



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail

### City Council

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Monday, October 7, 2013

4:00 PM

Conference Room 2A

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#### SPECIAL MEETING - Amended

**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids City Council will be held on Monday, October 7, 2013 at 4:00 p.m. in Conference Room, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

#### CALL OF ROLL

1. [13-0602](#) Consider settlement offer relative to Court Files CV-12-3306 & CV-12-3313.
2. [13-0603](#) Consider authorizing the Mayor and City Administrator to sign a Satisfaction of Mortgage for the Grand Rapids Housing and Redevelopment Authority (GRHRA) with the City of Grand Rapids.  
**Attachments:** [GRapids-Lakeshore2013 Satisfaction of 3rd Mortgage.pdf](#)
3. [13-0598](#) Request by the police department to adopt a new city ordinance regarding synthetic drug establishments.  
**Attachments:** [Synthetic Ord.](#)
4. [13-0590](#) Approve Terminal Ventures, LLC, request to terminate the existing Property Management Contract at the Grand Rapids/Itasca County Airport terminal.  
**Attachments:** [6-22-13 letter from Gary Lemke.pdf](#)  
[Attachment A.jpg](#)
5. [13-0595](#) Request for Proposals (RFP) for Civil Legal Services  
**Attachments:** [Existing Services.pdf](#)
6. [13-0594](#) A resolution authorizing the submittal of a IRRRB Commissioners Grant.  
**Attachments:** [Revised IRRRB Commissioner Grantl.pdf](#)  
[IRRRB Project Description.pdf](#)  
[10-7-13 Resolution IRRRB Grant.pdf](#)
7. [13-0596](#) Appointment of Payroll Clerk/Human Resources Technician
8. [13-0600](#) Consider approval of a memorandum of understanding between the City of Grand

Rapids and the Grand Rapids Arts and Culture Commission regarding an Artist in Residence Program at Central School

**Attachments:** [City - GRACC MOU for Guest Artist Program v2.pdf](#)

9. [13-0589](#) A Medical Insurance Incentive Program  
**Attachments:** [Medical Insurance INCENTIVE PROGRAM.pdf](#)  
[Insurance Savings.pdf](#)
10. [13-0593](#) Contracted Services With Outside Vendors
11. [13-0588](#) Update on ADA Compliance - City Facilities
12. [13-0599](#) Review non-Right of Way CIP requests and finalize 2014 portion of the CIP and discuss proposed 2014 City budget.  
**Attachments:** [10-2-13 Plan-It Report by Funding Source.pdf](#)  
[10-2-13 Project Sheets.pdf](#)

#### ADJOURNMENT

*Attest: Tom Pagel, City Administrator*



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 13-0602      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 10/3/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Consider settlement offer relative to Court Files CV-12-3306 & CV-12-3313.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider settlement offer relative to Court Files CV-12-3306 & CV-12-3313.



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0603      **Version:** 1      **Name:** Satisfaction of Mortgage  
**Type:** Agenda Item      **Status:** Finance  
**File created:** 10/4/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Consider authorizing the Mayor and City Administrator to sign a Satisfaction of Mortgage for the Grand Rapids Housing and Redevelopment Authority (GRHRA) with the City of Grand Rapids.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [GRapids-Lakeshore2013 Satisfaction of 3rd Mortgage.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing the Mayor and City Administrator to sign a Satisfaction of Mortgage for the Grand Rapids Housing and Redevelopment Authority (GRHRA) with the City of Grand Rapids.

**Background Information:**

In March of 1999, the City of Grand Rapids provided GRHRA a mortgage, the mortgage has been paid in full and satisfied, and given the structure of the original mortgage it is required that the City Council approve the Mortgage Satisfaction. We are requesting authorization for the Mayor and City Administrator to sign a Satisfaction of Mortgage for the Grand Rapids Housing and Redevelopment Authority.

**Requested City Council Action**

Consider authorizing the Mayor and City Administrator to sign a Satisfaction of Mortgage for the Grand Rapids Housing and Redevelopment Authority (GRHRA) with the City of Grand Rapids.



**SATISFACTION OF MORTGAGE**

**THAT CERTAIN THIRD COMBINATION MORTGAGE, SECURITY AGREEMENT AND FIXTURE FINANCING STATEMENT** dated as of March 1, 1999, executed by the Housing and Redevelopment Authority in and for the City of Grand Rapids, Minnesota, a public body corporate and politic and political subdivision of the State of Minnesota, as Mortgagor, for the benefit of the City of Grand Rapids, Minnesota, a statutory city and political subdivision of the State of Minnesota, as Subordinate Mortgagee, filed for record as Doc. No. A 507917, on August 26, 1999, in the Office of the County Recorder, Itasca County, Minnesota, is with the indebtedness thereby secured, fully paid and satisfied.

Dated: October \_\_, 2013

CITY OF GRAND RAPIDS, MINNESOTA

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

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

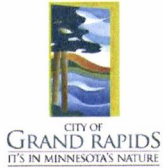
STATE OF MINNESOTA                    )  
  ) ss  
COUNTY OF ITASCA                    )

The foregoing instrument was acknowledged before me on this \_\_\_\_ day of October, 2013 by \_\_\_\_\_, the \_\_\_\_\_ of the City of Grand Rapids, Minnesota, a statutory city and political subdivision of the State of Minnesota, on behalf of the city.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:  
Kennedy & Graven, Chartered (BWJ)  
200 South Sixth St., Suite 470  
Minneapolis, MN 55402  
612-337-9300

GR245-005 (BWJ)  
432910v.1



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0598      **Version:** 1      **Name:** City Ordinance Regarding Synthetic Drug Establishments.  
**Type:** Agenda Item      **Status:** Police  
**File created:** 10/1/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Request by the police department to adopt a new city ordinance regarding synthetic drug establishments.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Synthetic Ord.](#)

Date	Ver.	Action By	Action	Result
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Requested by the police department to adopt a new City Ordinance regarding synthetic drug establishments.

### **Background Information:**

For the past two years, the police department and city council have been concerned with the sale of what has been termed synthetic drugs. The danger of such products is the unregulated nature of their production and makeup. There is no way, outside of a controlled laboratory environment, to determine the chemical makeup, synthetic ingredients or amount, and therefore there is no way to determine with any accuracy what the potentially harmful effects may be. There has been no studies published testing the effects of chemicals on users, so we know nothing about possible side effects.

Though many establishments claim to be selling these products legally, cities are lining up to regulate these establishments and their claim of legal sales. It is my belief that with the passage of this ordinance, coupled with current legislation, we as a city will be better equipped to regulate any future sales of so called synthetic drugs.

### **Staff Recommendation:**

The police department is recommending the passage of the attached purposed ordinance.

### **Requested City Council Action**

Consider the request by the police department to adopt a new City Ordinance regarding synthetic drug establishments. Authorize the Mayor and City Administrator to sign said ordinance and allow for publication in summary form.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE GRAND RAPIDS CITY CODE, \_\_\_\_\_, AS  
AMENDED, AMENDING CHAPTER \_\_ ADDING A NEW ARTICLE \_\_\_\_  
REGARDING SYNTHETIC DRUG ESTABLISHMENTS.

The City of Grand Rapids does ordain:

Section 1. That Chapter \_\_ of the Grand Rapids City Code, \_\_\_\_\_, as amended, is hereby amended by adding a new Article \_\_\_\_ as follows:

Article \_\_\_\_ Synthetic Drug Establishments.

Sec. \_\_ Findings of fact and statement of purpose.

(a) The Grand Rapids City Council finds the following facts to exist:

(1) Synthetic drugs are commonly marketed as a safe and legal alternative to marijuana or other controlled substances;

(2) Ingestion of synthetic drugs has been shown to produce dangerous side effects such as headaches, agitation, nausea, vomiting, hallucinations, loss of consciousness, elevated blood pressure, tremors, seizures, addiction, paranoid behavior, anxiety, increased heart rate, and even death;

(3) The Grand Rapids police department has advised the city council of a significant increase in the use of synthetic drugs within the city and the manufacture and sale of synthetic drugs is negatively affecting the health, safety and welfare of the citizens of Grand Rapids;

(4) Due to the manner in which these substances are marketed, the manufacture and sale of synthetic drugs is, purportedly, not currently regulated by the federal drug administration;

(5) Due to the ease of making slight molecular alterations to chemical compounds, law enforcement agencies have found it difficult to bring criminal charges against manufacturers and sellers of synthetic drug products;

(6) The purpose of this Article is not to condone illegal activity nor is it to legitimize activity that may now or in the future be considered illegal activity under state or federal laws;

(7) Synthetic drugs are currently being sold as legal products without even the basic regulation and licensing requirements that many other businesses have within the city.

Sec. \_\_-\_\_. Definitions.

For the purposes of this Article, the following words and phrases shall have the meaning hereinafter ascribed to them:



(a) Synthetic drug. The term synthetic drug means one or more of the following:

(1) A substance that a reasonable person would believe is a synthetic drug;

(2) A substance that a reasonable person would believe is being purchased or sold as a synthetic drug; or

(3) A substance that a person knows or should have known was intended to be consumed by injection, inhalation, ingestion, or any other immediate means, and consumption was intended to cause or simulate a stimulant, depressant, or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the stimulant, depressant, or hallucinogenic effect on the central nervous system of a controlled substance on Schedule 1. Synthetic drug does not mean food and drug ingredients, alcohol, legend drugs, tobacco or dietary supplements;

(b) Synthetic drug establishment. Synthetic drug establishment means any business establishment where any person engages in the sale of synthetic drugs.

Sec. \_\_\_\_. License required.

No person shall engage in the business of operating a synthetic drug establishment either exclusively or in connection with any other business enterprise without first obtaining a license for each synthetic drug establishment.

Sec. \_\_\_\_. Application for license.

Application for a synthetic drug establishment license shall be made to the city clerk on forms supplied by the city containing the following information:

(a) A description of the business;

(b) A description of the location of the premises to be licensed;

(c) The full names and addresses of the property owner, business owner, lessee and manager, operator and the date of birth of each;

(d) If applicant is a partnership, the names and residence addresses of each of the partners including limited partners, and the address of the partnership itself, if different from the address of the synthetic drug establishment; and

(e) Whether any of the aforementioned individuals have ever been convicted of any crime or offense other than a traffic offense, and if so, a description of the offense as to time, place, date and disposition.

The annual license fee shall be set in accordance with Section 31-6(a) of this Code. A separate license shall be obtained for each place of business. The licensee shall display the license in a prominent place on the licensed premises at all times. A license, unless revoked, shall be effective August 1 through July 31 annually.

Sec. \_\_\_\_. Issuance.

(a) No license under this Article shall be issued unless it is approved by the chief administrative officer upon advice from the police department and unless the establishment has passed fire and health inspections. The chief

administrative officer shall not approve any license if he or she has reasonable grounds to believe:

(1) That the granting of said license would result in violations of the law;

(2) That the license application contains false and misleading statements; or

(3) That other good cause exists for denying the license;

(b) If the chief of police or the chief administrative officer finds that they do not have adequate information to evaluate the license application, they may direct the applicant, manager or agent to appear at any reasonable time and place to give under oath information concerning the application. No license shall be granted to any applicant who refuses to appear and cooperate with the investigation.

Sec. \_\_\_\_. Prohibited acts.

(a) No synthetic drug establishment shall:

(1) Remain open between 8:00 p.m. and 8:00 a.m. on any day;

(2) Sell synthetic drug products that do not include the name, phone number and address of the manufacturer, packer and distributor of the product;

(3) Sell synthetic drug products that do not identify all commodities within the package, including organic and non-organic, chemically synthesized substances and compounds;

(4) Sell synthetic drug products to any individual under the age of 21;

(5) Sell synthetic drug products that do not comply with all state and federal laws and regulations, including those related to packaging, labeling and weights and measures; and

(6) Be located within 500 feet of any park, school, day care facility or area zoned residential or mixed-use neighborhood. This restriction shall not apply to a synthetic drug establishment that was conducting business at the location indicated in the application and making sales of synthetic drugs at that location on or before May 24, 2013.

Sec. \_\_\_\_. Suspension and revocation of licenses.

The chief administrative officer may revoke or suspend any license issued pursuant to this Article, if, after giving the licensee an opportunity to be heard on the matter, such officer finds:

(a) The licensee has violated a provision of this Article or any other law relating to the conduct of its operation including, but not limited to state, federal or local laws; or

(b) The licensee secured the license through misrepresentation or fraud or misstated any material fact in the application; or

(c) Failure of the licensee to cooperate with the police, fire or health officers in any investigation relating to their operations or failure to admit police



officers into the establishment at any time when people are present in the establishment; or

(d) The establishment is operated in such a way as to endanger public health or safety; or

(e) The establishment is operated in such a way as to constitute a public nuisance as defined in Minnesota Statutes Section 609.74 or successor statute.

Sec. \_\_\_\_. Appeals.

Any person aggrieved by a licensing decision of the chief administrative officer under this Article may appeal such decision to the city council by filing a written notice of appeal with the city clerk within 15 days after such decision is rendered. The decision of the city council is the final administrative decision of the city.

Sec. \_\_\_\_. Other applicable laws.

This Article is intended to complement state and federal laws regulating synthetic drugs.

Sec. \_\_\_\_. Severability.

If any portion of this Article, or its application to any circumstances, is held invalid, the remaining provisions shall be considered severable, and shall be given effect to the maximum extent possible.

Section \_\_\_\_.

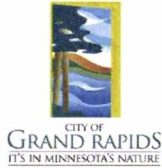
That this ordinance shall take effect 30 days after its passage and publication.

ADOPTED AND PASSED by the City Council of the City of Grand Rapids on the \_\_\_\_ day of \_\_\_\_\_, 2013.

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

ATTEST:

\_\_\_\_\_  
Thomas Pagel, City Administrator



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0590      **Version:** 1      **Name:** Terminal Ventures Termination of Contract  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 9/26/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Approve Terminal Ventures, LLC, request to terminate the existing Property Management Contract at the Grand Rapids/Itasca County Airport terminal.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [6-22-13 letter from Gary Lemke.pdf](#)  
[Attachment A.jpg](#)

Date	Ver.	Action By	Action	Result
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Approve Terminal Ventures, LLC, request to terminate the existing Property Management Contract at the Grand Rapids/Itasca County Airport terminal.

### **Background Information:**

In June of 2010 the Grand Rapids/Itasca County Airport Commission entered into a Property Management Contract agreement with Terminal Ventures, LLC, for the management of the airport terminal. The agreement stipulates that either party has to provide 12 months written notice requesting termination of the contract.

Itasca County desires to take over operations and maintenance of the entire airport terminal. They will be utilizing Area "A", identified on the attached drawing as a 911 Emergency Center and Area "B" for undefined purposes at this time. This would be effective January 1, 2014. A memorandum of understanding will presented to the city council in the near future.

As a result of the County's needs, Terminal Ventures requests to terminate the existing management contract effective October 1, 2013, appears to be beneficial. The request is attached for reference.

### **Staff Recommendation:**

City staff is recommending the approval of Terminal Ventures request to terminate the existing Property Management Contract effective October 1, 2014, under the terms of request in the letter dated September 22, 2013.

### **Requested City Council Action**

Consider approval of Terminal Ventures request to terminate the existing Property Management Contract effective October 1, 2014, under the terms of request in the letter dated September 22, 2013.

September 22, 2013

Mr. Tom Pagel  
City Administrator  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744

Re: Property Management Contract – Airport Terminal

Dear Tom;

It is my understanding that Itasca County desires to take over operations and maintenance of the Grand Rapids/Itasca County Airport Terminal building effective ~~January 1, 2014~~. This need of the County's compliments my desire to manage the facility. *OCT 1-2013*

As a result of the County's need, I am requesting that the City of Grand Rapids allow Terminal Ventures, L.L.C., out of the existing Property Management Contract at the Grand Rapids/Itasca County Airport Terminal, effective September 30, 2013.

In my desires to work with the County and City, I am requesting that you allow me until December 30, 2013, to remove any personal items from the facility. I also recognize that the County will need to occupy the facility to perform some improvements.

I have appreciated the opportunity to manage this facility for the City.

Sincerely,



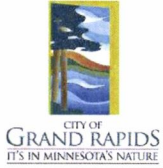
Gary Lemke

Terminal Ventures, LLC









# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0595      **Version:** 1      **Name:** 2014 RFP for Civil Legal Services  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 9/30/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Request for Proposals (RFP) for Civil Legal Services  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Existing Services.pdf](#)

Date	Ver.	Action By	Action	Result
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Request for Proposals (RFP) for Civil Legal Services

**Background Information:**

The City's current agreement for civil legal services with Chad Sterle will expire at the end of this year. Chad is currently working under an original three year agreement that has been extended twice for one year extensions. The council could either issue an RFP for civil legal services or it could negotiate a new contract with Chad.

If the City Council desires to issue an RFP they should direct which of the following rate structures they desire:

1. Current Fee Structure - Under the current agreement the City pays a lump sum retainer fee for certain services and hourly for other services. A description is attached for reference. The on-going issue with this format is the "grey" area in between retainer services and hourly services.
2. Flat Rate Structure - Under this structure the City would pay a flat monthly rate for all services with the exception of litigation. If there was an assessment appeal, eminent domain for property, etc., services would be paid by the hour. The benefit to this rate structure is the City knows what it is going to pay for legal services on a yearly basis and city staff are not hesitant in contacting the attorney with questions.
3. Hourly Rate Structure - Under this structure the City would pay the attorney by the hour for all services. Administratively, this structure becomes cumbersome in managing the hours of effort by an attorney to determine a fair fee for services on a daily basis.

If the City Council desires to issue an RFP they should also consider a selection committee.

**Staff Recommendation:**

City staff is recommending that the City Council direct the City Administrator to issue an RFP for Civil Legal Services that requests a Flat Rate Structure as described above. Staff also recommends that the Council select two council members, the City Administrator, Chief of Police, and Community Development Director to be on the selection committee and make a recommendation to the City Council on an attorney to provide Civil Legal Services.

**Requested City Council Action**

Consider directing the City Administrator to issue an RFP for Civil Legal Services that requests a Flat Rate Structure as described above. In addition, consider selecting two council members, the City Administrator, Chief of Police, and Community Development Director to be on the selection committee and make a recommendation to the City Council on

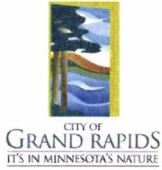
an attorney to provide Civil Legal Services.

**SCHEDULE A - SCHEDULE OF RETAINER AND HOURLY SERVICES**

<b>CIVIL LEGAL SERVICES</b>	
<b>Retainer Civil</b>	<b>Special Projects/hrly</b>
<p>1. City Council Meetings on the second and fourth Monday of each Month with some exception due to holiday schedules.</p> <p>2. Occasional Special meetings.</p> <p>3. Planning Commission Meetings</p>	<p>1. Work related to the following Boards and Commissions:</p> <ul style="list-style-type: none"> <li>• Park &amp; Rec Advisory Board</li> <li>• Area Library Board</li> <li>• Police Civil Service Commission</li> <li>• EDA</li> <li>• Civic Center Board</li> <li>• Golf Course Board</li> <li>• PUC</li> <li>• HRA</li> <li>• Airport Board</li> <li>• Central School Board</li> <li>• Cable TV Board</li> <li>• Human Rights Commission</li> </ul>
<p>2. Meeting with the City Administrator and department heads every two weeks to review Council agenda items, the status of all legal matters before the City and providing a quarterly written status report on all current litigation and unresolved matters.</p>	<p>2. Contracts, Agreement drafting</p>
<p>3. Review financing, special assessments, bonds and insurance requirement required by or for City contracts or activities</p>	
<p>4. Contract Review</p>	<p>4. Defend the City in all litigation (except those cases where insurance companies are required to exclusively provide defense) including, but not limited to (1) condemnation; (2) zoning and land use regulation matters; (3) permits and administrative actions;</p>
<p>5. Agenda review for all City departments, boards &amp; commissions</p>	<p>5. Defend the City in uninsured claims and other insurance matters</p>

<b>CIVIL LEGAL SERVICES</b>	
<b>Retainer Civil</b>	<b>Special Projects/hrly</b>
6. Review documents and advising	6. Represent City in eminent domain proceedings for public improvement projects
7. Review of municipal contracts, including contracts for public improvement, joint power agreements, construction, purchase of equipment, special use conditional agreements, subdivision bonds and development agreements	7. Prosecution/resolution of alleged land use violations
8. Legal briefing before City Council regarding new and or proposed legislation affecting municipal operations and activities	8. Other projects deemed appropriate by the City Council/City Administrator.
9. Provide advise on open meeting law and data practices/privacy issues	9. Attend Board and Commission meetings as directed by the City Administrator.
10. Advice and representation on environmental matters	
11. Statute interpretation without a written legal opinion	
12. Research and submission of legal opinions on municipal or other legal matters requested by city Council or City Administrator.	
13. All day to day email and telephone communications pertaining to all matters covered under the retainer.	





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0594      **Version:** 1      **Name:** Solar Sunflower IRRRB Commissioner Grant  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 9/27/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** A resolution authorizing the submittal of a IRRRB Commissioners Grant.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Revised IRRRB Commissioner Grantl.pdf](#)  
[IRRRB Project Description.pdf](#)  
[10-7-13 Resolution IRRRB Grant.pdf](#)

Date	Ver.	Action By	Action	Result
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A resolution authorizing the submittal of a IRRRB Commissioners Grant.

### **Background Information:**

The library has been developing a Solar Sunflower Panel system as part of the Riverfront Energy Center. To date the City/Library have invested \$53,630 into the system. The request to the IRRRB is \$40,000 which will complete the final two Solar Sunflowers and allow electricity to be generated.

### **Staff Recommendation:**


City staff is recommending the submittal of an IRRRB Commissioners Grant for \$40,000.

### **Requested City Council Action**

Consider a resolution for the submittal of an IRRRB Commissioners Grant for \$40,000 to be used to complete the Solar Sunflower Panel system at the Riverfront Energy Center.



## Commissioner Grant Checklist

Please  each required item and submit with project application.

- 1)  A copy of this checklist, page 4.
- 2)  Completed Commissioner Grant Application Cover Sheet, page 5.
- 3)  Project Budget & Timetable, page 6.
- 4)  A narrative description that addresses the importance of the project to the IRRRB service area. This description should identify how the project fits the seven priorities listed in Evaluation and Criteria, section IV, page 2.
- 5)  A copy of the resolution of project application approval and grant acceptance that authorizes this application to be submitted to IRRRB. A sample resolution is included on page 7.
- 6)  If a non-profit, a copy of the most recent Form 990, 990-N or 990-EZ as filed with IRS.
- 7)  Documentation of compliance with Minnesota Historical Society procedures for treatment of historic sites, if applicable.
- 8)  Any other exhibits, reports or studies that support the application.

# Commissioner Grant Application Cover Sheet

Date Submitted: October 8, 2013  
Project Name: Riverfront Energy Center - Sunflower Solar System

Applicant Organization: City of Grand Rapids  
Address: 420 North Pokegama Avenue  
City: Grand Rapids State: MN Zip: 55744  
Contact Person: Tom Pagel, P.E.  
Title: City Administrator  
Office Phone: 218.326.7626 Cell Phone: 218.398.0584  
Email: tpagel@ci.grand-rapids.mn.us

## Project Description:

(Please see attached)

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## SIGNATURES

I declare that any statement in this application, or information provided herein is true and complete to the best of my knowledge and hereby acknowledge that I have read and understand the following statement:

*“The State of Minnesota and its agents have the right to verify information provided in this application. False information, in addition to disqualifying the applicant from future consideration for financial assistance, may also subject the applicant to the penalty provision of M.S. §609.645.”*

Organization: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative (1)

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative (2)

# Project Budget and Timetable

USES		SOURCES (Be Specific)					
Detailed Project Costs	Applicant	IRRRB	Other	Other	Other	Other	Total
Total Estimated Project Costs							

**Timetable**

Please indicate anticipated dates for the following actions:

ACTIONS	DATE
Commencement of Project:	<u>Upon Notice of Grant</u>
Critical Achievements or Milestones:	<u>Installation of Units</u>
Completion of Program:	<u>12/1/13</u>

**Project Description:**

The Sunflower Solar System consists of three photovoltaic solar panels located at the Riverfront Energy Center. To date the three sets of solar panels have been purchased, the three footings, and bases have been constructed, and the system has been electrically wired into the Grand Rapids Area Library.

The Sunflower Solar System is part of the Educational Dashboard at the Center. The Educational Dashboard is a K-12 and college based science curriculum that can be accessed by educators and students via the web at: <http://www.grandrapids.lib.mn.us/About/riverfront.htm> or it can be downloaded for free from the Apple Store by searching "Riverfront Energy Center".

To date, the City has invested \$53,630 into the solar system. In order to complete the project and start producing electricity, the City needs an additional \$40,000. This grant request will fund the racking, tracking, and sunflower esthetics. Just like real sunflowers, the three solar sunflowers have computerized tracking systems to follow the sun through the day increasing the efficiency of the systems by thirty percent. It is time sensitive that this project get completed so that power is generated and students can begin learning and tracking the power generation through the Dashboard system. The following picture identifies the existing solar sunflower and the two mounting poles where the final two Solar Sunflowers will be mounted.



(Continued on next page)

The solar panels were purchase from Silicon Energy in Mountain Iron, Minnesota. Erin Shea of Silicon Energy has worked closely with City staff in the development of this project. The City has given them permission to utilize photographs of the sunflower solar systems for promotion and marketing of their product produced on the Iron Range. This will assist with economic growth and job creation at Silicon Energy in Mountain Iron, Minnesota.

By having an active, live, solar system on the Educational Dashboard, students and educators on the Iron Range and throughout the world will have access to data and information in a live format for free. The attractiveness of the solar panels will also promote the growth of a sustainable renewable energy resource.



CITY OF GRAND RAPIDS, MINNESOTA  
RESOLUTION NO. 13-xx

STATE OF MINNESOTA)  
COUNTY OF ITASCA  
CITY OF GRAND RAPIDS

**RESOLUTION AUTHORIZING THE CITY TO MAKE APPLICATION TO AND  
ACCEPT FUNDS FROM THE IRRRB COMMISSIONER GRANT PROGRAM**

**WHEREAS THE** City Council approves of the attached application for the Solar Sunflower Project; and

**WHEREAS THE** City Council hereby agrees to accept funding for the Solar Sunflower project if approved by the IRRRB.

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

Upon vote taken thereon, the following voted:

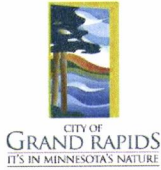
For:

Against:

Whereupon said Resolution No. \_\_\_\_\_ was declared duly passed and adopted this  
\_\_\_\_\_ day of \_\_\_\_\_  
Month/Year

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0596      **Version:** 1      **Name:** Appointment of Payroll Clerk/Human Resources Technician  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 9/30/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Appointment of Payroll Clerk/Human Resources Technician  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Appointment of Payroll Clerk/Human Resources Technician

### **Background Information:**

At the August 12, 2013 City Council meeting, the Council authorized staff to begin the process of filling the position of Payroll Clerk/Human Resources Technician. The position has been posted, the applications were ranked, and interviews were held. The interview committee consisting of Finance Director Barb Baird, Assistant Finance Director Tim Adamich, and Human Resources Director Lynn DeGrio is recommending the appointment of Ms. Cindy Phillips to the position of Payroll Clerk/Human Resources Technician.

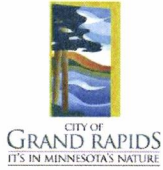
Cindy graduated from Nashwauk-Keewatin High School and received an Accounting Degree through the Duluth Business University. She has 27 years of experience in the accounting/office profession and has used numerous accounting and software programs. Cindy is currently employed by Lakes States Construction, Inc. as an Office Manager. Previously Cindy was employed as an Office Manager at Waste Management and in Accounts Receivable/Inventory at Industrial Lubricant Company. Cindy is very proficient in 10 key, has good organizational skills, and works well with others.

### **Staff Recommendation:**

Staff is also recommending that the standard End of Introductory Period Progress Review be completed in six months following the date of hire and, if satisfactory, Ms. Phillips be given a step increase per union contract.

### **Requested City Council Action**

Consider the appointment of Ms. Cindy Phillips to the position of Payroll Clerk/Human Resources Technician effective October 22, 2013 at a starting wage of \$17.2844 per hour per Clerical Union contract.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0600      **Version:** 1      **Name:** City - GRACC Artist in Residence MOU  
**Type:** Agenda Item      **Status:** Community Development  
**File created:** 10/2/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Consider approval of a memorandum of understanding between the City of Grand Rapids and the Grand Rapids Arts and Culture Commission regarding an Artist in Residence Program at Central School  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [City - GRACC MOU for Guest Artist Program v2.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approval of a memorandum of understanding between the City of Grand Rapids and the Grand Rapids Arts and Culture Commission regarding an Artist in Residence Program at Central School

### **Background Information:**

The Grand Rapids Arts and Culture Commission (GRACC) has approached the City with a proposal to establish a program that would house artists for up to three months intervals in a vacant space within Central School. The artists would be able to create, display and sell their art during the normal operating hours of Central School. The attached memorandum lays out the operating relationship between the City, GRACC and the visiting artists. The space would be provided at no cost to the visiting artists so long as there was vacant space available. If the space is desired by a paying tenant or prospective tenant, the artist would need to vacate it with two weeks notice. Staff and GRACC representatives have met with the existing tenants at Central School ; they are agreeable and share staff's thought that this would be a benefit to them by creating an additional draw for customer traffic in the building. The GRACC has already adopted the attached memorandum of understand pending the City Council's approval.

### **Staff Recommendation:**

Approve the memorandum of understanding between the City of Grand Rapids and the Grand Rapids Arts and Culture Commission regarding an Artist in Residence Program at Central School.

### **Requested City Council Action**

Consider approval of a memorandum of understanding between the City of Grand Rapids and the Grand Rapids Arts and Culture Commission regarding an Artist in Residence Program at Central School



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Memorandum of Understanding  
between  
The Grand Rapids Arts and Culture Commission  
And  
The City of Grand Rapids

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The Grand Rapids Arts and Culture Commission (GRACC) have proposed the establishment of an Artist in Residence program to be housed in vacant space within Old Central School. The City of Grand Rapids (City) values the contribution of the arts in our community and furthermore sees value in the increased activity an Artist in Residence program will bring to Old Central School and the merchants located there.

The parties commit themselves to building mutual confidence and trust, and through this Memorandum of Understanding (MoU) provide detailed areas of agreement that will guide them in accomplishment of the stated objectives.

To this end, the GRACC and City have agreed on the following:

**1. Grant of Use/Location**

- 1.1. The City will grant the use of a single space/suite within Old Central School (space), the location of which will be approved by the City's appointed representative.
  - 1.1.1. The City may cancel this MoU at the City's sole discretion at any time.
- 1.2. The space will be provided by the City without compensation for use by a Guest Artist(s) recommended to GRACC by Grand Rapids Arts.
- 1.3. The space may be used by up to three Guest Artists at a time, provided each of the Guest Artists have read and agree to abide by the terms of this MoU, and the occupancy is in compliance with all Federal, State and Local laws and ordinances.
- 1.4. The space will be provided for three month intervals, but can be extended if approved by appointed representative of GRACC and the City.
- 1.5. One key for the space will be provided to the Guest Artist(s). All keys will be returned to the City at the conclusion of their stay.
- 1.6. All day public parking is available for the use of the Guest Artist(s) within two blocks of Old Central School. Parking spaces on the grounds of Old Central School will be reserved for tenants and customers.
- 1.7. If the City finds a paying tenant for the space, or for some other reason the City needs to cancel this MoU, the City will provide written notice to GRACC and the Guest Artist(s) 14 days in advance of when the space must be vacated and returned to its prior condition.
  - 1.7.1. If the property of the guest artist(s) is not removed within the notice period, the City may remove any abandoned property at the sole expense of the Guest Artist(s).



- 1.7.2. If vacation of the space is needed to facilitate occupancy by a paying tenant, other space may be made available to the Guest Artist, if vacant space is available at the time.

## **2. Expectations of the Guest Artist(s)**

- 2.1. The GRACC will assist the City in ensuring that:
  - 2.1.1. The Guest Artist(s) act as if regular tenants by being considerate and refraining from the production of noises and offensive odors that would negatively impact the use and enjoyment of Old Central School by tenants and customers.
  - 2.1.2. The Guest Artist(s) use the space during the regular operating hours of Old Central School.
- 2.2. Guest Artist(s) will not make any alterations to the space or cause any damage to the space. If any damage or alteration is caused by the Guest Artist(s), the City will cause necessary repairs to be made at the sole expense of the Guest Artist(s).
- 2.3. The Guest Artist(s) shall insure their own personal property on the premises as they see fit. All personal property placed upon or in the Old Central School premises or common areas or external grounds shall be at the risk of Guest Artist(s) or the owner of the personal property and the City and Old Central School shall not be liable to Guest Artist or any other party for any damage, destruction or loss of said personal property arising from any cause whatsoever.

## **3. Authorized Agents**

- 3.1. The City and GRACC shall appoint authorized agents for the purpose of administration and facilitation of this MoU. The City and GRACC are notified of the authorized agents of each are as follows:
  - 3.1.1. City Agent:  
Rob Mattei  
Community Development Director  
420 North Pokegama Avenue  
Grand Rapids, Minnesota 55744  
218.326.7622  
[rmattei@ci.grand-rapids.mn.us](mailto:rmattei@ci.grand-rapids.mn.us)
  - 3.1.2. GRACC Agent:  
GRACC Chair  
420 North Pokegama Avenue  
Grand Rapids, Minnesota 55744

City and GRACC will not undertake any action inconsistent with the letter or spirit of this Memorandum of Understanding.

City of Grand Rapids

Grand Rapids Arts and Culture  
Commission

\_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

\_\_\_\_\_ Date: \_\_\_\_\_  
Chair

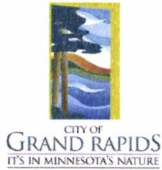
I, as the undersigned Guest Artist approved by the GRACC, have read and understand the terms of this MoU and agree to abide the spirit and expectations of such.

\_\_\_\_\_  
Guest Artist (signature)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Guest Artist (printed name)

DRAFT



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0589      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 9/26/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** A Medical Insurance Incentive Program

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Medical Insurance INCENTIVE PROGRAM.pdf](#)  
[Insurance Savings.pdf](#)

Date	Ver.	Action By	Action	Result
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A Medical Insurance Incentive Program

**Background Information:**

When the City Administrator worked in the private sector, the company he worked for provided a monetary benefit to employees who had health insurance from a provider outside of the company. This benefit continues to exist today at an hourly rate of \$3.00/hour. As a result of this benefit, the City Administrator and Human Resource Director have developed a Medical Insurance Incentive Program. The proposed text is attached. Basically, it is a monetary incentive for employees to utilize non-city insurance programs. The monetary benefit would be in the form of a City contribution to a Post Employment Health Care Savings Account.

The benefit to City as a result of this proposed policy is a potential savings of \$109,611.60 in health insurance costs. The City currently has forty employees who are eligible to participate in the City's health insurance plan. Of those forty, it appears that seventeen have the potential to obtain health insurance through their spouses employment. A spreadsheet with the names of the employees hidden is attached for reference. The potential eligible employees are highlighted red.

**Staff Recommendation:**

City staff is recommending the adoption of the attached Medical Insurance Incentive Program policy.

**Requested City Council Action**

Consider the adoption of a Medical Insurance Incentive Program policy.

## **MEDICAL INSURANCE INCENTIVE PROGRAM**

Effective January 1, 2014, City employees who can provide documentation that they have health insurance through a provider outside of the City's health insurance program will receive from the City \$520.00/monthly, deposited into a Health Care Savings Plan (HCSP). Monthly contributions will cease upon a City employee receiving health insurance through the City's plan. A represented (union) City employee, who currently receives health insurance through their unions, where the City cost participates, is not eligible for this program.

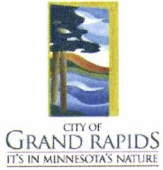
To qualify for the Medical Insurance Incentive Program, the employee must waive City medical insurance during the enrollment period between November 15<sup>th</sup> and December 15.

Employees who waive insurance during the calendar year, outside of the enrollment period, due to a qualifying life event, will be eligible for the Medical Insurance Incentive Program the first of the month following the life event.



CITY OF GRAND RAPIDS  
HEALTH INSURANCE COSTS

INSURANCE	FAMILY/SINGLE	H.S.A.	PREMIUM	> \$5,000	TOTAL COST	Emp. Incentive	City Savings
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Single	\$ 2,000.00	\$ 4,611.60	\$ 800.00	\$ 7,411.60		
BC/BS	Family/Single (2/1/2013)	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Single/Family (1/1/2013)	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Single/Family (8/1/2012)	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Waived	\$ 2,000.00	\$ 4,611.60	\$ 800.00	\$ 7,411.60	\$ 6,240.00	\$ 1,171.60
BC/BS	Single	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Waived	\$ 2,000.00	\$ 4,611.60	\$ 800.00	\$ 7,411.60	\$ 6,240.00	\$ 1,171.60
BC/BS	Single	\$ 2,000.00	\$ 4,611.60	\$ 800.00	\$ 7,411.60		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Family/waived (4/1/2013)	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Family (7/1/2012)	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Single	\$ 2,000.00	\$ 4,611.60	\$ 800.00	\$ 7,411.60	\$ 6,240.00	\$ 1,171.60
BC/BS	Family (1/1/2013)	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Single	\$ 2,000.00	\$ 4,611.60	\$ 800.00	\$ 7,411.60	\$ 6,240.00	\$ 1,171.60
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Single/Waived/Family	\$ 2,000.00	\$ 10,252.80	\$ 800.00	\$ 13,052.80	\$ 6,240.00	\$ 6,812.80
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Single/Family (10/1/2012)	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Single	\$ 2,000.00	\$ 4,611.60	\$ 800.00	\$ 7,411.60	\$ 6,240.00	\$ 1,171.60
BC/BS	Single	\$ 2,000.00	\$ 4,611.60	\$ 800.00	\$ 7,411.60		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Single/Family (10/1/2012)	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
BC/BS	Single	\$ 2,000.00	\$ 4,611.60	\$ 800.00	\$ 7,411.60		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80		
BC/BS	Family	\$ 4,000.00	\$ 10,252.80	\$ 800.00	\$ 15,052.80	\$ 6,240.00	\$ 8,812.80
<b>Totals</b>		<b>\$ 144,000.00</b>	<b>\$ 369,594.00</b>	<b>\$ 32,800.00</b>	<b>\$ 546,394.00</b>	<b>\$ 106,080.00</b>	<b>\$ 109,611.60</b>



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0593      **Version:** 1      **Name:** Contracted Services With Outside Vendors  
**Type:** Agenda Item      **Status:** Police  
**File created:** 9/27/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Contracted Services With Outside Vendors

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Contracted Services With Outside Vendors

### **Background Information:**

Recently the police department has been asked by outside vendors to submit proposals for contracted services. At the 09-23-2013 City Council Work Session, the Council requested to have a discussion with the police department about providing such services.

The police department would like to discuss with the council any advantages or disadvantages in providing such services that could be viewed as being outside the scope of the police department's core mission.

### **Staff Recommendation:**

To have open discussions on contracted services to outside vendors.

### **Requested City Council Action**

No council action is warranted at this time.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0588      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 9/26/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Update on ADA Compliance - City Facilities

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Update on ADA Compliance - City Facilities**

**Background Information:**

At the time of RCA preparation, updated information on ADA compliance at City Hall and the Civic Center was not complete. Information will be handed out at the meeting.

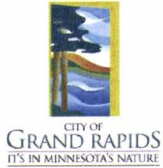
**Staff Recommendation:**

None at this time.

**Requested City Council Action**

None at this time.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 13-0599      **Version:** 1      **Name:** Non-ROW CIP Review  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 10/2/2013      **In control:** City Council  
**On agenda:** 10/7/2013      **Final action:**  
**Title:** Review non-Right of Way CIP requests and finalize 2014 portion of the CIP and discuss proposed 2014 City budget.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [10-2-13 Plan-It Report by Funding Source.pdf](#)  
[10-2-13 Project Sheets.pdf](#)

Date	Ver.	Action By	Action	Result
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Review non-Right of Way CIP requests and finalize 2014 portion of the CIP and discuss proposed 2014 City budget.

### **Background Information:**

Attached is a summary sheet and detail item descriptions for department requests on non-right of way items. The summary sheet identifies the potential source of funding. Items identified under the "CIP Fund" would be paid entirely or in part with funds from the 2014 levy. Items under "Equipment Certificates, CIP Bonds, CIP Bonds?" would be funded with certificate or bond issuance over a five or 10 to 15 year period with first year installment payments beginning in 2015.

Department Heads who have made requests for 2014 will be present at the council meeting to discuss the requests with the City Council.

### **Staff Recommendation:**

City staff is recommending the review, prioritization, and preliminary approval of a 2014 non-right of way CIP.

### **Requested City Council Action**

Consider the review, prioritization, and preliminary approval of a 2014 non-right of way CIP.



City of Grand Rapids, Minnesota  
*Amended Capital Improvement Plan*  
 2014 thru 2018

**PROJECTS BY FUNDING SOURCE**

Source	Project#	Priority	2014	2015	2016	2017	2018	Total
<b>CIP Fund</b>								
Aerial Photograph Updates	2014/Aerial	3		13,657				13,657
Crack Sealing Taxiway A	2014/AP-1	1	4,500					4,500
General Aviation Ramp Replacement	2014/AP-2	2		12,500				12,500
Playground Revitalization	2014/P&R-1	2	35,000					35,000
Police K-9	2014/PD-2	2	13,000					13,000
City Entrance Signs	2014/PW-3	2	15,000	18,000	21,000	24,000		78,000
Airport Master Plan/eALP	2015/AP-1	2		12,500				12,500
Playground Revitalization	2015/P&R-2	n/a		35,000				35,000
Police Taser Replacement	2015/PD-1	3		26,000				26,000
Airport Zoning Update	2016/AP-1	2			2,500			2,500
RWY 5/23 Slurry Seal	2017/AP-1	2				15,000		15,000
RWY 16/34 - Resurface and Resolve L-O-S Issues	2018/AP-1	3					50,000	50,000
<b>CIP Fund Total</b>			<b>67,500</b>	<b>117,657</b>	<b>23,500</b>	<b>39,000</b>	<b>50,000</b>	<b>297,657</b>
<b>Equipment Certificates</b>								
AP74 Truck Replacement	2014/AP-3	2		10,000				10,000
TimeClock Plus Software	2014/FIN-1	2	12,835					12,835
GPS Equipment Upgrade	2014/GPS	2	2,980					2,980
Phase VDI into our virtual infrastructure	2014/IT-1	1	44,000					44,000
City Security Video Camera System	2014/IT-2	3	27,000					27,000
Laserfiche system upgrade	2014/IT-3	2	43,000					43,000
Police Vehicle Replacement Plan	2014/PD-1	2	41,000	41,000	64,000	65,000	66,000	277,000
Police Remote Pole Cameras	2014/PD-3	3	70,000					70,000
PW Pickup Truck Replacement	2014/PW-1	1	35,000					35,000
PW Turf Lawnmower Replacement	2014/PW-2	2	50,000					50,000
Replace two virtual server host computers	2015/IT-1	1		16,000				16,000
Police In-Car Video Replacement	2015/PD-2	2		50,000				50,000
Police In-Car Computer Maint Contr	2015/PD-3	3		48,000				48,000
Replace the City email server	2016/IT-2	2			10,000			10,000
PW Backhoe Replacement	2016/PW-1	2			200,000			200,000
PW Dump Truck Replacement	2016/PW-2	2			345,000			345,000
PW Flail Mower Tractor	2016/PW-3	3			55,000			55,000
PW Turf Lawnmower Replacement	2016/PW-4	3			75,000			75,000
PW Pickup Replacement W/Plow #2	2016/PW-5	3			50,000			50,000
PW Pickup Replacement W/Plow #1	2016/PW-6	3			50,000			50,000
<b>Equipment Certificates Total</b>			<b>325,815</b>	<b>165,000</b>	<b>849,000</b>	<b>65,000</b>	<b>66,000</b>	<b>1,470,815</b>
<b>GO CIP Bonds</b>								
City Hall Bathroom Fixtures	2014/CH-1	2	10,000					10,000
Admin & Finance Carpet Replacement	2014/CH-2	2	12,000					12,000
Fire Hall Roof Replacement	2014/FD-3	1	50,000					50,000

Source	Project#	Priority	2014	2015	2016	2017	2018	Total
Library Chiller/Compressor Replacement	2014/LIB-1	2	40,000					40,000
Council Chambers Carpet Replacement	2015/CH-1	2		12,000				12,000
Fire Hall Doors	2016/FD-2	2			40,000			40,000
Southside Fire Station	2018/FD-1	2					2,000,000	2,000,000
Police Impound Building	2018/PD-1	4					550,000	550,000
<b>GO CIP Bonds Total</b>			<b>112,000</b>	<b>12,000</b>	<b>40,000</b>		<b>2,550,000</b>	<b>2,714,000</b>

**GO CIP Bonds-?**

Dehumidification Replacement	2014/P&R-2	1	75,000					75,000
Civic Center Roof Replacement-Phase 1	2014/P&R-3	1	200,000					200,000
Upper Lobby Bathroom Remodel	2014/P&R-4	2	30,000					30,000
Blandin Beach Update	2015/P&R-1	3		80,000				80,000
IRA Civic Center- Refurbish/Remodel/Roof Phase II	2017/P&R-1	2				1,500,000		1,500,000
<b>GO CIP Bonds-? Total</b>			<b>305,000</b>	<b>80,000</b>		<b>1,500,000</b>		<b>1,885,000</b>

**GRAND TOTAL** **810,315    374,657    912,500    1,604,000    2,666,000    6,367,472**

**Amended Capital Improvement Plan  
City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Airport  
**Contact** Airport Manager  
**Type** Maintenance  
**Useful Life** 15 years  
**Category** Airport Improvements  
**Priority** 1 Critical

**Project #** 2014/AP-1  
**Project Name** Crack Sealing Taxiway A

**Description**

**Total Project Cost:** \$90,000

This project would consist of crack sealing the bituminous surface of Taxiway A.

**Justification**

If the taxiway is not crack sealed is will deteriorate faster reducing the useful life of the infrastructure.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Construction/Maintenance	90,000					90,000
<b>Total</b>	<b>90,000</b>					<b>90,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
CIP Fund	4,500					4,500
FAA	81,000					81,000
Itasca County	4,500					4,500
<b>Total</b>	<b>90,000</b>					<b>90,000</b>

**Budget Impact/Other**

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Building Maintenance  
**Contact** Facility Maintenance  
**Type** Improvement  
**Useful Life** 20 years  
**Category** Buildings  
**Priority** 2 Very Important

**Project #** 2014/CH-1  
**Project Name** City Hall Bathroom Fixtures

**Description** **Total Project Cost: \$10,000**  
 Replace bathroom fixtures

**Justification**  
 Existing bathroom fixtures are very old. The finish has worn off and no longer look clean. The current toilet stools are not ADA acceptable and are water inefficient.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Construction/Maintenance	10,000					10,000
<b>Total</b>	<b>10,000</b>					<b>10,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
GO CIP Bonds	10,000					10,000
<b>Total</b>	<b>10,000</b>					<b>10,000</b>

**Budget Impact/Other**



**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Building Maintenance  
**Contact** Facility Maintenance  
**Type** Improvement  
**Useful Life** 10 years  
**Category** Buildings  
**Priority** 2 Very Important

**Project #** 2014/CH-2  
**Project Name** Admin & Finance Carpet Replacement

**Description**

**Total Project Cost:** \$12,000

Replace carpet in the administration and finance departments.

**Justification**

Carpet is worn and dirty.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Construction/Maintenance	12,000					12,000
<b>Total</b>	<b>12,000</b>					<b>12,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
GO CIP Bonds	12,000					12,000
<b>Total</b>	<b>12,000</b>					<b>12,000</b>

**Budget Impact/Other**

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Engineering  
**Contact** Engineer  
**Type** Equipment  
**Useful Life** 5 years  
**Category** Equipment  
**Priority** 2 Very Important

<b>Project #</b>	<b>2014/GPS</b>
<b>Project Name</b>	<b>GPS Equipment Upgrade</b>

<b>Description</b>	<b>Total Project Cost: \$5,958</b>
Trade in our current 2005 Handheld GPS unit for a new GeoXH Handheld GPS unit.	

<b>Justification</b>
An updated GPS unit is necessary because the software for our current 2005 unit is out of date and no longer compatible with our GIS software.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	5,958					5,958
<b>Total</b>	<b>5,958</b>					<b>5,958</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equipment Certificates	2,980					2,980
GR Public Utilities-Sanitary	1,489					1,489
GR Public Utilities-Water Main	1,489					1,489
<b>Total</b>	<b>5,958</b>					<b>5,958</b>

<b>Budget Impact/Other</b>

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Finance  
**Contact** Finance Director  
**Type** Equipment  
**Useful Life** 7 years  
**Category** Equipment  
**Priority** 2 Very Important

**Project #** 2014/FIN-1  
**Project Name** TimeClock Plus Software

**Description** **Total Project Cost: \$12,835**  
 Electronic time tracking system.

**Justification**  
 We currently have an electronic time keeping system but it is older and does not allow remote sites to access to punch in and out via internet.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	12,835					12,835
<b>Total</b>	<b>12,835</b>					<b>12,835</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equipment Certificates	12,835					12,835
<b>Total</b>	<b>12,835</b>					<b>12,835</b>

**Budget Impact/Other**

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Fire  
**Contact** Fire Chief  
**Type** Improvement  
**Useful Life** 40 years  
**Category** Buildings  
**Priority** 1 Critical

<b>Project #</b>	<b>2014/FD-3</b>
<b>Project Name</b>	<b>Fire Hall Roof Replacement</b>

<b>Description</b>	<b>Total Project Cost: \$50,000</b>
Replacement of the roofing material over the fire hall meeting room and office area.	

<b>Justification</b>
The building has been experiencing water leaks from the roof area over the course of the last three years. As snow on the roof begins to melt, water leaks into the ceiling area of the meeting room, causing damage to the ceiling tiles and the carpeting. Water also leaks into the west apparatus bay and office area near the Radio Room, causing a hazardous condition of slippery floors to the employees and other public who are in this area of the building. The life expectancy of the roof over the meeting room, which was originally built in 1992, is 20 years; the roof over the west apparatus bay and office area is older than the meeting room roof.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Construction/Maintenance	50,000					50,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
GO CIP Bonds	50,000					50,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

<b>Budget Impact/Other</b>



**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Golf Course  
**Contact** Golf Course Manager  
**Type** Equipment  
**Useful Life** 10 years  
**Category** Equipment  
**Priority** 3 Important

**Project #** 2014/GC-1  
**Project Name** Golf Course Greensmower

**Description**

**Total Project Cost:** \$14,500

Toro Greens Mower 3100

**Justification**

Current model is year 2002 with 2,054 hours on it. Useful life is estimated at 3,000 hours. We expect to receive a \$3,500 trade in on our current model to bring the new price down to \$14,500.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	14,500					14,500
<b>Total</b>	<b>14,500</b>					<b>14,500</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Golf Course Enterprise Fund	14,500					14,500
<b>Total</b>	<b>14,500</b>					<b>14,500</b>

**Budget Impact/Other**

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Golf Course  
**Contact** Golf Course Manager  
**Type** Equipment  
**Useful Life** 10 years  
**Category** Equipment  
**Priority** 2 Very Important

<b>Project #</b>	<b>2014/GC-2</b>
<b>Project Name</b>	<b>Golf Course Tee Mower</b>

<b>Description</b>	<b>Total Project Cost: \$16,000</b>
Toro Tee Mower 3100	

<b>Justification</b>
Current Tee mower is year 2000 model with 2,790 hours. Useful life is estimated at 3,000 hours. Current mower has major repair issues. We expect to receive a \$2,000 trade in on our current model to bring the new price down to \$16,000.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	16,000					16,000
<b>Total</b>	<b>16,000</b>					<b>16,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Golf Course Enterprise Fund	16,000					16,000
<b>Total</b>	<b>16,000</b>					<b>16,000</b>

<b>Budget Impact/Other</b>

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Library  
**Contact** Library Director  
**Type** Equipment  
**Useful Life** 20 years  
**Category** Equipment  
**Priority** 2 Very Important

**Project #** 2014/LIB-1  
**Project Name** Library Chiller/Compressor Replacement

**Description**

**Total Project Cost:** \$40,000

Replace aging chiller with energy efficient unit.

**Justification**

The Chiller/compressor in the Library is showing signs of wear and imminent breakdown. Repairs will be more costly than it is worth. It was installed when the Library was built and runs inefficiently, consuming much more energy than new models.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	40,000					40,000
<b>Total</b>	<b>40,000</b>					<b>40,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
GO CIP Bonds	40,000					40,000
<b>Total</b>	<b>40,000</b>					<b>40,000</b>

**Budget Impact/Other**

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Management Information  
**Contact** Information Technology  
**Type** Equipment  
**Useful Life** 5 years  
**Category** Equipment  
**Priority** 1 Critical

**Project #** 2014/IT-1  
**Project Name** Phase VDI into our virtual infrastructure

**Description** **Total Project Cost: \$44,000**  
 Purchase one additional virtual host server, virtual desktop software and associated accessories to launch VDI (Virtual Desktop Infrastructure) project.

**Justification**  
 With 80+ workstations on the City's production network, the IT Department would like to launch into virtual desktops in order to decrease the cost and time associated with replacing, maintaining and managing traditional desktop computers. The scope of this project includes the cost of upgrading/replacing our already aging Storage Area Network which hosts our current virtual servers.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	44,000					44,000
<b>Total</b>	<b>44,000</b>					<b>44,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equipment Certificates	44,000					44,000
<b>Total</b>	<b>44,000</b>					<b>44,000</b>

**Budget Impact/Other**  
 This project will benefit the City in a number of ways. First, it will reduce the cost per unit of our end user workstations and allow for a longer expected working life of those devices. Second, by virtualizing the desktops, it will drastically reduce the amount of time necessary to replace, maintain, update and manage those devices. Finally, it will provide our workers with more flexibility in how they can leverage the City's technology to better perform their duties.



**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Management Information  
**Contact** Information Technology  
**Type** Equipment  
**Useful Life** 7 years  
**Category** Equipment  
**Priority** 3 Important

**Project #** 2014/IT-2  
**Project Name** City Security Video Camera System

**Description**

**Total Project Cost:** \$27,000

Install security camera system and cameras in the Fire Hall, City Hall and Library.

**Justification**

To protect our assets and for the safety of our employees, we would like to install a security camera system within our City facilities. In the first phase of the project, we would install the backend infrastructure and also cameras in the Fire Hall, City Hall and Library. The system would allow for the phased installation of cameras in our other facilities as time goes on.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	27,000					27,000
<b>Total</b>	<b>27,000</b>					<b>27,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equipment Certificates	27,000					27,000
<b>Total</b>	<b>27,000</b>					<b>27,000</b>

**Budget Impact/Other**

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Management Information  
**Contact** Information Technology  
**Type** Improvement  
**Useful Life** 7 years  
**Category** Equipment  
**Priority** 2 Very Important

<b>Project #</b>	<b>2014/IT-3</b>
<b>Project Name</b>	<b>Laserfiche system upgrade</b>

<b>Description</b>	<b>Total Project Cost: \$43,000</b>
Our Laserfiche system version has been end of lifed and needs to be upgraded.	

<b>Justification</b>
Our Laserfiche system version has been end of lifed and needs to be upgraded. Also, we would like to add some useful functionality to our current product. This project will increase the usefulness of our Laserfiche product in numerous ways. We will add the "workflow" and "public portal" modules to our current system. Workflow will allow us to leverage Laserfiche to gain more control and provide consistency over many different processes already used in every department of the City. The Public Portal module will allow us to provide read only access to specific sets of documents within Laserfiche to certain internal staff and also directly to the public.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	43,000					43,000
<b>Total</b>	<b>43,000</b>					<b>43,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equipment Certificates	43,000					43,000
<b>Total</b>	<b>43,000</b>					<b>43,000</b>

<b>Budget Impact/Other</b>

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Parks and Recreation  
**Contact** Civic Center Director  
**Type** Equipment  
**Useful Life** 15 years  
**Category** Equipment  
**Priority** 2 Very Important

<b>Project #</b>	<b>2014/P&amp;R-1</b>
<b>Project Name</b>	<b>Playground Revitalization</b>

<b>Description</b>	<b>Total Project Cost: \$85,000</b>
Replace outdated play structures at neighborhood parks.	

<b>Justification</b>
The current play structures at Maplewood and McGowan Parks are outdated and do not comply with current ADA and safety standards.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	35,000					35,000
<b>Total</b>	<b>35,000</b>					<b>35,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
CIP Fund	35,000					35,000
<b>Total</b>	<b>35,000</b>					<b>35,000</b>

<b>Budget Impact/Other</b>

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Parks and Recreation  
**Contact** Civic Center Director  
**Type** Improvement  
**Useful Life** 20 years  
**Category** Equipment  
**Priority** 1 Critical

<b>Project #</b>	<b>2014/P&amp;R-2</b>
<b>Project Name</b>	<b>Dehumidification Replacement</b>

<b>Description</b>	<b>Total Project Cost: \$75,000</b>
Replace the existing dehumidification system in the West Venue.	

<b>Justification</b>
The existing dehumidifier is over 20 years old and has become unreliable over the past couple years. Parts are becoming expensive and difficult to find. The existing unit is also undersized when we experience high temperatures.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	75,000					75,000
<b>Total</b>	<b>75,000</b>					<b>75,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
GO CIP Bonds-?	75,000					75,000
<b>Total</b>	<b>75,000</b>					<b>75,000</b>

<b>Budget Impact/Other</b>



**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Parks and Recreation  
**Contact** Civic Center Director  
**Type** Improvement  
**Useful Life** 25 years  
**Category** Buildings  
**Priority** 1 Critical

**Project #** 2014/P&R-3  
**Project Name** Civic Center Roof Replacement-Phase 1

**Description**

**Total Project Cost:** \$200,000

Replace the flat roof above the lobby and locker room areas at the IRA Civic Center.

**Justification**

The flat roof at the Civic Center has been leaking for the past 7 years. Several repairs have been made with most expenses being covered by insurance claims. As replacement has been delayed we fear that the insulation under the ballasted roofing is deteriorating and that the roof decking is possibly cracking due to expansion occurring when water leaks freeze. The leaks are adversely affecting expansion joints and block where the East and West Venues join. In the spring of 2012 a leak allowed water through the decking and down a wall causing thousands of dollars of damage to our computer equipment. We have made several repairs to the drywall in the lobby and have replaced countless ceiling tiles due to roof leaks.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Construction/Maintenance	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
GO CIP Bonds-?	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

**Budget Impact/Other**

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Parks and Recreation  
**Contact** Civic Center Director  
**Type** Improvement  
**Useful Life** 30 years  
**Category** Buildings  
**Priority** 2 Very Important

**Project #** 2014/P&R-4  
**Project Name** Upper Lobby Bathroom Remodel

**Description** **Total Project Cost: \$30,000**  
 The bathrooms in the upper lobby of the IRA Civic Center do not meet current ADA building codes. A remodel of the bathrooms would increase the size of the handicap stalls and lower counter heights to accommodate those in wheelchairs. In addition, an update is in order as the privacy dividers, countertops, and tile were installed during initial construction in 1980.

**Justification**  
 Over the next few years, it is our goal to bring the Civic Center up to current ADA building codes.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Construction/Maintenance	30,000					30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
GO CIP Bonds-?	30,000					30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

**Budget Impact/Other**

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Police  
**Contact** Police Chief  
**Type** Equipment  
**Useful Life** 10 years  
**Category** Equipment  
**Priority** 2 Very Important

<b>Project #</b>	<b>2014/PD-1</b>
<b>Project Name</b>	<b>Police Vehicle Replacement Plan</b>

<b>Description</b>	<b>Total Project Cost: \$312,000</b>
<p>Continue with the fleet management program and the purchasing of new patrol units, replacing older patrol units. In 2014 and 2015 the police department would like to purchase SUV vehicles, one in 2014 and one in 2015.</p>	

<b>Justification</b>
<p>In 2000 the Police Department along with Public Works developed a Fleet Maintenance Plan as requested by the City Council. The Police Department needs to continue the replacement of vehicles as set up in the maintenance plan for safe operation of vehicles for both the officers and public. Under the current Fleet Maintenance Plan the police department typically replaces two vehicles per year based on the mileage of current patrol vehicles.</p> <p>Patrol vehicles remain in the fleet until the vehicle has reached approximately 80,000 miles at which time they are then assigned to the school liaison officers who will drive these vehicles another year before they are sold at action.</p> <p>In 2014, only one patrol vehicle has reached 80,000 miles and will need to be replaced. In 2015 two vehicles would have been replaced however one of the vehicle needing replacement was deemed totaled by the insurance company and was replaced at the end of 2013, meaning only one replacement vehicle is needed in 2015.</p>

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	41,000	41,000	64,000	65,000	66,000	277,000
<b>Total</b>	<b>41,000</b>	<b>41,000</b>	<b>64,000</b>	<b>65,000</b>	<b>66,000</b>	<b>277,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equipment Certificates	41,000	41,000	64,000	65,000	66,000	277,000
<b>Total</b>	<b>41,000</b>	<b>41,000</b>	<b>64,000</b>	<b>65,000</b>	<b>66,000</b>	<b>277,000</b>

<b>Budget Impact/Other</b>

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Police  
**Contact** Police Chief  
**Type** Equipment  
**Useful Life** 7 years  
**Category** Equipment  
**Priority** 2 Very Important

**Project #** 2014/PD-2  
**Project Name** Police K-9

**Description** **Total Project Cost: \$13,000**  
 Police dogs, often called K-9 units, assist law enforcement in finding suspects, apprehending dangerous criminals and sniffing out drugs. These dogs require extensive and frequent training with their officer handlers and usually require special breeding for their roles.

**Justification**  
 The police department has had a K-9 program since the mid 1990's, during this time, the K-9 unit has assisted the police department in countless calls for service. Our K-9 program has assisted the department in finding over a hundred lost and missing persons including children. Our K-9 unit is credited in the seizing of assets totaling well into the hundreds of thousands of dollars and has assisted in the apprehension of many dangerous and violent criminals. Our K-9 partner has become a full-fledged member of our police force, it's services rendered to our agency is highly important in our ability to carry out our mission as an agency.

Unfortunately our K-9 partner Czar's service life is coming to an end and will need to be retired at the end of 2013. The K-9 program is vital to the mission of the police department and the services it provides to the community. The replacement cost associated in replacing our K-9 varies depending on what type of K-9 is selected for service. An approximate break down of costs are as follows:

Single Purpose Drug K-9 \$8,000

Dual Purpose K-9 (Apprehension, Tracking, Narcotics)\$13,000

Single Purpose Tracking K-9\$9,000

The police department feels that maintaining its own K-9 program is highly important to the community we serve. The reliance on regional K-9 services is problematic due to availability and distance one must travel to provide such service, we feel having our own K-9 at the ready is critical when time is of the essence.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	13,000					13,000
<b>Total</b>	<b>13,000</b>					<b>13,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
CIP Fund	13,000					13,000
<b>Total</b>	<b>13,000</b>					<b>13,000</b>

**Budget Impact/Other**



**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Police  
**Contact** Police Chief  
**Type** Equipment  
**Useful Life** 10 years  
**Category** Equipment  
**Priority** 3 Important

<b>Project #</b>	<b>2014/PD-3</b>
<b>Project Name</b>	<b>Police Remote Pole Cameras</b>

<b>Description</b>	<b>Total Project Cost: \$70,000</b>
Installation of remote cameras that will be affixed to utility poles.	

<b>Justification</b>
These cameras could be used by officers to monitor specific areas of the City while in another location. These cameras can be accessed from within the officer's patrol vehicles and would aid officers in solving and deterring crime. These cameras would in essence provide for more police coverage with fewer personnel.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	70,000					70,000
<b>Total</b>	<b>70,000</b>					<b>70,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equipment Certificates	70,000					70,000
<b>Total</b>	<b>70,000</b>					<b>70,000</b>

<b>Budget Impact/Other</b>

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Public Works  
**Contact** Public Works Director  
**Type** Equipment  
**Useful Life** 10 years  
**Category** Equipment  
**Priority** 1 Critical

**Project #** 2014/PW-1  
**Project Name** PW Pickup Truck Replacement

**Description** **Total Project Cost: \$35,000**  
 3/4 ton, 4 door pickup truck with four wheel drive, used for construction and spring/summer and fall maintenance.

**Justification**  
 This year we will be replacing one of our eight 1990's pickups. In 2000 the average age of our pickups was 7.2 years, in 2005 the average age of pickups was 8.8 and in 2008 the average age was 11.6. There is a cost associated with an older fleet and we should maintain a single digit average age for pickups.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	35,000					35,000
<b>Total</b>	<b>35,000</b>					<b>35,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equipment Certificates	35,000					35,000
<b>Total</b>	<b>35,000</b>					<b>35,000</b>

**Budget Impact/Other**

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Public Works  
**Contact** Public Works Director  
**Type** Equipment  
**Useful Life** 10 years  
**Category** Equipment  
**Priority** 2 Very Important

<b>Project #</b>	<b>2014/PW-2</b>
<b>Project Name</b>	<b>PW Turf Lawnmower Replacement</b>

<b>Description</b>	<b>Total Project Cost: \$50,000</b>
Minimum of 10' width, commercial grade mower.	

<b>Justification</b>
This year we will be replacing a similar 1996 lawnmower purchase price of \$37,296. From January 2008 to January 2013 parts replacement costs only totaled \$31,841.53. If we added \$25,960.65 in labor costs, the total expense would be \$57,802.18. It is clear that the cost effectiveness of this mower in the last third of it's life warrants a ten year replacement plan. In addition to the expense of repairs, the down time is critical and has an impact on our level of services that we provide to our trails, parks, green space, right-of-way and athletic fields.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	50,000					50,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equipment Certificates	50,000					50,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

<b>Budget Impact/Other</b>

**Amended Capital Improvement Plan**  
**City of Grand Rapids, Minnesota**

Data in Year 2014

**Department** Public Works  
**Contact** Public Works Director  
**Type** Equipment  
**Useful Life** 40 years  
**Category** Equipment  
**Priority** 2 Very Important

**Project #** 2014/PW-3  
**Project Name** City Entrance Signs

**Description** **Total Project Cost: \$78,000**  
 Replace the City Limits Entrance signs, one per year from 2014 to 2017 at all City entrances; Highway 169 North, Highway 2 East and the River Road. The last sign to be installed will be a new City Limits Entrance sign on Highway 38 North.

**Justification**  
 Continue replacing and refurbishing the City Limit Entrance signs with the newest City Logo. We have had positive feedback of the Highway 169 South sign and the Highway 2 West sign. Our plan is to continue with the replacement of a City Limits Entrance Sign each year from 2014 through 2017 to all six City entrances. The last sign will be a new installation to Highway 38 North.

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings	15,000	18,000	21,000	24,000		78,000
<b>Total</b>	<b>15,000</b>	<b>18,000</b>	<b>21,000</b>	<b>24,000</b>		<b>78,000</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
CIP Fund	15,000	18,000	21,000	24,000		78,000
<b>Total</b>	<b>15,000</b>	<b>18,000</b>	<b>21,000</b>	<b>24,000</b>		<b>78,000</b>

**Budget Impact/Other**