



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, October 22, 2012

5:00 PM

City Hall Council Chambers

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**5:00 pm CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, October 22, 2012 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

**5:01 pm PRESENTATIONS/PROCLAMATIONS**

[12-0678](#) Proclaim October Domestic Violence Awareness Month

### 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.*

**5:03 pm PUBLIC FORUM**

**5:08 pm COUNCIL REPORTS**

**5:10 pm APPROVAL OF MINUTES**

[12-0663](#) Approve Council minutes for Tuesday, October 9, 2012 regular meeting.

**Attachments:** [October 9, 2012 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. [12-0659](#) Resolution to Accept a Donation to the Fire Department from Midwest Safety Consultants.

**Attachments:** [Midwest Safety Res](#)

2. [12-0662](#) Approve change order for Fire Hall Rooftop HVAC Replacement
3. [12-0664](#) Consider approving a Purchase Agreement with Harris Computer Systems for the Employee Services Portal.  
**Attachments:** [Harris Purchase Agreement-Employee Portal.pdf](#)
4. [12-0666](#) Accept a Donation to the Fire Department from 5-Star Pest Control.  
**Attachments:** [5StarPest Res](#)
5. [12-0667](#) Park and Recreation Department Part Time Employees
6. [12-0668](#) Accept a \$20 Donation to the Fire Department from Darren & Carolyn Olson.  
**Attachments:** [Olson Don Res](#)
7. [12-0669](#) Approve temporary liquor license for Itasca Curling Club event scheduled for December 7th through 9th, 2012 at 902 Hale Lake Pointe, Grand Rapids.  
**Attachments:** [Itasca Curling Club - Temporary Liquor Application](#)
8. [12-0671](#) Airport T-Hangar Leases  
**Attachments:** [10-22-12 Airport T Hangar Lease.pdf](#)
9. [12-0673](#) Adopt an ordinance amending Chapter 36 - Taxicabs, paragraph 36.08(a) Taxicab Drivers.  
**Attachments:** [Taxicab Ordinance Text Amendment 2012](#)
10. [12-0674](#) Approve the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning October 23, 2012.
11. [12-0675](#) Appoint Torey Belich to serve as election judge for the General Election on November 6, 2012.
12. [12-0676](#) Accept the notice of retirement from Tim Adler, Firefighter, effective November 1, 2012.

**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

13. [12-0677](#) Acknowledge minutes for Boards & Commissions



**Attachments:** [May 21 2012 GREDA Special Meeting](#)  
[June 14, 2012 GREDA Minutes](#)  
[July 12, 2012 GREDA Minutes](#)  
[July 19, 2012 GREDA Special Meeting](#)  
[August 15, 2012 GREDA Minutes](#)  
[March 14, 2012 MRC Minutes](#)  
[June 13, 2012 MRC Minutes](#)  
[September 5, 2012 PUC Emergency Meeting](#)  
[September 12, 2012 PUC Special Meeting](#)  
[September 12, 2012 PUC Regular Meeting](#)  
[September 12, 2012 Civic Center-Park & Rec Board](#)  
[September 12, 2012 Library Board](#)  
[September 18, 2012 Golf Board minutes](#)  
[September 21, 2012 Golf Board](#)

**5:15 DEPARTMENT HEAD REPORT**  
pm

14. [12-0670](#) Public Works Department - Jeff Davies  
**Attachments:** [2012 Oct PW Dept Head Report](#)

**5:20 VERIFIED CLAIMS**  
pm

15. [12-0672](#) Consider approving the verified claims for the period October 2, 2012 to October 15, 2012 in the total amount of \$511,134.97  
**Attachments:** [10/22/2012 BILL LIST.pdf](#)

**5:35 ADJOURNMENT**  
pm

*NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 13, 2012 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.*



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

# CITY OF GRAND RAPIDS

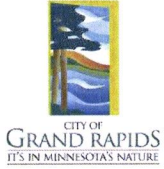
## Legislation Details (With Text)

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**File #:** 12-0678      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** PRESENTATIONS/PROCLAMATIONS  
**File created:** 10/18/2012      **In control:** Administration  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Proclaim October Domestic Violence Awareness Month  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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**Title**  
Proclaim October Domestic Violence Awareness Month



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0663      **Version:** 1      **Name:** Council Minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 10/10/2012      **In control:** Administration  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Approve Council minutes for Tuesday, October 9, 2012 regular meeting.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [October 9, 2012 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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**Title**  
Approve Council minutes for Tuesday, October 9, 2012 regular meeting.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Tuesday, October 9, 2012

5:00 PM

City Hall Council Chambers

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5:00 pm **CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Tuesday, October 9, 2012 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

### CALL OF ROLL

**Present** 5 -

Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Mayor Dale Adams

5:01 pm **PRESENTATIONS/PROCLAMATIONS**

Presentation by the Grand Rapids Players - "Closure" (10 minutes)

*Sam Grigsby introduces Grand Rapids Players.*

**Received and Filed**

5:11 pm **MEETING PROTOCOL POLICY**

### PUBLIC FORUM

### COUNCIL REPORTS

5:20 pm **APPROVAL OF MINUTES**

Approve the attached minutes for City Council on September 10, 2012 worksession and regular meetings and September 24, 2012 worksession and regular meetings.

**A motion was made by Councilor Gary McInerney, seconded by Councilor Ed Zabinski, to approve Council Minutes as presented. The motion PASSED by unanimous vote.**

5:21 pm **CONSENT AGENDA**

1. Consider approving the Certification of Adjusted Company Percentage for



repayment of the PFA Loan for Public Utilities and authorize the Mayor and City Clerk to sign the Certification.

**Approved by consent roll call**

2. Void lost Payroll checks #73020 & #75600, issuing new checks and waiving bond requirements for checks issued to April Longmore in the amounts of \$87.79 & \$90.05 and void lost Payroll checks #75696, 75635, 75601 & 73558, issuing new checks and waiving bond requirements for checks issued to Parker Havel in the amounts of \$68.54, 13.81, 10.38 & 16.75.

**Approved by consent roll call**

3. Approve hiring of part time employees with the Grand Rapids Park and Recreation Department

**Approved by consent roll call**

4. Consider adopting a Resolution Awarding the Sale of, and Providing the Form, Terms, Covenants and Directions for the Issuance of its \$176,000 Taxable Limited Revenue Note Series 2012.

**Adopted Resolution 12-95 by consent roll call**

5. A resolution to effect acquisition of certain property by donation, negotiation, or through exercise of the city's power of eminent domain.

**Adopted Resolution 12-96 by consent roll call**

6. A resolution to reduce a special assessment related to CP 2001-14, 14th Street to Ridgewood Road, Phase 2.

**Adopted Resolution 12-97 by consent roll call**

7. Appoint Jim Nardone to serve as election judge on November 6, 2012.

**Approved by consent roll call**

8. A public easement to be granted to the City of LaPrairie

**Approved by consent roll call**

9. Adopt a Resolution to accept donations to the Fire Department

**Adopted Resolution 12-98 by consent roll call**

10. Approve Letter of Understanding between Arbo Township, the American Federation of State, County and Municipal Employees and the City of Grand Rapids.

**Approved by consent roll call**

11. Approve Taxi License for A-B Taxi LLC contingent upon payment of fees

and satisfactory background check.

**Approved by consent roll call**

- 11a. Consider adopting a resolution authorizing the grant application to the IRRRB Public Works program for the DC Manufacturing project.

**Adopted Resolution 12-99 by consent roll call**

#### **Approval of the Consent Agenda**

**A motion was made by Councilor Christy, seconded by Councilor McInerney, to approve the Consent Agenda with addition of 11a. The motion carried by the following vote**

**Aye 5 -**

Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Mayor Dale Adams

#### **5:23 pm SETTING OF REGULAR AGENDA**

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

#### **ACKNOWLEDGE BOARDS & COMMISSIONS**

12. Acknowledge minutes for Boards & Commission.

**Acknowledge Boards and Commissions**

#### **5:24 pm DEPARTMENT HEAD REPORT**

13. Finance Department Report

**Received and Filed**

#### **5:34 pm VERIFIED CLAIMS**

14. Consider approving the verified claims for the period September 18, 2012 to October 1, 2012 in the total amount of \$1,406,432.49.

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

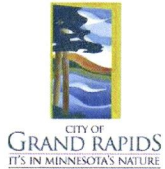
**Aye** 5 -

Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski,  
Councilor Joe Chandler, and Mayor Dale Adams

**5:35 ADJOURNMENT**  
**pm**

*There being no further business, the meeting adjourned at 5:29 pm.*

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0659      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/9/2012      **In control:** Fire  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Resolution to Accept a Donation to the Fire Department from Midwest Safety Consultants.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Midwest Safety Res](#)

Date	Ver.	Action By	Action	Result
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*Title*

Resolution to Accept a Donation to the Fire Department from Midwest Safety Consultants.

*Body*

**Background Information:**

Midwest Safety Consultants of Grand Rapids has made a donation in the amount of \$100 to the Grand Rapids Fire Department in support of their Fire Prevention and Education Program.

**Staff Recommendation:**

[Enter Recommendation Here]

**Requested City Council Action**

Consider adopting a resolution to accept a donation from Midwest Safety Consultants in the amount of \$100 to the Grand Rapids Fire Department Fire Prevention and Education Program.



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

RESOLUTION NO. 12-

A RESOLUTION ACCEPTING A \$100 DONATION FROM MIDWEST SAFETY CONSULTANTS TO THE GRAND RAPIDS FIRE DEPARTMENT TO BE USED FOR THE FIRE PREVENTION AND EDUCATION PROGRAM

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

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

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

- Midwest Safety Consultants has donated \$100 to be used for the Fire Prevention and Education Program.

Adopted this 22nd day of October, 2012

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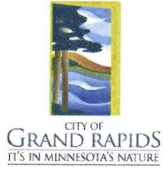
Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0662      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/10/2012      **In control:** Fire  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Approve change order for Fire Hall Rooftop HVAC Replacement  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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*Title*

Approve change order for Fire Hall Rooftop HVAC Replacement

*Body*

**Background Information:**

On July 23, 2012, the City Council approved the Capital Improvement Project of replacing the Fire Hall's rooftop HVAC unit by Gartner Refrigeration in the amount of \$6,180, plus any additional tax and freight. In the process of installing the new HVAC unit, Gartner Refrigeration discovered that the electrical service that feeds the HVAC unit did not meet the Building Code, therefore they needed to bring the service into compliance. The cost of this unforeseen upgrade created an additional cost to the project of \$749.69.

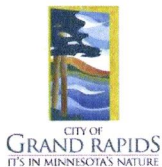
This project has been completed and the HVAC unit is operational at this time without issue.

**Staff Recommendation:**

[Enter Recommendation Here]

**Requested City Council Action**

Consider approving a change order in the amount of \$749.69 for the cost to bring the electrical service supplying the Fire Hall's HVAC unit up to code.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 12-0664      **Version:** 1      **Name:** Harris Purchase Agreement-Employee Portal  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/10/2012      **In control:** Finance  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Consider approving a Purchase Agreement with Harris Computer Systems for the Employee Services Portal.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Harris Purchase Agreement-Employee Portal.pdf](#)

Date	Ver.	Action By	Action	Result
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*Title*

Consider approving a Purchase Agreement with Harris Computer Systems for the Employee Services Portal.

*Body*

**Background Information:**

Harris Computer Systems, who is the provider of the City's accounting software, is now providing an Employee Service Portal that will provide employees with 24/7 secure access to their paycheck information. This is a hosted service by Harris. The City would no longer be providing paycheck stubs for paychecks. Employees would go to the Employee Portal to see their paycheck stub, see their W-2, view tax information, and edit their profile. This would streamline the payroll process and reduce employee time stuffing pay stubs.

The initial cost is \$750 for the installation, training, and set-up. After that there is a \$100 per month fee for the hosted portal. There is no annual maintenance fee. This cost was included in the Finance Department 2012 budget.

**Requested City Council Action**

Consider approving a Purchase Agreement with Harris Computer Systems for the Employee Services Portal.

**HARRIS**

REP-725-GRA

**Purchase Agreement**

Prices effective through November 30, 2012

This Agreement between the City of Grand Rapids of 420 N. Pokegama Avenue, Grand Rapids, MN 55744 ("Purchaser") and Harris Computer Systems of 1850 W. Winchester Road, Suite 209, Libertyville, IL 60048 ("Harris") confirms the purchase of the following licensed software products and services:

**PRODUCTS:**

<b>SOFTWARE APPLICATIONS</b>	<b>Monthly Fee</b>	<b>Annual Fee</b>
Employee Services Portal (Hosted Solution) – Year 1 (Estimated Number of Employees: 230) Standard annual increases will apply after Year 1	\$100/month	\$1,200.00
<b>Total Software</b>		<b>\$1,200.00</b>

**SERVICES:**

<b>PROFESSIONAL SERVICES</b>	<b>Fee</b>
Installation / Training / Set-up (one time fee)	\$750.00
<b>Total Services</b>	<b>\$750.00</b>

**Grand Total Software and Services** **\$1,950.00**



**AGREEMENT TERMS AND CONDITIONS:**

**1. Definition**

**a. Software Applications.** "Software Applications" are the computer programs explicitly listed above in the section titled "Software Products".

**2. Payment Terms:**

Order will be processed with the return of signed contract and an initial payment of 50% of the total software, professional services, and customizations as outlined above. Orders will not be processed until both of these two requirements are satisfied.

The remaining fees for the Software Applications shall be invoiced after delivery (CD-ROM or Electronic Transfer) to Purchaser and due thirty (30) days from the date of invoice.

License Transfer Fees, if applicable, shall be invoiced at the start of the project and due in thirty (30) days.

Professional Services and any applicable travel and lodging expenses shall be billed monthly as the work is performed.

**3. Delivery Media Type:** CD-ROM or Electronic Transfer

**4. Delivery Schedule:**

The parties will agree upon an appropriate training, project, and delivery schedule based on, among other things, the modules in respect of which training is required and the skills and availability of both the Purchaser and Harris staff members.

**5. Additional Customization(s):**

The Purchaser and Harris have jointly reviewed the Software Applications and have determined that all items are adequate except as noted in the CUSTOMIZATIONS section. Additional customization(s) or report modifications not identified in this Agreement will be quoted as requested and billed at the hourly rate of \$150.00. Customizations and/or report modifications requested one year or more from the date of this agreement will be billed at the then current Harris hourly rate. No additional customizations will be undertaken without prior agreement by both parties on cost, scope of functionality, and the impact on the project schedule.

Ten percent of any fees associated with any customization services will automatically be added to the Purchaser's MSF.

**6. Forms:**

Purchaser agrees to use standard forms unless otherwise indicated. If purchaser does not order forms from Harris, forms must be reviewed by Harris Project Manager before ordering. A Change Order may be issued to purchaser by Harris for any report modifications, which will be billed at a rate of one hundred-fifty dollars (\$150) per hour.

**7. Professional Services:**

Additional professional services are available on-site or via the telephone. Telephone work is billed at \$150.00 per hour. On-site work is billed at \$950.00 per day plus travel, lodging and per diem expenses. Work performed one year or more from the date of this agreement will be billed at the then current Harris rates. Help line support does not include training. New employees must be trained by Purchaser or by making arrangements with Harris.

In the event Purchaser wishes to schedule any professional services on a Saturday there is a \$250 surcharge.

Application consulting and setup services may include but are not limited to: software installation, configuration, data validation, system setup, system balancing, interface setup, interface testing, process training, application training and business requirements gathering.

## 8. Travel and Lodging Expenses:

Travel and lodging expenses will be billed in conjunction with any services work performed at the Purchaser's offices by Harris personnel. Lodging expenses will include hotel expenses and will only be charged if an employee is required to spend the evening. Travel expenses may include airfare if the employee is required to travel by air to reach the Purchaser's offices. Travel may include the cost of a rental car. If an employee uses his/her personal vehicle, mileage will be charged at the currently published IRS reimbursement rate. When an employee is at or traveling to the Purchaser's offices, fifty dollars (\$50) per day will be charged to cover meals and incidentals. If an employee must travel on Saturday, Sunday, or a holiday, or is at the purchaser's office on a holiday, one hundred dollars (\$100) per day will be charged to cover meals and incidentals.

Harris will use its best efforts to minimize all travel and lodging expenses. Only actual travel and lodging expenses will be billed to the Purchaser.

## 9. Grant of License

Harris hereby grants Purchaser a nontransferable, nonexclusive, nonrefundable license under the terms of this Agreement to use the Software Applications on its equipment subject to the following:

- a. The Purchaser may not sublicense, rent, lease or assign the Software Applications.
- b. No license is give to Purchaser for the source code to the Software Applications. The Purchaser is expressly prohibited from reverse engineering, decompiling, or disassembling the Software Applications or from creating a derivative or modified copy of the Software Applications.
- c. Initial delivery of the Software Application shall be COTS ("Commercial off the shelf"). Purchaser is not relying upon any future product future product availability or functionality upon entering into the payment obligations under this Agreement

## 10. Performance by Customer

**(a) Co-operation by Customer** -- The Customer acknowledges that the success and timeliness of the implementation process shall require the active participation and collaboration of the Customer and its staff and agrees to act reasonably and co-operate fully with the Consultant to achieve the Completion of Services.

**(b) Required Programs.** The Customer acknowledges that if the use of the Software requires that the Customer obtain and install additional software programs, then the Customer agrees that the acquisition of the additional software programs shall be at its sole cost and that the cost thereof is not included in the fees herein. The Customer further acknowledges that the operation of the Software requires the Customer's hardware to be of sufficient quality, condition and repair, and the Customer agrees to maintain its hardware in the appropriate quality, condition and repair at its sole cost and expense, in order to facilitate the achievement of Completion of Services.

**(c) Project Manager** -- The Customer shall appoint a project manager who shall work closely with Harris Staff to facilitate the successful completion of the implementation process and who shall be responsible for supervising the staff of the Customer and their co-operation with and participation in such process.

## 11. Warranty Disclaimer

Harris does not make, and hereby disclaims, any and all express and/or implied warranties regarding the services or any material provided by Harris to Purchaser pursuant to this agreement, including, but not limited to, warranties of merchantability, fitness for a particular purpose, and non-infringement, and warranties arising from a course of dealing, usage or trade practice. Further, Harris does not warrant that the Software Licenses will meet any exact user requirements, and that the software will operate error free or uninterrupted. In the event an error is discovered in one of the Software Applications currently covered by MSF, and the error is confirmed, Harris will make reasonable efforts to provide Purchaser with a correction.



**12. Limitations on Liability**

Purchaser agrees that Harris' liability hereunder for damages, regardless of the form of action, shall be limited to actual direct damages and shall not exceed the charges hereunder paid by Purchaser to Harris. Purchaser further agrees that Harris will not be liable for any other damages including consequential, incidental, special, exemplary damages, lost profits, failure to realize anticipated savings, data loss, loss of goodwill, business opportunities or reputation, economic loss or for any claim or demand by any third party, except a claim for patent or copyright infringement with respect to Licensed Software.

**13. Cancellation Policy**

In the event of cancellation of the Agreement by either party for any reason, Purchaser agrees to pay for all Software Applications delivered, any Professional Services rendered and T&L expenses incurred prior to the cancellation. Initial down payment of deposit is non-refundable. Purchaser must provide written notification to Harris if it wishes to cancel the Agreement.

Cancellation of any on-site Services by Purchaser is allowed for any reason if done in writing more than fourteen (14) days in advance of such Services. Cancellation by Purchaser with fourteen (14) days or less of scheduled on-site Services will be billed at fifty percent (50%) of the on-site fee, plus any non-recoverable costs incurred by Harris due to advance scheduling of travel. Additionally, Purchaser hereby acknowledges that cancellation of on-site Services means that such on-site Services will be rescheduled as Harris' then current schedule permits. Harris is not responsible for any delay in Purchaser's project resulting from Purchaser's cancellation of consulting. If additional services are required because the Purchaser was not adequately prepared for the on-site services, Harris will provide a Change Order to the Purchaser for the additional services.

**14. Acknowledge of Purchase**

By the signing of this Agreement in the space provided below, the parties acknowledge their acceptance of the purchase and agree with the terms of this sale as set forth above.

Purchaser: **City of Grand Rapids, MN**

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

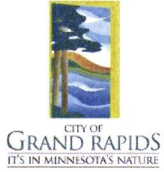
Date: \_\_\_\_\_

Title: \_\_\_\_\_

Proposal Prepared by: Richard Plese  
Sales Order #: 12218  
REP-725-GRA

Customer Contact: Shirley Miller  
Title: Finance Director  
Phone: 218-326-7616  
Fax: 218-326-7608  
Email: [smiller@ci.grand-rapids.mn.us](mailto:smiller@ci.grand-rapids.mn.us)

*Libertyville, IL Office: Phone 847-362-2803, Ext. 118 Fax: 847-362-3347  
1850 W. Winchester Road, Suite 209, Libertyville, IL 60048  
[www.harriscomputer.com](http://www.harriscomputer.com)*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0666      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/12/2012      **In control:** Fire  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Accept a Donation to the Fire Department from 5-Star Pest Control.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [5StarPest Res](#)

Date	Ver.	Action By	Action	Result
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*Title*  
Accept a Donation to the Fire Department from 5-Star Pest Control.

*Body*  
**Background Information:**  
5-Star Pest Control has made a donation in the amount of \$150 to the Grand Rapids Fire Department to be used for their Fire Prevention and Education Program.

**Staff Recommendation:**  
[Enter Recommendation Here]

**Requested City Council Action**  
Consider adopting a resolution to accept a donation in the amount of \$150 from 5-Star Pest Control to the Grand Rapids Fire Department Fire Prevention and Education Program.



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

RESOLUTION NO. 12-

A RESOLUTION ACCEPTING A \$150 DONATION FROM 5 STAR PEST CONTROL & CABIN CARE, LLC TO THE GRAND RAPIDS FIRE DEPARTMENT TO BE USED FOR THE FIRE PREVENTION AND EDUCATION PROGRAM

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

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

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

- 5 Star Pest Control & Cabin Care, LLC has donated \$150 to be used for the Fire Prevention and Education Program.

Adopted this 22nd day of October, 2012

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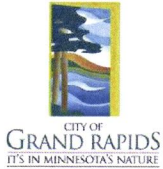
Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 12-0667      **Version:** 2      **Name:** Park and Recreation Department Part Time Employees  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/15/2012      **In control:** Civic Center, Parks & Recreation  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Park and Recreation Department Part Time Employees  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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*Title*  
Park and Recreation Department Part Time Employees

*Body*

**Background Information:**

The following employees will perform the duties of Lifeguard, Instructor, Instructor's Assistant, Warming House Attendant, Coach or Coach's Aid. Hourly wages range from \$7.25 - \$9.00 per hour depending on position and longevity. These positions are part of the Recreation Program and/or Administrative Budget.

New Hires:

Daulton Anderson	Assistant, Instructor, Attendant, Coach or Aid	\$7.25 to \$9.00 per hour
Dylan Maki	Assistant, Instructor, Attendant, Coach or Aid	\$7.25 to \$9.00 per hour

Re-Hires:

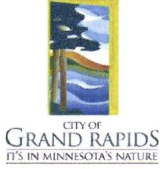
Dalton Calicher	Assistant, Instructor, Attendant, Coach or Aid	\$7.25 to \$9.00 per hour
Callie Anderson	Assistant, Instructor, Attendant, Coach or Aid	\$7.25 to \$9.00 per hour
Jace Luoma	Assistant, Instructor, Attendant, Coach or Aid	\$7.25 to \$9.00 per hour
James Jyla	Assistant, Instructor, Attendant, Coach or Aid	\$7.25 to \$9.00 per hour
Chase Hince	Assistant, Instructor, Attendant, Coach or Aid	\$7.25 to \$9.00 per hour
Ivy Hickerson	Lifeguard, Assistant, Instructor, Attendant, or Aid	\$7.25 to \$9.00 per hour
Angela Robertson	Lifeguard, Assistant, Instructor, Attendant, or Aid	\$7.25 to \$9.00 per hour
Sydney Schlauderaff	Lifeguard, Assistant, Instructor, Attendant, or Aid	\$7.25 to \$9.00 per hour
Luci-Kangas Olson	Lifeguard, Assistant, Instructor, Attendant, or Aid	\$7.25 to \$9.00 per hour
Allie Bean	Lifeguard, Assistant, Instructor, Attendant, or Aid	\$7.25 to \$9.00 per hour

**Staff Recommendation:**

Approve the hiring of part time employees with the Grand Rapids Park and Recreation Department

**Requested City Council Action**

Consider approving the hiring of part time employees with the Grand Rapids Park and Recreation Department



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0668      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/15/2012      **In control:** Fire  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Accept a \$20 Donation to the Fire Department from Darren & Carolyn Olson.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Olson Don Res](#)

Date	Ver.	Action By	Action	Result
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*Title*

Accept a \$20 Donation to the Fire Department from Darren & Carolyn Olson.

*Body*

**Background Information:**

Darren and Carolyn Olson have made a \$20 donation to the Grand Rapids Fire Department Fire Prevention and Education Program.

**Staff Recommendation:**

[Enter Recommendation Here]

**Requested City Council Action**

Consider adopting a resolution to accept a \$20 donation from Darren and Carolyn Olson to the Grand Rapids Fire Department Prevention and Education Program.

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

RESOLUTION NO. 12-

A RESOLUTION ACCEPTING A \$20 DONATION FROM DARREN & CAYOLYN OLSON TO THE GRAND RAPIDS FIRE DEPARTMENT TO BE USED FOR THE FIRE PREVENTION AND EDUCATION PROGRAM

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

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

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

- Darren & Carolyn Olson donated \$20 to be used for the Fire Prevention and Education Program.

Adopted this 22nd day of October, 2012

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Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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





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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0669      **Version:** 1      **Name:** Curling Club Temp. Liquor  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/16/2012      **In control:** Administration  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Approve temporary liquor license for Itasca Curling Club event scheduled for December 7th through 9th, 2012 at 902 Hale Lake Pointe, Grand Rapids.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Itasca Curling Club - Temporary Liquor Application](#)

Date	Ver.	Action By	Action	Result
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**Title**  
Approve temporary liquor license for Itasca Curling Club event scheduled for December 7th through 9th, 2012 at 902 Hale Lake Pointe, Grand Rapids.



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 444 Cedar Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <u>ITASCA CURLING CLUB</u>		Date organized <u>1968</u>	Tax exempt number <u>1468879</u>
Address <u>902 HALE LAKE POINTE</u>		City <u>GRAND RAPIDS</u>	State <u>Minnesota</u>
Name of person making application <u>TIM HURD</u>		Business phone	Home phone <u>218-259-1102</u>
Date(s) of event <u>DECEMBER 7-9, 2012</u>		Type of organization <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit	
Organization officer's name <u>Charles Hanson</u>		City <u>Grand Rapids</u>	State <u>Minnesota</u>
<input checked="" type="checkbox"/> Add New Officer		Zip <u>55744</u>	

Location where permit will be used. If an outdoor area, describe.

INDOORS

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

<u>Grand Rapids</u> City/County	_____
<u>20.00</u> City Fee Amount	_____
<u>10-11-12</u> Date Fee Paid	_____
_____	_____
_____	_____
_____	_____

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.

MINNESOTA LIQUOR LIABILITY ASSIGNED RISK PLAN  
MINNESOTA JOINT UNDERWRITING ASSOCIATION  
445 MINNESOTA ST SUITE 514  
SAINT PAUL, MN 55101-0760  
(651) 222-0484 OR 1-800-552-0013

**CERTIFICATE OF INSURANCE FOR LIQUOR LIABILITY COVERAGE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THE CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE CONTRACT LISTED BELOW.

POLICY NUMBER: 12-0014  
CONTRACT PERIOD: 12:01 A.M. 1/26/2012 TO 12:01 A.M. 12/31/2012

CONTRACT HOLDER & ADDRESS  
ITASCA CURLING CLUB  
PO Box 863  
GRAND RAPIDS, MN 55744

SCHEDULED PREMISES: ITASCA CURLING CLUB, 902 HALE LAKE POINT, GRAND RAPIDS, MN 55744

THIS IS TO CERTIFY THAT THE CONTRACT OF COVERAGE DESCRIBED HEREIN HAS BEEN ISSUED TO THE CONTRACT HOLDER NAMED ABOVE AND IS IN FORCE AT THIS TIME. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN TO THE COVERAGE AFFORDED BY THE CONTRACT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH CONTRACT.

TYPE OF COVERAGE

LIMITS OF LIABILITY

BODILY INJURY	\$ 50,000	EACH PERSON
	100,000	EACH OCCURRENCE
PROPERTY DAMAGE	\$ 10,000	EACH OCCURRENCE
LOSS OF MEANS OF SUPPORT	\$ 50,000	EACH PERSON
	100,000	EACH OCCURRENCE
PECUNIARY LOSS	\$ 50,000	EACH PERSON
	100,000	EACH OCCURRENCE
ANNUAL AGGREGATE	\$ 300,000	ANNUALLY

SHOULD THE ABOVE CONTRACT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE PLAN WILL MAIL 60 DAYS WRITTEN NOTICE TO THE BELOW NAMED CERTIFICATE HOLDER, HOWEVER, IN THE EVENT THE CANCELLATION IS FOR NON PAYMENT OF PREMIUM, THE PLAN WILL MAIL A 10 DAY WRITTEN NOTICE.

CERTIFICATE HOLDER NAME & ADDRESS  
CITY OF GRAND RAPIDS  
420 N. POKEGAMA AVE  
GRAND RAPIDS, MN 55744

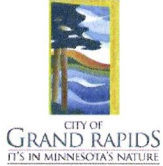
DATE OF ISSUE: 1/26/12



\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

AGENCY NAME & ADDRESS  
GRAND RAPIDS TATE AGENCY  
11 NW 5TH AVE  
GRAND RAPIDS, MN 55744





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 12-0671      **Version:** 1      **Name:** Airport T-Hangar Lease 2013-2015  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/17/2012      **In control:** Airport  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Airport T-Hangar Leases  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [10-22-12 Airport T Hangar Lease.pdf](#)

Date	Ver.	Action By	Action	Result
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### *Title*

Airport T-Hangar Leases

### *Body*

#### **Background Information:**

The airport owns 34 T-Hangars that are leased to private pilots for storage of their planes. The current three-year leases will expire on December 31, of this year. At this time five of the T-Hangars are vacant yielding a 85.3% occupancy rate. The current rate in the lease agreement is \$175/month. The rate increased \$5/month for the past three years. The Chisholm/Hibbing Airport charges \$160.25/month, Bemidji Airport \$170/month, and Aitkin Airport \$125/month.

The airport also has pilots who are interested in month to month leases typically during the winter.

Attached is an updated three-year lease agreement that would keep the monthly lease rate flat at \$175/month.

#### **Staff Recommendation:**

City staff is recommending that the attached three-year lease agreement with a rate of \$175/month be approved by the City Council. Staff is also recommending that when vacant, T-Hangers be leased to pilots on a month to month basis at a rate of \$190/month. Staff is also recommending that the City Council authorize the City Administrator and City Engineer to execute said lease agreements administratively.

#### **Requested City Council Action**

Consider approving the attached three-year T-Hangar lease agreement with a rate of \$175/month, a month to month basis at a rate of \$190/month, and authorize the City Administrator and City Engineer to execute said lease agreements administratively.

Grand Rapids – Itasca County Airport  
Gordy Newstrom Field

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**T-HANGAR LEASE AGREEMENT**

This lease made on January 1, 2013, between **Currently Open**, whose address is **Currently Unknown, Grand Rapids, MN 55744**, referred to as “LESSEE” and the City of Grand Rapids, referred to as “LESSOR”.

WITNESSETH:

LESSOR, in consideration of the covenants and agreements hereinafter mentioned agrees to lease to LESSEE the following described property:

**8 Unit T-Hangar, Bay # 5.**

To have and to hold the same for a period of three (3) year(s) commencing on January, 2013 and terminating on December 31, 2015 upon the following terms, conditions, covenants, and agreements, to-wit:

1. LESSEE shall pay for said lease the total amount of \$6,300, which includes the LESSEE paid deposit of \$0.00. LESSEE shall pay the remaining balance of \$6,300 as follows: 12 equal installments of \$175.00 per month in 2013, 12 equal installments of \$175.00 per month in 2014, and 12 equal installments of \$175.00 in 2015. Payments are due on or before the fifth (5<sup>th</sup>) day of each month.

LESSEE agrees to pay LESSOR the rent set forth above and mail or deliver said payments to:

City of Grand Rapids  
C/O City of Grand Rapids Finance Department  
420 North Pokegama Avenue  
Grand Rapids, Minnesota 55744-2662

2. LESSEE agrees to pay LESSOR rent increases, if any, imposed by LESSOR during the term of this Lease Agreement, in addition to the rent payable above. Rent increases, if any, shall be effective January 1<sup>st</sup> of each rental year and will be made through an addendum to this Agreement. LESSOR shall notify LESSEE in writing of a pending rent increase no less than Sixty (60) days prior to the effective date for said rent increase.
3. LESSOR hereby grants and gives the LESSEE, at LESSEE's option, the privilege to renew this lease and be subject to all the terms and conditions herein, except rental amount. LESSEE shall notify LESSOR of intent to renew this lease at least thirty (30) days prior to the end of the term of this lease or any applicable renewal period by written notice of said renewal by certified mail



## T-HANGAR LEASE AGREEMENT

sent to City Hall, City of Grand Rapids.

4. LESSEE agrees not to refuel in the hangar and agrees not to store fuel or any flammable, combustible, or any other dangerous materials or objects in the leased area.
5. Smoking in the hangar is prohibited.
6. Spray painting in the hangar is prohibited.
7. LESSEE agrees to maintain the property in good condition except for ordinary wear and tear. LESSEE is responsible, and must pay for all; repairs, replacements, HAZMAT spills/clean-up, and damage caused by the act or neglect of the LESSEE or the LESSEE's visitors. LESSEE shall pay for and replace light bulbs as required. LESSEE shall remove all of LESSEE's property at the end of this lease or any applicable renewal. Any property that is left becomes the property of the LESSOR. LESSEE shall, at a minimum, remove snow and ice within three (3) feet of the leased premises. Snow and ice may be pushed outward to facilitate snow and ice control efforts of the LESSOR.
8. LESSEE agrees not to engage in any commercial, aviation or otherwise, endeavors, businesses, work or related enterprise on said leased premises. Further, LESSEE agrees that the premises so leased shall not be used for commercial or non-commercial use of a non-aviation purpose.
9. LESSEE agrees that only aircraft and/or aviation related property would be stored on the leased premises. Further, LESSEE shall make a request in writing to the LESSOR to store any non-aviation related property on the leased premises.
10. LESSEE agrees that LESSOR shall have no liability whatsoever for the injury or damage to any property of LESSEE stored on the leased premises. LESSEE understands that s/he may at his/her own expense provide insurance protection for multi-peril loss.
11. Lessee shall only store an aircraft owned by LESSEE. However, LESSEE shall have the right to sublet the leased premises for the storage of one (1) aircraft during six (6) months of any calendar year during which time the LESSEE is not storing his/her own aircraft. LESSEE must give LESSOR written notice of the SUBLESSEE's name and the dates of the sublease. LESSEE shall continue to be responsible for all sections of this lease, as well as, continue to make the rental payments due. Upon sale by LESSEE of LESSEE's aircraft, this contract shall immediately terminate unless the LESSOR and LESSEE have entered into a separate written agreement solely for the purpose of extending this lease for a definite period of time, but in no event longer than

## T-HANGAR LEASE AGREEMENT

ninety (90) days, to allow the Lessee to purchase a different aircraft for storage in accordance with this Agreement.

12. It is further understood and agreed that this Lease and the privileges herein granted to the LESSEE, and all right, title and interest therein, and the power to execute the same are personal to the LESSEE and shall not, except as permitted herein with the consent of the LESSOR, be assigned or transferred or sublet or otherwise disposed of to any person, firm or corporation, directly or indirectly, by act of the LESSEE or by operation of law. LESSOR shall not unreasonably withhold such consent.
13. LESSEE shall have the right to park his/her privately owned vehicle in the hangar during a flight or flying trip.
14. This Airport Lease Agreement may be terminated by either the LESSEE or LESSOR without cause given one (1) rental period (1 calendar month) notice in writing from one party to the other. Verbal termination notifications will not be accepted. Lease termination by the LESSOR with cause is outlined in Paragraph #15.
15. It is expressly agreed that if default be made in the payment for rent or any other payments required herein, or any part thereof or if the LESSEE shall, without the consent of the LESSOR, assign this Lease for the whole or any part of said term, or use said premises or any part thereof for any other purpose than is hereinbefore specified, or violate any other covenant or agreement contained in this Lease, then, in any such case, the LESSOR may serve upon the LESSEE a Notice in writing by mailing a copy thereof addressed to Need to fill in, Grand Rapids, MN 55744, which Notice shall state the default or violation of the terms of the Lease Agreement claimed by the LESSOR to have been made by the LESSEE and of the election on the part of the LESSOR to terminate the Lease, if such default or violation is not remedied within thirty (30) days from the mailing and posting of such Notice; and unless within such period such violation shall have been remedied or corrected by the LESSEE and LESSEE has fully complied with the provisions of the Lease claimed to have been violated, the said Lease shall upon the expiration of such period of thirty (30) days, or if the LESSEE has committed the same violation within twelve (12) calendar months where Notice has been served, the LESSEE be deemed to have terminated as fully and to the same effect as if, upon said date, the original term of said Lease has expired. LESSEE may, at his/her discretion, appeal the Notice to the LESSOR which will be included as an Agenda Item on the first regularly schedule meeting of the **Grand Rapids City Council** following the Notice. Decisions made by the **Grand Rapids City Council** are final.



**T-HANGAR LEASE AGREEMENT**

- 16. A penalty of ten percent (10%) of the unpaid rental balance shall attach to and be payable to LESSOR should the LESSEE fail to make payment as required by this Agreement within fifteen (15) days of the payment due date. Should LESSEE fail to make two (2) successive rental payments this lease may be terminated.

Neither the extension of time for payment of any sum of money to be paid hereunder nor waiver by LESSOR of LESSOR's right to terminate this contract by reason of any breach shall in any manner affect the LESSOR's right to cancel this contract because of default or breach subsequently occurring.

Upon termination of this lease, LESSEE shall vacate the premises. If LESSOR is required to take legal action to have LESSEE removed from the premises, LESSEE shall pay all costs incurred, including reasonable attorney fees related to said action.

- 17. The contract entered into with the understanding that both parties are subject to all the requirements of Chapter 303, Laws of Minnesota, 1945, (M.S.A 360 and subsequent), and all amendments thereto, and that all provisions hereof inconsistent with the provisions of said law shall be revised in accordance with the demands of proper authorities when such demands are made.
- 18. Upon reasonable notice, LESSOR may enter the property to provide services, inspect, repair or show it. In case of emergency and/or the LESSEE's absence, LESSOR may enter property without the LESSEE's consent.
- 19. LESSEE shall at LESSEE's expense carry liability insurance that names the City of Grand Rapids as an additional insured. The liability insurance shall be in the same amount as the maximum liability to which the Grand Rapids – Itasca County Airport is exposed pursuant to Minn. Stat. Sec. 466.04 and subsequent amendments thereto.
- 20. Key Record: 2 keys have been issued for this unit and must be returned on termination of this agreement.
- 21. Preferred Phone Contact (optional): \_\_\_\_\_
- 22. Preferred Email Contact: \_\_\_\_\_
- 23. Aircraft Type and Tail Number: \_\_\_\_\_

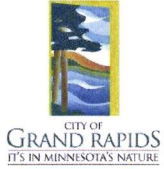
**T-HANGAR LEASE AGREEMENT**

**8 Unit T-Hangar, Bay # 5.**

CITY OF GRAND RAPIDS

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
CITY ADMINISTRATOR CITY ENGINEER

BY: \_\_\_\_\_  
LESSEE



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0673      **Version:** 1      **Name:** Taxicab Ordinance  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/17/2012      **In control:** Administration  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Adopt an ordinance amending Chapter 36 - Taxicabs, paragraph 36.08(a) Taxicab Drivers.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Taxicab Ordinance Text Amendment 2012](#)

Date	Ver.	Action By	Action	Result
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**Title**  
Adopt an ordinance amending Chapter 36 - Taxicabs, paragraph 36.08(a) Taxicab Drivers.

**Body**  
The State of Minnesota requires taxi cab licensees to possess a current Class D Driver's License. Staff are requesting updating current City Ordinance to be more inline with state statute.

**Requested Council Action**  
Adopt an Ordinance approving a text amendment to City Ordinance 03-08-11 Chapter 36 - Taxicabs, paragraph 36.08(a) Taxicab Drivers to require a Class D Driver's License for operator or employee of taxicab in Grand Rapids.



Councilmember  
adoption:

introduced the following ordinance and moved for its

ORDINANCE 12 -  
CHAPTER 36 - TAXICABS

36.01 DEFINITIONS. Terms used in this chapter have the following meanings:

Taxicab: Any motor vehicle used to carry passengers for hire, but no operating on a fixed route.

Street: Any street, highway, alley, avenue, court, bridge, land or public place in the City of Grand Rapids.

Taxicab Driver: Any person who drives a taxicab, whether such person be the owner of such taxicab or be employed by a taxicab owner or operator.

Operator: Any person owning or having control of the use of one or more taxicabs used for hire upon the streets or engaged in the business or operation of a taxicab within the city.

Taximeter: Any mechanical instrument or device by which the charge for hire of a taxicab is mechanically calculated, whether by distance traveled or waiting time or by both, and upon which such charge shall be indicated by figures.

36.02. LICENSE REQUIRED. (a) No operator shall operate a taxicab within the City without first having obtained a taxicab license therefor under the provisions of this chapter

(b) Each applicant for a taxicab license shall apply to the City Clerk for such license upon a form to be provided by the City and must comply with the following provisions to the satisfaction of the City Council:

1. Be a citizen of the United States.
2. Be of legal age to own and operate a motor vehicle, and in the case of any co-partnership, firm or corporation must be authorized to operate taxicabs and carry on business in accordance with the laws of the State of Minnesota.
3. Must fill out upon the blank form provided by the City a statement covering each vehicle to be licensed, giving the full name and address of the owner; the class and passenger carrying capacity of each vehicle for which a license is desired; the make of the car, the engine number; the serial number and the state license number; also the holder of legal title to said motor vehicle if other than applicant; or whether said vehicle is leased, licensed, or under any

form of contract permitted to be used and operated by some other person than the one holding legal title thereto, and what person collects the revenues from the operation of said taxicab and pays the expenses of operating the same.

(c) If application is made by an individual owner, the owner shall sign and swear to the application; if it is by a partnership, by one of the parties; and if by a corporation, by one of the duly elected officers of the corporation.

(d) No license shall be granted to any operator who is addicted to the excessive use of intoxicating liquors or narcotics.

36.03 LICENSE FEE; TERM; TRANSFER. The applicant for a taxicab license shall, before being issued the license, pay the fee for each vehicle licensed as set forth in Chapter 29. If the license is denied for any reason, the aforesaid fee or fees shall be returned to the applicant. All licenses expire on December 31 in each year. Any license may be transferred during any year only upon the additional payment of a proportional part of the fee by the transferee in addition to the payment of the regular fee, and upon approval of the City Council of such transfer.

#### 36.04 TAXICABS, EQUIPMENT.

(a) No person shall operate a taxicab within the City of Grand Rapids which does not comply with the following requirements:

1. It must be in good, safe operating condition and comply with all federal, state and local laws and regulations pertaining to the condition and operation of a motor vehicle to be operated on streets;
2. It must display a lighted "taxicab" or "taxi" device on the outside roof of the vehicle.
3. It must display the designation "taxicab" or "taxi" in plain, visible letters, not less than four inches in height, on each side of the taxicab;
4. It must have an accurately functioning taximeter which is located so as to be plainly visible and readable inside the taxicab by passengers;
5. It must be equipped with two-way communication equipment of sufficient capability to communicate anywhere within the city with any other place in the City, to accommodate dispatching;
6. It must display in the interior of the taxicab, at a place plainly visible and readable to passengers, a card printed in plain, legible

letters stating the number of the taxicab license, the maximum rates of fare to be charged, and a statement that any package or article left in the taxicab must be returned by the taxicab driver to the police station of the City of Grand Rapids, where it may be identified and claimed;

7. If must have four doors at a minimum; and
8. It must comply with all other provisions of this Ordinance.

36.05 GRANTING LICENSE. If the City Council is satisfied that the public convenience and good order will be served thereby, it may grant a license to any applicant. Each license granted shall be given a number and shall give number and an adequate description of the taxicabs licensed thereunder.

36.06 LICENSE PLATES AND NUMBERS.

(a) There shall be delivered to the operator of each licensed taxicab a license to be displayed on the dash or windshield of each and every taxicab so licensed, so that the license is plainly visible from the outside front of the taxicab. The license shall bear the license number of the taxicab and proper description words, including the year for which the license is issued and the name of the licensee. In case any licensed operator shall lose a license, a duplicate shall be secured by applying to the City Clerk and paying the sum of \$1.00 therefor before doing any further business with the taxicab from which the license is lost.

36.07 RATES, METERS.

(a) No person shall operate a taxicab within the City of Grand Rapids for the transportation of persons for hire unless the taximeter is first cleared of any prior charges and is then operated continuously during the passenger's trip so as to meter the fare.

(b) No person shall charge or attempt to charge any passenger a greater rate of fare than that which is displayed on the taximeter and is consistent with rates set forth in 36.04, 6 of this ordinance.

(c) The operator of a taxicab shall take the passenger to the passenger's destination by the most direct available route from the place where the passenger enters the cab. No taxicab operator shall deceive any passenger or prospective passenger as to the taxicab's destination or the distance traveled or to be traveled while transporting the passenger.

(d) No person shall be admitted to a taxicab occupied by a passenger without the consent of the passenger.

(e) It shall be the duty of the operator of any taxicab to accept as a passenger any person who seeks to use the taxicab, provided such person conducts himself or



herself in an orderly manner and provided the taxicab is not occupied by another passenger.

(f) No extra charge shall be made to a fare-paying passenger for baggage or parcels accompanying the passenger so long as the size of the baggage or parcels permits them to be carried in the taxicab or the trunk thereof.

#### 36.08 TAXICAB DRIVERS.

(a) No person, either the operator or employee of such operator, shall drive a taxicab in the City of Grand Rapids without possessing a currently valid Minnesota Class D Driver's license. (4-27-88)

(b) No person shall operate a taxicab or solicit or accept passengers for hire for a taxicab within the City of Grand Rapids unless the person has prominently displayed at chest level a photographic identification card bearing the person's photograph, the person's name, the words "Licensed Taxicab" in letters at least one inch high and the name of the taxicab licensee in whose services the person is acting.

#### 36.09 INSURANCE POLICIES.

(a) Taxicab. Before a license shall be delivered to any operator, he shall deposit with the City Clerk a policy or policies of an insurance company or companies licensed to transact business in this state insuring the operator of the taxicabs against loss from the liability imposed by law for damages on account of bodily injuries or death, or from damage to property resulting from the ownership, maintenance, or use of any taxicab owned or operated under such license, and agreeing to pay any judgment creditor to the extent of the amounts specified in such policy, any final judgment rendered against the insured by reason of such liability. The limit in any such insurance policy of such liability of the insurer on account of the ownership, maintenance and use of such taxicab shall not be less than \$300,000.00 combined single limit, bodily injuries and property damage. There shall be no limitation on the policy such policy, any final judgement rendered against the insured by reason of such liability. The limit in any such insurance policy of such liability of the insurer on account of the ownership, maintenance and use of such taxicab shall not be less than \$300,000 combined single limit, bodily injuries and property damage. There shall be no limitation on the policy as to the distance the vehicle may travel from Grand Rapids, nor shall the policy be canceled by the insurance company without first notifying the City Clerk at least 30 days before the policy is cancelled.

(b) General Liability. Before a license shall be delivered to any operator, he shall deposit with the City Clerk a policy or policies of an insurance company or companies duly licensed to transact business in this state, insuring the operator of any taxicab from any and all liability which he may incur as a result of bodily injuries or property damage resulting to him other than the operation of the automobile or taxicab. The limit of such insurance policy shall not be less than the City's maximum limits of liability as set forth in Minn. Stat. Sec. 466.04 (7-14-97).



36.10 PENALTIES, REVOCATION OF LICENSE. Any taxicab driver or taxicab operator who violates this chapter shall be subject to the penalty provided for violation of this code. In addition thereto, the City Council may revoke or suspend the license to operate a taxicab.

Adopted this 25<sup>th</sup> day of August 2003.

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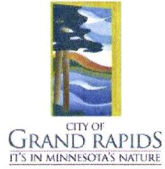
Dale Adams, Mayor

ATTEST:

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Kimberly Johnson-Gibeau, City Clerk

Councilor \_\_\_\_\_ seconded the foregoing ordinance and the following voted in favor thereof: \_\_\_\_\_ . Opposed: None, whereby the ordinance was duly passed and adopted.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0674      **Version:** 1      **Name:** Conc. Hire-Glaser  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/17/2012      **In control:** Civic Center, Parks & Recreation  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Approve the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning October 23, 2012.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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**Title**

Approve the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning October 23, 2012.

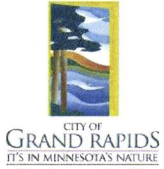
**Body**

**Background Information:**

Miranda Glaser will be hired to work at the IRA Civic Center and Grand Rapids Sports Complex starting at \$7.25 an hour as a concession worker. She will be an additional employee to those who currently work at the IRA Civic Center and Grand Rapids Sports Complex. This expense is covered in the 2012 budget.

**Requested City Council Action**

Consider approving the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning October 23, 2012.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0675      **Version:** 1      **Name:** Election Judge  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/17/2012      **In control:** Administration  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Appoint Torey Belich to serve as election judge for the General Election on November 6, 2012.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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**Title**  
Appoint Torey Belich to serve as election judge for the General Election on November 6, 2012.

**Body**  
Election judges serve in their assigned polling places beginning at 6:00 a.m. on election day until the completion of closing procedures, receiving \$10.00 per hour for services.

**Requested Council Action**  
Appoint Torey Belich to serve as election judge for the General Election on November 6, 2012, rate of pay \$10.00 per hour.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 12-0676      **Version:** 1      **Name:** Accept the notice of retirement from Tim Adler, Firefighter, effective November 1, 2012.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/17/2012      **In control:** Administration  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Accept the notice of retirement from Tim Adler, Firefighter, effective November 1, 2012.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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### *Title*

Accept the notice of retirement from Tim Adler, Firefighter, effective November 1, 2012.

### *Body*

#### **Background Information:**

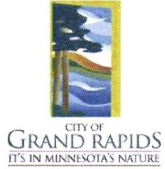
Tim Adler, Firefighter, has submitted his notice of retirement effective November 1, 2012. Tim was hired on November 1, 1992 and has served in the capacity of Firefighter for 20 years. In his letter, Tim stated, "*I have many fond memories and made life-long friends while serving those 20 years with the Fire Department and the community of Grand Rapids and surrounding area.*"

#### **Staff Recommendation:**

#### **Requested City Council Action**

Consider accepting the notice of retirement from Tim Adler, Firefighter, effective November 1, 2012.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0677      **Version:** 1      **Name:** Board & Commission Minutes  
**Type:** Minutes      **Status:** Approved  
**File created:** 10/18/2012      **In control:** Administration  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Acknowledge minutes for Boards & Commissions  
**Sponsors:**  
**Indexes:**  
**Code sections:**

**Attachments:** [May 21 2012 GREDA Special Meeting](#)  
[June 14, 2012 GREDA Minutes](#)  
[July 12, 2012 GREDA Minutes](#)  
[July 19, 2012 GREDA Special Meeting](#)  
[August 15, 2012 GREDA Minutes](#)  
[March 14, 2012 MRC Minutes](#)  
[June 13, 2012 MRC Minutes](#)  
[September 5, 2012 PUC Emergency Meeting](#)  
[September 12, 2012 PUC Special Meeting](#)  
[September 12, 2012 PUC Regular Meeting](#)  
[September 12, 2012 Civic Center-Park & Rec Board](#)  
[September 12, 2012 Library Board](#)  
[September 18, 2012 Golf Board minutes](#)  
[September 21, 2012 Golf Board](#)

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

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
MONDAY, MAY 21, 2012  
8:30 A.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Monday, May 21, 2012 at 8:45 a.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Gary McInerney, Sholom Blake, Cheryl Gullickson, Chris Lynch. Absent: Ed Zabinski, Michael Stefan, Mike Przytarski.

Staff present: Rob Mattei

Consider awarding a quote for soil remediation at the Itasca Eco Industrial Park.

Community Development Director Mattei received the following quotes:

Casper Construction- Base Bid \$21,380.00  
Hammerlund Construction- Base Bid \$34,660.00

Staff recommends awarding the bid to Casper Construction in the amount of \$21,380.00

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER LYNCH TO AWARD THE BID FOR SOIL REMEDIATION AT THE ITASCA ECO INDUSTRIAL PARK TO CASPER CONSTRUCTION IN THE AMOUNT OF \$21,380.00. The following roll call vote was taken: Yea: Lynch, Blake, McInerney. Nay: None, Gullickson abstained.**

**MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER MCINERNEY TO AJOURN THE MEETING AT 8:50 A.M. The following voted in favor thereof: Lynch, McInerney, Gullickson, Blake. Opposed: None, passed unanimously.**

The next scheduled meeting is Thursday, June 14, 2012 at 4:00 p.m. unless otherwise noticed.

Respectfully submitted:

\_\_\_\_\_  
Aurimy Groom, Recorder

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY**

**REGULAR MEETING**

**THURSDAY, JUNE 14, 2012**

**4:00 P.M.**

**GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, June 14, 2012 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Ed Zabinski, Gary McInerney, Sholom Blake, Chris Lynch. Absent: Cheryl Gullickson, Mike Przytarski, Michael Stefan.

Staff present: Rob Mattei

**SETTING OF REGULAR AGENDA:** **Approved with addition.**

- **Consider a resolution authorizing execution of limited warranty deed and release.**
- **SCDP Correspondence.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER BLAKE TO APPROVE THE MINUTES OF THE MAY 10, 2012 REGULAR MEETING AND THE MAY 21, 2012 SPECIAL MEETING. The following voted in favor thereof: Zabinski, McInerney, Lynch, Blake. Opposed: None, passed unanimously.**

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER LYNCH TO APPROVE CLAIMS IN THE AMOUNT OF \$12,147.20.**

Air Espresso	\$28.05	Enviro Signs LLC	\$7,268.56
Kennedy & Graven	\$414.00	Kootasca Community Action Inc	\$2,584.59
Old School Pastries	\$1,172.00	SEH-RCM	\$1,094.00

**The following voted in favor thereof: Zabinski, Lynch, McInerney, Blake. Opposed: None, passed unanimously.**

Discuss IEDC 2013 funding request and revised funding structure with Interim President Jeff Borling.

Mr. Borling provided an overview of the revised funding structure. The Commissioners will review their 2013 budget in August and decide on an amount for 2013 funding.



Consider approval of an amendment to the DEED Contamination Cleanup Grant to extend the term an additional six months.

Community Development Director Mattei provided background information.

**MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER MCINERNEY TO APPROVE AN AMENDMENT TO THE DEED CONTAMINATION CLEANUP GRANT. The following roll call vote was taken: Yea: Lynch, Blake, McInerney, Zabinski. Opposed: None, passed unanimously.**

Consider adopting a resolution approving modifications to the Commercial Building Improvement Loan Program guidelines.

Mr. Mattei reviewed the proposed changes with the GREDA.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER LYNCH TO ADOPT RESOLUTION 12-01 APPROVING MODIFICATIONS TO THE COMMERCIAL BUILDING IMPROVEMENT LOAN PROGRAM GUIDELINES. The following roll call vote was taken: Yea: McInerney, Lynch, Zabinski. Opposed: None, Blake abstained.**

Consider a resolution authorizing execution of limited warranty deed and release.

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER TO ADOPT RESOLUTION 12-02 AUTHORIZING EXECUTION OF LIMITED WARRANTY DEED AND RELEASE. The following roll call vote was taken: Yea: Lynch, Blake, McInerney, Zabinski. Opposed: None, passed unanimously.**

SCDP Correspondence.

Mr. Mattei received a letter stating the City was not selected for this funding cycle.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER BLAKE TO AJOURN THE MEETING AT 4:35 P.M. The following voted in favor thereof: Zabinski, Lynch, McInerney, Blake. Opposed: None, passed unanimously.**

The next scheduled meeting is Thursday, June 28, 2012 at 4:00 p.m. unless otherwise noticed.

Respectfully submitted:

\_\_\_\_\_  
Aurimy Groom, Recorder



**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, JULY 12, 2012  
4:00 P.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, July 12, 2012 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Ed Zabinski, Gary McInerney, Sholom Blake, Cheryl Gullickson, Mike Przytarski. Absent: Chris Lynch, Michael Stefan.

Staff present: Rob Mattei

**SETTING OF REGULAR AGENDA:** **Approved without addition.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER BLAKE TO APPROVE THE MINUTES OF THE JUNE 14, 2012 REGULAR MEETING. The following voted in favor thereof: Zabinski, McInerney, Gullickson, Blake, Przytarski. Opposed: None, passed unanimously.**

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER GULLICKSON TO APPROVE CLAIMS IN THE AMOUNT OF \$2,636.34.**

Braun Intertec	\$1592.81	Frank Perendy	\$971.88
League of MN Cities	\$66.00	Visa	\$5.65

**The following voted in favor thereof: Zabinski, Przytarski, McInerney, Blake, Gullickson. Opposed: None, passed unanimously.**

Presentation by U of M Extension highlighting services to address the GREDA goal for an updated market area profile-John Bennett, Extension Educator, Community Economics.

Mr. Bennett provided a power point presentation outlining the process of how a market area profile is created. Four sections are used they are as follows: Retail Goods and Services, Market profile, Market Potential, Tapestry Segmentation Profile. The Commissioners agreed an updated market area profile would be a great tool to have.

Consider cost participation in maps of Mississippi Riverfront area for pedestrian kiosks.

Get Fit Itasca has kiosks located throughout the City which provide maps of area trails. The Mississippi Riverfront Committee suggested a map of the trail located along the riverfront be placed in the kiosks.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER PRZYTARSKI TO APPROVE COST PARTICIPATION IN THE AMOUNT OF \$331.31 FOR THE PRINTING OF TRAIL MAPS ALONG THE MISSISSIPPI RIVERFRONT. The following roll call vote was taken: Yea: Przytarski, Blake, Gullickson, McInerney, Zabinski. Opposed: None, passed unanimously.**

Consider appointing two Commissioners to review Glen's Army/Navy subordination request.

Commissioners Przytarski and Blake volunteered to review this request.

Updates:

DC Manufacturing- They have decided to move forward with their project. Staff met with the owners, IRRRB and Hawk Construction to review financing options.

Downtown Redevelopment-Former St. Joes Block- The original estimate for demo and abatement was around \$500,000.00. The City applied for a grant from the IRRRB for the demo and abatement which was not funded. Community Development Director Mattei has been authorized by the City Council to apply for an additional request to IRRRB.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER BLAKE TO AJOURN THE MEETING AT 5:18 P.M. The following voted in favor thereof: Zabinski, Gullickson, McInerney, Blake, Przytarski. Opposed: None, passed unanimously.**

The next scheduled meeting is Thursday, July 26, 2012 at 4:00 p.m. unless otherwise noticed.

Respectfully submitted:

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Aurimy Groom, Recorder

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
THURSDAY, JULY 19, 2012  
8:00 A.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, July 19, 2012 at 8:00 a.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Ed Zabinski, Cheryl Gullickson, Mike Przytarski, Chris Lynch. Absent: Michael Stefan, Sholom Blake, Gary McInerney.

Staff present: Rob Mattei

Consider authorizing execution of limited warranty deed and release.

Community Development Director Mattei provided background information.

Commissioner Stefan joined the meeting at 8:04 a.m.

**MOTION BY COMMISSIONER LYNCH, SECOND BY COMMISSIONER PRZYTARSKI TO AUTHORIZE THE EXECUTION OF A LIMITED WARRANTY DEED AND RELEASE. The following voted in favor thereof: Zabinski, Lynch, Przytarski, Stefan. Opposed: None, Gullickson abstained, motion passed.**

**MOTION BY COMMISSIONER GULLICKSON, SECOND BY COMMISSIONER LYNCH TO ADJOURN THE MEETING AT 8:11 A.M. The following voted in favor thereof: Stefan, Gullickson, Zabinski, Lynch, Przytarski. Opposed: None, passed unanimously.**

Respectfully submitted:

\_\_\_\_\_  
Aurimy Groom, Recorder



**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
WEDNESDAY, AUGUST 15, 2012  
9:00 A.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Special Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Wednesday, August 15, 2012 at 9:00 a.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Ed Zabinski, Gary McInerney, Sholom Blake, Chris Lynch, Mike Przytarski. Absent: Cheryl Gullickson, Michael Stefan.

Staff present: Rob Mattei

**SETTING OF REGULAR AGENDA:** Approved with addition.

- Approve Claim in the amount of \$12,738.48 for a CBIL Loan to Rayno Lillo.
- Approve Claim in the amount of \$1,627.51 to Kootasca for MIRC Grant.
- Approve contract with SEH for engineering services for the DC Manufacturing Facility.
- Authorize execution of Minnesota Business Finance Corporation Environmental Questionnaire.
- Discuss U of M market analysis.
- Update on the Depot RFP.

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER MCINERNEY TO APPROVE THE MINUTES OF THE JULY 12, 2012 REGULAR MEETING AND JULY 19, 2012 SPECIAL MEETING. The following voted in favor thereof: Zabinski, McInerney, Lynch, Blake, Przytarski. Opposed: None, passed unanimously.**

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER BLAKE TO APPROVE CLAIMS IN THE AMOUNT OF \$17,337.44.**

Braun Intertec	\$1,100.00	City of Grand Rapids	\$1,085.43
Eck Design	\$347.34	Get Fit Itasca	\$331.31
Itasca County Recorder	\$46.00	IEDC	\$10,000.00
Kennedy & Graven	\$486.00	Kootasca	\$3,941.36

**The following voted in favor thereof: Zabinski, Przytarski, McInerney, Blake, Lynch. Opposed: None, passed unanimously.**



Introduction to Mark Zimmermen, newly appointed IEDC President.

Mr. Zimmerman introduced himself and provided his background information.

Consider approval of a recommended 2013 GREDA Operating Budget and levy request.

Community Development Director Mattei distributed a memorandum to the Commissioners outlining the 2013 GREDA operating budget.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER BLAKE TO APPROVE THE 2013 GREDA OPERATING BUDGET WITH A LEVY AMOUNT OF \$75,000.00. The following roll call vote was taken: Yea: Przytarski, Lynch, Blake, McInerney, Zabinski. Nay: None, passed unanimously.**

Appoint two GREDA Commissioners to develop GREDA funding alternatives for discussion with the City.

President Zabinski and Commissioner McInerney volunteered to discuss funding alternatives for the GREDA.

Consider a recommendation from the review committee regarding the Glen's Army/Navy subordination request.

Commissioner Blake forwarded a recommendation to approve the subordination request.

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER PRZYTARSKI TO APPROVE THE GLEN'S ARMY/NAVY SUBORDINATION REQUEST. The following roll call vote was taken: Yea: Przytarski, Lynch, Blake, McInerney, Zabinski. Nay: None, passed unanimously.**

Consider approval of Change Order 1, in the amount of \$38,325.00, for additional work performed by Casper Construction in the mitigation of contaminated soils at the Itasca Eco Industrial Park (Ainsworth).

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER LYNCH TO APPROVE CHANGE ORDER #1 IN THE AMOUNT OF \$38,325.00. The following roll call vote was taken: Yea: McInerney, Blake, Lynch, Przytarski, Zabinski. Nay: None, passed unanimously.**

Updates:

DC Manufacturing- The City received the tax abatement application from DC Manufacturing and they are working on a IRRRB Infrastructure Grant. The GREDA will need to hold a public hearing for the sale of land to DC Manufacturing. DC Manufacturing would like to get started on this project this fall.

Approve contract with SEH for engineering services for the DC Manufacturing Facility.

Community Development Director Mattei provided background information. SEH is proposing to complete the design and bidding services for a lump sum of \$14,100.00 and the construction services for a lump sum of \$11,100.00 for a proposed total of \$25,200.00. Commissioner Lynch was concerned about entering into a contract with SEH prior to the land sale being completed. If the contract isn't approved DC Manufacturing may not be able to break ground this fall.

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER MCINERNEY TO APPROVE THE PROPOSAL FOR PROFESSIONAL SERVICES WITH SEH IN THE AMOUNT NOT TO EXCEED \$25,200.00. The following roll call vote was taken: Yea: McInerney, Blake, Przytarski, Zabinski. Nay: Lynch, motion passed.**

Authorize execution of Minnesota Business Finance Corporation Questionnaire.

In order for DC Manufacturing to secure funding this questionnaire needs to be completed. Mr. Mattei has filled out the questionnaire and will have it reviewed by an attorney.

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER LYNCH TO AUTHORIZE EXECUTION OF MINNESOTA BUSINESS FINANCE CORPORATION QUESTIONNAIRE WITH THE APPROVAL OF AN ATTORNEY. The following roll call vote was taken: Yea: Przytarski, Lynch, Blake, McInerney, Zabinski. Nay: None, passed unanimously.**

Downtown Redevelopment-Former St. Joes Block, Community Development Director Mattei did not have an update.

Approve payment in the amount of \$12,738.48 for a CBIL Loan to Rayno Lillo.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER BLAKE TO APPROVE PAYMENT IN THE AMOUNT OF \$12,738.48 TO RAYNO LILLO. The following roll call vote was taken: Yea: Przytarski, Lynch, Blake, McInerney, Zabinski. Nay: None, passed unanimously.**

Approve payment in the amount of \$1,627.51 to Kootasca.

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER MCINERNEY TO APPROVE PAYMENT IN THE AMOUNT OF \$1,627.51 TO KOOTASCA. The following roll call vote was taken: Yea: McInerney, Blake, Lynch, Przytarski, Zabinski. Nay: None, passed unanimously.**

Discuss U of M market area study.

Community Development Director Mattei would like to move forward with this project. A market area study would be very beneficial.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER LYNCH TO AUTHORIZE EXPENDITURES UP TO A \$1000.00 FOR A**

**MARKET AREA STUDY. The following roll call vote was taken: Yea: Przytarski, Lynch, Blake, McInerney, Zabinski. Nay: None, passed unanimously.**

Update Depot RFP.

Community Development Director Mattei announced that the developer has decided to withdraw their proposal.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER BLAKE TO AJOURN THE MEETING AT 10:10 A.M. The following voted in favor thereof: Zabinski, Lynch, McInerney, Blake, Przytarski. Opposed: None, passed unanimously.**

The next scheduled meeting is Thursday, August 23, 2012 at 4:00 p.m. unless otherwise noticed.

Respectfully submitted:

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Aurimy Groom, Recorder



**MISSISSIPPI RIVERFRONT COMMITTEE  
REGULAR MEETING  
WEDNESDAY, MARCH 14, 2012  
4:00 P.M.  
CONFERENCE ROOM 2A-CITY HALL  
GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Mississippi Riverfront Committee was called to order on Wednesday, March 14, 2012 at 4:00 p.m. in Conference Room 2A, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Rick Harding, Gene Baker, Todd Driscoll, Steve Downing, Nikki Roberts, Skip Duchesneau. Absent: Marian Barcus.

Staff present: Rob Mattei, Eric Trast.

Marian Barcus participated via conference call.

**SETTING OF REGULAR AGENDA:** Approved without addition.

**APPROVAL OF MINUTES:**

**MOTION BY HARDING, SECOND BY DRISCOLL TO APPROVE THE MINUTES OF THE MARCH 14, 2012 REGULAR MEETING. The following voted in favor thereof: Harding, Baker, Driscoll, Downing, Roberts, Duchesneau. Opposed: None, passed unanimously.**

Updates:

Pedestrian Bridge- City Engineer Tom Pagel announced federal funding has been secured in 2016 for the bridge. Now that federal funding has been secured other possible funding sources can be applied for. Mr. Pagel will continue to work on this project and will update the MRC as more information becomes available.

Interpretative Signage Project- Community Development Specialist Trast said he has received the second set of proofs from the sign company. Once those have been approved it should take about 4-6 weeks for the final product. Community Development Director Mattei suggested a couple of the members meet with Public Works Director Jeff Davies to pick out the sites for the new signs. Todd Driscoll reminded the members the riverfront cleanup day is slated for May 10<sup>th</sup> at 9:00 a.m.

Review 2012 MRC Work Plan and consider implementation steps and timing.

1. Implement interpretive signage and support the expansion of similar interpretive signage adjacent to the newly developed trail from 7<sup>th</sup> Avenue Bridge through Veterans Park.

Chair Baker suggested Todd Driscoll help with ideas for interpretive signage in this area.



2. Support the integration and use of the Energy Efficiency Eco-Education Project and potential gathering area on the west side of the library (picnic tables, etc).

The MRC thought it would be beneficial to have picnic tables in that area. Mr. Mattei will check with Mr. Davies to see if he has any extra picnic tables available to place in that area.

3. Continue to pursue funding opportunities for pedestrian bridge.

This item was covered in the updates.

4. Continue selective tree trimming along the river to open up views, and participate in the Riverfront cleanup day.

The MRC agreed they would like to participate in the Riverfront cleanup day. They also moved their June meeting to Veterans Park to survey what type of trimming may need to be done.

5. Explore grant opportunities to connect the sidewalk between Angel of Hope Park and Blandin Foundation.

Mr. Mattei suggested the MRC take a look at the site and see where it would be feasible to place a sidewalk.

6. Support housing and commercial development on Blocks 20, 21 & 5.

The sites are currently listed on the GREDA website.

7. Host a discussion with the HRA, Fire Marshall, Zoning Department and the Building Official about concerns and potential solutions to the Itasca Street mobile home park.

The MRC decided to meet April 18<sup>th</sup>, 2012 at 4:00 with the HRA, Fire Marshall, Zoning Department and the Building Official to address concerns regarding the Itasca Street mobile home park.

8. Investigate and promote opportunities for artwork in the Riverfront area.

Todd Driscoll volunteered to work on this project since he is now a member of the MacRostie Board.

9. Meet with representatives from the Grand Rapids Showboat and Forest History Center to discuss their present and future plans.

Mr. Mattei said the Showboat had given the City Council a list of items they would like to see done to the current site. The City of Grand Rapids owns this site.

10. Study the feasibility of an RV Park in Veterans Park.

Marian Barcus volunteered to gather information on this item and report back to the MRC.

11. Coordinate a discussion with the DNR regarding fishing pier information.

This item has been addressed and can be taken off the 2012 Work Plan.

Election of Officers: Chairperson and Vice Chairperson/Secretary.

**MOTION BY HARDING, SECOND BY DRISCOLL TO ELECT GENE BAKER AS CHAIRPERSON AND SKIP DUCHESNEAU AS VICE CHAIRPERSON/SECRETARY. The following voted in favor thereof: Driscoll, Harding, Downing, Roberts, Baker, Duchesneau. Opposed: None, passed unanimously.**

**MOTION BY DOWNING, SECOND BY DUCHESNEAU TO ADJOURN THE MEETING AT 5:37 P.M. The following voted in favor thereof: Duchesneau, Baker, Downing, Roberts, Harding, Driscoll. Opposed: None, passed unanimously.**

The next scheduled meeting is Wednesday, April 18, 2012 at 4:00 p.m. unless otherwise noticed.

Respectfully submitted:

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Aurimy Groom, Recorder

**MISSISSIPPI RIVERFRONT COMMITTEE  
REGULAR MEETING  
WEDNESDAY, JUNE 13, 2012  
4:00 P.M.  
VETERANS PARK  
GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Mississippi Riverfront Committee was called to order on Wednesday, June 13, 2012 at 4:00 p.m. in Conference Room 2A, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Rick Harding, Gene Baker, Marian Barcus, Steve Downing, Nikki Roberts. Absent: Skip Duchesneau, Todd Driscoll.

Staff present: Rob Mattei, Eric Trast.

**SETTING OF REGULAR AGENDA:** Approved with addition.

- Update on the RV Park.
- Update on the Riverfront Cleanup.

**MOTION BY COMMISSIONER BARCUS, SECOND BY COMMISSIONER DOWNING TO APPROVE THE AGENDA WITH ADDITION. The following voted in favor thereof: Harding, Baker, Barcus, Downing, Roberts. Opposed: None, passed unanimously.**

**APPROVAL OF MINUTES:**

**MOTION BY BARCUS, SECOND BY DOWNING TO APPROVE THE MINUTES OF THE MARCH 14, 2012 REGULAR MEETING WITH THE FOLLOWING AMENDMENT.**

Approve the Minutes from the December 14, 2011 Regular Meeting.

**The following voted in favor thereof: Harding, Baker, Barcus, Downing, Roberts. Opposed: None, passed unanimously.**

Updates:

Update regarding concerns at the Itasca Street Mobile Home Park- Travis Cole, Building/Fire Inspector provided a letter to the committee members. Mr. Cole was able to gain entry to the homes and felt that they are in overall good structural condition and showed no signs of infestation or overcrowding.

Summary of Riverfront Interpretive Signage project- The signs are installed and a picture was taken with all those who contributed to the project.

Update on RV parks- Marian Barcus spoke with Jeff Klennert who runs the Core of Engineers campground on the Mississippi River. He said they do not break even and they are full the



whole season. Mrs. Barcus said she will set up a meeting with a private park owner and report back to the committee at the next meeting.

Mississippi Riverfront Cleanup- Public Works Director Jeff Davies said that three public works trucks full of garbage had been picked up this year. This is about the same amount as last year.

Review/Consider additional locations for selective tree/brush trimming along the river to open up views.

The Members would like this to be placed on the agenda at their next regular meeting.

**MOTION BY HARDING, SECOND BY BARCUS TO ADJOURN THE MEETING AT 4:34 P.M. The following voted in favor thereof: Barcus, Baker, Downing, Roberts, Harding. Opposed: None, passed unanimously.**

The next scheduled meeting is Wednesday, September 12, 2012 at 4:00 p.m. unless otherwise noticed.

Respectfully submitted:

---

Aurimy Groom, Recorder

DRAFT



An emergency meeting of the Public Utilities Commission was held on September 5, 2012 at 11:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4<sup>th</sup> Street, Grand Rapids, MN.

Members Present: President Welliver, Secretary Hodgson, Commissioner Adams, Commissioner Johnson, Commissioner Chandler.

Members Absent: None.

Others Present: General Manager Ward, Wastewater Treatment Facility Manager Ackerman, Administrative/HR Assistant Flannigan.

President Welliver acknowledged the emergency meeting was called by two Commission members, himself and Commissioner Hodgson, to discuss current status of the industrial effluent force main.

General Manager Ward reviewed the most recent industrial force main break and gave a brief history of prior incidences. In addition, Ward discussed the planned main replacement as well as funding options, including upcoming City bond issues.

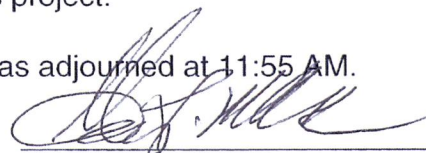
Manager Ackerman reviewed the response to the most recent incident and conversations he had with the Minnesota Pollution Control Agency (MPCA). There were no permit violations caused by the incident. There is a bid opening today at 2:00 PM for the Industrial Force Main Replacement-Segment A, which consists of replacing the main from the south side of the Mississippi River to the south side of River Road, then east along 2<sup>nd</sup> Avenue SE to 3<sup>rd</sup> Avenue SE. This project was approved by the Commission at a special meeting on August 20, 2012, and will be award at their regular meeting on September 12, 2012.

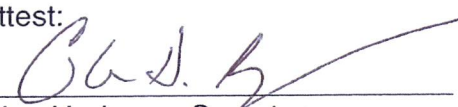
The Commission directed staff to make the connections of Segment A at the time of construction. During the construction of this project, the GRPUC will further investigate the integrity of the main by televising 2,000 feet of the main to determine its condition and the necessity, feasibility and scheduling of replacing the remaining industrial force main.

President Welliver directed management to follow up with a written communication to the MPCA outlining the response to the incident and planned route of the main to be replaced, and copy the Commission on the same.

Commissioner Hodgson expressed concern due to the environmental responsibility of the Commission, and a sense of urgency in dealing with this project.

Upon a motion duly made and seconded, the meeting was adjourned at 11:55 AM.

  
Stephen R. Welliver, President

Attest:  
  
Glen Hodgson, Secretary

A special meeting of the Public Utilities Commission was held on September 12, 2012 at 3:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4<sup>th</sup> Street, Grand Rapids, MN.

Members Present: President Welliver, Secretary Hodgson, Commissioner Adams, Commissioner Johnson, Commissioner Chandler.

Members Absent: None.

Others Present: General Manager Ward, Administrative/HR Assistant Flannigan, Roger Hoyum of JDI Contracts, Inc. Attorney Bengtson arrived at 3:45 PM.

President Welliver acknowledged the publication and posting of the special meeting date, time and purpose. The purpose of the meeting was stated as follows:

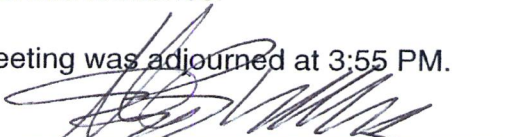
1. Discuss overhead to underground conversions.
2. Discuss electric service territory acquisition.

General Manager Ward reviewed the rules and regulations applying to underground conversions according to Chapter 7819 of the Minnesota Public Utilities Commission Public Rights-Of-Way Standards and the associated costs of underground conversions. It is estimated that undergrounding costs two to five times more than overhead replacement costs, and in the downtown area may cost ten times as much as overhead. Discussion followed on the City requirements for new or replacement utilities to be placed underground according to the Code of Ordinances, Sec.58-44. Roger Hoyum of JDI Contracts, Inc. discussed the cost associated the conversion of the Golf Course Road overhead line to and underground line from Pokegama Avenue to County Road 76, and the value of the current line.

The Commission directed management to review the billing structure and client base to determine a methodology of applying a separate charge on billings for electric overhead to underground electric conversions for City customers that would collect project costs over a five year period, and develop policies and procedures to follow when implementing underground conversions.

General Manager Ward reported on an upcoming meeting with Lake Country Power to discuss possible electric service territory acquisitions for Strader Drive, Soldiers Lane, and Annexation Area 6; which includes Linda Lane, Diane Lane, Davis Road and a portion of the River Road. The Commission directed General Manager Ward to continue evaluating the purchase of electric service territories.

Upon a motion duly made and seconded, the meeting was adjourned at 3:55 PM.

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

Attest:

  
 \_\_\_\_\_  
 Glen Hodgson, Secretary



A regular meeting of the Grand Rapids Public Utilities Commission was held on September 12, 2012 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4<sup>th</sup> Street.

Members Present: President Welliver, Secretary Hodgson, Commissioner Adams, Commissioner Johnson, Commissioner Chandler.

Members Absent: None.

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

Motion by Hodgson to approve the minutes of the August 15, 2012 regular meeting and the August 20, 2012 special meeting. Motion seconded by Adams and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

General Manager Ward reviewed the August 2012 City Treasurer's Report and Investment Activity Report with the Commission.

Motion by Chandler to approve the City Treasurer's Report and Investment Activity Report for August 2012. Motion seconded by Johnson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

President Welliver acknowledged public forum. None present.

Commission Member Reports: Commissioner Adams requested management review the timing of the annual financial audit to see if it is possible to conduct the audit earlier in the year to coincide with the City annual financial audit. Commissioner Hodgson reported the kick off of work on the study of financial and technical aspects of an outfall generator at the Wastewater Treatment Facility being conducted by Itasca Community College students during the fall semester.

Administration:

Motion by Johnson to approve the "Certificate of Adjusted Company Percentage" and authorize the President and Secretary to sign the Certificate and close the Public Facilities Authority Loan MPFA-70-0018-R-FY10. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson and Johnson; Against: None; Abstained: Chandler, whereby the motion was declared duly passed and adopted.

Motion by Hodgson to approve the Request for Proposal to conduct an Electric Cost of Service and Rate Design Study and authorize the solicitation of proposals. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Adams to approve granting an easement to the City of LaPrairie for a water line installation. Motion seconded by Johnson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to confirm hiring of the Selection Committee's preferred candidate, Russell Anacker, for the position of Wastewater Treatment Facility Maintenance Foreman. Motion seconded by Johnson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Hodgson to confirm hiring of the Selection Committee's preferred candidate, Joseph Riley, for the position of Electric Lineman. Motion seconded by Adams and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

Accounting and Finance:

General Manager Ward reviewed the August 2012 Operations Report with the Commission.

Motion by Chandler to authorize the write-off of uncollectible accounts in the amount of \$4,958.46. Motion seconded by Adams and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

Electric Department:

Engineering Consultant Hoyum reviewed the August 2012 Operations Report with the Commission.

Wastewater Treatment Facility Operations:

Manager Ackerman reviewed the August 2012 Operations Report with the Commission.

Motion by Hodgson to award the contract for the construction of the "Industrial Force Main Replacement-Segment A" to Casper Construction, Inc. in the amount of \$332,975.00. Motion seconded by Adams and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

Water/Wastewater Collection/Safety:

Water/Wastewater Collection/Safety Manager Doyle reviewed the August 2012 Operations Report with the Commission.



Motion by Johnson to approve Amendment No. 2 to the Antenna Lease Agreements with Northern PCS Services, LLC (Sprint/Nextel); North and South Water Towers, increasing the annual rent by \$3,202.00 per tower. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

Motion by Adams to accept a quotation for the "Rehabilitation of Well #3" from Keys Well Drilling Co. in the amount of \$10,800.00. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

Safety Training Procedures and Updates:

Water/Wastewater Collection/Safety Manager Doyle reviewed the safety initiatives for the month. There were no reports of injury in the month of August. On September 13, 2012, the Minnesota Municipal Utilities Association will be on site to conduct a review of the updates to the 15<sup>th</sup> Edition of the American Public Power Association Safety Manual for the electric line department.

GRPUC Discussion/Correspondence:

2012 "Red Flags Rule" Mandatory Training, August 1, 2012, Grand Rapids, MN – Anthony Ward, Tyanne Betts, Karen Olson, Sandra South, Linda George, Terry DeLorme, Kathy Wohlrabe, Jean Key.

MMUA's 80th Annual Summer Conference, August 20-22, 2012, Brainerd, MN – Anthony Ward.

Change Orders: No items.

Claims for Payment:

Motion by Hodgson to approve Pay Request #1 from Utility Systems of America, Inc. for the Lift Station #1 Improvements Project in the amount of \$227,230.50. Motion seconded by Johnson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

No pay request received from Hammerlund Construction, Inc. for the Sludge Landfill Phase 8 Construction Project.

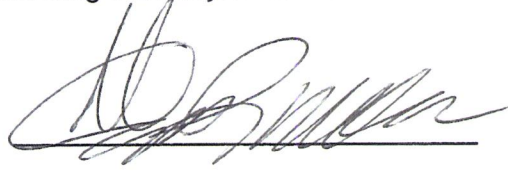
Motion by Chandler to approve a claim for payment in the amount of \$767.52 from Northern Business Products for various office supplies. Motion seconded by Adams and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson and Chandler; Against: None; Abstained: Johnson, whereby the motion was declared duly passed and adopted.

Motion by Johnson to authorize the verified claims for payment in the amount of

\$1,877,370.39 (\$1,317,854.55 computer checks and \$559,515.84 manual checks) per attached lists. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler; Against: None, whereby the motion was declared duly passed and adopted.

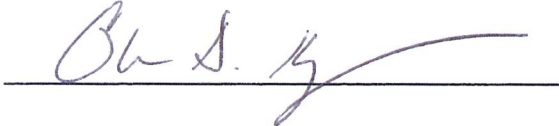
The next regular Commission meeting is Wednesday, October 17, 2012 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4<sup>th</sup> Street.

Upon a motion duly made and seconded, the meeting was adjourned at 4:55 PM.



Stephen R. Welliver, President

Attest:



Glen D. Hodgson, Secretary



GRAND RAPIDS  
PUBLIC UTILITIES COMMISSION  
ACCOUNTS PAYABLE  
AUGUST 2012

NAME	AMOUNT	NAME	AMOUNT
ABM Equipment & Supply	214.23	Lano, O'toole, Bengston	869.00
Jim Ackerman	163.73	Lease Landscaping Inc	3,410.27
AE2S	1,530.00	Locators & Supplies Inc	224.08
AmeriPride Services	121.63	Marco	1,588.92
Autumn Creek Consulting	7,207.50	Mine Safety Appliance Co	506.30
Mike Bader	54.99	Minnesota Dept of Commerce	2,988.98
Baker Tilly Virchow Krause	1,179.00	Minnesota Power	997,192.97
Border States	2,042.68	Minnesota Power	13,451.16
Bunes Septic	317.45	Mobile Predictive Services	375.00
Burggrafs Ace Hardware	176.36	NTS	4,208.98
Call Net	995.00	Neo Solutions	27,413.44
Cartunes and Alarms	1,186.28	Nextera	818.42
Casper Construction	16,841.78	Nord Auto	36.94
Citi Lites	8,624.50	Northern Drug Screening	18.00
City of Grand Rapids	4,414.96	ODC	726.75
The Clean Advantage	1,926.96	Pace Analytical	880.30
Cole Hardware	713.05	Polydyne Inc	48,078.15
Computer Enterprises	106.86	Public Utilities Commission	2,601.68
Davis Oil	1,572.06	R K Hillman	216.00
Dennis Doyle	94.91	Radtke Trucking	22,427.93
Electric Pump	492.91	Range Paging	166.74
Delbert Emerson	105.00	Red Rock Radio	880.00
Environmental Resource Assoc	699.04	Resco Electric Supply	2,133.34
Era Laboratories	250.00	River Road Market	1,283.87
Energy Management Solutions	1,961.37	Stephanie Ross	49.99
Express Services Inc	3,883.20	Sandstroms	350.69
Ferguson Enterprises Inc	17,163.73	Scheck Industrial	5,356.63
Figgins Truck & Trailer Repair	41.07	S EH	2,840.00
Gopher State One-Call	1,026.60	Shaw Florists	238.17
Grainger	150.35	Silvertip Graphics	53.97
Grand Rapids Herald Review	424.00	State Industrial Products	333.26
Graybar	61.48	Stuart Irby Co	954.48
Great Northern Services	3,559.48	Thermography & Ultrasound	2,010.00
HD Waterworks	490.09	Treasure Bay Printing	1,886.03
Hach Company	868.95	Turf & Tree Inc	2,297.81
Harcros Chemicals	21,033.00	Vessco Inc	3,752.22
Hawkins Inc	6,875.63	Viking Electric Supply	809.04
Hawkinson Construction	9,926.00	Viking Industrial Center	211.57
Hawkinson Redi-Mix	319.56	Waste Management	1,644.89
Rich Heinritz	49.99	Wells Fargo	212.74
Herc-U-Lift	877.67	Wells Fargo Trust	1,050.00
Hope Health	35.53	Wenck Associates	8,061.37
Bob Howendobler	5,293.75	Wesco	4,192.80
HVAC Services	286.60	WP & RS Mars Co	2,954.33
Industrial Fluid Tech	4,792.23	Xerox	116.48
Itasca Computer Resources	1,470.00		
Itasca County Treasurer	2,867.97	Energy Star Rebates:	
JDI Contracts Inc	7,830.36	Donald Moors	50.00
Johnson Controls	154.50		
Johnson, Killen, Seiler	1,739.00	Total	<u>1,317,854.55</u>
Kaman Industrial Tech	446.56		
KOZY	816.00	Northern Business Products	767.52
L & M Supply	455.31		

\*\*\* GRAND RAPIDS PUBLIC UTILITIES \*\*\*  
ACCOUNTS PAYABLE CHECK REGISTER 8/31/2012  
WELLS FARGO BANK

CHECK NO	CHECK DATE	VEN NO	V E N D O R	Check Amount
MANUAL CHECKS				
2154	8/02/2012	700	MINNESOTA DEPT OF REVENUE	38.57
2155	8/02/2012	1232	WELLS FARGO BANK	236.35
2156	8/02/2012	1613	DELTA DENTAL OF MINNESOTA	3,650.00
2157	8/10/2012	700	MINNESOTA DEPT OF REVENUE	3,455.07
2158	8/10/2012	1232	WELLS FARGO BANK	18,675.21
2159	8/10/2012	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	11,593.77
2160	8/10/2012	1734	ING INSTITUTIONAL PLAN SERVICES LLC	5,910.43
2161	8/14/2012	1612	SELECTACCOUNT	2,515.46
2162	8/17/2012	890	MINNESOTA DEPARTMENT OF REVENUE	7,928.00
2163	8/17/2012	890	MINNESOTA DEPARTMENT OF REVENUE	70,023.00
2164	8/24/2012	700	MINNESOTA DEPT OF REVENUE	3,258.61
2165	8/24/2012	1232	WELLS FARGO BANK	17,904.20
2166	8/24/2012	458	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	10,964.58
2167	8/24/2012	1734	ING INSTITUTIONAL PLAN SERVICES LLC	5,831.71
2168	8/27/2012	700	MINNESOTA DEPT OF REVENUE	502.79
2169	8/27/2012	1232	WELLS FARGO BANK	2,011.16
2170	8/27/2012	1734	ING INSTITUTIONAL PLAN SERVICES LLC	5,179.05
2171	8/16/2012	1611	SELECTACCOUNT	581.33
2172	8/23/2012	1612	SELECTACCOUNT	2,410.88
2173	8/27/2012	1611	SELECTACCOUNT	1,078.33
2174	8/31/2012	67	BLUE CROSS BLUE SHIELD	50,317.52
61698	8/01/2012	1762	WELLS FARGO CORPORATE TRUST	152,442.41
61699	8/02/2012	1572	MINNESOTA ENERGY RESOURCES CORP	61.99
61700	8/02/2012	570	U S POST OFFICE	723.05
61701	8/02/2012	601	WALMART STORE 1609	462.88
61702	8/02/2012	1572	MINNESOTA ENERGY RESOURCES CORP	31.68
61703	8/02/2012	1835	VERIZON WIRELESS	274.64
61704	8/02/2012	921	UNITED PARCEL SERVICE	21.84
61705	8/06/2012	570	U S POST OFFICE	190.00
61706	8/07/2012	1845	ELECTRICAL INSTALLATION & MAINT CO	13,450.00 *
61707	8/08/2012		PERFORMANCE CHIROPRACTIC	31.45
61708	8/09/2012	570	U S POST OFFICE	640.72
61709	8/09/2012		WARREN, GREG & STEPHANIE	21.80
61713	8/10/2012	1550	MN PUBLIC FACILITIES AUTHORITY	66,980.00
61714	8/10/2012		OSSE REAL ESTATE INC DBA	48.29
61716	8/14/2012	1572	MINNESOTA ENERGY RESOURCES CORP	22.97
61717	8/14/2012		MANELLA, KAREN	18.59
61718	8/15/2012		PNC MORTGAGE	17.63
61839	8/17/2012	288	ITASCA UTILITIES INC	9,000.00 *
61840	8/17/2012	1751	LAKE STATES CONSTRUCTION INC	65,653.50 *
61842	8/17/2012	921	UNITED PARCEL SERVICE	21.45
61843	8/20/2012	570	U S POST OFFICE	552.79
61848	8/24/2012	570	U S POST OFFICE	727.86
61849	8/27/2012	1573	MN BUREAU OF CRIMINAL APPREHENSION	15.00
61850	8/27/2012	1573	MN BUREAU OF CRIMINAL APPREHENSION	15.00
61851	8/27/2012	1585	STANDARD INSURANCE COMPANY	942.18



\*\*\* GRAND RAPIDS PUBLIC UTILITIES \*\*\*  
ACCOUNTS PAYABLE CHECK REGISTER 8/31/2012  
WELLS FARGO BANK

CHECK NO	CHECK DATE	VEN NO	V E N D O R	Check Amount
61852	8/27/2012	374	MINNESOTA POLLUTION CONTROL AGENCY	15.00
61853	8/28/2012		HOMES INC	258.45
61854	8/28/2012	603	WARD, ANTHONY T.	116.05
61855	8/23/2012	642	PRESTO PRINT	315.01
61856	8/31/2012	921	UNITED PARCEL SERVICE	208.41
61857	8/31/2012	100	CITY OF GRAND RAPIDS	68,583.33
61858	8/31/2012	100	CITY OF GRAND RAPIDS	40,888.08
61859	8/31/2012	570	U S POST OFFICE	730.28
61860	8/31/2012		MINNESOTA ENERGY RESOURCES	70.99
Manual Checks Previously approved 8/15/12				88,103.50 *
Manual Checks to be approved				559,515.84
Total				647,619.34



**CIVIC CENTER AND PARKS AND RECREATION ADVISORY BOARD**  
**Regular Monthly Meeting**  
**September 12, 2012**

The IRA Civic Center and Park and Recreation Advisory Board held its regular monthly meeting on Wednesday, September 12, 2012 at the IRA Civic Center.

**Board Members Present:** Justin Lamppa, Brad Hyduke, Lilah Crowe, Steve Oleheiser, Gus Hendrickson, Tom LeMahieu, Dale Christy, Tina Glorvigen

**Board Members Absent:** Peter Miskovich

**Staff Present:** Dale Anderson and Michele Palkki

#### **FINANCIAL REPORTS**

Nothing to report at this time

#### **MINUTES**

The minutes from the last regular meeting held on April 11, 2012 were presented to the board. There was no meeting held in March, May, June or August. There was no quorum in July.

**A motion was made by Miskovich and second by Glorvigen to accept the April 11, 2012 minutes as presented.**

**Upon roll call vote, the following voted in favor thereof: Lamppa, Hyduke, Crowe, Oleheiser, Hendrickson, LeMahieu, Christy and Glorvigen. Those opposed none: Motion carried.**

#### **SETTING THE AGENDA**

The following item was added for discussion. B) Field Development at the Grand Rapids Sports Complex, C) Outdoor Exercise Equipment, D) Discussion Regarding Quarterly Meetings.

#### **OLD BUSINESS**

##### **Northern MN Mud Run**

Mr. Anderson reported that our 1<sup>st</sup> Annual Northern MN Mud Run was a huge success. We had 275 registered participants and many more that were spectators. We had well over 500 people at the complex for this event. Plans are already being made for next year's Mud Run on August 10, 2013.

#### **NEW BUSINESS**

##### **Blueline Club Banner Concept**

Mr. Anderson presented the banner concept for the East Venue. Mr. Anderson has had preliminary discussions with Bob Moore who represents the Blueline Club (Boy's Hockey). They would like to pursue the idea of placing 4 x 6 banners between the windows in the main lobby. The concept was approved many years ago but no one has pursued any ideas.



## **IRA Civic Center Parks and Recreation Advisory Board**

**September 12**

**Page 2**

### **Banner Concept Continued**

Mr. Moore presented a few ideas of individual achievements. The following names have been presented; Don Lucia, Chris Marinucci, Bill Baker, Jon Casey, Alex Goligoski and Kurt Kleinendorst.

Many questions were raised as to the criteria for these banners, who would pay/maintain and how many do we want hanging in the lobby. Mr. Anderson was asked to go back to the Blueline club and discuss the board's concerns/questions and to form a committee who will look into and to come back to the board with a concept.

### **Field Development at the Sports Complex**

Mr. Anderson reported that he, Jeff Davies, Tom Pagel, Mike Johnson, and Justin Lamppa met to begin discussions on field development at the Grand Rapids Sports Complex. Mr. Anderson reported that with the improvements that are being made on Highway 169 in front of the College they will lose the football field.

This is in very early discussions on how we can best utilize the space we have at the Complex and to team up with ICC in developing the area that was going to be used for a soccer field but was never fully developed.

Mr. Anderson will keep the Board updated regarding the progress of this item.

### **Outdoor Exercise Equipment**

Mr. Anderson reported that he had met with a group regarding the idea of putting exercise equipment along the Riverfront Trail System. Mr. Anderson reported that he expressed that there are many playground/park areas that need attention before we could offer funding for this type of project. This may be a good project for Get Fit Itasca. They may have some funding sources available that could be used for this project. Mr. Anderson reported that the representatives were meeting with Get Fit Itasca also regarding the concept.

### **Quarterly Meetings**

Ms. Crowe brought up for discussion the possibility to change our meeting schedule from monthly to quarterly. It seems that we are continually having trouble keeping a quorum and that she wanted to discuss possibilities to solve the problem.

A discussion was held that if we were to go to quarterly meetings and for some reason we don't have a quorum it could be 5 to 6 months before the board met again. After further discussion the following meeting schedule was proposed. We would continue to meet each month on the 2<sup>nd</sup> Wednesday at 5:30 pm with the exception of June, August and December.

It was also determined that when the agenda is sent out (week prior to the meeting) board members need to RSVP either way. This will be noted on the email.

## **STAFF REPORT**

Mr. Anderson reported on programming with the Park and Recreation Department. A report has been included in your board packet for your reference. We have had a very busy fall and most programs have exceeded those in 2011.

Mr. Anderson reported that Goods from the Woods is this Saturday, September 15, 2012 here at the Civic Center.

## **CORRESPONDENCE**

Ms. Crowe announced that she is working on an exhibit called Ordinary People that will be displayed in February at the Itasca Historical Society that will include Bill Baker, Mike Antonovich and Mike Huso.

There being no further business, the meeting was adjourned.

Respectfully submitted: Michele Palkki

Grand Rapids Area Library Board  
Regular Meeting September 12, 2012

**Members present:** Cheryl Stephens, Shannon Benolken, Vicky Harding, Max Peters, Jemma Baker, John Soll, Abby Kuschel, Dennis Jerome  
**Members Absent:** David Yankowiak

Staff present: Amy Dettmer

The monthly board meeting was called to order at 5:04 pm by Cheryl Stephens.

**Agenda:** Shannon Benolken moved to approved the agenda; second by Vicky Harding. Motion passed unanimously.

**Minutes:** The minutes of the August board meeting needed correction of the spelling of Vicky Harding's name. Shannon Benolken moved to approve the minutes of the August board meeting with the correction; seconded by Max Peters. Motion passed unanimously.

**Communications:** The Minnesota Community Foundation was discussed. Amy Dettmer reported that some money had been made.

**Financial Report:**

Invoices due on or before September 12, 2012

Ameripride Linen & Apparel	34.60
Arrowhead Library System	317.20
Baker & Taylor, Inc	1,675.70
Blue Cross & Blue Shield of MN	3,779.50
Burggraf's Ace Hardware INC	35.76
Busy Bees Quality Cleaning	1,700.00
Casper Construction INC	6,476.50
Cole Hardware INC	8.15
Delta Dental of Minnesota	456.30
Fidelity Security Life INS CO.	22.54
City of Grand Rapids	260.08
Grand Rapids City Payroll	34,290.69
Bonnie Henriksen	7.75
ICTV	35.00
Itasca Area Schools	340.00
Junior Library Guild	77.00
Darla Kirwin	18.16
Lincoln National Life	90.70
Minnesota Energy Resources	13.86
Minnesota Hospital Association	250.00
Minnesota Sales & Use Tax	74.47
Nextera Communications LLC	95.56
Northern Business Products INC	790.53
Paul Bunyan Communications	244.33
Personnel Dynamics, LLC	199.84
Peterson's A Nelnet CO.	98.11



Pioneer Mutual Life INS CO.	41.00
Pizza Works	11.99
P.U.C.	4,334.60
Simplex Grinnell LP	577.00
Sim Supply INC	238.13
U.S. Postal Service	500.00
Verizon Wireless	114.59
Viking Electric Supply INC	172.20
The Village Book Store	44.77
Waste Management	430.47
Xerox Corporation	25.21
Wonder Weavers – Storytellers	400.00
Dr. Anton Treuer	250.00
<b>TOTAL</b>	<b>\$58,532.29</b>

Motion was made by Abby Kuschel to approve the financial report after certain line items were explained by Amy Dettmer and discussed by all; seconded by John Soll. Roll call vote was approved unanimously.

**Staff Report:** Darla gave an update on Programs for Children. She gave a top ten list report for why the program's numbers were up. Community connect and the teen photo contest was also discussed.

**Old Business:** Vicky Harding moved to approve Abby Kuschel's letter of resignation; second by Max Peters. Motion passed unanimously. Max mentioned he found two people who may be interested in filling Abby's place. An ad will be put in the newspaper. Terms were discussed.

**New Business: Consent Agenda**

1. Approve payment of late bills
  - a. No late bills
2. Approve Contracts and authorize payment
  - a. Nicollet Co. Hist. Soc, Leonard, \$300 plus lodging, Oct. 9 US Dakota War
  - b. Don Brenaman, \$100, lodging, mileage, Oct. 2 Voyageurs NP
  - c. Ellen Sandbeck, \$250, Oct. 16 Back to Basics
  - d. MN Hospital Assn, Anderson, \$250, Sept 13 Health Care Forum
3. Approve Resolution 2012-09 Accepting Donations
  - a. \$1190 Grand Rapids Area Library Foundation, Saturday Story time, September –December 2012
  - b. \$400 Friends of the Grand Rapids Area Library, Pharos software maintenance
  - c. \$368.40 Friends of the Grand Rapids Area Library, newspaper and magazine subscriptions
  - d. \$50 Mary Ann Wagner's book club, adult fiction

A motion was made by John Soll to approve the consent agenda; a second was made by Vicky Harding. Roll call vote was approved by all present.

**Regular Agenda:**

1. Authorize signing contract with Minnesota Children's Museum
  - a. A motion was made by John Soll to accept contract and authorize signing; second by Vicky Harding. Motion passed unanimously.
2. Authorize grant application for *Muslim Journeys* bookshelf
  - a. A motion was made by Dennis Jerome to authorize the grant application; second by Max Peters. Motion passed unanimously.

Cheryl Stephens adjourned the meeting at 5:49 pm.

Next Meeting will be October 10, 2012 at 5:00 pm.

Respectfully submitted

Kyla Kane

GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
September 21, 2012  
7:30 AM

Present: Jeff Ericson, Steve Forneris, Kelly Hain, Larry O'Brien

Absent: Pat Pollard

Staff: Bob Cahill – Director of Golf  
Stewart Bastian – Concessionaire  
Steve Ross – Grounds Superintendent

- I. Kelly Hain called the meeting to order.
- II. Steve Forneris made a motion to accept the minutes of the August 18, 2012 Board meeting. Jeff Ericson seconded the motion. The motion passed.
- III. Consideration of monthly bills: Jeff Ericson made a motion to approve the bill list. Steve Forneris seconded the motion. The motion passed. Jeff Ericson made a motion to approve an additional bill of \$178.90 to Pioneer Electric. Steve Forneris seconded the motion. The motion passed.

ACHESON TIRE COMPANY INC	138.94
AMERIPRIDE LINEN & APPAREL	53.74
BUNES SEPTIC SERVICE INC	160.00
BURGGRAF'S ACE HARDWARE INC	969.51
CITY OF COHASSET	75.00
COLE HARDWARE INC	24.55
DELTA DENTAL OF MINNESOTA	106.40
EDWARDS OIL INC	3,305.35
ESC SYSTEMS	235.68
FILTHY CLEAN INC	406.12
CITY OF GRAND RAPIDS	3,500.00
GRAND RAPIDS CITY PAYROLL	26,416.57
GRAND RAPIDS STATE BANK	2,104.74
HORNUNG'S	97.35
KELLER FENCE COMPANY	625.00
L&M SUPPLY	136.69
MGCSA	115.00
MINNESOTA SALES & USE TAX	6,077.86
MINNESOTA TORO	321.04
UNIVERSITY OF MINNESOTA	160.00
NEXTERA COMMUNICATIONS LLC	2.17
NORTHERN LAKES WINDOW CLEANING	144.28
NORTHLAND PORTABLES	188.61
PIONEER MUTUAL LIFE INS CO	4.10
PLAISTED COMPANIES INC	1,199.85
PRESTO PRINT	24.31
P.U.C.	2,580.39
QUALITY REFRIGERATION & HTG	76.50
NORTHERN MN WATER COND DBA	86.53
RAPIDS PLUMBING & HEATING INC	208.00
SIM SUPPLY INC	79.88
STOKES PRINTING COMPANY	199.53
SUPERIOR GOLF CARS	2,511.58
TDS Metrocom	235.43
VERIZON WIRELESS	35.04
WASTE MANAGEMENT	254.33
ANITA FIRMAN	340.93
GENE EKLIN	280.00



TOTAL ALL VENDORS:

53,481.00

- IV. Visitors: Debby Vergin
- V. Grounds Superintendent: Steve Ross reported. The new greens aerifier was delivered this past week and will be used in the near future for the greens, tee boxes, and approaches to the greens. Steve will prepare a list of future equipment needed including a fairway aerifier.
- VI. Concessions: Stewart Bastian reported. A six-foot concrete addition to the patio was discussed. Stewart will present a plan and cost estimates at a future meeting. The renewal of the concessionaire's contract was discussed and minor modifications relating to snow removal will be added. A contract extension will be voted on at the next meeting. The restaurant and bar will be open this winter as it was last winter (Thursday to Sunday).
- VII. Director of Golf: Bob Cahill reported. Revenue continues to be strong. The events held over the past weekend were a great success. An on-course meeting will be held this Friday September 21<sup>st</sup> at 9:30 AM to review and plan future course needs.
- VIII. Old Business: None
- IX. New Business: Jeff Ericson made a motion to allow the Women's Golf Club to organize and sponsor a fundraiser with the intent to raise money to construct a new on-course rest room. Steve Forneris seconded the motion. The motion passed.
- X. Correspondence and Open Discussion: None.
- XI. Adjourn: Steve Forneris made a motion to adjourn the meeting. Jeff Ericson seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

# Golf Board Meeting September 21, 2012

## Tour of Pokegama Golf Course

Minutes: Meeting was called to order at 9:33 AM. by Kelly Hain.  
Golf Board members in attendance: Kelly Hain, Steve Forneris, Jeff Ericson.  
Staff in attendance: Bob Cahill, Steve Ross

The course was toured with the following recommendations to be considered for future implementation.

### Items for consideration:

- Clubhouse area: Ball Dispenser with tokens to eliminate the ball box.  
Concrete pad for dispenser and pull carts.
- General: Aerate approaches to all greens with greens aerator.  
Get bids for topping dead branches from trees. Safety concerns as well as beautification.  
Aerate and add 80/20 mix to forward tees as needed.  
Local dry spots on greens- consider digging up and adding 80/20 mix to replace heavy sand base in those areas.
- #1 #10 Tee. Four or five large planters to dress up the tee for Improved first impressions of the course.  
Sprinkler head extension to reach blue tee if possible.  
Add 3 hardwood trees on left side in opening toward # 2 tee box.
- #2 Wood flower garden is in pretty rough shape. Look into replacing with concrete block matching that around the clubhouse flower boxes.  
Relocate out of place O.B. stake 120 yards from green.
- 5/14 New restrooms with running water, flush toilets and including space for concessions In same area as current shelter.  
Add 3 trees on right side and 3 trees on left side of fairway in openings discussed.
- #5/7/17 Consider mowing specific areas discussed around the greens at fairway height to create a run-off effect.
- 13 Marsh/old pond area just in front of tee. Remove weeds around perimeter and replace with wildflowers.

- 14 Change greens mowing pattern on west side to expand green and create additional cupping areas
- 15 Elevate blue tee
- 16 Add 3 trees in area by green where tree was blown down this summer.

Motion by Jeff Ericson and second by Steve Forneris to adjourn the meeting at 11:15 AM. Approved.





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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 12-0670      **Version:** 1      **Name:** 2012 PW Oct Dept Head Report  
**Type:** Department Head Report      **Status:** Department Head Report  
**File created:** 10/16/2012      **In control:** Public Works  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Public Works Department - Jeff Davies  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2012 Oct PW Dept Head Report](#)

Date	Ver.	Action By	Action	Result
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Title  
Public Works Department - Jeff Davies



To: Shawn Gillen, City Administrator, Mayor and City Council Members  
From: Jeff Davies, Public Works Director

**2012 PW Department Head Report, 10-22-12**

Public Works last Department Head Report was April 9th.

This past summer we experienced two major storms which were our primary focus much of the summer.

On June 19<sup>th</sup>, rainfall reports varied from 5 inches to a high of 10 inches in the surrounding area. The excessive rainfall in such a short period of time required call outs for Public Works as well as the Fire and Police Departments. Our expenses for emergency road closures, restoration of gravel roads and alleys totaled \$26,464.03. We were notified that damages from the June 19<sup>th</sup> rain storm may be considered FEMA eligible. If reimbursements are approved, FEMA will cover 75% of the expenditures with the remaining 25% being covered by the Minnesota Homeland Security and Emergency Management.

The storm sewer under 15<sup>th</sup> Street SW and Fraser Drive was schedule for replacement this summer. The project was bid and awarded. The excessive rain washed a majority of the failing storm sewer and granular material into to the pond requiring a change order totaling \$84,460.51.

All the required documentation has been submitted to FEMA. The reimbursement will be considered in three categories. One will be emergency measures and road closures, the second is gravel road and alley restoration and the third category is for the change order required on the 15<sup>th</sup> Street SW and Fraser Drive storm sewer project. We have received notification that the first application for emergency measures and road closures has been approved for payment. We are waiting on notification of the other two phases.

I believe the investment in our infrastructure over the past twenty years and preventative maintenance really minimized our problems and damages to our public infrastructure as well as private property.

On July 2<sup>nd</sup> straight line winds estimated at 100 mph damaged and destroyed hundreds of trees causing power outages, personal property damages and the loss of many public trees. The neighborhood near South West School/Grussendorf Park and the Itasca Calvary Cemetery received the most damage.

Overall we outsourced over \$110,000.00 to six different contractors to assist in the clean up. We divided our in house work between the Cemetery, Parks and the Public Right of Way. Through July and most of August, storm Clean up occupied most of our efforts.

**July 2<sup>nd</sup> Wind Storm In-House Labor and Equipment Expenses:**

**Right of Way – Debris Removal and Turf Restoration**

<b>Total Labor Hours: 1,857</b>
<b>Total Labor Costs: \$54,910.55</b>
<b>Total Equipment Hours: N/A</b>
<b>Total Equipment Costs: \$78,987.50</b>

**Parks – Debris Removal and Turf Restoration**

<b>Total Labor Hours: 254</b>
<b>Total Labor Costs: \$6,236.25</b>
<b>Total Equipment Hours: 164</b>
<b>Total Equipment Costs: \$7,255.00</b>

**Cemetery – Debris Removal and Turf Restoration**

<b>Total Labor Hours: 772.5</b>
<b>Total Labor Costs: \$13,021.88</b>
<b>Total Equipment Hours: 143</b>
<b>Total Equipment Costs: \$9,452.50</b>

We qualified for a \$50,000.00 insurance cap for damages at the Itasca Calvary Cemetery and another \$2,400.00 for brush removal at Grussendorf Park. The damaged swing set at Grussendorf was also covered.

We are also submitting reimbursement for eligible charges from the storm damage to the State of Minnesota Homeland Security and Emergency Funding. Eligible expenses include, outsourced work not covered by insurance, overtime hours during emergency phase and total equipment expenses for the storm clean up.

In addition to the storm related work we managed to prioritize time for routine maintenance and supported the various Community Events, Farmers Market and preparation for Hockey Day Minnesota.



**Residential Sweeping Total**

Total Labor Hours: 490.5
Total Labor Costs: \$17,001.48
Total Equipment Costs: \$38,645.00

**CBD Sweeping Total**

Total Labor Hours: 58
Total Labor Costs: \$2,001.76
Total Equipment Costs: \$6,681.76

**MnDOT Sweeping Total**

Total Labor Hours: 89
Total Labor Costs: \$3,082.96
Total Equipment Costs: \$7,120.00

**County Sweeping Total**

Total Labor Hours: 80.5
Total Labor Costs: \$2,824.48
Total Equipment Costs: \$6,440.00

**All Sweeping Total**

Total Labor Hours: 718
Total Labor Costs: \$24,910.68
Total Equipment Costs: \$56,885.00

**Rodeo, Crazy Days, Tall Timber Days,  
National Night Out, Itasca County Fair,  
Yellow Ribbon, Block Parties & Other Events Total**

Total Labor Hours: 544.75
Total Labor Costs: \$14,179.19
Total Equipment Costs: \$6,807.50

**Legion Baseball Field**

Total Labor Hours: 915
Total Labor Costs: \$12,029.02
Total Equipment Costs: \$23,101.25
Revenue: \$10,117.14

**Grand Rapids Sports Complex**

Total Labor Hours: 1,358
Total Labor Costs: \$20,014.76
Total Equipment Costs: \$38,590.00
Revenue: \$21,920.86





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 12-0672      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 10/17/2012      **In control:** Finance  
**On agenda:** 10/22/2012      **Final action:**  
**Title:** Consider approving the verified claims for the period October 2, 2012 to October 15, 2012 in the total amount of \$511,134.97  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [10/22/2012 BILL LIST.pdf](#)

Date	Ver.	Action By	Action	Result
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*Title*

Consider approving the verified claims for the period October 2, 2012 to October 15, 2012 in the total amount of \$511,134.97

*Body*

**Requested City Council Action**

Consider approving the verified claims for the period October 2, 2012 to October 15, 2012 in the total amount of \$511,134.97



COUNCIL BILL LIST - OCTOBER 22, 2012

DATE: 10/16/2012  
 TIME: 16:44:47  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/22/2012

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0718015	GRAND RAPIDS CITY PAYROLL	86.90
2001750	TAUTGES REDPATH & CO LTD	807.00
TOTAL CITY WIDE		893.90
ADMINISTRATION		
0718060	GRAND RAPIDS NEWSPAPERS INC	350.65
1920240	STERLE LAW OFFICE	2,500.00
TOTAL ADMINISTRATION		2,850.65
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	25.40
0315455	COLE HARDWARE INC	4.24
0609457	FILTHY CLEAN INC	496.97
0920060	ITASCA COUNTY TREASURER	131.88
1909510	SIM SUPPLY INC	199.94
TOTAL BUILDING MAINTENANCE-CITY HALL		858.43
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS NEWSPAPERS INC	124.25
0920055	ITASCA COUNTY RECORDER	46.00
TOTAL COMMUNITY DEVELOPMENT		170.25
COUNCIL/COMMISSION/BOARDS		
1920240	STERLE LAW OFFICE	2,500.00
TOTAL COUNCIL/COMMISSION/BOARDS		2,500.00
ENGINEERING		
0301200	CADD/ENGINEERING SUPPLY INC	83.41
TOTAL ENGINEERING		83.41
FINANCE		
2001750	TAUTGES REDPATH & CO LTD	200.00
TOTAL FINANCE		200.00

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 10/22/2012

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FIRE		
0103325	ACHESON TIRE COMPANY INC	1,770.00
0121721	AUTO VALUE - GRAND RAPIDS	699.59
0221650	BURGGRAF'S ACE HARDWARE INC	949.98
0321505	CUMMINS	2,568.09
0401804	DAVIS OIL	135.00
0718060	GRAND RAPIDS NEWSPAPERS INC	124.25
0805350	HEIMAN INC	166.95
0920060	ITASCA COUNTY TREASURER	58.93
1305199	METRO FIRE	845.16
1315725	THE MOTOR SHOP	75.00
1605611	PEPSI-COLA	217.70
1901535	SANDSTROM COMPANY INC	134.64
2209421	VIKING ELECTRIC SUPPLY INC	5.34
2300600	W.P. & R.S. MARS COMPANY	88.99
	TOTAL FIRE	7,839.62
INFORMATION TECHNOLOGY		
0300200	CDW GOVERNMENT INC	523.50
0315508	COMPUTER ENTERPRISES	320.57
	TOTAL INFORMATION TECHNOLOGY	844.07
PUBLIC WORKS		
0100014	9TH AVENUE WELDING & MACHINE	80.00
0103325	ACHESON TIRE COMPANY INC	2,073.38
0121721	AUTO VALUE - GRAND RAPIDS	198.00
0221650	BURGGRAF'S ACE HARDWARE INC	66.17
0301685	CARQUEST AUTO PARTS	10.35
0315455	COLE HARDWARE INC	17.40
0401804	DAVIS OIL	1,144.90
0501650	EARL F ANDERSEN	72.30
0514802	ENVIROTECH SERVICES INC	5,725.70
0601690	FASTENAL COMPANY	29.37
0801835	HAWKINSON REDI-MIX	214.50
0801836	HAWKINSON SAND & GRAVEL	271.27
0920060	ITASCA COUNTY TREASURER	1,371.09
1200500	L&M SUPPLY	75.71
1415030	NORD AUTO PARTS	45.83
1415484	NORTHERN LIGHTS TRUCK	101.83
1415640	NORTRAX EQUIPMENT COMPANY	109.85
1615650	PORTABLE JOHN	972.59
1621130	P.U.C.	111.17
1801615	RAPIDS WELDING SUPPLY INC	15.71

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 10/22/2012

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
1801897	RAY JOHNSON STUMP GRINDING	260.00
1908248	SHERWIN-WILLIAMS	484.88
1920555	STOKES PRINTING COMPANY	108.65
2021650	TURF AND TREE INC	4,820.07
TOTAL PUBLIC WORKS		18,380.72
FLEET MAINTENANCE		
0109723	AITKIN IMPLEMENT COMPANY	147.79
0121721	AUTO VALUE - GRAND RAPIDS	632.70
0301685	CARQUEST AUTO PARTS	101.47
0920060	ITASCA COUNTY TREASURER	154.09
1301015	MACQUEEN EQUIPMENT INC	632.81
2301906	WAYNE'S AUTOMOTIVE	62.09
TOTAL FLEET MAINTENANCE		1,730.95
POLICE		
0118625	ARROW EMBROIDERY	34.90
0300200	CDW GOVERNMENT INC	698.84
0301685	CARQUEST AUTO PARTS	207.61
0312750	CLUSIAU SALES	177.44
0409300	DIGITAL ALLY INC	39.00
0601680	FASHION TO FIT	9.62
0718060	GRAND RAPIDS NEWSPAPERS INC	201.70
0920060	ITASCA COUNTY TREASURER	4,192.03
1309167	MN BUREAU OF CRIMINAL	390.00
1309495	MINUTEMAN PRESS	65.73
1503240	OFFICE DEPOT	9.49
1506265	NORTHERN OFFICE OUTFITTER INC	606.03
1508350	OHIO CALIBRATION LABORATORIES	130.00
1605665	PERSONNEL DYNAMICS, LLC	312.00
1801570	RAPIDS AUTO WASH	112.50
1801609	RAPIDS TOWING	600.00
2000400	T J TOWING	105.00
TOTAL POLICE		7,891.89
RECREATION		
1415377	NORTHERN BUSINESS PRODUCTS INC	41.40
1601751	PAUL BUNYAN COMMUNICATIONS	225.00
1915248	SOFTWARE HARDWARE INTEGRATION	710.72
TOTAL RECREATION		977.12



COUNCIL BILL LIST - OCTOBER 22, 2012

DATE: 10/16/2012  
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 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 10/22/2012

VENDOR #	NAME	AMOUNT DUE
AIRPORT		
0121721	AUTO VALUE - GRAND RAPIDS	8.43
	TOTAL	8.43
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	29.34
0205153	BECKER ARENA PRODUCTS INC	968.29
0221650	BURGGRAF'S ACE HARDWARE INC	97.66
0315455	COLE HARDWARE INC	4.98
0405223	DEER RIVER HIRED HANDS INC	8.00
0501656	THE EARTHGRAINS COMPANY INC	40.08
0605670	FERRELLGAS	51.30
0701650	GARTNER REFRIGERATION CO	1,784.59
0718010	CITY OF GRAND RAPIDS	4,100.00
0718087	GRAPHICS HOUSE SPORTS	134.35
1301067	MANGSETH PAINTING INC	1,300.00
1301168	MARKETPLACE FOODS	8.97
1415655	NORVEND INC	76.00
1605611	PEPSI-COLA	1,299.54
1901535	SANDSTROM COMPANY INC	714.74
1909510	SIM SUPPLY INC	151.13
	TOTAL GENERAL ADMINISTRATION	10,768.97
RECREATION PROGRAMS		
0312109	CLAFTON SALES - CLAFTON SKATE	1,430.25
0401802	JENNIFER DAVIS	20.00
	TOTAL	1,450.25
CEMETERY		
0103325	ACHESON TIRE COMPANY INC	26.38
0920060	ITASCA COUNTY TREASURER	231.68
1309355	MINNESOTA TORO	610.84
	TOTAL	868.90
DOMESTIC ANIMAL CONTROL FAC		

COUNCIL BILL LIST - OCTOBER 22, 2012

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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VENDOR #	NAME	AMOUNT DUE
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DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	12.31
0705531	GENERAL PET SUPPLY	14.00
0920060	ITASCA COUNTY TREASURER	91.82
1401650	NARDINI FIRE EQUIPMENT CO. INC	227.97
TOTAL		346.10
GENERAL CAPITAL IMPRV PROJECTS		
0809125	HIBBING PLUMBING	480.00
1805080	MERRIMAC CONSTRUCTION CO INC	11,000.00
1915760	SOUTHWEST MINNESOTA HOUSING	5,028.61
TOTAL		16,508.61
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-FIRE DEPT		
0701650	GARTNER REFRIGERATION CO	6,779.69
TOTAL CAPITAL OUTLAY-FIRE DEPT		6,779.69
AIRPORT CAPITAL IMPRV PROJECTS		
NO PROJECT		
2001750	TAUTGES REDPATH & CO LTD	519.00
TOTAL NO PROJECT		519.00
2011 CIP		
2000425	TKDA	1,668.11
TOTAL 2011 CIP		1,668.11
8/10 T-HANGAR APRON RECONST		
2000425	TKDA	4,269.96
TOTAL 8/10 T-HANGAR APRON RECONST		4,269.96
2010 INFRASTRUCTURE BONDS		
RROAD CROSSING PJT		
2001750	TAUTGES REDPATH & CO LTD	486.00

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2010	INFRASTRUCTURE BONDS RROAD CROSSING PJT	
	TOTAL RROAD CROSSING PJT	486.00
2004-2B	MULTI USE TRAIL 2001750 TAUTGES REDPATH & CO LTD	1,197.00
	TOTAL 2004-2B MULTI USE TRAIL	1,197.00
2011	INFRASTRUCTURE BONDS 2014-1 NE 1ST AVENUE 0718060 GRAND RAPIDS NEWSPAPERS INC	261.60
	TOTAL 2014-1 NE 1ST AVENUE	261.60
2010-3	19TH AVE NW 0718060 GRAND RAPIDS NEWSPAPERS INC 2001750 TAUTGES REDPATH & CO LTD	261.60 1,291.00
	TOTAL 2010-3 19TH AVE NW	1,552.60
2012	INFRASTRUCTURE BONDS 2004-3 4TH ST SE & POK TO 6TH 1601685 PARSONS ELECTRIC LLC	1,500.00
	TOTAL 2004-3 4TH ST SE & POK TO 6TH	1,500.00
2011-4	HORSESHOE/ISLEVIEW 0718060 GRAND RAPIDS NEWSPAPERS INC	261.60
	TOTAL 2011-4 HORSESHOE/ISLEVIEW	261.60
STORM WATER UTILITY		
0315455	COLE HARDWARE INC	8.54
0718010	CITY OF GRAND RAPIDS	500.00
0801535	HAMMERLUND CONSTRUCTION INC	1,755.03
0801836	HAWKINSON SAND & GRAVEL	42.13
1301015	MACQUEEN EQUIPMENT INC	2,163.19
1621125	PUBLIC UTILITIES COMMISSION	786.11
	TOTAL	5,255.00
	TOTAL UN-PAID TO BE APPROVED	98,922.83



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VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114210	D. ANDERSON - CHANGE FUND	1,440.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	32,812.50
0301530	CANON USA INC	2,407.89
0305530	CENTURYLINK INC	268.08
0315454	TRAVIS COLE	479.77
0401801	DAVIS CHIROPRACTIC HEALTH	8.52
0405305	LYNN DEGRIO	123.81
0605191	FIDELITY SECURITY LIFE INS CO	40.78
0609685	FIREMEN'S RELIEF ASSOCIATION	88,438.40
0612224	FLEET SERVICES	2,005.76
0709455	SHAWN GILLEN	399.97
0717996	GRAND ITASCA CLINIC	692.80
0718015	GRAND RAPIDS CITY PAYROLL	193,918.27
0805358	JACKIE HEINRICH	40.00
0815225	JASON HOERLER	267.70
0900060	ICTV	13,653.06
0920014	ITASCA CHIROPRACTIC CENTER	14.56
1101645	LASHA KARELS	40.00
1201402	LAKE COUNTRY POWER	45.08
1305193	MESABA CLINIC	98.00
1309079	S.MILLER - PETTY CASH FUND	2.00
1309098	MINNESOTA DEPT OF ADMN	590.00
1309105	MINNEAPOLIS MEDICAL RESEARCH	840.00
1309174	MN DARE OFFICERS ASSOCIATION	225.00
1309332	MN STATE RETIREMENT SYSTEM	2,054.00
1309375	MINNESOTA UNEMPLOYMENT COMP FD	2,514.20
1315295	CHAD MOEN	40.00
1401100	MARK NAASZ MD	69.12
1405850	NEXTERA COMMUNICATIONS LLC	499.21
1415035	NORTH COUNTRY BUSINESS PROD	3,499.56
1415530	NORTHLAND COUNSELING CENTER	37.63
1516220	OPERATING ENGINEERS LOCAL #49	28,746.00
1518725	ORTHOPAEDIC ASSOC OF DULUTH PA	71.09
1601470	MICHELE PALKKI	86.68
1621130	P.U.C.	144.68
1805225	REED DRUG INC	268.48
2114357	UNIV MEDICAL CENTER MESABI	1,054.02
2205637	VERIZON WIRELESS	2,024.15
2209665	VISA	1,170.19
2209705	VISIT GRAND RAPIDS	29,705.18
2305447	WELLS FARGO BANK NA	350.00
2308227	GARY WHEELLOCK, DC	26.00
T000854	MIKE NELSON	1,000.00
TOTAL PRIOR APPROVAL		412,212.14
TOTAL ALL DEPARTMENTS		511,134.97