



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Meeting Agenda Full Detail City Council

Monday, January 23, 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, January 23, 2012 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

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.

PUBLIC FORUM

COUNCIL REPORTS

5:08 p.m. APPROVAL OF MINUTES

12-0061 Approve Council Minutes for Monday, January 9, 2012 regular meeting.

Attachments: January 9, 2012 Regular Meeting

5:09 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. 12-0038 Consider approving a contribution of \$15,000 to the Mt. Itasca Ski and Outing Club.

Attachments: Letter from Jon Denney-Mt. Itasca.pdf

2. 12-0039 Request by the Police Department to approve the yearly pet cremation contract with At Rest Pet Cremation at a cost of \$ 1,200.00

Attachments: At Rest Pet Cremation

3. 12-0043 Adopt a Resolution to Accept a Donation from FM Global

- Attachments:** [FM Global Don Res](#)
4. [12-0044](#) A letter of support to the City of LaPrairie for a Roads of Regional Significance Grant.
Attachments: [Road Regional Significance Graphic.pdf](#)
[1-23-12 Attachment GR Letter of Support.pdf](#)
5. [12-0046](#) Entering into rental agreements with area businesses for advertising at the IRA Civic Center.
6. [12-0049](#) Entering into rental agreements with area businesses for advertising at the IRA Civic Center.
7. [12-0050](#) An agreement for GIS services with Harris Township
Attachments: [1-23-12 Attachment Harris TWSP Agreement.pdf](#)
8. [12-0053](#) Final Payment with Hammerlund Construction on Airport Culvert Replacement Project.
Attachments: [1-23-12 Attachment Airport Culvert Final.pdf](#)
9. [12-0054](#) Final Payment and approval of Change Orders 4 and 5 with Hawk Construction for CP 2009-11B, Riverfront Energy Center
Attachments: [1-23-12 Attachment CP 2009-11B Final.pdf](#)
10. [12-0055](#) Consider adopting a Resolution Relating to the Assessment Roll for Forest Hills Avenue Improvements City Project 2009-4.
Attachments: [Resolution Assessment Roll Forest Hills 2009-4.pdf](#)
11. [12-0056](#) Authorization to post internally for a newly created Police Sergeant Position.
Attachments: [Sgt. Description](#)
12. [12-0057](#) Consider approving a Lease Agreement with the Itasca County Historical Society for 2012.
13. [12-0058](#) Consider amending Purchasing Policy.
Attachments: [Purchasing Policy amendment 7](#)
14. [12-0059](#) Approve the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning January 24, 2012.
15. [12-0062](#) Consider authorizing temporary permission to Nicole Trappe for the housing of a 4th animal for the period of six months.

Attachments: [Trappe Property Ordinance](#)
[Trappe Letter](#)

16. [12-0063](#) Proposed changes to the Pay Schedule for Part-time, Seasonal, & Temporary Employees.
Attachments: [2012 Pay Range for Part-time, Seasonal, and Temporary Employees](#)
17. [12-0064](#) Authorize staff to apply for the following grants:
- Blandin Grant to be used for education and abatement of buckthorn
- Community Forest Bonding Grant to be used for tree replacement within the community.
18. [12-0065](#) Resolution establishing 2012 compensation for City of Grand Rapids Non-Represented Employees.
Attachments: [Compensation Resolution](#)
19. [12-0068](#) Schedule a public hearing for Monday, February 13, 2012 to allow for public comment pertaining to a requested text amendment to city ordinance regarding On-Sale Sunday liquor.
20. [12-0070](#) Expenditure of Human Rights Commission Grant funds.
Attachments: [KBS Design Co](#)

5:15 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.

5:16 ACKNOWLEDGE BOARDS & COMMISSIONS

p.m.

5:17 DEPARTMENT HEAD REPORT

p.m.

21. [12-0045](#) Engineering Department Head Report
Attachments: [1-23-12 Department Head Report.pdf](#)

5:30 FIRE DEPARTMENT

p.m.

22. [12-0042](#) Allow for Out-of-State Travel for Firefighter Bruce Baird

5:35 VERIFIED CLAIMS

p.m.

23. 12-0071 Consider approving the verified claims for the period January 3, 2012 to January 13, 2012 in the total amount of \$4,103,472.93, of which \$3,411,612.51 are bond payments.
Attachments: [01/23/2012 BILL LIST.pdf](#)

6:00 PUBLIC HEARINGS
p.m.

Recess regular meeting to conduct 1st scheduled Public Hearing

24. 12-0051 Conduct a Public Hearing to consider the adoption of an Ordinance amending Section 30-458(c)1 of the City of Grand Rapids Municipal Code.
Attachments: [Draft Amendments-Sec. 30-458\(c\)1](#)
[Background Info 1-23-12 Meeting](#)

Reconvene Regular Meeting

25. 12-0052 Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending Section 30-458(c)1, Site Development Compliance Requirements (Class 2 Nonconforming Uses).
Attachments: [Draft Ordinance-Text Amendment-Sect. 30-458](#)

Recess regular meeting to conduct 2nd scheduled Public Hearing

26. 12-0047 A public hearing for CP 2004-3, 4th Street SW/SE Improvements
Attachments: [1-23-12 CP 2004-3 Preliminary Public Hearing Presentation.pdf](#)

Reconvene Regular Meeting

27. 12-0048 A resolution ordering the improvement and plans and specifications for CP 2004-3, 4th Street SW/SE Improvements.
Attachments: [1-23-12 Resolution CP 2004-3 Order Improvement and Plans and Specs.pdf](#)

7:05 ADJOURNMENT
p.m.

NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 13, 2012, AT 5:00 P.M.

NOTE: These times are approximate only and are subject to change. If you are interested in a topic of discussion you should appear at least 10 minutes before its scheduled time.

Hearing Assistance Available: This facility is equipped with a hearing assistance system.

Attest:

Shawn Gillen, City Administrator



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0061 **Version:** 1 **Name:** Council Minutes
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Administration
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Approve Council Minutes for Monday, January 9, 2012 regular meeting.

Sponsors:

Indexes:

Code sections:

Attachments: [January 9, 2012 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Approve Council Minutes for Monday, January 9, 2012 regular meeting.



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Minutes - Final - Draft City Council

Monday, January 9, 2012

City Hall Council Chambers

Immediately following the closed session.

CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, January 9, 2012 at 5:13 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

Present 5 -

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

ORGANIZATIONAL MEETING:

A. Designate Mayor Pro-Tem

Mayor Adams designated Councilor Dale Christy to serve as Mayor Pro-Tem for the calendar year 2012.

B. Consider designating financial institutions as 2012 depositories.

A motion was made by Councilor Ed Zabinski, seconded by Councilor Gary McInerney, to designate the following financial institutions as 2012 depositories:

- American Bank
- Deerwood Bank
- Grand Rapids State Bank
- Grand Rapids State Investments
- Morgan Stanley Smith Barney
- U.S. Bank N.A.
- Wells Fargo Bank Minnesota
- Wells Fargo Securities, LLC
- Wells Fargo Advisors

The motion PASSED by unanimous vote.

C. Designation of Official Newspaper

A motion was made by Councilor Dale Christy, seconded by Councilor Joe Chandler, to designate the Herald Review as the official newspaper for the City of Grand Rapids. The motion PASSED by unanimous vote.

D. Adopting City Council By-Laws

A motion was made by Councilor Ed Zabinski, seconded by Councilor Gary McInerney to adopt the City Council By-Laws as presented. The motion PASSED by unanimous vote.

- E. Appoint Council representatives to Boards and Commissions.

A motion was made by Councilor Ed Zabinski, seconded by Councilor Gary McInerney, to support Mayor appointments of Council representatives for the following Boards & Commissions:

Councilor Dale Christy-Park & Recreation Board
Councilors Gary McInerney & Ed Zabinski - Grand Rapids Economic Development Authority
Councilor Joe Chandler - Housing & Redevelopment Authority
The motion PASSED by unanimous vote.

A motion was made by Councilor Joe Chandler, seconded by Councilor Dale Christy to appoint Mayor Adams as Council representative to the Public Utilities Commission. The motion PASSED by unanimous vote.

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

A motion was made by Councilor Gary McInerney, seconded by Councilor Joe Chandler to approve the following Special Council representatives to the following committees:

Councilor Ed Zabinski - Range Association of Municipalities and Schools (RAMS)
Councilor Joe Chandler - Coalition of Greater Minnesota Cities (CGMC)
Mayor Dale Adams & Councilor Dale Christy - City/County Cooperative Committee
Councilor Dale Christy - Western Mesabi Mine Pit Board (WMMPB)
Councilor Ed Zabinski - League of Minnesota Cities (LMC)
The motion PASSED by unanimous vote.

- G. Establish annual Council meeting calendar.

A motion was made by Councilor Joe Chandler, seconded by Councilor Gary McInerney, to adopt the City Calendar as presented. The motion PASSED by unanimous vote.

MEETING PROTOCOL POLICY

PUBLIC FORUM

Nicole Trappe, 312 NW 10th Street, Grand Rapids requests the Council consider a temporary waiver in ordinance allowance of three animals to four. Resident operates a foster care and clients are unhappy about giving up another pet. The Council will address this issue at the Policy and Ordinance Review meeting on January 18, 2012 at 12:00 p.m.

COUNCIL REPORTS

Dale Adams discusses hockey day in Minnesota to be held in Grand Rapids in 2013. Grand Rapids is currently in the running to be named as the Capital of the State of Hockey. Residents can vote for Grand Rapids at www.mnwild.com.

APPROVAL OF MINUTES

Approve Council minutes for Monday, December 19, 2011 Worksession and Regular Meeting.

A motion was made by Councilor Joe Chandler, seconded by Councilor Dale Christy to approve Council minutes for Monday, December 19, 2011 Worksession and Regular Meeting. The motion PASSED by unanimous vote.

CONSENT AGENDA

1. Allow for the Sale of Tanker #112 to Cherry Twp Fire Dept.
Approved by consent roll call
2. Adopt City of Grand Rapids Employee Wellness Policy.
Approved by consent roll call
3. Approve the City's membership with the Cooperative Purchasing Venture (CPV) through the Materials Management Division of the State of Minnesota.
Approved by consent roll call
4. Approve the hiring of a part time employee with the Grand Rapids Park and Recreation Department
Approved by consent roll call
5. Consider adopting a resolution accepting a \$250,000 grant from the IRRRB Commercial Redevelopment Program
Adopted Resolution 12-1 by consent roll call
6. Approve IRRRB Grant to assist the GRPU on the Reconstruction of L.S. #1.
Approved by consent roll call
7. Consider authorizing GREDA's issuance of a Request for Proposal seeking a commercial tenant for the Depot building.
Approved by consent roll call
8. Consider adopting a resolution accepting a \$20,000 grant from the Minnesota Historical Society for foundation repair at Central School and authorize the Mayor to sign the necessary documents.
Adopted Resolution 12-2 by consent roll call

9. Consider approving a Lease Agreement with Richard and Shaundell Wascher doing business as The Old School Pastry Company in Central School.

Approved by consent roll call

10. Consider authorizing a resolution approving a \$10,010 operating transfer from the General Capital Improvement Projects Fund, Neighborhood and Economic Development funds, to the Grand Rapids Economic Development Authority for the Great Space Give Away.

Adopted Resolution 12-3 by consent roll call

11. Consider approving a Contract for a Lighted Wall Sign between the Central School Commission and the Civic Center for 2012-2013 season in the amount of \$600.

Approved by consent roll call

12. Consider approving computer software support service agreements for 2012 with Harris Computer Systems for \$12,503.07 for the accounting software and \$1,636.52 for Attendance Enterprise.

Approved by consent roll call

13. Consider changing the business name of Bastian Holdings to S. Bastian Companies, LLC on behalf of Stewart Bastian as its corporate officer in our Concessionaire Agreement with Stewart Bastian.

Approved by consent roll call

14. Consider authorizing the offering for sale a 6 acre City parcel at 2047 SE 7th Ave. for a price of \$260,000.

Approved by consent roll call

Approval of the Consent Agenda

A motion was made by Councilor Christy, seconded by Councilor McInerney, to approve Consent Agenda items 1 - 14 as presented, adopting resolutions as indicated. The motion carried by the following vote

Aye 5 -

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

SETTING OF REGULAR AGENDA

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

ACKNOWLEDGE BOARDS & COMMISSIONS

15. Acknowledge minutes for Boards & Commissions.

The Council acknowledged the following minutes for Boards & Commissions:

Planning Commission: July 7, 2011

August 9, 2011

GREDA: October 17, 2011

November 10, 2011

Golf Board: November 15, 2011

December 13, 2011 Special Meeting

Central School: November 17, 2011

Human Rights: November 30, 2011

HRA: September 21, 2011

October 19, 2011

November 16, 2011

Received and Filed

DEPARTMENT HEAD REPORT

16. Administration - Shawn Gillen

Received and Filed

ENGINEERING

17. Accept a quote from TranSignal LLC for permanent signage.

A motion was made by Councilor Chandler, seconded by Councilor McInerney to award low quote to Transignal LLC for \$7,831.69 for permanent signage. The motion carried by the following vote.

Aye 5 -

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

18. Purchase of GIS Extended License Agreement (ELA) from ESRI.

A motion was made by Councilor Zabinski, seconded by Councilor Christy, to approve the purchase and approve a three year agreement from ERSI for GIS ELA software in a total amount of \$81,759.39 of which the 2012 fee is \$27,253.13. The motion carried by the following vote.

Aye 5 -

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

INFORMATION TECHNOLOGY

19. Consider the purchase of software, licensing and consulting to support the implementation of the new City phone system.

A motion was made by Councilor Christy, seconded by Councilor McInerney authorizing the IT Department to purchase server software and licensing from SHI and six hours of consulting from Great Northern Services for a total of \$2,978 plus all applicable taxes. The motion carried by the following vote.

Aye 5 -

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

20. Consider entering into an agreement with Nextera for enhanced phone service for the City.

A motion was made by Councilor Christy, seconded by Councilor Zabinski approving an agreement with Nextera for PRI voice service at a rate of \$403.91 per month plus applicable taxes and authorize the Mayor to sign the necessary documents. The motion carried by the following vote.

Aye 5 -

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

ADMINISTRATION DEPARTMENT

21. Consider hiring Thomas Sayward as a temporary GIS Assistant.

A motion was made by Councilor Zabinski, seconded by Councilor McInerney approved hiring Thomas Sayward as a temporary GIS Assistant at \$13.75 per hour effective January 10, 2012. The motion carried by the following vote.

Aye 5 -

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

VERIFIED CLAIMS

22. Consider approving the verified claims for the period December 13, 2011 to January 2, 2012 in the total amount of \$1,090,944.25.

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

Aye 5 -

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

ADJOURNMENT

A motion was made by Councilor Gary McInerney, seconded by Councilor Joe Chandler, to adjourn the meeting at 6:19 p.m. The motion PASSED by unanimous vote.

Respectfully submitted: Kimberly Johnson-Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0038 **Version:** 1 **Name:** Mt. Itasca \$15,000 contribution
Type: Agenda Item **Status:** Passed
File created: 1/10/2012 **In control:** Finance
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Consider approving a contribution of \$15,000 to the Mt. Itasca Ski and Outing Club.

Sponsors:

Indexes:

Code sections:

Attachments: [Letter from Jon Denney-Mt. Itasca.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Consider approving a contribution of \$15,000 to the Mt. Itasca Ski and Outing Club.

Background Information:

Attached is a letter from Jon Denney, President of the Itasca Ski and Outing Club. He is requesting support for the Mt. Itasca Ski Area. The 2012 budget includes a \$15,000 contribution to Mt. Itasca Ski Area.

Requested City Council Action

Consider approving a contribution of \$15,000 to the Mt. Itasca Ski and Outing Club.

RECEIVED

JAN 09 2012

CITY OF GRAND RAPIDS

200 Mt. Itasca Road
P.O. Box 553
Coleraine MN 55722

www.MtItasca.com



Spreading the thrill of skiing sports through opportunity and support

January 15, 2012

Shirley Miller
City of Grand Rapids
420 N. Pokegama Av.
Grand Rapids, MN 55744

Dear Shirley,

On behalf of Itasca Ski & Outing, I would like to request the \$15,000 support for Mt. Itasca Ski Area. These funds along with support provided by Itasca County, the City of Coleraine, and The Greenway Joint Recreation Board, Mt. Itasca will continue to support local winter sporting activities for area families as well as promote many large events that continue to create substantial economic impact to the area.

Thank you again for your support.

Sincerely,

Jon Denney
President
Itasca Ski & Outing Club
218-248-9749



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0039 **Version:** 1 **Name:** Contract With At Rest Pet Cremation
Type: Agenda Item **Status:** Passed
File created: 1/10/2012 **In control:** Police
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Request by the Police Department to approve the yearly pet cremation contract with At Rest Pet Cremation at a cost of \$ 1,200.00

Sponsors:

Indexes:

Code sections:

Attachments: [At Rest Pet Cremation](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Request by the Police Department to approve the yearly pet cremation contract with At-Rest Pet Cremation at a cost of \$ 1,200.00

Background Information:

The Grand Rapids Police Department for the past several years has had an agreement with At-Rest Pet Cremation for the cremation and disposal of animal remains as required by State Statute.

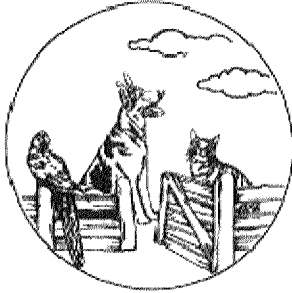
At-Rest Pet Cremation is the only animal cremation service in our area.

The Fee for 2012 is \$ 1,200.00. This is a flat fee for this service.

This fee is budgeted as a professional services item in the Police Department's 2011 budget

Requested City Council Action

Consider authorizing the Grand Rapids Police Department to continue the agreement with At-Rest Pet Cremation, for the pickup, cremation and disposal of animal remains at a cost of \$ 1,200.00 for the year 2012.



At-Rest Pet Cremation

Dear Police Chief James Denny

Thank you for your continued patronage of At Rest Pet Cremation. It has been a pleasure servicing you and the community for the last twenty years.

I am at a cross roads regarding the fluctuation in fuel prices. I have decided to keep the price the same as previous years as to keep the price manageable for both of us. However, if this cycle continues to fluctuate then I will be forced to make a change in next year's price.

If you have any questions and/or concerns, please feel free to contact me at any time; I am happy to meet with you.

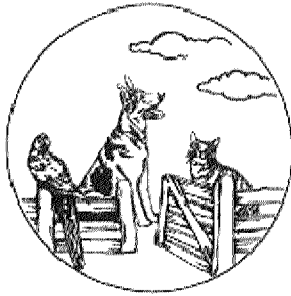
Thank you again,

Emmet Stemwedel

Owner At-Rest Pet Cremation

Phone: 218-327-0834

Cell Phone: 218-360-0418



At-Rest Pet Cremation

To: James Denny
Chief of Police
City of Grand Rapids
420 North Pokegama Ave
Grand Rapids MN, 55744

Contract for City of Grand Rapids Police Department Dog Pound regarding animal disposal contract from January 1, 2012- December 31, 2012 in the amount of \$1200.00 payable to At- Rest Pet Cremation upon approval:

- Animals will be disposed of in a dignified, humane and safe manner according to the cities comprehensive plan.
- All animals must be put in a leak proof container.
- Animals will be picked up at city dog pound and authorized animal hospital /clinic.
- All animals must not have on collars or tags.

At- Rest Pet Cremation operates within the guidelines of the MPCA (Minnesota Pollution Control Agency).

The city will have the right to add other communities to this contract and re-negotiate as necessary.

Yours truly,

A handwritten signature in cursive script that reads "Emmet Stemwedel".

Emmet Stemwedel
Owner At-Rest Pet Cremation



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0043 **Version:** 1 **Name:** Resolution to Accept Donation for Fire Department
Type: Agenda Item **Status:** Passed
File created: 1/17/2012 **In control:** Fire
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Adopt a Resolution to Accept a Donation from FM Global
Sponsors:
Indexes:
Code sections:
Attachments: [FM Global Don Res](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Adopt a Resolution to Accept a Donation from FM Global

Background Information:

In 2011, the City Council allowed for the Fire Department to apply for a grant from FM Global to provide and install smoke detectors and carbon monoxide detectors, and provide fire prevention and other safety related educational materials for the citizens of Grand Rapids.

Staff Recommendation:

[Enter Recommendation Here]

Requested City Council Action

Consider adopting a resolution to accept a donation to the Fire Department's Fire Prevention and Education Program from FM Global in the amount of \$2,209.00.

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

RESOLUTION NO. 12-

A RESOLUTION ACCEPTING A \$2,209.00 DONATION FROM FM GLOBAL TO THE CITY OF GRAND RAPIDS FIRE DEPARTMENT TO BE USED FOR THE FIRE PREVENTION AND EDUCATION PROGRAM

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

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

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

- FM Global has donated \$2,209.00 to the City of Grand Rapids Fire Department to be used for the Fire Prevention and Education Program.

Adopted this 23rd day of January, 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 #: 12-0044 **Version:** 1 **Name:** CP 2012-6 ICC Signal Roads of Regional Significance
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Engineering
On agenda: 1/23/2012 **Final action:** 1/23/2012

Title: A letter of support to the City of LaPrairie for a Roads of Regional Significance Grant.

Sponsors:

Indexes:

Code sections:

Attachments: [Road Regional Significance Graphic.pdf](#)
[1-23-12 Attachment GR Letter of Support.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

A letter of support to the City of LaPrairie for a Roads of Regional Significance Grant.

Background Information:

City of Grand Rapids, LaPrairie, ICC, and U of M, have been developing an intersection improvement at the intersection of Glenwood Drive/TH 169/ICC/U of M. A concept drawing is attached. The goal of this improvement is to consolidate access, improve safety, and create a focus entrance for the colleges.

The total opinion of cost for the project is \$1,000,000. It is proposed to fund the improvement with \$500k from the State's Regional Roads of Significance program, \$250,000 IRRRB, and \$250,000 of County State Aid Funds.

The Roads of Regional Significance grant program has a due date of February 3, 2012. Communities that have not previously received funds from this program will be looked at more favorably. The City of Grand Rapids was awarded funds from this program in the previous solicitation for the construction of 29th Street SE. Because of this, the City of LaPrairie is taking the lead in the grant submittal.

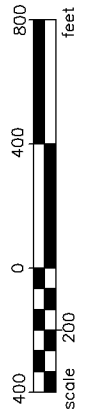
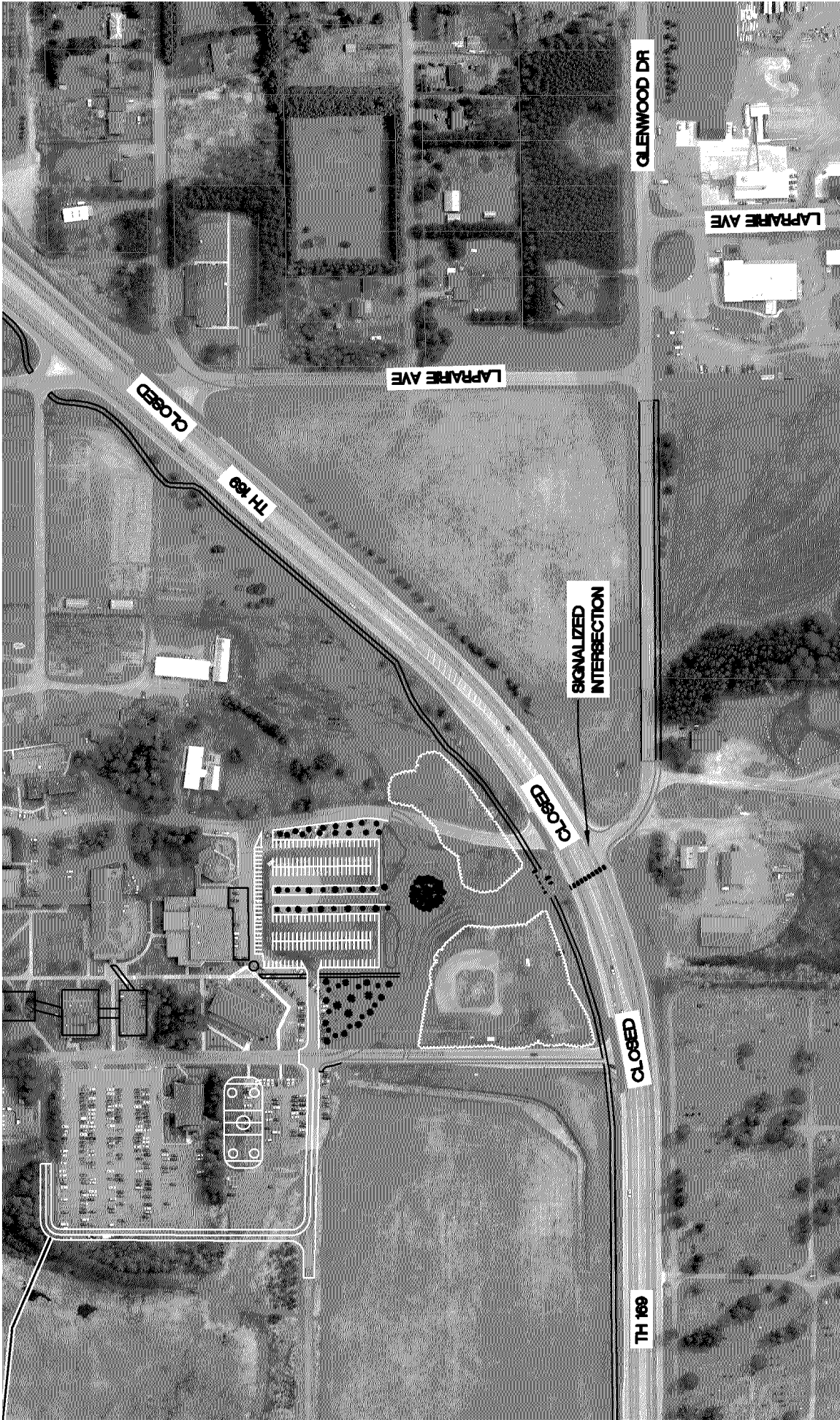
Attached is a letter of support from the City for council consideration.

Staff Recommendation:

City staff is recommending the attached letter of support.

Requested City Council Action

Consider directing the Mayor to execute the letter of support to the City of LaPrairie for the intersection improvements at TH 169 and Glenwood Drive.



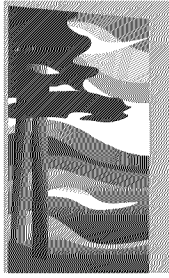
PHONE: 218.392.4500
21 NE 57TH STREET, SUITE 200
GRAND RAPIDS, MN 55744
www.sehinc.com



FILE NO.
ITACC 116514
DATE:
12/29/11

ICC 2022
INTERSECTION IMPROVEMENTS
GRAND RAPIDS, MINNESOTA

EXHIBIT
NO. 6



January 23, 2012

Mayor Mike Fall/Council Members
City of LaPrairie
15 Park Drive
LaPrairie, MN 55744

Re: Letter of Support for Roads of Regional Significance Grant Application

Dear Mayor Fall and Council Members;

Please accept this letter of support for you Roads of Regional Significance grant application for the intersection improvements located on TH 169 and Glenwood Drive/ICC.

The City of Grand Rapids, located on the north side of the intersection, commends you for taking an proactive approach to improving safety by consolidating access to TH 169. Your proposed improvement will create economic development by providing better access to your commercial developments on the south side of TH 169 allowing existing business to grow and new businesses develop. On the north side of the intersection, students, faculty, and staff of Itasca Community College and the University of Minnesota, will be able to access their education facilities safely and provide opportunity to grow and expand programs by making the campus more recognizable from TH 169.

Our City is available and willing to assist your City with anything that will make this intersection improvement a reality.

Thank you again for your proactive approach to addressing this transportation deficiency and safety issue.

Sincerely,

Dale Adams, Mayor
City of Grand Rapids



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0046 **Version:** 1 **Name:** 2012-Advertising Contracts
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Civic Center, Parks & Recreation
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Entering into rental agreements with area businesses for advertising at the IRA Civic Center.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

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

Background Information:

In 1993, the City Council approved the Civic Center advertising policy to generate revenue to offset operating cost. As part of this policy, agreements are renewed at the end of each term. The following is a new agreement:

Burgraff's Ace, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Guy Clairmont, Jr. Financial, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Ferrell Gas, January 1, 2012 - December 31, 2013 - Olympia Ice Resurfacer - \$575 for 2012 and \$575 for 2013

Filthy Clean, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

First National Bank Coleraine, January 1, 2012 - December 31, 2013 - lighted wall sign and dashboards - \$1500 for 2012 and \$1500 for 2013

Gartner Refrigeration, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Grand Rapids GM, January 1, 2012 - December 31, 2013 - dashboards - \$1200 for 2012 and \$1200 for 2013

Grand Rapids Loan, January 1, 2012 - December 31, 2013 - lighted wall sign - \$300 for 2012 and \$300 for 2013

Hawk Construction, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Hawkinson Construction, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Itasca Reliable Insurance, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Brad Johnson, Edward Jones Investments, January 1, 2012 - December 31, 2013 - \$600 for 2012 and \$600 for 2013

Lake Country Power, January 1, 2012 - December 31, 2013 - dasherboard - \$800 for 2012 and \$800 for 2013

Maki Body & Glass, January 1, 2012 - December 31, 2013 - Olympia Ice Resurfacer- \$1500 for 2012 and \$1500

for 2013

Mediacom, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Meds-1 Ambulance, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Miskovich Dental, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Paul Bunyan Telephone, January 1, 2012 - December 31, 2013 - dasherboard and banner - \$1700 for 2012 and \$1700 for 2013

Pokegama Electric, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Purple Pinecone, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Red Willow, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Reed Drug, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Rothstein Realty, January 1, 2012 - December 31, 2013 - lighted wall sign - \$300 for 2012 and \$300 for 2013

Sandstrom's, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

T&M Marine, January 1, 2012 - December 31, 2013 - dasherboard - \$800 for 2012 and \$800 for 2013

Waste Management, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Consider passing a motion authorizing appropriate signatures for an advertising rental agreement at the IRA Civic Center.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0049 **Version:** 1 **Name:** 2012-Advertising Contracts-2
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Civic Center, Parks & Recreation
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Entering into rental agreements with area businesses for advertising at the IRA Civic Center.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

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

Background Information:

In 1993, the City Council approved the Civic Center advertising policy to generate revenue to offset operating cost. As part of this policy, agreements are renewed at the end of each term. The following is a new agreement:

Deerwood Bank, January 1, 2012 - December 31, 2013 - Lessee will provide hot drink cups to be used in the concession stands at the IRA Civic Center and the Grand Rapids Sports Complex valued at \$2,000 per year.

Hammerlund Construction, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

L & M Fleet Supply, January 1, 2012 - December 31, 2013 - lighted wall sign - \$600 for 2012 and \$600 for 2013

Consider passing a motion authorizing appropriate signatures for an advertising rental agreement at the IRA Civic Center.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0050 **Version:** 1 **Name:** Harris Township GIS Agreement Cemetery
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Engineering
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: An agreement for GIS services with Harris Township

Sponsors:

Indexes:

Code sections:

Attachments: [1-23-12 Attachment Harris TWSP Agreement.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

An agreement for GIS services with Harris Township

Background Information:

Attached is an agreement to provide GIS services to Harris Township for the development of a cemetery data base. The fee is based on council approved hourly rates for GIS services.

Staff Recommendation:

City staff is recommending the approval of the attached agreement.

Requested City Council Action

Consider the attached agreement with HARRIS Township for GIS services in an amount not to exceed of \$6,048.00.

**GIS/GPS AGREEMENT
BETWEEN
THE CITY OF GRAND RAPIDS
AND
HARRIS TOWNSHIP**

Purpose:

This agreement is made pursuant to Minnesota Statute 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is for the City of Grand Rapids to provide GIS Technician services to assist Harris Township in developing a GIS data base and collect public infrastructure locations in the field via GPS.

Definitions:

1. "Party" means a political subdivision.
2. "Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.
3. "Requesting Party" means a party that requests assistance from other parties.
4. "Responding Official" means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
5. "Responding Party" means a party that provides assistance to a Requesting Party.
6. "Assistance" means City of Grand Rapids personnel and equipment.

Scope of Services:

The City of Grand Rapids will provide GIS and GPS services to Harris Township as defined on the attached Exhibit "A". The data gathered and generated will be delivered to Harris Township electronically upon completion.

Workers' compensation

Each party shall be responsible for injuries or death of its own personnel while operated by its own municipal employee. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependants, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees or volunteers.

Damage to equipment

Each party while operating its own equipment shall be responsible for damages to, or loss of, its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees or volunteers.

Liability:

1. For the purpose of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.
2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in the responding to a request for assistance by the Requesting party pursuant to this agreement.

Under no circumstance, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from single occurrence to be defended by a single attorney.

3. No party to this agreement or any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

Charges to the Requesting Party

Fees for services will be charged on an hourly basis plus federal mileage reimbursement rates as defined in Exhibit A. Monthly updates identifying the percentage of work tasks in Exhibit A complete will be provided to Harris Township staff. Upon final completion of work tasks in Exhibit A, an invoice will be submitted by the City of Grand Rapids to Harris Township for the services rendered.

Duration

This agreement will be in force from the date of execution until December 31, 2012. Any party may withdraw from this agreement upon thirty (30) day written notice to the other party or parties to the agreement. Compensation for services completed will be paid by Harris Township to the City of Grand Rapids through the date of receiving the notice of withdrawal from the agreement.

Execution

Each party hereto has read, agreed to and executed this GIS/GPS Agreement on the date indicated.

Date: 1-12-12

Entity: HARRIS TOWNSHIP

By: [Signature] - CHAIR

Title: SUPERVISOR - CHAIR

Date: _____

Entity: _____

By: _____

Title: _____

EXHIBIT A

Feature	Description of Work	Hours	Rate	GIS Cost	Mileage	Mileage Rate	Mileage Cost	Total
GIS Work								
	Design	4.00	\$26.70	\$106.80	0	\$0.51	\$0.00	\$106.80
	Digitize Cemetery Layout	4.00	\$26.70	\$106.80	0	\$0.51	\$0.00	\$106.80
	Link Headstone Photos	24.00	\$26.70	\$640.80	0	\$0.51	\$0.00	\$640.80
	Digitize Cremations (only after Data Entry is complete and location of cremation is provided)	16.00	\$26.70	\$427.20	0	\$0.51	\$0.00	\$427.20
	Scan & Link Obituaries and Documents (After Data entry is complete)	28.00	\$26.70	\$747.60	0	\$0.51	\$0.00	\$747.60
Standalone Database								
	Design	4.00	\$26.70	\$106.80	0	\$0.00	\$0.00	\$106.80
	Customize and Program	80.00	\$26.70	\$2,136.00	0	\$0.51	\$0.00	\$2,136.00
GIS Work and Database Design and Programming Totals								
		160.00	\$26.70	\$4,272.00	0	\$0.51	\$0.00	\$4,272.00
<i>Data Entry for all existing Sales and Burials (First and Last Names, DOB & DOD Only) (Optional)</i>								
		80.00	\$26.70	\$2,136.00	0	\$0.51	\$0.00	\$2,136.00
Overall Totals								
	<i>With Optional work included</i>	240.00	\$26.70	\$4,272.00	0	\$0.51	\$0.00	\$6,408.00



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0053 **Version:** 1 **Name:** Airport Culvert Replacement Final Payment
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Airport
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Final Payment and balancing change order with Hammerlund Construction on Airport Culvert Replacement Project.

Sponsors:

Indexes:

Code sections:

Attachments: [1-23-12 Attachment Airport Culvert Final.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Final Payment and balancing change order with Hammerlund Construction on Airport Culvert Replacement Project.

Background Information:

Hammerlund Construction has completed the Airport Culvert Replacement Project. As a result the City Council can approve the final payment and contract amount for this project in an amount of \$67,134.70 and \$15,689.16 respectfully, along with a balancing change order of \$3,134.70..

Staff Recommendation:

City staff is recommending approval of the final payment, contract, and balancing change order to Hammerlund Construction on Airport Culvert Replacement Project.

Requested City Council Action

Consider approval of final payment, contract, and balancing change order to Hammerlund Construction on Airport Culvert Replacement Project.

State of Minnesota
 Department of Transportation
 Office of Aeronautics
 Airport Development Section

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: 3101-88A

Municipality: CITY OF GRAND RAPIDS

Project Description: CULVERT REPLACEMENT

Agreement: 99704

Region: E FAA Proj Number: 3-27-0037-16-11

FY: 2012 Estimate Number: 2

Construction Costs Through: 11/30/11

Item Number	Construction Item	Unit of Measure	Funding Rate	Unit Price	Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed to Date Amount
01	MOBILIZATION	LS	PR PR PR	5,048.00	1.000	5,048.00	1.000	0.000	1.000	5,048.00
02	TRAFFIC PROVISIONS	LS	PR PR PR	3,200.00	1.000	3,200.00	1.000	0.000	1.000	3,200.00
03	HAUL ROUTES	LS	PR PR PR	1,000.00	1.000	1,000.00	0.000	1.000	1.000	1,000.00
04	TURF RUNWAY REHABILITATION	ALLOW	095 000 005	1.00	5,000.000	5,000.00	0.000	781.500	781.500	781.50
05	REMOVE STORM SEWER MANHOLE	LF	095 000 005	50.00	6.000	300.00	6.000	0.000	6.000	300.00
06	REMOVE 15" CMP	LF	095 000 005	12.00	546.000	6,552.00	546.000	0.000	546.000	6,552.00
07	REMOVE 18" CMP	LF	095 000 005	6.00	390.000	2,340.00	390.000	0.000	390.000	2,340.00
08	REMOVE 24" CMP	LF	095 000 005	15.00	21.000	315.00	21.000	0.000	21.000	315.00
09	REMOVE 36" CMP	LF	095 000 005	15.00	23.000	345.00	23.000	0.000	23.000	345.00
10	GRANULAR MATERIAL (VM)	CY	095 000 005	13.00	400.000	5,200.00	57.000	0.000	57.000	741.00
11	WATER	MGAL	095 000 005	20.00	50.000	1,000.00	0.000	0.000	0.000	0.00
12	TOPSOIL PLACEMENT, 5" THICK	SY	095 000 005	1.00	1,100.000	1,100.00	1,100.000	0.000	1,100.000	1,100.00
13	24" CLASS 5 RC PIPE	LF	095 000 005	49.00	368.000	18,032.00	368.000	0.000	368.000	18,032.00
14	36" CLASS 5 RC PIPE	LF	095 000 005	150.00	16.000	2,400.00	16.000	0.000	16.000	2,400.00
15	12" METAL PIPE APRON	EACH	095 000 005	350.00	1.000	350.00	1.000	0.000	1.000	350.00
16	24" RC PIPE APRON	EACH	095 000 005	700.00	4.000	2,800.00	4.000	0.000	4.000	2,800.00
17	36" RC PIPE APRON	EACH	095 000 005	1,100.00	2.000	2,200.00	2.000	0.000	2.000	2,200.00
18	AGGREGATE BEDDING	CY	095 000 005	20.00	75.000	1,500.00	75.000	0.000	75.000	1,500.00
19	6" AGGREGATE BASE	SY	095 000 005	10.00	72.000	720.00	127.000	0.000	127.000	1,270.00
20	SOEDDING	SY	095 000 005	3.70	1,100.000	4,070.00	1,522.000	128.000	1,650.000	6,105.00
21	WATER	MGAL	095 000 005	8.00	66.000	528.00	3.600	3.300	6.900	55.20
***	CHANGE ORDERS *****		*** **			0.00		0.000		0.00
CO	YUHALA DEMOLITION	LS	000 000 100	10,700.00	0.000	0.00	0.000	1.000	1.000	10,700.00
Contract Totals:						64,000.00			Completed to Date:	67,134.70

State of Minnesota
 Department of Transportation
 Office of Aeronautics
 Airport Development Section

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: 3101-88A
 Municipality: CITY OF GRAND RAPIDS
 Project Description: CULVERT REPLACEMENT

Agreement: 99704
 Region: E FAA Proj Number: 3-27-0037-16-11
 FY: 2012 Estimate Number: 2
 Construction Costs Through: 11/30/11

Item Number	Construction Item	Unit Measure	Funding Rate FAA-ST -MUN	Unit Price	Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed to Date Amount
	Construction Prorates:	C								
	Previously Completed:		FEDERAL	95.0000 %	STATE	LOCAL				
	Completed This Report:			51,445.28	0.0000 %	5.0000 %				
	Completed to Date:			2,166.72	0.00	2,707.92				
				53,612.00	0.00	10,814.78				
					0.00	13,522.70				
	Retainage Computation for Payment to									
	Total Completed to Date:			67,134.70	0.00	13,522.70				
	Less 0 % Retainage:			0.00	0.00	0.00				
	Sub Total Payment:			67,134.70	0.00	13,522.70				
	Less Previous Payments:			51,445.54	0.00	2,572.54				
	Contractors Payment This Estimate:			15,689.16	0.00	10,950.16				

CERTIFICATE OF FINAL ACCEPTANCE

Municipality Grand Rapids
Airport Grand Rapids-Itasca County Airport
County Itasca
Agreement No. 99704

State Project No. 3101-88A
Federal Project No. 3-27-0037-16-11
TKDA Project No. 14000.004
Date _____

CONTRACTOR

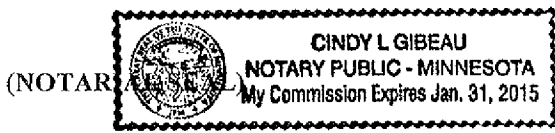
The undersigned contractor does hereby certify that he/she has performed and completed all work in connection with and pursuant to the terms of the contract for the above referenced project, and does hereby certify the final payment request is true, correct, full and complete, and does make claim for final payment in accordance with the terms of the contract.

Contractor Hammerlund Construction
By Tom Hammerlund
Title owner

State of Minnesota, County of Itasca, on this 13 day of January 2012, before me personally appeared Tom Hammerlund, to me known to be the person who executed the foregoing acceptance and acknowledged that Hammerlund Construction, Inc. executed the same as Said instrument to be the free act and deed.

CORPORATE ACKNOWLEDGEMENT

Tom Hammerlund and _____
to me personally known, who, being each by me duly sworn, each did say that they are respectively the President and _____
of the Hammerlund Construction, Inc. corporation named in the foregoing instrument, and that the seal affixed to said instrument is the corporate seal of said corporation by authority of its Board of Directors and said Company acknowledged said instrument to be the free act and deed of said corporation.



Signature Cindy L. Gibeau
My Commission as Notary Public in Itasca
County expires 1/31, 2015

OWNER AND CONSULTANT

It is hereby certified that a final examination has been made for the above referenced contract, the contract has been completed, the entire amount of work shown in the final payment request has been performed, and the total value of the work performed in accordance with, and pursuant to, the terms of the contract is as shown in the final payment request.

Municipality Grand Rapids
By _____
Title _____
Date _____
Consulting Engineer/Architect TKDA
Date 1/11/12

By _____
Title _____
Date _____
By [Signature]
Title Project Engineer

(It will be the responsibility of each Municipality in executing this form to determine that all provisions of their municipal charter or applicable state laws have been strictly followed.)

Consent of Surety to Final Payment

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

AIA DOCUMENT G707

TO OWNER: Grand Rapids-Itasca County Airport
(Name and address) Commission
420 N Pokegama Avenue
Grand Rapids, MN 55744

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:
Culvert Replacement Grand Rapids Airport

PROJECT: Project 2011 CIP - Culvert Replacement
(Name and address) Project
Grand Rapids Airport
Grand Rapids, MN 555744

CONTRACT DATED:
August 23, 2011

In accordance with the provisions of the Contract between the Owner and the Contractor as included above, the
Western Surety Company, PO Box 5077, Sioux Falls, SD 57117
(Insert name and address of Surety)

SURETY, on bond of Hammerlund Construction, Inc., 3201 W US Hwy 2, Grand Rapids, MN 55744
(Insert name and address of Contractor)

_____, CONTRACTOR,
hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the
Surety of any of its obligations to Grand Rapids-Itasca County Airport Commission, 420 N Pokegama Avenue, Grand
(Insert name and address of Owner)

Rapids, MN 55744 _____, OWNER,
as set forth in the said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: 12-19-2011
(Insert in writing the month followed by the numeric date and year.)

Attest: Spio Benson
(Seal):

Western Surety Company
(Surety)

Brian Polovina
(Signature of authorized representative)

Brian Polovina, Attorney-in-Fact
(Printed name and title)

ACKNOWLEDGMENT OF CORPORATE SURETY

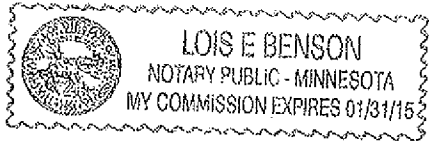
STATE OF Minnesota

COUNTY OF Itasca } ss

On the 19th day of December, 2011, before me,

appeared Brian Polovina Attorney-in-Fact

to me personally known, who being by me duly sworn, did say that he is the aforesaid officer or attorney-in-fact of the surety company; that the seal affixed to the foregoing instrument is the corporate seal of the surety company, and that said instrument was signed and sealed in behalf of the surety company by the aforesaid officer, by authority of its board of directors; and the aforesaid officer acknowledged said instrument to be the free act and deed of the surety company.



(Notarial Seal)

Lois Benson

Notary Public Lois Benson

County, Minnesota

My commission expires 1-31-2015

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Brian Polovina, Lois Benson, Roxanne Blom, Mary Jane Davies, Individually

of Grand Rapids, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Senior Vice President and its corporate seal to be hereto affixed on this 4th day of August, 2010.

WESTERN SURETY COMPANY



Paul T. Bruffat

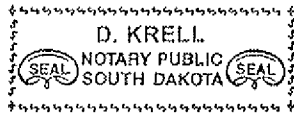
Paul T. Bruffat, Senior Vice President

State of South Dakota }
County of Minnehaha } ss

On this 4th day of August, 2010, before me personally came Paul T. Bruffat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Senior Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

November 30, 2012



D. Krell

D. Krell, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 19th day of December, 2011.



WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.


MINNESOTA REVENUE
Contractor's Withholding Affidavit
Confirmation

HAMMERLUND CONSTRUCTION INC ID 2915055

Please keep this information for your records.

Submit a copy of this page to the project owner to receive your final payment.

Confirmation number	428921 Fri Dec 16 13:58:43 CST 2011
Project owner	CITY OF GRAND RAPIDS
Project number	3101-188A
Project begin date	September 2011
Project end date	November 2011
Project location	GRAND RAPIDS ITASCA CNTY AIRPORT CULVERTS
Subcontractors	BLOOMERS GARDEN CENTER INC 3685524 427097

MINNESOTA • REVENUE 

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Summary

HAMMERLUND CONSTRUCTION INC ID 2915055

Please verify that this information is correct. If there are errors, use the edit button. Otherwise select submit.

Project owner	CITY OF GRAND RAPIDS
Project number	3101-188A
Project begin date	September 2011
Project end date	November 2011
Project location	GRAND RAPIDS ITASCA CNTY AIRPORT CULVERTS
Total contract amount	\$64,000.00
Project owner address	420 N POKEGAMA AVE, GRAND RAPIDS, MN 55744
Contact name	TOM PAGEL
Telephone number	218-326-7626
Work performed by	My employees
Subcontractors	BLOOMERS GARDEN CENTER INC 3685524 427097




[Minnesota Department of Revenue](#) | [Site privacy & security](#) | [Use of information](#)

MINNESOTA REVENUE
Contractor's Withholding Affidavit
Confirmation

BLOOMERS GARDEN CENTER & LANDSC INC ID 3685524

Please keep this information for your records.

Submit a copy of this page to the business that hired you to receive your final payment.

Confirmation number	427097 Mon Dec 12 12:46:34 CST 2011
Project owner	GRAND RAPIDS COUNTY AIRPORT
Project number	3-27-0037-16-11
Project begin date	September 2011
Project end date	October 2011
Project location	ITASCA COUNTY AIRPORT, GRAND RAPIDS, MN
Subcontractors	No subcontractors listed.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0054 **Version:** 1 **Name:** CP 2009-11B Final Payment
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Engineering
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Final Payment and approval of Change Orders 4 and 5 with Hawk Construction for CP 2009-11B, Riverfront Energy Center

Sponsors:

Indexes:

Code sections:

Attachments: [1-23-12 Attachment CP 2009-11B Final.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Final Payment and approval of Change Orders 4 and 5 with Hawk Construction for CP 2009-11B, Riverfront Energy Center

Background Information:

CP 2009-11B, Riverfront Energy Center is complete and ready for final payment along with approvals of Change Order 4 and 5. Change Order 4 and 5 were for some additional unanticipated piping in an amount of \$2,915.00 and \$635.00 respectively. The original contract amount was \$457,500. The final contract amount is \$440,868. Attached is the final payment and change order documentation.

Staff Recommendation:

City staff is recommending the approval of Change Order 4 and 5 and Final Payment to Hawk Construction in an amount of \$440,868.

Requested City Council Action

Consider approval of Change Order 4 and 5 and Final Payment to Hawk Construction in an amount of \$440,868.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER):
 City of Grand Rapids
 420 N Pokegama Avenue
 Grand Rapids, MN 55744

PROJECT: Riverfront Energy Center

Application # 6

DISTRIBUTION

FROM (CONTRACTOR):
 HAWK CONSTRUCTION, INC.
 1833 WEST HIGHWAY # 2
 GRAND RAPIDS, MN 55744

VIA (ARCHITECT):
 The Design Group
 1711 E 13th Street, Suite 201
 Hibbing, MN 55745

ARCHITECTS
 Project # 10158

OWNER
 ARCHITECT
 CONTRACTOR

CONTRACT FOR: GENERAL CONSTRUCTION

CONTRACT DATE: 6/7/11

CHANGE ORDER SUMMARY

CHANGE ORDERS APPROVED IN PREVIOUS MONTHS BY OWNER	ADDITIONS	DEDUCTIONS
	563	(21,145)

APPROVED THIS MONTH

NO.	DATE APPROVED	ADDITIONS	DEDUCTIONS
4	12/20/2011	2915	
5	12/23/2011	635	

TOTALS	4113	(21,145)
NET CHANGE BY CHANGE ORDERS		(17,032)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: *[Signature]* Date: 1/2/12

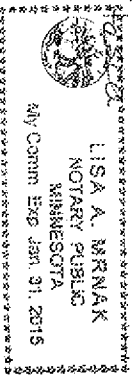
ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 198,067

ARCHITECT: *[Signature]* Date: 1/13/12

State of Minnesota
 Subscribed & sworn to before me this 12th day
 of January, 2012.
 Notary Public: *[Signature]*
 My Commission expires 12/15/15



- 1. ORIGINAL CONTRACT SUM ----- 457,900
- 2. NET CHANGE BY CHANGE ORDERS----- (17,032)
- 3. CONTRACT SUM TO DATE----- 440,868
- 4. TOTAL COMPLETD AND STORED TO DATE-- 440,868
- 5. RETAINAGE:
 - A: 5% OF COMPLETED WORK 0
 - B: 5% OF STORED MATERIAL 0
- TOTAL RETAINAGE----- 0
- 6. TOTAL EARNED LESS RETAINAGE----- 440,868
- 7. LESS PREVIOUS CERTIFICATES ----- 242,801
- 8. CURRENT PAYMENT DUE----- 198,067
- 9. BALANCE, INCLUDING RETAINAGE----- 0

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein, issuance of payment, and acceptance of payment are not without prejudice to any rights of the Owner or Contractor under this Contract.

Application No: 6
 Application Date: 12/28/2011
 Period to: 12/28/2011
 Architect's Project No: 10158

A	B	C	D	E	F	G	H	I	
Item No.	Description of Work	Scheduled Value	Work Previous Applications	Completed This Period	Materials Presently Stored	Total Completed & Stored	%	Balance to Finish	Retainage
1	GENERAL REQUIREMENTS	12,037	9,600	2,437		12,037	100%	0	0
2	SELECTIVE DEMOLITION	341	341			341	100%	0	0
3	CAST-IN-PLACE CONCRETE	8,200	8,200			8,200	100%	0	0
4	PRECAST CONCRETE HOLLOW CORE PLANKS	5,525	5,525			5,525	100%	0	0
5	UNIT MASONRY	34,705	34,705			34,705	100%	0	0
6	MISC. METALS	327	327			327	100%	0	0
7	LIGHT GAUGE METAL FRAMING	214	214			214	100%	0	0
8	ROUGH CARPENTRY	2,060	2,060			2,060	100%	0	0
9	THERMAL INSULATION	1,100	1,100			1,100	100%	0	0
10	WEATHER BARRIER	3,460	3,460			3,460	100%	0	0
11	ELASTOMERIC MEMBRANE ROOFING W/GARDEN	23,989	23,989			23,989	100%	0	0
12	JOINT SEALERS	1,000	1,000			1,000	100%	0	0
13	DOORS, FRAMES AND HARDWARE	3,966	3,966			3,966	100%	0	0
14	GLASS AND GLAZING	265	265			265	100%	0	0
15	PAINTING AND COATING	3,300	2,000	1,300		3,300	100%	0	0
16	MECHANICAL	269,300	107,000	162,300		269,300	100%	0	0
17	ELECTRICAL	28,000	20,500	7,500		28,000	100%	0	0
18	EARTHWORK (excavation, fill & building Utilities)	13,800	13,800			13,800	100%	0	0
19	HELICAL PILES	17,414	17,414			17,414	100%	0	0
20	EXTERIOR IMPROVEMENTS (erosion control)	5,025	5,025			5,025	100%	0	0
21	BOND	4,121	4,121			4,121	100%	0	0
22	OH&P	19,751	11,550	8,201		19,751	100%	0	0
23	Change Order No. 1	(18,000)	(18,000)			(18,000)	100%	0	0
24	Change Order No. 2	(3,145)	(3,145)			(3,145)	100%	0	0
25	Change Order No. 3	563	563			563	100%	0	0
26	Change Order No. 4	2,915		2,915		2,915	100%	0	0
27	Change Order No. 5	635		635		635	100%	0	0
28									
	Totals	440,868	255,580	185,288	0	440,868	100%	0	0

CHANGE ORDER
AIA DOCUMENT G701

Distribution to:
OWNER _____
ARCHITECT _____
CONTRACTOR _____
FIELD _____
OTHER _____

PROJECT:
Riverfront Energy
140 NE 2nd Street
Grand Rapids, MN 55744

CHANGE ORDER NUMBER: Four (4)

TO :
Hawk Construction
1833 West Highway #2
Grand Rapids, MN 55744

INITIATION DATE: June 2, 2011

ARCHITECT'S PROJECT NO: 083-10/10158

CONTRACT DATE: June 2, 2011
CONTRACT FOR: Complete Construction

You are directed to make the following changes in this Contract:

Item: Provide and install 1" HWS and HWR piping to existing snow melt heat exchanger, add isolation valves and insulate and add a circuit setter between the coil tee and the main library heating loop.

Climate Makers	\$2,650.00
Sub-Total	\$2,650.00
OH&P	\$ 265.00

Total ADD

~~\$2,915.00~~

Total Addition Revised copy being sent

Not valid until signed by both the Owner and Architect.
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum Cost was.....	\$ 457,900.00
Net change by previously authorized Change Orders.....	\$ (21,708.00)
The Contract Sum prior to this Change Order was.....	\$ 437,318.00
The Contract Sum will increase by this Change Order.....	\$ 2,915.00
The new Contract Sum including this Change Order will be.....	\$ 440,233.00
The Contract Time will be unchanged by	
The Date of Substantial Completion as of the date of this Change Order therefore is unchanged.	

Authorized:

The Design Group, Inc.
ARCHITECT

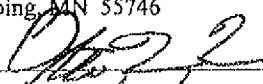
Hawk Construction
CONTRACTOR

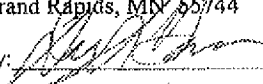
City of Grand Rapids
OWNER

Address:
1711 East 13th Street
Hibbing, MN 55746

Address:
1833 West Highway #2
Grand Rapids, MN 55744

Address:
420 North Pokegama Avenue
Grand Rapids, MN 55744

By: 

By: 

By: _____

DATE: 12/25/11

DATE: 12/22/11

DATE: _____



COR – Change Order Request Form

Owner: City of Grand Rapids
420 N. Pokegama Ave.
Grand Rapids, MN 55744

COR No.: 3(revised)

Project Name: Riverfront Energy

Architect: DSGW Architects
1121 SE 4th Ave.
Grand Rapids, MN 55744

Project No.: 10158

Contractor: HAWK Construction, Inc.
1833 West Hwy. 2
Grand Rapids, MN 55744

Date: 9/20/11

ITEM

Provide and install 1" HWS and HWR piping to existing snow melt heat exchanger, add isolation valves and insulate and add a circuit setter between the coil tee and the main library heating loop.

Climate Makers	\$2,650.00
Sub-Total	\$2,650.00
OH&P	\$265.00
Total ADD	\$2,915.00

			Approve		Reject
Owner Signature: _____	Date: _____	<input type="checkbox"/>		<input type="checkbox"/>	
Architect Signature: _____	Date: _____	<input type="checkbox"/>		<input type="checkbox"/>	
Contractor Signature: _____	Date: _____	<input type="checkbox"/>		<input type="checkbox"/>	



11075 Thiesse Road Brainerd, MN 56425
Phone (218) 825-0145 or 800-773-9084 Fax (218) 825-0154
www.climate-makers.com marcd@climate-makers.com

Request for Proposal M-2.1

To: Hawk Construction

Project: **Riverview Energy- Mechanical piping and controls**

RE: **RFP M-2.1 9/12/2011**

Climate Makers will provide and install as to specification and mechanical plans.
Revision memo dated 9/9/2011

-
- Provide and install 1" HWS and HWR Piping to existing snow melt heat exchanger, add isolation valves and insulate
 - Add a circuit setter between the coil tee and the main library heating loop

Total price for the above specified work\$2,650.00

From: Marc Dulong
Climate Makers
218-825-0145
Cell 218-349-8925

CHANGE ORDER
AIA DOCUMENT G701

Distribution to:
OWNER _____
ARCHITECT _____
CONTRACTOR _____
FIELD _____
OTHER _____

PROJECT:
Riverfront Energy
140 NE 2nd Street
Grand Rapids, MN 55744

CHANGE ORDER NUMBER: Five (5)

TO :
Hawk Construction
1833 West Highway #2
Grand Rapids, MN 55744

INITIATION DATE: June 2, 2011

ARCHITECT'S PROJECT NO: 083-10/10158

CONTRACT DATE: June 2, 2011
CONTRACT FOR: Complete Construction

You are directed to make the following changes in this Contract:

Add to provide and install galvanized pipe per the request of the city, remove previously installed copper line.

<u>Climate Makers</u>	<u>\$577.00</u>
Sub-Total	\$577.00
OH&P	\$58.00
 Total ADD	 \$635.00

Not valid until signed by both the Owner and Architect.
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum Cost was.....	\$ 457,900.00
Net change by previously authorized Change Orders.....	\$ (24,623.00)
The Contract Sum prior to this Change Order was.....	\$ 440,233.00
The Contract Sum will increase by this Change Order.....	\$ 635.00
The new Contract Sum including this Change Order will be.....	\$ 440,868.50
The Contract Time will be unchanged by	
The Date of Substantial Completion as of the date of this Change Order therefore is unchanged.	

Authorized: *\$440,868 Total Revised Copy being sent*

The Design Group, Inc.
ARCHITECT

Hawk Construction
CONTRACTOR

City of Grand Rapids
OWNER

Address:
1711 East 13th Street
Hibbing, MN 55746

Address:
1833 West Highway #2
Grand Rapids, MN 55744

Address:
420 North Pokegama Avenue
Grand Rapids, MN 55744

By: *[Signature]*

By: *[Signature]*

By: _____

DATE: *12/23/11*

DATE: *12/23/11*

DATE: _____



COR – Change Order Request Form

Owner: City of Grand Rapids
420 N. Pokegama Ave.
Grand Rapids, MN 55744

COR No.: 6

Project Name: Riverfront Energy

Architect: DSGW Architects
1121 SE 4th Ave.
Grand Rapids, MN 55744

Project No.: 10158

Contractor: HAWK Construction, Inc.
1833 West Hwy. 2
Grand Rapids, MN 55744

Date: 12/22/11

ITEM

Add to provide and install galvanized pipe per the request of the city, remove previously installed copper line.

Climate Makers	\$577.50
Sub-Total	\$577.50
OH&P	\$58.00
Total ADD	\$635.50

		Approve	Reject
Owner Signature: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Architect Signature: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Signature: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>



11075 Thiesse Road Brainerd, MN 56425
 Phone (218) 825-0145 or 800-773-9084 Fax (218) 825-0154
www.climatemakersinc.com marcd@climatemakersinc.com

Request for Proposal M-4

To: Hawk Construction

Project: **Riverview Energy- Install galvanized pipe for domestic water line**

RE: **RFP M-4**

Climate Makers provided and install galvanized pipe per the request of the city. They requested the use of galvanized pipe to assist them if the water line were to freeze. We removed our previously installed copper line and installed the galvanized pipe.

• 4.5 hours labor	\$95.00/hour	\$427.50
• Material and Fittings		\$150.00
• 8' galvanized pipe		
• strainer		
• ball valve		
• flared union		
• reducer		
• 3-90's fittings		

Total price for the above specified work**\$577.50**

From: Marc Dulong
 Climate Makers
 218-825-0145
 Cell 218-349-8925



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0055 **Version:** 1 **Name:** Resolution-Assessment Roll Forest Hills Project
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Finance
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Consider adopting a Resolution Relating to the Assessment Roll for Forest Hills Avenue Improvements City Project 2009-4.

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution Assessment Roll Forest Hills 2009-4.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Consider adopting a Resolution Relating to the Assessment Roll for Forest Hills Avenue Improvements City Project 2009-4.

Background Information:

The City adopted the assessment roll for City Project 2009-4 at the September 26, 2011 Council meeting. The resolution included an assessment rate of 4.00%. The City had not issued bonds yet and did not know what the interest rate would be on the bonds. Consequently, the interest rate was set higher than anticipated with the idea that the rate could be reduced when we knew what the rate on the bonds were. Under the current City policy, the interest rate to be paid on special assessments levied for an improvement project should be the same as the interest rate payable on any improvement bonds issued to finance the project. The interest rate on the bonds sold to fund this project was 2.39%. We are recommending adopting the attached resolution establishing the interest rate on the Forest Hills Avenue Improvement Project be 2.39%.

Requested City Council Action

Consider adopting a Resolution Relating to the Assessment Roll for Forest Hills Avenue Improvements City Project 2009-4.

CITY OF GRAND RAPIDS

RESOLUTION NO. 12-_____

**A RESOLUTION RELATING TO THE ASSESSMENT
ROLL FOR FOREST HILLS AVENUE IMPROVEMENTS
CITY PROJECT 2009-4**

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

Section 1. Background: findings.

1.01. By Resolution No. 11-90 (the "Prior Resolution") this Council adopted an assessment roll levying certain special assessments (the "Assessments") against real property benefited by local improvements to Forest Hills Avenue and designated CP 2009-4.

1.02. The Assessments were levied pursuant to Minnesota Statutes, Chapter 429 (the "Act"), following a public hearing at which all interested persons were given an opportunity to be heard.

1.03. The Prior Resolution provided that the Assessments were to be paid in equal annual installments over a period of 15 years at an interest rate of 4.00 percent.

1.04. The City subsequently issued its General Obligation Improvement and Refunding Bonds, Series 2011B (the "Bonds"), and is paying interest on the Bonds at the rate of 2.39%.

1.05. Under current City policy, the interest rate to be paid on special assessments levied for an improvement project should be the same as the interest rate payable on any improvement bonds issued to finance such project.

1.06. It is found and determined that an interest rate consistent with the interest rate payable on the Bonds conforms to City policy and is in the best interests of the City, and that the Assessments should be extended as provided in this resolution and as set forth in the revised assessment roll attached hereto as Exhibit A.

Section 2. Approvals: Authorizations.

2.01. The revised assessment roll as set forth in Exhibit A is approved.

2.02. The clerk is authorized and directed to transmit a certified copy of this resolution together with a copy of the Prior Resolution to the Itasca County Auditor for extension on the

property tax records of the County for collection as provided by the Act, and to send written notice of the change to all affected property owners.

2.03. All other terms of the Prior Resolution remain in full force and effect.

Adopted by the City Council of the City of Grand Rapids, Minnesota this 23rd day of January, 2012.

Mayor

ATTEST:

Clerk

EXHIBIT A

ASSESSMENT ROLL

CITY OF GRAND RAPIDS PROJECT 2009-4
 FOREST HILLS AVENUE IMPROVEMENTS

COUNTY ROLL NO. 91-122
 INTEREST RATE 2.39%
 NUMBER OF YEARS 15
 1ST ASSESSED YEAR 2012

PARCEL NUMBER	OWNER NAME	DIVISION	LOT(S) & BLOCK(S)	ASSESSMENT	ANNUAL PRINCIPAL
91-686-0110	ST JOSEPH'S CATHOLIC CHURCH	ST JOSEPH DIVISION	LOTS 1 BLOCK 1	\$ 125,222.56	\$ 8,348.17
91-686-1000	ST JOSEPH'S CATHOLIC CHURCH	ST JOSEPH DIVISION	OUTLOT A	\$ 62,007.68	\$ 4,133.85
TOTAL ASSESSED				\$ 187,230.24	



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0056 **Version:** 1 **Name:** Authorization to post internally for a newly created Police Sergeant Position

Type: Agenda Item **Status:** Passed

File created: 1/18/2012 **In control:** Police

On agenda: 1/23/2012 **Final action:** 1/23/2012

Title: Authorization to post internally for a newly created Police Sergeant Position.

Sponsors:

Indexes:

Code sections:

Attachments: [Sgt. Description](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Authorization to post internally for a newly created Police Sergeant Position.

Background Information:

The police department would like to create a new Police Sergeant position, whose primary responsibility would be the supervision of the Investigations Unit and School Liaison Officers. At the January 9, 2012 Police Civil Service Meeting, the creation of this position was discussed and authorized by the commission. At the January 18, 2012 Policy, Ordinance and Review Meeting, this position was discussed and council suggested moving this item forward in a regular scheduled council meeting.

The creation of this position will have no effect on current staffing levels and will have minimal, if any budgetary impact. The Police Chief would like to begin the process of filling this position with an internal posting.

We will ask applicants to submit a letter of interest along with a current resume and submit them to the Human Resource Director no later than noon on Monday February 13, 2012.

Requested City Council Action

Consider authorizing the posting of a new Police Sergeant position from January 24, 2012 until noon on February 13, 2012.

CITY OF GRAND RAPIDS POSITION DESCRIPTION

POSITION CLASSIFICATION TITLE: **Police Sergeant**

DEPARTMENT: **Police**

ACCOUNTABLE TO: **Police Chief and Assistant Chief**

Updated: November 8, 2010

JOB SUMMARY

A Sergeant is a law enforcement supervisor whose primary objective is to direct line officers' daily activities for the purpose of protecting lives and property; and preventing, detecting and investigating crime; enforcing laws and ordinances; and maintaining public order throughout the city.

ESSENTIAL JOB FUNCTIONS:

1. Function as team supervisor, assuming command at police incidents and providing assistance to subordinates as necessary.
2. Supervise, schedule, assign, instruct and evaluate subordinates to ensure adherence to law and applicable department policies and procedures.
3. Review the work performance of subordinates on a continuous basis, and conduct formal performance evaluations on assigned personnel.
4. Accept, document and process citizen complaints regarding officer's conduct or department procedures in accordance with agency directions. Promotes positive department relationship with the service community and participate in agency crime prevention and youth relations activities as required.
5. Review reports and logs to keep abreast of police activities, and make or recommend necessary changes in procedures and practices.
6. Conduct periodic appearance and equipment inspections of assigned personnel in accordance with department directives.
7. Perform team police work as appreciate. Make training and discipline recommendations on assigned personnel.
8. Respond on or off duty to police calls and/or emergencies as directed.

9. Maintain individual police skills, including physical conditioning. Stay abreast of law enforcement developments and changes in related laws and ordinances.
10. Keep supervisor advised of relevant developments and perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic management and supervisory skills.
- Knowledge of city ordinances and state and federal laws including rules of evidence.
- Knowledge and ability to perform standard operating procedures required in daily law enforcement operations.
- Ability to assign, instruct, evaluate and prioritize the work of officers within the overall framework of department goals and objectives.
- Ability to effectively utilize human relations skills and abilities in resolving disputes and similar problems through verbal and non-verbal communication.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to adapt and react quickly to reasonable change and changing circumstances.
- Ability to work professionally with other employees and to deal with the public in a friendly, tactful manner.
- Ability to evaluate situations, innovate, improvise as necessary, and to adapt in a timely fashion.
- Ability to work under stress/pressure.

MINIMUM QUALIFICATIONS

Five years full-time employment as a licensed police officer in the State of Minnesota
With the primary duties of patrol officer
Valid Minnesota Peace Officer License
Valid Minnesota Class D Driver's License



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0057 **Version:** 1 **Name:** 2012 Historical Society Lease at Central School
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Finance
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Consider approving a Lease Agreement with the Itasca County Historical Society for 2012.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Consider approving a Lease Agreement with the Itasca County Historical Society for 2012.

Background Information:

The Itasca County Historical Society has rented the whole second floor of Central School for many years. For 2012, they are giving up one of the rooms on the second floor, reducing the size of the space they want to rent by 1,130 square feet. This space will be available to rent.

The 2012 rental rate is \$12.50 per square foot. Their new square footage will be 3,070 square feet, for an annual rent of \$38,375. The 2012 City contribution to the Historical Society is \$17,000.

Requested City Council Action

Consider approving a Lease Agreement with the Itasca County Historical Society for 2012.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0058 **Version:** 1 **Name:** Amend Purchasing Policy
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Administration
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Consider amending Purchasing Policy.

Sponsors:

Indexes:

Code sections:

Attachments: [Purchasing Policy amendment 7](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Consider amending Purchasing Policy.

Background Information:

At the Policy & Ordinance Review Committee meeting on January 18, 2012, the committee discussed amending Purchasing Policy as follows:

Purchasing procedures, paragraph 9, section b: increase cell phone reimbursement to \$40 per month.

Requested City Council Action

Amend the Purchasing Policy to increase cell phone reimbursement to \$40 per month upon approval of Department Head or City Administrator with the submission of required documentation.

CITY OF GRAND RAPIDS FINANCIAL POLICIES

PURCHASING POLICY

PURPOSE:

The City of Grand Rapids will support a purchasing policy that provides quality goods and services that meet the need of the City. These goods and services will be acquired in a manner to maximize the value received for each tax dollar spent. Purchasing policies are designed to facilitate the effective delivery of municipal services while maintaining adequate financial controls.

All purchasing by local government units is regulated by State Law. Consequently, these laws will govern each employee's responsibility in all purchasing processes.

It will be the responsibility of each City employee to adhere to the purchasing process and procedures for the actual ordering/purchasing of goods and services, procedures for receiving and reporting purchases and procedures for payment of vendor invoices.

The City of Grand Rapids encourages its staff to consider local purchasing when all factors are relatively equal.

Purchasing Procedures.

1. Purchase orders shall be issued for all purchases with the following exceptions:
 - a. Utility invoices-telephone, electric, natural and lp gas, waste management and cable,
 - b. Travel and mileage reimbursements,
 - c. United Parcel Service.
2. A Purchase Order authorizes the vendor to ship and invoice materials, supplies, or services as specified.
3. Purchases with invoices from the same vendor of routine expenditures shall have a Purchase Order done weekly and submitted to the Finance Department every Friday. Multiple invoices may be submitted on the same Purchase Order for purchases that occur in the same month.
4. Purchases without invoices that are made either by phone, internet, fax, or salesperson require a Purchase Order upon ordering item. Purchase Orders will be done by the cardholder for purchases made with a City credit card. Purchaser will provide the cardholder with the general ledger account number.

5. Merchandise that is returned shall be entered on a Purchase Order as a negative amount and the credit slip attached to the Purchase Order.
6. All Purchase Orders will be signed by an authorized signer before they are turned into the Finance Department.
7. The Purchase Order shall include: (1) a description of the item(s) to be purchased, (2) budget code to be charged (3) quantity, (4) cost (including tax and shipping). The purchase order shall be signed by the Department Head or designated employee. A purchase order shall not remain open for longer than one year.
8. When the goods or services are received, the person receiving goods or services will verify the quantity shipped matches the Purchase Order, verify satisfactory condition, date and sign Purchase Order. In cases where partial shipment is received, and the balance of the complete shipment is not to be immediately forthcoming, the department may follow the procedures above on a photocopy of the Purchase Order with the recommendation that the Finance Department process partial payment.
9. The Department Head is responsible for promptly remitting the shipping documents and endorsed Purchase Orders to the Finance Department for processing.
 - a. Training and Travel by Department Heads shall be approved by the City Administrator (or designated person) prior to an event requiring overnight out of town travel. A Request for Training/Travel Form shall be submitted to the City Administrator for approval prior to registration for the event. The City Administrator shall sign all Travel Expense Reports (reimbursement request) prior to submission to the Finance Department for payment.
 - b. Employees may use their personal cell phones for City business and be reimbursed ~~\$30~~ \$40 per month upon approval of the Department Head or City Administrator and submission of required documentation.
10. The Department Head is responsible for ensuring that adequate funds are available in the budget for the item(s) requested as outlined in Minnesota Statutes, Section 412.721.
11. No expenditure or other obligation shall be made unless authorized by the budget and in compliance with 1 through 10 above.
12. The City Administrator is authorized to approve expenditures contained in the annual budget in an amount not in excess of \$10,000 prior to City Council approval. Expenditures approved in this manner will be included in the bill list of the next Council meeting. A detailed list of these authorizations will be provided to the City Council on a semi-annual basis.

In the absence of the City Administrator, the Finance Director is authorized to approve these expenditures.

13. The City Administrator is authorized to approve and sign annual maintenance agreements in an amount not-to-exceed \$10,000. The invoice for an agreement will be listed on the bill list. A detailed list of these maintenance agreements will be provided to the City Council on a semi-annual basis. In the absence of the City Administrator, the Finance Director is authorized to approve and sign these agreements.
14. Small value purchases under \$1,500 may be made in the open market. Purchase Orders are still required for these purchases. This Policy cannot be circumvented by purchasing a group of similar or identical items costing more than \$1,500 and submitting a separate purchase order and invoice for each item.
15. Contracts are agreements “for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.” Minn. Stat. § 471.345, subd. 2. Just because the type of contract falls within the statutes does not mean bidding is required. The estimated value of the contract must also fall within the statute.
16. Major categories of contracts:
 - a. Contracts between \$1,500 and \$25,000 shall be purchased by a minimum of two competitive prices solicited by phone or written quotation. Council approval is required for solicitation of quotes unless it is a budgeted item. Quotations will be attached to the purchase order and kept with the accounts payable files. The City Administrator may approve exceptions to the Policy for purchases on the open market under \$25,000.
 - b. Contracts below the competitive-bidding threshold of \$100,000, but above \$25,000, either singly or in aggregate, shall be purchased either using the competitive-bidding process or by competitive quotes in writing from a minimum of three vendors whenever possible. Prior Council approval is required to solicit quotes.
 - c. Contracts of \$100,000 or more shall be purchased through the competitive-bidding process solicited by public notice in the manner and subject to the requirements of the law governing contracts. (See Attachment from the League of Minnesota Cities Handbook Section VI Competitive Bidding Requirements)
17. Bidding requirements cannot be avoided by splitting a contract into several contracts, unless materials or work are logically different transactions indicating two separate contracts.

18. Purchases more than the sealed bid limit may be made without sealed bids if one or more of the following is applicable:
 - a. City participates in the State of Minnesota Cooperative Purchasing Program,
 - b. Sole source of supply or proprietary item (See number 18 below),
 - c. Emergency expenditures (See number 19 below),
 - d. Purchase of used equipment where no competition exists.
 - e. Federal and State surplus property acquisitions.
 - f. Property obtained from other governmental agencies.

19. Where permitted by law, and notwithstanding any other provisions of the purchasing policy, a contract may be awarded for a supply, service or construction item without competition when the City Administrator or Finance Director and City Attorney determine in writing that there is only one source for the required item. The Department Head requesting the item will provide in writing an explanation stating why no other item will be suitable or acceptable to meet the need.

20. Where permitted by law, and notwithstanding any other provision of the purchasing policy, the City Administrator or Finance Director, in consultation with the City Attorney, may authorize others to make emergency purchases where there exists a threat to public health, welfare, or safety under emergency conditions, provided such emergency purchase shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the contractor shall become a part of the procurement file. The above policy statement shall not apply to purchases that were caused from poor planning or scheduling by the Department Head.

21. Professional Services are considered to be unique and are not subject to the bid law even though the contract amount may exceed \$50,000. This group includes: architects, engineers, construction managers, attorneys, accountants, consultants, and other services requiring technical, scientific or professional training.

22. An Imprest Fund (petty cash) shall be maintained for the purchase of goods or services to a maximum of \$25.00. The documents necessary to use this system are a petty cash slip available from the Finance Department and a receipt for the goods or services purchased.

Imprest Funds shall not be used for the payment of salaries or personal expense reimbursements. MN State Statute 412.271. (check statute)

23. It is the policy of the City of Grand Rapids that the following ethical principles shall govern the conduct of every employee involved, directly or indirectly, in the City procurement process.

- a. Employees will avoid activities which would compromise or give the perception of compromising the best interests of the City of Grand Rapids. Employees will not knowingly use confidential proprietary information for actual or anticipated personal gain.
- b. Employees will avoid any activity that would create a conflict between their personal interest and the interest of the City. Conflicts exist in any relationship where a person is not acting in the City's best interest and may be acting in their own interest or the interest of someone associated with them. Such conflicts of interest would include being involved in any procurement in which:
 1. The employee or any member of the employee's family has a financial interest pertaining to the City procurement process;
 2. A business or organization in which the employee, or any member of the employee's family, has a financial interest pertaining to the City procurement process, or
 3. Any other person, business, or organization with whom the employees or a member of the employee's family is negotiating or has an arrangement concerning prospective employment.

If such conflicts of interest exist, the employee will notify the City Administrator in writing and will remove him/herself from the City procurement process.

24. Employees will avoid the appearance of unethical or compromising practices in relationship, actions, and communications regarding the procurement process.
25. Employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential contractors which might influence or appear to influence a purchasing decision. If anyone is in doubt about whether a specific transaction complies with this policy, the person should disclose the transaction to the City Administrator for a determination of compliance.
26. Employees will keep proposers' and contractors' proprietary information confidential if required, by a signed non-disclosure statement. The City Attorney must be consulted before any employee signs such a statement. Employees will keep City procurement information obtained from a Request for Proposal or Request for Qualifications confidential until after contract award if the solicitation provides for it to be kept secret.
27. The City of Grand Rapids shall be environmentally conscious by encouraging the use of recycled products whenever practicable and in the best interest of the City.

Adopted: City Council meeting March 13, 2006

Amended: City Council meeting September 11, 2006

Amended: City Council meeting November 13, 2007 (added 9a)

Amended: City Council meeting May 26, 2009 (revised 9a and added 9b)

Amended: City Council meeting April 12, 2010 (9b)

Amended: City Council meeting July 26, 2010 (added 14 and revised 16)

Amended: City Council meeting January 23, 2012 (revised 9b: increased cell phone reimbursement from \$30 to \$40)



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0059 **Version:** 1 **Name:** Conc. Hire-Arnold
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Civic Center, Parks & Recreation
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Approve the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning January 24, 2012.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Approve the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning January 24, 2012.

Background Information:

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

Consider approving the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning January 24, 2012.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0062 **Version:** 1 **Name:** A request for temporary permission to possess 4 animals within city limits.
Type: Agenda Item **Status:** Failed
File created: 1/18/2012 **In control:** Police
On agenda: 1/23/2012 **Final action:** 1/23/2012

Title: Consider authorizing temporary permission to Nicole Trappe for the housing of a 4th animal for the period of six months.

Sponsors:

Indexes:

Code sections:

Attachments: [Trappe Property Ordinance](#)
[Trappe Letter](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council		
1/23/2012	1	City Council	Failed	Fail

Consider authorizing temporary permission to Nicole Trappe for the housing of a 4th animal for the period of six months.

Background Information:

Resident Nicole Trappe who resides at 312 NW 10th St. Grand Rapids, MN 55744 has made application for temporary permission to house 4 animals within Grand Rapids City limits. Ms. Trappe currently has three registered animals with the city and is requesting the ability to house a fourth animal on a temporary basis.

City staff has looked into Ms. Trappe's request. Staff has learned that Ms. Trappe has fallen under some unique circumstances which have put her current number of housed animals to four. Ms. Trappe has provided city staff with support documentation from four of her seven neighbors.

It is the recommendation of city staff to grant Nicole Trappe temporary permission to house a 4th animal for a period of six months being on January 24, 2012. Ms. Trappe is to register the 4th animal with the City of Grand Rapids. At the conclusion of the temporary permission period, Ms. Trappe must comply with the current city ordinance relating to the restriction on number of dogs and cats allowed.

Requested City Council Action

Consider authorizing temporary permission to Nicole Trappe for the housing of a 4th animal for the period of six months.

NW 4th Ave

NW 8rd Ave

NW 10th St

ECKERT, MICHAEL L
& CINDY J

MCILWAIN, BARBARAE

TRAPPE, LYNDAM

LELONEK, SUSAN C

BLAINE, KENNETH JR
& JOANN

RINOWSKI, LAMBERT & MARGIE

BOUCHIE, RUSSELL W & CHARLOTTE A

NW 9th St

Grand Rapids, Minnesota, Code of Ordinances >> - CODE OF ORDINANCES >> Chapter 10 - ANIMALS >> ARTICLE II. - DOGS AND CATS >>

ARTICLE II. - DOGS AND CATS 114

Sec. 10-41. - Impounding.

Sec. 10-42. - Restrictions on certain dogs and cats.

Sec. 10-43. - Restriction on number of dogs and cats.

Sec. 10-44. - License and registration.

Sec. 10-45. - Tags and collars.

Sec. 10-46. - Dog or cat bites.

Sec. 10-47. - Muzzling.

Secs. 10-48—10-70. - Reserved.

Sec. 10-41. - Impounding.

- (a) It shall be the duty of every police officer or the community assistance officer to apprehend any dog or cat found at large and to impound such dog or cat in the city pound or other suitable place. The community assistance officer, or other designated official, upon receiving any dog or cat, shall make a complete registry, entering the breed, color and sex of each dog or cat, and whether licensed. If licensed, he shall enter the name and address of the owner and the number of the license tag. Licensed dogs and cats will be separated from unlicensed animals.
- (b) Not later than five days after the impounding of any dog or cat, the owner shall be notified, or if the owner of the dog or cat is unknown, written notice shall be posted for five days at three or more conspicuous places in the city describing the dog or cat and the place and time of taking. Any dog or cat may be redeemed from the pound by the owner or keeper within the time stated in the notice by the payment of the license for the current year with a poundage fee as set forth by resolution for each day the dog or cat is confined in the pound as the cost of feeding.
- (c) If at the expiration of ten days from the date of notice to the owner or the position of notice such dog or cat shall not have been redeemed, it may be destroyed. Any unlicensed dog or cat required by law to be licensed, or any dog or cat which appears to be suffering from rabies or affected with hydrophobia, mange or other infectious or dangerous disease shall not be released but may be forthwith destroyed. Fees for persons requesting disposal of animals are as established by resolution.

(Code 1978, §§ 14.07, 14.08, 14.10)

State law reference— Impoundment of animals, Minn. Stat. § 340A.35.71.

Sec. 10-42. - Restrictions on certain dogs and cats.

The owner or custodian of any dog or cat shall prevent such animals from committing within the city any act which constitutes a nuisance. It is a nuisance for any dog or cat to run at large; habitually or frequently bark, cry or howl; frequent school grounds, parks or public places; chase vehicles; or molest or annoy any person away from the property of his owner or custodian. No person having custody or control of a dog or cat shall permit the animal to damage any lawn, garden or other property, public or private, or to urinate or defecate on private property without the consent of the owner or possessor of the property. It shall be the duty of each person having the custody or control of a dog or cat to remove any feces left by such animal on any sidewalk, gutter, street, park land or other public or private property, and to dispose of such feces in a sanitary manner. Failure of the owner or custodian of a dog or cat to prevent the dog or cat from committing such a nuisance is a violation of this chapter.

(Code 1978, § 14.02)

Sec. 10-43. - Restriction on number of dogs and cats.

- (a) It shall be unlawful for any householder or occupant to possess, harbor, keep or allow to be kept or to maintain for any purposes whatever, more than three dogs and/or three cats over the age of three months at his residence or at any other single unit of occupancy within the city.
- (b) Temporary permission to keep dogs and cats of this number over the age of three months may be granted for periods as determined by the city council upon application being made thereto. The council shall designate the appropriate staff to investigate all such applications and make recommendation on the application and forward same to the council. The council shall not grant such temporary permission unless it is satisfied that other residents of the city will not be annoyed thereby.

(Code 1978, § 14.03)

Sec. 10-44. - License and registration.

- (a) All dogs and cats kept, harbored or maintained by their owners in the city shall be licensed and registered if over three months of age. Dog and cat licenses shall be issued by the police department upon payment of a license fee as set forth by resolution for each dog or cat regardless of sex. The license period will run from January 1 through December 31, of each year. The owner shall state at the time application is made for such license and upon printed forms provided for such purpose his name and address, telephone number, the name, breed, color, and sex of each dog or cat owned or kept by him.
- (b) All animal licenses shall be issued only upon presentation of a certificate issued by a veterinarian, licensed to practice veterinary medicine in the State of Minnesota, showing rabies immunization of the animal for at least the term of the license.
- (c) Lifetime animal licenses: Effective January 1, 2009, the owner of a dog or cat, upon presentation of documentation issued by a veterinarian that the dog or cat has been spayed or neutered, can obtain a non-transferable lifetime animal license. Throughout the life of the animal, the owners of animals that receive a lifetime license must maintain and have documentation of rabies immunization by a veterinarian, licensed to practice veterinary medicine in the State of Minnesota.
- (d) This section does not apply to dogs or cats whose owner are nonresidents temporarily within the city, nor to dogs or cats brought into the city for the purpose of participating in any dog or cat show, nor to "seeing-eye" dogs properly trained to assist blind persons when such dogs are actually being used by blind persons for the purpose of aiding them in going from place to place, to service dogs that assist hearing-impaired person, when being used as such, nor to police canine dogs properly trained and being used by law enforcement for official duty.

(Code 1978, § 14.04; Ord. No. 03-02-01, 2-10-2003; Ord. No. 09-01-02, 1-26-2009)
 State law reference— County dog licenses, Minn. Stat. § 347.08 et seq.

Sec. 10-45. - Tags and collars.

Upon payment of the license fee, the police department shall issue to the owner a license certificate and a metallic tag for each dog or cat so licensed. The shape of the tag shall be changed every year and shall have stamped thereon the year for which it was issued and a number corresponding with the number on the certificate. The owner shall provide each dog or cat with a collar to which the license tag must be affixed, and shall see that the collar and tag are constantly worn. In case a dog tag is lost or destroyed, a duplicate will be issued by the clerk upon presentation of a receipt showing payment of the license fee for the current year. Dog or cat tags shall not be transferable from one dog or cat to another and no refunds shall be made on any dog or cat license fee because of death of the animal or the owner leaving the city before expiration of license period.

(Code 1978, § 14.05)
 State law reference— Tags and collars, Minn. Stat. § 347.11.

Sec. 10-46. - Dog or cat bites.

Whenever any dog or cat bites a person, the owner of the such animal shall immediately notify the city police department who shall have it impounded in the city dog pound for a period of two weeks. The dog or cat shall be examined immediately after it has bitten anyone and again at the two-week period. If at the end of the two weeks a veterinarian is convinced that the dog or cat is then free from rabies, the dog or cat shall be released from quarantine

or from the pound as the case may be. If the dog or cat dies in the meanwhile its head shall be sent to the state department of health for examination for rabies, with all costs to be borne by the owner of the animal.

(Code 1978, § 14.09)

Sec. 10-47. - Muzzling.

Whenever it becomes necessary to safeguard the public from the dangers of hydrophobia, the mayor, if he/she deems it necessary, shall issue a proclamation ordering every person owning or keeping a dog or cat to confine it securely on his premises unless such dog or cat shall have a muzzle of sufficient strength to prevent its biting any person. Any unmuzzled dog or cat running at large during the time of the proclamation shall be seized and impounded, unless noticeably infected with rabies. All dogs or cats so noticeably infected with rabies and displaying vicious propensities shall be killed by police personnel without notice to the owner. Dogs or cats impounded during the first two days of such proclamation shall, if claimed within five days, be released to the owner, unless infected with rabies, upon payment of the impound charges. If unclaimed after ten days, such dog or cat may be summarily destroyed.

(Code 1978, § 14.11)
 State law reference— Rabies proclamations and muzzling of dogs, Minn. Stat. § 35.68 et seq.

Secs. 10-48—10-70. - Reserved.

Petition Permission From my Neighbors Allowing Me to
Keep my 2 small dogs + 2 indoor cats !!

Hello, my name is Nicole Trappe and I am one
of your neighbors. I own 2 small dogs and 2 indoor
only cats. I have recently petitioned the City
Council to keep both cats and my 2 small dogs. I
am asking you as my neighbors to please sign my
petition, giving me permission to keep my 2 dogs and
2 cats, as they are wonderful therapy for my adult
foster clients.

Thank You an Sincerley

Nicole Trappe

1. Barbara McIlwain
324 NW 10 ST
GRAND RAPIDS, MN 55744
999-9115

2. KEN BLAINE JR.
931 3RD AVE NW
GRAND RAPIDS MN.
259-0566

3. Merle Bymark
1802 NW 4TH AVE
GR - 326-6735

4. Susan Lelinet
935 NW 3rd Ave
Gr. Rps, MN 55744
218-327-1348



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0063 **Version:** 1 **Name:** Proposed changes to the Pay Schedule for Part-time, Seasonal, & Temporary Employees.
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Administration
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Proposed changes to the Pay Schedule for Part-time, Seasonal, & Temporary Employees.
Sponsors:
Indexes:
Code sections:
Attachments: [2012 Pay Range for Part-time, Seasonal, and Temporary Employees](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Proposed changes to the Pay Schedule for Part-time, Seasonal, & Temporary Employees.

Background Information:

The Pay Schedule for Part-time, Seasonal, & Temporary Employees has not been adjusted since the federal minimum wage for covered nonexempt employees changed effective July 24, 2009. Typically, a part-time, seasonal, or temporary employee is hired at the minimum level of the appropriate grade and moves through the pay scheduled as they complete a year of employment or return to work each year. Attached is the proposed 2012 Pay Range for Part-time, Seasonal, and Temporary Employees.

Requested City Council Action

Consider approving the revised 2012 Pay Range schedule for Part-time, Seasonal, and Temporary Employees effective January 1, 2012.

2012 Pay Range for Part-time, Seasonal, and Temporary Employees

Grade	Minimum	Mid Point	Maximum	Jobs Assigned to Grade
7	\$13.00	\$14.00	\$15.00	GIS Assistant
6	\$12.00	\$13.00	\$14.00	Snow Plow Driver
5	\$11.00	\$12.00	\$13.00	Water Aerobics Instructor
4	\$9.00	\$10.00	\$11.00	Beach Manager Maintenance (part-time) (Civic Center) Pool Coordinator Pro Shop Manager
3	\$8.00	\$8.50	\$9.50	Coach Concessions Lead Lifeguards Maintenance Assistant (seasonal) (Civic Center and Public Works) Part-time Instructors Pro Shop Cashier II Scanner Soccer Manager
2	\$7.50	\$8.00	\$9.00	Enrichment Staff Parking Enforcement Pro Shop Cashier I Scanner
1	\$7.25	\$7.75	\$8.75	Animal Control Facility Attendant Concession Stand Worker Driving Range Attendants Maintenance (seasonal) (Golf) Open Swimming Cahier Outdoor Services (seasonal) (Golf) Starter/Ranger Warming House Attendant



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0064 **Version:** 1 **Name:** Grant Applications
Type: Agenda Item **Status:** Passed
File created: 1/18/2012 **In control:** Administration
On agenda: 1/23/2012 **Final action:** 1/23/2012

Title: Authorize staff to apply for the following grants:
- Blandin Grant to be used for education and abatement of buckthorn
- Community Forest Bonding Grant to be used for tree replacement within the community.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Authorize staff to apply for the following grants:
- Blandin Grant to be used for education and abatement of buckthorn
- Community Forest Bonding Grant to be used for tree replacement within the community.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0065 **Version:** 1 **Name:** Resolution establishing 2012 compensation for City of Grand Rapids Non-Represented Employees.

Type: Agenda Item **Status:** Passed

File created: 1/18/2012 **In control:** Administration

On agenda: 2/13/2012 **Final action:** 2/13/2012

Title: Resolution establishing 2012 compensation for City of Grand Rapids Non-Represented Employees.

Sponsors:

Indexes:

Code sections:

Attachments: [Compensation Resolution](#)

Date	Ver.	Action By	Action	Result
2/13/2012	1	City Council	Approved	Pass
1/23/2012	1	City Council	Postponed	

Resolution establishing 2012 compensation for City of Grand Rapids Non-Represented Employees.

Background Information:

Department Heads are required to complete an evaluation that will generate an evaluation score. This evaluation score will then be used to determine the pay increase for the Department Head. This year we have budgeted for a 2% increase for the exempt employees. We are recommending that the exempt staff be given an increase of 1% of their base salary. An employee can earn an additional one-time lump sum in an amount up to 1.75%; the amount will be determined by the evaluation score.

The evaluation score will be determined by applying the following weights to the evaluations:

- 25% City Council
- 50% City Administrator
- 10% Peers
- 5% Staff
- 10% Board/Commission**

** If the exempt employee does not work with a Board or Commission, the 10% weight will be shifted to the City Administrator and City Council evaluations. If the exempt employee works with more than one Board or Commission, then the 10% weight will be split among those Boards/Commissions.

All other Non-Represented Exempt Employees shall receive an additional amount up to 1.75% based on the evaluation done by their respective Department Head.

In addition, the health insurance premium split will change as follows:

Family coverage from 80% City/20% Employee to 79% City/21% Employee
 Single coverage from 90% City/10% Employee to 89% City/11% Employee

and the City's contribution to the Health Savings Account will be as follows:

2012	Family coverage = \$4,300.00	Single coverage = \$2,150.00
2013	Family coverage = \$4,200.00	Single coverage = \$2,100.00
2014	Family coverage = \$4,100.00	Single coverage = \$2,050.00

Staff Recommendation:

We are recommending that the regular City employees who are in collective bargaining agreements with the City, part-time non-exempt, seasonal and temporary employees, and elected officials are specifically excluded from this resolution.

Non-represented non-exempt and on-call (Fire Department) are to receive a 2% increase effective January 1, 2012, which is the average of the increase to the bargaining units that we have agreements with.

Requested City Council Action

Adopt a resolution establishing 2012 compensation for City of Grand Rapids Non-Represented Employees.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION No. 12 -

**ESTABLISHING COMPENSATION AND BENEFITS FOR
CITY OF GRAND RAPIDS
NON-REPRESENTED EMPLOYEES**

WHEREAS, the Grand Rapids City Council has established that employment with the City of Grand Rapids should be attractive from a career perspective and that the compensation and benefit plan for the City of Grand Rapids' non-represented employees shall be founded on the principle of equitable and adequate compensation and benefits; and further, that said compensation and benefit plan shall be as competitive as possible in the judgment of the City in order to attract and retain people of the highest caliber so that the citizens of Grand Rapids can be assured that their best interests are being served; and,

WHEREAS, the City of Grand Rapids' past practices provide that adjustments to salary schedules are generally made on January 1st and are based on such factors as changes in the cost-of-living, labor markets, recruiting experience, financial condition of the City, reclassification studies, etc.; and

WHEREAS, the City has ratified all but two contracts with the City's bargaining units through December 31, 2014; and,

WHEREAS, the City has not adjusted salaries for non-represented employees for the period January 1, 2012 through December 31, 2012; and

WHEREAS, Department Heads are required to complete an evaluation of their peers and their exempt staff. The evaluation of their peers and staff were part of a 360 degree evaluation that generated an evaluation score. This evaluation score will then be used to determine the pay increase for the Department Head and other Exempt Staff. This year we have budgeted for a 2% increase for the exempt employees.

NOW, THEREFORE BE IT RESOLVED that the exempt staff be given an increase of 1% of their base salary. An additional amount up to 1.75% will be added as a one time lump sum based on the employee's performance. The amount will be determined by the evaluation score. The evaluation score will be determined by applying the following weights to the evaluations:

City Council:	25%
City Administrator:	50%
Peers:	10%
Staff:	5%
Board/Commission:	10%**

***If the exempt employee does not work with a board or commission the 10% weight will be shifted to the City Administrator and City Council evaluations. If the exempt employee works with more than one board or commission then the 10% weight will be split among these boards.*

Non-Exempt, non-represented and Fire Department employees will receive a 2% increase which is the average of the increases to the bargaining units that we have agreements with.

BE IT FINALLY RESOLVED that regular City employees who are in collective bargaining agreements with the City, part-time, temporary and seasonal employees, and elected officials are specifically excluded from this resolution. Pay increases for union employees are governed by their collective-bargaining agreements, and all other 2012 salary increases have already been approved by the City Council.

Adopted this 23rd day of January, 2012.

Dale Adams, Mayor

ATTEST:

Kimberly Johnson-Gibeau, City Clerk

Councilor seconded the foregoing resolution and the following voted in favor thereof: ; and the following voted against same: , 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 #: 12-0068 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Passed
File created: 1/19/2012 **In control:** Administration
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Schedule a public hearing for Monday, February 13, 2012 to allow for public comment pertaining to a requested text amendment to city ordinance regarding On-Sale Sunday liquor.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Schedule a public hearing for Monday, February 13, 2012 to allow for public comment pertaining to a requested text amendment to city ordinance regarding On-Sale Sunday liquor.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0070 **Version:** 1 **Name:** Expenditure of Human Rights Commission Grant funds.
Type: Agenda Item **Status:** Passed
File created: 1/19/2012 **In control:** Administration
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Expenditure of Human Rights Commission Grant funds.
Sponsors:
Indexes:
Code sections:
Attachments: [KBS Design Co](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Expenditure of Human Rights Commission Grant funds.

Background Information:

The Human Rights Commission has received a \$3,000.00 grant from the Blandin Foundation in support of a mailing to Grand Rapids area businesses and nonprofits on ADA requirements and possible solution to barriers to allow people with mobility issues access to facilities. There have been two mailings and the remainder of the funds will be used for the creation of an Accessibility Guide and Poster to be used by the Community Development Department.


Staff Recommendation:


We have contracted with KBS Design Co. for the project work, and the terms of the contract require fifty percent of the projected amount upon acceptance of the design estimate. The balance of the contract plus any additional charges is due upon completion of the project. The Human Rights Commission has approved an amount not to exceed \$1,931.89 which is the remaining amount of the grant.

Requested City Council Action

Authorize the acceptance of the design estimate and payment of \$915.00 to KBS Design Co., with the balance of the contract plus any additional charges due upon completion of the project.



218.259.9535 

kimberly@kbsdesignco.com 

PO Box 53

Grand Rapids, MN 55744

Invoice 1597
PO 101556

Date Dec. 30, 2011

Client City of Grand Rapids

Contact Lynn DeGrio
Human Resources Director
420 North Pokegama Ave.
Grand Rapids, MN 55744

Project Accessibility Guide and Poster

Design Services included: meetings, design, layout, illustration, revisions of a four-color marketing materials. Included soliciting printing bids, pre-press production and project management through printing process.

Project	Booklet	\$800
	Design \$350	
	Photographer \$0-\$100	
	Printing: \$450 + tax	

	Poster	\$1,030
	Design \$450	
	Photographer \$0-\$100	
	Printing: \$580 + tax	

Total \$1,830

Terms Estimate is based on information provided, any variations to job specifications are subject to additional charges. Estimate does not include all costs for photographs, illustrations, high-res scans or shipping charges. Additional services will be charged at a rate of \$65 per hour.

**Fifty percent of projected amount is required upon acceptance of the design estimate, the balance of the contract plus any additional charges is due upon completion of project.

I agree to terms of services.

Approved by: Date

Sign and return this agreement with your \$915 deposit.

Make checks payable to: KBS Design

CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION
CONFERENCE ROOM 2B – 420 NORTH POKEGAMA AVENUE
WEDNESDAY, DECEMBER 28, 2011 – 4:00 P.M.

CALL TO ORDER: Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Human Rights Commission was held in Conference Room 2B of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota, on Wednesday, December 28, 2011, at 4:00 p.m.

CALL OF ROLL: On a Call of Roll, the following members were present: Chair Wartchow; Commissioners: Dowell, Hain (arrived 4:03 p.m.), Learmont, Mundt and Sanderson. Absent: Commissioners Hall and Freeman.

1. **CALL TO ORDER:** The meeting was called to order by Chair Wartchow at 4:00 p.m.

2. **SETTING OF REGULAR AGENDA:**

MOTION BY COMMISSIONER MUNDT, SECOND BY COMMISSIONER SANDERSON TO ADD TO OLD BUSINESS: HATE/BIAS CRIME RESPONSE PLAN. The following voted in favor thereof: Mundt, Sanderson, Dowell, Learmont and Wartchow. Opposed: None, motion passed unanimously.

3. **APPROVAL OF MINUTES:** November 30, 2011 regular meeting

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER DOWELL TO APPROVE THE MINUTES OF NOVEMBER 30, 2011 AS PRESENTED. The following voted in favor thereof: Sanderson, Dowell, Hain, Learmont, Mundt and Wartchow. Opposed: None, motion passed unanimously.

4. **CORRESPONDENCE:** Nothing to report.

5. **PUBLIC COMMENT:** Nothing to report.

6. **APPROVE PAYMENT OF BILLS:**

a. Expenditure for ADA Brochures.

Human Resources Director Lynn DeGrio informed the Commission of the details of the ADA brochures, design, printing and use. In addition, Chair Wartchow stated he spoke with Linda Gibeau, Blandin Foundation about another extension. Commissioners recommended a 60 day extension over a 30 day extension. After discussion, the following motion was made:

MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER MUNDT TO APPROVE THE AMOUNT NOT TO EXCEED \$1,931.89 TO KBS DESIGN FOR THE ACCESSIBILITY BROCHURES. The following voted in

**favor thereof: Sanderson, Mundt, Dowell, Hain, Learmont and Wartchow.
Opposed: None, motion passed unanimously.**

b. League of Minnesota Human Rights Commissions' annual dues.

MOTION BY COMMISISONER HAIN, SECOND BY COMMISSIONER LEARMONT TO APPROVE THE PAYMENT OF 2012 ANNUAL DUES IN THE AMOUNT OF \$55.00 TO THE LEAGUE OF MINNESOTA HUMAN RIGHTS COMMISSIONS. The following voted in favor thereof: Hain, Learmont, Dowell, Mundt, Sanderson and Wartchow. Opposed: None, motion passed unanimously.

7. OLD BUSINESS:

a. Hate/Bias Crime Response Plan.

Commissioner Sanderson stated she dropped off the Hate/Bias Crime Response Plan with a memo to Shawn Gillen, City Administrator and Jim Denny, Chief of Police. In the memo she asked them to review the plan, meet with the Human Rights Commission and reminded them when the Human Rights Commission meets. This will be put on the agenda for next month and Human Resources Director DeGrio will make sure they receive an invitation.

b. Update on Blandin Grant – Handicap Accessibility.

See discussion on Expenditure of ADA Brochures for additional information. Chair Wartchow would like to take Linda Gibeau samples of what was sent out. He will ask for a 60 day extension to write the final letter. Human Resources Director DeGrio will email a copy of the finished brochure to Commissioners.

8. NEW BUSINESS:

a. Fill Sue Lehto's vacant position.

Human Resources Director DeGrio informed the Commission that since we were waiting to see if Ms. Lehto would return after the school year, her open position has never been filled. Administration will advertise; the City Clerk will contact past applicants and see if any are interested. Commissioners will also encourage those who would be a good fit to apply. There are no age requirements and applicants do not have to live within city limits.

9. REPORTS ON CALLS AND INQUIRIES:

a. Commissioner Mundt received a phone call from a mother of a daughter having issues with a boy on facebook. She reported it to the District and they brought in the City of Grand Rapids Police and Itasca County Sheriff's office and felt they would take care of it.

b. Human Resources Director had contact with a mother whose son was having his hat taken away and spitting in his hat. She asked what she should do and was worried about retaliation. After being advised, she reported later the issue went away without reporting.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0045 **Version:** 1 **Name:** Engineering Department Head Report
Type: Agenda Item **Status:** Filed
File created: 1/18/2012 **In control:** Engineering
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Engineering Department Head Report
Sponsors:
Indexes:
Code sections:
Attachments: [1-23-12 Department Head Report.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Received and Filed	

Engineering Department Head Report

Background Information:

Attached is the presentation for the Engineering Department Head Report.

Staff Recommendation:

City staff is recommending the presentation of the Engineering Department Head Report.

Requested City Council Action

Consider allowing the presentation of the Engineering Department Head Report.

Department Head Report

Engineering Department

January 23rd, 2012

Current Staffing

- Tom Pagel, City Engineer
- Mike LeClaire, GIS Technician
- John Aultman, GIS Technician/GRPU Employee
- Steve Anderson, Storm Water Specialist
 - Shared employee with Pubic Works
- Aurimy Groom, Clerical
 - Shared employee with Community Development
- Sue Johnson, Part-Time Scanner
 - Shared employee with Community Development

Quiet Zone

- Effective February 1, 2012
 - Trains should stop blowing their horns when crossing roadways through the City.

Construction - 2011

- CP 2010-3, 19th Avenue Rail Crossing Improvements
 - 95% Complete
 - Final lift of wear course in June of 2012
- CP 2011-4, Horseshoe/Isleview Improvements
 - 80% Complete
 - Pedestrian trail on Horseshoe Lake Road to be paved
 - Final wear course on Horseshoe Lake Road to be paved

Construction 2011 Cont.

- CP 2014-1, 1st Avenue NE Reconstruction
 - 95% Complete
 - Wear Course in June of 2012
- CP 2009-11B, Library Heating Project
 - Project is complete and heating the library.
 - Ron Edminster is working with Gartner Controls on fine tuning and maximizing the effectiveness of the system.
 - Minnesota Energy Resources granted \$5k For the educational portion of the project and a \$26,250 rebate. This is due to Ron Edminsters efforts. GRPU awarded a \$5k to the education portion of the project.
 - Developing the solar and wind portion of the project.

Construction 2012

- CP 2004-3, 4th Street SW/SE Pokegama Avenue
Reconstruct
 - Includes the reconstruction/new construction of 4th Street SW/SE
 - On track to begin April/May of 2012.
 - Public Hearing later tonight
- CP 2011-6, Horseshoe Lake Road 10th to 21st
 - Developing a feasibility report
 - Working on permanent easements

Airport Projects

- General Aviation Ramp Reconstruction
 - Currently under design
 - Possible Construction this summer
- Land Acquisition for X-Wind Runway
 - Currently working with two land owners on price to acquire needed property
- Snow Blower Upgrades
 - Working on Funding

Airport Continued

- Future South Runway Hanger Space
 - Currently working on a funding plan.
 - Meeting with DOT/FAA tomorrow 1-24-12
 - Will require an EAW
- Residential Lot Sales
 - Meeting with DOT/FAA tomorrow 1-24-12
 - Sale of lots would assist funding the Future South Runway Hanger Space project

Airport Residential Lots



CITY OF
GRAND RAPIDS
THE GRAND RAPIDS MICHIGAN
DIVERSITY. AMENITY. NATURE.



Buildable Lots

Legend

- Streets
- Parcel

2009 Aerial Photo

RGB

- Red: Band_1
- Green: Band_2
- Blue: Band_3



Grants

- Submitted a Grant Application for
 - CP 2012-7, TH 169 Multi-Use Trail, Phase 3
 - Submitted grant to DNR Legacy in October of 2011 and was not successful.
 - Will resubmit to DNR Legacy in February of 2012.
 - CP 2016-2, 5th Street North Overlay
 - Received \$500k in Federal Transportation funds

Storm Water

- Working on Annual MPCA report
- Incorporating the Airports Industrial Storm Water Permit into the City system.
- Developing School Curriculum
- Processing and inspecting construction permits
- Working on and documenting the six Minimum Control Measures for the MPCA Permit
- Preparing for our new permit requirements to be determined over the next six months.

GIS

- Working with IT and GRPU on implementing the Enterprise GIS System
 - This system will allow us to expand GIS to all City/GRPU employees and to other communities and the public via web
- Collaborating with Cohasset and Harris Township on GIS data. Will further develop these relationships over the next 12 months.
- Began the GRPU/City collaboration around June 13th.

Scanning

- Continues to scan building permits, zoning permits, and storm water permits. This should continue another 6 months.
- Next priority would then be to start scanning all Engineering files.

Other Items

- Updating CIP
- Complete Streets Study
- Working with MNDOT on Pokegama Avenue
- Anything else that comes up
- Questions?



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0042 **Version:** 1 **Name:** Fire Department Out-of-State Travel
Type: Agenda Item **Status:** Fire
File created: 1/17/2012 **In control:** Fire
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Allow for Out-of-State Travel for Firefighter Bruce Baird

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council		
1/23/2012	1	City Council	Approved	Pass

Allow for Out-of-State Travel for Firefighter Bruce Baird

Background Information:

Heiman Fire Equipment Company, the local representative for Rosenbauer Truck Manufacturing, has offered to send one member of the Grand Rapids Fire Department Truck Committee to their plant in Fort Worth, Texas, to attend their upcoming unveiling of a new truck chassis. The dates of the trip are scheduled for February 21-23, 2012, and airfare and lodging for this trip will be paid for by Heiman and Rosenbauer.

Firefighter Bruce Baird has been selected by Fire Chief Steve Flaherty to attend this event as a representative of the Truck Committee. Bruce will be responsible for gathering information on the Rosenbauer brand for future consideration of a Rescue/Pumper. Per diem costs and other allowable expenses not covered by Heiman and Rosenbauer will be paid for out of the Fire Department's 2012 Operating budget.

Staff Recommendation:

Approve out-of-state travel for Bruce Baird to attend the Rosenbauer plant in Fort Worth, Texas from February 21-23, 2012.

Requested City Council Action

Consider allowing out-of-state travel for firefighter Bruce Baird to the Rosenbauer fire truck manufacturing facility in Fort Worth, Texas; dates of travel are February 21-23, 2012.



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0071 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Passed
File created: 1/19/2012 **In control:** Finance
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: Consider approving the verified claims for the period January 3, 2012 to January 13, 2012 in the total amount of \$4,103,472.93, of which \$3,411,612.51 are bond payments.

Sponsors:

Indexes:

Code sections:

Attachments: [01/23/2012 BILL LIST.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Approved	Pass

Consider approving the verified claims for the period January 3, 2012 to January 13, 2012 in the total amount of \$4,103,472.93, of which \$3,411,612.51 are bond payments.

COUNCIL BILL LIST - JANUARY 23, 2012

DATE: 01/19/2012
 TIME: 08:36:05
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 01/23/2012

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0801661	HARRIS	3,500.00
1309098	MINNESOTA DEPT OF ADMN	55.33
TOTAL CITY WIDE		3,555.33
SPECIAL PROJECTS-BUDGETED		
0920113	ITASCA SKI & OUTING CLUB	15,000.00
TOTAL SPECIAL PROJECTS-BUDGETED		15,000.00
ADMINISTRATION		
0612085	FLAHERTY & HOOD	536.18
1415524	NORTHLAND HUMAN RESOURCE ASSOC	50.00
1506265	NORTHERN OFFICE OUTFITTER INC	134.64
1920240	STERLE LAW OFFICE	2,500.00
TOTAL ADMINISTRATION		3,220.82
BUILDING MAINTENANCE-CITY HALL		
0920060	ITASCA COUNTY TREASURER	109.40
TOTAL BUILDING MAINTENANCE-CITY HALL		109.40
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS NEWSPAPERS INC	40.25
TOTAL COMMUNITY DEVELOPMENT		40.25
COUNCIL/COMMISSION/BOARDS		
0920060	ITASCA COUNTY TREASURER	1,050.96
1920240	STERLE LAW OFFICE	2,500.00
TOTAL COUNCIL/COMMISSION/BOARDS		3,550.96
ENGINEERING		
0920055	ITASCA COUNTY RECORDER	56.00
0920060	ITASCA COUNTY TREASURER	66.35
1900225	SEH-RCM	3,607.50
TOTAL ENGINEERING		3,729.85

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VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FINANCE		
1309178	MINNESOTA GFOA	120.00
2100267	US BANK - CREDIT INQUIRIES	25.00
TOTAL FINANCE		145.00
FIRE		
0121721	AUTO VALUE - GRAND RAPIDS	121.61
0221650	BURGGRAF'S ACE HARDWARE INC	95.01
0400015	D.C.R. COMMUNICATIONS INC	377.17
0401804	DAVIS OIL	202.00
0517750	EQUIPMENT MANAGEMENT COMPANY	25,816.00
0605208	FEDERATION OF FIRE CHAPLAINS	100.00
0718060	GRAND RAPIDS NEWSPAPERS INC	655.00
0920060	ITASCA COUNTY TREASURER	96.06
1305199	METRO FIRE	108.17
1309180	MN STATE FIRE CHIEFS ASSOC	247.00
1309495	MINUTEMAN PRESS	51.63
1920555	STOKES PRINTING COMPANY	66.58
2209421	VIKING ELECTRIC SUPPLY INC	1,847.83
TOTAL FIRE		29,784.06
INFORMATION TECHNOLOGY		
1309098	MINNESOTA DEPT OF ADMN	277.48
TOTAL INFORMATION TECHNOLOGY		277.48
PUBLIC WORKS		
0100046	ASV, INC.	945.29
0121721	AUTO VALUE - GRAND RAPIDS	10.77
0205535	BENTZ OIL COMPANY INC	150.65
0221650	BURGGRAF'S ACE HARDWARE INC	27.76
0300015	C & J SAW WORKS	24.00
0301655	CARGILL INCORPORATED	6,052.38
0301685	CARQUEST AUTO PARTS	5.64
0315455	COLE HARDWARE INC	226.74
0401804	DAVIS OIL	619.72
0409730	DIVERSIFIED INSPECTIONS, INC.	390.00
0601690	FASTENAL COMPANY	22.21
0612245	FLEXOSPAN STEEL BUILDINGS INC	615.75
0801535	HAMMERLUND CONSTRUCTION INC	9,186.25
0920060	ITASCA COUNTY TREASURER	734.07
1200500	L&M SUPPLY	574.72

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INVOICES DUE ON/BEFORE 01/23/2012

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
1309355	MINNESOTA TORO	1,231.82
1503150	OCCUPATIONAL DEVELOPMENT CTR	120.00
1621125	PUBLIC UTILITIES COMMISSION	1,957.19
1801585	RAPIDS ELECTRIC INC	141.90
1805498	REMER IRON WORKS INC	406.13
2305453	WESCO RECEIVABLE CORP	511.72
TOTAL PUBLIC WORKS		23,954.71
FLEET MAINTENANCE		
0114203	ANDERSON LUBRICANTS INC	372.38
0301685	CARQUEST AUTO PARTS	211.16
0315455	COLE HARDWARE INC	2.45
1301015	MACQUEEN EQUIPMENT INC	245.96
TOTAL FLEET MAINTENANCE		831.95
POLICE		
0121721	AUTO VALUE - GRAND RAPIDS	68.39
0221650	BURGGRAF'S ACE HARDWARE INC	10.63
0301685	CARQUEST AUTO PARTS	74.37
0315455	COLE HARDWARE INC	9.34
0718060	GRAND RAPIDS NEWSPAPERS INC	426.95
0920060	ITASCA COUNTY TREASURER	4,026.39
1300160	MPH INDUSTRIES INC	237.62
1309098	MINNESOTA DEPT OF ADMN	65.00
1309167	MN BUREAU OF CRIMINAL	390.00
1605665	PERSONNEL DYNAMICS, LLC	297.38
1801570	RAPIDS AUTO WASH	68.00
1801609	RAPIDS TOWING	290.00
1920233	STREICHER'S INC	295.45
TOTAL POLICE		6,259.52
RECREATION		
0920068	ITASCA DRIFTSKIPPERS	2,000.00
1401060	NATIONAL ARBOR DAY FOUNDATION	30.00
TOTAL RECREATION		2,030.00
PUBLIC LIBRARY		

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INVOICES DUE ON/BEFORE 01/23/2012

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0405697	THE DESIGN GROUP INC	2,100.00
0801820	HAWK CONSTRUCTION INC	198,067.00
TOTAL		200,167.00
AIRPORT		
0504825	EDWARDS OIL INC	1,235.57
TOTAL		1,235.57
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	28.66
0221650	BURGGRAF'S ACE HARDWARE INC	33.09
0315455	COLE HARDWARE INC	112.22
0400015	D.C.R. COMMUNICATIONS INC	332.28
0405223	DEER RIVER HIRED HANDS INC	8.00
0501656	THE EARTHGRAINS COMPANY INC	51.37
1015340	JAMES E JOHNSON	111.00
1105640	KERNEL CONCESSION SUPPLY	270.00
1205725	LET'S PLAY HOCKEY/SOFTBALL	236.32
1301168	MARKETPLACE FOODS	21.92
1309240	MINNESOTA ICE ARENA MANAGERS	145.00
1415030	NORD AUTO PARTS	106.83
1415655	NORVEND INC	72.50
1605611	PEPSI-COLA	3,205.54
1615423	POKEGAMA ELECTRIC INC	1,409.80
1901535	SANDSTROM COMPANY INC	2,898.01
1909510	SIM SUPPLY INC	562.03
2116600	UPPER LAKE FOODS INC	984.96
TOTAL GENERAL ADMINISTRATION		10,589.53
RECREATION PROGRAMS		
1605665	PERSONNEL DYNAMICS, LLC	546.00
TOTAL		546.00
POLICE DESIGNATED FORFEITURES		

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INVOICES DUE ON/BEFORE 01/23/2012

VENDOR #	NAME	AMOUNT DUE

POLICE DESIGNATED FORFEITURES		
1920233	STREICHER'S INC	749.99
	TOTAL	749.99
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	295.95
	TOTAL	295.95
DOMESTIC ANIMAL CONTROL FAC		
0120100	AT REST PET CREMATION INC	1,200.00
0705531	GENERAL PET SUPPLY	210.00
1309495	MINUTEMAN PRESS	34.84
	TOTAL	1,444.84
2009D GO EQPT CERTIFICATE		
2305447	WELLS FARGO BANK NA	128,362.50
	TOTAL	128,362.50
SP ASSESS IMP BOND-2001B		
1916650	SPRINGSTED	2,750.00
2100266	U S BANK	34,413.13
	TOTAL	37,163.13
SP ASSESS IMP BOND-2003A		
1315545	MOODY'S INVESTORS SERVICE	1,904.00
2100266	U S BANK	1,116,838.75
	TOTAL	1,118,742.75
SP ASSESS IMP BOND-2004		

COUNCIL BILL LIST - JANUARY 23, 2012

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 01/23/2012

VENDOR #	NAME	AMOUNT DUE

SP ASSESS IMP BOND-2004		
2100266	U S BANK	268,645.63
	TOTAL	268,645.63
SP ASSESS IMP BOND-2005A		
2100266	U S BANK	287,841.25
	TOTAL	287,841.25
SP ASSESS IMP BOND-2006C		
2100266	U S BANK	216,100.00
	TOTAL	216,100.00
GO CIP REFUNDING BOND 2006B		
1916650	SPRINGSTED	2,750.00
2100266	U S BANK	188,600.00
	TOTAL	191,350.00
SP ASSESS IMP BOND-2007A		
2305447	WELLS FARGO BANK NA	140,807.50
	TOTAL	140,807.50
SP ASSESS IMP BOND-2008C		
2305447	WELLS FARGO BANK NA	91,171.25
	TOTAL	91,171.25
GO STREET RECONST BNDS 2008B		
2305447	WELLS FARGO BANK NA	78,942.50
	TOTAL	78,942.50

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INVOICES DUE ON/BEFORE 01/23/2012

VENDOR #	NAME	AMOUNT DUE

GO IMP REFUNDING BOND-2009B		
2305447	WELLS FARGO BANK NA	257,256.25
	TOTAL	257,256.25
GO IMP BONDS 2009C		
2305447	WELLS FARGO BANK NA	386,888.75
	TOTAL	386,888.75
GO IMP, CIP & REFUNDING 2010A		
2305447	WELLS FARGO BANK NA	182,356.25
	TOTAL	182,356.25
TIF 1-6 OLD HOSPITAL BONDS		
2305447	WELLS FARGO BANK NA	33,388.75
	TOTAL	33,388.75
2010 INFRASTRUCTURE BONDS		
	RROAD CROSSING PJT	
1900225	SEH-RCM	1,947.50
	TOTAL RROAD CROSSING PJT	1,947.50
2011 INFRASTRUCTURE BONDS		
	2014-1 NE 1ST AVENUE	
1315545	MOODY'S INVESTORS SERVICE	2,072.00
	TOTAL 2014-1 NE 1ST AVENUE	2,072.00
	2009-4 FOREST HILLS AVE	
1315545	MOODY'S INVESTORS SERVICE	1,120.00
	TOTAL 2009-4 FOREST HILLS AVE	1,120.00

COUNCIL BILL LIST - JANUARY 23, 2012

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 01/23/2012

VENDOR #	NAME	AMOUNT DUE

2011	INFRASTRUCTURE BONDS	
	2010-3 19TH AVE NW	
	0221652 BNSF RAILWAY COMPANY	1,707.93
	1315545 MOODY'S INVESTORS SERVICE	504.00
	1900225 SEH-RCM	3,449.14
	TOTAL 2010-3 19TH AVE NW	5,661.07
2012	INFRASTRUCTURE BONDS	
	2004-3 SE 4TH STREET	
	1900225 SEH-RCM	9,534.00
	TOTAL 2004-3 SE 4TH STREET	9,534.00
	2011-4 HORSESHOE/ISLEVIEW	
	1900225 SEH-RCM	5,566.75
	TOTAL 2011-4 HORSESHOE/ISLEVIEW	5,566.75
STORM WATER UTILITY		
	0401804 DAVIS OIL	79.35
	0405275 DEERWOOD TECHNOLOGIES INC	7,154.20
	TOTAL	7,233.55
	TOTAL UN-PAID TO BE APPROVED	3,759,669.59
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	0114210 D. ANDERSON - CHANGE FUND	5,120.00
	0212750 BLUE CROSS & BLUE SHIELD OF MN	31,781.50
	0218100 BRENT BRADLEY	785.00
	0301530 CANON USA INC	2,205.90
	0301650 JEFF CARLSON	785.00
	0305530 CENTURYLINK INC	268.08
	0315454 TRAVIS COLE	69.93
	0401801 DAVIS CHIROPRACTIC HEALTH	45.58
	0405222 DEER RIVER HEALTHCARE CENTER	550.22
	0409655 TIMOTHY DIRKES	30.00
	0609651 FIRE INSTRUCTORS AND TRAINING	85.00
	0612224 FLEET SERVICES	2,025.76
	0709225 WILBERT GIESE	785.00
	0712550 GLOBE DRUG/MEDICAL EQUIP	37.98
	0717996 GRAND ITASCA CLINIC	323.43
	0717997 GRAND ITASCA HOSPITAL	716.03

COUNCIL BILL LIST - JANUARY 23, 2012

DATE: 01/19/2012
 TIME: 08:36:06
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 01/23/2012

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0718015	GRAND RAPIDS CITY PAYROLL	189,788.22
0801661	HARRIS	26.72
0805358	JACKIE HEINRICH	60.00
0815464	SARA HOLUM	30.00
0900081	IKON OFFICE SOLUTION	743.45
1201402	LAKE COUNTRY POWER	24.05
1301262	BRIAN MATTSON	755.00
1301320	SHAWN MAHANEY	785.00
1305210	MESABI RANGE COMMUNITY &	290.00
1309073	SHIRLEY MILLER	49.20
1309113	MINNESOTA DEPT OF AGRICULTURE	15.00
1309332	MN STATE RETIREMENT SYSTEM	2,314.00
1309338	MN STATE TREAS/BLDG INSPECTOR	675.80
1309375	MINNESOTA UNEMPLOYMENT COMP FD	8,324.26
1315295	CHAD MOEN	30.00
1315650	ANDY MORGAN	755.00
1315665	KELLY MORRIS	362.68
1405435	JEREMY NELSON	460.00
1415026	MICHELLE NORRIS	755.00
1415494	NORTHERN PINES ORTHOPAEDICS CL	69.13
1502645	GARY O'BRIEN	755.00
1503151	OCCUPATION DEVELOPMENT CENTER	795.75
1516220	OPERATING ENGINEERS LOCAL #49	29,586.00
1518550	MATTHEW O'ROURKE	785.00
1520720	KEVIN OTT	917.99
1609561	PIONEER TELEPHONE	10.72
1621130	P.U.C.	24,830.91
1801239	RADTKE PHYSICAL THERAPY	112.39
1901820	WILLIAM SAW	755.00
1903557	TROY SCOTT	755.00
1913344	HEATH SMITH	755.00
1920231	ROBERT STEIN	755.00
1921620	SUPERIOR USA BENEFITS CORP	291.00
2205637	VERIZON WIRELESS	2,693.17
2209665	VISA	9,538.12
2209705	VISIT GRAND RAPIDS	17,579.62
2301700	WASTE MANAGEMENT	811.06
2308227	GARY WHEELOCK, DC	76.64
2405650	XEROX CORPORATION	73.05
TOTAL PRIOR APPROVAL		343,803.34
TOTAL ALL DEPARTMENTS		4,103,472.93



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0051 **Version:** 1 **Name:** Conduct a Public Hearing to consider the adoption of an Ordinance amending Section 30-458(c)1 of the City of Grand Rapids Municipal Code.

Type: Public Hearing **Status:** Passed

File created: 1/18/2012 **In control:** Community Development

On agenda: 1/23/2012 **Final action:** 1/23/2012

Title: Conduct a Public Hearing to consider the adoption of an Ordinance amending Section 30-458(c)1 of the City of Grand Rapids Municipal Code.

Sponsors:

Indexes:

Code sections:

Attachments: [Draft Amendments-Sec. 30-458\(c\)1](#)
[Background Info 1-23-12 Meeting](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Close	

Conduct a Public Hearing to consider the adoption of an Ordinance amending Section 30-458(c)1 of the City of Grand Rapids Municipal Code.

Background Information:

This section of the ordinance, which pertains to site development requirements for nonconforming uses, was the topic of discussion at the City Council's Policy and Ordinance Review Committee (PORC) meeting in October 2011. The discussion focused particularly on the portion of the code which requires an additional 15% of the value of the proposed project be applied towards addressing site improvements.

Currently the Ordinance reads:

c. Site development compliance requirements (Class 2 nonconforming uses). Lawful class 2 nonconforming uses existing at the time of adoption of the ordinance from which this article is derived shall be "grandfathered," however, any modification to an existing structure, or the addition of any structure, valued at equal to or greater than \$5,000.00, shall require compliance with the site development standards (division 7 of this article) subject to the following standards:

1. An additional 15 percent or the value of a proposed building improvement project must be added to the project and applied towards site improvements.
2. The proposed site improvements required to satisfy the requirements of this section shall be submitted for approval to the zoning administrator.
3. Written cost estimates shall be provided for any site improvements being proposed.
4. With the understanding that the 15 percent improvement requirements will not bring many sites up to full compliance, the required improvements shall be prioritized in the following order, where practical: pavement of parking lots, screening of dumpsters, screening of outdoor storage, bufferyard development, and general landscaping.
5. Phasing-in improvements: Where the estimated site improvement costs exceed \$2,000.00, the board of zoning appeals may allow the owner to phase in the required improvements over a three-year period provided that:
 - i. The property owner files a binding agreement, in a form acceptable to the city, committing the owner to making such improvements within three years; and

- ii. At least one-third of the improvement costs must be spent in the first year.

Staff described to the Council the site development requirements for new commercial buildings, and the benefits the application of the subject section of the ordinance, has had on the overall aesthetic appearance of existing, but noncompliant commercial properties in the community, a value that was referenced in the updated Comprehensive Plan. It was further described that this requirement is the primary mechanism for, over time, applying the same standards that new development is required to meet.

Generally, the PORC felt there was a value added to the community, through the implementation of Section 30-458(c) 1.c., though they questioned whether the project values, triggering this requirement, were still relevant, as this portion of the ordinance was added to the Municipal Code in approximately 1987.

Upon discussion, the PORC recommended the Planning Commission consider adjusting the project values to account for inflation, and adding language that allowed for some discretion on staff's part when applying the requirements of the ordinance to a proposed project. Staff has made the following adjustments for inflation:

- $\$5,000 \times 1.03\% (25 \text{ yrs.}) = \$10,468.89$ - rounded up to \$15,000.00
- $\$2,000 \times 1.03\% (25 \text{ yrs.}) = \$4,187.55$ - rounded up to \$5,000.00

Staff recommended rounding, the adjusted for inflation numbers, up to the figures shown. For practical purposes, 15% of the proposed minimum \$15,000 (\$2,250) would be a reasonable amount that could be applied toward one of the most commonly required site improvements: minor landscaping/bufferyard plantings or dumpster screening.

At their meeting on January 5, 2012, the Planning Commission reviewed the amendments prepared by staff and forwarded a favorable recommendation to the City Council regarding draft text amendments.

The proposed amendments are shown in the marked up attachment, as well as being incorporated into the draft Ordinance being considered, which also includes the Planning Commission's findings of fact.

Requested City Council Action

Conduct a Public Hearing to consider the adoption of an Ordinance amending Section 30-458(c)1 of the City of Grand Rapids Municipal Code.

DRAFT AMENDMENTS

c. *Site development compliance requirements (Class 2 nonconforming uses)*. Lawful class 2 nonconforming uses existing at the time of adoption of the ordinance from which this article is derived shall be "grandfathered," however, any modification to an existing structure, or the addition of any structure, valued at equal to or greater than ~~\$5,000.00~~\$15,000.00, shall require compliance with the site development standards (division 7 of this article) subject to the following standards:

1. ~~Up to Aa~~ an additional 15 percent ~~of~~ the value of a proposed building improvement project must be added to the project and applied towards site improvements.
2. The proposed site improvements required to satisfy the requirements of this section shall be submitted for approval to the zoning administrator.
3. Written cost estimates shall be provided for any site improvements being proposed.
4. With the understanding that the 15 percent improvement requirements will not bring many sites up to full compliance, the required improvements shall be prioritized in the following order, where practical: pavement of parking lots, screening of dumpsters, screening of outdoor storage, bufferyard development, and general landscaping.
5. Phasing-in improvements: Where the estimated site improvement costs exceed ~~\$2,000.00~~\$5,000.00, the board of zoning appeals may allow the owner to phase in the required improvements over a three-year period provided that:
 - i. The property owner files a binding agreement, in a form acceptable to the city, committing the owner to making such improvements within three years; and
 - ii. At least one-third of the improvement costs must be spent in the first year.

(e) The site plan materials must be approved by the city prior to the issuance of any building permit. Once approved, they become the working plans for the proposed project. No deviations from approved plans will be allowed without written approval of the zoning administrator.

(Code 1978, § 23.6(H); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

Sec. 30-457. Fees.

Fees for all zoning related applications shall be by resolution adopted by the city council, as amended from time to time, and will be collected at the time of application.

(Code 1978, §§ 23.15, 29.02(b), (c), (g); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

Sec. 30-458. Nonconforming uses.

(a) *Classification.*

- (1) *Class 1.* Those where the use of the building or land does not conform to the district use regulations of division 4 of this article.
- (2) *Class 2.* Those where the use of the building or land does comply with the district use regulations of this article, but such use does not meet in its entirety the site development and design standards (division 7 of this article) and off-street parking and loading requirements set forth in divisions 8 and 9 of this article.

(b) *Purpose and intent.* It is the intent of this division to permit the continuance of a lawful use of any building or land existing at the effective date of the ordinance from which this article is derived though such use may not conform with the provisions of this division. It is also recognized that Class 1 uses are incompatible with the permitted uses in the districts in which located and it is the intent of this division not to encourage their continuation or expansion. Class 2 uses are generally compatible, in terms of use, with the district in which located. It is, therefore, the intent of this section to encourage their continuance, allow for their expansion, and to encourage, over time, ever greater compliance with the requirements of this division.

(c) *Nonconforming use regulations.* Nonconforming uses of buildings, structures and land shall be subject to the following regulations:

- (1) *Structural alterations, replacement or enlargement.*
 - a. *Class 1* shall not be structurally altered or enlarged unless the resultant altered or enlarged building or use shall conform in terms of usage to the provisions of this article. Single-family dwellings and owner occupied duplexes damaged or destroyed by fire, explosion, or other act of nature may be reconstructed or replaced with a building of similar size and value of the original building.
 - b. *Class 2.* Nonconforming uses of structures which do not meet the site development and design standards (division 7 of this article) and/or the off-street parking and loading requirements (divisions 8 and 9 of this article) shall be allowed to be

structurally altered or replaced provided there is no further violation of these requirements than lawfully exists at the time of such alteration or replacement.

- c. *Site development compliance requirements (Class 2 nonconforming uses)*. Lawful Class 2 nonconforming uses existing at the time of adoption of the ordinance from which this article is derived shall be "grandfathered," however, any modification to an existing structure, or the addition of any structure, valued at equal to or greater than \$5,000.00, shall require compliance with the site development standards (division 7 of this article) subject to the following standards:
1. An additional 15 percent or the value of a proposed building improvement project must be added to the project and applied towards site improvements.
 2. The proposed site improvements required to satisfy the requirements of this section shall be submitted for approval to the zoning administrator.
 3. Written cost estimates shall be provided for any site improvements being proposed.
 4. With the understanding that the 15 percent improvement requirements will not bring many sites up to full compliance, the required improvements shall be prioritized in the following order, where practical: pavement of parking lots, screening of dumpsters, screening of outdoor storage, bufferyard development, and general landscaping.
 5. Phasing-in improvements: Where the estimated site improvement costs exceed \$2,000.00, the board of zoning appeals may allow the owner to phase in the required improvements over a three-year period provided that:
 - i. The property owner files a binding agreement, in a form acceptable to the city, committing the owner to making such improvements within three years; and
 - ii. At least one-third of the improvement costs must be spent in the first year.
 6. Large scale commercial developments qualifying as Class 2 non-conforming uses shall incorporate additional improvements for screening of dumpsters, screening of outdoor storage, bufferyard development, general landscaping, and other standards that are practical to bring the property closer to compliance with the site design standards contained in section 30-902. The building design standards contained in section 30-903 shall also be incorporated when practical with a priority placed on front facade improvements. Large scale commercial developments shall be excluded from the 15 percent value requirement contained in item 1 above.
- d. Any site or lot or part thereof being converted, enlarged, reconstructed or altered in any way or changed in use for any purpose shall be in full conformity with the provisions of this article.

- (4) The display items shall consist solely of products sold or distributed within the principal structure by the occupant thereof.
(Code 1978, § 23.6(C); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

Sec. 30-594. Landscaping and bufferyard requirements.

(a) *Purpose and intent.* The inclusion of landscaping standards in this article is designed to promote the health, safety and general welfare of city residents and property owners. Effective landscaping and buffering can greatly enhance an area's visual appeal. Buffering can minimize the adverse impacts of intensive land uses. It can also protect adjacent land uses from excessive noise, light, litter, and traffic.

(b) *Scope of applicability.* The requirements of this article shall apply to all uses, structures, or properties constructed, extended, enlarged, moved, or altered, with the exception of properties zoned RR, SRR, R-1, SR-1, R-1a, SR-1a, R-2, or SR-2. All open areas not used or required for buildings, off-street parking, drives or storage shall be landscaped with a combination of conifers and deciduous trees, shrubs, flowers, ground covers and grass. One- and two-family dwellings permitted in any zone shall be exempt from the requirements of this section.

(c) *Bufferyards.* Plant materials and fencing required in the installation of bufferyards shall be determined in accordance with Table 3-A, bufferyard components. They shall be located within the required front, side and rear yards, and the type of bufferyard required between zoning lots shall be determined in accordance with Table 3-B, bufferyard requirements by location.

(d) *Maintenance of bufferyards.* Shall consist of all acts necessary to ensure that areas remain useable as originally designed and that no hazards, nuisances or unhealthy conditions exist. Where screening with landscape materials is proposed in lieu of required walls or fences, all materials shall have a minimum opacity of 90 percent year-round. The owner shall have the responsibility to maintain all such screening.

(e) *Bufferyards and street tree credits.* When existing trees, buffers or other landscape materials exist, the developer may receive credit for such trees, buffers, or landscape materials, provided they are maintained in accordance with the requirements of subsection (d) of this section. The zoning administrator, upon receipt of a written request and submittal of a survey of existing trees, landscaping or buffers, may waive the landscaping and bufferyard requirements to the degree that the waiver is consistent with the intent of this article.

(f) *Minimum standards for landscaping/buffering materials.*

(1) Minimum plant sizes are established as follows:

- | | |
|---------------------|--|
| a. Canopy trees: | Two inches at six inches above ground |
| b. Evergreen trees | 60" in height |
| c. Understory trees | 1½" caliper at six inches above ground |



Accessible Movement

We understand and support the need for residents and visitors to move around our City with equal ease by car, bicycle, or on foot. Streets design should accommodate all modes of transportation and public transportation provides mobility to those without cars.

Sustainable Built Infrastructure

The provision and maintenance of high-quality grey infrastructure is necessary to foster investment in a sustainable economy and maintain a high quality of life. Grey infrastructure includes: drinking water and wastewater utilities; energy systems; technology infrastructure; and surface and air transportation systems.

Sustainable Natural Infrastructure

Our natural environment and natural resources are a defining and valued characteristic of our community. People, economy, and natural systems are connected in all aspects of daily life. Development should enhance natural systems, and sustainable natural systems should promote a sustainable economic base.

Education

We value and promote equal access to quality, lifelong, educational opportunities for all residents. Education includes workforce development, continuing education, and information access, in addition to traditional schools. The more that education is integrated into the community, the better all other aspects of the community will function.

Economic Opportunities

A strong diversified economy is a prerequisite to the full realization of all other values. We value a healthy, growing economy that provides opportunities for large and small businesses, rewards entrepreneurship, and provides meaningful careers to residents.





Question 3: Which alternative is preferred?

Participants’ responses to this question were very mixed, both within focus groups and across groups. As noted in the discussion for Question 2, most participants liked elements of both alternatives. Alternative B was favored for reasons that included more housing growth options, emphasizing new industrial growth, better use of neighborhood mixed uses, and encouraging redevelopment and vitality along the river. Alternative A was favored for a greater medical campus expansion, no industrial park on Highway 38, more green space and less sprawl.

Of the 15 groups, a few groups found the question unfair – they wanted more time to consider the alternatives before being asked to prefer one.

Question 4: Is there one place shown on either of the alternatives for which you particularly like or don’t like what is portrayed on the map?

Areas that were called out as particularly good ideas included:

- Riverfront – the new commercial development ideas (restaurants, facing the river, economic) and increased green space combination
- Green corridors/buffers for parks and trails along waterfronts
- Expanded medical campus
- Highway 169 - the commercial corridor, promotes economic expansion
- Downtown mixed use areas
- Expanded urban services for residential expansion
- Emphasis on encouraging infill and a wider mix of densities and uses.

Areas that were called out as particularly troubling included:

- Highway 38 industrial park
- Downtown was not clearly more livable and walkable.
- No changes to the Highway 169 commercial corridor to give it more diversity and character.
- Affordable housing was not identified in the downtown.
- Resource management category in the rural areas included too many conflicting land uses.

Question 5: Do you consider encouraging redevelopment of existing developed areas a necessary or reasonable goal for Grand Rapids take?

Not all the groups discussed this question. However, those that did almost exclusively endorsed the concept of infill and redevelopment as more important than opening up more land for development in the City’s rural areas. The reasons for this preference were quite varied. Some were concerned that extending sewer, water, and roads would put upward pressure on taxes. Others were concerned with retaining the rural character of the City’s rural areas, while still others saw redevelopment and infill as a means of enhancing the City’s existing neighborhoods and commercial areas through better building design, more green space, and improved connectivity.



Question 6: What are the important issues that you believe the Plan should address?

This question offered the opportunity to discuss non-mapped issues. Many groups did not wait to be asked this question, but instead moved to it via earlier questions.

Different groups responded quite differently to this question. Some believed that the future land use map captured most of what was important. Most groups, however, discussed issues that could not be mapped but that they believed should be part of the Plan.

Livability and Character

- Important issues that the Comprehensive Plan should address are: sprawl, infrastructure, quality of life, and attracting young people to live and work in Grand Rapids.
- Quality of life encompasses many facets including quality public services, reasonable taxes, economic/educational/creative opportunity, and cultural diversity.
- The map does not address character and quality issues about commercial areas that “look like a dump,” poor housing quality, and the image of Grand Rapids (In Minnesota’s Nature).
- Retaining the City’s small town feel, including both:
 - keep developed areas compact
 - not so dense feels like an inner city
- Annexed areas that are rural should be treated differently in the long run than areas reserved for expansion. That is, zoning and land use rules should acknowledge this difference.
 - Preserve natural features in newly annexed areas.
 - Rural uses such as livestock need to be accommodated.

Sustainability

- Sustainable practices in City operations and development practices will attract people to Grand Rapids (e.g. Green Step Cities Program).
- The Plan needs to address energy goals.
 - Develop and promote prototype alternative energy practices (e.g. build an affordable model energy efficient home).
 - Set energy and water rates to encourage conservation and discourage waste.
 - Use renewable energy for city buildings.
 - Install Dark Sky exterior lighting in the city.
 - Get more recycling through contract with Waste Management, Inc.
- Expand green space within the city’s urban areas.
- Ensure that development faces the riverfront and promotes other green corridors
- Protect and restore natural resources
 - Trees are an important part of Grand Rapids’ environment. Create a plan for expanding tree cover and replacing old trees as they die, e.g. old pines in parks.
 - Control deer in city limits, provide wildlife corridors in and out of the city.
 - Develop a monitoring plan for dealing with septic systems and wells in newly annexed areas.
 - Address the issue of runoff from County Fair Grounds parking area that degrades water quality.
- Address schools in the Plan.
 - Elementary schools may be needed in future; at 20 acres per site requires planning now.
 - The schools need to do a better job of incorporating sustainable practices, particularly recycling.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0052 **Version:** 1 **Name:** Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending Section 30-458(c)1, Site Development Compliance Requirements (Class 2 Nonconforming Uses).

Type: Agenda Item **Status:** Passed

File created: 1/18/2012 **In control:** Community Development

On agenda: 1/23/2012 **Final action:** 1/23/2012

Title: Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending Section 30-458(c)1, Site Development Compliance Requirements (Class 2 Nonconforming Uses).

Sponsors:

Indexes:

Code sections:

Attachments: [Draft Ordinance-Text Amendment-Sect. 30-458](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Adopted	Pass

Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending Section 30-458(c)1, Site Development Compliance Requirements (Class 2 Nonconforming Uses).

Background Information:

After the public hearing on this matter, the City Council will want to consider the public testimony received and review the recommendation put forward by the Planning Commission.

The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, and adopt the ordinance as prepared, or the Council can make its own findings to support its reasons for approving or denying the text amendment.

Requested City Council Action

Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending Section 30-458(c)1, Site Development Compliance Requirements (Class 2 Nonconforming Uses); and authorize its publication in summary form.

ORDINANCE NO. 12-__

AN ORDINANCE AMENDING SECTION 30-458(C)1., SITE DEVELOPMENT COMPLIANCE REQUIREMENTS (CLASS 2 NONCONFORMING USES), OF THE GRAND RAPIDS, MINNESOTA CITY CODE

WHEREAS, On October 19, 2011, the Grand Rapids City Council Policy and Ordinance Review Committee (PORC) met and discussed a concern expressed to them, pertaining to the portion of the Municipal Code that addresses Site Development Compliance Requirements (Class 2 Nonconforming Uses)- Section 30-458(c)1., and recommended that staff and the Planning Commission review and consider amendments to this portion of the Ordinance; and

WHEREAS, staff prepared draft amendments for the Planning Commissions review, adjusting the project values to account for inflation, and adding language that allowed for some discretion on staff's part when applying the requirements of the ordinance to a proposed project; and

WHEREAS, the Planning Commission on January 5, 2012 reviewed the draft amendments to Section 30-458 of the Zoning Ordinance and made certain findings of fact, that the addition of these provisions were consistent with the Comprehensive Plan and would be in the best interest of the public's health, safety, and general welfare, and recommended that the City Council adopt amendments to said portions of Article VI of Chapter 30 of the City Code; and

WHEREAS, the City Council conducted a public hearing on Monday, January 23, 2012 at 6:00 p.m., to consider the amendments; and

WHEREAS, the City Clerk presented the affidavit of publication of the notice of the public hearing; and

WHEREAS, the City Council has heard all persons who wished to be heard in regards to the proposed text amendments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that it adopts the Planning Commission's following findings of fact relative to the amendments to provisions within Section 30-458(c)1, Article VI of Chapter 30 of the City Code:

- The amendments will not have an effect on the character of neighboring areas, as the amendments update monetary values only.
- The amendments would foster minor economic growth in the community, by hopefully increasing land values.
- That the amendments would be in keeping with the spirit and intent of the Zoning Ordinance.
- That the amendments would be in the best interest of the general public by improving aesthetic value in the community.

- That the amendments would be consistent with the Comprehensive Plan, as it states that development should enhance natural systems and sustainable natural systems should promote a sustainable economic base. Expanded green space and restoring natural resources are necessary for sustainability.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that the proposed amendments to the City Code are in the best interest of the public's health, safety, and general welfare, and hereby ordains that the Grand Rapids City Code be amended as follows:

Sec. 30-458. Nonconforming uses.

...

(c) Nonconforming use regulations. Nonconforming uses of buildings, structures and land shall be subject to the following regulations:

(1) Structural alterations, replacement or enlargement.

a. Class 1 shall not be structurally altered or enlarged unless the resultant altered or enlarged building or use shall conform in terms of usage to the provisions of this article. Single-family dwellings and owner occupied duplexes damaged or destroyed by fire, explosion, or other act of nature may be reconstructed or replaced with a building of similar size and value of the original building.

b. Class 2. Nonconforming uses of structures which do not meet the site development and design standards (division 7 of this article) and/or the off-street parking and loading requirements (divisions 8 and 9 of this article) shall be allowed to be structurally altered or replaced provided there is no further violation of these requirements than lawfully exists at the time of such alteration or replacement.

c. Site development compliance requirements (Class 2 nonconforming uses). Lawful Class 2 nonconforming uses existing at the time of adoption of the ordinance from which this article is derived shall be "grandfathered," however, any modification to an existing structure, or the addition of any structure, valued at equal to or greater than ~~\$5,000.00~~ \$15,000.00, shall require compliance with the site development standards (division 7 of this article) subject to the following standards:

1. Up to an ~~An~~ additional 15 percent of ~~or~~ the value of a proposed building improvement project must be added to the project and applied towards site improvements.

2. The proposed site improvements required to satisfy the requirements of this section shall be submitted for approval to the zoning administrator.

3. Written cost estimates shall be provided for any site improvements being proposed.

4. With the understanding that the 15 percent improvement requirements will not bring many sites up to full compliance, the required improvements shall be prioritized in the following order, where practical: pavement of parking lots, screening of dumpsters, screening of outdoor storage, bufferyard development, and general landscaping.

5. Phasing-in improvements: Where the estimated site improvement costs exceed ~~\$5,000.00~~ ~~\$2,000.00~~, the board of zoning appeals may allow the owner to phase in the required improvements over a three-year period provided that:

- i. The property owner files a binding agreement, in a form acceptable to the city, committing the owner to making such improvements within three years; and
- ii. At least one-third of the improvement costs must be spent in the first year.

6. Large scale commercial developments qualifying as Class 2 non-conforming uses shall incorporate additional improvements for screening of dumpsters, screening of outdoor storage, bufferyard development, general landscaping, and other standards that are practical to bring the property closer to compliance with the site design standards contained in section 30-902. The building design standards contained in section 30-903 shall also be incorporated when practical with a priority placed on front facade improvements. Large scale commercial developments shall be excluded from the 15 percent value requirement contained in item 1 above.

d. Any site or lot or part thereof being converted, enlarged, reconstructed or altered in any way or changed in use for any purpose shall be in full conformity with the provisions of this article.

(1) ~~(2)~~ Repair of nonconforming buildings. Nothing in this article shall prohibit the repair, improvement or modernizing of a lawful nonconforming building to correct deterioration, obsolescence, depreciation and wear provided that such repair to Class 1 nonconforming uses shall not exceed an aggregate cost of 30 percent of the replacement value of the building.

(2) ~~(3)~~ Reconstruction and restoration. Any lawful nonconforming use damaged by fire, explosion, an act of God, or by other causes may be restored, rebuilt or repaired provided such restoration for Class 1 nonconforming uses does not exceed 50 percent of its replacement value, exclusive of land and foundations. Owner occupied Class 1 nonconforming single-family dwellings and duplexes damaged or destroyed by fire, explosion or act of nature may be reconstructed or replaced with a building of similar size and value as the original building.

~~(3)~~(4) Discontinuance or abandonment. Whenever a nonconforming use of either class has been discontinued for six or more consecutive months or for 18 months during any three year period, such discontinuance shall be considered conclusive evidence of the intention to abandon the nonconforming use and shall not be reestablished. Any future use shall be in conformity with the provisions of this article.

~~(4)~~(5) Changing of uses. Whenever a Class 1 nonconforming use has been changed to a more nearly conforming use or to a conforming use, such use shall not revert or be changed back to a nonconforming or less conforming use. Whenever a Class 2 nonconforming use is changed to a use requiring the same or less parking, full ordinance compliance shall not be required but in no case shall existing parking be diminished.

~~(5)~~(6) Prior construction approval. Nothing in this section shall prohibit the completion of construction and use of a nonconforming building for which a building permit has been issued prior to the effective date of the ordinance from which this article is derived, provided that construction is commenced within 90 days after the date of issuance of the permit and that the entire building shall have been completed according to plans filed with the permit application within one year after the issuance of the building permit.

~~(6)~~(7) District changes. Whenever the boundaries of a district shall be changed so as to transfer an area from one district to another district of another classification, the provisions of this section shall also apply to any existing uses that become nonconforming as a result of the boundary changes.

(Code 1978, § 23.11; Ord. No. 05-05-08, 5-18-2005; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

State law reference—Nonconforming uses not to be eliminated by amortization, Minn. Stat. § 462.357, subd. 1c.

This Ordinance shall become effective after its passage and publication.

ADOPTED AND PASSED BY THE City Council of the City of Grand Rapids on the 23rd day of January, 2012.

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

Councilmember _____ seconded the foregoing ordinance and the following voted in favor thereof: _____. Opposed: _____, whereby the ordinance was declared duly passed and adopted.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0047 **Version:** 1 **Name:** CP 2004-3, 4th Street SW/SE Improvements PH
Type: Public Hearing **Status:** Passed
File created: 1/18/2012 **In control:** Engineering
On agenda: 1/23/2012 **Final action:** 1/23/2012
Title: A public hearing for CP 2004-3, 4th Street SW/SE Improvements
Sponsors:
Indexes:
Code sections:
Attachments: [1-23-12 CP 2004-3 Preliminary Public Hearing Presentation.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Close	

A public hearing for CP 2004-3, 4th Street SW/SE Improvements

Background Information:

A public hearing has been established for 6:00 p.m., on January 23rd, 2012, to consider the improvements outlined in the feasibility report for CP 2004-3, 4th Street SW/SE Improvements. All notices have been mailed and published.

Staff Recommendation:

City staff is recommending conducting the public hearing.

Requested City Council Action

Consider conducting the public hearing for CP 2004-3, 4th Street SW/SE Improvements.

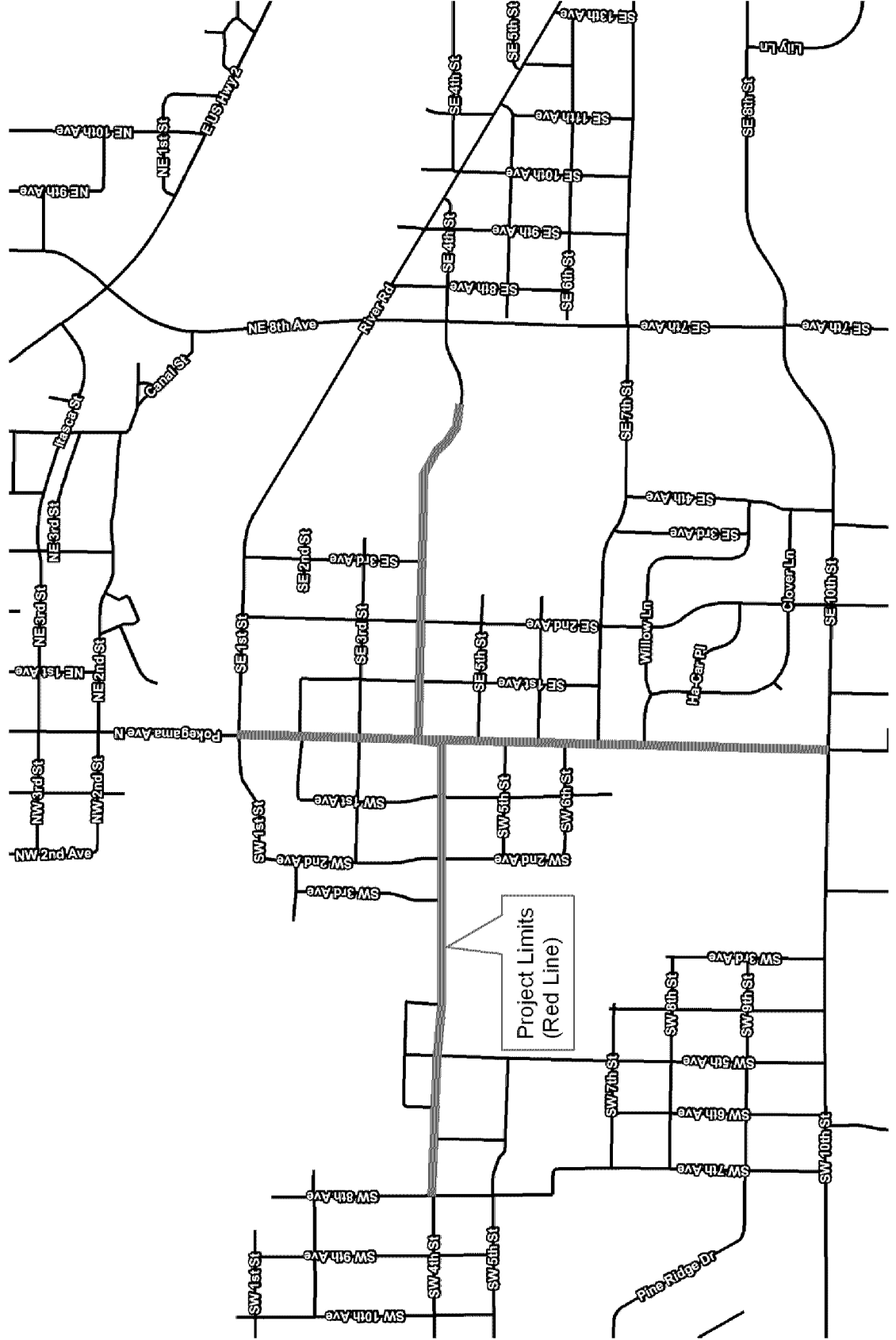
CP 2004-3 4th Street SW/SE
(Pokegama Avenue/TH 169)

Reconstruction

Public Hearing

January 23, 2012

Project Limits



Tonight's Focus is

- Sanitary Services and water services on Pokegama Avenue
- Proposed improvements on 4th Street SW/SE

Proposed Improvements

- New Street Light system that is more efficient
- The realignment of 4th Street SW and SE
- The placement of a traffic signal at 4th Street South
- Access closures on Pokegama at 2nd Street SW, 3rd Street SW, and 3rd Street SE
- The removal of the signal at 1st Street South
- The replacement of sanitary, storm, and water main utilities

Proposed Improvements Cont.

- Reconstruction of 4th Street SW/SE from 2nd Avenue SW to 6th Avenue SE
- The construction of a pedestrian trail along 4th Street South from approximately 6th Avenue SW to the PW/PU facility.

4th Street South Improvements

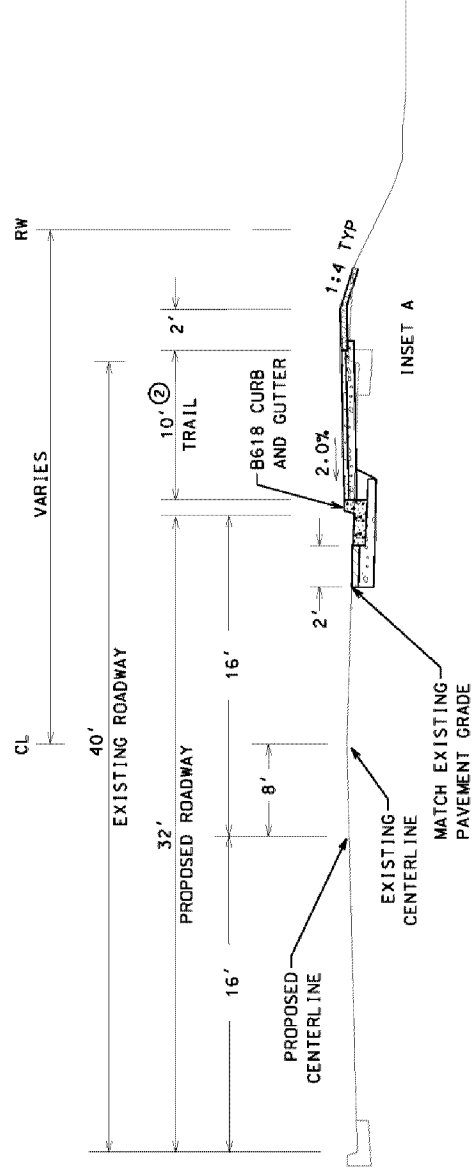


LEGEND

- MN/DOT RECONSTRUCTION AREA
- CITY OF GRAND RAPIDS RECONSTRUCTION AREA

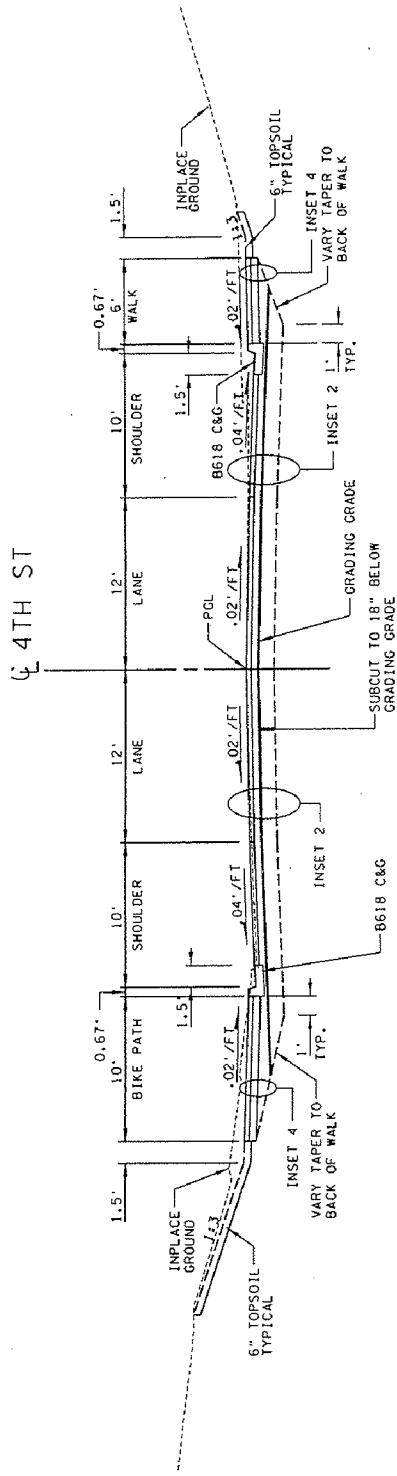
PROJECT: MN/DOT	DATE: 11/27/11	REVISED: 11/27/11	BY: JMM	DATE: 11/27/11	REVISIONS:
CHECKED: JMM					
DESIGNED: JMM					
DRAWN: JMM					
CHECKED: JMM					
DATE: 11/27/11	REG. NO.: 45518	NAME: MATTHEW WIGWORTH, P.E.	PHONE: 218-332-4500	FAX: 218-332-4501	EMAIL: M.WIGWORTH@SEH.COM
<p>SEH 21 NE 5TH STREET SUITE 200 GRAND RAPIDS, MN 55744 PHONE: 218-332-4500 FAX: 218-332-4501</p>			<p>CITY OF GRAND RAPIDS, 4TH STREET SOUTH CLIENTS: A.P. STORKE-M</p>		
<p><small>THESE PLANS AND THIS PROJECT WAS PREPARED BY SEH OR UNDER THE CLOSE PERSONAL SUPERVISION AND CONTROL OF A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA. EXCEPT AS NOTED OTHERWISE, THE INFORMATION ON THESE PLANS IS BASED ON FIELD SURVEYING AND DATA PROVIDED BY THE CLIENT.</small></p>			<p>4TH STREET SOUTH LOCATION MAP</p>		
<p><small>FILE NO. 0940 11/27/11</small></p>					

4th Street SW from 6th to 1st

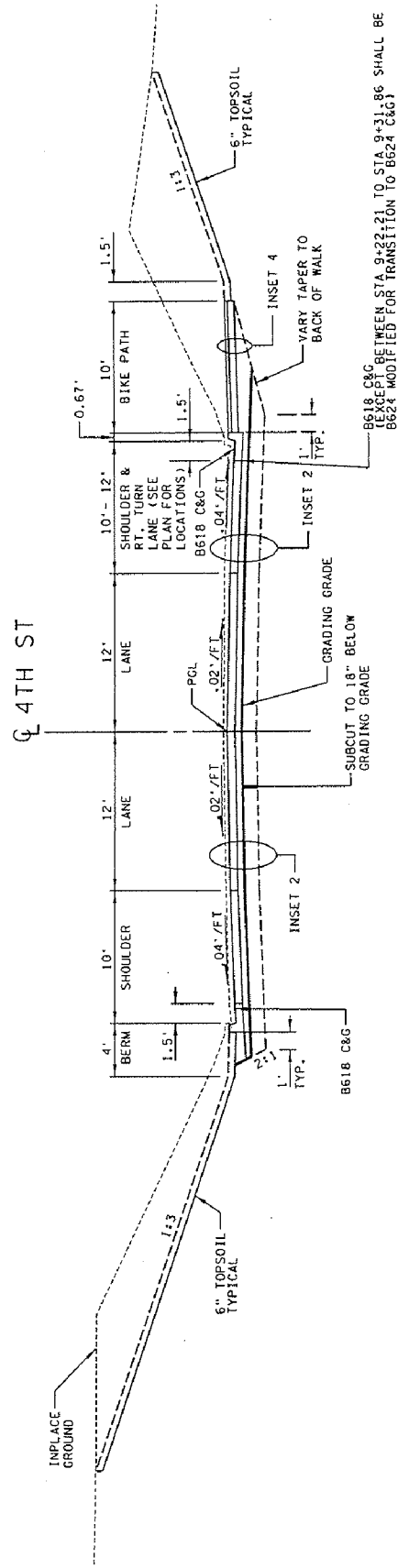


TYPICAL SECTION
4TH STREET SW
STA -15+18.02 TO STA 2+20.72

4th Street South from 1st Ave SW to 1st Avenue SE

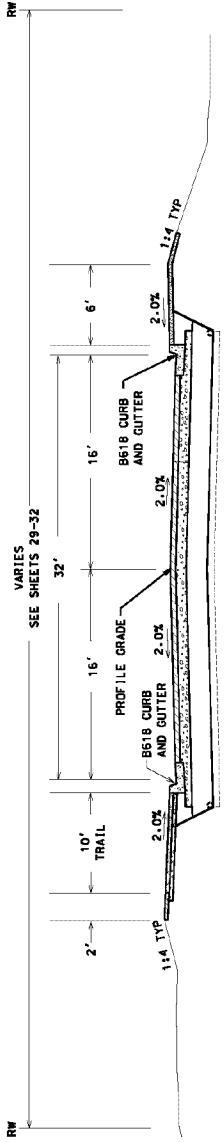


4TH ST SW TYPICAL SECTION
 STA. 6+40.00 - STA. 9+31.86



B618 C&G BETWEEN STA. 9+22.21 TO STA. 9+31.86 SHALL BE B624 MODIFIED FOR TRANSITION TO B624 C&G

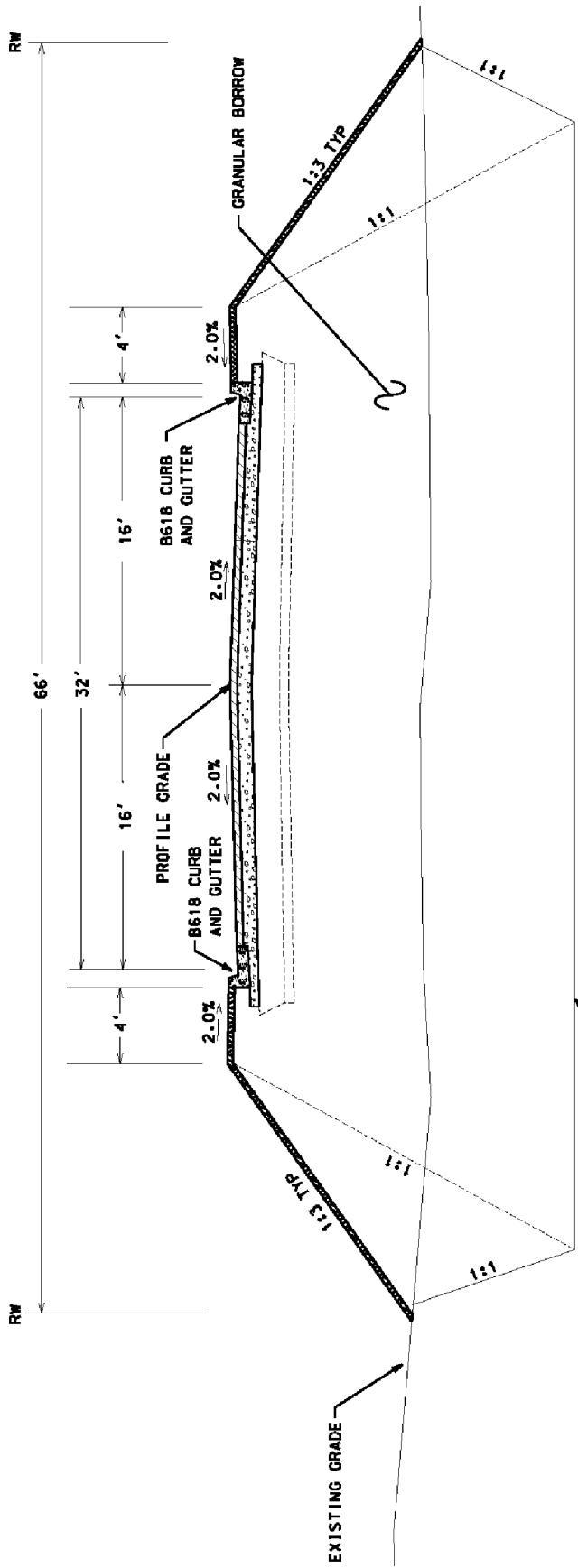
4th St. SW from 1st Ave SE to 3rd Ave SE



VARIABLES
SEE SHEETS 29-32

TYPICAL SECTION
4TH STREET SE
STA 21+91.40 TO STA 23+81.86

4th St. SE from 3rd Ave SE to PW/PU



TYPICAL SECTION
4TH STREET SE
STA 23+81.86 TO STA 31+46.62

BOTTOM OF SUBCUT
(DEPTH DETERMINED
IN FIELD)

No Parking on 4th Street South From 6th Ave SW to 7th Avenue SE

- With the narrower 32' road there is not room
- There is adequate parking available on side streets and on private property
- There will be a trail and/or sidewalk to accommodate walking from side streets.
- Existing parking is minimal as shown on following slides.

4th Street SW Morning



4th Street SW Afternoon



4th Street SW Evening



4th Street SE Morning



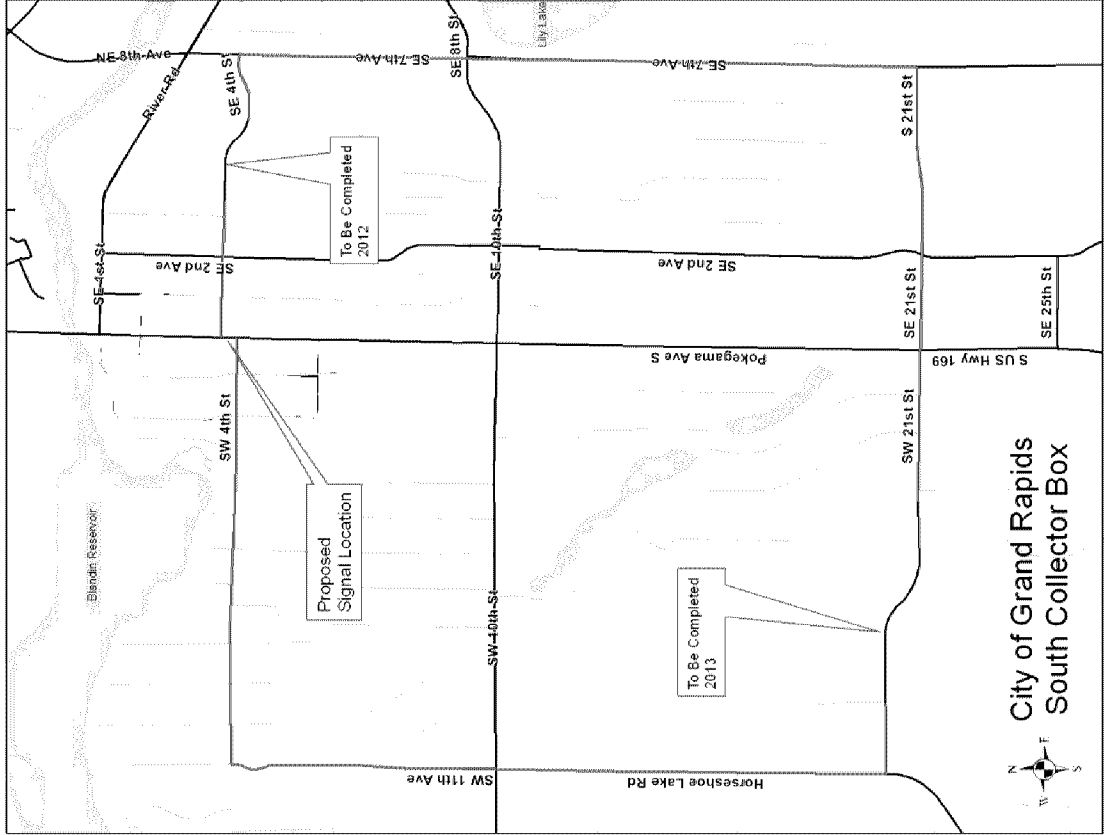
4th Street SE Afternoon



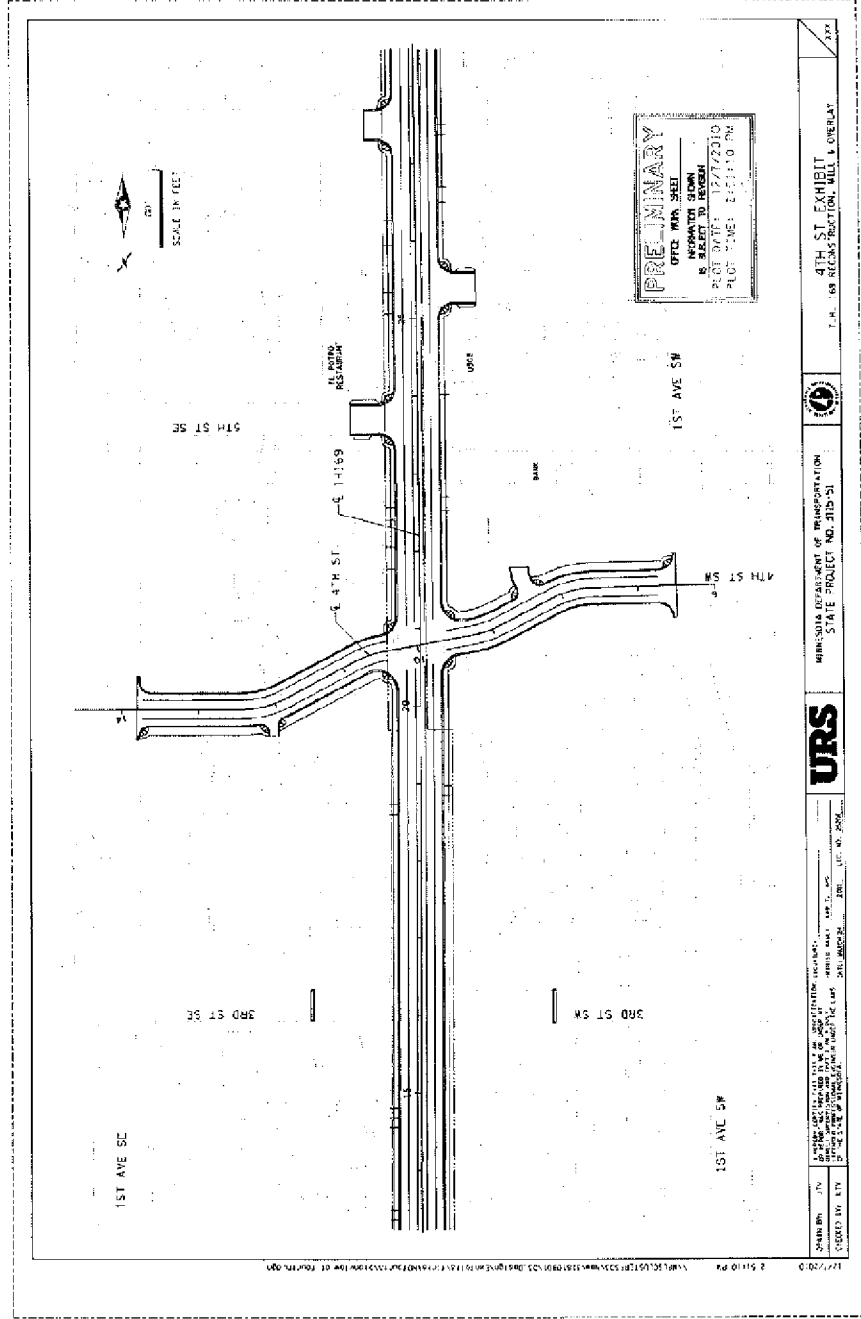
4th Street SE Evening



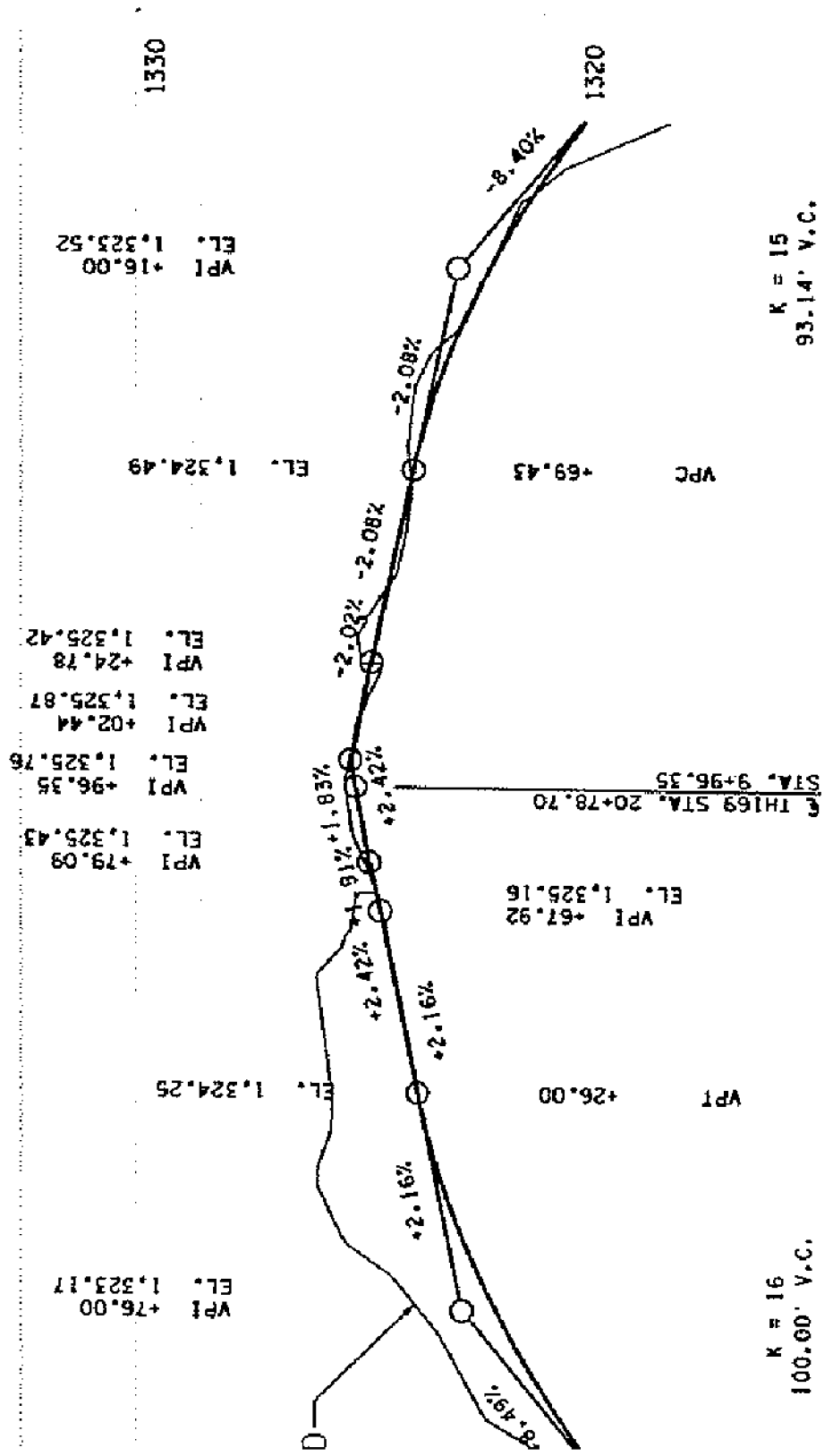
South Collector Box



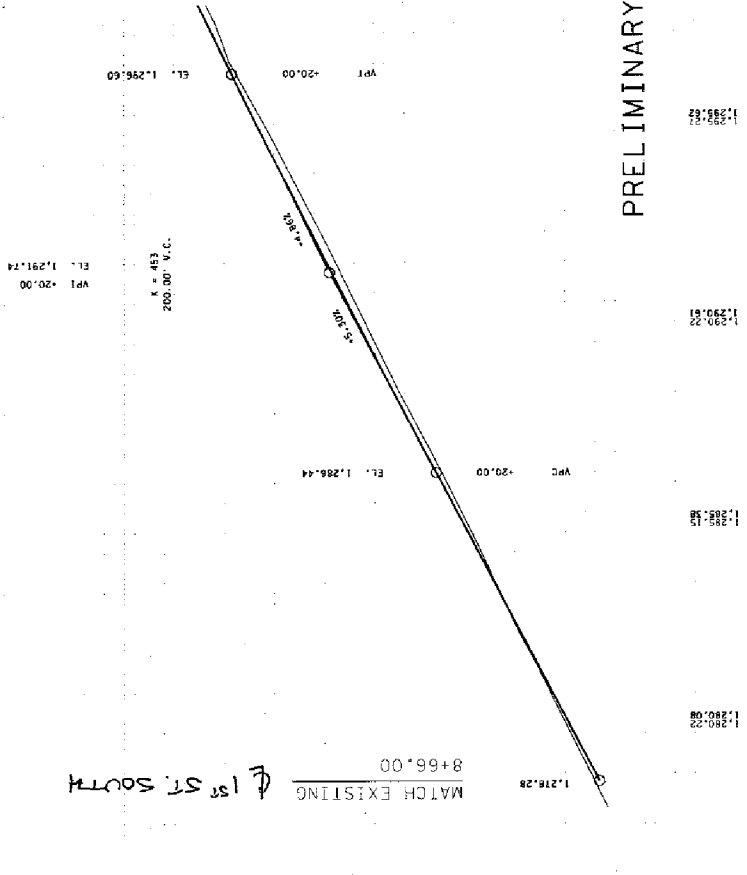
Plan View of Pokegama/4th Street South



Centerline Profile 4th Street South



Centerline Profile Pok./1st Street South



PRELIMINARY

	MINNESOTA DEPARTMENT OF TRANSPORTATION STATE PROJECT NO. 3115-51		T.H. 169 RECONSTRUCTION, MIL
	PROFILES		

Water Main

- Water main on 4th St. SW is 8" CIP constructed in 1949.
- It is proposed to replace with 8" DIP in accordance with the Comprehensive Water System Study.
- Water main on 4th St. SE is 4" CIP estimated to be constructed in 1949.
- It is proposed to replace with 8" DIP in accordance with the Comprehensive Water System Study.

Water Main Continued

- Water main on Pokegama consists of 6" and 8" CIP constructed around 1949.
- It is proposed to replace with 12" C900 in accordance with the Comprehensive Water System Study.
- All water services will be replaced along both corridors.

Water Flow Imprvmts - Pokegama

Location	Existing Flow (GPM)	Future Flow (GPM)
Pokegama/1 st St. South	3,596	4,341
Pokegama/4 th St. South	2,516	4,095
Pokegama/6 th St. South	2,588	4,363
Pokegama/Willow Lane	1,959	3,919
Pokegama/10 th St. South	4,543	4,785

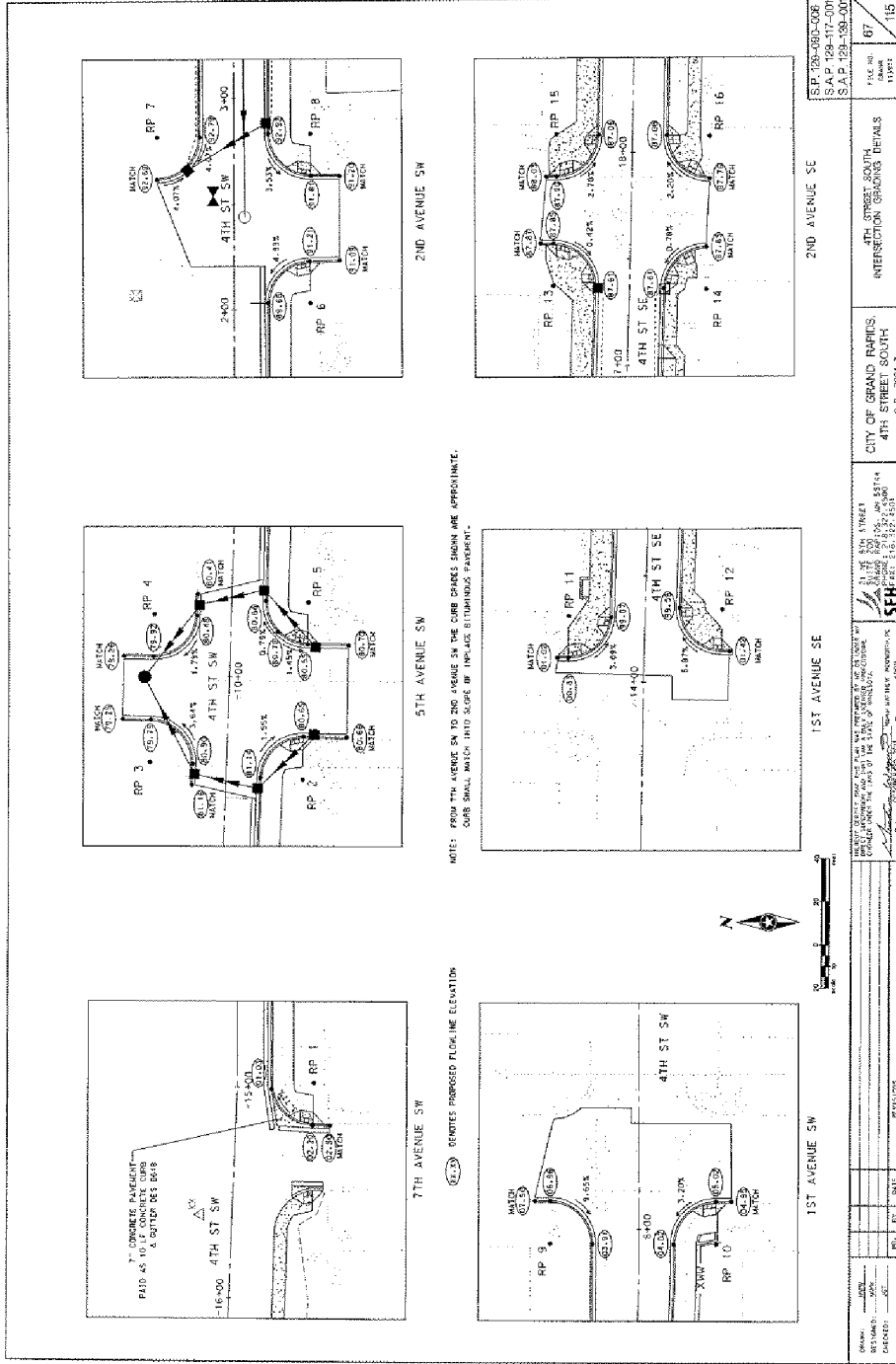
Water Flow Imprvmts – 4th St. South

Location	Existing Flow (GPM)	Future Flow (GPM)
4 th St. SW/2 nd Ave. SW	2,533	2,929
4 th St. SW/1 st Ave. SW	2,697	3,413
4 th St. SE/1 st Ave. SE	1,763	4,376
4 th St. SE/2 nd Ave. SE	3,615	4,591
4 th St. SE/3 rd Ave. SE	1,609	4,059

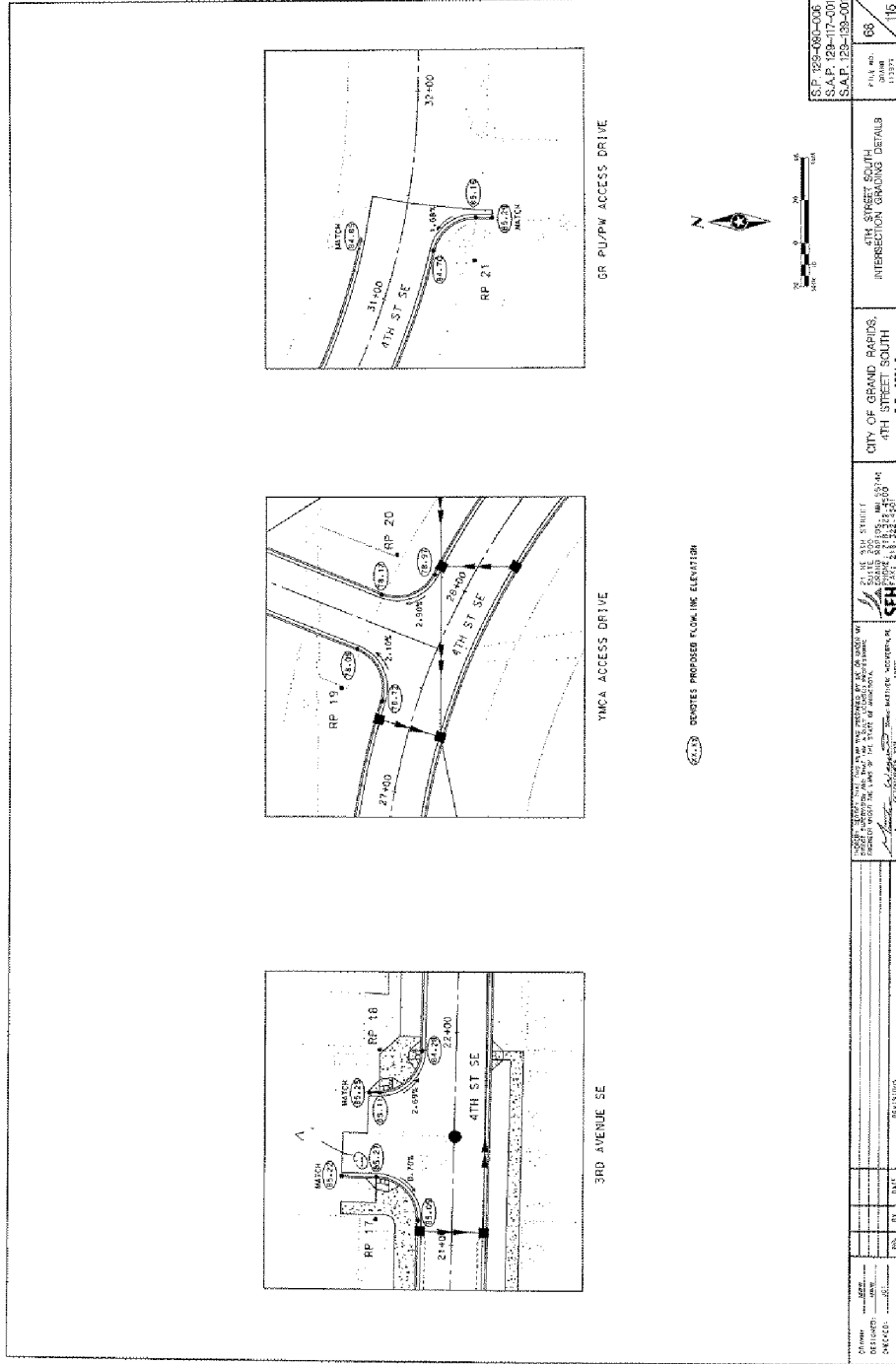
Sanitary Sewer

- Sanitary sewer on Pokegama consists of 8 inch VCP.
- It will be replaced with 8 inch PVC
- Sanitary sewer on 4th Street SW consists of 8 inch VCP.
- It will be replaced with 8 inch PVC
- Sanitary sewer on 4th Street SE between 2nd Ave. SE and 3rd Ave. SE consists of 12 inch VCP. It will be replaced with 8 inch PVC due to rerouting of main on 2nd Avenue SE.

Storm Sewer



Storm Sewer



⊙ ELEV DENOTES PROPOSED FLOW LINE ELEVATION



S.P. 125-125-001
S.A.P. 125-125-001
S.A.P. 125-125-001
FILE NO. 125-125-001
SHEET 115

4TH STREET SOUTH
INTERSECTION GRADING DETAILS

CITY OF GRAND RAPIDS,
4TH STREET SOUTH
S.P. 2004-3

SEE SHEET 114 FOR THE PREVIOUS SECTION
SEE SHEET 116 FOR THE NEXT SECTION
SEE SHEET 117 FOR THE NEXT SECTION
SEE SHEET 118 FOR THE NEXT SECTION
SEE SHEET 119 FOR THE NEXT SECTION
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SEE SHEET 200 FOR THE NEXT SECTION

DATE: 12/15/11
DRAWN BY: J. H. HARRIS
CHECKED BY: J. H. HARRIS
SCALE: AS SHOWN
PROJECT NO.: 125-125-001
SHEET NO.: 115

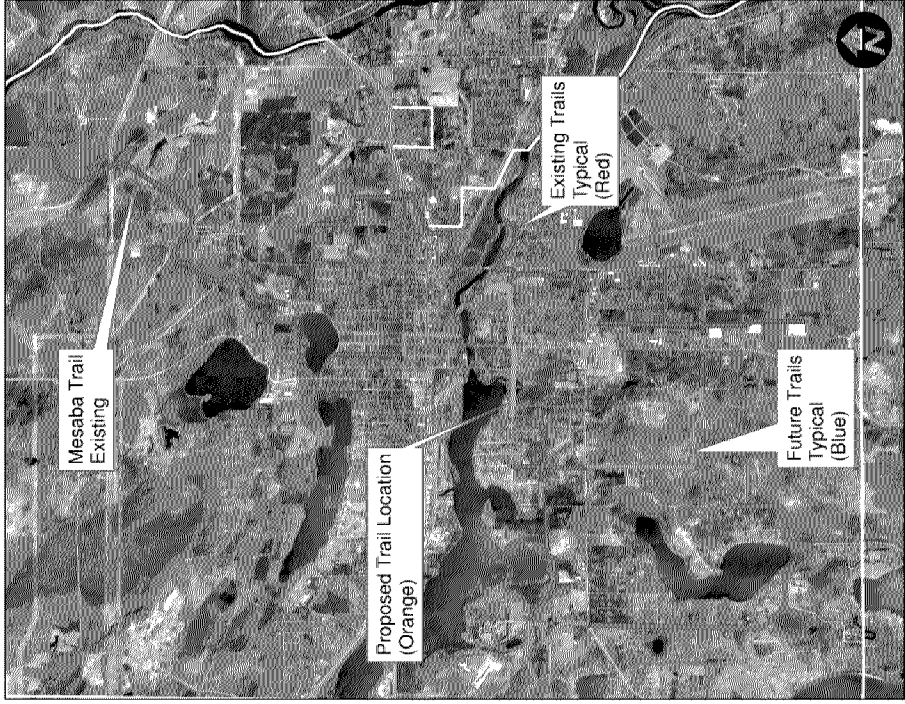
PROJECT NO.: 125-125-001
SHEET NO.: 115

DATE: 12/15/11
DRAWN BY: J. H. HARRIS
CHECKED BY: J. H. HARRIS
SCALE: AS SHOWN
PROJECT NO.: 125-125-001
SHEET NO.: 115

Street Lighting

- On Pokegama there will be a reduction in lights from 29 to 15.
- On 4th Street South a new metered system will be installed with the ability to turn-off half of the lights in the middle of the night.
- On both streets the fixtures will be LED vs. HPS. This will create a white light vs. orange and reduce energy consumption.

Pedestrian Trail



Construction Phasing/Staging

- West ½ will be completed first.
- MNDOT will be utilizing “A+B Contracting” which provides a financial incentive/disincentive. Used successfully in Bemidji.
- Truck detour utilize 29th Street SE and 7th Avenue SE.

Project Funding 101

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

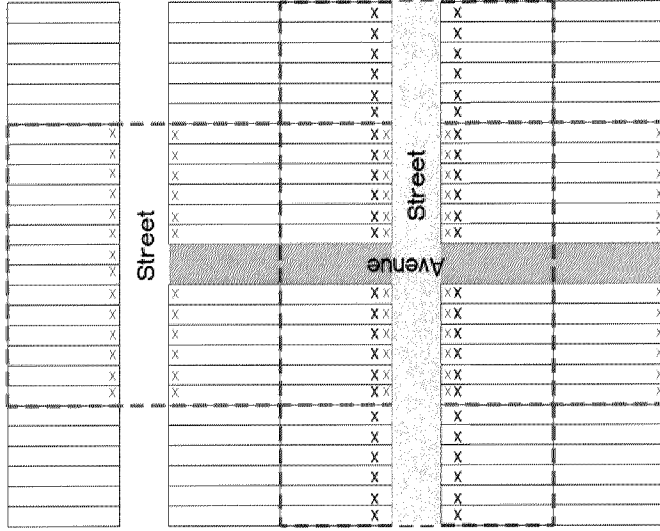
Street Assessments 101

- Residential street reconstruction assessments are based on a typical 32' wide street in urban zoned areas and 28' wide in rural areas.
- 30% of a typical street project cost is assessed to the benefitting properties.

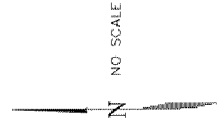
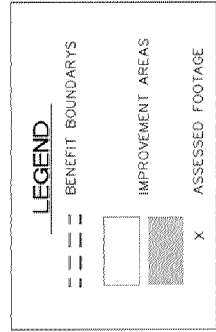
Street Assessments 101 Cont.

- Non-residential streets are assessed based on 30% of the total project cost of the street regardless of street width and pavement thickness.

TYPICAL BENEFIT BOUNDARY



NOTE: THIS FIGURE IS MEANT TO SHOW THE GENERAL WAY IN WHICH IMPROVEMENTS WILL BE ASSESSED, BUT A PROJECT BY PROJECT ANALYSIS SHOULD BE MADE TO DETERMINE THE ACTUAL BENEFITTING AREA.



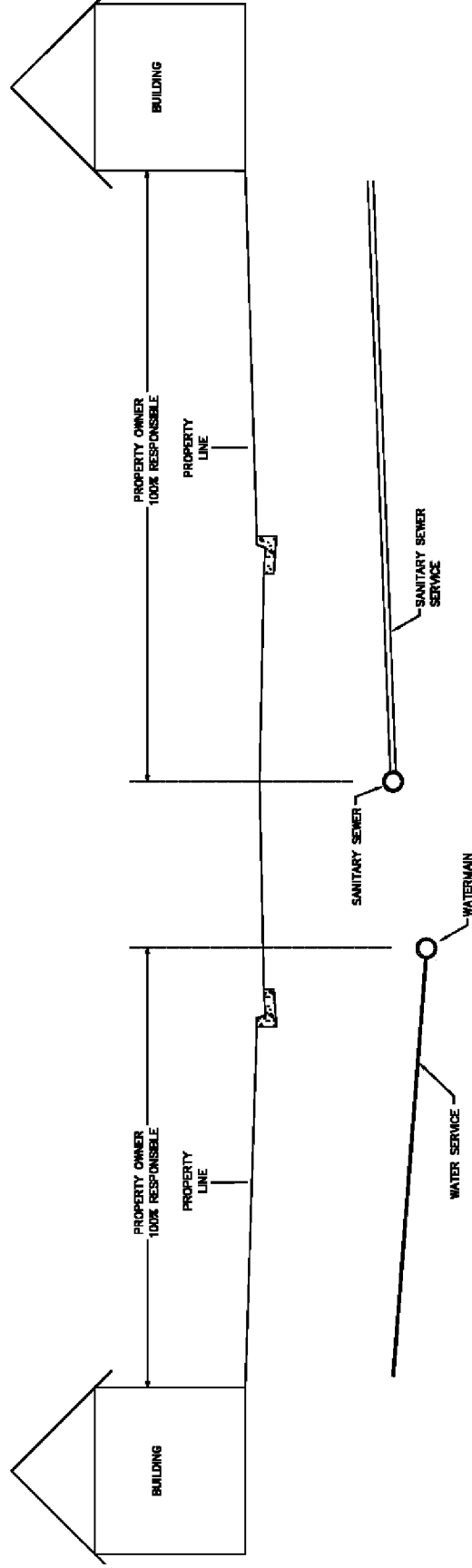
How is assessable footage calculated?

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

Non-Residential Street Assessment

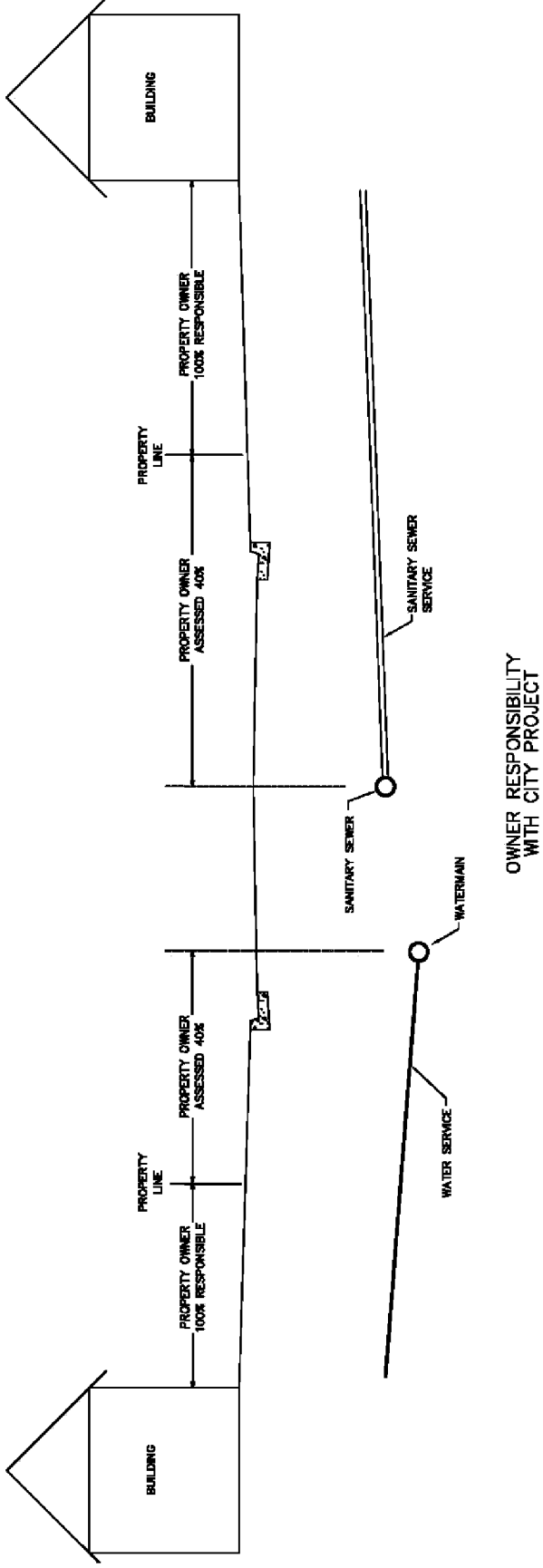
Street	
Construction Cost	\$1,251,494
Non- Construction	\$514,772
Total Street	\$1,766,266
30% Assessed	\$529,880
Assessable Footage	5,552
Non-Residential Assessment Rate	\$95

Water/Sanitary Services



OWNER RESPONSIBILITY
WITHOUT CITY PROJECT

Water/Sanitary Services



Water/Sanitary Service Assessment

Sanitary Services		Water Services	
Construction Cost	\$49,316	Construction Cost	\$107,808
Non- Construction	\$20,285	Non- Construction	\$44,344
Total Water Main	\$69,601	Total Water Main	\$152,152
60% GRPU	\$41,761	60% GRPU	\$91,291
40% Assessed	\$27,840	40% Assessed	\$60,861
Number of Services	28	Number of Services	51
Assessment Rate	\$994	Assessment Rate	\$1,193

How do Assessments Get Paid?

- When Project is complete you will receive a final assessment notice.
- You have 30 days to pay all or a portion of your assessment with no interest.
- If you elect to not prepay, assessments are then spread over 15 years and will appear on your property tax statement.
- Fall of 2009 council changed policy to not add 2% on top of bond interest.
- Interest last fall was 2.32%

History of
Street Assessment Rates
for Residential

Project	Year Const.	Ass. Rate/Ft.
1999-20, 7 th Avenue SE	2005	\$18.968
2003-16, 2 nd Avenue SE	2007	\$19.007
2003-20B, 1 st Avenue NW	2008	\$17.035
1 st Ave SE	2009	\$21.17
19th Ave Rail	Proposed	\$22.91

Assessment Annual Payments

Terms of 15 years, 4.0% annual interest

- \$2,500 equals \$ 225.85 /Year
- \$5,000 equals \$ 449.71 /Year
- \$7,500 equals \$ 674.56 /Year
- \$10,000 equals \$ 889.41 /Year

Project Funding

Federal Transportation	136,712
Assessments	328,886
Storm Water Utility	50,000
GRPUC Sanitary	359,951
GRPUC Water	1,103,033
MSAS Construction	1,455,381
G.O. Levy Bonding	1,122,923
TOTAL	4,556,886

Project Schedule

Municipal Consent on Pokegama	December, 2010
Feasibility Report to City Council	December 19, 2011
Public hearing	January 23, 2012
Order Plans & specifications	January 23, 2012
Approve Plans and Advertise for Bids	February 13, 2012
Construction	Summer 2012
Final Assessments	Fall 2013

Questions



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 12-0048 **Version:** 1 **Name:** CP 2004-3, Order Improvement
Type: Agenda Item **Status:** Public Hearing
File created: 1/18/2012 **In control:** Engineering
On agenda: 1/23/2012 **Final action:**
Title: A resolution ordering the improvement and plans and specifications for CP 2004-3, 4th Street SW/SE Improvements.

Sponsors:

Indexes:

Code sections:

Attachments: [1-23-12 Resolution CP 2004-3 Order Improvement and Plans and Specs.pdf](#)

Date	Ver.	Action By	Action	Result
1/23/2012	1	City Council	Amended	Pass

A resolution ordering the improvement and plans and specifications for CP 2004-3, 4th Street SW/SE Improvements.

Background Information:

Once the public hearing has been conducted and closed for CP 2004-3, 4th Street SW/SE Improvements, the City Council can consider a resolution ordering the improvement and plans and specifications for CP 2004-3, 4th Street SW/SE Improvements.

Staff Recommendation:

City staff is recommending the attached resolution ordering the improvement and plans and specifications for CP 2004-3, 4th Street SW/SE Improvements.

Requested City Council Action

Consider a resolution ordering the improvement and plans and specifications for CP 2004-3, 4th Street SW/SE Improvements.

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

RESOLUTION NO.12-__

**A RESOLUTION ORDERING IMPROVEMENT OF
AND PLANS AND SPECIFICATIONS FOR THE
4TH STREET SW/SE IMPROVEMENTS
PROJECT 2004-3**

WHEREAS, Resolution 11- of the City Council dated the 19th day of December, 2011, accepted the Feasibility Report for the 4th Street SW/SE Improvement Project; and

WHEREAS, the reconstruction of existing public infrastructure within the right of way and utility/alley easements of way 4th Street South from 2nd Avenue SW to 7th Avenue SE, and Pokegama Avenue, from 1st Street South to 10th Street South, including street, sidewalk, multi-use trail, street lighting, storm sewer, sanitary sewer, water main, and associated appurtenances, are needed; and

WHEREAS, the construction described in the Feasibility Report for the 4th Street SW/SE Project is the most cost effective solution; and

WHEREAS, a resolution of the City Council adopted the 19th day of December, 2011, fixed a date of January 23, 2012, for a Council Hearing on the proposed improvement; and

WHEREAS, ten days' mailed notice and two weeks' published notice of hearing was given and hearing was held thereon on the 23rd day of January, 2012, at which all persons desiring to be heard were given an opportunity to be heard.

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

1. Such improvement is hereby ordered as proposed in accordance with the Feasibility Report and referred to therein.
2. The City Engineer is hereby designated as the City's representative for this improvement and he or his designee shall prepare plans and specifications for the making of such improvement.
3. The City reasonably intends to make expenditures for the 4th Street SW/SE Improvement Project, City Project 2004-3, and reasonably intends to reimburse itself for such expenditures from the proceeds of debt to be issued by the city in the maximum principal amount of \$4,556,886.
4. The Council shall let the contract for all or part of such improvement, or otherwise as authorized by Minn. Stat. 429.041, subd. 2, no later than January 23, 2014.

Adopted by the Council this 23rd day of January, 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.