



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail

City Council

Monday, January 12, 2015

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, January 12, 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.

5:01 PM ORGANIZATIONAL MEETING

15-1001 Consider appointing the following financial institutions as depository designations for 2015: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.

15-1031 Designation of Official Newspaper

Attachments: [Herald request for Official Newspaper 2015](#)

15-1032 Designate Mayor Pro-Tem

15-1033 2015 Calendar

Attachments: [2015 Calendar](#)

15-1034 Appoint Council representatives to Boards & Commissions.

15-1035 Appointment of Special Council Representatives to selected agencies.

15-1037 Adopt Council By-Laws

Attachments: [2014 Council By-Laws](#)

5:15 PM PUBLIC FORUM

5:20 COUNCIL REPORTS
PM

5:25 APPROVAL OF MINUTES
PM

[15-1027](#)

Approve Council minutes for Monday, December 15, 2014 worksession and regular meetings.

Attachments: [December 15, 2014 Worksession](#)
[December 15, 2014 Regular Meeting](#)

5:26 CONSENT AGENDA
PM

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

1. [15-1005](#) Consider allowing the fire department to adopt changes to operating guidelines.
Attachments: [2014 changes GRFD ORGANIZATIONAL AND OPERATING POLICIES 1.0](#)

2. [15-1012](#) Adopt a resolution accepting the donation of Four Digital Voice Recorders from Support Within Reach
Attachments: [PD Digital Voice Recorders](#)

3. [15-1013](#) Authorize the Police Department to apply for a child safety car seat grant

4. [15-1014](#) Adopt a resolution to allow the Police Department to accept a donation totaling \$25.00 to be used for the Public Safety Education Fund.
Attachments: [4453_001.pdf](#)
[PD Beighley Pub Sfty Ed](#)

5. [15-1016](#) Consider adopting a resolution approving closing Special Assessment Improvement Bond 2005A and transferring the remaining balance of approximately \$115,234 to the General Obligation Refunding Bonds 2013A as of December 31, 2014.
Attachments: [Close Fund 348 transfer to 364 \\$115,234.pdf](#)

6. [15-1021](#) GRSB Land Donation Resolution
Attachments: [GRSB Quit Claim Deed](#)
[GRSB Land Resolution](#)

7. [15-1007](#) Amendments to Fire Department job descriptions

Attachments: [Fire - 1st Assistant Fire Chief amended job description](#)
[Fire - 2nd Assistant Fire Chief amended job description](#)
[Fire - Captain amended job description](#)
[Fire - Hazardous Materials Officer amended job description](#)
[Fire - Haz-Mat Equip and Training Assistant amended job description](#)
[Fire - Fire Prevention and Education Officer amended job description](#)
[Fire - Safety Officer amended job description](#)
[Fire - Fire Mechanic amended job description](#)
[Fire - Custodian amended job description](#)
[Fire - Firefighter amended job description](#)

8. [15-1023](#) Wage adjustments for part-time employees at the IRA Civic Center effective January 4, 2015.
9. [15-1024](#) Consider approving a Supplemental Letter Agreement (SLA) with SEH for \$3000 to complete the FAA closeout report for the 2011 federal grant related to improvements made to the airport.
- Attachments:** [01-05-2015 Letter Agreement 16-11 Closeout.pdf](#)

**5:30 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

10. [15-1030](#) Acknowledge the attached minutes for Boards & Commissions.
- Attachments:** [November 18, 2014 Golf Board minutes](#)
[November 25, 2014 Human Rights Minutes](#)
[December 2, 2014 Arts & Culture Minutes](#)
[December 16, 2014 Golf Board minutes](#)
[November 5, 2014 PUC Special Meeting minutes](#)
[November 24, 2014 PUC Meeting](#)
[November 24, 2014 PUC Special Meeting Minutes](#)
[August 20, 2014 HRA Regular Meeting](#)
[October 15, 2014 HRA Meeting](#)
[September 17, 2014 HRA Meeting](#)
[November 19, 2014 HRA Meeting](#)

**5:31 DEPARTMENT HEAD REPORT
PM**

11. [15-1039](#) Administration & Human Resources Department Head Report ~ Lynn DeGrio

Attachments: [1-12-2015 Administration Department Head Report](#)

**5:40 COMMUNITY DEVELOPMENT
PM**

12. [15-1017](#) Consider approval of the Municipal Delegation Agreement with Minnesota Dept. of Labor and Industry (DOLI).
Attachments: [Municipal Delegation Agreement- 1-12-2014](#)
13. [15-1018](#) Consider approval of an escrow agreement with Hawkinson Construction Company regarding the initiation of, and payment for costs associated with, the development of an Environmental Assessment Worksheet (EAW) for the mining of nonmetallic aggregate materials within the City of Grand Rapids.
Attachments: [Hawkinson EAW Initiation Letter](#)
[Hawkinson Const. EAW-Area Map](#)
[HCC EAW ESCROW AGREEMENT 1-12-2015](#)
14. [15-1025](#) Consider authorizing the Community Development Department's issuance of a Request for Proposal (RFP) seeking professional services in connection with the management of the environmental review process and preparation of an EAW for the for the mining of nonmetallic aggregate materials within the City of Grand Rapids, as required by State environmental review procedures, Rule 4410.4300 subpart 12.b..
Attachments: [Hawkinson EAW RFP](#)
[EAW Environmental Reviews](#)

**5:55 FINANCE DEPARTMENT
PM**

15. [15-1002](#) Consider approving computer software service agreements for 2015 with Harris Computer Systems for \$20,325.91.

**6:00 ADMINISTRATION DEPARTMENT
PM**

16. [15-1003](#) Retirement of Fire Chief A.J. Morse.
Attachments: [retirement letter](#)
17. [15-1006](#) Appointment of Will Richter to Firefighter position and Lance Kuschel to Firefighter Trainee position.
18. [15-1009](#) Authorization to begin the process of filling the Facilities Maintenance Manager position.
Attachments: [PW - Facilities Maintenance Manager edited version](#)
19. [15-1015](#) An agreement with John Dimich to provide criminal prosecution.
Attachments: [1-8-15 Dimich criminal contract.pdf](#)

20. [15-1036](#) An amendment to Chapter 70-34 of the Grand Rapids City Code modifying terms of the Public Utilities Commission

Attachments: [1-8-15 PUC Ordinance.pdf](#)

**6:25 VERIFIED CLAIMS
PM**

21. [15-1026](#) Consider approving the verified claims for the period December 19, 2014 to January 5, 2015 in the total amount of \$524,354.60.

Attachments: [City Council 01-12-15.pdf](#)

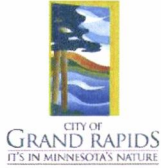
**6:35 ADJOURNMENT
PM**

NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 26, 2015, AT 5:00 P.M.

NOTE: These times are approximate only and are subject to change. If you are interested in a topic of discussion you should appear at least 10 minutes before its scheduled time.

Hearing Assistance Available: This facility is equipped with a hearing assistance system.

Attest: Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1001 **Version:** 1 **Name:** Financial Designations
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 12/31/2014 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Consider appointing the following financial institutions as depository designations for 2015: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider appointing the following financial institutions as depository designations for 2015: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.

Background Information:

We are recommending the City of Grand Rapids designate the following financial institutions as depositories for 2015:

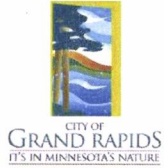
- * American Bank
- * Deerwood Bank
- * Grand Rapids State Bank
- * Morgan Stanley
- * U.S. Bank
- * Wells Fargo Bank Minnesota

Staff Recommendation:

Staff is recommending appointing the following financial institutions as depository designations for 2015: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.

Requested City Council Action

Consider appointing the following financial institutions as depository designations for 2015: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley, U.S. Bank, and Wells Fargo Bank Minnesota.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1031 **Version:** 1 **Name:** Official Newspaper
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 1/8/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Designation of Official Newspaper
Sponsors:
Indexes:
Code sections:
Attachments: [Herald request for Official Newspaper 2015](#)

Date	Ver.	Action By	Action	Result
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Designation of Official Newspaper

Background Information:

The Council By-Laws call for the designation of an official newspaper where all official notices will be published. The Herald Review has submitted their request to be named as the official newspaper for the City of Grand Rapids.

Staff Recommendation:

Designate the Herald Review as the official newspaper.

Requested City Council Action

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

GrandRapidsMN.com

HeraldReview

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

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

December 11, 2014

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

Dear Honorable Mayor and Council Members;

We ask to be named the official newspaper for the City of Grand Rapids. We offer to print the proceedings of the city council, statements and any and all legal notices requiring publication during the year 2015. We will continue to hold the City of Grand Rapids at our 2008 rate structure for another year.

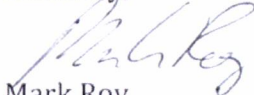
All proceedings of your city council, ordinances and legal notices will be posted on line. Display and Classified notices will also be published in the Grand Rapids Manney's Shopper at no extra charge.

In our proposal, we are including the Legal Newspaper Status for 2015 approved by the Minnesota Secretary of State. Also, the Statement of Ownership, Management and Circulation on file with United States Postal Service, which shows proof of guaranteed distribution of the Grand Rapids Herald Review.

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

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

Sincerely,



Mark Roy
Publisher

Grand Rapids Herald Review



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1032 **Version:** 1 **Name:** Mayor Pro-Tem
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 1/8/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Designate Mayor Pro-Tem

Sponsors:

Indexes:

Code sections:

Attachments:

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

Background Information:

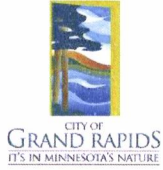
The Council By-Laws call for the appointment of a Mayor Pro-Tem who will perform the duties of Mayor during the disability or absence of the Mayor or a vacancy.

Staff Recommendation:

Designate Mayor Pro-Tem.

Requested City Council Action

Nominate and elect a member of the Council to serve as Mayor Pro-Tem.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1033 **Version:** 1 **Name:** 2015 Calendar
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 1/8/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: 2015 Calendar
Sponsors:
Indexes:
Code sections:
Attachments: [2015 Calendar](#)

Date	Ver.	Action By	Action	Result
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2015 Calendar

Background Information:

The Council By-Laws call for the adoption of an annual regular Council meeting calendar. Scheduled meeting dates are the second and fourth Mondays of each month except for those Mondays that are legal holidays, in which case the meetings are moved to Tuesday. In December 2015, meetings are the second (7th) and third (14th) Mondays.

Staff Recommendation:

Adopt the City Calendar for 2015.

Requested City Council Action

Adopt the attached calendar establishing the annual regular and worksession Council meeting dates for 2015 along with various Boards & Commissions.



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

2015

January							February							March									
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat			
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7			
				EDA	\$					AVA	PC	\$						PC	\$				
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11	12		13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21		
18	19		20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28		
25	26		27	28	29	30	31								29	30	31						
April							May							June									
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat			
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12	13		14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
19	20		21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
26	27		28	29	30			24	25	26	27	28	29	30	28	29	30						
July							August							September									
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat			
			1	2	3	4							1			1	2	3	4	5			
						Library																	
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12	13		14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
19	20		21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
26	27		28	29	30	31		23	24	25	26	27	28	29	27	28	29	30					
October							November							December									
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat			
				1	2	3										1	2	3	4	5			
				PC	\$																		
4	5		6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
11	12		13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
18	19		20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
25	26		27	28	29	30	31	29	30						27	28	29	30	31				

- Golf Course Board - 7am (May-Sept)
- Library Board - 5pm
- Council Worksession 4:00pm
- City Council Mtg - 5pm
- \$ Payroll
- Holiday
- Cable TV Comm. - Noon
- Arts & Culture Comm. - 3:15 pm
- Park & Rec Civic Center Board 5:30 PM
- Airport Advisory Board - 6:00 pm
- Public Util. Comm. - 4pm
- Economic Dev. Authority - 4 pm
- Fire Dept. Bus. Mtg. - 7 pm
- Housing/Redevelopment Authority 4 pm
- FRA Fire Relief Assn.
- PC Planning Comm. - 4 pm
- Human Rights Comm. - 4:00 pm
- Flex Benefits Deadline



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1034 **Version:** 1 **Name:** Council appts to Boards & Commissions
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 1/8/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Appoint Council representatives to Boards & Commissions.
Sponsors:
Indexes:
Code sections:
Attachments:

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

Background Information:

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

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

Board/Commission
Park/Rec/Civic Center Board
GREDA
HRA

Council Rep(s) for 2014:
Barb Sanderson
Dale Christy & Joe Chandler
Joe Chandler

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

Board/Commission
PUC
Airport Advisory Board
Cable Commission

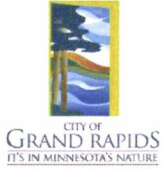
Council Rep(s) for 2014:
Ed Zabinski
Barb Sanderson
Dale Christy

Staff Recommendation:

Appoint Council representatives to Boards & Commissions.

Requested City Council Action

Consider making appropriate appointments to City Boards & Commissions.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1035 **Version:** 1 **Name:** Council Reps
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 1/8/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Appointment of Special Council Representatives to selected agencies.

Sponsors:

Indexes:

Code sections:

Attachments:

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

Background Information:

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

Staff Recommendation:

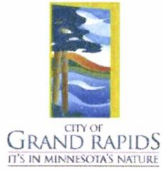
Nominate and appoint Council representatives to the organizations identified herein.

<u>Agency</u>	<u>2014 Council Rep(s)</u>
Range Assoc. of Municipalities & Schools (1)	Ed Zabinski
Coal. of Greater MN Cities (1)	Joe Chandler
City/County Co-Op (2)	Dale Adams & Dale Christy
WMMPB (2)	Dale Adams & Ed Zabinski
Arrowhead Regional Dev. Corp (1)	Dale Adams
* Joint Powers Gas Board (2)	Dale Adams & Dale Christy
Fire Relief Assoc. (1 Council/1Staff)	Joe Chandler & Barb Baird (staff rep)
League of MN Cities (1)	Ed Zabinski

* Based on the joint powers agreement with Harris Township, "The Board shall consist of five (5) members, Harris and Grand Rapids shall each be represented by two (2) members on the Board, with the members appointed by the Township Board and the City Council respectively."

Requested City Council Action

Appoint representatives from Council and staff to selected agencies.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1037 **Version:** 1 **Name:** Council By-Laws
Type: Agenda Item **Status:** PRESENTATIONS/PROCLAMATIONS
File created: 1/8/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Adopt Council By-Laws
Sponsors:
Indexes:
Code sections:
Attachments: [2014 Council By-Laws](#)

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

Background Information:

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

Staff Recommendation:

Adopt City Council By-Laws for 2015.

Requested City Council Action

Adopt City Council By-Laws for 2015.

PROCEDURE OF THE CITY COUNCIL
OF GRAND RAPIDS, MINNESOTA
(COUNCIL BY-LAWS)

Amended by City Council
Revised – 1/13/14

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PROCEDURES OF THE CITY COUNCIL
OF GRAND RAPIDS, MINNESOTA

1. **MEETINGS:**

A. **OPEN MEETINGS:**

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

B. **QUORUM:**

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

C. **COUNCIL MEETINGS:**

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

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

a. **MINUTES OF CLOSED MEETINGS:**

1. Minutes for Litigation Matters. Minutes will be prepared, listing persons attending the meeting and the discussion during the meeting. The minutes shall be retained by the attorney for the City and available for Council member review until:
 - a) The earliest date when the City Attorney determines that public disclosure would no longer impair the public interest;
 - b) All matters discussed have become part of public record;
 - c) The matter in controversy is concluded; or
 - d) When a majority of the entire City Council approves release of the minutes.
2. Minutes to discuss strategy for labor negotiations. A closed meeting for labor negotiations can also be recorded, and be considered as private data until one of the above (a-d) has been determined. The recording will be kept on file by the Clerk.

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

- a. Adopt Council By-Laws.
- b. Appoint the City Attorney. ?
- c. Appoint the Mayor Pro-Tem.
- d. Designate the depositories of City funds.
- e. Designate the official newspaper.
- f. Mayoral Appointment and Council approval (Appendix D)
 - Economic Development Authority
 - Civic Center/Park & Recreation Advisory Board
 - Housing and Redevelopment Authority
- g. Council appointments (Appendix C)
 - Airport Advisory Board
 - Public Utilities Commission
- h. Appoint Special Council representatives.
 - Coalition of Greater Minnesota Cities
 - City/County Committee
 - Joint Mine Pit Board
 - Range Association of Municipalities & Schools
 - Riverfront Task Force
 - League of Minnesota Cities (added 2-25-02)
 - Natural Gas Joint Powers Board
 - Arts & Culture Commission

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

D. PRESIDING OFFICER:

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

E. VOTING:

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

F. **RULES OF ORDER:** The proceedings of the Council shall be conducted in accordance with Appendix A – Simplified Rules and Section 1 D-6.

G. **MINUTES:**

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

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

H. MEETING SCHEDULE:

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

I. ORDER OF BUSINESS:

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

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

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

Notes:

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

J. AGENDA:

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

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

K. CONSENT AGENDAS:

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

ADMINISTRATION:

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

FINANCE:

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

LICENSES/PERMITS/CONTRACTS:

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

PERSONNEL:

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

PROJECTS:

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

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

M. **ATTENDANCE:**

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

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

A. **GENERAL PROCEDURE:**

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

B. **RULES FOR PUBLIC PROCEDURE:**

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

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

3. **MAYOR AND COUNCIL APPOINTMENT PROCESS:**

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

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

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

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

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

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

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

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

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

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

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

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

5. **COUNCIL COMMITTEES:**

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

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

6. **COUNCIL REPRESENTATIVES:**

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

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

(Added 5/24/04)

7. **SPECIAL APPOINTMENTS:**

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

8. **CONFLICT OF INTEREST STATEMENT:**

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

Exceptions are:

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

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

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

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

10. **CITY COUNCIL SALARY INCREASES:**

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

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

Appendix A – Simplified Rules

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

(1) Indicates possible to precedence order.
exception

(2) Limited to the sense that debate is only on the merits of that specific motion.

(3) Restricted to the variable part of the motion.

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

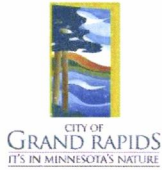
1. Main Motion – to bring business before the organization. “I move that the Student Government pay D.E. Sikkink \$100 for his speech.”
2. Amend – to change motions so they more closely express the will of the group. “I move to amend the motion by striking out the word \$100 and inserting \$10.”
3. Vote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

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

APPENDIX D

MAYORAL BOARD/COMMISSION APPOINT AND COUNCIL APPROVAL PROCESS

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1027 **Version:** 1 **Name:** Council minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 1/7/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Approve Council minutes for Monday, December 15, 2014 worksession and regular meetings.
Sponsors:
Indexes:
Code sections:
Attachments: [December 15, 2014 Worksession](#)
[December 15, 2014 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Approve Council minutes for Monday, December 15, 2014 worksession and regular meetings.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Monday, December 15, 2014

4:00 PM

Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, December 15, 2014 at 4:00 p.m. in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

Present 5 - Mayor Dale Adams, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Councilor Barb Sanderson

Others present:

Tom Pagel, Chad Sterle, Rob Mattei, Erik Scott, Julie Kennedy, Loren Solberg, Marcia Anderson, Barb Baird, Scott Johnson, Jeff Davies, Steve Schaar, Dale Anderson, Bill Zeige, Jon Toivonen, Bobbie McInerney.

Discussion Items

1. Legislative Update ~ Senator Tom Saxhaug & Representative Tom Anzelc

Senator Tom Saxhaug discusses recent election, transportation, lowered gas prices and how that may effect a higher gas tax. Representative Tom Anzelc discusses upcoming legislative session, citizens with an anti-tax attitude, and LGA.

2. Review Regular meeting agenda and other business as noted.

Additions of 14a & 14b. Attorney Sterle addresses Resolution presented on regular agenda to dissolve the Civil Service Commission. Councilor Sanderson addresses the Resolution for Indigenous Peoples Day.

ADJOURN

There being no further business, the meeting adjourned at 5:20 PM.

Respectfully submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, December 15, 2014

5:00 PM

City Hall Council Chambers

5:00 PM **CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, December 15, 2015 at 5:25 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

Present 5 - Councilor Barb Sanderson
 Councilor Dale Christy
 Councilor Ed Zabinski
 Councilor Joe Chandler
 Mayor Dale Adams

Others present:

Tom Pagel, Chad Sterle, Bill Zeige, Erik Scott, Barb Baird, Scott Johnson, Dale Anderson, Steve Schaar, Jeff Davies, Lynn DeGrio, Julie Kennedy, Marcia Anderson, Jon Toivonen

MEETING PROTOCOL POLICY

5:02 PM **PUBLIC FORUM**

None.

COUNCIL REPORTS

Councilors and Mayor thank the outgoing Council and remember the late Councilor Gary McInerney.

5:07 PM **APPROVAL OF MINUTES**

Approve Council minutes for Monday, December 8, 2014, worksession and regular meetings.

A motion was made by Councilor Dale Christy, seconded by Councilor Joe Chandler, to approve Council minutes as presented. The motion PASSED by unanimous vote.

5:08 PM **CONSENT AGENDA**

1. Consider approving the Workers Compensation coverage through Berkley Administrators for the 2015 plan year at the proposed rate of \$120,902.00 and authorize payment of the premium.

Approved by consent roll call
2. Continuation of general liability insurance through the League of Minnesota Cities Insurance Trust for the calendar year 2015.

Approved by consent roll call
3. Consider authorizing the submittal of a grant application to MnDOT for the Transportation Alternative Program (TAP) and adopting the two resolutions that are part of the grant application.

Adopted Resolutions 14-107 and 14-108 by consent roll call
4. Consider authorizing City Staff to prepare and submit a grant application to MnDOT Safe Routes to School (SRTS) program for sidewalk improvements from RJEMS south along 8th Avenue NE to Hwy 2.

Approved by consent roll call
5. Consider authorizing City Staff to solicit quotes for removing trees that are noted obstructions to the 5/23 runway obstacle clearance surface.

Approved by consent roll call
6. Consider adopting a resolution authorizing the Itasca County Auditor to assess the delinquent Storm Water Utility charges to the property tax statement of delinquent property tax owners.

Adopt Resolution 14-109 by consent roll call
7. Consider adopting a resolution approving transferring approximately \$454,725 from the Capital Project Fund 2012 Infrastructure Bonds to the Debt Service Fund-2012A GO Improvement Bonds and close Capital Project Fund.

Adopted Resolution 14-110 by consent roll call
8. Approve theatre license renewal for Mann Theatres Inc. for the period of January 1, 2015 through December 31, 2015.

Approved by consent roll call
9. Approve temporary liquor license for MacRostie Art Center for First Friday event on January 2, 2015, located at 405 NW 1st Avenue, Grand Rapids.

Approved by consent roll call
10. Approve temporary liquor license for Itasca Curling Club for three day event, February 6 - 8, 2015 located at 920 Hale Lake Pointe, Grand Rapids.

Approved by consent roll call

11. Re-appoint Lois Bendix to the Arts & Culture Commission, term to expire December 31, 2017.

Approved by consent roll call to re-appoint Lois Bendix to the Arts & Culture Commission, term to expire December 31, 2017.

12. Consider adopting revised Bylaws of the Grand Rapids Arts and Culture Commission.

Approved by consent roll call

13. Adoption of the Communications Standards and Image Management Policy.

Approved by consent roll call

14. Accept the resignations of Wanda Bunes, James Martinetto and Mike Marsh from the Police Civil Service Commission.

Approved by consent roll call

- 14a. Approve 2015 Taxi License for Northwoods Cab Inc. contingent upon receiving proof of insurance and proof of paid property taxes.

Approved by consent roll call

- 14b. Consider authorizing City Staff to prepare and submit a grant application to MnDOT Local Road Improvement Program (LRIP) for road improvements along 8th Avenue NE from Hwy 2 to Hwy 169 and to adopt a sponsoring agency resolution required as part of the grant application.

Adopted Resolution 14-111 by consent roll call**Approval of the Consent Agenda**

A motion was made by Councilor Zabinski, seconded by Councilor Sanderson, to approve the Consent agenda as amended, adding item 14a: taxi license and 14b: grant application. The motion carried by the following vote

Aye 5 - Councilor Barb Sanderson
Councilor Dale Christy
Councilor Ed Zabinski
Councilor Joe Chandler
Mayor Dale Adams

5:10 PM SETTING OF REGULAR AGENDA

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

ACKNOWLEDGE BOARDS & COMMISSIONS

None.

**5:11 DEPARTMENT HEAD REPORT
PM**

15. Dale Anderson ~ Park & Recreation and Civic Center

Dale Anderson updates the Council, specifically noting the following:

- ~ Neighborhood parks*
- ~ Updates at Blandin Beach*
- ~ Grussendorf Park rink*
- ~ HVAC and Roof replacement project completion on December 16th*
- ~ Program enrollment*
- ~ Economic impact study available in approximately four weeks*

Received and Filed

**5:20 CIVIC CENTER, PARKS & RECREATION
PM**

16. Civic Center Weight Room Lease Agreement

A motion was made by Councilor Chandler, seconded by Councilor Christy, to approve the agreement with Itasca Strength & Conditioning. The motion carried by the following vote.

Aye 4 - Councilor Dale Christy
Councilor Ed Zabinski
Councilor Joe Chandler
Mayor Dale Adams

Nay 1 - Councilor Barb Sanderson

**5:25 FINANCE DEPARTMENT
PM**

17. Consider approving resolutions adopting the following:
- * 2014 Tax Levy Payable in 2015, the 2015 General Fund Revenue and Expenditure budget,
 - * 2015 Special Revenue Fund budgets for the Library, Cemetery, Grand Rapids Economic Development Authority, Civic Center, Grand Rapids/Itasca County Airport, Recreation Programs, Police Forfeiture Fund, State Haz-Mat Response Fund, and the Domestic Animal Control Facility, and Central School,
 - * 2015 Enterprise Fund budgets for the Pokegama Golf Course and the Storm Water Utility Funds.

A motion was made by Councilor Sanderson, seconded by Councilor Christy, to adopt the following Resolutions:

Resolution 14-112, Final 2014 Tax Levy payable in 2015

Resolution 14-113, General fun revenue & expenditure budget

Resolution 14-114, 2015 Public Library Revenue & Expenditure Budget
Resolution 14-115, 2015 Cemetery Revenue & Expenditure Budget
Resolution 14-116, 2015 GREDA Revenue & Expenditure Budget
Resolution 14-117, 2015 Civic Center Revenue & Expenditure Budget
Resolution 14-118, 2015 Grand Rapids/Itasca County Airport Budget
Resolution 14-119, 2015 Recreation Programs Revenue & Expenditures Budget
Resolution 14-120, 2015 Police Designated Forfeitures Revenue & Expenditures Budget
Resolution 14-121, 2015 State Hazmat Response Team Revenue & Expenditures Budget
Resolution 14-122, 2015 DACF Revenue & Expenditures Budget
Resolution 14-123, 2015 Central School Revenue & Expenditures Budget
Resolution 14-124, 2015 Pokegama Golf Course Revenue & Expense Budget
Resolution 14-125, 2015 Storm Water Utility Revenue & Expense Budget.
The motion carried by the following vote.

Aye 5 - Councilor Barb Sanderson
Councilor Dale Christy
Councilor Ed Zabinski
Councilor Joe Chandler
Mayor Dale Adams

**5:30 INFORMATION TECHNOLOGY
PM**

18. Authorize the IT Department to accept the low quote from SHI for the purchase of Air-Watch Mobile Device Management software and make payment in the amount of \$4,363..

A motion was made by Councilor Sanderson, seconded by Councilor Christy, to accept low quote and approve purchase as presented. The motion carried by the following vote.

Aye 5 - Councilor Barb Sanderson
Councilor Dale Christy
Councilor Ed Zabinski
Councilor Joe Chandler
Mayor Dale Adams

**5:35 POLICE DEPARTMENT
PM**

19. Authorization for the Police Department to Purchase Replacement Voice Recorders

A motion was made by Councilor Chandler, seconded by Councilor Sanderson, authorize purchase of voice recorders for Police Dept. The motion carried by the following vote.

Aye 5 - Councilor Barb Sanderson
Councilor Dale Christy
Councilor Ed Zabinski
Councilor Joe Chandler
Mayor Dale Adams

**5:40 PUBLIC WORKS DEPARTMENT
PM**

20. Adopt an ordinance accepting the total revision of Chapter 74, Ordinance on Vegetation of the City of Grand Rapids, City Code and authorize publication in summary form.

A motion was made by Councilor Chandler, seconded by Councilor Zabinski, to adopt City Ordinance 14-12-04, amending Chapter 74, City code addressing vegetation. The motion carried by the following vote.

Aye 5 - Councilor Barb Sanderson
Councilor Dale Christy
Councilor Ed Zabinski
Councilor Joe Chandler
Mayor Dale Adams

**5:45 ADMINISTRATION DEPARTMENT
PM**

21. Adopt a resolution recognizing the Second Monday of October as Indigenous Peoples Day.

Following discussion, a third and final draft of the proposed resolution is constructed and presented for approval.

A motion was made by Councilor Sanderson, seconded by Councilor Chandler, to adopt Resolution 14-126, recognizing Indigenous Peoples Day. The motion carried by the following vote.

Aye 5 - Councilor Barb Sanderson
Councilor Dale Christy
Councilor Ed Zabinski
Councilor Joe Chandler
Mayor Dale Adams

22. Closing of City Hall on Friday, December 26, 2014.

Staff presents information regarding coverage during a Friday following a major holiday and the lack of activity in City facilities. As there have been no complaints lodged regarding City buildings closing on these Fridays in the past, staff recommends closing to the public and allowing staff to work behind closed doors or utilize FTO.

A motion was made by Councilor Barb Sanderson, seconded by Councilor Dale Christy, to close City Hall on Friday, December 26, 2014 and authorize staff to work behind closed doors or utilize FTO at Department Head discretion. The motion PASSED by an unanimous vote.

23. Amendments to Personnel Policy Manual

A motion was made by Councilor Ed Zabinski, seconded by Councilor Joe Chandler, to amend the personnel policy manual as presented. The motion PASSED by unanimous vote.

24. Consider abolishing the Police Civil Service Commission and direct City Administrator, City Attorney and Police Chief to develop a Citizen Advisory

Committee for future consideration.

Following the acceptance of resignations from all members of the Police Civil Service Commission, the Council would like the City Administrator to develop an outline for moving forward to establish a Citizen Advisory Committee and present to Council at a worksession no later than February 2015.

A motion was made by Councilor Christy, seconded by Councilor Zabinski, to adopt Resolution 14-127, abolishing the Police Civil Service Commission and direct City Administrator to develop outline for establishing a Citizen Advisory Committee and present at worksession in February 2015. The motion carried by the following vote.

Aye 5 - Councilor Barb Sanderson
Councilor Dale Christy
Councilor Ed Zabinski
Councilor Joe Chandler
Mayor Dale Adams

**6:00 VERIFIED CLAIMS
PM**

25. Consider approving the verified claims for the period December 2, 2014 to December 8, 2014 in the total amount of \$672,898.37.

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

Aye 5 - Councilor Barb Sanderson
Councilor Dale Christy
Councilor Ed Zabinski
Councilor Joe Chandler
Mayor Dale Adams

**6:01 ADJOURNMENT
PM**

A motion was made by Councilor Joe Chandler, seconded by Councilor Ed Zabinski, to adjourn the meeting at 6:30 PM. The motion PASSED by unanimous vote.

PRESENTATIONS/PROCLAMATIONS

Recognition and refreshments for outgoing City Councilors Joe Chandler, Barb Sanderson and the late Gary McInerney.

Following the closing of the City Council meeting, Mayor Adams, Administrator Pagel and Attorney Sterle present Councilor Sanderson, Councilor Chandler and Bobbie McInerney, in memory of late Councilor Gary McInerney, with plaques of recognition for their service.

Respectfully submitted: Kimberly Gibeau, City Clerk

Kimberly Gibeau



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1005 **Version:** 1 **Name:** Consider allowing the fire department to adopt changes to operating guidelines.
Type: Agenda Item **Status:** Consent Agenda
File created: 1/4/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Consider allowing the fire department to adopt changes to operating guidelines.
Sponsors:
Indexes:
Code sections:
Attachments: [2014 changes GRFD ORGANIZATIONAL AND OPERATING POLICIES 1.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider allowing the fire department to adopt changes to operating guidelines.

Background Information:

The fire department has made changes to the operating guidelines which will reflect little change in the content of the guidelines but does however include updates in training requirements and apparatus response

Staff Recommendation:

Consider allowing the fire department to adopt changes to operating guidelines.

Requested City Council Action

Consider allowing the fire department to adopt changes to operating guidelines.

**GRAND RAPIDS
FIRE DEPARTMENT**

**ORGANIZATIONAL
AND
OPERATING
POLICIES AND PROCEDURES**

APPROVED BY CITY COUNCIL:

January 10

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MISSION STATEMENT

The Grand Rapids Fire Department is dedicated to serve the City of Grand Rapids and the surrounding protection area in the areas of fire suppression, heavy rescue, and fire prevention and education. It is our goal to always provide the best service possible for the best dollar value to our customers.

SECTION 100

GRAND RAPIDS FIRE DEPARTMENT ORGANIZATIONAL STATEMENT

The Grand Rapids Fire Department was established to deal with interior structure fire fighting as well as exterior fires. The department also responds to rescue emergencies, special hazardous conditions, and mutual aid.

The department consists of up to 30 members, with the option of 2 trainees, and an Honorary Fire Chaplain. Officers include: Chief, First Assistant Chief, Second Assistant Chief, Captain, Fire Prevention and Education Officer, Safety Officer, and Hazardous Materials Officer. All firefighters are paid on an hourly basis for fire fighting, training and maintenance work.

Meetings and training are scheduled three nights monthly. The second Tuesday of every month is for business brought before the department and internal affairs. The third and fourth Tuesday's of each month are used for training and all aspects of the fire service. All members are required to attend 50% of all fires, drills, and meetings within a six-month period, and are required to attend at least one (1) mandatory training session and one business meeting per quarter during the year. Guidelines for training are established to coincide with N.F.P.A. and or O.S.H.A. recommendations. All members are encouraged to attend state and sectional fire schools for advanced training in specific areas.

New members are not allowed to do any interior fire fighting until sufficient training has enabled them to qualify for hazardous duties. New members are under a one-year probation and are trained under the supervision of the fire captain and officers.

SECTION 101

QUALIFICATIONS FOR EMPLOYMENT

New Members

All persons seeking to join the Grand Rapids Fire Department, as of the latest revision date of this policy, must live within a six (6) minute travel time to a Grand Rapids fire station if employment is offered to them. And complete a pre-employment screening to include physical, physiological evaluation and criminal background check, as ordered by the City of Grand Rapids.

Candidates may apply and test for the eligibility list even though they live outside of the six (6) minute travel time. The applicant must reside within the travel time by the date of employment, or he/she will be bumped down the eligibility list and the next qualified candidate shall be selected for employment.

Calculation of Travel Time

The travel time of a member will be calculated as:

Continuous time from the parking area of the members' dwelling unit to the parking area of a Grand Rapids fire station, traveling at the maximum speed limit allowable. Travel time shall be measured by the Captain (or his/her subordinate) using a non-emergency vehicle, with the applicant having the option to ride along.

Travel time shall consist of three (3) separate trips, driven on any weekday (Monday-Friday) at 9:00 a.m., 4:00 p.m., and 9:00 p.m. Should any of these trips fall within the six (6) minute time line; the applicant will qualify for the travel time allowable.

No person shall be eligible to remain a member of the City of Grand Rapids Fire Department unless the person resides at a location requiring not more than six (6) minutes travel time, as described above, from the person's residence to the Grand Rapids Fire Hall.

All new members of the department shall meet the travel time required by the Grand Rapids Fire Department, and shall not be less than Eighteen (18) years of age, and able bodied.

At least eighty-five percent (85%) of members shall be actual residents of the six (6) minute travel time. Not more than fifteen percent (15%), rounded to the nearest whole number of members may be outside the six (6) minute travel time and shall live within a ten (10) minute travel time of the Grand Rapids Fire Hall.

All firefighters must receive approval from the Chief to move outside the six (6) minute travel time.

Since the Grand Rapids Fire Department responds to two stations this is critical to provide the correct response to both stations.

It is the intent of the Grand Rapids Fire Department to have a maximum of ten (10) firefighters assigned to the Southside.

Seniority will take precedent in any move outside the established travel time.

Employment on the department shall automatically terminate not more than ninety (90) days after an employee's residence moves outside the (6) minute response and or 10 minute response time and/or does not meet the percentage qualifications. However, an employee may be granted a leave of absence for not more than six months, provided further that not more than (4) members may be on leave of absence at the same time.

Applicants for reinstatement to employment in the department must meet the same qualifications as new applicants for membership.

Accepted applicants shall serve a six-month probationary period. Upon completion of probationary period the Fire Chief will review performance and report probationary status to appropriate city personnel.

Any employee or officers of the Fire Department who shall be absent from more than fifty percent (50%) of the fire rosters during a six-month period is subject to disciplinary action, and it shall be the duty of the 2nd Asst. Chief to inform the Fire Chief of such absenteeism. Fire rosters shall mean signing of the fire report during or after returning from the alarm, one mandatory training session and business meeting per quarter, and attendance of monthly meetings.

SECTION 102

EMPLOYEE TRAINING REQUIREMENTS

The Grand Rapids Fire Department conducts two drills per month. From time to time, one of these drills may be used for maintenance.

0-5 year members are expected to attend 70% of the drills.

All employees are required to attend one (1) mandatory drill and one (1) business meeting per quarter.

All training sessions are based on NFPA and/or OSHA requirements and follow the general firefighting curriculum approved through any of the Fire Training Programs of the Minnesota State Colleges and Universities.

The Grand Rapids Fire Department maintains an up-to-date library of training material. Each employee is encouraged to use this library at anytime.

All new firefighters will complete a MnSCU sponsored or other qualified NFPA 1001 course within the first eighteen months of acceptance of the fire department. All firefighters must attempt to attend all training sessions conducted in-house by the Grand Rapids Fire Department.

All new firefighters will successfully complete a Minnesota State Fire Certification Board or other IFSAC (International Fire Service Accreditation Congress) approved Firefighter 1 level of certification within three (3) years of acceptance of the fire department.

Any firefighter having less than fifteen (15) years of service as of January 1, 2009, will be required to acquire an IFSAC or MSFCB Firefighter 1 Certification within the next two (2) years of service.

All fire personnel will be required to attend annual refresher classes on hazardous materials, blood borne pathogens, airborne pathogens and confined space awareness.

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Firefighters are encouraged to attend state fire schools, sectional schools and any other schools that would benefit them and the fire department.

All new firefighters must complete, or at least be enrolled in, Haz-Mat Technician Level training within the first 36 months of entry date. Firefighters are expected to attend regularly scheduled Haz-Mat trainings to be eligible to respond to State Haz-Mat incidents

All new firefighters will obtain First Aid training or equivalent level within their first year

Any outside training for first aid must be approved by the Captain for reimbursement.

SECTION 103

STANDBY REQUIREMENTS

Certain holidays and weekends present a staffing problem for the Grand Rapids Fire Department. These times require a standby crew in case of an emergency. This is done on a rotation basis at the following times:

1. Opening weekend of fishing
2. Memorial Day weekend
3. Fourth of July
4. Labor Day weekend
5. The first weekend of deer season

Each standby crew will consist of at least five firefighters. If fire conditions warrant an expanded crew, the chief or other officers can do this. At least one of the five firefighters will be a pump operator and one will be an officer.

Standby rosters are posted each January. Members are responsible for finding a replacement of equal or higher rank if they are unable to cover their schedule time. Each firefighter must sign in each day by noon at the fire hall on their standby weekends.

When on call on a standby weekend, the firefighter must be able to respond within six (6) minutes to the fire hall.

Standby hours are from 6:00 p.m. to 6:00 p.m. For Memorial Day weekend standby is from 6:00 p.m. Friday evening to 6:00 p.m. Monday evening, which would be a three-day weekend. When the 4th of July falls on a Friday, thru Monday this will also become a three day weekend, either starting Thursday at 6:00 p.m. to 6:00 p.m. on Sunday or starting at 6:00 p.m. Friday to 6:00 p.m. Monday. A two-day weekend would be from 6:00 p.m. Friday to 6:00 p.m. Sunday.

On standby weekends all members will report to the Main Fire Station.

Consumption of alcohol, or illegal drugs by standby crew on required standby weekends is prohibited.

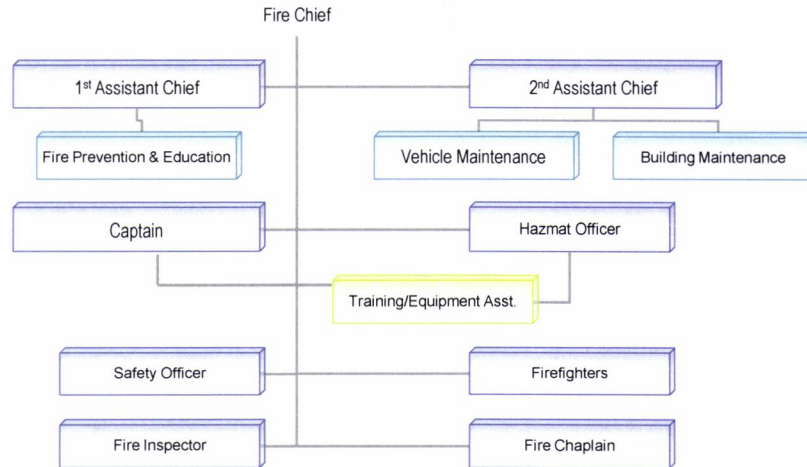
Disciplinary action will be taken for not adhering to standby requirements.

Disciplinary action will be taken for missed standby.

SECTION 104

OFFICER AND NON-OFFICER POSITIONS

Grand Rapids Fire Department Organization Chart



The Grand Rapids Fire Department Officer core shall consist of the following officers:

<u>Line Officers</u>	<u>Call Code</u>
Fire Chief	C-1
1 st Assistant Chief	C-2
2 nd Assistant Chief	C-3
Captain	C-4
Safety Officer	C-5
<u>Non-Line Officers</u>	<u>Call Code</u>
*Fire Prevention & Education	C-6
Hazardous Materials Officer	C-7

Other Positions

Maintenance Position

Janitorial Position

Firefighter

Fire Chaplain

*Safety Officer, Fire Prevention & Education Officer, and Hazmat Officer may qualify for Line Officer based on minimum qualifications listed in their position descriptions and approval from the Fire Chief.

Applications shall be accepted for each position upon the vacancy of that position. All applicants will be considered based on the job descriptions of minimum desire qualifications and essential and peripheral job duties and requirements.

SECTION 105

GENERAL EMPLOYEE MEETING SCHEDULE

There shall be three regularly scheduled meetings of the Fire Department each month. The second Tuesday shall be the business meeting. The third and fourth Tuesdays shall be training.

All members are required to attend at least one business meeting per quarter.

Special meetings of the fire department shall be called by the Chief or his or her designee at the request of three officers.

The annual meeting will be held the second Tuesday of January, at which time the officers will give their annual reports. In conjunction with this meeting the Grand Rapids Fire Department Relief Association will hold its annual meeting and elect officers for the coming year. Notice will be sent to the members' last known address or in their inter department mail at least thirty (30) days prior to this meeting.

Other functions such as regional, state and sectional fire schools, other special schools and meetings may be attended by members. From time to time certain functions may require attendance of all members or selected members of the Fire Department.

SECTION 106

CONDUCT OF FIREFIGHTERS

Members of the Fire Department shall conduct themselves in a creditable manner as listed below at all fires, meetings, at conventions or any other gathering when representing the Fire Department:

Chain of Command

- Firefighter must use the “Chain of Command” at all times
- “Chain of Command” means any matter that needs the attention or action by the Chief will be brought to the reporting person’s most immediate supervisor
- Any issues or concerns that affect the Firefighter’s performance shall be immediately brought to the attention of the Firefighter’s most immediate supervisor
-

106.1 – Social Media Policy

PURPOSE

To manage audio, photographs and electronic images taken by GRFD employees. To guarantee professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

PROCEDURE

A. Under no circumstances will employees be allowed to use a voice recorder, personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at any incident unless directed to do so by the Fire Chief or Incident Commander.

B. All scene photography/video and audio shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of Grand Rapids Fire Department personnel in charge of the scene, using approved department equipment.

C. All audio and photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

D. Any on-scene recordings and images or any other images taken by an employee in the course and scope of their employment are the sole property of the Grand Rapids Fire Department, and are under the control of the Fire Chief; this includes any recordings and images taken inadvertently with a member’s personally owned camera, cell phone camera, or any other digital imaging device.

E. No recordings or images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner without approval from the Fire Chief. This prohibition includes the posting of any Grand Rapids Fire Department audio or photographs on personal Web sites such as, but not restricted to; Face Book, MySpace, YouTube, other public safety agency Websites, or e-mailing to friends, relatives or colleagues.

F. Any fire department member who has taken any media (audio, visual, etc.) at any incident must report the taking of such media to the Incident Commander immediately following the return of personnel to quarters, or as soon as practical thereafter. All digital images belonging to the Grand Rapids Fire Department will be downloaded as soon as possible, and will be cataloged and stored in a secure database and/or area with controlled access. After being downloaded, images will be erased from phones, cameras, or any other media device.

G. The use of unauthorized helmet cameras is strictly prohibited.

H. Personal use of department cameras is strictly prohibited.

This includes, but is not limited to, written, auditory and/or visual messages communicated via or on Department resources or via personal devices, such as cell phones, PDAs, etc., and/or social media (Twitter, Facebook, MySpace, YouTube, etc.). Any written, auditory and/or visual messages communicated by a member that are relative to the Grand Rapids Fire Department in any capacity are the *sole property* of the Grand Rapids Fire Department.

J. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.

SECTION 107

RESPIRATORY PROTECTION PLAN AND PROGRAM

All members of the Grand Rapids Fire Department are required to be knowledgeable and to understand SCBA's. We utilize MSA units of the pressure demand type. Individuals will attend training at least on a quarterly basis.

First year members are not able to make entries into burning buildings until they have had proper training.

SCBA's are to be cleaned properly after each use and inspected on a monthly basis. An inspection sheet will be kept on file. Individuals are assigned their own masks. Any SCBA found to be malfunctioning or visibly impaired should be pulled from service until repaired. SCBA's in service can be found in storage racks on each truck or in cases where applicable.

No person shall be allowed to have facial hair, which will impair the sealing of the face piece. Individuals are required to meet physical standards before being allowed to use SCBA's. Each year firefighters are to successfully pass a respiratory fit test for SCBA use.

Please refer to page 6-125 of the City of Grand Rapids Employee Handbook for further information regarding the Respiratory Protection Program.

SECTION 108

AIRBORNE PATHOGENS PROGRAM DIRECTIVE

Please refer to page 6-129 in the City of Grand Rapids Employee Handbook for information relating to the Airborn Pathogen Program.

SECTION 109

PHYSICAL MEDICAL REQUIREMENTS

The City of Grand Rapids has established a program of pre-employment and regular medical examinations for the employees whose regular work may require unusual and strenuous physical activity.

It is designed to protect both employee and employer through early detection and treatment of conditions that could be aggravated by the physical requirements of the job.

The employee's personal physician may do the medical examination. If there is any controversy over the results of the medical examination and/or recommendation, the City may request another examination by a physician of its choice.

The City Council shall appoint a committee consisting, at least, of the City Administrator or Human Resources Director, City Attorney, a physician not involved in the case, and employee representative, to make a recommendation to the City Council regarding the future employability of this person.

The Fire Department requires an entrance exam to be completed within the first year of membership on the department. At a minimum, the Fire Department shall conduct medical evaluations annually in accordance to OSHA 1910.134 for its members. Beginning at age thirty-five (35), members shall be given a stress test conducted every five years (or earlier as required by a medical physician) until the time of their exit exam. Each firefighter will be required to have an exit exam, which includes a PSA test. All exams are not to exceed the "Report of Medical Examination." The Fire Department will not pay for any extended testing unless the physician conducting the exam requires further testing. Any further tests requested by you will be at your expense.

SECTION 110

HEPATITIS B IMMUNIZATION PROGRAM

PURPOSE: To establish guidelines for employee screening for Hepatitis B immunity and vaccine administration.

POLICY:

- I. Employees who perform tasks requiring exposure to blood and other potentially infectious materials per exposure determination will be offered the Hepatitis B Vaccine free of cost.
- II. Following a review of the disease and vaccine information, the employee will sign a consent to receive the vaccine. (See “information on Hepatitis B and the Vaccine”.)
- III. If an employee declines immunization, he/she will sign a statement to that effect. If the employee chooses to be immunized in the future, this procedure will be followed.
- IV. Three IM dose of vaccine will be given – the initial dose, at one month and at six months. The vaccine will be administered deep intramuscular in the deltoid muscle.
- V. Approximately 1-2 months after completion of the 3-dose series, an antibody titer will be determined. Should a less than adequate titer (< or =10MIU/ml) be detected, an additional series of 3 injections will be administered followed by repeat antibody testing as before.
- VI. Information attesting to the employees’ antibody status (positive or negative) will be documented in the employee’s medical record.
- VII. Should an exposure ever occur the post-exposure algorithm will be followed.

INFORMATION ON HEPATITIS B AND THE VACCINE

THE DISEASE

Hepatitis B is a viral infection that affects the liver. The incubation period ranges from 40 to 180 days. The course of acute hepatitis can be mild and completely without outward symptoms, or it can be severe, prolonged and possibly fatal. Health care workers can be exposed to Hepatitis B from contaminated needle punctures or blood spills on broken skin or mucous membranes. Other body fluids, such as bloody urine, bloody wound drainage, or semen, may also be infectious. The greatest threat to health care workers is the nearly one million Hepatitis B carriers in the country, 80 to 90 percent of whom are not identified.

RECOMBINANT HEPATITIS B VACCINE

The vaccine is for protection against Hepatitis B. The vaccine is recommended for those with frequent exposure to the above sources. Three doses of vaccine are required: The initial dose, a second dose a month later and a third dose five months later. A booster dose may be needed at a later time for continued protection. Documentation of exposure incidents must continue even after the vaccine is completed.

Hepatitis B vaccine will not prevent hepatitis caused by other agents, such as Hepatitis A virus, non-A, non-B Hepatitis virus or by other viruses known to infect the liver. Although information available to date indicates that the vaccine is highly effective in protecting against Hepatitis B, it has not proven totally effective in preventing Hepatitis B among all persons vaccinated (those who are immune-suppressed or those with presence of any serious active infection). Hepatitis B vaccine is prepared from recombinant yeast cultures and is free of association with human blood or blood products.

Follow-up studies indicate that the most common side effect is injection site soreness. Less common local reactions are redness, swelling and warmth, which usually subside within 48 hours. Low-grade fever occurs occasionally. Other complaints include malaise, fatigue, headache, nausea, dizziness and joint pain. These symptoms are infrequent and limited to the first few days following the vaccine. Rash has been reported rarely.

PRECAUTIONS

Recombinant Hepatitis B Vaccine is contraindicated for individuals who are hypersensitive to yeast or any component of the vaccine. Any serious active infection prior to receipt of the vaccine is reason to delay the vaccine.

Employees with a history of cardiopulmonary disease are at risk from a possible febrile or systemic reaction and must consult their private physicians prior to receipt of the vaccine and have an authorization from their private physician for administration of the vaccine.

**HEPATITIS B IMMUNIZATION
CONSENT OR DECLINATION**

HEPATITIS B VACCINE – ACCEPTANCE

I **WANT TO RECEIVE** the Hepatitis B Vaccine and I understand it is my responsibility to contact the Employee Health Nurse for an appointment. I have read and have had explained to my satisfaction, the administration of the vaccine including the risks, benefits and possible adverse effects associated with the vaccine.

Name (Please Print)

Signature

Department

Date

Witness

HEPATITIS B VACCINE – DECLINATION

Please sign if you **DO NOT** want the vaccine at this time.

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

Name (Please Print)

Signature

Department

Date

Witness

PREVIOUS IMMUNIZATION/DISEASE

History of Hepatitis B Yes ___ No ___ Date _____

History of Vaccination Yes ___ No ___ Dates _____

Number of Injections: _____

Please submit documentation of above to the Employee Health Nurse as soon as possible.

IMMUNIZATIONS GIVEN

1st dose: Date _____ Location: _____ Lot# _____ Expiration _____

2nd dose: Date _____ Location: _____ Lot# _____ Expiration _____

3rd dose: Date _____ Location: _____ Lot# _____ Expiration _____

Post vaccination testing: Antibody positive _____ Antibody negative _____ (if negative, repeat vaccination)

4th dose Date _____ Location: _____ Lot# _____ Expiration _____

5th dose Date _____ Location: _____ Lot# _____ Expiration _____

6th dose Date _____ Location: _____ Lot# _____ Expiration _____

Post vaccination testing: Antibody positive _____ Antibody negative _____ (if negative, repeat vaccination)

SECTION 111

FIT TEST PROGRAM

See Appendix A of the City's Personnel Policy Manual:
Workplace Safety Policy, **page 6-126, Fit Test**

SECTION 112

**GRAND RAPIDS FIRE DEPARTMENT RELIEF ASSOCIATION
BYLAWS**

EXHIBIT I

CONSTITUTION

OF

GRAND RAPIDS FIRE DEPARTMENT RELIEF ASSOCIATION

ARTICLE I

This association is named and shall be known as the “Grand Rapids Fire Department Relief Association” and its general object and purpose shall be to create, establish and maintain a fund for the relief and support of sick, injured or disabled members of the Association and their families; such fund to be provided by donations, assessments of its members and other proper means.

ARTICLE II

The property and monies of the Association shall be kept in the “Special Fund”, which shall consist of all monies now due or hereafter become due, such as fees, dues, donations and monies raised through the efforts of the members of the Association and interest on all monies loaned from such fund and the same way may be expended for any purpose authorized and permitted by these articles and By-laws which shall be adopted and in conformity thereto.

ARTICLE III

Section 1. All persons becoming regular members of the Fire Department shall become members of this Association on the date of acceptance into the department.

Section 2. Resignation or removal from the Grand Rapids Fire Department or moving from the vicinity of Grand Rapids to take up residence elsewhere shall terminate the membership of the member so resigning, expelled or moving; provided, however, that any member who has served at least the minimum number of years required for vesting of pension rights may remain as a member of the Grand Rapids Fire Department Relief Association and be placed on the early vested pension roll, subject to such regulations as may from time to time be imposed.

ARTICLE IV

Section 1. The government and management of the business and affairs of the Association is vested in a Board of Directors. The said board shall consist of six members, to be elected annually by the members of such Firemen's Relief Association from its own members at their annual meeting in January of each year in the City of Grand Rapids, Minnesota, also the following ex-officio members, via; the President or Mayor and Financial Director or Clerk of the City of Grand Rapids, Minnesota and Chief of the fire department of said city. Such directors to be elected each for a term of one year and shall hold office until the successor shall be elected and qualified. A member of the board of directors may be removed for cause upon a two-thirds vote of those present and voting.

Section 2. The board of directors of the Association shall have power from time to time to make such By-laws for the government of the Association and the management of its affairs, as the said board may deem proper; but not By-laws that shall be inconsistent to any provisions of this Constitution. No such By-laws shall be adopted except upon a vote of at least two-thirds of the members of the board.

Section 3. The officers of the Association shall consist of a President, Vice President, Secretary and Treasurer, all of whom shall be elected annually by the board of directors of said Association from among their own members, at their annual meeting in January of each year in the city of Grand Rapids, Minnesota and shall hold office until the successor is elected and qualified. The duties of the officers shall be prescribed by the By-laws.

Section 4. It shall be the duty of the board of directors to prepare modes and plans for the safe and profitable investment of all funds of the Association, in accordance to their investment policy and whenever loans or investments are made, to investigate and pass upon the securities offered and to attend to the drawing and execution of the necessary papers. The board shall order an audit of the books and accounts of the secretary and the treasurer as required by law and shall submit a written report of the condition of the Association to the members at the annual meeting.

Section 5. The investment of the funds of the Association shall be in the exclusive control of the board of directors, in conformance with state statutes.

Section 6. The members of the board shall act as trustees with Fiduciary obligation to the members of the Association, to the city of Grand Rapids and to the state of Minnesota.

ARTICLE V

Section 1. Any member of the Association upon retiring from active duty with the fire department and upon receiving his pension from the Relief Association shall become an Honorary Life Member of the Association without further remuneration of benefits available. Any member resigning from the fire department may be awarded Honorary Life Membership by vote of fire department members.

ARTICLE VI

Section 1. This constitution may be amended at any regular or special meeting of the members of the Grand Rapids Relief Association by a two-thirds vote of the members of the board. One month's notice shall be given in writing of such proposed amendment, before a vote can be taken thereon.

EXHIBIT I

BY-LAWS

OF

GRAND RAPIDS FIRE DEPARTMENT RELIEF ASSOCIATION

ARTICLE I DUTIES OF OFFICERS

Section 1. Duties of the President. The duties of the president of said Association shall be to preside at all meetings of the board of directors, appoint all committees, sign all orders on the treasurer of the Association and perform such other duties as usually pertain to such office.

Section 2. Duties of the Vice President. The vice president, in the absence or disability to act of the president, shall perform and discharge the duties of the president. In case of the absence of both the president and vice president, the board of directors shall elect a president pro tem, who shall discharge and perform such duties.

Section 3. Duties of the Secretary. The secretary shall keep a correct record of all meetings and proceedings of the board of directors; he shall immediately pay over to the treasurer of the Association all monies that may come into his hands belonging to the Association, keep a correct roll of all members of the Association, the date of joining, resignation, discharge, assessments made and paid, relief furnished and to whom furnished, and the nature and amount thereof and keep a complete record of all investments made and redeemed. He shall make a report to the board, at each annual

meeting, of the membership and financial condition of the Association. His books shall at any time be subject to inspection by any member of the board and public examiner; he shall draw and sign all orders on the treasurer, perform and discharge such other duties as usually pertain to such office. He shall give a surety bond in such sum as the board of directors may direct, such bond to be paid for by the Association and filed with the treasurer of the Association.

Section 4. Duties of the Treasurer. The treasurer shall keep a true and correct record and account of all monies by him received for said Association and pay them out only on the order of the board of directors. He shall make and submit his report at each annual meeting of the board of directors. He shall deposit all monies of the Association in the name of the Association in such bank of banks as the board of directors may direct or designate or invest same in the name of the Association in such manner as the board of directors shall direct.

The treasurer shall be the custodian of and responsible for the safekeeping of all funds and securities belonging to the Association, collect the interest and premiums on all securities when due, he shall provide the secretary with memorandum of all monies collected and deposited belonging to the Association monthly at least three days previous to the regular meeting of the board of directors, giving date and amount of such deposits and from what source collected. He shall give a surety bond to the Association with sufficient sureties to be approved by the board, in such sum as the board shall require, conditioned that he will faithfully discharge and perform all the duties of this office, during his continuance therein and safely keep and pay over to his successor in office or such other person or persons as the board may direct, all monies or securities that may come into his hands by virtue of his said office, such bond to be paid for by the Association and filed with the president.

ARTICLE II EXECUTIVE COMMITTEE

Section 1. The president shall, at the annual meeting in January of each year, appoint a committee of three members of the board. It shall be duty of this executive committee to devise modes and plans for the safe and profitable investments of the unappropriated funds of the Association and whenever investments or loans are made, to investigate and pass upon the securities offered and attend to the drawing and executing of the necessary papers, subject, however, to the provision that all acts of the executive committee shall be subject to the approval of the board of directors. They shall order an audit of the books and accounts of the secretary and treasurer annually and a written report shall be submitted of the same to the board of the Association, at its annual meeting in January of each year.

ARTICLE III MEETINGS

Section 1. The regular quarterly meetings of the board of directors shall be held on the second Tuesday of each quarter and the annual meetings on the regular monthly meeting of January of each year; and special meetings may be held at such times as the president or a majority of the members of the board may deem necessary. Provided, however, that in case an alarm of fire should be sounded during any meeting of the board, such meeting shall stand adjourned until such time as the president shall reconvene it.

Section 2. Any reconvened meeting held as provided in Section 1 of this article shall be deemed an adjourned meeting.

Section 3. A majority of the members of the board shall constitute a quorum and may transact business at any meeting of the board, except such business as is otherwise especially provided for.

Section 4. All meetings shall be conducted according to Robert's Rules of Order, as revised.

Section 5. The order of business shall be:

1. Call to order
2. Reading of the minutes of previous meeting
3. Treasurer's report
4. Report of committees
5. Applications for relief
6. Applications for membership
7. Balloting for members
8. Unfinished business
9. New business
10. Election of officers
11. Miscellaneous business
12. Adjournment

ARTICLE IV FUNDS

Section 1. All property and monies of the Association shall be kept in a fund as established in the Constitution of the Grand Rapids Fire Department Relief Association.

Section 2. No disbursement of funds of this Association shall be made except by checks drawn by the Treasurer. Except when issued for pensions and other fixed charges, the exact amount of which has previously determined and authorized by the board of directors, no check shall be issued until the claim to which it relates has been approved by the board of directors.

Section 3. All monies belonging to this Association shall be deposited to the credit of this Association in such banks, trust companies, savings and loan associations or other depositories as the board of trustees may designate.

ARTICLE V APPLICATION FOR BENEFITS

Section 1. Only members in good standing shall be entitled to have or receive any benefits from the funds of this Association.

Section 2. All applications for disability, death or pension benefits shall be made in writing on forms furnished by the secretary.

Section 3. Applications for Disability Benefits. All applications for disability benefits shall be referred to a disability committee consisting of three members of the board to be appointed by the president, which committee shall examine into and report upon such application to the board before the board acts upon the same. In case any question shall arise in regard to any application for disability benefits the president shall appoint a special investigating committee, who shall make an investigation of the facts and report the same to the board. Such committee shall consist of three members of the board.

Section 4. Report of Disability. Any member of the Association contracting sickness or injury resulting in inability to perform the duties of a firefighter shall within 30 days notify the secretary of the Association within 30 days after the date for which disability benefits is asked. No applications for disability benefits will be allowed to exceed 30 days previous to the date on which the secretary was notified of such sickness or injury.

Section 5. Time for Disability Benefits. No application shall be allowed for disability benefits for a period of less than seven days disability or for a period longer than 104 weeks, commencing from the time of first illness or injury as herein provided.

ARTICLE VI DISABILITY BENEFITS

Section 1. Permanent Disability. If a member of this Association shall become totally and permanently disabled, to the extent that a physician or surgeon acceptable to the board of directors shall certify that such disability will permanently prevent said member from performing his duties in the Grand Rapids Fire Department, then the Association shall pay to such member the sum of \$_____ for each year of active service with the Grand Rapids Fire Department prior to the onset of the disability. A member who receives such a disability pension payment shall have the amount paid deducted from any vested pension accrual and, if the member should subsequently recover and return to active duty in the Grand Rapids Fire Department, for any accrued service pension credit.

**ARTICLE VII
DEATH BENEFITS**

Section 1. Upon the death of any member of this Association who is in good standing at the time of his death, the Association shall pay to the member's designated beneficiary, and if none then to the member's surviving spouse, and if none then to the member's estate, the sum of \$_____ for each year of active service in the Grand Rapids Fire Department.

**ARTICLE VIII
PENSION BENEFITS**

Section 1. The association shall pay to each member who shall have served as an active firefighter in the Grand Rapids Fire Department for a period of 20 years or more the sum of \$_____ per year for each full year of active service, as a retirement benefit. The retirement benefit shall be payable upon the member ceasing active service in the Grand Rapids Fire Department, but not earlier than the member's 50th birthday.

Section 2. A member of the Association who shall have served in the Grand Rapids Fire Department for at least 20 years, but has not reached the age of 50 years, may retire from said department and be placed on the deferred pension roll. When the member reaches the age of 50 years, upon application therefore the member shall be paid the sum of \$_____ for each full year of active service. During the time the member is on the deferred pension roll, the Association shall add to the amount payable to such member interest, compounded annually, at the rate of 5% per year. *Fully vested members will be eligible to receive the final year on a pro-rated basis.

Section 3. If a member shall have served for more than 10 years but less than 20 years, as an active member of the Grand Rapids Fire Department, the member may retire from said fire department and be placed on the early vested pension roll. When the member reaches the age of 50 years and provided that at that time the member has been a member of the Association for at least 10 years, the member shall upon application therefore, be paid a retirement pension benefit in the following manner:

- A. For active duty of more than 10 years, but less than 11 years, 60% of the amount per full year of active service which would have been earned, had the member served for 20 years or more;
- B. For active duty of more than 11 years, but less than 20 years, 4% of the amount per full year of active service which would have been earned, had the member served for 20 years or more, shall be added for each additional year of service between 11 and 20 years;
- C. Any member on the early vested pension roll will not be eligible to receive interest on the member's accrued assets.

Section 4. No less than 90 days before becoming eligible to receive a lump sum pension, a member of this Association must make in writing a request for pension benefits. This association has the right to distribute said lump sum up to 60 days prior to the member's 50th birthday or up to 60 days after the member's 50th birthday.

**ARTICLE IX
AMENDMENT**

Section 1. The By-laws of this Association may be amended at any regular or special meeting of the Association by a favorable vote of two-thirds of the members present and voting, provided that a quorum is present; and provided further that notice of any proposed amendment or amendments shall be given by reading the same at a regular or special meeting not more than 31 days next preceding the date upon which such amendment or amendments are to be acted upon, and that a notice be mailed to each member at his last known address not less than 10 days prior to such meeting; and provided further, that if such amendment or amendments shall change the amount of benefits of pensions, approval of the City Council of Grand Rapids must be obtained before such change may take effect.

Section 113

Alcohol Use Policy for the Grand Rapids Fire Department

The Grand Rapids Fire Department, in accordance with the City of Grand Rapids' Drug and Alcohol Policy, maintains a strict policy regarding the use of alcohol while participating in Fire Department functions including:

1. The response to fire and other emergency incidents;
2. Participation in Fire Department training activities; and
3. Participation in other activities where the firefighter is serving as a representative of the Grand Rapids Fire Department, such as sponsored events as section schools/seminars, conventions and/or meetings.

To secure compliance with the above policy a firefighter who has consumed alcoholic beverages during the four hours prior to being called to an emergency shall upon arriving at the fire hall, in response to that emergency call, immediately notify the fire officer in charge if any of the following conditions exist:

1. That the firefighter has consumed alcohol during the preceding four hours
2. That the firefighter was using any prescription or nonprescription medication that contains alcohol and is labeled with a warning regarding drowsiness, driving, or operation of machinery;

A firefighter who fails to comply with these requirements is subject to disciplinary action.

When a Fire Officer/ Senior Fire Fighter is notified of either condition 1 or 2 above, it will be necessary for a qualified operator to administer a preliminary breath test prior to that firefighter participating in a fire call response. He/she shall document the identity of the person being tested, the date and time of the test, and the test result. The operator shall sign this form, and he/she shall ask the person being tested to also sign. If the subject being tested should refuse to sign, that refusal shall also be documented.

If the firefighter disagrees with this result administered by the preliminary breath test, and if it is practical, the firefighter shall be administered an Intoxilyzer 5000 test at the Itasca County Jail to determine the level of intoxication. This test is solely used to determine the alcohol concentration of the tested firefighter, and whether or not he/she may respond to a call for service, and the results of the test will not be used for any other purpose by the Grand Rapids Fire Department.

This policy states:

The Grand Rapids Fire Department has a Zero Tolerance policy regarding the operation of any Fire Department motor vehicles. Zero Tolerance is defined and enforced by stating that any Fire Department member, who has consumed any amount of alcohol in the four hours prior to the emergency call and gives a sample breath that shows any indication of the presence of alcohol, will be precluded from the operation of Fire Department motor vehicles.

The standard for allowing a firefighter to participate in an emergency call, other than being allowed to operate Fire Department motor vehicles, is .039 or less.

If the alcohol concentration indicates a level of .04 or higher but less than **.060**, the firefighter will not be allowed to participate in the emergency call. However, the firefighter will be allowed to remain at the Fire Hall and perform his/her regular duty within that building and get credit for doing so.

If the alcohol concentration indicates a level of **.060** or higher, the firefighter will not be allowed to participate in the emergency call, nor get credit for responding. A ride home will be provided to the firefighter as soon as possible, in no case will a firefighter be able to drive home from the fire activity.

A firefighter who has consumed any alcohol in the preceding four hour period, or is using prescription or nonprescription medication that contains alcohol will be administered a preliminary breath test as soon as practical by a qualified operator to determine whether (or not) the firefighter will be allowed to participate in the emergency call. If a qualified operator is not present during the call, or for any reason cannot test the firefighter in question, that firefighter must remain at the Grand Rapids Fire Hall and not attend the call.

Any firefighter who in an emergency response setting, during training, activity, or either officially or unofficially observes any indications that another firefighter is under the influence of alcohol or drugs, shall immediately report those observations to the fire officer in charge. Such indications include the odor of alcohol on the breath, slurred speech, unsteady gait, or disorientation. A firefighter who observes such indications and fails to report them as required is subject to disciplinary action.

If the fire officer in charge has reasonable suspicion that a firefighter may be under the influence of alcohol and/or drugs during an emergency response, the fire officer shall ensure the firefighter is relieved of duty and kept in a safe area where a preliminary breath test can be administered to determine whether or not alcohol is present.

Grounds for reasonable suspicion of being under the influence of alcohol and/or drugs include but are not limited to odor of alcohol on one's breath, slurred speech, unsteady gait, and disorientation.

The fire officer in command may require that the individual immediately submit to a preliminary breath test. The individual's refusal to submit to such a test is immediate grounds for disciplinary action. The fire officer or senior officer shall document the time and date, observed behavior, witnesses, what was done, and the substance of any conversation conducted with the firefighter. Documentation should immediately be forwarded to the fire chief.

If the Grand Rapids Fire Department should need to invoke mutual aid from any other fire department, and any member of the Grand Rapids Fire Department believes any firefighter from another jurisdiction is under the influence of alcohol and/or drugs, that firefighter shall be removed from duty and placed in a safe setting as not to endanger that firefighter, any other firefighters, or any member of the public.

EFFECTIVE DATE. This Alcohol Use Policy shall be in full force and affect after its passage and after a signed acknowledgement of policy change has been received and on file for all members of the Grand Rapids Fire Department.

ADOPTED AND PASSED by the City Council of the City of Grand Rapids on
the ____ day of _____, 2010.

Dale Adams, Mayor

ATTEST:

Shawn Gillen, City Administrator

GRAND RAPIDS
FIRE DEPARTMENT

APPENDIX
TO
CITY POLICY MANUAL

APPENDIX

GENERAL OVERVIEW

STATEMENT OF GUIDELINES – GRAND RAPIDS FIRE DEPARTMENT

100 GENERAL DEPARTMENTAL INFORMATION

200 GENERAL ADMINISTRATION

300 HAZARDOUS MATERIALS

400 OCCUPATIONAL SAFETY AND HEALTH

500 MAINTENANCE

600 EMERGENCY OPERATIONS

700 COMMUNICATIONS

800 FIRE PREVENTION

STATEMENT OF GUIDELINES AND PROCEDURES

This manual was developed as a guide with specific and general information for the Grand Rapids Fire Department. Copies will be given to all new Fire Department members and will be available for reference from the 2nd Asst. Chief or Chief at all times. This manual will be updated from time to time as the needs or guidelines change. Each member of the Grand Rapids Fire Department is required to have knowledge of the information in this outline.

100 GENERAL DEPARTMENTAL INFORMATION

101 UNIFORM GUIDELINES

All members of the Grand Rapids Fire Department will have one complete uniform. This uniform consists of a long sleeve white shirt with patches, pins, and badge displayed as listed below, dark navy pants, dark blue tie with fire axe tie clasp, blue socks, black shoes or boots, and jacket. (The Grand Rapids Fire Department provides shirt, tie, pants, and jacket.)

The fire department will also furnish patches, badges, pins and a fire axe tie clasp. Members who leave with less than ten (10) years of service, or are terminated, shall be required to return all issued department clothing.

When in uniform, it is expected that each person will conduct themselves in a manner that will not degrade the fire service, the Grand Rapids Fire Department or the City of Grand Rapids.

Uniforms will be required for funerals of active and retired members.

Department shirt patches, pins, and badge placement is as follows:

1. GRFD PATCH ON RIGHT AND LEFT SHOULDER SLEEVE.
2. AMERICAN FLAG OVER RIGHT POCKET.
3. NAME TAG UNDER FLAG ABOVE RIGHT POCKET.
4. GRFD PINS/BUGLES ON RIGHT AND LEFT LAPELS.
5. GRFD BADGE ON LEFT SIDE OVER POCKET.
6. TIE CLASP (FIRE AXE) ON TIE.

102 CONTROL OF APPARATUS/EQUIPMENT/FIRE HALL

No person, persons, firm, company, or corporation, shall in any manner, have any control over, or interfere with, take, use, or have, for any object or purpose, any of the fire apparatus, equipment, and/or fire hall except the officers and members of the Fire Department, and persons specifically authorized by the City Council. No member of the Fire Department or City Officer shall loan or allow use of said fire apparatus, equipment, and/or fire hall, except by the order of the City Council and the consent of the Fire Chief.

102.1 RATE SCHEDULE FOR FIRE DEPARTMENT APPARATUS

For those instances where the fire department is eligible to receive reimbursement for the use of apparatus and/or personnel, the following rate schedule shall be applied, unless an executed contract between the City of Grand Rapids and the responsible party exists prior to the event occurring:

Type 1 Engine (#116, #115, #111):	\$300.00 per hour
Type 4 Engine (#113):	\$150.00 per hour
Type 6 Engine (#117):	\$100.00 per hour
Type 2 Water Tender (#111):	\$175.00 per hour
Type 3 Water Tender (#112):	\$150.00 per hour
Aerial Device (Tower #119):	\$350.00 per hour
Rescue Vehicle (#114):	\$175.00 per hour
Support Vehicles (#118, Hazmat 2):	\$100.00 per hour
Personnel:	Current hourly rate as approved by city council

103 USE OF FIRE HALL AND EQUIPMENT

Members may be allowed to use tools in the fire hall and tools may be checked out, if approved by an officer or maintenance staff.

Members are allowed to use one bay at the fire hall as long as they are returned to their original condition and kept clean.

Equipment that is carried on the fire apparatus will not be checked out or removed from the fire hall.

Audio-visual equipment and books may be checked out with permission from an officer. This does not include TV's, VCR's, or computer equipment.

The use of the fire hall and tools is a privilege and should not be abused.

104 PERSONAL VEHICLES

The Grand Rapids Fire Department has an excellent working relationship with the Grand Rapids Police Department, Sheriff's Department, and the State Patrol. It is expected that at all times a firefighter will use good judgment while responding to a fire call. We realize, of course, that there are various types of emergencies from a simple grass fire to a fire involving life safety, which may dictate your response.

It is important to remember that your private vehicle is not an emergency vehicle and you must obey traffic laws. If you abuse these privileges, you will be ticketed.

Parking for fire calls and meetings has been designated in the following locations:

1. Two (2) stalls directly in front of the fire hall.
2. Four stalls on 1st Street east of the fire hall.
3. Twelve stalls behind the fire hall.

Double parking will be allowed if no other space is available. Parking for non-emergency use should be limited to the parking lot to the rear of the fire hall.

Minnesota has issued a special license plate for firefighters. These may be purchased from the Department of Motor Vehicle Registration Office, and with appropriate signatures from the Fire Chief. These plates will transfer to new vehicles. Specialized firefighter license plates must be returned to the DMV upon date of retirement or termination of employment from the Grand Rapids Fire Department. The Fire Chief shall notify the Department of Motor Vehicle Registration Office upon retirement or discontinuation of employment of firefighters who have been issued firefighter license plates.

The Grand Rapids Fire Department requires a vehicle identification sticker for parking in designated areas. These can be obtained from the 2nd Assistant Chief.

No parking of personal vehicles shall be allowed between stalls or in front of doors of the fire hall(s) at any time.

105 DONATION GUIDELINE

The Grand Rapids Fire Department does not donate to any outside organizations. Any other donations will be considered only if a motion is made from the floor at a regularly scheduled business meeting.

In the case of retirement, weddings, hospitalizations, illnesses or funerals of members and their immediate family, the department will give flowers or an appropriate gift not to exceed sixty dollars (\$60.00). This is a separate fund established by donations approved from each firefighter.

106 TELEPHONE USE

The telephone and fax machine located in the offices should be used for fire department business only. The fire hall number is 326-2832 and is unlisted, the fax machine number is 326-7655.

200 GENERAL ADMINISTRATION

201 GENERAL CONTROL OF DEPARTMENT

The department and every member thereof shall be, at all times, under the control and subject to the orders of the City Council. The Council hereby reserves the power to suspend or remove any member of the department, including any or all officers, whenever it shall deem it necessary for the welfare of the city to do so.

202 ASSISTANCE IN TIME OF FIRE

In the case of fire, or when said department is engaged in the extinguishment of fires, or the saving of life or property, the Chief is hereby authorized and given full authority to call upon any or all able-bodied citizens of the public to assist in such extinguishment of fire or saving of life and property, and when such residents are so engaged they shall be subject to the orders of the Chief. Such help shall receive compensation equal to that of member fire fighters.

203 GENERAL EMPLOYEE PAYROLL GUIDELINES

Regular Pay:

1. All fires, drills, business meetings, rescues, mutual aid.
2. If a truck leaves the north or south hall an incident number will be assigned and all responding members will be paid.
3. If a truck does not leave the north or south hall, or we are cancelled immediately, there is no incident number assigned and no pay to members will be issued.

School, Training, F.D. Business:

1. You will receive classroom hour pay at our regular rate.
2. In addition, you will receive attendance credit for fire calls when on fire department business, providing you return within a reasonable time frame. Examples given:
 - A. Sectional schools: leave Friday p.m. and return Sunday p.m.
 - B. Saturday meeting, return Saturday p.m.
 - C. Exception will be allowed if the meeting ends at 5:00 p.m. or later and you are 100 miles away or more.
 - D. Weather problems.

Standby Weekends:

1. 8 hours per day at regular rate, plus fire calls.

Other duties:

1. Special meetings
2. Assignment per officers
3. Tours

Other duties – No payroll or by the discretion of the Chief:

1. Open House
2. Parades
3. Conventions
4. Stock car races

Please use the City of Grand Rapids Travel Expense Report for all meetings and schools. Any and all receipts for expenses incurred must accompany the Travel Expense Report. Reports can be obtained from the

Captain. The Chief must authorize any expense report and then forward to the Finance Dept. for processing.

300 HAZARDOUS MATERIAL GUIDELINES

301 SUGGESTED OPERATING GUIDELINES FOR HAZARDOUS MATERIALS RESPONSE

IS THERE A HAZARD?

INPUT FORM:

- a. Preplanning
- b. Placards
- c. Labels
- d. NFPA 704 System
- e. Physical characteristics

IDENTIFY THE PRODUCT.

INPUT FORM:

- a. Shipping papers
- b. Involved Personnel
- c. Preplanning
- d. Markings
- e. Labels

DETERMINE HAZARDS PRESENT.

INPUT FORM:

- a. Chemtrec
- b. Technical Resources
- c. Right to Know Laws
- d. Manufacturer
- e. Shipper
- f. Carrier

WHAT ARE THE OBJECTIVES?

RESCUE:

- a. Protective Equipment
- b. EMS Requirements
- c. Heavy Rescue Equipment
- d. Medical Transportation Available
- e. Is Proper Material Available to Handle Decontamination?

ALTERNATIVES:

INPUT FORM:

- a. Type of Incident
- b. Physical Properties
- c. Hazards

- d. Terrain
- e. Life Hazards

CONTROLLING THE INCIDENT:

- a. Can leak be plugged?
- b. Can the area be diked?
- c. Can the product be covered?
- d. Can it be diluted?
- e. Can it be transported?
- f. Can foam be applied?
- g. Can cooling water be applied to point of flame impingement?

EXTINGUISHMENT:

- a. Controlled burn?
- b. Proper extinguishing agents available
- c. Extinguish flammable liquid not gas

REVISIONS:

- a. Select best alternatives
- b. Continually review objectives
- c. Revise as necessary

EXPOSURE PROTECTION:

- a. What and where are they?
- b. How can they be protected?
- c. What are the risks?

EVACUATION:

- a. What should be evacuated?
- b. Who will evacuate?
- c. Where will evacuees go?
- d. How will they get there?
- e. Who will care for them?

WATER SUPPLY:

- a. Is sufficient supply available?
- b. Can it be relayed or trucked?
- c. Is a back-up supply needed?

CONTAINMENT AND CONTROL:

- a. Is diking necessary?
- b. Where will vapors travel?
- c. Are they flammable or toxic?
- d. Are they water reactive?
- e. Hazardous to health?
- f. Unstable?
- g. Is protective clothing available?
- h. Equipment available?
- i. Resources available?

DECONTAMINATION:

- a. Is it necessary?
- b. Establish hot, warm, cold zone?
- c. Is wash water available?
- d. Complete mitigation of incident?

S.O.G.'S FOR CLANDESTINE DRUG LABS

- Consult with law enforcement prior to any mitigation attempts

MONITOR FOR (AT LEAST) THE FOLLOWING:

- Lower explosive limits
- Ammonia ppm
- Hydrogen Chloride/Hydrochloric acid Phosgene – in Nazi method
–Phosphine – in cold method –
- Presence of chemicals Presence of hazardous materials (PID monitor)

DEALING WITH ANHYDROUS AMMONIA

- Full turn-out gear and SCBA (even when handling 20# cylinders)
- Remove cylinder(s) from scene (downwind)
- Bleed valve (stand up-wind) with a minimum of turn-outs, SCBA, and Butyl rubber gloves
- Use fog spray to knock down and neutralize anhydrous ammonia- (copious amounts of water – 600 to 1ratio)
- Gross decon (minimum) for level “A” personnel handling chemicals.

400 OCCUPATIONAL SAFETY AND HEALTH

401 PROTECTIVE EQUIPMENT NOTIFICATION AND PROTOCOL

The Grand Rapids Fire Department shall inform the firefighters about special hazards to which they may be exposed.

The Grand Rapids Fire Department must develop and make available for inspection by firefighters written procedures that describe the action that is to be taken in situations involving the special hazards and shall include these procedures in the training and education programs. A special section of this manual refers to special hazards.

Protective Clothing

The Grand Rapids Fire Department shall provide and assure the use of protective clothing for the head, body and extremities consisting of at least the following components:

- Foot and leg protection
- Hand protection
- Body protection
- Eye, face and head protection

The requirements in each of these areas are quite detailed, but in general, the provision of a fire helmet, bunker coat, full-length boots or bunker pants and gloves will meet the requirements of the standard.

Respiratory Protection Devices

Approved self-contained breathing apparatus with full face piece or with approved helmet or hood configuration, shall be provided and worn by firefighters when working inside buildings or confined spaces where toxic products of combustion oxygen deficiency may be present. Such apparatus will also be worn during emergency situations involving toxic substances. Each firefighter will be responsible for the care of their own mask.

Self-contained breathing apparatus shall have a minimum service life rating of 30 minutes. The Grand Rapids Fire Department shall assure that the self-contained breathing apparatus ordered or purchased after July 1, 1981 for use by firefighters performing interior structural fire fighting operations are in accordance with OSHA and NFPA standards, of the

pressure-demand or other positive-pressure, self-contained breathing apparatus shall be worn by firefighters performing interior structural fire fighting.

SCBA Usage and Responsibilities

1. SCBA and protective hood are to be worn at all times when doing interior structural fire fighting and involving toxic related hazards.
2. Before anyone uses breathing apparatus, they are to be knowledgeable on operation.
3. Breathing apparatus is to be cleaned and put back in operational condition after use.
4. Breathing apparatus shall not be taken off at the fire scene and left in dirt or snow conditions. They shall be properly stored.
5. Any problems with apparatus should be reported. Each unit is numbered on the back plate of the harness.
6. When alarm on unit sounds; do not continue to work. Leave area immediately. No one is to enter a hazardous area alone or remain in alone.; Each must accompany another person. When one runs low on air,he or she shall exit the hazardous area accompanied by another firefighter.
7. Never lose a lifeline to the outside. Hold onto the hose at all times.
8. Air bottles are to be filled to capacity –2216 PSI.
9. When opening air cylinder before use, audible alarm must sound. If not, it may not be used.
10. Anything, which comes between your skin and the contacting rubber of the protective mask, is not allowed as per policy established (OSHA).
11. Each member will be required to have a fit test each year as required by OSHA 1910.134. This will be paid for by the department.

500 MAINTENANCE

501 APPARATUS AND EQUIPMENT

Each member will be assigned to a piece of fire apparatus for maintenance. This will be on a rotating basis, which is coordinated by the Second Assistant Chief.

Each crew will follow a maintenance schedule when working on apparatus.

Apparatus should be started at least monthly and run until normal engine temperature is reached.

After each run, the crew shall make sure that their assigned equipment is ready to respond. This includes water, fuel, all equipment in place and apparatus are either in park or first gear, depending on the transmission, and parking brake set.

Air packs, P.A.S.S. devices, small engines and ladders will be inspected on a monthly basis. This will be done after the business meeting, which is held the second Tuesday of the month.

One maintenance person supervised by the 2nd Asst. Chief will be in charge of all apparatus, small equipment, building and grounds maintenance.

One maintenance person supervised by the 2nd Asst. Chief will be in charge of janitorial duties of the buildings.

600 EMERGENCY OPERATIONS

601 STANDARD OPERATING GUIDELINES FOR FIRE APPARATUS RESPONSE

Drivers and/or operators of fire apparatus must have required training and approval of officer(s) before being allowed to operate any fire department apparatus. Each operator must complete an approved emergency vehicle operations driving course; pump operators must complete basic and an equivalent advanced pump operations course before they are eligible to drive pumping apparatus.

The fire department recognizes a zero tolerance for apparatus operations while being impaired. Operators of any fire department apparatus shall not be under the influence of alcohol, illegal drugs, or other prescribed medication that will interfere with the safe operation of a vehicle. Failure to comply with the city's policy on vehicle usage will result in disciplinary action.

Upon returning to quarters, it is the driver/operator's responsibility to ensure that the apparatus is replenished and ready to be put back in-service; this includes signing-off on the Run List Check Sheet for items such as: fuel, water, all fire fighting equipment, and cleanliness of the vehicle. The Run Sheet Check List shall be attached to the Incident Report. Any mechanical issues or physical damage shall be reported immediately to the vehicle maintenance staff and the Fire Chief or person in-charge of the incident.

If a line officer is not present at the fire scene, the senior ranking firefighter of the first arriving apparatus will be in command of the incident.

The driver / operator of any apparatus should know the directions to the scene prior to responding from the fire hall.

The normal apparatus roll-out response shall be as follows:

1. Structure fires outside hydrant areas: #114, , #111, #114, , Suburban w/ air trailer.
2. Structure fires inside hydrant areas: #114 , #119, #116, #115, #111, Suburban w/ air trailer.
3. Commercial / Industrial fires: #114, #116, #119, #, #111, , Suburban w/ air trailer.
4. Grass fires: #114 (or #115), #111, #113, #, #117. If additional personnel are needed, #116 will respond upon request of an officer.
5. Rescues: #114, #116 (or #115), #119, #111, #113. For rescue calls requested by mutual aid departments: #114 and #118, other apparatus as requested by Officer in-charge.
6. Car fires inside hydrant areas: #114 (or #115), #116, #111, #119, #113.
7. Car fires outside hydrant areas: #114 (or #115), #111, #, #113.
8. Aircraft emergencies at the airport: Rescue 2, #114, #111, #116, #115, #119, #112, Hazmat 2 w/ air trailer.
9. #118 will normally respond to all calls with an officer. In the absence of an officer in #118 or on an apparatus, an officer will respond in Hazmat 2 or #117.
10. Mutual Aid calls: Only apparatus as requested by other agencies and #118 (or Hazmat 2 or #117 w/ officer). Hazmat 2 w/ air trailer (if air trailer is requested).

There may be deviations made from this response guideline by the person in-charge of the incident if necessary.

602 STANDARD OPERATING GUIDELINES FOR POSITIONING OF APPARATUS ON FIRE GROUND

Structural Fires – Engineers/Officers shall determine the safest and most effective location to position the apparatus so that all aspects of fire extinguishments can be achieved without endangering personnel and equipment.

Operating IN or NEAR moving traffic – (highways, streets, driveway, etc.).

Engineers/Officers shall determine the positioning of apparatus and other emergency vehicles at a vehicle related incident on any street, road, or highway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, ambulance service personnel, law enforcement officials, tow service operators and the motoring public from the hazards of working in or near moving traffic.

602.1

Backing of Fire Department Apparatus:

Because of safety concerns when backing a fire apparatus, and the inability of the driver to view all activities occurring behind the apparatus, the following procedures shall be used while backing any fire apparatus.

- a. The driver shall activate emergency lights prior to and during the backing of any apparatus.
- b. No fire department apparatus shall be backed up for any reason without the help of a safety person ("spotter").
- c. The safety person ("spotter") shall make sure there are no problems or obstructions that could interfere with safe backing of the apparatus.
- d. The safety person ("spotter") shall remain in full view of the driver, through the side mirrors, until the apparatus is positioned in the desired location.
- e. The driver shall immediately stop movement of the apparatus if the safety person ("spotter") is not in visual contact.
- f. Both the driver and safety person ("spotter") shall be responsible for safety and the conditions of all property while backing the apparatus.
- g. If conditions exist that make use of spotters impossible, all drivers, before attempting to back up any fire department vehicle, shall make a circle of safety to see that; no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved out of the way. The emergency vehicle driver should also note all potential obstructions in the intended path of travel.
- h. Once the vehicle has been backed into position and parked, the driver shall exit the vehicle and perform a walk-around to check for proper placement and assure that there are no safety or property concerns.
- i. Any accident or property damage involving a department apparatus should be reported immediately to the Fire Chief or Fire Officer in-charge by the driver and "spotter".
- j. In the event of a personal injury or significant property damage accident, department members involved shall immediately notify law enforcement officials and the Fire Chief or Fire Officer in-charge. The involved apparatus should not be moved unless at the request of a law enforcement officer or for the safety of the employees or public.

S.O.G.'s for Highway Safety Incident Management

I. Overview

This procedure identifies parking practices for Grand Rapids Fire Department apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

It shall be the policy of the Grand Rapids Fire Department to position apparatus and other emergency vehicles at a vehicle-related incident on any street, road, or highway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, other emergency service personnel and the motoring public from the hazards of working in or near moving traffic.

II. Safety Benchmarks

All emergency personnel are at a great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that the Grand Rapids Fire Department shall take to protect all crewmembers and emergency service personnel at the incident scene including;

1. Never trust approaching traffic.
2. Avoid turning your back to approaching traffic.
3. Establish an initial "block" with the first arriving apparatus.
4. Always wear Class III high visibility reflective vests during operations.
5. Always wear structural firefighting helmet.
6. Wear full protective clothing plus the highway safety vest at all vehicle related emergencies between the hours of dusk and dawn or whenever lighting levels are reduced due to inclement weather conditions.
7. Turn off all sources of vision impairment to approaching motorists at nighttime incidents, including headlights and spotlights.
8. Use fire apparatus and law enforcement vehicles (if possible) to initially redirect the flow of moving traffic.
9. Establish advance warning and adequate transition area traffic control measures upstream of incident to reduce travel speeds of approaching motorists.
10. Use traffic cones and/or illuminated traffic cones where appropriate for sustained highway incident traffic control and direction.
11. Establish a fire department member (as needed) to the "Flagger" function to monitor approaching traffic and activate an emergency signal if the

actions of a motorist do not conform to the established traffic control measures in place at the highway scene.

III. Apparatus and Emergency Vehicle Benchmarks

Listed below are the benchmarks for Safe Parking of **apparatus and emergency vehicles** when operating in or near moving traffic.

1. Always position first-arriving apparatus to protect the scene, patients, and emergency personnel. The goal is to effectively block all exposed sides of the work zone, prioritizing from the most critical or highest traffic volume flow to the least critical traffic direction.
 - a. Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
 - b. Angle apparatus on the roadway with a “block to the left” or “block to the right” to create a physical barrier between the crash scene and approaching traffic.
 - c. Allow apparatus placement to slow approaching motorists and redirect them around the scene.
 - d. Use fire apparatus to block at least one additional traffic lane more than already obstructed by the crashed vehicle(s).
 - e. When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.
2. Positioning of larger apparatus must create a safe parking area for EMS units and other emergency vehicles. Operating personnel, equipment and patients should be kept within the “shadow” created by the blocking apparatus at all times.
3. When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, patient triage and treatment areas, extrication work areas, personnel and tool staging areas, and the ambulance loading zone.
4. Crew members in apparatus must exit and enter their units with extreme caution, remaining alert to moving traffic at all times.
5. Protective clothing, Class III safety vest, and helmet must always be donned prior to exiting the vehicle.
6. Traffic cones shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning provided for approaching motorists.

7. Personnel should place cones and retrieve cones while facing oncoming traffic. Cones shall be placed at acceptable intervals upstream of the blocking vehicle to allow adequate advance warning to drivers.

IV. Incident Command Benchmarks

The Incident Commander and/or the initial arriving company officer must complete critical benchmarks to assure that a safe and protected work environment for emergency personnel is established and maintained, including;

1. Assure that first-arriving apparatus establishes an initial block to create an initial safe work environment.
2. Assign a parking location for ambulances, as well as later arriving apparatus.
3. Assure that all ambulances on-scene are placed within the protected work area (shadow) of the larger apparatus.
4. Assure that all patient loading into Med Units is done from within the protected work zone.
5. The Incident Commander and/or the initial company officer must operate as the Scene Safety Officer until this assignment has been delegated.
6. Command shall stage unneeded emergency vehicles off the roadway or return these units to service whenever possible.

V. Emergency Crew Personnel Benchmarks

Listed below are benchmarks for safe actions of individual when operating in or near moving vehicle traffic.

1. Always maintain an acute awareness of the high risk of working in or near moving traffic. Response personnel should be aware that motorists who are approaching or have entered the scene may be confused or inattentive; therefore, all responders must be able to react accordingly.
2. Never trust moving traffic from any direction!
3. Always look before you move!
4. Always keep an eye on moving traffic!
5. Avoid turning your back on moving traffic!

6. Always look before opening doors and stepping out of apparatus into any moving traffic areas!
7. Always be alert to the proximity of moving traffic while walking around fire apparatus!

**603 STANDARD OPERATING GUIDELINES FOR
ACCOUNTABILITY PROGRAM**

Each member will be assigned two nametags to be attached to the bottom back of their helmets.

Firefighters will be responsible to report any missing tag or tags to the Safety Officer immediately. Firefighters are responsible for the safe working order of their P.A.S.S. (**Personal Alert Safety System**) device.

Upon responding to any fire call, it is the firefighters responsibility to remove one tag from their helmet and place it on the designated vehicle placard.

Prior to exiting on scene, each firefighter shall remove their lanyard from their P.A.S.S. (**Personal Alert Safety System**) device. The lanyards shall be placed on the ring by the operator. P.A.S.S. devices can only be **deactivated** when in staging.

Upon arriving on scene, the driver of each fire apparatus is responsible to make sure vehicle placards are brought to the staging officer in a responsible period of time.

Initial firefighters may enter the hot zone without going through staging as long as it is obvious that manpower is needed or instructed by an officer.

Responding firefighters after the initial response shall report to staging upon arrival.

Firefighters entering any collapse zone, building or hazardous area are responsible for removing their second tag and handing it to designated personnel at entry points (i.e. officer, fan operator, safety officer) before entry is made.

Once a firefighter leaves any building, collapse zone or hazardous area, they must retrieve their entry tag immediately. Firefighters leaving the hot zone will report immediately to the staging officer.

The driver of Rescue 114 will assume the staging officer position at all fire scenes unless directed otherwise. Although Rescue 114 will normally be the staging vehicle and area, staging may be moved upon an officer's request.

604 MUTUAL AID

The Grand Rapids Fire Department is a member of the Itasca County Fire Chiefs Association and Itasca County Fire Chiefs Mutual Aid Association. This agreement includes all sixteen fire departments in Itasca County. In addition, we provide mutual aid to Hill City and Jacobson fire departments in Aitkin County, and Floodwood Fire Department in St. Louis County.

Mutual Aid agreements may be made by the Grand Rapids City Council with other agencies for emergency services provided by the fire department.

605 RADIO PROCEDURES

Radios are located in all fire apparatus, the fire station, and with each line officer. Apparatus radios should be operated by a firefighter other than the driver when responding to a fire call. When speaking into radio, speak clearly and precisely. Do not use to excess. Radio use should pertain to fire department business only.

There are several extra hand held radios located in other apparatuses

700 COMMUNICATION

701 FIRE DEPARTMENT ACTIVITIES

The Grand Rapids Fire Department is involved throughout the year in various activities that are determined by the membership to coincide with the values of the department. These activities may or may not be pre-scheduled or reoccurrences. Examples of these activities include but are not limited to:

Firefighters Annual Banquet – normally held in the spring of each year. All active and retired firefighters are invited, city council members, law enforcement personnel, EMS personnel and other agencies that the department may work with. Other guests may be invited at the request of the chief. Committee members will review all invitations before they are mailed.

Adult Picnic – normally held in the summer. This picnic is for active fire department personnel and their spouses or guest and retired firefighters.

Appreciation Night – normally held in February. This is limited to active members and their spouse or guest.

Venison Feed – normally held on the first Wednesday of December. All active and retired firefighters are invited, along with city officials, law enforcement, EMS and DNR personnel and others at the discretion of the committee.

Committee chairpersons are encouraged to keep updated information regarding their event in a file folder that can be accessed by department personnel for future use.

702 PARADE UNIT REPRESENTATION

The Grand Rapids Fire Department maintains a parade unit, Engine #1, which was an original engine of the Grand Rapids Fire Department. We also have a refurbished hose pull cart to be used in parades.

The intent of the Grand Rapids Fire Department is to show the evolution of the fire service. For local parades we will use the hose cart, Engine #1 and a new engine.

We have also developed period uniforms to be worn by the parade participants. They include: long underwear shirts and blue pants with suspenders for the hose cart, double-breasted uniform jackets and box type hats for Engine #1, and your current uniform or acceptable fire department apparel for the newer vehicles.

Engine #1 is available for other parades, fire musters, etc. The fire department will pay the standard government rate per mile to anyone who pulls the trailer with their own vehicle to an event. Room and board will be paid for trips that are deemed to be overnight events.

It is the responsibility of all members of the department to help in the maintenance and preparation of the parade units. .

It is important to remember that you represent the Grand Rapids Fire Department and the City of Grand Rapids when involved in these activities. Please act accordingly.

Each year a rotating list of firefighters will be assigned to the three (3) area parades: Deer River parade, Grand Rapids parade and Bovey parade.

800 FIRE PREVENTION

The Grand Rapids Fire Department shall remain proactive in fire prevention and education measures by providing prompt and courteous service to the citizens of the communities that request our services.

A. Requests for Public Education/Fire Hall Tours:

All requests for public education shall be arranged through the Fire Prevention & Education Officer. Once arrangements have been made, a Request for Public Education Form shall be posted in the radio room. The Fire Prevention & Education Officer will provide age appropriate teaching materials and any other items needed for public education events. All Grand Rapids Fire Fighters are encouraged to help with Public Education events. Any GRFD member submitting a request for public education may be required to assist Fire Prevention & Education Officer in the instructing of the group(s).

B. Sparky the Fire Dog:

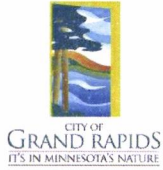
Sparky the Fire Dog costume is available to use for any Fire Prevention & Education public request. Use of the Sparky the Fire Dog costume requires the user to read and understand the operator's manual. Grand Rapids Fire Department members are encouraged to operate the Sparky the Fire Dog Costume. No children under the age of 16 are permitted to operate the Sparky the Fire Dog Costume.

C. Fire Safety House:

All requests for use of the Fire Safety House will be arranged through the Fire Prevention & Education Officer. Any fees associated with the use of the Fire Safety House are explained in the Fire Safety House Request Form. Other information about the Fire Safety House Request Form can be found on the Grand Rapids Fire Safety House Policy and Request Form.

D. Requests for Smoke Detectors and CO Alarms:

Any request from the public for information regarding Smoke Alarms and CO Detectors should be arranged through Fire Prevention & Education Officer. Each Smoke Alarm and/or Co Detector given to the public will be logged in the receipt book maintained by the Fire Prevention & Education Officer.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1012	Version:	1	Name:	Accept Donation of Four Digital Voice Recorders from Support Within Reach
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	1/5/2015	In control:		In control:	City Council
On agenda:	1/12/2015	Final action:		Final action:	
Title:	Adopt a resolution accepting the donation of Four Digital Voice Recorders from Support Within Reach				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	PD Digital Voice Recorders				

Date	Ver.	Action By	Action	Result
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Adopt a resolution accepting the donation of Four Digital Voice Recorders from Support Within Reach

Background Information:

The role of the police in the criminal justice system is to document facts, normally in the form of written reports and statements, and forward them to the prosecutor. As such officers, spend much time dictating reports. Unfortunately, most of the recorders we have in the police department are older recorders, unreliable and without a feature that will allow officers to rewind the recording to see where they left off dictating, when interrupted.

The City Council took steps to change this at a Council Meeting in December when it authorized the police department to purchase ten replacement, state of the art recorders. With the six modern recorders, that the department already has this left us only four recorders short of having good quality recorders for all our officers. The department asked for only ten recorders in December as Support Within Reach Sexual Violence Resource Center had approached us with an offer to donate four additional recorders to the department. This will then give us 20 digital voice recorders, supplying a modern recorder for every officer.

Support Within Reach is a non-profit advocacy group with offices in Grand Rapids, Aitkin, Bemidji, Park Rapids and Walker. Its mission is, "To reduce the impact and harm of sexual violence for families and individuals in the communities we serve." The organization staffs a 24-hour crisis line, offers counseling for victims of sexual assault and stands with victims as the criminal case makes its way through the criminal justice system.

Staff Recommendation:

It is the recommendation of the Police Department that the City Council accept the donation of four digital voice recorders valued at \$1,496.00 to be used by officers of the police department while conducting criminal investigations.

Requested City Council Action

Adopt a resolution accepting the donation by Support Within Reach Sexual Violence Resource Center, to the Grand Rapids Police Department, of four digital voice recorders.

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

RESOLUTION NO. 15-

A RESOLUTION ACCEPTING FOUR DIGITAL VOICE RECORDERS FROM THE
SUPPORT WITHIN REACH SEXUAL VIOLENCE RESOURCE CENTER TO THE
GRAND RAPIDS POLICE DEPARTMENT

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

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

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

- The Support Within Reach Sexual Violence Resource Center has donated four digital voice recorders at an approximate value of \$1,496.00 to the Grand Rapids Police Department.

Adopted this 12th day of January, 2015

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1013 **Version:** 1 **Name:** Authorize the Police Department to apply for a child safety car seat grant
Type: Agenda Item **Status:** Consent Agenda
File created: 1/5/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Authorize the Police Department to apply for a child safety car seat grant
Sponsors:
Indexes:
Code sections:
Attachments:

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

Background Information:

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

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

The Minnesota Department of Public Safety has a grant program to provide child car seats to Minnesota police departments so that they may be distributed to families that cannot afford child car seats. The number of child car seats available through this program is limited. The Grand Rapids police department would like to submit a grant request to the Minnesota Department of Public Safety for 14 child car seats and 4 high back booster seats. There is no monetary local match required with this grant program.

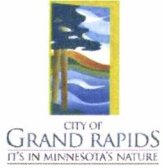
Staff Recommendation:

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

Requested City Council Action

If the Council so desires, authorize the Grand Rapids Police Department to submit a grant application to the Minnesota

Department of Public Safety to receive child car seats.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1014 **Version:** 1 **Name:** Adopt a resolution to allow the Police Department to accept a donation totaling \$25.00 to be used for the Public Safety Education Fund.

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

File created: 1/5/2015 **In control:** City Council

On agenda: 1/12/2015 **Final action:**

Title: Adopt a resolution to allow the Police Department to accept a donation totaling \$25.00 to be used for the Public Safety Education Fund.

Sponsors:

Indexes:

Code sections:

Attachments: [4453_001.pdf](#)
[PD Beighley Pub Sfty Ed](#)

Date	Ver.	Action By	Action	Result
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Adopt a resolution to allow the Police Department to accept a donation totaling \$25.00 to be used for the Public Safety Education Fund.

Background Information:

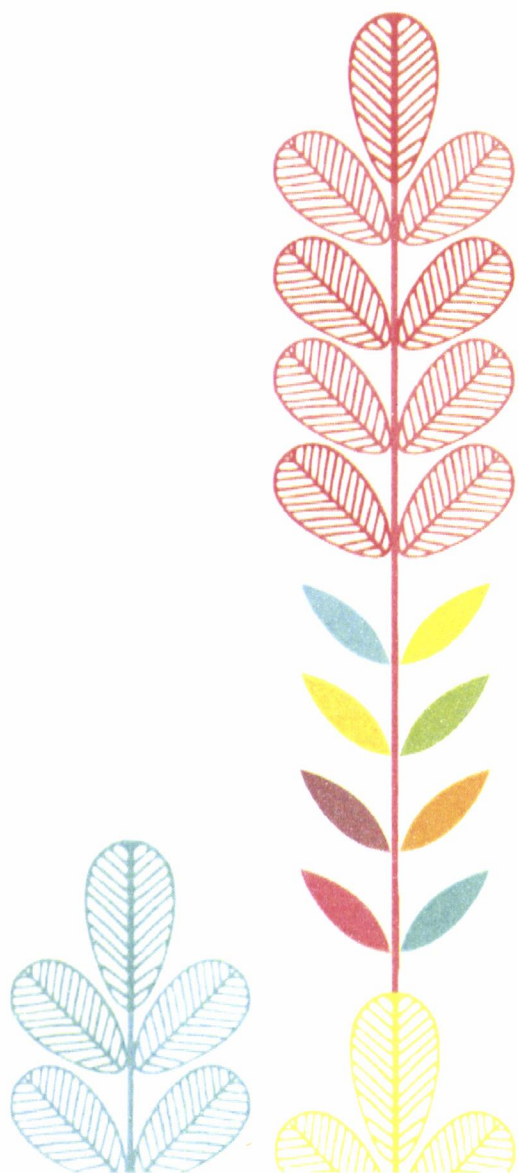
The Grand Rapids Police Department has received a donation in the following amount of \$25.00 from Morris & Sherry Beighley, which they stated was a small token of their appreciation for all we do day in and day out, keeping the public safe. These funds will be placed in our Public Safety Education Fund.

Staff Recommendation:

It is the recommendation of the Police Department that the City Council please consider adopting a resolution to allow the Police Department to accept a donation of \$25.00 to be used for Public Safety Education Fund.

Requested City Council Action

Please consider adopting a resolution to allow the Police Department to accept a donation totaling \$25.00 to be used for Public Safety Education Fund.



Grand Rapids Police,
A small token of
our appreciation for
all you do day in and
day out, keeping the
public safe. Use this
for donuts or whatever
purpose you choose.
We support our officers

Thank you,
Marris + Sherry
Beighley



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

RESOLUTION NO. 15-

A RESOLUTION ACCEPTING \$25 DONATION FROM MORRIS & SHERRY BEIGHLEY
FOR THE GRAND RAPIDS POLICE DEPARTMENT'S PUBLIC SAFETY
EDUCATION FUND

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

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

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

- Morris & Sherry Beighley have donated \$25.00 to the Grand Rapids Police Department's Public Safety Education Fund.

Adopted this 12th day of January 2015

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1016	Version:	1	Name:	Operating Transfer & Close Fund
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	1/6/2015	In control:		In control:	City Council
On agenda:	1/12/2015	Final action:		Final action:	
Title:	Consider adopting a resolution approving closing Special Assessment Improvement Bond 2005A and transferring the remaining balance of approximately \$115,234 to the General Obligation Refunding Bonds 2013A as of December 31, 2014.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Close Fund 348 transfer to 364 \$115,234.pdf				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving closing Special Assessment Improvement Bond 2005A and transferring the remaining balance of approximately \$115,234 to the General Obligation Refunding Bonds 2013A as of December 31, 2014.

Background Information:

In June of 2013 the City issued General Obligation Improvement Refunding Bonds for Special Assessment Improvement Bonds 2004A and 2005A. At that time the Special Assessment Improvement Bonds 2004A were paid in full. However, the Special Assessment Improvement Bonds 2005A were considered crossover bonds in that the earliest the bonds could be paid in full would be February 1, 2014. On February 1, 2014 final payment on Assessment Improvement Bonds 2005A was made and a cash balance of approximately \$115,234 is left in the original debt service fund. The bond documents require that any remaining funds in the old Debt Service have to be transferred to the new Debt Service Fund.

Staff Recommendation:

Staff is recommending adopting a resolution approving closing Special Assessment Improvement Bond 2005A and transferring the remaining balance of approximately \$115,234 to the General Obligation Refunding Bonds 2013A as of December 31, 2014.

Requested City Council Action

Consider adopting a resolution approving closing Special Assessment Improvement Bond 2005A and transferring the remaining balance of approximately \$115,234 to the General Obligation Refunding Bonds 2013A as of December 31, 2014.

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

RESOLUTION NO. 15-
A RESOLUTION CLOSING FUND 348 SPECIAL ASSESSMENT IMPROVEMENT BOND
2005A AND TRANSFERRING THE REMAINING BALANCE OF APPROXIMATELY
\$115,234 TO FUND 364 GENERAL OBLIGATION REFUNDING BONDS 2013A AS OF
DECEMBER 31, 2014

WHEREAS, in 2014, the City refunded the 2005A Special Assessment Improvement Bonds with the General Obligation Refunding Bonds, Series 2013A, and

WHEREAS, the final payment on the 2005A bond was made on February 1, 2014, and

WHEREAS, there is a cash balance remaining of approximately \$115,234 in the original Debt Service Fund, and

WHEREAS, the bond documents require that any remaining funds in the old Debt Service have to be transferred to the new Debt Service Fund,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer of approximately \$115,234 from Fund 348 Special Assessment Improvement Bond Fund Series 2005A to Fund 364 General Obligation Improvement Refunding Bond Series 2013A as of December 31, 2014 and close Fund 348 as of December 31, 2014.

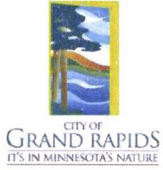
Adopted this 12th day of, January 2015.

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

Legislation Details (With Text)

File #: 15-1021 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 1/7/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: GRSB Land Donation Resolution
Sponsors:
Indexes:
Code sections:
Attachments: [GRSB Quit Claim Deed](#)
[GRSB Land Resolution](#)

Date	Ver.	Action By	Action	Result
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GRSB Land Donation Resolution

Background Information:

At their September 22nd meeting, City Council approved accepting a land donation from Grand Rapids State Bank for the development of a City Park in the Remer / DeSchepper Addition. City Attorney Sterle has worked with GRSB and received the attached Quit Claim Deed for transfer of the property.

Staff Recommendation:

Approve a resolution accepting a land donation from Grand Rapids State Bank.

Requested City Council Action

Consider approving a resolution accepting a land donation consisting of parcel numbers 91-663-0485 and 91-663-0490 from Grand Rapids State Bank for the development of a City Park.

LANO, O'TOOLE & BENGTON, LTD.

Attorneys

NEAL A. LANO, Retired
DENNIS L. O'TOOLE
BRIAN C. BENGTON
www.itascalaw.com

515 NE SECOND AVENUE
GRAND RAPIDS, MINNESOTA 55744
TEL: (218) 326-9603; FAX: (218) 326-1565
E-MAIL: dennis.otoole@itascalaw.com

December 23, 2014

Mr. Chad Sterle
Attorney at Law
502 NW Fifth Avenue
Grand Rapids, MN 55744

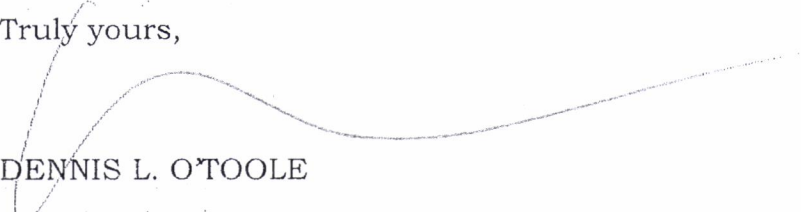
RE: Grand Rapids State Bank – City of Grand Rapids

Dear Chad:

Enclosed is a Quit Claim Deed from Grand Rapids State Bank to the City of Grand Rapids. I sent a copy to the bank last spring, but it must have gotten lost between the bank and the city.

If that deed was not recorded, you can have this one recorded.

Truly yours,



DENNIS L. O'TOOLE

DLO/mep

Enc.

pc: Grand Rapids State Bank
ATTN: Noah Wilcox (via e-mail w/enc)

QUIT CLAIM DEED

STATE DEED TAX DUE HEREON: \$1.65

Date: December 19, 2014

FOR VALUABLE CONSIDERATION, **Grand Rapids State Bank**, a Minnesota corporation, Grantor, hereby conveys and quitclaims to **City of Grand Rapids**, Grantee, a Minnesota municipal corporation, real property in Itasca County, Minnesota, described as follows:

That part of Lots 1 and 13, and the south $\frac{1}{2}$ of the vacated part of Third Street lying adjacent to Lot 1 all in Block 21, THIRD DIVISION OF GRAND RAPIDS as platted, on file and of record in the office of the county Recorder, Itasca County, Minnesota, which lies easterly and southerly of the following described line.

Commencing at the northeast corner of Lot 1, said Block 21 thence along the northerly extension of the east line of said Lot 1 on an assigned bearing North 00 degrees 03 minutes 05 seconds West a distance of 7.06 feet to the Point of Beginning of the line to be described; thence along a non-tangential curve concave to the west, radius 226.00 feet, central angle 31 degrees 41 minutes 49 seconds, arc length 125.03 feet, the chord of said curve bears South 18 degrees 46 minutes 41 seconds West a distance of 123.44 feet; thence South 34 degrees 37 minutes 36 seconds West a distance of 82.52 feet; thence South 36 degrees 07 minutes 41 seconds West a distance of 128.56 feet to a point on the northerly right-of-way line of Trunk Highway #2 and there terminating. Said parcel contains 62 square feet, more or less.

TO BE USED AS A PUBLIC PARK

together with all hereditaments and appurtenances belonging thereto, and subject to easements, covenants, reservations, restrictions, assessments and liens of record.

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

RESOLUTION NO. 15-

A RESOLUTION ACCEPTING LAND DONATION CONSISTING OF PARCEL NUMBERS 91-663-0485 AND 91-663-0490 FROM GRAND RAPIDS STATE BANK FOR THE DEVELOPMENT OF A CITY PARK

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

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

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

- Grand Rapids State Bank has donated land consisting of parcel numbers 91-663-0485 and 91-663-0490 for the development of a City Park.

Adopted this 12th day of January, 2015

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1007 **Version:** 1 **Name:** Amendment to Fire Department job descriptions
Type: Agenda Item **Status:** Consent Agenda
File created: 1/7/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Amendments to Fire Department job descriptions

Sponsors:

Indexes:

Code sections:

Attachments: [Fire - 1st Assistant Fire Chief amended job description](#)
[Fire - 2nd Assistant Fire Chief amended job description](#)
[Fire - Captain amended job description](#)
[Fire - Hazardous Materials Officer amended job description](#)
[Fire - Haz-Mat Equip and Training Assistant amended job description](#)
[Fire - Fire Prevention and Education Officer amended job description](#)
[Fire - Safety Officer amended job description](#)
[Fire - Fire Mechanic amended job description](#)
[Fire - Custodian amended job description](#)
[Fire - Firefighter amended job description](#)

Date	Ver.	Action By	Action	Result
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Amendments to Fire Department job descriptions

Background Information:

Every one of the Fire Department job descriptions has specific requirements regarding education and experience.

Staff Recommendation:

Fire Chief A.J. Morse is recommending adding the following language to the Fire Department job descriptions:

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director.**

Requested City Council Action

Consider amending the attached Fire Department job descriptions as recommended effective immediately.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: 1st Assistant Fire Chief
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs difficult advanced protective services work assisting the Chief in performing a variety of technical, administrative and supervisory work, planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief. Continuous supervision is exercised over all personnel within the team.

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Acts as the Fire Chief during absence of Fire Chief, which includes performing essential duties and responsibilities as listed for the Fire Chief Position and/or as assigned.
- Supervises subordinate officers in their assigned duties in all aspects of essential duties and responsibilities.
- Reviews, evaluates and assists in development and implementation of training programs, policies and procedures for various departmental operations regarding training.
- Directs and participates in major departmental training programs.
- Responds to multiple alarm fires as needed; assumes command in the absence of Fire Chief.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Supervises the operation of departmental in-service training activities.
- In the absence of the Fire Chief, handles grievances from officers and firefighters, maintains departmental discipline and the conduct and general behavior of personnel.
- Prepares and submits periodic reports to the Fire Chief regarding any aspect of Fire Department Operations.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Coordinates public awareness education and prevention programs with Fire Marshal.

- Meets with elected or appointed officials, other Fire officials, community and business representatives and the public on all aspects of the Departments' activities.
- Attends training conferences and training meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state and other meetings.
- Performs the duties of command personnel in all aspects of the fire service.
- Serves as a member of various employee committees.

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

- Thorough knowledge of modern fire suppression and prevention, principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Thorough knowledge of applicable local, state and federal rules, regulations, policies, procedures and practices.
- Skill in the operation of listed tools and equipment.
- General skill operating standard office equipment and related hardware and software.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to generate standard records and reports related to fire safety operations and personnel actions.
- Ability to train and supervise subordinate personnel; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Education and/or Experience: High school diploma or GED and extensive experience working as a firefighter with at least Nine (9) years as a firefighter, two (2) years line officer experience and two (2) years supervisory experience in a fire department. The equivalent supervisory experience or equivalent combination of education and experience can be considered for this position.

Valid driver's license in the State of Minnesota.
Ability to obtain and maintain certifications through initial and ongoing continuing education.
Firefighter 1001 Certification w/ Haz-Mat Operations Level
Minnesota State Fire Board or equivalent Firefighter Level 1 State Certification
Haz-Mat Technician Level Certification
Haz-Mat Specialist Certification preferred
Tactics and Strategies – Rural
The Art of Reading Smoke
First Arriving Officer – On scene
Incident Safety Officer
Preparation for Initial Company Officer (PICO)
Strategies & Tactics for Initial Company Officer (STICO)
Managing Company Tactical Operations Preparations (MCTO:P) within one (1) year
Leadership I
Leadership II within one (1) year
On-Scene Fire Investigation
Basic Fire Investigation (SFMO) within one (1) year

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director.**

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, fax machine and digital cameras.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: 2nd Assistant Fire Chief
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs difficult advanced protective services work assisting the Chief in a variety of technical, administrative and supervisory work, planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief and 1st Assistant Fire Chief. Continuous supervision is exercised over all personnel within the team.

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Acts as the Fire Chief during absence of Fire Chief and 1st Assistant Chief, which includes performing essential duties and responsibilities as listed for the Fire Chief Position and/or as assigned.
- Supervises subordinate officers in their assigned duties in all aspects of essential duties and responsibilities.
- Reviews, evaluates and assists in development and implementation of training programs, policies and procedures for various departmental operations regarding training.
- Directs and participates in major departmental training programs.
- Responds to multiple alarm fire as needed; assumes command in the absence of Fire Chief and 1st Assistant Chief.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Directs the operation of departmental in-service training activities.
- In the absence of the Fire Chief and 1st Assistant Chief, handles grievances from officers and firefighters, maintains departmental discipline and the conduct and general behavior of personnel.
- Prepares and submits periodic reports to the Fire Chief regarding any aspect of Fire Department Operations.

- Assigns personnel and equipment to such duties and uses as the service requires.
- Manages apparatus, equipment and quarters and is responsible for their appearance, condition and maintenance. Advises the Chief of any deficiencies or recommendations for improvement.
- Meets with elected or appointed officials, other Fire officials, community and business representatives and the public on all aspects of the Departments' activities.
- Attends training conferences and training meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state and other meetings.
- Performs the duties of command personnel in all aspects of the fire service.
- Serves as a member of various employee committees.

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

- Thorough knowledge of modern fire suppression and prevention, principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Thorough knowledge of applicable local, state and federal rules, regulations, policies, procedures and practices.
- Skill in the operation of listed tools and equipment.
- General skill operating standard office equipment and related hardware and software.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to generate standard records and reports related to fire safety operations and personnel actions.
- Ability to train and supervise subordinate personnel; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Education and/or Experience: High school diploma or GED and extensive experience working as a firefighter with at least eight (8) years as a firefighter, one (1) year line officer experience and one (1) year supervisory experience in a fire department. The equivalent supervisory experience or equivalent combination of education and experience can be considered for this position.

Valid driver's license in the State of Minnesota.

Ability to obtain and maintain certifications through initial and ongoing continuing education.

Firefighter 1001 Certification w/ Haz-Mat Operations Level

Minnesota State Fire Board or equivalent Firefighter Level 1 State Certification

Haz-Mat Technician Level Certification

Haz-Mat Specialist Certification preferred

Tactics and Strategies – Rural

The Art of Reading Smoke

First Arriving Officer – On scene

Incident Safety Officer

Preparation for Initial Company Officer (PICO)

Strategies & Tactics for Initial Company Officer (STICO) within one (1) year

Leadership I within one (1) year

On-Scene Fire Investigation within one (1) year

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director.**

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, fax machine and digital cameras.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: Captain
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: NO PAQ SUBMITTED

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Act as Fire Chief during absence of Fire Chief, 1st Assistant Chief, and 2nd Assistant Chief which includes performing essential duties and responsibilities as listed for the Fire Chief Position and/or as assigned.
- Supervises subordinate officers in their assigned duties in all aspects of essential duties and responsibilities.
- Reviews, evaluates and assists in development and implementation of training programs, policies and procedures for various departmental operations regarding training.
- Directs and participates in major departmental training programs.
- Responds to multiple alarm fire as needed; assumes command in the absence of Fire Chief, 1st Assistant Chief, and 2nd Assistant Chief.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Directs the operation of departmental in-service training activities.
- In the absence of the Fire Chief, 1st Assistant Chief, and 2nd Assistant Chief handles grievances from officers and firefighters, maintains departmental discipline and the conduct and general behavior of personnel.
- Prepares and submits periodic reports to the Fire Chief regarding any aspect of Fire Department Operations.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Performs the duties of subordinate personnel as needed and fulfills obligations during duty days or duty weeks.

- Attends conferences and meetings to keep abreast of current trends in the field; Represents the City Fire Department in a variety of local, county, state and other meetings.
- Coordinates activities with other supervisors or other City departments and exchanges information with officers in other fire departments.
- Maintains contact with general public, department officers and other City officials in the performance of fire department activities.
- Prepares a variety of reports and records including personnel records and requisitions.

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

- Considerable knowledge of modern fire suppression and prevention, principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their applications; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Considerable knowledge of applicable local, state and federal rules, regulations, policies, procedures and practices.
- Skill in the operation of listed tools and equipment.
- General skill operating standard office equipment and related hardware and software.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to generate standard records and reports related to fire safety operations and personnel actions.
- Ability to train and supervise subordinate personnel; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluation situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Education and/or Experience: High school diploma or GED and extensive experience working as a firefighter with at least five (5) years as a firefighter, one (1) year line officer experience and one (1) year supervisory experience in a fire department is preferred*. The equivalent supervisory experience or equivalent combination of education and experience can be considered for this position.

***If no previous line officer experience:**

One (1) year experience in position is required before responsibilities of line officer can be considered.

Valid driver's license in the State of Minnesota.
Ability to obtain and maintain certifications through initial and ongoing continuing education.
Firefighter 1001 Certification w/ Haz-Mat Operations Level
Minnesota State Fire Board or equivalent Firefighter Level 1 State Certification
Haz-Mat Technician Level Certification
Haz-Mat Specialist Certification preferred
I'm the Training Officer – What Now
Tactics and Strategies – Rural
The Art of Reading Smoke
First Arriving Officer – On scene
Incident Safety Officer
Preparation for Initial Company Officer (PICO) within one (1) year
Leadership I within one (1) year preferred
On Scene Fire Investigation within one (1) year preferred

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director.**

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, fax machine and digital cameras.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: **Hazardous Materials Officer**
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs difficult advanced protective services and technical work administering, supervising and managing the State Funded Chemical Assessment Team Contract, responding to emergencies where the chemical assessment team is needed in the state, and coverage area, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief. Continuous oversight is exercised over Hazardous Materials, Equipment and Training Assistant.

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Supervises the Chemical Assessment Team Members in their assigned duties as directed.
- Administers duties required by the State of Minnesota pertaining to all team activities.
- Submits monthly compensation reports of team expenses to the State of Minnesota for the City of Grand Rapids.
- Ensure that the Hazardous Materials vehicle and trailer are operational and ready for use at all times.
- Completes timely calibrations of monitoring equipment.
- Administers, manages, and maintains record keeping of all team personnel including medical status and levels of certification.
- Completes and maintain inventory of team-owned and state-owned equipment and supplies.
- Purchases new equipment and consumable supplies for team use.
- Communicates with the Fire Department Captain and Fire Chief in regards to the training needs of the Hazardous Materials Team Personnel.
- Attends the quarterly Team Advisory Committee meetings at various locations throughout the State of Minnesota.
- Attends monthly Officers meetings of the Grand Rapids Fire Department.

- Prepares a variety of reports including responsible party compensation reports, required medical and certification reporting.

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

- Efficient knowledge from the Technician Level and Operations Level Certification to manage the Chemical Assessment Team needs. Obtain, or have obtained, the Specialist Certification with a support class in Incident Command/Commanding the Initial Response.
- Considerable knowledge of modern fire suppression and prevention, principles, procedures, techniques, and equipment. Working knowledge of first aid and resuscitation techniques and their application. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Considerable knowledge of applicable local, state or federal rules, regulations, policies, procedures and practices.
- Skill in operation of listed tools and equipment.
- General skill operating standard office equipment and related hardware and software.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to generate standard records and reports related to fire and haz-mat safety operations and personnel actions.
- Ability to train and supervise subordinate personnel; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Education and/or Experience: High school diploma or GED and experience working as a firefighter with at least five (5) years as a firefighter. One (1) year experience in position required before responsibilities of line officer can be considered*. The equivalent combination of education and experience can be considered for this position.

***To be eligible for Line Officer Duties you must meet the qualification requirements of the Captain Position.**

Valid driver's license in the State of Minnesota.

Ability to obtain and maintain certifications through initial and ongoing continuing education.

Firefighter 1001 Certification w/ Haz-Mat Operations Level

Minnesota State Fire Board or equivalent Firefighter Level 1 State Certification

Haz-Mat Technician Level Certification
Haz-Mat Specialist Certification
First Arriving Officer – On Scene – within one (1) year
Tactics and Strategies – Rural within one (2) years

This position will be eliminated if the State Haz-mat Contract is terminated.

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director.**

TOOLS AND EQUIPMENT USED

Hazardous Materials monitoring equipment, chemical assessment kits, personal protective equipment used for hazardous materials mitigation. Maintain full knowledge of hazmat vehicle and trailer in tow operations. Maintain full knowledge of supportive equipment and resources for a hazardous materials response and mitigation.

Fire Apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radios and other communication devices, personal computer, phone, fax machine, digital cameras.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often

performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position will be eliminated if the State Haz-Mat contract is terminated.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: Hazardous Materials, Equipment and Training Assistant
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs intermediate technical and protective service work serving as an assistant to the Hazmat Officer and the Captain (training officer), assisting in the preparation and facilitation of fire department training sessions and course outlines, assisting in the calibration of hazmat monitors, conducting equipment checks on the hazmat truck and trailer, and related work as apparent or assigned. Work is performed under the moderate supervision of the Hazardous Materials Officer.

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Ensures that the Hazardous Materials vehicle and trailer are operational and ready for user at all times.
- Completes timely calibrations of monitoring equipment.
- Assists in maintaining the inventory list of Chemical Assessment Teams equipment. This duty will be conducted with the Hazmat Officer.
- Communicates with the Hazmat Officer in regards to any equipment problems with the Hazardous Materials Team.
- Assists the Captain and the Hazmat Officer in the proper training of personnel at drill meetings.
- Performs monthly maintenance checks on the Hazmat truck and trailer and various types of equipment maintained by the Chemical Assessment Team.
- Trains with fire tools and equipment to develop and maintain proficiency.
- Attends trainings and seminars regarding new developments in hazard mitigation and emergency response equipment.
- Maintains records and prepares reports related to work.

- Maintains contact with the department officers in the performance of fire department training activities and equipment
- Coordinates activities with other supervisors or other City departments.

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

- General knowledge of applicable local, state and federal rules, regulations and guidelines.
- Sufficient knowledge of Operations and Technician Level Hazmat and ability to manage the Chemical Assessment Team needs.
- Skill in operation of listed tools and equipment.
- General skill operating standard office equipment and related hardware and software.

Ability to train subordinate personnel; Ability to use various audio/visual and multi-media training devices; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Education and/or Experience: High school diploma or GED and at least (3) years' experience working as a firefighter. The equivalent combination of education and experience can be considered for this position.

Valid driver's license in the State of Minnesota.

Ability to obtain and maintain certifications through initial and ongoing continuing education.

Firefighter 1001 Certification w/ Haz-Mat Operations Level

Minnesota State Fire Board or equivalent Firefighter Level 1 State Certification

Haz-Mat Technician Level Certification

~~This position will be eliminated if the State Haz-mat Contract is terminated.~~

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director.**

TOOLS AND EQUIPMENT USED

Hazardous Materials monitoring equipment, chemical assessment kits, personal protective equipment used for hazardous materials mitigation. Maintain full knowledge

of hazmat vehicle and trailer in-tow operations. Maintain full knowledge of supportive equipment and resources for hazardous materials response and mitigation.

Fire Apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radios and other communication devices, personal computer, phone, fax machine, digital cameras.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position will be eliminated if the State Haz-Mat contract is terminated.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: Fire Prevention and Education Officer
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: NO PAQ SUBMITTED

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Provides public education in fire prevention, including giving talks, demonstrations and presentations before community groups, schools and other organizations or institutions.
- Maintain data and records regarding fire prevention activities; prepares a variety of reports regarding fire prevention as required.
- Recommends and develops proposed fire prevention policies and procedures.
- The Fire Prevention and Education Officer shall educate the public on fire prevention as requested, and shall work with the State Fire Marshall's office. The Fire Prevention and Education Officer shall schedule open houses, school tours and E.D.I.T.H. Education. He/she shall assist the Captain with training as needed; shall coordinate the Juvenile Fire Starter Program and Classes; and shall be assigned special duties from time to time.
- The Fire Prevention and Education Officer shall have a minimum of five (5) years' experience as a firefighter and the necessary training as listed for the Captain position to carry on the duties of a line officer in the absence of all other line officers.

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

- General knowledge of modern fire suppression and prevention, principles, procedures, techniques and equipment. Working knowledge of safe first aid and resuscitation techniques and their applications. General knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in operation of listed tools and equipment.

- General skill operating standard office equipment and related hardware and software.
- Ability to learn operations of specialty fire suppression equipment or materials and to train others in the operation of said materials and equipment.
- Ability to train and supervise subordinate personnel; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Education and/or Experience: High school diploma or GED and experience working as a firefighter with at least five (5) years as a firefighter. One (1) year experience in position required before responsibilities of line officer can be considered*. The equivalent combination of education and experience can be considered for this position.

***To be eligible for Line Officer Duties you must meet the qualification requirements of the Captain Position**

Valid driver's license in the State of Minnesota
 Ability to obtain and maintain certifications through initial and ongoing continuing education
 Firefighter 1001 Certification w/Haz-Mat Operations Level
 Minnesota State Fire Board or equivalent Firefighter Level 1 Certification
 Haz-Mat Technician Level State Certification
 Haz-Mat Specialist Certification preferred
 Public Fire Education within one (1) year
 Juvenile Fire Setting Intervention Strategies within two (2) years

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director.**

TOOLS AND EQUIPMENT USED

Fire Apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, fax machine, digital cameras.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and

reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: **Safety Officer**
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs difficult technical and advanced human support work supervising and performing fire suppression, emergency aid, hazardous materials and fire prevention duties, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief.

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Supervises firefighters in their assigned duties as directed.
- Monitors all entries into buildings.
- Monitors and observes departmental activities to ensure that conduct and performance conform to departmental standards.
- Maintains a thorough knowledge and carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Assists the Captain and Hazardous Materials Officers in training duties.
- Reviews all job related accidents and submit corrective recommendations to the Fire Chief.
- Reviews specifications for new apparatus, products and personal safety equipment.
- Recognizes and correct problems in improper use of turn out gear, equipment and procedures at fires and drills.
- Maintains records on:
 - Fire Department Safety and Health Policies
 - Periodic Testing of Fire Equipment
 - Periodic Testing of Personal Safety Equipment
- Attends fire schools, conferences, and meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state, and other meetings.
- Works as media contact person.

- Works in the EOC in the courthouse to coordinate mutual aid assistance.
- Prepares a variety of reports including personal safety records and requisitions.

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

- Considerable knowledge of modern fire suppression and prevention, principles, procedures, techniques, and equipment. Working knowledge of safe first aid and resuscitation techniques and their applications. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the supervision of the operation and tactics on and off the fire ground.
- Thorough skill operating standard office equipment and related hardware and software.
- Ability to learn operations of specialty fire suppression equipment or materials and to train others in the operation of said materials and equipment.
- Ability to compute rates, ratios and percentages.
- Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; and Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Education and/or Experience: High school diploma or GED and experience working as a firefighter with at least five (5) years as a firefighter. One (1) year experience in position required before responsibilities of line officer can be considered*. The equivalent combination of education and experience can be considered for this position.

***To be eligible for Line Officer Duties you must meet the qualification requirements of the Captain Position**

Valid driver's license in the State of Minnesota.

Ability to obtain and maintain certifications through initial and ongoing continuing education.

Firefighter 1001 Certification w/ Haz-Mat Operations Level

Minnesota State Fire Board or equivalent Firefighter Level 1 Certification

Haz-Mat Technician Level State Certification

Haz-Mat Specialist Certification preferred

Incident Safety Officer

The Art of Reading Smoke

First Arriving Officer – On Scene – within one (1) year

Tactics and Strategies – Rural within two (2) years

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director .**

TOOLS AND EQUIPMENT USED

Fire Apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, fax machine, digital cameras.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: **Fire Mechanic**
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs intermediate semiskilled work maintaining the vehicles and mechanical equipment for the fire department, and related work as apparent or assigned. Work is performed under the general direction of the 2nd Assistant Fire Chief.

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operates a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Monitors the budget data for the maintenance and repair of vehicles and mechanical maintenance.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.

- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Attend fire schools, conferences, and meetings to keep abreast of current trends in the field.
- Prepares a variety of reports including personal vehicle and mechanical records and requisitions.
- May serve as a member of various equipment and mechanical committees.

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

- Knowledge of automotive mechanics; knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; Working knowledge of hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

Education and/or Experience: High school diploma or GED. Experience working as a firefighter and pump operator with at least five (5) years as a firefighter.

Valid driver's license in the State of Minnesota.

Ability to obtain and maintain certifications through initial and ongoing continuing education.

Firefighter 1001 Certification w/ Haz-Mat Operations Level

Minnesota State Fire Board or equivalent Firefighter Level 1 State Certification

Haz-Mat Technician Level State Certification

Haz-Mat Specialist Certification preferred

Basic Pump Operations

Advanced Pump Operations

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director.**

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic

lifts, air tools, and other tools required for minor repairs and routine maintenance or motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone, mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: Custodian - Fire
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs manual work cleaning and maintaining the building and grounds, and related work as apparent or assigned. Work is performed under the general direction of the 2nd Assistant Fire Chief.

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Performs all duties of janitorial maintenance of building and grounds of the Grand Rapids Fire Department.
- Performs general building cleaning and maintenance including: floor sweeping, mopping, waxing; ensuring restroom cleanliness; keeping windows and doors clean; clearing sidewalks during all seasons of the year inclusive of sweeping and shoveling.

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

- General skill using standard building cleaning and maintenance equipment.
- General skill creating and keeping standard records and service reports.
- Good communication skills.
- Ability to learn specialty cleaning and maintenance equipment.
- Ability to work unsupervised.
- Take pride in work completed.

Education and/or Experience: High school diploma or GED. At least three (3) years' experience working as a firefighter.

Valid driver's license in the State of Minnesota.

Ability to obtain and maintain certifications through initial and ongoing continuing education.

Firefighter 1001 Certification w/ Haz-Mat Operations Level
Minnesota State Fire Board or equivalent Firefighter Level 1 State Certification
Haz-Mat Technician Level State Certification

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator and Human Resources Director.**

TOOLS AND EQUIPMENT USED

Tools to complete janitorial duties including: broom, mop, cleaning chemicals, vacuum and any other hand tools to complete the duties of this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids
Job Description
(Rev 5/2014)

Job Title: Firefighter
Department: Fire
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs intermediate protective service work in fire suppression, rescue extrication, emergency aid, hazardous materials and fire prevention, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief, 1st Assistant Fire Chief and 2nd Assistant Fire Chief.

Essential Duties and Responsibilities: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Performs fire suppression duties, interior and/or exterior, rescue extrication according to the tactics and strategies of the Line Officer on the fire ground.
- Actively participates with the Chemical Assessment Team in training drills and incident response.
- Performs duties as assigned by officers in relation to apparatus, equipment, building and grounds maintenance of the Grand Rapids Fire Department.
- Actively participates in Fire Prevention and Education in the community especially during Fire Prevention Month and Open House week.
- Continually strives for education in the area of firefighting, apparatus operations and driving, and apparatus placement.
- Attends fire schools, conferences and meetings to keep abreast of current trends in the field of Fire Suppression and Fire Rescue.
- Conducts Fire Prevention and Education tours under the supervision of the Fire Marshal.

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

- Good communication skills.

- Ability to work as a team.
- Ability to learn to operate specific fire suppression and rescue equipment.
- General skill operating standard office equipment and related hardware and software.
- Commitment to serve the public.

Education and/or Experience: High school diploma or GED. Must be at least 18 years of age.

Valid driver's license in the State of Minnesota.

Ability to obtain and maintain certifications through initial and ongoing continuing education. Firefighter 1001 Certification w/ Haz-Mat Operations Level within eighteen (18) months of hire. Minnesota State Fire Board or equivalent Firefighter Level 1 State Certification within three (3) years of hire.

Haz-Mat Technician Level Certification within three (3) years of hire.

***All requirements subject to Fire Chief's discretion in consultation with the City Administrator.**

TOOLS AND EQUIPMENT USED

Fire Apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, fax machine, camera.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

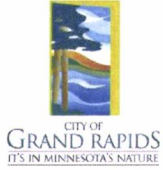
Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1023 **Version:** 1 **Name:** 2015 Wage Adjustments
Type: Agenda Item **Status:** Consent Agenda
File created: 1/7/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Wage adjustments for part-time employees at the IRA Civic Center effective January 4, 2015.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Wage adjustments for part-time employees at the IRA Civic Center effective January 4, 2015.

Background Information:

Pursuant to the IRA Civic Center yearly part-time wage increase of \$.25, the following employees' wages should be the following effective January 4, 2015:

Baril, Kent	\$	9.50
Hicks, Judith A.	\$	9.00
Longmore, April L.	\$	8.75
Mackley, Valorie K.	\$	10.00
Matzdorf, Brett S.	\$	10.50
Seibert, Gary P.	\$	11.75
Wilson, James E.	\$	10.25

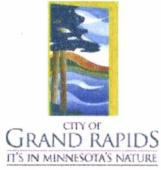
Other part-time workers at the IRA Civic Center had received an increase in July, 2014 due to the minimum wage being increased from \$7.50 to \$8.00.

Staff Recommendation:

Recommend wage adjustments for part-time employees at the IRA Civic Center.

Requested City Council Action

Consider authorizing wage adjustments for part-time employees at the IRA Civic Center effective January 4, 2015.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1024 **Version:** 1 **Name:** SLA with SEH for 2011 grant closeout report
Type: Agenda Item **Status:** Consent Agenda
File created: 1/7/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Consider approving a Supplemental Letter Agreement (SLA) with SEH for \$3000 to complete the FAA closeout report for the 2011 federal grant related to improvements made to the airport.
Sponsors:
Indexes:
Code sections:
Attachments: [01-05-2015 Letter Agreement 16-11 Closeout.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving a Supplemental Letter Agreement (SLA) with SEH for \$3000 to complete the FAA closeout report for the 2011 federal grant related to improvements made to the airport.

Background Information:

The FAA withholds 10% of the grant until the project closeout report is submitted. The City had an agreement with TKDA, the consultant that conducted the project, to perform the closeout report for \$5000. The report was started, and the City paid TKDA \$2000, however the report was never completed. City staff requested that SEH, the current airport consultant, complete the report for the remaining balance of \$3000 and verify with the FAA that the expense is grant eligible, regardless of a change in consultant. Once the report is completed, submitted to the FAA and approved, the City will receive the remaining grant monies. The attached document shows the scope of work included in the agreement.

Staff Recommendation:

City Staff recommends approving Supplemental Letter Agreement (SLA) with SEH for \$3000 to complete the FAA closeout report for the 2011 federal grant related to improvements made to the airport.

Requested City Council Action

Consider approving a Supplemental Letter Agreement (SLA) with SEH for \$3000 to complete the FAA closeout report for the 2011 federal grant related to improvements made to the airport.



January 5, 2015

RE: Grand Rapids – Itasca County Airport
AIP 16-11 Closeout Report

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

Dear Julie:

We are pleased to present a letter agreement proposal related to completing the Federal Aviation Administration (FAA) closeout report for the 2011 federal grant related to improvements made to the Grand Rapids – Itasca County Airport. As part of this scope of work, SEH will complete the following tasks:

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

Compensation for the closeout services will be a lump sum fee of \$3,000. If this is acceptable, please sign where indicated on this letter. This letter will then constitute an Agreement for Professional Services in connection with the completion of the FAA closeout report.

Sincerely,

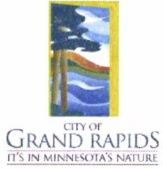
A handwritten signature in black ink, appearing to read "Benita L. Crow".

Benita L. Crow, PE | Principal
Aviation Services Group

Accepted by:

By: _____ Effective January 5, 2015

s:\f\g\granr\common\airport\closeouts old grants\closeout 16-11\01-05-2015 letter agreement 16-11 closeout.docx



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1030 **Version:** 1 **Name:** Board & Commission Minutes
Type: Minutes **Status:** Approved
File created: 1/8/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Acknowledge the attached minutes for Boards & Commissions.
Sponsors:
Indexes:
Code sections:
Attachments: [November 18, 2014 Golf Board minutes](#)
[November 25, 2014 Human Rights Minutes](#)
[December 2, 2014 Arts & Culture Minutes](#)
[December 16, 2014 Golf Board minutes](#)
[November 5, 2014 PUC Special Meeting minutes](#)
[November 24, 2014 PUC Meeting](#)
[November 24, 2014 PUC Special Meeting Minutes](#)
[August 20, 2014 HRA Regular Meeting](#)
[October 15, 2014 HRA Meeting](#)
[September 17, 2014 HRA Meeting](#)
[November 19, 2014 HRA Meeting](#)

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

GRAND RAPIDS GOLF COURSE BOARD
REGULAR MONTHLY MEETING
November 18, 2014
8:00 AM

Present: Jeff Ericson, Ron Iannelli, Pat Pollard

Absent: Dan Richter

Staff: Bob Cahill Director of Golf
Steve Ross Grounds Superintendent

- I. Jeff Ericson called the meeting to order.
- II. Pat Pollard made a motion to accept the minutes of the October 21, 2014 Board meeting and the November 6, 2014 Special 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. Pat Pollard seconded the motion. The motion passed.

BLUE CROSS & BLUE SHIELD OF MN	2,990.00
ROBERT CAHILL	40.00
CLUB CAR LLC	16,307.97
CITY OF COHASSET	178.04
DELTA DENTAL OF MINNESOTA	114.50
ELEMENT PAYMENT SERVICES	16.66
CITY OF GRAND RAPIDS	3,500.00
GRAND RAPIDS CITY PAYROLL	15,883.77
HYDROBLAST DEGREASING INC	499.00
L&M SUPPLY	12.81
LINCOLN REPUBLIC INSURANCE CO	4.10
MIDWEST GOLF CARS INC	1,260.00
MINNESOTA REVENUE	3,253.08
MINNESOTA TORO	3,865.00
NORTHERN SAFETY & INDUSTRIAL P.U.C.	31.42
NORTHERN MN WATER COND DBA	1,433.06
STOKES PRINTING COMPANY	36.70
TDS Metrocom	25.08
VERIZON WIRELESS	315.59
WASTE MANAGEMENT	31.08
	259.42

TOTAL ALL VENDORS: 50,057.28

#

- IV. Visitors: None
- V. Grounds Superintendent: Steve Ross reported. Tree removal started today and should be complete in a couple days. Approximately 40 trees are being removed. Stump grinding may also occur very shortly following tree removal.
- VI. Concessions: No report.
- VII. Director of Golf: Bob Cahill reported. A report was given at a recent Council meeting regarding the golf course operation and it was noted that the golf course operation has been self-sufficient. An extension of the current concessionaire contract should be presented to the Council prior to the end of the year. A committee will review the current agreement between Sugarlake Lodge

and Pokegama golf courses for grounds supervision. Pat Pollard is working on a site development plan around the new bathroom.

VIII. Old Business: None

IX. New Business: None

X. Correspondence and Open Discussion: None.

XI. Adjourn: Ron Iannelli made a motion to adjourn the meeting. Pat Pollard 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, November 25, 2014 at 4:00 p.m.

CALL OF ROLL: On a Call of Roll, the following members were present:

Commissioners: Becky LaPlant, Jackie Dowell, Frieda Hall, Barb Sanderson, Doug Learmont, Karen Noyce, Melissa Weidendorf and Braidy Nichols

Absent Commissioners: Darlene Freeman

Staff Present: Michele Palkki, Administrative Assistant

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

SETTING AGENDA

The following were added to the agenda:

- Workshop Trainings, David McDonald
- Student Survey

MOTION BY COMMISSIONER WEIDENDORF, SECOND BY COMMISSIONER DOWELL TO ACCEPT THE AGENDA WITH ADDITIONS. Motion passed unanimously.

APPROVAL OF MINUTES: October 29, 2014 Regular Meeting

Corrections: Page 1 under Circle of Healing. Should read “diversity beans” and Page 2 under Community Needs Assessment: Should read Timberlake Lodge.

MOTION BY COMMISSIONER WEIDENDORF, SECOND BY COMMISSIONER DOWELL TO APPROVE THE MINUTES OF OCTOBER 29, 2014 WITH CHANGES NOTED. Motion passed unanimously.

FINANCIALS

The financials were included in the Commissioner Packet.

CIRCLE OF HEALING UPDATE

Commissioner LaPlant gave a report what is happening with Circle of Healing.

OLD BUSINESS:

Indigenous People’s Day Proclamation – Barb Sanderson

Commissioner Sanderson will continue to work with the City Administrator regarding this proclamation, she will keep the Commission updated on the progress.

Scott Johnson, Police Chief - Barb Sanderson

Commissioner Sanderson spoke to Scott Johnson and he said he would attend the January 28, 2015 Commission Meeting if that works for the Commission. It would be beneficial if the Commission come up with some questions to give to Chief Johnson. It was advised that the Commission come up with a list for the December 31st Commission Meeting and then will be put into a format and given to Chief Johnson.

David McDonald – Becky LaPlant

Commissioner LaPlant explained further that David McDonald Exhibit will have an exhibit at MacRostie and also will be doing radio segments on KAXE. His main focus is How we treat others. He is looking for underwriters for either the exhibit and/or radio series. It was noted there are still monies available in the budget.

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER BRAIDY TO APPROVE UP TO \$1,000.00 TO UNDERWRITE DAVID MCDONALD'S EXHIBIT AND RADIO SERIES. Motion passed unanimously.

Student Survey - Becky LaPlant

There was a discussion regarding the student survey that was taken by students in grades 6 – 12. More than 2,300 students took the survey. Results from that survey were unveiled and discussed at a large gathering of more than 200 people throughout Itasca County. The results can also be viewed by going to www.itascastudentsuccess.org/resources.

A discussion was held regarding the Community Needs Assessment & if information could be used from the student survey. Commissioner LaPlant reported that she is willing to help along with Melissa Weidendorf, Braidy Nichols, Frieda Hall, and R.D. Learmont.

NEW BUSINESS:

Web Page Discussion – Becky LaPlant

There was a discussion regarding what should be featured on the City's Website for the Commission. It was determined that information that is listed on the Human Rights Brochure along with the protected class be easily accessed. Commissioner LaPlant will work with the City's Communication Specialist Jessica Setness to make changes.

MOTION BY COMMISSIONER WEIDENDORF, SECOND BY COMMISSIONER NICHOLS TO ADJOURN THE MEETING AT 5:30 PM.

Respectfully submitted, Michele Palkki, Administrative Assistant

CITY OF GRAND RAPIDS ARTS AND CULTURE COMMISSION
CONFERENCE ROOM 2B– GRAND RAPIDS CITY HALL
REGULAR MEETING, TUESDAY, DECEMBER 2, 2014 – 3:15 PM

CALL TO ORDER: Pursuant to due notice and call thereof the regular meeting of the Grand Rapids Arts and Culture Commission was held in Conference Room 2B of the Grand Rapids City Hall, 420 N Pokegama Avenue, Grand Rapids, Minnesota, on Tuesday, December 2, 2014, at 3:15 pm

CALL OF ROLL: On a Call of Roll, the following members were present: Kathy Dodge, Sonja Merrild, David Marty, Todd Driscoll, Lois Bendix, Carissa Grosland, Karen Walker and new Commissioner John Connelly

Commissioners absent: Harry Smith

Staff Present: Michele Palkki and Amy Dettmer

Visitor: None

Added to the agenda: Artist in Residence Staci Taylor and Election of Officers

APPROVAL OF MINUTES – Regular Meeting, November 5, 2014

The following was added under Arts and Culture Discussion. The list of priorities was first recommendations from the consultants.

Motion by Commissioner Driscoll, second by Commissioner Merrild to approve the minutes, with the changes, of the Regular Meeting, November 5, 2014. Motion passed by unanimous vote.

ELECTION OF OFFICERS – Chair, Vice-Chair and Secretary

Motion by Commissioner Marty, second by Commissioner Bendix to nominate Kathy Dodge as Chair, Sonja Merrild as Vice-Chair and Todd Driscoll as Secretary. Motion passed by unanimous vote.

OLD BUSINESS

Artist in Residence

Grand Rapids Arts has recommended the acceptance of the application that was submitted by Staci Taylor for November – February 2015. Staci is a paper maker and calligrapher, working with mixed media project on various states of balance.

Motion by Commissioner Marty, second by Commissioner Driscoll to accept the application from Staci Taylor as the Artist in Residence for the time period of November 2014 until February, 2015. Motion passed by unanimous vote.

Art and Culture Plan

The Consultants ~~have~~ sent their preliminary results to the Commission to look over and make recommendations to be included in the draft. Included in the preliminary results:

- **Cultural Asset Maps** – these maps identify the physical location of assets and also highlighted specific areas community members identified desired ideas.
- **Survey Summary** – Highlights results received from the community survey that was available from September 16 to October 30, 2014.
- **Community Meeting Summary** – these were the ideas that emerged through the different community meetings and frames them in terms of potential plan ideas.
- **Stakeholder Interview Summary** – the summary outlines the numerous individuals that were interviewed to help the team gain a larger understanding about the arts and cultural needs and opportunities present in Grand Rapids.

GRMN Creates –a draft Arts and Culture Plan review schedule

- Monday, December 15th; Draft Plan to Commission
- Wednesday, January 7th; Commission returns comments/edits/ideas
- Monday, January 12th; Revised Draft Plan sent to City of GR Department Heads
- Friday, January 16th; Department Heads return comments/edits/ideas
- Monday, January 19th; Revised Draft Plan posted online for public review
- Friday, February 6th; Public Comment period closes
- Monday, February 16th; Final Draft Plan due to the Commission
- Monday, February 23rd; Commission Members present final draft plan to Council
- Friday, March 6th-9th; Consultant visit for presentation to Council.

The Commission put together the following to give to the consultants.

Challenges

- Connecting fragments of downtown GR
- Utilize empty buildings
- Commissioners on other commissions
- Artist spaces
- Inviting diverse voices into the work
- Linking our work with City and other departments
- Promote GR arts and culture offerings regionally
- Support arts integration within school district

Arts and Culture Commission
Regular Meeting, December 2, 2014
Page 3

Concerns

- Lack of support for Native Americans
- Ignoring the Mississippi River
- Inclusivity-cultures/economics
- Art education
- Art education ISD 318 K-12 & invest Early and our role in this
- Flexibility
- How to connect arts with health and environment without diluting efforts
- Staff position
- Comp. artists support facilities

Doable

- List of procedures
- Walkability downtown
- Public art
- Collaboration
- Facilitation
- Short term goals/long term goals
- Using arts to revitalize vacant spaces
- Making Central School "central"
- Parks and rec cooperation
- Address downtown connectivity

Stands out

- Importance of downtown
- Working with Get Fit Itasca
- Aesthetics
- Working as facilitator w/ existing groups to move forward on recommendations from sheets
- Arts and culture is good for society
- Missed opportunities for engaging youth in arts education
- Provide low cost opportunities for children and adults
- After school arts program

Once the draft is received Commissioners will have time to make notes and collaborate on the 2nd draft at the January 6th meeting with the results going to the consultants thereafter.

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, January 6, 2016 beginning at 3:15 pm at the Grand Rapids City Hall, Conference Room 2B

GRAND RAPIDS GOLF COURSE BOARD
REGULAR MONTHLY MEETING
December 16, 2014
8:00 AM

Present: Jeff Ericson, Ron Iannelli, Pat Pollard, Dan Richter

Absent: None

Staff: Steve Ross Grounds Superintendent

- I. Jeff Ericson called the meeting to order.
- II. Ron Iannelli made a motion to accept the minutes of the November 18, 2014 Board meeting. Pat Pollard seconded the motion. The motion passed.
- III. Consideration of monthly bills: Pat Pollard made a motion to approve the bill list. Ron Iannelli seconded the motion. The motion passed.

BUNES SEPTIC SERVICE INC	1,572.00
ROBERT CAHILL	40.00
CHAMBER OF COMMERCE	280.00
CITY OF COHASSET	305.85
DELTA DENTAL OF MINNESOTA	114.50
ELEMENT PAYMENT SERVICES	16.66
FILTHY CLEAN INC	432.84
GARTNER REFRIGERATION CO	567.00
CITY OF GRAND RAPIDS	13,475.00
GRAND RAPIDS CITY PAYROLL	10,251.37
ITASCA UTILITIES INC	880.00
LINCOLN REPUBLIC INSURANCE CO	4.10
MINNESOTA REVENUE	805.21
MINNESOTA TORO	667.22
NARDINI FIRE EQUIPMENT CO. INC	785.89
NEXTERA COMMUNICATIONS LLC	4.03
NORTHERN AIR PLUMBING	9,000.00
P.U.C.	988.28
RUTTGER'S SUGAR LAKE LODGE	8,625.00
STOKES PRINTING COMPANY 2	22.44
TDS Metrocom	313.84
THOUSAND LAKES DOCK & LIFT LLC	450.00
PLACKNER TREE CARE INC	2,600.00
VERIZON WIRELESS	31.08
VISIT GRAND RAPIDS	300.00
WASTE MANAGEMENT	259.42
TOTAL ALL VENDORS:	52,791.73

#

IV. Visitors: Loren Solberg

- V. Grounds Superintendent: Steve Ross reported. Tree removal has been completed. Approximately 40 trees were removed. Itasca Utilities removed the old bathrooms on #5 with a little site work to be completed in the spring. Steve felt the greens should handle the recent thaw, rain, and ice just fine. Loren Solberg attended as the City's lobbyist. The Board and Loren discussed irrigation needs as well as the possible need for a water supply beginning in 2017.

Loren will meet with Tom Pagel and Tom Saxhaug to discuss possible solutions to the concerns the Golf Board has relating to a water source in the event the DNR suspends our permit to draw from the lake during extreme dry periods.

- VI. Concessions: No report.
- VII. Director of Golf: No report.
- VIII. Old Business: None
- IX. New Business: None
- X. Correspondence and Open Discussion: None.
- XI. Adjourn: Pat Pollard made a motion to adjourn the meeting. Ron Iannelli seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien
Recording Secretary

A special meeting of the Grand Rapids Public Utilities Commission was held on November 5, 2014 at 3:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, MN.

Members present: Commissioner Hodgson, Commissioner Lenius.

Members Absent: President Welliver, Secretary Chandler, Commissioner Zabinski.

Others Present: General Manager Ward

General Manager Ward acknowledged the posting of the special meeting date, time and purpose. The purpose of the meeting stated was to attend a presentation on wholesale electric service markets presented by Mr. Mike Kumm, Public Power Energy Services.

The meeting was cancelled due to lack of a quorum.

Those in attendance heard a presentation a presentation on wholesale electric service markets presented by Mr. Mike Kumm, Public Power Energy Services.

A regular meeting of the Grand Rapids Public Utilities Commission was held on November 24, 2014 at 2:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

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

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

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

Motion by Zabinski to approve the minutes of the October 15, 2014 regular meeting. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Finance Manager Betts reviewed the October 2014 City Treasurer's Report and Investment Activity Report with the Commission.

Motion by Lenius to approve the City Treasurer's Report and Investment Activity Report for October 2014. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Public Forum: None present.

Commission Member Reports: No items.

Administration:

Motion by Hodgson to adopt Resolution 11-24-2014-02, Amendment to the Public Utilities Commission's Operating Policy Rules for Public Wastewater Collection and Treatment Systems for Compliance with MPCA Delegated Pretreatment Program Requirements. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Zabinski to approve paying in full the City of La Prairie street improvement assessment, in the amount of \$26,678.44 against the property utilized by the Russell E. Virden – 115/23kV Substation and associated electric transmission and distribution circuits, and request Minnesota Power reimburse one-half of the assessment to the GRPUC. Motion seconded by Lenius and upon roll call the following voted in favor thereof: Welliver, Chandler, Zabinski and Lenius; Against: None; Abstained: Hodgson, whereby the motion was declared duly passed and adopted.

The Commission tabled considering a property exchange for a road easement to allow eventual sale and development of GRPUC property, at the request of the General Manager.

Motion by Chandler to approve allowing expenses to purchase a 2015 4X4 DRW chassis cab (19,500 GVWR) and dump box for the Electric Department in the amount of \$53,255.00. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

The Commission will consider establishing one or more meetings to discuss and finalize the 2015 Capital, Revenue and Expense Budget and the end of this meeting.

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

Motion by Chandler to appoint Christine Flannigan as management representative and acknowledged Michael Bader as union representative to the Arrowhead Procure Pool for 2015. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Accounting and Finance:

Finance Manager Betts reviewed the October 2014 Operations Report with the Commission.

Motion by Zabinski to authorize the write-off of uncollectible accounts in the amount of \$36.01, as presented. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Electric Department:

Electric Department Manager Goodell reviewed the October 2014 Operations Report with the Commission.

Wastewater Treatment Facility Operations:

Wastewater Treatment Department Manager Mattson reviewed the October 2014 Operations Report with the Commission.

Motion by Lenius to approve expenditures for an 8'2" Boss Power-VXT snowplow for the maintenance truck #71 from Rapids Ford in the amount of \$5,850.00 plus installation costs. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Water/Wastewater Collection:

Water/Wastewater Collection/Safety Manager Doyle reviewed the October 2014 Operations Report with the Commission.

Safety Training Procedures and Updates:

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

GRPUC Discussion/Correspondence:

MPCA Solid Waste Landfill Operator Workshop-Demolition/Industrial Landfill Operator Certification Training, September 30-October 1, 2014, Grand Rapids, MN – Tony Flinck.

MNRWA Cross Connection Control Training, October 21, 2014, Bemidji, MN – Doug Gustafson.

Lorman Webinar-Techniques for handling Employees with Poor Attitudes and Performance, Grand Rapids, MN – Anthony Ward, Jeremy Goodell, Tyanne Betts, Dennis Doyle, Christine Flannigan, Steve Mattson, Julie Kennedy.

Cogsdale University Webinar-Excel Report Builder, October 28, 2014 – Tyanne Betts.

Change Orders: No items.

Claims for Payment:

Motion by Chandler to approve a claim for payment in the amount of \$1,652.18 from Short Elliot Hendrickson, Inc. (SEH). Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Chandler, Zabinski and Lenius; Against: None; Abstained: Hodgson, whereby the motion was declared duly passed and adopted.

Motion by Zabinski to authorize the verified claims for payment in the amount of \$1,980,353.64 (\$1,333,449.05 computer checks and \$646,904.59 manual checks) per attached lists. Motion seconded by Lenius and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

A special meeting was scheduled on Thursday, December 11, 2014 at 12:00 Noon to review and consider adopting the 2015 Budget and conduct the annual performance review of the General Manager.

The next regular Commission meeting was rescheduled to Thursday, December 18, 2015 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the meeting was declared adjourned at 2:40 PM.

Attest:


Stephen R. Welliver, President


Gregory A. Chandler, Secretary

**GRAND RAPIDS PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
OCTOBER 2014**

NAME	AMOUNT	NAME	AMOUNT
AE2S	5,511.68	Minnesota Rural Water Associatic	225.00
A B O'Brien	229.16	Mobile Predictive Services	312.50
Alcola Solutions Group	3,725.70	NAPA	26.57
AmeriPride Services	158.92	Neo Solutions	44,845.58
Arrowhead Radio & Security	2,935.00	Nextera	610.33
Autumn Creek Consulting	1,471.80	North Central Laboratories	862.26
Badger State Inspection Inc	5,640.00	Northeast Technical Services	1,111.50
Border States	6,272.82	Northern Business Products	3,469.13
Burggrafs Ace Hardware	143.09	Northern Drug Screening	140.00
Busy Bees Quality Cleaning	1,850.50	Northland Tree Service	31,153.00
Call Net	995.00	Novaspect	766.89
Carquest	240.06	Pace Analytical	440.44
Casper Construction	3,758.50	Personnel Dynamics	4,266.39
Citi Lights	3,020.00	Pipeline Supply	60.36
City of Grand Rapids	17,336.04	Pitney Bowes	170.86
Cogsdale	55,847.08	Polydyne Inc	45,692.40
Cole Hardware	891.11	Public Utilities Commission	3,024.63
Compass Minerals	2,383.79	R K Hillman	228.00
Cooper Power Systems	9,692.00	Radtke Trucking	19,996.45
Davis Oil	1,200.41	Rapids Printing	499.87
Dakota Supply Group	884.93	Rapids Process Equipment	198.00
Diversified Inspections	1,992.38	Rapids Welding	66.00
Door Service	1,465.76	R C Rental Inc	251.16
Dennis Doyle	109.76	Red Rock Radio Corp	516.00
D W Jones - Majestic Pines	17,096.43	Resco	83,515.44
Energy Insight Inc	5,329.73	Rice Lake Construction Grp	1,956.78
Era Laboratories	250.00	River Road Market	1,984.09
Express Employment Services	415.52	Rob's Bobcat	407.50
Fastenal	77.86	Roy's Tree Spade Service	325.00
Figgins Trucking	39.43	Sandstroms	232.91
Flaherty & Hood	471.73	Scheck	1,913.26
Gopher State One-Call	395.85	Seelye- Eiler	323.25
Graybar	903.60	SelectAccount	162.30
Doug Gustafson	105.00	Source Water Solutions LLC	1,680.00
HD Waterworks Supply	854.55	Stuart Irby	3,712.25
Hammerlund Construction	10,032.75	Superior Diamond Concrete Cuttg	1,155.00
Hawkins Inc	14,416.28	Tabaka's Pro Clean	395.00
Hawkinson Construction	3,200.00	Treasure Bay Printing	1,053.00
Hopkins Electric	588.00	Vessco Inc	2,028.68
Itasca Computer Resources	4,062.50	Viking Electric Supply	600.87
Itasca County Treasurer	2,186.86	Viriden Automation Inc	1,395.00
Itasca Utilities Inc	11,984.75	Waste Management	1,035.06
Johnson, Killen & Seiler	107.50	Wells Fargo Business Cards	1,584.97
KOZY	490.00	Wesco	39,251.11
Kootasca Community Action Inc	10,975.09	Wisconsin Energy Conservation	2,289.89
L & M Supply	1,307.96	Works Computing	3,789.00
L & S Electric	1,123.20	WP & RS Mars	592.03
Lano, O'Toole, Bengston	1,275.00	Xerox	247.26
Lease Landscaping	2,554.10	Zee Medical Service	117.15
Local- Boy	408.57	Ziegler Cat	993.00
Locators & Supplies Inc	91.85		
Steve Mattson	48.16	Energy Star Rebates	
McGrann Shea Carnival Straghtm	812.50	Roberta Baker	30.00
Minnesota Office of Enterprise Tech	36.00		
Minnesota Power	802,349.67	Total	<u>1,333,449.05</u>

* * * GRAND RAPIDS PUBLIC UTILITIES * * *
 ACCOUNTS PAYABLE CHECK REGISTER 10/31/2014
 WELLS FARGO BANK

CHECK NO	CHECK DATE	VEN NO	V E N D O R	Check Amount
2670	10/01/2014	1611	SELECTACCOUNT	504.61
2671	10/01/2014	1613	DELTA DENTAL OF MINNESOTA	3,449.00
2672	10/03/2014	1612	SELECTACCOUNT	2,446.22
2673	10/03/2014	700	MINNESOTA DEPT OF REVENUE	3,734.51
2674	10/03/2014	1232	WELLS FARGO BANK	22,166.73
2675	10/03/2014	1734	ING INSTITUTIONAL PLAN SERVICES LLC	6,558.04
2676	10/03/2014	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	12,170.73
2677	10/06/2014	1611	SELECTACCOUNT	208.33
2678	10/09/2014	1611	SELECTACCOUNT	260.00
2680	10/16/2014	890	MINNESOTA DEPARTMENT OF REVENUE	243.00
2681	10/17/2014	700	MINNESOTA DEPT OF REVENUE	3,852.47
2682	10/17/2014	1232	WELLS FARGO BANK	22,806.64
2683	10/17/2014	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	12,346.45
2684	10/17/2014	1734	ING INSTITUTIONAL PLAN SERVICES LLC	6,584.91
2685	10/20/2014	890	MINNESOTA DEPARTMENT OF REVENUE	57,704.00
2686	10/16/2014	1611	SELECTACCOUNT	64.40
2687	10/21/2014	1612	SELECTACCOUNT	2,251.22
2688	10/31/2014	1612	SELECTACCOUNT	712.50
2689	10/22/2014	1611	SELECTACCOUNT	363.42
2690	10/31/2014	700	MINNESOTA DEPT OF REVENUE	4,150.39
2691	10/31/2014	1232	WELLS FARGO BANK	23,966.27
2692	10/31/2014	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	12,395.13
2693	10/31/2014	1734	ING INSTITUTIONAL PLAN SERVICES LLC	6,535.40
2694	10/31/2014	67	BLUE CROSS BLUE SHIELD	49,729.06
65794	10/02/2014	921	UNITED PARCEL SERVICE	118.42
65795	10/02/2014	1585	STANDARD INSURANCE COMPANY	1,021.25
65796	10/02/2014	1835	VERIZON WIRELESS	240.25
65797	10/02/2014	1572	MINNESOTA ENERGY RESOURCES CORP	16.36
65798	10/02/2014	1325	MINNESOTA RURAL WATER ASSOCIATION	125.00
65799	10/02/2014	570	U S POST OFFICE	711.72
65801	10/03/2014		GRENIER, JAYNE	43.36
65804	10/09/2014	570	U S POST OFFICE	703.64
65805	10/14/2014	140	MINN DEPT OF LABOR & INDUSTRY	100.00
65806	10/14/2014	1873	GRAND RAPIDS AREA COMMUNITY FOUNDATION	344.60
65807	10/14/2014	921	UNITED PARCEL SERVICE	48.79
65809	10/15/2014	1972	GOODELL, JEREMY	236.96
65810	10/15/2014		MAE, FANNIE	10.06
65811	10/15/2014		SHEDLOCK, CHRISTOPHER M	8.62
65818	10/17/2014	570	U S POST OFFICE	594.98
65819	10/17/2014	1696	GREEN AGAIN LAWN & AERATION	32.31
65820	10/21/2014	1773	WELLS FARGO ADVISORS	247,000.00
65821	10/21/2014	1232	WELLS FARGO BANK	5,000.00
65822	10/21/2014	913	DRESSER INDUSTRIES INC - ROOTS DIVISION	96,676.00
65937	10/23/2014	1926	GUSTAFSON, DOUG	100.80
65938	10/22/2014	1906	DE FABRICATORS	600.00
65939	10/27/2014	1218	CITY OF LAPRAIRIE	13,531.86

WELLS FARGO BANK

CHECK NO	CHECK DATE	VEN NO	V E N D O R	Check Amount
65940	10/24/2014	570	U S POST OFFICE	783.52
65941	10/29/2014	921	UNITED PARCEL SERVICE	33.87
65942	10/29/2014	1585	STANDARD INSURANCE COMPANY	833.25
65944	10/31/2014	100	CITY OF GRAND RAPIDS	72,333.33
65945	10/31/2014	100	CITY OF GRAND RAPIDS	46,315.91
65947	10/31/2014	570	U S POST OFFICE	812.30

Manual checks to be approved
 Manual check approved 10/15/14

646,904.59
96,676.00 *

Total

743,580.59

A Joint meeting of the Grand Rapids Public Utilities Commission and the Grand Rapids City Council was held on Monday, November 24, 2014 at 12:00 Noon in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, MN.

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

Council Members present: Mayor Adams, Councilor Sanderson, Councilor Christy, Councilor Chandler.

Others present: GRPUC General Manager Ward, City Administrator Pagel, City Engineer Kennedy, GRPUC Administrative/HR Assistant Flannigan, Attorney Bengtson.


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

Mr. Mike McFadden of McFadden Consulting Group gave a presentation on providing natural gas services to customers in annexation areas.

Discussion followed on cooperative agreements, financial models, and determining the approach that best serves the customers in these areas. The current franchise held by Minnesota Energy Resources expires in 2017. The value of the gas system and the number of customers being served will need to be determined, as well as reviewing other utility acquisitions and applicable state laws and statutes.

General Manager Ward will contact Minnesota Municipal Utilities Association to request information regarding such acquisitions. City Administrator Pagel and General Manager Ward will schedule a meeting with Minnesota Energy Resources to begin discussions.

Upon a motion duly made and seconded, the meeting was adjourned at 1:30 PM.



Stephen R. Welliver, President

Attest:



Glen Hodgson, Secretary

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING August 20, 2014**

CALL TO ORDER

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

CALL OF ROLL

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

ABSENT: Commissioner Marilyn Rossman

HRA: Executive Director Jerry Culliton

PUBLIC FORUM

None

APPROVAL OF MINUTES

Commissioner Blake made a motion to approve the Regular meeting minutes of July 16, 2014 as presented. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members on the financial reports for July, 2014 for the General Fund, Public Housing Fund, Crystal Lake Townhomes Fund, Pooled Housing Fund. Commissioner Chandler made a motion to approve all financial reports as presented. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

APPROVAL OF VERIFIED CLAIMS

Commissioner Blake made a motion to approve the Public Housing verified claims in the amount of \$42,135.84. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve Crystal Lake Townhomes verified claims in the amount of \$55,410.71. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve the Pooled Housing verified claims in the amount of \$102,058.74. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

APPROVED

**HRA of Grand Rapids
Meeting Minutes 8/20/14
Page 2**

PUBLIC HOUSING REPORT

Director Culliton stated we are 100% occupied with a small waiting list; the final payment was made to T&M Construction for the final amount owed on the roof, otherwise operations are normal and routine at both buildings

CONSIDER TIF FOR RIVER HILLS APARTMENT PROJECT

Rob Mattei from the City of Grand Rapids gave a presentation on the proposed tax increment finance district for River Hills Apartment project which was going to be done by Kuepers Construction. After answering questions by the Board on the tax increment district and reviewing the financials and pictures of the project, Commissioner Blake made a motion that the tax increment finance district for the River Hills Apartment Project be approved and sent to the Grand Rapids City Council for approval and the Resolution for the Tax Increment Finance district be approved. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

CONSIDER GRAND RAPIDS HRA LEVY

After discussion among the Board, Commissioner Chandler made a motion to not have the Grand Rapids HRA levy a tax to the City of Grand Rapids for the coming fiscal year 2015. Seconded by Commissioner Blake. Voting, Aye all. Motion carried.

CONSIDER GENERAL FUND BUDGET FOR FISCAL YEAR 2015

After discussion among the Board and the Director, Commissioner Henrichsen made a motion to approve the 2015 General Fund budget as presented. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

CRYSTAL LAKE HOUSING REPORT

Director Culliton gave a report stating; that we currently have five vacancies with four that are potentially rented at this point, Minnesota Housing physical inspection had been completed, otherwise operations are normal and routine.

CONSIDER RESOLUTION NO. 2014-04 HOUSING ASSISTANCE CONTRACT

After discussion among the Board and Director on the Housing Assistance Contract, Commissioner Chandler made a motion to approve Resolution No.2014-04, Housing Assistance Contract and have Chairperson Salmela and Director Culliton sign the Resolution. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion Carried.

APPROVED

CONSIDER AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE FINAL CLOSING DOCUMENTS

Commissioner Blake made a motion to authorize the Executive Director to sign and execute the final closing documents for the loan from Minnesota Housing for Crystal Lake Townhomes. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

POOLED HOUSING REPORT

Director Culliton gave a report stating Lake Shore Place is 100 % occupied and one vacancy at Forest Park West; otherwise operations are normal and routine at both buildings.

CONSIDER BID FOR FOREST PARK WEST DRIVEWAYS

After discussion among the Board and the Executive Director, Commissioner Blake made a motion to accept the low bid of \$15,054.30 to Hammerlund Construction for the driveway repair at Forest Park West. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

OTHER MATTERS

There being no further information of the HRA of Grand Rapids for August 20, 2014 Commissioner Chandler made a motion to adjourn the meeting at 4:40 p.m. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Joe Chandler

APPROVED

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING October 15, 2014**

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Len Salmela, at 4:10 p.m. in the Community Room, located at 411 NW 7th Street, Grand Rapids, MN.

CALL OF ROLL

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

ABSENT: Commissioner Joe Chandler

HRA: Executive Director Jerry Culliton

PUBLIC FORUM

None

APPROVAL OF MINUTES

Commissioner Henrichsen made a motion to approve the Regular meeting minutes of September 17, 2014 as presented. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members on the financial reports for September, 2014 for the General Fund, Public Housing Fund, Crystal Lake Townhomes Fund, Pooled Housing Fund. Commissioner Henrichsen made a motion to approve all financial reports as presented. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

APPROVAL OF VERIFIED CLAIMS

Commissioner Blake made a motion to approve the Public Housing verified claims in the amount of \$21,935.21. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve Crystal Lake Townhomes verified claims in the amount of \$35,656.26. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve the Pooled Housing verified claims in the amount of \$73,821.88. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

APPROVED

PUBLIC HOUSING REPORT

Director Culliton stated we are 100% occupied with waiting list; otherwise operations are normal and routine at both buildings

AUDITOR MARK BABCOCK

Grand Rapids HRA Auditor, Mark Babcock from the Babcock, Langbein & Co. was in attendance to go through the Grand Rapids HRA fiscal year 2013 audits. Mark reported on the four audits that are done for the HRA, the General Fund, Public Housing, Crystal Lake Townhomes, Forest Park West and Lake Shore Place audits. Mark addressed the Board on the four audits, and the financial stability of the Grand Rapids HRA as well as answered questions by the Board about the audits and the financial condition of the Grand Rapids HRA. After completion the Board thanked Mark for his input and attendance at the meeting. No further action taken.

CONSIDER CIVIL RIGHTS CERTIFICATION RESOLUTION

Commissioner Henrichsen made a motion to authorize Chairperson Len Salemla to sign our Civil Rights Certification and authorize the Director to submit the Annual Certification Board Resolution and our Five Year Agency Plan with supporting documents which was addressed at the Public Hearing prior to the Regular October 15th meeting. Seconded by Commissioner Rossman, Voting Aye, all. Motion carried.

CRYSTAL LAKE HOUSING REPORT

Director Culliton stated that we have seven vacancies with short waiting lists; otherwise operations are normal and routine.

POOLED HOUSING REPORT

Director Culliton stated that Lake Shore Place is 100 % occupied with waiting list, otherwise operations are normal and routine at both buildings.

CONSIDER LOAN PREPAYMENT FOR FPW & LSP

There was discussion among the Board on a loan prepayment for the outstanding principal balance on the Forest Park West and Lake Shore Place loan. The bank documents state that the Grand Rapids HRA is able to make up to a 15% principal reduction payment without pre-payment penalty. After discussion among the Board on current as well as possible future interest rates, Commissioner Henrichsen made a motion to authorize the Executive Director to withdraw up to 15% of the current principal from account number 809740879 the savings account at Deerwood Bank and transfer the amount for reduction on the principal, loan number 1268287 at First National Deerwood Bank. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried.

APPROVED

**HRA of Grand Rapids
Meeting Minutes 10/15/2014
Page 3**

OTHER MATTERS

There being no further information of the HRA of Grand Rapids for October 15, 2014
Commissioner Henrichsen made a motion to adjourn the meeting at 5:20 p.m. Seconded
by Commissioner Rossman. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Joe Chandler

APPROVED

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING September 17, 2014**

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Len Salmela, at 4:05 p.m. in the Community Room, located at 411 NW 7th Street, Grand Rapids, MN.

CALL OF ROLL

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

ABSENT: Commissioner Joe Chandler, Executive Director Jerry Culliton

HRA: Administrative Assistant Kathy Tatro

PUBLIC FORUM

None

APPROVAL OF MINUTES

Commissioner Rossman made a motion to approve the Regular meeting minutes of August 17, 2014 as presented. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members on the financial reports for August, 2014 for the General Fund, Public Housing Fund, Crystal Lake Townhomes Fund, Pooled Housing Fund. Commissioner Henrichsen made a motion to approve all financial reports as presented. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried.

APPROVAL OF VERIFIED CLAIMS

Commissioner Blake made a motion to approve the Public Housing verified claims in the amount of \$15,574.20 along with an invoice to White Ivy design in the amount of \$1,605.53 for the web page. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve Crystal Lake Townhomes verified claims in the amount of \$28,648.30. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve the Pooled Housing verified claims in the amount of \$48,675.92. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

APPROVED

PUBLIC HOUSING REPORT

Administrative Assistant Kathy Tatro stated we are 100% occupied with waiting list; otherwise operations are normal and routine at both buildings

CRYSTAL LAKE HOUSING REPORT

Administrative Assistant Kathy Tatro stated that we currently have five vacancies with two that are potentially rented at this point; otherwise operations are normal and routine.

POOLED HOUSING REPORT

Administrative Assistant Kathy Tatro stated that Lake Shore Place is 100 % occupied with one vacancy at Forest Park West; otherwise operations are normal and routine at both buildings.

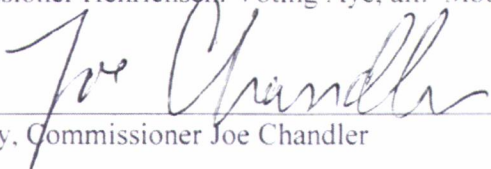
CONSIDER RENT INCREASE FOR FPW & LSP

After discussion among the Board, Commissioner Blake made a motion to approve a 2% rental adjustment for Forest Park West and Lake Shore Place commencing January 1, 2015 rounded to the nearest \$5 increment. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

OTHER MATTERS

Discussion was held among the Board on vacant land located near the airport, which the City owns, for the possibility of building single family homes or townhomes and will be brought up for discussion at a later date.

There being no further information of the HRA of Grand Rapids for September 17, 2014 Commissioner Rossman made a motion to adjourn the meeting at 4:50 p.m. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Joe Chandler

APPROVED

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING November 19, 2014**

CALL TO ORDER

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

CALL OF ROLL

On a Call of Roll the following Grand Rapids HRA Commissioners were present:
Commissioner Len Salmela - Commissioner Marilyn Rossman - Commissioner Rick Blake - Commissioner Chris Henriksen - Commissioner Joe Chandler

HRA: Executive Director Jerry Culliton

PUBLIC FORUM

None

APPROVAL OF MINUTES

Commissioner Blake made a motion to approve the Public Hearing minutes of October 15, 2014 as presented. Seconded by Commissioner Henriksen. Voting Aye, all. Motion carried. Commissioner Blake made a motion to approve the Regular meeting minutes of October 15, 2014 as presented. Seconded by Commissioner Henriksen. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members on the financial reports for October, 2014 for the General Fund, Public Housing Fund, Crystal Lake Townhomes Fund, Pooled Housing Fund and after all questions were answered Commissioner Henriksen made a motion to approve all financial reports as presented. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

APPROVAL OF VERIFIED CLAIMS

Commissioner Henriksen made a motion to approve the Public Housing verified claims in the amount of \$30,264.30. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried. Commissioner Henriksen made a motion to approve Crystal Lake Townhomes verified claims in the amount of \$47,091.98. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried. Commissioner Henriksen made a motion to approve the Pooled Housing verified claims in the amount of \$134,088.64. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried.

APPROVED

PUBLIC HOUSING REPORT

Director Culliton stated we are 100% occupied with waiting list; otherwise operations are normal and routine at both buildings

CONSIDER OPERATING SUBSIDY AND RESOLUTION 2015-01

Commissioner Rossman made a motion to authorize the Executive Director to submit the operating subsidy for fiscal year 2015, and authorize the Chairperson and Executive Director to sign and execute the documents. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

CONSIDER PUBLIC HOUSING BUDGET FOR FISCAL YEAR 2015

After answering all questions from the Board, Commissioner Chandler made a motion to approve the Public Housing budget for fiscal year 2015 as presented along with a 2% wage adjustment for all employees beginning January 1, 2015. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried.

CONSIDER PUBLIC HOUSING RESOLUTION 2015-02 AND PHA BOARD RESOLUTION 2015-03

Commissioner Henrichsen made a motion to authorize the Executive Director to submit the documents to Minneapolis field office and authorize the Chairperson and the Executive Director to sign and execute the documents for submittal. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried.

CRYSTAL LAKE HOUSING REPORT

Director Culliton stated that we have six vacancies with short waiting lists and two possibly rented for December, otherwise operations are normal and routine.

CONSIDER CRYSTAL LAKES TOWNHOMES BUDGET FOR FISCAL YEAR 2015

After Discussion on the Crystal Lake Townhomes budget and after answering questions from the Board, Commissioner Blake made a motion to approve the Crystal Lake Townhomes budget for fiscal year 2015 as presented along with a 2% wage increase for all employees beginning January 1, 2015. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

POOLED HOUSING REPORT

Director Culliton stated that Lake Shore Place is 100% occupied with waiting list, otherwise operations are normal and routine at both buildings.

APPROVED

HRA of Grand Rapids
Meeting Minutes 11/19/2014
Page 3

OTHER MATTERS

Commissioner Chandler presented an update to the Board on the new additions to the YMCA along with the Grand Rapids Community Center which is located within the premises and after discussion among the Board, Commissioner Blake will speak to YMCA personnel for the possibility of a bulk rate for the residents of the Grand Rapids HRA, as well as a presentation to the Grand Rapids HRA Board, and will get back to the Board at a future meeting. No action taken.

There being no further information of the HRA of Grand Rapids for November 19, 2014 Commissioner Blake made a motion to adjourn the meeting at 5:20 p.m. Seconded by Commissioner Henrichsen. Voting Aye: all. Motion carried.

Signed 
Secretary, Commissioner Joe Chandler

APPROVED



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1039 **Version:** 1 **Name:** Dept Head Report
Type: Agenda Item **Status:** Department Head Report
File created: 1/8/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Administration & Human Resources Department Head Report ~ Lynn DeGrio
Sponsors:
Indexes:
Code sections:
Attachments: [1-12-2015 Administration Department Head Report](#)

Date	Ver.	Action By	Action	Result
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Administration & Human Resources Department Head Report ~ Lynn DeGrio

Administration/Human Resources Department Head Report

January 12, 2015

CIRCA/VID/REAR/11/15
CIRCA/VID/REAR/11/15



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Administration Staff

City Administrator	Tom Pagel
Human Resources Director	Lynn DeGrio
City Clerk	Kim Gibeau
Administrative Assistant	Michele Palkki
Communications Specialist	Jessica Setness



Tom Pagel

City Administrator

- Hired as City Engineer in June 2002
- Earned Masters Degree in Public Administration in 2009
- Hired as City Administrator March 2013
- Directs and supervises the administration of City government which involves setting policies and goals under the direction of the City Council.
- Organizational supervision is exercised over all personnel within the organization.



GRAND RAPIDS
THE MINNESOTA NATURE

Kim Gibeau

City Clerk

- Employed since June 2004
- Received MCMC designation in 2009
- Appointed City Clerk November 2009
- Appointed MCFOA Region II Vice President in 2014



GRAND RAPIDS
LET'S ENJOY OUR NATURE

Responsibilities

- Administrative support including:
 - Clerk to the City Council
 - Assists City Administrator & Human Resources Director
 - Assists all City Departments as needed
 - Maintains official City records
 - Coordinates agenda preparation
 - Administers elections
 - Ensures compliance with statutes, ordinances, and policies.
- Annual licenses/permit:
 - Liquor Licensing (27)
 - Fireworks (4)
 - Taxi Cab Licensing (1)
 - Theatre Licensing (1)
 - Transient Merchant (1)
 - Chicken Permits (0)
- Intermittent Licenses/permits:
 - Temporary Liquor Licenses (22)
 - Gambling Permits (20)
 - Liquor license transfers (6)
 - Circus Permits (0)



GRAND RAPIDS
IT'S IN MINNESOTA, IT'S IN NATURE

Michele Palkki

Administrative Assistant

- City employee since March 1985 (30 years!)
- Transferred to Administration Department
January 2013
- Currently in Year 2 of the Municipal Clerks and
Finance Officers Association of Minnesota
Institute



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Responsibilities

- Assists City Administration and Finance Department
- Assists City departments with purchase orders as needed
- Prepares Board and Commission agendas
- Recorder for Boards & Commissions
 - Arts and Culture Commission
 - Human Rights Commission
- Records retention/scanning



GRAND RAPIDS
LET'S ENJOY OUR NATURE

Jessica Setness Communications Specialist

- Hired March 2014 (part-time)
- Works part-time as Communications Specialist for ISD 318



GRAND RAPIDS
IT'S IN MISSISSIPPI'S NATURE

Responsibilities

- Media contact and news releases
- Website development and maintenance
- Electronic newsletter
- Social media
- Community Portal
- Print materials
- Creation and maintenance of City photos



GRAND RAPIDS
IT IS IN MINNESOTA'S NATURE

Lynn DeGrio

Human Resources Director

- Employed since April 2004
- Certified Municipal Clerk of Minnesota in 2013



GRAND RAPIDS
ILLUMINATING OUR NATURAL

Responsibilities

- Manages human resources services and policies
- Assists and advises Department Heads about human resource issues
- Conducts recruiting and staffing based activities
- Employee development and training
- Manages employee relations
- Labor relations and contract negotiations
- Develops and administers compensation and benefits programs
- Administers Workers Compensation and General Liability Insurance



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2014 IN REVIEW

NEW HIRES	DEPARTMENT	RETIREMENTS	DEPARTMENT
Jessica Setness	Administration	Steve Flaherty	Fire
Renee Patrow	Finance	Bill Giese	Police
Shaun Pomplun	Police	Ron Edminster (PRO)	Public Works
Justin Edmundson	Police	Mary Saxton	Library
Donald Wilson	Fire		
Will Richter	Fire		
Greg Lease	Police		
Jeffrey Lyman	Security		
Carl Fischer	Security		
Gary DeGrio	Security		
Gregg Deutsch	Security		
Samantha Perry	Security		
Joseph Rabbers	Security		
Jeffrey Roerick	Security		
Scott Johnson	Police		
Jacob Barsness	Fire		



GRAND RAPIDS
IT'S IN MICHIGAN, IT'S A NATURAL

274 City Employees

- 5 City Council Members
- 74 Full-time employees
- 97 Part-time/Temporary employees
 - Administration (1)
 - Civic Center (28)
 - Community Development (1)
 - Engineering (1)
 - Library (3)
 - Park & Recreation (57)
 - Police Department (6)
- 32 Paid On-Call (Firefighters)
- 66 Seasonal
 - Election Judges (21)
 - Golf Course (22)
 - Public Works (23)



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2014 Accomplishments

- Developed communication tools for residents.
- Secured funding for the YMCA/Reif.
- Reviewed and amended City Council By-Laws.
- Elections
 - Primary Election was August 12, 2014
 - General Election was November 4, 2014



GRAND RAPIDS
MICHIGAN

2014 Accomplishments

- All five collective bargaining agreements expired on December 31, 2014; four out of five have been executed for FY2015 through FY2017.
- New Wellness Program opportunities including on-site health assessments done
- Set up third party administration for health care reimbursements
- Updated Personnel Policy Manual
 - originally adopted January 1, 2010



GRAND RAPIDS
MICHIGAN
US IN MICHIGAN HAS NATURE

2015 Outlook

- Work to change legislation under CIP Bonds to allow all the maintenance of all existing city buildings to be included in CIP Bonds
- Comprehensive Plan Review scheduled February 4, 2015
- Continue to explore opportunities to collaborate with other communities
- Continue to improve communications with the public.
- Working with enterprise funds to reduce AR to under 60 days
- Electronic Documentation/Records Retention
- Continue to research software program for Personnel Policy Manual and amendments



GRAND RAPIDS
IT'S IN MICHIGAN. IT'S IN NATURE.

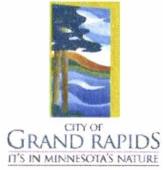
2015 Outlook

- Compensation Evaluation System
- Affordable Care Act
 - Full-time employees are employees who work an average of 30 hours per week
 - There are complex new administrative, payroll, recordkeeping and reporting requirements (Many of these requirements remain undefined)



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Questions?



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1017	Version:	1	Name:	Consider approval of the Municipal Delegation Agreement with Minnesota Dept. of Labor and Industry (DOLI).
Type:	Agenda Item	Status:		Status:	Community Development
File created:	1/6/2015	In control:		In control:	City Council
On agenda:	1/12/2015	Final action:		Final action:	
Title:	Consider approval of the Municipal Delegation Agreement with Minnesota Dept. of Labor and Industry (DOLI).				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Municipal Delegation Agreement- 1-12-2014				

Date	Ver.	Action By	Action	Result
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Consider approval of the Municipal Delegation Agreement with Minnesota Dept. of Labor and Industry (DOLI).

Background Information:

We recently received the attached Municipal Delegation Agreement for Building Code Administration on Public Buildings and State Licensed Facilities from the Minnesota Department of Labor Construction Codes and Licensing Division.

As you will recall, the delegation to a municipality of building code administration for these facilities, can be revoked by the State if they conclude that any of the three criteria within statute, as listed in the agreement, are not currently being met by the municipality. As you will also remember, that was their determination and the action taken by the State when staffing levels dropped temporarily after Mike Rice's departure.

We have been working hard toward restoring this delegation after Travis Cole became the Building Official and also with the hiring of Nathan Morlan as Building/Fire Inspector. The restoration of the delegation will be a plus for the customer, in my opinion, because I feel our forces can deliver more timely and efficient service to these projects than a roving state inspector could. This will also bring the revenue, derived from permits issued for these projects, back to the City where it had been.

This announcement from the Department of Labor and Industry came after a two year long process that involved numerous visits to our department on by Scott Wheeler, Building Code Representative with the Department of Labor and Industry. These visits involved an oral interview/exams of staff knowledge of fire protection systems and MN Building Code requirements. It also involved thorough reviews on two different occasions of our cities permitting statistics, record keeping practices, overall staffing levels, and recent plan reviews of projects of complexity. Staff also went on field inspections accompanied by the DLI to witness and verify that our skills and knowledge could be applied in the field. After two years and multiple delegation audits, the State Building Code Administration from the Department of Labor and industry has sent us an agreement form to inspect "Public Buildings and State Licensed Facilities".

Our timely execution of the Municipal Delegation Agreement, has allowed the City the ability to issue a permit for the ISD #318 Reif Performing Art Center, an estimated \$9M project nearing the permit application stage. This project would had been under the DLI's control had this agreement not been awarded as well as any future Public or State licensed facilities projects of complexity.

I am pleased and impressed with the skill the staff (Travis and Nate) has demonstrated in fulfilling the City's responsibility in the area of building code enforcement. This delegation is an indication that the Construction Codes and Licensing Division shares our confidence in them.

Requested City Council Action

Consider approval of the Municipal Delegation Agreement with Minnesota Dept. of Labor and Industry (DOLI).



**Municipal Delegation Agreement
For Building Code Administration on
Public Buildings & State Licensed Facilities**

Building Official,
Travis Cole
420 N Pokegama Ave
Grand Rapids, MN 55744

Date: 12/31/2014

This Agreement is being sent to the *CITY OF Grand Rapids*
In order to establish administration of the State Building Code on "Public Buildings" and "State Licensed Facilities" within your jurisdiction please review this Agreement, complete page 2, and return both pages to this division. If the offered level of code administration is not what you applied for, you are welcome to contact us in order to review our determination and your building department staffing in greater detail. Should that review confirm your request, our agreement with your municipality will be changed accordingly. If staffing or other circumstances change that could affect your ability to properly administer the code, it is your responsibility to notify us accordingly.

WHEN EXECUTED, this Agreement shall serve as an agreement pursuant to Minnesota Statute 326B.107 Subd. 2, between *CITY OF Grand Rapids* And the Commissioner of Labor and Industry for transfer of State Building Code Administration from the Department of Labor and Industry to the municipality for "Public Buildings and State Licensed Facilities" described in M.S. 326.103 Subd.11 and Subd. 13.

This agreement may be refused or revoked by the Commissioner of Labor and Industry if it has been determined by the commissioner that according to M.S. 326B.107, any of the following occurs:

- 1) The building official does not meet the requirements of M.S. 326B.133
- 2) The building official does not wish to provide those services on one or more projects
- 3) The municipality does not have enough adequately trained and qualified building inspectors to provide those service

This includes the right of the Commissioner to withhold a specific project from the municipality if the Commissioner determines that "the municipality does not have enough adequately trained and qualified building inspectors to provide those services" for that project.

The building official also reserves the right to defer administration of the code on a specific project back to the Division by notifying them in writing within 5 working days of receiving the project jurisdiction agreement.

Travis Cole

The following level of code administration is being offered to your municipality by this division. Please review, sign below with your municipal manager/administrator, and return to this office.

{INSPECTIONS} Municipality will attend to all required inspections, including:

- a. cursory plan review to familiarize inspector with the project, (main plan review done by CCLD);
- b. issue permits and maintain records. However, permits are not to be issued until written approval received from CCLD;
- c. oversee Special Inspections;
- d. adhere to all applicable written division Plan Review Policies. See www.dli.mn.gov/CCLD/Opinion.asp;
- e. perform all required inspections for compliance with state approved plans and the State Building Code including fire protection systems;
- f. review change orders and addendums for code compliance;
- g. will issue certificate of occupancy where applicable and/or final inspection of project.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby. When approved by all parties, this shall serve as a contractual agreement pursuant to Minnesota Statute 326B.107 Subd. 2, between the municipality and the Commissioner of Labor and Industry for transfer of State Building Code administration from Dept. of Labor and Industry to the municipality.

Municipality: *CITY OF Grand Rapids*

APPROVED:


Municipal Building Official

12/31/14
Date

APPROVED:


Assistant Commissioner

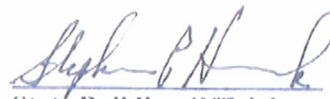
1/5/15
Date

APPROVED:

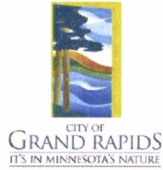

Municipal Manager/Administrator

1/5/15
Date

APPROVED:


State Building Official

1-5-15
Date



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1018	Version:	1	Name:	Consider approval of an escrow agreement with Hawkinson Construction Company.
Type:	Agenda Item	Status:			Community Development
File created:	1/6/2015	In control:			City Council
On agenda:	1/12/2015	Final action:			
Title:	Consider approval of an escrow agreement with Hawkinson Construction Company regarding the initiation of, and payment for costs associated with, the development of an Environmental Assessment Worksheet (EAW) for the mining of nonmetallic aggregate materials within the City of Grand Rapids.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Hawkinson EAW Initiation Letter Hawkinson Const. EAW-Area Map HCC EAW ESCROW AGREEMENT 1-12-2015				

Date	Ver.	Action By	Action	Result
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Consider approval of an escrow agreement with Hawkinson Construction Company regarding the initiation of, and payment for costs associated with, the development of an Environmental Assessment Worksheet (EAW) for the mining of nonmetallic aggregate materials within the City of Grand Rapids.

Background Information:

On October 10, 2014, the Community Development Department received a letter from Hawkinson Construction Company (HCC) declaring their intent to mine an aggregate source in the northern part of the City. It was also recognized in their letter that both an Environmental Assessment Worksheet (EAW) would need to be completed, and a Conditional Use Permit (CUP) applied for and approved (by the City) for this project to move forward.

Under State environmental review procedures, Rule 4410.4300 subpart 12.b. *Nonmetallic Mineral Mining*, a project of this scope requires a mandatory EAW. The City of Grand Rapids is the designated responsible governmental unit (RGU) for this type of project, and, as such, is responsible for the preparation, review and consideration of the EAW.

Generally, an Environmental Assessment Worksheet (EAW) is a document providing basic information about a project that may have the potential for significant environmental effects. The EAW is prepared by the Responsible Governmental Unit to determine whether a more thorough study, Environmental Impact Statement (EIS), should be prepared.

An escrow agreement, the format of which was developed by the City Attorney, declares the intent of Hawkinson Construction Company to begin the mining of nonmetallic aggregate resources on approximately 140 acres of land owned by HCC generally located at the corner of MN State Hwy. 38 and Itasca Co. Road 61 (*area map attached*).

In accordance with the City's fee schedule, HCC is required to provide a \$10,000 deposit which will be used to offset expenses incurred by the City in this process. If the amount of incurred expense exceeds that amount, the proposer (Hawkinson Construction Company) will be responsible for those additional costs. If the total cost is less than that deposited, the City will refund that amount to the proposer.

Requested City Council Action

Consider approval of an escrow agreement with Hawkinson Construction Company regarding the initiation of, and

payment for costs associated with, the development of an Environmental Assessment Worksheet (EAW) for the mining of nonmetallic aggregate materials within the City of Grand Rapids.



October 10, 2014

Rob Mattei
Director of Community Development
City Hall
420 North Pokegama Ave.
Grand Rapids, MN 55744

Re: Proposed aggregate source adjacent Minnesota state Hwy. 38 and CSAH # 61 on the north side of Grand Rapids (S4, T55N, R25W)

Dear Rob,

Prior to the annexation of our parcel referred to above by the city we held an extractive use permit from Itasca County. This aggregate source has supplied numerous projects in the vicinity for many years including a regrading and paving project on Hwy. 38 a few years ago.

After the annexation process we applied for a zoning change from R-1 to industrial with a mining overlay and received approval from the city for that request.

We are now with this letter notifying the city that we intend to apply for a permit with the city on approximately 140 acres of land to continue and expand the use of this parcel for supplying aggregates to the community. We understand this will involve a C.U.P. hearing and an EAW.

Please initiate the EAW RFP so that we can proceed in the process. Thank you

Sincerely

A handwritten signature in black ink that reads "Mark G. Hawkinson". The signature is written in a cursive style with a large, sweeping initial "M".

Mark G. Hawkinson
President
HCC

P.S. I have attached copies of some related documents

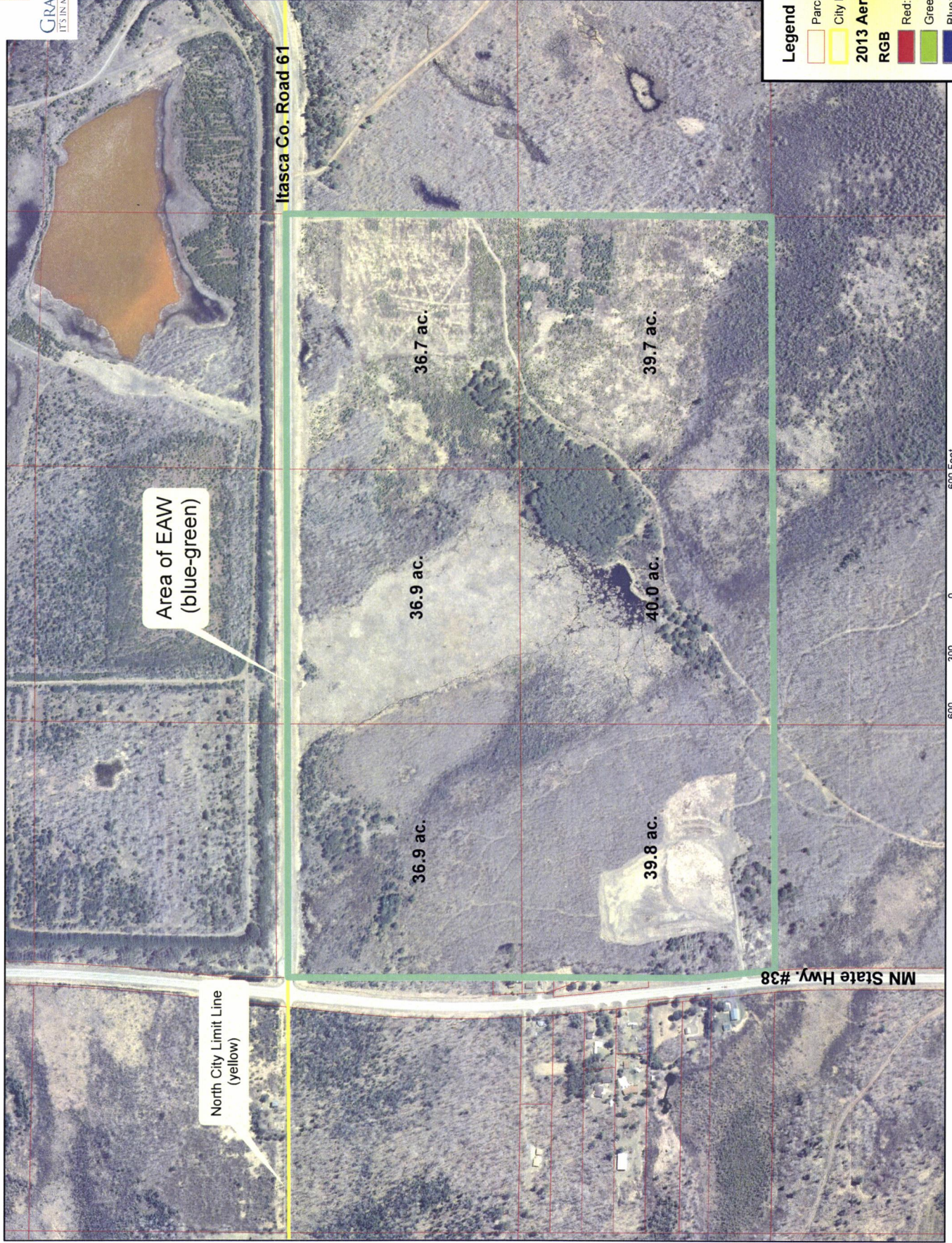
EQUAL OPPORTUNITY EMPLOYER

501 West Co. Rd. 63, PO Box 278, Grand Rapids, MN 55744 • 218.326.0309 • fax: 218.326.0755

Hawkinson Construction Company EAW



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



Legend

- Parcels
- City Limits
- 2013 Aerial Photo**
- RGB**
- Red: Band_1
- Green: Band_2
- Blue: Band_3

ESCROW AGREEMENT

THIS AGREEMENT made on the ____ day of _____, 2015 by and between the City of Grand Rapids, hereinafter referred to as "City" and Hawkinson Construction Co., hereinafter referred to as "Proposer."

WHEREAS, the Proposer has declared their intent to submit a Conditional Use Permit Application for the *mining of sand and gravel*, as set forth in Section 30-532(4) of the City Code;

WHEREAS, as required by Minnesota Rule 4410.4300, subpart 12.b. *Nonmetallic Mineral Mining*, a mandatory environmental assessment worksheet (EAW) is required for: *Development of a facility for the extraction or mining of sand, gravel, stone, or other nonmetallic minerals, other than peat, which will excavate 40 or more acres of land to a mean depth of ten feet or more during its existence, RGU (local governmental unit).*

NOW, THEREFORE, the parties agree as follows:

1. The provisions of Minnesota Rule 4410.4300, subpart 12.b require the preparation of an environmental assessment worksheet (EAW).
2. All parties agree that pursuant Minnesota Statute an EAW is required to be performed, as it relates to a desired project of the applicant. Furthermore, all parties agree that this agreement is the mechanism to commence such an EAW.
3. The City of Grand Rapids is the responsible governmental unit (RGU), under 4410.0500, subpart 2 which will review the EAW upon completion.
4. The parties acknowledge the EAW preparation is governed by Minnesota Rules Chapter 4410.0500, subpart 3.
5. Applicant agrees that the City of Grand Rapids will hire a consultant with experience in the preparation of environmental assessment worksheets.
6. Applicant shall meet with consultants to determine the scope of the EAW as set forth in Rule 4410.1200.
7. The consultant shall complete a draft EAW to be submitted to the City for review and determination of a need for an Environmental Impact Statement.
8. The applicant shall deposit with the City the sum of \$10,000 which shall be applied to the cost of the EAW, as well as, attorney's fees and City

staff time incurred through the EAW process by the City. Attorney's fees and staff fees shall include, but not be limited to, the review and preparation of documents, attendance of meetings, and all other legal and staff related services performed. In the event the cost of the EAW exceeds this amount, the City will notify applicant of the additional amount. Applicant must, within 10 days, remit the additional amount, or choose not to move forward with the project.

If the cost of the EAW is less than the amount deposited, the City will remit the unused balance to applicant within 30 days of the approval of the preparer's final statement of services.

9. The City, pursuant to Rule 4410.1700, shall make a negative declaration or a positive declaration on the need for an EIS.
10. If the City makes a positive declaration, the City and Applicant shall enter into a separate agreement on the scoping of the EIS identifying the form, level of detail, content, alternatives, time table for preparation, and preparer of the EIS, and the costs thereof.
11. Either party may terminate this agreement by written notice to the other.

IN WITNESS WHEREOF, the parties have entered into this Escrow Agreement on the date above written.

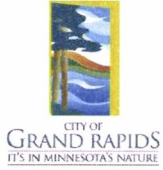
CITY OF GRAND RAPIDS

PROPOSER

By: _____
Dale Adams, Mayor

By: _____
President, HCC

Kim Johnson-Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1025 **Version:** 1 **Name:** Consider authorizing the Community Development Department's issuance of a Request for Proposal (RFP).

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

File created: 1/7/2015 **In control:** City Council

On agenda: 1/12/2015 **Final action:**

Title: Consider authorizing the Community Development Department's issuance of a Request for Proposal (RFP) seeking professional services in connection with the management of the environmental review process and preparation of an EAW for the for the mining of nonmetallic aggregate materials within the City of Grand Rapids, as required by State environmental review procedures, Rule 4410.4300 subpart 12.b.

Sponsors:

Indexes:

Code sections:

Attachments: [Hawkinson EAW RFP](#)
[EAW Environmental Reviews](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing the Community Development Department's issuance of a Request for Proposal (RFP) seeking professional services in connection with the management of the environmental review process and preparation of an EAW for the for the mining of nonmetallic aggregate materials within the City of Grand Rapids, as required by State environmental review procedures, Rule 4410.4300 subpart 12.b.

Background Information:

In connection with the previous action to enter into an escrow agreement with Hawkinson Construction Company, staff has developed an RFP seeking responses from professional firms with experience in the preparation of EAW's and the management of those processes.

The City has contracted with a consultant for the preparation and management of an EAW process most recently as 2008 for the development of a Menards store (project did not materialize), and previously in 2006 for the development of a Wal-Mart Supercenter. Under State environmental review procedures, Rule 4410.4300, both projects involved a new store located within the City of Grand Rapids, with a building footprint in excess of 200,000 square feet which required a mandatory EAW.

The scope of work described within the RFP generally includes:

- Coordination and conducting the review of the completed data portions submitted by the proposer and notify proposer, as necessary
- Prepare a review draft of the EAW using the approved EQB EAW format.
- Prepare required number of copies for distribution to the EQB Distribution List plus 10 additional copies to be made available locally for public review.
- Mail required number of EAW's to the Distribution List recipients so that each receives their copy(s) on or before the publication in the EQB Monitor.
- Prepare and submit Press Release to announce the EAW availability.
- Applying the appropriate criteria, prepare a draft Findings of Fact and Conclusions/Record of Decision document that summarizes the project, the impacts, and responds to all comments received during the 30-day comment

period.

- Present the draft Findings of Fact and Conclusions/Record of Decision document to the City Council for consideration and possible adoption by resolution.
- Prepare a final Findings of Fact and Conclusions/ Record of Decision document and coordinate EQB Monitor publication.

Staff would like the Council to review the RFP and consider authorizing its issuance to a list of consultants already developed by staff.

Requested City Council Action

Consider authorizing the Community Development Department's issuance of a Request for Proposal (RFP) seeking professional services in connection with the management of the environmental review process and preparation of an EAW for the for the mining of nonmetallic aggregate materials within the City of Grand Rapids, as required by State environmental review procedures, Rule 4410.4300 subpart 12.b.

REQUEST FOR PROPOSALS

ENVIRONMENTAL REVIEW PROCESS PROJECT MANAGEMENT AND PREPERATION OF ENVIRONMENTAL ASSESSMENT WORKSHEET CITY OF GRAND RAPIDS, MINNESOTA

PROJECT INTRODUCTION

Hawkinson Construction Company has declared their intent to apply for a Conditional Use Permit (CUP), as required by Section 30-704 of the Grand Rapids Municipal Code, for the mining of aggregate materials on approximately 140 acres of land within the City of Grand Rapids. As required by Minnesota Rules 4410.4300, subpart 12-B, a mandatory Environmental Assessment Worksheet (EAW) is required to be prepared for the project.

With this project being subject to the above referenced Minnesota Rules, Hawkinson Construction Co. and the City of Grand Rapids have entered into an escrow agreement whereby Hawkinson Construction Co. has declared their intentions and their agreement to pay for costs incurred by the City in the preparation of the EAW, and the City, acting as the responsible governmental unit (RGU), pursuant to Minnesota Rules 4410.0500, subpart 1., has agreed to hire a consultant with experience in the preparation of environmental assessment worksheets. Under the terms of this escrow agreement (see attached), the applicant has agreed to provide the City's consultant the completed data portions of the EAW as required under Rule 4410.1400.

The City of Grand Rapids is seeking proposals from qualified professionals to aid the City by both; preparing an EAW for this project in accordance with Minnesota Rules and as outlined within this request for proposals, and serving as the City's project manager responsible for overall project coordination.

PROJECT TASKS

Prepare an Environmental Assessment Worksheet (EAW) in accordance with the procedures specified in Minnesota Rule 4410.1000 through 4410.1700. Including, but not limited to, the following tasks:

- Meet with the proposer to define the complete project and discuss EAW content requirements.
- Coordinate and conduct the review of the completed data portions submitted by the proposer and notify proposer, as necessary.
- Prepare a review draft of the EAW using the approved EQB EAW format.
- Submit EAW availability notice to the EQB Monitor that summarizes the project scope.
- Prepare required number of copies for distribution to the EQB Distribution List plus 10 additional copies to be made available locally for public review, and one electronic copy of the document, for posting on the City's web site.
- Mail required number of EAW's to the Distribution List recipients so that each receives their copy(s) on or before the publication in the EQB Monitor.
- Prepare and submit Press Release to at least one newspaper of general circulation within five days of the EAW Distribution to announce the EAW availability, locations where it can be viewed, and the date and time of the public meeting.
- Applying the appropriate criteria, prepare a draft Findings of Fact and Conclusions/Record of Decision document that summarizes the project, the impacts, and responds to all comments received during the 30-day comment period, including draft findings of fact, and the proposed scope of EIS if the draft findings support a positive declaration.
- Present the draft Findings of Fact and Conclusions/Record of Decision document to the City Council for consideration and possible adoption by resolution.

- Prepare a final Findings of Fact and Conclusions/ Record of Decision document.
- Prepare and distribute the RGU Notice of Decision and coordinate EQB Monitor publication of notice.

PROJECT SCHEDULE

Estimated timeline leading up to contract award:

Submission of proposals to the City of Grand Rapids	February 13, 2015
Review and ranking of proposals and selection of interview candidates	Week of February 15 th
Consultant candidate interviews and selection of preferred candidate	Week of February 22 nd
Contract preparation	Week of March 1 st
Award of contract by City Council	March 9, 2015

The City of Grand Rapids is on a schedule for consultant selection that should culminate in formal action to hire a consultant at the regular City Council meeting on March 9, 2015. The environmental review process should begin in earnest within one week of contract execution and follow the timelines prescribed by Minnesota Rules.

PROPOSAL CONTENTS

The proposal should be concise and contain the following at a minimum:

- A summary of the consultant team and individuals that will work on the project and their individual qualifications.
- A work plan that will lead to the desired outcomes.
- A proposed project schedule.
- A list of three other EAW projects with references.
- A detailed description of the SINGLE past project that the consultant believes is most similar to this project.
- A statement regarding the consultant's philosophy and approach towards this project with respect to maintaining a high level of objectivity and, in so, preserving the integrity and outcome of the process.
- A statement of the consultant's ability to complete the project within the prescribed timeframe.
- A statement regarding the level of effort and degree of detail that can be provided in the project.
- A complete description of the consultant's expectations for assistance from City staff.
- A discussion of how the consultant plans to minimize communication and logistical hurdles that may be caused by the geographic separation between the consultant and the client. (if applicable)
- In a separate, sealed envelope, a cost proposal for providing the requested consultant services. The cost proposal shall be based on hourly rates plus reimbursable expenses. The cost proposal shall include a list of hourly rates for each position and shall include a breakdown of the work plan with estimated hours for each task, by position. The cost proposal shall also include a breakdown of estimated reimbursable expenses.
- If a proposing firm is not selected for an interview, the "cost envelope" will be returned unopened.

PROPOSAL SUBMITTAL

Please submit five hard copies of your proposal (with only one cost envelope). Please include an electronic copy of your proposal on a flash drive in addition to your paper submission. Please note that

the electronic version is not your official proposal – the paper copy is. The flash drive will not be returned.

All proposals must be received by 4:00 p.m. on Friday, February 13, 2015. Proposals can be submitted to:

Rob Mattei
Director of Community Development
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

Questions regarding the proposal process may be directed to Rob Mattei at (218) 326-7622 or at: rmattei@ci.grand-rapids.mn.us



Environmental Reviews: Before a Project Starts

Contents

Key Terms:

Environmental Assessment Worksheet (EAW) preliminary environmental review looking at how a project could potentially affect the environment

Environmental Impact Statement (EIS) more in-depth review, completed if the EAW finds potential for significant environmental effects. May be required for some larger projects.

Environmental Quality Board (EQB) state agency that issues rules covering EAWs

Findings of Fact

MPCA document that recommends whether an EIS is necessary

Minnesota Pollution Control Agency (MPCA) state agency that reviews most EAWs, issues Findings of Fact; can act as Responsible Government Unit

Responsible Government Unit (RGU)

government unit that takes a project proposer's information and completes the EAW

A city wants to build a sewage line. A factory wants to expand its plant. A facility wants to store hazardous waste. All of the plans are ready, but then come questions – what about the nearby water, land and air? How will the project affect the environment?

That's where Environmental Assessment Worksheets (EAWs) come in. These worksheets, a preliminary environmental review, look at how a proposed project could potentially affect the environment.

Findings from the EAW – or just the EAW process itself – could affect how the project proceeds.

This Minnesota Pollution Control Agency (MPCA) fact sheet will talk about EAWs: who has to conduct them, what the EAW process and timeframes are, and where to find more help.

What is an EAW?

An EAW is a document designed to gather and disclose information about potential environmental effects from a proposed project. The EAW also reviews ways to avoid or minimize any environmental effects.

Ultimately, the MPCA uses all of this information to decide whether the project's environmental effects should be studied closer. If so, the MPCA requires a more in-depth document, called an Environmental Impact Statement (EIS).

An EAW contains a list of standardized questions. These questions cover issues such as:

- land use and habitat;
- storm water and wastewater;
- air emissions;
- traffic; and historical or archaeological resources.

Once the EAW is completed, the public can get involved during a 30-day public comment period. After people review the proposed projects' potential environmental effects, they can ask more questions – or identify other significant issues they think may have been overlooked.

Although the MPCA reviews most EAWs, it is another state agency – the Environmental Quality Board (EQB) – which issues the rules covering EAWs.

These rules include when an EAW is mandatory, and which city, county or state group is the responsible government unit (RGU). An RGU is the government unit that takes information from a project's proposer or consultant, and completes the EAW.

After the EAW and comment period are completed, the RGU reviews it and makes final judgment on the level of the project's environmental effects.

What projects need an EAW?

New construction projects or expansions of existing facilities are typical subjects for EAWs. The EQB's rules contain a list of categories for which an EAW is mandatory (Minn. R. 4410.4300).

Any expansion or modification that is large enough to meet the criteria in that list has to have an EAW prepared. An example of this is a wastewater treatment facility that expands by 50 percent or more.

But EAWs can also be conducted even if the project isn't covered under the EQB's rules.

Sometimes, people will submit a petition to the EQB asking for an EAW on a project, when the worksheet is not mandatory. When this happens, the RGU decides whether the project has a potential for significant environmental effects. If so, an EAW is prepared.

An RGU can also order a discretionary EAW if it appears that the project has the potential for significant effects.

When is the MPCA the RGU?

The MPCA is the RGU for these types of projects:

- Air pollution increases (including factories, large parking lots or facilities that will attract traffic);
- Petroleum refineries or fuel conversion facilities;
- Wastewater treatment facilities or sewer extensions;
- Some feedlots; and
- Landfills, solid or hazardous waste storage, or transfer facilities

If my project needs an EAW, what do I have to do?

For best results, the MPCA encourages proposers to consider the EAW-related issues early in the design process to help make the project as environmentally friendly as possible.

Once an EAW is required, the project's proposer or consultant answers a number of questions on the EAW form and submits it to the RGU.

This completed portion should consist of answers to each EAW question about the specific proposal and its location.

Project proposers may need to consult other agencies to obtain this data. For example, the Minnesota Department of Natural Resources maintains a database of locations of endangered rare and threatened species.

The MPCA's environmental review project manager uses this completed data portion to develop the actual EAW document.

Once the EAW document is published, the MPCA receives public comments for 30 days. The MPCA responds to any comments received on the project. The EAW process concludes with a decision on whether the more in-depth EIS review is necessary.

What are the time frames for EAWs?

The amount of time it takes to complete the EAW process varies from project to project. Generally, the entire EAW process takes roughly six months from start to finish.

It usually takes several months from the time the MPCA receives the initial submittal of the data portion, to when the public notice period begins. This length of time depends on the quality of the completed data portion.

It is important that a project's proposer submits information that is thorough, and contains responses to every item on the EAW form. Publication-ready figures are necessary. Submitting figures electronically also allows the MPCA to include them when posting the EAW on its Web site

How will the public hear about the EAW?

An EAW's 30-day public comment period starts when the MPCA publishes an official announcement in the *EQB Monitor*, a newsletter published every two weeks.

In addition, the MPCA also posts the EAW on its Web site, mails copies to the EQB's EAW mailing list, and sends a press release to media outlets that cover news in the area of the proposed project.

Depending on the number and complexity of comments on a project, it may take the MPCA project manager anywhere from several days to several months to respond to comments, working with the project's proposer and MPCA staff.

The MPCA project manager then completes a document called the Findings of Fact, recommending to the MPCA commissioner whether or not to require an EIS.

The Findings of Fact recommendation considers the project's potential for significant environmental effects. It also considers any proposed mitigation (ways to deal with possible environmental effects), such as by a permit limit.

Sometimes, a comment letter includes a request for an EIS. In that case, or if a project is very controversial, the MPCA Citizens' Board makes the decision. The MPCA Citizens' Board meets on the fourth Tuesday of each month.

When can I move ahead with the proposed project?

If the MPCA decides that an EIS is not required, the EAW process is complete. Once that decision has been made, permits and approvals can be issued.

Under state rules, no governmental approvals – including things like conditional use permits – can be issued until the EIS decision is made.

If the MPCA decides that an EIS is needed, permits cannot be issued until the final EIS review is determined to be adequate. This process could take a year or more.

Where can I get some help?

The EQB publishes a "Guide to Minnesota Environmental Review Rules." It is available by calling toll-free 800-657-3794 or by visiting their Web site at: <http://www.eqb.state.mn.us>

The *EQB Monitor* can also be found on that Web site.

For information on what a project's proposer or consultant should include in their portion of the EAW, ask for a copy of the MPCA's fact sheet "How to Prepare an EAW for the MPCA." This fact sheet also contains additional contact information. It is available on the MPCA's Web site at:

http://www.pca.state.mn.us/programs/envr_p.html

To see EAWs that are currently on public notice, go to the MPCA's Web site at:

<http://www.pca.state.mn.us/news/eaw/index.html>

For questions prior to submitting an EAW, such as mandatory categories or timing, call Barbara Jean Conti, MPCA Environmental Review Project Manager, Regional Division at 651-296-6703. Toll-free/TTY at 800-657-3864.

Where should I submit my EAW data?

For projects where the MPCA is the RGU, proposers should send the agency a paper copy of the EAW as well as an electronic file, once an agency project manager is assigned. This information should be sent to Richard Newquist, MPCA Environmental Review Unit Supervisor, Regional Division, 520 Lafayette Road North, St. Paul, Minnesota 55155.

MPCA Web site: <http://www.pca.state.mn.us>



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1002 **Version:** 1 **Name:** Harris Support Agreement
Type: Agenda Item **Status:** Finance
File created: 12/31/2014 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Consider approving computer software service agreements for 2015 with Harris Computer Systems for \$20,325.91.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider approving computer software service agreements for 2015 with Harris Computer Systems for \$20,325.91.

Background Information:

The City of Grand Rapids has had a software maintenance agreement with Harris Computer Systems (formerly Municipal Software Inc. (MSI) since 1991 for accounting software support. The amount of the agreements for 2015 total \$20,325.91. This includes the general software maintenance, Attendance Enterprise for payroll, hosting the Employee Services Portal for payroll and the software maintenance for the City of Bovey.

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

The cost for the maintenance agreement is included in the adopted 2015 Finance Department budget.

Staff Recommendation:

Staff is recommending approving computer software service agreements for 2015 with Harris Computer Systems for \$20,325.91.

Requested City Council Action

Consider approving computer software service agreements for 2015 with Harris Computer Systems for \$20,325.91.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1003 **Version:** 1 **Name:** Retirement of Fire Chief A.J. Morse.
Type: Agenda Item **Status:** Administration Department
File created: 1/4/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Retirement of Fire Chief A.J. Morse.

Sponsors:

Indexes:

Code sections:

Attachments: [retirement letter](#)

Date	Ver.	Action By	Action	Result
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Retirement of Fire Chief A.J. Morse.

Background Information:

Fire Chief A.J. Morse was hired as a Firefighter on June 15, 1994. On January 1, 2005 A.J. was promoted to the position of Captain, which he held for 3 years, when he was once again promoted to 2nd Assistant Chief and later 1st Assistant Chief. He resigned as 1st Assistant Chief effective June 1, 2012 and remained a Firefighter. On March 3, 2014, AJ accepted the position of Grand Rapids Fire Chief to replace Steve Flaherty.

During the past year, A.J. has maintained the Fire Chief position while working full-time as a supervisor and investigator at the Itasca County Sheriff's Office. A.J.'s law enforcement experience has been an asset to him as a Fire Chief. His ability to make solid, quick decisions along with his leadership style has been a great asset to the City of Grand Rapids.

We would like to fill the vacancy prior to A.J.'s last day; therefore, we are proposing the following timeline:

January 13 - January 28	Post internally
January 29 - February 2	Testing
February 3	Interviews
February 9	Recommendation to City Council
February 10 - March 2	Training with current Fire Chief
March 3	Start date

This process may result in the need to fill subsequent positions within the department as positions are filled and vacated. We would like to continue the process of filling vacancies as they occur, and will come back to the City Council for final approval.

Staff Recommendation:

City Administrator Tom Pagel and Human Resources Director Lynn DeGrio recommend accepting the notice of retirement from A.J. Morse as Fire Chief and Firefighter with gratitude for the 21 years of service with the Grand Rapids Fire Department. We would like to begin the process of filling the vacancy and are recommending adding former Fire Chief Dale Rosier and Police Chief Scott Johnson to the interview panel. It is our intent to come back to the City Council on February 9th with a recommendation for hire.

Requested City Council Action

Consider accepting the retirement of Fire Chief A.J. Morse effective March 3, 2015 and authorize City staff to begin the process of filling the vacancy as well as subsequent vacancies as they occur.



FIRE DEPARTMENT

Phone: 218.326.7639

FAX: 218.326.7655

E-mail: grfire@grandrapidsmn.org

Address: 420 North Pokegama Avenue
Grand Rapids, Minnesota 55744



January 4, 2015

To: Tom Pagel City Administrator
Lynn Degrio Human Resources Director

Dear Tom and Lynn,

Please accept this letter as my formal notification that I intend to retire effective March 31, 2015.

I plan to present this letter to council on the January 13, 2015 council meeting. One of my goals for the past year was to maintain a fully staffed and trained department. I will also be asking to allow for conditional offer of employment be given to the next person on the eligibility list to fill the next firefighter trainee position which will be vacated due to my retirement.

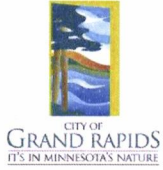
I have chosen this date of retirement for a number of reasons; this will allow ample time for the filling of line officer vacancies, the hiring of a new trainee, and marks 1 year that I have served as Chief.

I am very comfortable with the health and direction this department is going and have the utmost confidence that this will continue.

I thank you and the city for the opportunity to serve you over the past 20 plus years. Moreover I thank the fire department members and their families for giving of theirs and their loved ones time to serve this community

Respectfully submitted

A.J. Morse
Fire Chief



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1006 **Version:** 1 **Name:** Appointment of Will Richter to Firefighter position and Lance Kuschel to Firefighter Trainee position.

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

File created: 1/4/2015 **In control:** City Council

On agenda: 1/12/2015 **Final action:**

Title: Appointment of Will Richter to Firefighter position and Lance Kuschel to Firefighter Trainee position.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Appointment of Will Richter to Firefighter position and Lance Kuschel to Firefighter Trainee position.

Background Information:

With the retirement of Fire Chief A.J. Morse on March 3, 2015, there will be a vacancy for a Firefighter. Fire Chief A.J. Morse is recommending re-classifying Will Richter from Firefighter Trainee to Firefighter effective March 3, 2015. That will leave a Firefighter Trainee position open; the Fire Chief has reviewed the eligibility list and is recommending the appoint of Lance Kuschel to the position of Firefighter Trainee effective March 3, 2015.

Lance graduated from Grand Rapids High School and has been employed by Range Bottle Gas Company since 2006. He holds a Class B license with hazardous materials, tanker, and air brake endorsements. He is MSHA certified, a member of the Minnesota Propane Gas Association Certified Employee Training Program and is trained extensively on how to react to propane emergencies.

The hiring of Lance Kuschel as Firefighter Trainee will allow the Fire Department to remain at full staff of 30 Firefighters and 2 Firefighter Trainees.

Staff Recommendation:

Fire Chief A.J. Morse, along with Human Resources Director Lynn DeGrio, is recommending the appointment of Will Richter to Firefighter and Lance Kuschel to Firefighter Trainee. The hiring of Lance Kuschel is subject to a satisfactory completion of pre-employment testing including a background check, physical, and psychological exams.

Requested City Council Action

Consider the appointment of Will Richter to Firefighter position and Lance Kuschel to Firefighter Trainee position effective March 3, 2015.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	15-1009	Version:	1	Name:	Authorization to begin the process of filling the Facilities Maintenance Manager position.
Type:	Agenda Item	Status:		Administration Department:	Administration Department
File created:	1/5/2015	In control:		City Council:	City Council
On agenda:	1/12/2015	Final action:			
Title:	Authorization to begin the process of filling the Facilities Maintenance Manager position.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	PW - Facilities Maintenance Manager edited version				

Date	Ver.	Action By	Action	Result
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Authorization to begin the process of filling the Facilities Maintenance Manager position.

Background Information:

Ron Edminister, Facilities Maintenance Manager, has been in the Phased Retirement Option (PRO) since August 1, 2014. At the time this was authorized, it was suggested that we wait until 2015 to begin the process of filling the vacancy. The phased retirement option by PERA is providing a transition period and is serving as a benefit to the City as well as to Ron. Ron is currently working reduced hours, and a reduced monthly salary without the expense of health insurance, FTO, Social Security Benefits, or overtime. The PRO is effective through July 31, 2015.

A revised job description has been prepared and Springsted has reviewed the changes, which include a requirement to be a Certified (2 year degree) Low Voltage HVAC Controls Technician. This is a very technical expertise which we currently manage with service contracts. Between the Library, Airport, Golf Course, City Hall, IRA Civic Center, Fire Hall, Central School and the Domestic Animal Control Building, the total expense of these contracts for 2013 was \$21,881.50. An additional \$9,827 was spent on labor that was not covered by various service agreements. With the amount of buildings and the complexity of new HVAC systems, along with the age of some of our older systems, the right hire with the specialized expertise is certainly an opportunity to reduce our overall costs.

Having Ron stay on as a transitional employee through July 31, 2015 will allow the new employee adequate time to spend learning all of our buildings and their HVAC systems. Then he/she can make recommendations as to which service contracts can be reduced or even eliminated. The reduction of services needed will offset the cost of the transitional employee.

Ron's greatest asset to the City has been his expertise with building construction and his relationship with contractors. His expertise in building construction planning will be an ongoing benefit through the transition period, as well as his assistance with educating the new Facilities Maintenance Manager with the history and completion of some of our ongoing plans, particularly our energy projects. Also, as we explore future opportunities and potential collaboration with our buildings, Ron's expertise will be an asset. An example of this is the conversion of the Airport Terminal Building to the Itasca County 911 Call Center.

Staff Recommendation:

Public Works Director Jeff Davies and Human Resources Director Lynn DeGrio are recommending beginning the process to fill the vacancy. The proposed timeline is as follows:

January 13 - February 13	advertise the position
Week of February 16	review applications
Week of February 23	schedule interviews
Week of March 2	interviews
March 9	recommendation to City Council
March 24 - April 1	start date

This is a budgeted item.

Requested City Council Action

Consider adopting the amended job description and authorize City Staff to begin the process of filling the Facilities Maintenance Manager position.

City of Grand Rapids Job Description

Job Title: **Facilities Maintenance Manager**
Department: Public Works
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs difficult skilled technical and administrative work managing, coordinating, supervising, implementing and evaluating facilities maintenance division activities, which includes planning, building construction and renovation, building maintenance and ground maintenance, and related work as apparent or assigned. Work is performed under the general direction of the Director of Public Works. Continuous supervision is exercised over all personnel within the team.

Essential Duties and Responsibilities: Include the following: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Directs and coordinates personnel and contract services in areas of planning, building construction, building maintenance and upkeep, including custodial duties. Revise and approve cost estimates, design and layout the projects involving city facilities construction, renovation and remodeling including structural and non-structural plan review. Performs field inspections of construction and remodeling work. Collaborate with all city departments for development of short and long term space needs to maintain safe, orderly and well maintained facilities.
- Initiate and develop programs to improve cost control, scheduled maintenance, equipment history, inventory control, system and product reliability, enhancements and modifications to improve building environment. Capable of Mechanical Service and Preventative Maintenance including air handling units, pumps, motors, boilers, valves, actuators, chillers, roof tops, pneumatic systems and water treatments. Capable of electrical troubleshooting, wiring, Vfds, motors, motor starts, relay logic, schematics, conduit bending, raceway installation, wire pulling. Must be licensed to work on electrical side of all air handling and HVAC Systems.
- Regularly inspects all city owned and leased facilities and assess operations and maintenance needs, evaluates physical condition, status of equipment and structures, hazardous property, unsafe, or unsanitary conditions, restoration, or other appropriate needs. Maintain physical inventory of city facilities. Develop preventive maintenance program for all city owned facilities.
- Review and approve maintenance recommendations for assignment of personnel to complete work tasks and projects.
- Ensures that work place safety and environmental health standards, rules, regulations, codes, ordinances, and policies are maintained by staff, tenants, and the public.
- Evaluate the work and products of contractors and suppliers to ensure compliance with contracts, agreements, specifications, codes and ordinances. Make immediate on-the-spot corrections as necessary and directs compliance.
- Performs all the duties of Building Maintenance Position.
- Perform other work as directed by the Public Works Director.

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

Supervise and manage problem solving as it pertains to the complexity of each building and staff. Gather and analyze information skillfully;

- Plan, organize, prioritize and delegate work activities;
- Budget administration;
- Manage all new construction, renovation and remodeling of city building projects;
- Initiate and develop cost effective contract service agreements and develop competitive pricing for supplies purchase.

Education and/or Experience:

High school diploma or GED and considerable experience working in facilities maintenance, plant engineering, construction, or equivalent combination of education and experience.

Successful candidate shall carry at minimum a State of MN Power Limited Technician (PLT) license, and have at least 10 years experience installing, wiring, and troubleshooting Class 2 or Technology circuits and systems specifically as it applies to Temperature Control and Building Automation systems. Candidate will follow and abide by the National Electrical Code(NEC), and initiate proper Electrical Inspections within City Buildings.

Candidate will have electrical troubleshooting and repair experience within HVAC Systems including listed Boilers, Air Handlers, Pumps, Exhaust Fans, and Chillers. He or she will be capable of servicing, troubleshooting, and repairing such equipment, or dispatching the proper qualified contractor when the Electrical work falls outside of what is allowed in the NEC. This person will be knowledgeable and safe while in the vicinity of electricity up through 480V, and implement safe lockout/tag-out procedures. Valid driver's license issued for the State of Minnesota.

Required Experience:

- Energy Conservation as it applies to Building Automation, HVAC, and Lighting
- HVAC Control theory
- Access Control experience
- National Electrical Code(NEC) knowledge
- Project Management
- Honeywell WebsAX Building Automation/Facility Management Systems
- Competitive Bid process and selection
- Specification writing and interpretation
- Blueprint reading and interpretation
- General Building cleaning practices
- Knowledge of Facilities Management skills, manuals, policies, practices and techniques; Knowledge of procedures, technical skills and safety rules used in the maintenance and repair of building and structures;
- Experience in supervising the activities of others;
- Scheduling and setting priorities for work to be accomplished;
- Inspect and diagnose facilities problems;
- Interpreting and working from drawings, specifications and other technical materials;
- Working knowledge of principles and practices related to Facility Management.
- General skill operating standard tools of the trade
- General skill operating standard office equipment and related hardware and software
- General skill operating standard accounting software
- Ability to compute rates, ratios and percentages

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to understand and apply governmental accounting practices in maintenance of financial records.
- Ability to negotiate and facilitate contracts for supplies or services.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions.

Physical Demands: This work requires the occasional exertion of up to 50 pounds of force; work frequently standing, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1015 **Version:** 1 **Name:** Dimich Criminal Contract
Type: Agenda Item **Status:** Administration Department
File created: 1/6/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: An agreement with John Dimich to provide criminal prosecution.
Sponsors:
Indexes:
Code sections:
Attachments: [1-8-15 Dimich criminal contract.pdf](#)

Date	Ver.	Action By	Action	Result
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An agreement with John Dimich to provide criminal prosecution.

Background Information:

John Dimich's contract to provide criminal prosecution expired on December 31, 2014. Under his previous contract the City paid a flat annual fee of \$63,000. Attached is a new agreement that would cost the City \$55,000 annually for the next five years.

From these prosecutions, the city receives revenue from the fines to offset the criminal prosecution fines. In 2012, 2013, and 2014, the City received \$86,908, \$84,719, and \$85,000 (estimated), respectively.

Staff Recommendation:

City staff is recommending the attached agreement with John Dimich for criminal prosecution services.

Requested City Council Action

Consider the attached agreement with John Dimich for criminal prosecution services.

CONTRACT FOR LEGAL CRIMINAL PROESECUATION

THIS CONTRACT is made and entered into as of the ____ day of _____, 2015 by and between the **City of Grand Rapids**, a Minnesota municipal corporation, hereinafter referred to as "City", and **John P. Dimich, Attorney at Law**, hereinafter referred to as "Attorney".

RECITALS

- A. City requires professional criminal prosecution legal services.
- B. Attorney can provide those services.

AGREEMENT

In consideration of the mutual covenants and terms below, it is agreed by and between City and Attorney as follows:

1. Scope of Services

It shall be the general intent of the Scope of Services to have Attorney perform all services as defined in *Exhibit "A1" (Schedule of Retainer Services)*.

2. Rate of Compensation

Compensation to Attorney in full for work listed in *Exhibit "A1"* as follows.

Exhibit "A1": Schedule of Retainer Services

All parties agree that John P. Dimich will represent the City of Grand Rapids in all criminal litigation for a flat fee of \$4,583.33 per month (\$55,000 annually) encompassing all duties contained under *Exhibit "A2"*.

3. Condition of Payment

All services provided by Attorney pursuant to this Contract shall be performed to the satisfaction of City, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, as well as the Minnesota Rules of Professional Conduct. Payment shall be withheld for work found by City to be unsatisfactory, or performed in violation of federal, state, and local laws, ordinances, rules or regulations.

4. Time of Performance

All work will be performed in a timely manner and in accordance with time schedules agreed upon between Attorney and the City.

5. Ownership of Documents

The originals of all documents generated by Attorney shall be held according to the Minnesota Rules of Professional Conduct. Rule #1.15

6. Termination of the Contract

Either party may cancel this Contract (or any part thereof) at any time by giving written notice to the other party at least 30 days prior to the effective date of the termination. Attorney shall be paid for the work performed prior to the effective date of termination provided, however, that Attorney's cancellation of this contract shall be governed by the MN Rules of Professional Conduct, Rule 1.16, based upon the payment terms of this Contract. Such payment shall not exceed the maximum amount provided for by the terms of this Contract. Notice to City shall be mailed or delivered to Tom Pagel, City Administrator, Grand Rapids City Hall, 420 N. Pokegama Avenue, Grand Rapids, MN 55744. Notice to Attorney shall be delivered to John P. Dimich, Attorney at Law, 432 NE Third Avenue, Grand Rapids, MN 55744.

7. Length of Contract

This contract will begin on January 1, 2015 and will terminate on December 31, 2019 unless early termination is exercised under Section 6 of this contract.

8. Independent Contractor

It is agreed that nothing contained in this Contract is intended or should be construed as creating the relationship of co-partner, joint venturer, or an association with City and Attorney. Attorney is an independent contractor and neither Attorney, nor his employees, agents, subcontractors or representatives shall be considered employees, agents, or representatives of City. The Attorney shall be deemed legal representative of City for all purposes contemplated by this Contract and by the Minnesota Rules of Professional Conduct. Except as otherwise provided herein, Attorney shall maintain, in all respects, present control over the means and personnel by which this Contract is performed. From any amounts due Attorney, there shall be no deductions for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Attorney.

9. Choice of Law

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

10. Additional Services

In the event that a substantial change is made in the scope, complexity or character of the work contemplated under this Contract, or if it becomes necessary for Attorney to make substantial revisions to documentation completed or in progress and which has been approved by City, such work will be deemed "extra work". For "extra work", Attorney will be compensated as mutually agreed upon by the parties to this Contract.

Time extensions may be granted by City to Attorney for completion of specific services if City feels that the "extra work" warrants the extension.

11. Accuracy of Work

Attorney shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of Attorney without additional compensation.

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

12. Subletting, Assignment, or Transfer

No portion of the work under the contract shall be sublet, sold, transferred, assigned or otherwise disposed of except with the prior written consent of the City. The Attorney specified above is assigned the authority to perform services addressed in this contract.

The City may need from time to time specialized legal services which Attorney cannot perform and which the City will need to procure through Attorney practicing in limited areas of specialized practice. In order that Attorney be fully informed in advising the City, its Council, boards and Commissions, the City will consult with the Attorney when it utilizes specialized services of other counsel, except for labor and employment legal services which are separately contracted. In the event that City retains other counsel for a specialized matter, Attorney will continue to act as liaison with the outside counsel insuring that duplicate work is not being done by outside counsel and Attorney, and to insure that legal work done by outside counsel is limited to that which is beyond Attorney's expertise to minimize the cost of outside counsel. At such times as City utilizes services of other counsel, arrangements shall be made for such other counsel to provide copies to a specified member of Attorney of all communications and documents provided to City.

Additionally, it may be necessary for the Attorney's, or their firm, to decline to represent the City regarding a matter that would result in a conflict of interest. If in the Attorney's view there is a conflict of interest the Attorney will refer the matter to another qualified Attorney. If the matter is one of criminal prosecution, the Attorney will not need Council authorization.

13. Indemnity

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

Attorney shall be responsible for the professional quality, technical accuracy, and the coordination of all services furnished by Attorney under this Contract. Attorney shall, without additional compensation, correct or revise any errors or deficiencies in Attorney's reports and services.

14. Settlement of Claims

In any case where Attorney deem that extra compensation is due for services, materials or damages not expressly required by the Contract or not ordered in writing by City as extra work, Attorney shall notify

City in writing before they begin any such work on which they base the claim. If such notification is not previously given or the claim is not separately and strictly accounted for, Attorney hereby waive and release forever any claim or costs for such extra compensation. However, such notice or accounting shall not in any way be construed as proving the validity of any claim by Attorney.

City shall decide all claims, questions, and disputes of whatever nature which are referred to it relative to the prosecution and fulfillment of this Contract; and its decision upon all claims, questions, and disputes shall be final and conclusive upon the parties thereto administratively. Nothing in this Contract shall be construed as making final the decision of City on a question of law.

15. Insurance.

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

Workers' Compensation:

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

1. State: Minnesota — Statutory

2. Employer's Liability

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

16. Arbitration

Any differences, claims, or matters in dispute arising between or among the parties out of or in connection with this Agreement shall be submitted to arbitration by a single Arbitrator mutually selected by the parties. If a single Arbitrator cannot be agreed upon, each party shall select an Arbitrator. The Arbitrators selected by the parties shall select a third Arbitrator whose cost will be shared equally by the parties to this contract. The determination of the Arbitrators shall be final and absolute. The Arbitrators shall be governed by the subject matter of this Agreement and the pertinent provisions of the laws of the State of Minnesota relating to arbitration. The decision of the Arbitrators may be entered as a judgment in any court of the State of Minnesota or elsewhere. Except as otherwise determined by the Arbitrators for the convenience of the Arbitrators, all arbitration proceedings shall be held in Itasca County, Minnesota.

17. Successors and Assigns

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

18. Equal Employment and Nondiscrimination and Affirmative Action

In connection with the work under this Contract, Attorney agreed to comply with the applicable provisions of state and federal equal employment opportunity and nondiscrimination statutes and regulations.

19. Sevarability

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

20. Entire Contract

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

21. Relationship with Others

Attorney shall cooperate fully with City, other municipalities, local government officials, public utility companies, and others as may be directed by City. This shall include attendance at meetings, discussions, and hearings as may be requested by City, furnishing data as may be requested from time to time by City to effect such cooperation and compliance with all directives issued by City.

22. Covenant Against Contingent Fees

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

23. Laws

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

24. Authorized Agent of City

City shall appoint an authorized agent for the purpose of administration of this Contract. Attorney is notified that the authorized agent of City is as follows:

Tom Pagel, City Administrator
420 North Pokegama Avenue
Grand Rapids, Minnesota 55744

25. Working Relationship

In order to maintain a positive working relationship over the term of this contract the Attorney and the City agree to conduct periodic reviews (once a year in December after the signing of this Contract) of the Attorney's work under this contract. The method and forum for the reviews will be developed by the Attorney and the City Administrator and approved by the Council.

26. Modification of Contract

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

27. Conflict of Interest

John Dimich, Attorney at Law, is not aware of any current conflict of interest in representation of the City of Grand Rapids. Should any actual conflict arise, John Dimich shall immediately advise all parties and reach a mutually satisfactory solution.

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

DATE: _____

CITY OF GRAND RAPIDS

BY: _____
Dale Adams, Its Mayor

ATTEST: _____
Thomas Pagel, Its City Administrator

DATE: _____

JOHN P. DIMICH, ATTORNEY AT LAW

BY: _____
John P. Dimich

EXHIBIT "A1"
SCHEDULE OF RETAINER SERVICES

CRIMINAL LEGAL SVCS
Retainer
1. Prosecution of gross misdemeanors, misdemeanors and petty misdemeanor cases including traffic violations, DWI cases, theft and City code violations
2. Drafting of complaints, preparing reports, working with the Police Chief and other appropriate personnel on all law enforcement issues.
3. Training of police personnel on law related matters including report writing, legislative changes, and general police/prosecution relationship issues.



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1036 **Version:** 1 **Name:** PUC Commissioner Terms
Type: Agenda Item **Status:** Administration Department
File created: 1/8/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: An amendment to Chapter 70-34 of the Grand Rapids City Code modifying terms of the Public Utilities Commission
Sponsors:
Indexes:
Code sections:
Attachments: [1-8-15 PUC Ordinance.pdf](#)

Date	Ver.	Action By	Action	Result
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An amendment to Chapter 70-34 of the Grand Rapids City Code modifying terms of the Public Utilities Commission

Background Information:

In the 2014 legislative session the City obtained authorization to increase public utility commission terms from three years to four years. This will allow the City to stagger the terms of the four commissioners so that there is the potential of only losing one member on the commission per year. By losing two members in one year there would be the potential of losing great knowledge and experience. This can have the potential to hinder the effectiveness of the commission until new members have been trained and brought up to speed.

The attached proposed ordinance would allow for the transition to four-year commission terms.

Staff Recommendation:

City staff is recommending the passing of the amended Chapter 70-34 of the Grand Rapids City Code modifying terms of the Public Utilities Commission.

Requested City Council Action

Consider passing of the amended Chapter 70-34 of the Grand Rapids City Code modifying terms of the Public Utilities Commission and authorize publishing in summary form.

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

CITY OF GRAND RAPIDS

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR FOUR-YEAR STAGGERED TERMS FOR MEMBERS OF THE GRAND RAPIDS PUBLIC UTILITIES COMMISSION

The City Council of the City of Grand Rapids, Minnesota, does ordain:

That *Chapter 70-34 of the Grand Rapids City Code* is hereby amended by adding a newly amended *Section 70-34* which reads as follows:

Sec. 70-34. Membership: The composition of the membership of the public utilities commission shall, pursuant to special legislation enacted by Laws 2014, Chapter 224, consist of five members appointed by the city council as follows:

(1) No more than one member may be chosen from the city council membership, which membership shall terminate when that member ends city council membership, at which time the vacancy created shall be filled for the balance of the unexpired term in the manner in which the original appointment was made.

(2) The city council may set the term of the commissioner who is a member of the city council to coincide with that member's term of office as a member of the city council.

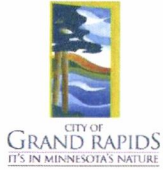
(3) Each Member of the Grand Rapids Public Utilities Commission will be appointed to a four-year term. To achieve staggered terms, one of the two existing three-year terms to expire in 2017, shall be extended one year to 2018. The remaining member terms shall become four-year terms as the existing three-year terms expire. Thereafter, appointments will be for four years. Should a Member resign or be removed, a replacement shall succeed for the remainder of the designated term.

Adopted this ____ day of _____, 2015.

Mayor Dale Adams

ATTEST:

City Administrator Tom Pagel



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 15-1026 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 1/7/2015 **In control:** City Council
On agenda: 1/12/2015 **Final action:**
Title: Consider approving the verified claims for the period December 19, 2014 to January 5, 2015 in the total amount of \$524,354.60.
Sponsors:
Indexes:
Code sections:
Attachments: [City Council 01-12-15.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period December 19, 2014 to January 5, 2015 in the total amount of \$524,354.60.

Requested City Council Action

Consider approving the verified claims for the period December 19, 2014 to January 5, 2015 in the total amount of \$524,354.60.

DATE: 01/07/2015
 TIME: 14:32:56
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/12/2015

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
CITY WIDE		
0300200	CDW GOVERNMENT INC	129.27
1215630	LOREN SOLBERG CONSULTING, LLC	8,000.00
1920240	CHAD B STERLE	9,500.00
1921620	SUPERIOR USA BENEFITS CORP	250.00
TOTAL CITY WIDE		17,879.27
ADMINISTRATION		
0118653	ARROWHEAD HUMAN RESOURCES ASSN	45.00
0315455	COLE HARDWARE INC	10.99
0400025	DMCD PRODUCTIONS, INC	250.00
0612085	FLAHERTY & HOOD	230.00
0718060	GRAND RAPIDS NEWSPAPERS INC	481.25
0920060	ITASCA COUNTY TREASURER	2,322.00
1100545	KAXE	100.00
TOTAL ADMINISTRATION		3,439.24
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	28.11
0920060	ITASCA COUNTY TREASURER	2.85
1305060	MEDS-1 INC	135.00
1909510	SIM SUPPLY INC	326.54
TOTAL BUILDING MAINTENANCE-CITY HALL		492.50
COMMUNITY DEVELOPMENT		
0301685	CARQUEST AUTO PARTS	25.80
0920060	ITASCA COUNTY TREASURER	34.36
1920555	STOKES PRINTING COMPANY	3.50
TOTAL COMMUNITY DEVELOPMENT		63.66
COUNCIL/COMMISSION/BOARDS		
1205090	LEAGUE OF MINNESOTA CITIES	9,580.00
1309275	LEAGUE OF MINNESOTA CITIES	30.00
1401232	NPELRA	200.00
1801500	RAMS	950.00
2018225	TREASURE BAY PRINTING INC	34.00
2305711	WESTERN MESABI MINE PLANNING	350.00
TOTAL COUNCIL/COMMISSION/BOARDS		11,144.00

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/12/2015

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
ENGINEERING		
0300200	CDW GOVERNMENT INC	477.64
	TOTAL ENGINEERING	477.64
FINANCE		
0801661	HARRIS	19,136.48
1415377	NORTHERN BUSINESS PRODUCTS INC	268.20
1805230	REESE RUBBER STAMP COMPANY	20.50
	TOTAL FINANCE	19,425.18
FIRE		
0113233	AMERIPRIDE LINEN & APPAREL	12.92
0118661	ARROWHEAD REGIONAL FIRE FIGHTR	65.00
0221650	BURGGRAF'S ACE HARDWARE INC	36.38
0718211	GREAT PLAINS FIRE INC	2,907.22
0805350	HEIMAN INC	9,422.57
0920060	ITASCA COUNTY TREASURER	114.46
1200500	L&M SUPPLY	28.49
1201730	LATVALA LUMBER COMPANY INC.	165.00
1309118	MINNESOTA CHAPTER I.A.A.I.	25.00
2300600	W.P. & R.S. MARS COMPANY	407.60
	TOTAL FIRE	13,184.64
PUBLIC WORKS		
0103325	ACHESON TIRE COMPANY INC	495.00
0121721	AUTO VALUE - GRAND RAPIDS	89.98
0301685	CARQUEST AUTO PARTS	170.82
0315455	COLE HARDWARE INC	94.96
0315472	COMFORT HEATING LLC	1,400.00
0315501	COMPASS MINERALS AMERICA, INC.	3,296.36
0318900	CRYSTEEL TRUCK EQUIPMENT INC	2,061.00
0401420	DAKOTA FLUID POWER, INC	25.68
0514802	ENVIROTECH SERVICES INC	5,591.81
0821705	HUSKY SPRING	186.65
0920060	ITASCA COUNTY TREASURER	45.59
1301015	MACQUEEN EQUIPMENT INC	199.17
1309113	MINNESOTA DEPT OF AGRICULTURE	15.00
1415640	NORTRAX EQUIPMENT COMPANY	815.57
1421155	NUCH'S IN THE CORNER	70.10
1503150	OCCUPATIONAL DEVELOPMENT CTR	560.00
1615650	PORTABLE JOHN	202.28

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/12/2015

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
1621125	PUBLIC UTILITIES COMMISSION	8,652.76
2305453	WESCO DISTRIBUTION INC	280.32
TOTAL PUBLIC WORKS		24,253.05
FLEET MAINTENANCE		
0100030	ABM EQUIPMENT & SUPPLY INC	1,037.07
0121721	AUTO VALUE - GRAND RAPIDS	195.98
0301685	CARQUEST AUTO PARTS	361.39
0920060	ITASCA COUNTY TREASURER	2.85
1109500	KIMBALL MIDWEST	135.84
1201850	LAWSON PRODUCTS INC	520.22
1301720	MATCO TOOLS	614.02
1801590	RAPIDS FORD LINCOLN	16.08
1801615	RAPIDS WELDING SUPPLY INC	112.29
TOTAL FLEET MAINTENANCE		2,995.74
POLICE		
0103325	ACHESON TIRE COMPANY INC	394.60
0118625	ARROW EMBROIDERY	29.90
0121725	AUTOMOTIVE ELECTRIC SERVICE	100.00
0300200	CDW GOVERNMENT INC	37.82
0301685	CARQUEST AUTO PARTS	323.62
0312750	CLUSIAU SALES	430.75
0920060	ITASCA COUNTY TREASURER	3,912.96
1309149	MN CHIEFS OF POLICE ASSOC	395.00
1801570	RAPIDS AUTO WASH	96.00
2000400	T J TOWING	770.00
TOTAL POLICE		6,490.65
RECREATION		
0920068	ITASCA DRIFTSKIPPERS	2,000.00
TOTAL RECREATION		2,000.00
CENTRAL SCHOOL		
0113233	AMERIPRIDE LINEN & APPAREL	132.38
1909510	SIM SUPPLY INC	12.94
TOTAL		145.32

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 TIME: 14:32:56
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/12/2015

VENDOR #	NAME	AMOUNT DUE

AIRPORT		
0415550	DOOR SERVICE INC	522.50
0504825	EDWARDS OIL INC	1,643.37
0920060	ITASCA COUNTY TREASURER	153.34
1015335	JUNE JOHNSON	100.00
1309159	MINNESOTA COUNCIL OF AIRPORTS	150.00
	TOTAL	2,569.21
CIVIC CENTER		
T000999	CRYSTAL ORAZEM	200.00
	TOTAL	200.00
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	27.90
0221650	BURGGRAF'S ACE HARDWARE INC	11.16
0312105	CLAFTON BUILDERS INC	1,946.26
0315455	COLE HARDWARE INC	11.98
0501656	THE EARTHGRAINS COMPANY INC	99.44
0605670	FERRELLGAS	1,293.22
0718075	GRAND RAPIDS THUNDERHAWK	242.88
0718092	GRAND RAPIDS VOLLEYBALL ASSO	193.94
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
0920060	ITASCA COUNTY TREASURER	75.74
1200500	L&M SUPPLY	132.98
1301168	MARKETPLACE FOODS	28.29
1309240	MINNESOTA ICE ARENA MANAGERS	150.00
1605611	PEPSI-COLA	1,570.74
1801610	RAPIDS PLUMBING & HEATING INC	554.00
1901535	SANDSTROM COMPANY INC	2,130.56
1905150	SECURITY ACCESS CONTROL	170.00
1908099	SHARP GUY SHARPENING	275.00
1909510	SIM SUPPLY INC	506.23
1920555	STOKES PRINTING COMPANY	11.99
2116600	UPPER LAKE FOODS INC	1,050.53
2209421	VIKING ELECTRIC SUPPLY INC	59.66
	TOTAL GENERAL ADMINISTRATION	10,552.50
CEMETERY		
0103325	ACHESON TIRE COMPANY INC	36.72

DATE: 01/07/2015
 TIME: 14:32:57
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/12/2015

VENDOR #	NAME	AMOUNT DUE

CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	11.07
0315455	COLE HARDWARE INC	58.58
0920060	ITASCA COUNTY TREASURER	11.40
	TOTAL	117.77
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	13.94
0920060	ITASCA COUNTY TREASURER	80.42
	TOTAL	94.36
GENERAL CAPITAL IMPRV PROJECTS		
2014 BLDG IMPROVEMENTS		
0401500	DAMBERG.SCOTT.GERZINA.WAGNER	250.00
	TOTAL 2014 BLDG IMPROVEMENTS	250.00
MUNICIPALITIES COLLABORATION		
2309500	MARY JO WIMMER	25.00
	TOTAL MUNICIPALITIES COLLABORATION	25.00
2014 CAPITAL EQUIP CERTIFICATE		
POLICE		
0513233	EMERGENCY AUTOMOTIVE TECH INC	3,062.77
	TOTAL POLICE	3,062.77
2014 INFRASTRUCTURE BONDS		
2011-2 CRYSTAL LAKE BLVD		
0218115	BRAUN INTERTEC CORPORATION	114.75
	TOTAL 2011-2 CRYSTAL LAKE BLVD	114.75
STORM WATER UTILITY		
0920060	ITASCA COUNTY TREASURER	2.85
1605665	PERSONNEL DYNAMICS LLC	357.50

DATE: 01/07/2015
 TIME: 14:32:57
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/12/2015

VENDOR #	NAME	AMOUNT DUE

STORM WATER UTILITY		
1621125	PUBLIC UTILITIES COMMISSION	3,053.61
	TOTAL	3,413.96
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$122,391.21
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114210	D. ANDERSON - CHANGE FUND	6,300.00
0114213	STEVE ANDERSON	40.00
0305530	CENTURYLINK COMMUNICATIONS LLC	52.85
0405447	DELTA DENTAL OF MINNESOTA	2,587.55
0504610	RON EDMINSTER	72.80
0512230	ELEMENT PAYMENT SERVICES	50.00
0519654	ESSENTIA HEALTH DEER RIVER	320.23
0519655	ESSENTIA HEALTH	17.20
0601350	FAIRVIEW RANGE	20.59
0717996	GRAND ITASCA CLINIC	90.81
0717997	GRAND ITASCA HOSPITAL	948.08
0718015	GRAND RAPIDS CITY PAYROLL	229,773.59
0718070	GRAND RAPIDS STATE BANK	128,025.00
0718229	GREENWAY JOINT RECREATION ASSC	188.50
0805358	JACKIE HEINRICH	40.00
0900060	ICTV	75.00
1101645	LASHA KARELS	80.00
1201402	LAKE COUNTRY POWER	53.71
1201433	LAKELAND PATHOLOGY	4.17
1201455	LAKWOOD SURGERY CENTER	262.22
1305046	MEDIACOM	75.90
1309147	MACTA	550.00
1309199	MINNESOTA ENERGY RESOURCES	12,524.67
1309357	STATE OF MINNESOTA	64.00
1315630	ASHLEY MORAN	40.00
1405435	JEREMY NELSON	40.00
1415035	NORTH COUNTRY BUSINESS PROD	2,118.65
1415494	NORTHERN PINES ORTHOPAEDICS CL	62.41
1502645	GARY O'BRIEN	613.80
1503151	OCCUPATION DEVELOPMENT CENTER	20.75
1520720	KEVIN OTT	80.00
1601750	PAUL BUNYAN COMMUNICATIONS	275.26
1609561	PIONEER TELEPHONE	8.13
1621125	PUBLIC UTILITIES COMMISSION	5,960.00
1621130	P.U.C.	6,970.59
1805305	REGIONS HOSPITAL	76.91
1809158	WILLIAM RICHTER	29.38
1809165	RICOH USA INC	655.98
1901820	WILLIAM SAW	25.85

DATE: 01/07/2015
 TIME: 14:32:57
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/12/2015

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1913344	HEATH SMITH	40.00
2000490	TDS Metrocom	977.45
2301700	WASTE MANAGEMENT	1,435.36
2309452	JEFF ERIK WILSON	120.00
T000998	RON SNELL	196.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF		\$401,963.39
TOTAL ALL DEPARTMENTS		524,354.60