



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, February 23, 2015

5:00 PM

City Hall Council Chambers

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**5:00 PM CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, February 23, 2015 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

### MEETING PROTOCOL POLICY

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

**5:02 PM PUBLIC FORUM**

**5:07 PM COUNCIL REPORTS**

**5:10 PM APPROVAL OF MINUTES**

[15-1127](#) Approve Council minutes for Monday, February 9, 2015 Worksession and Regular meetings.

**Attachments:** [February 9, 2015 Worksession](#)  
[February 9, 2015 Regular Meeting](#)

**5:11 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. [15-1084](#) Adoption of the Take-Home Vehicle and Motorized Vehicle Use Policy.

**Attachments:** [PLCY-VehicleUsePolicy-GrandRapids.pdf](#)

2. [15-1128](#) Accept summary of conclusions of evaluation of performance of City employee pursuant to Minn. Stat. sec. 13D.05, subd. 3(a) specifically Tom Pagel.

3. [15-1091](#) Consider adopting a resolution approving a budgeted operating transfer from the

General Fund to the Domestic Animal Control Facility Fund in the amount of \$20,000 and a transfer from the General Fund to Special Revenue Fund- Central School in the amount of \$25,000 as of December 31, 2014.

**Attachments:** [2014 Op tsfr Central School DACF.pdf](#)

4. [15-1095](#) Merit pay for City Administrator.  
**Attachments:** [Memorandum of Understanding - Tom Pagel](#)
5. [15-1122](#) Grand Rapids State Bank ACH Origination Agreement.
6. [15-1123](#) Hire temporary employees for Park & Recreation / I.R.A. Civic Center
7. [15-1124](#) Consider approving Amendment Number Two (2) to the Mutual Aid Agreement for both the City of Grand Rapids' and the City of Cohasset's Public Works Departments.  
**Attachments:** [2015-17 Cohasset Sexton Services Mutual Aid Agreement](#)
8. [15-1125](#) Consider approving the hiring of Cody Alleman as a seasonal grounds maintenance employee at Pokegama Golf Course at the hourly rate of \$12.75 beginning no sooner than March 2, and ending later than October 31, 2015.
9. [15-1132](#) Approve temporary liquor license for Reif Arts Council for event on May 12, 2015 at MacRostie Art Center.  
**Attachments:** [Reif Arts Council - Temporary Liquor License](#)
10. [15-1136](#) Authorize staff to solicit donations to assist with construction of a Dog Park at Veteran's Park.

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

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

**ACKNOWLEDGE BOARDS & COMMISSIONS**

11. [15-1130](#) Acknowledge minutes for Boards & Commissions.  
**Attachments:** [January 6, 2015 Arts & Culture Minutes](#)  
[January 20, 2015 Golf Board minutes](#)  
[January 28, 2015 Human Rights Minutes](#)

**5:14 DEPARTMENT HEAD REPORT  
PM**

12. [15-1134](#) Housing & Redevelopment Authority ~ Jerry Culliton

**5:25 COMMUNITY DEVELOPMENT  
PM**

13. [15-1129](#) Consider adoption of a resolution issuing an order to raze or remove structures upon property located at: 323 NE 8th Street, Grand Rapids, Minnesota.  
**Attachments:** [Rolfe Condemnation Resolution: 2-23-2015](#)  
[Rolfe Letter to City: 1-7-2015](#)

**5:30 ADMINISTRATION DEPARTMENT  
PM**

14. [15-1131](#) Appointments to Boards & Commissions.  
**Attachments:** [List of applicants for 2015 Appointments](#)

**5:40 VERIFIED CLAIMS  
PM**

15. [15-1126](#) Consider approving the verified claims for the period February 3, 2015 to February 16, 2015 in the total amount of \$492,414.80.  
**Attachments:** [City Council Bill List 02-23-15.pdf](#)

**5:45 ADJOURNMENT  
PM**

*NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 9, 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  
IT'S IN MINNESOTA'S NATURE

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1127      **Version:** 1      **Name:** Council minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 2/18/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Approve Council minutes for Monday, February 9, 2015 Worksession and Regular meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [February 9, 2015 Worksession](#)  
[February 9, 2015 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Approve Council minutes for Monday, February 9, 2015 Worksession and Regular meetings.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

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Monday, February 9, 2015

City Hall Conference Room 2A

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### IMMEDIATELY FOLLOWING CLOSED MEETING

**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, February 9, 2015 at 5:08 PM in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

**Present** 4 - Mayor Dale Adams, Councilor Ed Zabinski, Councilor Bill Zeige, and Councilor Jon Toivonen

**Absent** 1 - Councilor Dale Christy

**Others present:** Tom Pagel, Chad Sterle, Jeff Davies, Barb Baird

### Discussion Items

1. Discussion on proposed Take-Home Vehicle and Motorized Vehicle Use Policy.  
  
*Specific employees have excessive travel related to work responsibilities and flexible hours. Staff is recommended that the Council consider adopting a policy regarding vehicles that will be taken home by certain employees to comply with state statute. This policy will be considered at the next regular Council meeting.*  
  
**Referred to the City Council due back on 2/23/2015**
2. Review 5:00 PM Regular Meeting  
  
*Council reviewed the agenda for the regular Council meeting. No changes are recommended.*

### ADJOURN

*There being no further business, the meeting adjourned at 5:14 PM.*

Respectfully submitted: Kimberly Gibeau, City Clerk

*Kimberly Gibeau*



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, February 9, 2015

5:00 PM

City Hall Council Chambers

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**5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, February 9, 2015 at 5:17 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

### CALL OF ROLL

**Present** 4 - Councilor Ed Zabinski  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Jon Toivonen

**Absent** 1 - Councilor Dale Christy

### Others present:

*Tom Pagel, Chad Sterle, Jeff Davies, Barb Baird, AJ Morse, Erik Scott, Rob Mattei, Marcia Anderson, Scott Johnson, Steve Schaar, Mike Liebel, John Linder*

### MEETING PROTOCOL POLICY

**5:01 PM PUBLIC FORUM**

*None.*

**5:06 PM COUNCIL REPORTS**

*Councilor Zabinski provided update regarding RAMS and the resignation of Executive Director Tomassoni.*

**5:11 PM APPROVAL OF MINUTES**

Approve City Council minutes for January 23, 2015 Special Worksession, and January 26, 2015 Worksession and Regular meetings.

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

**5:12 CONSENT AGENDA  
PM**

1. Void Accounts Payable checks #120779 and #121664, issue new checks and waiving bond requirements for check issued to MN County Attorneys Association in the amount of \$28.00 and check issued to Michelle Norris in the amount of \$925.00.  
**Approved by consent roll call**
  
2. Request Council's Permission to Apply for a Blandin Foundation Grant for Crisis Intervention Training  
**Approved by consent roll call**
  
3. Consider the adoption of a resolution approving amendments to the City-wide Fee Schedule pertaining to Community Development Department Services.  
**Adopted Resolution 15-10 by consent roll call**
  
4. Request by the Grand Rapids Police Department to sell impounded and forfeited vehicles at the Mid-State Auto Auction.  
**Approved by consent roll call**
  
5. Entering into rental agreements with area businesses for advertising at the IRA Civic Center.  
**Approved by consent roll call**
  
6. An amendment with the Itasca County HRA related to the Beacon Hill Project.  
**Approved by consent roll call**

**Approval of the Consent Agenda**

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

**Aye 4 -** Councilor Ed Zabinski  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Jon Toivonen

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

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

**5:15 DEPARTMENT HEAD REPORT  
PM**

## 7. Fire Department Head Report

*Fire Chief AJ Morse updates the Council on annual department activities. This will be Chief Morse's final department head report prior to retirement. The Council wishes him well and expressed appreciation for his years of service.*

**Received and Filed**

**5:25 COMMUNITY DEVELOPMENT  
PM**

## 8. Consider adoption of a resolution approving First Amendment to Contract for Private Development with Majestic Pines Grand LLC and awarding the sale of, and providing the form, terms, covenants and directions for the issuance of its \$12,099.69 tax increment revenue note, Series 2015B and authorizing execution of First Amendment to Subordination Agreement.

**A motion was made by Councilor Zabinski, seconded by Councilor Toivonen, to adopt Resolution 15-11, approving first amendment to Contract for Private Development with Majestic Pines Grand LLC and awarding sale of revenue note and execution of agreement as requested. The motion carried by the following vote.**

**Aye** 4 - Councilor Ed Zabinski  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Jon Toivonen

**5:35 POLICE DEPARTMENT  
PM**

## 9. Adopt an Ordinance to Create a Police Community Advisory Board

*Councilor Zabinski requests amendment to Ordinance requiring Board to communicate with Council on an annual basis.*

**A motion was made by Councilor Bill Zeige, seconded by Councilor Jon Toivonen, to adopt Ordinance 15-02-02, creating Police Community Advisory Board as amended and authorize publication in summary form. The motion PASSED by unanimous vote.**

**5:40 ADMINISTRATION DEPARTMENT  
PM**

## 10. Appointment of Michael Liebel to the position of Fire Chief.

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Bill Zeige, to appoint Michael Liebel to the position of Fire Chief. The motion PASSED by unanimous vote.**

**5:45 VERIFIED CLAIMS  
PM**



11. Consider approving the verified claims for the period January 17, 2015 to February 2, 2015 in the total amount of \$514,076.33.

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

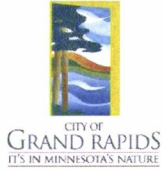
**Aye** 4 - Councilor Ed Zabinski  
Mayor Dale Adams  
Councilor Bill Zeige  
Councilor Jon Toivonen

**5:50 ADJOURNMENT  
PM**

**A motion was made by Councilor Jon Toivonen, seconded by Councilor Ed Zabinski, to adjourn the meeting at 5:46 PM. The motion PASSED by unanimous vote.**

*Respectfully submitted: Kimberly Gibeau, City Clerk*

*Kimberly Gibeau*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1084      **Version:** 2      **Name:** Policy-Vehicle Usage  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/28/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Adoption of the Take-Home Vehicle and Motorized Vehicle Use Policy.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [PLCY-VehicleUsePolicy-GrandRapids.pdf](#)

Date	Ver.	Action By	Action	Result
2/9/2015	1	City Council Work Session		

Adoption of the Take-Home Vehicle and Motorized Vehicle Use Policy.

### **Background Information:**

The City of Grand Rapids has employees that take home City owned vehicles as part of their job. The Internal Revenue Service considers this a fringe benefit and that a fringe benefit is a form of pay for the performance of services and therefore, must be included in the salaries and benefits of the employee. For example, you provide an employee with a fringe benefit when you allow the employee to use a City vehicle to commute to and from work.

The City has been following the requirements set by the Internal Revenue Service for years, however it was just brought to our attention that when using the "Commuting Rule" part of the requirements are that the City establish a written policy under which you do not allow the employee to use the vehicle for personal purposes other than commuting or *de minimis* personal use. Personal use of a vehicle is all use that is not for City business.

This was discussed at the February 9, 2015 City Council Work Session.

### **Staff Recommendation:**

Staff is recommending adopting the Vehicle and Motorized Vehicle Use Policy.

### **Requested City Council Action:**

Consider adopting the Take-Home Vehicle and Motorized Vehicle Use Policy for the City of Grand Rapids effective February 24, 2015.

## **CITY OF GRAND RAPIDS TAKE-HOME VEHICLE AND MOTORIZED EQUIPMENT VEHICLE USE POLICY**

Effective February XX, 2015, the following policy shall be in effect for use of City take-home vehicles and motorized equipment vehicles, the assignment and use of City vehicles outside the standard workweek. This policy will not apply to emergency vehicles assigned to the Police and Fire Departments as they have existing policies.

Each employee authorized to use a City vehicle will sign a statement that he or she has read and understands the policy.

### **A. Definitions:**

1. Take-home Vehicle - Any car, truck, or special equipment vehicle that is owned, leased, or rented by the City which is assigned to a particular employee to take home for business-related purposes as identified in this policy.
2. Motorized Equipment Vehicle - Any passenger vehicle or truck, self propelled equipment, trailer, or trailer mounted equipment which is towed by a self-propelled piece of equipment, which may be marked or unmarked with City identification, and/or licensed for use on public roadways and/or off road.
3. City Vehicle: Includes both take-home vehicle and motorized equipment vehicles.
4. Unmarked Vehicle: A City vehicle which is not easily identified as used by a City employee. Examples of such vehicles would be those used in fire and police criminal investigation and by detective personnel.

**B. General Statement** - Employees assigned take-home vehicles for daily use and for commuting purposes or operating motorized equipment vehicles are governed by the following general policy and philosophy and by M.S. 471.666 (Attachment A). City take-home vehicles are not personal vehicles and are not to be used for personal use. All City take-home vehicles should be viewed as belonging to the City of Grand Rapids and are assigned for commuting only for purposes consistent to solely providing services to the City.

### **C. General Policies**

1. Passengers in City vehicles shall be limited to City employees and individuals who are directly associated with City work activity (City Council, committee members, consultants, contractors, etc) and/or individuals participating in a bona fide "Ride Along" event. Family members shall not be transported in City vehicles. If an accident or medical emergency arises necessitating transport of passengers other than City personnel, the employee assigned the

vehicle shall notify his immediate supervisor as soon as possible of the nature of the emergency.

2. City Vehicles should carry only those items for which the vehicle is designed or utilized. Personal property, other than daily use items such as handbags, briefcases, umbrellas, and coats, should not be transported in the vehicle.
3. Vehicle Operation: The operators of City vehicles must observe and obey all traffic ordinances, rules, and regulations, including:
  - a. Operate vehicle at or below posted speed limits or at lower speeds if road conditions require a slower speed.
  - b. Operate vehicles in a safe and responsible manner.
  - c. Drivers and all passengers are required to wear a seat belt whenever a vehicle is in motion.
  - d. All doors must be closed and secure when a vehicle is moving.
  - e. Vehicles should be parked in a manner that does not obstruct traffic or building access.
  - f. Tobacco usage is not permitted in City vehicles.
  - g. When leaving a vehicle unattended, remove the ignition keys and secure the vehicle.
  - h. All City vehicles should be secured and locked after daily operation. If there is a designated location for storage of vehicles not in use, the vehicle must be returned to that storage location.
  - i. Motorized equipment vehicle keys should be returned to the key cabinet or daily to its proper storage location at end of use.
  - j. Drivers shall have and maintain a valid driver's license suitable for the operation of the particular vehicle to which they are assigned.
  - k. Fines or penalties for moving, parking, or any other violations are the responsibility of the operator.
  - l. In no event is a City vehicle ever to be utilized to transport alcoholic beverages or controlled substances except in the case of police officers acting in their official capacity.
  - m. City vehicles may not be utilized to transport weapons, except in the case of police officers acting in their official capacity and/or in the case where the occupant(s) have a "permit to carry" issued by the State of Minnesota or a state with which Minnesota has a "permit to carry" reciprocity agreement.
  - n. All City vehicles, except unmarked public safety vehicles, shall be identified with the standard City seal and/or the name of the Department.

- o. Duty to Report: In the event that any city owned vehicle becomes inoperable due to mechanical problems, damage or becomes stuck, the operator of that vehicle shall immediately contact his/her supervisor and advise of the situation. It is the responsibility of the operator of the vehicle to document and report to the employee's supervisor any damage to the vehicle that occurs during the hours the vehicle is assigned to that person for use. In the case of personal injury and/or property damage accident occurring on a public street the driver shall also immediately report the accident to law enforcement.
- p. It is the responsibility of the operator of the vehicle to document and report to the employee's supervisor any damage caused by the vehicle assigned to that person to any other vehicle or property.
- q. Recommendations for safe handling of vehicle-based calling from the wireless communications industry include the following:
  - i. Use voice-activated dialing when driving, or have frequently called numbers pre-programmed into the device, or consider pulling off the road to dial (or ask a passenger to dial).
  - ii. Do not use the wireless communication device at all in a school zone or if there are hazardous road or traffic conditions.
  - iii. Avoid multiple tasks when driving, such as trying to drive, taking notes and using a wireless communication device.

#### **D. Take-home Vehicle Policies**

1. If an employee is assigned a City take-home vehicle, this assignment shall be made consistent with Minn. Stat. 471.666 to confer a benefit upon the City. The only "personal use" of the vehicle permitted is travelling to and from the employee's residence and the place of work, and personal use that is clearly incidental to normal workday activities. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel outside the direct route for personal reasons. "Clearly incidental" personal use shall mean use that does not involve additional travel or expense to the City, and does not create an impression that the vehicle is being used for personal reasons such as shopping, recreation, transportation of family or friends, etc. If in doubt as to whether a particular use is permitted, employees should seek supervisory approval.
2. Assigned take-home vehicles may be utilized for *de minimis* personal errands during the workday for transportation clearly incidental to normal workday activities. Employees will make every effort to minimize events of this nature.
3. Unauthorized use of a take-home vehicle may expose the individual to risk that City's insurance coverage will not cover.

4. Whenever an employee who is assigned a City take-home vehicle is on vacation or any other leave for more than two consecutive days, the vehicle may be reassigned by the City Administrator or parked in the appropriate City lot.
5. A record of take-home vehicle mileage will be monitored on a monthly basis by the Department Head. Employees assigned vehicles may be required to document reasons for significant month-to-month variances. Other monitoring may entail unannounced visits to sites where vehicles are parked overnight.
6. In the event any of the above guidelines are not observed, an employee using a take-home vehicle for personal purposes shall reimburse the City at the prevailing mileage rate and disciplinary action may be taken.
7. **Take-Home Vehicle Tax Liability:** The City is required to comply with the IRS's regulations regarding the reporting of income. Since the only authorized non-business use is commuting and *de minimis* personal errands the City will use the Commuting Valuation method to report income. This method will use \$3 per day for each day of commuting as the amount of taxable income reported to the IRS so long as the user lives within the City or within 3 miles of the City limits. The income value to a user who lives further than 3 miles from the City limits may be calculated on a per mile basis in lieu of the \$3/day IRS rate. This amount may be amended by the IRS at any time. Marked and unmarked law enforcement vehicles and fire emergency response vehicles are excluded from this IRS requirement.

**E. Eligibility-** Eligibility for a take-home vehicle will be determined on a case-by-case basis and may be modified for any or no reason. Generally, for an employee to be assigned a take-home vehicle for commuting purposes, the Department Head must find that one or more of the circumstances identified in Minn. Stat. section 471.666 exist (see attachment A). The following factors shall be utilized in making this determination:

1. **On Call** – An employee designated to be generally available to respond to off-hours situations. Normally, this individual would be a public safety officer with responsibility for responding to calls outside of that individual's normal work hours, or a director or first level supervisor for a line work unit with an assigned responsibility to respond to service disruptions or other extraordinary events outside normal work hours.
2. **Emergency Availability** – Employee has supervisory responsibility for a line operation that provides services or maintains facilities on a 24-hour, seven-day schedule. Department operations are characterized by employees who work a six or seven-day week; extended hours; and/or frequent overtime. Employee is called for emergencies which demand his or her expertise, experience, knowledge, judgment, and command ability.
3. **Service Supervision** – Due to the nature of the position, the responsibilities of the position and organization of the Department the individual is

required to supervise programs and services at night and on weekends to ensure proper performance. The key difference between this category and the Normal Work Demand category is the nature of the activity; the amount of the activity; and the fact the activity is demanded by organizational consideration.

4. **Normal Work Demand** – Employee normally works a standard workweek and is regularly required to attend work events at places other than the employee’s primary place of assignment outside of normal work hours.

**F. Severability.** If any section, subsection, sentence, clause, phrase, word, or other portion of this policy is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction or by state statute, such portion shall be deemed severable, and the validity of the remaining portions of this policy shall continue in full force and effect.

**M.S. 471.666 PERSONAL USE OF PUBLICLY OWNED AUTOMOBILES PROHIBITED.**

Subdivision 1. **Definitions.** For purposes of this section, the following definitions shall apply:

(a) "Local government vehicle" means a vehicle owned or leased by a political subdivision of the state of Minnesota or loaned to a political subdivision.

(b) "Political subdivision" means a statutory or home rule charter city, county, town, school district, metropolitan or regional agency, or other special purpose district of this state.

(c) "Local government employee" or "employee" means an individual who is appointed or employed by a political subdivision, including all elected officials of political subdivisions.

Subd. 2. **Restricted uses.** A local government vehicle may be used only for authorized local government business, including personal use that is clearly incidental to the use of the vehicle for local government business. A local government vehicle may not be used for transportation to or from the residence of a local government employee, except as provided in subdivision 3.

Subd. 3. **Permitted uses.** A local government vehicle may be used by a local government employee to travel to or from the employee's residence:

(1) in connection with work-related activities during hours when the employee is not working;

(2) if the employee has been assigned the use of a local government vehicle for authorized local government business on an extended basis, and the employee's primary place of work is not the local government work station to which the employee is permanently assigned; or

(3) if the employee has been assigned the use of a local government vehicle for authorized local government business away from the work station to which the employee is permanently assigned, and the number of miles traveled, or the time needed to conduct the business, will be minimized if the employee uses a local government vehicle to travel to the employee's residence before or after traveling to the place of local government business.

Subd. 4. **Exceptions.** This section does not apply to public safety vehicles that are owned or leased by a political subdivision.

**History:** *1993 c 315 s 16*



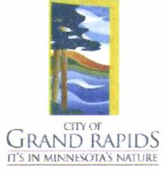
## ACKNOWLEDGMENT STATEMENT

I hereby acknowledge that I received a copy of the City of Grand Rapids Vehicle Policy dated February XX, 2015. I understand it is my obligation to read and abide by its terms and procedures. I understand that a copy of this acknowledgment statement will be placed in my personnel file.

\_\_\_\_\_  
*Please print full name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1128      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/18/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Accept summary of conclusions of evaluation of performance of City employee pursuant to Minn. Stat. sec. 13D.05, subd. 3(a) specifically Tom Pagel.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Accept summary of conclusions of evaluation of performance of City employee pursuant to Minn. Stat. sec. 13D.05, subd. 3(a) specifically Tom Pagel.

**Background Information:**

On Monday, February 9, 2015, the City Council conducted a closed meeting to discuss the annual performance evaluation for City Administrator, Tom Pagel. Specific areas of consideration included, but is not limited to, the following:

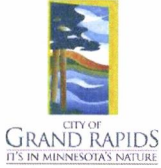
- ~ Review of current employment contract
- ~ Status of 2014 goals
- ~ Merit pay
- ~ Goals for 2015

**Staff Recommendation:**

Accept summary as written

**Requested City Council Action**

Accept summary of conclusions of evaluation of performance of City employee pursuant to Minn. Stat. sec. 13D.05, subd. 3(a) specifically Tom Pagel.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1091      **Version:** 1      **Name:** Budgeted Operating Transfers  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/3/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**

**Title:** Consider adopting a resolution approving a budgeted operating transfer from the General Fund to the Domestic Animal Control Facility Fund in the amount of \$20,000 and a transfer from the General Fund to Special Revenue Fund- Central School in the amount of \$25,000 as of December 31, 2014.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2014 Op tsfr Central School DACF.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving a budgeted operating transfer from the General Fund to the Domestic Animal Control Facility Fund in the amount of \$20,000 and a transfer from the General Fund to Special Revenue Fund- Central School in the amount of \$25,000 as of December 31, 2014.

**Background Information:**

The City Council adopted the 2014 budget on December 16, 2013. That budget included an operating transfer in the amount of \$28,000 from the General Fund to the Domestic Animal Control Facility Fund. The budget also included an operating transfer in the amount of \$40,000 from the General Fund to the Special Revenue Fund-Central School.

With higher than expected revenues for both Special Revenue Funds we are able to transfer less than the budgeted amounts.

**Staff Recommendation:**

Staff is recommending adopting a resolution approving a budgeted operating transfer from the General Fund to the Domestic Animal Control Facility Fund in the amount of \$20,000 and a transfer from the General Fund to Special Revenue Fund- Central School in the amount of \$25,000 as of December 31, 2014.

**Requested City Council Action**

Consider adopting a resolution approving a budgeted operating transfer from the General Fund to the Special Revenue Fund-Domestic Animal Control Facility Fund in the amount of \$20,000 and a transfer from the General Fund to Special Revenue Fund- Central School in the amount of \$25,000 as of December 31, 2014.

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

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE FOLLOWING BUDGETED OPERATING TRANSFERS FROM THE GENERAL FUND TO THE SPECIAL REVENUE FUND- DOMESTIC ANIMAL CONTROL FACILITY IN THE AMOUNT OF \$20,000 AND A TRANSFER FROM THE GENERAL FUND TO SPECIAL REVENUE FUND-CENTRAL SCHOOL IN THE AMOUNT OF \$25,000 AS OF DECEMBER 31, 2014

WHEREAS, on December 16, 2013, the Grand Rapids City Council approved the 2014 budget which included the following transfers:

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes the following budgeted operating transfers as of December 31, 2014:

\$20,000	from the General Fund to the Special Revenue Fund- Domestic Animal Control Facility
\$25,000	from the General Fund to the Special Revenue Fund-Central School

Adopted this 23rd day of February, 2015.

---

Dale Adams, Mayor

Attest:

---

Kim Johnson-Gibeau, City Clerk

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



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1095      **Version:** 1      **Name:** Merit pay for City Administrator.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/4/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Merit pay for City Administrator.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Memorandum of Understanding - Tom Pagel](#)

Date	Ver.	Action By	Action	Result
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Merit pay for City Administrator.

**Background Information:**

The Employment Contract between the City of Grand Rapids and City Administrator Tom Pagel states that *"in addition to Employee's base salary, Employer agrees to pay to Employee merit pay in an amount not to exceed \$5,000 per calendar year based upon the Employee's performance. The amount of the merit pay will be based on an evaluation of the employee by the employer in a manner specified by the Memorandum of Understanding attached herein."* The contract also states that the evaluations shall be completed by March 1st of every year and the merit pay will be paid in a lump sum within thirty (30) days after completion of the evaluation.

**Staff Recommendation:**

Approve merit pay and direct staff to process payment.

**Requested City Council Action**

Consider approving and authorizing payment of merit pay for City Administrator Tom Pagel in the amount of \$5,000.00.

## Memorandum of Understanding

This document is intended to outline the process of annually reviewing the performance of the City Administrator for the purposes of calculating the annual performance bonus as addressed in paragraph 3 above.

1. The amount of the annual performance bonus is identified in the Employment Agreement as attached.
2. The evaluation of the City Administrator will take into account at least one and not more than three goals.
3. The goals will be mutually agreed upon in writing by no later than April 1st of each year for use in evaluating the Administrator's performance in the subsequent 12 months.
4. During the quarter preceding the award of the bonus, the Mayor and each Council member will rate the Administrator's performance on each goal. This evaluation will utilize a rating system based upon an average score on a scale of one to ten.
5. The percentage of the average rating score of each Council member and mayor will be multiplied by the possible yearly bonus amount to calculate the final yearly bonus payment.

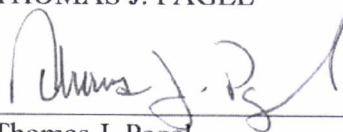
CITY OF GRAND RAPIDS



Dale Adams, Mayor

Date: 3-8-13

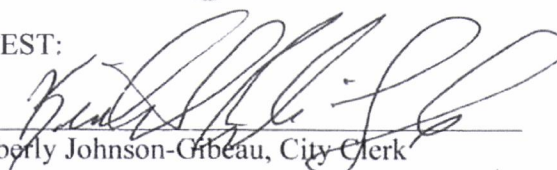
THOMAS J. PAGEL



Thomas J. Pagel

Date: 2/28/13

ATTEST:



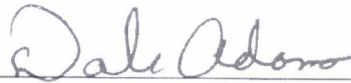
Kimberly Johnson-Grbeau, City Clerk

## Memorandum of Understanding

This document is intended to outline the process of annually reviewing the performance of the City Administrator for the purposes of calculating the annual performance bonus as addressed in paragraph 3 above.

1. The amount of the annual performance bonus is identified in the Employment Agreement as attached.
2. The evaluation of the City Administrator will take into account at least one and not more than three goals.
3. The goals will be mutually agreed upon in writing by no later than April 1st of each year for use in evaluating the Administrator's performance in the subsequent 12 months.
4. During the quarter preceding the award of the bonus, the Mayor and each Council member will rate the Administrator's performance on each goal. This evaluation will utilize a rating system based upon an average score on a scale of one to ten.
5. The percentage of the average rating score of each Council member and mayor will be multiplied by the possible yearly bonus amount to calculate the final yearly bonus payment.

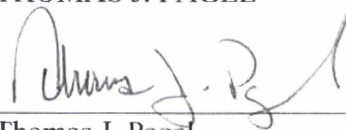
CITY OF GRAND RAPIDS



Dale Adams, Mayor

Date: 3-8-13

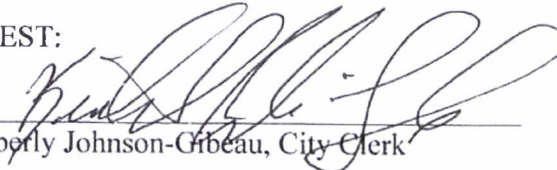
THOMAS J. PAGEL



Thomas J. Pagel

Date: 2/28/13

ATTEST:



Kimberly Johnson-Grbeau, City Clerk



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1122      **Version:** 1      **Name:** ACH Origination Agreement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/11/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Grand Rapids State Bank ACH Origination Agreement.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Grand Rapids State Bank ACH Origination Agreement.

**Background Information:**

The City of Grand Rapids signed an ACH Origination Agreement with Grand Rapids State Bank in January of 2008. They have currently updated that Agreement with a definitions section and a fee schedule. They are requesting that the City sign a new Agreement. All agreements require City Council approval.

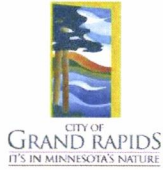
**Staff Recommendation:**

Staff is recommending approving an updated ACH Origination Agreement with Grand Rapids State Bank and authorizing the Mayor to sign the Agreement.

**Requested City Council Action**

Consider approving an updated ACH Origination Agreement with Grand Rapids State Bank and authorizing the Mayor to sign the Agreement.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1123      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/17/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Hire temporary employees for Park & Recreation / I.R.A. Civic Center

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

**Background Information:**

The following individuals will be hired with the Grand Rapids Park and Recreation Department, I.R.A. Civic Center, and/or the Grand Rapids Sports Complex. These positions are part of the annual operating budget, and will begin employment February 24, 2015.

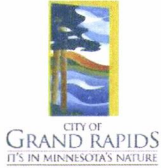
Abigail Rasmussen, Swim Lessons Instructor, Hourly Pay Rate: \$8.00

Alexis Michele Giese, Swim Lessons Instructor, Hourly Pay Rate: \$8.00

**Staff Recommendation:**

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

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1124      **Version:** 1      **Name:** GR-Cohasset PW Mutual Aid Agreement- Amendment No. Two  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/17/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Consider approving Amendment Number Two (2) to the Mutual Aid Agreement for both the City of Grand Rapids' and the City of Cohasset's Public Works Departments.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2015-17 Cohasset Sexton Services Mutual Aid Agreement](#)

Date	Ver.	Action By	Action	Result
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Consider approving Amendment Number Two (2) to the Mutual Aid Agreement for both the City of Grand Rapids' and the City of Cohasset's Public Works Departments.

**Background Information:**

On November 10th, 2011, the City of Grand Rapids Public Works Department and the City of Cohasset Public Works Department entered into a Mutual Aid Agreement. Amendment Number One (1) to the Mutual Aid Agreement was approved on February 10th, 2014, and it spelled out the duties of the part-time Cemetery Sexton Services that the City of Grand Rapids would provide for the City of Cohasset at the Wildwood Cemetery. The first amendment expired as of December 31, 2014, and both parties agree to continue these services for a three year term, as stated in the attached Amendment Number Two (2). This new three year term amendment, Amendment Number Two (2) is effective January 1, 2015, through December 31, 2017. Any party may withdraw from this amendment upon thirty (30) days written notice to the other party or parties to the agreement.

**Staff Recommendation:**

Public Works Director, Jeff Davies, recommends the approval of Amendment Two (2) to the Mutual Aid Agreement.

**Requested City Council Action**

Approve Amendment Number Two (2) to the Mutual Aid Agreement for the City of Grand Rapids Public Works Department and the City of Cohasset Public Works Department and authorize the respective Mayors and City Clerks to sign.

**AMENDMENT NUMBER TWO (2)  
TO  
THE MUTUAL AID AGREEMENT  
FOR THE CITY OF GRAND RAPIDS' PUBLIC WORKS DEPARTMENT  
AND THE CITY OF COHASSET PUBLIC WORKS DEPARTMENT**

**THIS AMENDMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by the City of Grand Rapids ("Grand Rapids") and the City of Cohasset ("Cohasset"), neighboring municipal corporations organized and existing under the laws of the State of Minnesota.

**PURPOSE**

The City of Cohasset has a need for part-time cemetery sexton services and the City of Grand Rapids has the ability to provide cemetery sexton services. Both parties have previously executed a mutual aid agreement, dated November 10, 2011. On February 21, 2014, both parties agreed to Amendment Number One (1) which provided cemetery sexton services through December 31, 2014. Amendment Number Two (2) will replace the previously expired amendment.

**SERVICES**

The services shall include but not be limited to the following:

1. Sexton shall be available to the public to identify available cemetery plots for sale.
2. Coordinate disinterments, interments and re-interments.
3. Be responsible for paperwork and communications with funeral homes or families concerned.
4. Process necessary paperwork to transfer titles on plots.
5. Communicate with Cohasset Public Works to schedule burials.
6. Be accessible for day to day cemetery management tasks.

Services not provided:

Grand Rapids shall not be responsible for digging of graves, mowing, trimming and other grounds maintenance.

**FEES**

Fees for cemetery sexton services shall be as follows:

January 1, 2015 through December 31, 2015	\$44.15 per hour
January 1, 2016 through December 31, 2016	\$46.61 per hour
January 1, 2017 through December 31, 2017	\$49.04 per hour

Fees for services shall be invoiced to the City of Cohasset on a monthly basis. Any unpaid invoice over 30 days or receipt shall earn interest at a rate of 1.5% per month.

**DURATION**

This amendment shall be effective on January 1, 2015 through December 31, 2017. Any party may withdraw from this amendment upon thirty (30) days written notice to the other party or parties to the agreement.

**EXECUTION**

Each party hereto has read, agreed to and executed this Amendment Number Two (2) on the date indicated.

**CITY OF GRAND RAPIDS**

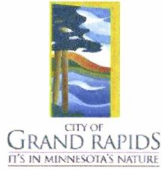
**CITY OF COHASSET**

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1125      **Version:** 2      **Name:** Seasonal Golf Employee  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/17/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Consider approving the hiring of Cody Alleman as a seasonal grounds maintenance employee at Pokegama Golf Course at the hourly rate of \$12.75 beginning no sooner than March 2, and ending later than October 31, 2015.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider approving the hiring of Cody Alleman as a seasonal grounds maintenance employee at Pokegama Golf Course at the hourly rate of \$12.75 beginning no sooner than March 2, and ending later than October 31, 2015.

**Background Information:**

The Golf Course staff requests council approval to hire Cody Alleman as a seasonal maintenance employee for the 2015 golf season.

Cody is currently working at the IRA Civic Center and will continue to do so part time through March.

His combined hours at the Civic Center and the Golf Course will not exceed 40 per week.

The March work at the golf course will be preparing equipment for the upcoming season.

Cody's regular duties will include herbicide application, irrigation system maintenance, mowing, etc...

Cody is a member of the Minnesota Golf Course Superintendents Association and has a Herbicide Applicators License.

Cody's requested rate of pay will be \$12.75/hour

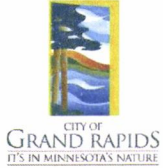
**Staff Recommendation:**

Approve the hiring of Cody Alleman as noted above

**Requested City Council Action**

Consider approving the hiring of Cody Alleman as a seasonal grounds maintenance employee at Pokegama Golf Course at the hourly rate of \$12.75.

He would begin employment no sooner than March 2, and end employment no later than October 31, 2015.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 15-1132      **Version:** 1      **Name:** Temp Liquor License  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/18/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Approve temporary liquor license for Reif Arts Council for event on May 12, 2015 at MacRostie Art Center.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Reif Arts Council - Temporary Liquor License](#)

Date	Ver.	Action By	Action	Result
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Approve temporary liquor license for Reif Arts Council for event on May 12, 2015 at MacRostie Art Center.



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 Reif Arts Council		Date organized 1/31/1981	Tax exempt number 31338
Address 720 NW Conifer Drive		City Grand Rapids	State Minnesota
		Zip Code 55744	
Name of person making application David Marty, Reif Center President		Business phone (218) 327-5780	Home phone (218) 259-8215
Date(s) of event 5/12/2015	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name X David Marty, Reif Center President		City Grand Rapids	State Minnesota
		Zip 55744	

**Add New Officer**

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

**MacRostie Art Center**  
 405 1st Ave NW, Grand Rapids, MN 55744

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 Vaaler Insurance, \$2,000,000 coverage amount

**APPROVAL**

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

City/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	

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.



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 15-1136      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/19/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Authorize staff to solicit donations to assist with construction of a Dog Park at Veteran's Park.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Authorize staff to solicit donations to assist with construction of a Dog Park at Veteran's Park.

**Background Information:**

Referencing the updated Park Plan, one of the 'Priority New Actions and Projects' identified was the construction of a Dog Park. Staff has determined that the best location is at the East end of Veteran's Park. We plan on fencing in an 40,000 square foot area and providing some benches and picnic tables. the cost of the project will be approximately \$15,000. Staff would like to solicit donations to assist with project. Significant donors will be allowewd to hang an advertising banner on the fence.

**Staff Recommendation:**

Authorize staff to solicit donations to assist with construction of a Dog Park at Veteran's Park.

**Requested City Council Action**

Consider authorizing staff to solicit donations to assist with construction of a Dog Park at Veteran's Park.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 15-1130      **Version:** 1      **Name:** Board & Commission minutes  
**Type:** Minutes      **Status:** Approved  
**File created:** 2/18/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Acknowledge minutes for Boards & Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [January 6, 2015 Arts & Culture Minutes](#)  
[January 20, 2015 Golf Board minutes](#)  
[January 28, 2015 Human Rights Minutes](#)

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

CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION  
CONFERENCE ROOM 2B– GRAND RAPIDS CITY HALL  
REGULAR MEETING, TUESDAY, JANUARY 6, 2015 – 3:15 PM

**CALL TO ORDER:** Pursuant to due notice and call thereof the regular meeting of the Grand Rapids Arts and Culture Commission was held in Conference Room 2B of the Grand Rapids City Hall, 420 N Pokegama Avenue, Grand Rapids, Minnesota, on Tuesday, January 6, 2015, at 3:15 pm

**CALL OF ROLL:** On a Call of Roll, the following members were present: Sonja Merrild, Todd Driscoll, Lois Bendix, John Connelly, Harry Smith, Karen Walker, and David Marty

Arrived at 3:20 pm Karen Walker

Arrived at 3:30 pm David Marty

Commissioners absent: Kathy Dodge

Staff Present: Amy Dettmer, Jessica Setness and Michele Palkki

Visitor: None

**APPROVAL OF MINUTES – Regular Meeting, December 2, 2014**

Corrections; page 2 and 3, change date at the top to read December 2, 2014 and page 3 toward the bottom regarding the Culture Plan, remove final draft and replace with 2<sup>nd</sup> draft.

**Motion by Commissioner Driscoll, second by Commissioner Bendix to approve the minutes, with the changes noted, of the Regular Meeting, December 2, 2014. Motion passed by unanimous vote.**

**OLD BUSINESS**

**Art and Culture Plan**

The Commissioners were given an opportunity to share their ideas on the 2<sup>nd</sup> draft: Ideas include but are not limited to;

- ✓ Some grammatical and spelling errors noted
- ✓ Didn't see Scouts or 4H listed as partners in matrix
- ✓ Fundraising – don't want to see a competition between small organizations and the City
- ✓ K – 12 Programming
- ✓ Priority to keep the City and Councilors updated
- ✓ Possibly move or change some of the goals/rankings
- ✓ Want to see more emphasis on the lakes and Mississippi River as landmarks
- ✓ Less inclusivity, not enough diversity

- ✓ Commissioners serving on additional boards may be a hardship
- ✓ Should be more information noted about logging
- ✓ Strong connection with economics and the arts
- ✓ Options for implementation – the Commission will develop a draft plan to work on at the beginning of each year marking accomplishments

GRMN Creates – a draft Arts and Culture Plan review schedule

- January 7 – Commission returns comments/edits/ideas to Anne and Lynn
- January 12 – Revised draft plan sent to City of GR Department Heads & City Council
- January 16 – Department Heads/Council return comments to Kathy and Amy
- January 19 – Revised Draft Plan posted online for public review
- February 6 – Public comment period ends
- February 13 – Final draft plan to Commissioners
- February 17 – Special Commission Meeting at 3:15 pm
- February 23 – Commission members present final draft plan to Council in work session
- March 6<sup>th</sup> – 9<sup>th</sup> – Consultant visit for presentation to City Council

Karen Walker left at 4:25 pm

A discussion was held regarding the change in the by-laws to read as presented.

**Motion by Commissioner Driscoll, second by Commissioner Marty to approve the change in the bylaws as presented. Motion passed by roll call vote, all yes.**

A discussion was held regarding January's First Friday and artists in residence. Commissioner Marty noted that the artists had trouble with a locked outside door. Discussion about previous artists losing the key and Commissioner Bendix reported the feeling is tenants don't like artists having an outside door key. Tenants won't get an outside door key.

A discussion was held regarding setting a special meeting for the Commissioner's to review the final culture plan before it is presented to the City Council.

**A Special Meeting is scheduled for Tuesday, February 17<sup>th</sup> at 3:15 pm in Conference Room 2B in the Grand Rapids City Hall.**

There being no further business, the meeting adjourned at 4:45 pm

Respectfully submitted by Michele Palkki

Reminder, the next regular meeting of the Grand Rapids Arts Commission will be held on Tuesday, February 3, 2015 beginning at 3:15 pm at the Grand Rapids City Hall, Conference Room 2B

GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
January 20, 2015  
8:00 AM

Present: Jeff Ericson, Ron Iannelli, Dan Richter

Absent: Pat Pollard

Staff: Bob Cahill Director of Golf

- I. Jeff Ericson called the meeting to order.
- II. Dan Richter made a motion to accept the minutes of the December 16, 2014 Board meeting. Ron Iannelli seconded the motion. The motion passed.
- III. Consideration of monthly bills: Ron Iannelli made a motion to approve the bill list. Dan Richter seconded the motion. The motion passed.

BLUE CROSS & BLUE SHIELD OF MN	1,584.50
BURGGRAF'S ACE HARDWARE INC	102.91
ROBERT CAHILL	80.00
CITY OF COHASSET	357.92
DELTA DENTAL OF MINNESOTA	117.70
ELEMENT PAYMENT SERVICES	16.66
CITY OF GRAND RAPIDS	483.08
GRAND RAPIDS CITY PAYROLL	6,272.25
GRAND RAPIDS STATE BANK	4,407.85
ITASCA COUNTY SHERIFFS DEPT	10.00
LINCOLN REPUBLIC INSURANCE CO	4.10
MINNESOTA DEPT OF AGRICULTURE	15.00
MGCSA	140.00
MINNESOTA PUBLIC GOLF ASSOC	75.00
MINNESOTA REVENUE	24.02
NEXTERA COMMUNICATIONS LLC	4.15
POKEGAMA ELECTRIC INC	1,068.30
P.U.C.	923.88
STOKES PRINTING COMPANY	122.53
TDS Metrocom	312.49
TWINCITIESGOLF.COM	225.00
UNITED STATES GOLF ASSOCIATION	110.00
VERIZON WIRELESS	31.40

TOTAL ALL VENDORS: 6,488.74

- IV. Visitors: None
- V. Grounds Superintendent: No report.
- VI. Concessions: No report.
- VII. Director of Golf: Bob Cahill reported. The concessions contract with the Bastian's was extended by the City Council and the new contract will end with the 2018 season. Bob presented a proposed projects list for 2015, 2016, and 2017. The financial statements were reviewed. Project and equipment outlays during 2014 were somewhat higher than usual, but the cash balance as of December 2014 is still quite healthy at \$173,000 due to good revenues and modest operating expenses.
- VIII. Old Business: None

IX. New Business: None

X. Correspondence and Open Discussion: None.

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

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

## CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION

**CALL TO ORDER:** Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Human Rights Commission was held in Conference Room 2B of City Hall, Grand Rapids, Minnesota, on Wednesday, January 28, 2015 at 4:00 p.m.

**CALL OF ROLL:** On a Call of Roll, the following members were present:  
Commissioners: Becky LaPlant, Frieda Hall, Barb Sanderson, Doug Learmont, Jackie Dowell, Braily Nichols and Melissa Weidendorf

Absent Commissioners: Darlene Freeman, Karen Noyce

Guest: Noreen Hautala

Staff Present: Scott Johnson, Police Chief, Steven Schaar, Assistant Chief and Michele Palkki, Administrative Assistant

**CALL TO ORDER:** The meeting was called to order 4:00 p.m.

### **SETTING AGENDA**

No additions

**APPROVAL OF MINUTES:** December 31, 2014 Regular Meeting

**MOTION BY COMMISSIONER LAPLANT, SECOND BY COMMISSIONER DOWELL TO APPROVE THE MINUTES OF DECEMBER 31, 2014. Motion passed unanimously.**

### **FINANCIALS**

Nothing to report.

### **CIRCLE OF HEALING UPDATE**

Commissioner LaPlant gave a report on what is happening with Circle of Healing. The next meeting will be February 20, 2015. Topic will be identifying what is the unique need; Barb Sanderson will be speaking. Why Treaties Matter dedication ceremony for the exhibit at Grand Rapids High School is February 4<sup>th</sup>.

### **OLD BUSINESS**

**Nothing to report**

### **NEW BUSINESS**

Introductions were made.

Grand Rapids Human Rights Commission

January 27, 2015

Page 2

Grand Rapids Police Department: Chief Johnson and Assistant Chief Schaar are present to speak on different topics of interest to the Commission

Chief Johnson began by giving the Commission background information from his start of his career as a police officer to the present. Chief Johnson worked in many levels of law enforcement and in several communities including Lakeville, Mendota Heights and Apple Valley. He currently resides in Cohasset.

Assistant Chief Schaar was born and raised in Grand Rapids. He has been in law enforcement for 25 years.

Chief Johnson gave a brief report on the Police Department. The department has a Chief, Assistant Chief, Administrative Sergeant, 2 Patrol Sergeants, 2 Investigators, 10 Officers, Officer and K-9, 2 School Liaison Officers, Community Assistant Officer and 2 Administrative Assistants/Records.

The following are just some of the observations Chief Johnson noted since he came to Grand Rapids.

- There is not a lot of crime, or speeding on residential streets. There are few accidents and few burglaries.
- The Police Department working with the schools to promote safe driving
- There are a lot of domestic so working with different agencies on this
- Drug activity here is very high, use of Meth and Spice are just a few
- Alcohol abuse
- Mental Health issues (the department receives no training whatsoever right now). Chief Johnson would like to either take a group of officers down to the Cities or have the model come here and train all the officers. Funding is currently being sought out for this to come to a reality.
- On the positive side, today, the Department just received 8 hours of First Aid Training by Meds I at no charge.

Chief Johnson reported that he would like to see the Grand Rapids Police Department and the Itasca County Sheriff's Department have more training together. We work side by side with each other and it only makes sense to do training the same way.

- Diversity: Chief Johnson responded that diversity is changing and that it will mean different things to different people. There needs to be a dialogue with ethnic groups alongside the Police Department and other people in the community. If nobody is having the conversations with each other, it is not going to change.

- Treatment of Native American's by Officers. Chief Johnson does not believe that Native American's are sought out and pulled over or treated differently than anyone else. The majority of individuals who are pulled over the Officer do not know the race. Officer Schaar briefly spoke about this and stated that what he has seen between Native American, Mexican, or Asian is that they never throw the race card out. In cases involving the African Americans they believe they are sought out on purpose which he does not believe has happened. One solution to help this situation would be to invite those of other race and come and talk, have a conversation across the table in a non-threatening location.
- Minorities: Commissioner LaPlant stated that the expectations and reality to the minority's is how can they come to the table and be heard, to be authentic, build relationships, observations and/or perceptions, expectations, hear what they have to really say.

Chief Johnson reported that perception is reality and that each of us has a different perception. If we do not try to get the relationships building, the cause will continue to be there and not change. Commissioner Sanderson stated that there needs to be a better understanding of each other and that maybe one thing that could be done is to swap with each other. In other words, the Police Department swaps with the Tribal Officers so they can see and experience first-hand. Chief Johnson was not opposed to this idea.

- Community policing and how can the Human Rights Commission help accomplish; Chief Johnson stated there are three items that make up Community Policing.
  - 1) Relationships – officers working toward getting to know the community, in their businesses, on the streets, at events.
  - 2) Problem Solving
  - 3) Ownership

Chief Johnson reported that he sees the Commission as a bridge of using each other's contacts, connections and working together and dialogue. This will take time and will not happen overnight but has to start somewhere.

- Recruitment – Chief Johnson reported that the ways to communicate offerings is via the Web, Local News Papers, Publishing, etc. It is Chief's impression is to interview perspective Officers and not just rely on written tests. When interviewing individuals you can dialogue with them. To purposely not hire women, African American, Asian or Native American is not the norm. Individuals of different race are not selected out they are given the same opportunity as any.



- Police Advisory Board – the Police Department just went to Council January 26 with a proposal to develop the Board of possibly 7 members to include a high school student, each quadrant of the City. This board's main purpose would be to work with the Police Department on issues on an advisory capacity. They would not be involved in discipline/hiring/firing. Is still in the first stages of being developed.

Final notes; Chief Johnson shared that Mary Corwin has for many years had an artificial Christmas tree in the lobby as you enter City Hall that is decorated in blue lights (to signify Police) and that ornaments are made with the names of officers killed while on active and that the ornament is sent to that individuals family stating they are thought of and prayed for along with a letter from Chief Johnson. Chief Johnson stated that he received a letter in the mail today from the Commissioner of New York City thanking the department for doing this.

The new vehicles are now lettered that the Police Department has been in existence since **1890**. Chief Johnson would like to put pictures up around the community that are taken with police officers. There has been one business already that heard about this and wants a picture to hang in their business.

Chief Johnson and Officer Schaar thanked the Commission for inviting them and would like to continue the conversations and bring people together.

**MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER DOWELL TO ADJOURN THE MEETING AT 5:45 PM.**

Respectfully submitted, Michele Palkki, Administrative Assistant



CITY OF  
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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 15-1134      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Department Head Report  
**File created:** 2/19/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Housing & Redevelopment Authority ~ Jerry Culliton

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Housing & Redevelopment Authority ~ Jerry Culliton

# Housing and Redevelopment Authority of Grand Rapids, Minnesota

411 Seventh Street NW  
Grand Rapids, MN 55744  
Telephone: (218) 326-9515  
Fax: (218) 326-5019



February 20, 2015

To: Grand Rapids City Council

From: Jerry Culliton, Grand Rapids HRA

RE: HRA Updates and Developments

The GRHRA has three components. They are the “public” housing located at 411 NW 7<sup>th</sup> Street and 401 River Road, which are rent subsidized one bedroom apartments, with rents based on 30% of your adjusted gross income, which contain 92 units, in two separate buildings. We also own and operate Crystal Lake Town Homes which contain 6 buildings, with 48 total units which are 24 two bedroom, and 24 three bedroom units. This complex is a project based section 8 complex, again with 30 % of your adjusted gross income used for determining your rent for that facility. Forest Park West and Lakeshore Place contain 96 units in four separate buildings, and are one, two and three bedroom units with garages, as well as balconies.

Forest Park West and Lakeshore Place are affordable/ moderate rate rental housing complexes. We have 14 years remaining on the outstanding principal that financed the four buildings, two facilities, with a yearly debt service of approximately \$326,875. This amount includes the principal and interest yearly. Crystal Lake Town homes have a first and second mortgage on the property for 30 years. The second mortgage is for 30 years at 0%, and the first mortgage is for 30 years at 6.5%, with a starting principal balance of 1,555,383, and monthly payments of approximately \$9,345.00. The two “public” buildings do not carry a mortgage, and the GRHRA own them in their entirety.

We were notified that we are eligible in applying for and obtaining Capital Fund Improvement money for fiscal year “2015 “. We are completing the steps for fiscal year “2015” capital funds, but will not know this amount for a several more months. These funds will be placed towards “public housing” building improvements only. These funds are used strictly for modernization and building improvements. They are only used for the “public” subsidized housing portion of the GRHRA, and are not part of our routine monthly operations. The capital funds **are not** part of any funding for Crystal Lake Town Homes, Forest Park West or Lakeshore Place. This money is used to maintain our two “public housing” buildings in proper condition.

In order to be eligible for these funds the GRHRA must write yearly, and have approved, a five year agency plan. The buildings are also inspected by an independent third party and must pass that inspection. Thirdly, we must pass financially, and we are starting that process by submitting our un-audited financial information by February 28th. Once our CPA audits are completed, around June, we will then submit our official audited information, which the Federal Government then reviews and grades, which finishes the audit process. We also must submit, and are in the process of submitting, our Management Assessment Information. After passing these criteria, we are then eligible for funding of Capital Funds on the monies appropriated, and approved by the Federal Government for that particular fiscal year.

Our un-audited findings for fiscal year "2014" just ended, show that the GRHRA which handles four separate funds operated in positive numbers for all funds. The "General Fund" showed a year-end balance of \$4,551, the "Public Housing Fund" showed a year end net income of \$80,529 excluding depreciation expense, Crystal Lake Townhomes showed a year end net income of \$20,724 including complete principal and interest payments, Forest Park West and Lake Shore Place showed a year end net income of \$406,828. Therefore, the GRHRA continues to operate in positive numbers for all four funds, without levying a tax to the business community, and residential taxpayers in the City of Grand Rapids.

We would also like to note that the GRHRA contributes to the property tax base of Grand Rapids, and in "2014" we paid our property tax PILOT payment, "payment in lieu of taxes" in the amount of \$88,923. This payment is forwarded to the Itasca County Auditor in October, and they then distribute proportionally to the representative districts.

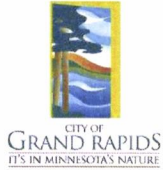
I shall be attending the February 23, 2015 meeting to answer any questions that the Grand Rapids City Council may have pertaining to the GRHRA.

Respectfully Submitted,



Jerry Culliton  
GRHRA

Enclosures: None



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1129      **Version:** 1      **Name:** Consider adoption of a resolution issuing an order to raze or remove structures upon property located at: 323 NE 8th Street, Grand Rapids, Minnesota.

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

**File created:** 2/18/2015      **In control:** City Council

**On agenda:** 2/23/2015      **Final action:**

**Title:** Consider adoption of a resolution issuing an order to raze or remove structures upon property located at: 323 NE 8th Street, Grand Rapids, Minnesota.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Rolfe Condemnation Resolution: 2-23-2015](#)  
[Rolfe Letter to City: 1-7-2015](#)

Date	Ver.	Action By	Action	Result
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Consider adoption of a resolution issuing an order to raze or remove structures upon property located at: 323 NE 8th Street, Grand Rapids, Minnesota.

**Background Information:**

On December 10, 2014, the Grand Rapids Police Department went to the above address on a call and reported the conditions of structure to Travis Cole (Building Official) and Nate Morlan (Building/Fire Inspector). Travis and Nathan went to structure located at above address that same day and placarded the structure as a hazard, unfit for occupancy. The Building Official wrote notice and orders and hand delivered them to the owner at their new residence. At this meeting, the notice and orders were explained to the owner as well as a voluntary consent to search form obtained and signed by the owner, police, and Building Official to authorize permission to enter the structure to more completely evaluate its condition. As a result of this interior inspection, it was confirmed that the structure is unfit for human occupancy because of the degree to which the structure is in disrepair, lacks maintenance, is unsanitary, lacks ventilation, illumination, sanitary and other essential equipment required by the Building Code and Property Maintenance Code.

On January 7, 2015, a letter (*attached*) of response was received from the owner of the structure stating she understands that her home has been condemned and she is unable to correct the repairs and does not have the funds needed to make these repairs. This letter also requested that we help recover some valuables and items in the home. Travis Cole and Nathan Morlan went back to structure with owner's permission and did their best to recover as many items of value and requested items as could be found safely.

The Building Safety Division's inspection summary listed the following existing structure conditions leading to our determination that the structure met the definition of a hazardous structure under the Minnesota State Statute 463.15 to 463.26:

**Section 108.1** When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

**Section 108.1.3 Structure unfit for human occupancy:** A structure is unfit for human occupancy whenever the code official finds that such a structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of

the structure constitutes a hazard to the occupants of the structure or to public.

**Details of Violation:** 2003 Property Maintenance Code and section 1300.0180 of the Minnesota state building code.

- 307.1 All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage. All rubbish and debris shall be removed from exterior and interior.
- 307.2 Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers. Dispose of rubbish in an approved manner.
- 504.1 All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition. All fixtures shall be sanitary and in working order.
- Dwelling shall be provided with heating facilities capable of maintaining a room temperature of 68F in all habitable rooms, bathrooms and toilet rooms based on the winter outdoor design temperature for the locality indicated in Appendix D of the International Plumbing Code. Verify house can be heating in approved manner.
- 702.1 A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Remove all debris and rubbish to provide safe passageways.

The City has given the owner of this property notice by personal delivery on 12/11/2014 with a date of 1/10/2015 to remove or clean and repair premises and bring it to a condition where it no longer poses a danger. These notices were understood by owner and replied with a letter stating no repairs will be made..

The next step in rectifying this situation is the adoption of the attached resolution to order the razing of the structure. Within this action, the property owner still has the ability to commence with removal or repair of the building, on their own accord, within 20 days of receiving notice of this order, and if commenced within 20 days, the removal or repair must be complete within 60 days. If no action is taken within these timeframes, the City will move the District Court of Itasca County for summary enforcement of the order and all costs incurred by the City in the demolition would be assessed against the property.

**Requested City Council Action**

Consider adoption of a resolution issuing an order to raze or remove structures upon property located at: 323 NE 8th Street, Grand Rapids, Minnesota.

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

**GRAND RAPIDS RESOLUTION No. 15-  
ORDER TO RAZE OR REMOVE STRUCTURES LOCATED UPON  
323 NE 8<sup>th</sup> Street, GRAND RAPIDS, MINNESOTA**

WHEREAS, the City of Grand Rapids is a governing body entitled to order the owner of any hazardous building to raze or remove building;

WHEREAS, under Minnesota Statute 463.15, a hazardous building or property means any building or property which because of inadequate maintenance, dilapidation, physical damage, unsanitary conditions, or abandonment constitutes a fire hazard to public safety or health;

WHEREAS, the owner of record of a structure and property legally described as: Lot Four (4), AUDITORS SUBDIVISION NUMBER 8, SECTION 16, TOWNSHIP 55N, RANGE 25W according to the plat thereof on file and of record in the office of the County Recorder, Itasca County, Minnesota (also known as 323 NE 8<sup>th</sup> Street, Grand Rapids, Minnesota), is Beverly L. Rolfe. The property contains two buildings.

WHEREAS, the City finds the buildings upon the premises to be hazardous and to constitute a fire hazard and a hazard to public safety and health, as outlined below:

1. The buildings are found to be hazardous due to the contamination and unsanitary conditions found within the structures.
2. The buildings are found to be hazardous due to fire hazards, non-working, and unsafe equipment.
3. The buildings are found to be hazardous due to the odors in the immediate environment and surrounding area.
4. All kitchen sinks, lavatories, laundry facilities, tubs and showers shall be supplied with hot or tempered and cold running water in accordance with the plumbing code.
5. All plumbing fixtures shall be properly installed and maintained in working order and shall be maintained in a safe, sanitary and functional condition.
6. There is rubbish and garbage accumulating around the exterior and interior.
7. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Remove all debris and rubbish to provide safe passageways.
8. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers. Dispose of rubbish in an approved manner.

WHEREAS, the City, has given the owner of this property notice on December 10, 2015, to clean and repair said premise and bring it to a condition where it no longer poses a danger. Owner has replied with a written letter acknowledging she understands the home has been condemned and has stated she is unable to correct the repairs and will not be returning to the property.

WHEREAS, pursuant to the above stated facts and in accordance with Minnesota Statutes, Section 463.15 to 463.26, the Grand Rapids City Council hereby Orders that the owner of record of said hazardous building raze or remove the building, or within the time allotted make repairs to the same described above.

WHEREAS, it is further Ordered that unless action is commenced to raze or remove the building within twenty (20) days after service of this Order and completed within sixty (60) days of such service, or unless such repairs are commenced within twenty (20) days after service of this Order and completed within sixty (60) days after service, or answer served upon the City of Grand Rapids in the manner provided for the service of answer in a civil action within twenty (20) days from the date of service of this Order, then the City of Grand Rapids will move the District Court of Itasca County for summary enforcement of this Order.

BE IT RESOLVED The Council further Orders that if the City is compelled to take any corrective action herein, all necessary costs expended by the City will be assessed against the real estate concerned and collected in accordance with Minnesota Statute, required by law.

BE IT FURTHER RESOLVED that the owner be served a copy of this Order, and the owner shall have to take the following action:

1. Remove or raze the buildings presently upon the property indicated above.

Failure to comply with or answer this Order as required by Minnesota Statute 463.18 will result in the City of Grand Rapids filing a Motion for Summary Enforcement of this Order in the District Court, Itasca County, Minnesota. The owner shall have twenty days from the date of service of this Order to answer specifically and deny such facts contained in this Order if any are in dispute.

Adopted by the Council this 23<sup>rd</sup> day of February, 2015.

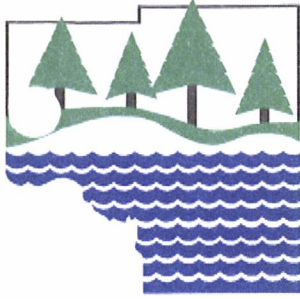
\_\_\_\_\_  
Dale Adams, Mayor

ATTEST:

\_\_\_\_\_  
Kim Gibeau, City Clerk

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





**ITASCA COUNTY HEALTH AND HUMAN SERVICES**  
**ITASCA RESOURCE CENTER**

1209 S.E. 2nd Ave., Grand Rapids, Minnesota 55744-3983

Hearing Impaired Number TDD: 218-327-5549

**218-327-2941**

Visit us at: [www.co.itasca.mn.us](http://www.co.itasca.mn.us)

January 7, 2015

To: City of Grand Rapids

From: Beverly Rolfe

Re: Statement of Violations and Orders

To whom it may concern,

I have received a letter regarding my property at 323 NE 8<sup>th</sup> Street, Grand Rapids MN. I understand that my home has been condemned . I am unable to correct the repairs. I am now living in an assisted living home and will not be returning to the property. I do not have the funds needed to correct the violations.

I do have some valuables and items in the home that I would like to get. My financial papers and checkbook are in the home, my glasses, and miscellaneous items. I understand that permission is needed to enter the home.

I am working with a social worker, Pam Korhonen from Itasca County. Her number is 218-327-6778.

I apologize for the inconvenience this has caused. I can be contacted at Home and Comfort Care at 218-245-0012. My address is PO Box 719/500 Powell Avenue Coleraine MN 55722.

Respectfully,

Beverly Rolfe



CITY OF  
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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 15-1131      **Version:** 1      **Name:** Board/Commission Appointments  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 2/18/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Appointments to Boards & Commissions.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [List of applicants for 2015 Appointments](#)

Date	Ver.	Action By	Action	Result
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Appointments to Boards & Commissions.

**Background Information:**

The Council's By-Laws provide for the orderly appointments to City Boards & Commission on an annual and as needed basis. Staff has advertised in the Herald Review for Board & Commission vacancies and has also contacted those Board and Commission members that wish to be re-appointed.

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

**MAYOR AND COUNCIL APPOINTMENTS:** Appendix C. Mayor & Council discuss candidates for Board & Commission appointments and through a nomination and voting process, determine who the appointees shall be. Arts & Culture Commission, Planning Commission, Golf Course Board, Human Rights Commission, Grand Rapids Public Utilities Commission, Library Board, Airport Advisory Board & Police Civil Service Commission.

**Arts & Culture Commission:**

1 vacancy / 1 applicant

Appoint one for three year term to expire December 31, 2017

**Golf Course Board:**

1 vacancy / 2 applicants

Appoint one for three year term to expire March 1, 2018

**Human Rights Commission:**

3 vacancies / 1 applicant

Appoint one for three year term to expire March 1, 2018

**Public Utilities Commission:**

1 vacancy / 4 applicants

Appoint one for three year term to expire March 1, 2018

**MAYOR APPOINTMENTS AND COUNCIL APPROVAL PROCESS:** Appendix D. Minnesota Statutes

authorizes the Mayor to appoint and the Council to approve membership on various Boards & Commissions created by the Mayor and Council. The Economic Development Authority, Park/Rec/Civic Center Advisory Board, and Housing and Redevelopment Authority.

Economic Development Authority:

1 vacancy / 2 applicants

Appoint one for six year term to expire March 1, 2021

Park/Rec/Civic Center Advisory Board:

3 vacancies / 3 applicants

Appoint three for three year terms to expire March 1, 2018

**Staff Recommendation:**

As Council brings forward recommendations for those interviewed, make appointments.

**Requested City Council Action**

Appoint applicants to serve on City Boards & Commissions.

**Board & Commission Applicants**  
**February 23, 2015**

Economic Development Authority (1 vacancy)

John O'Leary – new applicant  
Mike Przytarski

Pokegama Golf Board (1 vacancy)

Larry O'Brien – new applicant  
Brad Gallop – new applicant

Human Rights Commission (3 vacancies)

Becky LaPlant

Park/Rec/Civic Center Board (3 vacancies)

Tina Glorvigan  
Steve Oleheiser  
Justin Lampa

PUC (1 vacancy)

Don Evans – new applicant  
Joe Chandler – new applicant  
Scott Hautala – new applicant  
Glen Hodgson

Arts & Culture Commission (1 vacancy)

Ben Braff



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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 15-1126      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 2/18/2015      **In control:** City Council  
**On agenda:** 2/23/2015      **Final action:**  
**Title:** Consider approving the verified claims for the period February 3, 2015 to February 16, 2015 in the total amount of \$492,414.80.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [City Council Bill List 02-23-15.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period February 3, 2015 to February 16, 2015 in the total amount of \$492,414.80.

**Requested City Council Action**

Consider approving the verified claims for the period February 3, 2015 to February 16, 2015 in the total amount of \$492,414.80.

CITY OF GRAND RAPIDS BILL LIST - FEBRUARY 23, 2015

DATE: 02/18/2015  
 TIME: 11:03:30  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/23/2015

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0300200	CDW GOVERNMENT INC	463.82
0321125	CUB FOODS STORE# 9036	27.20
0715150	GO COLLABORATIVE, LLC	4,625.00
TOTAL CITY WIDE		5,116.02
ADMINISTRATION		
0718060	GRAND RAPIDS NEWSPAPERS INC	387.50
TOTAL ADMINISTRATION		387.50
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	30.72
0315455	COLE HARDWARE INC	3.98
0718060	GRAND RAPIDS NEWSPAPERS INC	770.00
0920060	ITASCA COUNTY TREASURER	103.70
1401650	NARDINI FIRE EQUIPMENT CO. INC	912.40
1801555	RAPID PEST CONTROL INC	60.00
1909510	SIM SUPPLY INC	65.29
TOTAL BUILDING MAINTENANCE-CITY HALL		1,946.09
COMMUNITY DEVELOPMENT		
0301200	CES IMAGING	69.45
0920060	ITASCA COUNTY TREASURER	26.49
2018225	TREASURE BAY PRINTING INC	29.00
TOTAL COMMUNITY DEVELOPMENT		124.94
ENGINEERING		
0218115	BRAUN INTERTEC CORPORATION	145.00
TOTAL ENGINEERING		145.00
FINANCE		
0718060	GRAND RAPIDS NEWSPAPERS INC	302.90
1309330	MINNESOTA SOCIETY OF CPA'S	265.00
1805195	REDPATH AND COMPANY, LTD	6,094.23
TOTAL FINANCE		6,662.13

CITY OF GRAND RAPIDS BILL LIST - FEBRUARY 23, 2015

DATE: 02/18/2015  
 TIME: 11:03:30  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 02/23/2015

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FIRE		
0121721	AUTO VALUE - GRAND RAPIDS	10.98
0221650	BURGGRAF'S ACE HARDWARE INC	139.65
0401804	DAVIS OIL	300.14
0513235	EMERGENCY RESPONSE SOLUTIONS	217.10
0717996	GRAND ITASCA CLINIC	325.00
0920060	ITASCA COUNTY TREASURER	92.22
1200500	L&M SUPPLY	159.56
1309193	MN FIRE SERV CERTIFICATION BRD	300.00
2300600	W.P. & R.S. MARS COMPANY	27.90
	TOTAL FIRE	1,572.55
INFORMATION TECHNOLOGY		
0300200	CDW GOVERNMENT INC	126.42
	TOTAL INFORMATION TECHNOLOGY	126.42
PUBLIC WORKS		
0121721	AUTO VALUE - GRAND RAPIDS	133.87
0221650	BURGGRAF'S ACE HARDWARE INC	21.99
0305510	CENTRAL LANDSCAPE SUPPLY INC	1,869.00
0315501	COMPASS MINERALS AMERICA, INC.	3,924.00
0401804	DAVIS OIL	2,719.06
0501650	EARL F ANDERSEN	1,045.63
0801836	HAWKINSON SAND & GRAVEL	173.60
0821705	HUSKY SPRING	16.00
0920060	ITASCA COUNTY TREASURER	710.94
1200500	L&M SUPPLY	45.20
1221155	LUCKEN AUTO TRUCK PARTS	115.00
1421155	NUCH'S IN THE CORNER	30.00
1621125	PUBLIC UTILITIES COMMISSION	3,318.23
1801615	RAPIDS WELDING SUPPLY INC	14.98
2305453	WESCO DISTRIBUTION INC	3,860.48
	TOTAL PUBLIC WORKS	17,997.98
FLEET MAINTENANCE		
0221650	BURGGRAF'S ACE HARDWARE INC	25.98
0315455	COLE HARDWARE INC	28.50
0318900	CRYSTEEL TRUCK EQUIPMENT INC	205.82
0518366	ERICKSON'S ITASCA LUMBER INC	61.00
0718021	GRAND RAPIDS GM INC	113.57
1200500	L&M SUPPLY	35.36

DATE: 02/18/2015  
 TIME: 11:03:30  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 02/23/2015

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FLEET MAINTENANCE		
1301720	MATCO TOOLS	148.12
1415030	NAPA SUPPLY OF GRAND RAPIDS	255.29
2300600	W.P. & R.S. MARS COMPANY	0.00
TOTAL FLEET MAINTENANCE		873.64
POLICE		
0409300	DIGITAL ALLY INC	280.00
0712225	GLEN'S ARMY NAVY STORE INC	24.99
0920060	ITASCA COUNTY TREASURER	2,994.71
1105235	K.E.E.P.R.S. INC	419.28
1801570	RAPIDS AUTO WASH	77.00
1909650	SIRCHIE FINGER PRINT INC	328.54
1920233	STREICHER'S INC	2,468.55
2000400	T J TOWING	220.00
TOTAL POLICE		6,813.07
CENTRAL SCHOOL		
0315455	COLE HARDWARE INC	22.47
0609457	FILTHY CLEAN INC	1,300.00
0718010	CITY OF GRAND RAPIDS	600.00
1315725	THE MOTOR SHOP	225.00
1801555	RAPID PEST CONTROL INC	57.50
1909510	SIM SUPPLY INC	127.69
TOTAL		2,332.66
AIRPORT		
0504825	EDWARDS OIL INC	358.50
0801450	HALI-BRITE INC	103.32
0920060	ITASCA COUNTY TREASURER	191.15
1200500	L&M SUPPLY	32.99
2018680	TRU NORTH ELECTRIC LLC	120.00
TOTAL		805.96
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	90.23



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VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER		
GENERAL ADMINISTRATION		
0205153	BECKER ARENA PRODUCTS INC	596.26
0215805	BOVEY COLERAINE YOUTH CENTER	210.25
0221650	BURGGRAF'S ACE HARDWARE INC	112.29
0501656	THE EARTHGRAINS COMPANY INC	96.34
0605670	FERRELLGAS	524.28
0718060	GRAND RAPIDS NEWSPAPERS INC	350.00
0718092	GRAND RAPIDS VOLLEYBALL ASSO	273.69
0920060	ITASCA COUNTY TREASURER	32.56
1105640	KERNEL CONCESSION SUPPLY	305.00
1205725	LET'S PLAY HOCKEY, INC	970.40
1301168	MARKETPLACE FOODS	82.16
1309495	MINUTEMAN PRESS	135.84
1415655	NORVEND INC	160.00
1605611	PEPSI-COLA	2,495.73
1800655	R & R SPECIALTIES	32.41
1801610	RAPIDS PLUMBING & HEATING INC	569.75
1901535	SANDSTROM COMPANY INC	1,499.91
1909510	SIM SUPPLY INC	734.45
2116600	UPPER LAKE FOODS INC	409.15
2209421	VIKING ELECTRIC SUPPLY INC	113.70
TOTAL GENERAL ADMINISTRATION		9,794.40
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	24.57
0920060	ITASCA COUNTY TREASURER	43.49
TOTAL		68.06
DOMESTIC ANIMAL CONTROL FAC		
0920060	ITASCA COUNTY TREASURER	47.13
TOTAL		47.13
2014 INFRASTRUCTURE BONDS		
2011-2 CRYSTAL LAKE BLVD		
0301705	CASPER CONSTRUCTION INC	84,384.06
TOTAL 2011-2 CRYSTAL LAKE BLVD		84,384.06

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VENDOR #	NAME	AMOUNT DUE
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STORM WATER UTILITY		
0401804	DAVIS OIL	1,865.61
0920060	ITASCA COUNTY TREASURER	242.67
1205090	LEAGUE OF MINNESOTA CITIES	760.00
1421155	NUCH'S IN THE CORNER	61.00
1605665	PERSONNEL DYNAMICS LLC	390.00
1621125	PUBLIC UTILITIES COMMISSION	617.51
	TOTAL	3,936.79
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 143,134.40
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114210	D. ANDERSON - CHANGE FUND	5,580.00
0116600	APPLE VALLEY, CITY OF	1,160.74
0200024	BP	24.31
0212750	BLUE CROSS & BLUE SHIELD OF MN	34,887.50
0305530	CENTURYLINK COMMUNICATIONS LLC	259.00
0401800	JEFF DAVIES	12.00
0409655	TIMOTHY DIRKES	40.00
0504610	RON EDMINSTER	74.75
0519654	ESSENTIA HEALTH DEER RIVER	1,000.00
0618230	FRESHWATER SOCIETY	135.00
0718015	GRAND RAPIDS CITY PAYROLL	214,262.66
0805358	JACKIE HEINRICH	40.00
0900060	ICTV	7,943.85
1015323	KIM JOHNSON-GIBEAU	46.83
1105532	JULIE KENNEDY	56.42
1201402	LAKE COUNTRY POWER	59.99
1209522	LINCOLN REPUBLIC INSURANCE CO	259.53
1305046	MEDIACOM	86.93
1309098	MINNESOTA DEPT OF ADMN	590.00
1309199	MINNESOTA ENERGY RESOURCES	1,096.35
1309332	MN STATE RETIREMENT SYSTEM	1,820.00
1315630	ASHLEY MORAN	40.00
1405850	NEXTERA COMMUNICATIONS LLC	460.06
1415479	NORTHERN DRUG SCREENING INC	61.00
1503151	OCCUPATION DEVELOPMENT CENTER	313.25
1516220	OPERATING ENGINEERS LOCAL #49	34,180.00
1601305	THOMAS J. PAGEL	282.00
1621130	P.U.C.	11,965.03
2000100	TASC	837.00
2205637	VERIZON WIRELESS	3,865.64
2209665	VISA	5,188.45
2209705	VISIT GRAND RAPIDS	17,651.92
2405650	XEROX CORPORATION	20.19
T001001	OLSON ELECTRIC	4,980.00

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VENDOR #	NAME	AMOUNT DUE
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CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF \$	349,280.40
	TOTAL ALL DEPARTMENTS	\$ 492,414.80