



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail

City Council

Public

Monday, May 13, 2013

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, May 13, 2013 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

PRESENTATIONS/PROCLAMATIONS

MEETING PROTOCOL POLICY

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

5:01 PM PUBLIC FORUM

5:05 PM COUNCIL REPORTS

5:10 PM APPROVAL OF MINUTES

13-0260 Approve Council minutes for Monday, April 22, 2013 Worksession and Regular Meetings.

Attachments: [April 22, 2013 Worksession](#)
[April 22, 2013 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. **13-0232** Request by the police department to apply for state and federal grants to purchase bulletproof vest.

2. **13-0233** Authorize changes to City Ordinance 66-191 - 66-230 (Golf Carts) adopt a resolution establishing a \$25.00 permit fee and publish in summary form.

- Attachments:** [Golf Carts Ordinance](#)
[Golf Carts](#)
[Golf Cart Permit Application PDF Final](#)
[12- - Fee Schedule Change - Golf Cart Permit](#)
[Current Fee Schedule - Updated](#)
3. [13-0235](#) Consider hiring Jeffrey Flannigan as a Maintenance employee at the IRA Civic Center.
4. [13-0238](#) Allow the Fire Department to Apply for a DNR Matching Grant
Attachments: [VFA Matching Grant](#)
5. [13-0240](#) Request by the Police Department to adopt a resolution accepting a \$750.00 dollar grant from Enbridge Inc.
Attachments: [1308_001.pdf](#)
[13- - Accepting Enbridge Grant](#)
6. [13-0241](#) Consider hiring Ryan Trudel as a paid GIS Intern at \$10.00 per hour to focus on Storm Water Utility data updates, cemetery, and airport.
7. [13-0242](#) Flag pole relocation from Township Hall to Fairgrounds
Attachments: [5-13-13 Township Flag Pole.pdf](#)
8. [13-0246](#) Consider approving the following Public Works Department part-time eligibilty list for the 2013 Spring/Summer Maintenance Season.
Attachments: [PT Summer Maint Eligibility List](#)
9. [13-0248](#) Supplemental Letter Agreement (SLA) 2012-12 with SEH related to CP 2012-12 Murphy-Middle School Safe Routes to School
Attachments: [5-13-13 CP 2012-12 SEH SLA.PDF](#)
[Murphy Middle Map.jpg](#)
10. [13-0249](#) Consider the adoption of a resolution calling for a June 24, 2013 public hearing to consider the establishment of Tax Increment Financing (TIF) Housing District No. 1-9 (Lakewood Apartments Three), and the creation of a TIF Plan.
Attachments: [Grand Rapids Resol Calling P H on TIF 1-9.pdf](#)
[Grand Rapids Housing TIF Lakeview Public Hearing June 24 draft 050613.pdf](#)
11. [13-0250](#) Consider allowing City staff to begin the process of creating a new Police Officer eligibility list.
12. [13-0255](#) Consider adopting a resolution calling for a Public Hearing on June 10, 2013 at 6 p.m. relating to the issuance of General Obligation Street Reconstruction Bonds for 2013 infrastructure projects.

Attachments: [Resolution Calling Public Hearing-Street Reconst Plan.pdf](#)

13. [13-0257](#) Seasonal Golf Employee
14. [13-0258](#) Sale of Golf Course Asset
15. [13-0265](#) Adopt a resolution approving LG230 Application to Conduct Off-site Gambling for Confidence Learning Center.

Attachments: [13 - Off-Site Gambling Permit](#)
[Off-site Gambling Application - Confidence Learning Center](#)

5:13 SETTING OF REGULAR AGENDA
PM

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

5:14 ACKNOWLEDGE BOARDS & COMMISSIONS
PM

16. [13-0261](#) Acknowledge minutes for Boards and Commissions.
- Attachments:** [February 12, 2013 Police Civil Service](#)
[March 13, 2013 PUC](#)
[March 27, 2013 Human Rights](#)

5:15 CIVIC CENTER, PARKS & RECREATION
PM

17. [13-0236](#) Consider entering into a Gateway Service Agreement with Element Payment Services, Inc.
- Attachments:** [Gateway Service Agreement](#)

5:20 ENGINEERING
PM

18. [13-0264](#) Accept a quote from Gartner Controls for keyless entry systems at the fire hall and police department.
- Attachments:** [5-13-13 FOB Quotes.pdf](#)

5:25 ADMINISTRATION DEPARTMENT
PM

19. [13-0237](#) Consider reducing the HRA Board Commissioners member size from seven to five.
- Attachments:** [HRA - Recommended reduction to Board size](#)

20. [13-0148](#) Appointment of Melissa Skoglund to the position of Police Transcriptionist and certification of two-year eligibility register.
21. [13-0239](#) Accept the notice retirement from Shirley Miller from the position of Finance Director.
Attachments: [Shirley Miller notice of retirement](#)
22. [13-0247](#) Appointment of Barbara Baird to the position of Director of Finance.
23. [13-0263](#) Establish Commission size and appoint members to the Arts & Culture Commission.

**5:55 VERIFIED CLAIMS
PM**

24. [13-0262](#) Consider approving the verified claims for the period April 16, 2013 to May 6, 2013 in the total amount of \$720,075.77.
Attachments: [05/13/2013 BILL LIST.pdf](#)

**6:00 PUBLIC HEARINGS
PM**

25. [13-0243](#) A public hearing regarding CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays
Attachments: [5-13-13 CP 2010-2 Preliminary Presentation.pdf](#)
26. [13-0244](#) A resolution ordering the improvement and plans and specifications for CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays
Attachments: [5-13-13 Resolution CP 2010-2 & 2012-4A Order Improvement and Plans and S](#)
27. [13-0245](#) A Supplemental Letter Agreement (SLA) with SEH for design and construction engineering services related to CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays.
Attachments: [5-13-13 Attachment SEH SLA 2010-2 2012-4A.pdf](#)

**6:30 ENGINEERING
PM**

28. [13-0252](#) MPCA MS4 Annual Public Meeting

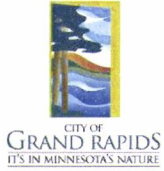
**6:45 ADJOURNMENT
PM**

NEXT REGULAR MEETING IS SCHEDULED FOR MAY 28, 2013 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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0260 **Version:** 1 **Name:** Council Minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 5/9/2013 **In control:** Administration
On agenda: 5/13/2013 **Final action:**
Title: Approve Council minutes for Monday, April 22, 2013 Worksession and Regular Meetings.
Sponsors:
Indexes:
Code sections:
Attachments: [April 22, 2013 Worksession](#)
[April 22, 2013 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Title
Approve Council minutes for Monday, April 22, 2013 Worksession and Regular Meetings.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Monday, April 22, 2013

4:00 PM

City Hall Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, April 22, 2013 at 4:00 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

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

Discussion Items

- 1 Financial Statement Presentation by David Mol, Partner, HLB Tautges Redpath, Ltd.

Auditor's presentation presented by Springsted representative, Dave Mol. Grand Rapids has received an award of excellence for twenty years in a row. The over all audit report for the City is excellent.

Received and Filed

- 2 A Complete Streets presentation by MNDOT.

Postponed

Review regular agenda and other business as noted.

Discussed item #14, special deer hunt, and process for DNR. Reviewed request for addition to agenda for MN Power project support. Will be added as agenda item # 11a. Move item #1 to 12a under Administration. Mr. Mattei advised the Council regarding the updated draft ordinance on the regular agenda as item #18. Also reviewed agenda for upcoming Policy & Ordinance Review meeting. There will be extra dates set on off Council Mondays to catch up on items. Reschedule Policy & Ordinance from April 24th to April 29th at 4:00 p.m.

ADJOURN

There being no further business, the meeting adjourned at 5:16 PM.

Respectfully submitted: Kimberly Johnson-Gibeau, City Clerk



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, April 22, 2013

5:00 PM

City Hall Council Chambers

5:00 PM CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, April 22, 2013 - 5:18 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, and Mayor Dale Adams

Others present: Tom Pagel, Chad Sterle, Rob Mattei, Bob Cahill, Steve Schaar, Jeff Davies, Barb Baird, Shirley Miller, Julie Kennedy, Erik Scott

5:01 PM PRESENTATIONS/PROCLAMATIONS

Recognition of "Active Living Week"

Mayor Adams acknowledged "Active Living Week" with a City Proclamation.

Received and Filed

MEETING PROTOCOL POLICY

5:06 PM PUBLIC FORUM

5:11 PM COUNCIL REPORTS

Councilor Christy notes Mediacom will be raising their rates on May 1st. These are fees passed on from broadcast services utilized by Mediacom.

5:16 PM APPROVAL OF MINUTES

Approve Council minutes for Monday, April 8, 2013 Worksession and Regular 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.

5:16 PM CONSENT AGENDA

2.

Adopt a resolution allowing the Grand Rapids Police Department to accept donations of up to 100.00 per month for 12 months from Wal-Mart.

Adopted Resolution 13-31 by consent roll call

3.

Entering into rental agreements with area businesses for advertising at the IRA Civic Center.

Approved by consent roll call

4.

Consider approving a lease agreement with Lake Lover Trading Company for space in Central School

Approved by consent roll call

5.

Seasonal Golf Employees

Approved by consent roll call

6.

Consider approving Amendments to Addendum A of Agreement for Continuing Disclosure Services and Addendum B of Agreement for Arbitrage and Rebate Monitoring with Springsted Incorporated for Series 2013A Refunding Bonds.

Approved by consent roll call

7.

Wage increase for Susan Johnson, Part-time Scanner.

Approved by consent roll call

8.

A resolution accepting the feasibility report and calling for a public hearing on CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-Deschepper Overlays

Adopted Resolution 13-32 by consent roll call

9.

A resolution awarding a contract to Hammerlund Construction for CP 2012-3, 4th Avenue NE Reconstruction and CP 2013-1, 7th Avenue NW Reconstruction

Adopted Resolution 13-33 by consent roll call

10.

Authorize Advertising for Bids for the 8 and 10 T-Hangar Ramp Replacement project at the Airport.

Approved by consent roll call

11.

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

Approved by consent roll call

11a.

Approve letter of support and adopt a resolution supporting Minnesota Power's Energy Forward Strategy.

Adopted Resolution 13-34 by consent roll call

Approval of the Consent Agenda

A motion was made by Councilor Christy, seconded by Councilor Chandler, to Approve the Consent Agenda as amended. The motion carried by the following vote

Aye 5 -

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

5:21 SETTING OF REGULAR AGENDA PM

A motion was made by Councilor Joe Chandler, seconded by Councilor Ed Zabinski, to approve the Regular Agenda as amended. The motion PASSED by unanimous vote.

5:22 ACKNOWLEDGE BOARDS & COMMISSIONS PM

Acknowledge minutes for City Boards and Commissions.

Acknowledge Boards and Commissions

5:23 DEPARTMENT HEAD REPORT PM

Pokegama Golf Course Department Head Report - Bob Cahill

Received and Filed

5:33 ADMINISTRATION DEPARTMENT PM

12. Appointment of Julie Kennedy to the position of City Engineer.

A motion was made by Councilor Sanderson, seconded by Councilor Zabinski, to appoint Ms. Julie Kennedy to the position of City Engineer. The motion carried by the following vote.

Aye 5 -

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

12a. Authorize the police department to apply for a federal grant to assist with funding future employees.

A motion was made by Councilor Chandler, seconded by Councilor Christy, to approve application for federal grant to assist funding of future employees with the Police Department. The motion carried by the following vote.

Aye 5 -

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

**5:38 COMMUNITY DEVELOPMENT
PM**

13. Consider approval of the preliminary plat of Friesen Addition to Grand Rapids.

A motion was made by Councilor Chandler, seconded by Councilor Zabinski, to approve the preliminary plat of Friesen Addition to Grand Rapids. The motion carried by the following vote.

Aye 5 -

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

**5:43 POLICE DEPARTMENT
PM**

14. 2013 Special Deer Hunt

A motion was made by Councilor Zabinski, seconded by Councilor Chandler, to approve a 2013 Special Deer Hunt request to the Minnesota DNR. The motion carried by the following vote.

Aye 4 -

Councilor Barb Sanderson, Councilor Ed Zabinski, Councilor Joe Chandler, and Mayor Dale Adams

Nay 1 -

Councilor Dale Christy

**5:48 PUBLIC WORKS DEPARTMENT
PM**

15. Authorize Public Works Staff to purchase a WK800 SnoGo Snowblower from MacQueen Equipment under the Minnesota State Purchasing Venture not to exceed \$100,000, which includes the value of the trade-in.

A motion was made by Councilor Zabinski, seconded by Councilor Sanderson, to authorize the purchase of WK800 SnoGo Snowblower as requested. The motion carried by the following vote.

Aye 5 -

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

**5:58 VERIFIED CLAIMS
PM**

16. Consider approving the verified claims for the period April 2, 2013 to April 15, 2013 in the total amount of \$540,034.77.

Requested City Council Action

Consider approving the verified claims for the period April 2, 2013 to April 15, 2013 in the total amount of \$540,034.77.

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

Aye 5 -

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

**6:00 PUBLIC HEARINGS
PM**

17. Conduct a public hearing to consider the rezoning of a 10.5 acre parcel of land from R-1/SR-1 (One-Family Residential) to R-3/SR-3 (Multiple-Family Residential-medium density).

Mayor Adams introduces the reason for the public hearing and opens presentation to Mr. Rob Mattei, Community Development Director.

A motion was made by Councilor Joe Chandler, seconded by Councilor Dale Christy, to open the public hearing. The motion PASSED by unanimous vote.

Keith Friesen, petitioner, speaks to the Council regarding future plans for expansion of assisted living facility.

Gene Shadley, 209 NW 17th Street, adjoining property owner, speaks in support of rezone, believes this is a good fit.

Dave Clifton, 110 NE 20th Street, questions assessments for needed infrastructure and who will be the responsible party for those costs? Mr. Mattei explains that all infrastructure development will be at developers expense.

Leroy Rieandean, 6 NE 20th Street, questions regarding storm sewer that were answered by owner.

No one else wished to speak, therefore the following motion was made.

A motion was made by Councilor Ed Zabinski, seconded by Councilor Dale Christy, to close the public hearing. The motion PASSED by unanimous vote.

18. Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending the Official Zoning Map by rezoning a 10.5 acre parcel of land from R-1/SR-1 (One-Family Residential) to R-3/SR-3 (Multiple-Family Residential- *medium density*).

A motion was made by Councilor Christy, seconded by Councilor Chandler, to adopt Ordinance 13-04-06 and authorize its publication in summary form. The

motion carried by the following vote.

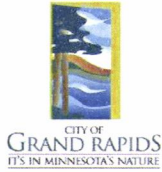
Aye 5 -

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

**6:30 ADJOURNMENT
PM**

There being no further business, the meeting adjourned at 6:33 PM.

Respectfully submitted: Kimberly Johnson-Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0232 **Version:** 1 **Name:** Request by the police department to apply for state and federal grants to purchase bulletproof vest.
Type: Agenda Item **Status:** Consent Agenda
File created: 5/1/2013 **In control:** Police
On agenda: 5/13/2013 **Final action:**
Title: Request by the police department to apply for state and federal grants to purchase bulletproof vest.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Request by the police department to apply for state and federal grants to purchase bulletproof vest.

Body

Background Information:

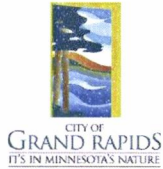
The Bureau of Justice Assistance (BJA), an agency under the United States Department of Justice, has a program available to all law enforcement agencies to help in the purchasing of bulletproof vests. BJA will reimburse agencies 50% of the total costs associated in the purchasing of new vests.

Under Minnesota State Statute, agencies are able to apply for funding to help in the purchasing of new bulletproof vests. The state will reimburse agencies 50% of the total costs associated in the purchasing of new vests.

The police department would like to apply for both state and federal funding to help in the purchasing of new bulletproof vest.

Requested City Council Action

Consider authorizing the police department to apply for state and federal funding allowing for the purchase of bulletproof vests.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	13-0233	Version:	1	Name:	Authorize changes to City Ordinance 66-191 – 66-230 (Golf Carts) and approve a resolution establishing a \$25.00 permit fee.
Type:	Agenda Item	Status:			Consent Agenda
File created:	5/1/2013	In control:			Police
On agenda:	5/13/2013	Final action:			
Title:	Authorize changes to City Ordinance 66-191 - 66-230 (Golf Carts) adopt a resolution establishing a \$25.00 permit fee and publish in summary form.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Golf Carts Ordinance Golf Carts Golf Cart Permit Application PDF Final 12- - Fee Schedule Change - Golf Cart Permit Current Fee Schedule - Updated				

Date	Ver.	Action By	Action	Result
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Title

Authorize changes to City Ordinance 66-191 - 66-230 (Golf Carts) adopt a resolution establishing a \$25.00 permit fee and publish in summary form.

Body

Background Information:

The police department has been approached by members of the public requesting the use of golf carts on city roadways. Specifically these request have come from persons who live near the municipal golf course. The City of Grand Rapids currently has a Golf Cart Ordinance which allows for the Chief of Police to designate city roadways or portions of city roadways upon which only an operator with a permit issued by the city shall be permitted to operate a motorized golf cart.

In reviewing the above mentioned request, I have designated the following roadways for permitted use: Irene Rd, Isleview Ln, Millie Dr, Old Golf Course Rd, Paige Pl, Par Ln, Reserve Dr, Rolling Hills Rd, SW 18th St, and portions of Golf Course Rd and Isleview Rd (see attached map). With this permitted use, slight modifications to the current city ordinance were necessary. These modifications were reviewed and approved by City Attorney Chad Sterle. These modifications are denoted in purple on the attached proposed ordinance.

Within the ordinance, it is stated that a permit fee be established by resolution. Currently there is no established permit fee. It is my recommendation that a \$25.00 permit fee be established to cover the costs of

the permits and there processing.

Requested City Council Action

Please consider authorizing changes to City Ordinance 66-191 - 66-230 (Golf Carts), pulish in summary form and adopt a resolution establishing a \$25.00 permit fee.

Sec. 66-191. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Certification and certificate mean a certificate issued by the owner's insurance company which indicates that the vehicle is covered for operation on a public roadway.

Designated roadway means a public roadway designated as a roadway where golf carts may, under permit, be operated on the public roadway.

Golf cart means a motorized vehicle, either three-wheeled or four-wheeled, which is typically used on a golf course to transport players and golf equipment on a golf course.

Operator means the person having control of the operation of the vehicle when it is in motion.

Owner means any person registered as the owner of a vehicle which is used for travel upon the public right-of-way.

Public roadway means that portion of a roadway dedicated to and accepted by the public used for vehicular travel, exclusive of sidewalk or shoulder, even though such sidewalk or shoulder is used by persons riding bicycles or other human-powered vehicles.

(Code 1978, § 41.13(c))

Sec. 66-192. - Purpose.

It is the purpose of this article to establish a uniform system for the regulation and use of golf carts on designated roadways in the city, pursuant to Minn. Stat. § 169.045.

(Code 1978, § 41.13(a))

Sec. 66-193. - Scope, area covered.

Except as otherwise specifically provided, this article shall apply to the entire city.

(Code 1978, § 41.13(b))

Sec. 66-194. - Designation of applicable roadways; permit to operate on same.

- (a) The chief of police shall designate city roadways or portions of city roadways upon which only an operator with a permit issued by the city shall be permitted to operate the motorized golf cart.
- (b) The application for a permit to operate a golf cart on designated public roadways within the city limits shall include the following:
 - (1) Owner of the golf cart.
 - (2) Address of owner of the golf cart.
 - (3) Model number of the golf cart.

- (4) Serial number of the golf cart.
 - (5) Name of insurance company and policy number.
 - (6) Certification of insurance for operation of the golf cart on a public way.
 - (7) A statement signed by a licensed physician or chiropractor certifying that the applicant is a physically disabled person as defined in Minn. Stat. § 169.345, subd. 2. The statement that the applicant is a physically disabled person must specify whether the disability is permanent or temporary, and if temporary, the opinion of the physician or chiropractor as to the duration of the disability. The city may request additional information from the physician or chiropractor if needed to verify the applicant's eligibility. The statement must also certify that the applicant is able to safely operate a golf cart on the designated roadways. [This signed statement is required for all roadways other than designated roadways under Sec. 66-194 subd. \(a\)](#)
 - (8) Date of application.
 - (9) Statement, under oath, that contents of the application are true.
 - (10) Signature of applicant.
 - (11) Permit fee, as established by resolution.
- (c) Before the city issues a permit tag for operation of a golf cart on a public way, the applicant must provide proof of liability insurance, in the amount required in Minn. Stat. ch. 65B and no-fault insurance as provided for by state statutes, for operation of the vehicle on a public road. At all times during the operation of the vehicle on a public way, the owner of the golf cart shall maintain liability insurance at least in the amount required by Minn. Stat. ch. 65B, and no-fault coverage as provided for by state statutes. If any person operating a motorized golf cart under the terms of this article cannot obtain liability insurance in the private market, that person may purchase automobile insurance, including no-fault coverage, from the state automobile assigned risk plan at a rate determined by the commissioner of commerce, pursuant to Minn. Stat. § 169.045, subd. [8](#)
- (d) Golf carts which are operated on designated roadways shall have proof of current registration and shall display the permit tag provided by the city upon payment of the fee and proof of required insurance.
- (1) The chief of police shall register all golf carts for use on designated roadways within the city limits.
 - (2) Permits shall be issued for one-year periods, beginning January 1 and expiring on December 31 of each year.
 - (3) The fee for a permit is as established by resolution.
- (e) [A map of designated roadways as defined under Sec 66-194 subd. \(a\) shall be maintained by the Police Department and made available to the public upon request.](#)

(Code 1978, § 41.13(d)—(g))

Sec. 66-195. - Times of operation.

Golf carts may only be operated on designated roadways from one-half hour after sunrise to one-half hour before sunset. Golf carts shall not be operated in inclement weather or when visibility is impaired by weather, smoke, fog, or other conditions, or at any other time when there is insufficient light to clearly see persons and vehicles on a roadway at a distance of 500 feet.

(Code 1978, § 41.13(h))

State law reference— Similar provisions, Minn. Stat. § 169.045, subd. 3.

Sec. 66-196. - Slow-moving vehicle emblem.

Vehicles issued a permit by the city under this article shall display a universal slow-moving vehicle symbol in a conspicuous location on the rear of the vehicle, pursuant to Minn. Stat. § 169.522.

(Code 1978, § 41.13(i))

State law reference— Similar provisions, Minn. Stat. § 169.045, subd. 3.

Sec. 66-197. - Intersections.

Operators of golf carts shall be responsible for the safe operation of their vehicle at intersections. Motorized golf carts traveling on a designated roadway may cross any street or highway intersecting a roadway designated for use by motorized golf carts. Operators shall signal turns and stops pursuant to Minn. Stat. § 169.19, as it relates to the operation of vehicles not equipped with turn signals or brake lights.

(Code 1978, § 41.13(j))

Sec. 66-198. - Application of traffic laws.

The operator of motorized golf carts, under permit, on a designated roadway, has all of the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat. ch. 169, except as follows:

- (1) Regardless of City Ordinance, all operators must be compliant with all State and Federal laws relative to the operation of motor vehicles.

- (2) The provisions of Minn. Stat. ch. 169, relating to equipment on vehicles is not applicable to motorized golf carts, under permit, on designated roadways, except that motorized golf carts, under permit, on designated roadways, must comply with Minn. Stat. § 169.70 requiring rearview mirrors on vehicles where the driver's view to the rear is obstructed, which are located to reflect to the driver a view of the highway, for a distance of at least 200 feet to the rear of the vehicle.

(Code 1978, § 41.13(k))

Sec. 66-199. - Operation by underaged persons.

It is unlawful for any person under 16 years of age to operate a golf cart upon any public highway or street.

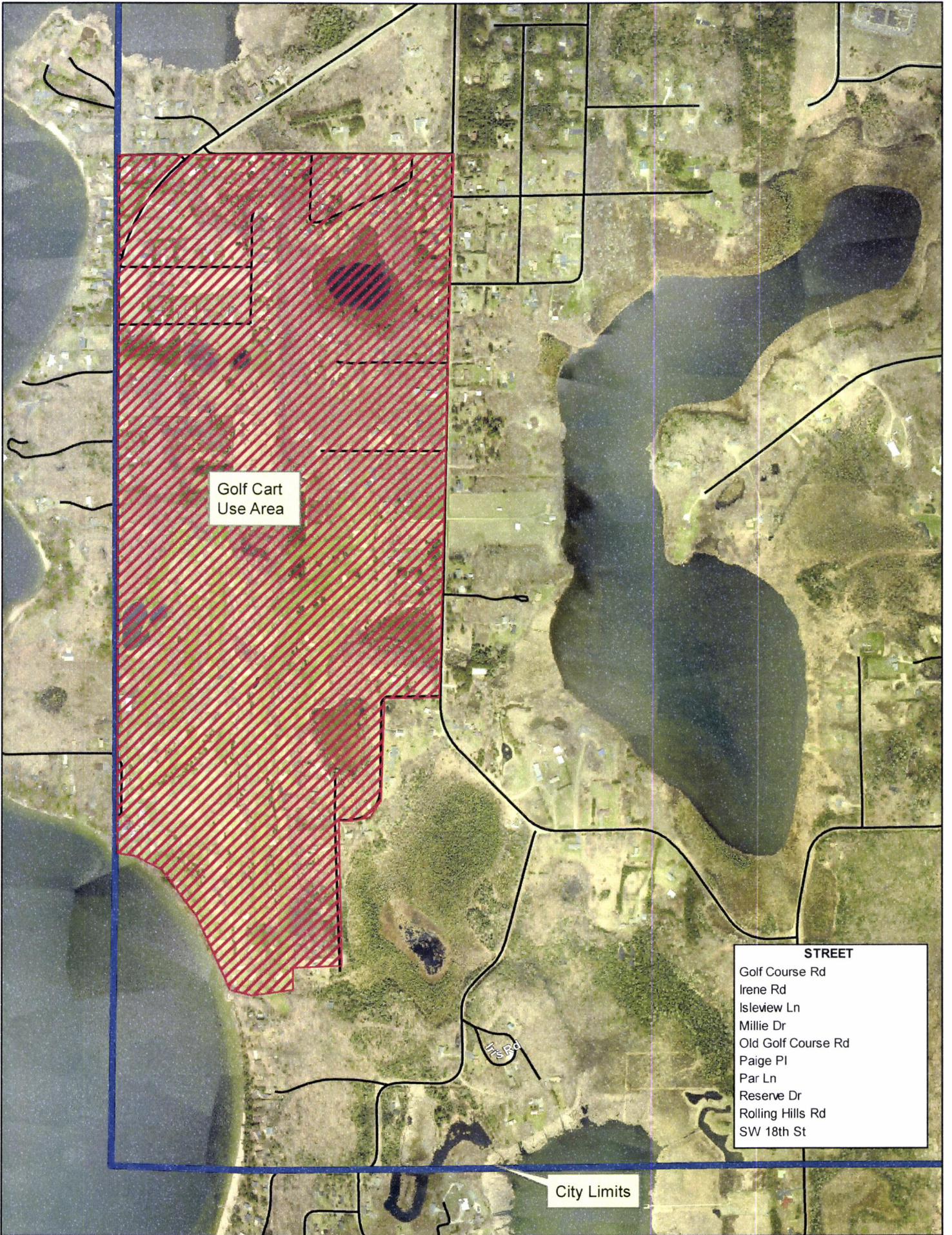
(Code 1978, § 41.13(l)(2))

Secs. 66-200—66-230. - Reserved.

FOOTNOTE(S):

--- (5) ---

State Law reference— *Golf carts on roadways, Minn. Stat. § 169.045. [\(Back\)](#)*



Golf Cart
Use Area

- STREET**
- Golf Course Rd
 - Irene Rd
 - Isleview Ln
 - Millie Dr
 - Old Golf Course Rd
 - Paige Pl
 - Par Ln
 - Reserve Dr
 - Rolling Hills Rd
 - SW 18th St

City Limits



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

GRAND RAPIDS POLICE DEPARTMENT

420 NORTH POKEGAMA AVENUE. GRAND RAPIDS, MINNESOTA 55744-2662

Date: _____

Owner of golf cart: _____

Address of owner of golf cart: _____

Area of permitted use: _____

Model number of golf cart: _____

Serial number of golf cart: _____

Name of insurance company and policy number: _____

Certification of insurance for operation the golf cart on a public way: Yes No
(Must Attach Proof of Certification)

Signed licensed physician or chiropractor statement: Yes No

Permit area is a designated roadway by Chief of Police: Yes No

I certify under oath, that the contents of the application are true:

Subscribed and sworn to before me
this ___ day of _____, 20__

NOTARY PUBLIC

APPLICANT SIGNATURE

*****OFFICE USE ONLY*****

Chief of Police Authorization: Yes No

\$25.00 Permit Fee Paid: Yes No
(Attach Receipt of Payment)

Permit number issued: _____

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 12 -

A RESOLUTION AMENDING EXHIBIT “A” OF THE GRAND RAPIDS CITY-WIDE FEE SCHEDULE FOR CITY SERVICES

WHEREAS, Minnesota Law establishes that all municipalities establish fees that are commensurate with service, and that they be fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed; and

WHEREAS, consistent with the Minnesota Law, the Grand Rapids City Council establishes the rates to be applied, or charges for, specific areas of service, provided by the City, through the adoption and periodic amendment of a fee schedule; and

WHEREAS, from time to time, staff reviews the department fee schedule to ensure consistency with fees charged, for City services provided; and

NOW, THEREFORE, BE IT RESOLVED, that the Grand Rapids City Council hereby amends “Exhibit “A” Grand Rapids’ City Wide Fee Schedule for City Services as Follows:

POLICE DEPARTMENT	
Golf Cart Permit Fee	\$25.00 annually

Adopted by the City Council this 13th day of May, 2013.

Dale Adams, Mayor

ATTEST:

Kimberly Johnson-Gibeau, City Clerk

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

DEPARTMENTAL FEE SCHEDULE FOR CITY SERVICES

Effective Date: 12/31/03

Updated: 5/13/13

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CITY WIDE FEES	
Photo copy – file material – 100 pages or less of black and white, letter or legal size government data.	\$.25 per page (copy) (amended 8-8-05)
Photo copy – file material – 101 pages or more of government data	\$.10 per copy and actual cost of searching for and retrieving government data, including the cost of employee time, certifying, compiling, and electronically transmitting the copies of the data. (amended 8-8-05)
Photo copy – material provided by the person making request	\$1.00 1 st page - .10 cents each additional
ADMINISTRATION DEPARTMENT	
Amusements (theatre) Circus	\$75.00 per screen per year \$75.00 event
Fortune Telling	\$35.00 per day
Intoxicating Liquor	
Consumption and Display	
Bottle Club	\$500.00 per year
Public Place	\$100.00 per year
Private On-Sale	
Investigation Fee	\$150.00
Annual License Fee	\$2,500.00
Annual On-Sale Wine	\$550.00
Sunday On-Sale	\$200.00
Club On-Sale	
Club with under 200 members	\$300.00
201- 500 members	\$500.00
501- 1,000 members	\$650.00
1,001 – 2,000 members	\$800.00
More than 2,000	\$1,000.00
Sunday On-Sale	\$150.00
Private Off-Sale	\$150.00
Temporary On-Sale	\$20.00

Convention Facilities On-Sale		
City issued on-sale license		\$25.00
Adjacent municipality		\$100.00
Non-intoxicating malt liquor 3.2		
Annual on-sale		\$275.00
Annual off-sale		\$100.00
Temporary on-sale		\$25.00
Rollerskating License		\$200.00 per year or fraction thereof
Sidewalk Café		\$25.00
Taxicabs		\$25.00 each vehicle
Fireworks		350.00 – tents, etc.) 100.00 – retail buildings (in store)
Peddlers, Solicitors and Transient Merchant <small>(Resolution No. 06-110 – October 24, 2006)</small>		\$150.00 per year
CENTRAL SCHOOL BUILDING		
Monthly Rental Fees		
Garden Level		\$11.02 *
1 st Floor		\$11.97 *
2 nd Floor		\$11.49 *
3 rd Floor		\$ 8.58 *
CIVIC CENTER		
Ice time		\$75.00 per hour – non prime
		\$96.00 per hour – prime
Dry floor space	East Venue	\$595.00 per day – receptions/parties
		\$1,125.00 per day commercial
	West Venue	\$540.00 per day – receptions/parties
		\$1,015.00 per day – commercial
Lobby space		\$20.00 per hour (minimum 2 hours)
Tables		\$6.50 each (3-27-06)
Chairs		.65 each (3-27-06)
Table setting		\$2.00 each (3-27-06)
Staging		\$15.00 per 4' x 8' section
Skate Sharpening		\$3.00 - \$6.00
Public Skating		\$2.00 children & seniors
		\$3.00 adults

Skate Rental	\$1.00
Wall Advertising	\$500.00 per year
In-Ice Advertising	\$850.00 per year
Resurfacers Advertising	\$300 - \$1,000.00 per year
Dasher Advertising	\$800.00 per year
Scoreboard Advertising	\$700.00 per year
Banner Advertising	\$750.00 per year
Wall Sign & 1 Dasher	\$1,100.00 per year
Wall Sign & 2 Dashers	\$1,500.00 per year
COMMUNITY DEVELOPMENT	
Building Permits	
\$1.00 - \$500.00	\$23.50 *
\$501.00 - \$2,000.00	\$23.75 * for the first \$500.00 plus \$3.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 - \$25,000.00	\$70.00 * for the first \$2,000.00 plus \$14.20* for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00 (3-27-06)
\$25,001.00 to \$50,000.00	\$391.65* for the first \$25,000.00 plus \$10.20* for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to 4100,000.00	\$650.20* for the first \$50,000.00 plus \$7.10* for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,003.70* for the first \$100,000.00 plus \$5.66* for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,266.10* for the first \$500,000.00 plus \$4.80* for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,664.85* for the first \$1,000,000.00 plus \$3.18* for each additional \$1,000.00 or fraction thereof
	Projects valued at greater than \$5,000,000.00 the City may, at its own discretion, negotiate this component of the building permit fee with the project owner/developer. (revised 4-12-04)
Annual building Permit (as per MN Rule 1300.0120, Subparts 2 and 3)	\$505.00*
Plan Review Fee	65% of the Permit fee

Plan Review Fee (Similar Plans)	25% of the Permit fee			
State Surcharge	(As per MN Statute 16B.70)			
Other Inspections and Fees:				
1. Outside of normal business hours	\$55.55/hour			
2. Re-inspection fees	\$55.55/hour*			
3. Inspections for which no fee is specifically indicated	\$55.55/hour			
4. Additional plan review required by changes, additions, or revisions to plans	\$55.55/hour			
5. Investigation Fee	\$55.55/hour*			
6. For use of outside consultants for plan checking and inspections or both.	Actual costs, including administrative and overhead			
7. Investigating and resolving Property Maintenance Code violations	\$55.55/hour*			
Flat fees for small Residential projects	Base Permit Fee	Plan Check Fee	State Surcharge Fee	Total Fee
Re-roofing (3-27-06)	\$40.00		5.00	\$45.00
Garage Door (10-13-09)	\$40.30	\$26.20	5.00	\$71.50
Siding Replacement	\$60.00		5.00	\$65.00*
Sheds -> 120 SF - 160 SF	\$79.70	\$51.80	5.00	\$136.50*
All Regulated Signs-requiring structural review.	\$57.88	\$37.62	5.00	\$100.50*
Steps/Deck (non enclosed)	\$79.70	\$51.80	5.00	\$136.50*
Covered porch (non enclosed)	\$113.03	\$73.47	5.00	\$191.50*
Fence over 6 feet in height	\$57.88	\$37.62	5.00	\$100.50*
Retaining Wall -Over 4 feet in height	\$57.88	\$37.62	5.00	\$100.50*
Egress Windows (new)	\$40.30	\$26.20	5.00	\$71.50*
Residential Window replacement	\$60.00		5.00	\$65.00
Furnace-Replacement	\$40.30	\$26.20	5.00	\$71.50*
Water Heater/Softener/Tub	\$40.30	\$26.20	5.00	\$71.50*
Replace sink, toilet, faucet (minor repairs)	\$14.50	.00	5.00	\$19.50
Residential & Commercial Demolitions	\$40.00*	.00	5.00	\$45.00*
Fireplaces -& free standing stoves (Gas or Wood)	\$54.85*	\$35.65	5.00	\$95.50*
Emergency Number Sign (10-13-09)	\$50.00 each			

Comprehensive Plan	\$15.15* each
Comprehensive Plan Appendix	\$25.25* each
Zoning Letter	\$35.35* each
Zoning Map	\$15.15*each
Zoning Ordinance	\$30.30* each
Subdivision Ordinance	\$5.05* each
Zoning Permit (Residential)	\$55.55*
Zoning Permit (Commercial)	\$65.65*/hour (actual cost)
Fill Permit	\$75.75*
Sign permit (for signs not requiring structural review) (3-27-06)	\$55.55*
Conditional Use Permit	\$505.00*
Conditional Use Permit-General Sales and Service with a building footprint greater than 70,000 s.f. (5-14-07-Res. 07-35)	Total Actual Cost Incurred by the City (\$3,500 deposit required via escrow agreement)
Environmental Assessment Worksheet preparation, review and processing	Total Actual Cost Incurred by the City (\$10,000 deposit required via escrow agreement) (amended fee schedule 10/24/05)
Subdivision	\$2,525.00*
Planned Unit Development	\$2,525.00*
Rezoning or zoning Text Amendment	\$505.00*
Variance	\$252.50*
Right-of-Way/Easement	\$505.00*
ENGINEERING DEPARTMENT	
Right of Way Improvement permit	\$20.00
Batches of 10 or more	\$15.00
City Map	\$10.00
Prints:	
24/24	\$3.50 each
24/36	\$5.00 each
36x48	\$10.00

Aerials contours (hard copies)	\$40.00 first copy - \$5.00 additional copy of same
Aerial electronic photos (1 photo 160 acres)	\$150.00
Aerial prints 8 ½ x 11 with property and utility	\$10.00 per parcel
GIS Technician	\$26.70/Hour
FINANCE DEPARTMENT	
Assessment Certificates	\$15.00
Fax	\$2.00 first page each additional page 10 cents
Worthless Check	\$20.00
Credit Card Charge for Special Assessments	\$3.95*
FIRE DEPARTMENT	
Fire report	See City wide fees relative to photo copies <small>Amended 4/28/08</small>
It. County false alarm ordinance – 4 th false alarm and up	\$500.00
Yearly Day Care/Foster Care	\$50.00
Inspection fees	\$50.00
Inspection Fees:	
First Fire Inspection	.00
Second Inspection only if violation isn't fixed or substantial progress is not made on violations	\$125.00
Each additional inspection	\$100.00 increments up to \$500.00
Complaint based inspections (considered a first inspection)	.00
Requested fire inspection	\$50.00/hour (\$50.00 minimum)
Storage of Flammable Liquids:	
Bulk storage of flammable liquids	\$150.00/year
Bulk storage of liquefied petroleum (LP)	\$150.00/year
Each station dispensing liquefied petroleum (LP)	\$50.00/year
Above or underground fuel tank installation	\$50.00
Underground tank removal	\$50.00
Fire Safety House <small>(Added 6/26/06- Res.06-54)</small>	\$250.00/day if agency is within Itasca County (up to eight hour day). \$250.00/day if outside Itasca County , plus requesting agency additionally agrees to compensate the Grand Rapids Fire Departmental a rate of fifty cents per mile, as calculated by utilizing the Map Quest computer program.
PARKS AND RECREATION	

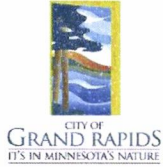
Picnic kits	\$5.00
User Fees (softball, baseball & soccer leagues)	\$5.00 (Kids)
	\$7.50 (Adults)
Softball Fields	\$5.00 per game for tournaments or user fees ***
Baseball Fields	\$25.00 per hour or user fees ***
Soccer Fields	User fees ***
Recreation programs	0 - \$60.00 dependant on programs
Pool Rental	\$7.75 - \$45.00 per hour
Family Activity Pass	\$35.00
Softball Field Advertising	\$150.00
*** Participants of private organizations (such as Northwoods Soccer) pay \$5.00 per player per year to use our fields. Adults pay \$15.00 per player.	
POLICE DEPARTMENT	
Dogs	\$10.00/year
Cats	\$10.00/year
Duplicate for dog/cat	\$2.00/year
Pound Fee	\$10.00/day
Housing potentially dangerous dogs	\$84.00/day
Disposal of Animals:	
Dog	\$35.00 within City
Dog	\$45.00 out of City
Cat	\$20.00 within City
Cat	\$25.00 out of City
Vehicle Tow Fees	Rate charged by towing company to the City.
Funeral Escort	\$50.00
Vehicle lockouts	\$25.00
Impoundment - Storage & Administration	\$20.00 upon arrival \$10.00 for each 24 hours thereafter
CBD Parking Permits	\$25.00 annually
Golf Cart Permit Fee	\$25.00 annually

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False Alarm	N/C 1 st through 3 rd false alarm \$50.00 4 th false alarm \$75.00 5 th false alarm \$100.00 6 th false alarm \$125.00 7 th false alarm \$150.00 8 th false alarm \$175.00 9 th false alarm \$500.00 10 th false alarm \$500.00 all calls after 10 th (amended 1-26-04)
POLICE ADMINISTRATIVE PENALTIES	
Alcohol – Consuming Alcohol in unauthorized places	\$60.00
Animals:	
Vicious animal	\$50.00
All other animal violations	\$25.00
Registration of a Dangerous Dog (Res. 06-61 – July 24, 2006)	\$500.00
Fires:	
Fire Code	\$100.00
No open fires	\$25.00
Fireworks:	
Illegal Use, Possession	\$250.00
Miscellaneous:	
Building Code	\$100.00
Curfew	\$25.00
Fill permits	\$100.00
Failure to apply for license	\$100.00
Golf cart and all terrain vehicle violations	\$60.00
Illegal dumping	\$50.00
Noise complaints	\$50.00
Noise complaints second violation in 12 months	\$100.00
Park ordinance violations	\$25.00
Public nuisance	\$100.00
Regulated businesses	\$25.00
Signs	\$50.00
Snowmobile Violations	\$60.00
Skateboard violations	\$40.00
Trespassing	\$50.00

Display for sale vehicles (Ord. 23.7-D1)	\$50.00
Parking:	
Handicap Zone	\$100.00
Fire Lane	\$50.00
Blocking Fire Hydrant	\$50.00
All Other Illegal Parking	\$25.00
Smoking:	
Smoking in violation of State Statute 144	\$50.00
Traffic:	
Exhibition Driving	\$100.00
Speed (1-10 mph over posted limit)	\$60.00* (as required by State Statute 5-21-09)
Stop Signs	\$60.00* (as required by State Statute 5-21-09)
Unreasonable Acceleration	\$60.00* (as required by State Statute 5-21-09)
Mufflers 169.69 (Add)	\$60.00* (as allowed by State Statute 5-21-09)
Hitching 169.46 (Add)	\$60.00* (as allowed by State Statute 5-21-09)
Weapons:	
Discharge of Display of Pellet/Guns	\$50.00
PUBLIC WORKS	
Equipment Hourly rates: **	
Pickups #201-255, 257-290, 294	\$25.00
Trucks -2#252, 286-289, 293, 295-299	\$45.00
Heavy equipment #256, 281, 284, 285, 292	\$80.00
Equipment #27, 28, 38	\$25.00
Chipper, compressor, steamer	\$25.00
Lawn movers/weed eaters	\$15.00
Materials: **	
MC Mix	\$75.00/ton
Salt/Sand	\$30.00/yard
Salt	\$53.00/yard
Paint	\$13.37/gal.
Magnesium Chloride	\$.69/gal.
** Rates apply to contract services provided for Intergovernmental agencies such as Itasca County, MNDOT, ICC, School District 318, and the DNR. Hourly wage and benefits to be included in addition to listed hourly equipment rates.	

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CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0235 **Version:** 1 **Name:** Flannigan Hiring
Type: Agenda Item **Status:** Consent Agenda
File created: 5/2/2013 **In control:** City Council
On agenda: 5/13/2013 **Final action:**
Title: Consider hiring Jeffrey Flannigan as a Maintenance employee at the IRA Civic Center.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Consider hiring Jeffrey Flannigan as a Maintenance employee at the IRA Civic Center.

Body

Background Information:

I am recommending hiring Jeffrey Flannigan as a Maintenance employee at the IRA Civic Center beginning May 14, 2013. In accordance with the City's part-time pay scale Jeff's starting wage will be \$9.00 per hour. This position is part of the Civic Center's approved operating budget.

Staff Recommendation:

Hire Jeffrey Flannigan as a Maintenance employee at the IRA Civic Center.

Requested City Council Action

Consider hiring Jeffrey Flannigan as a Maintenance employee at the IRA Civic Center.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0238 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 5/6/2013 **In control:** Fire
On agenda: 5/13/2013 **Final action:**
Title: Allow the Fire Department to Apply for a DNR Matching Grant
Sponsors:
Indexes:
Code sections:
Attachments: [VFA Matching Grant](#)

Date	Ver.	Action By	Action	Result
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Title

Allow the Fire Department to Apply for a DNR Matching Grant

Body

Background Information:

The purpose of this grant is to increase the effectiveness of rural fire departments, especially in wildland firefighting. This is a 50:50 matching grant of up to \$5,000 in matching funds provided by the Minnesota DNR. These funds may be used for wildland fire suppression equipment needs and other wildland personal protective equipment needs. Notification of grant awards should be made after July 1, 2013, and will be based upon the availability of State and Federal funding.

Staff Recommendation:

Authorize Fire Department to apply for a grant.

Requested City Council Action

Consider allowing the Grand Rapids Fire Department to apply for the 2014 Rural Fire Department Volunteer Fire Assistance Grant from the MN DNR, for the matching amount not to exceed \$5,000.00.

RURAL FIRE DEPARTMENT VOLUNTEER FIRE ASSISTANCE (VFA) MATCHING GRANT PROJECT PROPOSAL

Complete Mail or email to: **Kristie Prahl**
MN Interagency Fire Center
402 SE 11th Street
Grand Rapids, Minnesota 55744 (218) 327-4572
kristie.prahl@state.mn.us

POSTMARKED NO LATER THAN..... JUNE 1, 2013

Fire Department: Grand Rapids	Name & Title of person filling out form: Steve Flaherty, Fire Chief
Official FD Mailing Address: 420 N Pokegam Ave	Telephone: Day: 218-326-7600 Night: 218-327-3586 Cell: 218-780-6705 Fire Hall: 218-326-7639
City, State, Zip: Grand Rapids, MN 55744	FD e-mail: grfire@grandrapidsmn.org

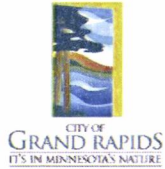
- Population directly benefiting from the project: 20,000 - 40,000
- Fire Department's protection area (square miles): 272
(excluding mutual aid area)
- Number of fire incidents for the previous year: wildland 10 structural 30 other 160
- Does the department participate in a Community Wildfire Protection Plan? Yes No
- Fill in the estimated total cost of the project(s) with the dollar amount.

\$ 3000	Wildland Personal Protective Equipment	\$ 1800	Hose, nozzles, water movement items
\$	Excess Property Equipment Conversion	\$ 800	Radios/pagers
\$	Wildland equipment	\$	Breathing apparatus
\$	Foam unit	\$ 4400	Structural Turnout Gear
\$	Slip-on-unit	\$	Cascade system
\$	Pumps	\$	Structural Equipment (be specific)
\$	Dry Hydrant or water storage system	\$	
\$	Other miscellaneous projects (please describe)		

Fire Department Chief's Signature: *Steve Flaherty* **Date:** 5/6/13

OFFICE USE ONLY:	
GRANT APPROVED UP TO \$ _____	PRIORITY IS FOR _____
APPROVAL/DATE: _____	CONTRACT NUMBER _____
Modified Project: _____	Approval/date: _____

Exhibit A



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0240 **Version:** 1 **Name:** Adopt a resolution accepting a \$750.00 dollar grant
Type: Agenda Item **Status:** Consent Agenda
File created: 5/7/2013 **In control:** Police
On agenda: 5/13/2013 **Final action:**
Title: Request by the Police Department to adopt a resolution accepting a \$750.00 dollar grant from Enbridge Inc.
Sponsors:
Indexes:
Code sections:
Attachments: [1308_001.pdf](#)
[13- - Accepting Enbridge Grant](#)

Date	Ver.	Action By	Action	Result
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Title

Request by the Police Department to adopt a resolution accepting a \$750.00 dollar grant from Enbridge Inc.

Body

Background Information:

At the March 25, 2013 City Council Meeting, the Police Department was authorized to apply for an Enbridge Safe Community Grant. The Grand Rapids Police Department was recently notified that it will be receiving a \$750.00 dollar grant.

The police department will be using the Enbridge grant to purchase LED lights and city/police decals for our new OHV side by side we recently received from the Yamaha Corporation. The lights and decals will enable the general public to know that this is an emergency vehicle and will assist us when responding to emergency scenes when the OHV is being utilized at special events in the city.

Requested City Council Action

Consider adopting a resolution accepting a \$750.00 grant from Enbridge Inc. and authorize the Mayor to sign the attached resolution.



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

Francesca DeLeon
Public Affairs Coordinator
832 214 9615
713 821 2230 (fax)
francesca.deleon@enbridge.com



April 12, 2013

Grand Rapids Police Department
420 N. Pokegama Ave
Grand Rapids, MN 55744

To Whom It May Concern:

Enbridge Energy Company, Inc. is pleased to support the Grand Rapids Police Department with a \$750 grant from the Enbridge Safe Community Program to help your department purchase emergency lights and decals.

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

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

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

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

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

Thank you for serving the citizens of your community.

Sincerely,

Francesca DeLeon
Public Affairs

Enclosure

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 13 -

A RESOLUTION ACCEPTING A \$750 GRANT FROM ENBRIDGE SAFE COMMUNITY PROGRAM TO HELP PURCHASE EMERGENCY LIGHTS AND DECALS

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:

\$750 grant from the Enbridge Safe Community Program to assist in purchasing emergency lights and decals.

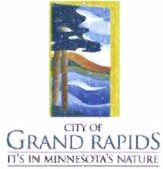
Adopted this 13th day of May 2013.

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0241 **Version:** 1 **Name:** Consider hiring Ryan Trudel as a paid GIS Intern at \$10.00 per hour to focus on Storm Water Utility data updates, cemetery, and airport.
Type: Agenda Item **Status:** Consent Agenda
File created: 5/7/2013 **In control:** Administration
On agenda: 5/13/2013 **Final action:**
Title: Consider hiring Ryan Trudel as a paid GIS Intern at \$10.00 per hour to focus on Storm Water Utility data updates, cemetery, and airport.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Consider hiring Ryan Trudel as a paid GIS Intern at \$10.00 per hour to focus on Storm Water Utility data updates, cemetery, and airport.

Body

Background Information:

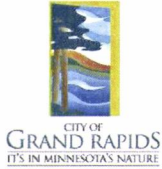
Ryan Trudel is currently finishing up his GIS certificate program at Itasca Community College. He has already enrolled at Bemidji State University to continue his education and attain a Bachelor of Science degree in Geography with a GIS emphasis. Ryan hopes to be able to apply what he has already learned in school to every day applications while interning at the City, and to further continue his knowledge of GIS applications, more specifically, in creating workflow efficiency and programming languages. He has roots in the Grand Rapids area and outside of school and work he enjoys spending time with friends and family, as well as enjoying outdoor activities from fishing and hunting to just riding his bike down picturesque dirt roads and trails.

Staff Recommendation:

City Administrator Tom Pagel and GIS Coordinator Mike LeClaire are recommending the hire of Ryan Trudel as a paid GIS Intern at a rate of \$10.00 per hour, with salary expenses generally derived from those funds.

Requested City Council Action

Approve hiring Ryan Trudel as a paid GIS Intern at \$10.00 per hour to focus on Storm Water Utility data updates, cemetery, and airport.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0242 **Version:** 1 **Name:** Townhall Flag Pole
Type: Agenda Item **Status:** Consent Agenda
File created: 5/7/2013 **In control:** Engineering
On agenda: 5/13/2013 **Final action:**
Title: Flag pole relocation from Township Hall to Fairgrounds
Sponsors:
Indexes:
Code sections:
Attachments: [5-13-13 Township Flag Pole.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Flag pole relocation from Township Hall to Fairgrounds

Body

Background Information:

The American Legion, VFW, and DAV, loaned a flag pole to Grand Rapids Township to utilize as long as there is a township. Now that the township no longer exists, the three veterans groups will be removing the flag pole and relocating it to the Itasca County Fairgrounds. There is some correspondence history attached.

Staff Recommendation:

To eliminate any misunderstandings and provide clear history of ownership, City staff is recommending that the City approve of the Veterans groups removing and salvaging the the flag pole at township hall.

Requested City Council Action

Consider approving the Veterans groups removing and salvaging the the flag pole at township hall.

OCT. 29, 05

Brian

GRAND RAPIDS TOWNSHIP BOARD:
GRAND RAPIDS, MN. 55744

RE: FLAG POLE

THE VETERANS ORGANIZATIONS OF GRAND RAPIDS WILL GRANT YOU PERMISSION TO DONATE AND MOVE THE FLAG POLE FROM THE TOWNSHIP HALL LOCATION, TO THE ITASCA COUNTY FAIR GROUNDS WHEN APPLICABLE AT NO FURTHER EXPENSE TO ANY VETERANS ORGANIZATION.

COMMANDER OF THE AMERICAN LEGION
POST 60

Jerry Trast
JERRY TRAST

COMMANDER OF THE V.F.W.
POST 1720

Dan Heinen
DAN HEINEN

COMMANDER OF THE D.A.V.

Larry Mattfield
LARRY MATTFIELD

Brian Carlson

From: "Carol Skaja" <Carol@shawandshawlaw.com>
To: "Brian Carlson" <brian50@paulbunyan.net>
Sent: Thursday, December 10, 2009 8:31 AM
Subject: RE: flag pole
Via e-mail: brian50@paulbunyan.net

December 9, 2009

Brian Carlson
RE: Grand Rapids Township/Veterans Flag

Dear Brian:

I would have a letter from the Township to the City advising that at such time as the ground thaws it will be necessary for them to move the flag pole to the fairgrounds at the request of the Veterans who had originally loaned the pole to the Township for as long as it remained a township.

Andy Shaw

From: Brian Carlson [mailto:brian50@paulbunyan.net]
Sent: Tuesday, December 08, 2009 9:00 PM
To: Andrew Shaw; TOWNSHIP-dot pollard; TOWNSHIP-Marsha Goslovich; TOWNSHIP-Patty Christensen; TOWNSHIP-Ray Johnson
Subject: flag pole

Andy

Going through my home/files I pulled this agreement out.
The flag pole originally was **loaned** to the township for as long as we were a township.
How do we address this letter of intent from the Veterans who wish the pole to go to the fairgrounds. Will this be an issue?

Brian

Information from ESET NOD32 Antivirus, version of virus signature database 4672 (20091209)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

Information from ESET NOD32 Antivirus, version of virus signature database 4675 (20091210)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

No virus found in this incoming message.
Checked by AVG - www.avg.com



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0246 **Version:** 1 **Name:** PW 2013 PT Employee Eligibility Llst
Type: Agenda Item **Status:** Consent Agenda
File created: 5/7/2013 **In control:** Public Works
On agenda: 5/13/2013 **Final action:**
Title: Consider approving the following Public Works Department part-time eligibilty list for the 2013 Spring/Summer Maintenance Season.
Sponsors:
Indexes:
Code sections:
Attachments: [PT Summer Maint Eligibility List](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approving the following Public Works Department part-time eligibilty list for the 2013 Spring/Summer Maintenance Season.

Body

Background Information:

The Public Works Department hires part-time workers for the Spring/Summer Maintenance Season for parks, athletic fields, right-of-ways and city property maintenance. Please see the attached document for the list of employee names that will be hired this summer. Ratification for their start of employment will be May 13th, 2013 through October 26th, 2013. New hires will receive \$8.00 per hour, returning employees will receive \$8.50 per hour and employees with three or more years will receive wages of \$9.50 per hour. The cost for these part-time employees is included in the 2013 Budget.

Requested City Council Action

Authorize the Public Works Department to hire workers from the part-time eligibilty list for the 2013 Spring/Summer Maintenance Season.

**City of Grand Rapids
Public Works Department
2013 Spring/Summer Maintenance Season
Eligibility List**

New Hires:

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

2+ Years:

Andrew Geislinger
Conor Hoolihan
Nicole Lavalle
Jace Martinetto
Michael Spoden

3+ Years:

Callie Anderson
Brielle Christy
Tyrel Cournoyer



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0248 **Version:** 1 **Name:** CP 2012-12 SEH SLA
Type: Agenda Item **Status:** Consent Agenda
File created: 5/7/2013 **In control:** Engineering
On agenda: 5/13/2013 **Final action:**
Title: Supplemental Letter Agreement (SLA) 2012-12 with SEH related to CP 2012-12 Murphy-Middle School Safe Routes to School
Sponsors:
Indexes:
Code sections:
Attachments: [5-13-13 CP 2012-12 SEH SLA.PDF](#)
[Murphy Middle Map.jpg](#)

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

Title

Supplemental Letter Agreement (SLA) 2012-12 with SEH related to CP 2012-12 Murphy-Middle School Safe Routes to School

Body

Background Information:

The City was informed by MNDOT that it was successful in securing \$157,968 in federal funds for sidewalk improvements at Murphy, Middle, and Forest Lake Schools. The general location of improvements are attached. The project funds must be utilized during the 2014 construction season. In order to meet this federal requirement the project memorandum and design needs to move forward. The attached SLA with SEH assists the City in meeting the requirements of the grant.

Staff Recommendation:

City staff is recommending the approval of SLA 2012-12 with SEH related to CP 2012-12 Murphy-Middle School Safe Routes to School.

Requested City Council Action

Consider approving SLA 2012-12 with SEH related to CP 2012-12 Murphy-Middle School Safe Routes to School.



Supplemental Letter Agreement No. 2012-12

May 13, 2013

Mayor Adams
City of Grand Rapids
420 NE 4th Street
Grand Rapids, MN 55744

RE: Murphy-Middle Safe Routes to School
City Project 2012-12
SLA for Project Memorandum, Design and Construction Administration

Dear Mayor Adams,

City Project 2012-12 involves the construction of a sidewalk and pedestrian improvements around Murphy, Middle and Forest lake Schools. The City has secured a grant from the Safe Routes to School program in the amount of \$157,968. This grant is managed by the Minnesota Department of Transportation and requires federal authorization. Because federal funds will be utilized, a Project Memorandum (federal environmental review document) will be necessary.

The City Engineer has requested that we prepare this Supplemental Letter Agreement (SLA) for the preparation of a project memorandum, 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 project memorandum, 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	May 13, 2013
Topographic Survey	Summer 2013
Project Memorandum	Summer 2013
Design	Winter 2013/2014
Construction	Summer, 2014

Fee Schedule

The fee for the Project Memorandum services will be on a lump sum basis with a fee of \$4,900. Attached is the PM work scope for reference.

The fee for design tasks will be as listed in the Master Engineering Services Contract (design fee = 7.5% of low construction bid and construction fee = 8.0% of final construction cost due to the federal funding). The current construction estimate for this work is \$157,968, which equates to an SEH fee of \$24,485.04.

Therefore, total SEH fee is estimated at \$29,385.04.

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.

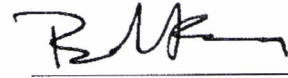
Sincerely,
Short Elliott Hendrickson Inc.



Matt Wegwerth, PE
Project Manager

5/1/13

Date



Robert J. Beaver, PE
Office Manager/Principal

5/1/13

Date

City of Grand Rapids Authorization:

Kim Johnson-Gibeau
City Clerk

Date

Dale Adams
Mayor of Grand Rapids

Date

C: SEH contract file

Grand Rapids SRTS Project Memorandum Work Plan

Client: City of Grand Rapids

Work Tasks		ESTIMATED HOURS
1.1	Conduct Data Collection, Database Reviews/Agency Coordination (DNR Natural Heritage Database, MnDOT T & E Search, Coordinate with MnDOT Cultural Resources Unit (assumes no Phase I cultural resource investigations)	6
1.2	Prepare Draft Project Memorandum for City of Grand Rapids and MnDOT review	30
1.21	Compile Comments and Prepare Final Project Memorandum for approval	14
Deliverables: Draft Project Memorandum, Final Project Memorandum		50

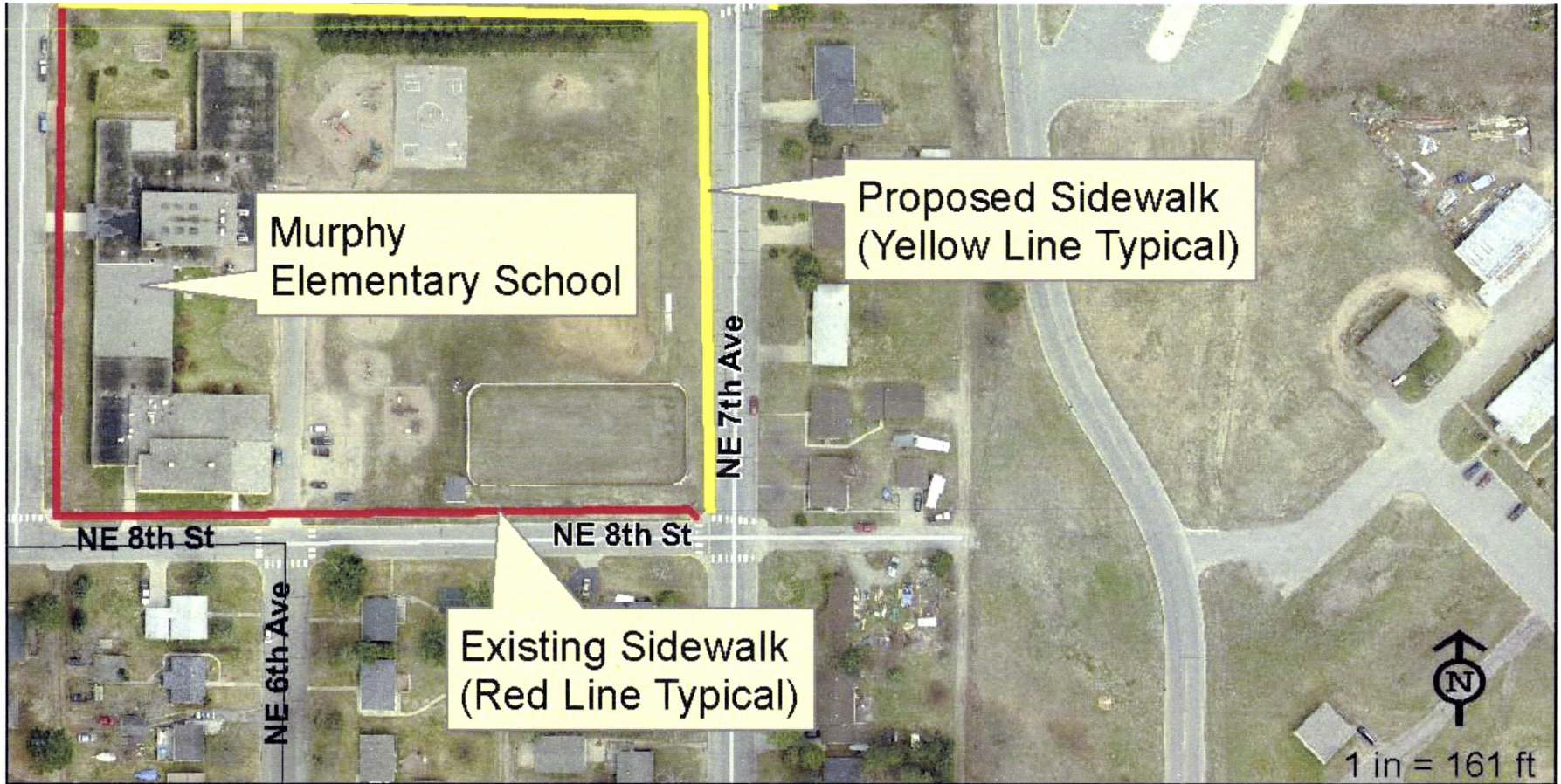


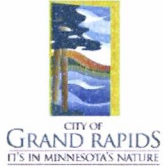
RJE
Middle School

Allen Dr

Reynolds St

Existing Trail
(Green Line Typical)





CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	13-0249	Version:	2	Name:	
Type:	Agenda Item	Status:		Consent Agenda	
File created:	5/7/2013	In control:		Community Development	
On agenda:	5/13/2013	Final action:			
Title:	Consider the adoption of a resolution calling for a June 24, 2013 public hearing to consider the establishment of Tax Increment Financing (TIF) Housing District No. 1-9 (Lakewood Apartments Three), and the creation of a TIF Plan.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Grand Rapids Resol Calling P H on TIF 1-9.pdf Grand Rapids Housing TIF Lakeview Public Hearing June 24 draft 050613.pdf				

Date	Ver.	Action By	Action	Result
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Title

Consider the adoption of a resolution calling for a June 24, 2013 public hearing to consider the establishment of Tax Increment Financing (TIF) Housing District No. 1-9 (Lakewood Apartments Three), and the creation of a TIF Plan.

Body

Background Information:

City staff, the City's fiscal consultant (Springsted), and the Grand Rapids HRA are reviewing the TIF Business Assistance Application submitted by Lakewood Apartments of Grand Rapids, LLC, requesting TIF financing assistance for the development of a third 29 unit apartment buildings on the Lakewood Heights Apartment development site near the intersection of the Golf Course Rd. and 14 th Ave. SW.

The attached draft resolution authorizes the preparation of a draft modified Development Plan and TIF Plan, and the notification of the Itasca County Board and School Board. The draft resolution also directs the preparation of a notice setting the public hearing, to consider the establishment of the TIF District, for 6:00 pm on June 24, 2013.

A draft time line of events has been attached as additional information.

Requested City Council Action

Consider the adoption of a resolution calling for a June 24, 2013 public hearing to consider the establishment of Tax Increment Financing (TIF) Housing District No. 1-9 (Lakewood Apartments Three), and the creation of a TIF Plan.

CITY OF GRAND RAPIDS

Resolution No. _____

RESOLUTION CALLING FOR A PUBLIC HEARING ON THE
ESTABLISHMENT OF TAX INCREMENT FINANCING
(HOUSING) DISTRICT NO. 1-9 (LAKEWOOD APARTMENTS
THREE) AND CREATION OF A TIF PLAN THEREFOR

WHEREAS, the City of Grand Rapids (the "City") has contemplated using tax increment financing ("TIF") in order to facilitate development of the third phase of a rental housing facility for persons of low to moderate income in the City (the "Development") pursuant to Minnesota Statutes, Sections 469.124 to 469.134 and Sections 469.174 to 469.1794, as amended (collectively, the "Acts"); and

WHEREAS, the City has reviewed a business assistance application from Lakewood Apartments Three of Grand Rapids, LLC, a Minnesota limited liability company (the "Developer"), requesting tax increment financing assistance for the Development; and

WHEREAS, the City Council has determined to consider the establishment of TIF District No. 1-9 (Lakewood Apartments Three) (the "TIF District") within its Development District No. 1 and to hold a public hearing thereon in accordance with the Acts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Grand Rapids, that:

1. The City Council hereby authorizes City staff and consultants to prepare a TIF Plan (the "TIF Plan") for the TIF District in connection with the Development, and to arrange for distribution of notices to the County Commissioner representing this site, the Itasca County Board, and the school board for Independent School District No. 318.

2. The City Administrator is authorized and directed to publish a notice in substantially the form attached hereto as EXHIBIT A in the City's official newspaper setting a public hearing before the City Council on Monday, June 24, 2013, at 5 p.m. at City Hall on the TIF District and TIF Plan. The notice shall be published in the newspaper at least 10 but not more than 30 days prior to the public hearing, and shall include a map of the proposed TIF District.

3. The City Administrator is authorized and directed to take all other actions necessary to bring the TIF Plan before the City Council at the time of the public hearing.

Approved by the City Council of the City of Grand Rapids this 13th day of May, 2013.

Mayor

ATTEST:

City Clerk

EXHIBIT A

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Grand Rapids, Minnesota (the "City") will meet on Monday, June 24, 2013, beginning at 5:00 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers at the Grand Rapids City Hall, 420 N. Pokegama Avenue, Grand Rapids, Minnesota, for purposes of conducting a public hearing on the proposed establishment of Tax Increment Financing District No. 1-9 (the "TIF District") within Development District No. 1 (the "Development District") and adoption of a Tax Increment Financing Plan (the "TIF Plan") therefor.

The proposed TIF District is a housing district, whose purpose is to facilitate the third phase of development of low to moderate income housing on an underutilized site in the Development District. Upon request, a draft copy of the proposed TIF Plan is available for public inspection at the office of the City Administrator at the City Hall.

A map showing the boundaries of the Development District and the property to be included in the proposed TIF District is set forth below.

All interested persons may appear at the hearing and present their views orally or prior to the meeting in writing. Written comments should be addressed to: City Administrator, City of Grand Rapids, 420 N. Pokegama Avenue, Grand Rapids, Minnesota 55744.

[Insert map]

BY ORDER OF THE CITY COUNCIL OF
THE CITY OF GRAND RAPIDS,
MINNESOTA

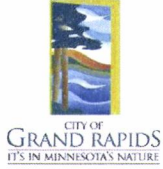
/s/ Tom Pagel
City Administrator
City of Grand Rapids, Minnesota

Dated: [Date of publication]

City of Grand Rapids, Minnesota
 Tax Increment Financing (Housing) District
 Lakewood Housing Project

Proposed Schedule of Events – Public Hearing Scheduled for June 24, 2013

Schedule of Events		
Date	Event	Responsible Party
May 2013	Evaluate Developer information and drafting of TIF Plan	City, Attorney, Springsted
Establishment of TIF Plan and TIF District		
Friday, May 10, 2013	County Commissioner <u>receives</u> notification letter <i>(at least 30 days prior to publication of notice of public hearing)</i>	Springsted
Monday, May 13, 2013	City Council calls for public hearing for Monday June 24, 2013	City, Attorney
Prior to Friday, May 24, 2013	County and School District <u>receive</u> impact letters & draft TIF plan <i>(at least 30 days prior to public hearing)</i>	Springsted
Thursday, June 6, 2013	City Planning Commission reviews TIF plan	City, Attorney
Wednesday, June 12, 2013 Deadline: June 5 (est.)	Publication of notice of public hearing (Grand Rapids Herald Review) <i>(10-30 days prior to public hearing)</i>	Springsted
Monday, June 24, 2013	City Council holds public hearing, and adopts resolution approving TIF Plan and TIF District	City, Attorney, Springsted
Monday, June 24, 2013	Review and approval of Development Agreement	City, Attorney, Springsted
After June 24	State filing and request for county certification	Springsted



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0250 **Version:** 1 **Name:** Consider allowing City staff to begin the process of creating a new Police Officer eligibility list.
Type: Agenda Item **Status:** Consent Agenda
File created: 5/7/2013 **In control:** Administration
On agenda: 5/13/2013 **Final action:**
Title: Consider allowing City staff to begin the process of creating a new Police Officer eligibility list.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Consider allowing City staff to begin the process of creating a new Police Officer eligibility list.

Body

Background Information:

We have received a tentative notice of resignation from a Police Officer, subject to a satisfactory background check. The Police Civil Service Commission met at a special meeting on May 7, 2013 to discuss whether or not to utilize the existing eligibility register or to abolish it and begin the process of establishing a new one to fill the vacancy. It was decided that based on the number of eligible applicants on the current list and the number of potential vacancies on the department, that it would be best to begin the process of creating a new list.

The process will require posting the position, reviewing the applications, testing, and interviews and we would like to begin by posting the position immediately in order to expedite the process.

Staff Recommendation:

The Police Civil Service Commission has requested that the City Council authorize staff to begin the process of creating a new eligibility list.

Requested City Council Action

Consider allowing City staff to begin the process of creating a new Police Officer eligibility list.



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0255 **Version:** 1 **Name:** Call for Public Hearing-5 Year Reconstruction Plan
Type: Agenda Item **Status:** Consent Agenda
File created: 5/8/2013 **In control:** Finance
On agenda: 5/13/2013 **Final action:**
Title: Consider adopting a resolution calling for a Public Hearing on June 10, 2013 at 6 p.m. relating to the issuance of General Obligation Street Reconstruction Bonds for 2013 infrastructure projects.
Sponsors:
Indexes:
Code sections:
Attachments: [Resolution Calling Public Hearing-Street Reconst Plan.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider adopting a resolution calling for a Public Hearing on June 10, 2013 at 6 p.m. relating to the issuance of General Obligation Street Reconstruction Bonds for 2013 infrastructure projects.

Body

Background Information:

Minnesota Statutes, Section 475.58 authorizes the City to issue and sell its general obligation bonds to finance the costs of projects in the Five Year Street Reconstruction Plan without an election, but subject to a reverse referendum, if the issuance of the bonds following a public hearing is approved by a unanimous vote of all of the members of the City Council present at the meeting.

The projects to be funded with the Reconstruction Bonds are:

- *2011-6 Horseshoe Reconstruction Improvements
- *2012-8 15th Street Storm Reconstruction
- *2012-3 4th Avenue NE Reconstruction
- *2013-1 7th Avenue NW Reconstruction

There is currently legislation proposed to include street overlays in this statute. If that is passed, then CP 2010-2 City Wide Overlays-Urban and 2012-4A Remer-Deschepper Overlays would be included in this bond issue. If it is not approved, they will need to be issued pursuant to Minnesota Statute 429.

Requested City Council Action

Consider adopting a resolution calling for a Public Hearing on June 10, 2013 at 6 p.m. relating to the issuance of General Obligation Street Reconstruction Bonds for 2013 infrastructure projects.

RESOLUTION NO. _____

RESOLUTION RELATING TO THE ADOPTION OF AN AMENDMENT TO THE CITY'S
STREET RECONSTRUCTION PLAN
AND THE ISSUANCE OF STREET RECONSTRUCTION BONDS:
CALLING A PUBLIC HEARING

BE IT RESOLVED by the City Council ("Council") of the City of Grand Rapids, Itasca County, Minnesota ("City").

Section 1. Background; Findings.

1.01. The Council has found and determined that certain streets in the City are in need of reconstruction, repair and improvement.

1.02. The City previously prepared a five year street reconstruction plan (the "Plan") describing the streets to be reconstructed, the estimated costs of the Plan (the "Costs"), and the planned reconstruction of other streets in the City over the five-year period of 2008 through 2012.

1.03. The Council held a duly noticed public hearing on the Plan on February 11, 2008, and unanimously approved the Plan.

1.04. The City now finds that it is necessary to create an updated Plan to include various additional projects and Costs thereof not currently provided for in the Plan (the "Amended Plan") and to provide for the issuance of Bonds to finance the Costs, and further finds and determines that it is in the best financial interests of the City that the City hold a public hearing on the Amended Plan and the issuance of Bonds as provided in the Act.

Sec. 2. Public Hearing Authorized.

2.01. The City hereby authorizes its staff and consultants to prepare an Amended Plan for street reconstruction projects in the City over the five-year period of 2013 to 2017 in accordance with the Act, and to place a copy of the Amended Plan on file with the City Clerk by no later than the date of publication of the hearing notice.

2.02. As required by the Act, a public hearing on the Amended Plan and the issuance of the Bonds to finance the Costs will be conducted in the City Hall on June 10, 2013, commencing at 6:00 P.M. The City Administrator is authorized and directed to cause notice of the hearing to be published in substantially the form attached hereto as Exhibit A not less than ten nor more than 28 days prior to the date of the hearing.

Sec. 3. Miscellaneous.

3.01. As provided in the Act, the Bonds, in the amount of the Costs, will not be issued without the approval of a majority of the voters at a special election if within 30 days after approval of the Amended Plan and authorization of the issuance of the Bonds, a petition requesting such an election signed by a number of voters equal to five percent of the votes cast in the last previous City general election, is filed with the City Clerk.

Approved this May 13, 2013 by the City Council of the City of Grand Rapids, Minnesota.

Mayor

Attest:

City Clerk

EXHIBIT A

CITY OF GRAND RAPIDS
ITASCA COUNTY, MINNESOTA

NOTICE OF PUBLIC HEARING

NOTICE IS GIVEN that the City Council of the City of Grand Rapids, Minnesota will conduct a public hearing at the City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota on Monday, June 10, 2013, commencing at 6:00 P.M., to consider a proposed amendment to the City's Street Reconstruction Plan (the "Amended Plan") and the issuance of general obligation street reconstruction bonds (the "Bonds").

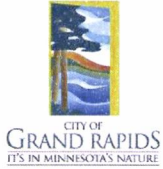
The Amended Plan proposes to finance the construction of street reconstruction projects by the issuance of the Bonds under the provisions of Minnesota Statutes, Section 475.58, subdivision 3b. The Bonds will not be issued without approval of the voters at a special election if within 30 days after adoption of the resolution approving the Plan and authorizing issuance of the Bonds, a petition requesting such an election is signed by a number of voters equal to five percent of the votes cast in the last previous general City election and is filed with the City Clerk.

Any person wishing to express a view about the Plan may present written or oral testimony at the public hearing.

BY ORDER OF THE CITY COUNCIL

/s/ Tom Pagel
City Administrator

Published: _____, 2013.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0257 **Version:** 1 **Name:** Seasonal Golf Employee
Type: Agenda Item **Status:** Consent Agenda
File created: 5/8/2013 **In control:** Golf Course
On agenda: 5/13/2013 **Final action:**
Title: Seasonal Golf Employee

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Seasonal Golf Employee

Body

Background Information:

The golf staff requests ratification of the hiring of seasonal employee Kody Scherf for maintenance. Employment will begin no sooner than May 14 and end no later than October 31, 2013.

Staff Recommendation:

City staff recommends the hiring of seasonal golf employees.

Requested City Council Action

Consider approving the employment of Kody Scherf at Pokegama Golf Course.

Kody will be on the grounds maintenance staff at the hourly rate of \$7.25.

Employment to begin no sooner than May 14 and end no later than October 31, 2013.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0258 **Version:** 1 **Name:** Sale of Golf Course Asset
Type: Agenda Item **Status:** Consent Agenda
File created: 5/8/2013 **In control:** Golf Course
On agenda: 5/13/2013 **Final action:**
Title: Sale of Golf Course Asset
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Sale of Golf Course Asset

Body

Background Information:

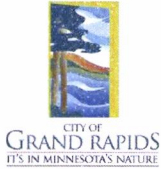
The golf staff requests authorization from the City Council to sell a 1996 Jacobson Greensmower King 522. This is a walk behind mower that we no longer use and is of no value to us in our equipment fleet. We have a buyer that is interested in purchasing this unit for \$750.00. If we were to trade this unit in on a new piece of equipment its value would be less than this amount.

Staff Recommendation:

City staff recommends the sale of golf course asset.

Requested City Council Action

Consider authorizing the golf staff to sell our 1996 Jacobson Greensmower King 522 to Dave Mogren for \$750.00 and authorize staff to remove it from our asset list. This unit is no longer of value in our fleet of equipment.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0265 **Version:** 1 **Name:** Off-Site Gambling Resolution
Type: Agenda Item **Status:** Consent Agenda
File created: 5/9/2013 **In control:** Administration
On agenda: 5/13/2013 **Final action:**
Title: Adopt a resolution approving LG230 Application to Conduct Off-site Gambling for Confidence Learning Center.
Sponsors:
Indexes:
Code sections:
Attachments: [13 - Off-Site Gambling Permit](#)
[Off-site Gambling Application - Confidence Learning Center](#)

Date	Ver.	Action By	Action	Result
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Title

Adopt a resolution approving LG230 Application to Conduct Off-site Gambling for Confidence Learning Center.

Body

Confidence Learning Center has submitted an application to conduct off-site gambling at Grand Rapids Eagles Club on August 26, 2013. State of Minnesota, Alcohol and Gambling Division requires the City Council approve by adoption of a resolution.

Staff Recommendation

Adopt a resolution approving LG230 Application to Conduct Off-site Gambling for Confidence Learning Center.

Requested Council Action

Adopt a resolution approving LG230 Application to Conduct Off-site Gambling for Confidence Learning Center.

Councilor _____ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 13 –

RESOLUTION APPROVING CONFIDENCE LEARNING CENTER OFF-SITE GAMBLING

WHEREAS, the Confidence Learning Center has presented the City Council of Grand Rapids an application to conduct off-site gambling at the Grand Rapids Eagles Club, 1766 South Highway 169, Grand Rapids; and

WHEREAS, the Gambling Control Board may not issue an off-site gambling permit without City Council approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids approves the LG230 Application to Conduct Off-Site Gambling for the Confidence Learning Center at the Grand Rapids Eagles Club, 1766 Highway 169 South, Grand Rapids, Minnesota on August 26, 2013.

Adopted this 13th day of May, 2013.

Dale Adams, Mayor

Kimberly Johnson-Gibeau, City Clerk

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

LG230 Application to Conduct Off-site Gambling

No Fee

Organization Information

Organization name CONFIDENCE LEARNING CENTER License number 00691
 Address 1620 MARY FAWCETT MEMORIAL DR City EAST GULL LAKE **MN** Zip code 56401
 County CROW WING
 Gambling manager name BRIAN KIRKPATRICK Daytime phone (218) 828-2344

Gambling Activity

- Four off-site events are allowed each calendar year. Dates for each event, not to exceed 3 days.
8/26/13
- Check the gambling activity that will be conducted.
 raffle pull-tabs bingo tipboards paddlewheel

Gambling Premises

- Name of location where gambling activity will be conducted GRAND RAPIDS EAGLES
- County [where gambling activity will be conducted] ITASCA
- Street address and city [or township] 1766 HWY 169 S, GRAND RAPIDS Zip code 55744
 - Do not use a post office box.
 - If no street address, write in road designations. Example: 3 miles east of Hwy 63 on County Road 42.
- Does your organization own the gambling premises?
 Yes If yes, a lease is not required.
 No If no, the lease agreement below must be completed, and signed by the lessor.

Lease Agreement for Off-site Activity

A lease agreement is not required for raffles.


- Rent to be paid for the leased area \$0.00 If none, write "0."
- All obligations and agreements between the organization and the lessor are listed below or attached.
 - Any attachments must be dated and signed by both the lessor and lessee.
 - This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
 - Other terms, if any _____

9. Lessor's signature  Date 5-6-13
 Print lessor's name John Tobie

CONTINUE TO PAGE 2

LG230 Application to Conduct Off-site Gambling

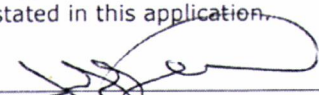
Local Unit of Government Resolution of Approval

CITY APPROVAL for a gambling premises located within city limits.	COUNTY APPROVAL for a gambling premises located in a township
City name <u>Grand Rapids</u> Date approved by _____ Resolution number _____ Signature of city personnel  Title <u>City Clerk</u> <u>Grand Rapids</u> Date Signed _____	County name _____ Date approved by county board _____ Resolution number _____ Signature of city personnel _____ Title _____ Date Signed _____

Chief Executive Officer [CEO] Acknowledgment

10. The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

11. I have read this application, and all information is true, accurate, and complete, and if applicable, agree to the lease terms as stated in this application.

CEO signature  Date _____

12. Print CEO name JEFF OLSON Daytime phone (218) 828-2344

Mail or fax to: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 FAX: 651-639-4032	No attachments required.
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This publication will be made available in alternative format (i.e. large print, Braille) upon request.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information</p>	<p>provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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CITY OF GRAND RAPIDS

Legislative Master

File Number: 13-0267

File ID: 13-0267	Type: Agenda Item	Status: Consent Agenda
Version: 2	Reference:	In Control: Community Development
		File Created: 05/10/2013
File Name:		Final Action:

Title: Consider adopting a resolution to authorize the submission of a request to IRRRB seeking partial funding of site work in the development of a new headquarters for Hammerlund Construction.

Notes:

Sponsors:

Enactment Date:

Attachments: IRRRB Resolution for Hammerlund Partnership project.pdf

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 13-0267

Consider adopting a resolution to authorize the submission of a request to IRRRB seeking partial funding of site work in the development of a new headquarters for Hammerlund Construction.

Background Information:

The Grand Rapids EDA (GREDA) has received a letter of interest from Hammerlund Partnership, who is interested in the purchase of a 12.2 acre tract of GREDA land adjacent to and west of the DC Manufacturing development on County Rd. 63. GREDA has developed a draft purchase and development contract with Hammerlund Partnership, which it will be formally considering at a public hearing in the near future. Under this draft agreement, Hammerlund Construction would agree to construct a new office building, mechanic/equipment/service building and yard area for their business operations, the value of which is approximately \$1.7M.

In addition to the stated planned capital investment in buildings, the development of this project will require an approximate additional investment of \$744,000 in site development work. Staff very recently met with IRRRB program staff regarding the project's potential for a Public Works Program grant to cover a portion of the site development costs.

With a potential for including this request an upcoming, June, IRRRB meeting, staff is requesting the Council's authorization, through adoption of the attached resolution, to apply to IRRRB seeking up to the maximum amount of

Requested City Council Action

Consider adopting a resolution to authorize the submission of a request to IRRRB seeking partial funding of site work in the development of a new headquarters for Hammerlund Construction.

**CITY OF GRAND RAPIDS, MINNESOTA
RESOLUTION NO. ##**

STATE OF MINNESOTA)
COUNTY OF ITASCA)
CITY OF GRAND RAPIDS)

**RESOLUTION AUTHORIZING THE CITY OF GRAND RAPIDS TO
MAKE APPLICATION TO AND ACCEPT FUNDS FROM
THE IRRRB PUBLIC WORKS GRANT PROGRAM**

WHEREAS THE authorizing authority approves of the attached application for the Hammerlund Partnership Development: and

WHEREAS THE authorizing authority hereby agrees to accept funding for the underlying project, if approved by the IRRRB.

NOW THEREFORE BE IT RESOLVED that the authorizing authority of City of Grand Rapids, 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 13th day of May, 2013.

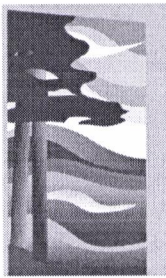
Dale Adams

Mayor

Tom Pagel

City Administrator





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

ADMINISTRATION DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

May 14, 2013

Mr. Burl Haar, Executive Secretary
Minnesota Public Utilities Commission
121 7th Place East, Suite 350
St. Paul MN 55101-2147

Re: Denial of EAW for Minnesota Power Draft/proposed Boswell Unit 4

Dear Mr. Haar;

This letter serves as our City's support for the Minnesota Power proposed Boswell Unit 4 Air Permit and the denial of a petition for an EAW on the proposed project. With the proposed retrofits greatly improving our environment, it appears that requiring an EAW would be a terrible waste of State and Minnesota Power, time, resources, and rate payers money.

As a major needed employer in the community, we value the power generated and the jobs created by Minnesota Power. We also value their commitment to improving the environment as shown with the recently completed Unit 3 environmental upgrades.

The proposed environmental upgrades to Unit 4 continue to support our communities values by significantly reducing multiple air emissions, including Mercury, sulfur dioxide, and particulate matter. These emissions once airborne can lead to methyl mercury that is bio-accumulated in fish, or contribute to regional haze or acid rain. MP's efforts are ahead of State mercury regulations, but with this technology also can help reduce the SO2 and particulate matter from the site, which brings additional value to the air shed.

Investment in our community as a result of the project, will be around \$350M. This will create a peak of six hundred, great living wage, construction jobs over a 36 month period.

By improving the environment, sustaining a great source of power, and supporting our economy through great employment, the entire State of Minnesota benefits. Please do not delay this great environmental retrofit by requiring an EAW for Minnesota Power's Boswell Unit 4 upgrades.

If you have any questions, please call me at 218.326.7600 or email me at dadams@ci.grand-rapids.mn.us

Regards,

Dale Adams, Mayor
City of Grand Rapids





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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0261 **Version:** 1 **Name:** Board & Commission minutes
Type: Minutes **Status:** Approved
File created: 5/9/2013 **In control:** Administration
On agenda: 5/13/2013 **Final action:**
Title: Acknowledge minutes for Boards and Commissions.

Sponsors:

Indexes:

Code sections:

Attachments: [February 12, 2013 Police Civil Service](#)
[March 13, 2013 PUC](#)
[March 27, 2013 Human Rights](#)

Date	Ver.	Action By	Action	Result
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Title
Acknowledge minutes for Boards and Commissions.

GRAND RAPIDS CIVIL SERVICE COMMISSION MEETING
TUESDAY, FEBRUARY 12, 2013 – 3:00 P.M.
CONFERENCE ROOM 2B
CITY HALL – 420 NORTH POKEGAMA AVENUE

CALL TO ORDER: Pursuant to due notice and call thereof, a regular meeting of the Grand Rapids Police Civil Service Commission was held in Conference Room 2B of City Hall on Tuesday, February 12, 2013 at 3:05 p.m.

CALL OF ROLL: On a Call of Roll the following members were present: Commissioners Dave Wigfield, Wanda Bunes and Jim Martinetto. Absent: None.

Others Present: Police Chief Jim Denny, Assistant Chief Steve Schaar

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER MARTINETTO, SECOND BY COMMISSIONER WIGFIELD TO APPROVE THE MINUTES OF JANUARY 8, 2013 REGULAR MEETING AS PRESENTED. The following voted in favor thereof: Martinetto, Wigfield, Bunes. Opposed: None, motion passed.

Update on Transcriptionist Hiring

Applications are currently being accepted. The posting will close on February 22, 2013. Discussion regarding issues with quorum of Commission during interview process and meeting to recommend appointment to the Council. Test date is tentatively scheduled for Friday, March 8th at 9:00 AM. And plan to interview March 18th and 19th.

Other:

Note that as of March 1, 2013, Commissioner Martinetto will fill the seat of Commission Chair.

As this is the last meeting for Commissioner Wigfield, his years of service are noted and appreciated.

The next regularly scheduled meeting will be March 12, 2013 unless otherwise noted.

The meeting was adjourned at 3:40 p.m.

Respectfully submitted: Kimberly Johnson-Gibeau, City Clerk

A regular meeting of the Grand Rapids Public Utilities Commission was held on March 13, 2013 at 2:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

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

Members Absent: None.

Others Present: General Manager Ward, Finance Manager Betts, Wastewater Treatment Facility Manager Ackerman, Water/Wastewater Collection/Safety Manager Doyle, Administrative/HR Assistant Flannigan, Attorney Bengtson, Roger Hoyum of JDI Contracts, Inc., HR Consultant George Stunyo.

Motion by Chandler to approve the minutes of the February 20, 2013 regular meeting. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Finance Manager Betts reviewed the February 2013 City Treasurer's Report and Investment Activity Report with the Commission.

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

President Welliver acknowledged public forum. None present.

Commission Member Reports: President Welliver introduced Commissioner Wayne Lenius, appointed by the City Council on February 25, 2013.

Administration:

Mr. Tyler Barrell of Energy Insight, Inc., formerly of Energy Management Solutions, reviewed the results of the 2012 Conservation Improvement Program with the Commission. Discussion followed.

Motion by Zabinski to approve entering into a contract with Energy Insight, Inc. to provide Conservation Improvement Program Management. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to authorize signing a notice of cancellation and release from contract with Energy Management Solutions (EMS), which has divested itself of the conservation improvement program management services portion of its business. Motion seconded by Zabinski and upon roll call the following voted in favor thereof:

Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

General Manager Ward reviewed recommendations for terms and conditions to incorporate into a water and sewer use (metered water leaks) adjustment policy. Discussion followed. A written policy will be brought to the Commission for consideration at their regular meeting in April.

President Welliver called for one appointment to serve on the Personnel Committee to fill the vacancy of Commissioner Johnson, who was not re-appointed the Commission at the end of her term. Motion by Chandler appoint Secretary Hodgson to the Personnel Committee. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Zabinski to accept the retirement resignation of Mr. James Ackerman, Wastewater Treatment Facility Department Manager. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

The Commission members expressed their appreciation to Mr. James Ackerman for his years of service to the Public Utilities.

General Manager Ward reviewed the procedures for filling the position of the Wastewater Treatment Department Manager. Management is currently working on a recruitment process for this and another vacancy in the company. The Personnel Committee will establish a meeting in the near future to review the process and bring a recommendation to the next regular Commission meeting in April or May.

General Manager Ward reviewed plans to update the Strategic Plan, including succession planning. A meeting will be held on March 26, 2013 with John Miner of Collaboration Unlimited to review the current Strategic Plan and review proposals for updates to the plan. Recommendations will be brought to the Commission for consideration in April or May.

Accounting and Finance:

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

Motion by Chandler approve amending the Investment Policy to increase nonlocal investments from 20% to 45% and investments between five and ten years from 25% to 40% as of the January 1 current year investment portfolio. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Hodgson to approve a request to dispose of inoperable and/or obsolete equipment, according to MN State Statutes, as presented. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Zabinski to authorize the write-off of uncollectible accounts in the amount of \$2,279.91. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Electric Department:

Engineering Consultant Hoyum reviewed the February 2013 Operations Report with the Commission.

The Commission review recommendations for the future use of the 2002 Ford F550 Bucket Truck (Truck #66). Further review and financial analysis of hours used and repairs needed, as well as possible sale value, will be completed and brought to the Commission for consideration in April.

The Commission reviewed two quotations received for the "Transformer Retrofill Project". Quotations were solicited from six vendors. Specifications and quotations for the project will be furthered reviewed to address specific uncertainties, and will be brought to the Commission for consideration at a special meeting to be scheduled prior to the regular Commission meeting in April.

Motion by Zabinski to approve plans and specifications and authorize advertisement for bid for the "Golf Course Road Underground Conversion Project"-Underground Cable Placement. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Wastewater Treatment Facility Operations:

Manager Ackerman reviewed the February 2013 Operations Report with the Commission.

Water/Wastewater Collection/Safety:

Water/Wastewater Collection/Safety Manager Doyle reviewed the February 2013 Operations Report with the Commission.

Safety Training Procedures and Updates:

Water/Wastewater Collection/Safety Manager Doyle reviewed the safety initiatives for the month. There are no lost time incidents or restricted work hours to report in 2013. "Right to Know" training, also referred to as "Hazard Communications", has been completed. MMUA provided in-house training for Phase II of the Digger/Derrick for

competent person; follow up training will be provided for three employees that were not in attendance. "Slips, Trips and Falls" training, reinforcing the importance of the "three points of contact" rule, continues company-wide in the month of March. The water department is currently conducting unscheduled in-house work site audits. The MN Safety Council program will be used to train employees to identify safe work processes and work site hazards to qualify them to conduct proper in-house work site audits.

GRPUC Discussion/Correspondence:

NMBA Electrical Expo & Table Top Show, February 12 & 13, 2013, Grand Rapids, MN – Jim Foss.

APPA Webinar-Electric Utility 101: Substations, February 12, 2013, Grand Rapids, MN – Anthony Ward, Tyanne Betts.

MPUC and MN Geo Electric Utility Maps Webinar, February 14, 2013, Grand Rapids, MN – Anthony Ward, John Aultman, Jon Yeschick.

MMUA 2013 Cross Training School, February 19-21, 2013, Marshall, MN – Stephanie Ross, Doug Gustafson.

Baker Tilly Public Sector Webinar-GASB 65 Items Previously Reported as Assets and Liabilities, February 27, 2013, Grand Rapids, MN – Tyanne Betts, Linda George, Jean Key.

Lorman Audio Conference-2013 payroll Tax Changes, February 27, 2013, Grand Rapids, MN – Linda George, Jean Key, Chris Flannigan.

MN Department of Revenue-Enhanced e-Services Training Webinar, February 28, 2013, Grand Rapids, MN – Jean Key, Linda George.

Novaspect Webinar-Practical Loop Turning and Its Impact on Site Performance, February 28, 2013, Grand Rapids, MN – Rick Fox, Dave Virden, Jim Foss.

Change Orders: No items.

Claims for Payment:

President Welliver acknowledged the addition of two agenda items for claims for payment: Plackner Tree Care, Inc. in the amount of \$30,993.75 and Altec Industries, Inc. in the amount of \$124,985.00.

Motion by Chandler to approve Pay Request #1 for 60% completion from Plackner Tree Care for the 2013 Vegetation Control Contract #15 in the amount of \$30,993.75. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

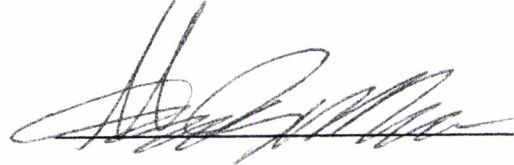
Motion by Chandler to approve payment to Altec Industries for the 2012 Ford F550

Aerial Lift Truck #60, pending review of a possible credit of \$425.00, in the amount not to exceed \$124,985.00, with sales tax and registration fees to be paid separately to the Department of Motor Vehicles at the time of licensing. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Hodgson to authorize the verified claims for payment in the amount of \$1,674,112.85 (\$1,233,248.52 computer checks and \$440,864.33 manual checks) per attached lists. Motion seconded by Zabinski and upon roll call the following voted in favor thereof: Welliver, Hodgson, Chandler, Zabinski and Lenius; Against: None, whereby the motion was declared duly passed and adopted.

The next regular Commission meeting is Wednesday, April 17, 2013 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

Upon a motion duly made and seconded, the meeting was adjourned at 5:53 P.M.



Stephen R. Welliver, President

Attest:



Glen D. Hodgson, Secretary

GRAND RAPIDS
PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
FEBRUARY 2013

NAME	AMOUNT	NAME	AMOUNT
Jim Ackerman	125.43	Marco Inc	887.06
Advantage Systems Group	137.62	Mavo Systems	2,116.38
AE2S	4,362.00	Roger McLean	236.00
Alcola Solutions	14,577.62	Microbiologics	546.82
AmeriPride Services	495.98	Mine Safety Appliance Co	273.90
Auto Value Grand Rapids	448.83	Minnesota Dept of Commerce	2,507.14
Autumn Creek Consulting	1,356.30	Minnesota Energy Resources	31.97
Border States Electric	3,486.99	Minnesota Municipal Utilities	748.50
Burggrafs Ace Hardware	888.16	Minnesota Office of Ent Tech	36.00
Busy Bees Quality Cleaning	1,964.36	Minnesota Power	940,954.33
Call Net	995.00	Neo Solutions	42,240.13
Carquest	56.49	Nextera	811.40
Casper Construction	7,633.78	Nord Auto Parts	220.23
Citi Lites	124.00	North American Salt Company	2,243.55
City of Grand Rapids	7,275.99	North Central Laboratories	417.31
Cogsdale	3,360.00	Northeast Technical Services	6,065.75
Cole Hardware	624.70	Northern Business Products	645.55
Davis Oil	1,112.41	Novaspect	3,520.00
Deer River Hired Hands Inc	15.00	Pace Analytical	265.48
Door Service Inc	190.00	Pipeline Supply	309.23
Dennis Doyle	63.85	Public Utilities Commission	7,853.16
Dranetz	4,455.34	R K Hillman	234.00
Electro Industries Inc	3,624.23	Radtke Trucking	10,674.28
Energy Insight Inc	2,523.28	Railroad Management Co	132.87
Environmental Resources Assoc	559.53	Rapid Pest Control	98.85
Era Laboratories	500.00	Red Rock Radio	660.00
Express Services Inc	3,016.23	Resco	57,498.75
FKC Co, Ltd	2,114.50	River Road Market	1,841.32
Fashion to Fit	10.15	Sandstroms	531.03
Figgins Truck & Trailer Repair	536.15	Sawmill Inn	34.50
Glens Army Navy	14.99	Scooters Septic Service	200.00
Glens Army Navy	565.49	S E H	3,752.50
Gopher State One-Call	49.30	Shaw Florists	80.16
Grainger	136.12	Silvertip Signs & Design	96.19
Grand Rapids Herald Review	23.00	Simplex Grinnell	692.55
Graybar	271.94	Stokes	10.24
Great Engravings	159.02	Stuart Irby Co	451.01
Great Northern Services	1,302.00	Thermography & Ultrasound	1,550.00
Hach Company	35.85	Treasure Bay Printing	443.82
Hall & Associates	4,554.89	USA Bluebook	1,611.24
Hammerlund Construction	4,160.20	University of MN - N Ctrl Research	552.80
Hawkins Inc	4,659.14	Viking Electric Supply	525.09
Highway Technologies	384.45	Waste Management	1,824.41
Hope Health	35.53	Water Environment Federation	113.00
Itasca Computer Resources	5,894.03	Wells Fargo	95.86
Itasca County Farm Service	3,715.53	Wenck	182.00
Itasca County Treasurer	2,171.87	Wesco	27,246.08
JDI Contracts Inc	7,875.00	WP & RS Mars	1,524.51
Johnson Killen & Seiler	273.00	Xerox	121.28
KOZY	936.00		
L & M Supply	135.01		
Lano, O'toole, Bengston	714.00		
Manning Environmental Inc	2,418.01		

GRAND RAPIDS
PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
FEBRUARY 2013

NAME	AMOUNT
Energy Star Rebates:	
Tom Lemahieu	50.00
Eugene Decenzo	130.00
James Chandler	30.00
John Erholtz	50.00
Robert Elich	50.00
Peter DeCenzo	50.00
Dorothy Church	50.00
Dean Singsank	12.00
Total	<u>1,233,248.52</u>

* * * GRAND RAPIDS PUBLIC UTILITIES * * *
ACCOUNTS PAYABLE CHECK REGISTER 2/28/2013
WELLS FARGO BANK

CHECK NO	CHECK DATE	VEN NO	V E N D O R	Check Amount
MANUAL CHECKS				
2284	2/01/2013	1762	WELLS FARGO CORPORATE TRUST	41,281.23
2285	2/08/2013	700	MINNESOTA DEPT OF REVENUE	3,783.93
2286	2/08/2013	1232	WELLS FARGO BANK	22,421.11
2287	2/08/2013	1734	ING INSTITUTIONAL PLAN SERVICES LLC	6,757.03
2288	2/08/2013	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	12,442.85
2289	2/19/2013	1550	MN PUBLIC FACILITIES AUTHORITY	7,083.20
2290	2/19/2013	1762	WELLS FARGO CORPORATE TRUST	27,800.67
2291	2/20/2013	890	MINNESOTA DEPARTMENT OF REVENUE	70,492.00
2292	2/14/2013	1612	SELECTACCOUNT	481.00
2293	2/22/2013	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	12,350.95
2294	2/22/2013	1734	ING INSTITUTIONAL PLAN SERVICES LLC	6,955.72
2295	2/22/2013	700	MINNESOTA DEPT OF REVENUE	3,727.51
2296	2/22/2013	1232	WELLS FARGO BANK	22,233.04
2297	2/07/2013	1612	SELECTACCOUNT	2,296.70
2298	2/25/2013	1612	SELECTACCOUNT	2,296.70
2299	2/28/2013	67	BLUE CROSS BLUE SHIELD	51,494.78
2300	2/01/2013	1613	DELTA DENTAL OF MINNESOTA	3,650.00
2301	2/01/2013	1611	SELECTACCOUNT	95.24
62626	2/01/2013	570	U S POST OFFICE	743.25
62627	2/01/2013		LEE, SIK WO	20.97
62628	2/01/2013	1922	NORTHERN ACCENTS CUSTOM UPHOLSTERY	503.25
62629	2/01/2013	1585	STANDARD INSURANCE COMPANY	973.80
62630	2/04/2013	1923	UPPER MIDWEST METERING ASSOCIATION-UMMA	50.00
62631	2/06/2013	921	UNITED PARCEL SERVICE	81.29
62632	2/06/2013	1835	VERIZON WIRELESS	239.20
62636	2/08/2013	368	MINNESOTA DEPARTMENT OF NATURAL RESOURCE	3,630.60
62637	2/08/2013	570	U S POST OFFICE	653.98
62638	2/13/2013	1283	OTTEN, TOM	210.54
62639	2/13/2013	1898	ROSS, STEPHANIE	315.00
62640	2/13/2013	1926	GUSTAFSON, DOUG	315.00
62641	2/15/2013	570	U S POST OFFICE	563.16
62754	2/13/2013	100	CITY OF GRAND RAPIDS	268.84
62755	2/19/2013	1873	GRAND RAPIDS AREA COMMUNITY FOUNDATION	426.19
62756	2/19/2013	1607	SELECTACCOUNT	400.00
62757	2/19/2013	1607	SELECTACCOUNT	323.20
62758	2/19/2013	921	UNITED PARCEL SERVICE	104.04
62759	2/21/2013		CITIMORTGAGE INC	59.99
62760	2/22/2013	1926	GUSTAFSON, DOUG	285.23
62765	2/22/2013	1199	GREEN, DOUG	81.02
62766	2/22/2013	570	U S POST OFFICE	740.97
62767	2/28/2013	100	CITY OF GRAND RAPIDS	46,485.05
62768	2/28/2013	1218	CITY OF LAPRAIRIE	12,062.78
62769	2/28/2013	100	CITY OF GRAND RAPIDS	72,333.33
62770	2/28/2013		HURTGEN, BERNADETTE	675.00
62771	2/28/2013		HURTGEN, BRIAN	674.99

Manual Checks to be Approved

440,864.33

CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION
CONFERENCE ROOM 2A – 420 NORTH POKEGAMA AVENUE
WEDNESDAY, MARCH 27, 2013 – 4:00 P.M.

CALL TO ORDER: Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Human Rights Commission was held in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota, on Wednesday, March 27, 2013 at 4:00 p.m.

CALL OF ROLL: On a Call of Roll, the following members were present: Commissioners: LaPlant, Dowell, Hall, Learmont, Nichols, Sanderson, Weidendorf and Noyce. Absent Commission Chair Freeman.

Staff Present: Michele Palkki

CALL TO ORDER: The meeting was called to order by Vice-Chair Hall at 4:00 p.m. Introductions were made and new members welcomed.

SETTING OF REGULAR AGENDA: Additions to regular agenda:

- Oral History
- Police Department Ethics Workshop

APPROVAL OF MINUTES: February 27, 2013 regular meeting

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER NOYCE TO APPROVE THE MINUTES OF FEBRUARY 27, 2013 AS PRESENTED. Motion passed by unanimous vote.

Round Table Discussion:

Commissioner Sanderson gave a brief over-view and purpose of the commission. We are here to help and not investigate. Our job is to have a community free of all discrimination. At the State Level, Grand Rapids is seen as a model city. The newest members were asked why they chose to be on the Human Rights Commission; the common response was they wanted to see everyone treated equally and not be discriminated against. Other members stated the same.

Correspondence:

- The commission would like to have an updated directory
- The commission would also like copies of the City Calendar (8 ½ x 11)

Old Business:

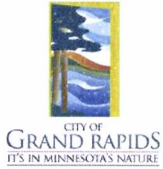
- Update on same sex marriage information. A discussion was held regarding this being the last day the Supreme Court is hearing testimony. It was noted that advocacy needs to be stated at a state level and not just locally. Commissioner Dowell noted she had contacted state representative Senator Saxhaug directly and encouraged others to contact their representatives and open a dialogue with them.
- Islamic Art Film Review – members who attended reported it was a good film

New Business

- Circles of Healing – Commissioner LaPlant gave a handout to members present that gave a brief history of what Circles of Healing is. The group is open to everyone and meets monthly. The group has set goals and plans for 2014, which include an art exhibit, and signs around town. Contact Commissioner LaPlant for more information.
- Oral History of Homelessness – Commissioner Sanderson reported that the Grace House is open for groups to come, see the facility, and meet some of their families. It was proposed that the next Human Rights Commission Meeting should meet at the Grace House for their meeting in April. Commissioner Sanderson will check into availability and report to the City so they can prepare the notice of venue change for this meeting.
- Ethics Training for law enforcement on April 9 & 10th at the Grand Rapids Fire Hall. The sessions are scheduled from 12:30 – 4:30 pm on April 9 and 8:00 – 12:00 noon on April 10. Commissioners are welcome to attend either session.

There being no further business, the meeting adjourned at 5:25 pm.

Respectfully submitted, Michele Palkki



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0236 **Version:** 1 **Name:** Gateway Service Agreement
Type: Agenda Item **Status:** Civic Center, Parks & Recreation
File created: 5/2/2013 **In control:** City Council
On agenda: 5/13/2013 **Final action:**
Title: Consider entering into a Gateway Service Agreement with Element Payment Services, Inc.
Sponsors:
Indexes:
Code sections:
Attachments: [Gateway Service Agreement](#)

Date	Ver.	Action By	Action	Result
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Title

Consider entering into a Gateway Service Agreement with Element Payment Services, Inc.

Body

Background Information:

In order to facilitate on-line registration and payments, the Civic Center, Parks and Recreation, and Golf Course departments recently upgraded our software package with Maximum Solutions. As part of the arrangement we need to enter into a Gateway Service Agreement with Element Payment Services, Inc. Under the terms of the agreement, each department will pay a flat fee of \$25 per month for Gateway processing, for a total of \$75 per month. A copy of the Service Agreement is attached for your review.

Staff Recommendation:

Enter into a Gateway Service Agreement with Element Payment Services, Inc.

Requested City Council Action

Consider entering into a Gateway Service Agreement with Element Payment Services, Inc.

GATEWAY SERVICE AGREEMENT

This Gateway Service Agreement ("*Agreement*") is made by and between Element Payment Services, Inc. with its primary business office at 500 North Juniper Drive, Suite 100, Chandler, AZ 85226 ("*EPS*") and City of Grand Rapids - Park&Rec - Golf Course - Civic Center with its primary business office at 420 North Pokegama Avenue Grand Rapids, MN 55744-2662 ("*Merchant*"). This Agreement shall be effective on execution and return of this Agreement to EPS by Merchant and subsequent acceptance of the Agreement by EPS (the "*Effective Date*"). In consideration of the mutual covenants herein contained and intending to be legally bound by the provisions of this Agreement, the parties agree as follows:

1.0 DESCRIPTION OF SERVICES.

EPS will provide to Merchant and Merchant will purchase from EPS the EPS Gateway service (the "*Gateway Service*"). The Gateway Service is an EPS IP payment gateway service that enables merchants to process credit card and debit card transactions using a processor/acquirer that is compatible with EPS's Express processing platform. Transactions are sent to EPS's gateway by the Merchant's business management software or e-commerce solution in EPS's message format and routed to the appropriate and compatible Merchant-chosen processing host. Responses from the Merchant's processor are returned to the Merchant's business or e-commerce software.

2.0 GATEWAY FEES.

2.1 Monthly Service Transaction Fee. The locations/DBAs/Gateway IDs listed on Appendix A, which is attached to this Agreement and made part hereof by this reference, shall be charged based on one of the following Pricing Plans. EPS will charge Merchant a flat monthly fee for a specified number of Gateway Service transactions per location/DBA/Gateway ID per month based on the pricing as designated in Appendix A. Merchant shall pay the designated fee per each Gateway Service Transaction that is in excess of the Transactions per Month for the applicable Pricing Plan in any location/DBA/Gateway ID in any month.

Gateway Pricing Plan	Transactions per Month	Flat Monthly Fee Charged per Month	Fee Charged per Additional Transaction per Month
Plan A	0 - 500	\$25.00	\$0.050
Plan B	0 - 1,000	\$40.00	\$0.040
Plan C	0 - 2,000	\$70.00	\$0.035
Plan D	0 - 5,000	\$160.00	\$0.032
Plan E	0 - 10,000	\$300.00	\$0.030

2.2 Set-Up Fee. EPS will charge Merchant a one-time Gateway Service set-up fee of \$0.00 per Gateway ID.

3.0 TERM AND TERMINATION.

3.1 Term. The initial term of the Agreement shall begin on the Effective Date and continue for a period of three years (the "*Initial Term*"). Upon expiration of the Initial Term, this Agreement shall automatically renew for an unlimited number of successive one year renewal terms (each a "*Renewal Term*"). Either party may terminate this Agreement effective as of the last day of the Initial Term or any Renewal Term by providing written notice of non-renewal at least 60 days prior to the end of the Initial Term or the Renewal Term then in effect.

3.2 Early Termination. This Agreement may be terminated: (i) by either party on 30 days prior written notice of termination to the other party if the other party is in breach of a material obligation hereunder and does not cure such breach prior to the expiration of such notice period; (ii) by EPS on 30 days prior written notice to Merchant for any or no reason; or (iii) by EPS immediately (a) if Merchant is in material breach of its obligations under Sections 4.0, 5.0, 6.0 or 8.1, (b) in order to comply with applicable law or requests of governmental, administrative or judicial authorities, (c) if EPS's agreement with Merchant's merchant service provider to authorize and settle payment transactions expires or is terminated for any reason, or (d) if EPS reasonably believes that continuing to provide the Gateway Service to Merchant could create a substantial economic or technical burden or material security risk for EPS.

3.3 Early Termination Fee. Merchant agrees that the damages suffered by EPS as a result of early termination of the Agreement would be extremely difficult to calculate with precision and therefore liquidated damages should be computed as set forth herein. If this Agreement is terminated by Merchant prior to expiration other than as provided in Section 3.2(i) above, or if EPS

terminates this Agreement as provided in Section 3.2(i) or (iii)(a) above, then Merchant agrees to pay EPS a fee equal to the greater of; (i) \$250 per Gateway ID or (ii) 80% of the product of the average net monthly fees incurred by Merchant hereunder and the number of months, including any pro rata portion of a month, then remaining in the Initial Term or Renewal Term then in effect.

4.0 PAYMENT.

EPS, or a bank acting on its behalf, periodically will debit any amounts owed by Merchant hereunder from Merchant's designated checking or savings account via the Automated Clearing House network pursuant to the authorization set forth in Section 9.0, below. EPS will charge a fee of \$25 per item for any returned ACH transactions on Merchant's designated account. In addition, EPS may terminate this Agreement, or suspend the provision of services, if Merchant fails to maintain an adequate balance in the account designated hereunder and does not make payment to EPS of any outstanding amounts within 48 hours of written or oral notice by EPS of such failure. Amounts debited by EPS hereunder shall be considered accurate and affirmed by Merchant 30 days after the date of such debit, unless Merchant notifies EPS in writing of any inaccuracy within such 30 day period. Merchant is fully responsible for and agrees to pay all taxes and other charges imposed by any government authority on the services provided under this Agreement and on any transactions processed pursuant to this Agreement, excluding any taxes based on EPS's net income.

5.0 COMPLIANCE.

Merchant represents, warrants and agrees that it will comply at all times with: (i) all applicable United States and foreign federal, state/provincial, or local laws, rules, regulations and pronouncements of all governmental, administrative and judicial authorities ("Laws") and (ii) the applicable rules of Visa, Inc., MasterCard International, Inc., American Express, the Discover Network, ATM/Debit Networks, and other financial service card organizations and any successor organizations (collectively the "Associations") and the Payment Card Industry Data Security Standards ("PCI DSS"). Merchant agrees that it has reviewed and understands applicable Laws and the rules of the Associations and the PCI DSS. Merchant shall notify EPS of all third party providers used by Merchant that capture, store, transmit or process cardholder information ("Third Party Providers"). Merchant shall give EPS at least 90 days written notice of any changes in Third Party Providers and must ensure that all Third Party Providers are registered with the Associations.

6.0 MERCHANT INFORMATION.

Merchant represents and warrants to EPS that the information set forth in this Agreement and any additional information provided by Merchant for the set-up of Merchant's Gateway account is complete and accurate. Merchant will notify EPS of any changes of ownership, regulatory actions or financial conditions that could materially affect EPS' rights under this Agreement.

7.0 DATA RETENTION.

EPS will provide Merchant with transaction and authorization reporting on Gateway Service transactions. EPS will not have an obligation to store specific cardholder data other than as necessary to provide reporting hereunder as part of the Gateway Service.

8.0 GENERAL TERMS.

8.1 Confidentiality. "Confidential Information" means any information of a party (including, without limitation, third party information) disclosed to the other party orally or in any medium, including trade secrets, technical processes and formulas, software, customer lists, pricing, unpublished financial information, business plans, projections, and marketing data, and any other information which is identified in writing as confidential to the disclosing party or a third party. Confidential Information shall not include information that (i) is known to the receiving party at the time it receives Confidential Information; (ii) has become publicly known through no wrongful act of the receiving party; (iii) has been rightfully received by the receiving party from a third party authorized to make such communication without restriction; (iv) has been approved for release by written authorization of the disclosing party; or (v) is required by law to be disclosed, provided the receiving party has given the disclosing party prior written notice (unless such notice is legally prohibited) so that the disclosing party may seek a protective order or other appropriate remedy and/or waive compliance with this confidentiality provision. Neither party shall disclose the Confidential Information of the other party to any third party other than those consultants or agents of a party whose knowledge is necessary for the purposes of this Agreement, provided that such consultants and agents have executed a written confidentiality agreement requiring that they protect such Confidential Information which agreement is at least as protective of the Confidential Information as this provision. The parties will each be responsible for any breach of this Agreement by their consultants or agents and each party agrees to take all reasonable measures (including, but not limited to, court proceedings) to restrain its consultants or agents from disclosure or improper use of the other party's Confidential Information. The parties each agree that they and their consultants and agents shall not use the other party's Confidential Information for any purpose other than to fulfill their obligations under this Agreement. A party receiving Confidential Information agrees to protect the Confidential Information with at least the same degree of care as it exercises to protect its own confidential information of like character, but in no event less than a reasonable degree of care, except

to the extent that applicable law or professional standards require a higher standard. The obligations of the parties under this section will survive termination of this Agreement for whatever reason, and will bind the parties, their successors and assigns.

8.2 Assignment. Merchant may not assign this Agreement without the prior written consent of EPS. EPS may assign this Agreement without Merchant's consent.

8.3 Indemnification. Merchant agrees to indemnify, defend and hold harmless EPS, its employees, officers, agents, shareholders, representatives and directors from any and all fines, penalties, losses, claims, expenses (including attorney fees and the allocable costs of in-house counsel), or other liabilities resulting from or in connection with Merchant's use of the Gateway Service or Merchant's breach of this Agreement.

8.4 Limitation of Liability. Under no circumstances shall EPS be liable to Merchant or any third party for any indirect, special, incidental, consequential, punitive, exemplary or multiple damages arising out of or related to this Agreement (including, without limitation, EPS' provision of the Gateway Services hereunder), regardless of the legal theory on which such claim is based (whether based in contract, tort, warranty, strict liability, negligence, or any other legal theory), even if EPS has been advised, knew, or should have known of the possibility of such damages (which include, but are not limited to, loss of profits, revenue, savings, software, data or goodwill, the claims of third parties, and/or injury to persons or property).

The parties expressly agree that the total liability of EPS under this Agreement (including, without limitation, for EPS' performance or the failure of such performance hereunder, or for any breach hereof) will be exclusively limited to an amount equal to the aggregate service fees actually received by EPS from Merchant during the one month period ending on the date on which the event giving rise to the claim for damages occurred. Merchant accepts the restrictions on its right to recover additional damages as part of its bargain with EPS, and Merchant understands and acknowledges that, without such restrictions, the consideration for the services provided hereunder would be higher.

8.5 Force Majeure. EPS shall not be liable to Merchant or any third party for any delay in or failure of its performance under this Agreement (including, without limitation, any disruption in service) resulting from any act of God, fire, flood, explosion or other natural disaster, severe weather, actions or impositions by governmental, administrative or judicial authorities, phone or Internet outages or disruptions, strike, labor dispute, vandalism, theft, riot, commotion, act of public enemies, blockage or embargo or any other cause beyond the reasonable control of EPS.

8.6 Disclaimer of Warranties. The Gateway Service is being provided to Merchant by EPS "as-is" and without any warranty of any kind. EPS disclaims any express or implied warranty, including but not limited to implied warranties of merchantability, non-infringement, or fitness for a particular purpose.

8.7 Notices. All notices shall be in writing and shall be deemed properly given and effective: (i) three business days after being sent by registered or certified mail, postage prepaid, return receipt requested; (ii) one business day after being sent by a nationally or internationally recognized overnight courier; or (iii) the same business day when delivered personally to the addresses listed above for the respective parties. The parties shall have the right to change their listed address by informing the other party in the same manner.

8.8 Severability. If any provision of this Agreement is illegal, the invalidity of such provision will not affect any of the remaining provisions, and this Agreement will be construed as if the illegal provision is not contained in the Agreement. This Agreement will then be deemed modified to the extent necessary to render the remaining provisions enforceable.

8.9 No Waiver. Except as otherwise provided in this Agreement, no failure or delay on the part of any party in exercising any right under this Agreement will operate as a waiver of that right, nor will any single or partial exercise of any right preclude any further exercise of that right.

8.10 Prevailing Party, Applicable Law and Venue. The prevailing party in any action arising out of this Agreement shall be entitled to its reasonable attorneys' fees and costs. Jurisdiction and venue for any claim or cause of action arising under or relating to this Agreement shall be exclusively in the state or federal courts located in Maricopa County, Arizona and this Agreement shall be governed and construed in accordance with the laws of the State of Arizona without regard to Arizona's body of conflict of law provisions. The parties irrevocably consent to jurisdiction and venue in Maricopa County and waive, to the fullest extent permitted by law, any objection that they may have to this selection of venue.

8.11 Survival of Claims. Any claim arising out of or related to this Agreement must be brought no later than one year after it has accrued.

8.12 Entire Agreement, Other Matters. This Agreement contains the entire agreement of the parties and supercedes any other agreements (written or oral), instruments or writings as to its subject matter. The headings used in this Agreement are

inserted for convenience only and will not affect the interpretation of any provision. All sections mentioned in the Agreement reference section numbers of this Agreement. The language used will be deemed to be the language chosen by the parties to express their mutual intent, and no rule of strict construction will be applied against any party. This Agreement shall not be deemed to be for the benefit of any third party except to the extent such third party may be eligible to be indemnified as set forth in Section 8.3 above.

8.13 Amendments. Except as hereinafter provided, no amendment or modification of this Agreement shall be valid unless in writing and signed by both parties. Notwithstanding the immediately previous sentence, EPS may amend this Agreement upon written notice to Merchant, but without having to obtain Merchant's consent, (i) to cause the Agreement to comply with any changes in Laws, rules of any Association, the PCI DSS, or any other industry guidelines or mandates, and (ii) to make any other changes deemed necessary or desirable by EPS as long as such amendments do not materially alter the obligations of Merchant hereunder.

8.14 Counterparts. This Agreement may be executed by the parties in separate counterparts and transmitted by fax or e-mail of a scanned copy, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement.

8.15 Survival. The rights and obligations of the parties hereunder which by their nature would continue beyond the termination or cancellation of this Agreement (including, without limitation, those relating to confidentiality, payment of charges, indemnification and limitations of liability) shall survive any termination or cancellation of this Agreement subject to the limitation set forth in Section 8.10 above.

8.16 Authority. Each party represents and warrants that it has the legal capacity and authority to enter into and perform its obligations under this Agreement and that those obligations shall be binding without the approval of any other person or entity. Each person signing this Agreement on behalf of a party represents and warrants that they have the legal capacity and authority to sign this Agreement on behalf of that party.

9.0 ACCOUNT AUTHORIZATION.

Authorization is hereby given to debit the account listed below for the purpose of making payment to EPS under this Agreement and for any other amounts owed by Merchant to EPS for related equipment or services. Merchant understands and agrees that the account listed below will remain fully funded in order to satisfy ACH debits originated pursuant to the Agreement.

Merchant Account to be debited:

Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
Routing Number:	
Account Number:	

IN WITNESS WHEREOF, the parties, intending to be legally bound, have duly executed this Agreement affected as of the date set forth below.

[REMAINDER OF PAGE INTENTIONALLY BLANK, SIGNATURE PAGE FOLLOWS.]

By signing below, the Parties agree to the terms and conditions of the Agreement asset forth above.



MERCHANT

DATE

NAME

TITLE

ELEMENT PAYMENT SERVICES, INC.

BY

DATE

NAME

TITLE

APPENDIX A

The following locations/DBAs/Gateway IDs will each be charged for the Gateway Service based on Gateway Pricing Plan A:

City of Grand Rapids - Park&Rec

City of Grand Rapids - Golf Course

City of Grand Rapids - Civic Center

The following locations/DBAs/Gateway IDs will each be charged for the Gateway Service based on Gateway Pricing Plan :

The following locations/DBAs/Gateway IDs will each be charged for the Gateway Service based on Gateway Pricing Plan :

The following locations/DBAs/Gateway IDs will each be charged for the Gateway Service based on Gateway Pricing Plan :

The following locations/DBAs/Gateway IDs will each be charged for the Gateway Service based on Gateway Pricing Plan :



ACH Authorization Release

Merchant Information	
Today's Date:	5/2/13
Element Merchant ID Number:	
Sales Account Manager:	Cory Jaimes
Business DBA Name:	City of Grand Rapids -
Contact Name:	Shirley Miller
Contact Phone Number:	218-326-7616
Billing Street Address:	420 North Pokegama Avenue
Billing City/State/Zip:	Grand Rapids, MN 55744-2662
Shipping Street Address:	1401 NW 3 rd Avenue
Shipping City/State/Zip:	Grand Rapids, MN 55744
Product sold and cost:	Qty 3 @ \$99 each encrypted card readers – S&H \$25

This ACH Authorization Release form is in effect for the one time purchase of the product described above:
 The credits and debits pursuant to this agreement will be affected through the Federal Reserve automated clearing house system.
*****This form MUST be accompanied by a Pre Printed Voided Check or Bank Letter*****

Financial Institution Name:	
Name as it appears on the account:	
Routing # (9-digits):	Account #:
Account Type: CHECKING ONLY	

Undersigned represents and warrants Element Payment Services that the person executing this Release is an authorized signatory on the Account referenced above and all information regarding the Account and the Account Holder is true and correct.



Account Owner Signature

Date

Printed Name and Title



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0264 **Version:** 1 **Name:** FOB Quotes
Type: Agenda Item **Status:** Engineering
File created: 5/9/2013 **In control:** Engineering
On agenda: 5/13/2013 **Final action:**
Title: Accept a quote from Gartner Controls for keyless entry systems at the fire hall and police department.
Sponsors:
Indexes:
Code sections:
Attachments: [5-13-13 FOB Quotes.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Accept a quote from Gartner Controls for keyless entry systems at the fire hall and police department.

Body

Background Information:

City staff have received quotes to secure access to the Fire Hall and Police Department. Securing access to both facilities is critical to insure the integrity of the facilities and equipment so that both departments can properly respond to emergency situations. Currently, security to these facilities is provide by traditional lock and key at the Fire Hall and dated key codes to the Police Department. It is unknown who has access to the Fire Hall beyond the existing members. Recently, there has been theft of equipment. By converting to a keyless entry system, the City will know who entered the building along with the date and time.

Two quotes were received and attached for reference. Although every attempt is made to get identical product quotes, it is virtually impossible. Gartner's quote is \$34,676 and Nardini's quote is \$27,721. Gartner's product has the ability to seamlessly integrate into the City's existing building maintenance system with no additional costs. This allows city staff to monitor the entry points to both buildings 24/7 and remotely. With the Nardini product they can not guarantee that it will integrate into our building management system, another computer server and software would need to be purchased adding on going operation and maintenance, and there is a good potential for addition costs in attempting to integrate the system.

Staff Recommendation:

City staff is recommending the acceptance of Gartner's quote because it fits our current and future integration needs of the City and the uncertainty of additional expense required to integrate the competitors product.

Requested City Council Action

Consider accepting Garner's quote of \$34,676 plus applicable taxes and fees and authorize the City Administrator to sign any related agreements, with funds from the Capital Equipment Replacement Fund.

GARTNER TEMPERATURE CONTROLS

A division of Gartner Refrigeration Co.

Attn: Ron Edminster

Date: 5-7-13

Project: City of Grand Rapids Security Systems

Gartner will provide labor and material to install a Honeywell security system per facility design and discussions. Includes application engineering, system installation, training, and one-year part and installation warranty.

Your new Honeywell security system will provide a payback on investment by simply providing a graphical user interface in which each user can quickly manage all functions. Additional HVAC efficiency increases are possible when combining your existing HVAC control and access control into a occupancy based energy conservation measure. Additional pricing and cutsheets will be provide upon request.

Requested Pricing

- () Police Department Access Control Price.....\$ 9,511.00
Includes: Access control of 2 doors. Point integration, facility management, and threat management protocols for automatic e-mailing or texting of alarms.
- ~~() Police Department Video Control Price.....\$ 9,934.00
Includes: Video monitoring and control of 3 camera. Video cameras will be linked to security floor plans, threat management protocols will be set-up for e-mailing or texting of alarms.~~
- () Fire Department Access Control Price.....\$ 25,165.00
Includes: Access control of 9 doors. Point integration and facility management graphics, threat management protocols for automatic e-mailing or texting of alarms. System is designed so future enhancements will not affect integration hardware purchased under this scope of work.

Please check off (x) and return accepted itemized pricing with contract purchase orders. Approved equipment submittals, construction schedule information will expedite our submittal process. If you have any questions please feel free to call me or **Adam Salmela 218.391.6553**.

Ryan Kyllonen
 Controls Project Estimator / ECM Applications
 2331 West Superior Street
 Duluth, MN 55806
 Phone: (218) 722-4439 Fax: (218) 722-3422
 E-mail: Ryan@gartner1.com
 Office Direct: (218) 740-1129



Specializing in New Construction – LEED Projects – Design / Build Projects –Design Solutions



Wednesday, May 08, 2013

Grand Rapids, City of
420 N. Pokegama Avenue
Grand Rapids, MN 55744

ATTN: Mr. Ron Edminister

Phone: 218-326-7628

Fax: 218-326-7608

RE: Access Control Security System @ Police Department

QUOTATION FIRM FOR 60 DAYS

WE PROPOSE TO PROVIDE THE FOLLOWING:

Nardini Fire Equipment proposes to provide a complete Keri Door Access System to meet Plan Specification at above project. We will provide an interior card access in lobby and one card access system for exterior back door. System will require a network Connection and 1 IP address provided by IT department.

Parts:

- 1 Keri Access Systems NXT Controller, NXT-2D with Enclosure
- 1 Doors NXT, Keri Software, DOORS
- 2 NXT-3R, Reader, Mullion Mount
- 1 Keri Power Supply, KPS-4-1
- 1 TRF-2440-MGE, Transformer
- 1 Keri Ethernet Adapter and Cables
- 50 NXT-K, PROX Keyfob
- 1 HES SB:5000-12/24D Electric Strike
- 1 HES FP:501-630, Option Kit for Strike
- 1 Altronix Door Power Supply, ALT AL300ULM
- 2 12 VDC, 7ah Battery
- Cable/Wire and Low Voltage Installation of above parts
- Autocad drawings, Programming
- Permits, Engineering Approvals, System Checkout

Exclusions: Connection to computer network, AC Power, Handicapped Door Opener and Pushbuttons

ACCESS SYSTEM BASE BID PRICE: \$ 6,246.00

SUBMITTED BY:

Scott Lande
Sales Representative

ACCEPTED FOR CONTRACT BY:

PRINT NAME: _____

SIGNATURE: _____

P.O.#: _____ DATE: _____

Saint Paul
405 County Road E W
Saint Paul, MN 55126
Phone: (651) 483-6631
Fax: (651) 483-6945

Fargo
303 20th St. N.
Fargo, ND 58102
Phone: (701) 235-4224
Fax: (701) 235-5089

Brainerd Lakes
PO Box 305
Merrifield, MN 56465
Phone: (218) 765-3450
Fax: (218) 765-8364

Virginia - Iron Range
Virginia, MN
Phone: (800) 247-1328
Fax: (218) 765-8364



Wednesday, May 08, 2013

Grand Rapids, City of
420 N. Pokegama Avenue
Grand Rapids, MN 55744

ATTN: Mr. Ron Edminister

Phone: 218-326-7628

Fax: 218-326-7608

RE: Access Control Security System @ Fire Department

QUOTATION FIRM FOR 60 DAYS

WE PROPOSE TO PROVIDE THE FOLLOWING:

Revised Quote, to use a Network Access Controller in lieu of the Tiger Controller. The NXT Network Controllers have TCP/IP connection in panel. Each of the controllers will need an IP address. The Fire Department system will require 3 IP addresses and a Network Connection provided by the IT Department.

Nardini Fire Equipment proposes to provide a complete NXT Keri Door Access System to meet Plan Specification at above project. All (9) Exterior Entrance Doors to the fire station will be equipped with card readers and electronic lock system. We also will provide card readers and electric strike for (2) interior doors for police access to restrooms as requested. System will require a connection the computer network server.

Parts:

- 3 Keri Access Systems NXT Controller, NXT-4D with Enclosure
- 1 Doors NXT, Keri Software, DOORS
- 11 NXT-3R, Reader, Mullion Mount or NXT-5R, Wall Mount
- 3 Keri Power Supply, KPS-4-1
- 1 TRF-2440-MGE, Transformer
- 1 Keri Ethernet Adapter and Cables
- 50 NXT-K, PROX Keyfob
- 2 HES 9600-12/24-630, Electric Strike, Surface Mount
- 9 HES SB:5000-12/24D Electric Strike
- 9 HES FP:501-630, Option Kit for Strike
- 11 GES1085T-M, Surface Door Contact
- 1 Altronix Door Power Supply, ALT AL600ULM
- 2 12 VDC, 7ah Battery
- Cable
- Wire and Low Voltage Installation of above parts
- Training, Programming
- Permits, Engineering Approvals, System Checkout

Exclusions: Connection to computer network, AC Power, Handicapped Door Opener and Pushbuttons

<input type="checkbox"/> Saint Paul 405 County Road E W Saint Paul, MN 55126 Phone: (651) 483-6631 Fax: (651) 483-6945	<input type="checkbox"/> Fargo 303 20th St. N. Fargo, ND 58102 Phone: (701) 235-4224 Fax: (701) 235-5089	<input type="checkbox"/> Brainerd Lakes PO Box 305 Merrifield, MN 56465 Phone: (218) 765-3450 Fax: (218) 765-8364	<input type="checkbox"/> Virginia - Iron Range Virginia, MN Phone: (800) 247-1328 Fax: (218) 765-8364
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ACCESS SYSTEM BASE BID PRICE: \$ 21,475.00

SUBMITTED BY:



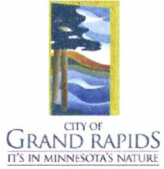
Scott Lande
Sales Representative

ACCEPTED FOR CONTRACT BY:

PRINT NAME: _____

SIGNATURE: _____

P.O.#: _____ DATE: _____



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0237 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Administration Department
File created: 5/2/2013 **In control:** Administration
On agenda: 5/13/2013 **Final action:**
Title: Consider reducing the HRA Board Commissioners member size from seven to five.
Sponsors:
Indexes:
Code sections:
Attachments: [HRA - Recommended reduction to Board size](#)

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

Title
Consider reducing the HRA Board Commissioners member size from seven to five.

Body
The Housing and Redevelopment Authority, at their regular meeting on March 20, 2013 voted unanimously to reduce the size of the HRA board from seven members to five. The section of the HRA board minutes addressing this vote is attached for your information.

Requested Council Action
Consider reducing the HRA Board Commissioners member size from seven to five.

OTHER MATTERS

A) CONSIDER APPROVING LAND PURCHASE FOR HABITAT FOR HUMANITY

Commissioner Henrichsen made a motion to authorize the Executive Director to submit the necessary paper work to Itasca County Land Department along with the payment of \$11,199.52 for the purchase of four parcels of land within the City of Grand Rapids, parcel number 91-570-0310, parcel number 91-680-1470, parcel number 91-50-570-0550 and parcel number 91-720-2180 and also to authorize the Executive Director upon purchase to sell to Habitat for Humanity those four parcels for the \$11,199.52 and any other expenses accrued by the HRA in the purchase. Seconded by Commissioner Eichorn. Voting Aye, all. Motion carried.

B) DISCUSSION ON HRA BOARD OF COMMISSIONERS MEMEBR SIZE

After discussion among the Board, Commissioner Rossman made a motion with the recommendation that the HRA Board go back to its original five member make up and the recommendation be given to the Grand Rapids City Council for their action, consent and approval. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

Commissioner Salmela and Commissioner Rossman requested to see what the position description was of the Executive Director's as they had not seen one and that the item be placed on the April agenda for discussion on the job evaluation process that had been done in the past. No action taken.

Chairperson Salemela brought up that he was in favor of the possibility of looking into the constructing of another Lake Shore Place on the land that is currently owned by the HRA and that it be open for discussion, and brought up for a future meeting on the feasibility of doing so, and in his opinion it would be a market rate complex as is currently there, not mixed occupancy.

There being no further information of the HRA of Grand Rapids for March 20, 2013 Commissioner Eichorn made a motion to adjourn the meeting at 5:15 p.m. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

Signed Joe Chandler
Secretary, Commissioner Joe Chandler

APPROVED



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	13-0148	Version:	1	Name:	Appointment of Melissa Skoglund to the position of Police Transcriptionist and certification of two-year eligibility register.
Type:	Agenda Item	Status:			Administration Department
File created:	3/18/2013	In control:			Administration
On agenda:	5/13/2013	Final action:			
Title:	Appointment of Melissa Skoglund to the position of Police Transcriptionist and certification of two-year eligibility register.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title

Appointment of Melissa Skoglund to the position of Police Transcriptionist and certification of two-year eligibility register.

Body

Background Information:

Previously the City Council authorized staff to begin the process of filling the position of Police Transcriptionist. The position has been posted, candidates were tested, and interviews were held on March 18, 2013 and April 17, 2013. The Police Civil Service Commission met following the interviews and moved to certify the following candidates on the Police Transcriptionist eligibility register as follows (in alphabetical order):

1. Trisha Peterson
2. Melissa Skoglund
3. Keeley Todd

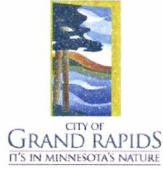
Police Chief Jim Denny has reviewed the eligibility list and is recommending the appointment of Melissa Skoglund to the position of Police Transcriptionist. Melissa graduated from Jefferson High School in Alexandria, MN and received an Associates of Arts degree from Itasca Community College, where she made the Dean's list and graduated with high honors. Through her work experience, Melissa has developed strong people skills, respect for business ethics, and a desire to increase her skills.

Staff Recommendation:

Police Chief Jim Denny has reviewed the eligibility list and is recommending the appointment of Melissa Skoglund to the position of Police Transcriptionist.

Requested City Council Action

Consider the appointment of Melissa Skoglund to the position of Police Transcriptionist effective May 28, 2013 at a rate of \$17.2844 per hour and certify the eligibility register for two years.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #:	13-0239	Version:	1	Name:	Accept the resignation of Shirley Miller from the position of Director of Finance; appointment of Barbara Baird to the position of Director of Finance.
Type:	Agenda Item	Status:			Administration Department
File created:	5/7/2013	In control:			Administration
On agenda:	5/13/2013	Final action:			
Title:	Accept the notice retirement from Shirley Miller from the position of Finance Director.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Shirley Miller notice of retirement				

Date	Ver.	Action By	Action	Result
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Title

Accept the notice retirement from Shirley Miller from the position of Finance Director.

Body

Background Information:

Finance Director Shirley Miller has given her notice of retirement effective July 12, 2013, with her last active day of work being June 28th. Shirley was hired on September 15, 1989 as an Assistant Finance Director. On September 27, 1999 Shirley was promoted to Finance Director, the position she currently holds. Some of the comments made by former City Administrators regarding Shirley's performance include:

- * *"Shirley always presents a balanced professional and compassionate perspective when dealing with the public and other local government representatives."*
- * *"Overall Shirley is doing more than a satisfactory job of managing the financial operations of the City. She is dedicated and goes the extra mile to insure that the obligations of her department are met or exceeded."*
- * *"Shirley is always respectful and prepared for meetings with external agencies and organizations. She is a very good ambassador for the City."*
- * *"Shirley takes her role as an internal service provider very seriously and this is reflected in her day to day actions with City staff."*
- * *"Runs a very efficient department."*

Staff Recommendation:

City Administrator Tom Pagel is recommending accepting the notice of retirement from Finance Director Shirley Miller with the expression of gratitude towards the services rendered to the City during the last twenty-four years. It is with much appreciation for the way in which she has guided the City in matters of finance which has helped the City greatly. City staff would like to thank Shirley for her committed service and wish her all the best and hope she enjoys her retirement years.

Requested City Council Action

Consider accepting the notice of retirement from Shirley Miller from the position of Finance Director effective July 12, 2013.



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

FINANCE DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

April 24, 2013

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

Dear Tom,

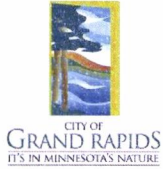
After twenty three and a half years of employment with the City of Grand Rapids, I am tendering my retirement as Finance Director. My last day of work will be June 28, 2013 and I will use approximately three weeks of FTO after that date.

It has been a privilege and honor to work for the City of Grand Rapids and I would like to thank all of the great people I have had an opportunity to meet and work with - the Councils, Commissions, staff, and community members. It has been exciting and challenging to have been a part of all of the changes that have occurred over the last twenty three years.

I would particularly like to thank the Finance Department staff for their hard work and dedication.

Sincerely,

Shirley Miller
Finance Director



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0247 **Version:** 1 **Name:** Appointment of Barbara Baird to the position of Director of Finance.
Type: Agenda Item **Status:** Administration Department
File created: 5/7/2013 **In control:** Administration
On agenda: 5/13/2013 **Final action:**
Title: Appointment of Barbara Baird to the position of Director of Finance.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title
 Appointment of Barbara Baird to the position of Director of Finance.
Body

Background Information:

With the upcoming retirement of Finance Director Shirley Miller on June 28, 2013, there is a need to fill the position. City Administrator Tom Pagel and Human Resources Director Lynn DeGrio are recommending filling the position from within the City and are recommending the appointment of Barbara Baird to the position. Barb began her employment with the City of Grand Rapids on February 28, 2000 as an Accountant. On April 27, 2004, Barb was promoted to Assistant Finance Director, the position she currently holds. Finance Director Shirley Miller made the following comment just eight months after her promotion, *"I have been extremely impressed with the role responsibility Barb has taken on since her promotion to Assistant Finance Director. Barb is doing an excellent job."* During the next evaluation period, Shirley commented *"Barb continues to take on additional responsibility and does a very good job with every project."* Barb's performance reviews have been consistent throughout the years she has been the Assistant Finance Director and is highly respected by the Department Heads and her peers.

Staff Recommendation:

City Administrator Tom Pagel and Human Resources Director Lynn DeGrio are recommending the promotion of the Assistant Finance Director, Barbara Baird, to the position of Finance Director effective June 29, 2013 at a beginning salary of \$75,000. Following a six month "End of Introductory Period Review," we will bring back a recommendation for an increase to Ms. Baird's salary of 0% - 5% based on her performance in the new position.

Requested City Council Action

Consider appointing Assistant Finance Director Barbara Baird to the position of Finance Director at a rate of \$75,000 effective June 29, 2013 and authorize City staff to begin the process of filling the Assistant Finance Director position.



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

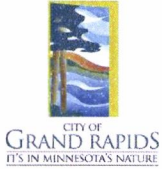
CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0263 **Version:** 1 **Name:** Commission Appointments
Type: Agenda Item **Status:** Administration Department
File created: 5/9/2013 **In control:** Administration
On agenda: 5/13/2013 **Final action:**
Title: Establish Commission size and appoint members to the Arts & Culture Commission.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title
 Establish Commission size and appoint members to the Arts & Culture Commission.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0262 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 5/9/2013 **In control:** Finance
On agenda: 5/13/2013 **Final action:**
Title: Consider approving the verified claims for the period April 16, 2013 to May 6, 2013 in the total amount of \$720,075.77.
Sponsors:
Indexes:
Code sections:
Attachments: [05/13/2013 BILL LIST.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approving the verified claims for the period April 16, 2013 to May 6, 2013 in the total amount of \$720,075.77.

Body

Requested City Council Action

Consider approving the verified claims for the period April 16, 2013 to May 6, 2013 in the total amount of \$720,075.77.

COUNCIL BILL LIST - MAY 13, 2013

DATE: 05/09/2013
 TIME: 12:05:13
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/13/2013

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0718060	GRAND RAPIDS NEWSPAPERS INC	191.20
	TOTAL CITY WIDE	191.20
SPECIAL PROJECTS-BUDGETED		
0920050	ITASCA COUNTY HISTORICAL	15,000.00
	TOTAL SPECIAL PROJECTS-BUDGETED	15,000.00
ADMINISTRATION		
0612085	FLAHERTY & HOOD	325.00
1205090	LEAGUE OF MINNESOTA CITIES	136.77
1309262	MINNESOTA LIBRARY ASSOCIATION	100.00
1309332	MN STATE RETIREMENT SYSTEM	4,424.92
1915150	SOCIETY FOR HUMAN RESOURCE	180.00
1920240	STERLE LAW OFFICE	812.50
	TOTAL ADMINISTRATION	5,979.19
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	24.83
0315455	COLE HARDWARE INC	14.07
0718010	CITY OF GRAND RAPIDS	126.81
1301067	MANGSETH PAINTING INC	630.00
1315723	MOTION INDUSTRIES INC	56.72
1909510	SIM SUPPLY INC	271.58
2209421	VIKING ELECTRIC SUPPLY INC	294.01
	TOTAL BUILDING MAINTENANCE-CITY HALL	1,418.02
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS NEWSPAPERS INC	241.50
1415377	NORTHERN BUSINESS PRODUCTS INC	72.65
1920240	STERLE LAW OFFICE	1,095.00
2305451	WELLSON GROUP INC	500.00
	TOTAL COMMUNITY DEVELOPMENT	1,909.15
ENGINEERING		
1805230	REESE RUBBER STAMP COMPANY	23.45
1900225	SEH-RCM	4,242.50

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/13/2013

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
ENGINEERING		
TOTAL ENGINEERING		4,265.95
FINANCE		
1415377	NORTHERN BUSINESS PRODUCTS INC	11.52
TOTAL FINANCE		11.52
FIRE		
0103325	ACHESON TIRE COMPANY INC	3,226.72
0121721	AUTO VALUE - GRAND RAPIDS	13.14
0221650	BURGGRAF'S ACE HARDWARE INC	4.33
0321505	CUMMINS	830.65
0401804	DAVIS OIL	52.00
0513231	EMERGENCY APPARATUS	5,818.29
0920040	ITASCA COUNTY FARM SERVICE	55.04
1200500	L&M SUPPLY	34.50
1301168	MARKETPLACE FOODS	74.22
1305199	METRO FIRE	1,571.42
1309054	MIKES RV INC	30.64
1608560	PHOTO EXPRESS	36.87
2300600	W.P. & R.S. MARS COMPANY	260.71
TOTAL FIRE		12,008.53
INFORMATION TECHNOLOGY		
0300200	CDW GOVERNMENT INC	68.10
0318095	CRABTREE COMPANIES INC	7,163.16
TOTAL INFORMATION TECHNOLOGY		7,231.26
PUBLIC WORKS		
0100046	ASV, INC.	3,717.70
0121721	AUTO VALUE - GRAND RAPIDS	316.72
0121725	AUTOMOTIVE ELECTRIC SERVICE	68.46
0221650	BURGGRAF'S ACE HARDWARE INC	3.88
0301655	CARGILL INCORPORATED	1,688.99
0301685	CARQUEST AUTO PARTS	314.27
0305510	CENTRAL LANDSCAPE SUPPLY	445.67
0315455	COLE HARDWARE INC	307.03
0401804	DAVIS OIL	1,337.40
0601690	FASTENAL COMPANY	21.40

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/13/2013

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
0801836	HAWKINSON SAND & GRAVEL	1,385.22
1301213	DAN MARTIN	103.59
1415030	NORD AUTO PARTS	301.90
1415535	NORTHLAND MACHINES	88.49
1415640	NORTRAX EQUIPMENT COMPANY	105.61
1503150	OCCUPATIONAL DEVELOPMENT CTR	690.00
1618564	PRO-BUILD NORTH LLC	528.18
1621125	PUBLIC UTILITIES COMMISSION	520.73
1801530	NORTHERN MN WATER COND DBA	175.07
1801595	RAPIDS HYDRAULIC & MACHINE INC	38.60
1801615	RAPIDS WELDING SUPPLY INC	15.71
1908248	SHERWIN-WILLIAMS	254.14
2021646	TURFWERKS	535.75
TOTAL PUBLIC WORKS		12,964.51
FLEET MAINTENANCE		
0100030	ABM EQUIPMENT & SUPPLY INC	147.24
0121721	AUTO VALUE - GRAND RAPIDS	92.30
0121725	AUTOMOTIVE ELECTRIC SERVICE	151.41
0301685	CARQUEST AUTO PARTS	805.59
0609305	FIGGINS TRUCK & TRAILER REPAIR	2,869.70
0805640	HERC-U-LIFT	419.58
1801615	RAPIDS WELDING SUPPLY INC	63.43
TOTAL FLEET MAINTENANCE		4,549.25
POLICE		
0103325	ACHESON TIRE COMPANY INC	20.00
0109645	AIR ESPRESSO	67.33
0221650	BURGGRAF'S ACE HARDWARE INC	10.64
0315508	COMPUTER ENTERPRISES	389.99
0415500	DOMINO'S PIZZA	48.06
0601680	FASHION TO FIT	5.35
0701480	GALLS, AN ARAMARK COMPANY LLC	91.00
1301168	MARKETPLACE FOODS	38.77
1415377	NORTHERN BUSINESS PRODUCTS INC	351.62
1605665	PERSONNEL DYNAMICS LLC	1,837.87
1801570	RAPIDS AUTO WASH	86.00
1801609	RAPIDS TOWING	700.00
1901500	SAMMY'S PIZZA	34.95
1909650	SIRCHIE FINGER PRINT INC	199.08
1920233	STREICHER'S INC	616.41
1920240	STERLE LAW OFFICE	682.50

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/13/2013

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
POLICE		
1920555	STOKES PRINTING COMPANY	39.53
2000400	T J TOWING	105.00
2018680	TRU NORTH ELECTRIC LLC	64.87
TOTAL POLICE		5,388.97
RECREATION		
0401804	DAVIS OIL	62.67
1920240	STERLE LAW OFFICE	357.50
TOTAL RECREATION		420.17
GENERAL FUND-LIQUOR/CHART GAMB		
0118625	ARROW EMBROIDERY	786.00
TOTAL		786.00
CENTRAL SCHOOL		
0113233	AMERIPRIDE LINEN & APPAREL	94.01
0312105	CLAFTON BUILDERS INC	293.85
0315455	COLE HARDWARE INC	11.73
0609457	FILTHY CLEAN INC	1,251.56
1301067	MANGSETH PAINTING INC	5,300.00
1909510	SIM SUPPLY INC	157.68
1920240	STERLE LAW OFFICE	195.00
TOTAL		7,303.83
AIRPORT		
0415550	DOOR SERVICE INC	195.00
0504825	EDWARDS OIL INC	1,800.31
0701650	GARTNER REFRIGERATION CO	1,130.51
1309304	MN DEPT OF PUBLIC SAFETY	50.00
1920240	STERLE LAW OFFICE	2,140.00
TOTAL		5,315.82
CIVIC CENTER		

COUNCIL BILL LIST - MAY 13, 2013

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/13/2013

VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER		
0718038	GRAND RAPIDS JAYCEES	900.00
	TOTAL	900.00
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	27.90
0114200	ANDERSON GLASS	233.33
0221650	BURGGRAF'S ACE HARDWARE INC	3.13
0315455	COLE HARDWARE INC	10.11
0501656	THE EARTHGRAINS COMPANY INC	37.70
0605670	FERRELLGAS	85.17
1205725	LET'S PLAY HOCKEY/SOFTBALL	593.88
1301168	MARKETPLACE FOODS	31.09
1605611	PEPSI-COLA	1,479.88
1801610	RAPIDS PLUMBING & HEATING INC	97.00
1901500	SAMMY'S PIZZA	60.50
1901535	SANDSTROM COMPANY INC	2,152.70
1909510	SIM SUPPLY INC	322.61
2001500	TAMIS CORPORATION	465.95
2209421	VIKING ELECTRIC SUPPLY INC	179.23
	TOTAL GENERAL ADMINISTRATION	5,780.18
RECREATION PROGRAMS		
0712550	GLOBE DRUG/MEDICAL EQUIP	45.09
	TOTAL	45.09
STATE HAZ-MAT RESPONSE TEAM		
0300200	CDW GOVERNMENT INC	223.07
	TOTAL	223.07
ST HAZ MAT COST RECOVERY		
0401804	DAVIS OIL	127.26
	TOTAL ST HAZ MAT COST RECOVERY	127.26
CEMETERY		

COUNCIL BILL LIST - MAY 13, 2013

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/13/2013

VENDOR #	NAME	AMOUNT DUE
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	98.37
1415590	NORTHWEST GAS	914.50
TOTAL		1,012.87
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	12.31
0221650	BURGGRAF'S ACE HARDWARE INC	4.25
1415048	NORTH COUNTRY VET CLINIC	99.00
1415590	NORTHWEST GAS	939.45
TOTAL		1,055.01
GENERAL CAPITAL IMPRV PROJECTS		
2012-6 ICC SIGNAL		
1900225	SEH-RCM	7,381.23
TOTAL 2012-6 ICC SIGNAL		7,381.23
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-BLDG MAINT		
0114200	ANDERSON GLASS	1,402.88
TOTAL CAPITAL OUTLAY-BLDG MAINT		1,402.88
CAPITAL OUTLAY-FIRE DEPT		
0718211	GREAT PLAINS FIRE INC	259.00
1305199	METRO FIRE	485.89
TOTAL CAPITAL OUTLAY-FIRE DEPT		744.89
AIRPORT CAPITAL IMPRV PROJECTS		
2011 CIP		
2000425	TKDA	1,468.24
TOTAL 2011 CIP		1,468.24
8/10 T-HANGAR APRON RECONST		
2000425	TKDA	6,038.37

COUNCIL BILL LIST - MAY 13, 2013

DATE: 05/09/2013
 TIME: 12:05:14
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/13/2013

VENDOR #	NAME	AMOUNT DUE
AIRPORT CAPITAL IMPRV PROJECTS		
8/10 T-HANGAR APRON RECONST		
TOTAL 8/10 T-HANGAR APRON RECONST		6,038.37
2012 INFRASTRUCTURE BONDS		
2011-6 HORSESHOE IMPROVEMENTS		
1900225	SEH-RCM	5,482.65
TOTAL 2011-6 HORSESHOE IMPROVEMENTS		5,482.65
2011-4 HORSESHOE/ISLEVIEW		
1920240	STERLE LAW OFFICE	65.00
TOTAL 2011-4 HORSESHOE/ISLEVIEW		65.00
2013 INFRASTRUCTURE BONDS		
2013-01 7TH AVE NW		
0718060	GRAND RAPIDS NEWSPAPERS INC	76.30
1900225	SEH-RCM	13,020.00
TOTAL 2013-01 7TH AVE NW		13,096.30
2010-02 CITY WIDE OVERLAYS		
0718060	GRAND RAPIDS NEWSPAPERS INC	70.30
1900225	SEH-RCM	287.50
TOTAL 2010-02 CITY WIDE OVERLAYS		357.80
2012-03 4TH AVE NE		
0718060	GRAND RAPIDS NEWSPAPERS INC	76.30
1900225	SEH-RCM	19,500.00
TOTAL 2012-03 4TH AVE NE		19,576.30
2012-4A REMER-DESCHEPPER		
0718060	GRAND RAPIDS NEWSPAPERS INC	70.30
TOTAL 2012-4A REMER-DESCHEPPER		70.30
STORM WATER UTILITY		

COUNCIL BILL LIST - MAY 13, 2013

DATE: 05/09/2013
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 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/13/2013

VENDOR #	NAME	AMOUNT DUE

STORM WATER UTILITY		
0126725	AZTECA SYSTEMS INC	4,435.16
0401804	DAVIS OIL	1,903.20
0712548	GLOBAL TRACKING COMMUNICATIONS	476.00
1503150	OCCUPATIONAL DEVELOPMENT CTR	600.00
1621125	PUBLIC UTILITIES COMMISSION	2,278.99
	TOTAL	9,693.35
	TOTAL UN-PAID TO BE APPROVED	159,264.16
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114210	D. ANDERSON - CHANGE FUND	2,120.00
0114217	MARCIA ANDERSON	11.49
0200024	BP	48.74
0201356	BRUCE BAIRD	26.00
0205496	BEMIDJI FIRE FIGHTER	800.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	29,340.00
0212751	BLUE CROSS BLUE SHIELD	82.50
0218100	BRENT BRADLEY	80.00
0301435	DAVID P. CALLIGURI	56.50
0305530	CENTURYLINK INC	54.26
0312104	TONY CLAFTON	40.00
0315454	TRAVIS COLE	633.16
0405505	JAMES DENNY	58.00
0504610	RON EDMINSTER	143.51
0519700	ESSENTIA HEALTH	3,803.44
0605191	FIDELITY SECURITY LIFE INS CO	40.78
0701105	KARL GAALAAS	94.92
0709455	SHAWN GILLEN	80.00
0717996	GRAND ITASCA CLINIC	483.10
0718015	GRAND RAPIDS CITY PAYROLL	395,085.44
0718021	GRAND RAPIDS GM INC	28,823.00
0718070	GRAND RAPIDS STATE BANK	363.81
0805358	JACKIE HEINRICH	40.00
0815464	SARA HOLUM	80.00
0900060	ICTV	22,920.68
0914295	JEFFREY INGLE	118.65
0920055	ITASCA COUNTY RECORDER	46.00
1101645	LASHA KARELS	40.00
1201402	LAKE COUNTRY POWER	52.30
1201455	LAKEWOOD SURGERY CENTER	360.27
1205145	MIKE LECLAIRE	46.33
1209225	MICHAEL LIEBEL	146.40
1209516	LINCOLN NATIONAL LIFE	795.01
1209527	JOHN R. LINDER	8.00
1300030	MCFOA REGION II	30.00

COUNCIL BILL LIST - MAY 13, 2013

DATE: 05/09/2013
 TIME: 12:05:14
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 05/13/2013

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1301250	ROBERT MATTEI	632.50
1301320	SHAWN MAHANEY	40.00
1309079	S.MILLER - PETTY CASH FUND	22.05
1309199	MINNESOTA ENERGY RESOURCES	12,152.60
1309259	U OF MN MEDICAL CTR FAIRVIEW	43.62
1309313	U OF MN PHYSICIANS	54.00
1309332	MN STATE RETIREMENT SYSTEM	1,956.00
1309335	MINNESOTA SALES & USE TAX	2,361.88
1309395	UNIVERSITY OF MINNESOTA	180.00
1315295	CHAD MOEN	80.00
1315654	NATHAN MORLAN	475.94
1405435	JEREMY NELSON	80.00
1405550	NEOPOST USA INC	1,000.00
1415479	NORTHERN DRUG SCREENING INC	56.00
1415494	NORTHERN PINES ORTHOPAEDICS CL	166.63
1415496	NORTHERN ORTHOTIC & PROSTHETIC	155.94
1415542	NORTHLAND EAR, NOSE & THROAT	73.71
1502645	GARY O'BRIEN	80.00
1503151	OCCUPATION DEVELOPMENT CENTER	11.00
1516220	OPERATING ENGINEERS LOCAL #49	29,544.00
1518550	MATTHEW O'ROURKE	80.00
1520720	KEVIN OTT	80.00
1601305	THOMAS J. PAGEL	63.85
1601750	PAUL BUNYAN COMMUNICATIONS	290.85
1609557	PIONEER MUTUAL LIFE INS CO	262.40
1609561	PIONEER TELEPHONE	8.62
1621130	P.U.C.	5,840.54
1801206	RADIOLOGIST ASSOC. IN DULUTH	38.63
1809501	ROBERT RIMA	26.00
1901325	ST CLOUD STATE UNIVERSITY	390.00
1901820	WILLIAM SAW	40.00
1921620	SUPERIOR USA BENEFITS CORP	195.00
2000100	TASC	30.60
2000490	TDS Metrocom	831.71
2008655	THRIFTY WHITE PHARMACY	9.26
2100265	U.S. BANK	402.50
2114360	UNITED PARCEL SERVICE	227.81
2205637	VERIZON WIRELESS	832.30
2209658	VIRTUAL RADIOLOGIC	16.57
2209705	VISIT GRAND RAPIDS	13,560.73
2301700	WASTE MANAGEMENT	1,329.82
2309452	JEFF ERIK WILSON	40.00
2405650	XEROX CORPORATION	21.58
2621225	BRYAN ZUEHLKE	74.68
	TOTAL PRIOR APPROVAL	560,811.61
	TOTAL ALL DEPARTMENTS	720,075.77



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0243 **Version:** 1 **Name:** CP 2010-2 & 2012-4A Public Hearing
Type: Agenda Item **Status:** Public Hearing
File created: 5/7/2013 **In control:** Engineering
On agenda: 5/13/2013 **Final action:**
Title: A public hearing regarding CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays
Sponsors:
Indexes:
Code sections:
Attachments: [5-13-13 CP 2010-2 Preliminary Presentation.pdf](#)

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

Title

A public hearing regarding CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays
Body

Background Information:

The City is proposing to move forward with CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays this summer. In order to move forward the City must conduct a public hearing on the project. The City Engineers presentation is attached.

Staff Recommendation:

City staff is recommending the Council conduct the public hearing.

Requested City Council Action

Consider conducting the public hearing.



City Project 2010-2 and 2012-4A
City Wide Overlays - Urban
And
Remer-Deschepper Overlays

HEARING- REMER DESCHEPPER, 5/13/13, 6:00 pm

1.

Can you bring up the area map showing the yellow boundary line?

2.

The boundary line is 1 lot deep or 1 buildable lot deep, all the way around the perimeter. They all have blacktop on 1 or more sides.

3.

The exceptions are the lots in question.

Block 1, lots 8, 9, 10, 11

Block 2, lots 10, 9, 8, 7, 15, 16, 17, 18

The nearest of these lots is 200 feet or more from the Deschepper Drive right of way and further to the blacktop surface and the furthest is 600 feet or more to blacktop.

4.

We are asking the Benefit Boundary be relocated to coincide with the North line of Block 1, lot 7, Block 2, lot 11 and 14.

There are about 20 homes along Deschepper Drive with blacktop frontage. These are the persons benefitting from the street upgrade. They should be assessed.

A few years ago I visited Mr. Pagel and he advised that development of the streets accessing our property would be all my responsibility to city specifications. If Deschepper Drive residents had to pay for my development they would be up in arms.

Therefore the feelings are now reversed. Our nearest lot is 200 feet or more to Deschepper Drive. The furthest is 600 feet or more to blacktop. We should not be assessed!

At the previous hearing, I asked Mr. Pagel why we were included in this project. He said, these lots will benefit from the new roadway surface.

There was no specific rule or practice identified for including these lots.

It simply seems like a wild stroke of a pen see what happens. If nothing, then it was ok. A whim! No legal reasons.

The assessment per lot is $\$383 \times 12 \text{ lots} = \4600 .

We have been retired for 17 years. We do not have \$5000 to spend on a street we do not use!

Please relocate the Benefit Boundary as suggested!

R. Ruemler

Project Location CP 2010-2



Project Location CP 2012-4A



The Project is Part of the
5 YR Capitol
Improvement Plan

Why have a 5 Year Capital Improvement Plan?

- City of Grand Rapids owns and maintains 93 miles of streets.
- Typical life of a street is approximately 30 years.
- Simple math tells us the City has to execute the reconstruction, partial reconstruct or overlay of approximately 3 miles of roadway every year to maintain street integrity.
- Having a 5 Year CIP the City can budget and provide consistent funding to maintain the City street network.

CP 2010-2

City Wide Overlays - Urban

The Project Consists of:

- Bituminous Overlay of Streets
- Storm Sewer
- Minor Curb Replacement
- Sidewalk
- Trail

Pavement Decay Curve

City of Grand Rapids
Maintenance Benefit

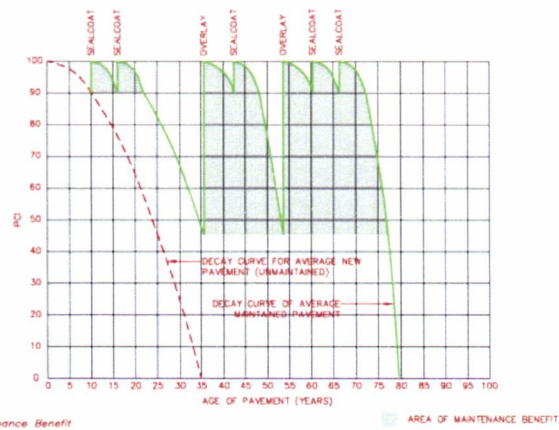


Figure A-1: Maintenance Benefit

AREA OF MAINTENANCE BENEFIT

Age of Streets

Street Name	Street Type	Year	Age
21 st Street SE	Collector	1994	19
13 th Street SW	Collector	1989	24
13 th Street SE (Pok. to 2 nd SE)	Collector	1990	23
13 th Street SE (2 nd to 4 th SE)	Collector	1991	22
13 th Street SE (4 th to 7 th SE)	Collector	1996	17
14 th Street SE	Local	1984	29
4 th Avenue SE	Local	1984	29
6 th Avenue SE	Local	1972	41
5 th Avenue SE	Local	1981	32
15 th Street SE	Local	1981	32

Existing Conditions 4th Ave SE



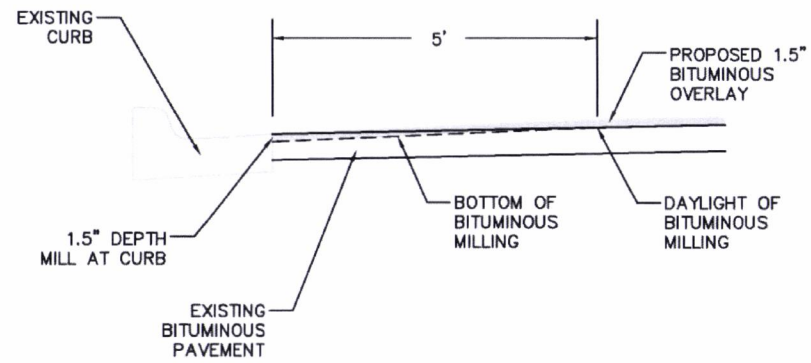
Existing Conditions 13th St.



Existing Conditions 21st St.



Bituminous Overlay



4th Avenue NE Storm Sewer

- Reoccurring flooding
- Will add additional catch basins and reconnect to storm sewer to west which is about 5 feet deeper.



Adding Sidewalk on 13th Street



Completing Trail on 21st Street



Trail Master Plan



CP 2012-4A

Remer-DeSchepper Overlays -
Rural

The Project Consists of:

- Bituminous Overlay of Streets
- Reclaim and Bituminous Overlay of Streets
- Culvert Replacement

Address	Age	Duration
Alice Street	Unknown	25+
Elida Drive	Unknown	
Deschepper Drive	Unknown	20 Years +/-
Rogers Avenue	Unknown	20+/-

Existing Elida Drive



Existing Alice Street



Existing Deschepper Drive



Existing Rogers Avenue



Reclaim Machine



Bituminous Overlay



Storm Culvert Example



Project Funding 101

- The City Bonds to Pay for Projects (no bonding on this project)
- In order to Bond the City must assess a minimum of 20%.
- The City can assess less than 20% when the project is reconstructing a street and not changing the street width.
- When assessing property the value of the property must increase, at a minimum, the amount of the assessment.
- The City must also be consistent in the calculation of assessments from class of property to class of property.
- Residential properties must be assessed the same from project to project.
- Non-residential properties must be assessed the same from project to project.

Street Assessments 101

- **Residential** street reconstruction assessments are based on a typical 32' wide street in urban zoned areas and 28' wide in rural areas.
- **40%** of a typical street overlay project cost is assessed to the benefitting properties.

Street Assessments 101 Cont.

- **Non-residential** streets are assessed based on **60%** of the total overlay project cost of the street regardless of street width and pavement thickness.

TYPICAL BENEFIT BOUNDARY



NOT: THE STREET'S WIDTH TO SHOW THE SMALL AREA WHICH IMPROVED WILL BE APPLIED WITH A PROJECT TO PROJECT AREA TO BECOME AN AVE. TO BECOME THE AVE. WITH STREET AREA.

LEGEND

- - - - - ASSET BOUNDARY
- IMPROVED AREA
- ASSESSMENT POINT



Benefit Area – 2010-2



Benefit Area – 2012-4A



Assessment Types



How is assessable footage calculated?

- Assessable footage is typically the narrower dimension of a parcel of property
- The longer parcel footage is utilized when the parcel can be subdivided into multiple lots.

Urban Res.Street Assessments

CP 2010-2
 City Wide Overlays - Urban
 Residential Assessments
 Opinion of Cost

Total Length of Project in feet 8750.00

Standard 32' Wide Street - costs in \$/LF basis

Description	Unit	Quantity/LF	Quantity Total	Unit Price	Total
Crack Repair - Type CM (crack mill)	LF	0.5	4375	\$5.00	\$21,875
Crack Repair - Type CB (crack blow)	LF	0.5	4375	\$2.00	\$8,750
Mill at Curb & Gutter & Tie-ins (5' wide)	LF	2	17500	\$2.25	\$39,375
Remove Curb & Gutter	LF	0.25	2188	\$4.00	\$8,750
Type 61 Wear Course, PG 58-28 Oil (1.5")	TON	0.28	2450	\$75.00	\$183,750
Type 31 Level Course, Tight Blade Installations	TON	0.05	438	\$80.00	\$35,000
Bituminous Pymt. Patch (leave exist agg base)	SY	0.05	438	\$35.00	\$15,313
Bituminous Pymt. Patch w/Aggregate Base	SY	0.05	438	\$40.00	\$17,500
Tack coat oil	GAL	0.1375	1203	\$	50
Concrete C & G, All Designs	LF	0.25	2188	\$30.00	\$65,625
Sodding, Type Lawn (includes maintenance)	SY	0.075	656	\$10.00	\$6,563
Temporary Traffic Control	LS	0.0025	22	\$	50

Residential TCI Cost	\$402,500
Non Construction Cost	\$147,422
Total Project TCI Cost	\$549,922
40% Assessed	\$219,969
Total Assessable Footage	17874
Residential Rate per Foot	\$12.3066

Urban Non Residential Street Assessments

Street - Non Residential	
Construction Cost	\$551,373
Non- Construction	\$110,275
Total Street	\$661,647
60% Assessed	\$396,988
Assessable Footage	17,874
Assessment Rate	\$22.2104

Rural - Partial Rec. Assess

CP2012-4A

Rural Street Partial Reconstruction Assessment Calculation					
Description	Unit	Quantity	Total	Low Bid	Opinion of
		Per LF	Quantity	Unit Price	Cost
Rural Residential TCI					
Total Length of Project in feet	4935				
Standard 28' Wide Rural Street					Total
Remove Curb & Gutter	LF	0	0	\$0.00	\$0.00
Bituminous Pavement Reclaim	SY	3.11	15347.9	\$1.75	\$26,858.74
Sawcut Bituminous Pavement	LF/LF	0.213	1051.16	\$3.50	\$3,679.04
Common Excavation	CY/LF	0	0	\$0.00	\$0.00
Aggregate Base (CV) Class 5 (P)	CY/LF	0.277	136.7	\$20.00	\$27,339.90
Mobilization	LS	0	1	\$8,100.00	\$8,100.00
Contractor Staking	LS	0	1	\$2,700.00	\$2,700.00
B618 Concrete Curb & Gutter	LF/LF	0	0	\$0.00	\$0.00
Type SP 9.5 Wear	T/N/LF	0.28	1381.8	\$65.00	\$89,817.00
Type SP 12.5 Wear	T/N/LF	0.35	1727.25	\$70.00	\$120,907.50
4" Concrete Sidewalk w/4" agg base	SF/LF	0	0	\$0.00	\$0.00
Traffic Control	LS	0	1	\$2,700.00	\$2,700.00
Aggregate Shouldering (CV) Class 1	CY/LF	0.07	332.00	\$55.00	\$12,760.00
				Residential TCI Cost	\$294,862.18
				Non Construction Cost	\$107,742.41
				Total Project TCI Cost	\$402,604.59
				30% Assessed	\$120,781.38
				Total Assessable Footage	8,630.00
				Residential Rate per Foot	\$13.9955

Rural - Overlay Assess

CP 2012-4A

Rural Residential Overlay					
Rural Residential TCI					
Total Length of Project in feet	4645				
					Total
Standard 28' Wide Rural Street		Quantity	Total	Low Bid	Opinion of
Description	Unit	Per LF	Quantity	Unit Price	Cost
Type SP 9.5 Wear	TON/LF	0.28	1300.6	\$70.00	\$91,042.00
Tack Coat	Gallon	0.1375	638.688	\$3.00	\$1,916.06
Sodding	SY	0.67	3112.15	\$4.00	\$12,448.60
Mobilization	LS	0	1	\$3,000.00	\$3,000.00
Construction Staking	LS	0	1	\$1,000.00	\$1,000.00
Traffic Control	LS	0	1	\$1,000.00	\$1,000.00
				Residential TCI Cost	\$110,406.66
				Non Construction Cost	\$40,342.51
				Total Project TCI Cost	\$150,749.17
				40% Assessed	\$60,299.67
				Total Assessable Footage	15,755.39
				Residential Rate per Foot	\$3.8272

How do Assessments Get Paid?

- When Project is complete you will receive a final assessment notice.
- You have 30 days to pay all or a portion of your assessment with no interest.
- If you elect to not prepay, assessments are then spread over 15 years and will appear on your property tax statement.
- Fall of 2009 council changed policy to not add 2% on top of bond interest.

Assessment Annual Payments

Terms of 15 years, 2.18% annual interest

- \$2,500 equals \$ 197.19 /Year
- \$5,000 equals \$ 394.39 /Year
- \$7,500 equals \$ 591.58 /Year
- \$10,000 equals \$ 788.77 /Year

Opinion of Project Cost

Project Cost	2012-4A	2010-2	Total Project Cost
CONSTRUCTION COST	740,850	638,258	1,379,108
10% CONTINGENCY	74,085	63,826	137,911
ENGINEERING	148,170	127,652	275,822
LEGAL/PUBLISHING	4,000	4,000	8,000
ADMINISTRATION	14,817	12,765	27,582
COST OF ISSUANCE	29,634	25,530	55,164
LAND/WETLAND	0	0	0
TOTAL PROJECT COST	\$1,011,556	\$872,031	\$1,883,587

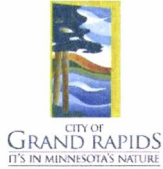
Project Funding

Funding	2012-4A	2010-2	Total Project Funding
Assessments	181,081	307,745	488,826
Storm Water Utility	43,875	118,708	162,583
G.O. Bonding	786,600	445,577	1,232,177
Total	\$1,011,556	\$872,030	\$1,883,586

Proposed Schedule

Item	Timeline
Feasibility Report to council	April 22, 2013
Public Hearing	May 13, 2013
Order Plans & Specifications	May 13, 2013
Approve Plans and Ad for Bids	June 10, 2013
Open Bids	July 2, 2013
Award Contract	July 8, 2013
Construction Begins	July to October, 2013
Substantial Completion	Fall of 2013

Questions



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0244 **Version:** 1 **Name:** CP 2010-2 & 2012-4A Resolution ordering project
Type: Agenda Item **Status:** Public Hearing
File created: 5/7/2013 **In control:** Engineering
On agenda: 5/13/2013 **Final action:**
Title: A resolution ordering the improvement and plans and specifications for CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays
Sponsors:
Indexes:
Code sections:
Attachments: [5-13-13 Resolution CP 2010-2 & 2012-4A Order Improvement and Plans and Specs.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

A resolution ordering the improvement and plans and specifications for CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays

Body

Background Information:

After a public hearing is conducted on CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays, the City Council can consider a resolution order the improvement and plans and specifications for CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays. Because this is a city initiated project the resolution will require a 4/5th vote of approval to move forward.

Staff Recommendation:

City staff is recommending a resolution ordering the improvement and plans and specifications for CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays.

Requested City Council Action

Consider a resolution ordering the improvement and plans and specifications for CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays.

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

RESOLUTION NO.13-__

**A RESOLUTION ORDERING IMPROVEMENT OF
AND PLANS AND SPECIFICATIONS FOR THE
City Wide Overlays - Urban
Project 2010-2
And
Remer-Deschepper Overlays - Rural
Project 2012-4A**

WHEREAS, Resolution 13- of the City Council dated the 22nd day of April, 2013, accepted the Feasibility Report for the City Wide Overlays – Urban and Remer-Deschepper Overlays - Rural Project; and

WHEREAS, the improvements described in the feasibility report, including street, sidewalk, street lighting, storm sewer, trails, and associated appurtenances, are needed; and

WHEREAS, the construction described in the Feasibility Report for the City Wide Overlays – Urban and Remer-Deschepper Overlays - Rural Project is the most cost effective solution; and

WHEREAS, a resolution of the City Council adopted the 22nd day of April, 2013, fixed a date of May 13th, 2013, for a Council Hearing on the proposed improvement; and

WHEREAS, ten days' mailed notice and two weeks' published notice of hearing was given and hearing was held thereon on the 13th day of May, 2013, at which all persons desiring to be heard were given an opportunity to be heard.

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

1. Such improvement is hereby ordered as proposed in accordance with the Feasibility Report and referred to therein.
2. The City Engineer is hereby designated as the City's representative for this improvement and he or his designee shall prepare plans and specifications for the making of such improvement.
3. The City reasonably intends to make expenditures for the City Wide Overlays – Urban and Remer-Deschepper Overlays - Rural Project, City Project 2010-2 and 2012-4A, and reasonably intends to reimburse itself for such expenditures from the proceeds of debt to be issued by the city in the maximum principal amount of \$1,883,586.
4. The Council shall let the contract for all or part of such improvement, or otherwise as authorized by Minn. Stat. 429.041, subd. 2, no later than May 13, 2015.

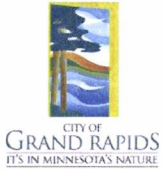
Adopted by the Council this 13th day of May, 2013.

Dale Adams, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0245 **Version:** 1 **Name:** CP 2010-2 & 2012-4A SEH SLA
Type: Agenda Item **Status:** Public Hearing
File created: 5/7/2013 **In control:** Engineering
On agenda: 5/13/2013 **Final action:**
Title: A Supplemental Letter Agreement (SLA) with SEH for design and construction engineering services related to CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays.
Sponsors:
Indexes:
Code sections:
Attachments: [5-13-13 Attachment SEH SLA 2010-2 2012-4A.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

A Supplemental Letter Agreement (SLA) with SEH for design and construction engineering services related to CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays.

Body

Background Information:

After the City orders the improvement and plans and specifications for CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays, it will be necessary to prepare the plans and specifications. The attached SLA with SEH directs SEH to move forward with design and construction engineering services under the City's Master Engineering Contract with SEH.

Staff Recommendation:

City staff is recommending the approval of an SLA with SEH for design and construction engineering services related to CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays.

Requested City Council Action

Consider approving a SLA with SEH for design and construction engineering services related to CP 2010-2, City Wide Overlays - Urban and CP 2012-4A, Remer-DeSchepper Overlays.



Supplemental Letter Agreement No. 2010-2

May 13, 2013

Mayor Adams
City of Grand Rapids
420 NE 4th Street
Grand Rapids, MN 55744

RE: City Wide Overlay – Urban and Remer/Deschepper Overlay – Rural
A.K.A. 2013 City Wide Overlays
City Project 2010-2 and 2012-4A
SLA for Design and Construction Administration

Dear Mayor Adams,

City Project 2010-2 involves the bituminous overlay of urban streets in the SE Grand Rapids, generally between 13th Street SE and 21st Street SE. City Project 2012-4A involves the partial reconstruction and bituminous overaly of streets located in the Remer/Deschepper Addition in the NW quadrant of the City. Project includes: bituminous roadway paving, curb replacement, storm sewer, sidewalks, trails and associated appurtenances for both projects.

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

Neighborhood Meeting	April 15, 2013
Public Hearing	May 13
Council orders plans and specifications	May 13
Council considers approval of this SLA	May 13
Council approves plans and specifications and authorizes bid	June 10
Advertise in Herald Review (GR – official newspaper)	June 12 and 19

Advertise in trade publication
Bid opening
Council considers award of contract
Construction
Substantial completion
Final assessments

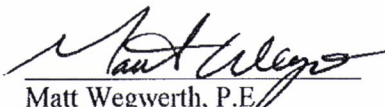
June 12
July 2
July 8
July - October
October
Fall 2013

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 \$1,517,018.80, which equates to an SEH fee of \$189,627.35. The topographic survey (which is part of the design work scope) has previously been completed by SEH and paid for by the City through the Miscellaneous Services contract. Therefore that fee (\$1,697.50) will be deducted from the fee mentioned above. Therefore, total SEH fee is estimated at \$187,929.85.

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.

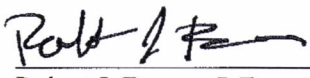
Sincerely,
Short Elliott Hendrickson Inc.



Matt Wegwerth, P.E.
Project Manager

4/24/13

Date



Robert J. Beaver, P.E.
Office Manager/Principal

4/24/13

Date

City of Grand Rapids Authorization:

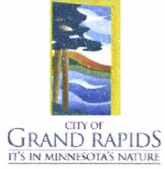
Kim Johnson-Gibeau
City Clerk

Date

Dale Adams
Mayor of Grand Rapids

Date

C: SEH contract file



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0252 **Version:** 1 **Name:** MPCA MS4 Annual Meeting
Type: Agenda Item **Status:** Engineering
File created: 5/8/2013 **In control:** Engineering
On agenda: 5/13/2013 **Final action:**
Title: MPCA MS4 Annual Public Meeting

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

MPCA MS4 Annual Public Meeting

Body

Background Information:

On an annual basis the City must conduct a public meeting to review its accomplishments relative to the City's MS4 permit.

Staff Recommendation:

City staff is recommending conducting the meeting at the end of the regular council meeting.

Requested City Council Action

Consider conducting the MPCA MS4 Annual Public Meeting.

