



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, January 27, 2014

5:00 PM

City Hall Council Chambers

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Amended 1/24/2014

**5:00 PM CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, January 27, 2014 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL**

**5:01 PM MEETING PROTOCOL POLICY**

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

**5:02 PM PUBLIC FORUM**

**5:07 PM COUNCIL REPORTS**

**5:10 PM APPROVAL OF MINUTES**

[14-0172](#) Approve minutes of Tuesday, January 21, 2014 Worksession and Regular Meetings.

**Attachments:** [January 21, 2014 Worksession](#)  
[January 21, 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. [14-0167](#) Consider approving a Supplemental Letter Agreement (SLA) with SEH for design and construction engineering services related to CP 2013-4, YMCA Active Living Center Site Improvements.

**Attachments:** [1-27-14 Attachment SLA CP 2013-4 YMCA Active Living.pdf](#)

2. [14-0171](#) Adopt a resolution accepting a donation of three (3) Preliminary Portable Breath Test Instruments (PBT) from Toward Zero Deaths (TZD)  
**Attachments:** [TZD Portable Breath Test donation](#)

**5:15 SETTING OF REGULAR AGENDA**  
**PM**

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

**5:16 DEPARTMENT HEAD REPORT**  
**PM**

3. [14-0168](#) Engineering Department Head Report ~ Julie Kennedy

**5:23 ADMINISTRATION DEPARTMENT**  
**PM**

4. [14-0173](#) Appointment of Laura Pfeifer to the position of Assistant Finance Director.

**5:27 VERIFIED CLAIMS**  
**PM**

5. [14-0170](#) Consider approving the verified claims for the period January 7, 2014 to January 20, 2014 in the total amount of \$3,944,776.75, of which \$3,354,988.28 are debt service payments.  
**Attachments:** [01/27/2014 BILL LIST.pdf](#)

**5:30 ADJOURNMENT**  
**PM**

*NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 10, 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*



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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0172      **Version:** 1      **Name:** Council Minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 1/23/2014      **In control:** City Council  
**On agenda:** 1/27/2014      **Final action:**  
**Title:** Approve minutes of Tuesday, January 21, 2014 Worksession and Regular Meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [January 21, 2014 Worksession](#)  
[January 21, 2014 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Approve minutes of Tuesday, January 21, 2014 Worksession and Regular Meetings.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

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Tuesday, January 21, 2014

Conference Room 2A

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Immediately following the Closed session.

**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Tuesday, January 21, 2014 at 4:30 PM in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

*Councilor Zabinski arrived at 5:10 PM.*

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

**Others present:**

*Tom Pagel, Chad Sterle, Dale Anderson, Tony Ward, Rob Mattei, Jim Denny, Jeff Davies*

### Discussion Items

1. Legislative pre-session meeting ~ Senator Tom Saxhaug

*Senator Tom Saxhaug and Representative Tom Anzelc provided update from the legislative session. Points discussed were minimum wage, surplus funds, fiscal disparities, Traffic Enforcement Program issues, etc.*

2. Discuss Potential Land Donation from Grand Rapids State Bank

*Dale Anderson, Civic Ctr, Park & Rec Director discusses issue. Looking for Council blessing to move forward with discussions with Grand Rapids State Bank regarding possible park/property donation. Also discussed roof issues at the Civic Center.*

- 3.

*Addition of 27a. Mr. Pagel replaces attachment for compensation of non-exempt employees.*

### ADJOURN

*There being no further business, the meeting adjourned at 5:19 PM.*

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



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Tuesday, January 21, 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 Tuesday, January 21, 2014 at 5:25 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

### CALL OF ROLL

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

### Others present:

*Tom Pagel, Chad Sterle, Julie Kennedy, Jeff Davies, Barb Baird, Jim Denny, Rob Mattei, Bob Cahill, Tony Ward, Amy Dettmer*

### 5:01 PM ORGANIZATIONAL MEETING

A. Consider appointing the following financial institutions as depository designations for 2014: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley Smith Barney, U.S. Bank, and Wells Fargo Bank Minnesota.

**A motion was made by Councilor Joe Chandler, seconded by Councilor Dale Christy, to appoint financial institutions as presented. The motion PASSED by unanimous vote.**

B. Designation of Official Newspaper

**A motion was made by Councilor Barb Sanderson, seconded by Councilor Joe Chandler, to designate the Herald Review as presented. The motion PASSED by unanimous vote.**

C. Designate Mayor Pro-Tem

*Councilor Christy*

**A motion was made by Councilor Barb Sanderson, seconded by Councilor Ed Zabinski, to designate Councilor Dale Christy as Mayor Pro-Tem. The motion PASSED by unanimous vote.**

D. 2014 City Calendar

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

- E. Appoint Council representatives to Boards & Commissions.

**A motion was made by Councilor Dale Christy, seconded by Councilor Ed Zabinski, to approve the following appointments:**

**Barb Sanderson - Park & Recreation Board**

**Dale Christy & Joe Chandler - Economic Development Authority**

**Joe Chandler - Housing & Redevelopment Authority**

**Joe Chandler - Board of Appeal & Equalization**

**Ex Zabinski - Public Utilities Commission**

**Barb Sanderson - Airport Advisory Board**

**Dale Christy - Cable Commission**

**The motion PASSED by unanimous vote.**

- F. Appointment of Special Council Representatives to selected agencies.

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Barb Sanderson, to appoint Council representatives as follows:**

**Ed Zabinski - RAMS, LMC & WMMPB**

**Joe Chandler - CGMC, Fire Relief Association, Harris Township Joint Powers Board**

**Dale Christy - Harris Township Joint Powers Board, City/County Co-Op**

**Dale Adams - Harris Township Joint Powers Board, City/County Co-Op, ARDC, WMMPB**

**Barb Baird - Staff Representative to Fire Relief Association**

**The motion PASSED by an unanimous vote.**

- G. Adopt Council By-Laws.

**A motion was made by Councilor Joe Chandler, seconded by Councilor Dale Christy, to adopt the Council By-Laws as presented. The motion PASSED by unanimous vote.**

**5:15 MEETING PROTOCOL POLICY  
PM**

**5:16 PUBLIC FORUM  
PM**

**5:20 COUNCIL REPORTS  
PM**

*Mayor Adams reviews visit to Bemidji with Councilor Sanderson to attend a session on transitional housing for lower income families.*

*Councilor Sanderson notes an upcoming presentation by Bukata Hayes at the Library on January 28th focusing on diversity.*

**5:25 APPROVAL OF MINUTES  
PM**

Approve Council minutes for Monday, December 16, 2013 regular meeting and January 13, 2014 special meeting.

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

**5:26 CONSENT AGENDA  
PM**

1.

Adopt a Resolution for the Itasca County/City of Grand Rapids - At Risk Youth Multi - Disciplinary Team

**Adopted Resolution 14-1 by consent roll call**

2.

Adopt a resolution accepting a donation of three (3) Preliminary Portable Breath Test Instruments (PBT) from Toward Zero Deaths (TZD)

**Approved by consent roll call**

3.

Request by the Police Department to apply for a MN Child Passenger Safety Program grant from the MN Department of Public Safety-Office of Traffic Safety.

**Approved by consent roll call**

4.

Consider approving computer software service agreements for 2014 with Harris Computer Systems for \$18,033.60.

**Approved by consent roll call**

5.

Addendum to Grand Rapids/Itasca County Airport Joint Powers Cooperative Agreement

**Approved by consent roll call**

6.

Approve temporary liquor license for Itasca Curling Club event to be held February 14th - 16th, 2014 at 920 Hale Lake Pointe, Grand Rapids.

**Approved by consent roll call**

7.

Consider approving contract with Otis Elevator Maintenance for City Hall Elevator.

**Approved by consent roll call**

8.

Proposed changes to the Pay Schedule for Part-time, Seasonal, and Temporary



Employees.

**Approved by consent roll call**

9. Annual wage adjustments for Part-time and Temporary employees.

**Approved by consent roll call**

10. Consider approval of a lease agreement with Lake Lover Trading Company for space in Central School

**Approved by consent roll call**

11. Consider approval of a lease agreement with Old School Cafe & Boutique for space in Central School

**Approved by consent roll call**

12. Resolution establishing 2014 compensation for City of Grand Rapids Non-Represented Employees.

**Adopted Resolution 14-2 by consent roll call**

13. Consider hiring Public Works part-time employee for the 2013-14 snow and ice control season.

**Approved by consent roll call**

14. Suspend the Traffic Enforcement Program.

**Approved by consent roll call**

15. Consider approval of a lease agreement with ServeMinnesota Action Network for space in Central School

**Approved by consent roll call**

16. Consider adopting a resolution accepting a \$400,000 IRRRB grant for CP 2013-4 / YMCA Active Living Center.

**Adopted Resolution 14-3 by consent roll call**

17. Consider adopting a resolution ordering the Feasibility Report for CP 2014-3, City Wide Overlays - Urban.

**Adopted Resolution 14-4 by consent roll call**

18. Request by the Police Department to approve the yearly pet cremation contract with At-Rest Pet Cremation at a cost of \$ 1,400.00

**Approved by consent roll call**

19. Approve temporary liquor licenses for six MacRostie Art Center events in 2014 on

dates specified.

**Approved by consent roll call**

**Approval of the Consent Agenda**

**A motion was made by Councilor Christy, seconded by Councilor Zabinski, to approve the Consent agenda 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

**5:30 PM SETTING OF REGULAR AGENDA**

**A motion was made by Councilor Barb Sanderson, seconded by Councilor Joe Chandler, to approve the Regular agenda with the addition of item 27a. The motion PASSED by unanimous vote.**

**5:31 PM ACKNOWLEDGE BOARDS & COMMISSIONS**

20. Acknowledge minutes for Boards & Commissions

**Acknowledged the following:**

**Golf Board Minutes - November 19, 2013**  
**HRA - November 20, 2013**  
**Library Board - September 11, 2013, September 26, 2013, October 9, 2013, November 13, 2013**  
**Arts & Culture - December 3, 2013**  
**Planning Commission - May 2, 2013, June 6, 2013, July 9, 2013**  
**GREDA - November 19, 2013, November 26, 2013**  
**Human Rights - November 27, 2013**

**5:32 PM DEPARTMENT HEAD REPORT**

21. Administration Department ~ Tom Pagel & Lynn DeGrio

**Received and Filed**

**5:42 PM GOLF COURSE**

22. Approve Golf Course CIP Groundskeeper & Blower

**A motion was made by Councilor Christy, seconded by Councilor Sanderson, to approve the purchase contingent upon researching possible Public Works purchase and leasing of equipment to Golf Course. The motion carried by the following vote.**

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

**5:47 POLICE DEPARTMENT**

**PM**

23.

Request by the Police Department to purchase a dual purpose imported canine from Mark McDonough and McDonough Kennels in the amount not to exceed \$16,500.

**A motion was made by Councilor Chandler, seconded by Councilor Zabinski to approve purchase of canine from Mark McDonough and McDonough Kennels. 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 ADMINISTRATION DEPARTMENT**

**PM**

24.

Resignation of Assistant Finance Director Tim Adamich.

**A motion was made by Councilor Sanderson, seconded by Councilor Chandler, to accept resignation of Tim Adamich and authorize staff to begin the process of filling the position. The motion carried by the following vote.**

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

25.

Completion of Introductory Period for Finance Director Barbara Baird.

**A motion was made by Councilor Christy, seconded by Councilor Chandler, to approve permanent status for Barbara Baird as Finance Director including recommended salary increase. The motion carried by the following vote.**

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

26. Consider appointing a new member to the Grand Rapids Economic Development Authority, to fill an unexpired term through March 1, 2017.

*Cory Jackson*

**A motion was made by Councilor Joe Chandler, seconded by Councilor Dale Christy, to appoint Cory Jackson to the GREDA, term to expire March 1, 2017. The motion PASSED by unanimous vote.**

27. Consider appointing a new member to Arts & Culture Commission, to fill an unexpired term through December 31, 2016.

*Sonja Merrild stipulation that Michael Davis be utilized and considered in the future.*

**A motion was made by Councilor Barb Sanderson, seconded by Councilor Ed Zabinski, to appoint Sonja Merrild to the Arts & Culture Commission, term to expire December 13, 2016. The motion PASSED by unanimous vote.**

- 27a. Request for Proposals for Arts & Culture Plan.

**A motion was made by Councilor Barb Sanderson, seconded by Councilor Dale Christy, to approve this item as presented. The motion PASSED by unanimous vote.**

**6:15 ADJOURNMENT**  
pm

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

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

## Server Error

The server encountered a temporary error and could not complete your request.

Please [try again](#) in 30 seconds.



## Supplemental Letter Agreement No. 2013-4

January 27, 2014

Mayor Adams  
City of Grand Rapids  
420 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744

RE: YMCA Active Living Center  
City Project 2013-4  
SLA for Design and Construction Administration

Dear Mayor Adams,

City Project 2013-4 involves the parking lot improvements, site grading, storm sewer, street lighting, sidewalks and associated appurtenances. The improvements are located at the Itasca County YMCA in Grand Rapids. The City Engineer has requested that we prepare this Supplemental Letter Agreement (SLA) for design and construction administration of all of these improvements for your consideration. Our estimated work scope and fee for this project are listed below and are in accordance with the Master Engineering Services Agreement that is in place between the City of Grand Rapids and Short Elliott Hendrickson, Incorporated (SEH).

### SEH Work Scope

The services included in this SLA are for design and construction administration as listed in the Master Agreement in place between the City and SEH.

### Project Schedule

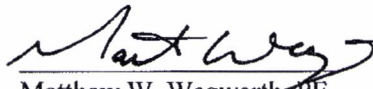
Council considers approval of this SLA	January 27, 2014
Council approves plans and specifications and authorizes bid	April 2014
Bid opening and award of contract	May 2014
Construction begins	Summer 2014
Substantial completion	Fall 2014

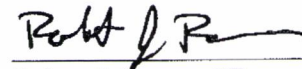
**Fee Schedule**

The fee for design tasks will be as listed in the Master Engineering Services Contract (design fee = 6.0% of low construction bid and construction fee = 6.5% of final construction cost). The current construction estimate for this work is \$669,484.20, which equates to an SEH fee of \$83,685.53.

We look forward to working with you on this project. If this SLA is acceptable, please sign in the space provided and return a copy to us. We will then begin work immediately. Please contact us if you have any questions regarding this supplemental letter agreement.

Sincerely,  
Short Elliott Hendrickson Inc.

  
\_\_\_\_\_  
Matthew W. Wegwerth, PE      Date 1/27/14  
Project Manager/Associate

  
\_\_\_\_\_  
Robert J. Beaver, PE      Date 1/27/14  
Office Manager/Principal

**City of Grand Rapids Authorization:**

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

\_\_\_\_\_  
Dale Adams      Date  
Mayor of Grand Rapids

C: SEH contract file

P:\FAG\GRANR\COMMON\SLA's and Proposals\sla for YMCA site work.docx



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0171      **Version:** 1      **Name:** TZD Resolution  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/23/2014      **In control:** City Council  
**On agenda:** 1/27/2014      **Final action:**  
**Title:** Adopt a resolution accepting a donation of three (3) Preliminary Portable Breath Test Instruments (PBT) from Toward Zero Deaths (TZD)  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [TZD Portable Breath Test donation](#)

Date	Ver.	Action By	Action	Result
1/21/2014	1	City Council		

Adopt a resolution accepting a donation of three (3) Preliminary Portable Breath Test Instruments (PBT) from Toward Zero Deaths (TZD)

### **Background Information:**

Each agency that works the Toward Zero Deaths (TZD) grant are able to collect incentives after each speed, seatbelt or D.W.I. enforcement wave. The agency can either turn them in after each wave or accumulate them and use them towards Portable Breath Test Instruments (PBT). The Grand Rapids Police Department accumulated our incentives and have enough to get three (3) Preliminary Portable Breath Test Instruments (PBT) from Toward Zero Deaths (TZD).

These Preliminary Portable Breath Test Instruments (PBT) are valued at \$500.00 a piece. They will be used to replace some of our older Preliminary Portable Breath Test Instruments (PBT), that we have in each of our patrol vehicles.

### **Staff Recommendation:**

Our recommendation to the Mayor and City Council is to accept the donation of the three (3) Preliminary Portable Breath Test Instruments (PBT) from Toward Zero Deaths (TZD).

### **Requested City Council Action**

Adopt a resolution accepting a donation of three (3) Preliminary Portable Breath Test Instruments (PBT) from Toward Zero Deaths (TZD)



Councilor                      introduced the following resolution and moved for its adoption:

RESOLUTION NO. 14 -

A RESOLUTION ACCEPTING THREE PRELIMINARY PORTABLE TEST INSTRUMENTS (PBT) FROM THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY/OFFICE OF TRAFFIC SAFETY FOR A TOWARDS ZERO DEATH FOR THE GRAND RAPIDS POLICE DEPARTMENT

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

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

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

- The Minnesota Department of Public Safety/Office of Traffic Safety has donated to the Grand Rapids Police Department three Preliminary Portable Breath Test Instruments (PBTs).

Adopted this 27th day of January 2014.

\_\_\_\_\_  
Dale C. Adams, Mayor

Attest:

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

Councilor                      seconded the foregoing resolution and the following voted in favor thereof: Chandler, Sanderson, Christy, Zabinski, Adams; 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)

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**File #:** 14-0168      **Version:** 1      **Name:** Engineering Department Head Report  
**Type:** Agenda Item      **Status:** Department Head Report  
**File created:** 1/22/2014      **In control:** City Council  
**On agenda:** 1/27/2014      **Final action:**  
**Title:** Engineering Department Head Report ~ Julie Kennedy

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Engineering Department Head Report ~ Julie Kennedy



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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 14-0173      **Version:** 1      **Name:** Appointment of Laura Pfeifer to the position of Assistant Finance Director.

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

**File created:** 1/24/2014      **In control:** City Council

**On agenda:** 1/27/2014      **Final action:**

**Title:** Appointment of Laura Pfeifer to the position of Assistant Finance Director.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Appointment of Laura Pfeifer to the position of Assistant Finance Director.

**Background Information:**

With the resignation of Tim Adamich from the Assistant Finance Director director, the vacancy has been posted. City Administrator Tom Pagel, Director of Finance Barb Baird, and Director of Human Resources Lynn DeGrio are recommending filling the position from within the City and are recommending the appointment of Laura Pfeifer to the position.

Laura graduated from Grand Rapids High School and went on to receive an Associates of Applied Science Degree in Accounting from Itasca Community College, as well as her Associates of Arts Degree. She earned her CPA accreditation and was Staff CPA/Office Manager at Glorvigen & Associates, PA for 18 years. Laura began her employment with the City of Grand Rapids in September 2004 as an Accountant, the position she currently holds.

According to the Exempt Compensation Administration Policies, Section NN.01.08 regarding Promotion Salary Adjustments reads: "Department directors are responsible for developing and documenting recommendations for promotion increases consistent with the following guideline. Promotion increase amount are: For changes of three salary grades, an amount in the range of 7 to 10 percent." Based on that, we are recommending a 7% increase to Ms. Pfeifer's current salary of \$60,935.47. Introductory period salary adjustments do not apply to employees new in their position due to a promotion.

**Staff Recommendation:**

City Administrator Tom Pagel, Director of Finance Barb Baird, and Director of Human Resources Lynn DeGrio are recommending filling the position from within the City and are recommending the appointment of Laura Pfeifer to the position.

**Requested City Council Action**

Consider appointing Laura Pfeifer, Accountant, to the position of Assistant Finance Director at a rate of \$65,200.96 effective January 31, 2014 and authorize City staff to begin the process of filling the Accountant position.

4a.



# CITY OF GRAND RAPIDS

## Legislative Master

File Number: 14-0175

<b>File ID:</b> 14-0175	<b>Type:</b> Agenda Item	<b>Status:</b> Agenda Ready
<b>Version:</b> 1	<b>Reference:</b>	<b>In Control:</b> City Council
		<b>File Created:</b> 01/27/2014
<b>File Name:</b> Board & Commission Appointments		<b>Final Action:</b>
<b>Title:</b> Appoint applicants to Boards & Commissions.		

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** Neurauter, Janet, Erkkila, Dan

**Enactment Number:**

**Contact:**

**Hearing Date:**

**Drafter:**

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File 14-0175

Appoint applicants to Boards & Commissions.

**Background Information:**

At the end of 2013, the Library Board was left with one vacancy and the Airport Advisory Board was left with two City vacancies. The City has advertised the vacancies and present the following information for your consideration.

Ms. Janet Neurauter has submitted her application of interest in serving on the Library Board. Councilor Sanderson agreed to contact Ms. Neurauter and return to Council with a recommendation.

The initial appointments to the Airport Advisory Board expired on December 31, 2013. Two vacancies consist of two and three year terms beginning January 1, 2014. Dan Erkkila and Tim George were appointed January 23, 2012 to serve as City representatives. Mr. Erkkila has indicated that he would be interested in continuing to serve the City on this Board. Mr. George has noted his appreciation for the opportunity, but at this time, does not wish to continue.

**Staff Recommendation:**

Make appointments to the Library Board and Airport Advisory Board as recommended.



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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 14-0170      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 1/23/2014      **In control:** City Council  
**On agenda:** 1/27/2014      **Final action:**  
**Title:** Consider approving the verified claims for the period January 7, 2014 to January 20, 2014 in the total amount of \$3,944,776.75, of which \$3,354,988.28 are debt service payments.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [01/27/2014 BILL LIST.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period January 7, 2014 to January 20, 2014 in the total amount of \$3,944,776.75, of which \$3,354,988.28 are debt service payments.

**Requested City Council Action**

Consider approving the verified claims for the period January 7, 2014 to January 20, 2014 in the total amount of \$3,944,776.75, of which \$3,354,988.28 are debt service payments.

GRAND RAPIDS CITY COUNCIL BILL LIST - JANUARY 27, 2014

DATE: 01/23/2014  
 TIME: 13:25:06  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/27/2014

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0315508	COMPUTER ENTERPRISES	29.92
1301168	MARKETPLACE FOODS	23.10
1920240	STERLE LAW OFFICE	9,200.00
2315634	WORKS COMPUTING INC	4,412.00
TOTAL CITY WIDE		13,665.02
SPECIAL PROJECTS-NON BUDGETED		
2001750	TAUTGES REDPATH & CO LTD	750.00
2305451	WELLSON GROUP INC	500.00
TOTAL SPECIAL PROJECTS-NON BUDGETED		1,250.00
ADMINISTRATION		
0218230	BREWED AWAKENINGS	182.84
1205093	LEAGUE OF MN HUMAN RIGHTS COMM	100.00
1301168	MARKETPLACE FOODS	85.61
TOTAL ADMINISTRATION		368.45
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	25.56
0114200	ANDERSON GLASS	821.35
0315455	COLE HARDWARE INC	7.48
0503422	ECK DESIGN	745.00
0920060	ITASCA COUNTY TREASURER	47.06
1200500	L&M SUPPLY	124.99
1401650	NARDINI FIRE EQUIPMENT CO. INC	815.61
1909510	SIM SUPPLY INC	46.29
2018680	TRU NORTH ELECTRIC LLC	598.50
TOTAL BUILDING MAINTENANCE-CITY HALL		3,231.84
COMMUNITY DEVELOPMENT		
0221650	BURGGRAF'S ACE HARDWARE INC	55.00
0920060	ITASCA COUNTY TREASURER	36.60
1309133	MINNESOTA BUILDING PERMIT	100.00
TOTAL COMMUNITY DEVELOPMENT		191.60
ENGINEERING		

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VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
ENGINEERING		
0221650	BURGGRAF'S ACE HARDWARE INC	54.99
0920060	ITASCA COUNTY TREASURER	37.70
1900225	SEH-RCM	235.00
TOTAL ENGINEERING		327.69
FIRE		
0121721	AUTO VALUE - GRAND RAPIDS	145.96
0221650	BURGGRAF'S ACE HARDWARE INC	424.21
0401804	DAVIS OIL	155.00
0920060	ITASCA COUNTY TREASURER	171.57
2300600	W.P. & R.S. MARS COMPANY	25.90
TOTAL FIRE		922.64
INFORMATION TECHNOLOGY		
0300200	CDW GOVERNMENT INC	3,167.00
0401740	DATTEL CONSULTING GROUP	267.00
0500050	E3 CONSULTING SERVICES	255.00
1915248	SOFTWARE HARDWARE INTEGRATION	2,207.00
2315634	WORKS COMPUTING INC	2,395.00
TOTAL INFORMATION TECHNOLOGY		8,291.00
PUBLIC WORKS		
0100046	ASV, INC.	946.17
0121721	AUTO VALUE - GRAND RAPIDS	37.99
0301655	CARGILL INCORPORATED	4,334.76
0301685	CARQUEST AUTO PARTS	103.61
0315455	COLE HARDWARE INC	61.97
0501650	EARL F ANDERSEN	209.22
0805093	HEADWATERS IRRIGATION	1,358.98
0914732	INTERSTATE POWER SYSTEMS INC	305.64
0920060	ITASCA COUNTY TREASURER	1,198.54
1415030	NAPA SUPPLY OF GRAND RAPIDS	83.21
1415536	NORTHLAND HYDRAULIC SERVICE	225.00
1415640	NORTRAX EQUIPMENT COMPANY	1,163.05
1421155	NUCH'S IN THE CORNER	261.60
1621125	PUBLIC UTILITIES COMMISSION	4,199.83
1920555	STOKES PRINTING COMPANY	65.97
2605225	ZEE SERVICE COMPANY	19.00
TOTAL PUBLIC WORKS		14,574.54

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VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	33.46
0800040	H & L MESABI	3,927.65
0920060	ITASCA COUNTY TREASURER	104.00
1109500	KIMBALL MIDWEST	304.66
1415640	NORTRAX EQUIPMENT COMPANY	765.23
TOTAL FLEET MAINTENANCE		5,135.00
POLICE		
0103325	ACHESON TIRE COMPANY INC	1,695.36
0301685	CARQUEST AUTO PARTS	7.32
0920060	ITASCA COUNTY TREASURER	5,250.38
1309160	MN COUNTY ATTORNEYS	112.00
1415030	NAPA SUPPLY OF GRAND RAPIDS	9.60
1909450	SILVERTIP GRAPHICS SIGNS	616.00
2000400	T J TOWING	220.00
TOTAL POLICE		7,910.66
CENTRAL SCHOOL		
0113233	AMERIPRIDE LINEN & APPAREL	193.52
0405223	DEER RIVER HIRED HANDS INC	25.00
1015355	JOHNSON'S LOCK & SAFE INC	100.69
2018680	TRU NORTH ELECTRIC LLC	120.00
2209421	VIKING ELECTRIC SUPPLY INC	37.86
TOTAL		477.07
AIRPORT		
0315455	COLE HARDWARE INC	389.99
0315472	COMFORT HEATING LLC	1,435.00
0504825	EDWARDS OIL INC	4,523.92
0920060	ITASCA COUNTY TREASURER	190.54
1309159	MINNESOTA COUNCIL OF AIRPORTS	150.00
1309362	MN DEPT OF TRANSPORTATION	40.00
TOTAL		6,729.45
CIVIC CENTER GENERAL ADMINISTRATION		



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VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	95.42
0205153	BECKER ARENA PRODUCTS INC	2,873.21
0215805	BOVEY COLERAINE YOUTH CENTER	262.81
0315455	COLE HARDWARE INC	21.63
0315495	COMMERCIAL REFRIGERATION	1,889.85
0405223	DEER RIVER HIRED HANDS INC	15.00
0415550	DOOR SERVICE INC	1,055.00
0501656	THE EARTHGRAINS COMPANY INC	92.30
0605670	FERRELLGAS	719.69
0618353	KEVIN FRIESEN	960.00
0701650	GARTNER REFRIGERATION CO	350.76
0718075	GRAND RAPIDS THUNDERHAWK	268.25
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
0920060	ITASCA COUNTY TREASURER	73.82
1200500	L&M SUPPLY	360.97
1301168	MARKETPLACE FOODS	51.85
1415655	NORVEND INC	80.00
1421155	NUCH'S IN THE CORNER	10.75
1605611	PEPSI-COLA	2,068.58
1800655	R & R SPECIALTIES	107.95
1901535	SANDSTROM COMPANY INC	3,405.10
1908099	SHARP GUY SHARPENING	415.00
1909510	SIM SUPPLY INC	452.71
2116600	UPPER LAKE FOODS INC	533.24
2209421	VIKING ELECTRIC SUPPLY INC	153.30
2605225	ZEE SERVICE COMPANY	59.60
TOTAL GENERAL ADMINISTRATION		16,386.79
RECREATION PROGRAMS		
0312109	CLAFTON SALES - CLAFTON SKATE	685.00
TOTAL		685.00
STATE HAZ-MAT RESPONSE TEAM		
0805350	HEIMAN INC	748.85
TOTAL		748.85
CEMETERY		

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VENDOR #	NAME	AMOUNT DUE
-----		
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	538.75
0718010	CITY OF GRAND RAPIDS	97.69
0920060	ITASCA COUNTY TREASURER	58.92
1200500	L&M SUPPLY	85.76
1415590	NORTHWEST GAS	2,589.55
	TOTAL	3,370.67
DOMESTIC ANIMAL CONTROL FAC		
0920060	ITASCA COUNTY TREASURER	209.45
	TOTAL	209.45
2009D GO EQPT CERTIFICATE		
2305447	WELLS FARGO BANK NA	130,337.50
	TOTAL	130,337.50
SP ASSESS IMP BOND-2001B		
2100265	U.S. BANK	33,115.63
	TOTAL	33,115.63
SP ASSESS IMP BOND-2005A		
2100265	U.S. BANK	268,841.25
	TOTAL	268,841.25
SP ASSESS IMP BOND-2006C		
2100265	U.S. BANK	194,000.00
	TOTAL	194,000.00
GO CIP REFUNDING BOND 2006B		

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VENDOR #	NAME	AMOUNT DUE
-----		
GO CIP REFUNDING BOND 2006B		
2100265	U.S. BANK	211,600.00
	TOTAL	211,600.00
SP ASSESS IMP BOND-2007A		
2305447	WELLS FARGO BANK NA	141,307.50
	TOTAL	141,307.50
SP ASSESS IMP BOND-2008C		
2305447	WELLS FARGO BANK NA	93,525.00
	TOTAL	93,525.00
GO STREET RECONST BNDS 2008B		
2305447	WELLS FARGO BANK NA	76,752.50
	TOTAL	76,752.50
GO IMP REFUNDING BOND-2009B		
2305447	WELLS FARGO BANK NA	208,206.25
	TOTAL	208,206.25
GO IMP BONDS 2009C		
2305447	WELLS FARGO BANK NA	384,493.75
	TOTAL	384,493.75
GO IMP, CIP & REFUNDING 2010A		
2305447	WELLS FARGO BANK NA	205,762.50
	TOTAL	205,762.50

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VENDOR #	NAME	AMOUNT DUE
-----		
GO IMP & RFNDING BONDS 2011B		
2305447	WELLS FARGO BANK NA	158,505.00
	TOTAL	158,505.00
GO IMPROVEMENT BONDS 2012A		
2305447	WELLS FARGO BANK NA	163,033.75
	TOTAL	163,033.75
GO GRNT ANTICIPATION 2012C		
2305447	WELLS FARGO BANK NA	907,262.50
	TOTAL	907,262.50
GO IMP REFNDING BONDS-2013A		
2305447	WELLS FARGO BANK NA	145,418.90
	TOTAL	145,418.90
TIF 1-6 OLD HOSPITAL BONDS		
2305447	WELLS FARGO BANK NA	32,826.25
	TOTAL	32,826.25
AIRPORT CAPITAL IMPRV PROJECTS		
2011 CIP/GA APRON DESIGN		
2000425	TKDA	5,077.11
	TOTAL 2011 CIP/GA APRON DESIGN	5,077.11
8/10 APRON DESIGN/GA RECONST		
2000425	TKDA	2,269.20
	TOTAL 8/10 APRON DESIGN/GA RECONST	2,269.20

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VENDOR #	NAME	AMOUNT DUE
2014	INFRASTRUCTURE BONDS	
2011-2	CRYSTAL LAKE BLVD	
1900225	SEH-RCM	2,325.00
TOTAL 2011-2 CRYSTAL LAKE BLVD		2,325.00
PIR-PERMANENT IMPRV	REVOLV FND	
2012-12	MIDDLE-MURPHY ROUTES	
1900225	SEH-RCM	670.00
TOTAL 2012-12 MIDDLE-MURPHY ROUTES		670.00
STORM WATER UTILITY		
0801535	HAMMERLUND CONSTRUCTION INC	420.00
0920060	ITASCA COUNTY TREASURER	883.51
1621125	PUBLIC UTILITIES COMMISSION	461.78
TOTAL		1,765.29
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$3,451,570.60
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114210	D. ANDERSON - CHANGE FUND	4,920.00
0114213	STEVE ANDERSON	150.00
0201750	EVERETT BAUMGARNER	150.00
0205225	ANTHONY BEER	150.00
0205640	LEAGUE OF MN CITIES INS TRUST	144,484.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	38,497.00
0212751	BLUE CROSS BLUE SHIELD	82.50
0218100	BRENT BRADLEY	925.00
0218359	MARTY BRINK	150.00
0218755	CHARLES BRUEMMER	350.00
0301530	CANON USA INC	2,407.89
0301650	JEFF CARLSON	925.00
0305530	CENTURYLINK INC	70.54
0312104	TONY CLAFTON	40.00
0315470	JAMES COLUMBUS	150.00
0405447	DELTA DENTAL OF MINNESOTA	2,563.43
0409655	TIMOTHY DIRKES	925.00
0512230	ELEMENT PAYMENT SERVICES	75.00
0519700	ESSENTIA HEALTH	55.43
0601350	FAIRVIEW RANGE	40.08
0605191	FIDELITY SECURITY LIFE INS CO	58.01
0612095	STEVEN FLAHERTY	176.24
0615845	RAY FOX	150.00

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VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0709225	WILBERT GIESE	925.00
0717996	GRAND ITASCA CLINIC	34.91
0718015	GRAND RAPIDS CITY PAYROLL	214,992.32
0805358	JACKIE HEINRICH	240.00
0815545	LARRY HOOPMAN	150.00
0920055	ITASCA COUNTY RECORDER	46.00
0920106	ITASCA SURGICAL CLINIC PA	12.70
1115230	KEVIN KOETZ	150.00
1201402	LAKE COUNTRY POWER	43.72
1205096	LEAGUE OF MN CITIES INS TRUST	1,000.00
1209516	LINCOLN NATIONAL LIFE	868.83
1221520	SHERRIE LUNDQUIST	150.00
1300030	MCFOA REGION II	30.00
1301262	BRIAN MATTSON	925.00
1303352	MICHAEL J. MCINERNEY	301.52
1305046	MEDIACOM	11.79
1309098	MINNESOTA DEPT OF ADMN	590.00
1309118	MINNESOTA CHAPTER I.A.A.I.	120.00
1309199	MINNESOTA ENERGY RESOURCES	1,936.13
1309357	STATE OF MINNESOTA	64.00
1309375	MINNESOTA UNEMPLOYMENT COMP FD	648.80
1315295	CHAD MOEN	190.00
1315630	ASHLEY MORAN	925.00
1315650	ANDY MORGAN	925.00
1315665	KELLY MORRIS	450.00
1325445	RANDY MYHRER	350.00
1405435	JEREMY NELSON	925.00
1405850	NEXTERA COMMUNICATIONS LLC	452.68
1415026	MICHELLE NORRIS	925.00
1502645	GARY O'BRIEN	925.00
1503151	OCCUPATION DEVELOPMENT CENTER	772.25
1516220	OPERATING ENGINEERS LOCAL #49	28,860.00
1518550	MATTHEW O'ROURKE	925.00
1520720	KEVIN OTT	925.00
1609557	PIONEER MUTUAL LIFE INS CO	255.43
1609561	PIONEER TELEPHONE	11.41
1621130	P.U.C.	25,188.83
1801206	RADIOLOGIST ASSOC. IN DULUTH	18.63
1901820	WILLIAM SAW	925.00
1903321	STEVEN SCHAAR	14.22
1903557	TROY SCOTT	925.00
1909500	TONY SIMONSON	150.00
1913344	HEATH SMITH	925.00
1920231	ROBERT STEIN	925.00
1921620	SUPERIOR USA BENEFITS CORP	195.00
2000490	TDS Metrocom	1,214.30

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-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2205637	VERIZON WIRELESS	1,251.23
2209665	VISA	2,417.07
2309452	JEFF ERIK WILSON	230.00
2309538	ALLEN WINDT	150.00
2405650	XEROX CORPORATION	124.26
TOTAL PRIOR APPROVAL ALLOWD IN THE SUM OF: \$		493,206.15
TOTAL ALL DEPARTMENTS		3,944,776.75

# INVOICE

Mark McDonough

INVOICE #14-003  
DATE: JANUARY 27, 2014

400 St. Francis Court  
Anoka, MN 55303

TO Grand Rapids Police Dept  
420 N Pokegama Ave  
Grand Rapids, MN 55744

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
		Purchase of one dual purpose imported canine Patrol and Narcotics Detection Training	\$16,500.00		\$16,500.00
				TOTAL DISCOUNT	
				SUBTOTAL	\$16,500.00
				SALES TAX	
				TOTAL	\$16,500.00

*Please approve payment as  
addition to Verified Claims -*

Make all checks payable to **Mark McDonough**