



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Meeting Agenda Full Detail City Council

Monday, December 12, 2011

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 will be held on Monday, December 12, 2011 immediately following the closed session 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

APPROVAL OF MINUTES

11-1936 Approve Council Minutes for Monday, November 28, 2011 Worksession and Regular Meeting.

Attachments: [November 28, 2011 Worksession](#)
[November 28, 2011 Regular Meeting](#)

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. **11-1937** Approve the hiring of a part time employee with the Grand Rapids Park and Recreation Department
2. **11-1939** Consider the use of the Davis Oil fuel card system for after hours fueling needs.

Attachments: [2011 11-22 Fuel Card Proposal.pdf](#)

3. **11-1943** Change Order 1 related to CP 2010-3, 19th Avenue NW Rail Crossing Improvements/Closures.
Attachments: [12-12-11 Attachment CP 2010-3 WO liq dam.pdf](#)
4. **11-1944** A grant submittal to the NE ATP for Federal Funds on CP 2010-5, Mississippi River Pedestrian Bridge.
Attachments: [12-12-11 Attachment CP 2010-5 NEATP Grant.pdf](#)
5. **11-1945** Supplemental Agreement 4 with TKDA for additional engineering services.
Attachments: [12-12-11 Airport TKDA SA 5.pdf](#)
6. **11-1946** Consider approving the Workers Compensation coverage through Berkley Administrators for the 2012 plan year at the proposed rate of \$147,914 and authorize payment of the premium.
Attachments: [Workers Compensation 2012](#)
7. **11-1951** Consider adopting a resolution approving a transfer from the General Fund to the Library Fund for \$50,000, half of the cost of the replacement of the carpet.
8. **11-1952** Adopt the Roth after-tax option in the Minnesota Deferred Compensation 457(b) Plan (MNDCP) account.
Attachments: [MNDCP Roth after-tax option](#)

SETTING OF REGULAR AGENDA

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.

ACKNOWLEDGE BOARDS & COMMISSIONS

DEPARTMENT HEAD REPORT

9. **11-1942** Information Technology department head report.

FINANCE DEPARTMENT

10. **11-1950** Consider adopting a Resolution Amending the Fund Balance Policy, a Resolution Committing Specific Revenue Sources in Special Revenue Funds, and a Resolution Committing General Fund Balance for Revenue Stabilization.
Attachments: [Resolution Amending Fund Balance Policy GASB 54.pdf](#)
[Resolution Committing Revenue Stabilization in Fund Bal.pdf](#)
[resolution committing spec rev fund balance.pdf](#)

FIRE DEPARTMENT

11. [11-1934](#) Replace the Fire Department's Industrial Washer
Attachments: [Industrial Washer for GRFD Quotes](#)
12. [11-1954](#) Consider authorizing purchase of extrication equipment for the Grand Rapids Fire Department.
Attachments: [Extrication Equipment](#)

INFORMATION TECHNOLOGY

13. [11-1938](#) Consider the purchase of server hardware, software and licensing to house our new GIS system.
Attachments: [SHI Quote-vmware.pdf](#)
[SHI Quote-Microsoft Licensing.pdf](#)
[Deerwood Quote-Server Hardware.pdf](#)
[Productive Quote-Backup Software.pdf](#)
14. [11-1941](#) Consider the purchase of a new City phone system.
Attachments: [DCR Quote.pdf](#)

ADMINISTRATION DEPARTMENT

15. [11-1947](#) Appointment of Shawn Graeber to the position of HazMat Officer for the Grand Rapids Fire Department.
16. [11-1948](#) Completion of Introductory Period for Network Technician Lasha Karels.
17. [11-1949](#) Request to change Cemetery Grounds/Burial Services Sexton position from Maintenance II part-time (1560 hours per year) to Maintenance III full-time (2080 hours per year).

VERIFIED CLAIMS

18. [11-1953](#) Approve the verified claims for November 22, 2011 to December 5, 2011 in the amount of \$985,128.53.
Attachments: [Verified Claims](#)

ADJOURNMENT

NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 19, 2011, 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

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1936 **Version:** 1 **Name:** Council Minutes
Type: Agenda Item **Status:** Approval of Miinutes
File created: 12/5/2011 **In control:** Administration
On agenda: 12/12/2011 **Final action:**
Title: Approve Council Minutes for Monday, November 28, 2011 Worksession and Regular Meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [November 28, 2011 Worksession](#)
[November 28, 2011 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Title

Approve Council Minutes for Monday, November 28, 2011 Worksession and Regular Meeting.



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Minutes - Final - Draft City Council Work Session

Monday, November 28, 2011

Conference Room 2A

Immediately following the closed session.

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, November 28, 2011 at 4:36 p.m. in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

Present 5 - Mayor Dale Adams, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Councilor Gary McInerney

Discussion Items

1. Review Fire Department fleet replacement schedule.

Fire Chief Steve Flaherty provides presentation for the fleet replacement for the Fire Department. Chief Flaherty explains the process for replacement and possible savings if trucks are refurbished as opposed to purchasing new every year.

2. Review 5:00 p.m. Regular Meeting and other business as noted.

Council notes addition to consent agenda of item 21a.

ADJOURN

There being no further business, the meeting adjourned at 5:11 p.m.

Respectfully submitted:

Kimberly Johnson-Gibeau, City Clerk



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Minutes - Final - Draft City Council

Monday, November 28, 2011

5:00 PM

City Hall Council Chambers

AMENDED MEETING WILL BEGIN FOLLOWING WORKSESSION

5:00 p.m. CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, November 28, 2011, at 5:15 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

5:01 p.m. CALL OF ROLL

Present 5 -

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

5:02 p.m. MEETING PROTOCOL POLICY

5:03 p.m. PUBLIC FORUM

5:08 p.m. COUNCIL REPORTS

Update residents that City of Grand Rapids has been in the process of becoming a Yellow Ribbon Community. On December 14, 2011, Grand Rapids will receive formal certification.

5:10 p.m. APPROVAL OF MINUTES

Approve Council minutes for Monday, November 14, 2011 regular meeting and Monday, November 21, 2011 special meeting.

A motion was made by Councilor Chandler, seconded by Councilor Christy to approve the minutes of Monday, November 14, 2011 regular meeting and Monday, November 21, 2011 special meeting as presented. The motion passed unanimously.

5:11 p.m. CONSENT AGENDA

A motion was made by Councilor Zabinski, seconded by Councilor McInerney to approve Consent Agenda items 1 through 21, with the addition of item 21a,

including the adoption of the following resolutions:

Resolution 11-106 - approving amendment to joint powers agreement between State of Minnesota and City of Grand Rapids Police Department.

Resolution 11-107 - accepting a \$50 donation from David & Peggy Prestidge for the Fire Department Prevention & Education Program.

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

1. Approve new liquor license for 2012 for Thunder Alley XL, previously known at Midway Bowl.
2. Approve issuance of 2012 liquor license renewal as described in the attachment, contingent upon receipt of fees and all required documentation.
3. Approve theatre license renewal for Mann Theatres Inc. located at 113 21st. Street SE, Grand Rapids, MN. for the period January 1, 2012 through December 31, 2012.
4. Consider approving a Mortgage Satisfaction for the GREDA Commercial Building Improvement Loan (CBIL) to laizzo
5. Approve the hiring of part time employees with the Grand Rapids Park and Recreation Department
6. Request by the Grand Rapids Police Department to sell impounded vehicles at the Minnesota DNR Auction, located in the City of Grand Rapids, on December 3, 2011.
7. Request by the Grand Rapids Police Department to consider approving a Resolution and authorize the Grand Rapids City Mayor, Grand Rapids Police Chief to sign the attached amendment to the Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Public Safety, Bureau of Criminal Apprehension and the City of Grand Rapids, Police Department.
8. Waiving the statutory tort liability to the extent of the coverage purchased.
9. Approve new liquor license for 2012 for S. Bastian Companies, LLC dba Pokegama Grill, located at 3910 Golf Course Road, Grand Rapids, MN. pending receipt of all required documentation.
10. \$50 donation from David and Peggy Prestidge to be used for the Fire Department Fire Prevention and Education Program.
11. Approve the hiring of a temporary employee with the IRA Civic Center and

Grand Rapids Sports Complex beginning November 29, 2011.

12. Entering into rental agreements with area businesses for advertising at the IRA Civic Center.
13. Purchase of permanent easement from Victor Jarvi
14. Work Order 4 related to CP 2010-3, 19th Avenue NW Rail Crossing Improvements/Closures.
15. Work Order 3 related to CP 2011-4, Horseshoe/Isleview Reconditioning Project.
16. Accept the resignation of Matthew R. Gookins from the position of Police Officer with the Grand Rapids Police Department.
17. Consider entering into a Settlement and Release Agreement Between City of Grand Rapids, Minnesota, Law Enforcement Labor Services, Inc. and Michelle Norris.
18. Approval of the 2012-2014 Clerical Union Collective Bargaining Agreement.
19. Approval of the 2012-2014 Public Works Collective Bargaining Agreement.
20. Memorandum of Understanding by and between the City of Grand Rapids and Local 49 of the International Union of Operating Engineers, affiliated with the American Federation of Labor and Congress of Industrial Organizations on behalf of the City of Grand Rapids public works bargaining unit.
21. Memorandum of Understanding by and between the City of Grand Rapids and Local 49A of the International Union of Operating Engineers, affiliated with the American Federation of Labor and Congress of Industrial Organizations on behalf of the City of Grand Rapids clerical bargaining unit.
- 21a. Authorize the City of Grand Rapids to apply for health and wellness grant from Itasca County Health Fund.

5:14 SETTING OF REGULAR AGENDA
p.m.

A motion was made by Councilor McInerney, seconded by Councilor Chandler to approve the regular agenda as presented. The motion passed by unanimous vote.

5:15 ACKNOWLEDGE BOARDS & COMMISSIONS
p.m.

22. Acknowledge minutes for Boards & Commissions.

Council acknowledged the following minutes from Boards & Commissions:

PUC-October 12, 2011

Central School-October 20, 2011, August 18, 2011, August 29, 2011, September 23, 2011

Golf Board - November 3, 2011

Human Rights - October 26, 2011

5:16 DEPARTMENT HEAD REPORT
p.m.

23. Library - Marcia Anderson

Received and Filed

5:26 PUBLIC WORKS DEPARTMENT
p.m.

24. Consider passing a resolution to enter into the proposed Routine Maintenance Agreement No. 00236 between the Minnesota Department of Transportation and the City of Grand Rapids for the amount of \$46,326.60 (Fiscal Year 2012 - \$23,163.30 and Fiscal Year 2013 - \$23,163.30) and authorize the Mayor to sign the attached resolution.

A motion was made by Councilor Christy, seconded by Councilor McInerney to adopt resolution 11-108 - entering into proposed Routine Maintenance Agreement with MN Department of Transportation. The motion carried by the following vote.

Aye 5 -

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

5:45 VERIFIED CLAIMS
p.m.

25. Consider approving the verified claims for the period November 8, 2011 to November 21, 2011 in the total amount of \$334,745.08.

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

Aye 5 -

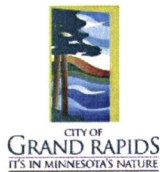
Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Mayor Dale Adams

5:50 ADJOURNMENT
p.m.

A motion was made by Councilor Zabinski, seconded by Councilor Christy to adjourn the meeting at 5:27 p.m.

Respectfully submitted:

Kimberly Johnson-Gibeau, City Clerk



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1937 **Version:** 1 **Name:** Part Time Employee with the Recreation Department
Type: Agenda Item **Status:** Consent Agenda
File created: 12/6/2011 **In control:** Civic Center, Parks & Recreation
On agenda: 12/12/2011 **Final action:**
Title: Approve the hiring of a part time employee with the Grand Rapids Park and Recreation Department
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

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

Body

Background Information:

The following employee will be hired with the Grand Rapids Park and Recreation Department. This position is part of the Recreation Department Administration and Program Budgets.

Hours will range differently but will be approximately 30 hours a week, however, some employees will work week-ends only or be a sub so their numbers will also vary. Weather can be a factor in our winter programs so again that number could be much lower. Employees do not typically work over 40 hours a week for any of our programs or combined programs

The hourly wage depends on the different positions the employee may be asked to do and can range from minimum wage up to the higher wage listed below. Employees may be asked to coach, assist, be an attendant or other as assigned.

Evan Peterson Warming House Attendant/Pond Hockey Coach Hourly wage: \$7.25 to \$9.00

Staff Recommendation:

Consider approving the hiring of the part time employee listed above with the Grand Rapids Park and Recreation Department.

Requested City Council Action

Consider approving the hiring of the part time employee listed above with the Grand Rapids Park and Recreation Department.



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Legislation Details (With Text)

File #: 11-1939 **Version:** 1 **Name:** Davis Oil Fuel Card System After Hours Fuel
Type: Agenda Item **Status:** Consent Agenda
File created: 12/6/2011 **In control:** Public Works
On agenda: 12/12/2011 **Final action:**
Title: Consider the use of the Davis Oil fuel card system for after hours fueling needs.
Sponsors:
Indexes:
Code sections:
Attachments: [2011 11-22 Fuel Card Proposal.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider the use of the Davis Oil fuel card system for after hours fueling needs.

Body

Background Information:

Currently the only available after hours off-road diesel fueling system is the Clark Fleet program at Bentz Clark. Davis Oil is now offering a similar option with a fuel card. It provides the similar safe guards currently being used at the Itasca County pumps and at Bentz Clark. Finance Director Shirley Miller and myself reviewed the fuel card proposal to assure auditing compliance. Attached is a copy of the proposal from Davis Oil.

Requested City Council Action

Approve the use of the Davis Oil fuel card system for after hours fueling needs.



November 22, 2011

Fuel Card Proposal

Davis Oil proposes to furnish the City of Grand Rapids Public Works with fuel cards for their vehicles to be used at Davis Oil.

These cards are an in-house charge card, which means we would still bill the City of Grand Rapids the way we currently are. We can also include copies of purchases made with these fuel cards if you require them.

Features of the cards are:

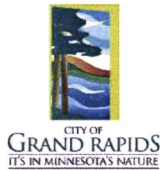
- Each vehicle or piece of equipment would have its own specific card, with vehicle number on the card.
- Each card can be set up with prompts to enter PIN #'s, odometer readings, etc... Or it can be just swipe and pump.
- If card is lost it can be immediately disabled and replaced within a week.
- Driver can print out a receipt at the pump after fueling.
- We currently have other customers using these cards, and they enjoy the ability to get fuel and gas anytime of day or night.

There will be no additional cost to you to receive and use these fuel cards. We feel they would be very useful to you, especially during the winter snowplowing season.

Please feel free to contact me if you have any other questions concerning these cards.

Sincerely,

Bret Wagner
Davis Oil, Inc



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1943 **Version:** 1 **Name:** CP 2010-3, CO 1
Type: Agenda Item **Status:** Consent Agenda
File created: 12/7/2011 **In control:** Engineering
On agenda: 12/12/2011 **Final action:**
Title: Change Order 1 related to CP 2010-3, 19th Avenue NW Rail Crossing Improvements/Closures.
Sponsors:
Indexes:
Code sections:
Attachments: [12-12-11 Attachment CP 2010-3 WO liq dam.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Change Order 1 related to CP 2010-3, 19th Avenue NW Rail Crossing Improvements/Closures.

Body

Background Information:

The contractor exceeded the substantial completion date by two days. As a result the contractor is penalized \$1,000 per day or a total of \$2,000. See attached change order.

Staff Recommendation:

City staff is recommending Change Order 1 deducting \$2,000 from the final contractor for liquidated damages due to exceeding the substantial completion date by two days.

Requested City Council Action

Consider Change Order 1 deducting \$2,000 from the final contractor for liquidated damages due to exceeding the substantial completion date by two days.

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Nov 2007

City/County of City of Grand RapidsChange Order No. 1

FEDERAL PROJECT NO. MN PROJ 3111 (190)	STATE PROJECT NO. SP 129-010-004	LOCAL PROJECT NO. CP 2010-3	CONTRACT NO. S.A.P. 129-137-001
CONTRACTOR NAME AND ADDRESS Hammerlund Construction, Inc. 3201 Highway 2 West Grand Rapids, MN 55744		LOCATION OF WORK 19th Ave NW Rail Crossing - CP 2010-3,111076	
		TOTAL CHANGE ORDER AMOUNT (\$2,000.00)	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.

Per Section 4.02 of the Standard Form of Agreement, all work required for substantial completion (as defined by Supplementary Condition 14.04), was to be completed by October 14, 2011. Work Order No.1 changed the substantial completion date to October 18. Work Order No. 2 then changed the substantial completion date to October 25. The Contactor completed the base and binder paving of 3rd St NW on October 27 and then opened the roadway to traffic on October 28.

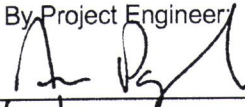
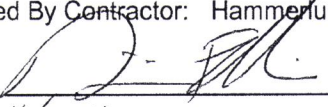
As per Section 4.03 of the Standard Form of Agreement, the Contractor shall pay the Owner \$1000 per day for each day that expires after the time specified in Section 4.02 which equates to two (2) days for a total of \$2,000.

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 001					
2021.601	Liquidated Damages	Lump Sum	(\$2,000.00)	1	(\$2,000.00)
Funding Category No. 001 Total:					(\$2,000.00)
Change Order No. 1 Total:					(\$2,000.00)

* Funding category is required for federal projects.

CHANGE IN CONTRACT TIME (check one)			
Due to this change the Contract Time:			
a. <input type="checkbox"/>	Is Increased by	_____ Working Days	b. <input checked="" type="checkbox"/> Is Not Changed
<input type="checkbox"/>	Is Decreased by	_____ Working Days	
<input type="checkbox"/>	Is Increased by	_____ Calendar Days	c. <input type="checkbox"/> May be revised if work affected the controlling operation
<input type="checkbox"/>	Is Decreased by	_____ Calendar Days	

Approved By Project Engineer: Tom Pagel	Approved By Contractor: Hammerlund Construction, Inc.
Signed: 	Signed: 
Date: <u>11/29/11</u> Phone: (218) 326-7601	Date: <u>11/23/11</u> Phone: (218) 326-1881

Original to Project Engineer; Copy to Contractor

Once contract has been fully executed, forward a copy to DSAE for funding review:

The State of Minnesota is not a participant in this contract; signing by the District State Aid Engineer is for FUNDING PURPOSES ONLY. Reviewed for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This project is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds			
District State Aid Engineer: _____			Date: _____



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1944 **Version:** 1 **Name:** CP 2010-3, NE ATP Grant Submittal
Type: Agenda Item **Status:** Consent Agenda
File created: 12/7/2011 **In control:** Engineering
On agenda: 12/12/2011 **Final action:**
Title: A grant submittal to the NE ATP for Federal Funds on CP 2010-5, Mississippi River Pedestrian Bridge.
Sponsors:
Indexes:
Code sections:
Attachments: [12-12-11 Attachment CP 2010-5 NEATP Grant.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

A grant submittal to the NE ATP for Federal Funds on CP 2010-5, Mississippi River Pedestrian Bridge.

Body

Background Information:

Attached is a grant application for Federal Funds on CP 2010-5, Mississippi River Pedestrian Bridge, which would be available in calendar year 2016.

Staff Recommendation:

City staff is recommending the approval of the submittal of a grant application for Federal Funds on CP 2010-5, Mississippi River Pedestrian Bridge, which would be available in calendar year 2016.

Requested City Council Action

Consider the approval of the submittal of a grant application for Federal Funds on CP 2010-5, Mississippi River Pedestrian Bridge, which would be available in calendar year 2016.



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1945 **Version:** 1 **Name:** Airport TKDA S.A. #5
Type: Agenda Item **Status:** Consent Agenda
File created: 12/7/2011 **In control:** Airport
On agenda: 12/12/2011 **Final action:**
Title: Supplemental Agreement 4 with TKDA for additional engineering services.
Sponsors:
Indexes:
Code sections:
Attachments: [12-12-11 Airport TKDA SA 5.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Supplemental Agreement 4 with TKDA for additional engineering services.

Body

Background Information:

Attached is Supplemental Agreement #5 with TKDA for additional services related to the Culvert Replacement and Threshold Relocation project. The amount of the additional request is \$2,065.00.

The timing of this project occurred shortly after we lost our airport manager. As a result, the City Engineer requested a higher level of service from TKDA to assist the City through the transition. TKDA's response to this request was fantastic and they provided their most experienced airport engineer to provide both engineering and technician/inspection services on the project. This higher level of service would normally cost alot more. However, TKDA has eliminated their overhead expense and profit markup, recognizing the unfortunate situation of airport staff.

Staff Recommendation:

City staff is highly recommending the approval of Supplemental Agreement 5 with TKDA in an amount of \$2,065.

Requested City Council Action

Consider approval of Supplemental Agreement 5 with TKDA in an amount of \$2,065.



GPZ Contracts
File



444 Cedar Street, Suite 1500
Saint Paul, MN 55101

(651) 292-4400
(651) 292-0083 Fax
www.tkda.com

December 1, 2011

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

CAG
SLS
JNP

Re: Grand Rapids - Itasca County Airport
2011 CIP - Culvert Replacement and Threshold Relocation
TKDA Project No. 14000.005
Proposed Supplemental Agreement #5

Dear Mr. Pagel:

As requested, we have enclosed two partially executed copies of Supplemental Agreement #5 for consideration by the City.

The existing agreement dates back to 2007 and included all planning, design, and construction for new Runway 5/23. It has previously been amended to include additional work as directed by the City and County.

Supplemental Agreement #3 provided for design engineering, and Supplemental Agreement #4 provided for construction engineering of the culvert and threshold projects - both part of your 2011 CIP.

Due to the sudden loss of your Airport Manager and changes in administration of the airport, a higher-than-normal level of expertise and experience was provided during construction. More specifically, TKDA's on-site representative (me) had a higher salary burden than anticipated in SA #4.

After discussions with City staff, it was decided to request compensation for only the additional salary cost. Due to the unusual circumstances, TKDA is proposing no increase for overhead or profit related to this work. This translates to 40.5 hours at \$51 per hour, or \$2,065.00. With the in-place 95% federal agreement, the associated additional engineering cost to the City would be \$103.00.

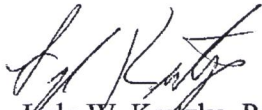
Both construction projects were successfully completed on-time and within budget (actually \$9,700.00 under the original construction budget).

Mr. Tom Pagel
City of Grand Rapids
2011 CIP - Culvert Replacement and Threshold Relocation
Proposed Supplemental Agreement #5
December 1, 2011
Page 2

If this is acceptable to the City, please execute both copies of the agreement and return one copy for our files.

We enjoyed working with you and your staff on this effort, and we look forward to continuing our relationship with the Grand Rapids-Itasca County Airport. We are available to further discuss this supplemental agreement at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Kratzke', written over the printed name.

Kyle W. Kratzke, P.E.
Senior Project Engineer

LWK:lmw

SUPPLEMENTAL AGREEMENT NO. 5

Between

CITY OF GRAND RAPIDS
(OWNER)

and

TOLTZ, KING, DUVALL, ANDERSON AND ASSOCIATES, INCORPORATED
(CONSULTANT)

for

PROFESSIONAL SERVICES

in connection with

GRAND RAPIDS-ITASCA COUNTY AIRPORT

- RUNWAY 5/23 PAVING AND LIGHTING
 - RUNWAY 10/28 CULVERT REPLACEMENT
 - RUNWAY 16 THRESHOLD RELOCATION
 - GENERAL AVIATION APRON RECONSTRUCTION
- GRAND RAPIDS, MINNESOTA

This SUPPLEMENTAL AGREEMENT NO. 5 is made and entered into this _____ day of _____, 2011, by and between the CITY OF GRAND RAPIDS, hereinafter referred to as the OWNER, and TOLTZ, KING, DUVALL, ANDERSON AND ASSOCIATES, INCORPORATED, a corporation with a regular place of business at 444 Cedar Street, Suite 1500, St. Paul, Minnesota 55101, hereinafter referred to as CONSULTANT,

WITNESSETH:

WHEREAS, the OWNER previously engaged the CONSULTANT to provide design, construction, and post-construction phase services in connection with Runway 5/23 Paving and Lighting, Environmental Update, ALP Update, Obstruction Removal, and Land Acquisition Assistance; and design and construction engineering for Runway 16 Threshold Relocation and Runway 10/28 Culvert Replacement; at the Grand Rapids-Itasca County Airport in Grand Rapids, Minnesota, hereinafter referred to as the Project, which engagement was formalized in a Professional Services Agreement dated July 12, 2007; as modified by Supplemental Agreement No. 1 dated May 14, 2008, Supplemental Agreement No. 2 dated March 20, 2009, Supplemental Agreement No. 3 dated June 2, 2009, and Supplemental Agreement No. 4 dated September 13, 2011; collectively referred to hereinafter as the Agreement,

AND WHEREAS, additional construction phase engineering services for the Runway 16 Threshold Relocation and Runway 10/28 Culvert Replacement Projects, are now requested by the OWNER,

NOW, THEREFORE, the OWNER and the CONSULTANT, for the consideration hereinafter named, agree to amend the Agreement by and through this Supplemental Agreement No. 5 as hereinafter stated:

I. PURPOSE

The purpose of this Supplemental Agreement No. 5 is to provide additional construction phase engineering services for the 2011 CIP consisting of the Runway 16 Threshold Relocation and Runway 10/28 Culvert Replacement Projects.

Therefore, replace the original ATTACHMENT A, SCOPE OF WORK, with the revised ATTACHMENT A attached hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement No. 5 the day and year first above written.


CITY OF GRAND RAPIDS

TOLTZ, KING, DUVALL, ANDERSON
AND ASSOCIATES, INCORPORATED

By _____
City of Grand Rapids Clerk

By _____
John W. Ahern, P.E.
Vice President, Aviation Division

By _____
City of Grand Rapids Mayor

By  _____
Lyle W. Kratzke, P.E.
Project Manager

ATTACHMENT A

*Executed Copies
to Follow.*

AK

ATTACHMENT A

SCOPE OF WORK

FOR

GRAND RAPIDS-ITASCA COUNTY AIRPORT

- RUNWAY 5/23 PAVING AND LIGHTING
 - RUNWAY 10/28 CULVERT REPLACEMENT
 - RUNWAY 16 THRESHOLD RELOCATION
 - GENERAL AVIATION APRON RECONSTRUCTION
- GRAND RAPIDS, MINNESOTA

I. PROJECT DESCRIPTION

- 2008 Construction of 3,000-foot Paved and Lighted Runway 5/23 as shown on the current Airport Layout Plan (TKDA Certification date - March 21, 2008).
- 2009 Land Acquisition and Obstruction Removal associated with the Runway 5 PAPI Obstruction Clearance Surface and Approach Zone requirements.
- 2011 Culvert Replacement Associated with Runway 10/28.
- 2011 Relocation of Runway 16 Displaced Threshold.
- 2012 General Aviation Apron Reconstruction.

II. SERVICES TO BE PROVIDED BY THE CONSULTANT

The Consultant shall provide services as outlined below:

A. DESIGN PHASE SERVICES (2008, 2009, 2011, AND 2012)

1. Basic Services

- a. Coordinate with the OWNER, Mn/DOT, and FAA any changes in Project scope, cost, or schedule due to Preliminary Design Phase.
- b. Prepare plans and specifications, contract documents, and detailed estimates for items described above in SECTION I - PROJECT DESCRIPTION. Make minor revisions and adjustments following OWNER, Mn/DOT, and FAA review.
- c. Reproduce the final plans and specifications for bidding purposes.

- d. Assist in securing bids, tabulation, and analysis of bid results, then forward the results to Mn/DOT and FAA for their use in preparing state and federal funding documents.

2. Special Services

- a. Provide administrative assistance related to state and federal airport funding programs.
- b. Prepare "Construction Safety Plan" in accordance with FAA Advisory Circular 150/5370-2C.
- c. Perform topographic and approach surveys (two trips).
- d. Provide Technical Support to the OWNER'S Real Estate Acquisition Consultant.
- e. Coordinate permitting and FAA airspace analysis.
- f. Develop and coordinate Project specific DBE Goals.

B. AIRPORT PLANNING SERVICES (2008 AND 2009)

1. Airport Layout Plan

- a. Revise the Airport Layout Plan (ALP) to include revisions associated with a 75-foot longitudinal shift of Runway 5/23 to the southwest. Affected drawings include all of the 12 drawings in the ALP set.

Revise the Airport Layout Plan to reflect land acquisition for the Runway 5 PAPI Obstruction Surface Clearance.

Where appropriate, revisions will reflect recent Mn/DOT and FAA requests, such as Threshold Siting Surfaces (FAA AC 150/5300-13, Appendix 2), TERPS surfaces, NAVD 88 vertical datum, zoning, etc.

- b. Perform coordination toward Mn/DOT and FAA approval.

2. Environmental Assessment

- a. Determine scope of federally required environmental analysis, including wetland issues.
- b. Obtain wetland delineation, Section 106 Historical Survey, and Environmental Due Diligence Audit (potential site contamination).
- c. Prepare Preliminary Environmental Assessment and circulate for comments.

- d. Public coordination (notices, reviews, permitting, and meetings; as required).
- e. Revise Environmental Assessment as required and submit for FAA approval and action.

C. CONSTRUCTION PHASE SERVICES (2008 AND 2011 CONSTRUCTION)

1. Basic Services

- a. Assist the OWNER in the execution of construction Contract Documents.
- b. Conduct the Preconstruction Conference.
- c. Consult with and advise the OWNER during construction, and act as the OWNER'S representative as provided in the Contract Documents.
- d. Prepare supplemental drawings of minor construction details.
- e. Interpret plans and specifications during construction.
- f. Review required submittals to determine compliance with the design concept of the Project.
- g. Make visits to the construction site to observe the progress and quality of the executed work of the Contractor and to determine, in general, if such work is proceeding in accordance with the Contract Documents.
- h. Review performance test data for compliance with specifications.
- i. Review laboratory test data to determine suitability of construction materials.
- j. Review payrolls and advise Contractor of deficiencies.
- k. Review and make recommendations on requests for partial payments.
- l. Negotiate and process change orders, if necessary.
- m. Conduct final inspection and make a recommendation for final acceptance and payment.

2. Special Services

- a. Provide a Resident Project Representative (and any assistants) at the site for general construction.

These resident services are provided to assist the OWNER and to provide periodic observation of the Contractor's work during the time that construction is occurring. The Resident Project Representative (and any assistants) will be the CONSULTANT'S agent or employee under the CONSULTANT'S supervision. The Resident Project Representative's dealings in matters pertaining to the on-site work shall, in general, be only with the OWNER and the Contractor, and dealings with subcontractors shall only be through or with full knowledge of the Contractor. Written communication with the OWNER will only be through or as described by the CONSULTANT. Through the observations of the work in progress and field checks of materials and equipment by the Resident Project Representative, the CONSULTANT shall endeavor to provide further protection for the OWNER against defects and deficiencies in the work of the Contractor; but the furnishing of such Resident Project Representative will not make the CONSULTANT responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions or programs, or for the Contractor's failure to perform his work in accordance with the Contract Documents.

- b. Provide construction controls and verification surveys.
- c. Provide administrative assistance relative to state and federal airport funding.

D. POST-CONSTRUCTION PHASE SERVICES (2008, 2009, AND 2011 GRANTS)

- 1. Prepare the Construction Management Report and Test Summary.
- 2. Prepare the Project record drawings.
- 3. Provide FAA grant closeout services
- 4. Conduct "As-Built" surveys for design of subsequent development projects.

E. PROJECT FORMULATION AND PRELIMINARY DESIGN PHASE (2008 AND 2009)

- 1. Basic Services
 - a. Conduct up to three meetings and site visits to determine Project needs.
 - b. Develop up to three alternatives, preliminary costs estimates, and exhibits for consideration by the OWNER.
 - c. Assist with CIP preparation and submittal.
 - d. Coordinate with FAA and Mn/DOT regarding Project elements and funding.

III. ADDITIONAL SERVICES

If authorized by the OWNER, furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Agreement. Additional Services shall be billable on a Cost Reimbursement Plus Fixed Fee basis as defined in Article 3.A.2 of the Agreement, and such billings shall be over and above any maximum amounts set forth in this Agreement.

- A. Registered land or right-of-way surveys, legal descriptions, or related services.
- B. Construction Materials Testing.
- C. More than 25 trips to Grand Rapids, Minnesota.
- D. More than 90 calendar days of 2008 construction duration.
- E. More than 21 calendar days of 2011 construction duration.
- F. Construction and Post-Construction Phase Services for 2012 CIP General Aviation Apron Construction.

IV. OWNER'S RESPONSIBILITIES

The OWNER'S responsibilities shall be as set forth in Article 9 of the Agreement.

V. PERIOD OF SERVICE

The CONSULTANT shall start services promptly upon receipt of the OWNER'S acceptance of this Agreement and shall complete SECTION II services of this ATTACHMENT A in accordance with established schedules.

VI. COMPENSATION

- A. SECTION II.A - DESIGN PHASE, II.B - AIRPORT PLANNING SERVICES, and II.C - CONSTRUCTION PHASE SERVICES

Payment to the CONSULTANT for services described in this ATTACHMENT A (SECTIONS II.A, II.B, and II.C) shall be on a "Cost Reimbursement Plus Fixed Fee" basis as described in Agreement Article 3.A.2, subject to the following additional conditions:

- 1. The Overhead Rate to be applied to this Agreement shall be 1.565 times Direct Salary Costs.
- 2. The Fixed Fee for this Agreement shall be \$68,128.

3. The maximum payment under this Agreement shall not exceed the amount listed hereinafter without amendment as may be necessary to cover any increases in the scope of work and/or level of effort required to complete the scope of work described.

SECTIONS II.A, II.B, and II.C

Total Reimbursable Cost	\$504,737
Fixed Fee	<u>\$ 68,128</u>

II.A, II.B, and II.C Subtotal (Cost Reimbursement Plus Fixed Fee)	<u>\$572,865</u>
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SECTION II.D - POST-CONSTRUCTION PHASE SERVICES

Payment to the Consultant for services described in this Attachment A (SECTION II.D) shall be on a "Lump Sum" basis as described in Agreement Article 3.A.1.

II.D - Subtotal (Lump Sum)	<u>\$ 21,000</u>
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SECTION II.E - PROJECT FORMULATION AND PRELIMINARY DESIGN PHASE SERVICES

Payment to the Consultant for services described in this Attachment A (SECTION II.E) shall be on a "Lump Sum" basis as described in Agreement Article 3.A.1.

II.E - Subtotal (Lump Sum)	<u>\$ 12,500</u>
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Total Ceiling Amount	<u>\$606,365</u>
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B. SECTION III - ADDITIONAL SERVICES

Payment to the CONSULTANT for services described in this Attachment A, SECTION III - ADDITIONAL SERVICES authorized by the OWNER, shall be on a "Cost Reimbursement Plus Fixed Fee" basis as described in Agreement Article 3.A.2. Payment for additional services shall be over and above the Total Ceiling Amount set forth herein.



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #:	11-1946	Version:	1	Name:	Consider approving the Workers Compensation coverage through Berkley Administrators for the 2012 plan year at the proposed rate of \$147,914 and authorize payment of the premium.
Type:	Agenda Item	Status:			Consent Agenda
File created:	12/7/2011	In control:			Administration
On agenda:	12/12/2011	Final action:			
Title:	Consider approving the Workers Compensation coverage through Berkley Administrators for the 2012 plan year at the proposed rate of \$147,914 and authorize payment of the premium.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Workers Compensation 2012				

Date	Ver.	Action By	Action	Result
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Title

Consider approving the Workers Compensation coverage through Berkley Administrators for the 2012 plan year at the proposed rate of \$147,914 and authorize payment of the premium.

Body

Background Information:

We have received a quote of \$147,914 for our Workers Compensation coverage through Berkley Administrators for 2012. This is a \$7,358 price increase from last years' rate.

Each year a rate is set by job classification. The rate changes do not mean that our City's actual premium will necessarily increase or decrease by these exact amounts. The actual premiums are also affected by changes in city expenditures, property values, payrolls, and other exposure methods, and also by changes in our experience rating. Berkley uses our actual claims for the three years proceeding the present year (i.e. 2008, 2009, 2010) in figuring experience modification. This rate fluctuates based on claims made in previous years. The experience modification rate changed from 1.16 last year to 1.13 this year.

In the past few years we recommended not choosing the deductible option. In comparing the premium credit with the out-of-pocket deductible, it has been determined that it will continue to be more beneficial to not have a deductible. There is not agent fee, since the Human Resources Director performs the functions of the insurance agent.

This is a budgeted expense in the 2012 budget.

Requested City Council Action

Consider approving the Workers Compensation coverage through Berkley Administrators for the 2012 plan year at the proposed rate of \$147,914 and authorize payment of the premium.

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651)215-4173

Notice of Premium Options for Standard Premiums of \$150,000-\$300,000

GRAND RAPIDS & GRAND RAPIDS- ITASCA COUNTY AIRPORT
ATTN: HUMAN RESOURCES
420 N POKEGAMA AVE
GRAND RAPIDS MN 55744-2658

Agreement No.: 0200016931
Agreement Period: From: 1/01/2012
To: 1/01/2013

Enclosed is a quotation for workers' compensation deposit premium.

PAYROLL DESCRIPTION	CODE	RATE	ESTIMATED PAYROLL	DEPOSIT PREMIUM
SEE ATTACHED SCHEDULE FOR DETAILS				

Manual Premium	145690.
Experience Modification 1.13	
Standard Premium	164630.
Deductible Credit 0%	.
Premium Discount	16716.
Net Deposit Premium	147914.

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1. ☐ Regular Premium Option

NET DEPOSIT PREMIUM
147914.

2. — Deductible Premium Option

Deductible options are available in return for a premium credit applied to your estimated standard premium of \$ 164630. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>
_____	\$250	1.50%	2469.	145445.
_____	\$500	2.50%	4116.	143798.
_____	\$1,000	4.00%	6585.	141329.
_____	\$2,500	7.00%	11524.	136390.
_____	\$5,000	10.50%	17286.	130628.
_____	\$10,000	14.50%	23871.	124043.
_____	\$25,000	22.00%	36219.	111695.
_____	\$50,000	28.00%	46096.	101818.

3. — Retrospective Rates Premium Option

	<u>Retro-Rated Minimum Factor</u>	<u>Est.Minimum Premium</u>	<u>Retro-Rated Maximum Factor</u>	<u>Est.Maximum Premium</u>
_____	.465%	76553.	1.300%	214019.
_____	.408%	67169.	1.500%	246945.
_____	.314%	51694.	2.000%	329260.

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the city requesting coverage.

_____	_____	_____
Signature	Title	Date

League of Minnesota Cities Insurance Trust
 Group Self-Insured Workers' Compensation Plan
 145 University Avenue West
 St. Paul, MN 55103-2044
 (651)215-4173

The "City"

Agreement No.: 0200016931
 Agreement Period From: 1/01/2012
 To: 1/01/2013

GRAND RAPIDS & GRAND RAPIDS- ITASCA COUNTY AIRPORT
 ATTN: HUMAN RESOURCES
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2658

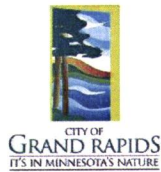
CONTINUATION SCHEDULE FOR QUOTATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	EST. PREM
1774.	9.92	5192	PARKING METER READERS	176.
398730.	7.89	5506	STREET CONSTRUCTION	31460.
30406.	4.27	7423	AIRPORT OPERATIONS	1298.
POP 28218.	106.59	7718	FIREFIGHTERS(VOL)NON SMOKING	30078.
1166977.	3.84	7720	POLICE	44812.
100957.	3.59	8227	CITY SHOP & YARD	3624.
714027.	.80	8810	CLERICAL OFFICE EMPLOYEES NOC	5712.
45631.	2.05	8831	ANIMAL CONTROL	935.
102024.	4.60	9015	BUILDINGS-OPER BY OWNER	4693.
14739.	4.15	9016	SKATING RINK OPERATION	612.
214972.	1.96	9060	CLUB-COUNTRY/GOLF	4213.
125566.	3.65	9102	PARKS	4583.
204026.	1.71	9182	CITY ARENA-OPERATIONS	3489.
71539.	3.61	9220	CEMETERY OPERATION	2583.
681959.	.58	9410	MUNICIPAL EMPLOYEES	3955.
38400.	.25	9411	ELECTED OR APPOINTED OFFICIALS	96.
336363.	.80	8810	LIBRARY OR MUSEUM- PROF & CLER	2691.
18640.	3.65	9102	RECREATION	680.
Manual Premium				145690.

Agent: TBD
 06071: CITY OF GRAND RAPIDS
 CITY CLERK
 420 N. POKEGAMA AVE.
 GRAND RAPIDS MN 55744

12/05/2011

LM4680 (8/99)



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1951 **Version:** 1 **Name:** Transfer to Library-carpet
Type: Agenda Item **Status:** Consent Agenda
File created: 12/7/2011 **In control:** Finance
On agenda: 12/12/2011 **Final action:**
Title: Consider adopting a resolution approving a transfer from the General Fund to the Library Fund for \$50,000, half of the cost of the replacement of the carpet.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Consider adopting a resolution approving a transfer from the General Fund to the Library Fund for \$50,000, half of the cost of the replacement of the carpet.

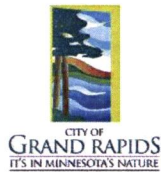
Body

Background Information:

The 2011 Capital Improvement Plan included the replacement of the Library carpet for approximately \$130,000. The funding for this project was a \$50,000 grant from the Blandin Foundation and the balance was a contribution from the General Fund. The actual cost of the carpet was \$100,000. We are requesting a transfer from the General Fund to the Library fund of \$50,000.

Requested City Council Action

Consider adopting a resolution approving a transfer from the General Fund to the Library Fund for \$50,000, half of the cost of the replacement of the carpet.



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1952 **Version:** 1 **Name:** Adopt the Roth after-tax option in the Minnesota Deferred Compensation 457(b) Plan (MNDCP) account.

Type: Agenda Item **Status:** Consent Agenda

File created: 12/8/2011 **In control:** Administration

On agenda: 12/12/2011 **Final action:**

Title: Adopt the Roth after-tax option in the Minnesota Deferred Compensation 457(b) Plan (MNDCP) account.

Sponsors:

Indexes:

Code sections:

Attachments: [MNDCP Roth after-tax option](#)

Date	Ver.	Action By	Action	Result
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Title

Adopt the Roth after-tax option in the Minnesota Deferred Compensation 457(b) Plan (MNDCP) account.

Body

Background Information:

In January 2012, the City will have the option to offer employees the opportunity to contribute on an after-tax basis within their Minnesota Deferred Compensation 457(b) Plan (MNDCP) account. This after-tax contribution option, called a Roth, gives employees a choice and more control over when their salary deferrals - and retirement income - will be subject to taxation.

By choosing to adopt the Roth after-tax option in the MNDCP, the City can provide its employees with a new opportunity to save for their future. The employees will have the choice to make contributions on an after-tax basis, continue under the traditional pre-tax basis, or a combination of the two.

Staff Recommendation:

As an employer, offering the MNDCP Roth option is completely optional. The effort required, timing, costs to implement the Roth option, and the benefits to employees have all been considered and I am recommending adopting the MNDCP Roth option.

Requested City Council Action

Consider adopting the Roth after-tax option in the Minnesota Deferred Compensation 457(b) Plan (MNDCP) account effective January 1, 2012.

The Employer's Guide

How to administer the MNDCP Roth after-tax option



Response Requested

Roth 457(b)...

A new savings opportunity for your employees

In January 2012, you will have the option to offer employees the opportunity to contribute on an after-tax basis within their Minnesota Deferred Compensation 457(b) Plan (MNDCP) account. This after-tax contribution option, called a Roth, gives employees a choice and more control over when their salary deferrals – and retirement income – will be subject to taxation.

By choosing to adopt the Roth after-tax option in the MNDCP, you can provide your employees with a new opportunity to save for their future. Your employees will have the choice to make contributions on an after-tax basis, continue under the traditional pre-tax basis, or a combination of the two.

What is a Roth 457(b)?

Contributions

The MNDCP Roth option allows employees the added choice to have their salary deferrals made on an after-tax basis. This means that, unlike traditional pre-tax deferrals, Roth after-tax deferrals are subject to current federal and, if applicable, state and local income taxes. So, Roth after-tax deferrals are subject to tax withholding like regular pay as opposed to pre-tax deferrals, which are not taxed in the contribution year.

Distributions

When an employee becomes eligible to take a distribution (i.e. separated from service, disabled or deceased), any pre-tax savings and earnings are taxable as ordinary income; whereas Roth after-tax savings and earnings are entirely tax-free, provided the Roth account is held for a five-year period and the distribution is subsequent to the employee attaining age 59 ½.

Traditional Pre-Tax vs Roth After-Tax

Benefit	Traditional Pre-Tax	Roth After-Tax
Payroll Deduction	Yes	Yes
Tax-Deferred Contributions	Yes	No
Treatment of earnings	Tax-Deferred	Tax-Free*
Tax-Free Distributions	No	Yes*

*Tax law requirements must be met (five-year period and attain age 59 ½, upon disability or death)

Who should consider ...

Traditional pre-tax savings	Roth after-tax savings
Employees who: <ul style="list-style-type: none">• Expect to be in a lower tax bracket in retirement• Have few or no tax deductions/credits• Want to reduce current taxable income	Employees who: <ul style="list-style-type: none">• Are in a low tax bracket today (typically younger employees) who will pay lower taxes on their contributions now and have years to accumulate tax-free earnings• Want tax-free withdrawals in retirement• Are highly compensated and cannot contribute to a Roth IRA due to income limitations• Want the option of not taking required minimum withdrawals (RMD) at age 70 ½ (if MNDCP account is rolled over to a Roth IRA before the calendar year reaching age 70 ½)*

**Determine if appropriate for estate planning purposes.*

Why is the after-tax Roth option important for my employees?

We all know that saving for retirement is important and that there is no "one size fits all" solution to meet each individual employee's retirement planning needs.

The decision to pay taxes now rather than later depends on one's individual situation. Offering your employees the convenience of both pre-tax and Roth after-tax salary deferrals provides them with more flexibility in their retirement planning.

Is offering the MNDCP Roth mandatory?

As an employer, offering the MNDCP Roth option is completely optional. You will want to consider the effort required, timing, costs to implement the Roth option, and the benefits to your employees.

How do I implement the MNDCP Roth option?

If you plan to offer the Roth by January 1, 2012, please notify us by November 28. If you choose not to offer it now, you can always add the MNDCP Roth option at a later date. Simply let us know when you are ready to adopt the MNDCP Roth option and we will work with you on the implementation.

If you choose to offer the MNDCP Roth option, there are a few steps you will need to take.

Next Steps

- Determine whether the Roth option within the MNDCP is right for you and your employees.
- Determine the effective date of offering the MNDCP Roth option.
- Email MSRS (mark.manion@msrs.us or mary.warren@msrs.us) with your decision.
- Educate payroll personnel regarding proper tracking and tax reporting of the MNDCP Roth deductions.
- Establish separate fields in your payroll system to track both Traditional pre-tax salary deferrals and Roth after-tax salary deferrals for tax reporting (IRS Form W-2) purposes.
- Ensure contributions remitted to the MNDCP reflect the proper amount and type (pre-tax or Roth after-tax).
- Announce the Roth feature to your employees and talk with your MSRS Representative who can help educate employees on the features of this new option.

For more information

To learn more about the features and details of the Roth after-tax feature, please visit www.msrsinfo.com. From the left navigation bar, click on MNDCP > Roth 457.

Watch your email box and www.msrsinfo.com in early November for more details regarding the administration of the MNDCP Roth 457. It will focus more on payroll processing details.

If you have additional questions regarding the Roth 457 or have suggested topics for future articles, please contact MSRS at 1-800-657-5757, option 3 or contact your MSRS Representative. To find your designated MSRS Representative, visit www.msrsinfo.com/find_representative.html.



This material is not intended to be used to avoid tax penalties, and was prepared to support the promotion or marketing of the matter addressed in this document. The taxpayer should seek advice from an independent tax advisor.

Plan administrative services provided by ING Institutional Plan Services, LLC, a member of the ING family of companies. MSRS Representatives are also registered representatives of ING Investment Advisors, LLC (member SIPC). The Minnesota State Retirement System & Minnesota Deferred Compensation Plan are not members of the ING family of companies.



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1942 **Version:** 1 **Name:** Department head report
Type: Agenda Item **Status:** Department Head Report
File created: 12/7/2011 **In control:** Information Technology
On agenda: 12/12/2011 **Final action:**
Title: Information Technology department head report.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Information Technology department head report.



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #:	11-1950	Version:	1	Name:	GASB 54 Fund Balance Policy and Resolutions
Type:	Agenda Item	Status:		Finance:	Finance
File created:	12/7/2011	In control:		Finance:	Finance
On agenda:	12/12/2011	Final action:			
Title:	Consider adopting a Resolution Amending the Fund Balance Policy, a Resolution Committing Specific Revenue Sources in Special Revenue Funds, and a Resolution Committing General Fund Balance for Revenue Stabilization.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Resolution Amending Fund Balance Policy GASB 54.pdf Resolution Committing Revenue Stabilization in Fund Bal.pdf resolution committing spec rev fund balance.pdf				

Date	Ver.	Action By	Action	Result
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Title

Consider adopting a Resolution Amending the Fund Balance Policy, a Resolution Committing Specific Revenue Sources in Special Revenue Funds, and a Resolution Committing General Fund Balance for Revenue Stabilization.

Body

Background Information:

The Governmental Accounting Standards Board (GASB) requires the City to implement GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions for the December 31, 2011 Financial Statements. The new GASB 54 Fund Balance classifications are:

- ***Nonspendable** - not in a spendable form - inventory, prepaid items
- ***Restricted** - amounts subject to externally enforceable legal restrictions - contribution, grants, bond proceeds
- ***Committed** - resources constrained by City Council resolution for specific purposes
- ***Assigned** - resources "intended for specific purpose" but do not meet criteria for restricted or committed
- ***Unassigned** - remaining balance

As discussed at the Policy and Ordinance Review Committee meeting, this will require a new, revised Fund Balance Policy. Special Revenue Funds are considered to be committed and require a resolution. The Council also requested the revenue stabilization be presented as committed funds.

Requested City Council Action

Consider adopting a Resolution Amending the Fund Balance Policy, a Resolution Committing Specific Revenue Sources in Special Revenue Funds, and a Resolution Committing General Fund Balance for Revenue Stabilization.

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

RESOLUTION NO. 11-

A RESOLUTION AMENDING RESOLUTION NO. 08-136

THE GENERAL FUND BALANCE POLICY

WHEREAS, it is important to establish sound financial management policies to ensure financial stability for the City of Grand Rapids for the benefit of residents and businesses, and

WHEREAS, fund balance reserves are an important component in ensuring the overall financial health of a community, by giving the City sufficient funds to meet contingency and cash-flow timing needs, and

WHEREAS, in establishing an appropriate fund balance, the City needs to consider the demands of cash flow, need for emergency reserves, ability to manage fluctuations of major revenue sources, credit rating and long-term fiscal health.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, adopts the following General Fund Balance Policy

Governmental Accounting Standards Board Statement 54 divides the fund balance into five classifications based on constraints imposed upon the use of resources reported in the governmental funds.

- Nonspendable – consists of amounts that cannot be spent because it is not in spendable form, such as prepaid items, land held for resale.
- Restricted – consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.
- Committed – consists of amounts that are constrained for specific purposes that are internally imposed by formal action (resolution) of the City Council. The committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by resolution.
- Assigned – consists of amounts intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed.
 - In governmental funds other than the general fund, assigned fund balances represent the remaining amount that is not restricted or committed.
 - In the general fund, assigned amounts represent intended uses established by the governing body itself or by an official to which the governing body delegates the authority. (Resolution authorizing City Administrator to assign funds.
- Unassigned – is the residual classification for the general fund and also reflects negative amounts in other funds. The City's policy for unassigned funds in the General Fund is:

- Minimum cash flow – to equal 50% of the following year General Fund property tax levy and anticipated local government aids.
- Compensated absences – equal to the sum of flexible time off and compensatory time for all employees each December 31.
- Emergency or unanticipated expenditures – equal to 10% of the prior year General Fund annual revenues.
- Neighborhood and economic development – equal to the principal amount of the sale of the liquor store.

The City uses restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

Adopted this 12th day of December, 2011.

Dale Adams, Mayor

Attest:

Kim 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.

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

RESOLUTION NO. 11-
A RESOLUTION COMMITTING GENERAL FUND BALANCE FOR REVENUE
STABILIZATION

WHEREAS, the Governmental Accounting Standards Board's Statement #54 definition of committed fund balance describes that portion of fund balance that represents resources whose use is constrained by limitations that the government imposes upon itself at its highest level of decision-making; and,

WHEREAS, City Council action is required to formalize the commitment of the General Fund Balance for specific purposes, and;

WHEREAS, the City Council has determined that in order to fulfill their mandates to protect the health and welfare of the community it is essential that there be a stable source of revenue for general operations of the local government, and

WHEREAS, during periods of economic recession the City of Grand Rapids has seen a temporary yet significant revenue decrease, and

WHEREAS, economic recession is defined as a phase of the business cycle that extends from a peak to the next trough and that is characterized by a substantial decline in overall business activity—output, income, employment, and trade—for at least several months (as a rule of thumb, recessions are often identified by a decline in real gross domestic product for at least two consecutive quarters), and

WHEREAS, for purposes of this policy, the City will use the National Bureau for Economic Research (NBER) as its reference in determining the beginning and end of an economic recession, and

WHEREAS, it is the policy of the City Council through resolution to authorize the use of the committed fund balance to offset all or part of the temporary revenue decrease, and

WHEREAS, the use of the revenue stabilization fund shall occur at the end of the first and or second fiscal year following the beginning of an economic recession as determined by the NBER, and

WHEREAS, in the third fiscal year after the beginning of an economic recession, the revenue stabilization amount will be replenished by an annual amount to be determined by the following formula, where N is the amount to be allocated to the revenue stabilization amount each year:

$$N = (10\% \text{ of Annual Revenue}) \frac{.03}{(1+.03)^8 - 1}$$

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Grand Rapids that the General Fund Balance is committed to 10% of the prior year annual revenues for revenue stabilization.

City of Grand Rapids, Itasca County, Minnesota,

Adopted this 12th day of December, 2011.

Dale Adams, Mayor

Attest:

Kim 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.

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

**RESOLUTION NO. 11-
RESOLUTION COMMITTING SPECIFIC REVENUE SOURCES IN
SPECIAL REVENUE FUNDS**

WHEREAS, the Governmental Accounting Standards Board's Statement #54 definition of special revenue funds states that special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects, and

WHEREAS, the term "proceeds of specific revenue sources" establishes that one or more specific restricted or committed revenues should be in the foundation for a special revenue fund and comprise a substantial portion of the fund's revenues; and

WHEREAS, Council action is required to formalize the commitment of the specific revenue sources to specified purposes,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Grand Rapids, Itasca County, Minnesota, that specific revenue sources and all other revenue of each special revenue fund and the specific purposes for which they are committed are as follows:

Special Revenue Fund	Specific Revenue Sources	Committed For
Library	City and County Tax Levy	Library operations and improvements
Central School	Charges for services	Central School operations and improvements
Civic Center	Charges for services	Civic Center operations and improvements
Grand Rapids/Itasca County Airport	City and County contribution and charges for services	Airport operations and improvements
Recreation Programs	Charges for services	Recreation operations and improvements
Domestic Animal Control Fac	Charges for services	Animal Control operations and improvements
Itasca Calvary Cemetery	Charges for services	Cemetery operations and improvements

Adopted this 12th day of December, 2011.

Dale Adams, Mayor

Attest:

Kim 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

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1934 **Version:** 1 **Name:** Fire Department Washing Machine
Type: Agenda Item **Status:** Fire
File created: 12/5/2011 **In control:** Fire
On agenda: 12/12/2011 **Final action:**
Title: Replace the Fire Department's Industrial Washer
Sponsors:
Indexes:
Code sections:
Attachments: [Industrial Washer for GRFD Quotes](#)

Date	Ver.	Action By	Action	Result
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Title

Replace the Fire Department's Industrial Washer

Body

Background Information:

The Grand Rapids Fire Department is required by O.S.H.A. and the N.F.P.A. to maintain a scheduled washing of firefighter's personal protective equipment to eliminate the amount of contaminated material brought on by fire-related toxins and blood-borne pathogens. The industrial-strength washing machine that is currently in-use at the fire hall has been experiencing major mechanical issues over the last several months, and the service technician has advised us to that it would be more cost-efficient to replace the unit with a new one.

Two quotes have been acquired for the replacement of the washer: 1 quote from Northern Laundry Systems of Bovey, MN for \$6,610.00; and 1 quote from BDS Laundry Sysytems of St. Paul, MN for \$6,998.00.

Northern Laundry Systems would honor our credit that we currently have with them to install the washer at no additional charge.

Because this washing equipment was not anticipated to fail as it has, it was not included in the fire department's C.I.P. replacement for 2011; however, due to several contributing factors which have allowed for remaining funds in the fire department's budget, we are proposing that the washer be replaced using existing funds from the Fire Department Operating Budget.

Staff Recommendation:

Being that Northern Laundry Systems is a local vendor who has been maintaining the washer for us in recent months, the Fire Department recommends using them as the preferred vendor for this equipment purchase and installation.

Requested City Council Action

Consider approving the purchase of an industrial-strength washing machine for the Fire Department to the low bid from Northern Laundry Systems at a cost of \$6,610.00, using funds from the Fire Department's 2011 Operating Budget.



SERVICE AND SALES, LLC

46580 S. Hartley Lake Trail
Bovey, MN 55709
218/245-3162 Cell: 612/817-1064

QUOTATION

November 16, 2011

To: Grand Rapids Fire Department
Re: Replacement of Washer

Following is the quote to replace your existing washer.

Model UC40 Washer	\$6,320.00
1 - 6" Base	\$425.00
Freight for both Options	\$250.00
Handling Charges	\$40.00
Delivery & Installation	No Charge (using Credit from previous Service call)

7035⁰⁰ - 425⁰⁰
16610

Terms: 50% upon acceptance of quote. 50% upon completion.

Warranty: 30 day Labor. Three years on electrical parts. Five years on basket, shaft and bearings.

Accept/Signature

Date



UniMac Washer Proposal

November 21, 2011

Grand Rapids Fire Department
Rob
420 Pokegama Ave N
Grand Rapids, MN 55744

I am pleased to submit this quotation.

Description	Total
UniMac 40 lb. Capacity Rigid-Mount Washer, Model UC40BN2	\$6,230.00
▪ 8-Cycle control	
▪ 2 Speeds: 1 wash, 1 extract	
▪ Cylinder volume: 6.34 cu. ft.	
▪ Extraction speed: 89 G-force	
▪ Voltage: 208-240/60/1	
▪ <i>Note: Requires 4'-6" concrete slab on grade, no in-floor heat</i>	
Option: 8" Steel Base to raise height of washer	\$410.00
Installation	\$520.00
Factory freight	\$248.00

Delivery and installation includes:

- Deliver, set in place, level, anchor, and grout washer
- Train laundry personnel in the proper operation of the equipment

Owner is responsible for:

- All utility connections
- Adequate door openings for easy ingress and egress of equipment without dismantling (stairs, landings, and narrow hallways may require additional installation charges)
- Adequate utilities sizing (water, sewer, electric, gas and vents)

Warranty: Washer / 3 Years - Parts
5 Years - Frame, basket, shaft, bearings and seals

This quotation is valid for 30 days.

Signed Dave Steenerson, Executive Sales Manager
Dave Steenerson

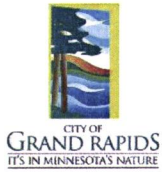
Thank You!

Quote/FD Grand Rapids

Direct Dial Numbers: 651.286.7841 • 877.286.7841 (toll free)

7408⁰⁰
410⁰⁰

6998⁰⁰



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1954 **Version:** 1 **Name:** Extrication Equipment
Type: Agenda Item **Status:** Fire
File created: 12/8/2011 **In control:** Fire
On agenda: 12/12/2011 **Final action:**
Title: Consider authorizing purchase of extrication equipment for the Grand Rapids Fire Department.
Sponsors:
Indexes:
Code sections:
Attachments: [Extrication Equipment](#)

Date	Ver.	Action By	Action	Result
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Title

Consider authorizing purchase of extrication equipment for the Grand Rapids Fire Department.

Body

Background Information:

At previous Council worksessions, the Grand Rapids Fire Department expressed interest in utilizing remaining 2011 operating funds to purchase extrication equipment that will be placed on the proposed rescue pumper truck which is part of the 2012 fleet replacement.

Two quotes were received from vendors and are attached for your review. The first vendor, Metro Fire, quoted extrication equipment needed at \$26,035.00 for the TNT Rescue System. The second vendor, Equipment Management Company, quoted extrication equipment needed at \$25,816.00 for the Genesis System.

Staff Recommendation:

The Fire Department is recommending that you accept quote from Equipment Management Company in the amount of \$25,816.00. This equipment will be placed on the new rescue pumper truck when received sometime in 2012.

Requested City Council Action

Authorize purchase of extrication equipment for the Grand Rapids Fire Department from Equipment Management Company in the amount of \$25,816.00.



22824 West Winchester Dr
Channahon, IL 60410 USA

Phone: 815/467-8762

Fax: 815/467-8763

www.emcfire.com

Sales Order B36096

Order Date 09/01/11

Customer GRANDR

Bill To:

GRAND RAPIDS FIRE DEPT
420 NORTH POKEGEMA AVE
GRAND RAPIDS, MN 55744

Ship To:

GRAND RAPIDS FIRE DEPT
420 NORTH POKEGEMA AVE
GRAND RAPIDS, MN 55744

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.	
GRANDR	BESTWAY	ORIGIN	NET 20 DAYS	QUOTE/CLAREYS	BSOL		
Quantity		Item Number	Unit of Measure	Required Date	Unit Price		Extended Price
Order	Ship	B.O.	Item Description		Discount %	Tax	
1	0	ONSITE	ART.593.575.8 EACH 09/01/11 C236 Cutter w/Next Generation Blades WITH OSC COUPLER		5944.00	N	5944.00
1	0	ONSITE	ART.593.363.3 EACH 09/01/11 49XI Spreader WITH OSC COUPLER		5224.00	N	5224.00
1	0	ONSITE	ART.593.508.1 EACH 09/01/11 Genesis M3 Simo Overdrive Outlaw W/6hp Honda W/osc		5516.00	N	5516.00
1	0	ONSITE	ART.593.508.1E EACH 09/01/11 Genesis M3 Simo Overdrive Outlaw 220v W/osc		5836.00	N	5836.00
1	0	ONSITE	ART.031.900.1 EACH 09/01/11 31" Push-pull Ram Nfpa WITH OSC COUPLER		2184.00	N	2184.00
1	0	ONSITE	ART.011.515.2 EACH 09/01/11 Genesis Nfpa Push/Pull Ram Kit with Slip Fit		1140.00	N	1140.00
1	0	ONSITE	ART.593.217.3 EACH 09/01/11 26-59 Telescopic Ram WITH OSC COUPLER		3544.00	N	3544.00
1	0	ONSITE	ART.283.339.5 EACH 09/01/11 C50 Mini Cutter WITH OSC COUPLER		2264.00	N	2264.00
2	0	ONSITE	ART.HRE.100 EACH 09/01/11 Hose Reel (electric)w/100" Hose		2264.00	N	4528.00



PREPARED FOR:

**GRAND RAPIDS FIRE DEPARTMENT
w/NEXUS COUPLINGS**

QUANTITY:	DESCRIPTION:	UNIT PRICE:	TOTAL:
	POWER UNIT OPTIONS:		
1	TNT ATT 6.5-NEX 6.5HP HONDA GASOLINE TWIN POWER UNIT. TWO TOOL SIMULTANEOUS OPERATION. NEXUS COUPLINGS.	\$6,025.00	\$
DEMO	TNT ATT 6.5 6.5HP HONDA GASOLINE "ACCELERATOR" TWIN POWER UNIT. TWO TOOL SIMULTANEOUS OPERATION. STANDARD COUPLINGS. (24.2 HOURS OF USE)	\$4,885.00	\$
1	TNT ATT-ET-4.0-NEX 4.0HP ELECTRIC TWIN POWER UNIT. TWO TOOL SIMULTANEOUS OPERATION. NEXUS COUPLINGS.	\$6,300.00	\$
	CUTTERS:		
1	TNT SLC-29-NEX 7-5/8" SUPER LIGHT CUTTER. NEXUS COUPLINGS.	\$4,795.00	\$
1	TNT BFC-320-NEX 7-3/4" BRUTE FORCE CUTTER. NEXUS COUPLINGS.	\$5,295.00	\$
1	TNT CSC-40-RSV CONFINED SPACE CUTTER WITH RCV REMOTE VALVE AND CASE. STANDARD COUPLINGS.	\$3,650.00	\$
1	TNT CSS-40-HDP CONFINED SPACE CUTTER WITH HDP HAND PUMP AND 10 FT BLACK HOSE.	\$4,890.00	\$
	SPREADERS:		
1	TNT S-100-24-NEX 24" SPREADER. NEXUS COUPLINGS.	\$5,450.00	\$
1	TNT SL-28-NEX 28" SUPER LIGHT SPREADER. NEXUS COUPLINGS.	\$5,095.00	\$
	RAMS:		
1	TNT R-20-NEX 20" RAM. NEXUS COUPLINGS.	\$1,695.00	\$
1	TNT R-30-NEX 30" RAM. NEXUS COUPLINGS.	\$1,895.00	
1	TNT R-40-NEX 40" RAM. NEXUS COUPLINGS.	\$2,095.00	\$
1	TNT TLS-50-NEX 50" TELESCOPING RAM. NEXUS COUPLINGS.	\$4,075.00	
1	TNT RKIT RAM ACCESSORY KIT. INCLUDES 529001, 529003, 529004, 529007, AND 529013 WITH CASE.	\$500.00	\$
1	TNT XRTLSKIT TLS-50 ACCESSORY KIT. INCLUDES: 529015, 529016, 529017, 529018, 529019, 529020, AND 529021 WITH CASE.	\$695.00	\$
	EXTENSION HOSES:		
2	TNT EDR-100-E-B-S-NEX 100' ELECTRIC REWIND, PAINTED HOSE REEL. 3/8" DIAMETER BONDED HOSE WITH NEXUS COUPLING.	\$3,560.00	\$
		TOTAL:	\$ T.B.D.
	*ALL DEMO EQUIPMENT SUBJECT TO PREVIOUS SALE.		



13915 Lincoln Street N.E. * Suite D* Ham Lake, MN 55304
Phone 763/767-7247 * Fax 763/767-7253 * Toll Free 888/422-1881



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #:	11-1938	Version:	1	Name:	Consider the purchase of server hardware, software and licensing to house our new GIS system.
Type:	Agenda Item	Status:			Information Technology
File created:	12/6/2011	In control:			Information Technology
On agenda:	12/12/2011	Final action:			
Title:	Consider the purchase of server hardware, software and licensing to house our new GIS system.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	SHI Quote-vmware.pdf SHI Quote-Microsoft Licensing.pdf Deerwood Quote-Server Hardware.pdf Productive Quote-Backup Software.pdf				

Date	Ver.	Action By	Action	Result
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Title

Consider the purchase of server hardware, software and licensing to house our new GIS system.

Body

Background Information:

The City's current GIS server has been in service for over five years and is in need of replacement. Most, if not all, departments in the City would benefit from easy access to the GIS system. However, because of the high cost of the individual licensing, this access has been cost prohibitive. With this new project, we would be able to provide access to GIS information to all City Departments and also the public with no additional per-seat licensing costs. This would increase the utilization of our GIS systems and information and, in most cases, serve to enhance productivity and accuracy. In addition to being able to enhance technology offerings to internal City Departments and the Public, this project would also open up the possibility of providing this technology to other area small governments that may not be able to otherwise afford it themselves. Thereby, recovering some funds spent in implementing the project. The cost of the Enterprise License Agreement from ESRI software will be presented to Council at a later date.

Having sourced many different competitive quotes from multiple vendors, we are confident that we are getting the best possible pricing for the project.

We propose that funding for this project be sourced from the Storm Water Utility in the amount of \$10,000 and MSAS Maintenance in the amount of \$17,000. This will allow us to remove the proposed \$35,000 item from the 2012 CIP budget.

Requested City Council Action

Consider the purchase of server hardware, software and licensing from multiple vendors for an amount not to exceed \$27,000 plus applicable taxes.

Good Afternoon Erik:

Below is the quote you requested. Please let me know if you have any questions, or if I can help you with anything else. Thank you

Regards
Elise A



Pricing Proposal

Quotation #:	5014670
Description:	VMware Quote
Created On:	Nov-23-2011
Valid Until:	Dec-23-2011

MN CITY OF GRAND RAPIDS

Erik Scott

Phone: 218-326-7618

Fax:

Email: escott@ci.grand-rapids.mn.us

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 VMware vSphere Enterprise - (v. 5) - license - 1 processor VMware - Part#: VS5-ENT-C	2	\$2,468.00	\$4,936.00
2 VMware Support and Subscription Basic - Technical support - emergency phone consulting - 1 year - 12x5 - 4 business hours - for VMware vSphere Enterprise Edition (v. 5.0) - 1 processor VMware - Part#: VS5-ENT-G-SSS-C	2	\$584.00	\$1,168.00
Total:			\$6,104.00

Additional Comments

Please email all quote requests to QuotesMN@SHI.com

Please email all order requests to OrdersMN@SHI.com OR fax 732-564-8280

Retrieve your quote:

<https://www.shidirect.com/Quotes/Quoteinfo.aspx>

The Products offered under this proposal are subject to the [SHI Return Policy](#), unless there is an existing agreement between SHI and the Customer.

Good Morning Erik:

Below is the quote you requested. Please let me know if you have any questions, or if I can help you with anything else. Thank you

Regards
Elise A



Pricing Proposal

Quotation #:	5013252
Description:	MS Quote
Created On:	Nov-23-2011
Valid Until:	Dec-23-2011

MN CITY OF GRAND RAPIDS

Erik Scott

Phone: 218-326-7618

Fax:

Email: escott@ci.grand-rapids.mn.us

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Microsoft Windows Server 2008 R2 Standard - License - 1 server - Select, Select Plus - Single Language Microsoft - Part#: P73-05005	2	\$460.00	\$920.00
2 Microsoft Windows Server 2008 - License - 1 user CAL - Select, Select Plus - Single Language Microsoft - Part#: R18-02804	25	\$19.00	\$475.00
3 Microsoft SQL Server 2008 R2 Standard - License - 1 processor - Select, Select Plus - Win - Single Language Microsoft - Part#: 228-09492	2	\$4,540.00	\$9,080.00
Total:			\$10,475.00

Additional Comments

Please email all quote requests to QuotesMN@SHI.com

Please email all order requests to OrdersMN@SHI.com OR fax 732-564-8280

Retrieve your quote:

<https://www.shidirect.com/Quotes/Quoteinfo.aspx>

The Products offered under this proposal are subject to the [SHI Return Policy](#), unless there is an existing agreement between SHI and the Customer.



PO Box 393 Deerwood, MN 56444-0393

City of GR Server Quote Hardware

Quote # DTQ001201

Date 11/23/2011

Rep. Jason Przymus

Client Name:

City of Grand Rapids
Erik Scott
420 North Pokegama Ave
Grand Rapids, MN 55744

Phone: 218 534-5357

Fax: 218 963-5015

Email: jason.przymus@deertech.com

Products

Description	Qty	Price	Ext. Price
HP ProLiant DL360 G7 640012-005 1U Rack Entry-level Server - 2 x Xeon X5660 2.8GHz - 2 Processor Support - 8 GB Standard RAM - DVD-Writer - Serial Attached SCSI (SAS) RAID Supported Controller - Gigabit Ethernet-Smart Array P410i with 512MB FBWC	1	\$4,659.00	\$4,659.00



HP 593339-S21 4GB DDR3 SDRAM Memory Module - 4 GB (1 x 4 GB) - DDR3 SDRAM - 1333 MHz DDR3-1333/PC3-10600 (20GB Total)	4	\$81.00	\$324.00
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HP NC365T Ethernet Server Adapter - PCI Express x16 - 4 Port - 10/100/1000Base-T - Internal - Low-profile	1	\$445.61	\$445.61
---	---	----------	----------



HP 507127-S21 300 GB 2.5" Internal Hard Drive - SAS2 600 - 10000 rpm SFF	2	\$301.28	\$602.56
--	---	----------	----------

HP 1 TB 3.5 Internal Hard Drive - SATA/300 - 7200 rpm - Hot Pluggable-AJ740A	2	\$313.14	\$626.28
--	---	----------	----------



Products Subtotal:			\$6,657.45
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Services

Description	Qty	Price	Ext. Price
		\$0.00	\$0.00

CONFIDENTIAL

Services

Description	Qty	Price	Ext. Price
Services Subtotal:			\$0.00
Total:			\$6,657.45

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Deerwood Technologies' research and recommendations are part of our proprietary process. Disclosure to any 3rd party is strictly prohibited.

To approve, please sign and fax to: 218 963-5015

Approval Signature

Date

City of Grand Rapids
Erik Scott



Tim Coen
510 1st Ave N STE310
Minneapolis, MN 55403
612-455-8967
612-375-0219 fax
tim.coen@productivecorp.com

QUOTATION

Quote # POLQ38634

Date 11/28/11

Customer

ERIK SCOTT
City of Grand Rapids
420 Pokegama Ave North
Grand Rapids
MN 55744
escott@ci.grand-rapids.mn.us

Ln #	Qty	Mfg. Part No.	Description	Unit Price	Ext. Price
1	2	BABWBR1600W17 G4	CA ARCserve Backup r16 for Windows Agent for Microsoft SQL Server - Product plus 1 Year Enterprise Maintenance	\$583.64	\$1,167.28
2	2	BABWBR1600W80 G4	CA ARCserve Backup r16 for Windows VM Agent per Host License - Product plus 1 Year Enterprise Maintenance	\$909.20	\$1,818.40
				SubTotal	\$2,985.68
				Sales Tax	\$0.00
				Total	\$2,985.68

Standard Terms: Prepay

Check or Credit Card,
(Net 20 with Credit Approval)

Quote good until 12/19/11

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - PRODUCTIVE ONLINE CORPORATION (POL) SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. POL SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. BOTH PARTIES AGREE THAT CUSTOMER'S SIGNATURE ON THIS QUOTATION CONSTITUTES A LEGALLY BINDING SALES CONTRACT BETWEEN PRODUCTIVE ONLINE CORPORATION AND THE CUSTOMER. LICENSES GRANTED PURSUANT TO THE TERMS OF THE PUBLISHER'S END USER LICENSE AGREEMENT (EULA). ALL PRICES QUOTED IN US DOLLARS. FINAL PRICE MAY INCLUDE SHIPPING OR SALES TAX WHERE APPLICABLE. CUSTOMER IS RESPONSIBLE FOR PAYMENT OF ALL USE TAXES WHEN APPLICABLE.

I accept the above stated terms and conditions;

Customer Signature

Print Name

Title

Purchase Order Number

Date

We Can Help You

Deployment Questions
Licensing and Technical Support
help@productivecorp.com

800.726.4099

Page 1



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #:	11-1941	Version:	1	Name:	Consider the purchase of a new City phone system.
Type:	Agenda Item	Status:			Information Technology
File created:	12/6/2011	In control:			Information Technology
On agenda:	12/12/2011	Final action:			
Title:	Consider the purchase of a new City phone system.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	DCR Quote.pdf				

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

Title

Consider the purchase of a new City phone system.

Body

Background Information:

The City's phone system is aging and in dire need of replacement. We will be replacing multiple individual copper lines and three individual phone switches, merging 6 facilities onto one new system. We will realize increased efficiencies in routing calls between departments and also harness new features that were not available with our outdated system. Through a thorough review process and a focus group meeting with some key City personnel, the low quote from DCR Communications was selected as the best fit for the City. DCR Communications is locally owned and has been in business in Grand Rapids since 1997. DCR installed and currently supports the systems at City Hall, Grand Rapids Area Library, the IRA Civic Center and the Golf Course. As a part of this quoting process, they spent hours over the course of a week performing site surveys at all locations included in this quote; thereby making sure that they had a full understanding of all of the needs of the different departments and facilities. They can be flexible with dates and times for implementation and have agreed to no additional service fees for weekend or after hours labor. The quoted system will meet all of the identified needs of the City including perfect compatibility with the Grand Rapids Public Utilities' new system.

Requested City Council Action

Considering accepting the low quote from DCR Communications for a new City phone system in the amount of \$39,411.78 plus all applicable taxes.



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1947 **Version:** 1 **Name:** Appointment of _____ to the position of HazMat Officer for the Grand Rapids Fire Department.

Type: Agenda Item **Status:** Administration Department

File created: 12/7/2011 **In control:** Administration

On agenda: 12/12/2011 **Final action:**

Title: Appointment of Shawn Graeber to the position of HazMat Officer for the Grand Rapids Fire Department.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Appointment of Shawn Graeber to the position of HazMat Officer for the Grand Rapids Fire Department.

Body

Background Information:

Fire Chief Steve Flaherty, 1st Assistant Fire Chief A.J. Morse, and 2nd Assistant Chief Bryan Zuehlke conducted interviews for the position of Grand Rapids Fire Department HazMat Officer on December 6, 2011.

Based upon the results of those interviews, the interview committee is recommending that Shawn Graeber be appointed as the Grand Rapids Fire Department HazMat Officer effective December 13, 2011.

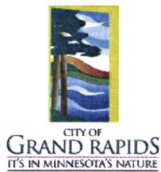
Shawn has been a Firefighter with the City of Grand Rapids since January 2002. He has worked in the capacity of Fire Inspector and is currently the HazMat Training/Equipment Assistant, a position he has held since October 2010.

Staff Recommendation:

Based upon the results of the interviews, the interview committee is recommending that Shawn Graeber be appointed as the Grand Rapids Fire Department HazMat Officer effective December 13, 2011 and the process of filling the vacancy of HazMat Training/Equipment Assistant begin.

Requested City Council Action

Consider the appointment of Shawn Graeber to the position of Grand Rapids Fire Department HazMat Officer effective December 13, 2011 at a starting salary of \$394.41 per month and authorize City staff to begin the process of filling the vacancy of HazMat Training/Equipment Assistant due to this appointment.



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1948 **Version:** 1 **Name:** Completion of Introductory Period for Network Technician Lasha Karels.
Type: Agenda Item **Status:** Administration Department
File created: 12/7/2011 **In control:** Administration
On agenda: 12/12/2011 **Final action:**
Title: Completion of Introductory Period for Network Technician Lasha Karels.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Completion of Introductory Period for Network Technician Lasha Karels.

Body

Background Information:

Lasha Karels, Network Technician, was hired on June 6, 2011. An "End of Introductory Period Employee Progress Review" was completed by Information Technology Director Erik Scott on December 6, 2011. It has been determined that Lasha either met or exceeded requirements in all areas evaluated. According to Erik, *"Overall, Lasha has far exceeded expectations for a new Network Technician. She has maintained a perfect attendance record and proven to be extremely dependable. She has been more than willing to maintain flexibility in her schedule (working late nights and weekends on special projects) and has even completed work outside of normal working hours without being asked to. Lasha brings a wealth of experience and knowledge on all manner of hardware, software, and general technology. She has positively influenced numerous initiatives in IT from product selection to procedural and policy suggestions."*

According to the City of Grand Rapids Non-Exempt Employee Compensation Administration Policy NN.01.07, to be eligible for an introductory period salary adjustment a non-exempt employee must have had satisfactory job performance during their probationary period as documented in a performance evaluation. Department directors are responsible for developing and documenting recommendations for introductory period salary adjustments for their non-exempt staff members using the approved guidelines, with the assistance of the Human Resources Director.

Staff Recommendation:

It is the recommendation of IT Director Erik Scott and Human Resources Director Lynn DeGrio, that Lasha's wage be increased by 5% effective December 6, 2011 in light of her performance during the past six months.

Requested City Council Action

Consider granting permanent status to Network Technician Lasha Karels and increasing her wage by 5% effective December 6, 2011.



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #:	11-1949	Version:	1	Name:	Request to change Cemetery position from Maintenance II part-time (1560 hours per year) to Maintenance III full-time (2080 hours per year).
Type:	Agenda Item	Status:			Administration Department
File created:	12/7/2011	In control:			Administration
On agenda:	12/12/2011	Final action:			
Title:	Request to change Cemetery Grounds/Burial Services Sexton position from Maintenance II part-time (1560 hours per year) to Maintenance III full-time (2080 hours per year).				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title

Request to change Cemetery Grounds/Burial Services Sexton position from Maintenance II part-time (1560 hours per year) to Maintenance III full-time (2080 hours per year).

Body

Background Information:

The City of Grand Rapids, through annexation, has been responsible for maintaining the cemetery since January 1, 2010. Larry Hoopman has worked in the capacity of Maintenance II (Cemetery Grounds/Burial Services Sexton) on a part-time basis. With the recent loss of our Airport/Cemetery Manager, we would like to change the status of the position from part-time to full-time at a Maintenance III level. This position is responsible for performing intermediate semi-skilled work action as the first point of contact for the general public and funeral homes relating to cemetery business, providing burial services, operating equipment, and supervising and coordinating daily and weekly activities of workers.

Staff Recommendation:

Public Works Director Jeff Davies and Human Resources Director Lynn DeGrio are recommending changing the position from part-time Maintenance II to full-time Maintenance III.

This is a budgeted request.

Requested City Council Action

Consider changing the cemetery position from part-time Maintenance II to full-time Maintenance III effective January 1, 2012.



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1953 **Version:** 1 **Name:** Verified Claims
Type: Agenda Item **Status:** Verified Claims
File created: 12/8/2011 **In control:** Finance
On agenda: 12/12/2011 **Final action:**
Title: Approve the verified claims for November 22, 2011 to December 5, 2011 in the amount of \$985,128.53.
Sponsors:
Indexes:
Code sections:
Attachments: [Verified Claims](#)

Date	Ver.	Action By	Action	Result
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Title

Approve the verified claims for November 22, 2011 to December 5, 2011 in the amount of \$985,128.53.

COUNCIL BILL LIST - DECEMBER 12, 2011

DATE: 12/08/2011
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CITY OF GRAND RAPIDS DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/12/2011

VENDOR #	NAME	AMOUNT DUE
<hr/>		
GENERAL FUND		
1309332	MN STATE RETIREMENT SYSTEM	120,000.00
	TOTAL	120,000.00
ADMINISTRATION		
1415377	NORTHERN BUSINESS PRODUCTS INC	377.37
1506265	NORTHERN OFFICE OUTFITTER INC	429.59
	TOTAL ADMINISTRATION	806.96
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	25.40
0315455	COLE HARDWARE INC	90.48
0920060	ITASCA COUNTY TREASURER	1,419.94
	TOTAL BUILDING MAINTENANCE-CITY HALL	1,535.82
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS NEWSPAPERS INC	46.00
1309495	MINUTEMAN PRESS	31.80
1920240	STERLE LAW OFFICE	292.50
1920555	STOKES PRINTING COMPANY	9.39
	TOTAL COMMUNITY DEVELOPMENT	379.69
ENGINEERING		
1200800	LHB ENGINEERS & ARCHITECTS	1,210.30
1900225	SEH-RCM	4,065.00
1920240	STERLE LAW OFFICE	1,461.00
1920555	STOKES PRINTING COMPANY	10.67
	TOTAL ENGINEERING	6,746.97
FINANCE		
0315508	COMPUTER ENTERPRISES	235.11
0809436	HILDI INC	1,700.00
1415377	NORTHERN BUSINESS PRODUCTS INC	23.77
	TOTAL FINANCE	1,958.88

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INVOICES DUE ON/BEFORE 12/12/2011

VENDOR #	NAME	AMOUNT DUE
<hr/>		
GENERAL FUND		
FIRE		
0218350	BRIER CLOTHING	159.85
0221650	BURGGRAF'S ACE HARDWARE INC	111.93
0312110	CLAREY'S SAFETY EQUIPMENT INC	599.69
0315455	COLE HARDWARE INC	2.34
0401804	DAVIS OIL	74.00
0718060	GRAND RAPIDS NEWSPAPERS INC	133.25
0920060	ITASCA COUNTY TREASURER	120.13
1001525	JANICKE BAKERY	54.00
1301168	MARKETPLACE FOODS	235.37
1309495	MINUTEMAN PRESS	31.79
1415030	NORD AUTO PARTS	38.80
1415537	NORTHLAND OFF ROAD & 4 WD	679.07
2000400	T J TOWING	310.00
2300600	W.P. & R.S. MARS COMPANY	610.96
TOTAL FIRE		3,161.18
PUBLIC WORKS		
0100046	ASV, INC.	843.75
0103325	ACHESON TIRE COMPANY INC	20.00
0121721	AUTO VALUE - GRAND RAPIDS	139.29
0221650	BURGGRAF'S ACE HARDWARE INC	25.63
0301685	CARQUEST AUTO PARTS	-5.44
0305520	CENTRAL PARTS WAREHOUSE	2,622.11
0315455	COLE HARDWARE INC	268.79
0401804	DAVIS OIL	565.06
0518366	ERICKSON'S ITASCA LUMBER INC	11.22
0718105	GRAYBAR ELECTRIC COMPANY INC	628.57
0815647	HORN PLASTICS INC	209.48
0920042	ITASCA COUNTY HIGHWAY	438.53
0920060	ITASCA COUNTY TREASURER	895.91
1200500	L&M SUPPLY	84.40
1201530	LANGE'S NURSERY & LANDSCAPING	225.00
1415030	NORD AUTO PARTS	10.40
1415484	NORTHERN LIGHTS TRUCK	48.78
1415528	NORTHLAND CHEMICAL CORP	6,540.75
1421155	NUCH'S IN THE CORNER	194.74
1503150	OCCUPATIONAL DEVELOPMENT CTR	150.00
1821250	RUFFRIDGE-JOHNSON EQUIP CO	1,781.65
2018560	TROUT ENTERPRISES INC	210.00
2305453	WESCO RECEIVABLE CORP	821.44
TOTAL PUBLIC WORKS		16,730.06

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INVOICES DUE ON/BEFORE 12/12/2011

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
FLEET MAINTENANCE		
0103325	ACHESON TIRE COMPANY INC	50.00
0121721	AUTO VALUE - GRAND RAPIDS	148.55
0301685	CARQUEST AUTO PARTS	142.96
1301015	MACQUEEN EQUIPMENT INC	927.66
1801615	RAPIDS WELDING SUPPLY INC	20.63
TOTAL FLEET MAINTENANCE		1,289.80
POLICE		
0103325	ACHESON TIRE COMPANY INC	483.03
0114200	ANDERSON GLASS	127.25
0121721	AUTO VALUE - GRAND RAPIDS	11.09
0301685	CARQUEST AUTO PARTS	463.98
0315455	COLE HARDWARE INC	3.73
0409501	DIMICH LAW OFFICE	6,250.00
0715447	GOLDEN RULE CREATION INC	879.77
0718010	CITY OF GRAND RAPIDS	128.47
0718021	GRAND RAPIDS GM INC	21.38
0718060	GRAND RAPIDS NEWSPAPERS INC	133.25
0920060	ITASCA COUNTY TREASURER	3,365.63
1225522	LYNN CARD COMPANY	92.24
1415030	NORD AUTO PARTS	7.47
1801570	RAPIDS AUTO WASH	73.00
1801609	RAPIDS TOWING	210.00
1920233	STREICHER'S INC	1,641.60
1920240	STERLE LAW OFFICE	325.00
TOTAL POLICE		14,216.89
RECREATION		
0718060	GRAND RAPIDS NEWSPAPERS INC	290.80
1415377	NORTHERN BUSINESS PRODUCTS INC	284.28
TOTAL RECREATION		575.08
AIRPORT		
0718010	CITY OF GRAND RAPIDS	2,061.48
1920240	STERLE LAW OFFICE	422.50
TOTAL		2,483.98

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INVOICES DUE ON/BEFORE 12/12/2011

VENDOR #	NAME	AMOUNT DUE
<hr/>		
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	83.16
0221650	BURGGRAF'S ACE HARDWARE INC	210.02
0315455	COLE HARDWARE INC	9.21
0315495	COMMERCIAL REFRIGERATION	2,527.07
0501656	THE EARTHGRAINS COMPANY INC	102.80
0605670	FERRELLGAS	376.20
0701650	GARTNER REFRIGERATION CO	1,738.96
0718010	CITY OF GRAND RAPIDS	3,711.00
1301168	MARKETPLACE FOODS	85.04
1415655	NORVEND INC	72.50
1421155	NUCH'S IN THE CORNER	73.78
1605611	PEPSI-COLA	3,631.74
1618568	PROGUARD SPORTS INC	3,154.02
1901535	SANDSTROM COMPANY INC	3,544.23
1909510	SIM SUPPLY INC	267.74
2116600	UPPER LAKE FOODS INC	2,075.58
TOTAL GENERAL ADMINISTRATION		21,663.05
RECREATION PROGRAMS		
1605665	PERSONNEL DYNAMICS, LLC	1,092.00
TOTAL		1,092.00
STATE HAZ-MAT RESPONSE TEAM		
2300600	W.P. & R.S. MARS COMPANY	36.42
TOTAL		36.42
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	201.28
1415590	NORTHWEST GAS	811.93
TOTAL		1,013.21
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	6.16
0705531	GENERAL PET SUPPLY	105.00

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INVOICES DUE ON/BEFORE 12/12/2011

VENDOR #	NAME	AMOUNT DUE

DOMESTIC ANIMAL CONTROL FAC		
0718010	CITY OF GRAND RAPIDS	500.00
0920060	ITASCA COUNTY TREASURER	155.58
1200500	L&M SUPPLY	104.69
TOTAL		871.43
SP ASSESS IMP BOND-2003A		
1916650	SPRINGSTED	6,876.50
TOTAL		6,876.50
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
0100046	ASV, INC.	17,430.89
1421700	NUSS TRUCK GROUP INC	110,454.80
TOTAL CAPITAL OUTLAY-PUBLIC WORKS		127,885.69
AIRPORT CAPITAL IMPRV PROJECTS		
2011 LAND ACQUISITION		
1618579	PROSOURCE TECHNOLOGIES INC	1,712.24
TOTAL 2011 LAND ACQUISITION		1,712.24
2010 INFRASTRUCTURE BONDS		
RROAD CROSSING PJT		
1900225	SEH-RCM	4,515.54
1920240	STERLE LAW OFFICE	162.50
TOTAL RROAD CROSSING PJT		4,678.04
2004-2B MULTI USE TRAIL		
1900225	SEH-RCM	2,121.04
TOTAL 2004-2B MULTI USE TRAIL		2,121.04
2011 INFRASTRUCTURE BONDS		
2014-1 NE 1ST AVENUE		
0801535	HAMMERLUND CONSTRUCTION INC	577.67

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INVOICES DUE ON/BEFORE 12/12/2011

VENDOR #	NAME	AMOUNT DUE

2011	INFRASTRUCTURE BONDS	
2014-1	NE 1ST AVENUE	
1916650	SPRINGSTED	7,483.25
TOTAL 2014-1 NE 1ST AVENUE		8,060.92
2009-4	FOREST HILLS AVE	
1900225	SEH-RCM	1,878.34
1916650	SPRINGSTED	4,045.00
TOTAL 2009-4 FOREST HILLS AVE		5,923.34
2010-3	19TH AVE NW	
0801535	HAMMERLUND CONSTRUCTION INC	91,692.14
1900225	SEH-RCM	19,367.06
1916650	SPRINGSTED	1,820.25
TOTAL 2010-3 19TH AVE NW		112,879.45
2012	INFRASTRUCTURE BONDS	
2004-3	SE 4TH STREET	
1900225	SEH-RCM	16,335.82
TOTAL 2004-3 SE 4TH STREET		16,335.82
2011-4	HORSESHOE/ISLEVIEW	
0801825	HAWKINSON CONSTRUCTION CO INC	234,799.48
1900225	SEH-RCM	32,623.21
TOTAL 2011-4 HORSESHOE/ISLEVIEW		267,422.69
STORM WATER UTILITY		
0401804	DAVIS OIL	68.74
0801836	HAWKINSON SAND & GRAVEL	279.49
1621125	PUBLIC UTILITIES COMMISSION	1,500.00
1809154	RICHARD RYSAVY	100.00
TOTAL		1,948.23
TOTAL UN-PAID TO BE APPROVED		750,405.38
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		

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INVOICES DUE ON/BEFORE 12/12/2011

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100055	AT&T SUBPOENA CENTER	40.00
0114210	D. ANDERSON - CHANGE FUND	3,820.00
0114213	STEVE ANDERSON	159.29
0218100	BRENT BRADLEY	38.46
0301650	JEFF CARLSON	200.00
0301705	CASPER CONSTRUCTION INC	5,000.00
0305530	CENTURYLINK INC	7.22
0308352	CHILDRENS MENTAL HEALTH SER	20.67
0401801	DAVIS CHIROPRACTIC HEALTH	19.28
0405305	LYNN DEGRIO	30.00
0405447	DELTA DENTAL OF MINNESOTA	2,097.70
0405537	DENVER CHIROPRACTIC CLINIC	81.99
0409655	TIMOTHY DIRKES	14.95
0415500	DOMINO'S PIZZA	109.00
0504610	RON EDMINSTER	142.64
0605191	FIDELITY SECURITY LIFE INS CO	71.61
0709225	WILBERT GIESE	184.50
0709456	SHAWN J GILLEN	1,025.00
0717996	GRAND ITASCA CLINIC	797.22
0717997	GRAND ITASCA HOSPITAL	590.68
0718015	GRAND RAPIDS CITY PAYROLL	203,804.52
0718070	GRAND RAPIDS STATE BANK	816.44
0920036	ITASCA COUNTY ATTORNEY OFFICE	1,033.00
1015337	MICHELLE JOHNSON	4.35
1101645	LASHA KARELS	30.00
1201402	LAKE COUNTRY POWER	35.34
1209516	LINCOLN NATIONAL LIFE	3,779.60
1305060	MEDS-1 INC	752.60
1309079	S.MILLER - PETTY CASH FUND	19.44
1309157	MCMA	175.00
1309199	MINNESOTA ENERGY RESOURCES	981.84
1309381	UNIVERSITY OF MINNESOTA	285.00
1315295	CHAD MOEN	30.00
1415494	NORTHERN PINES ORTHOPAEDICS CL	42.62
1415530	NORTHLAND COUNSELING CENTER	63.30
1502645	GARY O'BRIEN	90.00
1503151	OCCUPATION DEVELOPMENT CENTER	137.00
1518550	MATTHEW O'ROURKE	230.00
1520720	KEVIN OTT	30.00
1609557	PIONEER MUTUAL LIFE INS CO	248.67
1621130	P.U.C.	4,329.72
1621225	JEREMIAH PUELSTON	471.56
1800651	RRHS UMCM MESABA CLINICS	13.20
1805225	REED DRUG INC	108.80
1809149	MICHAEL RICE	99.35
1913344	HEATH SMITH	200.00

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INVOICES DUE ON/BEFORE 12/12/2011

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2000100	TASC	30.15
2114360	UNITED PARCEL SERVICE	151.60
2301700	WASTE MANAGEMENT	883.49
2405650	XEROX CORPORATION	21.58
2601126	ED ZABINSKI	374.77
T000778	CHRIS SCHEDIN	1,000.00
TOTAL PRIOR APPROVAL		234,723.15
TOTAL ALL DEPARTMENTS		985,128.53

GRAND RAPIDS

IT'S IN MINNESOTA'S NATURE

2012 Preliminary Operating Budget

Taxable Tax Capacity, Tax Levy and Tax Rate

- Taxable Tax Capacity (TTC) is the portion of the market value of all property in the City that is taxed
- Tax Levy is the dollar amount generated by placing a tax against the TTC.
- The tax rate is applied to the taxable value of property. It is derived by dividing the total TTC by the Tax Levy

2011

TAX CAPACITY		\$8,803,789
Less:		
JOBZ		-
TIF Captured tax increment		(116,163)
Fiscal Disparities contribution*		(1,042,860)
Taxable tax capacity		\$7,644,766

*Fiscal Disparities Calculation uses data from the prior year.

2012

TAX CAPACITY		\$8,223,764
Less:		
JOBZ		-
TIF Captured tax increment		(132,575)
Fiscal Disparities contributio		(1,075,330)
Taxable tax capacity*		\$7,015,859

2011

CERTIFIED LEVY		\$5,328,327
Less:		
Fiscal disparities distribution levy		(442,433)
Net amount levied to property owners		\$4,885,894

2012

CERTIFIED LEVY		\$5,537,608
Less:		
Fiscal disparities distribution levy		(448,714)
Net amount levied to property owners		\$5,088,894

Preliminary Levy From September

PROJECTED LEVY & TAX RATE

CITY OF GRAND RAPIDS

December 12, 2011 Budget Meeting

Certified Levy was \$5,552,031

Certified Tax Rate was 72.740%

After the bonds were sold reduced debt levy by \$14,423

	2010 Levy Payable 2011	2011 Levy Payable 2012	
General Fund	\$ 3,466,821	\$ 3,516,821	1.44%
Library Fund	534,716	524,716	-1.87%
Cemetery	175,000	175,000	0.00%
GREDA Levy	50,000	50,000	0.00%
Levy for Internal Loan-2011 Equip Purc	-	136,000	
Special Leves	8,000	8,000	0.00%
Bonded Indebtedness	1,093,789	1,127,071	3.04%
LEVY	\$ 5,328,326	\$ 5,537,608	3.93%

Preliminary Levy From September

2011 PROPOSED LEVY AND TAX RATE

TAX YEAR	TAXABLE TAX	NET CERTIFIED LEVY	CITY TAX RATE	CITY/TOWNSHIP TAX RATE	TOTAL TAX RATE
PAYABLE	CAPACITY				
2002	\$ 4,013,622	\$ 3,221,066	80.169	2.696	82.865
2003	4,667,797	3,487,514	76.387	5.031	81.418
2004	4,883,098	3,774,982	79.273	4.625	83.898
2005	5,402,830	3,868,947	71.339	4.603	75.942
2006	5,692,534	3,977,337	69.869	4.452	74.321
2007	6,224,893	4,091,108	65.722	2.972	68.694
2008	6,851,971	4,503,251	65.722	3.834	69.556
2009	7,919,927	4,677,712	59.063	1.841	60.904
2010	7,115,267	4,631,705	65.095	1.271	66.366
2011	7,647,353	4,885,894	61.602	2.288	63.890
2012	7,015,859	5,088,894	70.040	2.494	72.534

POTENTIAL LEVY WITH ALL REDUCTIONS

		Payable 2011	Payable 2012		
General Fund		\$ 3,466,821	\$ 3,388,591	-2.26%	
Library Fund		534,716	524,716	-1.87%	
Cemetery		175,000	175,000	0.00%	
GREDA Levy		50,000	50,000	0.00%	
Levy for Internal Loan-2011 Equip Purc		-	136,000		
Special Levies		8,000	8,000	0.00%	
Bonded Indebtedness		1,093,789	1,127,071	3.04%	
CERTIFIED LEVY		\$ 5,328,326	\$ 5,409,378	1.52%	

POTENTIAL LEVY WITH ALL REDUCTIONS

POTENTIAL TAX RATE WITH ALL REDUCTIONS						
TAX	TAXABLE	NET	CITY	CITY/TOWNSHIP	TOTAL	
YEAR	TAX	CERTIFIED	TAX	TAX	TAX	
PAYABLE	CAPACITY	LEVY	RATE	RATE	RATE	
2012	\$ 7,015,859	\$ 4,960,664	68.212	2.494	70.706	

Other Tax Issues

- Annexation
 - Difference between Township rate and City rate phased in over 5 years.
- Market Value Exclusion Replaced Market Value Homestead Credit

Market Value Exclusion

- For Grand Rapids
 - Caused a 4.7% increase to the tax rate even if levy does not increase.

