

# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail

### City Council

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Monday, April 28, 2014

5:00 PM

City Hall Council Chambers

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**5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, April 28, 2014 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

#### CALL OF ROLL

**5:01 PM PRESENTATIONS/PROCLAMATIONS**

[14-0431](#) Proclaim Friday, May 2, 2014 Arbor Day in Grand Rapids

**Attachments:** [Arbor Day Proclamation 2014](#)

#### 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.*

**5:04 PM PUBLIC FORUM**

**5:09 PM COUNCIL REPORTS**

**5:10 PM APPROVAL OF MINUTES**

[14-0426](#) Approve Council minutes for April 3, 2014 Special meeting and April 14, 2014 Worksession and Regular meetings.

**Attachments:** [April 3, 2014 Special Meeting](#)

[April 14, 2014 Worksession](#)

[April 14, 2014 Regular Meeting](#)

**5:11 PM CONSENT AGENDA**

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

1. [14-0362](#) Consider adopting a resolution to allow the Grand Rapids Fire Department, Fire Prevention and Education Program to accept a \$60.00 donation from Sear Hometown and Outlet Store.  
**Attachments:** [FD Sears Hometown donation](#)
  
2. [14-0394](#) Consider allowing the Grand Rapids Fire Chief, and Mayor Adams, to sign two copies of annual modification agreement with the USDA Forest Service  
**Attachments:** [2014 USDA Forest Service Agreement](#)
  
3. [14-0433](#) Please consider adopting a resolution to allow the Grand Rapids Fire Department to accept a \$1,000.00 donation from Enbridge to be used for the purchase of training equipment.  
**Attachments:** [Enbridge Grant](#)
  
4. [14-0436](#) Authorize the Grand Rapids Police Department to apply for a special deer hunt with the DNR Division of Fish and Wildlife for the 2014 deer hunting seasons.  
**Attachments:** [2013 deer stats.pdf](#)
  
5. [14-0437](#) Consider approving the following Public Works Department Part-Time Eligibility List for the 2014 Spring/Summer Maintenance Season.  
**Attachments:** [2014 04-28 PT Summer Maint Eligibility List](#)
  
6. [14-0440](#) Approve seasonal employment on the Pokegama Golf Course grounds maintenance crew for Travis Muchler at the hourly rate of \$9.50 and for Clint Deans at the hourly rate of \$7.25.
  
7. [14-0444](#) Schedule a public hearing on May 12, 2014 at 6:00 p.m. to receive public input as it relates to the issuance of an on-sale wine license for Stephen E. Arbour dba Keith's Old River Pizza Co.
  
8. [14-0446](#) A resolution approving the plans and specifications and advertisement for bids on the Civic Center and Fire Hall Roof Replacement.  
**Attachments:** [4-28-14 Resolution Roof Ordering Advertisement](#)

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

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

**5:14 ACKNOWLEDGE BOARDS & COMMISSIONS  
PM**

9. [14-0452](#) Acknowledge minutes for Boards & Commissions

**Attachments:** [January 8, 2014 Civic Ctr-Parks & Rec](#)  
[March 12, 2014 Civic Ctr-Parks & Rec](#)  
[March 19, 2014 HRA](#)  
[March 19, 2014 PUC](#)

**5:15 DEPARTMENT HEAD REPORT**  
**PM**

10. [14-0453](#) Pokegama Golf Course ~ Bob Cahill

**5:25 CIVIC CENTER, PARKS & RECREATION**  
**PM**

11. [14-0443](#) Accept bid to renovate locker rooms at the IRA Civic Center

**Attachments:** [Hammerlund Construction Quote](#)  
[Hawk Constrution Inc.](#)

**5:30 ENGINEERING**  
**PM**

12. [14-0445](#) Consider adopting a resolution authorizing the award of a construction contract with Casper Construction in the amount of \$1,894,900.00 for CP 2011-2, the Crystal Lake Boulevard Reconstruction Project.

**Attachments:** [4-28-14 Resolution CP 2011-2 Award Contract.pdf](#)

**5:35 POLICE DEPARTMENT**  
**PM**

13. [14-0430](#) Approve the retirement of canine C-Zar and authorize a resolution giving Sergeant Bill Giese a retired police canine named C-Zar.

**Attachments:** [Police Capital Asset.pdf](#)

**5:40 ADMINISTRATION DEPARTMENT**  
**PM**

14. [14-0432](#) Completion of introductory period for Cindy Phillips, Payroll Clerk/Human Resources Technician.

15. [14-0439](#) Consider the appointment of Mr. Shaun Pomplun to the position of Police Officer.

**5:45 VERIFIED CLAIMS**  
**PM**

16. [14-0434](#) Consider approving the verified claims for the period April 8, 2014 to April 21, 2014 in the total amount \$ 458,433.66.

**Attachments:** [4-28-14 Bill List.pdf](#)

**5:46 COMMUNITY DEVELOPMENT  
PM**

17. [14-0449](#) Discuss supportive housing project  
**Attachments:** [Project Profile Beacon Hill.pdf](#)

**6:30 ADJOURNMENT  
PM**

*NEXT REGULAR MEETING IS SCHEDULED FOR MAY 12, 2014 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: Tom Pagel, City Administrator*

## Kim Johnson-Gibeau

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**From:** Katie Benes <katie@reifcenter.org>  
**Sent:** Monday, April 28, 2014 11:52 AM  
**To:** Kim Johnson-Gibeau  
**Subject:** Welcome of Katha Dance

Please feel free to tweak this so it is appropriate.

Thank you!

The City of Grand Rapids would like to extend a special welcome to performing artists and cultural ambassadors, the Katha Dance Theater, who will be guests in our community next week, May 5-9. While based in Minneapolis, Katha Dance Theater performs the traditional dance of Northern India, which combines storytelling, percussive movement, hand gesture and expression. Brought to this community by the Reif Performing Arts Center, they will be leading dance demonstrations and teaching various folk art classes in our area schools, libraries and senior centers during the week, culminating with a final performance at the Reif Center on Friday night. Welcome to Grand Rapids, Katha Dance, and thank you for sharing a bit of Indian culture with us!

Katie Benes  
Reif Center Marketing  
Direct: (218) 327-5756  
Box Office: (218) 327-5780  
[katie@reifcenter.org](mailto:katie@reifcenter.org)



CITY OF  
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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0431      **Version:** 1      **Name:** Arbor Day 2014  
**Type:** Agenda Item      **Status:** PRESENTATIONS/PROCLAMATIONS  
**File created:** 4/22/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Proclaim Friday, May 2, 2014 Arbor Day in Grand Rapids  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Arbor Day Proclamation 2014](#)

Date	Ver.	Action By	Action	Result
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Proclaim Friday, May 2, 2014 **Arbor Day** in Grand Rapids

**Background Information:**

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

We will work with our Public Works department and conduct a tree planting ceremony at one of our City Parks on May 2<sup>nd</sup>.

**Staff Recommendation:**

Pass a motion proclaiming Friday, May 2, 2014 **Arbor Day** in the City of Grand Rapids as part of our Tree City USA designation.

**Requested City Council Action**

Consider passing a motion proclaiming Friday, May 2, 2014 **Arbor Day** in the City of Grand Rapids as part of our Tree City USA designation.

# Proclamation

## Arbor Day – Friday, May 2, 2014

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

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, to proclaim Friday, May 2, 2014, as ARBOR DAY in the City of Grand Rapids, Minnesota, and to urge all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and

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

IN WITNESS WHEREOF, I have hereto subscribed my name and the seal of the City of Grand Rapids, Minnesota, this 28<sup>th</sup> day of April Two thousand and fourteen.

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Dale Adams, Mayor  
City of Grand Rapids



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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0426      **Version:** 1      **Name:** Council minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 4/16/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Approve Council minutes for April 3, 2014 Special meeting and April 14, 2014 Worksession and Regular meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [April 3, 2014 Special Meeting](#)  
[April 14, 2014 Worksession](#)  
[April 14, 2014 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Approve Council minutes for April 3, 2014 Special meeting and April 14, 2014 Worksession and Regular meetings.





# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Thursday, April 3, 2014

7:30 AM

Conference Room 2A

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**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids City Council was held on Thursday, April 3, 2014 at 7:35 a.m. in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

**Present** 3 - Councilor Barb Sanderson  
Councilor Joe Chandler  
Mayor Dale Adams

**Absent** 2 - Councilor Dale Christy  
Councilor Ed Zabinski

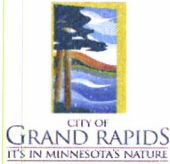
### ADMINISTRATION DEPARTMENT

1. Adopt a resolution authorizing grant application to IRRRB requesting funds for the Arts & Culture Plan.  
**A motion was made by Councilor Sanderson, seconded by Councilor Chandler, to adopt Resolution 14-25 authorizing grant application to IRRRB for Arts & Culture Plan. The motion carried by the following vote.**  
**Aye** 3 - Councilor Barb Sanderson  
Councilor Joe Chandler  
Mayor Dale Adams

### ADJOURNMENT

**A motion was made by Councilor Joe Chandler, seconded by Councilor Barb Sanderson, to adjourn the meeting at 7:37 a.m. The motion PASSED by unanimous vote.**

*Respectfully submitted: Kimberly Johnson-Gibeau, City Clerk*



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

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Monday, April 14, 2014

4:00 PM

Conference Room 2A

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**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, April 14, 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

### Discussion Items

1.

2014 Special Deer Hunt

*Asst. Police Chief Schaar and DNR Rep, present information regarding previous year special deer hunt. Identified types of hunting, number of deer harvested per specific type of hunt, and available hunting zones within the city limits. DNR recommends special deer hunt to continue in 2014.*

2.

*Addition of item 13a: Resignation of Officer Cory Rondeau and move #16 from regular agenda to Consent as 13b.*

### ADJOURN

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

*Respectfully submitted: Kimberly Johnson-Gibeau, City Clerk*



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, April 14, 2014

5:00 PM

City Hall Council Chambers

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**5:00 PM CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, April 14, 2014 at 5:00 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

### MEETING PROTOCOL POLICY

**5:01 PM PUBLIC FORUM**

*None*

**5:06 PM COUNCIL REPORTS**

*Mayor Adams extends welcome to media and new additions to KOZY staff.*

**5:10 PM APPROVAL OF MINUTES**

Approve Council minutes for March 24, 2014 Worksession and Regular meetings.

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

**5:11 PM CONSENT AGENDA**

1. Approve temporary liquor license for Reif Arts Council for event to be held at MacRostie Art Center on April 22, 2014.

**Approved by consent roll call**

2. Consider renewing contract with Grand Rapids State Bank for a safe deposit box.

**Approved by consent roll call**

3. Consider accepting Itasca County's conveyance of plots owned by the county in the Itasca Calvary Cemetery to the City of Grand Rapids for the amount of One Dollar (\$1.00), and agree to the terms of the Quit Claim Deed and the Indemnification and Hold Harmless Agreement.

**Approved by consent roll call**

4. Request by the Grand Rapids Police Department to sell forfeited vehicles at the MSAA (Mid-State Auto Auction) in New York Mills, MN starting April 28, 2014 and ending on or before May 9, 2014.

**Approved by consent roll call**

5. Request by the Police Department to enter into the 2014 Annual Plan Agreement with the State of Minnesota/Department of Human Services allowing for tobacco compliance checks.

**Approved by consent roll call**

6. Accept a Donation from the Grand Rapids Area Jaycees for the Spring Into Fitness Kid's 1K Run

**Adoped Resolution 14-26 by consent roll call**

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

**Approved by consent roll call**

8. Accept Grand Rapids EDA Annual Report for the year 2013.

**Accepted by consent roll call**

9. Adopt a resolution approving WMMPB Joint Powers Third Amendment.

**Adopted Resolution 14-27 by consent roll call**

10. Consider approving the hire of Jeff Wohlrabe and Ken Haubrich as seasonal staff for Pokegama Golf Course.

**Approved by consent roll call**

11. Appointment of Chad Troumbly to Firefighter position.

**Approved by consent roll call**

12. Consider accepting the Statement of Qualifications (SOQ) submitted by Short Elliott Hendrickson, Inc. (SEH) for Professional Airport Planning and Engineering Services for the Grand Rapids/Itasca County Airport and authorize the City Engineer and City Attorney to negotiate a contract for professional services agreement with SEH to be brought back to the City Council for ratification.
- Approved by consent roll call**
13. Consider adopting the job description for Security Officer/Guard and establish the starting wage for the position.
- Approved by consent roll call**
- 13a. Resignation of Police Officer Cory Rondeau from the Grand Rapids Police Department.
- Approved by consent roll call**
- 13b. Consider transferring mineral rights to Independent School District #318 reserved in a Limited Warranty Deed dated September 17, 1993.
- Approved by consent roll call**

#### Approval of the Consent Agenda

**A motion was made by Councilor Zabinski, seconded by Councilor Christy, to approve the Consent agenda as amended with the addition of 13a, accepting the resignation of Officer Cory Rondeau and 13b, moved forward from the regular agenda item #16. The motion carried by the following vote**

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

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

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

#### 5:14 ACKNOWLEDGE BOARDS & COMMISSIONS PM

14. Acknowledge minutes for Boards & Commissions.

*Acknowledged:*

*Police Civil Service: December 10, 2013 & January 14, 2014*

*GREDA: December 12, 2013, January 31, 2014*

*HRA: December 18, 2013, January 15, 2014, January 15, 2014 Re-organization meeting, February 19, 2014*

*Library Board: February 12, 2014*

*Human Rights Comm: February 26, 2014*  
*Arts & Culture: March 4, 2014*

**5:15 DEPARTMENT HEAD REPORT****PM**

15. Public Works Department ~ Jeff Davies

**Received and Filed**

**5:25 COMMUNITY DEVELOPMENT****PM**

17. Consider adoption of a resolution approving the preliminary development agreement between the City of Grand Rapids and River Hills Apartments of Grand Rapids, LLLP.

**A motion was made by Councilor Chandler, seconded by Councilor Christy, to adopt Resolution 14-28 approving preliminary development agreement with River Hills Apartments of Grand Rapids, LLLP. 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 INFORMATION TECHNOLOGY****PM**

18. Consider accepting low quotes on equipment and software for VDI Project.

**A motion was made by Councilor Sanderson, seconded by Councilor Christy, to accept quotes for virtual desktop project. 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****PM**

19. Consider accepting the quote for the purchase of one new 4-wheel drive 1 ton Chevrolet pick-up equipped with a 9'2" Boss Plow from Grand Rapids GM for the purchase price of \$34,734.85.

**A motion was made by Councilor Christy, seconded by Councilor Zabinski, to purchase one new 4-wheel drive truck 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

**5:45 VERIFIED CLAIMS  
PM**

20. Consider approving the verified claims for the period March 18, 2014 to April 7, 2014 in the total amount of \$976,860.41.

**A motion was made by Councilor Sanderson, seconded by Councilor Zabinski, to approve the 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

**5:50 ADJOURNMENT  
PM**

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Joe Chandler, to adjourn the meeting at 5:40 PM. The motion PASSED by unanimous vote.**

*Respectfully submitted: Kimberly Johnson-Gibeau, City Clerk*



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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0362      **Version:** 1      **Name:** Consider adopting a resolution to allow the Grand Rapids Fire Department, Fire Prevention and Education Program to accept a \$60.00 donation from Sear Hometown and Outlet  
Consider adopting a resolution to allow the Grand Rapids Fire Department, Fire Preve

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

**File created:** 3/24/2014      **In control:** City Council

**On agenda:** 4/28/2014      **Final action:**

**Title:** Consider adopting a resolution to allow the Grand Rapids Fire Department, Fire Prevention and Education Program to accept a \$60.00 donation from Sear Hometown and Outlet Store.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [FD Sears Hometown donation](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution to allow the Grand Rapids Fire Department, Fire Prevention and Education Program to accept a \$60.00 donation from Sear Hometown and Outlet Store.

**Background Information:**

During the holiday season of 2013-2014 Sears Hometown and Outlet Store conducted a charity campaign in which \$60.00 was raised to be donated to the Grand Rapids Fire Department.

**Staff Recommendation:**

Consider adopting a resolution to allow the Grand Rapids Fire Department, Fire Prevention and Education Program to accept a \$60.00 donation from Sear Hometown and Outlet Store.

**Requested City Council Action**

Consider adopting a resolution to allow the Grand Rapids Fire Department, Fire Prevention and Education Program to accept a \$60.00 donation from Sear Hometown and Outlet Store.



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

RESOLUTION NO. 14-

A RESOLUTION ACCEPTING A \$60 DONATION FROM THE SEARS HOMETOWN  
AND OUTLET STORE TO THE GRAND RAPIDS FIRE DEPARTMENT'S FIRE  
PREVENTION AND EDUCATION PROGRAM

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

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

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

- Sears Hometown and Outlet Store has donated \$60 to be used toward the Grand Rapids Fire Department's Fire Prevention and Education Program.

Adopted this 14th day of April 2014.

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Dale C. Adams, Mayor

Attest:

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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.



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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0394      **Version:** 1      **Name:** Consider allowing the Grand Rapids Fire Chief, and Mayor Adams, to sign two copies of annual modification agreement with the USDA Forest Service

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

**File created:** 4/8/2014      **In control:** City Council

**On agenda:** 4/28/2014      **Final action:**

**Title:** Consider allowing the Grand Rapids Fire Chief, and Mayor Adams, to sign two copies of annual modification agreement with the USDA Forest Service

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2014 USDA Forest Service Agreement](#)

Date	Ver.	Action By	Action	Result
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Consider allowing the Grand Rapids Fire Chief, and Mayor Adams, to sign two copies of annual modification agreement with the USDA Forest Service

**Background Information:**

Annually the Grand Rapids Fire Department will sign an agreement with the USDA Forest Service which will allow the Grand Rapids Fire Department to recover cost for fire services provided on US Forestry land

**Staff Recommendation:**

Consider allowing the Grand Rapids Fire Chief, and Mayor Adams, to sign two copies of annual modification agreement with the USDA Forest Service

**Requested City Council Action**

Consider allowing the Grand Rapids Fire Chief, and Mayor Adams, to sign two copies of annual modification agreement with the USDA Forest Service

14-0394



United States  
Department of  
Agriculture

Forest  
Service

Chippewa National Forest  
Supervisor's Office

200 Ash Avenue NW  
Cass Lake, MN 56633-3089  
Phone: 218-335-8600  
Fax: 218-335-8637  
TTY: 218-335-8632

File Code: 1580

Date: April 7, 2014

A.J. Morse  
Chief  
Grand Rapids Fire Department  
420 N. Pokegama Avenue  
Grand Rapids, MN 55744


Dear Mr. Morse:

Two copies of Modification Number 01 to Cooperative Fire Protection Agreement 13-FI-11090303-018 between the Grand Rapids Fire Department and the Chippewa National Forest are enclosed for signature. The purpose of this modification is to update the Grand Rapids Fire Department Project Contact within the agreement and the Operating Plan as well as updating rates within the Operating Plan.

Please return both copies of the modification to the Forest Supervisor's Office in Cass Lake, MN in the enclosed addressed envelope. A fully signed copy of the modification will be returned to you for your files.

We look forward to our continued partnership with the Grand Rapids Fire Department. Please contact Ben Roy at (218) 246-3456 with any questions or concerns you may have regarding this modification.

Sincerely,

  
BRENDA FRENZEL  
Grants Management Specialist

Enclosures (3)

cc: Ben Roy





**MODIFICATION OF GRANT OR AGREEMENT**

PAGE	OF PAGES
1	7

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 13-FI-11090303-018	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 01
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Chippewa National Forest 200 Ash Avenue NW, Cass Lake, MN 56633	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT ACTIVITY (unit name, street, city, state, and zip + 4): Deer River Ranger District 1235 Division Street, Deer River, MN 56636	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Grand Rapids Fire Department 420 N. Pokegama Avenue, Grand Rapids, MN 55744	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	

**8. PURPOSE OF MODIFICATION**

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input type="checkbox"/>	CHANGE IN FUNDING:
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: Change Cooperator Principal Contact
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): FY14 Operating Plan

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):  
Change Cooperator Program Contact from Steve Flaherty to:  
A.J. Morse  
18 NE 5<sup>th</sup> Street  
amorse@ci.grand-rapids.mn.us  
Phone: (218) 326-7639; Cell: (218) 244-7103

**10. ATTACHED DOCUMENTATION (Check all that apply):**

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: Updated FY14 Operating Plan

**11. SIGNATURES**

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. GRAND RAPIDS FIRE DEPARTMENT SIGNATURE  (Signature of Signatory Official)	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE  (Signature of Signatory Official)	11.D. DATE SIGNED
11.E. NAME (type or print): A.J. MORSE		11.F. NAME (type or print): DARLA LENZ	
11.G. TITLE (type or print): Fire Chief		11.H. TITLE (type or print): Forest Supervisor	
11.I. CITY OF GRAND RAPIDS SIGNATURE  (Signature of Signatory Official)	11.J. DATE SIGNED		
11.K. NAME (type or print): DALE ADAMS			
11.G. TITLE (type or print): Mayor			



USDA Forest Service

OMB 0596-0217  
FS-1500-19

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:

*Brenda K. Frenzel*

BRENDA K. FRENZEL

U.S. Forest Service Grants Management Specialist

12.B. DATE  
SIGNED

4/5/14

**13-FI-11090903-018  
ATTACHMENT A  
ANNUAL OPERATING PLAN  
GRAND RAPIDS DEPARTMENT  
04/01/2014**

This Annual Operating Plan (AOP) establishes the current rates for use of DEPARTMENT equipment and personnel, lists of principal DEPARTMENT and FOREST SERVICE personnel, dispatching procedures, radio frequencies, and/or any other items identified in this Annual Operating Plan as necessary for efficient implementation.

**Equipment Standards and Rates**

All pay rates will be paid at applicable hourly rate for engines, water tenders, bombardiers, and other vehicles (transports). A two-hour guarantee will be paid for requested equipment that is on site for less than two hours. **Engines and Water tenders are required to meet the NWCG component standards and are recommended to meet NWCG stocking standards (appendix M).** Appendix M is located at <http://www.nifc.gov/PUBLICATIONS/redbook/2013/AppendixM.pdf>. **Engines and Water Tenders older than 25 years will have a reduced rate of 10%.** Rates for non-vehicle equipment (such as boats, ATV's and folding tanks, etc.) will be based on a daily rate. Boats capable of tactical missions (pump and roll capabilities) are an exception and will be based on an hourly rate.

**Engines**

COMPONENTS	Structure Engines		Wildland Engines				
	1	2	3	4	5	6	7
<b>Pump Rating</b>							
Min. Flow (GPM)	1000	500	150	50	50	50	10
At rated pressure (PSI)	150	150	250	100	100	100	100
<b>Tank Capacity (Gallon)</b>	300	300	500	750	400	150	50
<b>Hose 2 ½" (Feet)</b>	1200	1000					
<b>Hose 1 ½" (Feet)</b>	500	500	1000	300	300	300	
<b>Hose 1" (Feet)</b>			500	300	300	300	200
<b>Personnel (NWCG Minimum)</b>	4	3	3	2	2	2	2
<b>Equipment Rate (meeting NWCG minimum)</b>	275	200	185	165	140	125	85

*\*Engines equipped with Compressed Air Foam Systems will be paid an additional \$20 an hour if CAFS is used on the incident.*

**Water Tenders**

Requirements	Water Tender Types				
	Support			Tactical	
COMPONENTS	S1	S2	S3	T1	T2
<b>Tank Capacity (Gallons)</b>	4000	2500	1000	2000	1000
<b>Pump Minimum Flow (GPM)*</b>	300	200	200	250	250
<b>@ Rated Pressure (PSI)</b>	50	50	50	150	150
<b>Max Refill times (Min.)</b>	30	20	15	-	-
<b>Pump &amp; Roll</b>	-	-	-	yes	yes
<b>Personnel (NWCG Minimum)</b>	1	1	1	2	2
<b>Equipment Rate (meeting NWCG minimum)</b>	200	160	140	230	190

\*Portable Pump Acceptable with tenders

\* Water tenders come with folding tanks, if folding tank is requested separate (see below: for other resources)

**Other Resources**

- Non-Vehicle Items used for support missions will be based on a daily rate

MODEL/DESCRIPTION	Min. # of Operators	Rate		
Transport Vehicle with trailer	1	100/hr		
Bombardier	1	*based on size		Use rate charts from Engine typing
Tracked Vehicles	1	*based on size		Use rate charts from Engine typing
UTV w/tank (tactical) *ROPS required	1	*50/hr plus		*based on tank size 31-50 gal= 50 hr 51-75+ gal= 60 hr
ATV (support)	1	100/day		
Boat (must have pump and roll capabilities and used for tactical missions)	2	*negotiated		*based on size and pumping capabilities
Boat (support)	1	* 75+/day		*based on size 14'=\$75/day 16-17'=\$150/day 18+=175/day
Portable Pump (high volume or pressure)	0	200/day		
Folding Tank	0	*75/day+		*based on size 1000-2000=75/day 2000+=100/day
Thermal Camera	1	300/day		

**Equipment – Grand Rapids VFD**

MODEL/DESCRIPTION	Unit ID	Tank (gal)	Pump (GPM)	VIN	Rate
Type 1 Engine, 2004	Tanker 111	3000	1000	2F2HAZ564AN58420	\$275/HR
Type 6 Engine, 2002	Pumper 113	300	300	1FDAF57582BA41228	\$125/HR
Type 6 Engine, 1988	Grass Rig 117	180	75	1FTH26GIT9B05835	\$112.50/HR

### **Established Initial Attack Area**

The FOREST SERVICE will respond within their jurisdiction. (See attached map.)

The DEPARTMENT will respond to Initial Attack calls from the county. The Incident Commander will determine resource needs and place a resource order to Chippewa Dispatch. The agreement with the DEPARTMENT will be in place (payment status) the moment the Department is contacted from Chippewa Dispatch or IC establishes an agreement for the DEPARTMENT to stay. For extended attack, the Department will work with the Incident Commander. For Prescribed Fire, an order will be placed with Chippewa Dispatch from the Burn Boss determining start/end times.

Maps delineating the Protection Areas of the FOREST SERVICE and the DEPARTMENT will be provided to each agency.

### **Payment Determination**

Payments will be made following the Equipment and Standard Rates in this AOP. Payments will be determined as follows:

In response to an authorized request from Forest Service Incident Commander through Forest Service Dispatch, documented by the assignment of a resource order number, the DEPARTMENT will provide support (as available) on a reimbursable basis for the suppression of wildland fires. A request from a Forest Service Burn Boss, documented by a resource order, will establish a reimbursable basis for prescribed fire work. A modification to the agreement will be signed in advance to allow the DEPARTMENT to spend Forest Service funding.

### **Billing Procedures**

Bills will be submitted no later than thirty (30) days from the date of the incident. Equipment Use Shift Tickets (OF-297) must be completed and signed at the incident prior to departure.

Required documentation for invoices include: Equipment Use Shift Tickets (OF-297) and a Resource Order. The invoice must be signed and dated by an authorized representative from the DEPARTMENT and the Forest Service.

If you need additional Equipment Use Shift Tickets (OF-297), Emergency Equipment Use Invoices (OF-286), or have any questions please contact the Forest Service contact identified in this AOP.

### **Minimum Requirements for Personnel Responding to Incidents on National Forest System Lands**

All firefighting personnel are required to wear and utilize the following Personal Protective Equipment: nomex shirt and pants, hard hat, leather gloves, 8 inch boots with a lugged sole and an approved fire shelter. All personnel will be required to meet the NWCG training requirements for a wildland firefighter and attend an annual wildland refresher. Fire chiefs will ensure Departments meet training requirements and are responsible for the upkeep of Department personnel training records. Physical fitness levels are established by each agency. Departments will meet their own physical fitness standards.



Chippewa Dispatch Office  
218-327-4175

County Sheriff's Department  
Itasca County 218-326-3477  
Cass County 218-547-1424  
Beltrami County 218-333-9111

**Principal Personnel**

Grand Rapids Fire Department

Position	Work Phone	Home Phone	Cell Phone
A.J. Morse, Chief	(218) 326-7639		(218) 244-7103
Bryan Zuehlke, 1 <sup>st</sup> Asst. Chief			(218) 244-2838
Mike Liebel, 2 <sup>nd</sup> Asst. Chief	(218) 326-3477		(218) 244-3393
John Linder, Captain	(218) 326-3477	(218) 326-6104	(218) 301-9273

U.S. Forest Service – District Contacts, Chippewa National Forest

Name	Position	Office Phone	Cell Phone
Carl Crawford	Assistant Zone FMO/ Fuels Planner	218-835-3136	
Ben Roy	Deer River Station Manager	218-246-3456	218-820-4506
Mike Rice	Walker Station Manager	218-547-6002 ext. 117	218-368-2087
Adam Cook	Deer River Module Leader	218-246-3454	218-507-0740
Mike Mackey	Blackduck Module Leader	218-835-3134	218-239-0566
Natasha Woodwick	Walker Station Manager	218-547-6002 ext. 136	218-821-9741

Dispatching Procedures

Dispatching for the USFS-Chippewa National Forest will be handled through the Minnesota Interagency Fire Center, Chippewa Dispatch at (218) 327-4175.

Dispatching for the Grand Rapids FD will be handled by the Counties for IA or Chippewa Dispatch for extended attack or Prescribed Fire.

All formal requests for assistance will be done through the appropriate Dispatch Center.

This annual operating plan is in effect from date of last signature until superseded by formal modification executed by both parties.

Except as set forth above, all other terms and conditions of the Cooperative Agreement No. **13-FI-11090903-018** shall remain the same, unchanged, and in full force and effect.

## U.S. Forest Service Radio Frequencies Chippewa National Forest

All Forest Service frequencies operate under Narrow band.

Channel Name	Rx Freq	RX CG	Tx Freq	TX CG
Chip Net	164.8250	0.0	164.8250	0.0
Chip North	164.8250	0.0	164.1250	110.9
Chip East	164.8250	0.0	164.1250	127.3
Chip South	164.8250	0.0	164.1250	103.5
Chip Tac 1	171.5500	0.0	171.5500	0.0
Chip Tac 2	168.2000	0.0	168.2000	0.0
Chip Air to Ground	166.6750	0.0	166.6750	0.0
Itasca Op 1	159.2850	141.3	153.8000	141.3
Itasca Op 2	158.7600	141.3	156.1500	141.3
V-Fire23	154.2950	156.7	154.2950	156.7



**MODIFICATION OF GRANT OR AGREEMENT**

PAGE	OF PAGES
1	7

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 13-FI-11090303-018	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 01
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Chippewa National Forest 200 Ash Avenue NW, Cass Lake, MN 56633	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Deer River Ranger District 1235 Division Street, Deer River, MN 56636	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Grand Rapids Fire Department 420 N. Pokegama Avenue, Grand Rapids, MN 55744	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	

**8. PURPOSE OF MODIFICATION**

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input type="checkbox"/>	CHANGE IN FUNDING:
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: Change Cooperator Principal Contact
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): FY14 Operating Plan

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):  
Change Cooperator Program Contact from Steve Flaherty to:  
A.J. Morse  
18 NE 5<sup>th</sup> Street  
amorse@ci.grand-rapids.mn.us  
Phone: (218) 326-7639; Cell: (218) 244-7103

**10. ATTACHED DOCUMENTATION (Check all that apply):**

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: Updated FY14 Operating Plan

**11. SIGNATURES**

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. GRAND RAPIDS FIRE DEPARTMENT SIGNATURE  (Signature of Signatory Official)	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE  (Signature of Signatory Official)	11.D. DATE SIGNED
11.E. NAME (type or print): A.J. MORSE		11.F. NAME (type or print): DARLA LENZ	
11.G. TITLE (type or print): Fire Chief		11.H. TITLE (type or print): Forest Supervisor	
11.I. CITY OF GRAND RAPIDS SIGNATURE  (Signature of Signatory Official)	11.J. DATE SIGNED		
11.K. NAME (type or print): DALE ADAMS			
11.G. TITLE (type or print): Mayor			



USDA Forest Service

OMB 0596-0217  
FS-1500-19

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:

*Brenda K. Frenzel*  
BRENDA K. FRENZEL

U.S. Forest Service Grants Management Specialist

12.B. DATE  
SIGNED

4/5/14

13-FI-11090903-018  
**ATTACHMENT A**  
**ANNUAL OPERATING PLAN**  
**GRAND RAPIDS DEPARTMENT**  
**04/01/2014**

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<b>Hose 2 ½" (Feet)</b>	1200	1000					
<b>Hose 1 ½" (Feet)</b>	500	500	1000	300	300	300	
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<b>Max Refill times (Min.)</b>	30	20	15	-	-
<b>Pump &amp; Roll</b>	-	-	-	yes	yes
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Chippewa National Forest**

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Chip Tac 1	171.5500	0.0	171.5500	0.0
Chip Tac 2	168.2000	0.0	168.2000	0.0
Chip Air to Ground	166.6750	0.0	166.6750	0.0
Itasca Op 1	159.2850	141.3	153.8000	141.3
Itasca Op 2	158.7600	141.3	156.1500	141.3
V-Fire23	154.2950	156.7	154.2950	156.7



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	14-0433	<b>Version:</b> 1	<b>Name:</b>	Please consider adopting a resolution to allow the Grand Rapids Fire Department to accept a \$1,000.00 donation from Enbridge to be used for the purchase of training equipment.
<b>Type:</b>	Agenda Item		<b>Status:</b>	Consent Agenda
<b>File created:</b>	4/22/2014		<b>In control:</b>	City Council
<b>On agenda:</b>	4/28/2014		<b>Final action:</b>	
<b>Title:</b>	Please consider adopting a resolution to allow the Grand Rapids Fire Department to accept a \$1,000.00 donation from Enbridge to be used for the purchase of training equipment.			
<b>Sponsors:</b>				
<b>Indexes:</b>				
<b>Code sections:</b>				
<b>Attachments:</b>	<a href="#">Enbridge Grant</a>			

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

Please consider adopting a resolution to allow the Grand Rapids Fire Department to accept a \$1,000.00 donation from Enbridge to be used for the purchase of training equipment.

**Background Information:**

The Grand Rapids fire Department applied and was successful in obtaining a \$1,000.00 grant from the Enbridge "Safe Community Grant" which was previously approved by council

**Staff Recommendation:**

Please consider adopting a resolution to allow the Grand Rapids Fire Department to accept a \$1,000.00 donation from Enbridge to be used for the purchase of training equipment.

**Requested City Council Action**

Please consider adopting a resolution to allow the Grand Rapids Fire Department to accept a \$1,000.00 donation from Enbridge to be used for the purchase of training equipment.



Enbridge Energy Company, Inc.  
1100 Louisiana Street, Suite 3300  
Houston, Texas 77002  
www.enbridgeUS.com

Francesca DeLeon  
Senior Coordinator  
Community Partners & Investment  
832 214 9615 phone 713 821 2230 fax  
francesca.deleon@enbridge.com



March 14, 2014

Grand Rapids Fire Department  
420 North Pokegama Ave  
18 NE 5th Street  
Grand Rapids, MN 55744

To Whom It May Concern:

Enbridge Energy Company, Inc. is pleased to support the Grand Rapids Fire Department with a \$1,000 grant from the Enbridge Safe Community Program to help your department purchase equipment.

Also, Enbridge collects photos of organizations like yours utilizing the equipment and training materials the grants fund. Please send your photos to me at [francesca.deleon@enbridge.com](mailto:francesca.deleon@enbridge.com). These photos may be used on our external website and for internal publications to promote our Safe Community program.

Organizations are eligible to apply for a Safe Community grant once per calendar year. Grant amounts may vary from year to year, depending on the organization's need and Enbridge's funding availability.

Through the Safe Community Program, Enbridge proudly supports emergency responders in our areas of operations throughout the United States and Canada.

Enbridge also supports its neighbors through its philanthropy and the active involvement of employees in those programs in our host communities that focus on health & safety, education, environment, and culture & community.

Please acknowledge this contribution with a receipt, per IRS regulations.

Thank you for serving the citizens of your community.

Sincerely,

Francesca DeLeon  
Public Affairs

Enclosure



ENBRIDGE (U.S.) INC.  
 1100 Louisiana Street  
 Suite 3300  
 Houston, TX 77002

DATE 2014 02 21  
 Y/A M/M D/J

CHECK NUMBER 2111044231

INVOICE NUMBER	INVOICE DATE	DESCRIPTION	DISCOUNT	NET AMOUNT
30-JAN-2014	30-JAN-14	EQUIPMENT	\$0.00	\$1,000.00

PAY TO NAME	DISCOUNT TOTAL	NET TOTAL
CITY OF GRAND RAPIDS	\$0.00	\$1,000.00



ENBRIDGE (U.S.) INC.  
 1100 Louisiana Street  
 Suite 3300  
 Houston, TX 77002

BANK OF AMERICA NA  
 NORTHBROOK, IL 60062  
 70-2328/719

CH# 2111044231

DATE 2014 02 21  
 Y/A M/M D/J

PAY \*\*\*\*\*One Thousand Dollars And 00 Cents \$ \*\*\*\*\*1,000.00

USD Funds

TO THE ORDER OF  
 CITY OF GRAND RAPIDS  
 FIRE DEPT  
 420 N POKEGAMA AVE 18 NE 5TH ST  
 GRAND RAPIDS, MN 55744-2664  
 UNITED STATES

*Terrance J. Mitchell*

*Stephen Vogel*

⑈ 2111044231⑈ ⑆ 071923284⑆ 5590029996⑈



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0436      **Version:** 1      **Name:** 2014 special deer hunt  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 4/23/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Authorize the Grand Rapids Police Department to apply for a special deer hunt with the DNR Division of Fish and Wildlife for the 2014 deer hunting seasons.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2013 deer stats.pdf](#)

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

Authorize the Grand Rapids Police Department to apply for a special deer hunt with the DNR Division of Fish and Wildlife for the 2014 deer hunting seasons.

### **Background Information:**

Last fall the City of Grand Rapids had their first special deer hunt covering all seasons of deer hunting. This was started because of the many concerns and complaints from the citizens of Grand Rapids on the over-population of deer in our community, such as vehicle vs. deer crashes and the significant negative impact to adjacent landowner's vegetation. Last year's special hunt was a success according to Perry Loegering, Minnesota DNR Area Wildlife Manager, with a total of 106 deer taken within the city limits of Grand Rapids. Upon talking with Perry, he indicated to have an impact on the deer population in and around the city limits we need to continue with this special hunt for an additional one to two more years to have the results we set out to accomplish, which is a sustainable population of deer and not an over-population within the city limits.

### **Staff Recommendation:**

I would recommend to the Mayor and City Council to allow the Grand Rapids Police Department to apply for a special deer hunt for the fall of 2014.

### **Requested City Council Action**

Please consider allowing the Grand Rapids Police Department to apply for a special deer hunt with the DNR Division of Fish and Wildlife for the 2014 deer hunting seasons.

City of Grand Rapids

2013 Special Deer Hunt

Season Dates: Archery – September 14 to December 31 -135 hunters

Regular Firearms – November 9 to November 24 - 45 hunters

Muzzle Loader - November 30 to December 16 - # hunters unknown

Deer limit – five, no more than one can be an antlered buck.

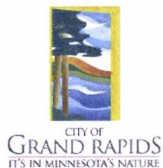
	Ad Male	Fawn Male	Ad Female	Fawn Fe	Total
Harvest – Archery	2	9	35	7	53
Reg Firearms	9	4	10	4	27
Muzzle loader	1				1
*Bonus License (antlerless only)		3	19	3	25
Total	12	16	64	14	106
Square miles in the city open to hunting (any type)			14.1		
Harvest per square mile of open area			7.5		

This is a conservative estimate as hunters could register deer as part of the regular permit area.

The request for 2014 Special Hunts needs to be submitted by May 9, 2014.

This request needs to include the types of hunts proposed (Archery/Firearms), bag limit, and season dates.

\*Deer taken on a bonus license can be taken on either by archery, regular firearms or muzzleloader.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0437      **Version:** 1      **Name:** PW PT Spring/Summer Eligibility List  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 4/23/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Consider approving the following Public Works Department Part-Time Eligibility List for the 2014 Spring/Summer Maintenance Season.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2014 04-28 PT Summer Maint Eligibility List](#)

Date	Ver.	Action By	Action	Result
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Consider approving the following Public Works Department Part-Time Eligibility List for the 2014 Spring/Summer Maintenance Season.

### **Background Information:**

The Public Works Department hires part-time workers for the Spring/Summer Maintenance Season, for parks, athletic fields, right-of-ways and city property maintenance. Please see the attached document for the list of employee names that will be hired this summer. Ratification for their start of employment will be April 28th, 2014 through October 25th, 2014. New hires will receive \$8.00 per hour, returning employees will receive \$8.50 per hour and employees with three or more years will receive wages of \$9.50 per hour. Gene Eklin will also be returning as a part-time spring/summer maintenance worker at a rate of \$14.25 per hour. The cost for these part-time spring/summer employees is included in the 2014 Budget.

### **Staff Recommendation:**

PW Director approves hiring part-time Spring/Summer Maintenance Staff from the attached eligibility list.

### **Requested City Council Action**

Authorize the Public Works Department to hire workers from the part-time eligibility list for the 2014 Spring/Summer Maintenance Season.

**City of Grand Rapids  
Public Works Department  
2014 Spring/Summer Maintenance Season  
Eligibility List**

New Hires:

Jackson Gessill  
Madison Giese  
Emily LaPlant  
Ben Olson  
San Rodenberg

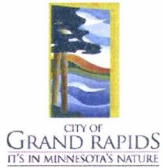
2 Years:

Kyle Barzen-Hanson  
Dominic DeGuseppi  
Nicholas Koerbitz  
David Liebe  
Cody Mann  
Kerissa Rosier

3+ Years:

Brielle Christy  
Tyrel Cournoyer  
Andrew Geislinger  
Conor Hoolihan  
Nicole Lavalle  
Jace Luoma  
Michael Spoden





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 14-0440      **Version:** 2      **Name:** Golf Course Seasonal Employees  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 4/23/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Approve seasonal employment on the Pokegama Golf Course grounds maintenance crew for Travis Muchler at the hourly rate of \$9.50 and for Clint Deans at the hourly rate of \$7.25.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Approve seasonal employment on the Pokegama Golf Course grounds maintenance crew for Travis Muchler at the hourly rate of \$9.50 and for Clint Deans at the hourly rate of \$7.25.

**Background Information:**

The golf course requests approval to hire seasonal grounds maintenance employees.

Travis Muchler is currently employed at the IRA Civic Center. We would match his IRA Civic Center hourly rate.

Clint Deans would be an new hire within the City.

**Staff Recommendation:**

The golf course requests approval to hire seasonal grounds maintenance employees. Employees would begin no sooner than April 29

and end employment no later than October 31, 2014.

**Requested City Council Action**

Approve seasonal employment on the Pokegama Golf Course grounds maintenance crew for Travis Muchler at the hourly rate of \$9.50 and for Clint Deans at the hourly rate of \$7.25. Employment will begin no sooner than April 29, 2014 and end no later than October 31, 2014.



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0444      **Version:** 1      **Name:** Wine License public hearing  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 4/23/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Schedule a public hearing on May 12, 2014 at 6:00 p.m. to receive public input as it relates to the issuance of an on-sale wine license for Stephen E. Arbour dba Keith's Old River Pizza Co.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Schedule a public hearing on May 12, 2014 at 6:00 p.m. to receive public input as it relates to the issuance of an on-sale wine license for Stephen E. Arbour dba Keith's Old River Pizza Co.

**Background Information:**

Stephen Arbour has requested on on-sale wine license with a strong beer authorization for Keith's Old River Pizza Co., located at 806 S. Pokegama Avenue, Grand Rapids, MN.

**Staff Recommendation:**

Schedule a public hearing and authorized staff to publish notice as appropriate.

**Requested City Council Action**

Schedule a public hearing on May 12, 2014 at 6:00 p.m. to receive public input as it relates to the issuance of an on-sale wine license for Stephen E. Arbour dba Keith's Old River Pizza Co. and authorize publication of notice.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 14-0446      **Version:** 1      **Name:** Civic Center Fire Hall Roof Replacement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 4/23/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** A resolution approving the plans and specifications and advertisement for bids on the Civic Center and Fire Hall Roof Replacement.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [4-28-14 Resolution Roof Ordering Advertisement](#)

Date	Ver.	Action By	Action	Result
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A resolution approving the plans and specifications and advertisement for bids on the Civic Center and Fire Hall Roof Replacement.

**Background Information:**

Both the Civic Center East Venue and the Fire Hall have had leaky roofs for several years. The water entering the roof is creating damage to the buildings. The projects are included in the City's Five-Year Capital Improvement Plan.

**Staff Recommendation:**

City staff is recommending a resolution approving the plans and specifications and advertisement for bids on the Civic Center and Fire Hall Roof Replacement.

**Requested City Council Action**

Consider a resolution approving the plans and specifications and advertisement for bids on the Civic Center and Fire Hall Roof Replacement.

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

RESOLUTION NO. 14-\_\_

**A RESOLUTION TO APPROVE PLANS AND SPECIFICATIONS AND  
ORDER ADVERTISEMENT FOR BIDS FOR  
CIVIC CENTER AND FIRE HALL ROOF REPLACEMENT**

WHEREAS, the City's Capital Improvement Plan Project prioritizes the need to repair the roofs at the Civic Center and Fire Hall, and

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

1. The plans and specifications for this project, copies of which were presented to the City Council and on file in the City Administrator's office, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 11:00 a.m., on Tuesday, May 20, 2014, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Clerk and City Administrator, will then be tabulated, and will be considered by the Council at the regular meeting of the Council at 5:00 p.m., Tuesday, May 27, 2014, in the Council Chambers. Any bidder whose responsibility is questioned during consideration of the bids will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the Clerk for 5 percent (5%) of the amount of such bid.

Adopted by the Council this 28<sup>th</sup> day of April, 2014.

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

ATTEST:

\_\_\_\_\_  
Kim Johnson-Gibeau, City Clerk

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



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0452      **Version:** 1      **Name:** Board & Commission Minutes  
**Type:** Minutes      **Status:** Approved  
**File created:** 4/24/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Acknowledge minutes for Boards & Commissions  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [January 8, 2014 Civic Ctr-Parks & Rec](#)  
[March 12, 2014 Civic Ctr-Parks & Rec](#)  
[March 19, 2014 HRA](#)  
[March 19, 2014 PUC](#)

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

**CIVIC CENTER AND PARKS AND RECREATION ADVISORY BOARD**  
**Regular Monthly Meeting**  
**January 8, 2014**

The IRA Civic Center and Park and Recreation Advisory Board held its regular monthly meeting on Wednesday, January 8, 2014 at the IRA Civic Center.

**I. CALL TO ORDER**

**Board Members Present:** Lilah Crowe, Melanie DeBay, Tina Glorvigen, Brad Hyduke, Peter Miskovich, Barb Sanderson and Kim Smith

**Board Members Absent:** Justin Lamppa, Steve Oleheiser

**Staff Present:** Dale Anderson and Sara Holum

**Visitors:** John Powers

**II. FINANCIAL REPORTS**

No discussion. Dale to email out financials as we did not have the year-end report.

**III. MINUTES**

The minutes from the last regular meeting held on October 9, 2013 were presented to the board.

**A motion was made by Hyduke and second by DeBay to accept the October 9, 2013 minutes as presented.**

**Upon roll call vote, the following voted in favor thereof: Crowe, DeBay, Glorvigen, Hyduke, Miskovich, Sanderson and Smith. Those opposed: none. Motion carried.**

**IV. SETTING THE AGENDA**

No items were added for discussion.

**V. OLD BUSINESS**

- a. Review final draft of Parks & Trails Plan.

John Powers presented documents entitled "Comments on Draft Plan with Possible Responses" and "Motorized Trails: Possible Response" and discussions took place.

**A motion was made by Glorvigen and second by Smith to accept the Parks & Trails Plan, as amended by Dale Anderson and John Powers, to recommend adoption by the City Council.**

**Upon roll call vote, the following voted in favor thereof: Crowe, DeBay, Glorvigen, Hyduke, Miskovich, Sanderson and Smith. Those opposed: none. Motion carried.**

## **VI. NEW BUSINESS**

- a. Discuss locker room project. Dale presented a sketch for the proposed renovations of Locker Rooms A & B.

**A motion was made by Miskovich and second by Sanderson to consider spending up to \$10,000 for reconstruction of locker rooms A and B and are asking the Boys High School Hockey Blue Line Club and GRAHA to cover one-half of the expenses.**

**Upon roll call vote, the following voted in favor thereof: Crowe, DeBay, Glorvigen, Hydeke, Miskovich, Sanderson and Smith. Those opposed: none. Motion carried.**

- b. Consider accepting a donation of property from Grand Rapids State Bank for development of a City Park.

There was discussion of land in the Deschepper area – map attached.

**A motion was made by Glorvigen and second by DeBay to accept a donation of property from the Grand Rapids State Bank for the development of a City Park.**

**Upon roll call vote, the following voted in favor thereof: Crowe, DeBay, Glorvigen, Hydeke, Miskovich, Sanderson and Smith. Those opposed: none. Motion carried.**

## **STAFF REPORT**

- a. Programs and events update. This is a slower time for programs for the Park and Recreation Department. Open swim is taking place and they have good numbers for the Pond Hockey Program.

## **CORRESPONDENCE**

Nothing to report.

**A motion was made by Glorvigen and second by DeBay adjourn.**

There being no further business, the meeting was adjourned.

Respectfully submitted: Sara L. Holum

**CIVIC CENTER AND PARKS AND RECREATION ADVISORY BOARD**  
**Regular Monthly Meeting**  
**March 12, 2014**

The IRA Civic Center and Park and Recreation Advisory Board held its regular monthly meeting on Wednesday, March 12, 2014 at the IRA Civic Center.

**I. CALL TO ORDER**

**Board Members Present:** Lilah Crowe, Melanie DeBay, Brad Hyduke, Peter Miskovich, Steve Oleheiser, Barb Sanderson and Kim Smith

**Board Members Absent:** Tina Glorvigen, Justin Lamppa

**Staff Present:** Dale Anderson and Sara Holum

**Visitors:** Burl Ives

**II. FINANCIAL REPORTS**

**A motion was made by Oleheiser and second by Hyduke to accept the Financial Reports.**

**Upon roll call vote, the following voted in favor thereof: Crowe, DeBay, Hyduke, Miskovich, Oleheiser, Sanderson and Smith. Those opposed: none. Motion carried.**

**III. MINUTES**

The minutes from the last regular meeting held on January 8, 2014 were presented to the board.

**A motion was made by Sanderson and second by Oleheiser to accept the January 8, 2014 minutes with the following changes to the motion regarding locker rooms A & B.**

**A motion was made by Miskovich and second by Sanderson to consider the Civic Center/Park and Recreation Departments spending up to \$10,000 for reconstruction of locker rooms A and B. The Boys High School Hockey Blue Line Club and GRAHA will be asked to cover the remaining balance which is projected to be between \$10,000 and \$15,000.**

**Upon roll call vote, the following voted in favor thereof: Crowe, DeBay, Hyduke, Miskovich, Oleheiser, Sanderson and Smith. Those opposed: none. Motion carried.**

**IV. SETTING THE AGENDA**

No items were added for discussion.

**V. OLD BUSINESS**

- a. Discuss Parks and Trails Plan Update.



After meetings and discussions, Dale advised there were wordage changes to page 21 of the Parks and Trails Plan regarding "Motorized Trails" which Dale read aloud. The Planning Commission has approved the Plan with the changes and Dale plans to bring it to the Council on March 24, 2014.

**A motion was made by Sanderson and second by Oleheiser to approve the changes made in the Parks & Trails Plan.**

**Upon roll call vote, the following voted in favor thereof: Crowe, DeBay, Hyduke, Miskovich, Oleheiser, Sanderson and Smith. Those opposed: none. Motion carried.**

b. Update on roof replacement project this summer.

Dale discussed the damage on the roof. Danberg, Scott, Gerzina, Wagner projected that it would cost approximately \$180,000 to replace the flat roof on the East side. Steve Oleheiser suggested that we have some type of formal snow removal plan in the future.

## **VI. NEW BUSINESS**

a. Nominations of Officers –

Hyduke, Crowe and Miskovich have agreed to serve on the board for another 3 year term.

**A motion was made by Oleheiser and second by Miskovich to re-appoint Justin Lamppa as Chair for the Board.**

**Upon roll call vote, the following voted in favor thereof: Crowe, DeBay, Hyduke, Miskovich, Oleheiser, Sanderson and Smith. Those opposed: none. Motion carried.**

**A motion was made by Sanderson and second by Miskovich to re-appoint Lilah Crowe as Vice Chair for the Board.**

**Upon roll call vote, the following voted in favor thereof: DeBay, Hyduke, Miskovich, Oleheiser, Sanderson and Smith. Those opposed: none. Motion carried.**

b. Discuss next season's ice rates – Dale suggested the following rates for the 2014-2015 season:

- a. \$100 non-prime
- b. \$128 prime
- c. \$174 tournament/competition

Dale stated that he would talk to GRAHA and Star of the North Skating Club regarding the proposed increase and would report back at next month's meeting to be decided upon.

## **VII. STAFF REPORT**

Dale reported that the rinks are officially closed. Swimming lessons and volleyball registrations are going well. On-line registration has started for the Parks and Recreation Programs and golf passes. The annual 5k has been moved to Saturday, April 12 and Dale has asked for volunteers again this year. Dry floor events are stable.

## VIII. CORRESPONDENCE

Nothing to report.

There being no further business, the meeting was adjourned.

Respectfully submitted: Sara L. Holum

**THE HOUSING AND REDEVELOPMENT AUTHORITY  
OF GRAND RAPIDS, MN  
REGULAR MEETING March 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 7<sup>th</sup> Street, Grand Rapids, MN.

**CALL OF ROLL**

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

**HRA:** Executive Director Jerry Culliton

**PUBLIC FORUM**

None

**APPROVAL OF MINUTES**

Commissioner Chandler made a motion to approve the Regular meeting minutes of February 19, 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 February, 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 Chandler made a motion to approve the Public Housing verified claims in the amount of \$17,861.75. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried. Commissioner Chandler made a motion to approve Crystal Lake Townhomes verified claims in the amount of \$20,712.38. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried. Commissioner Chandler made a motion to approve the Pooled Housing verified claims in the amount of \$43,948.43. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried.

**APPROVED**

**PUBLIC HOUSING REPORT**

Director Culliton stated we have two vacancies at the 411 building with short waiting lists; we are also looking at the possibility of furniture for the sitting areas of both buildings, otherwise operations are normal and routine at both buildings.

**CRYSTAL LAKE HOUSING REPORT**

Director Culliton gave a report stating; we have two vacant units plus the handicap unit, otherwise operations are normal and routine.

**POOLED HOUSING REPORT**

Director Culliton gave a report stating we have two vacant apartments at Forest Park West of which we are continuing to advertise; also we will be replacing the carpet on the third floor hallway as well as the guest suite at Lake Shore Place, otherwise operations are normal and routine at both buildings.

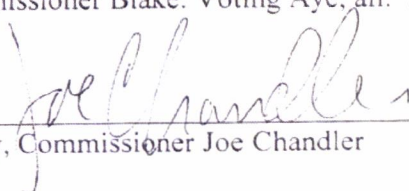
**OTHER MATTERS**

Commissioner Henrichsen mentioned the possible web page that was being explained for the Grand Rapids HRA, and felt that it was a good idea to proceed in establishing the web page. No action taken.

**DISCUSSION ON LOAN PROGRAM**

Commissioner Chandler and Commissioner Henrichsen gave a short report on the enclosed material in the Board packet for a proposed loan program that would be offered by the Grand Rapids HRA, in conjunction with Blandin Foundation for a Home Improvement program for residents in the City of Grand Rapids that meet low income guidelines for Itasca County. Commissioner Chandler had met with the Blandin Foundation and their funding was booked for the coming year so the program, if implemented would likely take place sometime in the year 2015 for matching funds. After discussion among the Board it was decided that it would be placed on the April agenda and Board members would have the chance to ask further questions or get clarification on the proposed loan program. No action taken.

There being no further information of the HRA of Grand Rapids for March 19, 2014 Commissioner Henrichsen made a motion to adjourn the meeting at 5:15 p.m. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

Signed   
Secretary, Commissioner Joe Chandler

**APPROVED**

A regular meeting of the Grand Rapids Public Utilities Commission was held on March 19, 2014 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4<sup>th</sup> Street.

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

Members Absent: None.

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, Instrumentation Control Technician Virden.

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

Motion by Lenius to approve the minutes of the February 12, 2014 regular meeting. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Commissioner Zabinski and Attorney Bengtson arrived at the meeting at 4:04 PM.

Finance Manager Betts reviewed the February 2013 City Treasurer's Report and Investment Activity Report with the Commission. Manager Betts reviewed the factors included in the reserve calculations; working capital, operating expense, power supply expense, historical rate base, debt service, and average capital expenditures. Manager Betts will forward a copy of the reserve policy and calculation worksheet to the Commission, as requested.

Motion by Hodgson to approve the City Treasurer's Report and Investment Activity Report for February 2013. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

President Welliver acknowledged the public forum. None present.

Commission Member Reports:

Commissioner Zabinski stated the Crystal Lake Boulevard Reconstruction Project will be on the City Council agenda for Monday, March 24, 2014 for approval of specifications and authorization to bid. A public hearing was held on the project on Monday, March 10, 2014. Approximately twenty residents attended the public hearing and no one voiced opposition to the project.

Administration:

General Manager Ward and Electric Department Manager Goodell presented an update on the evaluation and acquisition of an Advanced Metering Infrastructure/Automated Meter Reading (AMI/AMR) System. The team members working on the AMI/AMR System Project are General Manager Ward, Electric Department Manager Goodell, Water/ Wastewater Collection/Safety Manager Doyle, and Instrumentation Control Technician Virden. Based upon the evaluation performed to date by the team, the preferred vendor is Eaton - Cooper Power Systems. The team reviewed the top three vendors from the AMI/AMR Feasibility Study by JDI Contracts, Inc., and certain members visited two other utilities to view their AMI/AMR systems. The Cooper system has single platform approach to different pieces of system, with no major third party software requirement. The system will also easily integrate into existing electrical hardware, including re-closers, switches, and voltage regulators. The recommended approach would be to install a test site this spring and integrate it with all required systems, including the billing system. After the test site is up and running, all electric meters would be installed by the end of 2014, the load control switches would be installed before the fall 2014/winter 2015 heating season, and the water meters would be installed over a two year period. General Manager Ward reviewed the Initial Cost Analysis and Value Assessment Model provided by Cooper Power Systems with the Commission, and discussed options for funding the project. Revenue bonds could be issued to finance the electric component of the project and general obligation/revenue bonds could be used to finance the water/sewer component to reduce bonding costs. A debt service reserve would be required for the straight revenue bond. This reserve could be used toward the final interest and principal payment of the bonds. Funding is also available in the form of a bank loan with low interest through the Minnesota Municipal Utilities Association (MMUA), which the GRPUC is a member. Funding by financing through the MMUA would save approximately \$303,350.00. The Commission requested General Manager Ward contact Copper Power Systems for available dates for an AMI/AMR presentation at a special work session to be scheduled after April 1, 2014.

Motion by Chandler to approve modifying the Purchase Power Adjustment calculation to include the addition of MISO-Schedule 45 charges. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Zabinski to approve granting regular employment status to Mr. Steve Mattson, Wastewater Treatment Facility Manager. 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.

Accounting and Finance:

Finance Manager Betts reviewed the February 2013 Operations Report with the Commission.

Motion by Zabinski to authorize the write-off of uncollectible accounts in the amount of \$586.83, 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.

Motion by

Electric Department:

Electric Department Manager Goodell reviewed the February 2013 Operations Report with the Commission.

Motion by Motion by Zabinski to authorize expenditures for out of state travel to allow Electric Department Manager Goodell to attend the APPA 2014 Engineering and Operations Technical Conference in Oklahoma City on April 6-9, 2014. 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.

Commissioner Zabinski requested the Commission consider setting a threshold for out of state travel for approval by the General Manager. Commissioner Chandler requested a policy change for out of state travel expenditures be placed on the agenda for the April regular Commission meeting.

Manager Goodell reviewed the necessity for replacement of defective power poles found during the 2013 power pole inspections, and requested advertisement to bid the cost of replacement on a per pole structure basis with pricing will be dependent on pole height and complexity of structure type. A portion of pole replacements may be necessary to contract out if the electric crew work load exceeds the time required to complete the entire project in-house this summer. The total budgeted for this project is \$65,000.00.

Motion by Hodgson to authorize advertisement for bids for replacement of defective power poles on a per pole structure basis. 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.

Wastewater Treatment Facility Operations:

Wastewater Treatment Department Manager Mattson reviewed the February 2013 Operations Report with the Commission.

Motion by Zabinski to approve the maintenance agreement with Otis Elevator for the elevator in the Solids Processing Building at the Wastewater Treatment Plant. 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 February 2013 Operations Report with the Commission.

Motion by Chandler to award a contract for the Wellhead Protection Program Updates, Parts I & II, to Source Water Solutions in the amount of \$24,285.00, as recommended by Manager Doyle. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Safety Training Procedures and Updates:

Water/Wastewater Collection/Safety Manager Doyle reviewed the safety initiatives for the month. There was one reported safety incident in February and three in March. One incident in March is an OSHA recordable and the other three were first aid only. None have resulted in lost time to date. Earth Moving/Heavy Equipment training and Chain Saw Safety training have been completed. MMUA Overhead and Underground Specifications Training is scheduled on March 20<sup>th</sup>. Commissioner Chandler reiterated the importance of focusing on preventing slips, trips and falls during this time of year.

GRPUC Discussion/Correspondence:

NMBA 2014 Electrician/Power Limited Continued Education, February 10-11, 2014, Grand Rapids, MN – James Foss.

MMUA Reasonable Suspicion Training for Supervisors, February 13, 2014, Grand Rapids, MN – Dennis Doyle, Steve Mattson, Christine Flannigan, Tyanne Betts, Jeremy Goodell, Anthony Ward.

Identity Theft Prevention Program (Red Flags Rule) Training Update presented by Anthony Ward, February 24, 2014, Grand Rapids, MN – Theresa DeLorme, Karen Olson, Sandra South, Kathryn Wohlrabe.

Baker Tilly Virchow Krause, LLP Webinar-Developing an Information Technology (IT) Budget, February 26, 2014, Grand Rapids, MN – Tyanne Betts, Anthony Ward.

Change Orders:

No items.



Claims for Payment:

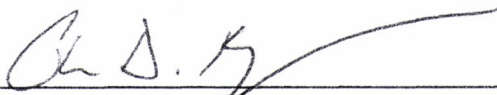
Motion by Zabinski to approve claims for payment in the amount of \$283.72 from Short Elliot Hendrickson, Inc. (SEH). Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Chandler, Zabinski and Lenius; Against: None; Abstained: Hodgson, whereby the motion was declared duly passed and adopted.

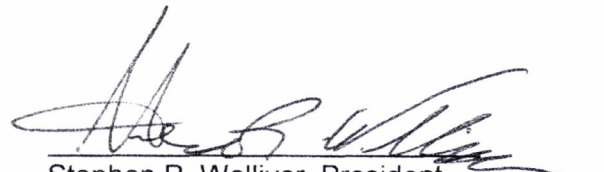
Motion by Lenius to approve Pay Request #1 from Plackner Tree Care for the 2014 Vegetation Control Contract #16 in the amount of \$35,375.63. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Hodgson to authorize the verified claims for payment in the amount of \$1,844,859.22 (\$1,338,508.15 computer checks and \$506,351.07 manual checks) per attached lists. 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 next regular Commission meeting is Wednesday, April 16, 2014 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4<sup>th</sup> Street.

Attest:

  
\_\_\_\_\_  
Glen D. Hodgson, Secretary

  
\_\_\_\_\_  
Stephen R. Welliver, President

GRAND RAPID PUBLIC UTILITIES COMMISSION  
ACCOUNTS PAYABLE  
FEBRUARY 2014

NAME	AMOUNT	NAME	AMOUNT
Acheson Tire	1,640.00	Johnson Killen Seiler	382.50
Acheson Tire	181.22	James E Johnson	60.00
AE2S	4,047.89	Johnson's Lock & Safe	416.48
American Public Power Assoc.	277.00	KBAJ Red Rock Radio	944.00
AmeriPride Services	98.42	KOZY	499.00
Arrow Embroidery & Screen Print	265.00	Lano, O'Toole, Bengston	2,856.00
Autumn Creek Consulting	988.90	L & M Supply	904.15
Barnum Gate Services	1,964.72	Dale Lillfors	8.00
Bridgewell Resources	29,388.49	Local- Boy	408.57
Burggrafs Ace Hardware	220.82	Marco	931.50
Busy Bees Quality Cleaning	1,838.00	Steve Mattson	28.56
Call Net	2,614.80	Mielke Electric Works	5,234.95
Carquest	463.82	Mind Tools	492.00
Casper Construction	8,576.75	Minnesota Dept of Commerce	2,856.12
Citi Lights	120.50	Minnesota Dept of Public Safety	100.00
City of Grand Rapids	7,910.24	Minnesota Municipal Utilities	1,266.50
Cole Hardware	682.40	Minnesota Office of Enterprise Tec	36.00
Collaboration Unlimited	594.00	Minnesota Power	988,540.34
Cogsdale	3,745.00	The Motor Shop	906.86
Dakota Supply Group	884.93	NTS	3,187.00
Dan Martin Snowplow Sales	285.88	NAPA Auto Parts	183.31
Davis Oil	1,623.95	Neo Solutions	33,594.39
DCR Communications	420.00	Nextera	728.25
Deer River Hired Hands	15.00	North American Salt Co	2,260.63
Dezurik	1,216.00	Northern Business Products	1,332.46
Door Service	498.50	Northwest Gas	114.10
Dennis Doyle	75.04	Pace Analytical	358.99
Energy Insight Inc	6,386.59	Personnel Dynamics	3,820.00
Environmental Resources Assoc.	560.08	Pipeline Supply Inc	227.75
Era Laboratories	250.00	Polydyne Inc	50,863.60
Evoqua Water Technologies	72.00	Public Utilities Commission	7,598.93
Express Services Inc	1,829.88	R K Hillman	234.00
FKC Co Ltd	5,513.77	Railroad Management Co	146.16
Fastenal	267.72	Radtke Trucking	13,069.60
Figgins Truck & Trailer	368.04	Rapids Welding Supply	565.75
Gopher State One-Call	26.10	Resco	7,091.95
Green Again Lawn & Aeration	3,703.19	River Road Market	2,057.90
Hammerlund Construction Inc	13,515.00	Sandstroms	929.78
Harcros Chemicals Inc	50,139.00	Scheck Industrial Corp	4,009.53
Hawkins Inc	6,546.82	Scooters Septic Service	1,450.00
Herc-U-Lift	446.47	TFBG Inc	105.00
Hope Health	35.86	T & R Electric	16.03
Hopkins Electric	215.50	Thelen Heating & Roofing	1,064.00
HVAC	296.25	T J Towing	385.00
Industrial Lubricant	1,826.50	Treasure Bay Printing	126.00
Iron Oakes Fencing	154.88	Tyco Simplex Grinnell	4,378.00
Itasca Computer Resources	4,954.50	Vessco Inc	482.97
Itasca County Farm Service	7,897.40	Viking Electric Supply	1,028.54
Itasca County Resource Ctr	462.30	Waste Management	1,040.16
Itasca County Treasurer	2,863.41	WECC	400.64
Jasper Engineering & Equipment	3,013.00	Wells Fargo Business	331.39
JDI Contracts Inc	3,500.00		

GRAND RAPID PUBLIC UTILITIES COMMISSION  
ACCOUNTS PAYABLE  
FEBRUARY 2014

NAME	AMOUNT	NAME	AMOUNT
Works Computing	2,257.25		
Xerox	165.88		
Zee Medical Service	250.15		
Energy Star Rebates:			
Dale Lillfors	50.00		
Paul Jensen	50.00		
Larry Pickeral	50.00		
Keith Friesen	50.00		
Claudia LeMahieu	50.00		
Wendi Erickson	50.00		
Total	<u>1,338,508.15</u>		
S E H	283.72		

\* \* \* GRAND RAPIDS PUBLIC UTILITIES \* \* \*  
 ACCOUNTS PAYABLE CHECK REGISTER 2/28/2014  
 WELLS FARGO BANK

CHECK NO	CHECK DATE	VEN NO	V E N D O R	Check Amount
MANUAL CHECKS				
2509	2/03/2014	1611	SELECTACCOUNT	163.02
2510	2/07/2014	700	MINNESOTA DEPT OF REVENUE	3,758.58
2511	2/07/2014	1232	WELLS FARGO BANK	22,675.91
2512	2/07/2014	1734	ING INSTITUTIONAL PLAN SERVICES LLC	7,019.54
2513	2/07/2014	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	12,752.82
2514	2/06/2014	1611	SELECTACCOUNT	837.58
2515	2/07/2014	1612	SELECTACCOUNT	2,587.97
2516	2/03/2014	1613	DELTA DENTAL OF MINNESOTA	3,449.00
2517	2/19/2014	890	MINNESOTA DEPARTMENT OF REVENUE	62,855.00
2518	2/03/2014	1762	WELLS FARGO CORPORATE TRUST	114,768.75
2519	2/21/2014	700	MINNESOTA DEPT OF REVENUE	4,205.05
2520	2/21/2014	1232	WELLS FARGO BANK	25,146.00
2521	2/21/2014	700	MINNESOTA DEPT OF REVENUE	438.00
2522	2/21/2014	1734	ING INSTITUTIONAL PLAN SERVICES LLC	7,275.16
2523	2/21/2014	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	13,768.54
2524	2/11/2014	1611	SELECTACCOUNT	312.43
2526	2/24/2014	1612	SELECTACCOUNT	2,587.97
2527	2/28/2014	67	BLUE CROSS BLUE SHIELD	48,371.85
2528	2/28/2014	700	MINNESOTA DEPT OF REVENUE	31.63
2529	2/28/2014	1232	WELLS FARGO BANK	211.88
2530	2/28/2014	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	75.30
2531	2/28/2014	1734	ING INSTITUTIONAL PLAN SERVICES LLC	33.46
64477	2/28/2014	570	U S POST OFFICE	753.20
64478	2/04/2014	1585	STANDARD INSURANCE COMPANY	956.79
64479	2/04/2014	1835	VERIZON WIRELESS	239.46
64480	2/04/2014	921	UNITED PARCEL SERVICE	40.83
64481	2/04/2014	604	ANTHONY WARD - PETTY CASH	217.83
64482	2/06/2014	1199	GREEN, DOUG	681.61
64483	2/06/2014	1762	WELLS FARGO CORPORATE TRUST	26,513.51
64484	2/06/2014	1550	MN PUBLIC FACILITIES AUTHORITY	6,156.00
64485	2/07/2014	570	U S POST OFFICE	698.30
64489	2/12/2014	374	MINNESOTA POLLUTION CONTROL AGENCY	1,575.00
64490	2/12/2014	1350	EMC INSURANCE COMPANIES	168.00
64491	2/12/2014	1572	MINNESOTA ENERGY RESOURCES CORP	16.66
64492	2/12/2014	1779	WELLS FARGO BUSINESS CARD	333.58
64493	2/12/2014	1803	WELLS FARGO BUSINESS CARD	56.92
64600	2/14/2014	570	U S POST OFFICE	597.46
64601	2/20/2014		NORTHERN PINES LLC	101.98
64602	2/11/2014	570	U S POST OFFICE	785.52
64608	2/25/2014		KAMPA, LAUREN A	25.65
64610	2/26/2014	805	O.D.C.	496.00
64611	2/26/2014	1218	CITY OF LAPRAIRIE	12,245.35
64612	2/26/2014	1572	MINNESOTA ENERGY RESOURCES CORP	1,093.03
64613	2/26/2014	1607	SELECTACCOUNT	723.20
64614	2/27/2014	1585	STANDARD INSURANCE COMPANY	961.49
64615	2/27/2014	921	UNITED PARCEL SERVICE	91.34

\* \* \* GRAND RAPIDS PUBLIC UTILITIES \* \* \*  
 ACCOUNTS PAYABLE CHECK REGISTER 2/28/2014  
 WELLS FARGO BANK

CHECK NO	CHECK DATE	VEN NO	V E N D O R	Check Amount
64616	2/28/2014	100	CITY OF GRAND RAPIDS	72,333.33
64617	2/28/2014	570	U S POST OFFICE	781.76
64618	2/28/2014	100	CITY OF GRAND RAPIDS	44,381.83
				506,351.07
Manual Checks to be approved				506,351.07
Total				506,351.07



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 14-0453      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Department Head Report  
**File created:** 4/24/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Pokegama Golf Course ~ Bob Cahill

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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



CITY OF  
GRAND RAPIDS  
ITS IN MINNESOTA'S NATURE

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0443      **Version:** 1      **Name:**

**Type:** Agenda Item      **Status:** Civic Center, Parks & Recreation

**File created:** 4/23/2014      **In control:** City Council

**On agenda:** 4/28/2014      **Final action:**

**Title:** Accept bid to renovate locker rooms at the IRA Civic Center

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Hammerlund Construction Quote](#)  
[Hawk Constrution Inc.](#)

Date	Ver.	Action By	Action	Result
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Accept bid to renovate locker rooms at the IRA Civic Center

**Background Information:**

Due to the increase in multi-team boys and girls hockey practices at the Civic Center, avoiding conflicts in locker room scheduling has become almost impossible. In an effort to minimize problems, i am proposing to renovate locker rooms A and B into four locker rooms. The Civic Center / Parks and Recreation Advisory Board passed a motion to spend up to \$10,000 from our building maintenance budget to fund the project. Grand Rapids Amatuer Hockey Association has committed up to \$15,000 to cover the remainder of the project.

We recived two bids to complete the block work, doors and frames:

Hammerlund Construction	\$ 20,415.00
Hawk Construction	\$ 21,600.00

I recommend accepting the low bid from Hammerlund Construction.

**Staff Recommendation:**

Accept the bid from Hammerlund Construction to renovate locker rooms at the IRA Civic Center.

**Requested City Council Action**

Consider accepting the bid from Hammerlund Construction to renovate locker rooms at the IRA Civic Center in the amount of \$20,415.00.

# Proposal

Page No \_\_\_\_\_ of \_\_\_\_\_ Pages



Attn: Mr. Dale Anderson

PROPOSAL SUBMITTED TO		PHONE	DATE
City of Grand Rapids		218-326-2500	April 28, 2014
STREET		JOB NAME	
420 N Pokegama Avenue		IRA Civic Center - Partition Walls	
CITY, STATE AND ZIP CODE		JOB LOCATION	
Grand Rapids, MN 55744		Grand Rapids, MN 55744	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for

**Price Includes:**

All Labor and Materials to install Partition Walls per supplied drawings

**Exclusions:**

Paint, piping and electric.

If existing doors are used - deduct \$2,200.00

We **Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Twenty Thousand Four Hundred Fifteen dollars (\$ 20,415.00 )

Payment to be made as follows

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_





**1833 West Highway #2  
Grand Rapids, MN 55744**

# Proposal Letter

**DATE:** April 21<sup>st</sup> 2014  
**TO:** Dale Anderson  
**FROM:** Zac Preble  
**RE:** GR Civic Center Locker Room Remodel

Hawk Construction proposes to do the following as listed below:

Provide labor and material to remodel two locker rooms per the sketches provided by Mr. Anderson for the amount of: **Twenty One Thousand Six Hundred Dollars and 00/100 (\$21,600.00).**

- Notes:
- Proposal **includes** disposal
  - Proposal **includes** permit
  - Proposal **excludes** flooring, painting, electrical, mechanical, sprinkler, moving existing equipment or furniture, patching of floors
  - Proposal **excludes** Architectural fee's
  - Proposal valid for 30 days

Locker Room A – Install new CMU wall, cut in new door for JV locker room side, install new hollow metal frame/door/hardware to match existing in opening.

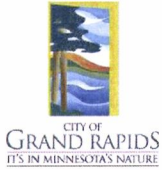
Locker Room B – Demo 12' of wall to the drying room, cut in new hollow metal frame/door/hardware at current drying room, install new CMU wall with two new hollow metal frames/doors/hardware for each locker room to showers that match existing.

Thank you for considering HAWK Construction.

Sincerely,

Zac Preble

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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0445      **Version:** 1      **Name:** CP 2011-2, Crystal Lake Blvd Construction Contract Award  
**Type:** Agenda Item      **Status:** Engineering  
**File created:** 4/23/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Consider adopting a resolution authorizing the award of a construction contract with Casper Construction in the amount of \$1,894,900.00 for CP 2011-2, the Crystal Lake Boulevard Reconstruction Project.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [4-28-14 Resolution CP 2011-2 Award Contract.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution authorizing the award of a construction contract with Casper Construction in the amount of \$1,894,900.00 for CP 2011-2, the Crystal Lake Boulevard Reconstruction Project.

**Background Information:**

Bids were opened for CP 2011-2, the Crystal Lake Boulevard Reconstruction Project, on Tuesday, April 22, 2014. Two bids were received. The low bid was from Casper Construction in the amount of \$1,894,900.00. The second bid was from Hammerlund Construction in the amount of \$1,975,664.00. The attached resolution identifies the bidders and their respective bids and authorizes the award of the construction contract to the low bidder.

**Staff Recommendation:**

Cit Staff is recommending adoption of a resolution authorizing the award of a construction contract with Casper Construction in the amount of \$1,894,900.00 for CP 2011-2, the Crystal Lake Boulevard Reconstruction Project.

**Requested City Council Action**

Consider adopting a resolution authorizing the award of a construction contract with Casper Construction in the amount of \$1,894,900.00 for CP 2011-2, the Crystal Lake Boulevard Reconstruction Project.

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

RESOLUTION NO. 14-\_\_

**A RESOLUTION ACCEPTING BID FOR  
CRYSTAL LAKE BOULEVARD RECONSTRUCTION PROJECT  
CITY PROJECT 2011-2**

WHEREAS, pursuant to an advertisement for the Crystal Lake Boulevard Reconstruction project, which includes the reconstruction of Crystal Lake Boulevard from 1<sup>st</sup> Avenue NW to 14<sup>th</sup> Street NE by reconstructing streets, storm sewer, water main, street lights, sidewalks, and associated appurtenances. Bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

Bidder	Base Bid
Engineer's Estimate	\$2,032,746.50
Casper Construction	\$1,894,900.00
Hammerlund Construction	\$1,975,664.00

WHEREAS, the City Engineer is recommending the Base Bid be awarded to Casper Construction;

WHEREAS, it appears that Contractor is a responsible bidder, and;

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

The Mayor and Administrator are hereby authorized and directed to enter into a contract with Casper Construction in the name of the City of Grand Rapids for Grand Rapids Project 2011-2 for a total contract amount of \$1,894,900.00 and in accordance to the plans and specifications therefore approved by the City Council and on file in the Office of the City Clerk.

Adopted by the Council this 28<sup>th</sup> day of April, 2014.

\_\_\_\_\_  
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: \_\_\_\_\_ ; whereby the resolution was declared duly passed and adopted.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	14-0430	<b>Version:</b>	2	<b>Name:</b>	Approve the retirement of canine C-Zar and authorize a resolution giving Sergeant Bill Giese a retired police canine named C-Zar.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Police
<b>File created:</b>	4/22/2014	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	4/28/2014	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Approve the retirement of canine C-Zar and authorize a resolution giving Sergeant Bill Giese a retired police canine named C-Zar.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Police Capital Asset.pdf</a>				

Date	Ver.	Action By	Action	Result
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Approve the retirement of canine C-Zar and authorize a resolution giving Sergeant Bill Giese a retired police canine named C-Zar.

**Background Information:**

Sergeant Bill Giese and his canine partner C-Zar have worked to together for the past nine years. In those nine years, C-Zar and Sergeant Giese have been involved in countless searches, apprehensions and drug related incidents. Unfortunately, Sergeant Giese has informed the police department that his canine companion after nine years of faithful service will need to be retired from service. Sergeant Giese has requested that C-Zar official date of retirement be April 29, 2014.

Police Department staff has reviewed Sergeant Giese’s request and concur that canine C-Zar has reached the end of its police canine service life and should be retired. The police department also suggests that the ownership of the canine be transferred from the city to Sergeant Giese.

**Staff Recommendation:**

It is staff recommendation to retire Police Canine C-Zar effective April 29, 2014 and authorize the transfer of ownership to Sergeant Bill Giese.

**Requested City Council Action**

Please consider authorizing the retirement of Police Canine C-Zar effective April 29, 2014 and authorize the signing of a resolution transferring ownership of the canine from the city to Sergeant Bill Giese.



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

RESOLUTION NO. 14-

A RESOLUTION TO APPROVE THE RETIREMENT OF POLICE CANINE C-ZAR  
EFFECTIVE APRIL 29, 2014 AND AUTHORIZE TRANSFERRING OWNERSHIP OF THE  
RETIRED POLICE CANINE FROM THE CITY TO SERGEANT BILL GIESE

WHEREAS, for the past nine years C-Zar and Sergeant Giese have been in countless searches, apprehensions and drug related incidents, and

WHEREAS, Sergeant Giese has informed the Police Department that his canine companion after nine years of faithful service will need to be retired from service, and

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, approves the retirement of Police canine C-Zar effective April 29, 2014 and authorize transferring ownership of the retired Police canine from the City to Sergeant Bill Giese.

Adopted this 28<sup>th</sup> day of April, 2014.

---

Dale Adams, Mayor

Attest:

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Kim Johnson-Gibeau, City Clerk

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



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0432      **Version:** 1      **Name:** Completion of introductory period for Cindy Phillips, Payroll Clerk/Human Resources Technician.

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

**File created:** 4/22/2014      **In control:** City Council

**On agenda:** 4/28/2014      **Final action:**

**Title:** Completion of introductory period for Cindy Phillips, Payroll Clerk/Human Resources Technician.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Completion of introductory period for Cindy Phillips, Payroll Clerk/Human Resources Technician.

**Background Information:**

Cindy Phillips, Payroll Clerk/Human Resources Technician, was hired on October 29, 2013.

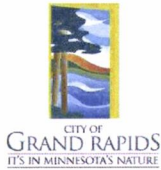
An *"End of Introductory Period Employee Progress Review"* was completed by Finance Director Barb Baird, Finance Director. It has been determined that Cindy has either met or exceeded the requirements in all areas evaluated. According to Finance Director Barb Baird, *"Cindy has really worked hard to understand all union contracts, City procedures as well as the rest of her duties in Finance. She is a great fit in Finance."*

**Staff Recommendation:**

It is the recommendation of Finance Director Barb Baird and Lynn DeGrio, Human Resources Director, that Cindy be given permanent status in light of her performance during the past six months.

**Requested City Council Action**

Consider granting permanent status to Cindy Phillips in the position of Payroll Clerk/Human Resources Technician effective April 29, 2014 and increase her pay rate to \$18.7318 per the Clerical Union contract.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0439      **Version:** 1      **Name:** Consider the appointment of Mr. Shaun Pomplun to the position of Police Officer.  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 4/23/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Consider the appointment of Mr. Shaun Pomplun to the position of Police Officer.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider the appointment of Mr. Shaun Pomplun to the position of Police Officer.

### **Background Information:**

The Police Chief has reviewed the candidate list certified by the Police Civil Service Commission for the vacant Police Officer position. He has concluded the selection process and has made an offer of employment to Mr. Shaun Pomplun, contingent upon successful completion of a background check, pre-employment physical, psychological exam, and City Council approval.

Shaun graduated from Warroad High School and received a Bachelor's Degree in Criminal Justice through Bemidji State University. He later attended Hibbing Community College where he received his Law Enforcement certificate.

Shaun is currently employed as an Investigator with the Sibley County Sheriff's Office where he has been employed since 2001.

### **Staff Recommendation:**

Police Chief Jim Denny is recommending the appointment of Mr. Shaun Pomplun to the position of Police Officer.

### **Requested City Council Action**

Consider the appointment of Mr. Shaun Pomplun to the position of Police Officer with a hire date to be determined at a starting wage per union contract.





CITY OF  
GRAND RAPIDS  
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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 14-0434      **Version:** 1      **Name:** VERIFIED CLAIMS:  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 4/23/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Consider approving the verified claims for the period April 8, 2014 to April 21, 2014 in the total amount \$ 458,433.66.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [4-28-14 Bill List.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period April 8, 2014 to April 21, 2014 in the total amount \$ 458,433.66.

### **Requested City Council Action**

Consider approving the verified claims for the period April 8, 2014 to April 21, 2014 in the total amount \$ 458,433.66.

CITY OF GRAND RAPIDS COUNCIL BILL LIST - APRIL 28, 2014

DATE: 04/22/2014  
 TIME: 13:25:03  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/28/2014

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
0100040	ASCAP	55.00
1915248	SOFTWARE HARDWARE INTEGRATION	4,138.53
	TOTAL	4,193.53
CITY WIDE		
1618542	PROFESSIONAL COMPUTER TECH	1,635.00
	TOTAL CITY WIDE	1,635.00
SPECIAL PROJECTS-NON BUDGETED		
1105530	KENNEDY & GRAVEN	2,371.00
	TOTAL SPECIAL PROJECTS-NON BUDGETED	2,371.00
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	25.56
0315455	COLE HARDWARE INC	83.21
	TOTAL BUILDING MAINTENANCE-CITY HALL	108.77
COMMUNITY DEVELOPMENT		
1105530	KENNEDY & GRAVEN	74.00
	TOTAL COMMUNITY DEVELOPMENT	74.00
COUNCIL/COMMISSION/BOARDS		
0100040	ASCAP	111.67
	TOTAL COUNCIL/COMMISSION/BOARDS	111.67
ENGINEERING		
1900225	SEH-RCM	97.50
	TOTAL ENGINEERING	97.50
FINANCE		
0300200	CDW GOVERNMENT INC	411.87
0809436	HILDI INC	170.00

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CITY OF GRAND RAPIDS  
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INVOICES DUE ON/BEFORE 04/28/2014

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FINANCE		
2001750	TAUTGES REDPATH & CO LTD	26,063.91
	TOTAL FINANCE	26,645.78
FIRE		
0121721	AUTO VALUE - GRAND RAPIDS	6.99
0221650	BURGGRAF'S ACE HARDWARE INC	101.87
0701650	GARTNER REFRIGERATION CO	448.37
0705500	GEMINI SPORT MARKETING INC	80.55
1100550	KOZY/KMFY RADIO INC	247.50
1506265	NORTHERN OFFICE OUTFITTER INC	139.99
1909450	SILVERTIP GRAPHICS SIGNS	125.00
2300600	W.P. & R.S. MARS COMPANY	79.68
	TOTAL FIRE	1,229.95
INFORMATION TECHNOLOGY		
0300200	CDW GOVERNMENT INC	114.02
1915248	SOFTWARE HARDWARE INTEGRATION	998.97
	TOTAL INFORMATION TECHNOLOGY	1,112.99
PUBLIC WORKS		
0100002	3D SPECIALTIES	1,353.45
0100046	ASV, INC.	1,400.67
0121721	AUTO VALUE - GRAND RAPIDS	28.78
0221650	BURGGRAF'S ACE HARDWARE INC	544.96
0301685	CARQUEST AUTO PARTS	70.80
0315455	COLE HARDWARE INC	239.05
0318900	CRYSTEEL TRUCK EQUIPMENT INC	30.58
0514802	ENVIROTECH SERVICES INC	5,378.80
0601690	FASTENAL COMPANY	35.01
0801836	HAWKINSON SAND & GRAVEL	702.00
0920061	ITASCA COUNTY TREASURER	10.00
1415640	NORTRAX EQUIPMENT COMPANY	245.59
1421155	NUCH'S IN THE CORNER	20.00
1503150	OCCUPATIONAL DEVELOPMENT CTR	1,050.00
1615650	PORTABLE JOHN	21.43
1801615	RAPIDS WELDING SUPPLY INC	14.70
1908248	SHERWIN-WILLIAMS	215.07
2018755	TRUSCO MFG COMPANY	239.70
2209421	VIKING ELECTRIC SUPPLY INC	28.96
2305453	WESCO DISTRIBUTION INC	6,336.00

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INVOICES DUE ON/BEFORE 04/28/2014

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
2309548	WINTER EQUIPMENT CO INC	1,257.29
2605225	ZEE SERVICE COMPANY	26.15
TOTAL PUBLIC WORKS		19,248.99
FLEET MAINTENANCE		
0121721	AUTO VALUE - GRAND RAPIDS	7.38
0215900	BOYER FORD TRUCKS INC.	459.40
0301685	CARQUEST AUTO PARTS	123.14
0315455	COLE HARDWARE INC	19.47
1009508	JIM'S HYDRAULIC JACK SVC LLC	556.94
1201850	LAWSON PRODUCTS INC	557.44
TOTAL FLEET MAINTENANCE		1,723.77
POLICE		
0118625	ARROW EMBROIDERY	728.50
0318335	CRIMINALISTICS INC	240.86
0513233	EMERGENCY AUTOMOTIVE TECH INC	1,332.16
1209695	LISA LYNN CONSULTING	455.00
1301168	MARKETPLACE FOODS	26.34
1309167	MN BUREAU OF CRIMINAL	390.00
1506265	NORTHERN OFFICE OUTFITTER INC	139.99
1915248	SOFTWARE HARDWARE INTEGRATION	1,126.00
1920555	STOKES PRINTING COMPANY	47.19
2000400	T J TOWING	587.50
2001657	TASER INTERNATIONAL INC	437.70
TOTAL POLICE		5,511.24
RECREATION		
0221650	BURGGRAF'S ACE HARDWARE INC	2.79
TOTAL RECREATION		2.79
GENERAL FUND-LIQUOR/CHART GAMB		
0118625	ARROW EMBROIDERY	434.00
TOTAL		434.00

CITY OF GRAND RAPIDS COUNCIL BILL LIST - APRIL 28, 2014

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CITY OF GRAND RAPIDS  
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INVOICES DUE ON/BEFORE 04/28/2014

VENDOR #	NAME	AMOUNT DUE
CENTRAL SCHOOL		
0113233	AMERIPRIDE LINEN & APPAREL	120.36
1801610	RAPIDS PLUMBING & HEATING INC	174.50
1909510	SIM SUPPLY INC	73.79
	TOTAL	368.65
AIRPORT		
0504825	EDWARDS OIL INC	1,320.75
0801450	HALI-BRITE INC	258.75
1900225	SEH-RCM	420.00
2021650	TURF AND TREE INC	2,250.00
	TOTAL	4,249.50
CIVIC CENTER		
0100040	ASCAP	55.00
	TOTAL	55.00
GENERAL ADMINISTRATION		
0100040	ASCAP	111.66
0113233	AMERIPRIDE LINEN & APPAREL	82.50
0205153	BECKER ARENA PRODUCTS INC	601.98
0221650	BURGGRAF'S ACE HARDWARE INC	6.78
0315455	COLE HARDWARE INC	33.32
1421155	NUCH'S IN THE CORNER	19.00
1605611	PEPSI-COLA	209.80
1615423	POKEGAMA ELECTRIC INC	3,948.79
1909510	SIM SUPPLY INC	166.93
	TOTAL GENERAL ADMINISTRATION	5,180.76
RECREATION PROGRAMS		
0221650	BURGGRAF'S ACE HARDWARE INC	44.94
1215300	LOGO DOGZ	1,415.00
2018225	TREASURE BAY PRINTING INC	156.00
	TOTAL	1,615.94

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/28/2014

VENDOR #	NAME	AMOUNT DUE
-----		
STATE HAZ-MAT RESPONSE TEAM		
1415480	NORTHERN HEALTH & FITNESS PLUS	25.00
	TOTAL	25.00
POLICE DESIGNATED FORFEITURES		
1801613	RAPIDS PRINTING	1,052.00
	TOTAL	1,052.00
CEMETERY		
0114200	ANDERSON GLASS	4,070.00
0221650	BURGGRAF'S ACE HARDWARE INC	93.03
0718010	CITY OF GRAND RAPIDS	45.00
1200500	L&M SUPPLY	56.38
1305047	MEDIACOM	2,550.00
	TOTAL	6,814.41
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	12.67
	TOTAL	12.67
GENERAL CAPITAL IMPRV PROJECTS		
1805346	REIF ARTS COUNCIL	61,750.31
	TOTAL	61,750.31
2014 BLDG IMPROVEMENTS		
0801820	HAWK CONSTRUCTION INC	19,376.00
	TOTAL 2014 BLDG IMPROVEMENTS	19,376.00
2014 INFRASTRUCTURE BONDS		
2011-2	CRYSTAL LAKE BLVD	
1900225	SEH-RCM	41,991.50

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/28/2014

VENDOR #	NAME	AMOUNT DUE
2014	INFRASTRUCTURE BONDS	
	2011-2 CRYSTAL LAKE BLVD	
	TOTAL 2011-2 CRYSTAL LAKE BLVD	41,991.50
PIR-PERMANENT IMPRV	REVOLV FND	
	2012-12 MIDDLE-MURPHY ROUTES	
	1900225 SEH-RCM	7,108.56
	TOTAL 2012-12 MIDDLE-MURPHY ROUTES	7,108.56
STORM WATER UTILITY		
	0121721 AUTO VALUE - GRAND RAPIDS	161.43
	0315455 COLE HARDWARE INC	47.75
	1503150 OCCUPATIONAL DEVELOPMENT CTR	90.00
	1621130 P.U.C.	550.00
	TOTAL	849.18
	TOTAL UN-PAID TO BE APPROVED IN THE SUM OF: \$	214,950.46
CHECKS ISSUED-PRIOR APPROVAL		
	PRIOR APPROVAL	
	0114213 STEVE ANDERSON	40.00
	0301650 JEFF CARLSON	96.00
	0305530 CENTURYLINK COMMUNICATIONS LLC	240.84
	0312104 TONY CLAFTON	40.00
	0315454 TRAVIS COLE	49.88
	0409655 TIMOTHY DIRKES	16.00
	0512230 ELEMENT PAYMENT SERVICES	75.00
	0717996 GRAND ITASCA CLINIC	31.52
	0717997 GRAND ITASCA HOSPITAL	1,583.20
	0718015 GRAND RAPIDS CITY PAYROLL	200,387.37
	0718070 GRAND RAPIDS STATE BANK	50.00
	0718236 MARK GREINER	299.58
	0815464 SARA HOLUM	40.00
	0920055 ITASCA COUNTY RECORDER	20.00
	1205095 LEAGUE OF MN INSURANCE TRUST	1,000.00
	1209516 LINCOLN NATIONAL LIFE	1,557.36
	1209527 JOHN R. LINDER	26.00
	1305046 MEDIACOM	11.03
	1309098 MINNESOTA DEPT OF ADMN	590.00
	1309199 MINNESOTA ENERGY RESOURCES	491.82
	1309335 MINNESOTA REVENUE	2,294.54
	1309375 MINNESOTA UNEMPLOYMENT COMP FD	6,028.02
	1315630 ASHLEY MORAN	40.00

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 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/28/2014

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1405435	JEREMY NELSON	80.00
1405550	NEOPOST USA INC	1,000.00
1520720	KEVIN OTT	120.00
1521425	OWATONNA FIRE CONFERENCE FUND	960.00
1609561	PIONEER TELEPHONE	8.71
1621130	P.U.C.	19,498.09
1903321	STEVEN SCHAAR	16.00
1913344	HEATH SMITH	40.00
2000490	TDS Metrocom	1,045.22
2205637	VERIZON WIRELESS	1,124.99
2209665	VISA	3,412.03
2305447	WELLS FARGO BANK NA	1,050.00
2309452	JEFF ERIK WILSON	120.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$243,483.20

TOTAL ALL DEPARTMENTS 458,433.66





CITY OF  
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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0449      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Community Development  
**File created:** 4/24/2014      **In control:** City Council  
**On agenda:** 4/28/2014      **Final action:**  
**Title:** Discuss supportive housing project

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Project Profile Beacon Hill.pdf](#)

Date	Ver.	Action By	Action	Result
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Discuss supportive housing project

**Background Information:**

The Itasca County Housing Institute, a group of local organizations working in collaboration with Minnesota Housing Partnership, is simultaneously working on the preparation of a new housing market analysis and the development of a supportive housing project, the description of which is attached. The group is working with DW Jones in securing a site for the project and in the preparation of a tax credit application to the State. The site being pursued is a tax forfeiture in the Beacon Hill addition, along the north side of 21st St. SE adjacent to the parcel owned by the City which Kuepers Inc. has an interest in. There are unpaid special assesments on this parcel in an amount that exceed Itasca County's valuation of it. This discussion will provide background on the project from project representatives. At a follow up meeting the Council will be asked to consider waiver of a portion of the unpaid balance of the special assessments.

**Requested City Council Action**

Discuss supportive housing project

# Beacon Hill Project Profile

## Itasca County Housing Institute

*permanent supportive housing*

### **Concept:**

The project concept is for the development of 48 units of permanent supportive housing. The unit configuration will include a combination of one, two, and three bedroom units. It is envisioned that different target populations will be served in the project using the combination of both townhome units and a separate apartment style building to differentiate the services provided.

### **Location:**

Project will be located in or near the City of Grand Rapids due to access to public transportation and access to services.

### **Tenant Profile:**

The target population is defined as individuals and/or families that meet specific income criteria and have a need for supportive housing in order to successfully live independently. Families/individuals may have a member who has a mental illness, are chemically dependent and/or are transitioning out of more restrictive residential facilities. The project is envisioned to include the following:

- 10 units in an apartment style building (9 – 1 Bedroom units and 1 – 2 bedroom unit). Four of these units will be dedicated to the state definition of LTH (long term homeless) and the balance would be permanent supportive homeless units.
- 10 – 12 units of GRH (Group Residential Housing) assistance intended to house persons with a disability, mental illness and/or possible chemical dependency. These individuals will be provided intense supervision and supportive services. Common facilities will include offices, serving kitchen, computer station and community room. All these units will be 1 – bedroom units.
- 26 – 28 units of tax credit housing (all 2 and 3 bedroom units). All of the units will be affordable housing and serve residents at or below 60% of median income. These would be townhome style units.

**Service Approach:**

Site-based supportive housing service model that combines service coordination functions with residential case management and interdisciplinary specializations in mental health, chemical health, and support services.

**Operations Budget could be supported by the following:**

- Tenant Paid Rent
- Shelter Plus Care Vouchers
- Project based Section 8 assistance
- ARMHS
- GRH (Group Residential Housing)
- ICHHS Housing Support Revenue
- Rule 31 Chemical Dependency Funding
- Long Term Homeless Funding
- Laundry Proceeds

**Estimated Total Development Costs:** 7.5 million

**Potential Sources of Capital:**

LIHTC (Low Income Housing Tax Credits) – approx 75% of TDC

Balance of funding could be raised from:

- Donated Land
- Federal Home Loan Bank
- Greater MN Housing Fund
- HUD Supportive Housing
- MHFA
- Tax Increment Financing (TIF)
- Loan (if project can support debt)
- Owner Equity?
- Foundations/Grants (Mardag, Open Your Heart to HH, Northland Foundation, Northwest area Foundation)
- IRRRB