to the engagement described in this request for proposal and are cities awarded the GFOA Certificate for Excellence in Financial Reporting. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

Also, indicate if the engagement included a single audit (A-133) of federal awards.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as City of Grand Rapids' budget and related materials, Capital Improvements program, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- d. Sample size and the extent to which statistical sampling is to be used in the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken to gain and document an understanding of the City of Grand Rapids' internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Grand Rapids.

10. Management Report

The proposal should include sample formats for required reports.

C. Dollar Cost Bid

1. Total All-inclusive Maximum Price

The dollar cost proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The audit contract is to include telephone inquires and other assistance related to the audit and future audits requiring a minimum amount of time.

The City of Grand Rapids will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost proposal. Such costs should not be included in the proposal.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times and Hours Anticipated for Each

The second page of the dollar cost proposal should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix D), that supports the total all-inclusive maximum price.

3. Any out-of-pocket expenses including those for firm personnel (e.g., travel, lodging and subsistence) for its employees shall be included in the total all-inclusive maximum price submitted by the firm.

4. If it should become necessary for City of Grand Rapids to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between City of Grand Rapids and the firm. Any such additional work agreed to between City of Grand Rapids and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost proposal.

5. The pricing for the single audit (A-133) and financial statement preparation should each be reported separately on the fee proposal schedule Appendix D.

6. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement incurred in accordance with the firm's dollar cost proposal. Interim billing shall cover a period of not less than a calendar month. Payment of final billing will be held pending delivery of the firm's final reports.

VII. EVALUATION PROCEDURES

Proposals will be evaluated with the intent of ascertaining which certified public accounting firm is best qualified to perform the requested services based on the following criteria.

A. Review Committee

The City Administrator, Finance Director, Assistant Finance Director will evaluate proposals. Other staff and elected officials may be included if the City deems appropriate.

B. Review of Proposals

The Review Committee will review and discuss each proposal and may request an interview with each firm that will be considered.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- The audit firm is independent and licensed to practice in Minnesota.
- The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
- The firm has no conflict of interest with regard to any other work performed by the firm for the City of Grand Rapids.
- The firm must have audited similar governmental units and must have the capability of assisting the City in retaining its Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

2. Technical Quality:

a. Expertise and Experience

- The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- The firm's past experience and performance on comparable government engagements.
- The level of financial analysis and management considerations addressed in the Management Letter.

b. Audit Approach

- Adequacy of proposed staffing plan for various segments of the engagement.
- Adequacy of sampling techniques.
- Adequacy of analytical procedures.

D. Oral Presentations

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The Grand Rapids City Council will select a firm based upon the recommendation of the Review Committee.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Grand Rapids and the firm selected.

The City of Grand Rapids reserves the right without prejudice to reject any or all proposals.

APPENDIX A

PROPOSER GUARANTEES

The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-State of Minnesota) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Grand Rapids.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B

SCHEDULE OF FIRM'S PROFESSIONALS, CITY CLIENTS AND EXPERIENCE

Name of Firm: _____

Location of office performing engagement: _____

Please provide the requested information in the space provided. If you wish, additional information can be supplied by addendum.

1. Size of Firm - Indicate below the personnel assigned to the office that would be performing the audit.

Position	Number of Employees	Number of Licensed CPA's	Number of CPA's providing greater than 500 hours of governmental audits
Partners			
Seniors Managers			
Juniors			
Support Staff			
Other			

2. Staff Experience - identify here the personnel who will be assigned to the City's audit.

Name	Position	Years with Firm	Years Performing Gov't Audits	Cities now auditing

APPENDIX C
SCHEDULE OF FIRM'S PROFESSIONALS, CITY CLIENTS AND EXPERIENCE

Name of Firm: _____

3. Firm's Governmental Experience - please list the firm's municipal clients.

City	Current Client (Y or N)	Contact Name and Number	Years an Audit Client	Staff Hours	GFOA Cert (Y or N)	Single Audit A-133 (Y / N)

APPENDIX D

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2015 CITY FINANCIAL STATEMENTS**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):				
_____	_____	_____	_____	_____
Subtotal				_____
Out of pocket expenses				_____
Other Services(specify):				_____
Single Audit Cost (A-133)				_____
Total all-inclusive maximum price for 2015 audit services				_____

APPENDIX D

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2016 CITY FINANCIAL STATEMENTS**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify): _____	_____	_____	_____	_____
Subtotal				_____
Out of pocket expenses				_____
Other Services(specify):				_____
Single Audit Cost (A-133)				_____
Total all-inclusive maximum price for 2016 audit services				_____

APPENDIX D

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2017 CITY FINANCIAL STATEMENTS**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify): _____	_____	_____	_____	_____
Subtotal				_____
Out of pocket expenses				_____
Other Services(specify):				_____
Single Audit Cost (A-133)				_____
Total all-inclusive maximum price for 2017 audit services				_____



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1265 **Version:** 1 **Name:** PW PT Spring/Summer Maintenance Worker-DeGuisseppi
Type: Agenda Item **Status:** Consent Agenda
File created: 4/21/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Consider approving Dominic DeGuisseppi as a 2015 Spring/Summer Part-Time Maintenance worker for the Public Works Department.

Sponsors:

Indexes:

Code sections:

Attachments:

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

Consider approving Dominic DeGuisseppi as a 2015 Spring/Summer Part-Time Maintenance worker for the Public Works Department.

Background Information:

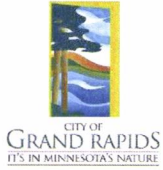
The Public Works Department hires part-time maintenance workers for the spring/summer maintenance seasons for parks, athletic fields, rights-of-ways and city property maintenance. Ratification for Dominic DeGuisseppi's start of employment will be April 16th, 2015 through October 24th, 2015. As a returning, 3rd year employee, his wage will be \$9.50 per hour. The cost for this part-time employee is included in the 2015 Budget.

Staff Recommendation:

Public Works Director, Jeff Davies, approves re-hiring Dominic DeGuisseppi to work part-time for the Public Works Department.

Requested City Council Action

Authorize the Public Works Department to re-hire Dominic DeGuisseppi as a Part-Time Spring/Summer Maintenance worker.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1266 **Version:** 1 **Name:** Resolution to apply for IRRRB grant for Iron Range Rail Expansion
Type: Agenda Item **Status:** Consent Agenda
File created: 4/21/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Consider adopting a resolution authorizing the City of Grand Rapids to make application to and accept funds from the IRRRB Development Infrastructure Grant Program in an amount up to \$3.5M for the Iron Range Rail Expansion Project.
Sponsors:
Indexes:
Code sections:
Attachments: [4-27-15 Resolution IRRRB Grant Submittal Iron Range Rail Expansion.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution authorizing the City of Grand Rapids to make application to and accept funds from the IRRRB Development Infrastructure Grant Program in an amount up to \$3.5M for the Iron Range Rail Expansion Project.

Background Information:

If the grant application is approved, the City of Grand Rapids would serve as the fiscal agent for the Itasca County Regional Rail Authority (ICRRA) for the preliminary design and permitting work for the Iron Range Rail Expansion Project. Minnesota Power has agreed to provide the matching funds for the grant and would set up an escrow fund with the City of Grand Rapids in that amount. The ICRRA would contract with Krech Ojard and Associates (KOA) for the preliminary design and permitting work. The City and the ICRRA would have an agreement such that the ICRRA would request funds from the City based on invoices from KOA and the City would issue a check to the ICRRA funded 50% from the IRRRB grant monies and 50% from the MP escrow fund.

Staff Recommendation:

City staff recommend adopting a resolution authorizing the City of Grand Rapids to make application to and accept funds from the IRRRB Development Infrastructure Grant Program in an amount up to \$3.5M for the Iron Range Rail Expansion Project.

Requested City Council Action

Consider adopting a resolution authorizing the City of Grand Rapids to make application to and accept funds from the IRRRB Development Infrastructure Grant Program in an amount up to \$3.5M for the Iron Range Rail Expansion Project.

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

CITY OF GRAND RAPIDS, MN
RESOLUTION NO. 15-_____

STATE OF MINNESOTA
COUNTY OF ITASCA
CITY OF GRAND RAPIDS

RESOLUTION AUTHORIZING THE CITY OF GRAND RAPIDS TO MAKE APPLICATION TO AND
ACCEPT FUNDS FROM THE IRRRB DEVELOPMENT INFRASTRUCTURE GRANT PROGRAM

WHEREAS THE authorizing authority approves of the attached application for the Iron Range
Rail Expansion project: and

WHEREAS THE authorizing authority agrees to accept funding for the underlying project if
approved by IRRRB.

NOW BE IT RESOLVED that the authorizing authority of the City of Grand Rapids does adopt this
resolution.

Upon vote taken, the following voted:

For:

Against:

Whereupon said Resolution No. 15-_____ was declared duly passed and adopted this _____
day of _____, 20_____.

Name #1

Name #2

Title #1

Title #2



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1267 **Version:** 1 **Name:** DBE Program for Airport
Type: Agenda Item **Status:** Consent Agenda
File created: 4/21/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**

Title: Consider authorizing City Staff to publish the Notice of DBE Construction Goal in the City's official newspaper and authorize the City Engineer to sign the DBE program policy statement.

Sponsors:

Indexes:

Code sections:

Attachments: [4-27-15 Attachment Notice of DBE Construction Goal.pdf](#)
[4-27-15 Attachment GPZ DBE Program.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing City Staff to publish the Notice of DBE Construction Goal in the City's official newspaper and authorize the City Engineer to sign the DBE program policy statement.

Background Information:

The City is required to have a Disadvantaged Business Enterprise (DBE) program in order to receive state and federal funding on airport capital projects. The program states that the City will ensure that DBEs have an equal opportunity to receive and participate in DOT-assisted contracts. The City Engineer will serve as the DBE Liaison Officer ensuring compliance with the program. Notice of the DBE construction goal needs to be published in the local paper and the City Engineer needs to sign the DBE program's policy statement to fully implement the program.

Staff Recommendation:

City Staff recommend authorizing City Staff to publish the Notice of DBE Construction Goal in the City's official newspaper and authorize the City Engineer to sign the DBE program policy statement.

Requested City Council Action

Consider authorizing City Staff to publish the Notice of DBE Construction Goal in the City's official newspaper and authorize the City Engineer to sign the DBE program policy statement.

Notice of DBE Construction Goal

The City of Grand Rapids, Minnesota has set a Disadvantaged Business Enterprise (DBE) Goal of 4.2% for the FY2014/15/16 Airport Improvement Projects which are funded, at least in part, by Federal grant(s).

The goal and rationale are available for inspection during normal business hours at the Grand Rapids City Hall, 420 North Pokegama Ave., until (30 days after date of notice).

The City of Grand Rapids and the US Department of Transportation will accept comments on the DBE construction goal until (45 days after date of notice) at the above address for the City and at:

US Department of Transportation
Federal Aviation Administration
AGL-9
2300 E. Devon Avenue
Des Plaines, IL 60018

for the US Department of Transportation.

GRAND RAPIDS-ITASCA CO. AIRPORT

City of Grand Rapids, Minnesota

DBE PROGRAM – 49 CFR PART 26

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

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statement

The City of Grand Rapids has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the City has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the City to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The City Engineer has been delegated as the DBE Liaison Officer. In that capacity, the Engineer is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City in its financial assistance agreements with the Department of Transportation.

The City has disseminated this policy statement to its members and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts by including this policy statement in all bid documents.

Julie Kennedy
City Engineer

Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

The City is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

Section 26.5 Definitions

The City will use terms in this program that have the meaning defined in Section 26.5.

Section 26.7 Non-discrimination Requirements

The City will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the City will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Reporting to DOT: 26.11

(b) You must continue to provide data about your DBE Program to the Department as directed by DOT operating administrations.

We will report DBE participation to DOT/FAA as follows:

We will transmit to FAA annually on December 1, the "Uniform Report of DBE Awards or Commitments and Payments" form, found in Appendix B to this part. We will also report the DBE Contractor firms contact information either on the FAA DBE Contractor's Form or other similar format.

Bidders List: 26.11(c)

The City will create and maintain a bidders list. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on our DOT-assisted contracts for use in helping to set our overall goals. The bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms.

We will collect this information in the following ways:

A notice in all solicitations requiring the information from bidders as well as a request to firms quoting on subcontracts to report information directly to the recipient.

Section 26.13 Federal Financial Assistance Agreement

The City has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: 26.13(a) - Each financial assistance agreement you sign with a DOT operating administration (or a primary recipient) must include the following assurance:

The City shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The City shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The City's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the City of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

Contract Assurance: 26.13b

The City will ensure that the following clause is included in each contract we sign with a contractor and each subcontract the prime contractor signs with a subcontractor:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the City deems appropriate.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

The City will receive grant(s) for airport planning or development totaling \$250,000 in a Federal fiscal year. We will continue to carry out this DBE Program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program for approval.

The City is not eligible to receive DOT financial assistance unless DOT has approved our DBE Program and we are in compliance with it and this part. We will continue to carry out our program until all funds from DOT financial assistance have been expended.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this DBE Program.

Section 26.25 DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

Julie Kennedy
City Engineer
City of Grand Rapids
420 No. Pokegama Ave.
Grand Rapids, MN 55744
218.326.7625
engineering@cityofgrandrapidsmn.com

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the City complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Mayor concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 2 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has no additional internal staff to assist in the administration of the program and instead relies on the assistance of their consulting engineer. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Analyzes City's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the City on DBE matters and achievement.
9. Determine contractor compliance with good faith efforts.
10. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
11. Acts as liaison to the Uniform Certification Process in Minnesota.
12. Provides outreach to DBEs and community organizations to advise them of opportunities.

Section 26.27 DBE Financial Institutions

It is the policy of the City to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. We have been unable to locate any financial institutions in the Grand Rapids area which are owned and controlled by socially and economically disadvantaged individuals.

Information on the availability of such institutions can be obtained from the DBE Liaison Officer if and when firms become available.

Section 26.29 Prompt Payment Mechanisms

The City has established, as part of its DBE Program, a contract clause to require prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 30 days from receipt of each payment you make to the prime contractor.

We will ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. We will use one of the following methods to comply with this requirement:

Hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after your payment to the prime contractor.

The City will consider a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the City. When City has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

The City will provide appropriate means to enforce the requirements of this section. These means include:

1. Withholding of payment to the Contractor under the contract until he/she complies;
2. Cancellation, termination, or suspension of the contract in whole or in part;
3. Any other available legal remedy

The City will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from City. The prime contractor agrees further to return retainage payments to each subcontractor within 15 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the City. This clause applies to both DBE and non-DBE subcontractors.

- (1) A contract clause that requires prime contractors to include in their subcontracts language providing that prime contractors and subcontractors will use appropriate alternative dispute resolution mechanisms to resolve payment disputes.
- (2) A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.
- (3) Other mechanisms, consistent with this part and applicable state and local law, to ensure that DBEs and other contractors are fully and promptly paid.

Section 26.31 Directory

The City uses the State of Minnesota DBE directory, maintained by the State. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. In addition, the directory lists each type of work for which a firm is eligible to be certified by using the most specific NAICS code available to describe each type of work.

The State of Minnesota revises the Directory weekly. The Directory may be found at <http://mnucp.metc.state.mn.us/Default.aspx>

Section 26.33 Over-concentration

The City has not identified that over-concentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

The City has not established a business development program.

Section 26.37 Monitoring and Enforcement Mechanisms

The City will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.107.
2. We will implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently (i.e., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed.
3. We will implement a monitoring and enforcement mechanism that will include written certification that we have reviewed contracting records and monitored work sites for this

purpose. This will be accomplished by contractor and sub-contractor monitoring by the Resident Project Representative and review of all payments at project closeout.

4. We will implement a mechanism that will provide for a running tally of actual DBE attainments (e.g., payment actually made to DBE firms), including a means of comparing these attainments to commitments. In our reports of DBE participation to DOT, we will show both commitments and attainments, as required by the DOT uniform reporting form.

Section 26.39 Fostering small business participation.

The City has created a Small Business element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The City's small business program element is incorporated as Attachment 10 to this DBE Program. We will actively implement the program elements to foster small business participation, doing so is a requirement of good faith implementation of our DBE program.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

The City does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

The City will establish an overall DBE goal covering a three-year federal fiscal year period if we anticipate awarding FAA funded prime contracts exceeding \$250,000 during any one or more of the reporting fiscal years within the three-year goal period. In accordance with Section 26.45(f) the City will submit its Overall Three-year DBE Goal to FAA by August 1 as required by the established schedule below.

Airport Type	Region	Date Due (Goal Period)	Next Goal Due (Goal Period)
Large & Medium Hub Primary	All Regions	August 1, 2010 (2011/2012/2013)	August 1, 2013 (2014/2015/2016)
Small Hub Primary	All Regions	August 1 2011 (2012/2013/2014)	August 1, 2014 (2015/2016/2017)
Non-Hub Primary	All Regions	August 1 2012 (2013/2014/2015)	August 1, 2015 (2016/2017/2018)
Non-Primary (GAs, Relievers and State DOTs)	Alaskan, Eastern, & Great Lakes	August 1 2010 (2011/2012/2013)	August 1, 2013 (2014/2015/2016)
Non-Primary (GAs, Relievers and State DOTs)	New England, Northwest Mountain, & Southern	August 1 2011 (2012/2013/2014)	August 1, 2014 (2015/2016/2017)
Non-Primary (GAs, Relievers and State DOTs)	Central, Southwest, and Western-Pacific	August 1 2012 (2013/2014/2015)	August 1, 2015 (2016/2017/2018)

DBE goals will be established for those fiscal years we anticipate awarding DOT-assisted prime contracts exceeding \$250,000 during the three-year period. The DBE goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If the City does not anticipate awarding more than \$250,000 in DOT-assisted prime contracts during any of the years within the three-year reporting period, we will not develop an overall goal; however this DBE Program will remain in effect and the City will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

The first step is to determine the relative availability of DBEs in the market area, "base figure". The second step is to adjust the "base figure" percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination based on past participation, a disparity study and/or information about barriers to entry to past competitiveness of DBEs on projects.

In establishing the overall goal, the City will consult with minority, women's and general contractor groups, community organizations, and other officials or organizations to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, we will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at The Grand Rapids City Hall for 30 days following the date of the notice, and informing the public that the City and DOT/FAA will accept comments on the goals for 45 days from the date of the notice. Notice will be issued in general circulation media and available minority- focus media and trade publications, websites. Normally, we will issue this notice by June 1 of the reporting period of the goal. The notice will include addresses to which comments may be sent and addresses where the proposal may be reviewed.

Our Overall Three-Year DBE Goal submission to DOT/FAA will include a summary of information and comments received, if any, during this public participation process and our responses.

We will begin using our overall goal on October 1 of the reporting period, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 5 to this program.

Section 26.47 Failure to meet overall goals.

The City will maintain an approved DBE Program and overall DBE goal, if applicable as well as administer our DBE Program in good faith to be considered to be in compliance with this part.

If the City awards and commitments shown on our Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, we will do the following in order to be regarded by the Department as implementing your DBE Program in good faith:

- (1) Analyze in detail the reasons for the difference between the overall goal and our awards and commitments in that fiscal year;
- (2) Establish specific steps and milestones to correct the problems we have identified in our analysis and to enable us to meet fully your goal for the new fiscal year;
- (3) City will retain in our records for three years, the analysis and corrective actions developed under paragraphs (c) (1) and (2) of this section.

Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious Participation

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 5 to this program.

Section 26.51(d-g) Contract Goals

The City will arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under § 26.39.

If our approved projection under paragraph (c) of this section estimates that we can meet our entire overall goal for a given year through race-neutral means, we will implement our program without setting contract goals during that year, unless it becomes necessary in order meet our overall goal.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

We will express our contract goals as a percentage of the Federal share of a DOT-assisted contract].

Section 26.53 Good Faith Efforts Procedures

Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

Julie Kennedy – City Engineer, with assistance from the Project Engineer, is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as Responsible.

We will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

The City treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsibility.

Responsibility- Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information within 3 business days of being notified that they are the successful bidders, but before the contract is executed:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within 5 business days of being informed by the City that it is not responsible because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official: State of Minnesota Department of Transportation, Office of EEO, 395 John Ireland Blvd., St. Paul, MN 55155. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

The City will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

We will provide such written consent only if we agree, for reasons stated in our concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

- (1) The listed DBE subcontractor fails or refuses to execute a written contract;
- (2) The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
- (3) The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, non-discriminatory bond requirements.
- (4) The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
- (5) The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
- (6) We have determined that the listed DBE subcontractor is not a responsible contractor;
- (7) The listed DBE subcontractor voluntarily withdraws from the project and provides to us written notice of its withdrawal;
- (8) The listed DBE is ineligible to receive DBE credit for the type of work required;
- (9) A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
- (10) Other documented good cause that we have determined compels the termination of the DBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.

Before transmitting to us its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to us, of its intent to request to terminate and/or substitute, and the reason for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise us and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why we should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (*e.g.*, safety), we may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the City to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of xx percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (6) if the contract goal is not met, evidence of good faith efforts.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55. We will not count the participation of a DBE subcontract toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

SUBPART D – CERTIFICATION STANDARDS**Section 26.61 – 26.73 Certification Process**

The City will rely on the State of Minnesota to develop and implement the certification standards of Subpart D of Part 26 and the certification procedures of Subpart E of Part 26 to determine the eligibility of firms to participate as DBE's in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. The State of Minnesota will make certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:
http://mnucp.org/DBE_Applicants.html

The certification application forms and documentation requirements are found online at:
http://mnucp.org/DBE_Applicants.html

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

The City is the member of a Unified Certification Program (UCP) administered by the State of Minnesota. The UCP will meet all of the requirements of this section.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any provision of Federal or state law, we will not release any information that may reasonably be construed as confidential business information to any third party without the written consent of the firm that submitted the information. This includes applications for DBE certification and supporting information. However, we will must transmit this information to DOT in any certification appeal proceeding under § 26.89 of this part or to any other state to which the individual's firm has applied for certification under § 26.85 of this part.

Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the City or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

ATTACHMENTS

- Attachment 1 Regulations: 49 CFR Part 26
- Attachment 2 Organizational Chart
- Attachment 3 Bidder's List Collection Form
- Attachment 4 Link to DBE Directory
- Attachment 5 Overall Goal Calculations
- Attachment 6 Demonstration of Good Faith Efforts or Good Faith Effort Plan - Form 1 & 2
- Attachment 7 DBE Monitoring and Enforcement Mechanisms
- Attachment 8 DBE Certification Application Form
- Attachment 9 State's UCP Agreement
- Attachment 10 Small Business Element Program

ATTACHMENT 1

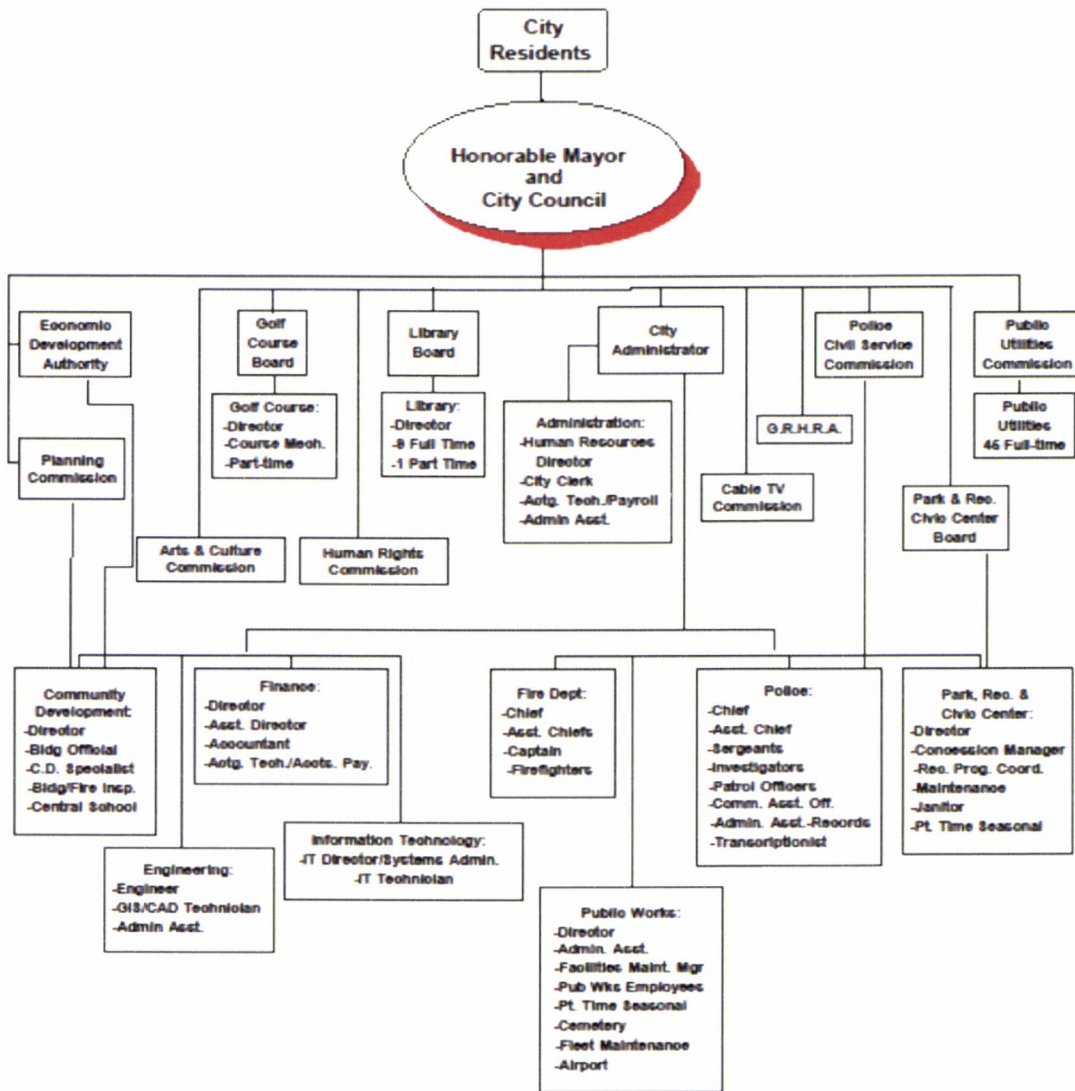
Regulations: 49 CFR Part 26 can be accessed at:

http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl

ATTACHMENT 2

Organizational Chart

City of Grand Rapids
Organization Chart



ATTACHMENT 3
Bidder's List Collection Form

BIDDERS LIST FORM

Please provide the following data:

Business Name: _____

Business Address:

_____ Street _____ City State Zip

County Business is located in: _____

Name of Contact Person: _____

Phone: _____ 6. Fax: _____

Email Address: _____

Is this business certified as a Disadvantaged Business Enterprise? a. Yes b. No

Business Annual Gross Receipts:

- a. Less than \$500,000 b. \$500,000 to \$1,000,000 c. \$1,000,000 to \$2,000,000
- d. \$2,000,000 to \$5,000,000 e. Over \$5,000,000

Age of Business: _____ Years _____ Months

ATTACHMENT 4

State of Minnesota DBE Directory can be found at:

<http://mnucp.metc.state.mn.us/Default.aspx>

ATTACHMENT 5

Section 26.45: Overall DBE Three-Year Goal Methodology

Name of Recipient: The City of Grand Rapids (Grand Rapids-Itasca Co. Airport)

Goal Period: FY 2014-2015-2016 – October 1, 2013 through September 30, 2016

DOT-assisted contract amount:

FY-2014	\$0.
FY-2015	\$495,000.
FY-2016	\$675,000.

Total **\$1,170,000.**

Overall Three-Year Goal: 4.2%, to be accomplished through 4.2% RC and 0.0% RN

Total dollar amount to be expended on DBE's: \$49,320.

Describe the Number and Type of Projects that the airport anticipates awarding:

Projects Fiscal Year #1

- 1.
- 2.

Projects Fiscal Year #2

1. Pavement Rehabilitation (Crack Repair)
2. Master Plan & ALP Update

Projects Fiscal Year #3

1. Apron Reconstruction
- 2.

Market Area:

Step 1. Analysis: Actual relative availability of DBE's

Method: Use DBE Directory - <http://mnucp.metc.state.mn.us/Default.aspx>

and Census Bureau Data <http://www.census.gov/econ/cbp/index.html>

NAICS	Type of Work	Total DBE's	Total All Firms
See calculations below			
Total			

Divide the total number of DBE's by the total number of All Firms = base figure for each project.

To determine the overall base figure for more than one project, add all the project percentages together.

Step 2. Analysis: Adjustments to Step 1 base figure.

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment (if any) was needed to the base figure in order to arrive at the overall goal.

An examination of the anticipated projects for each fiscal year, the availability of the DBE firms by trade classification and the volume of work performed by DBE firms over previous years.

Fiscal Year #1

For FY-2014, we anticipate the award of the following:

A	B	C	D	E	F	G	H	I
Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census	Directory	DBE (%) (= G/F)	DBE (\$) (= E x H)
Total Project								
Total FY-2014								

Fiscal Year #2

For FY-2015, we anticipate the award of the following:

A	B	C	D	E	F	G	H	I
Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census	Directory	DBE (%) (= G/F)	DBE (\$) (= E x H)
Crack Repair	Hwy. & Street Const.	Hwy. & Street Const.	237310	\$180,000.	304	12	4.0%	\$7,200.
MP & ALP Update	Engineering Services	Engineering Services	541330	\$315,000.	917	44	4.8%	\$15,120.
Total Project								
Total FY-2015								

Fiscal Year #3

For FY-2016, we anticipate the award of the following:

A	B	C	D	E	F	G	H	I
Project Name	Trade Description	NAICS Description	NAICS	Trade (\$)	Census	Directory	DBE (%) (= G/F)	DBE (\$) (= E x H)
Apron Reconstr.	Hwy. & Street Const.	Hwy. & Street Const.	237310	\$675,000.	304	12	4.0%	\$27,000.
Total Project								
Total FY-2016								

Past History Participation

Other data used to determine the adjustment to the base figure was the median of historical DBE accomplishments.

The proposed Overall DBE Goals are as follows:

- Fiscal Year #1 – 0.0%
- Fiscal Year #2 – 4.5%
- Fiscal Year #3 – 4.0%

Our proposed overall three year goal will be based on DBE dollars divided by total Federal dollars.

There is no historical DBE data to reference to make an adjustment to the Step 1 base figure therefore, the City is adopting its Step 1 base figure as its overall goal for this three-year goal period.

Breakout of Estimated “Race and Gender Neutral” (RN) and “Race and Gender Conscious” (RC) Participation.

26.51(b) (1-9)

The recipient will meet the maximum feasible portion of its overall goal by using RN means of facilitating DBE participation.

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
2. Carrying out information and communications programs on contracting procedures and specific contract opportunities;
3. Ensuring distribution of DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors.

The recipient estimates that in meeting its overall goal 4.2%, it will obtain 0.0% from RN participation and 4.2% through RC measures.

This breakout is based on:

- The City does not have a history of DBE participation on these types of projects or over-achievement of goals to reference and expects to obtain its DBE participation through the use of DBE contract goals or a conscious effort to obtain DBE participation. Therefore, we are applying the entire goal of 4.2% to race-conscious participation.

The City will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation (see Section 26.51(f)) and track and report RN and RC participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

PUBLIC PARTICIPATION

Consultation: Section 26.45(g)(1).

The City submits its overall DBE three-year goal to DOT on August 1 as required by the set schedule.

Before establishing the overall goal, the City will consult with the Grand Rapids Chamber of Commerce, Minnesota Construction Association, MnDOT, Minnesota Minority Business Development Agency, without limiting consultation to these persons or groups, to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City's efforts to establish a level playing field for the participation of DBEs. Due to the location of the airport, face to face meetings are not always feasible. The City will consult with the Chamber of Commerce and will reach out to other organizations to gather input.

Following the consultation, we will publish a notice in the Grand Rapids Herald-Review of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the city administration building for 30 days following the date of the notice, and informing the public that the City and DOT will accept comments on the goals for 45 days from the date of the notice.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses, if any.

Contract Goals

The City will use contract goals to meet any portion of the overall goal that the recipient does not project being able to meet using RN means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the recipient's overall goal that is not projected to be met through the use of RN means.

The City will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. It need not establish a contract goal on every such contract, and the size of the contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work and availability of DBEs to perform the particular type of work).

We will express our contract goals as a percentage of the Federal share of a DOT-assisted contract.

ATTACHMENT 6

Demonstration of Good Faith Efforts - Forms 1 & 2

[Forms 1 and 2 should be provided as part of the solicitation documents.]

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract and should submit documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____
(Signature) Title

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ _____.

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above and that the firm is DBE certified to perform the specific trades.

By _____
(Signature)

Date: _____

(Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

[Submit this page for each DBE subcontractor.]

ATTACHMENT 7

DBE Monitoring and Enforcement Mechanisms

The City has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract;

In addition, the Federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR Part 26
2. Enforcement action pursuant to 49 CFR Part 31
3. Prosecution pursuant to 18 USC 1001.

ATTACHMENT 8
DBE Certification Application Form

http://mnucp.org/DBE_Applicants.html

ATTACHMENT 9
State's UCP Agreement

The City does not have a copy of the UCP Agreement, but the following table taken from the State of Minnesota's UCP Program shows The City as a member.

Non-Certifying Agencies

Non-Certifying Agencies are Agencies that participate only as recipients of the DBE certifying process. Non Certifying Agencies include but are not limited to (partial listing):

City of Faribault	Kanabec County
City of Farmington	Kandiyohi Area Transit Joint Powers Board
City of Fergus Falls	Kandiyohi County
City of Forest Lake	Kittson County
City of Fridley	Koochiching County
City of Glencoe	Lac Qui Parle County
City of Glenwood	Lac Qui Parle County Airport
City of Golden Valley	Lake County
City of Grand Rapids	Lake Of The Woods County
City of Granite Falls	Lesueur County
City of Ham Lake	Lincoln County
City of Hastings	Lyon County
City of Hermantown	Mahnomen County
City of Hibbing	Mahnomen County Human Services
City of Hopkins	Mankato Regional
City of Hugo	Maple Grove Transit System
City of Hutchinson	Marshall County
City of International Falls	Martin County
City of Inver Grove Heights	McLeod County
City of Isanti	Meeker County

ATTACHMENT 10
Small Business Element Program

A. Objective (49 CFR Part 26.39)

Recognizing that the DBE Program goals should be met through a mixture of race conscious and race neutral methods and, that by definition, DBE firms are small businesses, the City of Grand Rapids seeks to implement a small business element into its current DBE policy in accordance with applicable law. The City is including this element to facilitate competition by and expand opportunities for small businesses. The City is committed to taking all reasonable steps to eliminate obstacles to small businesses that may preclude their participation in procurements as prime contractors or subcontractors. The City will meet its objectives using a combination of the following methods and strategies:

1. **Set asides:** Where feasible, the City will establish a percentage of the total value of all prime contract and subcontract awards to be set aside for participation by small businesses on FAA-assisted contracts. A "set-aside" is the reserving of a contract or a portion of a contract exclusively for participation by small businesses. This requires that the City and its prime contractors/ consultants set aside a portion of the value of each contract for participation by small businesses. A small business set-aside is open to all small businesses regardless of the owner's gender, race or geographic location. The project Engineer and DBELO will review FAA-assisted purchases and contracts to assess the small business opportunities, giving consideration to the size and scope of each purchase or contract to establish the set aside percentage. This set aside is in addition to the DBE contract goals which may be required pursuant to applicable law or policy. In the event that a set-aside is not established on an FAA-assisted contract, the project Engineer and small business officer will document why a small business set-aside is inappropriate.
2. **Unbundling:** The City, where feasible, may "unbundle" projects or separate large contracts into smaller contracts which may be more suitable for small business participation. The City will conduct contract reviews on each FAA-assisted contract to determine whether portions of the project could be "unbundled" or bid separately. Similarly, the City will encourage its prime contractors or prime consultants to unbundle contracts to facilitate participation by small businesses.

B. Definitions1. **Small Business:**

A small business is a business that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period. Small businesses must meet the definitions specified in Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121).

2. **Disadvantaged Business Enterprise:**

A for-profit small business (as defined by the Small Business Administration) —

- That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals;
- Whose socially and economically disadvantaged owners do not exceed the personal net worth (PNW) does not exceed the described in 49 CFR Part 26. The current PNW cap is \$1.32 million.
- Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it; and
- Has been certified as a DBE by the Minnesota Department of Transportation (MNDOT) in accordance with 49 CFR 26.

For the purposes of the small business element of the City's DBE Program, small businesses which are also owned and controlled by socially disadvantaged individuals will be encouraged to seek DBE certification. Only DBE certified firms will be counted towards DBE race-neutral participation on FAA-assisted contracts.

C. Certification and Verification Procedures

The City will accept the following certifications for participation in the small business element of the City's DBE Program with applicable stipulations:

1. Minnesota DOT DBE Certification – DBE Certification by the Minnesota DOT which stipulates that a firm has been determined to meet all the requirements in accordance with 49 CFR Part 26. All certification determinations are evidenced by a letter of DBE certification issued by the Minnesota DOT.
2. Minnesota DOT Small Business Enterprise (SBE) – Will require submittal of three years of business tax returns and page 2 of the Minnesota DOT DBE Certification application after contract award.
3. SBA 8(a) Business Development Certification (as described in 13 CFR Parts 121 and 124) - will require submittal of three years of business tax returns.

Special Note: Minority and women-owned business enterprises which are awarded contracts under the small business enterprise set aside will be strongly encouraged to seek DBE certification in order to be counted towards race neutral DBE participation.

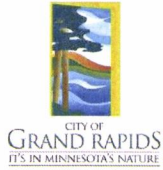
D. Implementation Schedule

The City will implement this small business element within nine months of the FAA's approval of this document describing the element.

E. Assurances

The City makes the following assurances:

1. The DBE Program, including its small business element is not prohibited by state law;
2. Certified DBEs that meet the size criteria established under the DBE Program are presumptively eligible to participate in the small business element of the DBE Program;
3. There are no geographic or local preferences or limitations imposed on FAA-assisted contracts and the DBE Program is open to small businesses regardless of their location;
4. There are no limits on the number of contracts awarded to firms participating in the DBE Program;
5. Reasonable effort will be made to avoid creating barriers to the use of new, emerging, or untried businesses; and
6. Aggressive steps will be taken to encourage those minority and women owned firms participating in the small business element of the DBE Program that are eligible for DBE certification to become certified.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1269 **Version:** 1 **Name:** Board Vacancy
Type: Agenda Item **Status:** Consent Agenda
File created: 4/22/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Accept the resignations of Ron Iannelli from the Golf Board and Rick Blake from the Grand Rapids HRA and consider appointment of applicants.

Sponsors:

Indexes:

Code sections:

Attachments: [Ron Iannelli - Resignation 2015](#)
[Brad Gallop - Golf Board Applicant](#)
[Blake - HRA Resignation](#)

Date	Ver.	Action By	Action	Result
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Accept the resignations of Ron Iannelli from the Golf Board and Rick Blake from the Grand Rapids HRA and consider appointment of applicants.

Background Information:

Ron Iannelli and Rick Blake have submitted their resignations from the Golf Board & the Grand Rapids HRA, respectively. Typically, staff would ask for acceptance and authorization to advertise to fill the vacancies. However, we received more applications in the last round of advertising that we had vacancies. In the interest of saving money, the Council could consider appointing Brad Gallop, applicant for the Golf Board and Joe Chandler, applicant for the HRA, who also expressed interest when the last vacancies were posted. Both Brad Gallop and Joe Chandler have indicated their continued interest in serving on these boards.

Staff Recommendation:

Appoint applicants to fill the unexpired terms on the Golf Board and the Grand Rapids HRA, recently vacated by member resignations.

Requested City Council Action

Accept the resignations of Ron Iannelli & Rick Blake from the Golf Board & the Grand Rapids HRA, respectively and consider appointing Brad Gallop to the Golf Board to fill the unexpired term through March 1, 2016 and Joe Chandler to the Grand Rapids HRA to fill the unexpired term through March 1, 2019.

To: Bob Cahill
Director of Golf
Pokegama Golf Course
Grand Rapids, MN.


Bob,

It is with deep regret that I must submit my resignation as a member of the golf Board effective May 22, 2015.
Vicki and I are moving to Breezy Point to be closer to family.

I have really enjoyed my time on the Board as a learning experience and meeting other members of the Grand Rapids community.

I wish you and the Board all the success in the coming years.
We will both miss the beautiful Pokegama Golf Course.

Thank You,

A handwritten signature in cursive script, appearing to read "Ron Iannelli".

Ron Iannelli



CITY OF
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ADMINISTRATION DEPARTMENT

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

March 12, 2015


Brad Gallop
912 NW 6th Street
Grand Rapids, MN 55744

Dear Mr. Gallop:

On behalf of the City Council, thank you for expressing your interest in serving on the Golf Course Board. We received more applications for the position than what was available, and unfortunately the Council did not appoint you to the Board at this time.

We will keep your application on file for future vacancies.

Sincerely,


Kimberly Gibeau
City Clerk

RECEIVED

FEB 09 2015

420 N. Pokegama Ave
Grand Rapids, MN 55744
(218)326-7600
(218)326-7608 Fax



CITY OF GRAND RAPIDS
www.cityofgrandrapidsmn.com

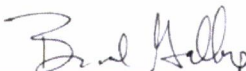
Application for City Boards and Commissions

Please use the Supplemental Notes Page to add additional pertinent information that will not fit in the boxes provided.

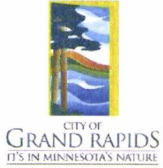
As an applicant for a City Board or Commission, your name, address and phone number will be available to the press and the public. You will be contacted regarding action taken on your appointment.

Full name: Brad Gallop	Date: 2/4/15
Address: 912 NW 6th Street	Phone #: (218) 256-5515
Email Address: bradley.d.gallop@wellsfargo.com	
Board or Commission being applied for: Pokegama Golf Course	
Occupation (if retired, please indicate former occupation/profession): Branch Sales Manager Wells Fargo Home Mortgage	
Education: BA, Banking and Finance, University of ND, Grand Rapids High School	
Professional and/or community activities: Founder and President of the Grand Rapids Amateur Lacrosse Association Tournament Director - GR Lacrosse Shootout Former Tournament Director - Grand Slam Am	
Brief statement on qualifications: I have taken on a number of volunteer roles, each of which have had a significant positive impact on our community. I have lived on, worked at, and enjoyed the use of this facility over the past 40 years. I am excited to be involved in the critical decisions and planning that will keep the golf course sustainable for generations to come.	

Please return this form to: City Administration Office
420 N Pokegama Ave.
Grand Rapids, MN 55744



Signature of applicant



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1270 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 4/22/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Enter into a contract with Stauber's Goalcrease

Sponsors:

Indexes:

Code sections:

Attachments: [Stauber Contract 2015](#)

Date	Ver.	Action By	Action	Result
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Enter into a contract with Stauber's Goalcrease

Background Information:

Since 2006 we have been offering a goalie camp featuring Stauber's Goalcrease. Robb Stauber and his staff run a quality camp attracting goaltenders from across the state. We will provide lodging to Robb and his staff during the four days of the camp. The lodging expense is covered in the camp's budget.

Staff Recommendation:

Enter into a contract with Stauber's Goalcrease to provide coaching services during the Intense Northern Goalie Camp and provide lodging for the staff.

Requested City Council Action

Consider entering into a contract with Stauber's Goalcrease to provide coaching services during the Intense Northern Goalie Camp and provide lodging for the staff.

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT is made and entered into as of the ____ day of _____, 2015, by and between the **City of Grand Rapids**, a Minnesota municipal corporation, hereinafter referred to as "City", and **Robb Stauber, DBA Goalcrease**, hereinafter referred to as "Consultant".

1. **Contracted Services.** Services to be performed by Consultant, as well as the rate of compensation, time of performance and special conditions for such services are set forth in Exhibit "A".
2. **Condition of Payment.** All services provided by Consultant pursuant to this Contract shall be performed to the satisfaction of City, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations.
3. **Termination of the Contract.** Neither party may cancel this Contract except for cause. Whether appropriate cause exists for termination shall be determined by arbitration as set forth in Section 6 of this Agreement.
4. **Independent Contractor.** It is agreed that Consultant is an independent contractor and shall not be considered an employee, agent, or representative of City. No portion of the work under the Contract shall be sublet, sold, transferred, assigned, or otherwise disposed of except with the prior written consent of City.
5. **Insurance.** The goalie camp for which the services of Consultant are retained is separately insured by the City, and Consultant is not required to obtain separate insurance.
6. **Arbitration.** Any differences, claims, or matters in dispute arising between or among the parties out of or in connection with this Agreement shall be determined under Minnesota law and shall be submitted to arbitration by a single Arbitrator mutually selected by the parties. If an Arbitrator cannot be agreed upon, the dispute shall be submitted by the parties to arbitration by Cooperative Solutions, Inc. or its successor. The determination of the Arbitrator shall be final and absolute. The Arbitrator shall be governed by the subject matter of this Agreement and the pertinent provisions of the laws of the State of Minnesota relating to arbitration. The decision of the Arbitrator may entered as a judgment in any court of the State of Minnesota or elsewhere. Except as otherwise determined by the Arbitrator for the convenience of the Arbitrator, all arbitration proceedings shall be held in Itasca County, Minnesota.

- 7. **Entire Contract.** It is understood and agreed that the entire Contract of the parties is contained herein and that this Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous contracts presently in effect between City and Consultant relating to the subject matter hereof.
- 8. **City Contact.** City's designated contact with regard to this Contract is Dale Anderson, City Park and Recreation Director.

City and Consultant have executed this agreement by the authorized signatures below.

DATE: _____, 2015

CITY OF GRAND RAPIDS, MINNESOTA

BY: _____
Dale Adams, Its Mayor

ATTEST: _____
, Its City Clerk

DATE: _____, 2015

CONSULTANT:

Robb Stauber

Approved as to form

Chad Sterle
City Attorney

BY _____

Date: _____, 2015

Exhibit "A"

SERVICES TO BE PERFORMED: All coaching and organizational services relating to the Intense Northern Goalie Camp, 2015 (including on-ice instruction).

RATE OF COMPENSATION: Up to \$5,500.00 for full performance of services. City shall provide lodging for Goalcrease staff during dates of the camp.

TIME OF PERFORMANCE: August 1 through August 4, 2015 together with preparatory services to be performed at such time and in such manner as deemed appropriate by Consultant.

SPECIAL CONDITIONS: City shall have the right to the use of Consultant's name in promotion of the Grand Rapids Goalie Camp 2015.



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CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1271 **Version:** 1 **Name:** Golf Course barstool auction
Type: Agenda Item **Status:** Consent Agenda
File created: 4/22/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Golf Course barstool auction

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Golf Course barstool auction

Background Information:

The golf course is asking for council approval to auction off 17 barstools. We no longer use these barstools as our Concessionaires have purchased replacement stools. (with their funds)

These items will be placed on a golf course Do-Bid auction. The new value of the stools is approximately \$150.00 per stool. The auction value is anybody's guess.

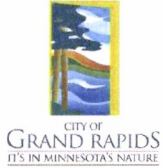
These items no longer have any value for golf course use.

Staff Recommendation:

Approve the sale of 17 golf course/City owned barstools on a Do-Bid auction.

Requested City Council Action

Consider approving the sale of 17 golf course/City owned barstools on a Do-Bid auction and removing them from our assets. Price to be determined by auction.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1273	Version:	1	Name:	Memorandum of Understanding between the City of Grand Rapids and Law Enforcement Labor Services, Inc. (Local No. 239) Police Officers Union.
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	4/22/2015	In control:		In control:	City Council
On agenda:	4/27/2015	Final action:		Final action:	
Title:	Memorandum of Understanding between the City of Grand Rapids and Law Enforcement Labor Services, Inc. (Local No. 239) Police Officers Union.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Memorandum of Understanding - Police Union - April 2015				

Date	Ver.	Action By	Action	Result
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Memorandum of Understanding between the City of Grand Rapids and Law Enforcement Labor Services, Inc. (Local No. 239) Police Officers Union.

Background Information:

In a previous Memorandum of Understanding (MOU) with LELS, the City had agreed to allow the employees to continue to make contributions to the post employment health savings account. The MOU expired December 31, 2014. The Union has requested to increase the amount of their deduction from \$50.00 per pay period to \$75.00 per pay period. This does not have a negative financial impact to the City of Grand Rapids. The attached Memorandum of Understanding has been drafted to extend the right for the term of the existing contract with the LELS bargaining unit for the remainder of FY 2015, and FY's 2016, and 2017.

Staff Recommendation:

The City of Grand Rapids encourages employees to plan for retirement, and the post employment health savings account does just that. The money is deposited into the savings account on a pre-tax basis, and will not be taxed when withdrawn as long as it's used for qualified medical expenses.

Requested City Council Action

Consider approving the Memorandum of Understanding with the Law Enforcement Labor Services, Inc. (Local No. 239) Police Officers Union.

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is entered into between the City of Grand Rapids (herein, "City") and Law Enforcement Labor Services, Inc., Local 239 (hereinafter, "Union"), on behalf of the patrol officer bargaining unit.

WHEREAS, the City and the Union are parties to a tentative 2015-2017 collective bargaining agreement (hereinafter, "CBA").

WHEREAS, the City has allowed employees covered by the CBA to contribute to a post employment health savings account.

NOW, THEREFORE, BE IT RESOLVED THAT the parties hereto agree as follows:

1. The Union and the City agree to allow all employees of the Police Department covered under the Union collective bargaining agreement to make an employee contribution to the Employer-designated post employment health savings account of \$75.00 per employee per pay period for the years 2015, 2016, and 2017. It is understood that there will be no Employer contributions to the post employment health savings account.

BE IT FURTHER RESOLVED THAT this MOU shall terminate and have no force or effect following its expiration on December 31, 2017.

BE IT FURTHER RESOLVED THAT this MOU is intended for the sole and limited purpose specified herein and shall not be attached to the above-reference CBA.

BE IT FURTHER RESOLVED THAT the parties hereto expressly agree that the MOU shall not constitute or establish any precedent, past practice or otherwise place any limitation on any management right of the City.

BE IT FURTHER RESOLVED THAT this MOU is effective the date of the latest signature affixed hereto.

BE IT FURTHER RESOLVED THAT this MOU, except as specified herein, shall not constitute a re-opener of any other provision of the CBA.

IN WITNESS whereof the parties hereto have hereunto set their hands the date and year affixed below.

CITY COUNCIL, GRAND RAPIDS

LAW ENFORCEMENT LABOR SERVICES, INC.

BY: _____
Dale Adams, Mayor Date

BY: _____
Kim Sobieck, Business Agent Date

ATTEST: _____
Tom Pagel, City Administrator Date

BY: _____
William Saw, Union Steward Date



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CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1274	Version:	2	Name:	Adv. Cont.-Globe Drug
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	4/22/2015	In control:		In control:	City Council
On agenda:	4/27/2015	Final action:		Final action:	
Title:	Entering into rental agreements with area businesses for advertising at the IRA Civic Center.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Entering into rental agreements with area businesses for advertising at the IRA Civic Center.

Background Information:

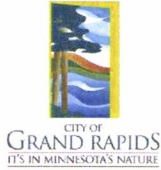
In 1993, the City Council approved the Civic Center advertising policy to generate revenue to offset operating cost. As part of this policy, agreements are renewed at the end of each term. The following are new agreements:
-Globe Drug-January 1, 2015-December 31, 2016. Interior wall sign and/or dasherboard advertisement-\$800 for 2015 and \$800 for 2016.

Staff Recommendation:

Pass a motion authorizing appropriate signatures for advertising rental agreements at the IRA Civic Center.

Requested City Council Action

Consider passing a motion authorizing appropriate signatures for advertising rental agreements at the IRA Civic Center.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1275 **Version:** 1 **Name:** IRRRB Grant Reif Center
Type: Agenda Item **Status:** Consent Agenda
File created: 4/22/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Adopt a resolution approving submittal of IRRRB Commercial Demolition Grant to assist with upgrades at the Reif Center

Sponsors:

Indexes:

Code sections:

Attachments: [4-27-15 IRRRB Grant Application.pdf](#)
[4-27-15 Resolution authorizing IRRRB Grant submittal.pdf](#)

Date	Ver.	Action By	Action	Result
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Adopt a resolution approving submittal of IRRRB Commercial Demolition Grant to assist with upgrades at the Reif Center

Background Information:

Attached is a grant request to the IRRRB to assist with the cost of demolition on the Reif Center upgrade/expansion. The City is acting as the fiscal agent and would have no monetary responsibility with the project.

Staff Recommendation:

City staff is recommending a resolution approving the submittal of a Commercial Demolition Grant to the IRRRB for demolition related costs on the Reif Center upgrade/expansion.

Requested City Council Action

Adopt a resolution approving the submittal of a Commercial Demolition Grant to the IRRRB for demolition related costs on the Reif Center upgrade/expansion.

Application

Date submitted: April 28, 2015
City or township: City of Grand Rapids
420 North Pokegama Avenue
Address: Grand Rapids MN 55744
City State Zip Code
Contact person: Tom Pagel
Title: City Administrator
Phone: 218.326.7626 218.398.0584
Office Cell
Email: tpagel@ci.grand-rapids.mn.us

Project narrative:
Attach on a separate sheet.

Check all that apply:

- Publicly owned
- Industrial
- Commercial
- Brownfield

Does a redevelopment proposal for this site exist? Yes No

Describe:
Please see attached information.

Signature(s):

I confirm that to the best of my knowledge, all statements made and information provided for this application are true and correct:

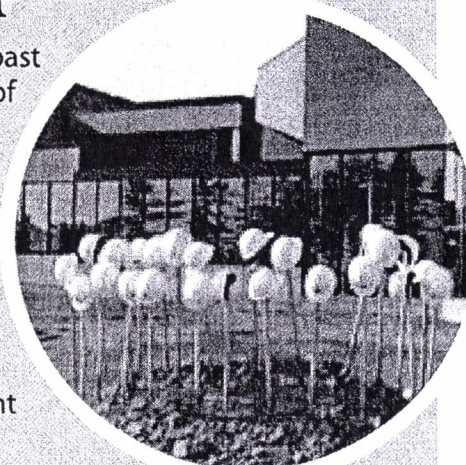
Organization City of Grand Rapids

By _____
Authorized Representative (1) Title Date

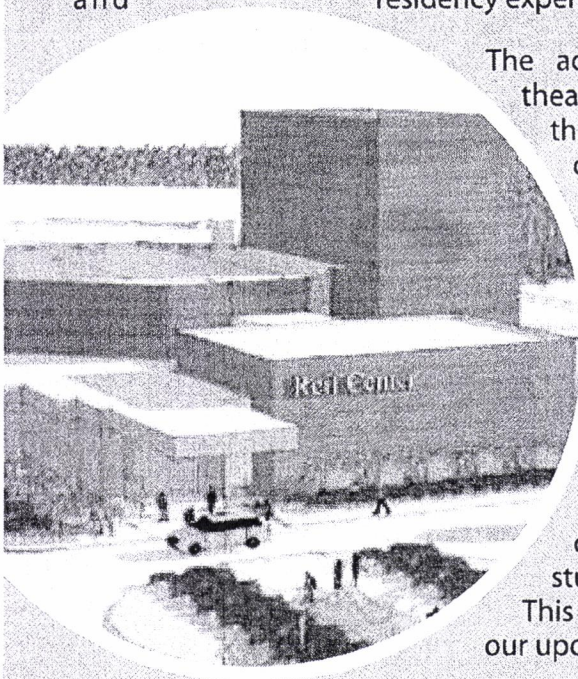
Authorized Representative (2) Title Date

Renovation & Expansion

While the Reif program has grown over the past three decades, our facility is now in sore need of systemic upgrades that will address accessibility issues, technical theater functionality, and improvement to our public spaces. The proposed project will present Reif audiences, artists, and students with a "21st Century Arts Center Experience." Our improvements will provide a safe, accessible, and functional environment with adequate washroom and lobby amenities. We are also bringing the existing building up to current building codes and full ADA compliance.



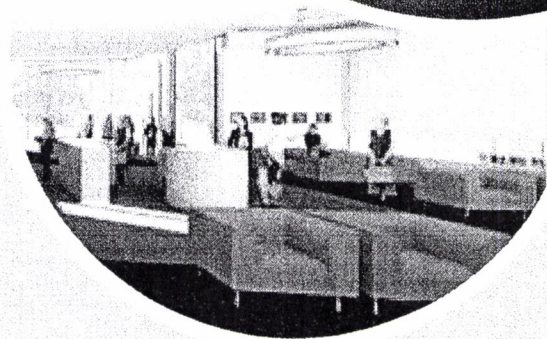
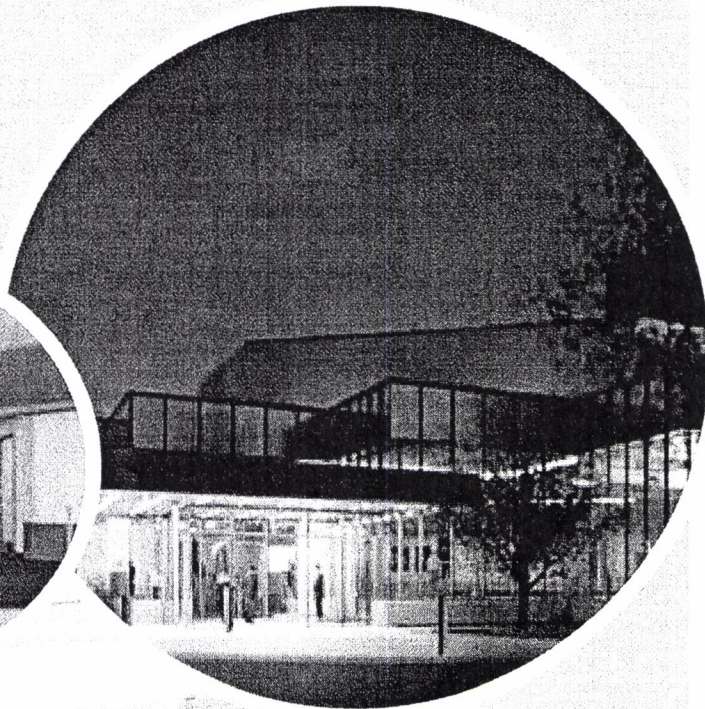
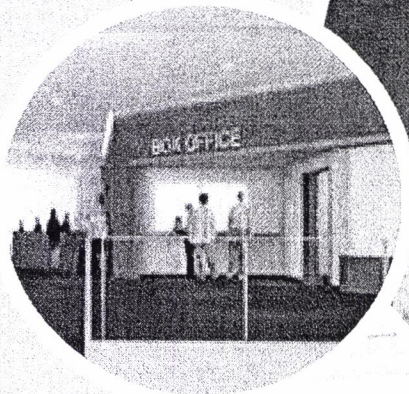
Technical upgrades will allow touring companies to put the whole show on our stage instead of leaving much of it on the truck because of limited capacity. The new studio theater will serve as a theater education classroom, provide for rehearsal needs, and give the Reif the opportunity to offer smaller shows in an intimate performance setting. The studio will enrich Reif education initiatives allowing the development of a new youth theater program with enhanced student performance opportunities and music, dance, and residency experiences.

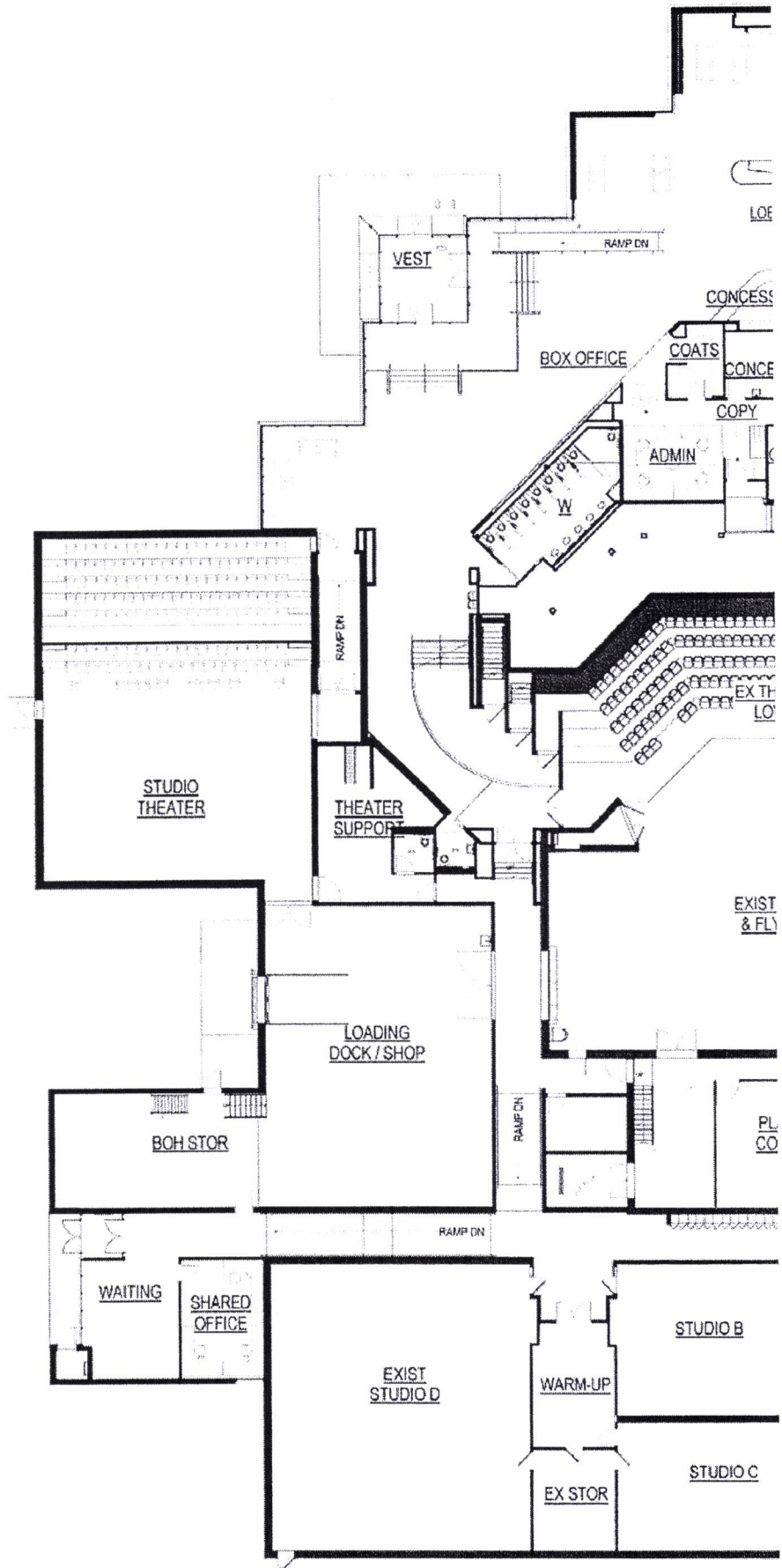


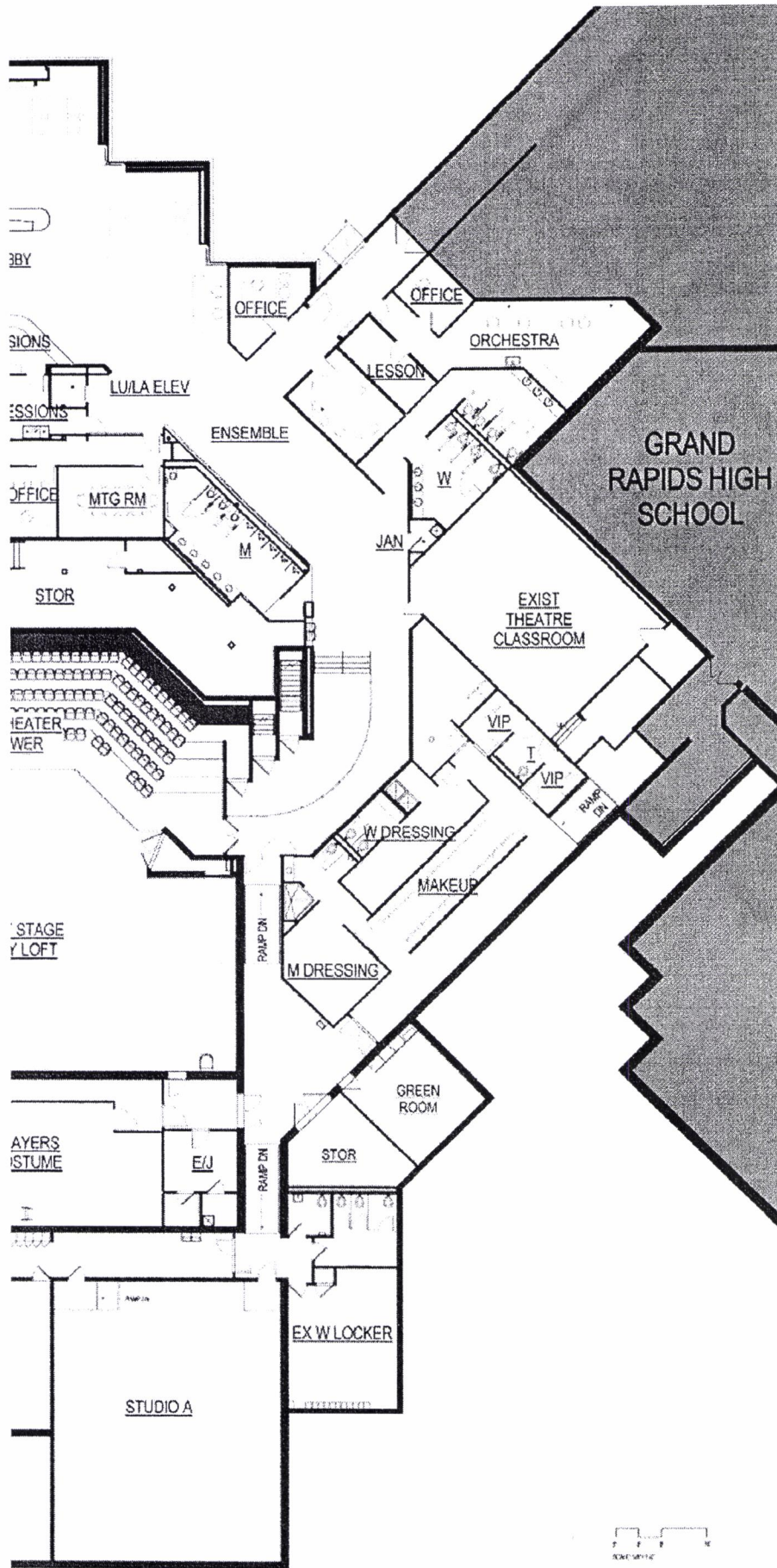
The addition of 60+ seats in the main theater along with the 200 seat studio theater will provide enhanced revenue opportunities for the Reif. While there is frequently more demand than can be accommodated for larger touring Broadway and music shows, there is also a whole other realm of high caliber local and touring shows whose scale and economics are much better suited to a smaller setting. Under our new leadership structure, the dance program continues to grow, and like our performance program, is attracting students from a broader geographic area. This continued growth will be enhanced by our updated studios and dance wing.



The newly renovated Reif Center will also serve as home to other important area arts and education organizations including the Itasca Orchestra and Strings Program and the Grand Rapids Players. This project addresses their needs for expanded administrative space, state-of-the-art interactive classrooms, adequate storage areas, and a greatly improved performance and rehearsal experience. This truly is a regional initiative that is of the utmost importance for our patrons, artists, arts organizations, and all involved.







CAPITAL FUND Donors

The Reif Center is thankful for the generous support we have received for our renovation efforts thus far. This includes a variety of gifts from local and outlying businesses, individuals, foundations, and anonymous contributions. Specifically, we'd like to thank:

BUSINESS & FOUNDATION SUPPORT:

American Bank
Anderson, Ophoven, Stauffer Law
Arrowhead Promotion
Bender's Shoe & Sport
Blandin Foundation
Casper Construction
Coldwell Banker
Cole Hardware Hank
Computer Enterprises
Cutsforth, Inc. & Right Traditions
D.W. Jones, Inc.
Dale's Auto Body
Deerwood Bank
Edwards/Laplant Construction
Enbridge Energy Foundation
First Nat'l Agency-Coleraine
First Nat'l Bank of Coleraine
Glorvigen, Theis, Lind
Grand Rapids Herald Review
Grand Rapids Players
Grand Rapids Rotary
Grand Rapids State Bank
Grand Rapids Veterinary Clinic
Great Northern Equipment
Great Outdoor Kennels
Hawk Construction
Itasca County Abstract
Itasca Orchestra & Strings Program
James F. Johnson DDS, PA
KOZY-KMFY Radio
Krause-Anderson Construction
L&M Supply
Lake Country Power
Lakeland Dental Technologies
Lakes Area Credit Union
Latvala Lumber Co.
Local Boy, The
Magnetation
Mangseth Painting
MEDS-1
Minnesota Power Foundation
Miskovich Dental Clinic
Northview Bank
Paul Bunyan Communications
Personnel Dynamics
Rajala, John (custom woodwork)
Roessler & Co, Ltd.
Sewell Family Foundation
Sutton + Associates
Timberlake Lodge
Travel Leaders
West Range Dental (Rostvold)

INDIVIDUAL SUPPORTERS:

*ANONYMOUS
*ANONYMOUS FUND @ GRACF
John & Joann Aamodt
G.S. (Shen) Adams
John & Cheryl Adams
Kirk & Roni Adams
Bob & Pam Akerman
Erik & Christina Andersen
Dennis & Betty Anderson
Ed & Kristen Anderson
Jerome & Debbie Anderson
Mark & Judy Anderson
Phil & Pat Anderson
Rick & Patti Anderson
Steve & Barb Arbour
Jon & Kristine Arntson
Will & Bernie Backes
Joseph Baratto
Marian & Dale Barcus
Leona Barten
Eric & Heather Barth
Lester & Kathy Beckman
Jenifer & Brian Benes
Katie & Dane Benes
Krista Berg & Tom Viren
Robert Birmstengel
Dave & Georgia Bjerck
Richard & Kathleen Blake
Rodney & Meredith Bleifuss
Brian & Hazel Blenkush
Heather Boe
Timothy & Joan Bonner
Harriet (Isobel) Brown
Tom & Pamela Brown
Cynthia Brummer
W.L. Candy
Joe & Kathryn Cargill
Robert E. & Susan Carlson
Sharon Carlson
Gayle Chesness
Dan & Ann Chisholm
Marty & Janet Christensen
Jim Christmas & Katie Prokop
Christmas
Dale & Misty Christy
Dorothy Church
Ann Clark & Michael McGinnis
Marilyn Clark
Wayne & Marlene Cole
John & Laura Connelly
Robert J. Conzemius
Martin & Gayle Coyer
Gaea Crozier
Earl & Kathleen Currie
Mary W. Custer
David & Marlyce Cutsforth
Lynn Cutsforth
Connie Daigle

Emery & Marjean Davis
Tom Deangelo
Tom & Judy Dimich
Al Doty
Pat & Hollis Downing
Steve Downing & Kathy Dodge
Todd Driscoll
Dan & Marie Duffy
Gerald & Miriam Eisele
Nick & Nancy Eltgroth
Daryl & Audrey Erdman
Vern & Carole Erickson
Steve Ewens & Becky Loomis
Margaret Fahlman
Tom & Jeanne Fasteland
John & Julie Fedje-Johnston
Kris Ferraro
Tom & Cindy Feyder
Amy & Ralph Fideldy
James Fideldy & Louise Koglin-Fideldy
William & Alice Filipiak
Curt & Anita Firman
Peter & Chris Friedlieb
Al Fritz & Edythe Hill
Chris & Johnnie Fulton
Peder & Maren Gaalaas
David & Judith Garshelis
Mary Jo Gibbons
Al & Karen Gilbertson
Steve & Cindy Gilbertson
Stan Gilmer
Gary & LoRaine Glomstad
John & Jean Goad
Garry & Diana Goemann
George & Kathy Goodwin
Shari Gowers
Sydney Gray
John & Joyce Grimsbo
Tom & Eileen Grosland
Marina Gustafson
Dave & Sally Hagman
Gerald & Ingrid Hass
John & Gina Hawkinson
Mark Hawkinson & Carol Anderson
Susan Hawkinson
Barbara Hayes
David & Susan Hayes
Len Hedman & Carol Rasmussen
Floyd & Dorrie Hennagir
Niels & Bonnie Henriksen
Pauline Hess
Vicki & David Holmstrom
Bob & Patty Holycross
Hoolihan Family
Jean Hoshal
Troy House
David & Marilyn Hrouda
Dennis & Jane Humphreys
Larke L. Huntley & Lana E. Bjorgum



Beth & Brad Hyduke
 Cindy Iazzo
 Joan & Pete Ireton
 Mike & Mary Ives
 Dennis & Janet Jacobson
 Randall Jacobson
 Dr. Lee & Mary Jo Jess
 Bill & Kris Johnson
 Darrel & Katy Johnson
 Doug & Shirley Johnson
 Larry Johnson & Cathy Davies
 Mike & Brenda Johnson
 Pamela Johnson
 Terry & Ardythe Johnson
 KC & Juliet Jones
 Joe & Beverly Jorland
 Kenneth & Jonelle Kallio
 Charles Kampen & Pam Rajala
 Pat & Kristi Kane
 Erick & Mary Kanian
 Tom & Tina Karges
 Karen Karls
 Julie Kennedy
 Fran & Barb Klabough
 Jerry Kleven
 Dennis & Jean Koewler
 David & Kathy Kooda
 Mary Kosak
 Tom & Nancy Kujawa
 David & Abby Kuschel
 Dennis & Jolene Landwer
 Jean & Scott Lane
 Lois Lang
 Neal Lano
 Mary LaPlant
 Fred & Sally Lawless
 Bill & Sandy Layman
 Birdie Lehn
 Gary & Joann Lemke
 Anne Lewis & Peter Nord
 David & Susan Lick
 John & Marty Licke
 Clinton & Marilyn Lilyquist
 Julie Linder
 Donna Liston
 Peter & Marianne Loscheider
 Robert Loscheider
 Diane Loudon
 Louise Lundorff
 Kent & Judy MacAlpine
 Doris MacDonald
 Jim & Vera Mahon
 Bill & Jodi Maki
 Tara Makinen & Philip Imholte
 Margo Family
 Jerry & Jennifer Mariano
 Katie Marshall & Sam Miltich
 David & Sharon Marty
 Richard & Nancy Massaro
 James & Kris Mayerle
 Randy & Kathy McCarty
 Barbara & David McDonald
 Carol McDonald

Fred & Loie Meyer
 Babara Milks
 Gary & Shirley Miller
 John Miller
 Ken & Harriet Miller
 Donald Modrow
 Susie Mogan
 James & Mary Ann Monge
 Merry & Dwight Moody
 John Mooty
 Roger & Carol Morrill
 Margaret Morris & Arthur Merrill
 Joni & Patrick Namyst
 Dennis & Susan Neitzke
 Tom Nelson
 Nicklason Family
 Robert & Sandra Nyvall
 Bill & Norma Odegard
 Dorothy Olds
 James & Gail Olijnek
 Ruthie Olson
 Dennis & Nancy O'Toole
 Steve & Patti Papin
 Donna & Frank Parzyck
 William & Isobel Patza
 Margaret Pecha
 Rick & Carol Perrot
 Carter & Doris Pettersen
 Jacqueline Phipps
 Jack & Theresa Pick
 John & Kathy Pliska
 Patrick & Sandy Pollard
 William & Peg Poulter
 Roger & Sharon Quern
 Tom Raiche & Luanne Cerney-Raiche
 Gerald & Joyce Rahne
 Randy Rajala
 Roger & Nancy Ralston
 Nancy Raymond
 Darcy Reich
 Stanley & Laura Ringold
 Stanley Roeber
 Dr. Susan Romanik
 Steve Ross & Vicki Ross-Rhoades
 Byron & LuAnn Rowell
 Dennis & Wendy Roy
 Ron & Carolyn Rude
 Mike & Mary Ruprecht
 Marie Ruthgeerts
 Stephen & Carolyn Ryan
 Tom & Debra Ryan
 Erik & Maiya Salmela
 Tom & Nancy Saxhaug
 Dr. Dennis & Suzanne Scherer
 Jill Schubert
 Dick & Kathy Schneider
 John & Stephanie Schroeder
 Katherine Sedore
 Steven & Wendelyn Shaler
 Carole & Robert Shankland
 James & Nancy Shaw
 Dr. Charles & Judy Sherman
 Andrew & Kelly Shermoen

Mary Shideler
 George & Cathy
 Shields
 Henry & Amy Shofner
 Joe Silko
 Richard & Margaret Simons
 Dr. Dean & Mary Singsank
 R.C. Smeby
 Robert & Marlene Smith
 Jim & Melissa Smokrovich
 Jerry & Mary Snustad
 Loren & Joan Solberg
 Darryl & Kathy Solem
 Tom & Barb Spencer
 Tom & Geri Staley
 Tom & Ann Stanley
 Theresa & Daniel Stark
 Bruce & Katherine Stender
 Charles & Janet Stenson
 Tom Swentkofske
 Eugene & Phyllis Theel
 Allen Thiry
 Jerry & Cherry Tinquist
 Anne Tofte & Cory Jackson
 Bruce Toms
 Greg Tuttle & Mary Jo Wimmer
 Paul & Betty Tveite
 Peter & Ellen VanDelinder
 Brian & Debbie Vergin
 Mary B. Vergin
 Connie Vincent & Greg Moritko
 Al & Linda Wallace
 Mary Jean & Edwin Waters
 Don & Jeanette Weber
 Terry & Diane Weber
 Lawrence & Marie Werner
 Cyrus N. White & Martha G. Reese
 White
 Bob & Ginny Wickman
 Ronald & Diane Wiehle
 Noah Wilcox
 Gib & Kathleen Willson
 Dean Winkels
 Mike & Corinne Youso
 Ed & Mary Pat Zabinski
 Helen Zeumer
 Kenneth & Barbara Zimmer
 Judy Zollner



By the Numbers

State of the Arts Address

At the Reif Arts Council, we spent **\$1,011,659** in fiscal year 2013-2014. Our research, using conservative estimates, indicates that this translated into an economic impact of **\$1,468,047** for our community. That means that without the Reif Center here, the community would have been poorer by nearly **\$1.5 million** this past fiscal year. Our Economic Prosperity Calculator indicates that there are the equivalent of over **44** full-time jobs in our community that are supported—directly or indirectly—by the expenditures of the Reif Center and the audiences we generate. This economic impact also translated into **\$58,496** in local government revenue and **\$65,414** in additional revenue to the state of Minnesota.

This past fiscal year the Reif Arts Council had an attendance of **20,311** for our performances, and we collected a total of **\$310,719** in ticket money. This means that our average ticket cost was just **\$15.30!** Affordable ticket prices are one of the primary reasons patrons continue to visit the Reif Center and spend money in our community versus traveling to see shows at our metro counterparts.

Our audiences are now traveling further than ever, too. We are proud that we are able to draw new people to experience our community. A review of our Reif database shows that over **26%** of our ticket-buyers travel more than **25 miles** one-way to attend performances. These people come from Hibbing, Virginia, Aitkin, Bemidji, International Falls, Duluth, Minneapolis, St. Paul, and from all corners of the state. In 2013-2014 we had visitors from **19** states other than Minnesota, and we had several visitors from Canada, as well.



While we appreciate this influx of persons from outside our community, we also work extensively with the people living right here—especially local children. In 2013-2014, **198** students attended regular dance classes taught all year long by five professional dance instructors. In addition, we had **8,703** students, a record high, who attended daytime CPAS (Children's Performing Arts Series) performances by some of the most respected professional touring children's theater companies in the world. Our students paid a minimal fee—usually \$6 (oftentimes free)—to see the same performances that children elsewhere spend \$15 or more to attend.

We also partnered with the Second Harvest North Central Food Bank to offer **10** free tickets to all of our shows for 2013-2014. Due to this partnership, **286** people were able to see productions this year they simply would not be able to afford otherwise. We also offered **27** "Super 8" seats to every Reif event which are tickets we sell for \$9 regardless of regular ticket cost. Finally, we offered \$5 "Student Rush" tickets for each show so our students could see world-class performances at an affordable price, and **309** students took advantage of this offer during our 2013-14 season.

All of these components are just part of a larger circle that brings us back to where we started – great performances. In 2013-2014 we presented **43** world-class touring performances on the Reif stage. While that is an impressive number, the most impressive number is **One**. That's you. You are a part of "Stimulating Arts in Northern Minnesota." You pave the way for the community to excel, to grow, to prosper. That's because our successes—both yours and ours—are tied together, and we truly value that partnership.

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

CITY OF GRAND RAPIDS, MINNESOTA
RESOLUTION NO. 15-__

STATE OF MINNESOTA
COUNTY OF ITASCA
CITY OF GRAND RAPIDS

RESOLUTION AUTHORIZING THE CITY MAYOR TO MAKE APPLICATION TO THE IRRRB COMMERCIAL REDEVELOPMENT (FY15) GRANT PROGRAM FOR DEMOLITION AT THE REIF CENTER.

WHEREAS THE City Council approves of the above application because it supports community and economic development.

NOW THEREFORE BE IT RESOLVED that the City of Grand Rapids, Minnesota does hereby adopt this resolution.

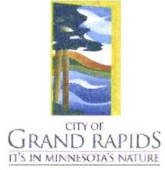
Adopted this 27th day of April 2015.

Dale C. Adams, Mayor

Attest:

Kimberly Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1277	Version:	1	Name:	Players - Temporary Liquor
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	4/22/2015	In control:		In control:	City Council
On agenda:	4/27/2015	Final action:		Final action:	
Title:	Approve temporary liquor license for Grand Rapids Players for an event to be held on May 27, 2015 at Showboat landing, Grand Rapids.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	GR Players - Temp Liquor				

Date	Ver.	Action By	Action	Result
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Approve temporary liquor license for Grand Rapids Players for an event to be held on May 27, 2015 at Showboat landing, Grand Rapids.

Background Information:

Grand Rapids Players is a non-profit organization requesting a temporary liquor license for May 27, 2015 at the Showboat Landing. The application is attached for your review and all insurance requirements have been met.

Staff Recommendation:

Approve license & authorize forwarding to the State.

Requested City Council Action

Approve temporary liquor license for Grand Rapids Players for an event to be held on May 27, 2015 at Showboat landing, Grand Rapids.



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

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

Name of organization: Grand Rapids Players Date organized: 1965 Tax exempt number: 416053919
 Address: PO Box 26 City: Grand Rapids State: Minnesota Zip Code: 55744
 Name of person making application: John Schroeder Business phone: 218-398-1124 Home phone: 218-398-7806
 Date(s) of event: May 27, 2015 Type of organization: Club Charitable Religious Other non-profit
 Organization officer's name: John Schroeder City: Grand Rapids State: Minnesota Zip: 55744
 Add New Officer

Location where permit will be used. If an outdoor area, describe.

Snowboat Landing, 121 NW 16th Ave 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.

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

Great Lakes Commercial Agency, 121 NW 16th Ave, Grand Rapids, MN 55744

APPROVAL

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

Grand Rapids
 City/County
\$ 20.00
 City Fee Amount
4-22-15
 Date Fee Paid

 Date Approved

 Permit Date

Kimberly J. Gil
 Signature City Clerk or County Official

 Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.

13a



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

CITY OF GRAND RAPIDS

Legislative Master

File Number: 15-1288

File ID: 15-1288	Type: Agenda Item	Status: Consent Agenda
Version: 2	Reference:	In Control: City Council
		File Created: 04/27/2015

File Name:

Final Action:

Title: Consider approval of the First Amendment to Contract for Services with Braun Intertec Corporation for professional services associated with the development of an EAW for the proposed Hawkinson aggregate mine.

Notes:

Sponsors:

Enactment Date:

Attachments: First Amendment to Braun Contract

Enactment Number:

Contact:

Hearing Date:

Drafter: Rob Mattei

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 15-1288

Consider approval of the First Amendment to Contract for Services with Braun Intertec Corporation for professional services associated with the development of an EAW for the proposed Hawkinson aggregate mine.

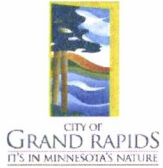
Background Information:

Through the initial data gathering phase of the EAW process the Consultant (Braun Intertec) has discover that the Proposer (Hawkinson Construction) plans to access the site of the proposed aggregate mine from two points. This will require an expanded study of the potential traffic impacts from the proposed aggregate mining operation. This expanded scope of work requires and adjustment to the required compensation, under the contract. The addition of \$2,400 of fees raises the total required compensation from a not to exceed fee of \$33,530 to a not to exceed fee of \$35,930.

In accordance with the City's seperate Escrow Agreement with Hawkinson Construction, these additional fees will be reimbursed by the Proposer. Staff has reviewed the proposed amendments to the fees with Hawkinson Construction and they are in agreement.

Requested City Council Action

Consider approval of the First Amendment to Contract for Services with Braun Intertec Corporation for professional services associated with the development of an EAW for the proposed Hawkinson aggregate mine.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1283 **Version:** 1 **Name:** Request by the Grand Rapids Police Department to sell a forfeited motorcycle at the MSAA (Mid-State Auto Auction) in New York Mills, MN starting on April 28, 2015 thru May 29, 2015.

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

File created: 4/23/2015 **In control:** City Council

On agenda: 4/27/2015 **Final action:**

Title: Request by the Grand Rapids Police Department to sell a forfeited motorcycle at the MSAA (Mid-State Auto Auction) in New York Mills, MN starting on April 28, 2015 thru May 29, 2015.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Request by the Grand Rapids Police Department to sell a forfeited motorcycle at the MSAA (Mid-State Auto Auction) in New York Mills, MN starting on April 28, 2015 thru May 29, 2015.

Background Information:

The police department has used auctions in the past to dispose of forfeited vehicles. The police department would like to use Mid-State Auto Auction to dispose of a forfeited motorcycle. The auction would start on April 28, 2015 and ending on or before May 29, 2015.

The forfeited motorcycle has been awarded to the city by the court and has been titled into the city's name. The motorcycle will be moved (by Mid-State Auto Auction) to their location to be auctioned.

Description of motorcycle to be sold is as follows:

ICR #	MAKE/MODEL	VIN #
13007055	2007 Victory / Ness	5VPBC26D373007198

Staff Recommendation:

We would recommend to the City Council to allow the Police Department to sell a forfeited motorcycle at Mid-State Auto Auction.

Requested City Council Action

Please consider a request by the police department to sell a forfeited motorcycle at Mid-State Auto Auction in New York Mills, MN beginning on April 28, 2015 and ending on or before May 29, 2015.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1280 **Version:** 1 **Name:** Board & Commission Minutes
Type: Minutes **Status:** Approved
File created: 4/22/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Acknowledge minutes for Boards & Commissions.
Sponsors:
Indexes:
Code sections:
Attachments: [January 8, 2015 GREDA Minutes](#)
[February 12, 2015 GREDA Minutes](#)
[March 12, 2015 GREDA Minutes](#)
[March 11, 2015 Library Board minutes](#)
[March 17, 2015 Golf Board minutes](#)
[March 18, 2015 HRA Minutes](#)
[March 18, 2015 PUC Minutes](#)
[March 30, 2015 PUC Minutes](#)

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

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
THURSDAY, JANUARY 8, 2015
4:00 P.M.
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, January 8, 2015 at 4:07 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

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

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER STEFAN, SECOND BY COMMISSIONER JACKSON TO APPROVE THE MINUTES OF THE DECEMBER 16, 2014 SPECIAL MEETING. The following voted in favor thereof: Stefan, Lynch, Christy, Jackson. Opposed: None, passed unanimously.

APPROVAL OF CLAIMS:

MOTION BY COMMISSIONER CHRISTY, SECOND BY COMMISSIONER STEFAN TO APPROVE CLAIMS IN THE AMOUNT OF \$10,811.46.

City of Grand Rapids	\$220.02	Itasca County HRA	\$10,290.94
Kennedy & Graven	\$300.50		

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

Consider approval of 2015 Central School leases with:

- a. Kelly Ewens dba Old School Café and Boutiques
- b. True North Salon and Spa, Inc.
- c. ServeMinnesota Action Network
- d. Dustables, Inc.
- e. Isabella's Fashions, Inc. dba The Purple Pinecone
- f. Lake Lover Trading Company

Community Development Director Mattei reviewed the amendments to the 2015 lease agreements. The leases have all been executed by the tenants and just need approval from the GREDA.

MOTION BY COMMISSIONER STEFAN, SECOND BY COMMISSIONER CHRISTY TO APPROVE THE 2015 CENTRAL SCHOOL LEASES. The following voted in favor thereof: Christy, Lynch, Stefan, Jackson. Opposed: None, passed unanimously.

Consider approval of a resolution accepting a Blandin Foundation grant for Phase 2 of the Central School Building and Grounds Assessment Study.

Phase 1 of the assessment which involved the development of concepts and preliminary cost estimates for options to create a viable space for a restaurant use in Central School has been completed. GREDA submitted a grant application for Phase 2 of the study which involves the assessment of building systems, egress requirements for the third floor and improvements or changes to the grounds. A grant request has been approved in the amount of \$18,000 from the Blandin Foundation which is the cost of Phase 2 of the study.

MOTION BY COMMISSIONER CHRISTY, SECOND BY COMMISSIONER STEFAN TO ADOPT RESOLUTION 15-01 ACCEPTING A BLANDIN FOUNDATION GRANT FOR PHASE 2 OF THE CENTRAL SCHOOL BUILDING AND GROUNDS ASSESSMENT STUDY. The following voted in favor thereof: Stefan, Jackson, Lynch, Christy. Opposed: None, passed unanimously.

Consider authorizing the work described as Phase 2 services in the October 2, 2014 proposal from Miller Dunwiddie Architects for the Central School Building and Grounds Assessment Study.

Community Development Director Mattei reviewed the work to be done during Phase 2 of the study.

MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER STEFAN TO AUTHORIZE THE WORK DESCRIBED AS PHASE 2 SERVICES IN THE PROPOSAL FROM MILLER DUNWIDDIE ARCHITECTS FOR THE CENTRAL SCHOOL BUILDINGS AND GROUNDS ASSESSMENT STUDY. The following voted in favor thereof: Christy, Lynch, Jackson, Stefan. Opposed: None, passed unanimously.

Review the 2015 GREDA Work Plan.

The Commissioners reviewed the work plan and felt there was no need for additions or deletions.

MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER CHRISTY TO APPROVE THE 2015 GREDA WORK PLAN. The following voted in favor thereof: Stefan, Jackson, Lynch, Christy. Opposed: None, passed unanimously.

There being no further business the meeting adjourned at 4:35 p.m.

Respectfully submitted:

Aurimy Groom, Recorder

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
THURSDAY, FEBRUARY 12, 2015
4:00 P.M.
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, February 12, 2015 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

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

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER CHRISTY TO APPROVE THE MINUTES OF THE JANUARY 8, 2015 REGULAR MEETING. The following voted in favor thereof: Blake, Lynch, Christy, Toivonen. Opposed: None, passed unanimously.

APPROVAL OF CLAIMS:

MOTION BY COMMISSIONER CHRISTY, SECOND BY COMMISSIONER TOIVONEN TO APPROVE CLAIMS IN THE AMOUNT OF \$4,502.86.

Kennedy & Graven	\$346.50	Miller Dunwiddie Architecture	\$10,290.94
Treasure Bay Printing	\$14.50		

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

Commissioner Jackson joined the meeting at 4:06 p.m.

Discuss an update of the City of Grand Rapids TIF & Tax Abatement Business Subsidy Policy and appoint two GREDA Commissioners to work with staff in the development/review of proposed revisions.

Mr. Mattei reviewed sections of the policy that need to be revised and noted the last time the policy was updated was in 2002. Commissioners Jackson, Lynch and Toivonen volunteered to work with staff.

MOTION BY COMMISSIONER CHRISTY, SECOND BY COMMISSIONER TOIVONEN TO APPOINT COMMISSIONERS JACKSON, LYNCH AND TOIVONEN TO REVIEW THE TIF & TAX ABATEMENT BUSINESS SUBSIDY POLICY. The following voted in favor thereof: Toivonen, Jackson, Blake, Christy, Lynch. Opposed: None, passed unanimously.

Review and consider the costs and benefits for certifying additional sites in the DEED Shovel Ready Certification program.

The GREDA certified their Co. Rd 63 property in 2011 and that site has now sold. The Commissioners were provided a project budget sheet with the total cost per site. The Commissioners would like the DEED program director to come and speak about the benefits of the Shovel Ready program.

Updates:

Central School Building and Grounds Assessment- The public input session is scheduled for Tuesday, February 24th at 6:30 p.m. The consultant will provide information on the standards for modifications and additions and will be looking for input on the grounds.

There being no further business the meeting adjourned at 4:28 p.m.

Respectfully submitted:

Aurimy Groom, Recorder

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
THURSDAY, MARCH 12, 2015
4:00 P.M.
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, March 12, 2015 at 4:05 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

SETTING OF REGULAR AGENDA: **Approved with deletion.**

- **DEED Shovel Ready Certification Program-Kevin Kelleher, DEED**

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER TOIVONEN, SECOND BY COMMISSIONER CHRISTY TO APPROVE THE MINUTES OF THE FEBRUARY 12, 2015 REGULAR MEETING. The following voted in favor thereof: Blake, Jackson, Christy, Toivonen. Opposed: None, passed unanimously.

APPROVAL OF CLAIMS:

MOTION BY COMMISSIONER CHRISTY, SECOND BY COMMISSIONER JACKSON TO APPROVE CLAIMS IN THE AMOUNT OF \$36,655.94.

Depot Commons	\$2,500.00	Itasca County H.R.A.	\$32,316.03
League of MN Cities	\$27.00	Miller Dunwiddie Architecture	\$1,812.91

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

Discuss a request for contribution to the Itasca Community Marketing Taskforce.

Summer Scharringhausen, Itasca Area Community Marketing Taskforce, is requesting a contribution between \$2,500-\$5,000. The CMT launched the Itasca Area Community Portal in 2014 and has provided free communication and marketing services to communities, organizations, and businesses through the website. The Commissioners discussed the request and felt it fell outside the scope of the GREDA.

Updates:

Central School Building and Grounds Assessment- Mr. Mattei noted there was a good turnout for the open house. Miller Dunwiddie put together different concepts for the public to view.

There being no further business the meeting adjourned at 4:36 p.m.

Respectfully submitted:

Aurimy Groom, Recorder

Grand Rapids Area Library Regular Board Meeting March 11, 2015

Call to Order: The monthly board meeting was called to order at 5:02 PM by Dennis Jerome.

Roll Call:

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

Public Comment: none

Approval of Agenda: Randy McCarty moved to approve the agenda. A second was made by Abby Kuschel. The motion passed unanimously.

Minutes: Abby Kuschel moved to approve the minutes from the February 11, 2015 board meeting with the correction of the spelling of Sue Zeige's name. A second was made by Randy McCarty. The motion passed unanimously.

Communications: The Minnesota Foundation annual report for 2014 was included in packets. It provides the year-end total income and the amount available to grant for 2015. That grant was received in late February 2015. Anderson reported receiving an invitation from the Blandin Foundation to learn more about their upcoming parking lot expansion and their meeting space renovation. A concern was raised about the impact on pedestrian access.

Financial Report:

The Grand Rapids Area Library Bill List Invoices Due On/Before March 11, 2015

AMAZON.COM	633.16
AMERIPRIDE LINEN & APPAREL	62.79
ANDERSON GLASS	510.00
ARROWHEAD LIBRARY SYSTEM	268.71
BAKER & TAYLOR, INC	2,472.45
LEAGUE OF MN CITIES INS TRUST	10,280.00
BLUE CROSS & BLUE SHIELD OF MN	3,621.50
BRODART COMPANY	71.80
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	46.00
COLE HARDWARE INC	0.42
DELTA DENTAL OF MINNESOTA	194.10
DEMCO	1,844.09
DULUTH NEWS TRIBUNE	298.48
GARTNER REFRIGERATION CO	458.00
GRAND RAPIDS CITY PAYROLL	36,119.07
DARLA KIRWIN	15.23
LINCOLN REPUBLIC INSURANCE CO	18.45
MINNESOTA ENERGY RESOURCES	780.97

MINNESOTA REVENUE	40.35
THE MOTOR SHOP	40.00
MOVIE LICENSING USA	110.00
NEXTERA COMMUNICATIONS LLC	87.55
NORTHERN BUSINESS PRODUCTS INC	312.57
PAUL BUNYAN COMMUNICATIONS	244.32
PERSONNEL DYNAMICS LLC	363.22
P.U.C.	2,323.29
RAPIDS PROCESS EQUIPMENT	628.33
RECORDED BOOKS	1,557.42
SIM SUPPLY INC	111.30
THOMSON REUTERS - WEST	173.50
UNIQUE MANAGMENT SERVICES	134.25
VERIZON WIRELESS	112.53
VIKING ELECTRIC SUPPLY INC	54.92
THE VILLAGE BOOK STORE	185.46
VISA	122.79
WASTE MANAGEMENT	236.47
XEROX CORPORATION	30.50
GETTING TO KNOW, INC	256.00
TOTAL ALL VENDORS:	66,519.99

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

Staff Reports:

- **Director's Report:** Director Marcia Anderson and Board President Dennis Jerome talked about a meeting with the Itasca County Administrator and ALS Director Jim Weikum and Assistant Director Shari Fisher concerning library funding issues. Concerns were raised about the possibility of the City wanting to decrease funding for the Library and increase funding from other sources.

Old Business: none to report

New Business:

- **Consent Agenda:**
 1. **Approve payment of late bills**
 - a. Unique Management Services \$214.80
 - b. Rapids Process Equipment \$961.09 for replacing Heat Exchanger water filter parts
 2. **Approve Contracts and payment to presenters**
 - a. Linda LeGarde Grover \$200 honorarium March 19th presentation
 - b. Annie Humphrey \$200 honorarium March 30 presentation
 - c. Elaine Fleming \$200 honorarium April 16 presentation
 3. **Approve Resolution 2015-3 Accepting Donations**

\$1284.14 distribution from the Minnesota Community Foundation for general support
\$34.00 Grand Rapids Garden Club for *Northern Gardner*

Abby Kuschel moved to approve the consent agenda as stated. A second was made by Sue Zeige. On a roll call vote the motion passed unanimously.
- **Regular Agenda:**

1. Authorize submission of 2014 annual report to MN Dept of Education

- Motion by Jean MacDonnell, Second by Abby Kuschel to authorize submission of report. Unanimous approval.

2. Accept proposal for installing AV equipment in meeting room

- Two proposals were received. Concern was raised about some of the prices, and a question arose about ongoing service and maintenance of the equipment.
- Board members expressed a desire for more time to study and consider the proposals . Anderson stressed the confidential nature of the proposals.
- Motion by Randy McCarty, Second by Max Peters to table the discussion until April, Motion approved unanimously.

Adjourn: The monthly board meeting was adjourned at 5:55 PM by Dennis Jerome.

GRAND RAPIDS GOLF COURSE BOARD
REGULAR MONTHLY MEETING
March 17, 2015
7:30 AM

Present: Pat Pollard, Ron Iannelli, Dan Richter, Josh Solem, Larry O'Brien

Absent: None

Staff: Bob Cahill Director of Golf
Steve Ross Grounds Superintendent

- I. Pat Pollard called the meeting to order. Dan Richter made a motion to appoint Pat Pollard as the chairperson, replacing Jeff Ericson. Ron Iannelli seconded the motion. The motion passed.
- II. Ron Iannelli made a motion to accept the minutes of the February 17, 2015 Board meeting. Dan Richter seconded the motion. The motion passed.
- III. Consideration of monthly bills: Dan Richter made a motion to approve the bill list. Ron Iannelli seconded the motion. The motion passed.

LEAGUE OF MN CITIES INS TRUST	7,153.00
BLUE CROSS & BLUE SHIELD OF MN	1,132.00
BURGGRAF'S ACE HARDWARE INC	3.85
ROBERT CAHILL	40.00
CITY OF COHASSET	561.93
DELTA DENTAL OF MINNESOTA	90.40
ELEMENT PAYMENT SERVICES	16.66
FILTHY CLEAN INC	381.00
GPS TECHNOLOGIES INC	3,450.00
GRAND RAPIDS CITY PAYROLL	5,524.59
GRAND RAPIDS STATE BANK	7.00
LINCOLN REPUBLIC INSURANCE CO	4.10
MINNESOTA REVENUE	169.83
MINNESOTA TORO	518.07
PRESTO PRINT	381.55
P.U.C.	1,354.31
SAFEGUARD BY TEAM MHC	937.20
TDS Metrocom	312.42
TOTAL ALL VENDORS:	22,037.91

IV. Visitors: None

- V. Grounds Superintendent: Steve Ross reported. Steve has visited with an irrigation consultant who has provided a bid for his services to provide a detailed plan and estimate of costs for multiple irrigation projects. Steve will solicit at least one more bid and present this information at the April meeting. Frost has not completely gone out on the course and there seems to be only minimal damage to greens and fairways this spring. Golf carts will be taken out of winter storage early next week. Course opening date is pending.

VI. Concessions: No report

- VII. Director of Golf: Bob Cahill reported. Mailings have gone out listing rates for the 2015 season. New benches have been ordered for the remainder of the tee boxes that had not already gotten new benches. Plans are moving ahead to complete the landscaping around the new bathroom. Gazebo roofs and fascia on #3 and #5 holes will be replaced. Due to lack of snow, the clubhouse

septic system had some issues with frozen lines and covers for the lines will be considered for the coming winters.

VIII. Old Business: None

IX. New Business: None

X. Correspondence and Open Discussion: None.

XI. Adjourn: Josh Solem made a motion to adjourn the meeting. Dan Richter seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien
Recording Secretary

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING March 18, 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 Blake made a motion to approve the Regular meeting minutes of February 18, 2015 as presented. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members on the financial reports for February, 2015 for the General Fund, Public Housing Fund, Crystal Lake Townhomes Fund, Pooled Housing Fund. Commissioner Zeige made a motion to approve all financial reports as presented. Seconded by Commissioner Henrichsen. 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 \$21,350.15. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve Crystal Lake Townhomes verified claims in the amount of 25,083.20. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve the Pooled Housing verified claims in the amount of \$104,775.62. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

APPROVED

HRA of Grand Rapids
Meeting Minutes 3/18/2015
Page 2

PUBLIC HOUSING REPORT

Director Culliton stated; we have three vacant units with a short waiting list, Spring cleanup is commencing, the blueprint work is continuing, we will be advertising, and bidding the work out in the next few weeks, Friday, March 20th a Federal REAC inspector will be here to inspect the two public buildings, and our auditor will be here to start the audit for our four separate funds.

CRYSTAL LAKE HOUSING REPORT

Director Culliton gave a report stating; we have five vacant units currently available and three were rented as of April 1st so we would have two vacancies with a short waiting list, we continue to advertise, and continue to do spring cleanup.

POOLED HOUSING REPORT

Director Culliton gave a report stating we are 100% occupied with a small waiting list, the first floor hallway carpet had been completed at Lake Shore Place and was on the bill list; otherwise operations are normal and routine at both buildings.


CONSIDER FPW DRIVEWAY REPAIRS

Commissioner Blake made a motion to authorize Hammerlund Construction, the low qualified bidder to complete the driveway repairs at Forest park West. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

OTHER MATTERS

Chairperson Salmela gave a handout from the YMCA and asked for input.

There being no further information of the HRA of Grand Rapids for March 18, 2015 Commissioner Zeige made a motion to adjourn the meeting at 4:45 p.m. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Chris Henrichsen

APPROVED

**A RESOLUTION DELEGATING AUTHORITY
FOR PAYING CERTAIN CLAIMS OF THE HOUSING AND
REDEVELOPMENT AUTHORITY OF GRAND RAPIDS, MINNESOTA
RESOLUTION NO. 2015-04**

WHEREAS, in order to improve the efficiency of the disbursement process, the Housing and Redevelopment Authority of Grand Rapids, MN, has reviewed the MN SS 412.271 and it has been recommended to delegate its authority to pay certain claims made against the Housing and Redevelopment Authority, providing the HRA maintains strong internal control policies and procedures,

NOW THEREFORE BE IT RESOLVED that the Housing and Redevelopment Authority of Grand Rapids, Minnesota according to MN SS 412.271, subdivision 8 delegate its authority to pay certain claims made against the Housing and Redevelopment Authority to the Executive Director. The following is a list of the specified claims to be paid prior to the HRA's audit claim process.

1. Salaries fixed by law or by the authority and related deductions
2. Judgments against the authority
3. Principal and interest payments on obligations of the authority
4. Rent and other fixed charges, the exact amount of which previously has been fixed by contract
5. Claims for un-liquidated damages based on some alleged wrongful act or neglect for which the authority is responsible
6. Claims arising from failure of the authority to perform a statutory duty
7. Health/life and property insurance payments
8. Utility bills including Crystal Lake tenant utility allowance payments
9. Telephone bills
10. Investments
11. U.S. Postmaster
12. Employee mileage reimbursements - IRS allowable
13. Petty cash reimbursement
14. Security deposit refunds, as governed by State law
15. Conference and Employee training and travel
16. Appliance replacement and purchase

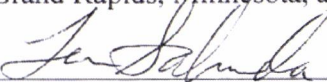
Voting Aye: Commissioners: Salmela, Rossman, Henrichsen, Zeige and Blake

Voting Nay: None

Absent: None

The Chairperson declared the Resolution passed.

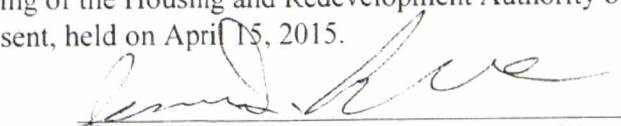
We do hereby certify that the foregoing resolution was duly presented and enacted upon by a vote of 5 for, 0 against, 0 abstaining, at a regular meeting of the Housing and Redevelopment Authority of Grand Rapids, Minnesota, a quorum being present, held on April 15, 2015.



Chairperson Len Salmela

4-15-15

Date



Attested: Executive Director Jerome Culliton

April 15, 2015

Date

A regular meeting of the Grand Rapids Public Utilities Commission was held on March 18, 2015 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

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

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

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

Motion by Zabinski to approve the minutes of February 11, 2015 special meeting and the February 12, 2015 regular meeting. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

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

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

Public Forum: None present.

Commission Member Reports:

GRPUC Personnel Committee minutes were distributed to the Commission.

City Council Member and Commissioner Zabinski congratulated Commissioner Hodgson on his reappointment to the GRPUC. The Commissioner explained that the appointment was for a four year term and that future appointments to the GRPUC will be made so rotations on the Commission will avoid the possibility that two Commissioner's terms end in the same year.

Administration:

Motion by Hodgson to approve the contract between the GRPUC and Kootasca to designate up to \$50,000.00 of GRPUC Conservation Improvement Program Funds for Low Income Weatherization Projects for the year 2015. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to accept the retirement resignation of Mr. Kevin Roy, Wastewater Treatment Facility Operator, effective March 27, 2015. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to declare a vacancy exists and authorize the posting and/or advertising for a Wastewater Treatment Facility Operator, allowing consideration of applicants from the advertisement for the vacancy declared on February 12, 2015, since that vacancy was filled internally. Motion seconded by Lenius and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to declare a vacancy exists and authorize the posting and/or advertising to fill the position of Wastewater Treatment Facility Maintenance Foreman. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

President Welliver introduced two additional agenda items, at the request of General Manager Ward, as follows:

- Consider accepting the resignation of Richard Heinritz, Wastewater Treatment Facility Laboratory Operations Director.
- Consider accepting the resignation of Delbert Emerson, Wastewater Treatment Facility Truck Driver.

Motion by Hodgson to accept the resignation of Richard Heinritz, Wastewater Treatment Facility Laboratory Operations Director. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Lenius to accept the resignation of Delbert Emerson, Wastewater Treatment Facility Truck Driver. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to declare a vacancy exists and authorize the posting and/or advertising to fill the position of Wastewater Treatment Facility Laboratory Operations Director. Motion seconded by Lenius and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

General Manager Ward reviewed the 2010-2014 Minnesota Power bill summary with the Commission.

Accounting and Finance:

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

Electric Department:

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

Motion by Hodgson to approve the plans and specifications and authorize solicitation of quotes for the installation of the underground cable and for the installation of bridge conduit and cable hangers for the Feeder 320 Extension and the River Crossing Project. Motion seconded by Lenius and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted

Wastewater Treatment Facility Operations:

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

Water/Wastewater Collection:

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

Motion by Zabinski to approve a request from Cingular Wireless PCS, LLC for the Pending Modifications to the antennas located on the South Water Tower, and authorize signing the Letter of Consent. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Safety Training Procedures and Updates:

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

GRPUC Discussion/Correspondence:

APPA Webinar-Public Power's Unique Business Model and Governance Structure, February 12, 2015, Grand Rapids, MN –Anthony Ward, Jeremy Goodell, Tyanne Betts, Glen Hodgson.

Northern Minnesota Builder Association/Viking Electric Supply-"Tables of the NEC 2014" and Grounding vs. Bonding" Continuing Education, February 12-13, 2015, Grand Rapids, MN – Jim Foss.

MN Rural Water Association (MRWA) 31st Annual Water & Wastewater Technical Conference, March 3-5, 2015, St. Cloud, MN – James Bocinsky, Rich Heinritz, Doug Green.

Change Orders:

Motion by Chandler to approve Change Order #1 from GE/Dresser, Inc. for the Wastewater Treatment Facility Secondary Blower #4 Project in the amount of \$17,750.00. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Claims for Payment:

Motion by Lenius to approve a claim for payment in the amount of \$586.38 from Short Elliot Hendrickson, Inc. (SEH). Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Chandler, Zabinski and Lenius; Against: None; Abstained: Hodgson, whereby the motion was declared duly passed and adopted.

Motion by Chandler to approve Pay Request #1 from Plackner Tree Care for the 2015 Vegetation Control Contract #17 in the amount of \$27,253.13. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Hodgson to authorize the verified claims for payment in the amount of \$1,801,033.70 (\$1,288,283.04 computer checks and \$512,750.66 manual checks) per attached lists. Motion seconded by Lenius and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

The next regular Commission meeting is Wednesday, April 15, 2015 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the meeting was declared adjourned at 5:07 PM.

Attest:



Gregory A. Chandler, Secretary



Stephen R. Welliver, President

**GRAND RAPIDS
PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
FEBRUARY 2015**

NAME	AMOUNT	NAME	AMOUNT
1st Avenue Condos LLC	5,068.27	Kaman Industrial Tech.	607.79
ABM	2,147.37	KOZY	588.00
AE2S	1,487.50	L & M Supply	997.58
Advantage Systems Group	1,137.06	Lano, O'Toole, Bengston	646.00
Alcola Solutions Group	17,328.00	Local- Boy	408.57
American Public Power Assoc	80.50	Marco	1,071.00
AmeriPride Services	108.13	Steve Mattson	35.65
Arrowhead Procure Insurance Pool	440.00	Mavo Systems	1,100.00
Autumn Creek Consulting	1,163.80	McGrann Shea Carnival Straughn	1,256.25
Baker Tilly Virchow Krause	2,365.00	Microbiologics	524.23
Border States	380.92	Mielke Electronics	101.44
Burggraf's Ace Hardware	262.14	Mind Tools	494.00
Busy Bees Quality Cleaning	1,858.00	Minnesota Dept of Commerce	2,947.82
Call Net	995.00	Minnesota Dept of Public Safety	200.00
Carquest	101.89	Minnesot Municipal Utilities	71.00
Casper Construction	4,579.50	Minnesota Office of Enterprise Tech	36.00
Citi Lights	277.00	Minnesota Pollution Control Agency	14,750.00
City of Grand Rapids	419.50	Minnesota Power	966,075.85
Climate Makers	261.00	Neo Solutions	33,634.19
Cogsdale	58,850.27	Nextera	595.29
Cole Hardware	458.48	North Central Laboratories	920.62
Compass Minerals	2,602.48	NTS	1,568.00
Dakota Supply Group	4,332.87	Northern Business Products	1,343.07
Dales Autobody	896.36	Northern Drug Screening	18.00
Davis Oil	852.01	Northern Minnesota Builders Asso	250.00
DCR Communications Inc	262.50	Nuch's in the Corner	82.00
Deer River Hired Hands, Inc	15.00	Otis	1,672.80
DeZurik Inc.	20,118.00	Pace Analytical	1,636.80
Door Service	1,530.85	Paul Haddix Locksmithing	10.00
Dennis Doyle	55.78	Personnel Dynamics	14,560.91
Energy Insight Inc.	4,645.46	Plackner Tree Care	774.84
EPG Companies	5,763.80	Pokegama Electric Inc	2,587.85
Era Laboratories	250.00	Public Utilities Commission	6,619.13
Express Employment Professionals	2,053.36	Quality Flow Systems	6,378.00
Fastenal Company	36.90	R & K Hillman	228.00
Figgins Truck & Trailer Repair	985.22	Radtko Trucking	10,697.12
Tony Flinck-Devries	19.90	Rapids Ford	447.14
Gopher State One-Call	21.75	Rapid Pest Control	92.50
Grainger	1,341.50	Red Rock Radio Corp	472.00
Grand Rapids Herald Review	60.00	Resco	3,092.33
Grand Rapids Newspapers	582.50	Rides LLC	159.99
Grand Rapids United Methodist	787.89	River Road Market	1,329.58
HD Waterworks Supply	1,731.87	Sandstroms	311.57
Hach	4,055.15	Scheck Industrial	10,485.39
Harris Computer Systems	3,275.00	SelectAccount	157.60
Hawkins Inc	9,723.27	Shaw Florists	69.47
Hawkinson Sand & Gravel	34.27	Source Water Solutions	1,267.50
Itasca Computer Resources	5,485.60	Stuart Irby	2,358.04
Itasca County Farm Service	1,917.00	Viking Electric Supply	427.71
Itasca County Recorder	230.00	Virden Automation Inc	585.00
Itasca County Treasurer	1,279.92	Waste Management	1,045.19
Job HQ	1,063.76	Wells Fargo Business Cards	2,829.24

**GRAND RAPIDS
 PUBLIC UTILITIES COMMISSION
 ACCOUNTS PAYABLE
 FEBRUARY 2015**

NAME	AMOUNT	NAME	AMOUNT
Wesco	7,154.97		
Wisconsin Energy Conservation	843.46		
Works Computing	2,187.45		
WP & RS Mars	1,526.46		
Xerox	43.35		
Energy Star Rebates:			
Jon & Shannah How	130.00		
TOTAL	1,288,283.04		
SEH	586.38		

**PUBLIC UTILITIES COMMISSION
MANUAL CHECK REGISTER - FEBRUARY 2015**

Date	Check	Vendor Name	Amount	
2/2/2015	2753	Wells Fargo Corporate Trust	113,868.75	
2/2/2015	2754	Selectaccount	1,934.78	
2/2/2015	2755	Delta Dental of Minnesota	3,557.00	
2/6/2015	2756	Minnesota Dept. of Revenue	3,581.08	
2/6/2015	2757	Wells Fargo Bank	22,240.39	
2/6/2015	2758	Public Employees Retirement Association	12,798.13	
2/6/2015	2759	ING Institutional Plan Service LLC	6,663.40	
2/6/2015	2760	Selectaccount	80.00	
2/18/2015	2761	MN Public Facilities Authority	5,198.40	
2/18/2015	2762	Wells Fargo Corporate Trust	25,187.36	
2/20/2015	2763	Minnesota Dept. of Revenue	3,643.38	
2/20/2015	2764	Wells Fargo Bank	22,703.56	
2/20/2015	2765	ING Institutional Plan Service LLC	6,836.92	
2/20/2015	2766	Public Employees Retirement Association	13,004.32	
2/12/2015	2767	Selectaccount	2,350.39	
2/16/2015	2768	Selectaccount	624.33	
2/19/2015	2769	Selectaccount	2,350.39	
2/20/2015	2770	Minnesota Department of Revenue	64,051.00	
2/27/2015	2771	Selectaccount	1,084.93	
2/27/2015	2772	Blue Cross Blue Shield	49,263.26	
2/2/2015	66398	Customer Refunds- Utility Accounts	77.12	
2/2/2015	66399	U.S. Post Office	823.14	
2/6/2015	66400	Minnesota Rural Water Association	225.00	
2/6/2015	66401	United Parcel Service	123.67	
2/6/2015	66402	Verizon Wireless	240.57	
2/6/2015	66404	Minnesota Pollution Control Agency	1,575.00	
2/6/2015	66405	Fox, Richard	267.95	
2/6/2015	66406	Standard Insurance Company	927.25	
2/6/2015	66407	U.S. Post Office	693.05	
2/9/2015	66408	Customer Refunds- Utility Accounts	135.25	
2/6/2015	66409	MN Child Support Payment Center	659.88	
2/6/2015	66410	Prudential Group Insurance	1,693.75	
2/12/2015	66411	Minnesota Energy Resources Corp.	16.36	
2/12/2015	66412	Fox, Richard	248.98	
2/12/2015	66413	Minnesota Pollution Control Agency	23.00	
2/12/2015	66414	United Parcel Service	24.68	
2/17/2015	66415	U.S. Post Office	596.18	
2/20/2015	66416	Minnesota Benefit Association	158.65	
2/20/2015	66417	Minnesota Council 65	1,824.00	
2/20/2015	66418	MN NCPERS Life Insurance	272.00	
2/20/2015	66419	MN Child Support Payment Center	659.88	
2/20/2015	66420	Dickie, Brett	352.09	
2/20/2015	66421	Selectaccount	715.20	
2/23/2015	66422	Dickie, Brett	96.00	
2/23/2015	66423	Hunt Electric Corporation	7,831.00	**
2/25/2015	66424	Flannigan, Chris	140.00	
2/27/2015	66534	Wells Fargo Bank	5,000.00	
2/25/2015	66535	U.S. Post Office	789.38	
2/26/2015	66536	City of LaPrairie	13,541.78	
2/27/2015	66537	City of Grand Rapids	46,967.72	

**PUBLIC UTILITIES COMMISSION
MANUAL CHECK REGISTER - FEBRUARY 2015**

Date	Check	Vendor Name	Amount	
2/27/2015	66538	City of Grand Rapids	72,333.33	
2/27/2015	66539	Bocinsky, James	375.42	
2/27/2015	66541	Customer Refunds- Utility Accounts	152.61	
		Previously approved Disbursements	7,831.00	**
		February Manual Checks to be approved	512,750.66	
		Total Manual Checks	<hr/> 520,581.66	

A Joint meeting of the Grand Rapids Public Utilities Commission and the Grand Rapids City Council was held on Monday, March 30, 2015 at 12:00 Noon in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, MN.

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

Council Members present: Mayor Adams, Councilor Christy, Councilor Zeige.

Others present: GRPUC General Manager Ward, City Administrator Pagel, City Engineer Kennedy, GRPUC Administrative/HR Assistant Flannigan, Attorney Bengtson, David Valine, MN Energy Resources NE Region Operations Manager, and Pamela Sarvela, MN Energy Resources External Affairs Manager.

President Welliver acknowledged the posting of the special joint meeting date, time and purpose. The purpose of the meeting stated was to discuss the process or processes for providing natural gas service to citizens in unserved areas.

General Manager Ward, City Administrator Pagel and City Engineer Kennedy reviewed discussions they have had with Minnesota Energy Resources Corporation since the last joint meeting on November 24, 2014. Priority areas were determined based on population density and economic feasibility of the cost to serve the area. Three unserved areas identified as priorities are Remer DeSchepper Addition, Stoeke Maxwell Addition, and Strader/McGuire Additions.


City Engineer Kennedy gave a presentation natural gas service expansion to the priority areas. Discussion followed on potential savings to homeowners, funding possibilities for the contribution in aid of construction required, proposed legislation, and other funding assistance that may be available. Minnesota Energy Resources stated that the areas identified would not be economically feasible for them to pursue, and would not served without the involvement of the City of Grand Rapids.

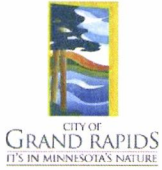
A meeting with Grand Rapids Economic Development Authority will be scheduled by City staff to discuss options for entering into an agreement with Minnesota Energy Resources. Neighborhood meetings will be scheduled in April to survey potential customers and answer any question the residents in those areas may have regarding natural gas service. No formal action was taken at this time.

Upon a motion duly made and seconded, the meeting was adjourned at 1:10 PM.


Stephen R. Welliver, President

Attest:


Glen Hodgson, Secretary



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1284 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Department Head Report
File created: 4/23/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Pokegama Golf Course - Bob Cahill

Sponsors:

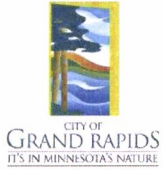
Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Pokegama Golf Course - Bob Cahill



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1261 **Version:** 1 **Name:** Council representative appointment
Type: Agenda Item **Status:** Administration Department
File created: 4/15/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Re-assign Council representation for positions on Boards & Commissions and government organizations vacated by Jon Toivonen.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Re-assign Council representation for positions on Boards & Commissions and government organizations vacated by Jon Toivonen.

Background Information:

Due to the resignation of Jon Toivonen from City Council, certain vacancies on Boards & Commissions and other organizations need to have another member assigned to represent the Council. Specifically, the Grand Rapids Economic Development Authority, Park, Rec. & Civic Center Advisory Board and Coalition of Greater Minnesota Cities. New Council member, Rick Blake, took his Oath of Office on Monday, April 13, 2015 and is available to serve.

Staff Recommendation:

Appoint Council member Rick Blake to fill the vacancies on City boards and commissions and other noted organizations.

Requested City Council Action

Consider appointing Council member Rick Blake to serve as Council representative on the GREDA, Park, Rec, & Civic Center Advisory Board and the Coalition of Greater Minnesota Cities.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1276 **Version:** 1 **Name:** Active Living Committee Appointments
Type: Agenda Item **Status:** Administration Department
File created: 4/22/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Appoint two members to the Active Living Center Advisory Committee

Sponsors:

Indexes:

Code sections:

Attachments: [YMCA Development & Governance Agreement](#)

Date	Ver.	Action By	Action	Result
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Appoint two members to the Active Living Center Advisory Committee

Background Information:

In 2013 the City entered into the attached agreement with the YMCA and Elders Circle for the development and ongoing operations of the Active Living Center located at the Itasca County YMCA. A requirement of that agreement is for the City to designate two members to the committee. Members is not necessarily specific to councilmembers. Detail related to the purpose of the committee are in the attached agreement.

Staff Recommendation:

City staff is recommending that the city council appoint the City Administrator and one councilmember to the Active Living Center Advisory Committee.

Requested City Council Action

Consider appointing the City Administrator and one councilmember to the Active Living Center Advisory Committee.

DEVELOPMENT AND GOVERNANCE AGREEMENT
BETWEEN THE CITY OF GRAND RAPIDS, THE
ITASCA COUNTY FAMILY YMCA AND ELDER
CIRCLE

This Development and Governance Agreement is between the City of Grand Rapids ("City"), a municipal corporation organized under the laws of the State of Minnesota; Itasca County Family YMCA ("YMCA"), a non-profit organization experienced in the programming, operation and maintenance of recreational facilities; and ElderCircle ("EC"), an organization whose goal is to provide senior citizens with programs and services focused on helping them maintain their independence.

This document is intended to provide a framework of collaboration between the parties to facilitate the construction and operation of an active living center on property owned by the YMCA, subject to modification. The elements committed to in this Agreement are intended to set forth the main components of the agreement and are not intended as limitations.

AGREEMENT

1. **PURPOSE:** The parties will operate as a partnership in the design, construction and operation of an Active Living Center to be constructed on property currently owned by the YMCA, which will be used primarily for purposes of providing activities for senior citizens in the Itasca County area.

The Parties agree with the other to participate as hereinafter provided in the joint maintenance and operation of an Active Living Center as hereinafter provided and to take this opportunity to acknowledge the benefit this facility brings to the residents of Itasca County and commit to its continued operation.

The Parties agree each with the other that the YMCA will be the fiscal agent of the physical facility and its operations.

2. **REAL PROPERTY:** The land will continue to stay in YMCA ownership.

3. **FUNDING SOURCES:** The parties will initiate a fund-raising effort to raise capital for construction. Additionally, the parties will be seeking grants and funds

The City of Grand Rapids will make a minimum contribution of \$200,000 in the form of initial building capital. In Addition, the City will contribute \$25,000 annually in the form of operating expenses. The annual \$25,000 will begin as soon as the Active Living Center is completed and open for use by patrons. The initial year of this contribution will be pro-rated based upon the date of the year when the Active Living Center is operational. Thus, if the Active

Living Center is opened in October, then the City's yearly contribution will be one-fourth of \$25,000.

The YMCA will provide the value of the land, staffing and program support, and administration of the financial management and reporting for the Active Living Center.

In recognition of ElderCircle providing grant writing, administration, volunteers, staff and program assistance, a reduced rate of \$1 per square foot will be paid to the YMCA, as detailed in Attachment "A" below. All leases executed between the YMCA and ElderCircle, as well as, any modifications thereto must be provided to the City of Grand Rapids once executed.

4. GOVERNANCE STRUCTURE: The partnership of all three entities will be governed by a Active Living Center Advisory Committee consisting of two members from the YMCA, two members from the City, and two from Elder Circle, and a seventh member who will be added to the Committee by majority vote of the six other members.

The seven-member Committee will recommend a set of bylaws that must be individually accepted by the YMCA, the City and Elder Circle which will set forth the operating structure to be considered by the Committee in the day-to-day operation of the Active Living Center.

The YMCA will be the fiscal agent of the partnership and pay all financial responsibilities for the center.

All terms shall be at the discretion and pleasure of the appointing body. In the event an appointee is not able to complete his appointment, his/her vacancy shall be filled for the unexpired portion of the term by the appropriate appointing body.

The appointment date for all six (6) members shall be on the same date each year after establishment of this agreement.

The Committee shall choose one of its members as Chair and one to act as secretary. In the event the volume of work handled by the Committee shall require it, a paid secretary may be requested by the Committee.

The Committee will operate and conduct its business under bylaws established by the Parties and jointly approved by the Parties, and under all applicable federal regulations, State of Minnesota rules and statutes, and the rules and ordinances established by the Parties.

The established Committee bylaws will be reviewed annually by the Committee and will recommend changes to the Parties for approval and adoption.

The Committee shall, as soon as possible after the end of each calendar year, prepare and present to the Parties, a comprehensive annual report of its activities and state of the Active Living Center.

5. FINANCES: For the purpose of financing the necessary expenditures in carrying out the provisions of this agreement, there are hereby created in the YMCA's accounts and treasury a special fund called "The ACTIVE LIVING CENTER."

All receipts belonging to the shared space of the Active Living Center shall be deposited intact into a bank account to the credit of Active Living Center Department and no disbursement shall be made from this account except by check, nor unless a verified claim for services and commodities actually rendered or delivered.

The YMCA shall account for the shared portion of The Active Living Center and the custody of the cash and the bank checking accounts shall be in the hands of the YMCA. YMCA staff shall make reports to the Committee at reasonable intervals as determined by the Committee.

For purposes of accounting and reporting, the fiscal year of the Committee and Active Living Center shall be January 1 through December 31. An audit of the Active Living Center Department shall be included in the YMCA's annual audit. Such audits shall be made independently of or in conjunction with any audit which may be made of the funds of the YMCA.

6. INSURANCE: The YMCA will maintain casualty insurance on the building as an owner of the building, and liability insurance for claims or liabilities arising from incidents on the grounds of the center. The YMCA will provide liability insurance with limits acceptable to the City for claims or liabilities arising out of the YMCA's programming, operation and maintenance of the center. Each party will indemnify against any liability resulting from negligent acts or omissions of the other.

7. DURATION: This agreement shall be in full force in perpetuity unless terminated by written notice from any party to the other parties at least two (2) years in advance of such termination.

CITY OF GRAND RAPIDS

By: Dale Adams
Mayor, Dale Adams

By: Kimberly Johnson-Gibson
City Clerk

Date: 7-8-13

YMCA

By: M. N. [Signature]

By: [Signature]

Date: 6-27-13

ELDERCIRCLE

By: [Signature]

By: Liri Alarak

Date: _____



CITY OF
GRAND RAPIDS
ITS IN MINNESOTA'S NATURE

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1281 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 4/23/2015 **In control:** City Council
On agenda: 4/27/2015 **Final action:**
Title: Consider approving the verified claims for the period April 7, 2015 to April 20, 2015 in the total amount of \$337,803.17.
Sponsors:
Indexes:
Code sections:
Attachments: [COUNCIL BILL LIST 04-27-15.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period April 7, 2015 to April 20, 2015 in the total amount of \$337,803.17.

Requested City Council Action

Consider approving the verified claims for the period April 7, 2015 to April 20, 2015 in the total amount of \$337,803.17.

CITY OF GRAND RAPIDS BILL LIST - APRIL 27, 2015

DATE: 04/22/2015
 TIME: 15:13:29
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/27/2015

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0300200	CDW GOVERNMENT INC	131.09
1415377	NORTHERN BUSINESS PRODUCTS INC	622.80
TOTAL CITY WIDE		753.89
ADMINISTRATION		
1920240	CHAD B STERLE	351.00
TOTAL ADMINISTRATION		351.00
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	30.72
0308745	CHUCK'S AUTO SALVAGE INC	40.00
0701650	GARTNER REFRIGERATION CO	170.76
0920060	ITASCA COUNTY TREASURER	90.00
1301067	MANGSETH PAINTING INC	570.00
1909510	SIM SUPPLY INC	149.29
2018680	TRU NORTH ELECTRIC LLC	178.00
TOTAL BUILDING MAINTENANCE-CITY HALL		1,228.77
COMMUNITY DEVELOPMENT		
0103325	ACHESON TIRE COMPANY INC	30.00
0300200	CDW GOVERNMENT INC	84.91
0301685	CARQUEST AUTO PARTS	82.59
0308745	CHUCK'S AUTO SALVAGE INC	50.00
0920060	ITASCA COUNTY TREASURER	27.67
1909450	SILVERTIP GRAPHICS SIGNS	185.50
TOTAL COMMUNITY DEVELOPMENT		460.67
COUNCIL/COMMISSION/BOARDS		
2018225	TREASURE BAY PRINTING INC	17.00
TOTAL COUNCIL/COMMISSION/BOARDS		17.00
ENGINEERING		
1900225	SEH-RCM	3,985.00
TOTAL ENGINEERING		3,985.00

CITY OF GRAND RAPIDS BILL LIST - APRIL 27, 2015

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 04/27/2015

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
FIRE		
0513235	EMERGENCY RESPONSE SOLUTIONS	598.49
0705500	GEMINI SPORT MARKETING INC	35.80
0920060	ITASCA COUNTY TREASURER	100.74
1309255	MINNESOTA INTERAGENCY FIRE CEN	2,549.44
1805165	RED POWER DIESEL SERVICE INC	317.87
	TOTAL FIRE	3,602.34
INFORMATION TECHNOLOGY		
0300200	CDW GOVERNMENT INC	17.80
	TOTAL INFORMATION TECHNOLOGY	17.80
PUBLIC WORKS		
0112450	ALL FLAGS LLC	506.55
0118163	ARCMATE MANUFACTURING CORP	179.29
0221650	BURGGRAF'S ACE HARDWARE INC	1,018.56
0301685	CARQUEST AUTO PARTS	200.39
0315455	COLE HARDWARE INC	213.04
0401420	DAKOTA FLUID POWER, INC	8.88
0601690	FASTENAL COMPANY	74.31
0801836	HAWKINSON SAND & GRAVEL	46.49
0920060	ITASCA COUNTY TREASURER	638.81
1200500	L&M SUPPLY	824.19
1415535	NORTHLAND MACHINES	129.51
1421155	NUCH'S IN THE CORNER	295.81
1503150	OCCUPATIONAL DEVELOPMENT CTR	1,890.00
1615650	PORTABLE JOHN	90.00
1801530	NORTHERN MN WATER COND DBA	210.00
1801897	RAYMOND JOHNSON	160.00
1805460	RELIABLE RACING SUPPLY INC	187.63
1908248	SHERWIN-WILLIAMS	581.40
1920070	STATE CHEMICAL MFG COMPANY	225.77
2209421	VIKING ELECTRIC SUPPLY INC	495.36
2605225	ZEE SERVICE COMPANY	165.50
	TOTAL PUBLIC WORKS	8,141.49
FLEET MAINTENANCE		
0100030	ABM EQUIPMENT & SUPPLY INC	490.47
0301685	CARQUEST AUTO PARTS	45.96
0920060	ITASCA COUNTY TREASURER	73.38
1301015	MACQUEEN EQUIPMENT INC	948.17

CITY OF GRAND RAPIDS BILL LIST - APRIL 27, 2015

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/27/2015

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
FLEET MAINTENANCE		
1415640	NORTRAX EQUIPMENT COMPANY	3,337.81
1801615	RAPIDS WELDING SUPPLY INC	36.40
TOTAL FLEET MAINTENANCE		4,932.19
POLICE		
0218570	BROWNELLS INC	1,778.45
0300200	CDW GOVERNMENT INC	85.95
0301685	CARQUEST AUTO PARTS	7.69
0315455	COLE HARDWARE INC	18.80
0718195	GREAT ENGRAVINGS	45.95
0920060	ITASCA COUNTY TREASURER	2,890.04
1200500	L&M SUPPLY	69.98
1201434	LAKE WOODS CHRYSLER	443.80
1301168	MARKETPLACE FOODS	17.56
1301720	MATCO TOOLS	849.00
1309167	MN BUREAU OF CRIMINAL	390.00
1609925	PIZZA WORKS	30.00
1801613	RAPIDS PRINTING	308.96
2000400	T J TOWING	330.00
2001657	TASER INTERNATIONAL INC	4,290.79
TOTAL POLICE		11,556.97
RECREATION		
0221650	BURGGRAF'S ACE HARDWARE INC	2.59
1401060	NATIONAL ARBOR DAY FOUNDATION	30.00
1506265	NORTHERN OFFICE OUTFITTER INC	54.73
TOTAL RECREATION		87.32
CENTRAL SCHOOL		
0113233	AMERIPRIDE LINEN & APPAREL	132.38
0701650	GARTNER REFRIGERATION CO	3,628.00
0920060	ITASCA COUNTY TREASURER	1,011.00
1909510	SIM SUPPLY INC	145.06
2018680	TRU NORTH ELECTRIC LLC	197.70
TOTAL		5,114.14

AIRPORT

CITY OF GRAND RAPIDS BILL LIST - APRIL 27, 2015

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/27/2015

VENDOR #	NAME	AMOUNT DUE
AIRPORT		
0315455	COLE HARDWARE INC	21.97
0920060	ITASCA COUNTY TREASURER	381.50
	TOTAL	403.47
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	27.90
0114200	ANDERSON GLASS	69.00
0221650	BURGGRAF'S ACE HARDWARE INC	80.89
0315455	COLE HARDWARE INC	39.96
0405223	DEER RIVER HIRED HANDS INC	20.00
0501656	THE EARTHGRAINS COMPANY INC	73.14
0920060	ITASCA COUNTY TREASURER	85.30
1205725	LET'S PLAY HOCKEY, INC	388.16
1301168	MARKETPLACE FOODS	6.78
1421155	NUCH'S IN THE CORNER	40.00
1506265	NORTHERN OFFICE OUTFITTER INC	56.98
1605611	PEPSI-COLA	1,275.28
1801610	RAPIDS PLUMBING & HEATING INC	1,512.90
1901535	SANDSTROM COMPANY INC	1,737.57
1909510	SIM SUPPLY INC	464.66
	TOTAL GENERAL ADMINISTRATION	5,878.52
RECREATION PROGRAMS		
0221650	BURGGRAF'S ACE HARDWARE INC	11.99
	TOTAL	11.99
STATE HAZ-MAT RESPONSE TEAM		
0121721	AUTO VALUE - GRAND RAPIDS	41.98
	TOTAL	41.98
POLICE DESIGNATED FORFEITURES		
1615808	POWER LODGE	5,744.30
T001007	PROGRESSIVE	941.51
	TOTAL	6,685.81

CITY OF GRAND RAPIDS BILL LIST - APRIL 27, 2015

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/27/2015

VENDOR #	NAME	AMOUNT DUE
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	260.79
0315455	COLE HARDWARE INC	28.75
1615427	POKEGAMA LAWN AND SPORT	95.36
TOTAL		384.90
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	13.94
0920060	ITASCA COUNTY TREASURER	95.93
TOTAL		109.87
MUNICIPAL STATE AID STRT-CONST NO PROJECT		
0920060	ITASCA COUNTY TREASURER	11,551.83
TOTAL NO PROJECT		11,551.83
AIRPORT CAPITAL IMPRV PROJECTS 2015 CRACK REPAIR		
0609510	FINANCE AND COMMERCE INC	204.97
TOTAL 2015 CRACK REPAIR		204.97
STORM WATER UTILITY		
0920060	ITASCA COUNTY TREASURER	269.68
1605665	PERSONNEL DYNAMICS LLC	390.00
TOTAL		659.68
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 66,181.60
CHECKS ISSUED-PRIOR APPROVAL PRIOR APPROVAL		
0114210	D. ANDERSON - CHANGE FUND	1,820.00
0116600	APPLE VALLEY, CITY OF	1,160.74
0201354	B. BAIRD-PETTY CASH FUND	5.14
0212751	BLUE CROSS BLUE SHIELD	92.40
0301530	CANON USA INC	2,253.00
0305530	CENTURYLINK COMMUNICATIONS LLC	259.00
0315454	TRAVIS COLE	47.15

CITY OF GRAND RAPIDS BILL LIST - APRIL 27, 2015

DATE: 04/22/2015
 TIME: 15:13:29
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/27/2015

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR	APPROVAL	
PRIOR APPROVAL		
0315677	MARY CORWIN	196.95
0718015	GRAND RAPIDS CITY PAYROLL	214,640.06
0805358	JACKIE HEINRICH	22.00
0900060	ICTV	14,628.30
0920036	ITASCA COUNTY ATTORNEY OFFICE	2,676.90
0920055	ITASCA COUNTY RECORDER	368.00
1205095	LEAGUE OF MN INSURANCE TRUST	1,328.00
1209522	LINCOLN REPUBLIC INSURANCE CO	259.53
1300030	MCFOA REGION II	30.00
1301262	BRIAN MATTSON	8.00
1305046	MEDIACOM	86.93
1309098	MINNESOTA DEPT OF ADMN	590.00
1309266	MN DEPT OF LABOR & INDUSTRY	100.00
1309335	MINNESOTA REVENUE	2,833.32
1309338	MN STATE TREAS/BLDG INSPECTOR	639.47
1309375	MINNESOTA UNEMPLOYMENT COMP FD	7,433.18
1405850	NEXTERA COMMUNICATIONS LLC	462.14
1502645	GARY O'BRIEN	40.00
1609561	PIONEER TELEPHONE	8.22
1621130	P.U.C.	11,705.10
1901820	WILLIAM SAW	8.00
2000490	TDS Metrocom	1,012.03
2205637	VERIZON WIRELESS	3,134.36
2209665	VISA	3,612.86
2405650	XEROX CORPORATION	160.79
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:\$		271,621.57
TOTAL ALL DEPARTMENTS		337,803.17