



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Meeting Agenda Full Detail City Council

Monday, April 9, 2012

5:00 PM

City Hall Council Chambers

5:00 p.m. CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, April 9, 2012, - 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

5:01 p.m. CALL OF ROLL

5:02 p.m. PRESENTATIONS/PROCLAMATIONS

12-0207 Proclaim Friday, April 27 Arbor Day in Grand Rapids
Attachments: [Arbor Day Proclamation.pdf](#)

5:07 p.m. 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.

5:08 p.m. PUBLIC FORUM

5:13 p.m. COUNCIL REPORTS

5:15 p.m. APPROVAL OF MINUTES

12-0203 Approve minutes for Monday, March 26, 2012 Worksession and Regular meetings.
Attachments: [March 26, 2012 Worksession](#)
[March 26, 2012 Regular Meeting](#)

5:16 p.m. 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. 12-0205 Authorize publication in summary form, City Ordinance 12-03-03 - Ordinance relating to criminal history background for applicants for City employment and City licenses, adopted on March 26, 2012.

2. 12-0208 Consider approval of the final plat of Lakewood Heights Addition to Grand Rapids.
Attachments: [Final Plat of Lakewood Heights Add. to GR](#)
[Lakewood Heights Add. Final Plat Resolution](#)

3. 12-0209 Adopt a Resolution to Accept a \$1,600.00 Donation to the Grand Rapids Fire Department Prevention & Education Program from the Itasca County Fire Chiefs Association
Attachments: [Itasca County Chiefs Assoc Res.pdf](#)

4. 12-0210 Consider approving the annual renewal of the license for the Capital Planning Software Plan-It!.

5. 12-0212 A resolution accepting a state grant for a snow blower at the airport.
Attachments: [4-9-12 Attachment State Grant Agreement.pdf](#)
[4-9-12 Attachment Resolution State Grant Agreement.pdf](#)

6. 12-0213 A resolution accepting a feasibility report and calling for a public hearing on CP 2011-6, Horseshoe Lake Road Improvements.
Attachments: [4-9-12 Attachment CP 2011-6 Feasibility Report.pdf](#)
[4-9-12 Resolution - CP 2011-6 Rec Feasb Report & Call for Hearing.pdf](#)

7. 12-0214 Approve hiring of part time employees with the Grand Rapids Park and Recreation Department

8. 12-0215 Consider the purchase of new backup software.

9. 12-0217 Seasonal Golf Course Employee

5:21 SETTING OF REGULAR AGENDA

p.m.

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.

5:22 ACKNOWLEDGE BOARDS & COMMISSIONS

p.m.

5:23 DEPARTMENT HEAD REPORT

p.m.

12-0219 Public Works Department Head Report - Jeff Davies, Public Works Director

Attachments: [2012 04-09 PW Dept Head Report](#)

5:33 ADMINISTRATION DEPARTMENT

p.m.

10. 12-0167 Consider adopting a resolution establishing a primary election for the City of Grand Rapids for municipal offices.

Attachments: Resolution Establishing primary election for City Offices

5:38 VERIFIED CLAIMS

p.m.

11. 12-0216 Consider approving the verified claims for the period March 20, 2012 to April 2, 2012 in the total amount of \$664,356.37.

Requested City Council Action

Consider approving the verified claims for the period March 20, 2012 to April 2, 2012 in the total amount of \$664,356.37.

Attachments: 04/09/2012 BILL LIST.pdf

5:43 ADJOURNMENT

p.m.

NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 23, 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)

File #: 12-0207 **Version:** 1 **Name:** Proclaim April 27th as Arbor Day
Type: Agenda Item **Status:** Passed
File created: 4/3/2012 **In control:** Civic Center, Parks & Recreation
On agenda: 4/9/2012 **Final action:** 4/9/2012
Title: Proclaim Friday, April 27 Arbor Day in Grand Rapids

Sponsors:

Indexes:

Code sections:

Attachments: [Arbor Day Proclamation..pdf](#)

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	

Proclaim Friday, April 27 Arbor Day in Grand Rapids

Background Information:

Each year the State of Minnesota and the Nation celebrate Arbor Day. This year we are recommending that Friday, April 27, 2012 be designated as Arbor Day in Grand Rapids.

As part of the Tree City USA designation for the City, an Arbor Day Proclamation and a celebrated activity must be held. As a result of this event the City of Grand Rapids has been awarded the National Tree City USA designation since 1988.

The Grand Rapids Park and Recreation Department is currently working with Jeff Davies, Public Works Director, to do a planting, yet to be determined, at Crystal Lake Park. We will hold a short ceremony along with the planting.

Staff Recommendation:

Consider passing a motion to proclaim, Friday, April 27, 2012, as Arbor Day for the City of Grand Rapids as part of the Tree City USA designation.

Requested City Council Action

Consider passing a motion to proclaim, Friday, April 27, 2012, as Arbor Day for the City of Grand Rapids as part of the Tree City USA designation.

Proclamation

Arbor Day – Friday, April 27, 2012

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

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, to proclaim Friday, April 27, 2012, as ARBOR DAY in the City of Grand Rapids, Minnesota, and to urge all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and

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

IN WITNESS WHEREOF, I have hereto subscribed my name and the seal of the City of Grand Rapids, Minnesota, this 9th day of April Two thousand and twelve.

Dale Adams, Mayor
City of Grand Rapids



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0203 **Version:** 1 **Name:** Council minutes
Type: Agenda Item **Status:** Passed
File created: 3/27/2012 **In control:** Administration
On agenda: 4/9/2012 **Final action:** 4/9/2012
Title: Approve minutes for Monday, March 26, 2012 Worksession and Regular meetings.
Sponsors:
Indexes:
Code sections:
Attachments: [March 26, 2012 Worksession](#)
[March 26, 2012 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

Approve minutes for Monday, March 26, 2012 Worksession and Regular meetings.



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Minutes - Final - Draft City Council Work Session

Monday, March 26, 2012

4:00 PM

Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, March 26, 2012 at 4:00 p.m. in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

Present 4 - Mayor Dale Adams, Councilor Dale Christy, Councilor Joe Chandler, and Councilor Gary McInerney

Absent 1 - Councilor Ed Zabinski

Discussion Items

1. Review Preliminary Facility Assessment submitted by Honeywell.

City Administrator Gillen reviews Honeywell Presentation for Council and seeking direction for moving forward. Attorney will review agreement and bring back to Council for consideration.

2. Review agenda for 5:00 p.m. regular meeting and other business as noted.

Additional billing added to verified claims. Postpone items #11, 12 and 20.

ADJOURN

There being no further business, the meeting adjourned at 4:56 p.m.

Respectfully submitted: Kimberly Johnson-Gibeau, City Clerk



CITY OF GRAND RAPIDS

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Minutes - Final - Draft City Council

Monday, March 26, 2012

5:00 PM

City Hall Council Chambers

5:00 p.m. CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, March 26, 2012 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

Present 4 -

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

Absent 1 -

Councilor Ed Zabinski

MEETING PROTOCOL POLICY

5:05 p.m. PUBLIC FORUM

COUNCIL REPORTS

5:10 p.m. APPROVAL OF MINUTES

Approve Council minutes for Monday, March 12, 2012 Worksession and Regular Meetings.

A motion was made by Councilor Gary McInerney, seconded by Councilor Dale Christy, to approve Council minutes for Monday, March 12, 2012 Worksession and Regular Meeting. The motion PASSED by unanimous vote.

5:11 p.m. CONSENT AGENDA

1. Allow the Grand Rapids Fire Department to accept and adopt a resolution for a grant provided by Lake Country Power Electric Trust.

Adopted Resolution 12-33 by consent roll call

2. Accept a quote from Fairchild Sign for permanent signage in City Hall.

Approved by consent roll call

3. Ordinance relating to Criminal History Background for applicants for City Employment and City licenses.

Adopted City Ordinance 12-03-03 by consent roll call

4. Consider approving Amendment to Addendum A of Agreement for Continuing Disclosure Services with Springsted Incorporated for Series 2012A, 2012B, 2012C, and 2012D.

Approved by consent roll call

5. Ratify employment of Chris Brobowski at \$9.25/hour and Andrew O'Gorman at \$7.50/hour as stated. Employment to begin no sooner than March 27 and end no later than October 31, 2012.

Approved by consent roll call

6. Approve the rehiring of a permanent part-time maintenance employee with the IRA Civic Center beginning March 7, 2012.

Approved by consent roll call

7. Consider approval of a Citizen Participation Plan in connection with the final application for commercial and residential housing rehab project funding from the Small Cities Development Program.

Approved by consent roll call

8. Consider adopting a resolution authorizing the submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for five commercial and eighteen residential rehabilitation projects in Grand Rapids.

Adopted Resolution 12-34 by consent roll call

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

Approved by consent roll call

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

Approved by consent roll call

11. Approval of the 2012-2104 LELS Local No. 239 (Police Union) Bargaining Agreement.

Postponed

12. Approval of the 2012-2014 LELS Local No. 345 (Police Sergeants) Bargaining Agreement.

Postponed

13. Purchase of Treadmill Workstation.

Approved by consent roll call

14. Adopt a resolution amending the fee schedule, specifically adjusting the fee for Temporary Liquor License from \$150.00 per application to \$20.00.

Adopted Resolution 12-35 by consent roll call

Approval of the Consent Agenda

A motion was made by Councilor Christy, second by Councilor Chandler to approve items 1-10, 13-14 on the Consent agenda, postponing items 11 & 12 to the next Council meeting and adopting Resolutions and City Ordinance as stated. The motion carried by the following vote

Aye 4 -

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

**5:15 SETTING OF REGULAR AGENDA
p.m.**

A motion was made by Councilor Joe Chandler, seconded by Councilor Gary McInerney, to approve the regular agenda as amended, postponing item #20 to next Council meeting. The motion PASSED by unanimous vote.

**5:16 ACKNOWLEDGE BOARDS & COMMISSIONS
p.m.**

15. Acknowledge minutes for Boards & Commissions.

Acknowledged the following:

GREDA Minutes: January 26, 2012 and February 9, 2012.

Library Board: February 8, 2012.

Police Civil Service: February 14, 2012.

Central School Commission: February 16, 2012.

Golf Board Minutes: February 21, 2012.

Planning Commission: November 3, 2011 regular meeting and worksession meeting.

Acknowledge Boards and Commissions

5:17 DEPARTMENT HEAD REPORT
p.m.

16. Community Development Department Head Report

Received and Filed

5:25 FINANCE DEPARTMENT
p.m.

17. Consider entering into a 2012 Strategic Planning Agreement with Michael D. Andrews to assist in the strategic planning process for Central School to be funded with Neighborhood and Economic Development Funds in the amount of \$4,000 plus associated cost of printing, mailing, etc not to exceed \$1,500.

A motion was made by Councilor Christy, seconded by Councilor Chandler to enter into a 2012 Strategic Planning Agreement with Michael D. Andrews to assist in the strategic planning process for Central School to be funded with Neighborhood and Economic Development Funds in the amount of \$4,000 plus associated costs of printing, mailing, etc not to exceed \$1,500. The motion carried by the following vote.

Aye 4 -

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

5:30 GOLF COURSE
p.m.

18. Clubhouse Basement Air Unit

A motion was made by Councilor Chandler, seconded by Councilor Christy awarding the low quote of \$2570.00 to Quality Refrigeration for the installation of the Sanyo Wall Evaporator and Condensing unit into the basement of the Pokegama Clubhouse. The price includes all taxes, labor, shipping, and installation. The motion carried by the following vote.

Aye 4 -

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

5:35 ADMINISTRATION DEPARTMENT
p.m.

19. Appointments to Boards & Commissions.

A motion was made by Councilor Joe Chandler, seconded by Councilor Gary McInerney, to appoint Brenda Hendrickson to the Human Rights Commission for a term to expire March 3, 2015 and Marn Flicker to the Planning Commission with a term to expire March 1, 2016. The motion PASSED by unanimous vote.

20. Consider adopting a resolution establishing a primary election for the City of Grand Rapids for municipal offices.

Postponed

21. Consider adopting an ordinance establishing the closing time for on-sale liquor as 2:00 a.m. for the City of Grand Rapids.

A motion was made by Councilor Chandler, seconded by Councilor Christy, to adopt City Ordinance 12-03-04 allowing for 2 a.m. closing for establishments with an on-sale liquor license. The motion carried by the following vote.

Aye 3 -

Councilor Dale Christy, Councilor Joe Chandler, and Mayor Dale Adams

Nay 1 -

Councilor Gary McInerney

5:50 VERIFIED CLAIMS
p.m.

22. Consider approving the verified claims for the period March 6, 2012 to March 19, 2012 in the total amount of \$724,936.01.

A motion was made by Councilor Chandler, seconded by Councilor Christy to approve the verified claims as presented with the addition of invoice to ESRI Inc. in the amount of \$27,202.97. The motion carried by the following vote.

Aye 4 -

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

Recess meeting for public hearing scheduled for 6:00 p.m.

Recessed meeting at 5:48 p.m. for public hearings.

6:00 PUBLIC HEARINGS
p.m.

23. **Conduct a public hearing to inform residents and receive comment on the City of Grand Rapids submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for 18 residential and 5 commercial rehabilitation projects in Grand Rapids.**

Mayor Adams states the reason for the public hearing. All notices have been sent and no correspondence has been received prior to the meeting by the City Clerk.

Community Development Director, Rob Mattei, provides background information.

A motion was made by Councilor Chandler, second by Councilor McInerney to open the public hearing. Motion passed unanimously.

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

A motion was made by Councilor McInerney, second by Councilor Christy to close the public hearing. Motion passed unanimously.

6:30 ADJOURNMENT
p.m.

There being no further business the meeting adjourned at 6:15 p.m.

Respectfully submitted: Kimberly Johnson-Gibeau, City Clerk



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CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0205 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Passed
File created: 3/28/2012 **In control:** Administration
On agenda: 4/9/2012 **Final action:** 4/9/2012
Title: Authorize publication in summary form, City Ordinance 12-03-03 - Ordinance relating to criminal history background for applicants for City employment and City licenses, adopted on March 26, 2012.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

Authorize publication in summary form, City Ordinance 12-03-03 - Ordinance relating to criminal history background for applicants for City employment and City licenses, adopted on March 26, 2012.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0208 **Version:** 1 **Name:** Consider approval of final plat
Type: Agenda Item **Status:** Passed
File created: 4/3/2012 **In control:** Community Development
On agenda: 4/9/2012 **Final action:** 4/9/2012
Title: Consider approval of the final plat of Lakewood Heights Addition to Grand Rapids.
Sponsors:
Indexes:
Code sections:
Attachments: [Final Plat of Lakewood Heights Add. to GR](#)
[Lakewood Heights Add. Final Plat Resolution](#)

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

Consider approval of the final plat of Lakewood Heights Addition to Grand Rapids.

Background Information:

The preliminary plat entitled Lakewood Heights Addition was submitted by Lakewood Heights Partners, LLLP and filed with the City on February 15, 2012. The property included within the preliminary plat is 6.5 acres in area, and located at 1240 Golf Course Road.

At the regular meeting on March 1, 2012, the Planning Commission took up consideration of the preliminary plat of Lakewood Heights Addition and approval was made contingent upon the recommendations of the staff review committee, which dealt with the establishment of private cross access and utility easements between the two lots within the Plat.

The City Council, at their regular meeting on March 12, 2012, accepted the recommendation of the Planning Commission, and approved the preliminary plat as recommended by the Planning Commission.

The final plat documentation, in complete form, was recently filed with the City. The private easement documents are being prepared by Lakewood Heights Partners.

Lakewood Heights Partners is now requesting approval of the final plat of Lakewood Heights Addition to Grand Rapids.

The Planning Commission will be reviewing the final plat document at their regular meeting on April 5, 2012. As presented to the Planning Commission in their staff report, the example motion is prepared in the affirmative for approval of the final plat, with the below listed conditions: *(if a motion other than final plat approval is made by the Planning Commission, staff will amend the attached resolution, as it is prepared in the affirmative.)*

- 1) The private easements required as a condition of preliminary plat approval be simultaneously executed and recorded with the final plat.
- 2) In accordance with Minnesota Statute §§505.02, Subdivision 1, the Subdivider shall set survey monuments of a permanent character in the locations on the boundary of the subdivision, and within it, as required within 1 year of the filing and recording of the Plat.

Requested City Council Action

Pass a motion accepting the recommendations of the Planning Commission and adopting the attached resolution approving the final plat of Lakewood Heights Addition to Grand Rapids, and authorize the Mayor and City Administrator to sign the plat documents.

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

THE CITY OF GRAND RAPIDS, MINNESOTA

RESOLUTION NO. 12-__

**THE FINAL PLAT ENTITLED
"LAKEWOOD HEIGHTS ADDITION TO GRAND RAPIDS"**

WHEREAS, on March 1, 2012 the Planning Commission conducted a public hearing on the preliminary plat of Lakewood Heights Addition to Grand Rapids, and

WHEREAS, on March 1, 2012 the Planning Commission recommended approval of said preliminary plat, and

WHEREAS, the City Council approved the preliminary plat of Lakewood Heights Addition to Grand Rapids as recommended by the Planning Commission on March 12, 2012, and

WHEREAS, the Planning Commission reviewed the final plat of Lakewood Heights Addition to Grand Rapids on April 5, 2012 and found the plat to be in compliance with the City Code, and recommended approval of said final plat contingent upon the following conditions being adhered to;

- The private easements required as a condition of preliminary plat approval be simultaneously executed and recorded with the final plat.
- In accordance with Minnesota Statute §§505.02, Subdivision 1, the Subdivider shall set survey monuments of a permanent character in the locations on the boundary of the subdivision, and within it, as required within 1 year of the filing and recording of the Plat, and

WHEREAS, the final plat of Lakewood Heights Addition to Grand Rapids conforms to the approved preliminary plat.

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

That the plat of Lakewood Heights Addition to Grand Rapids, a subdivision of the City of Grand Rapids, is hereby approved.

Approved by the City Council of the City of Grand Rapids this 9th day of April, 2012.

Dale Adams, Mayor

Attest:

Kim Gibeau-Johnson, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0209 **Version:** 1 **Name:** Itasca County Chiefs Assoc Donation
Type: Agenda Item **Status:** Passed
File created: 4/3/2012 **In control:** Finance
On agenda: 4/9/2012 **Final action:** 4/9/2012

Title: Adopt a Resolution to Accept a \$1,600.00 Donation to the Grand Rapids Fire Department Prevention & Education Program from the Itasca County Fire Chiefs Association

Sponsors:

Indexes:

Code sections:

Attachments: [Itasca County Chiefs Assoc Res.pdf](#)

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

Adopt a Resolution to Accept a \$1,600.00 Donation to the Grand Rapids Fire Department Prevention & Education Program from the Itasca County Fire Chiefs Association

Background Information:

The Itasca County Fire Chiefs Association has made a donation of \$1,600.00 to each of the fire departments in the county. This donation is made on behalf of the Grand Rapids Fraternal Order of the Eagles, Aerie 2469. The Eagles Club has for many years supported the fire departments of Itasca County by hosting a Spring Extravaganza and donating the proceeds to the Fire Chiefs Association for distribution.

The Grand Rapids Fire Department wishes to utilize these funds to supplement the budget of their Fire Prevention and Education Program.

Requested City Council Action

Consider adopting a resolution to accept a \$1,600.00 donation from the Itasca County Fire Chiefs Association to the Grand Rapids Fire Department for their Fire Prevention and Education Program.

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

RESOLUTION NO. 12-

A RESOLUTION ACCEPTING A \$1,600.00 DONATION FROM THE ITASCA COUNTY CHIEFS ASSOCIATION TO THE GRAND RAPIDS FIRE DEPARTMENT TO BE USED FOR THE FIRE DEPARTMENT'S FIRE PREVENTION AND EDUCATION PROGRAM

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

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

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

- The Itasca County Chiefs Association has made a \$1,600.00 donation to the Grand Rapids Fire Department to be used for the Fire Department's Fire Prevention and Education Program.

Adopted this 9th day of April, 2012

Dale C. Adams, Mayor

Attest:

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 #: 12-0210 **Version:** 1 **Name:** Captial Planning Software Plan-It! License Renewal
Type: Agenda Item **Status:** Passed
File created: 4/3/2012 **In control:** Finance
On agenda: 4/9/2012 **Final action:** 4/9/2012

Title: Consider approving the annual renewal of the license for the Capital Planning Software Plan-It!.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

Consider approving the annual renewal of the license for the Capital Planning Software *Plan-It!*.

Background Information:

The City is currently using the Capital Planning Software *Plan-IT!* The license has to be renewed on an annual basis. The renewal rate for 2011 is \$1,442.81. This is the same renewal rate as 2011. This is in the Finance Department's budget.

Requested City Council Action

Consider approving the annual renewal of the license for the Capital Planning Software *Plan-It!*.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0212 **Version:** 1 **Name:** Airport Snow Blower State Grant
Type: Agenda Item **Status:** Passed
File created: 4/4/2012 **In control:** Airport
On agenda: 4/9/2012 **Final action:** 4/9/2012
Title: A resolution accepting a state grant for a snow blower at the airport.

Sponsors:

Indexes:

Code sections:

Attachments: [4-9-12 Attachment State Grant Agreement.pdf](#)
[4-9-12 Attachment Resolution State Grant Agreement.pdf](#)

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

A resolution accepting a state grant for a snow blower at the airport.

Background Information:

Attached is a grant agreement and resolution accepting a State Grant in an amount of \$154,296.86 for the purchase of a snow blower attachment at the airport. The City/County share of this project is \$77,148.43. The City/County funding will consist of Airport Capital Fund Balance in an amount of \$54,649, City CIP of \$6,250, County Funds of \$6,250, and sale of the existing snow blower will cover \$9,999.43.

Staff Recommendation:

City staff recommends the approval of the grant agreement with the State in an amount of \$154,296.86 and the attached resolution accepting the grant.

Requested City Council Action

Consider the approval of the grant agreement with the State in an amount of \$154,296.86 and the attached resolution accepting the grant.

**GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION**

This Agreement is by and between the State of Minnesota acting through its Commissioner of Transportation (“State”), and the **Grand Rapids-Itasca County Airport Commission** (“Recipient”).

WHEREAS, the Recipient desires the financial assistance of the State for an airport improvement project (“Project”) as described in Article 2 below; and

WHEREAS, the State is authorized by Minnesota Statutes Sections 360.015 (subdivisions 13 & 14) and 360.305 to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, or maintenance of airports and other air navigation facilities; and

WHEREAS, the Recipient has provided the State with the plans, specifications, and a detailed description of the airport improvement Project.

NOW, THEREFORE, it is agreed as follows:

1. This Agreement is effective upon execution by the Recipient and the State, and will remain in effect until **June 30, 2014**.
2. The following table provides a description of the Project and shows a cost participation breakdown for each item of work:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Local Share</u>
2012 Sno-Go MP 318 Snow Blower Attach.	n/a	2/3	1/3

3. The Project costs will not exceed **\$231,445.29**. The proportionate shares of the Project costs are: Federal: **\$n/a**, State: **\$154,296.86**, and Recipient: **\$77,148.43**. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for this Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No funds are committed under this Agreement until they are encumbered by the State. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Recipient has complied with all terms of this Agreement, and furnished all necessary records.
4. The Recipient will designate a registered engineer (the “Project Engineer”) to oversee the Project work. If, with the State’s approval, the Recipient elects not to have such services performed by a registered engineer, then the Recipient will designate another responsible person to oversee such work, and any references herein to the “Project Engineer” will apply to such responsible person.
5. The Recipient will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State’s Office of Aeronautics and are incorporated into this Agreement by reference. Any changes in the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Recipient, the Project Engineer, and the contractor. Change orders must be submitted to the State. Subject to the availability of funds the State may prepare an amendment to this Agreement to reimburse the Recipient for the allowable costs of qualifying change orders.
6. The Recipient will make payments to its contractor on a work-progress basis. The Recipient will submit requests for reimbursement of certified costs to the State on state-approved forms. The State will reimburse the Recipient for the state and federal shares of the approved Project costs.
 - a. At regular intervals, the Recipient or the Project Engineer will prepare a partial estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). Partial estimates must be completed no later than one month after the work covered by the estimate is completed. The Project Engineer and the contractor must certify that each partial estimate is true and correct, and that the costs have not been included on a previous estimate.
 - b. Following certification of the partial estimate, the Recipient will make partial payments to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).

- c. Following certification of the partial estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A copy of the partial estimate must be included with the Recipient's request for payment. Reimbursement requests and partial estimates should not be submitted if they cover a period in which there was no progress on the Project.
 - d. Upon completion of the Project(s), the Recipient will prepare a final estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). The final estimate must be certified by the Recipient, Project Engineer and the contractor.
 - e. Following certification of the final estimate, the Recipient will make final payment to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
 - f. Following certification of the final estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A request for final payment must be submitted to the State along with those project records required by the State.
7. For a Project which involves the purchase of equipment, the Recipient will be reimbursed by the State in one lump sum after the Recipient: (1) has acquired both possession and unencumbered title to the equipment; and (2) has presented proof of payment to the State, and (3) a certificate that the equipment is not defective and is in good working order. The Recipient will keep such equipment, properly stored, in good repair, and will not use the equipment for any purpose other than airport operations.
 8. If the Project involves force-account work or project donations, the Recipient must obtain the written approval of the State and Federal Aviation Administration (FAA). Force-account work performed or project donations received without written approval by the State will not be reimbursed under this Agreement. Force-account work must be done in accordance with the schedule of prices and terms established by the Recipient and approved by the State.
 9. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (g) (1), the Recipient will operate its airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Recipient receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. The Recipient will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property, which is purchased or improved with State aid funds without prior written approval from the State. If the State approves such transfer or change in use, the Recipient must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.
 10. This Agreement may be terminated by the Recipient or State at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the Recipient as set forth in this Agreement. In the event of such a termination, the Recipient will be entitled to reimbursement for eligible expenses incurred for work satisfactorily performed on the Project up to the date of termination. The State may immediately terminate this Agreement if it does not receive sufficient funding from the Minnesota Legislature or other funding source, or such funding is not provided at a level sufficient to allow for the continuation of the work covered by this Agreement. In the event of such termination, the Recipient will be reimbursed for work satisfactorily performed up to the effective date of such termination to the extent that funds are available. In the event of any complete or partial state government shutdown due to a failure to have a budget approved at the required time, the State may suspend this Agreement, upon notice to the Recipient, until such government shutdown ends, and the Recipient assumes the risk of non-payment for work performed during such shutdown.
 11. Pursuant to Minnesota Rules 8800.2500, the Recipient certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Recipient has the legal authority to engage in the Project as proposed.
 12. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the Recipient will maintain such records and provide such information, at the request of the State, so as to permit the Department of Transportation, the Legislative Auditor, or the State Auditor to examine those books, records, and accounting procedures and practices of the Recipient relevant to this Agreement for a minimum of six years after the expiration of this Agreement.
 13. The Recipient will save, defend, and hold the State harmless from any claims, liabilities, or damages including, but not limited to, its costs and attorneys' fees arising out of the Project which is the subject of this Agreement.

14. The Recipient will not utilize any state or federal financial assistance received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Recipient from utilizing these funds to pay any party who might be disqualified or debarred after the Recipient's contract award on this Project.
15. All contracts for materials, supplies, or construction performed under this Agreement will comply with the equal employment opportunity requirements of Minnesota Statutes Section 181.59.
16. The amount of this Agreement is limited to the dollar amounts as defined in Article 3 above. Any cost incurred above the amount obligated by the State is done without any guarantee that these costs will be reimbursed in any way. A change to this Agreement will be effective only if it is reduced to writing and is executed by the same parties who executed this Agreement, or their successors in office.
17. For projects that include consultant services, the Recipient and its consultant will conduct the services in accordance with the work plan indicated in the Recipient's contract for consultant services, which shall be on file with the State's Office of Aeronautics. The work plan is incorporated into this Agreement by reference. The Recipient will confer on a regular basis with the State to coordinate the design and development of the services.
18. The parties must comply with the Minnesota Government Data Practices Act, as it relates to all data provided to or by a party pursuant to this Agreement.
19. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
20. For projects including federal funding, the Recipient must comply with applicable regulations, including, but not limited to, Title 14 Code of Federal Regulations, subchapter I, part 151; and Minnesota Rules Chapter 8800.
21. For all projects, the Recipient must comply, and require its contractors and consultants to comply, with all federal and state laws, rules, and regulations applicable to the work. The Recipient must advertise, let, and award any contracts for the project in accordance with applicable laws. The State may withhold payment for services performed in violation of applicable laws.
22. Under this Agreement, the State is only responsible for receiving and disbursing federal and state funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By: [Signature]

Date: 3-22-12

MAPS Order No: 48871

Recipient

Recipient certifies that the appropriate person(s) have executed the Agreement on behalf of the Recipient as required by applicable resolutions, charter provisions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Commissioner, Minnesota Department of Transportation

By: _____
Director, Office of Aeronautics

Date: _____

Mn/DOT Contract Management

as to form & execution

By: _____

Date: _____

RESOLUTION

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION**

It is resolved by the Grand Rapids-Itasca County Airport Commission as follows:

1. That the state of Minnesota Agreement No. 00907,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. A3101-89 at the Grand Rapids-Itasca County Airport is
accepted.

2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
Grand Rapids-Itasca County Airport Commission.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0213 **Version:** 1 **Name:** CP 2011-6 Accept Feasibility Report Call for Hearing
Type: Agenda Item **Status:** Passed
File created: 4/4/2012 **In control:** Engineering
On agenda: 4/9/2012 **Final action:** 4/9/2012

Title: A resolution accepting a feasibility report and calling for a public hearing on CP 2011-6, Horseshoe Lake Road Improvements.

Sponsors:

Indexes:

Code sections:

Attachments: [4-9-12 Attachment CP 2011-6 Feasibility Report.pdf](#)
[4-9-12 Resolution - CP 2011-6 Rec Feasb Report & Call for Hearing.pdf](#)

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

A resolution accepting a feasibility report and calling for a public hearing on CP 2011-6, Horseshoe Lake Road Improvements.

Background Information:

Attached is a feasibility report and resolution for CP 2011-6, Horseshoe Lake Road Improvements. The resolution accepts the feasibility report and calls for a public hearing on Monday, April 23, 2012, at 6:00 p.m., in the council chambers.

Staff Recommendation:

City staff is recommending the attached resolution accepting the feasibility report and calling for a public hearing on CP 2011-6, Horseshoe Lake Road Improvements.

Requested City Council Action

Consider the attached resolution accepting the feasibility report and calling for a public hearing on CP 2011-6, Horseshoe Lake Road Improvements.



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

Feasibility Report

For:

Horseshoe Lake Road Improvements
And
15th Street SW Storm Sewer

Project 2011-6 and 2012-8

April 9, 2012

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EXECUTIVE SUMMARY

City Project 2011-6, Horseshoe Lake Road Improvements, involves the reconstruction of street, street lighting, storm sewer, multi-use pedestrian trail, and associated appurtenances. The improvements are located on Horseshoe Lake Road, from 10th Street SW (Golf Course Road) to Oakdale Drive, approximately 3,600 feet to the south. It should be noted that the extension of sanitary sewer and water main from 10th Street SW (Golf Course Road) to approximately 1,350 feet south was reviewed, but not recommended at this time.

The project will also include CP 2012-8, 15th Street SW Storm Sewer, which is the replacement of a storm sewer main that crosses 15th Street SW connecting the McGowan Pond systems. *The locations and detail associated with the proposed improvements are represented on the figures within this report.*

The Engineering Departments opinion of cost for City Project 2011-6 and 2012-8 is as follows:

Opinion of Cost

Construction	1,566,472
Contingency	156,647
Engineering	313,294
Legal/Publishing	4,000
Administration	31,329
Cost of Issuance	62,659
Land/Wetland	120,000
CP 2012-8, 15 th Street SW Storm	136,152
TOTAL	2,390,554

In accordance with the City Special Assessment Policy, this project will be financed as follows:

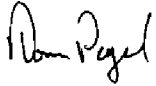
Proposed Financing

Assessments	124,410
Storm Water Utility	50,000
MSAS Construction	1,184,967
PIR	400,000
G.O. Levy Bonding	631,177
TOTAL	2,390,554

This project is feasible. The project will improve safety by reconstructing streets that have exceeded their life cycle, and provide pedestrian trails improving pedestrian safety and health.

If you have any questions regarding this project, please contact me.

Regards,

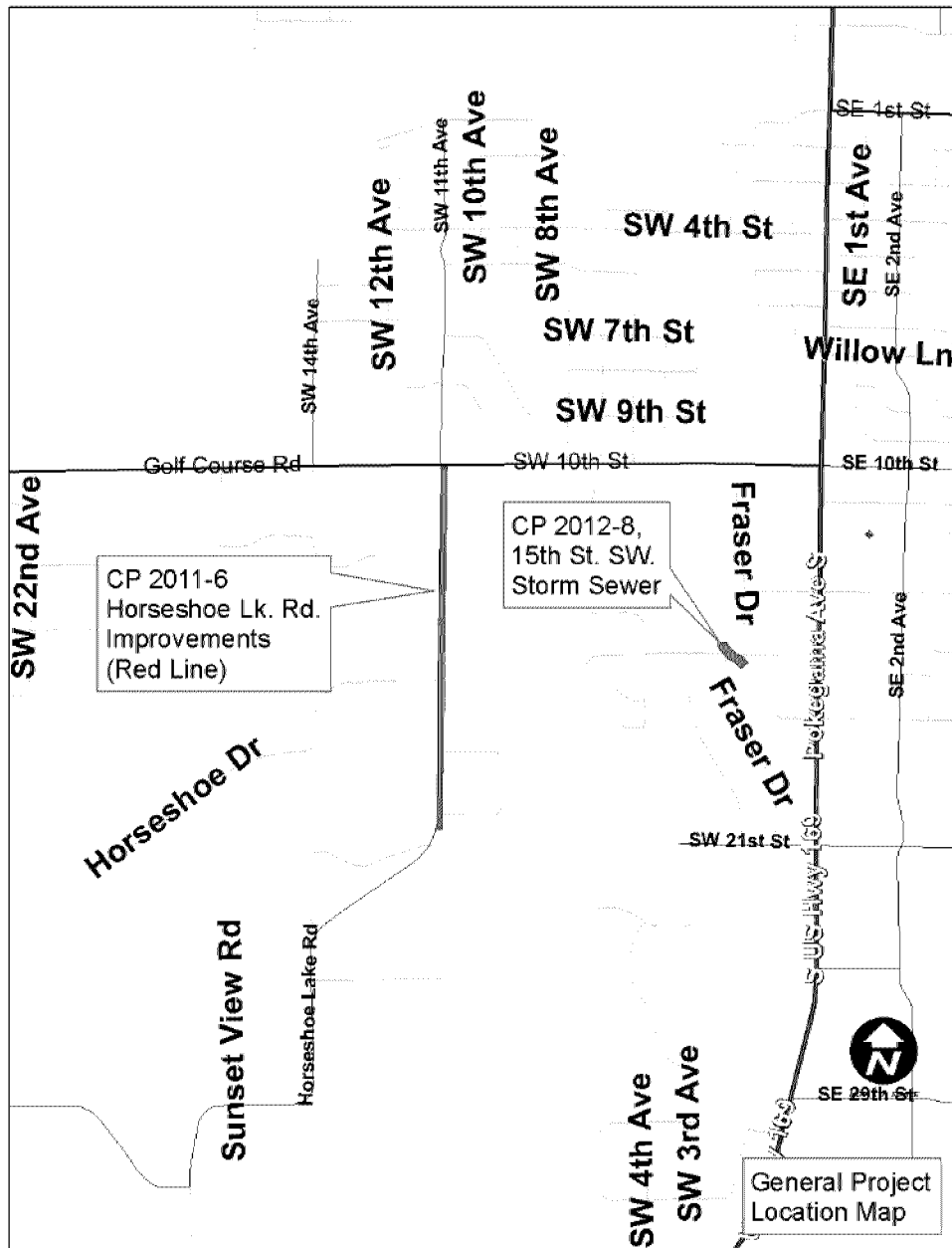
A handwritten signature in black ink, appearing to read "Tom Pagel". The signature is written in a cursive style with a large initial "T".

Tom Pagel, P.E.
City Engineer

Cc: Shawn Gillen, City Administrator
Shirley Miller, Finance Director
Jeff Davies, Public Works Director
Anthony Ward, GRPU General Manager
Dennis Doyle, Water and Sewer Department Manager
GRPU Electrical Department

PROJECT BACKGROUND AND SCOPE

The reconstruction of infrastructure related to this project will generally occur on Horseshoe Lake Road, from 10th Street SW (Golf Course Road) to Oakdale Drive. The project involves the reconstruction of street, street lighting, storm sewer, multi-use pedestrian trail, and associated appurtenances. It should be noted that the extension of sanitary sewer and water main from 10th Street SW (Golf Course Road) to approximately 1,350 feet south was reviewed, but not recommended at this time. The project will also include CP 2012-8, 15th Street SW Storm Sewer, which is the replacement of a storm sewer main that crosses 15th Street SW connecting the McGowan Pond systems. See figure below for general location.



PROJECT DESCRIPTION

Improvements included with CP 2011-6, Horseshoe Lake Road Improvements are as follows:

1. Street Reconstruction from 10th Street SW (Golf Course Road) to Oakdale Drive.
2. Storm Sewer Reconstruction throughout the project corridor.
3. Street Light Reconstruction.
4. Multi-Use Trail Construction along the west side of Horseshoe Lake Road.

Reviewed but not recommended as part of this project is:

5. Sanitary Sewer Main New Construction.
6. Water Main New Construction including a lateral main extension from Horseshoe Lake Road to Lakewood Lane.

Improvements proposed under CP 2012-8, 15th Street SW Storm Sewer is the replacement of a failed storm sewer main that runs under 15th Street SW and connects the McGowan Pond systems together.

Street Reconstruction

The street segment consists of about 380 feet of urban curb and gutter road that is 29 feet wide from flow line to flow line of curb. This segment was constructed in 1987 as part of the reconstruction of Golf Course Road by Itasca County. The remainder of the project corridor is a rural road section, approximately 24 feet in width with limited or no shoulders. The vertical alignment is poor and does not meet Municipal State Aid Street (MSAS) standards. This is a former township road inherited by the City through annexation. It is unknown when this road was originally constructed or received a bituminous overlay.

The age of the roadway has lead to the deterioration of the pavement to a point where a bituminous overlay will not be effective. Examples of the deterioration are graphically shown in the following photographs.

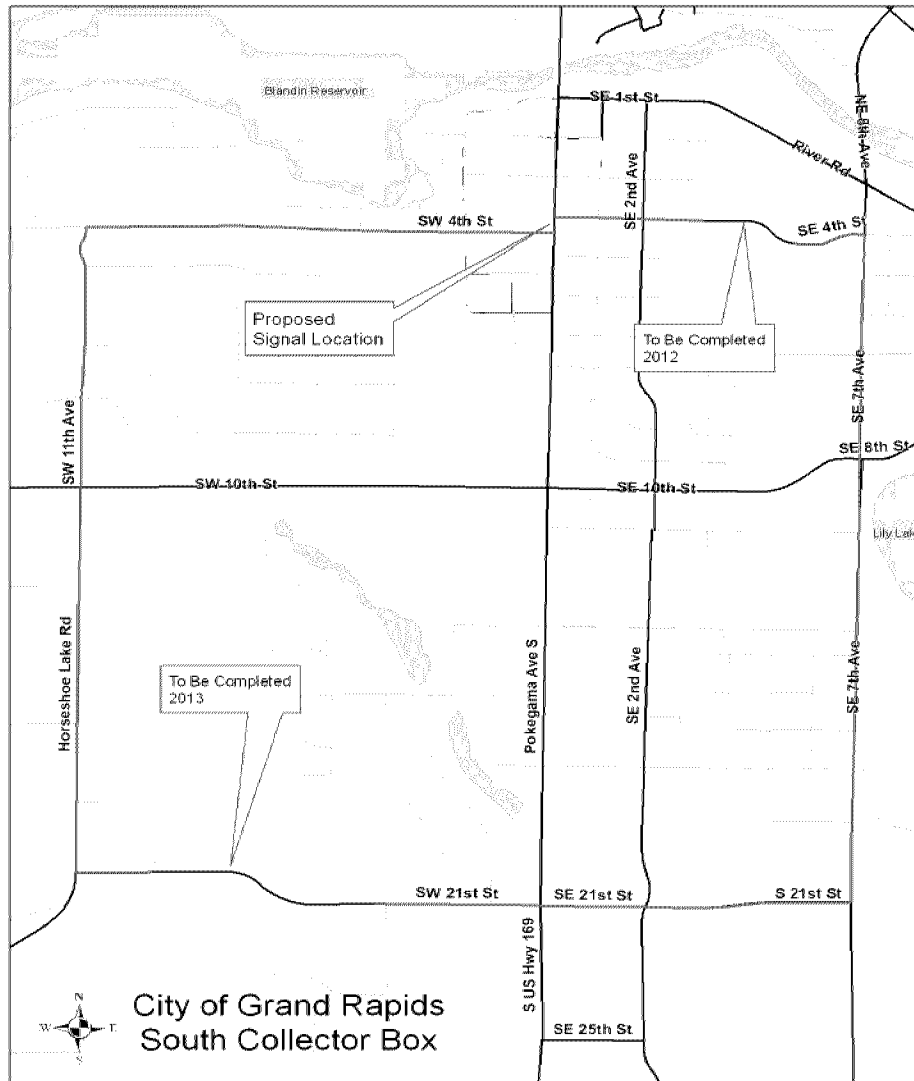
Photo of Horseshoe Lake Road south of the Golf Course Road intersection:



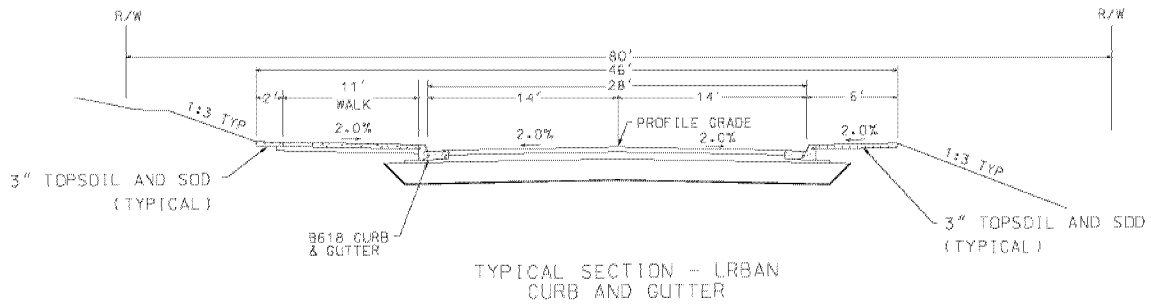
Photo of Horseshoe Lake Road near the Horseshoe Drive intersection:



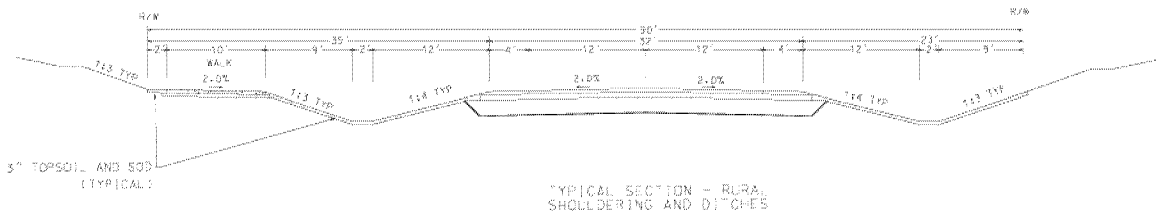
Horseshoe Lake Road is part of the South Collector Box street system. Historically, the city street network south of the Mississippi River has been disconnected. By completing the South Collector Box, the transportation network will become more efficient and reduce congestion at key intersections along the Pokegama Avenue corridor. The following drawing identifies the location of the South Collector Box. It should be noted that the identified year of connection for 21st Street SW to Oakdale Drive is not 2013 and has been shifted to 2015 in the City's Capital Improvement Plan (CIP).



Horseshoe Lake Road is designated as a MSAS. Because of this designation there are State Aid (SA) design standards that must be achieved when making improvements to the street. The following is a typical section of the proposed urban roadway.

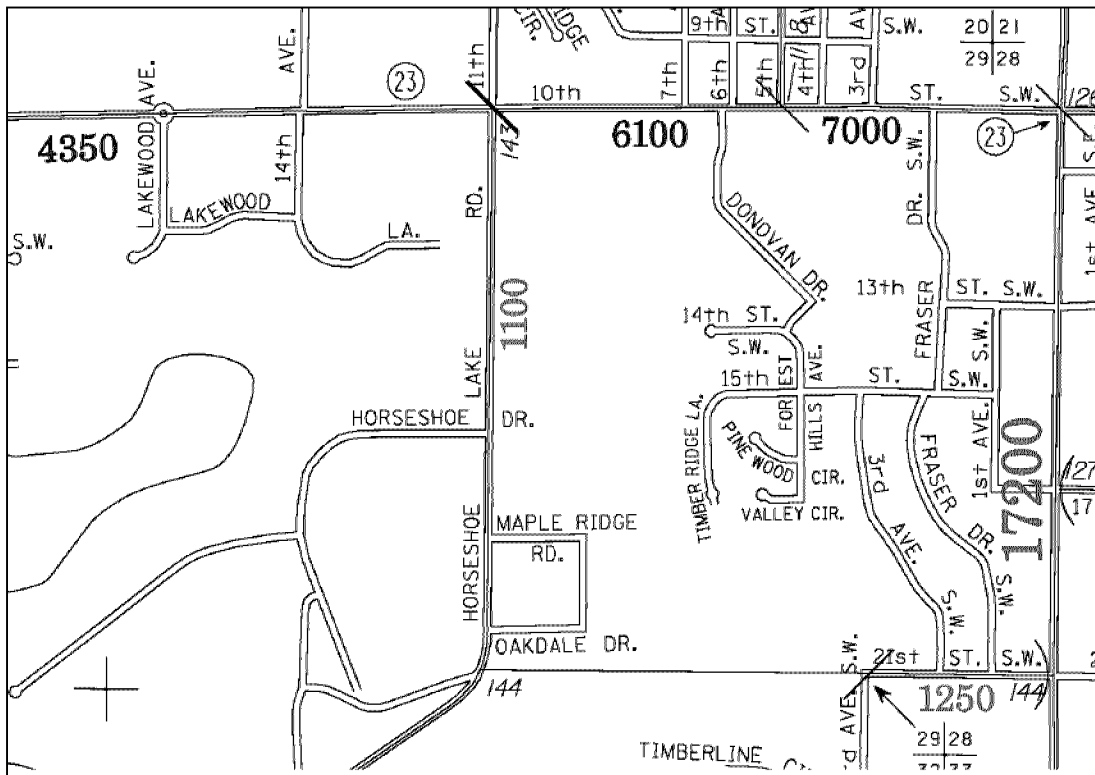


A rural roadway section was also considered as a typical section for this roadway. The following is a typical section of the rural roadway that would need to be constructed.



It is recommended to construct an urban roadway section because; 1) It requires ten feet less in right of way acquisition; 2) The urban section will impact, at a minimum, 44 feet less ground, reducing the impact to adjacent property owners; 3) The northerly 1,300 feet of property is zoned Urban Residential, which, when served by municipal sanitary sewer and water can be subdivided into 70 foot wide lots which is more conducive to an urban street section. Although this corridor is currently not served by municipal utilities, the likelihood of transitioning to an urban corridor is good; and 4) This roadway is part of the South Collector Box and implementing an urban street section keeps this network consistently urban guiding users through the south side of the city.

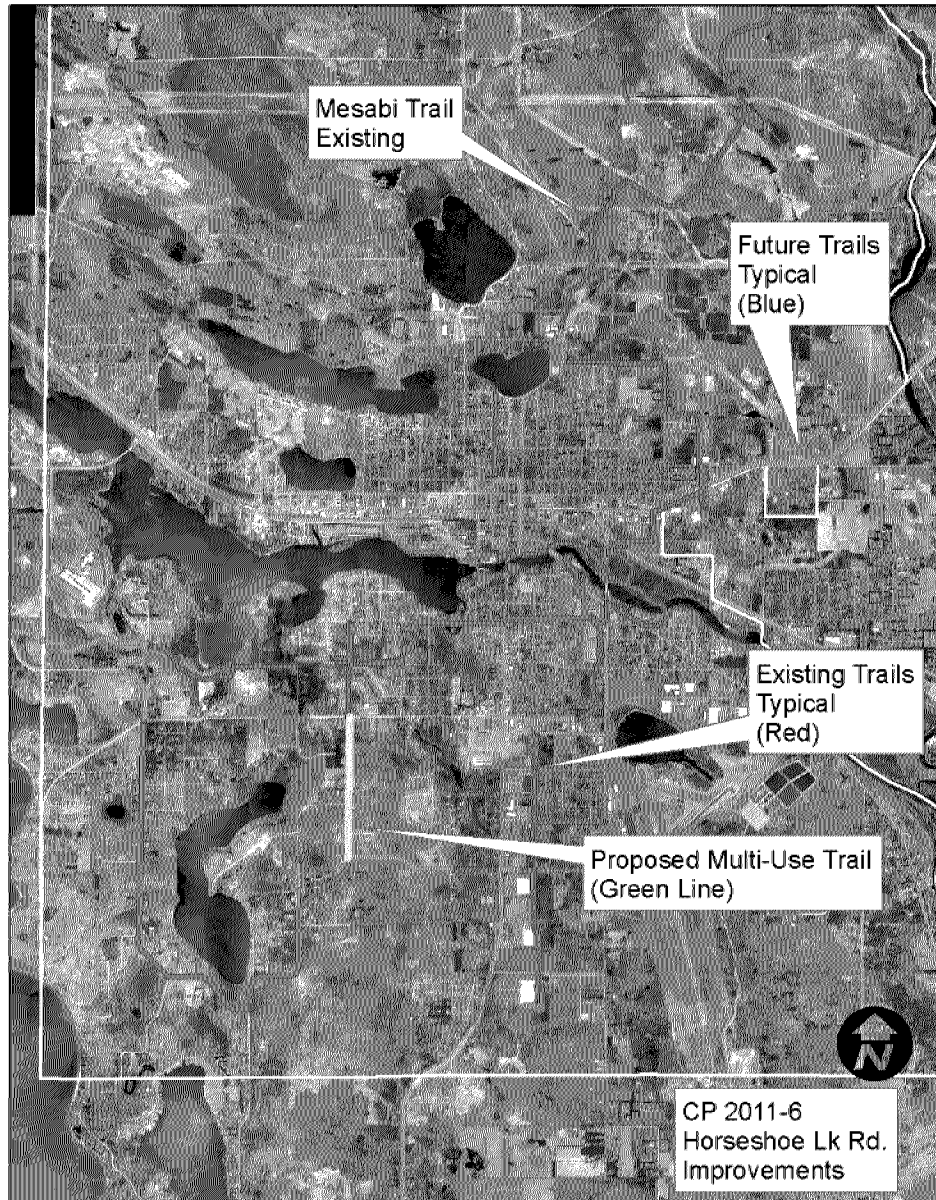
In 2009, MNDOT counted vehicular traffic and determined that the Average Daily Traffic (ADT) was 1,100. In 2008, Itasca County commissioned a traffic study on the Golf Course Road corridor and forecasted the ADT on Horseshoe Lake Road, from Golf Course Road to Oakdale Drive to increase to 3,000 ADT, by calendar year 2028, under the assumption that 21st Street would be connected to Horseshoe Lake Road via Oakdale Drive.



Recognizing this increase in traffic due to future growth and street connectivity, the construction of an urban curb and gutter section is further supported because it will provide a sense of confinement to drivers, minimizing speeds on this section of roadway.

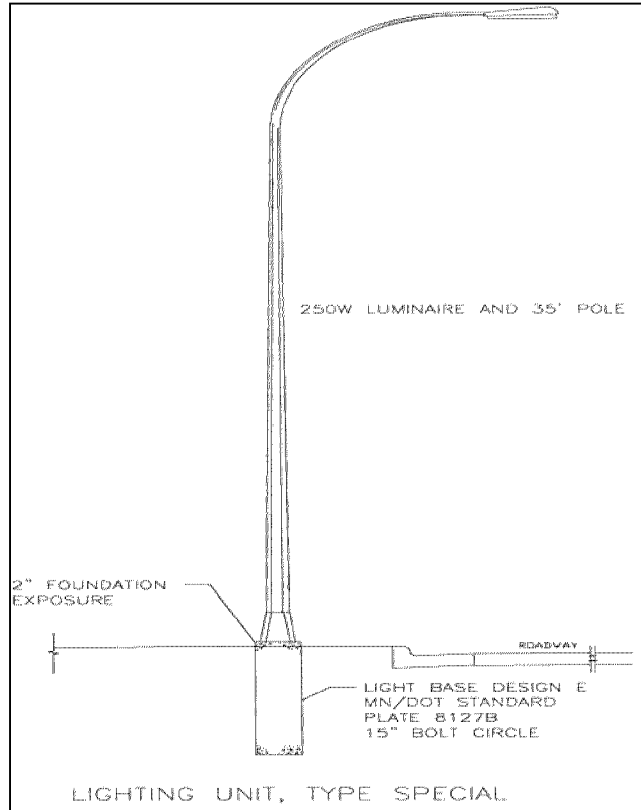
Multi-Use Trail

As part of this project, it is proposed to complete the multi-use trail loop around Horseshoe Lake. The proposed pedestrian trail would be eleven feet wide and located adjacent to the west curb and gutter on the street. The typical location is identified under the **Street Reconstruction** section of this report. It is important to note that the proposed trail system is part of a larger comprehensive city wide trail network as identified in the following drawing.



Street Lighting

Because this portion of Horseshoe Lake Road is part of the South Collector Box street system, and it serves a city-wide trail system, it is proposed to install a metered lighting system where higher levels of light can be provided at specific times of the evening along with lower levels in the middle of the night. Light pole bases would be a Mn/DOT Type E typical base with a 15 inch bolt radius. The poles will be the City's standard black metal with an "H" flared base. The following picture provides an example of the proposed pole.



The general location of the street lights is identified in the following graphics.





Storm Sewer

Existing Storm sewer related to CP 2011-6, Horseshoe Lake Road Improvements, consists of driveway culverts, some minor ditches, and drainage to low areas typically on private property. The following pictures identify existing conditions and issues related to the existing storm drainage system.





As can be seen in the previous pictures, storm run-off is not controlled. It runs along the edge of the street pavement or on the pavement and often just accumulates and sits in low areas adjacent to the street.

There is a high point in the roadway near Horseshoe Drive where storm water generally runs north towards Golf Course Road and south towards Old Horseshoe Lake Road.

With conversion from a rural to urban curb and gutter section, it is proposed to construct storm sewer main, leads and catch basins. Because existing storm sewer pipes located in Golf Course Road are undersized, approximately 850 feet of new storm sewer will need to be constructed on the north boulevard of Golf Course Road from Horseshoe Lake Road to the McGowan Pond System. An alternative of constructing a storm water detention basin, which would reduce the run-off rate, near the NE corner of the intersection of Golf Course Road and Horseshoe Lake Road, was reviewed and determined to cost around \$50,000 more than constructing a new storm water main.

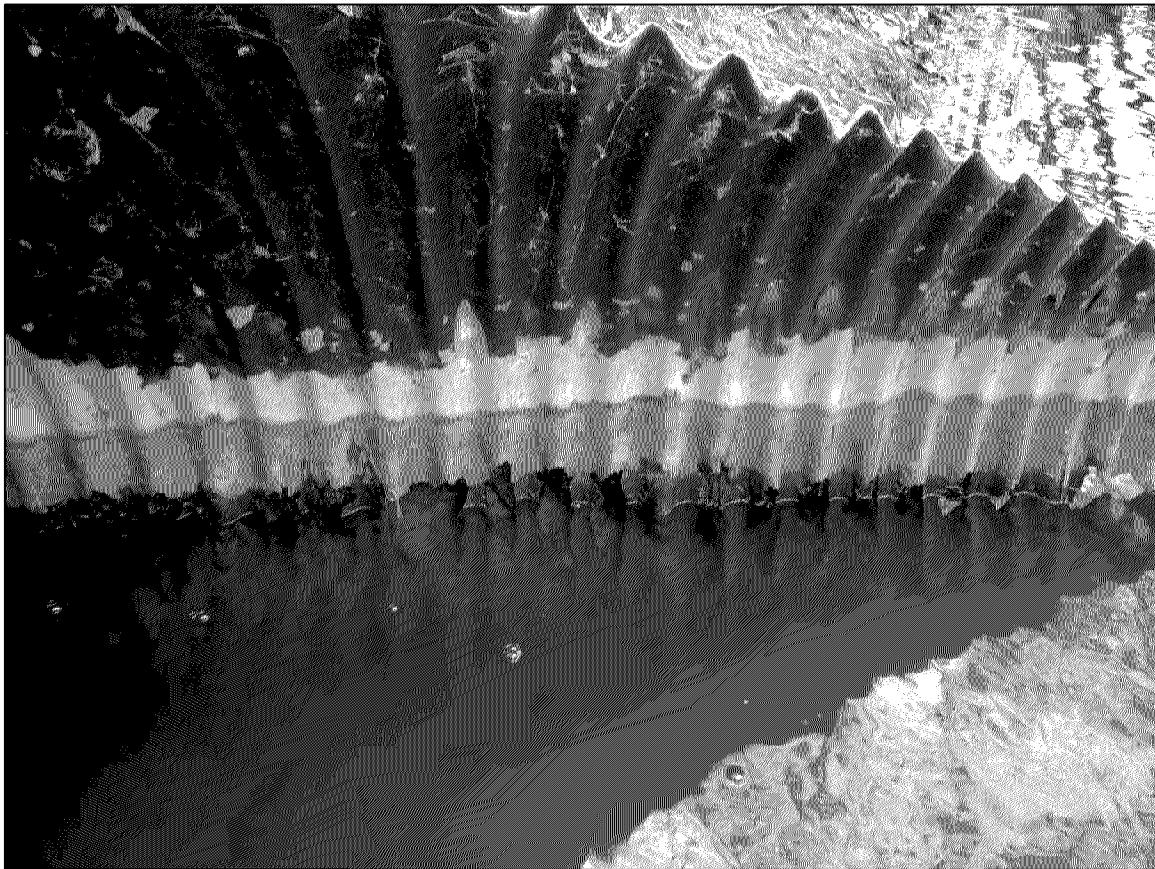
The following graphics highlight the proposed improvements north of Horseshoe Drive.



Storm water collected south of the high point on Horseshoe Lake Road will discharge to a ditch located on the west side of Horseshoe Lake Road and south of Oakdale Drive where it will eventually drain to an existing low area on the north side of Old Horseshoe Lake Road. The following graphic identifies the proposed improvements.



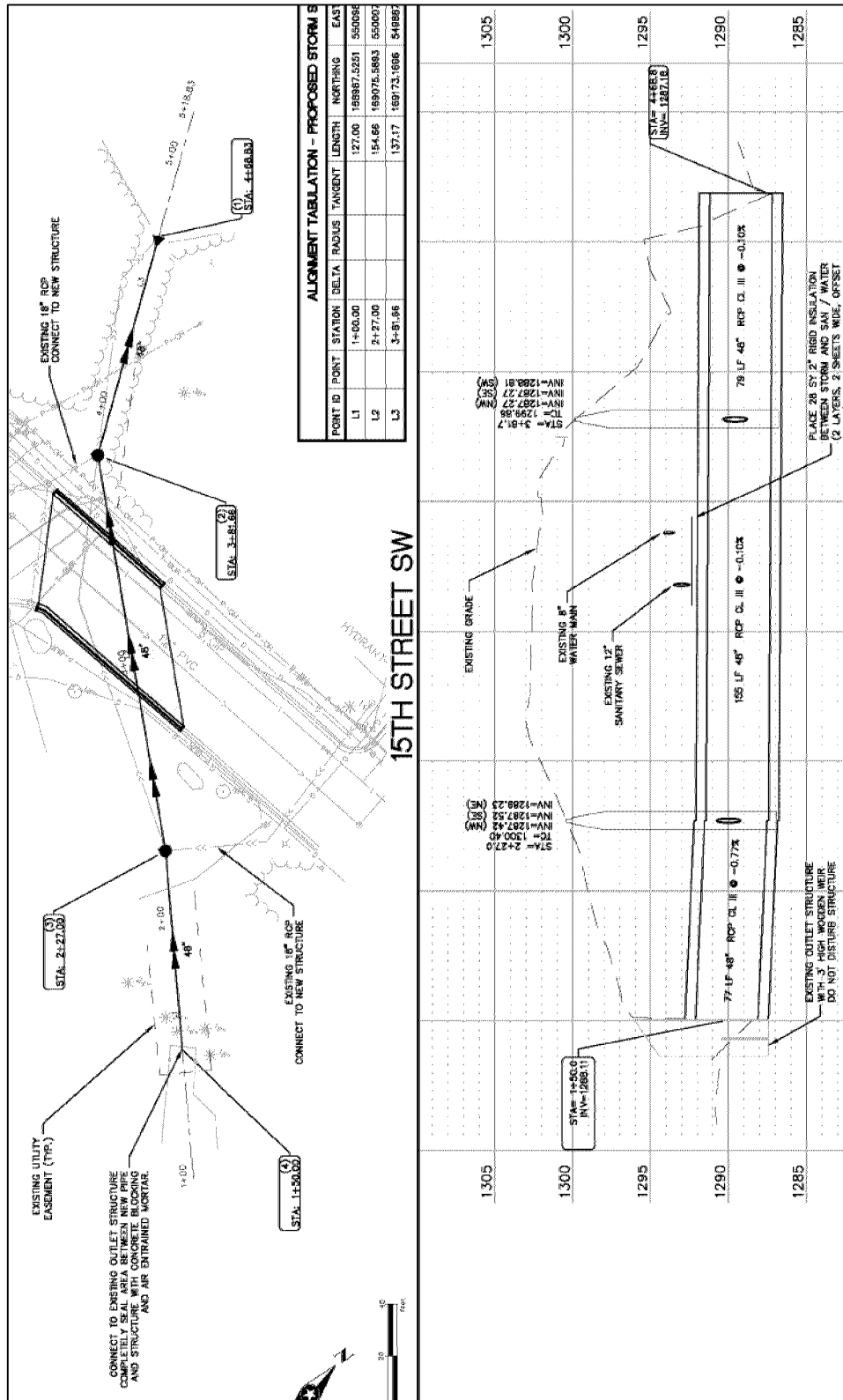
The project is also proposed to include CP 2012-8, 15th Street SW Storm Sewer. In November of 2011, Public Works noticed sink holes forming on the surface of the ground around the vicinity of a 72 inch corrugated metal arch pipe (CMP) that was originally constructed in 1978. This storm sewer pipe transmits storm water from the McGowan pond south of 15th Street SW, to the McGowan Pond north of 15th Street SW. When investigating the sink holes it was discovered that the existing CMP pipe was badly decayed to the point of failure throughout the pipe segment. A picture of the existing pipe condition follows.



The location of the pipe segment is identified in the following graphic.



It is proposed to replace the pipe network with a 48 inch reinforced concrete pipe (RCP) as shown in the following graphic.



Sanitary Sewer/Water Main

The extension of sanitary sewer and water main was reviewed as part of this project. The focus area was the north 1,300 linear feet of Horseshoe Lake Road located south of Golf Course Road. This area was reviewed because it is zoned Single-Family Residential and most likely to develop into higher density housing in the nearer future. With Single-Family Residential zoning, the minimum lot width is 70 feet, with a minimum lot area of 8,400 square feet. This compares to Rural Residential which has a minimum lot width of 200 feet and a minimum lot area of 1.5 acres. A graphic identifying zoning locations is located under the **Benefit Area** section of this report. The following graphic identifies the concept reviewed for sanitary sewer and water main extensions.



The opinion of special assessments related to the sanitary sewer and water main extension are summarized in the following table:

Property Owner	Opinion of Sanitary/Water Assessment
Csmarich	\$96,023.89
Eischens	\$51,920.70
GR Baptist Church	\$47,899.85
Houwman	\$34,100.51
Illies	\$47,292.34
Keller	\$47,752.93
Shank	\$22,039.83

City staff made direct contact with these seven property owners and met with six of them individually to discuss their desires for municipal sanitary sewer and water main extensions. Due to cost, the general consensus was that there was not a need at this time. City staff agrees with the property owners and will not recommend the extensions as part of this project.

Recognizing that there will be a need to extend utilities in the future, City staff did review two alternatives that would allow for future services. The following concept would serve the properties on the west side of Horseshoe Lake Road which are more likely to develop before the east side.



If both sides of Horseshoe Lake Road needed to be served with sanitary sewer and water main in the future the utilities could be constructed outside of the existing roadway and service lines could be directionally drilled under the roadway. The following drawing identifies this concept.

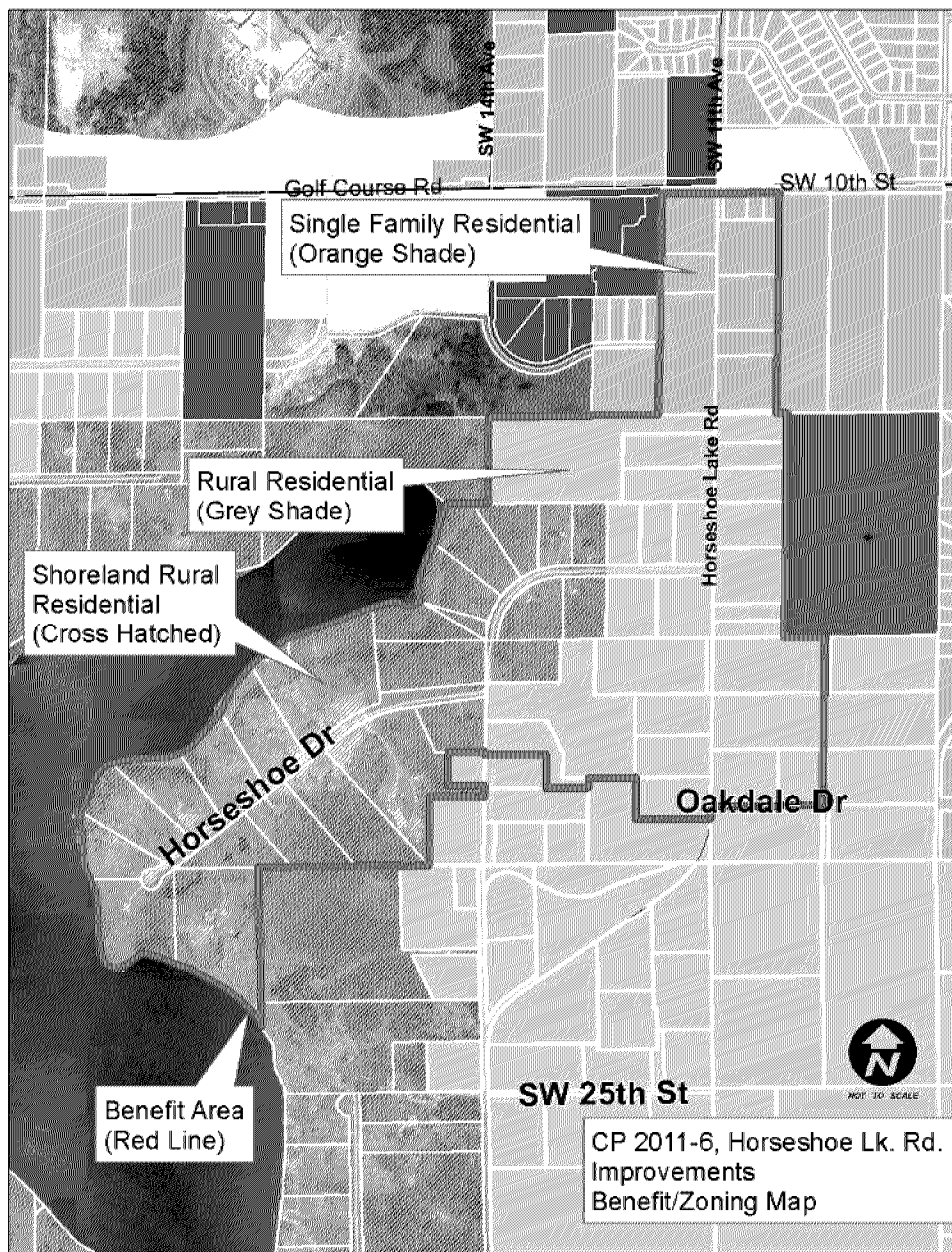


PROJECT INITIATION

On December 19, 2011, the City Council passed a resolution ordering the preparation of this feasibility report. This project must be considered as a City initiated project and would, therefore, require a favorable 4/5th vote of the City Council to advance.

BENEFIT AREA

The benefit area for this project is identified below. The area is consistent with the Special Assessment Policy adopted on November 8, 1993, and amended on April 26, 2004, and December 8, 2008. (For detailed assessment calculations see Appendix B).



PUBLIC MEETINGS

A neighborhood meeting was conducted on March 19, 2012. In addition to the neighborhood meeting, individual meetings were conducted with property owners.

PROJECT SCHEDULE

The project is tentatively scheduled to advance as follows:

Neighborhood Meeting	March 19, 2012
Feasibility Report to council	April 9, 2012
Public Hearing	April 23, 2012
Order Plans & Specifications	April 23, 2012
Approve Plans and Advertise for Bids	June 11, 2012
Open Bids	July 10, 2012
Award Contract	July 23, 2012
Construction Begins	August 6, 2012
Substantial Completion	October 31, 2012

PROJECT COST AND FINANCING

The Engineering Departments opinion of cost for City Project 2011-6 and 2012-8 is as follows:

Opinion of Cost

Construction	1,566,472
Contingency	156,647
Engineering	313,294
Legal/Publishing	4,000
Administration	31,329
Cost of Issuance	62,659
Land/Wetland	120,000
CP 2012-8, 15 th Street SW Storm	136,152
TOTAL	2,390,554

In accordance with the City Special Assessment Policy, this project will be financed as follows:

Proposed Financing

Assessments	124,410
Storm Water Utility	50,000
MSAS Construction	1,184,967
PIR	400,000
G.O. Levy Bonding	631,177
TOTAL	2,390,554

PROJECT NEED

There is a clear need for the improvements, identified under this proposed project, in order to provide safe routes for vehicular and pedestrian travel as well as to sustain a viable, city-wide, pavement infrastructure system.

Just as important as safety is the need for a healthy community. Researching the Hamline and Grand Rapids Area Library research document data bases yielded twenty two documents with the word “sidewalk” or “trail”. Five of the twenty-two addressed benefits of sidewalks/trails related to health. A summary of those research documents follow:

1. (Lindsey, 2004) – Determined that *“Walking appears to be the most common activity on most trails, typically followed by bicycling, running, and skating. Fewer than 5% of users surveyed used trails for commuting”*.
2. (Wilson, 2004) – In this study the researchers investigated Socioeconomic Status and Perceptions of Access and Safety for Physical Activity. One of the conclusions stated *“use of the trail increased as a function of trail availability. Moreover, concerns about safety did not appear to be a barrier to trail use, because 86.9% of trail users reported feeling very safe when using the trail”*.
3. (Evans-Cowley, 2006) – This study addressed Sidewalk Planning and Policies in Small Cities. The key points of the article were *“People cite lack of pedestrian connectivity, distance to destination, and lack of time as reasons for not walking. Many people do not walk because sidewalks, if available do not lead to destinations. The pedestrian plan should address critical gaps in the pedestrian network, including those near schools and transit stops. Where feasible, sidewalks should be included as part of every road construction, reconstruction, intersection improvement, and traffic calming project. The benefits of pedestrian-friendly neighborhoods-where people can walk to work, schools, parks, and other destinations-enhance small cities as their sidewalk plans and policies are implemented over time.”*
4. (Powell, 2003) – The author of this research cites *“Efforts to design new and to retrofit old neighborhoods with sidewalks and streets that make them easily walkable and the development of nearby park space would appeal to residents and be beneficial from a public health perspective”*.
5. (Addy, 2004). The summary of this research document states *“Interventions to increase environmental supports for physical activity should target proximal locations-such as private recreational facilities, parks, playgrounds and sports fields-as well as adequate lighting and the presence of convenient, nearby opportunities for physical activity”*.

All five documents support the inclusion of the proposed trail on this project. The proposed trail is part of a larger city-wide trail network supported by the City’s Comprehensive Plan.

COST EFFECTIVENESS

The materials and methods that will be employed to construct these improvements have been proven to be a cost effective means by which to provide adequate pavements and storm mains.

APPENDIX A- Detailed Project Costs

CP 2011-6, Horseshoe Lake Reconstruction
Opinion of Cost
Construction Cost

Item Number	Description	Units	Contract Quantity	Unit Price	Total Price
2011.601	CONSTRUCTION SURVEYING	LUMP SUM	1.00	30000.00	30000.00
2021.501	MOBILIZATION	LUMP SUM	1.00	35000.00	35000.00
2101.511	CLEARING AND GRUBBING	LUMP SUM	1.00	8500.00	8500.00
2104.501	REMOVE PIPE CULVERTS	LN FT	400.00	3.00	1200.00
2104.501	REMOVE WATER MAIN	LN FT	20.00	5.00	100.00
2104.501	REMOVE MANHOLES OR CATCH BASINS	LN FT	1.00	250.00	250.00
2104.501	REMOVE CONCRETE CURB	LN FT	800.00	2.50	2000.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	10470.00	3.00	31410.00
2104.509	REMOVE CASTING	EACH	1.00	150.00	150.00
2104.509	REMOVE SIGN TYPE C	EACH	10.00	30.00	300.00
2104.509	REMOVE SIGN TYPE SPECIAL	EACH	5.00	50.00	250.00
2104.509	REMOVE MAIL BOX SUPPORT	EACH	19.00	50.00	950.00
2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LN FT	300.00	4.00	1200.00
2105.501	COMMON EXCAVATION	CU YD	13850.00	7.50	103875.00
2105.507	SUBGRADE EXCAVATION	CU YD	7500.00	9.00	67500.00
2105.522	SELECT GRANULAR BORROW (CV)	CU YD	7500.00	9.50	71250.00
2105.522	FILL SPECIAL	CU YD	25.00	150.00	3750.00
2105.525	TOPSOIL BORROW (LV)	CU YD	450.00	25.00	11250.00
2105.604	GEOTEXTILE FABRIC TYPE V	SQ YD	6500.00	2.00	13000.00
2118.607	AGGREGATE SURFACING (CV) CLASS 5	CU YD	50.00	30.00	1500.00
2211.503	AGGREGATE BASE (CV) CLASS 5	CU YD	3950.00	20.00	79000.00
2221.503	AGGREGATE SHOULDERING (CV) CLASS 1	CU YD	20.00	60.00	1200.00
2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	1815.00	65.00	117975.00
2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	900.00	60.00	54000.00
2411.618	MODULAR BLOCK RETAINING WALL	SQ FT	3165.00	30.00	94950.00
2451.607	CRUSHED ROCK (CV)	CU YD	500.00	20.00	10000.00
2451.607	TRENCH BACKFILL (CV)	CU YD	650.00	13.00	8450.00
2511.501	RANDOM RIPRAP CLASS III	CU YD	30.00	35.00	1050.00
2521.501	4" CONCRETE WALK	SQ FT	40700.00	4.00	162800.00
2531.501	CONCRETE CURB & GUTTER DESIGN B61.8	LN FT	7600.00	12.00	91200.00
2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	400.00	38.00	15200.00
2531.618	TRUNCATED DOMES	SQ FT	84.00	25.00	2100.00
2540.602	MAIL BOX SUPPORT	EACH	19.00	95.00	1805.00
2557.501	WIRE FENCE DESIGN 54V-9322	LN FT	500.00	30.00	15000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	11250.00	11250.00
2564.531	SIGN PANELS TYPE SPECIAL	SQ FT	10.00	100.00	1000.00
2564.531	SIGN PANELS TYPE C	SQ FT	75.00	35.00	2625.00
2571.502	DECIDUOUS TREE 1" CAL CONT	TREE	100.00	200.00	20000.00
2573.502	SILT FENCE, TYPE MACHINE SLICED	LN FT	3300.00	2.10	6930.00
2573.512	TEMPORARY DITCH CHECK TYPE 2	LN FT	200.00	5.00	1000.00
2573.53	STORM DRAIN INLET PROTECTION	EACH	47.00	100.00	4700.00
2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	4.00	750.00	3000.00
2575.555	TURF ESTABLISHMENT	LUMP SUM	1.00	15000.00	15000.00
2575.601	EROSION CONTROL	LUMP SUM	1.00	5000.00	5000.00
2575.601	SALVAGE AND REINSTALL PLANTER	LUMP SUM	1.00	2500.00	2500.00
2582.502	4" DOUBLE SOLID LINE YELLOW-PAINT	LN FT	3700.00	0.50	1850.00
2582.502	4" SOLID LINE WHITE-EPOXY	LN FT	7400.00	0.50	3700.00
2582.502	4" DOUBLE SOLID LINE YELLOW-EPOXY	LN FT	3700.00	1.10	4070.00
2503.602	CONNECT TO EXISTING MANHOLES (SAN)	EACH	1.00	2200.00	2200.00
2503.602	4" CLEAN-OUT ASSEMBLY	EACH	19.00	250.00	4750.00
2503.602	8" PIPE PLUG	EACH	3.00	100.00	300.00
2503.602	8"X4" PVC WYE	EACH	19.00	140.00	2660.00
2503.603	SANITARY SEWER INSPECTION	LN FT	1450.00	1.75	2537.50
2503.603	8" PVC PIPE SEWER	LN FT	1450.00	32.00	46400.00
2503.603	4" PVC SANITARY SERVICE PIPE	LN FT	700.00	25.00	17500.00
2506.602	CASTING ASSEMBLY SPECIAL	EACH	6.00	500.00	3000.00
2506.602	CONSTRUCT SANITARY MANHOLE	EACH	6.00	2000.00	12000.00

2506.603	CONSTRUCT SANITARY MANHOLE	LN FT	18.00	300.00	5400.00
2501.515	15" RC PIPE APRON	EACH	0.00	600.00	0.00
2501.515	18" RC PIPE APRON	EACH	3.00	775.00	2325.00
2501.515	21" RC PIPE APRON	EACH	1.00	825.00	825.00
2502.541	4" PERF PE PIPE DRAIN	LN FT	1100.00	4.00	4400.00
2503.541	15" RC PIPE SEWER DES 3006 CL V	LN FT	1200.00	35.00	42000.00
2503.541	18" RC PIPE SEWER DES 3006 CL V	LN FT	1400.00	36.00	50400.00
2503.541	21" RC PIPE APRON	LN FT	700.00	40.00	28000.00
2502.541	4" PERF PE PIPE DRAIN	LN FT	4.00	1100.00	4400.00
2502.541	6" PERF PE PIPE DRAIN	LN FT	6.00	600.00	3600.00
2503.541	15" RC PIPE SEWER DES 3006 CL V	LN FT	35.00	980.00	34300.00
2503.541	18" RC PIPE SEWER DES 3006 CL V	LN FT	36.00	2500.00	90000.00
2503.541	21" RC PIPE SEWER DES 3006 CL III	LN FT	60.00	900.00	54000.00
2506.502	CONST DRAINAGE STRUCTURE DESIGN G	EACH	10.00	1200.00	12000.00
2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	15.00	2100.00	31500.00
2506.516	CASTING ASSEMBLY	EACH	25.00	500.00	12500.00
2506.602	SEAL CATCH BASIN	EACH	25.00	300.00	7500.00
2545.511	LIGHTING UNIT	EACH	2500.00	13.00	32500.00
2545.515	LIGHT BASE, DESIGN E	EACH	800.00	13.00	10400.00
2545.523	2" NON-METALLIC CONDUIT, SCH 80	LN FT	6.00	3960.00	23760.00
2545.531	UNDEGROUND WIRE 1 COND. NO. 4	LN FT	1.60	11880.00	19008.00
2545.531	UNDEGROUND WIRE 1 COND. NO. 8	EACH	1.20	3960.00	4752.00
2545.531	UNDEGROUND WIRE 1 COND. NO.12	EACH	0.95	3960.00	3762.00
2545.541	SERVICE CABINET	EACH	5500.00	1.00	5500.00
2545.545	EQUIPMENT PAD	EACH	1100.00	1.00	1100.00
2545.553	HAND HOLE	EACH	500.00	3.00	1500.00
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	2.00	700.00	1400.00
2504.602	HYDRANT	EACH	5.00	3000.00	15000.00
2504.602	1" CORPORATION STOP	EACH	19.00	150.00	2850.00
2504.602	6" GATE VALVE AND BOX	EACH	5.00	700.00	3500.00
2504.602	8" GATE VALVE AND BOX	EACH	2.00	1500.00	3000.00
2504.602	12" GATE VALVE AND BOX	EACH	3.00	2400.00	7200.00
2504.602	1" CURB STOP & BOX	EACH	19.00	200.00	3800.00
2504.603	1" TYPE K COPPER PIPE	LN FT	700.00	30.00	21000.00
2504.603	6" WATERMAIN DUCTILE IRON CL 52	LN FT	150.00	30.00	4500.00
2504.603	8" PVC WATERMAIN	LN FT	400.00	32.00	12800.00
2504.603	12" PVC WATERMAIN	LN FT	1400.00	45.00	63000.00
2504.604	2" INSULATION	SQ YD	75.00	25.00	1875.00
2504.608	WATERMAIN FITTINGS	POUND	1000.00	9.00	9000.00
				Total Construction Cost	\$1,846,494.50

2011-6**Improvements**

<u>Parcel Number</u>	<u>Owner Name</u>	<u>Assessment</u>
91-029-2420	CSMARICH, JOSEPH	\$7,086.13
91-557-0110	SCHLADER, JOSEPH P & LISA	\$4,472.60
91-029-4306	EMBERTSON, RAYMOND G & LIND	\$4,471.59
91-029-4320	YUNK, ANTHONY W & LORETTA M	\$4,469.83
91-029-3307	UNGER, HAROLD & BETTY	\$4,348.48
91-029-2404	EISCHENS, DEANNA K	\$3,831.51
91-029-1323	GRAND RAPIDS BAPTIST CHURCH	\$3,534.79
91-029-1307	KELLER, JAMES H & KATHY A	\$3,523.95
91-029-1310	ILLIES, JOHN D & PATRICIA D	\$3,489.96
91-029-3101	BLOCK, WILLIAM J & KIMBERLY K	\$3,442.32
91-031-1102	HANSON, DAN S & MIMI	\$3,364.09
91-557-0215	BEIER, BRADLEY R	\$3,206.57
91-029-3410	HILLA, MICHAEL & EILEEN	\$2,864.20
91-557-0140	DAME, DEVRON L & LAURIE K	\$2,775.21
91-029-2421	HOUWMAN, EVELYN	\$2,516.47
91-557-0220	SCHLADER, ROBERT D & TAMMY	\$2,335.35
91-029-4213	LITCHKE, TERRY	\$2,243.24
91-557-0120	MURPHY, TIMOTHY D & CHRISTIN	\$2,242.02
91-029-3103	KASPER, LARRY A & TONI	\$2,236.44
91-029-3402	HOLT, HAROLD & MARVEL	\$2,216.24
91-029-4302	STAR, WILLIAM H & RUTH A	\$2,201.27
91-557-0225	COLTER, SEAN W & SHERRY L	\$2,170.52
91-557-0115	UZELAC, JAMES J & WENDY J	\$2,087.96
91-557-0205	FITZGERALD, ROBERT T & MARY J	\$2,021.13
91-557-0125	CORTESE, TODD K & KARIN	\$2,019.46
91-556-0210	AUNAN, TIMOTHY & RACHEL	\$2,014.80
91-556-0230	CAHILL, ROBERT B & MARY G	\$1,872.10
91-557-0130	AKRE, JOSEPH G & SUSAN W	\$1,857.21
91-029-4216	PIERCE, SARAH	\$1,839.72
91-029-4310	YOST, TODD & ALISHA	\$1,789.17
91-556-0180	GREINER, LEONN K & JANET	\$1,765.79
91-557-0135	BITTNER, BILL & SUSAN L	\$1,669.98
91-029-3446	PETERSON, ADAM & AMY	\$1,679.01
91-556-0220	SHELHAMER, THOMAS P & BELVA	\$1,678.95

2011-6**Improvements**

<u>Parcel Number</u>	<u>Owner Name</u>	<u>Assessment</u>
91-029-3441	SWAN, ALAN	\$1,678.28
91-556-0160	OKONEK, ALPHA	\$1,670.60
91-029-3411	PETERSON, ADAM & AMY	\$1,645.80
91-029-3407	RAHNE, FRANCINE D & ROBERTS,	\$1,631.72
91-029-1308	SHANK, GENE & BETTY	\$1,626.44
91-556-0170	OKONEK, ALPHA	\$1,603.69
91-029-1303	GODFREY, RANDY W & ANNETTE	\$1,572.24
91-029-3111	BODIN, DOUGLAS S & JENNY L	\$1,363.50
91-556-0150	KISSEL, CAROLYN	\$1,346.70
91-029-4207	JENKINS, LLOYD P & BONNIE J	\$1,343.23
91-556-0140	MAKI, SARAH	\$1,343.18
91-556-0120	HERDEGEN, DENNIS E & CAROL	\$1,343.18
91-556-0110	HERDEGEN, DENNIS E & CAROL	\$1,343.18
91-556-0130	BORGMAN, BRIAN P & KARI M	\$1,343.17
91-029-3445	GILBERT, KEVIN R & TERESA N	\$1,343.16
91-029-3110	BLOCK, WILLIAM J & KIMBERLY K	\$1,322.77
91-029-4214	BROUSE, DAVID J & CHRISTINE A	\$1,141.76
91-029-1304	MOTHERWAY, MARTIN J & SUSAN	\$1,084.30
91-029-4201	JENKINS, LLOYD P & BONNIE J	\$987.01
91-029-1305	MOTHERWAY, MARTIN J & SUSAN	\$975.77
91-029-4203	TRUE, STEVEN J	\$671.62
91-029-4206	TRUE, STEVEN J	\$671.62
Total Assesment		\$124,410.98

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

RESOLUTION NO. 12-__

**A RESOLUTION RECEIVING THE REPORT AND
CALLING FOR A HEARING FOR
HORSESHOE LAKE ROAD IMPROVEMENTS
CITY PROJECT 2011-6
AND
15TH STREET SW STORM SEWER
CITY PROJECT 2012-8**

WHEREAS, a report has been prepared by the City Engineer with reference to the Horseshoe Lake Road Improvements and 15th Street SW Storm Sewer Project, and

WHEREAS, this report was received by the Council on April 9, 2012.

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

1. The council will consider the above-mentioned improvement in accordance with the Feasibility Report and the assessment of benefiting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of \$2,390,554.
2. A Public Hearing shall be held on such proposed improvement on the 23rd day of April, 2012, in the council chambers located at the Grand Rapids City Hall at 6:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the Council this 9th day of April, 2012.

Dale Adams, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk

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

This record is currently unavailable.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0215 **Version:** 1 **Name:** Consider the purchase of new backup software.
Type: Agenda Item **Status:** Passed
File created: 4/5/2012 **In control:** Information Technology
On agenda: 4/9/2012 **Final action:** 4/9/2012
Title: Consider the purchase of new backup software.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

Consider the purchase of new backup software.

Background Information:

Due to rising costs and a degradation in functionality with our current backup software, we have been conducting research and experimenting with alternatives. We have been using NetVault from Quest Software now for about one month under a demo license. The experience with the new software has been good and the technical support provided has been top notch. In addition, the new software uses a different licensing scheme and will be slightly cheaper for yearly maintenance renewals. After the completion of the phone system project, we have a surplus of \$10,805.58 in that project. The low quote for the new software is \$12,248.95. The remaining \$1,443.37 could come out of the IT Department budget.

Requested City Council Action

Consider the purchase of new backup software for \$12,248.95 plus applicable taxes with \$10,805.58 coming from the phone system surplus money and the remainder coming from the IT Department budget.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0217 **Version:** 1 **Name:** Seasonal Golf Course Employee
Type: Agenda Item **Status:** Passed
File created: 4/5/2012 **In control:** Golf Course
On agenda: 4/9/2012 **Final action:** 4/9/2012
Title: Seasonal Golf Course Employee

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

Seasonal Golf Course Employee

Background Information:

The golf staff seeks approval to hire Ryan Trudel, a GIS student at ICC.

Ryan will be performing GIS work at the golf course working on mapping the irrigation system as well as mapping contours and simulated flyovers for illustration purposes for use on our website. The total number of hours expected for this work is approximately 80-90.

Staff Recommendation:

Requested City Council Action

Approve Ryan Trudel, a GIS student at ICC as a seasonal golf course employee at the rate of \$9.00 per hour.

Ryan would start no sooner than April 10 and his golf course work would be completed no later than September 30.



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0219 **Version:** 1 **Name:** Public Works Department Head Report - Jeff Davies, Public Works Director

Type: Agenda Item **Status:** Filed

File created: 4/6/2012 **In control:** Administration

On agenda: 4/9/2012 **Final action:** 4/9/2012

Title: Public Works Department Head Report - Jeff Davies, Public Works Director

Sponsors:

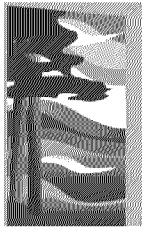
Indexes:

Code sections:

Attachments: [2012 04-09 PW Dept Head Report](#)

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Received and Filed	

Public Works Department Head Report - Jeff Davies, Public Works Director



2012 PW Winter Department Head Report

4-9-12

Public Works last Department Head report was September 22nd, 2011.

Snow and Ice Control 2011-12:

Tracking our snowfall annually helps us track our annual budget. This year we had 14 occurrences where only five required deicing/sanding and the single largest snowfall was six inches with most averaging only two inches.

Annual Snowfall Data Comparison:

Month	2008 Snowfall in Inches	2009 Snowfall in Inches	2010 Snowfall in Inches	2011 Snowfall in Inches	2012 Snowfall in Inches	30 Yr Monthly Avg Snowfall in Inches
Jan	3.2	11.5	5.9	19.9	9	12.20
Feb	5.6	5.1	2.5	3.8	13.3	7.10
Mar	3.1	11.5	0	1.2	1.8	7.70
Apr	32.7	3.3	0	8.3		4.60
Oct	0	2.2	0	0		1.90
Nov	2.2	0	16.9	5.2		10.70
Dec	27.3	15	27.1	2.7		12.30
Annual Totals:	74.1	48.6	52.4	41.1	22.3	56.50

Expenditures	Dec-09	Dec-10	Dec-11	2011 Budget	2011 YTD Expenditures
Part-Time Staff	\$5,981.29	\$17,839.97	\$242.00	\$78,500.00	\$81,842.74
Fuel	\$7,694.98	\$12,430.87	\$4,339.60	\$45,000.00	\$60,278.00
Totals:	\$13,676.27	\$30,270.84	\$4,581.60	\$123,500.00	\$142,120.74

Public Works Winter Projects:

Due to the low snow amounts this year, there was an opportunity for the Public Works crew to address Storm Water Drainage issues at Lily Lake and improve the aviation clearance for pilots as well clearing fence lines. These Projects were funded by Storm Water Utility and the Airport respectively.

The Public Works crew completed maintenance on all picnic tables and benches this winter. We also upgraded the reflectivity of our barricades to be compliant with road safety. The barricades are heavily utilized by both Public Utilities and Public Works throughout the year, which was a shared expense.

Playground equipment is also inspected on a routine basis and the Public Works crew made repairs to some of the broken pieces of equipment this winter.

Facility Maintenance:

- Riverfront Energy Center
- JC Demolition (currently an unfunded project)
- Routine maintenance of Library, Central School and City Hall

Fleet Division:

The Fleet Maintenance Division, Randy Myhrer and Chuck Bruemmer have been managing the City’s Fleet throughout the year. This winter, they repaired out snow blower which was damaged by a manhole on Power’s Hill. The Fleet Division’s mechanics also performed MNDOT Inspections as required and maintained all of the city vehicles and equipment. There are over 180 pieces of equipment from Public Works, Fire, Police, Airport, Recreation and IRA Civic Center, GRPUC’s Electric, Water & Sewer and Waste Water Treatment Plant.

Outdoor Recreation:

Typically the Part-time staff maintains the outdoor rinks, but due to the lack of snow, the Full-time personnel performed this function. The extreme warm weather conditions the rinks were more challenging to create the base ice. Once it was established, we had a great winter season.

When there was enough snow to use the Newton Sliding Hill, it saw large numbers of sliders during the winter. The hill requires weekly safety inspection and bi-weekly garbage clean up.

More and more people are using our sidewalks and trails as a winter activity and we are hearing from the public to keep them accessible during the winter months. Currently we maintain:

<u>Miles</u>	
Sidewalks	42
Mesabi Trail (in City)	3.49
Multi-Purpose Trails	20.85
Snowmobile Trails	7.6
Biking/Hiking	8.8
Biking	14.02

We assisted Mount Itasca with a late October, early November project installing approximately 1.000ft of water and electric lines to facilitate their new snow making machines. It also included some excavation and dirt work. With the lack of snow we received free snow to accommodate the Snowfolk Festival from Mt. Itasca.

ROW Maintenance:

Again, due to the early spring weather, we were able to get a jump start on the city street sweeping.

Upcoming Community Events:

Early spring planning for the upcoming Farmers Market season is taking place. The growth of the Farmers Market is expanding as well as the benefit to the Central Business District. We provide barricades, portable restrooms, power, garbage containers with pick-up, and a picnic table. The Farmers Market expanded last year to Monday evenings from 3:00 pm to 7:00 pm making them now open Mondays, Wednesdays and Saturdays throughout the summer.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0167 **Version:** 1 **Name:** Primary Election
Type: Agenda Item **Status:** Administration Department
File created: 3/16/2012 **In control:** Administration
On agenda: 4/9/2012 **Final action:** 4/9/2012
Title: Consider adopting a resolution establishing a primary election for the City of Grand Rapids for municipal offices.

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution Establishing primary election for City Offices](#)

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Failed	
3/26/2012	1	City Council	Postponed	

Consider adopting a resolution establishing a primary election for the City of Grand Rapids for municipal offices.

Background Information:

The City of Grand Rapids is currently identified as a city without a primary as it pertains to municipal elections. The deadline to adopt a resolution to establish Grand Rapids as a city with a primary is April 15.

Changes to municipal election timeline would include earlier dates for posting and publishing notices and candidate filing would begin on Tuesday, May 22, 2012, closing on Tuesday June 5, 2012.

There will be an additional cost associated with election ballots. Fees are determined by space/area of ballot reserved for Grand Rapids offices which is based on number of candidates.

Requested City Council Action

Adopt a resolution establishing a primary election for the City of Grand Rapids for municipal offices.

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

RESOLUTION NO. 12-

A RESOLUTION ESTABLISHING PRIMARY ELECTION FOR CITY OF GRAND RAPIDS MUNICIPAL OFFICES

WHEREAS, the City of Grand Rapids is currently identified as a City without a primary in regard to elections; and

WHEREAS, the City of Grand Rapids wishes to establish itself as a City with a primary in regard to elections; and

WHEREAS, Minnesota Statute 205.065 Subd. 2 states a city wishing to establish a primary election “may, by ordinance or resolution adopted by April 15 in the year when a municipal general election is held, elect to choose nominees for municipal offices by a primary as provided in this section. The resolution or ordinance, when adopted, is effective for all ensuing municipal elections until it is revoked. The municipal clerk shall notify the secretary of state and the county auditor within 30 days after the adoption of the resolution or ordinance.”

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, hereby elects to choose nominees for municipal offices by a primary as provided by state statute and be identified as a city with a primary effective March 26, 2012.

Adopted this 26th day of March 2012

Dale C. Adams, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

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



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0216 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Passed
File created: 4/5/2012 **In control:** Finance
On agenda: 4/9/2012 **Final action:** 4/9/2012
Title: Consider approving the verified claims for the period March 20, 2012 to April 2, 2012 in the total amount of \$664,356.37.

Requested City Council Action
 Consider approving the verified claims for the period March 20, 2012 to April 2, 2012 in the total amount of \$664,356.37.

Sponsors:

Indexes:

Code sections:

Attachments: [04/09/2012 BILL LIST.pdf](#)

Date	Ver.	Action By	Action	Result
4/9/2012	1	City Council	Approved	Pass

Consider approving the verified claims for the period March 20, 2012 to April 2, 2012 in the total amount of \$664,356.37.

Requested City Council Action

Consider approving the verified claims for the period March 20, 2012 to April 2, 2012 in the total amount of \$664,356.37.

COUNCIL BILL LIST - APRIL 9, 2012

DATE: 04/04/2012
 TIME: 15:48:52
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/09/2012

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
1105530	KENNEDY & GRAVEN	936.00
1415377	NORTHERN BUSINESS PRODUCTS INC	703.24
TOTAL CITY WIDE		1,639.24
ADMINISTRATION		
0718060	GRAND RAPIDS NEWSPAPERS INC	258.75
1908650	SHRED-IT SIOUX FALLS	75.46
1920240	STERLE LAW OFFICE	812.50
2018225	TREASURE BAY PRINTING INC	831.49
TOTAL ADMINISTRATION		1,978.20
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	25.40
0315455	COLE HARDWARE INC	27.13
0805350	HEIMAN INC	94.51
0920060	ITASCA COUNTY TREASURER	1,350.61
1909510	SIM SUPPLY INC	140.60
2008850	THYSSENKRUPP ELEVATOR INC	2,213.14
TOTAL BUILDING MAINTENANCE-CITY HALL		3,851.39
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS NEWSPAPERS INC	46.00
1920240	STERLE LAW OFFICE	130.00
TOTAL COMMUNITY DEVELOPMENT		176.00
COUNCIL/COMMISSION/BOARDS		
1105530	KENNEDY & GRAVEN	2,385.25
TOTAL COUNCIL/COMMISSION/BOARDS		2,385.25
ENGINEERING		
0315508	COMPUTER ENTERPRISES	801.56
1309152	CITY ENGINEERING ASSOC OF MN	60.00
TOTAL ENGINEERING		861.56

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VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FINANCE		
1309495	MINUTEMAN PRESS	19.02
1415377	NORTHERN BUSINESS PRODUCTS INC	1,195.89
1920240	STERLE LAW OFFICE	65.00
1920650	STRATEGIC INSIGHTS, INC	1,442.81
TOTAL FINANCE		2,722.72
FIRE		
0112220	ALERT ALL CORPORATION	1,330.48
0401804	DAVIS OIL	319.65
0421470	DULUTH/SUPERIOR COMMUNICATION	190.24
0609684	FIREHOUSE	24.95
1200500	L&M SUPPLY	172.35
1309193	MN FIRE SERV CERTIFICATION BRD	400.00
2300600	W.P. & R.S. MARS COMPANY	57.48
TOTAL FIRE		2,495.15
PUBLIC WORKS		
0100002	3D SPECIALTIES	271.80
0103325	ACHESON TIRE COMPANY INC	641.25
0221650	BURGGRAF'S ACE HARDWARE INC	49.13
0301685	CARQUEST AUTO PARTS	146.57
0315455	COLE HARDWARE INC	111.73
0315508	COMPUTER ENTERPRISES	235.11
0401804	DAVIS OIL	1,051.73
0501650	EARL F ANDERSEN	205.42
0601690	FASTENAL COMPANY	136.55
0801836	HAWKINSON SAND & GRAVEL	250.32
0914645	INTECTURAL INC	2,705.62
1503150	OCCUPATIONAL DEVELOPMENT CTR	3,606.75
1615650	PORTABLE JOHN	209.56
1621125	PUBLIC UTILITIES COMMISSION	3,137.28
1801615	RAPIDS WELDING SUPPLY INC	90.52
1908248	SHERWIN-WILLIAMS	39.23
TOTAL PUBLIC WORKS		12,888.57
FLEET MAINTENANCE		
0114203	ANDERSON LUBRICANTS INC	643.69
0301685	CARQUEST AUTO PARTS	66.48
0315455	COLE HARDWARE INC	56.54
0821705	HUSKY SPRING	129.77

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VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FLEET MAINTENANCE		
1301015	MACQUEEN EQUIPMENT INC	424.75
1415030	NORD AUTO PARTS	172.52
1801615	RAPIDS WELDING SUPPLY INC	20.63
TOTAL FLEET MAINTENANCE		1,514.38
POLICE		
0301685	CARQUEST AUTO PARTS	156.77
0312750	CLUSIAU SALES	1,763.43
0315455	COLE HARDWARE INC	61.96
0409300	DIGITAL ALLY INC	85.00
0409503	DIMICH & STERLE	5,250.00
1309340	MINNESOTA SHERIFFS ASSOCIATION	210.00
1415362	NORTHEAST LAW ENFORCEMENT	75.00
1415377	NORTHERN BUSINESS PRODUCTS INC	446.38
1801570	RAPIDS AUTO WASH	103.50
1801590	RAPIDS FORD LINCOLN	69.94
1801609	RAPIDS TOWING	210.00
1801613	RAPIDS PRINTING	319.31
1908650	SHRED-IT SIOUX FALLS	65.46
TOTAL POLICE		8,816.75
RECREATION		
1415377	NORTHERN BUSINESS PRODUCTS INC	331.05
1801348	RAINBOW RACING SYSTEM INC	65.32
1909450	SILVERTIP GRAPHICS SIGNS	116.22
TOTAL RECREATION		512.59
AIRPORT		
0315455	COLE HARDWARE INC	101.52
0801450	HALI-BRITE INC	220.11
2018680	TRU NORTH ELECTRIC LLC	1,389.42
TOTAL		1,711.05
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	104.07
0114300	ANGEL OF HOPE	221.13

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VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER		
GENERAL ADMINISTRATION		
0221650	BURGGRAF'S ACE HARDWARE INC	76.31
0315455	COLE HARDWARE INC	28.23
0321126	CUB SCOT PACK 42	217.50
0401880	DAYLIGHT DONUTS	294.00
0501656	THE EARTHGRAINS COMPANY INC	26.10
0605670	FERRELLGAS	324.90
0618353	KEVIN FRIESEN	1,080.00
0701650	GARTNER REFRIGERATION CO	471.00
1105640	KERNEL CONCESSION SUPPLY	354.00
1309328	THE MINNESOTA SCORE	475.00
1415377	NORTHERN BUSINESS PRODUCTS INC	63.08
1421155	NUCH'S IN THE CORNER	51.42
1605611	PEPSI-COLA	1,086.60
1801610	RAPIDS PLUMBING & HEATING INC	1,650.00
1901535	SANDSTROM COMPANY INC	1,086.74
1909510	SIM SUPPLY INC	461.42
2116600	UPPER LAKE FOODS INC	268.12
TOTAL GENERAL ADMINISTRATION		8,339.62
RECREATION PROGRAMS		
0920073	ITASCA JUNIOR CURLING	40.00
T000807	TARA SAXHAUG	40.00
T000810	COLE PERRY	40.00
TOTAL		120.00
POLICE DESIGNATED FORFEITURES		
1101200	KADINGERS INC	275.00
TOTAL		275.00
CEMETERY		
1415590	NORTHWEST GAS	657.19
TOTAL		657.19
DOMESTIC ANIMAL CONTROL FAC		

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VENDOR #	NAME	AMOUNT DUE

DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	6.16
	TOTAL	6.16
GENERAL CAPITAL IMPRV PROJECTS		
1309495	MINUTEMAN PRESS	245.68
	TOTAL	245.68
YMCA ACTIVE LIVING CENTER		
1615465	MICHAEL POLLOCK	2,409.80
	TOTAL YMCA ACTIVE LIVING CENTER	2,409.80
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
2015825	TOWMASTER INC	89,015.12
	TOTAL CAPITAL OUTLAY-PUBLIC WORKS	89,015.12
CAPITAL OUTLAY-POLICE		
0409300	DIGITAL ALLY INC	515.00
0513233	EMERGENCY AUTOMOTIVE TECH INC	635.00
	TOTAL CAPITAL OUTLAY-POLICE	1,150.00
2011 INFRASTRUCTURE BONDS		
2009-4 FOREST HILLS AVE		
1105530	KENNEDY & GRAVEN	234.00
	TOTAL 2009-4 FOREST HILLS AVE	234.00
2012 INFRASTRUCTURE BONDS		
2004-3 SE 4TH STREET		
0315455	COLE HARDWARE INC	44.86
0518366	ERICKSON'S ITASCA LUMBER INC	364.55
1200500	L&M SUPPLY	70.51
2308318	WHITE IVY GRAPHIC ARTS &	600.00
	TOTAL 2004-3 SE 4TH STREET	1,079.92

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INVOICES DUE ON/BEFORE 04/09/2012

VENDOR #	NAME	AMOUNT DUE
STORM WATER UTILITY		
0401804	DAVIS OIL	442.46
0524145	EXCAL VISUAL	608.75
1621125	PUBLIC UTILITIES COMMISSION	1,567.43
	TOTAL	2,618.64
LODGING TAX		
1920240	STERLE LAW OFFICE	365.00
	TOTAL	365.00
	TOTAL UN-PAID TO BE APPROVED	148,068.98
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100055	AT&T SUBPOENA CENTER	40.00
0114210	D. ANDERSON - CHANGE FUND	3,000.00
0114213	STEVE ANDERSON	40.00
0212751	BLUE CROSS BLUE SHIELD	163.50
0315470	JAMES COLUMBUS	244.68
0400029	DVS RENEWAL	11.00
0405305	LYNN DEGRIO	246.65
0405447	DELTA DENTAL OF MINNESOTA	2,149.35
0504610	RON EDMINSTER	288.05
0519650	ESRI INC	27,202.97
0709455	SHAWN GILLEN	235.57
0709456	SHAWN J GILLEN	1,025.00
0718015	GRAND RAPIDS CITY PAYROLL	178,996.10
0718070	GRAND RAPIDS STATE BANK	344.82
0900060	ICTV	7,014.97
0920036	ITASCA COUNTY ATTORNEY OFFICE	2,728.80
0920055	ITASCA COUNTY RECORDER	92.00
1015323	KIM JOHNSON-GIBEAU	46.57
1115230	KEVIN KOETZ	354.99
1115643	ADAM KORTEKAAS	174.50
1201402	LAKE COUNTRY POWER	35.64
1205096	LEAGUE OF MN CITIES INS TRUST	935.00
1209516	LINCOLN NATIONAL LIFE	772.35
1301320	SHAWN MAHANEY	80.00
1309107	MINNESOTA AIRPORT CONFERENCE	185.00
1309113	MINNESOTA DEPT OF AGRICULTURE	15.00
1309118	MINNESOTA CHAPTER I.A.A.I.	500.00
1309199	MINNESOTA ENERGY RESOURCES	9,065.76
1309266	MN DEPT OF LABOR & INDUSTRY	100.00
1309274	MN MUNICIPAL UTILITIES ASSOC	465.00

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INVOICES DUE ON/BEFORE 04/09/2012

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1315295	CHAD MOEN	40.00
1405435	JEREMY NELSON	80.00
1405550	NEOPOST INC	1,000.00
1415035	NORTH COUNTRY BUSINESS PROD	2,972.00
1609557	PIONEER MUTUAL LIFE INS CO	259.72
1621125	PUBLIC UTILITIES COMMISSION	265,761.94
1621130	P.U.C.	5,962.30
1621225	JEREMIAH PUELSTON	674.85
1901820	WILLIAM SAW	40.00
2114360	UNITED PARCEL SERVICE	112.01
2301700	WASTE MANAGEMENT	841.56
T000580	DANIEL AALTO	1,000.00
T000809	BLOCK 37 LLC	989.74
	TOTAL PRIOR APPROVAL	516,287.39
	TOTAL ALL DEPARTMENTS	664,356.37