



# CITY OF GRAND RAPIDS

CITY COUNCIL  
CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Meeting Agenda Full Detail City Council

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Tuesday, October 11, 2011

5:00 PM

City Hall Council Chambers

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**5:00 p.m. CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Tuesday, October 11, 2011 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**5:01 p.m. CALL OF ROLL**

**5:02 p.m. PRESENTATIONS/PROCLAMATIONS**

**5:03 p.m. The Minnesota Orchestra**

**5:20 p.m. MEETING PROTOCOL POLICY**

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

**5:21 p.m. PUBLIC FORUM**

**5:25 p.m. COUNCIL REPORTS**

**5:27 p.m. APPROVAL OF MINUTES**

**11-1805** Approve Council minutes for Monday, September 26, 2011 worksession and regular meetings.

**Attachments:** [September 26, 2011 Worksession](#)  
[September 26, 2011 Regular Meeting](#)

**5:28 p.m. CONSENT AGENDA**

*Any item on the consent agenda shall be removed for consideration by request of any one Councilmember, City staff, or the public and put on the regular agenda for discussion and consideration.*

1.     **11-1801**     Adopt a Resolution to Accept a Donation to the Fire Dept  
                    Attachments:   [Fire Resolution](#)
  
2.     **11-1806**     Lost payroll check #71873 issued to Andrew Horton.
  
3.     **11-1808**     Allow for the Elimination of Items from the Fire Department Asset List  
                    Attachments:   [Assets Between pg1](#)  
  [Assets Between pg2](#)
  
4.     **11-1809**     Extend Current Hazmat Response Contract with State of Minnesota  
                    Attachments:   [Hazmat Contract Ammendment](#)
  
5.     **11-1810**     Consider approving a resolution accepting the 2011 Office of Community Oriented  
                            Policing Services Hiring Program Grant in the amount of \$245,184.00.  
                    Attachments:   [COPS Grant Res](#)  
  [2011 COPS Award Document](#)  
  [Financial Analysis](#)
  
6.     **11-1812**     Consider approving a Resolution Providing for the Issuance and Sale of approximately  
                            \$1,565,000 General Obligation Improvement and Refunding Bonds, Series 2011B.  
                    Attachments:   [Recommendations - Series 2011B](#)  
  [Authorizing Resolution 2011B](#)
  
7.     **11-1821**     Work Order 1 related to CP 2010-3, 19th Avenue NW Rail Crossing Improvements.  
                    Attachments:   [10-11-11 Attachment CP 2010-3 WO 1.pdf](#)
  
8.     **11-1822**     Easements related to CP 2011-4, Horseshoe-Isleview Reconditioning Project.  
                    Attachments:   [10-11-11 Attachment CP 2011-4 Easements.pdf](#)
  
9.     **11-1823**     A IRRRB Public Works Grant Application  
                    Attachments:   [10-11-11 Attachment IRRRB Resolution.pdf](#)  
  [Public Works Grand Application.docx](#)
  
10.    **11-1833**     Approve hiring of part time temporary employees for the Park & Recreation  
                            Department.
  
11.    **11-1834**     Consider adopting a resolution approving the First Amendment to the Contract for  
                            Private Development with Lakewood Apartments of Grand Rapids, LLC.  
                    Attachments:   [Resolution approving First Amend to CPD with Lakewood Apt..pdf](#)  
  [First Amendment to Contract Lakewood.pdf](#)



12. [11-1836](#) Authorize publication in summary form for Ordinances 11-08-05 and 11-08-06, adopted August 22, 2011.

**Attachments:** [PUBLISHED SUMMARY -11-08-05 Deferral of special assessments](#)  
[PUBLISHED SUMMARY -11-08-06 Commercial Kitchen Hoods](#)

13. [11-1839](#) Consider authorizing the submission of a request to IRRRB seeking partial funding for the demolition of structures on Block 9, Grand Rapids First Addition through their Commercial Community Redevelopment Grant program.

**Attachments:** [Community Redevelopment Grant Application 10-11-11.pdf](#)

14. [11-1840](#) Approve Letter of Intent to Purchase from Cherry Twp

**5:30 SETTING OF REGULAR AGENDA**  
**p.m.**

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

**5:31 ACKNOWLEDGE BOARDS & COMMISSIONS**  
**p.m.**

15. [11-1811](#) Acknowledge minutes for Boards & Commissions.

**Attachments:** [July 13, 2011 Library Board](#)  
[August 10, 2011 Library Board](#)  
[August 31, 2011 Human Rights](#)  
[June 15, 2011 HRA](#)  
[July 20, 2011 HRA](#)  
[August 17, 2011 HRA](#)

**5:32 DEPARTMENT HEAD REPORT**  
**p.m.**

16. [11-1826](#) Finance Department Head Report.

**Attachments:** [Finance Department Head Report](#)

**5:40 ENGINEERING**  
**p.m.**

17. [11-1820](#) A letter to Itasca County regarding Hammerlund Constructions After the Fact Variance with Itasca County

**Attachments:** [10-11-11 Attachment Hammerlund Letter.pdf](#)  
[10-11-11 Attachment 2 Hammerlund Letter.pdf](#)

**5:45 PUBLIC WORKS DEPARTMENT**  
**p.m.**

18. [11-1829](#) Consider revising the Mutual Aid Agreement between City of Grand Rapids Public Works Department and the City of Cohasset Public Works Department.  
**Attachments:** [2011 10-11 Mutual Aid Agreement Document - Cohasset PW.pdf](#)
19. [11-1830](#) Consider entering into a Mutual Aid Agreement between City of Grand Rapids Public Works Department and the City of LaPrairie Public Works Department.  
**Attachments:** [2011 10-11 Mutual Aid Agreement Document - LaPrairie PW.pdf](#)

**5:55 ADMINISTRATION DEPARTMENT**  
**p.m.**

20. [11-1835](#) Appointment of Police Officer to the position of Police Sergeant.
21. [11-1838](#) Authorization to add Police Officer to the Police Department as a result of accepting the 2011 COPS Hiring Program Grant.
22. [11-1837](#) Appointment of Mr. Jeremy Nelson to the position of Police Officer.

**6:05 VERIFIED CLAIMS**  
**p.m.**

23. [11-1832](#) Consider approving the verified claims for the period September 20, 2011 to October 3, 2011 in the total amount of \$1,377,119.27.  
**Attachments:** [10/11/2011 COUNCIL BILL LIST.pdf](#)

**6:10 ADJOURNMENT**  
**p.m.**

*NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 24, 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

# PROCLAMATION

## MINNESOTA ORCHESTRA: COMMON CHORDS WEEK

WHEREAS: the Minnesota Orchestra is visiting Grand Rapids for a unique week-long residency known as Common Chords from Monday, October 10, through Saturday, October 16, 2011; and

WHEREAS: the Minnesota Orchestra has dedicated itself to reaching out to all segments of our community during this week-long cultural and heritage exchange program; and

WHEREAS: the Minnesota Orchestra: Common Chords program will provide residents of Grand Rapids with more than 30 opportunities to personally meet and interact with members of the Minnesota Orchestra; and

WHEREAS: 116 members and staff of the Orchestra will be guests in our community for this week; and

WHEREAS: the Minnesota Orchestra is world-renowned and its musicians and conductors are held in the highest esteem by peers and critics alike; and

WHEREAS: Grand Rapids prides itself as being a community where our quality of life is enhanced by a culture of creativity that flows from sustaining and supporting a vibrant arts community; and

WHEREAS: appreciation for art in its many forms has been enriched and expanded by the Minnesota Orchestra's special residency this week in Grand Rapids.

THEREFORE BE IT RESOLVED: that Dale Adams, Mayor, does hereby officially proclaim October 10-16, 2011 as "MINNESOTA ORCHESTRA: COMMON CHORDS" week in Grand Rapids, Minnesota.

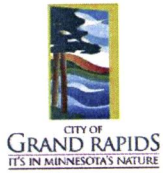
IN WITNESS WHEREOF, I have hereto  
subscribed my name and the seal of the City  
of Grand Rapids, Minnesota, this 11<sup>TH</sup> day  
of October, Two thousand and eleven.

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Dale Adams, Mayor  
City of Grand Rapids







# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1805      **Version:** 1      **Name:** Council Minutes  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 9/27/2011      **In control:** Administration  
**On agenda:** 10/11/2011      **Final action:** 10/11/2011  
**Title:** Approve Council minutes for Monday, September 26, 2011 worksession and regular meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [September 26, 2011 Worksession](#)  
[September 26, 2011 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

**Title**  
Approve Council minutes for Monday, September 26, 2011 worksession and regular meetings.



# CITY OF GRAND RAPIDS

CITY COUNCIL  
CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Minutes - Final - Draft City Council Work Session

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Monday, September 26, 2011

Conference Room 2A

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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, September 26, 2011 at 4:37 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. Discuss Depot Commons building and the Chamber Lease with Central School.  
  
*City Administrator Gillen and Attorney Sterle discuss the new lease negotiated with Depot Commons for Chamber of Commerce to occupy space in the Central School building. The City would be responsible for the depot building. This issue will be handled by the GREDA and brought back to Council for updates.*
2. Discuss 2011 levy/payable in 2012, tax rate, and 2012-2016 Infrastructure CIP.  
  
*Finance Director Miller advises the Council on the final numbers for tax capacity from the County.*  
  
*Finance Director and Engineer Tom Pagel review the projects needed and the projects that can be delayed. Pagel presents another project, regarding trails, that is not on the CIP at this time. Trail to connection ICC and Prairie Lake access. Open access to three jurisdictions.*  
  
*Mayor Adams discusses letter of support for City of La Prairie regarding trail improvements.*

### ADJOURN

*There being no further business, the meeting adjourned at 5:21 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

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Monday, September 26, 2011

5:00 PM

City Hall Council Chambers

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**CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, September 26, 2011 at 5:24 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

**Present** 5 -

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

**5:00 MEETING PROTOCOL POLICY**  
p.m.

**5:01 PUBLIC FORUM**  
p.m.

**5:06 COUNCIL REPORTS**  
p.m.

**5:09 APPROVAL OF MINUTES**  
p.m.

Approve Council minutes for:

Monday, September 12, 2011 Worksession at 4:30 p.m.

Monday, September 12, 2011 Regular meeting at 5:05 p.m.

Tuesday, September 13, 2011 Special meeting at 4:00 p.m.

A motion was made by Councilor Gary McInerney, seconded by Councilor Dale Christy, to approve the minutes for September 12, 2011 Worksession and Regular meetings and September 13, 2011 Special meeting as presented. The motion **PASSED** by unanimous vote.

**5:10 CONSENT AGENDA**  
p.m.

A motion was made by Councilor Christy, seconded by Councilor Zabinski, to approve Consent agenda items 1-5 & 7-10, removing item #6 and adding items 10a, 10b & 10c, including the adoption of the following resolutions:  
Resolution 11-87 - accepting a donation for Golf Bench at the Pokegama Golf

**Course**

**Resolution 11-88 - accepting an additional \$10,000 from HEAT for the previously approved Safe & Sober grant.**

**The motion carried by the following vote.**

**Aye 5 -**

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

1. Allow City Administrator to Sign Contract for Fire Training
2. Acknowledge Marty Brink's successful completion of his probationary period and adjust his hourly wage as per union contract.
3. Permanent and Temporary Easements related to CP 2011-4, Horseshoe-Isleview Reconditioning project.
4. Grant application to IEEE
5. Grant application MN Arts Board
6. A proposal from ARDC to facilitate an agreement with Itasca County.
7. Hire Temporary Employees for Park & Recreation.
8. Adopt a resolution accepting a donation for Golf Bench Donation  
*Adopted Resolution 11-87*
9. Consider approving a Lease with Depot Commons for Suite 109 and Suite 10 in the Old Central School.
10. Wage increase for Susan Johnson, Part-time Scanner.
- 10a. Adopt a resolution accepting an additional \$10,000.00 from HEAT to be included with the previously approved Safe & Sober Grant Agreement.  
  
*Adopted Resolution 11-88*
- 10b. Accept resignation of William J. Block from the position of Police Sergeant with the Grand Rapids Police Department.
- 10c. Authorize the Mayor to sign letter of support for City of La Prairie trail system.



**5:12 SETTING OF REGULAR AGENDA**  
**p.m.**

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

**5:13 ACKNOWLEDGE BOARDS & COMMISSIONS**  
**p.m.**

11. Acknowledge minutes for Boards & Commissions.

*The Council acknowledged the following Board & Commission Minutes:*

*Park/Rec/Civic Center Amended June 8, 2011  
Human Rights Commission July 27, 2011  
Golf Board August 16, 2011  
Airport Commission August 9, 2011  
Airport Commission Special Meeting August 23, 2011*

**5:14 DEPARTMENT HEAD REPORT**  
**p.m.**

12. PW DEPARTMENT HEAD REPORT

**Received and Filed**

**5:25 PUBLIC WORKS DEPARTMENT**  
**p.m.**

13. Consider request to award the bid for a new multi-use posi-track rubber skid steer with attachments to Terex, for \$81,240.64, plus sales tax of \$5,585.30 for a grand total of \$86,825.94.

**A motion was made by Councilor McInerney, seconded by Councilor Chandler, to award the bid for a new multi-use posi-track rubber skid steer with attachments to Terex in the total amount of \$86,825.94. 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

**5:30 VERIFIED CLAIMS**  
**p.m.**

14. Consider approval of verified claims.

**A motion was made by Councilor Zabinski, seconded by Councilor Chandler,**

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

**6:00 PUBLIC HEARINGS**  
**p.m.**

**Recess regular meeting for first scheduled public hearing.**

15.

A public hearing related to CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures.

*Engineer Pagel reviews proposed project and assessments.*

*Written correspondence by Mr. Ken Major was received and acknowledged by City Clerk.*

*A motion was made by Councilor McInerney, seconded by Councilor Chandler to open the public hearing. The motion passed by unanimous vote.*

*The following comments were made during the public hearing.*

*Bob Bentz, 222 NE 4th Street. Questions why he is being assessed for area done previously in the Hwy 169/2 project.*

*Dennis Herdegen, 313 NE 3rd Avenue. Questions if there has been a market value appraisal done on these properties to show the value is being increased by the project cost. Does not believe the market value of his property is increasing. Questions the calculation on the footage to be assessed for his property. Mr. Herdegen also submits an invoice for use of his property during the projects.*

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

*A motion was made by Councilor Chandler, seconded by Councilor McInerney to close the public hearing. The motion passed by unanimous vote.*

**Reconvene regular meeting.**

16.

Adoption of final proposed assessments related to CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures.

**A motion was made by Councilor McInerney, seconded by Councilor Zabinski, to adopt Resolution 11-89 - adoption of final proposed assessments related to CP 2003-6. 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

**Recess regular meeting for second scheduled public hearing.**

17.

A public hearing related to CP 2009-4, Forest Hills Avenue Improvements.

*City Engineer Pagel presents proposed project & assessments.*

*A motion was made by Councilor McInerney, seconded by Councilor Christy to open the public hearing. The motion passed by unanimous vote.*

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

*A motion was made by Councilor McInerney, seconded by Councilor Chandler to close the public hearing. The motion passed by unanimous vote.*

**Reconvene regular meeting.**

18. Adopt final assessments related to CP 2009-4, Forest Hills Avenue Improvements.

**A motion was made by Councilor Zabinski, seconded by Councilor Christy, to adopt Resolution 11-90 - adopting final assessments related to CP 2009-4. The motion carried by the following vote.**

**Aye 5 -**

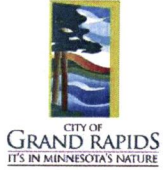
Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Mayor Dale Adams

**7:00 ADJOURNMENT  
p.m.**

*There being no further business, the meeting adjourned at 6:47 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 #:** 11-1801      **Version:** 1      **Name:** Donation to the Fire Department from Rebecca Dehon  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/23/2011      **In control:** Fire  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Adopt a Resolution to Accept a Donation to the Fire Dept  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Fire Resolution](#)

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

Adopt a Resolution to Accept a Donation to the Fire Dept

### *Body*

#### **Background Information:**

Ms. Rebecca Dehon has given a donation in the amount of \$10.00 to the Fire Department to be used for the Fire Prevention and Education Program.

#### **Staff Recommendation:**

[Enter Recommendation Here]

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

Consider adopting a resolution to accept a \$10.00 donation to the Grand Rapids Fire Department's Fire Prevention and Education Program from Ms. Rebecca Dehon.



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

RESOLUTION NO. 11-

A RESOLUTION ACCEPTING A \$10 DONATION TO THE GRAND RAPIDS FIRE  
DEPARTMENT FOR THE FIRE PREVENTION AND EDUCATION PROGRAM FROM  
REBECCA DEHON

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

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

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

- Rebecca Dehon has donated \$10 to the City of Grand Rapids Fire Department to be used for the Fire Prevention and Education Program.

Adopted this 11th day of October 2011.

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Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1806      **Version:** 1      **Name:** LOST PAYROLL CHECK  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/29/2011      **In control:** Finance  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Lost payroll check #71873 issued to Andrew Horton.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

Lost payroll check #71873 issued to Andrew Horton.

### *Body*

#### **Background Information:**

Payroll check #71873, issued to Andrew Horton on February 12, 2010, in the amount of \$158.83 was lost. Andrew Horton has completed an Affidavit of lost check.

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

Consider voiding Payroll check #71873, issuing a new check and waiving bond requirements for check issued to Andrew Horton in the amount of \$158.83.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1808      **Version:** 1      **Name:** Fire Dept Asset List Eliminations  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/29/2011      **In control:** Fire  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Allow for the Elimination of Items from the Fire Department Asset List  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Assets Between pg1](#)  
[Assets Between pg2](#)

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

Allow for the Elimination of Items from the Fire Department Asset List

### *Body*

#### **Background Information:**

The Grand Rapids Fire Department has updated its inventory of the listed Assests between \$700 - \$4,999. Several items listed have either went beyond their life expectancy, become technologically obsolete, cannot be repaired or sold, or have been previously discarded.

In an effort to have a more accurate account for the fire department's assets, and to reduce the amount of liability insurance to the city by having these items listed as an asset, the Fire Department is requesting that the Finance Department be allowed to remove the highlighted items listed on the attached Assets between \$700 - \$4,999, dated August 31, 2011.

#### **Staff Recommendation:**

[Enter Recommendation Here]

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

Consider allowing the elimination of certain expired items from the Fire Department's Assets List.

CITY OF GRAND RAPIDS

FIRE DEPARTMENT

Insurable Assets between \$700 - \$4,999 as of August 31, 2011

Steve &amp; Rob

Remove from List

C-1

AssetIdNum	AssetDesc1	AssetDesc2	DateAcquire	MfgName	MfgModel	MfgSerialNum	CostBasis
EQUIPMENT							
101600005	HURST ROADRUNNER TOOL		1/6/1993	HURST	ML-16C	362R176	\$ 3,977.01
101600013	FOAM UNIT FOR ENG #115	DEVISE FOR MIXING FOAM & WATER	1/26/1993	FLOWMIX	3500		2,347.98
101600023	MOTOROLA BASE RADIO		1/1/1986	MOTOROLA	T1617		3,887.00
101600027	CASCADE AIR SYSTEM GARAGE		2/27/1987				1,500.00
101600030	RADIO EQUIP 1987 FIRE TRUCK		7/10/1989	MOTOROLA			2,119.00
101600035	PAGER SYTEM		2/11/1988	?			1,920.00
101600036	MOTOROLA RADIO & MIC		1/18/1989	MOTOROLA			1,015.21
101600040	ELKHART MONITOR		5/9/1989				1,225.00
101600041	MAXIFORCE RESCUE BAG		5/15/1989				1,975.00
101600049	CHIEF FLTA PUMP		7/22/1990				1,320.00
101600052	PORTABLE RADIO UNITS		9/20/1986	?			1,226.00
101600060	SCBA TRAILER & PAINTING		4/10/1987				2,178.80
101600066	STEAMER CONNECTION	ENGINE #113	10/8/1991				515.83
101600067	KS100 CELLULAR PHONE	W/ ANTENNA	3/5/1991	MOTOROLA	KS100		604.50
101600071	COMPLETE CALVERY SET		3/19/1991				465.00
101600072	16' LADDER/ENG #119		4/10/1991				421.00
101600073	MONITOR II PAGER W/CHARGER	MCDONALD	4/11/1991	MOTOROLA	646BRG285P	646BRG285P	808.00
101600075	MATREX HIGH BAND MOBILE	FIRE CAR	6/20/1991	MOTOROLA		428ARN0433	451.18
101600078	MANIFOLD W/DUMP	FOR JAWS OF LIFE	12/13/1991	HURST	112R034		500.50
101600084	HEAD SET W/ADAPTER CORD	ENGINE #113	2/21/1992	ITASCA MOBILE COMM	TCRHS8 W/TCHPTO44		424.00
101600085	16 CH SCAN PORTABLE RADIO	COOK-2ND ASSISTANT'S RADIO	1/7/1992	MOTOROLA	MT1000 VHF 16 CHANNEL	H43GCU7100CN/751	784.30
101600086	HEAD SET W/ADAPTER CORD	ENGINE #114	2/21/1992	ITASCA MOBILE COMM	TCRHS8 W/TCHPTO44		424.00
101600087	RADIO W/ANTENNA MOUNTING	ENG #114	5/5/1992	MOTOROLA	MAXTRAC HIGH BAND MOBILE	428A5J0939	1,002.19
101600090	SCBA (self contained breathing apparatus)	SELF CONTAINED BREATHING APPAR	3/19/1991	MSA ULTRALIGHTS		NF063328	1,000.00
101600091	SCBA	SELF CONTAINED BREATHING APPAR	3/19/1991	MSA ULTRALIGHTS		NJ342651	1,000.00
101600092	SCBA	SELF CONTAINED BREATHING APPAR	3/19/1991	MSA ULTRALIGHTS		NE247003	1,000.00
101600093	SCBA	SELF CONTAINED BREATHING APPAR	3/19/1991	MSA ULTRALIGHTS		NE247087	1,000.00
101600103	SCBA	SELF CONTAINED BREATHING APPAR	1/12/1993	MSA ULTRALIGHT		NF170562	1,677.37
101600104	SCBA	SELF CONTAINED BREATHING APPAR	1/12/1993	MSA ULTRALIGHT		ND135108	1,677.37
101600105	SCBA	SELF CONTAINED BREATHING APPAR	1/26/1993	MSA ULTRALIGHT		ND142294	1,677.38
101600106	SCBA	SELF CONTAINED BREATHING APPAR	1/12/1993	MSA ULTRALIGHT		ND163266	1,677.38
101600107	SCBA	SELF CONTAINED BREATHING APPAR	1/12/1993	MSA ULTRALIGHT		NL073057	1,677.38
101600108	PORTABLE WATER TANK		7/20/1993	FIRETAK	MF2000	FTM2000W	1,241.00
101600109	HURST TOOL		5/24/1994	HONDA	JL-4GH	363R108	3,301.50



AssetIdNum	AssetDesc1	AssetDesc2	DateAcquire	MfgName	MfgModel	MfgSerialNum	CostBasis
101600115	THUNDER FOG NOZZLE W/SPINTEETH	NEW ENGINE #113	12/13/1996	K & K PRODUCTS	#KK-200	FTS-200PSE #25299	1,158.19
101600116	HI-COMBAT II 50FT HOSE 1-3/4"	NEW ENGINE #113	12/3/1996	ANGUS FIRE EQUIP	HI-COMBAT II	62617050-II	2,760.00
101600120	1.5 KW GENERATOR	PD GAVE TO FIRE IN 99	8/12/1996		2A016 1.5 KW	N058704	2,610.00
101600121	SCBA (self contained breathing apparatus)		4/24/2000	SCBA		ZT077207	2,200.00
101600122	SCBA		4/24/2000	SCBA		ZT094166	2,200.00
101600123	SCBA		4/24/2000	SCBA		ZT097036	2,200.00
101600124	SCBA		4/24/2000	SCBA		ZT092017	2,200.00
101600125	SCBA		4/24/2000	SCBA		ZT094178	2,200.00
101600126	SCBA		4/24/2000	SCBA		ZT077174	2,200.00
101600127	SCBA		4/24/2000	SCBA		ZT077204	2,200.00
101600128	SCBA		04/24/200	SCBA		ZT094172	2,200.00
101600129	SCBA		04/24/200	SCBA		ZT094073	2,200.00
101600130	SCBA		4/24/2000	SCBA		ZT094165	2,200.00
101600131	SCBA		4/24/2000	SCBA		ZT096140	2,200.00
101600132	SCBA		4/24/2000	SCBA		ZT097006	2,200.00
101600133	SCBA		4/24/2000	SCBA		ZT097000	2,200.00
101600134	SCBA		4/24/2000	SCBA		ZT096132	2,200.00
101600135	SCBA		4/24/2000	SCBA		ZT094164	2,200.00
101600136	SCBA		4/24/2000	SCBA		ZT077278	2,200.00
101600137	SCBA		4/24/2000	SCBA		ZT096127	2,200.00
101600138	SCBA		4/24/2000	SCBA		ZT094167	2,200.00
101600139	SCBA		4/24/2000	SCBA		ZT097005	2,200.00
101600140	SCBA		4/24/2000	SCBA		ZT094176	2,200.00
101600141	SCBA		4/24/2000	SCBA		ZT097033	2,200.00
101600142	DBI SALA SEALED SRL-WINCH	PORTABLE	1/24/2001	DBI SALA	3400108	046779	2,340.87
101600143	MOTOROLA MOBILE RADIO UNIT	W/HARDWARE	10/15/2002	MOTOROLA	MCS2000	623CCU0524	1,671.50
101600025	RADIO UNIT		12/17/1986	MOTOROLA			3,493.00
101600076	PORTABLE GAS DETECTOR	AIM 3000	6/21/1991	AIM	3000	18726-9950	1,649.42
101600113	RESUSA-ANNIE MANNEQUIN		11/26/1996				1,200.00
101600114	RESUSA-ANNIE MANNEQUIN		11/26/1996				1,200.00
	DEWALT PORTABLE SAWZALL	W/BATTERY PACK	10/1/2003	DEWALT	DW008	34190	1,700.00
	MOTOROLA MINITOR4 PAGER		1/16/2004	MOTOROLA		839SEA25BD,839SE/	967.02
	WEIGHTED DUMMY	Rescue Randy Adult rescue manikin	3/8/2004	SIMULAIDS	1435	004RD0222	1,022.38
	FIRE PROOF CABINET		6/14/2004	EAGLE MFG	1992		984.34
	FIREHOUSE OCCUPANCY MODULE	(prior purchase credit -\$650 real cost \$210)	12/13/2004	VISIONARY SYSTEMS			860.00
	SCBA TANKS		12/31/2004	RANGER FIRE PROTECTION			2,277.00
Burggraf's	TOOL CHEST W/TOP		12/8/2005	WATERLOO	TRX6013	292337	1,559.16
Donation	AUTOMATED EXTERNAL DEFIBRILLATOR backroom	(AED) ROTARY & MEDS I (backroom)	1/9/2006	ZOLL	AED PLUS	X05607337	2,200.00
Meds-1 Inc	AUTOMATED EXTERNAL DEFIBRILLATOR #114	(AED) Purchased for Eng #114	12/12/2006	ZOLL	AED PLUS	X06E086110	1,500.00
Meds-1 Inc	AUTOMATED EXTERNAL DEFIBRILLATOR #118	(AED) Purchased for Eng #118	12/12/2006	ZOLL	AED PLUS	X06K100211	1,500.00



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1809      **Version:** 1      **Name:** Hazmat Team Contract Extension  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/3/2011      **In control:** Fire  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Extend Current Hazmat Response Contract with State of Minnesota  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Hazmat Contract Ammendment](#)

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

Extend Current Hazmat Response Contract with State of Minnesota

### *Body*

#### **Background Information:**

The City of Grand Rapids Fire Department has been a contractor to the State of Minnesota as a Hazardous Materials Chemical Assessment Team since the inception of the State's Regional Response Program in 1995. Contracts for professional/technical services are issued by the State of Minnesota and are in effect throughout the State's fiscal year and until the expiration date listed in the contract.

The State of Minnesota wishes to exercise its option to extend its current contract with the City of Grand Rapids Fire Department Chemical Assessment Team for an additional one-year period. This extension will require signatures by both parties to ammend the Original Contract and previous ammendments. The proposed ammendments do not negatively impact the budget of the Fire Department or the Chemical Assessment Team, it is merely an extension of the current contract that we've had with the State of Minnesota since July 1, 2007.

#### **Staff Recommendation:**

Extend the current contract with the State of Minnesota and allow for proper signatures.

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

Consider the ammendments and extending the current contract between the City of Grand Rapids and the State of Minnesota to provide professional/technical services for hazardous materials emergencies, and allow for the Mayor and City Adminstrator to sign all documents.



## AMENDMENT NO. 2 TO CFMS CONTRACT NO. B02348

Contract Start Date:	<u>7/1/2007</u>	Total Contract Amount:	<u>\$225,000.00</u>
Original Contract Expiration Date:	<u>6/30/2009</u>	Original Contract:	<u>\$90,000.00</u>
Current Contract Expiration Date:	<u>6/30/2011</u>	Previous Amendment(s) Total:	<u>\$90,000.00</u>
Requested Contract Expiration Date:	<u>6/30/2012</u>	This Amendment:	<u>\$45,000.00</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Public Safety, Division of Homeland Security and Emergency Management ("State") and City of Grand Rapids, Fire Department, 18 NE 5th Street, Grand Rapids, MN 55744 ("Contractor").

### Recitals

1. The State has a contract with the Contractor identified as CFMS Contract Number B02348 (SWIFT Contract Number 32888) ("Original Contract") to provide professional/technical services from regionally located Hazardous Materials Emergency Chemical Assessment Teams to assist local authorities in protecting the public's safety from effects of a hazardous materials release.
2. The State wishes to exercise its option to extend its current contracts with the City of Grand Rapids, Fire Department Chemical Assessment Team for an additional one-year period.
3. The State and the Contractor are willing to amend the Original Contract and previous amendments as stated below.

### Contract Amendment

*In this Amendment, deleted contract terms will be struck out and the added contract terms will be underlined.*

**REVISION 1.** Clause 1. "**Term of Contract**" is amended as follows:

- 1.2 **Expiration date:** ~~June 30, 2011~~, June 30, 2012, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**REVISION 2.** Clause 4. "**Consideration and Payment**" is amended as follows:

- 4.1 **Consideration.** The State will pay for all services performed by the Contractor under this contract as follows:
  - (A) **Compensation.** The Contractor will be paid by the State for the following costs in each year of the contract associated to:
    - (1) Capital equipment – cost of capital equipment including vehicles not to exceed \$14,000.00 for state fiscal years 2008 and 2009 (which run July 1<sup>st</sup> through June 30<sup>th</sup>), and \$5,000.00 for state fiscal years 2010, ~~and 2011~~ and 2012 (which run July 1<sup>st</sup> through June 30<sup>th</sup>).
    - (2) Training – Annual cost of training team personnel (excluding exercise training) not to exceed \$13,000.00 for state fiscal years 2008 and 2009 (which run July 1<sup>st</sup> through June 30<sup>th</sup>), and \$22,000.00 for state fiscal years 2010, ~~and 2011~~ and 2012 (which run July 1<sup>st</sup> through June 30<sup>th</sup>).
    - (3) Medical Examinations – Cost of annual medical examinations for team personnel not to exceed \$4,000.00.
    - (4) Consumable Supplies – Initial cost of consumable supplies not to exceed \$3,000.00.
    - (5) Administration – Program administration costs not to exceed \$8,500.00.
    - (6) Maintenance – Equipment maintenance costs not to exceed \$2,500.00.
  - (B) Contractor may deviate from proposed budget stated in Clause 4, Section 4.1, Item (A) of this contract increasing and decreasing amounts between approved categories listed as needed and justified with the exception of category (5). Category (5) pertains to administration costs and may not be increased more than 20% without prior written approval from the State's Authorized Representative of this contract. The total amount for Clause 4, Section 4.1, Item (A) may not exceed \$45,000.00 per each state fiscal year (July through June) of this contract, and may not exceed a total of ~~\$180,000.00~~ \$225,000.00 for all state fiscal



AMENDMENT NO. 2 TO CFMS CONTRACT NO. B02348

years of the contract. Funds not expended by the Contractor during the first, second, ~~and third~~, and fourth state fiscal years of this contract will be cancelled.

- (C) ***Emergency Response Compensation.*** Contractor will be reimbursed by the State for the reasonable and necessary costs associated with an actual response as follows:
- (1) **Team Personnel Costs:**  
\$75.00 per hour, including wages and fringe benefits, per person, and two (2) hour minimum
  - (2) **Additional Wage Costs for Local Callback Personnel:**  
\$14.36 per hour for state fiscal years 2008 and 2009 (which run July 1<sup>st</sup> through June 30<sup>th</sup>), and \$20.00 per hour for state fiscal years 2010, ~~and 2011~~ and 2012 (which run July 1<sup>st</sup> through June 30<sup>th</sup>), including wages and fringe benefits, per person. May increase in accordance with the Grand Rapids City Council.
  - (3) **Vehicle Operating Costs:**  
\$100.00 per hour for hazardous materials response vehicle and \$50.00 per hour for support vehicles and/or regional mobile air trailer.
  - (4) **Cost of Consumable Supplies Used:**  
Contractor will submit an itemized invoice for actual costs incurred.
  - (5) **Costs of Repair or Replacement of Damaged or Destroyed Equipment:**  
Contractor will submit an itemized invoice for actual costs incurred. If costs exceed \$500.00, the State may request competitive bids or quotes prior to the repair or replacement of equipment. Contractors, who are municipalities, must comply with municipal bidding laws.
  - (6) **Communications Costs:**  
Contractors will submit an itemized invoice for actual costs incurred. Eligible costs are defined as cellular and land line telephone costs for voice, data, or facsimile transmissions.
  - (7) **Administrative Costs Directly Resulting from the Emergency Response:**  
Up to \$500.00 per response, including wages and fringe benefits. Contractor may request additional administrative cost compensation, based on an itemized invoice for actual costs incurred, when extraordinary circumstances resulting from a specific State authorized emergency response are documented.
  - (8) **Costs incurred in the use of Special Equipment as provided in Minnesota Rules, Chapter 7514.1200.**
  - (9) **Costs associated with providing Support to Cleanup Operations when requested in accordance with Minnesota Rules, Chapter 7514.0900, Subpart 5.**
  - (10) **Costs associated with providing Standby Technical Assistance when requested in accordance with Minnesota Rules, Chapter 7514.1600, Subpart 4.**
  - (11) **Other Direct Costs incurred by the Contractor as a result of the Emergency Response.**
- (D) Costs incurred under Clause 4, Section 4.1, Item (C) of this contract for any single response by Contractor may not exceed \$5,000.00, unless authorized by the State.

All necessary and reasonable costs associated with a State authorized emergency response to a hazardous materials incident, incurred by the Contractor and authorized by the State, will be billed by the State to the responsible person, and managed by the State through a separate revolving account for such incidents. Contractor agrees that the State subrogates to the rights of the Contractor against the responsible person as defined in Minnesota Statutes 299A.52.

AMENDMENT NO. 2 TO CFMS CONTRACT NO. B02348

- (E) The total obligation of the State for all compensation to Contractor incurred under Clause 4, Section 4.1, Item (A), of this contract will not exceed ~~\$180,000.00~~ \$225,000.00.

4.2. **Payment**

- (A) **Invoices.** The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and in a form prescribed by the State, and according to the following schedule:
- (1) **Contractor Compensation:** Contractor will submit a completed Contractor's Compensation Reimbursement Packet at least annually but not more frequently than monthly for reimbursement of costs identified in Clause 4, Section 4.1, Items (A) and (B) of this contract. Final invoice for reimbursement of costs pertaining to state fiscal year July 1, 2007 through June 30, 2008 must be received by the State no later than July 31, 2008. The final invoice for reimbursement of costs pertaining to state fiscal year July 1, 2008 through June 30, 2009 must be received by the State no later than July 31, 2009. The final invoice for reimbursement of costs pertaining to state fiscal year July 1, 2009 through June 30, 2010 must be received by the State no later than July 30, 2010. The final invoice for reimbursement of costs pertaining to state fiscal year July 1, 2010 through June 30, 2011 must be received by the State no later than July 29, 2011. The final invoice for reimbursement of costs pertaining to state fiscal year July 1, 2011 through June 30, 2012 must be received by the State no later than July 31, 2012. The State will process completed Reimbursement Packets for compensation within thirty (30) days of receipt. The total amount of reimbursement pertaining to Clause 4, Section 4.1, Items (A) and (B) of this contract will not exceed the limits of this contract.
  - (2) **Emergency Response Compensation:** Contractor is responsible for submitting a claim for reimbursement for the reasonable and necessary costs associated with a State authorized emergency response to a hazardous materials incident within 45 days of the termination of the response. The claim for reimbursement must be made on State provided forms and must detail the reasonable and necessary costs of the response as provided in Clause 4, Section 4.1, Items (C). The State will process completed forms for reimbursement within thirty (30) days of receipt. The total amount of reimbursement pertaining to Clause 4, Section 4.1, Item (C) of this contract will not exceed limits of this contract.
  - (3) **Retainage.** Under Minnesota Statutes Section 16C.08, subdivision 5(b), no more than 90% of the amount due under this contract may be paid until the final product of this contract has been reviewed by the State's agency head. The balance due will be paid when the State's agency head determines that the Contractor has satisfactorily fulfilled all the terms of this contract.

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AMENDMENT NO. 2 TO CFMS CONTRACT NO. B02348

The Original Contract and all previous amendments are incorporated into this amendment by reference.

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: Jane Johnson

Date: 9-23-11

CFMS Contract No. B02348, Written Amendment #2

SWIFT Purchase Order No. 3

2. CONTRACTOR

*The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.*

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

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

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

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

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

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

3. STATE AGENCY

*Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.*

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

(with delegated authority)  
Title: \_\_\_\_\_

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

4. COMMISSIONER OF ADMINISTRATION

*As delegated to Materials Management Division*

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

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

Distribution:

Agency

Contractor

State's Authorized Representative - Photo Copy



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

<b>File #:</b>	11-1810	<b>Version:</b>	1	<b>Name:</b>	2011 COPS Hiring Grant
<b>Type:</b>	Agenda Item	<b>Status:</b>	Passed		
<b>File created:</b>	10/3/2011	<b>In control:</b>	Police		
<b>On agenda:</b>	10/11/2011	<b>Final action:</b>	10/11/2011		
<b>Title:</b>	Consider approving a resolution accepting the 2011 Office of Community Oriented Policing Services Hiring Program Grant in the amount of \$245,184.00.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">COPS Grant Res</a> <a href="#">2011 COPS Award Document</a> <a href="#">Financial Analysis</a>				

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

### *Title*

Consider approving a resolution accepting the 2011 Office of Community Oriented Policing Services Hiring Program Grant in the amount of \$245,184.00.

### *Body*

#### **Background Information:**

On May 9, 2011 the police department was authorized by the City Council apply for the 2011 Office of Community Oriented Policing Services (COPS) Hiring Program Grant.

On September 30, 2011 the COPS Office, notified the Grand Rapids Police Department (GRPD) that they have been awarded 1 officer position and \$245,184.00 in federal funds over a three year period under the 2011 COPS Hiring Program (CHP).

The funding under this project is for the payment of approved full-time entry-level salaries and fringe benefits over three years (for a total of 36 months of funding) for career law enforcement officer positions hired and or rehired on or after the official grant award start date. Any salary and fringe benefit costs higher than entry-level that GRPD pays a CHP-funded officer must be paid with local funds.

GRPD is required to use CHP grant funds for the specific hiring categories awarded. Funding under this program may be used for the following categories:

- Hiring a new officer, this includes filling existing officer vacancies that are no longer funded in the GRPD budget due to state, local budget cuts.
- Rehiring officers who had already been laid off at the time of grant application as a result of state, local budget cuts; and/or
- Rehiring officers who were, at the time of grant application, scheduled to be laid off on a

specific date as a result of state, local budget cuts.

At the time of grant application, GRPD committed to retaining all sworn officer positions awarded under the CHP grant with state and/or local funds for a minimum of 12 months following the conclusion of 36 months of federal funding for each position, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the grant. GRPD cannot satisfy the retention requirement by using CHP-funded positions to fill locally-funded vacancies resulting from attrition.

**Requested City Council Action**

Consider approving a resolution accepting the 2011 COPS Hiring Program Grant in the amount of \$245,184.00 over a three year period and authorize the Mayor and Chief of Police to sign the attached award document.

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

RESOLUTION NO. 11-

A RESOLUTION ACCEPTING THE 2011 COMMUNITY ORIENTED POLICING SERVICES HIRING GRANT IN THE AMOUNT OF \$245,184.00 OVER A THREE YEAR PERIOD AND AUTHORIZE THE MAYOR AND CHIEF OF POLICE TO SIGN THE ATTACHED AWARD DOCUMENT

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

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

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

- On September 30, 2011 the COPS office, notified the Grand Rapids Police Department that they have been awarded 1 officer position and \$245,184.00 in Federal funds over a three year period under the 2011 COPS Hiring Program.

Adopted this 11th day of October 2011.

---

Dale C. Adams, Mayor

Attest:

---

Kimberly Johnson-Gibeau, City Clerk

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





U.S. Department of Justice  
Community Oriented Policing Services  
Grants Administration Division  
COPS Hiring Program  
Treasury Account Symbol (TAS) 15X0406

Grant #: 2011UMWX0097

ORI #: MN03103

Applicant Organization's Legal Name: Grand Rapids, City of

OJP Vendor #: 416005201

DUNS #: 0802405260000

**Law Enforcement Executive:** Chief of Police James C. Denny

Address: 420 North Pokegama Avenue

City, State, Zip Code: Grand Rapids, MN 55744

Telephone: (218) 326-3464

Fax: (218) 326-7610

**Government Executive:** Mayor Dale Adams

Address: 420 North Pokegama Avenue

City, State, Zip Code: Grand Rapids, MN 55744

Telephone: (218) 326-7611

Fax: (218) 326-7608

Award Start Date: 9/1/2011

Award End Date: 8/31/2014

Full Time Officers Funded: 0

New Hires: 1

Rehires - Pre-Application Layoffs: 0

Rehires - Post-Application Layoffs: 0

Award Amount: \$245,184.00

Bernard Melekian  
Director

SEP 8 2011

Date

By signing this Award Document, the grantee agrees to abide by all 20 Grant Terms and Conditions on the reverse side of this document and the attached pages:

James C. Denny  
Chief of Police

Date

Dale Adams  
Mayor

Date

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any remedy available by law to the Federal Government.

Award ID:  
104584



U. S. Department of Justice  
*Office of Community Oriented Policing Services*  
**2011 COPS Hiring Program Grant Terms and Conditions**

By signing the Award Document to accept this COPS Hiring Program (CHP) grant, the grantee agrees to abide by the following grant terms and conditions:

1. **Grant Owner's Manual.** The grantee agrees to comply with the terms and conditions in the 2011 COPS Hiring Program Grant Owner's Manual; COPS statute (42 U.S.C. §. 3796dd, et seq.); 28 C.F.R. Part 66 or 28 C.F.R. Part 70 as applicable (governing administrative requirements for grants and cooperative agreements); 2 C.F.R. Part 225 (OMB Circular A-87); 2 C.F.R. Part 220 (OMB Circular A-21); 2 C.F.R. Part 230 (OMB Circular A-122) and 48 C.F.R. Part 31.000 et seq. (FAR 31.2) as applicable (governing cost principles); OMB Circular A-133 (governing audits); representations made in the grant application for the COPS Hiring Program; and all other applicable program requirements, laws, orders, regulations, or circulars.

2. **Assurances and Certifications.** The grantee acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its CHP application.

3. **Allowable Costs.** The funding under this project is for the payment of approved full-time entry-level salaries and fringe benefits over three years (for a total of 36 months of funding) for career law enforcement officer positions hired and/or rehired on or after the official grant award start date. Any salary and fringe benefit costs higher than entry-level that your agency pays a CHP-funded officer must be paid with local funds.

Your agency is required to use CHP grant funds for the specific hiring categories awarded. Funding under this program may be used for the following categories:

- a. Hiring new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget due to state, local, or Bureau of Indian Affairs (BIA) budget cuts;
- b. Rehiring officers who had already been laid off at the time of grant application as a result of state, local, or BIA budget cuts; and/or
- c. Rehiring officers who were, at the time of grant application, scheduled to be laid off on a specific future date as a result of state, local, or BIA budget cuts.

If your agency's local fiscal conditions have changed and your agency needs to change one or more of the funded hiring categories, your agency should request a post-award grant modification and receive prior approval before spending CHP funding under the new category.

The Financial Clearance Memorandum (FCM), included in your award package, specifies the amount of COPS Hiring Program funds awarded to your agency for officer salaries and approved benefits. Please note that the salary and benefit costs requested in your original application may have been updated or corrected from the original version submitted to the COPS Office. You should carefully review your Final Funding Memorandum (FFM), which is also included in your award package. The FFM contains the final officer salary and fringe benefit categories and amounts for which your agency was approved. You will note that some costs may have been adjusted or removed. Your agency may only be reimbursed for the approved cost categories that are documented within the FFM, up to the amounts specified in the FCM. **Your agency may not use CHP funds for any costs that are not identified as allowable in the Final Funding Memorandum and Financial Clearance Memorandum.**

Only actual allowable costs incurred during the grant award period will be eligible for reimbursement and drawdown. If your agency experiences any cost savings over the course of the grant (for example, your grant application overestimated the total entry-level officer salary and fringe benefits package), your agency may not use that excess funding to extend the length of the grant beyond 36 months. Any funds remaining after your agency has drawn down for the costs of approved salaries and fringe benefits incurred for each awarded position during the 36-month funding period will be deobligated during the closeout process, and should not be spent by your agency.

4. **Supplementing, Not Supplanting.** State, local, or BIA funds budgeted to pay for sworn officer positions irrespective of the receipt of CHP grant funds may not be reallocated to other purposes or refunded as a result of a CHP grant being awarded. Non-federal funds must remain available for and devoted to that purpose, with CHP funds supplementing those non-federal funds. Funding awarded cannot be obligated until after the grant award start date. This means that CHP funds cannot be applied to any agency cost prior to the award start date. In addition, your agency must take active and timely steps pursuant to its standard procedures to fully fund law enforcement costs already budgeted as well as fill all locally-funded vacancies resulting from attrition during the life of the grant.

5. **Retention.** At the time of grant application, your agency committed to retaining all sworn officer positions awarded under the CHP grant with state and/or local funds for a minimum of 12 months following the conclusion of 36 months of federal funding for each position, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the grant. Your agency cannot satisfy the retention requirement by using CHP-funded positions to fill locally-funded vacancies resulting from attrition.

6. **Extensions.** Your agency may request an extension of the grant award period to receive additional time to implement your grant program. Such extensions do **not** provide additional funding. Only those grantees that can provide a reasonable justification for delays will be granted no-cost extensions. Reasonable justifications may include difficulties in filling COPS-funded positions, officer turnover, or other circumstances that interrupt the 36-month grant funding period. An extension allows your agency to compensate for such delays by providing additional time to complete the full 36 months of funding for each position awarded. **Extension requests must be received prior to the end date of the award.**

7. **Modifications.** During the CHP grant award period, it may become necessary for an agency to modify its CHP grant award due to changes in an agency's fiscal or law enforcement situation. Modification requests should be submitted to the COPS Office when an agency determines that it will need to shift officer positions awarded in one hiring category into a different hiring category, reduce the total number of positions awarded, shift funds among benefit categories, and/or reduce the entry-level salary and fringe benefit amounts. For example, an agency may have been awarded CHP grant funding for ten new, additional full-time sworn officer positions, but due to severe fiscal distress/constraints, the agency determines it is unable to sustain all ten positions and must reduce its request to five full-time positions; or an agency may have been awarded CHP grant funding for two new, additional sworn officer positions, but due to fiscal distress/constraints the agency needs to change the hiring category from the new hire category to the rehire category for officers laid off or scheduled for lay-off on a specific future date post-application. Grant modifications under CHP are evaluated on a case-by-case basis. The COPS Office will only consider a modification request after an agency makes final, approved budget and/or personnel decisions. An agency may implement the modified grant award following written approval from the COPS Office. Please be aware that the COPS Office will not approve any modification request that results in an increase of federal funds.



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**2011 COPS Hiring Program Grant Terms and Conditions**

**8. Evaluations.** The COPS Office may conduct monitoring or sponsor national evaluations of the COPS Hiring Program. The grantee agrees to cooperate with the monitors and evaluators.

**9. Reports.** To assist the COPS Office in the monitoring of your award, your agency will be responsible for submitting quarterly programmatic progress reports and quarterly financial reports.

**10. Federal Civil Rights Laws.** As a condition of receipt of federal financial assistance, you acknowledge and agree that you will not (and will require any subgrantees, contractors, successors, transferees, and assignees not to), on the ground of race, color, religion, national origin (which includes providing limited English proficient persons meaningful access to your programs), sex, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Americans with Disabilities Act (ADA) of 1990, as amended (42 U.S.C. §§ 12101-12213, 47 U.S.C. §§ 225, 611); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.); and the corresponding DOJ regulations implementing those statutes at 28 C.F.R. part 42 (subparts C, D, E, G, and I); regulations implementing the ADA, as revised (28 C.F.R. parts 35 and 36; 29 C.F.R. parts 1630, 1640, 1641; 47 C.F.R. §§ 64.601-606, 611, and 613; 49 C.F.R. parts 37 and 38). You also agree to comply with Executive Order 13279 Equal Treatment for Faith-Based Organizations and its implementing regulations at 28 C.F.R. Part 38, which requires equal treatment of religious organizations in the funding process and nondiscrimination of beneficiaries by Faith-Based Organizations on the basis of belief or non-belief.

**11. Equal Employment Opportunity Plan (EEO).** All recipients of funding from the COPS Office must comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan (28 C.F.R. Part 42 subpart E).

**12. Grant Monitoring Activities.** Federal law requires that law enforcement agencies receiving federal funding from the COPS Office must be monitored to ensure compliance with their grant conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of grant implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Grant monitoring activities conducted by the COPS Office include site visits, office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. As a CHP grantee, you agree to cooperate with and respond to any requests for information pertaining to your grant.

**13. Employment Eligibility.** The grantee agrees to complete and keep on file, as appropriate, a Bureau of Citizenship and Immigration Services Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.

**14. Community Policing.** Community policing activities to be initiated or enhanced by your agency were identified and described in your CHP grant application with reference to each of the following elements of community policing: a) community partnerships and support; b) related governmental and community initiatives that complement your agency's proposed use of CHP funding; and c) how your agency will use the funds to reorient its mission or enhance its commitment to community policing.

The COPS Office defines community policing as a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. CHP grants must be used to initiate or enhance community policing activities. All newly hired, additional or rehired officers (or an equal number of redeployed veteran officers) funded under CHP must engage in community policing activities.

**15. Community Policing Self Assessment Tool.** The COPS Office will require your agency to complete the Community Policing Self Assessment Tool (CP SAT) twice within the grant period, at the beginning and again towards the end of your grant period.

**16. Contracts With Other Jurisdictions.** Grantees that provide law enforcement services to another jurisdiction through a contract must ensure that officers funded under this grant do not service the other jurisdiction, but will only be involved in activities or perform services that exclusively benefit the grantee's own jurisdiction.

**17. False Statements.** False statements or claims made in connection with COPS grants may result in fines, imprisonment, or debarment from participating in federal grants or contracts, and/or any other remedy available by law.

**18. Additional High-Risk Grantee Requirements.** The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the awarding agency determines that the recipient is a high-risk grantee (28 C.F.R. Parts 66 and 70).

**19. Central Contractor Registration and Universal Identifier Requirements.** The Office of Management and Budget requires Federal agencies to include the following standard award term in all grants and cooperative agreements made on or after October 1, 2010:

**A. Requirement for Central Contractor Registration (CCR)**

Unless you are exempted from this requirement under 2 C.F.R. 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

**B. Requirement for Data Universal Numbering System (DUNS) Numbers**

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has



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Office of Community Oriented Policing Services  
**2011 COPS Hiring Program Grant Terms and Conditions**

provided its DUNS number to you.

2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

**C. Definitions**

For purposes of this award term:

1. **Central Contractor Registration (CCR)** means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site at <http://www.ccr.gov>.
2. **Data Universal Numbering System (DUNS) number** means the nine- or thirteen-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866.705.5711) or the Internet at <http://fedgov.dnb.com/webform>.
3. **Entity, as it is used in this award term, means all of the following, as defined at 2 C.F.R. part 25, subpart C:**
  - a. A governmental organization, which is a State, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. **Subaward:**
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_\_210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. **Subrecipient** means an entity that:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the federal funds provided by the subaward.

**20. Reporting Subaward and Executive Compensation.** The Office of Management and Budget requires Federal agencies to include the following standard award term in all grants and cooperative agreements made on or after October 1, 2010:

**a. Reporting of first-tier subawards.**

1. **Applicability.** Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. **Where and when to report.**
  - i. You must report each obligating action described in paragraph a.1. of this award term to [www.fsrs.gov](http://www.fsrs.gov).
  - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. **What to report.** You must report the information about each obligating action that the submission instructions posted at [www.fsrs.gov](http://www.fsrs.gov) specify.

**b. Reporting Total Compensation of Recipient Executives.**

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
  - i. the total federal funding authorized to date under this award is \$25,000 or more;
  - ii. in the preceding fiscal year, you received—
    - (A) 80 percent or more of your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
    - (B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)
2. **Where and when to report.** You must report executive total compensation described in paragraph b.1 of this award term:
  - i. As part of your registration profile at [www.ccr.gov](http://www.ccr.gov).
  - ii. By the end of the month following the month in which this award is made, and annually thereafter.

**c. Reporting of Total Compensation of Subrecipient Executives.**

1. **Applicability and what to report.** Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—



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- i. in the subrecipient's preceding fiscal year, the subrecipient received—
  - (A) 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - (B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and subawards); and
- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [www.sec.gov/answers/excomp.htm](http://www.sec.gov/answers/excomp.htm).)

**2. Where and when to report.** You must report subrecipient executive total compensation described in paragraph c.I. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward.

For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

**d. Exemptions**

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

**e. Definitions. For purposes of this award term:**

1. Entity means all of the following, as defined in 2 CFR part 25:
  - i. A governmental organization, which is a state, local government, or Indian tribe;
  - ii. A foreign public entity;
  - iii. A domestic or foreign nonprofit organization;
  - iv. A domestic or foreign for-profit organization;
  - v. A federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
2. Executive means officers, managing partners, or any other employees in management positions.
3. Subaward:
  - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
  - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. Subrecipient means an entity that:
  - i. Receives a subaward from you (the recipient) under this award; and
  - ii. Is accountable to you for the use of the federal funds provided by the subaward.
5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
  - i. Salary and bonus.
  - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v. Above-market earnings on deferred compensation which is not tax-qualified.
  - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.





**U. S. Department of Justice**  
*Community Oriented Policing Services*

**Grants Administration Division**  
**COPS Hiring Program**

145 N Street, N.E.  
Washington, DC 20530

**Memorandum**

**To:** Chief of Police James C. Denny  
Grand Rapids, City of

**From:** Andrew A. Dorr, Assistant Director for Grants Administration  
John Oliphant, Supervisory Senior Policy Analyst  
Budget Prepared By: Barry Bratburd, Senior Policy Analyst

**Re:** COPS Hiring Program Financial Clearance Memo  
A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions/Adjustments are noted below.

**OJP Vendor #:** 416005201

**ORI #:** MN03103

**DUNS #:** 0802405260000

**Grant #:** 2011UMWX0097

<u>Budget Category</u>	<u>Proposed Budget</u>	<u>Approved Budget</u>	<u>Adjustments</u>	<u>Disallowed/Adjusted - Reasons/Comments</u>
Personnel	\$157,914.00	\$157,914.00	\$0.00	
Fringe Benefits	\$87,270.00	\$87,270.00	\$0.00	
Direct Costs:	\$245,184.00	\$245,184.00	\$0.00	
Grand Total	\$245,184.00	\$245,184.00	\$0.00	
<b>Grand Total:</b>	<b>Federal Share:</b>	<b>\$ 245,184.00</b>		
	<b>Applicant Share:</b>	<b>\$ 0.00</b>		

Cleared Date: 9/2/2011

Overall Comments:





**COPS Hiring Program  
Final Funding Memo**

**U.S. Department of Justice, Office of Community Oriented Policing Services**

**Legal Name:** Grand Rapids, City of

**ORI:** MN03103

**Grant Number:** 2011UMWX0097

**Date:** September 23, 2011

Personnel	<u>Quantity</u>	<u>Cost/Item</u>	<u>Total Item Cost</u>	<u>Amount</u>		<u>Reason Disallowed/Adjusted</u>
				<u>Disallowed</u>	<u>Total Allowed</u>	
Salaries	1	\$ 157,914.00	\$ 157,914.00	\$ 0.00	\$ 157,914.00	
<b>Total:</b>				<b>\$ 0.00</b>	<b>\$ 157,914.00</b>	
Fringe Benefits	<u>Quantity</u>	<u>Cost/Item</u>	<u>Total Item Cost</u>	<u>Amount</u>		<u>Reason Disallowed/Adjusted</u>
				<u>Disallowed</u>	<u>Total Allowed</u>	
Fringe Benefits	1	\$ 87,270.00	\$ 87,270.00	\$ 0.00	\$ 87,270.00	
<b>Total:</b>				<b>\$ 0.00</b>	<b>\$ 87,270.00</b>	
<b>Grand Total:</b>						
Total Federal Share:		\$ 245,184.00				
Total Local Share:		\$ 0.00				
Total Project Costs:		\$ 245,184.00				
Total Disallowed Costs:		\$ 0.00				

**Cleared Date:** 9/2/2011

**Overall Comments:**



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1812      **Version:** 1      **Name:** Set sale for \$1,565,000 Series 2011B  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/4/2011      **In control:** Finance  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Consider approving a Resolution Providing for the Issuance and Sale of approximately \$1,565,000 General Obligation Improvement and Refunding Bonds, Series 2011B.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Recommendations - Series 2011B](#)  
[Authorizing Resolution 2011B](#)

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

Consider approving a Resolution Providing for the Issuance and Sale of approximately \$1,565,000 General Obligation Improvement and Refunding Bonds, Series 2011B.

### *Body*

#### **Background Information:**

The City Council ordered three infrastructure projects that require bonding. They are 2009-4 Forest Hills Avenue, 2014-1 1st Avenue NE, and 2010-3 19th Avenue Railroad Crossing. The City also has a bond issue, 2003A General Obligation Improvement Bonds, that were issued in 2003 for infrastructure projects, that has a call date of February 1, 2012. Based on current interest rate estimates, if these bonds were refunded, the City would realize an average cash flow savings of approximately \$70,945 per year. This results in future value savings of approximately \$120,020.

Attached are Recommendations for Issuance of Bonds prepared by the City's Financial Advisors, Springsted, Incorporated. The Recommendations includes, but are not limited to the following:

- \*Set the sale date for November 14, 2011 at 10:00 a.m. with consideration for award by the City Council at 5 p.m. that same day.
- \*The Bonds are being sold through a competitive bidding process.
- \*The principal amount of the bonds are \$1,035,000 for the Improvement Bonds and \$530,000 for the Refunding Portion.
- \*The bonds will be general obligations of the City, secured by its full faith and credit and taxing power.
- \*This issue will require a rating application to Moody's Investor Services.

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

Consider approving a Resolution Providing for the Issuance and Sale of approximately \$1,565,000 General Obligation Improvement and Refunding Bonds, Series 2011B.

## City of Grand Rapids, Minnesota

### Recommendations for Issuance of Bonds

#### \$1,565,000 General Obligation Improvement and Refunding Bonds, Series 2011B

The Council has under consideration the issuance of bonds to fund various improvement projects within the city and refinance an existing general obligation issue of the City. The Bonds have been structured as two discrete purposes based on the use of funds. The purposes are as follows: (i) the Improvement Portion and (ii) the 2003A Refunding Portion. This document provides information relative to the proposed issuance. Complete bidder information will be provided in a separate document.

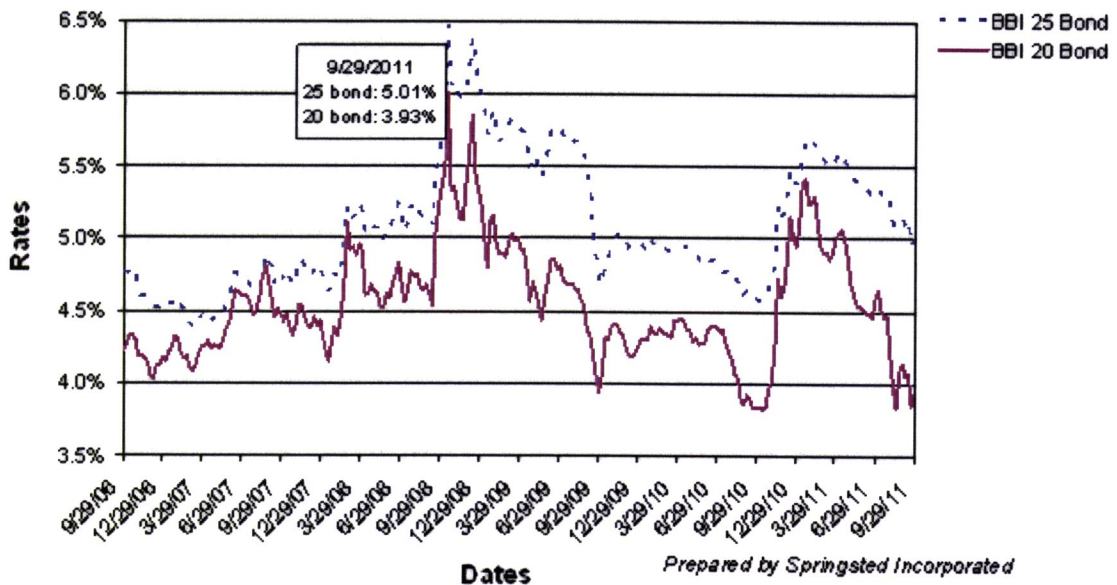
**KEY EVENTS:** The following summary schedule includes the timing of some of the key events that will occur relative to the bond issuance.

October 11, 2011	Council set sale date and terms
Week of November 7, 2011	Rating conference conducted
<b>November 14, 2011, 10:00 a.m.</b>	<b>Competitive proposals are received</b>
<b>November 14, 2011, 5:00 p.m.</b>	<b>Council considers award of bonds</b>
Early December 2011	Proceeds are received

**RATING:** An application will be made to Moody's Investors Services for a rating on the Bonds. The City's general obligation debt is currently rated "A1" by Moody's.

**THE MARKET:** Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20<sup>th</sup> maturity year for general obligation bonds and the 25<sup>th</sup> maturity year for revenue bonds. The following chart illustrates these two indices over the past five years.

**BBI 25-bond (Revenue) and 20-bond (G.O.) Rates for 5 Years  
Ending 9/29/2011**





**POST ISSUANCE  
COMPLIANCE:**

The issuance of these bonds will result in post-issuance compliance responsibilities. The responsibilities lie in two primary areas: i) compliance with federal arbitrage requirements and ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as your issue has been structured. Post-issuance compliance responsibilities for your tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In very general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. There is a "small issuer" exemption from rebate for a municipality that issues \$5 million or less in a calendar year. As the City does not anticipate issuing more than \$5 million in 2011, the Bonds will be exempt from rebate. However, yield restriction provisions pertaining to the debt service fund and any unspent proceeds after three years will still apply. With issues having special assessments pledged as a source of repayment, such as the Bonds, additional diligence should be exercised in monitoring the debt service fund due to the potential accumulation of assessment prepayments, which could cause the fund to become non-bona fide.

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement.

Springsted currently provides arbitrage compliance and continuing disclosure services to the City under a separate contract. A contract amendment to include the Bonds will be forwarded to the City.

**SCHEDULES  
ATTACHED:**

Schedules attached include: a project summary, estimated debt service requirements, assessment schedules and interest costs savings, given the current interest rate environment.

**SUPPLEMENTAL  
INFORMATION AND  
BOND RECORD:**

Supplementary information will be available to staff including detailed terms and conditions of sale, comprehensive structuring schedules and information to assist in meeting post-issuance compliance responsibilities.

Upon completion of the financing, a bond record will be provided that contains pertinent documents and final debt service calculations for the transaction.

**RISKS/SPECIAL  
CONSIDERATIONS:**

The outcome of this financing will rely on the market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.

**SALE TERMS AND  
MARKETING:**

Variability of Issue Size: A specific provision in the sale terms permits modifications to the issue size and/or maturity structure to customize the issue once the price and interest rates are set on the day of sale.

Prepayment Provisions: Bond maturing on or after February 1, 2022 may be prepaid at a price of par plus accrued interest on February 1, 2021.

Bank Qualification: The City does not anticipate issuing more than \$10 million of tax-exempt bonds in 2011. Therefore, the Bonds are designated as bank qualified.

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*\$1,035,000 Improvement Portion*

**Description of Purpose**

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<b>PURPOSE:</b>	Proceeds of the Improvement Portion of the Bonds will be used to finance various improvement projects within the City. Total projects of \$3,491,555 are reduced by various sources in the amount of \$2,491,132.
<b>AUTHORITY:</b>	The Improvement Portion of the Bonds is being issued pursuant to Minnesota Statutes, Chapters 429 and 475.
<b>SECURITY AND SOURCE OF PAYMENT:</b>	<p>The Improvement Portion of the Bonds is a general obligation of the City, secured by its full faith and credit and taxing power. Annual principal and interest payments on the Improvement Portion of the Bonds will be made from a combination of ad valorem property taxes and special assessments filed against benefited properties. Assessments on all projects will be filed on or about November 1, 2011 for collection beginning in 2012. The total principal amount of the assessments for the Improvement Portion of the Bonds is \$383,863, of which \$39,729 will be assessed to the City and \$344,134 will be assessed to homeowners. Assessments have been structured with even payments of principal over a term of 15 years. The interest charged on the unpaid balance of the assessments will be at a rate equal to the true interest cost of the Improvement Portion of the Bonds. For structuring purposes, we have assumed a rate of 2.92%.</p> <p>The City will be required to levy taxes to pay a portion of the debt service on the Improvement Portion of the Bonds. The City will make its first levy in 2011 for collection in 2012. Each year's collection of taxes will be used to make the August 1 interest payment due in the collection year and the February 1 principal and interest payment due in the following year.</p>
<b>STRUCTURING SUMMARY:</b>	Per discussion with City staff, the Improvement Portion of the Bonds have been structured around the projected assessment income over a term of 15 years, providing for annual levy requirements that are substantially level over the life of the Improvement Portion of the Bonds.

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*\$530,000 2003A Refunding Portion*

**Description of Purpose**

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<b>PURPOSE:</b>	Proceeds of the 2003A Refunding Portion of the Bonds and a transfer from the prior issue debt service fund in the amount of \$450,000 will be used to refund the February 1, 2013 through 2020 maturities of the City's General Obligation Improvement and Refunding Bonds, Series 2003A, dated December 1, 2003 (the "2003A Prior Bonds") and currently outstanding in the aggregate principal amount of \$1,095,000. The purpose of the refunding is to achieve interest cost savings. It is anticipated that the 2003A Prior Bonds will be redeemed on February 1, 2012.
<b>AUTHORITY:</b>	The 2003A Refunding Portion of the Bonds is being issued pursuant to Minnesota Statutes, Chapters 429 and 475.





**SECURITY AND  
SOURCE OF  
PAYMENT:**

The 2003A Refunding Portion of the Bonds will be a general obligation of the City, secured by its full faith and credit and taxing power. In addition, the City will pledge special assessments against benefited properties. Historically, the City has not needed to levy for the debt service due on the 2003A Prior Bonds and it is not anticipated that they will require a levy for the 2003A Refunding Portion of the Bonds.

**STRUCTURING  
SUMMARY:**

On February 1, 2012, the call date, the City will use (i) previously collected tax levies to pay the scheduled February 1, 2012 principal and interest payment on the 2003A Prior Bonds and (ii) the proceeds of the 2003A Refunding Portion of the Bonds and the prior issue debt service transfer to redeem the remaining outstanding principal of the 2003A Prior Bonds. Beginning with the August 1, 2012 interest payment, the City will begin to make debt service payments on the 2003A Refunding Portion of the Bonds and realize the interest cost savings.

Based on current interest rate estimates, the refunding is projected to result in the City realizing an average cash flow savings of approximately \$70,945 per year. This results in future value savings of approximately \$120,020, with a net present value benefit to the City of approximately \$58,335. These estimates are net of all costs associated with the refunding.

**\$1,565,000**  
**Grand Rapids, Minnesota**  
General Obligation Improvement & Refunding Bonds, Series 2011B

**Project Summary**

**Dated 12/01/2011 | Delivered 12/01/2011**

	<b>Improvement Bonds</b>	<b>2003A Refunding</b>	<b>Issue Summary</b>
<b>Sources Of Funds</b>			
Par Amount of Bonds.....	\$1,035,000.00	\$530,000.00	\$1,565,000.00
Transfers from Prior Issue Debt Service Funds.....	-	450,000.00	450,000.00
Federal Funds.....	875,000.00	-	875,000.00
Iron Range Resources.....	300,000.00	-	300,000.00
State Bonding.....	900,000.00	-	900,000.00
GRPUC - Sanitary.....	284,845.00	-	284,845.00
GRPUC - Water.....	131,287.00	-	131,287.00
<b>Total Sources.....</b>	<b>\$3,526,132.00</b>	<b>\$980,000.00</b>	<b>\$4,506,132.00</b>
<b>Uses Of Funds</b>			
Total Underwriter's Discount (1.000%).....	10,350.00	5,300.00	15,650.00
Costs of Issuance.....	21,823.80	12,226.20	34,050.00
Improvement Project Costs.....	3,289,318.00	-	3,289,318.00
Deposit to Current Refunding Fund.....	-	960,000.00	960,000.00
Storm Water Utility Project Costs.....	202,237.00	-	202,237.00
Rounding Amount.....	2,403.20	2,473.80	4,877.00
<b>Total Uses.....</b>	<b>\$3,526,132.00</b>	<b>\$980,000.00</b>	<b>\$4,506,132.00</b>

**Flow of Funds Detail**

State and Local Government Series (SLGS) rates for.....			
Date of OMP Candidates.....			
Primary Purpose Fund Solution Method.....	Net Funded	Gross Funded	Gross Funded
Total Cost of Investments.....	\$3,289,318.00	\$960,000.00	\$4,249,318.00
Total Draws.....	\$3,289,318.00	\$960,000.00	\$4,249,318.00
Storm Water Utility Project Costs Solution Method.....			
Total Cost of Investments.....	Net Funded	Net Funded	Net Funded
TOTAL DRAWS.....	\$202,237.00	-	-
	\$202,237.00	-	-

**PV Analysis Summary (Net to Net)**

Net PV Cashflow Savings @ 2.559%(Bond Yield).....	-	505,859.53	-
Transfers from Prior Issue Debt Service Fund.....	-	(450,000.00)	-
Contingency or Rounding Amount.....	-	2,473.80	-
Net Present Value Benefit.....	-	\$58,333.33	-
Net PV Benefit / - Refunded Principal.....	-	6.076%	-
Net PV Benefit / - Refunding Principal.....	-	11.006%	-

**Bond Statistics**

Average Life.....	8.423 Years	4.148 Years	6.975 Years
Average Coupon.....	2.8234824%	1.7117136%	2.5995839%
Net Interest Cost (NIC).....	2.9422091%	1.9528053%	2.7429537%
Bond Yield for Arbitrage Purposes.....	2.5593944%	2.5593944%	2.5593944%
True Interest Cost (TIC).....	2.9254838%	1.9563065%	2.7205208%
All Inclusive Cost (AIC).....	3.2212131%	2.5555894%	3.0796901%

Series 2011 New and Ref / Issue Summary / 9/29/2011 / 2:27 PM

**\$1,035,000**

**City of Grand Rapids, Minnesota**  
**General Obligation Improvement & Refunding Bonds, Series 2011B**  
**Improvement Bonds**

**NET DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessment	Levy Required
02/01/2012	-	-	-	-	-	-	-
02/01/2013	65,000.00	0.800%	28,399.58	93,399.58	98,069.56	38,668.93	59,400.63
02/01/2014	65,000.00	0.950%	23,822.50	88,822.50	93,263.63	36,053.52	57,210.11
02/01/2015	65,000.00	1.050%	23,205.00	88,205.00	92,615.25	35,306.22	57,309.03
02/01/2016	65,000.00	1.400%	22,522.50	87,522.50	91,898.63	34,558.94	57,339.69
02/01/2017	65,000.00	1.650%	21,612.50	86,612.50	90,943.13	33,810.66	57,132.47
02/01/2018	65,000.00	1.950%	20,540.00	85,540.00	89,817.00	33,063.40	56,753.60
02/01/2019	65,000.00	2.200%	19,272.50	84,272.50	88,486.13	32,316.14	56,169.99
02/01/2020	70,000.00	2.450%	17,842.50	87,842.50	92,234.63	31,568.90	60,665.73
02/01/2021	70,000.00	2.700%	16,127.50	86,127.50	90,433.88	30,821.62	59,612.26
02/01/2022	70,000.00	2.850%	14,237.50	84,237.50	88,449.38	30,073.36	58,376.02
02/01/2023	70,000.00	3.000%	12,242.50	82,242.50	86,354.63	29,326.14	57,028.49
02/01/2024	70,000.00	3.200%	10,142.50	80,142.50	84,149.63	28,578.90	55,570.73
02/01/2025	75,000.00	3.300%	7,902.50	82,902.50	87,047.63	27,831.68	59,215.95
02/01/2026	75,000.00	3.450%	5,427.50	80,427.50	84,448.88	27,084.46	57,364.42
02/01/2027	80,000.00	3.550%	2,840.00	82,840.00	86,982.00	26,337.22	60,644.78
Total	\$1,035,000.00	-	\$246,137.08	\$1,281,137.08	\$1,345,193.93	\$475,400.09	\$869,793.84

Dated..... 12/01/2011  
Delivery Date..... 12/01/2011  
First Coupon Date..... 8/01/2012

**Yield Statistics**

Bond Year Dollars..... \$8,717.50  
Average Life..... 8.423 Years  
Average Coupon..... 2.8234824%  
Net Interest Cost (NIC)..... 2.9422091%  
True Interest Cost (TIC)..... 2.9254838%  
Bond Yield for Arbitrage Purposes..... 2.5593944%  
All Inclusive Cost (AIC)..... 3.2212131%

**IRS Form 8038**

Net Interest Cost..... 2.8234824%  
Weighted Average Maturity..... 8.423 Years



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**\$383,863**

**City of Grand Rapids, Minnesota**  
General Obligation Improvement & Refunding Bonds, Series 2011B  
Improvement Bonds

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**ASSESSMENT INCOME**

Date	City Assessments	Remaining Assessments	Total P+I
12/31/2011	-	-	-
12/31/2012	4,002.43	34,666.50	38,668.93
12/31/2013	3,731.74	32,321.78	36,053.52
12/31/2014	3,654.38	31,651.84	35,306.22
12/31/2015	3,577.04	30,981.90	34,558.94
12/31/2016	3,499.68	30,310.98	33,810.66
12/31/2017	3,422.34	29,641.06	33,063.40
12/31/2018	3,344.98	28,971.16	32,316.14
12/31/2019	3,267.64	28,301.26	31,568.90
12/31/2020	3,190.28	27,631.34	30,821.62
12/31/2021	3,111.92	26,961.44	30,073.36
12/31/2022	3,034.60	26,291.54	29,326.14
12/31/2023	2,957.28	25,621.62	28,578.90
12/31/2024	2,879.96	24,951.72	27,831.68
12/31/2025	2,802.64	24,281.82	27,084.46
12/31/2026	2,725.32	23,611.90	26,337.22
Total	\$49,202.23	\$426,197.86	\$475,400.09

**SIGNIFICANT DATES**

Filing Date..... 11/01/2011  
First Payment Date..... 12/31/2012



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**\$530,000**

**Grand Rapids, Minnesota**  
General Obligation Improvement & Refunding Bonds, Series 2011B  
Current Refunding of Series 2003A

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**Debt Service Comparison**

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2012	-	156,838.75	156,838.75	156,838.75	-
02/01/2013	98,831.67	-	98,831.67	168,952.50	70,120.83
02/01/2014	86,850.00	-	86,850.00	159,337.50	72,487.50
02/01/2015	81,090.00	-	81,090.00	154,337.50	73,247.50
02/01/2016	70,302.50	-	70,302.50	139,337.50	69,035.00
02/01/2017	74,392.50	-	74,392.50	144,737.50	70,345.00
02/01/2018	63,237.50	-	63,237.50	134,550.00	71,312.50
02/01/2019	57,067.50	-	57,067.50	129,570.00	72,502.50
02/01/2020	35,857.50	-	35,857.50	104,350.00	68,492.50
Total	\$567,629.17	\$156,838.75	\$724,467.92	\$1,292,011.25	\$567,543.33

**PV Analysis Summary (Net to Net)**

Net FV Cashflow Savings.....	567,543.33
Gross PV Debt Service Savings.....	505,859.53
Net PV Cashflow Savings @ 2.559%(Bond Yield).....	505,859.53
Transfers from Prior Issue Debt Service Fund.....	(450,000.00)
Contingency or Rounding Amount.....	2,473.80
Net Future Value Benefit.....	\$120,017.13
Net Present Value Benefit.....	\$58,333.33
Net PV Benefit / \$161,550.48 PV Refunded Interest.....	36.108%
Net PV Benefit / \$1,018,257.01 PV Refunded Debt Service.....	5.729%
Net PV Benefit / \$960,000 Refunded Principal.....	6.076%
Net PV Benefit / \$530,000 Refunding Principal.....	11.006%

**Refunding Bond Information**

Refunding Dated Date.....	12/01/2011
Refunding Delivery Date.....	12/01/2011

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**\$530,000**

**Grand Rapids, Minnesota**

General Obligation Improvement & Refunding Bonds, Series 2011B

Current Refunding of Series 2003A

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**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
02/01/2012	-	-	-	-
02/01/2013	90,000.00	0.800%	8,831.67	98,831.67
02/01/2014	80,000.00	0.950%	6,850.00	86,850.00
02/01/2015	75,000.00	1.050%	6,090.00	81,090.00
02/01/2016	65,000.00	1.400%	5,302.50	70,302.50
02/01/2017	70,000.00	1.650%	4,392.50	74,392.50
02/01/2018	60,000.00	1.950%	3,237.50	63,237.50
02/01/2019	55,000.00	2.200%	2,067.50	57,067.50
02/01/2020	35,000.00	2.450%	857.50	35,857.50
Total	\$530,000.00	-	\$37,629.17	\$567,629.17

**Yield Statistics**

Bond Year Dollars.....	\$2,198.33
Average Life.....	4.148 Years
Average Coupon.....	1.7117136%
Net Interest Cost (NIC).....	1.9528053%
True Interest Cost (TIC).....	1.9563065%
Bond Yield for Arbitrage Purposes.....	2.5593944%
All Inclusive Cost (AIC).....	2.5555894%

**IRS Form 8038**

Net Interest Cost.....	1.7117136%
Weighted Average Maturity.....	4.148 Years



Extract of Minutes of Meeting  
of the City Council of the City  
of Grand Rapids, Itasca County, Minnesota

Pursuant to due call and notice thereof a regular meeting of the City Council of the City of Grand Rapids, Itasca County, Minnesota, was held at the City Hall in the City on Tuesday, October 11, 2011, commencing at 5:00 P.M.

The following members of the Council were present:

and the following were absent:

\* \* \*

\* \* \*

\* \* \*

The following resolution was presented by Councilmember \_\_\_\_\_, who moved its adoption:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF  
APPROXIMATELY \$1,565,000 GENERAL OBLIGATION IMPROVEMENT  
AND REFUNDING BONDS, SERIES 2011B

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

1. It is hereby determined that:

(a) the following assessable public improvements (the "Improvements") have been made, duly ordered or contracts let for the construction thereof, by the City pursuant to the provisions of Minnesota Statutes, Chapter 429 (the "Act");

Project Designation & Description:

Forest Hills Avenue – CP 2009-4

1<sup>st</sup> Avenue NE – CP2014-1 and 19<sup>th</sup> Avenue Rail – CP 2010-3

(b) the City is also authorized by Minnesota Statutes, Chapter 475 (the “Act”) and section 475.67, subdivision 3, of the Act to issue and sell its general obligation bonds to refund obligations and the interest thereon before the due date of the obligations, if consistent with covenants made with the holders thereof, when determined by the City Council to be necessary or desirable for the reduction of debt service cost to the City or for the extension or adjustment of maturities in relation to the resources available for their payment;

(c) Section 475.67, subdivision 4 of the Act permits the sale of refunding obligations during the six month period prior to the date on which the obligations to be refunded may be called for redemption;

(d) the outstanding bonds to be refunded (the “Refunded Bonds”) consist of the \$2,460,000 General Obligation Improvement and Refunding Bonds, Series 2003A, dated December 1, 2003, of which \$960,000 in principal amount is currently outstanding and is callable on February 1, 2012.

(e) it is necessary and expedient to the sound financial management of the City that the City issue approximately \$1,565,000 General Obligation Improvement and Refunding Bonds, Series 2011B (the “Bonds”) to (i) provide financing for the Improvements, and (ii) refund the Refunded Bonds in order to reduce debt service costs.

2. The City will issue and sell Bonds in the amount of approximately \$1,549,350. To provide in part the additional interest required to market the Bonds at this time, additional Bonds will be issued in the amount of \$15,650. The excess of the purchase price of the Bonds over the sum of \$1,549,350 will be credited to the debt service fund for the Bonds for the purpose of paying interest first coming due on the additional Bonds, unless otherwise provided in the resolution awarding sale of the Bonds. The amounts cited above are subject to adjustment in accordance with the Terms of Proposal. The Bonds will be issued, sold and delivered in accordance with the terms of the following Terms of Proposal:

**THE CITY HAS AUTHORIZED SPRINGSTED INCORPORATED TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:**

**TERMS OF PROPOSAL**

**\$1,565,000\***

**CITY OF GRAND RAPIDS, MINNESOTA**

**GENERAL OBLIGATION IMPROVEMENT AND REFUNDING BONDS, SERIES 2011B**

**(BOOK ENTRY ONLY)**

Proposals for the Bonds and the Good Faith Deposit ("Deposit") will be received on Monday, November 14, 2011, until 10:00 A.M., Central Time, at the offices of Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at 5:00 P.M., Central Time, of the same day.

**SUBMISSION OF PROPOSALS**

Springsted will assume no liability for the inability of the bidder to reach Springsted prior to the time of sale specified above. All bidders are advised that each Proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the Proposal is submitted.

(a) **Sealed Bidding.** Proposals may be submitted in a sealed envelope or by fax (651) 223-3046 to Springsted. Signed Proposals, without final price or coupons, may be submitted to Springsted prior to the time of sale. The bidder shall be responsible for submitting to Springsted the final Proposal price and coupons, by telephone (651) 223-3000 or fax (651) 223-3046 for inclusion in the submitted Proposal.

**OR**

(b) **Electronic Bidding.** Notice is hereby given that electronic proposals will be received via PARITY<sup>®</sup>. For purposes of the electronic bidding process, the time as maintained by PARITY<sup>®</sup> shall constitute the official time with respect to all Bids submitted to PARITY<sup>®</sup>. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY<sup>®</sup> for purposes of submitting its electronic Bid in a timely manner and in compliance with the requirements of the Terms of Proposal.* Neither the City, its agents nor PARITY<sup>®</sup> shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents nor PARITY<sup>®</sup> shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY<sup>®</sup>. The City is using the services of PARITY<sup>®</sup> solely as a

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\* ***Preliminary; subject to change.***



communication mechanism to conduct the electronic bidding for the Bonds, and PARITY<sup>®</sup> is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY<sup>®</sup>, this Terms of Proposal shall control. Further information about PARITY<sup>®</sup>, including any fee charged, may be obtained from:

PARITY<sup>®</sup>, 1359 Broadway, 2<sup>nd</sup> Floor, New York, New York 10018  
Customer Support: (212) 849-5000

#### DETAILS OF THE BONDS

The Bonds will be dated December 1, 2011, as the date of original issue, and will bear interest payable on February 1 and August 1 of each year, commencing August 1, 2012. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts\* as follows:

2013	\$155,000	2017	\$135,000	2021	\$70,000	2025	\$75,000
2014	\$145,000	2018	\$125,000	2022	\$70,000	2026	\$75,000
2015	\$140,000	2019	\$120,000	2023	\$70,000	2027	\$80,000
2016	\$130,000	2020	\$105,000	2024	\$70,000		

\* *The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the maturity amounts offered for sale. Any such increase or reduction will be made in multiples of \$5,000 in any of the maturities. In the event the principal amount of the Bonds is increased or reduced, any premium offered or any discount taken by the successful bidder will be increased or reduced by a percentage equal to the percentage by which the principal amount of the Bonds is increased or reduced.*

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption and must conform to the maturity schedule set forth above. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the Proposal Form.

#### BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of

beneficial owners. The purchaser, as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

#### REGISTRAR

The City will name the registrar which shall be subject to applicable SEC regulations. The City will pay for the services of the registrar.

#### OPTIONAL REDEMPTION

The City may elect on February 1, 2021, and on any day thereafter, to prepay Bonds due on or after February 1, 2022. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All prepayments shall be at a price of par plus accrued interest.

#### SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge special assessments against benefited properties. The proceeds will be used to (i) fund various improvement projects within the City and (ii) refund the February 1, 2013 through February 1, 2020 maturities of the City's General Obligation Improvement and Refunding Bonds, Series 2003A, dated December 1, 2003.

#### BIDDING PARAMETERS

Proposals shall be for not less than \$1,549,350 and accrued interest on the total principal amount of the Bonds.

No proposal can be withdrawn or amended after the time set for receiving proposals unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Rates shall be in integral multiples of 5/100 or 1/8 of 1%. Rates are not required to be in level or ascending order; however, the rate for any maturity cannot be more than 1% lower than the highest rate of any of the preceding maturities. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

#### GOOD FAITH DEPOSIT

Proposals, regardless of method of submission, shall be accompanied by a Deposit in the amount of \$15,650, in the form of a certified or cashier's check, a wire transfer, or Financial Surety Bond and delivered to Springsted Incorporated prior to the time proposals will be opened. Each bidder shall be solely responsible for the timely delivery of their Deposit whether by check, wire



transfer or Financial Surety Bond. Neither the City nor Springsted Incorporated have any liability for delays in the transmission of the Deposit.

Any Deposit made by **certified or cashier's check** should be made payable to the City and delivered to Springsted Incorporated, 380 Jackson Street, Suite 300, St. Paul, Minnesota 55101.

Any Deposit sent via **wire transfer** should be sent to Springsted Incorporated as the City's agent according to the following instructions:

Wells Fargo Bank, N.A., San Francisco, CA 94104  
ABA #121000248  
for credit to Springsted Incorporated, Account #635-5007954  
Ref: Grand Rapids, MN Series 2011B Good Faith Deposit

Contemporaneously with such wire transfer, the bidder shall send an e-mail to [bond\\_services@springsted.com](mailto:bond_services@springsted.com), including the following information; (i) indication that a wire transfer has been made, (ii) the amount of the wire transfer, (iii) the issue to which it applies, and (iv) the return wire instructions if such bidder is not awarded the Bonds.

Any Deposit made by the successful bidder by check or wire transfer will be delivered to the City following the award of the Bonds. Any Deposit made by check or wire transfer by an unsuccessful bidder will be returned to such bidder following City action relative to an award of the Bonds.

If a **Financial Surety Bond** is used, it must be from an insurance company licensed to issue such a bond in the State of Minnesota and pre-approved by the City. Such bond must be submitted to Springsted Incorporated prior to the opening of the proposals. The Financial Surety Bond must identify each underwriter whose Deposit is guaranteed by such Financial Surety Bond. If the Bonds are awarded to an underwriter using a Financial Surety Bond, then that underwriter is required to submit its Deposit to the City in the form of a certified or cashier's check or wire transfer as instructed by Springsted Incorporated not later than 3:30 P.M., Central Time on the next business day following the award. If such Deposit is not received by that time, the Financial Surety Bond may be drawn by the City to satisfy the Deposit requirement.

The Deposit received from the purchaser, the amount of which will be deducted at settlement, will be deposited by the City and no interest will accrue to the purchaser. In the event the purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

#### AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals



without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

#### BOND INSURANCE AT PURCHASER'S OPTION

If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the underwriter, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the purchaser of the Bonds. Any increased costs of issuance of the Bonds resulting from such purchase of insurance shall be paid by the purchaser, except that, if the City has requested and received a rating on the Bonds from a rating agency, the City will pay that rating fee. Any other rating agency fees shall be the responsibility of the purchaser.

Failure of the municipal bond insurer to issue the policy after Bonds have been awarded to the purchaser shall not constitute cause for failure or refusal by the purchaser to accept delivery on the Bonds.

#### CUSIP NUMBERS

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the purchaser to accept delivery of the Bonds. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the purchaser.

#### SETTLEMENT

Within 40 days following the date of their award, the Bonds will be delivered without cost to the purchaser through DTC in New York, New York. Delivery will be subject to receipt by the purchaser of an approving legal opinion of Kennedy & Graven, Chartered of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the purchaser shall be liable to the City for any loss suffered by the City by reason of the purchaser's non-compliance with said terms for payment.

#### CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the City will undertake, pursuant to the resolution awarding sale of the Bonds, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Official Statement. The purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

## OFFICIAL STATEMENT

The City has authorized the preparation of an Official Statement containing pertinent information relative to the Bonds, and said Official Statement will serve as a nearly final Official Statement within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Financial Advisor to the City, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota 55101, telephone (651) 223-3000.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Bonds, together with any other information required by law, shall constitute a "Final Official Statement" of the City with respect to the Bonds, as that term is defined in Rule 15c2-12. By awarding the Bonds to any underwriter or underwriting syndicate submitting a proposal therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the senior managing underwriter of the syndicate to which the Bonds are awarded 65 copies of the Official Statement and the addendum or addenda described above. The City designates the senior managing underwriter of the syndicate to which the Bonds are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter delivering a proposal with respect to the Bonds agrees thereby that if its proposal is accepted by the City (i) it shall accept such designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated October 11, 2011

BY ORDER OF THE CITY COUNCIL

/s/ Kimberly Johnson-Gibeau  
Clerk



3. Springsted Incorporated is authorized and directed to negotiate the Bonds in accordance with the foregoing Terms of Proposal. The City Council will meet at 5:00 P.M. on Monday, November 14, 2011, to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon the following members voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting City Clerk of the City of Grand Rapids, Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Tuesday, October 11, 2011, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes, insofar as they relate to the issuance and sale of approximately \$1,565,000 General Obligation Improvement and Refunding Bonds, Series 2011B of the City.

WITNESS My hand as City Clerk and the corporate seal of the City this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
City Clerk  
City of Grand Rapids, Minnesota

(SEAL)





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1821      **Version:** 1      **Name:** CP 2010-3 WO 1  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/4/2011      **In control:** Engineering  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Work Order 1 related to CP 2010-3, 19th Avenue NW Rail Crossing Improvements.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [10-11-11 Attachment CP 2010-3 WO 1.pdf](#)

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

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

### *Body*

#### **Background Information:**

Work Order 1 is for the addition of four sanitary sewer services. This will eliminate the need to dig into a new street in the future. The total cost of the four sanitary sewer services is \$13,200.

#### **Staff Recommendation:**

City staff is recommending the approval of Work Order 1 with Hammerlund Construction for the installation of four sanitary sewer services in an amount of \$13,200.

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

Consider approving Work Order 1 with Hammerlund Construction for the installation of four sanitary sewer services in an amount of \$13,200.

STATE AID FOR LOCAL TRANSPORTATION  
WORK ORDER FOR MINOR EXTRA WORK

9/12/11

Page 1 of 2

City of Grand Rapids

Work Order No. 1

FEDERAL PROJECT NO. 3111 (190)	STATE AID PROJECT NO. 129-010-004, 31-00125	LOCAL PROJECT NO. 2010-3	CONTRACT NO.	
CONTRACTOR NAME Hammerlund Construction	ADDRESS 3201 West Highway 2	CITY Grand Rapids	STATE MN	ZIP 55744
LOCATION OF WORK: 19 <sup>th</sup> Ave NW Rail Crossing Improvements in Grand Rapids		TOTAL WORK ORDER AMOUNT \$13,200.00		

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

The Project Engineer has determined that four additional 4" SDR 35 PVC sewer services are needed to properties on the south side of 3<sup>rd</sup> St NW. The locations are at Stations 99+80 – RT, 100+80 – RT, 103+10 – RT, and 121+75 – RT as shown on the attached drawings.

The three westerly-most sewer services will be connected to the existing 15" PVC sanitary sewer main using Fernco rubber saddles w/stainless steel bands and be encased in concrete. The end of the sewer stubs will be capped and have cleanouts with castings in accordance with the City standard details.

The easterly-most service is replacement of an existing service and the connection at the main will be made with a 15"x4" PVC wye (as the main is being replaced in this part of the project). New 4" PVC will be replaced to the R/W where a cleanout will be installed and the connection to the existing service will be made.

In accordance with Mn/DOT Specification 1403, the Engineer issues this Work Order to add a contract item for installing these services. The price for each service includes all work listed above. It is anticipated that dewatering of the trenches will not be required, and dewatering is not included in the prices below. If dewatering is required, a separate negotiated price will be used for that work. Also, if trench rock is required, it will be paid for using contract prices.

**COST BREAKDOWN**

Negotiated Prices						
Group #	Item No	Item	Unit	Unit Price	Additional Quantity	Contract Change
4	2506.602	Install Sanitary Sewer Service	EA	\$3,300.00	4	\$13,200.00
<b>TOTAL</b>						<b>\$ 13,200.00</b>

Note: Group 4 is MSAS Non-Participating

Contract Time:

Due to this change, two additional working day will be added to the contract, changing the substantial completion date from October 14 to October 18. The final completion date will remain unchanged at June 30, 2012.

STATE AID FOR LOCAL TRANSPORTATION  
WORK ORDER FOR MINOR EXTRA WORK

9/12/11

Page 2 of 2

Approved by Project Engineer: <u>AP</u>	Approved by Contractor: <u>D. Ellison</u>
Print Name: <u>Tom Pagel</u>	Print Name: <u>Dominic Ellison</u>
Date: <u>9/19/11</u> Phone: 218.326.7626	Date: <u>9/19/11</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:

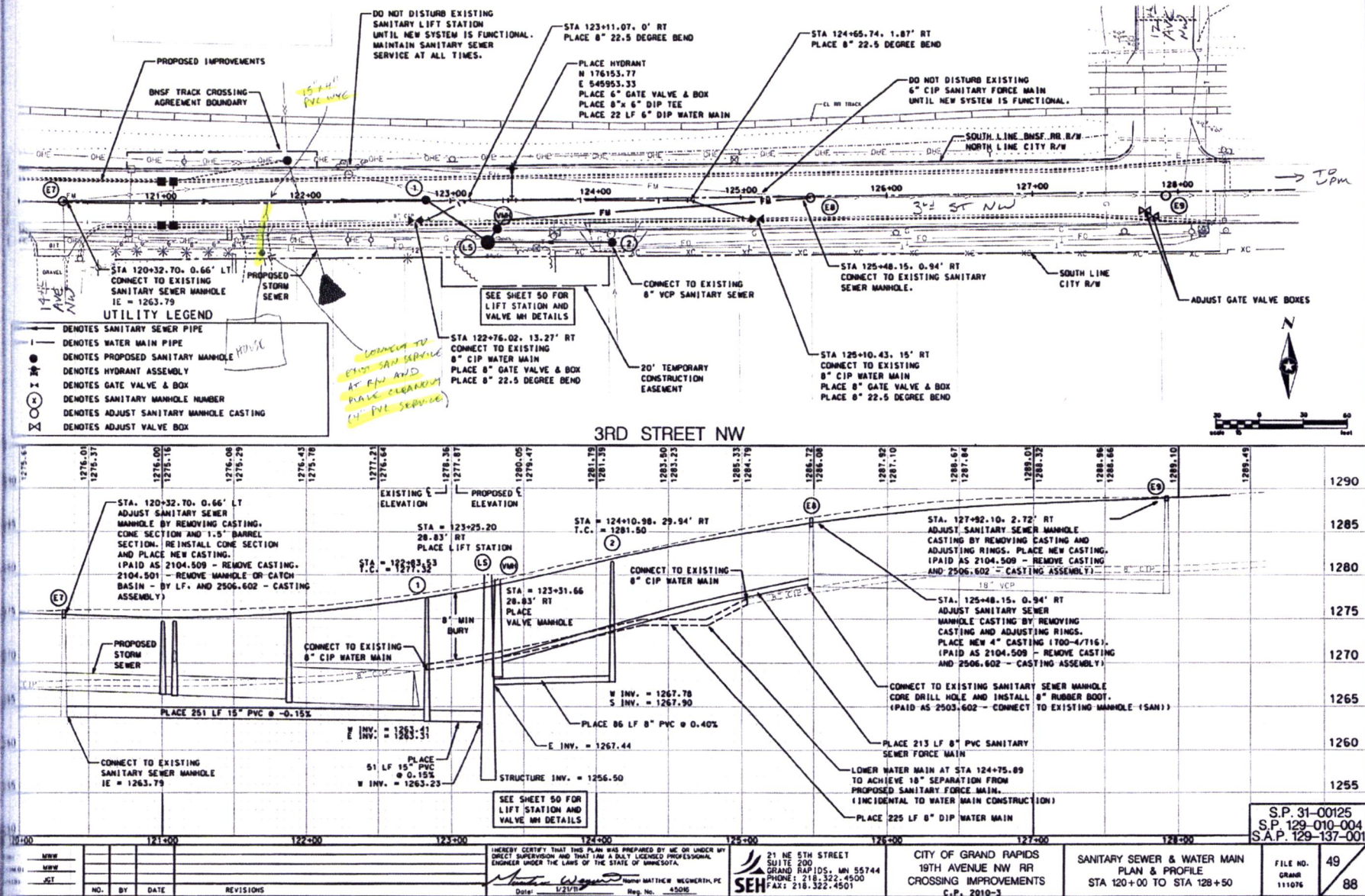
**The State of Minnesota is not a participant in this contract, signing by the District State Aid Engineer is for FUNDING PURPOSES ONLY. Reviewed for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.**

This project is eligible for: ☐ Federal Funding ☐ State Aid Funding ☒ Local funds

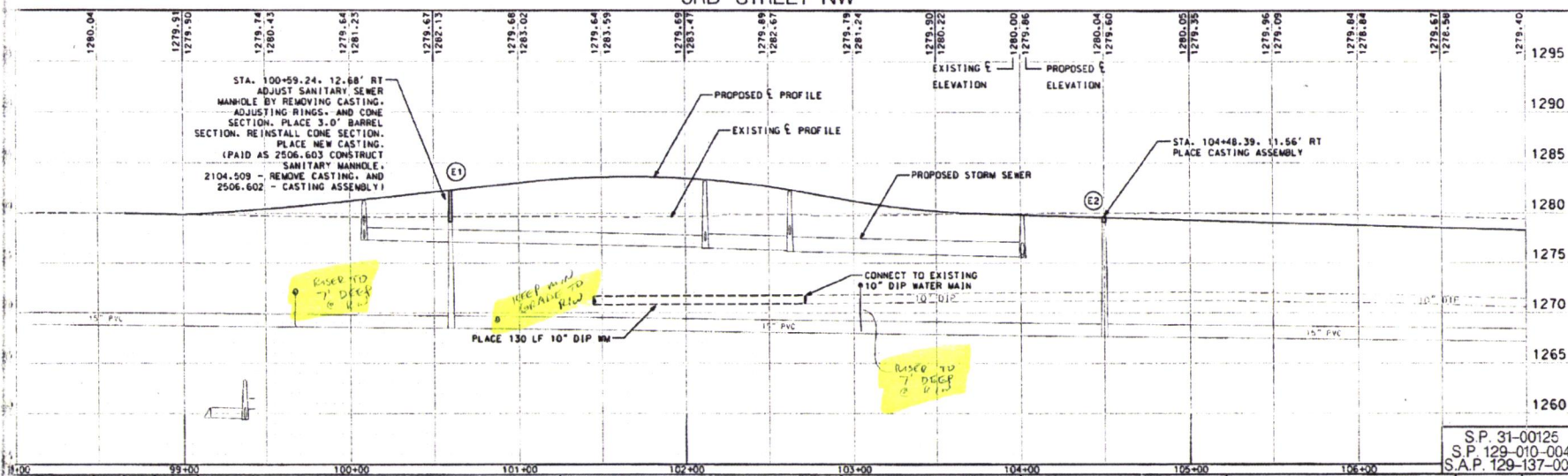
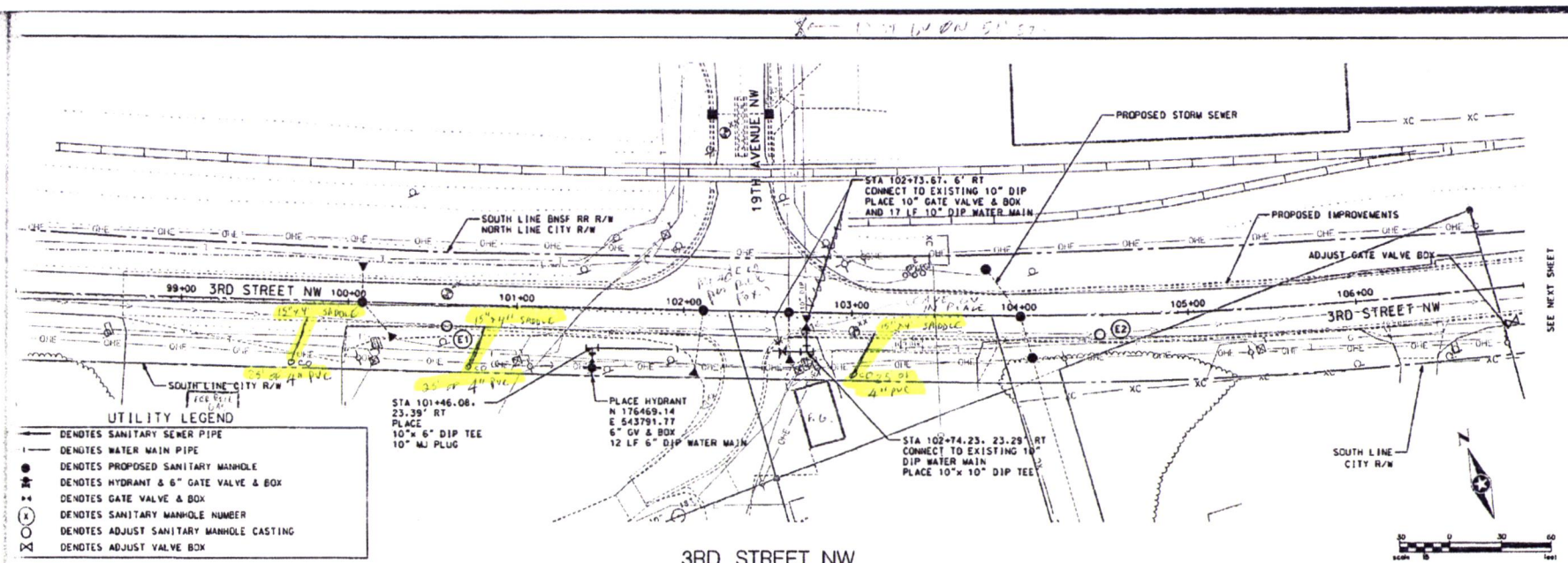
District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

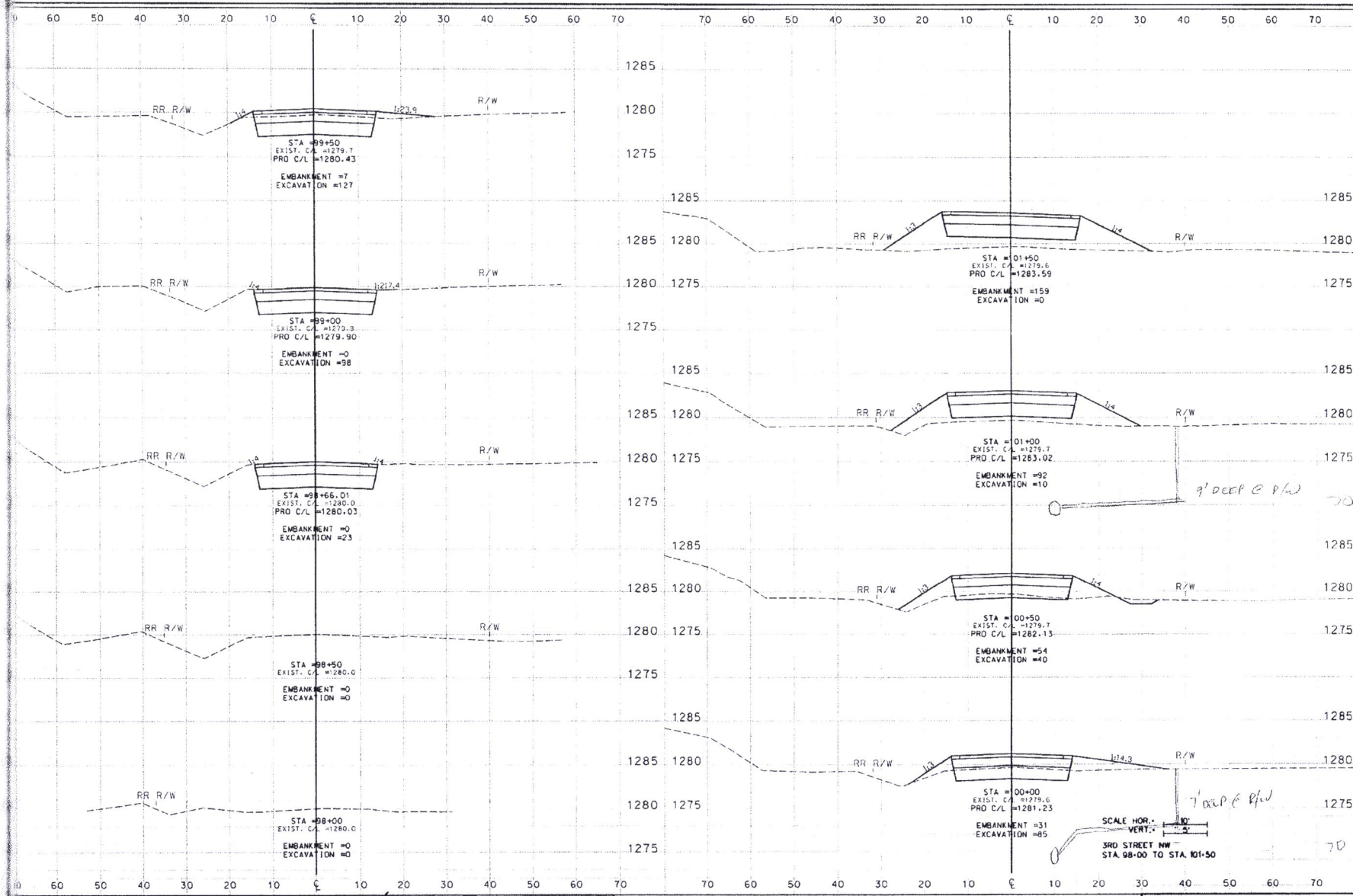
Attachment (drawings)



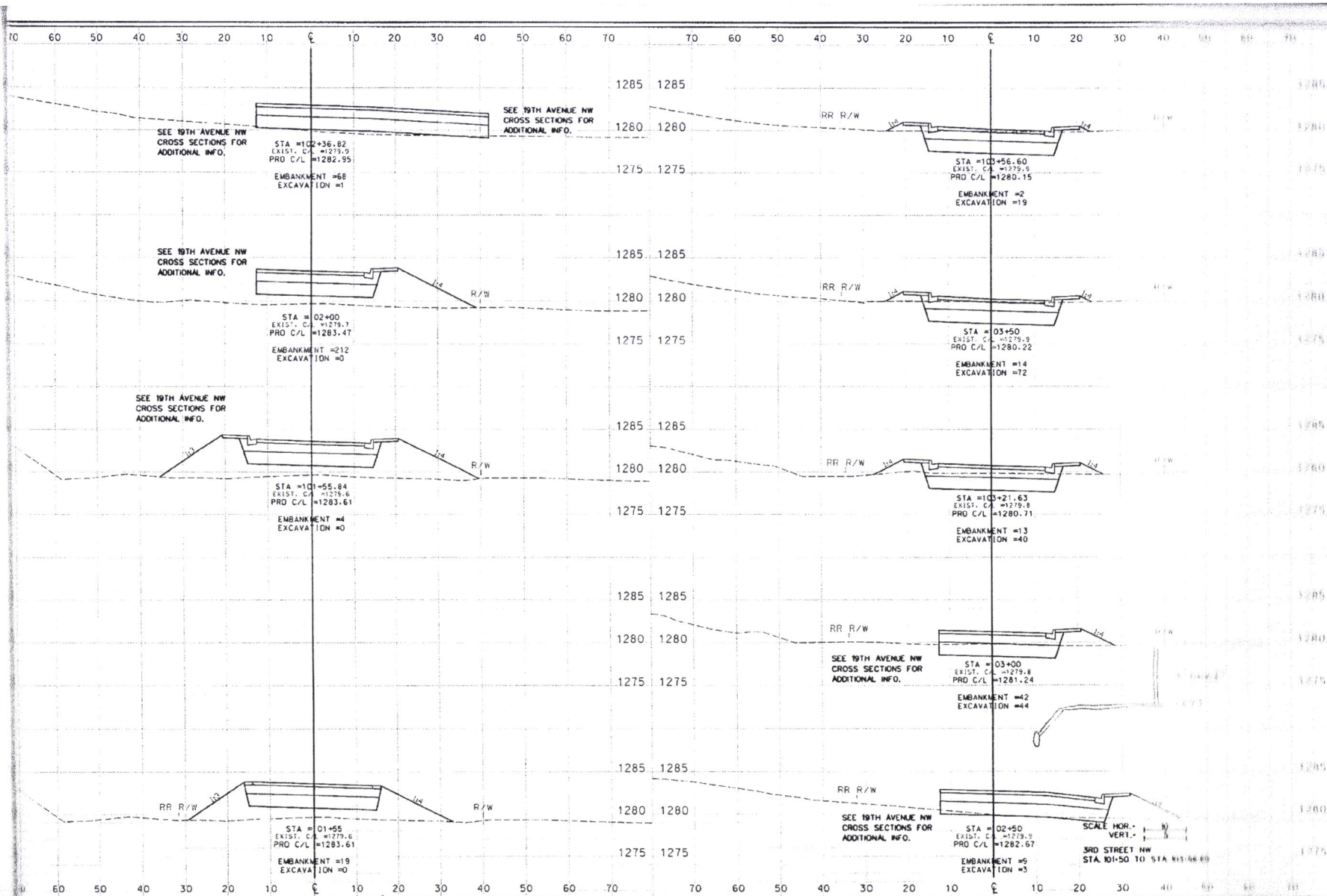


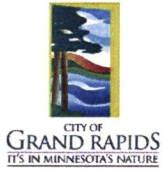












# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1822      **Version:** 1      **Name:** CP 2011-4 Property Purchases  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/4/2011      **In control:** Engineering  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Easements related to CP 2011-4, Horseshoe-Isleview Reconditioning Project.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [10-11-11 Attachment CP 2011-4 Easements.pdf](#)

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

Easements related to CP 2011-4, Horseshoe-Isleview Reconditioning Project.

### *Body*

#### **Background Information:**

Attached are the final easements related to CP 2011-4, Horseshoe-Isleview Reconditioning Project. The total cost of these easements is \$3,770.

#### **Staff Recommendation:**

City staff is recommending the purchase of the attached easements.

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

Consider the purchase of the attached easements related to CP 2011-4, Horseshoe-Isleview Reconditioning Project. The total cost of these easements is \$3,770.



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

ENGINEERING DEPARTMENT

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

## OFFER LETTER

September 22, 2011

Angel M. Perez  
20531 156<sup>th</sup> St. N.W.  
Elk River, MN 55330

In reply refer to: Purchasing Easement for construction of Isleview Road Project 2011-4

Dear Mr. Perez:

The City of Grand Rapids hereby submits to you an offer of **\$2,094.00**, which is the amount of the appraised market value of the above referenced property and/or certain rights therein, as contained in " PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT " attached hereto, disregarding any change in the before value of the property caused by the proposed Isleview Road project.

The City's appraisal of market value is based on appraisals made by the City and/or an independent appraiser. This purchase offer does not prohibit you from donating the land necessary to complete this project.

You will have a reasonable length of time to consider the offer (approximately 30 days). To aid in your decision you may want to secure your own appraisal. The City of Grand Rapids will reimburse you a reasonable amount for that appraisal fee, limited to the amount set by law. Reimbursement cannot be made, however, until after your property is acquired.

Minnesota Law also provides that the owner and/or occupants of the property being acquired will be reimbursed for the actual cost of moving personal property. Certain incidental costs incurred in transferring the title will be paid by the City.

If you decide to accept the City's offer you will be paid upon your providing the City with an executed Public Service and Infrastructure Easement. If the City cannot be vested with good title to the property, or if the offer is unacceptable, the City may acquire said easement in eminent domain proceedings.

Also the City is required to obtain a completed W-9 when it compensates any individual or company more than \$600 in a calendar year. At the end of the year, you will then receive a 1099-S reporting the proceeds you received from the City. You may need to report some of the proceeds on your tax return. Your tax preparer will know what taxes consequences you may have as a result of this income. If you or



your accountant would like to further discuss this information, you should contact Shirley Miller, Finance Director, at 218.326.7616

**Also this is not a purchase of this property, only an easement on the land, you still own the land, but the county will reduce the land value to reflect the easement.**

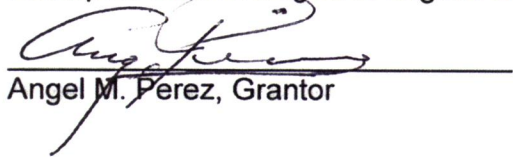
This letter is furnished to inform you of procedures and your rights in this acquisition. It is respectfully requested that you acknowledge its receipt by signing the attached copy in the space provided. Signing this acknowledgment does not in any way commit you to an acceptance of the offer.

Sincerely,



By: Patrick Pollard  
Engineering Tech.

Receipt is acknowledged or original of this letter, enclosures and attachments mentioned herein.



Angel M. Perez, Grantor



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

ENGINEERING DEPARTMENT

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

## OFFER LETTER

September 6, 2011

Stacey Johnson and Michael McCluskey  
25 Sunset View Road  
Grand Rapids, MN 55744

In reply refer to: Purchasing Easement for construction of Horseshoe/Isleview Road Project 2011-4

Dear Stacey Johnson and Michael McCluskey

The City of Grand Rapids hereby submits to you an offer of **\$1,676.00**, which is the amount of the appraised market value of the above referenced property and/or certain rights therein, as contained in " PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT " attached hereto, disregarding any change in the before value of the property caused by the proposed Isleview Road project.

The City's appraisal of market value is based on appraisals made by the City and/or an independent appraiser. This purchase offer does not prohibit you from donating the land necessary to complete this project.

You will have a reasonable length of time to consider the offer (approximately 30 days). To aid in your decision you may want to secure your own appraisal. The City of Grand Rapids will reimburse you a reasonable amount for that appraisal fee, limited to the amount set by law. Reimbursement cannot be made, however, until after your property is acquired.

Minnesota Law also provides that the owner and/or occupants of the property being acquired will be reimbursed for the actual cost of moving personal property. Certain incidental costs incurred in transferring the title will be paid by the City.

If you decide to accept the City's offer you will be paid upon your providing the City with an executed Public Service and Infrastructure Easement. If the City cannot be vested with good title to the property, or if the offer is unacceptable, the City may acquire said easement in eminent domain proceedings.

Also the City is required to obtain a completed W-9 when it compensates any individual or company more than \$600 in a calendar year. At the end of the year, you will then receive a 1099-S reporting the proceeds you received from the City. You may need to report some of the proceeds on your tax return. Your tax preparer will know what taxes consequences you may have as a result of this income. If you or

your accountant would like to further discuss this information, you should contact Shirley Miller, Finance Director, at 218.326.7616

**Also this is not a purchase of this property, only an easement on the land, you still own the land, but the county will reduce the land value to reflect the easement.**

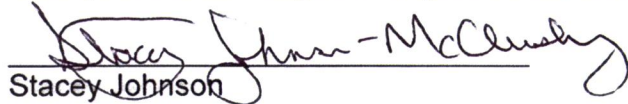
This letter is furnished to inform you of procedures and your rights in this acquisition. It is respectfully requested that you acknowledge its receipt by signing the attached copy in the space provided. Signing this acknowledgment does not in any way commit you to an acceptance of the offer.

Sincerely,



By: Patrick Pollard  
Engineering Tech.

Receipt is acknowledged or original of this letter, enclosures and attachments mentioned herein.

  
Stacey Johnson  
Michael McCluskey

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# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1823      **Version:** 1      **Name:** Lift Station 1 IRRRB Grant Application  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/4/2011      **In control:** Engineering  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** A IRRRB Public Works Grant Application

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [10-11-11 Attachment IRRRB Resolution.pdf](#)  
[Public Works Grand Application.pdf](#)

Date	Ver.	Action By	Action	Result
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*Title*

A IRRRB Public Works Grant Application

*Body*

**Background Information:**

Attached is an IRRRB Public Works Grant Application. This grant application to assist with the project costs related to the replacement of Lift Station 1 which serves the Cities of Grand Rapids, Cohasset, and LaPrairie. In order to submit the application the attached resolution must be approved.

**Staff Recommendation:**

City staff is recommending a resolution approving the submittal of an IRRRB Public Works Grant Application for funding related to the replacement of Lift Station 1.

**Requested City Council Action**

Consider a resolution approving the submittal of an IRRRB Public Works Grant Application for funding related to the replacement of Lift Station 1.

CITY OF GRAND RAPIDS, MINNESOTA  
RESOLUTION NO. \_\_\_\_\_

STATE OF MINNESOTA)  
COUNTY OF ITASCA  
CITY OF GRAND RAPIDS

**RESOLUTION AUTHORIZING THE CITY MAYOR TO MAKE APPLICATION TO  
THE IRRRB PUBLIC WORKS (FY12) GRANT PROGRAM FOR LIFT STATION 1  
UPGRADES**

**WHEREAS THE** City Council approves of the above application because it supports community and economic development.

**NOW THEREFORE BE IT RESOLVED** that the City of Grand Rapids, Minnesota does hereby adopt this resolution.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. \_\_\_\_\_ was declared duly passed and adopted this  
\_\_\_\_\_ day of \_\_\_\_\_.  
Month/Year

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

# Public Works Infrastructure Grants

## Application Cover Sheet

Date Submitted: October 12, 2011

Project Priority Number (if applicable): #1

Project Description: Lift Station 1 Upgrade~~s~~ is the replacement of the City's 50 year old, main sanitary sewer lift station, to serve economic growth and expansion in the Cities of Grand Rapids, Cohasset, and LaPrairie. This project addresses a sanitary sewer issue that prevents capacity building.

Applicant's Legal Name: City of Grand Rapids

Address: 420 North Pokegama Avenue, Grand Rapids, MN 55744

Contact Person: Tom Pagel, P.E.

Title: City of Grand Rapids

Phone #'s: Office: 218.326.7626

Cell: 218.398.0584

Fax: 218.326.7621

Email Address: tpagel@ci.grand-rapids.mn.us

### SIGNATURES

I declare that any statement in this application, or information provided herein is true and complete to the best of my knowledge and hereby acknowledge that I have read and understand the following statement:

*"The State of Minnesota and its agents have the right to verify information provided in this application. False information, in addition to disqualifying the applicant from future consideration for financial assistance, may also subject the applicant to the penalty provision of M.S. §609.645."*

Applicant: City of Grand Rapids

By: \_\_\_\_\_ Title: Mayor

Date: October 11, 2011

Attest: \_\_\_\_\_ Title: City Clerk

Date: October 11, 2011



## Economic Impact

Lift Station 1 Upgrades ~~is~~ ~~are~~ the replacement of the City's fifty year old main sanitary sewer lift station that serves the Cities of Grand Rapids, Cohasset, and LaPrairie. There are two reasons this multi-governmental infrastructure needs to be ~~replaced.~~ ~~repaired.~~ The first reason is **capacity building**. At this time GREDA and IEDC are in the process of recruiting new industrial businesses into the Eco Industrial Park (formally the Ainsworth OSB Plant) in order to assure adequate capacity it is necessary to increase the pumping capacity of the lift station. The second reason is age of the lift station which was originally constructed in 1962. At fifty years of age the lift station has exceeded its life cycle and needs to be replaced. Located adjacent to the Mississippi River, the City must insure that the lift station is reliable so that it does not fail and discharge into an impaired water.

## Jobs Created

Based on the formula of 6.5 FTE per \$1 million dollars and an opinion of project cost of \$435,300, the FTE Construction jobs created is 2.8.

The number of FTE permanent jobs created will be dependent on how many new industries are created at the Eco Industrial Park and parks located within Grand Rapids, Cohasset, and LaPrairie. This project insures that sanitary sewer can be reliably accepted from the growth of industry and thus jobs.

## Leverage

With this proposed project IRRRB funds are being leverage on a 1:1 basis.

## Project Readiness

This project is ready to proceed. With successful notification of a grant award from the IRRRB, this project will be complete by August of 2012.

## Community Resourcefulness

The a table identifying the last three years of grants to support community projects is located at the back of this grant application.

By reconstructing Lift Station 1 there will be no barriers to providing reliable sanitary sewer services to new growth in the Cities of Grand Rapids, Cohasset, and LaPrairie.

Increasing the pumping capacity of the lift station will allow the City pursue further economic growth.

Without a reliable large capacity sanitary sewer lift station will result in a negative social, economic, civic and environmental outcome. The number one human invention that has extended the lifecycle of human beings is the development of a public sanitary sewer collection system. Without this public infrastructure everything within a city is negatively impacted.

All property owners within the cities of Grand Rapids, Cohasset, and LaPrairie will benefit from this improvement. This equates to approximately 14,232 people in accordance with the 2010 federal census.

## Project Budget and Timetable

USES	SOURCES (Be Specific)						
	Applicant	IRRRB	Other	Other	Other	In-kind	Total
Detailed Project Costs							
Development							
Infrastructure	172,050	172,050					344,100
Site work							
Engineering	28,400	28,400					56,800
Contingency	17,200	17,200					34,400
Estimated Project Costs	217,650	217,650					435,300

**Timetable**

Please indicate anticipated dates for the following actions:

<b>ACTIONS</b>	<b>DATE</b>
Commencement of engineering:	December of 2011
Bid Opening:	March of 2012
Commencement of Construction:	May of 2012
Completion of Project:	August of 2012



CITY OF GRAND RAPIDS, MINNESOTA  
RESOLUTION NO. \_\_\_\_\_

STATE OF MINNESOTA)  
COUNTY OF ITASCA  
CITY OF GRAND RAPIDS

**RESOLUTION AUTHORIZING THE CITY MAYOR TO MAKE APPLICATION TO  
THE IRRRB PUBLIC WORKS (FY12) GRANT PROGRAM FOR LIFT STATION 1  
UPGRADES**

**WHEREAS THE** City Council approves of the above application because it supports community and economic development.

**NOW THEREFORE BE IT RESOLVED** that the City of Grand Rapids, Minnesota does hereby adopt this resolution.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. \_\_\_\_\_ was declared duly passed and adopted this  
\_\_\_\_\_ day of \_\_\_\_\_.

Month/Year

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1833      **Version:** 1      **Name:** Temporary Employees  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/5/2011      **In control:** Civic Center, Parks & Recreation  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Approve hiring of part time temporary employees for the Park & Recreation Department.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

Approve hiring of part time temporary employees for the Park & Recreation Department.

### *Body*

#### **Background Information:**

The following individuals will be hired with the Grand Rapids Park and Recreation Department and are part of the Recreation Department Budget.

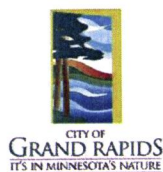
Sydney Schlauderaff    Various Part Time Positions    Hourly Range: \$7.25 to \$9.00 per hour  
Angela Robertson    Various Part Time Positions    Hourly Range: \$7.25 to \$9.00 per hour

#### **Staff Recommendation:**

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

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

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



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1834 **Version:** 1 **Name:**  
**Type:** Agenda Item **Status:** Consent Agenda  
**File created:** 10/5/2011 **In control:** Community Development  
**On agenda:** 10/11/2011 **Final action:**  
**Title:** Consider adopting a resolution approving the First Amendment to the Contract for Private Development with Lakewood Apartments of Grand Rapids, LLC.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Resolution approving First Amend to CPD with Lakewood Apt..pdf](#)  
[First Amendment to Contract Lakewood.pdf](#)

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

Consider adopting a resolution approving the First Amendment to the Contract for Private Development with Lakewood Apartments of Grand Rapids, LLC.

### *Body*

#### **Background Information:**

Due to unanticipated delays experienced by Lakewood Apartments of Grand Rapids LLC (Developer) in finalizing bank financing for the two 29-unit apartment buildings being developed on the Golf Course Rd. @ 14<sup>th</sup> Ave. W., established as the Minimum Improvements under the Contract For Private Development by and between the Developer and the City of Grand Rapids, it has become necessary to extend the dates of commencement and completion of the two project phases.

The attached First Amendment to the Contract for Private Development with Lakewood Apartments of Grand Rapids will changes the commencement and completion language to read:

*Subject to unavoidable delays, the Developer must substantially complete construction of Phase 1 of the Minimum Improvements by June 1, 2012; and shall commence construction of Phase 2 of the Minimum Improvements (the second of the two 29-unit apartment buildings) by August 1, 2012 and substantially complete construction of Phase 2 by June 1, 2013.*

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

Consider adopting a resolution approving the First Amendment to the Contract for Private Development with Lakewood Apartments of Grand Rapids, LLC.



**CITY OF GRAND RAPIDS, MINNESOTA**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING FIRST AMENDMENT TO CONTRACT FOR PRIVATE  
DEVELOPMENT WITH LAKEWOOD APARTMENTS OF GRAND RAPIDS LLC.**

WHEREAS, due to unanticipated delays experienced by Lakewood Apartments of Grand Rapids LLC (Developer) in finalizing bank financing for the Minimum Improvements established under the Contract For Private Development by and between the Developer and the City of Grand Rapids, the parties have determined to extend the dates of commencement and completion of construction of the Minimum Improvements.

BE IT RESOLVED BY the City Council ("Council") of the City of Grand Rapids, Minnesota (the "City") that the First Amendment to Contract for Private Development, by and between Lakewood Apartments of Grand Rapids LLC and the City of Grand Rapids, is hereby approved.

Adopted by the City Council of the City of Grand Rapids, Minnesota, this 11th day of October, 2011.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

## FIRST AMENDMENT TO CONTRACT FOR PRIVATE DEVELOPMENT

This agreement is made as of \_\_\_\_\_, 2011, by and between the CITY OF GRAND RAPIDS, a municipal corporation (the "City") and LAKEWOOD APARTMENTS OF GRAND RAPIDS LLC, a Minnesota limited liability company (the "Developer").

WHEREAS, the City and Developer entered into that certain Contract for Private Development dated as of December 6, 2010 (the "Contract") providing, among other things, for the construction of two phases ("Phase 1" and "Phase 2") of certain improvements (the "Minimum Improvements") on the property legally described within the Contract (the "Development Property"); and

WHEREAS, due to unanticipated delays experienced by the Developer in finalizing bank financing for the Minimum Improvements, the parties have determined to extend the dates of commencement and completion of construction of the Minimum Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

1. Amendment to Section 4.3 of the Contract. Section 4.3 of the Contract is amended as follows:

Section 4.3. Commencement and Completion of Construction. Subject to Unavoidable Delays, the Developer must substantially complete construction of Phase 1 of the Minimum Improvements by June 1, 2012; and shall commence construction of Phase 2 of the Minimum Improvements by August 1, 2012 and substantially complete construction of Phase 2 by June 1, 2013. All work with respect to the Minimum Improvements to be constructed on the Development Property shall be in substantial conformity with the Construction Plans as submitted by the Developer and approved by the City.

2. Miscellaneous. Except as amended by this Amendment, the Contract shall remain in full force and effect. Upon execution, Developer shall reimburse the City for all out-of-pocket-costs incurred by the City in connection with negotiating, drafting and approval of this Amendment.

(Remainder of this page intentionally left blank.)

Dated this \_\_\_\_\_ day of October, 2011.

Lakewood Apartments of Grand Rapids LLC

City of Grand Rapids

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

By: \_\_\_\_\_  
Its Mayor

By: \_\_\_\_\_  
Its City Administrator

THIS DOCUMENT DRAFTED BY:

Kennedy & Graven, Chartered  
470 US Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402  
(612) 337-9300





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1836      **Version:** 1      **Name:** Ordinance Publishing in Summary form  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/6/2011      **In control:** Administration  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Authorize publication in summary form for Ordinances 11-08-05 and 11-08-06, adopted August 22, 2011.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [PUBLISHED SUMMARY -11-08-05 Deferral of special assessments](#)  
[PUBLISHED SUMMARY -11-08-06 Commercial Kitchen Hoods](#)

Date	Ver.	Action By	Action	Result
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### Title

Authorize publication in summary form for Ordinances 11-08-05 and 11-08-06, adopted August 22, 2011.

PUBLISHED SUMMARY

ORDINANCE 11-08-05

AN ORDINANCE AMENDING PROCEDURE FOR DEFERRAL OF SPECIAL  
ASSESSMENTS FOR SENIOR CITIZENS AND RETIRES DISABLED HOMEOWNERS  
AND REPEALING INCONSISTENT PROVISIONS

The Council of the City of Grand Rapids at a regular meeting on August 22, 2011 adopted Ordinance 11-08-05 and authorized the publication of this ordinance by Summary on October 11, 2011.

**Specific Actions:**

**51.01** Providing for deferral of assessments. At its discretion, defer payment of special assessments after August 13, 1975 for (1) homestead by owners 65 years of age or older, retired for permanent & total disability, when payment would create hardship or; (2) member of Minnesota National Guard or other military reserves ordered into active service and would create a hardship. Deferral beginning upon individuals date of active service and terminate upon the end of active status.

**51.02** Filing for deferred status. Application for deferred status filed within 30 days of adoption of final assessment or by September 15 preceding year for deferral requested, whichever is later.

**51.03** Criteria for determining whether applicant is “retired by reason of permanent and total disability.”

**51.04** Criteria for determining whether applicant qualifies for military deferral.

**51.05** Criteria for determining hardship.

**51.06** Interest on deferred assessment.

**51.07** Termination of right of deferred payment.

**51.08** Repeal.

**51.09** Effective date.

The full text of the Ordinance is available for inspection by any person during regular office hours at the Administration Office, City Hall 420 North Pokegama Avenue, Grand Rapids, MN 55744.

This Ordinance shall become effective after its passage and publication.

This Ordinance passed and adopted the 22<sup>nd</sup> day of August, 2011.

This Summary passed and adopted the 11<sup>th</sup> day of October, 2011.

Dale Adams, Mayor

Attest:

Shawn Gillen, City Administrator

PUBLISHED SUMMARY

ORDINANCE 11-08-06

Ordinance for Obtaining a Permit for the Cleaning of All Type – 1 Commercial Kitchen Hoods

The Council of the City of Grand Rapids at a regular meeting on August 22, 2011 adopted Ordinance 11-08-06 and authorized the publication of this ordinance by Summary on October 11, 2011.

**Specific Actions:**

Businesses are required to obtain a permit for cleaning of all type-1 commercial kitchen hoods. Application shall be made in writing to GRFD Fire Inspector. Permit issued after review and approval by Fire Inspector.

Cleaning shall be completed as specified by Minnesota State Fire Code (MSFC) Section 904.11.6.3 and 2001 edition of NFPA 96 Chapter 11 Table 11.3 & Section 11.4 through 11.4.14.

Exhaust Vent Cleaning Picture Requirements. Digital pictures are required as follows: Vertical pictures before and after cleaning and any other specified views due to horizontal ductwork.

The full text of the Ordinance is available for inspection by any person during regular office hours at the Administration Office, City Hall 420 North Pokegama Avenue, Grand Rapids, MN 55744.

This Ordinance shall become effective after its passage and publication.

This Ordinance passed and adopted the 22<sup>nd</sup> day of August, 2011.

This Summary passed and adopted the 11<sup>th</sup> day of October, 2011.

Dale Adams, Mayor

Attest:

Shawn Gillen, City Administrator





## Legislation Details (With Text)

<b>File #:</b>	11-1839	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Agenda Item	<b>Status:</b>		Consent Agenda	
<b>File created:</b>	10/6/2011	<b>In control:</b>		Community Development	
<b>On agenda:</b>	10/11/2011	<b>Final action:</b>			
<b>Title:</b>	Consider authorizing the submission of a request to IRRRB seeking partial funding for the demolition of structures on Block 9, Grand Rapids First Addition through their Commercial Community Redevelopment Grant program.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Community Redevelopment Grant Application 10-11-11.pdf</a>				

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

**Consider authorizing the submission of a request to IRRRB seeking partial funding for the demolition of structures on Block 9, Grand Rapids First Addition through their Commercial Community Redevelopment Grant program.**

### *Body*

#### **Background Information:**

The IRRRB recently recapitalized their Commercial Community Redevelopment Grant program for the fiscal year, and are seeking grant applications for eligible projects. As you may recall from a previous request, these IRRRB program funds are designated for the demolition and removal of commercial structures.

The Grand Rapids EDA has been providing assistance to St. Joseph's Catholic Church in achieving the sale and redevelopment of the former site of their Church and School in the 600 block lying between 1st and 2nd Ave. NW, a site that GREDA believes to be critical to the strength of the surrounding downtown business district and residential neighborhoods. A housing developer is currently developing a proposal that would involve a purchase of the site and the new development of 36 market rate apartment housing units in two structures.

In order to meet the deadline for grant submission, the developer has asked that a grant request to IRRRB be submitted at this time, on their behalf, for this developing project.

Unless the circumstances warrant special consideration by the IRRRB, award of these grant funds is limited to a maximum amount of \$250,000. The estimated total cost of hazardous material abatement and demolition of these structures is \$543,000. The grant request of \$250,000 is approximately 46% of that total estimate.

If the grant request is successful, as a next step, the developer would need to negotiate the purchase of the property and the City and the developer would need to develop an agreement that addresses the City's responsibility for administering the project and the developer's responsibility for matching the grant funding.

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

**Consider authorizing the submission of a request to IRRRB seeking partial funding for the demolition of**

**structures on Block 9, Grand Rapids First Addition through their Commercial Community Redevelopment Grant program.**



# Community Redevelopment Grants

## Guidelines and Application

July 2011

For More Information Contact:

Richard Walsh  
Iron Range Resources and Rehabilitation Board (IRRRB)  
Community Development Division  
4261 Hwy 53 South  
P.O. Box 441  
Eveleth, Minnesota 55734-0441

218-735-3044  
1-800-765-5043 Ext.3044  
218-735-3046 (Fax)  
[Dick.Walsh@state.mn.us](mailto:Dick.Walsh@state.mn.us)  
[www.irrrb.org](http://www.irrrb.org)



## **PURPOSE**

Community Redevelopment funds are designated for the demolition and removal of commercial buildings or publicly-owned structures, or the cleanup of Brownfield sites. These projects should make way for potential new development. Brownfields are sites with the potential for development or reuse that remain unused or underused because of known or suspected environmental contaminations.

## **I. APPLICANT ELIGIBILITY**

Eligible applicants are cities, townships and non-profits that are pre-approved by IRRRB in the region statutorily defined as the Taconite Assistance Area (TAA) M.S. §273.1341.

## **II. PROJECT ELIGIBILITY**

Eligible projects must benefit a business that fits one of the following categories:

- Publicly-owned structures
- Manufacturing or assembly industry
- Technologically innovative industries that manufacture goods or provide a service that is primarily exported from the region
- Retail and service businesses

Multi-organization collaborative projects are eligible for this program.

## **III. FUNDING**

The Commercial Redevelopment grant program is funded at \$1,000,000 for the 2012 budget cycle. IRRRB limits grant awards to a maximum of \$250,000 per applicant, although the agency reserves the right to grant awards higher than this amount where circumstances warrant. IRRRB funds are not released until the project readiness items identified in Section VII are received.

## **IV. EVALUATION AND CRITERIA**

### **(A) IMPACT – *Priority #1***

The applicant must demonstrate the ability to meet the following impact criteria:

- Attracts new investment
- Broadens the local tax base
- Enables new development
- Removes slum and blight
- Supports smart growth and sustainable communities

**(B) LEVERAGE – *Priority #2***

Loans, grants, equity, or other financial incentives, from sources other than IRRRB must be leveraged 1:2. For every two dollars requested from IRRRB, the applicant must provide a dollar in funding from other sources.

**(C) PROJECT READINESS – *Priority #3***

The applicant must provide a statement regarding the anticipated demolition date and readiness of the project.

**(D) TIMELINESS – *Priority # 4***

The applicant must provide a statement that:

- Project financing is in place
- The project will be ready for demolition or site improvement within one year after the grant award.

**V. INELIGIBLE PROJECTS**

Residential structures are ineligible under this program. Administrative costs, including grant writing, are an ineligible cost under this program.

**VI. APPLICATION PROCESS**

Once an applicant has reviewed the eligibility, demonstrated ability to meet the criteria and secured all necessary local authorizations, a project application may be submitted. Project application forms are available online at [www.irrrb.org](http://www.irrrb.org) under the heading “Grow Your Community.”

All projects submitted for funding are evaluated on an individual basis. Applications are reviewed by internal staff and the Commissioner’s office. Project funding is subject to Commissioner Approval. Projects are reviewed as to how well the outlined criteria in Section IV., Evaluation and Criteria are addressed.

Certain information in the application may become public data in accordance with Minnesota Government Data Practices Act, Minnesota Statute Chapter 13. **Business plans and associated documentation are not public data and will remain confidential.**

**Completed applications must be submitted to IRRRB by October 3, 2011.** Grant award announcements are expected in late November 2011. **Applications for shovel-ready projects should be submitted when the project is ready for demolition or cleanup.**

Any remaining funds in this program may be awarded after November 2011 at the discretion of the Commissioner.

The project application must include:

- 1) A completed Project Application Cover Sheet, see page 4.
- 2) A narrative description that defines how the project meets the Impact, Leverage, Project Readiness and Timeliness criteria as described in Section IV. More than one criterion may be included per page.
- 3) A Project Budget and Timetable, see page 5. Please include the cost of tipping fees, permits, inspections, abatement and legal fees (if applicable).
- 4) A statement identifying the address of the commercial property, a description of the structure type or site, the cost of the demolition or site improvements, the anticipated demolition date and the estimated market value of the new development.

## **VII. AWARD PROCESS**

Grant outcome expectations and reporting requirements will be specified in the grant agreement.

IRRRB funds will not be released until we receive the following:

- Required permits and an MPCA Notification of Intent to Perform a Demolition form
- Utilities Disconnection form
- Assurance of hazardous waste removal

Grantees will submit a final report and IRRRB staff may conduct a site visit upon completion of the project.



# Community Redevelopment Grants

## Application Cover Sheet

Date Submitted: October 3, 2011

Project Description: The grant eligible components of the project include the abatement of hazardous materials and demolition of three vacant buildings (church, parochial school, and rectory) located on a city block adjacent to the downtown business district. With the assistance of this grant, the project will further involve the on-site, private, development of two 18-unit market rate apartment buildings with enclosed parking.

Applicant's Legal Name: City of Grand Rapids

Address: 420 N. Pokegama Ave., Grand Rapids, MN 55744

Contact Person: Rob Mattei

Title: Community Development Director

Phone #'s:   Office: 218.326.7622  
                  Cell:    218.244.2924  
                  Fax:    218.326.7621

Email Address: rmattei@ci.grand-rapids.mn.us

### SIGNATURES

I declare that any statement in this application, or information provided herein is true and complete to the best of my knowledge and hereby acknowledge that I have read and understand the following statement:

*"The State of Minnesota and its agents have the right to verify information provided in this application. False information, in addition to disqualifying the applicant from future consideration for financial assistance, may also subject the applicant to the penalty provision of M.S. §609.645."*

Applicant: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Attest: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Budget and Timetable

USES	SOURCES (Be Specific)						
	Applicant	IRRRB	DEED Redev.	Developer Equity	Bank Financing	Other	Total
Detailed Project Costs							
Demolition/HMA	*	\$250,000	\$150,000	35,750	107,250		\$543,000
Acquisition/Site Work/Utilities	*	**		89,250	267,750		\$357,000
Building-General	*			718,750	2,156,250		\$2,875,000
Building-Elec. & Mechanical	*			213,750	641,250		\$855,000
Soft Costs	*			67,500	202,500		\$270,000
Estimated Project Costs	*	\$250,000	\$150,000	\$1,125,000	\$3,375,000		\$4,900,000

\* The City of Grand Rapids anticipates the developer will be applying for an Economic Development Tax Abatement. Preliminary estimates show Abatement, with County participation, would generate approx. \$380K net present value. This would reduce Developer Equity and Bank Financing in order to achieve an ROI of approximately 10%.

\*\* The City will be considering the submission of an application for an IRRRB Public Works Grant in the upcoming cycle.

### Timetable

Please indicate anticipated dates for the following actions:

ACTIONS	DATE
Bid posting per property:	4/1/12
Bid opening per property:	5/1/12
Commencement of demolition per property:	5/15/12
Demolition project completion date per property:	12/31/12
Total Project Completion	7/1/13

**Narrative:**

The proposed removal and replacement of three vacant, deteriorating, buildings at the former St. Joseph's Catholic Church site with 36 market rate apartment units valued at approximately \$5.0M, meets the established criteria for the Community Redevelopment Grant Program in the following areas:

Impact – Grand Rapids is no different than many other communities that have witnessed the damaging affect of blighted/vacant properties on the economic strength of their core, historic, commercial and residential areas. In general, these properties detract from the visual appeal of the area and serve as an obstacle to investment in and maintenance of other nearby properties.

The redevelopment site is located on the north boundary of the central business district. The east, west, and north sides of the site are bounded by residential neighborhoods. If left vacant and unattended, the deteriorating conditions of the existing buildings will have a negative impact on surrounding commercial and residential property values, and will likely lead to increased criminal activity.

The proposed development will bring \$5.0M of new investment into the community, as well as the construction and service jobs associated with the building and maintenance of the facility. Without the assistance of the Community Redevelopment Grant Program, the economics of the project will not work. The excessive cost of demolition and hazardous material abatement cannot be supported by the market, as resulting rental rates would not be attractive to tenants. The elimination of these vacant and blighted structures will have a positive impact on the community and will be a catalyst for additional private investment and re-investment.

This proposed redevelopment is a sustainable approach to providing housing for area residents in that; it makes use of land that is already served by public infrastructure, the development is compact and dense, and resident reliance on automobiles is reduced as the apartments will be located within a short walk of government facilities, banking facilities, grocery, pharmacy and other retail shopping. The location of the apartments will have the additional effect of supporting the home grown businesses that exist in the traditional downtown business district.

Leverage - At the requested grant amount of \$250,000, the \$4,900,000 total project leverages IRRRB grant dollars by a ratio of approximately 20:1.

Project Timeliness and Readiness – The project proposer and developer, Innovative Developers, LLP of Alexandria, MN, has just completed a similar project in Alexandria, and, in so doing, has demonstrated the capability of securing equity partners and bank financing for a project of this scope.

Necessary pre-development due diligence steps of; a commercial appraisal, Phase 1 ESA, Hazardous Material Survey and Abatement Estimate, as well as consultation with an area demolition contractor for demolition budget estimates have already been undertaken and completed by the Grand Rapids EDA.



**Project Location and Existing Building Construction Type** – The project is located on the 600 block between 1<sup>st</sup> Ave. NW and 2<sup>nd</sup> Ave. NW. The former address of the St. Joe's Rectory Building is 613 1<sup>st</sup> Ave. NW.

## Community Redevelopment Grants

## Attachments:

### Grand Rapids Downtown Redevelopment Master Plan

7

#### ***Downtown is a gathering place.***

Downtown is the place where Grand Rapids gathers. Making downtown the focal point of community events, such as Fall Timber Days, brings people to Downtown and enhances its identity. Sidewalk sales and other coordinated business events give people the chance to shop and to meet friends and neighbors. This plan seeks to provide more reasons to visit and more places to gather.

#### ***Downtown is place for wheels and for feet.***

People should be able to travel to and through Downtown by car, by bicycle and by foot with equal ease.

Cars and trucks are part of Downtown. Regional highways bring thousands of vehicles to Downtown every day. Most people come to Downtown by car. The street system must provide safe and convenient access to and movement through Downtown.



*Vacant parcels and transportation (highway and rail) corridors impede the feeling that Downtown is a single and well connected district.*

Downtown Redevelopment Master Plan

Once in Downtown, an ample supply of parking located throughout the area allows people to stop and shop.

Despite the importance of vehicles, Downtown must be a walkable place. The visitor to Downtown should be drawn to wander and explore, not make one stop and leave. Sidewalks provide attractive and safe pathways. Storefronts meet the street and invite the shopper.

#### ***Downtown is well connected.***

The idea of "connections" guides Downtown in many ways.

Businesses in Downtown are connected physically and economically. Physical connection does not mean Downtown should be a large strip mall. Rather, the physical connections mean the elimination of large gaps between parts of Downtown. The vacant land along 1st Avenue West illustrates this point. Without connections, Downtown cannot be a cohesive district.

Downtown needs the recognition of strong economic connections. The customer of one business is the source of potential support for others.

Connections require the ability to move within the Downtown. In Grand Rapids, this means safe opportunities to cross highways.

The connections extend beyond the boundaries of Downtown. Trails, sidewalks and bicycle lanes connect Downtown with the broader community.



*This mixed use building in Little Canada shows how housing and retail can facilitate redevelopment.*

#### ***Downtown is an evolutionary place.***

The Downtown of today has taken years, decades and even centuries to become apparent. The future will present needs and opportunities that are not apparent today. The application of these principles allow Downtown to evolve consistently with the community's vision.

#### ***Downtown is a neighborhood.***

Housing is key to the future of Downtown. Housing brings people to Downtown. People add life and activity to the area beyond the typical "9 to 5". It creates a new customer base for businesses. Housing provides the economic capacity to meet certain redevelopment needs.

#### ***Make Downtown the best place for small businesses.***

Few "big box" developments stand alone. The big box is the anchor that attracts a collection of smaller businesses located on adjacent pads or strips of land.



## Hazardous Material Abatement Estimate

### **Asbestos Abatement Cost Estimates**

**St. Joseph's School, Church and Rectory**

**614 NW 2nd Avenue**

**Grand Rapids, Minnesota**

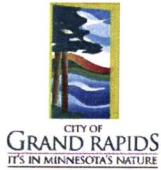
<b>Asbestos Containing Materials</b>	<b>Units</b>	<b>Unit Price</b>	<b>Number of Units</b>	<b>Cost Extension</b>
Ceiling Texture/Plaster	SF	\$ 8	13,000	\$ 104,000
Boiler Insulation/Interior	SF	\$ 15	750	\$ 11,250
Pipe Insulation	LF	\$ 12	4,000	\$ 48,000
Pipe Fitting/Hanger Insulation	EA	\$ 25	700	\$ 17,500
Floor Tile/Sheet Flooring/Mastic	SF	\$ 3	17,560	\$ 43,900
Fire Doors	EA	\$ 20	30	\$ 600
Window Caulking/Glazing	EA	\$ 115	30	\$ 3,450
Roofing Material	SF	\$ 5,000	1	\$ 5,000
Site Buildings Total				\$ 233,700
25% Contingency for Inaccessible ACM				\$ 58,425
<b>Estimate Total</b>				<b>\$ 292,125</b>

HB-11-01265

June 21, 2011

Braun Intertec Corporation





## Legislation Details (With Text)

**File #:** 11-1840      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 10/6/2011      **In control:** Administration  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Approve Letter of Intent to Purchase from Cherry Twp  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

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

Approve Letter of Intent to Purchase from Cherry Twp

### *Body*

#### **Background Information:**

The Cherry Twp Fire Department has expressed interest in purchasing the 1981 Chevrolet 2,100 gallon Tanker truck (#112) from the Grand Rapids Fire Department. The fire department's Truck Committee is in the process of researching specifications for the replacement of this truck, and the fleet's Rescue Truck #114, with Rescue Pumper #114 in 2012. This replacement is part of the C.I.P. for the fire department in 2012.

The information given to the Truck Committee by various vendors is that the value of Tanker #112 on a trade-in would be anywhere from \$0 - \$5,000, and the re-sale value could be anywhere from \$5,000 - \$10,000. The Cherry Twp Fire Department has agreed to pay the City of Grand Rapids \$15,000 for the sale of this truck, and their Township Board has written a Letter of Intent to purchase this truck and a check for 10% of the total purchase price, provided that the Rescue Pumper #114 replacement project comes to fruition in 2012.

The Cherry Fire Department would like to take delivery of Tanker #112 as soon as possible in 2012. Knowing that specifications and bids have not yet taken place for Rescue Pumper #114 and the time frame for taking delivery of the new truck would be sometime later in 2012, the Grand Rapids Fire Department is willing to sell Tanker #112 after the first of the year since we still have a 3,000 Tanker/Pumper, and providing that the City Council is in agreement to move forward with the C.I.P. to replace these units.

Attorney Chad Sterle is aware of this Letter of Intent and has provided his input.

#### **Staff Recommendation:**

Allow to accept the Letter of Intent for the purchase of Tanker #112 to the Cherry Fire Department for \$15,000.

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

Approve Letter of Intent to Purchase from Cherry Twp



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1811      **Version:** 1      **Name:** Board & Commission Minutes  
**Type:** Agenda Item      **Status:** Acknowledge  
**File created:** 10/4/2011      **In control:** Administration  
**On agenda:** 10/11/2011      **Final action:**  
**Title:** Acknowledge minutes for Boards & Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**

**Attachments:** [July 13, 2011 Library Board](#)  
[August 10, 2011 Library Board](#)  
[August 31, 2011 Human Rights](#)  
[June 15, 2011 HRA](#)  
[July 20, 2011 HRA](#)  
[August 17, 2011 HRA](#)

Date	Ver.	Action By	Action	Result
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### Title

Acknowledge minutes for Boards & Commissions.

GRAND RAPIDS AREA LIBRARY BOARD  
REGULAR MONTHLY MEETING  
GRAND RAPIDS AREA LIBRARY  
JULY 13, 2011  
5:00PM

Members present: Vicky Harding, Gina Hawkinson, Dennis Jerome, Abby Kuschel, Max Peters, John Soll, Cheryl Stephens

Non-Members present: Marcia Anderson- Director, Amy Dettmer- Assistant Director

Members Absent: Jemma Baker, Shannon Benolken

Meeting called to order at 4:59 pm by Gina Hawkinson

- A. Agenda- Dennis Jerome made a motion; second by Abby Kuschel to approve the Agenda as presented. Motion carried.
- B. Approval of Minutes- Dennis Jerome made a motion to approve the Minutes of June 8, 2011; second by Vicky Harding. Motion carried.
- C. Communications-
  - a. Letter to Itasca County Commissioners
  - b. Budget and Memo
    - i. Next City Council meeting is July 25, 2011, Board Members are encouraged to attend to show support for the library.
- D. Financial Report- Roll call vote taken to approve the financial report as submitted - 7 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 07/13/2011

SALLY ALLEMAN	\$2,487.66
AMERIPRIDE LINEN & APPAREL	\$34.60
ARROWHEAD LIBRARY SYSTEM	\$361.49
BAKER & TAYLOR, INC	\$2,593.88
COLEHARDWARE INC	\$0.40
CONNECTING POINT TECHNOLOGIES	\$903.98
D.C.R. COMMUNICATIONS INC.	\$30.00
THE DESIGN GROUP INC	\$2,000.00
AMY DETTMER	\$8.60
DIVERSE MEDIA INC	\$24.45
GALE	\$47.24
GARDNER PUBLISHING	\$110.23
GARTNER REFERIGERATION CO	\$1,675.00
BONNIE HENRIKSEN	\$9.37
ICTV	\$135.00
INVEST EARLY PROJECT	\$255.00



JUNIOR LIBRARY GUILD	\$167.40
LANDMARK AUDIOBOOKS	\$647.50
LEARNING OPPORTUNITIES INC	\$1,663.37
LIBRARY DISPLAY DESIGN SYSTEMS	\$149.28
NORTHERN BUSINESS PRODUCTS INC	\$173.11
OCLC/FOREST PRESS	\$359.00
OXFORD UNIVERSITY PRESS	\$15.90
PERSONNEL DYNAMICS, LLC	\$1,458.40
PIZZA WORKS	\$14.99
PUMPKIN BOOKS	\$119.92
RECORDED BOOKS	\$33.00
MICHAEL RUSSELL	\$1,490.00
SCHOOL DISTRICT #318	\$50.76
SIM SUPPLY INC	\$309.99
STKOES PRINTING COMPANY	\$8.95
THE VILLIAGE BOOKSTORE	\$93.44
CATHERINE HOLM	\$150.00
TOTAL	\$17,582.27
<u>CHECKS ISSUED FOR PRIOR APPROVAL</u>	
BLUE CROSS & BLUE SHEILD OF MN	\$3,887.50
DELTA DENTAL OF MINNESOTA	\$435.10
FIDELITY SECURITY LIFE INS CO	\$21.68
GRAND RAPIDS CITY PAYROLL	\$67,100.14
LINCOLN NATIONAL LIFE	\$180.60
MINNESOTA ENERGY RESOURCES	\$425.38
MINNESOTA SALES TAX & USE TAX	\$61.44
PAUL BUNYAN TELELPHONE	\$244.13
PIONEER MUTUAL LIFE INS CO	\$41.00
PITNEY BOWES	\$143.34
P.U.C.	\$3,164.22
MICHAEL RUSSELL	\$600.00
TDS METROCOM	\$230.57
UNITED PARCEL SERVICE	\$11.84
VERIZON WIRELESS	\$157.79
WASTE MANAGEMENT	\$98.20
TOTAL PRIOR APPROVAL	\$76,802.93
TOTAL ALL DEPARTMENTS	\$94,385.20

E. Staff Report- Full Board Discussion on Staff Report

- a. Fishing poles and equipment are in. Vicky brought up the possibility of purchasing the tackle boxes.
- b. Alternative Energy Building- Excavating has started.
- c. Procedure changes/updates-
  - i. Inter-Library Loan Process has updated to automated calls and emailing when books are checked into the system.

- ii. Circulation Hold Process has updated so that books are held for 10 days then returned to the lending library. Reduces excess holding times and saves employee time

F. Old Business-

- a. Update on Energy Building- Marcia will keep Board updated with progress
- b. Update on Budget Process- Preliminary Approval in September and Final Approval in December
- c. Update on Legislative Impacts- Slight increase in computer use for job searching, applications and unemployment purposes due to the Workforce Center being closed.

G. New Business-

- a. Consent Agenda- Roll call vote taken to approve the Consent Agenda, including bills, contract and donations as submitted. - 7 AYES, 0 NAYS. Motion carried unanimously.
  - i. Late Bills- None
  - ii. Contracts- None
  - iii. Donations- GRALF \$90.00 for multiple copies of "The Late Homecomer"; GRALF \$1,020.00 for Saturday Story Time for June- August; Dennis & Jeanne Legan \$25.00 for magazine subscription "Minnesota Out of Doors"
- b. Regular Agenda- None

Gina Hawkinson adjourned meeting at 5:51 pm.

GRAND RAPIDS AREA LIBRARY BOARD  
REGULAR MONTHLY MEETING  
GRAND RAPIDS AREA LIBRARY  
AUGUST 10, 2011

MEMBERS PRESENT: Jemma Baker, Shannon Benolken, Vicky Harding, Gina Hawkinson, Abby Kuschel

NON-MEMBERS PRESENT: Amy Dettmer- Assistant Director

MEMBERS ABSENT: Dennis Jerome, Max Peters, John Soll, Cheryl Stephens

Meeting called to order at 5:03 pm by Gina Hawkinson

- A. Agenda- Abby Kuschel made a motion; second by Vicky Harding to approve the Agenda as presented. Motion carried.
- B. Approval Of Minutes- Amy questioned who made the motion and 2<sup>nd</sup> for Item G. Motion was made by Abby Kuschel to amend the Minutes of June 8, 2011 to include the update of names of motioner and 2<sup>nd</sup>; second by Vicky Harding. Motion carried.
- C. Communications-
  - a. Minnesota community foundation
- D. Financial Report- Shannon Benolken questioned if Hawk Construction was on budget. Roll call vote taken to approve the financial report as submitted- 5 AYES, 0 NAYES, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 07/13/2011

SALLY ALLEMAN	\$2,487.66
AMAZON.COM	\$146.98
AMERIPRICE LINEN & APPAREL	\$34.60
ARROWHEAD LIBRARY SYSTEM	\$73.52
BAKER & TAYLOR, INC	\$2,594.02
BRAUN INTERTEC CORPORATION	\$596.75
CDW GOVERNMENT INC	\$135.00
COLE HARDWARE INC	\$2.29
COMPUTER ENTERPRISES	\$211.98
CUB FOODS STORE #9036	\$21.33
THE DESIGN GROUP INC	\$2,361.27
GALE	\$47.24
CITY OF GRAND RAPIDS	\$2,273.77
CITY OF GRAND RAPIDS NEWSPAPERS INC	\$55.00
HAWK CONSTRUCTION INC	\$146,230.00
DARLA KIRWIN	\$22.43



LANDMARK AUDIOBOOKS	\$175.50
LEARNING OPPORTUNITIES INC	\$21.75
MINITEX	\$1,685.00
NORTHERN BUSINESS PRODUCTS	\$331.46
OXFORD UNIVERSITY PRESS	\$258.34
PERSONNEL DYNAMICS, LLC	\$72.92
PIZZA WORKS	\$14.99
RECORDED BOOKS	\$33.00
MICHAEL RUSSEL	\$1,300.00
SVL SERVICE CORPORATION	\$2,404.00
SIM SUPPLY INC	\$62.22
STERLE LAW OFFICE	\$130.00
XEROX CORPORATION	\$118.39

TOTAL INVOICES	\$163,901.41
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CHECKS ISSUES FOR PRIOR APPROVAL

BLUE CROSS & BLUE SHEILD OF MN	\$3,887.50
DELTA DENTAL OF MINNESOTA	\$217.55
GRAND RAPIDS CITY PAYROLL	\$33,667.03
MINNESOTA ENERGY RESOURCES	\$18.90
MINNESOTA SALES TAX & USE TAX	\$42.98
PAUL BUNYAN TELEPHONE	\$243.93
PIONEER MUTUAL LIFE INS CO	\$20.50
P.U.C.	\$3,669.27
TDS METROCOM	\$237.29
VERIZON WIRELESS	\$126.55

TOTAL PRIOR APPROVAL	\$42,131.50
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TOTAL ALL DEPARTMENTS	\$206,032.91
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E. Staff Report- Full Board Discussion on Staff Report

- a. Gina's term is over in December 2011. Need to recruit a new member, possibly a City of Grand Rapids employee,
- b. Childrens area re-arranged. Fiction all together and paperbacks all together.
- c. Tracy attended the Branch Out Conference

F. Old Business- None

G. New Business-

- a. Consent Agenda- Abby Kuschel made a motion to approve the consent agenda as presented; Shannon Benolken second the motion. Roll call vote taken to approve the Consent Agenda including bills, contracts and donations as submitted- 5 AYES, 0 NAYES, Motion carried unanimously.

- i. Late Bills- None

- ii. Contracts- None
- iii. Donations- Splithand Township \$200.00 for unrestricted use; Janet Lane  
\$50.00 Memorial for Rosalie Mellor
- b. Regular Agenda- None

Gina Hawkinson adjourned meeting at 5:28pm.

CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION  
CONFERENCE ROOM 2B – 420 NORTH POKEGAMA AVENUE  
WEDNESDAY, AUGUST 31, 2011 – 4:00 P.M.

**CALL TO ORDER:** Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Human Rights Commission was held in Conference Room 2B of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota, on Wednesday, August 31, 2011, at 4:00 p.m.

**CALL OF ROLL:** On a Call of Roll, the following members were present: Commission Chair Wartchow, Commissioners: Dowell, Hall, Mundt and Sanderson. Commissioner Learmont arrived at 4:12 p.m. Absent: Commissioners Freeman and Hain.

1. **CALL TO ORDER:** The meeting was called to order at 4:02 p.m.

2. **SETTING OF REGULAR AGENDA:**

**MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER HALL TO ADD TO THE AGENDA OCTOBER 6, 2011 ACLU EVENT UNDER NEW BUSINESS AND ADD HATE/BIAS RESPONSE PLAN, POSTER AND BROCHURES AND WEBSITE TO THE AGENDA UNDER OLD BUSINESS. The following voted in favor thereof: Sanderson, Hall, Wartchow, Dowell and Mundt. Opposed: None, motion passed.**

3. **APPROVE MINUTES:** July 27, 2011 regular meeting

**MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER HALL, TO APPROVE THE MINUTES OF JULY 27, 2011 AS PRESENTED. The following voted in favor thereof: Sanderson, Hall, Wartchow, Dowell and Mundt. Opposed: None, motion passed.**

4. **OLD BUSINESS:**

A. Rapids Read & Commission follow-up program on August 19, 2011.

Commissioner Wartchow reported on the Hmong music and dance performance August 19, 2011 at the Grand Rapids Area Library. Approximately 20 people were in attendance and stated it was very good. He contacted the Reif Center about bringing them back to Grand Rapids and the Reif was favorable to incorporating their performance in the lobby before the Japanese Drumming in March, 2012 or before the Native American Dancer in October, 2011. No decision was made. Commissioner Sanderson volunteered to write a follow-up report for the grant. Commissioner Wartchow will contact the performers again for their mileage expense.

B. Hate/Bias Response Plan.

Chief Jim Denny arrived to discuss the City of Grand Rapids Police Department procedures regarding hate/bias response plan at the invitation of the Human Rights Commission. Commissioner Sanderson explained the Commission would like his input



on whether or not the City of Grand Rapids and the Human Rights Commission would want to adopt a similar Hate/Bias Response Plan as Red Wing has and asked him how the Police Department would feel about this.

Chief Denny distributed materials to the Commissioners regarding In-Service Training Policy and Reporting, Impartial Policing Model Policy (MN STAT § 626.8471, subd.4), Grand Rapids Police Department Policy – Impartial Policing Policy, Policy 338 - Grand Rapids Police Department Policy Manual – Hate or Prejudice Crimes and Policy 402 - Grand Rapids Police Department Policy Manual – Racial/Bias Based Profiling. The Police Department is now using Lexipol which provides updates on any policy that will need to be initiated. The Police Department will be implementing these new policies sometime in September through the end of the year and putting them into practice.

The Commissioners asked Chief Denny what role the Commission can play? How can the Human Rights Commission support the Police Department?

Chief Denny stated it took years to develop a working relationship with Advocates for Family Peace because of the extra work for officers; they now have a good working relationship. He stated there may be resistance at first, but the relationship over time would improve.

The Commission sees their role as supportive; 100 percent victim related; possibly working with the media to protect the victim.

Commissioner Learmont stated he noticed the definition of what is and is not racial profiling is different in different statutes in the material Chief Denny distributed. Chief Denny stated the other two policies narrow down department expectation. The County Attorney determines whether the crime is hate/gang related or not.

Human Resources Director Lynn DeGrio asked if there is any education needed for Human Rights members to be able to be involved. The Commission responded since this is the first time the Human Rights Commission is looking at this, they need to get information on what the Commission can and cannot do.

Commissioners thanked Chief Denny for his participation in the meeting. Commissioners Wartchow, Sanderson, Learmont and Hall volunteered to take Chief Denny's information along with Red Wing's Hate/Bias Response Plan, review and bring back recommendations to the Commission. Chief Denny asked the Commission to give him feedback on their review as well as questions they would like him to answer before the next meeting to assist him in preparing for the meeting. Commissioners consented. Chief Denny left the meeting at 4:35 p.m.

#### C. Accessibility Mailing Update.

Human Resources Director DeGrio stated the second accessibility mailing went out August 19, 2011. After the first mailing she received two phone calls; she has not

received any calls after this second mailing. Commissioner Wartchow stated he received two telephone calls; stating they received the mailing and thanked him for the information. Commissioners thanked Administration for their efforts in expediting the mailing.

Commissioner Wartchow distributed the newly printed posters and brochures which were included in the \$3,000 grant to promote accessibility. They have until the end of December, 2011 to use the rest of the grant monies; possibly have a workshop for businesses and non-profits. Human Resources Director DeGrio volunteered to bring a financial report to the next meeting.

D. Update on Website.

Commissioner Sanderson stated she will meet with Eric Trast, Community Development, and will work with him to update the website with the definition of human rights and other websites for the public to access for more information.

**5. NEW BUSINESS**

October 6, 2011 ACLU Event.

Human Resources Director DeGrio distributed an email she received from the ACLU to Commission members. Not sure what they would like the Commission to do. Possibly get the word out, recommend Bixby's conference room. This is a racial justice project; more question and answer. Is the Commission interested in collaborating? Commissioner Sanderson volunteered to contact them and follow up.

**6. Reports on calls and inquiries:**

There is nothing more to report on the parent complaint regarding a student and alleged discrimination by the School District 318. In addition nothing more has been heard on the employee alleged complaint filed a while back.

Commissioners wondered with the State cutbacks, if the State was in a position to handle referrals. Commissioner Sanderson volunteered to call the parent with the alleged complaint and see if they were able to speak to anyone.

Commissioners discussed asking Lisa Rosemore, reporter for the Grand Rapids Herald-Review if she recognized any bias/hate crimes in her reporting police reports. Commissioners also felt she may be a good media resource in the future to protect the victim in media reporting.

Human Resources Director DeGrio stated the Commission could also review county court cases for hate/bias crimes. She volunteered to contact Lisa Rosemore to ask if Lisa would be willing to be used as a media contact in the future.

**ADJOURN:**

**MOTION BY COMMISSIONER DOWELL, SECOND BY COMMISSIONER MUNDT TO ADJOURN THE MEETING AT 4:58 P.M. The following voted in favor thereof: Dowell, Mundt, Wartchow, Hall, Learmont, and Sanderson. Opposed: None, motion passed.**

The next regularly scheduled meeting will be September 28, 2011 at 4:00 p.m. unless otherwise noted.

Respectfully submitted,

Dawn Schaefer, Recorder



**THE HOUSING AND REDEVELOPMENT AUTHORITY  
OF GRAND RAPIDS, MN  
REGULAR MEETING June 15, 2011**

**CALL TO ORDER**

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Sanderson, at 4:05 p.m. in the Community Room, located at 411 NW 7<sup>th</sup> Street, Grand Rapids, MN.

**CALL OF ROLL**

On a Call of Roll the following Grand Rapids HRA Commissioners were present:  
Commissioner Barb Sanderson - Commissioner Joe Chandler - Commissioner Len Salmela  
Commissioner Marilyn Rossman – Commissioner Chris Henrichsen – Commissioner  
Justin Eichorn

Absent: Commissioner Pam Omersa

HRA: Executive Director Jerry Culliton

**PUBLIC FORUM**

None

**APPROVAL OF MINUTES**

Commissioner Salmela made a motion to approve the Regular meeting minutes of May 18, 2011 with two type printed corrections; page one reading Commissioner Marilyn Rossman and page 2 the word prices. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

**FINANCIAL REPORTS**

There were no financial reports to be presented at the meeting.

**APPROVAL OF VERIFIED CLAIMS**

Commissioner Eichorn made a motion to approve the Public Housing and Crystal Lake verified claims in the amount of \$44,916.40 along with a Luke Carlson invoice in the amount of \$300, an invoice to Kyle Jacobson in the amount of \$650 and Burggraft's Ace Hardware in the amount of \$51.73. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried. Commissioner Eichorn made a motion to approve the Pooled Housing verified claims in the amount of \$35,027.06. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

**PUBLIC HOUSING REPORT**

Director Culliton presented a report stating; we are 100 % occupied with waiting lists, operations are normal and routine at both buildings.

**APPROVED**

**CRYSTAL LAKE HOUSING REPORT**

Director Culliton gave a report that the construction was proceeding as expected, the roofing is now completed, people are now moving into the renovated apartments and will now be doing building by building for the renovations. Commissioner Chandler also addressed the Board on some of the change orders that had taken place which were signed by himself, and approved, as well going through the pay order submissions.

**CONSIDER BIDS FOR RETAINING WALL**

There were no bids to be considered they were not received in time for the meeting and they will be place upon the July agenda for consideration by the Board

**POOLED HOUSING REPORT**

Director Culliton presented a report stating; that we are 100 % occupied with waiting lists at both buildings, caretakers Terri and Jeff Lane have done the painting of the upper decks upon the rental of a herc-u-lift and the gutters have also been cleaned and fixed where ever necessary operation are normal and routine at both buildings.

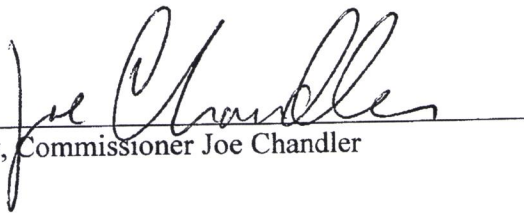
**OTHER MATTERS**

None

There being no further information of the HRA of Grand Rapids for June 15, 2011, Commissioner Salmela made a motion to adjourn the meeting at 4:35 p.m. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

Signed \_\_\_\_\_

Secretary, Commissioner Joe Chandler



**APPROVED**

**THE HOUSING AND REDEVELOPMENT AUTHORITY  
OF GRAND RAPIDS, MN  
REGULAR MEETING July 20, 2011**

**CALL TO ORDER**

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Sanderson, at 4:00 p.m. in the Community Room, located at 411 NW 7<sup>th</sup> Street, Grand Rapids, MN.

**CALL OF ROLL**

On a Call of Roll the following Grand Rapids HRA Commissioners were present:  
Commissioner Barb Sanderson - Commissioner Joe Chandler - Commissioner Len Salmela  
Commissioner Marilyn Rossman - Commissioner Chris Henrichsen - Commissioner  
Justin Eichorn - Commissioner Pam Omersa

HRA: Executive Director Jerry Culliton

**PUBLIC FORUM**

None

**APPROVAL OF MINUTES**

Commissioner Salmela made a motion to approve the Regular meeting minutes of June 15, 2011 as presented. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

**FINANCIAL REPORTS**

Executive Director, Jerry Culliton presented in details the preliminary financial reports for June 2011 for the General Fund, Public Housing Fund, Pooled Housing Fund and answered all questions. Commissioner Eichorn made a motion to approve all financial reports as presented. Seconded by Commissioner Omersa. Voting Aye, all. Motion carried.

**APPROVAL OF VERIFIED CLAIMS**

Commissioner Omersa made a motion to approve the Public Housing and Crystal Lake verified claims in the amount of \$39,364.03 minus the expenditure to Board member Commissioner Omersa, and also to approve five extra bills; Itasca Hotel, in the amount of \$2,122.79, reimbursement to Sawmill Inn to Henry Biscardi in amount of \$65.93, Pine Grove Motel in the amount of \$740.66, Timber Lake Lodge in the amount of \$1472.35 and Computer Discount in the amount of \$1114.51. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried. Commissioner Omersa made a motion to approve the Pooled Housing verified claims in the amount of \$37,994.22. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

**PUBLIC HOUSING REPORT**

Director Culliton presented a report stating; we are 100 % occupied with waiting lists, operations are normal and routine at both building. The Operating Subsidy was

**APPROVED**



**HRA of Grand Rapids  
Meeting Minutes 7/20/2011  
Page 2**

presented to the Board and after discussion among the Board and Executive Director Commissioner Salmela made a motion to approve the Operating Subsidy for fiscal year 2011 and authorize the Executive Director to submit the documents for approval. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

**CRYSTAL LAKE HOUSING REPORT**

Director Culliton updated the Board on the apartment vacancies due to the building official closing the apartment on two different occasions. There was discussion among the Board members to the Executive Director on the operations as well as the construction on the gable end block walls. The Grand Rapids building officials conduct and authority were discussed by the Grand Rapids HRA.

**CONSIDER BIDS FOR RETAINING WALL**

The Executive Director stated that the bids had been advertised in the Grand Rapids Herald as per our procurement policy. Some people picked up bids others were mailed out and one bid was received. After discussion among the Board, Commissioner Chandler made a motion to table the retaining wall bids until the next meeting, or a later date. Seconded Commissioner Salmela. Voting Aye, all. Motion carried.

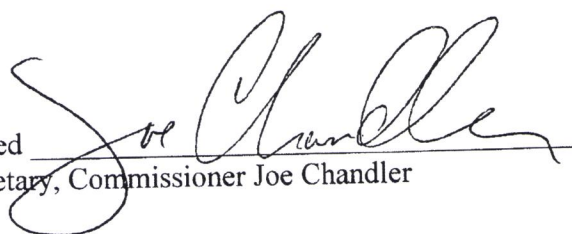
**POOLED HOUSING REPORT**

Director Culliton presented a report stating; that we are 100 % occupied with waiting lists at both buildings, caretakers Terri and Jeff Lane have finished the staining of the upper decks as well as the gutter work and cleaning, also a small sink hole had been discover in the back and authorized them to dig it out and fill it with fresh fill.

**OTHER MATTERS**

None

There being no further information of the HRA of Grand Rapids for July 20, 2011, Commissioner Salmela made a motion to adjourn the meeting at 5:00 p.m. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

Signed   
Secretary, Commissioner Joe Chandler

**APPROVED**

**THE HOUSING AND REDEVELOPMENT AUTHORITY  
OF GRAND RAPIDS, MN  
REGULAR MEETING August 17, 2011**

**CALL TO ORDER**

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Vice Chairperson Omersa, at 4:10 p.m. at Crystal Lake Townhomes, 203 NW 14 Street , Grand Rapids, MN.

**CALL OF ROLL**

On a Call of Roll the following Grand Rapids HRA Commissioners were present:  
Commissioner Joe Chandler - Commissioner Len Salmela Commissioner Marilyn  
Rossman – Commissioner Chris Henrichsen – Commissioner Justin Eichorn -  
Commissioner Pam Omersa

Absent: Commissioner Sanderson

HRA: Executive Director Jerry Culliton

There was a brief tour of Crystal Lake Townhomes; specifically they toured E2 and L4 to see what the finished product looked like from the inside. After the tour, the meeting was held on site as advertised.

**PUBLIC FORUM**

None

**APPROVAL OF MINUTES**

Commissioner Chandler made a motion to approve the Regular meeting minutes of July 20, 2011 as presented. Seconded by Commissioner Salmela. Voting Aye, all. Motion carried.

**FINANCIAL REPORTS**

Executive Director, Jerry Culliton presented in details the preliminary financial reports for July 2011 for the General Fund, Public Housing Fund, Pooled Housing Fund and answered all questions. Commissioner Chandler made a motion to approve all financial reports as presented. Seconded by Commissioner Eichorn. Voting Aye, all. Motion carried.

**APPROVAL OF VERIFIED CLAIMS**

Commissioner Salmela made a motion to approve the Public Housing and Crystal Lake verified claims in the amount of \$101,374.13 along with a payment to Deluxe Checks in the amount of \$338.78, Carlson Professional Services in the amount of \$3,595.20 and Grevitte Environmental in the amount of \$2,417.86. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Chandler made a motion to

**APPROVED**



**HRA of Grand Rapids  
Meeting Minutes 8/17/2011  
Page 2**

approve the Pooled Housing verified claims in the amount of \$54,358.03. Seconded by Commissioner Salmela. Voting Aye, all. Motion carried.

**PUBLIC HOUSING REPORT**

Director Culliton presented a report stating; we are 100 % occupied with waiting lists, operations are normal and routine at both building. The Operating Subsidy was submitted for fiscal year 2012 along with the Capital Fund, also for fiscal year 2012 for consideration.

**CONSIDER TAX LEVY FOR YEAR 2012**

Vice chairperson Omersa stated to the Board that she would like the Board to consider not levying a tax to the taxpayers of the City of Grand Rapids. Commissioner Chandler made mention that the City Council looks favorably on the Grand Rapids HRA, especially in these times of not levying a tax to the citizens of Grand Rapids. After discussion among the Board to the Executive Director and going over financial materials that were handed out at the meeting, Commissioner Rossman made a motion that the Grand Rapids HRA not levy a tax to the taxpayers of Grand Rapids for fiscal year 2012. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

**CONSIDER APPROVING GENERAL FUND BUDGET FOR FISCAL YEAR 2012**

After discussion among the Board members and the Executive Director on some of the numbers; the only number not added was the loan to Crystal Lake Townhomes which would be forth coming. With that exact number not known it was decided to leave that out of the budget and it would be an addition in fiscal year 2012 as it was accrued. Commissioner Salmela made to approve the General Fund Budget as presented for fiscal year 2012. Seconded by Eichorn. Voting Aye, all. Motion carried.

**CRYSTAL LAKE HOUSING REPORT**

Director Culliton gave a report stating that there were at least a dozen apartments vacant; the renovations were proceeding. Also given to the Board was a document from Northland Consulting Engineers on some eave end block walls and necessary repairs which were added to the agenda. We had also proceeded with the recertification for the entire complex for the month of August which would be made effective September 1<sup>st</sup>.

**CONSIDER BIDS FOR RETAINING WALL**

There was none to be presented it and will be placed on the next or forth coming agenda for approval.

**CONSIDER TRANSFER OF MONEY FROM THE GENERAL FUND TO THE  
TITLE COMPANY**

**APPROVED**



**HRA of Grand Rapids**  
**Meeting Minutes 8/17/2011**  
**Page 3**

Consider authorizing the Executive Director to transfer money from the general fund to the title company as per a previous motion made by the Board on January 19, 2011 because of the set-up of a specific new checking account for Crystal Lake Townhomes. Commissioner Henrichsen made a motion to authorize the Executive Director to transfer funds from the US Bank account number 173101022346 to the general fund, and the money be placed in account number 7913955162 for deposit, and to also authorize the Executive Director to transfer funds from the Wells Fargo account directly to the title company for payment to the contractor for forth coming construction payments. Seconded by Commissioner Eichorn. Voting Aye, all. Motion carried.

**CONSIDER APPROVING TRANSFER OF FUNDS TO THE NEW CRYSTAL TOWNHOMES CHECKING ACCOUNT**

Commissioner Salmela made a motion to authorize the Executive Director to transfer funds from the Wells Fargo bank account number 20169888 to the new account number for Crystal Lake Townhomes 7913955162. Seconded by Commissioner Rossman. Voting Aye, all. Motion carried.

**CONSIDER THE EAVE BLOCK WALL REPAIRS**

Consider necessary repairs that were discovered and needed attention. The proposal request has been given to the general contractor for the work provided by the Northland Consulting Engineers and after discussion among the Board and The Executive Director, Commissioner Salmela made a motion to authorize the Executive Director and Commissioner Chandler to proceed with the low, necessary quote to do the necessary repairs. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

**POOLED HOUSING REPORT**

Director Culliton presented a report stating; that we are 100 % occupied with waiting lists at both buildings, otherwise operations are normal and routine.

**OTHER MATTERS**

Commissioner Chandler addressed the Board on a matter that he and Executive Director had been working on as far as the possible refinance of the existing bonds for Forest Park West and Lake Shore Place. The Executive Director had given Commissioner Chandler some financial information to forward to the mortgage people within Wells Fargo Bank for their input. Commissioner Chandler then addressed the Board that the mortgage people within Wells Fargo Bank had analyzed the data and unfortunately refinancing the bonds in their opinion was not worth while at this point in time. The best that could be done at this point would be an 18 year amortization, 5 1/2 % interest on the mortgage of the existing principal of the bonds, and then a balloon payment on the remaining principal, in 5 years. Therefore going with a traditional mortgage through a lending institution at this point

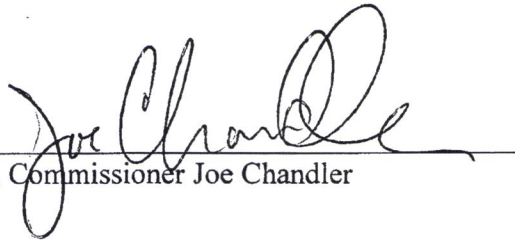
**APPROVED**

**HRA of Grand Rapids**  
**Meeting Minutes 8/17/2011**  
**Page 4**

would not be advantageous for the Grand Rapids HRA, and we should possibly review this in another 5 years when the bonds have approximately 12 more years of payment, this would then be a more likely favorable scenario.

There being no further information of the HRA of Grand Rapids for August 17, 2011, Commissioner Chandler made a motion to adjourn the meeting at 5:20 p.m. Seconded by Commissioner Salmela. Voting Aye, all. Motion carried.

Signed \_\_\_\_\_  
Secretary, Commissioner Joe Chandler

A handwritten signature in black ink, appearing to read "Joe Chandler", written over a horizontal line.

**APPROVED**



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1826      **Version:** 1      **Name:** Department Head Report  
**Type:** Agenda Item      **Status:** Filed  
**File created:** 10/5/2011      **In control:** Finance  
**On agenda:** 10/11/2011      **Final action:** 10/11/2011  
**Title:** Finance Department Head Report.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Finance Department Head Report](#)

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

*Title*

Finance Department Head Report.

*Body*

**Background Information:**

Please see attachment.





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

FINANCE DEPARTMENT

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

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## M E M O R A N D U M

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**DATE:** October 5, 2011  
**TO:** Mayor Dale Adams, Council members Joe Chandler, Dale Christy, Gary McInerney, and Ed Zabinski  
**C:** Shawn Gillen, City Administrator  
**FROM:** Shirley A. Miller, Finance Director  
**RE:** Department Head Report

Since the last Finance Department Report in April 2011, the Finance Department has been involved in the following projects:

- We completed the 2010 audit and assisted in the preparation of the Comprehensive Annual Report (CAFR) for the City and the Grand Rapids/Itasca County Airport.
- After the audit is completed, there are several reports that have to be filed:
  - The City Financial Report Forms to the Office of the State Auditor
  - The Tax Increment Financing (TIF) Reports to the Office of the State Auditor. The City has five TIF Districts. The Auditor's Office completely changed the Reporting Forms to adjust for changes made in the Legislature, consequently, the forms took quite a bit longer to prepare.
  - The Municipal Construction and Development Fee Revenue and Expenses Annual Report to the Minnesota Department of Labor and Industry. In this Report, we have to report all of the building and zoning revenue and expenditures for the previous year to make sure we are not charging too much for these services.
  - Operating and Financial Summary for the Grand Rapids/Itasca County Airport to the Federal Aviation Administration
  - Submit the City's CAFR to the Government Finance Officer's Certificate of Achievement Program.

- In 2010, the City received \$1,338,000 in federal grants. When a local government receives \$500,000 or more in federal grants, they are required to have a Federal Single Audit. It is the responsibility of the City to make sure it is compliant with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs. The Single Audit was completed on September 16, 2011, and it stated that the City complied, in all material respects, with the requirements that are applicable to each of its major federal programs and there were no findings.
- Assisted the Public Utilities Commission with the issuance of \$3,965,000 Taxable General Obligation Wastewater Revenue and Refunding Bonds.
- We assisted the City Administrator and the Council in the preparation of the 2012 budget and levy. The preliminary 2011 levy/payable in 2012, was certified to the County Auditor on September 15, 2011. We will be assisting with the preparation of the final levy and budget and the preparation the 2012 - 2016 Capital Improvement Plan.
- We have been preparing for the upcoming bond sale of approximately \$1,565,000. This issue will include \$1,035,000 for three City projects and \$530,000 for refunding the 2003A bonds.
- Assisted the Central School Commission with a grant application to the Minnesota Historical Society for \$20,000 for foundation repair.
- Assisted the Grand Rapids Housing and Redevelopment Authority with a \$200,000 DEED Grant for soft costs for the purchase of Crystal Lake Townhomes. We also met with representatives from the Minnesota Housing Finance Agency to discuss all of the additional reporting requirements for Crystal Lake Townhomes.

If you have any questions, please let me know.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1820      **Version:** 1      **Name:** Hammerlund After the Fact Variance  
**Type:** Agenda Item      **Status:** Engineering  
**File created:** 10/4/2011      **In control:** Engineering  
**On agenda:** 10/11/2011      **Final action:** 10/11/2011  
**Title:** A letter to Itasca County regarding Hammerlund Constructions After the Fact Variance with Itasca County  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [10-11-11 Attachment Hammerlund Letter.pdf](#)  
[10-11-11 Attachment 2 Hammerlund Letter.pdf](#)

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

### *Title*

A letter to Itasca County regarding Hammerlund Constructions After the Fact Variance with Itasca County

### *Body*

#### **Background Information:**

Hammerlund Construction operates a gravel mining operation on a piece of property located in Harris Township that abuts the municipal boundary of the City of Grand Rapids on its north side. Itasca County zoning allows mining of minerals to within 50 feet of a property line. However, where municipal boundaries are located the mining can only go within 200 feet of the municipal boundary. Hammerlund has encroached within this boundary and are requesting a variance.

Hammerlund has also request a letter of position from the City to mine to within 50 feet of the City's municipal boundary. A draft letter of position is attached for consideration along with a map identifying the location of the mining operation.

#### **Staff Recommendation:**

City staff is recommending the approval of the attached letter.

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

Consider executing a letter of position to Itasca County regarding Hammerlund Constructions request for an After the Fact Variance.





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

ENGINEERING DEPARTMENT

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

October 11, 2011

Don Dewey  
Itasca County Zoning  
123 4<sup>th</sup> Street NE  
Grand Rapids, MN 55744

In reference to: Parcel No. 19-003-2200, Hammerlund Construction After The Fact Variance Application

Dear Mr. Dewey:

It is the City of Grand Rapids' understanding that Hammerlund Construction has encroached within the 200 foot municipal buffer zone on the north side of the above referenced property. It is also the City's understanding that Hammerlund Construction has applied for an After the Fact Variance to mine aggregate material to within 50 feet of the Grand Rapids municipal boundary.

This letter is to inform you that the City of Grand Rapids does not have any issues with the requested After the Fact variance. In fact, it would be acceptable to the City to allow them to mine up to the corporate boundary so that this valuable mineral resource is utilized, as long as Hammerlund restores the mining operation in accordance with Itasca County requirements.

The City would also like to inform you that we have an interest in exploring the potential of selling aggregate to Hammerlund Construction on our property, jointly owned with Itasca County, adjacent to the north boundary of the above referenced property.

Sincerely,

Dale Adams, Mayor  
City of Grand Rapids

---



Municipal Boundary  
Green Line

City/County Airport  
Property

Hammerlund Property  
Within Red Line

Verde Ln

Airport Rd

1 inch = 216 feet

1 inch = 216 feet







# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

<b>File #:</b>	11-1829	<b>Version:</b>	1	<b>Name:</b>	PW Mutual Aid Agreement with PW City of Cohasset
<b>Type:</b>	Agenda Item	<b>Status:</b>			Passed
<b>File created:</b>	10/5/2011	<b>In control:</b>			Public Works
<b>On agenda:</b>	10/11/2011	<b>Final action:</b>			10/11/2011
<b>Title:</b>	Consider revising the Mutual Aid Agreement between City of Grand Rapids Public Works Department and the City of Cohasset Public Works Department.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">2011 10-11 Mutual Aid Agreement Document - Cohasset PW.pdf</a>				

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

### *Title*

Consider revising the Mutual Aid Agreement between City of Grand Rapids Public Works Department and the City of Cohasset Public Works Department.

### *Body*

#### **Background Information:**

Back in May of 2011, both the City of Grand Rapids and the City of Cohasset entered into a Mutual Aid Agreement for their respective Public Works Departments. Both Cohasset and Grand Rapids staff co-authored the agreement utilizing the League of Minnesota Cities Model Mutual Aid Agreement. The City of Cohasset Attorney has requested some minor language changes to help clarify the liability exposure. The revisions have been made with the approval of both John Licke, Attorney for Cohasset and Grand Rapids Attorney Chad Sterle. The Agreement is attached.

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

Approve revised Mutual Aid Agreement (10/11/11) between the City of Grand Rapids Public Works Department and City of Cohasset Public Works Department and Authorize the Mayor's and City Administrator's signatures.

# **MUTUAL AID AGREEMENT FOR THE CITY OF GRAND RAPIDS PUBLIC WORKS DEPARTMENT AND THE CITY OF COHASSET PUBLIC WORKS DEPARTMENT**

## **Purpose**

This agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from the City of Grand Rapids Public Works Department and the City of Cohasset Public Works Department. With this agreement it is mutually agreed that as requested by either Public Works Department Head assistance to one another will be accommodated if personnel and resources are available.

## **Definitions**

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

## **Procedure**

1. **Request for assistance.** Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.
2. **Response to request.** Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.
3. **Recall of Assistance.** The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.



**4. Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.

**Equipment Loaning Policy:**

- When available.
- Fee may be charged for more than 4 hours of use.
- Equipment fees will be for actual hours of use as indicated by an hour meter or Requesting Party records.

**Workers' compensation**

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

**Damage to equipment**

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

**Liability**

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this agreement.

Under no circumstances, however, shall a party to this agreement be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466.04 (as may be modified from time to time) applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466.04. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.



3. No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

#### **Charges to the Requesting Party**

No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 4 hours. If assistance provided under this agreement continues for more than 4 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 4 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.

Such charges are not contingent upon the availability of federal or state government funds. Rates for equipment and labor will be set by the respective Councils.

#### **Duration**

This agreement supersedes and renders null and void that mutual aid agreement between the parties dated April 27, 2011. This agreement will be in force for a period of 10 years from the date of execution. Any party may withdraw from this agreement upon thirty (30) days written notice to the other party or parties to the agreement.

#### **Execution**

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

**CITY OF GRAND RAPIDS**

By: \_\_\_\_\_  
Dale Adams, Mayor

By: \_\_\_\_\_  
Shawn Gillen, City Administrator

**CITY OF COHASSET**

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

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



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1830      **Version:** 1      **Name:** PW Mutual Aid Agreement - PW City of LaPrairie  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 10/5/2011      **In control:** Public Works  
**On agenda:** 10/11/2011      **Final action:** 10/11/2011

**Title:** Consider entering into a Mutual Aid Agreement between City of Grand Rapids Public Works Department and the City of LaPrairie Public Works Department.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2011 10-11 Mutual Aid Agreement Document - LaPrairie PW.pdf](#)

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

### *Title*

Consider entering into a Mutual Aid Agreement between City of Grand Rapids Public Works Department and the City of LaPrairie Public Works Department.

### *Body*

#### **Background Information:**

Currently each city does assist each other. We assist with rink flooding and LaPrairie helps with snow plowing at the Itasca Calgary Cemetery. In the future there is a likelihood we will interact more. I have discussed the concept of a Mutual Aid Agreement with Dave Berglund, LaPrairie Public Works Maintenance, and he agrees it would be in the best interest of both cities to have a formal Mutual Aid Agreement.

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

Approve the Mutual Aid Agreement (10/11/11) between the City of grand rapids Public Works Department and the City of LaPrairie Public Works department and authorize the Mayor's and City Administrator's signatures.

# **MUTUAL AID AGREEMENT FOR THE CITY OF GRAND RAPIDS PUBLIC WORKS DEPARTMENT AND THE CITY OF LAPRAIRIE PUBLIC WORKS DEPARTMENT**

## **Purpose**

This agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from the City of Grand Rapids Public Works Department and the City of LaPrairie Public Works Department. With this agreement it is mutually agreed that as requested by either Public Works Department Head assistance to one another will be accommodated if personnel and resources are available.

## **Definitions**

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

## **Procedure**

1. **Request for assistance.** Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.
2. **Response to request.** Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.
3. **Recall of Assistance.** The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.



**4. Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.

**Equipment Loaning Policy:**

- When available.
- Fee may be charged for more than 4 hours of use.
- Equipment fees will be for actual hours of use as indicated by an hour meter or Requesting Party records.

**Workers' compensation**

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

**Damage to equipment**

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

**Liability**

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this agreement.

Under no circumstances, however, shall a party to this agreement be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466.04 (as may be modified from time to time) applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466.04. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

#### **Charges to the Requesting Party**

No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 4 hours. If assistance provided under this agreement continues for more than 4 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 4 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.

Such charges are not contingent upon the availability of federal or state government funds. Rates for equipment and labor will be set by the respective Councils.

#### **Duration**

This agreement supersedes and renders null and void that mutual aid agreement between the parties dated April 27, 2011. This agreement will be in force for a period of 10 years from the date of execution. Any party may withdraw from this agreement upon thirty (30) days written notice to the other party or parties to the agreement.

#### **Execution**

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

**CITY OF GRAND RAPIDS**

**CITY OF LA PRAIRIE**

By: \_\_\_\_\_  
Dale Adams, Mayor

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

By: \_\_\_\_\_  
Shawn Gillen, City Administrator

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



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1835      **Version:** 1      **Name:** Appointment of Police Officer to the position of Police Sergeant.  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 10/6/2011      **In control:** Administration  
**On agenda:** 10/11/2011      **Final action:** 10/11/2011  
**Title:** Appointment of Police Officer to the position of Police Sergeant.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

### *Title*

Appointment of Police Officer to the position of Police Sergeant.

### *Body*

#### **Background Information:**

On March 1, 2011 Bill Giese was appointed temporary Police Sergeant to fill in for Police Sergeant William Block while he was on leave. Sergeant Block submitted his resignation effective October 6, 2011; therefore, the position needs to be filled. The Police Civil Service Commission has certified a Police Sergeant Eligibility Register with the following names at the September 30, 2011 special meeting:

- \* Bill Giese
- \* Robert Stein

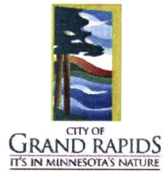
#### **Staff Recommendation:**

A recommendation has been made by the Police Civil Service Commission and Police Chief Jim Denny to appoint temporary Police Sergeant Bill Giese to the vacant position of Patrol Sergeant effective immediately.

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

Consider appointing temporary Police Sergeant Bill Giese to the position of Police Sergeant effective immediately as recommended by the Police Civil Service Commission and Police Chief Jim Denny.





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

<b>File #:</b>	11-1838	<b>Version:</b>	1	<b>Name:</b>	Authorization to add Police Officer to the Police Department as a result of accepting the 2011 COPS Hiring Program Grant.
<b>Type:</b>	Agenda Item	<b>Status:</b>			Passed
<b>File created:</b>	10/6/2011	<b>In control:</b>			Administration
<b>On agenda:</b>	10/11/2011	<b>Final action:</b>			10/11/2011
<b>Title:</b>	Authorization to add Police Officer to the Police Department as a result of accepting the 2011 COPS Hiring Program Grant.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

### *Title*

Authorization to add Police Officer to the Police Department as a result of accepting the 2011 COPS Hiring Program Grant.

### *Body*

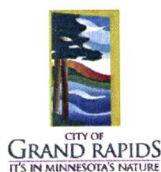
#### **Background Information:**

If the City Council accepted the resolution tonight accepting the 2011 COPS Hiring Program Grant, we would like to begin the process of filling the position. At the September 30, 2011 Special Police Civil Service Commission meeting, the Police Commission discussed the process should the City Council accept the COPS grant.

The Police Chief and Police Civil Service Commission would like to interview the remaining candidates on the current eligibility roster to establish a new eligibility register. We will come back to the City Council at a later date with the certified list as well as a recommendation for hire.

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

Consider adding a Police Officer to the Police Department as a result of accepting the 2011 COPS Hiring Program Grant and authorize staff to begin the process of filling the position.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1837      **Version:** 1      **Name:** Appointment of Mr. Jeremy Nelson to the position of Police Officer.  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 10/6/2011      **In control:** Administration  
**On agenda:** 10/11/2011      **Final action:** 10/11/2011  
**Title:** Appointment of Mr. Jeremy Nelson to the position of Police Officer.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

### *Title*

Appointment of Mr. Jeremy Nelson to the position of Police Officer.

### *Body*

#### **Background Information:**

Based upon a previously agreed to process, the Police Chief has reviewed the candidate list certified by the Police Civil Service Commission for the Police Officer position. We have concluded the selection process and have made an offer of employment to Mr. Jeremy Nelson, contingent upon successful completion of a pre-employment physical, drug test, psychological exam and Council approval.

Mr. Nelson was raised in Hill City, Minnesota and graduated from Grand Rapids High School. During high school Nelson signed up for Police Explorers that allowed him to do several ride-alongs with the Grand Rapids Police Department. From there he joined the Grand Rapids Police Reserves where he attributes the experience he received the reason he wanted to become a Police Officer and to work for the Grand Rapids Police Department.

During Nelson's senior year of high school he attended Itasca Community College (ICC) where he completed his AA degree. After ICC, Nelson attended Bemidji State University, where he obtained his Bachelor of Science degree in Criminal Justice.

Nelson has worked in the capacity of Jailer for the Aitkin County Sheriff's Office, Juvenile Counselor at the Itaskin Juvenile Center, Police Officer in Hill City, Fire Marshal for Hill City, Hill City Fire Chief, Hill City Chief of Police, and most recently Aitkin County Deputy Sheriff/K-9 Officer.

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

Consider the appointment of Mr. Jeremy Nelson to the position of Police Officer effective October 24, 2011 at a starting wage of \$22.47 per hour per union contract.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

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**File #:** 11-1832      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 10/5/2011      **In control:** Finance  
**On agenda:** 10/11/2011      **Final action:** 10/11/2011  
**Title:** Consider approving the verified claims for the period September 20, 2011 to October 3, 2011 in the total amount of \$1,377,119.27.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [10/11/2011 COUNCIL BILL LIST.pdf](#)

Date	Ver.	Action By	Action	Result
10/11/2011	1	City Council		

### *Title*

Consider approving the verified claims for the period September 20, 2011 to October 3, 2011 in the total amount of \$1,377,119.27.

### **Requested City Council Action**

Consider approving the verified claims for the period September 20, 2011 to October 3, 2011 in the total amount of \$1,377,119.27.



## COUNCIL BILL LIST - OCTOBER 11, 2011

DATE: 10/04/2011  
 TIME: 14:51:58  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/11/2011

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
CITY WIDE		
0904223	IDEA GROUP MARKETING	225.00
TOTAL CITY WIDE		225.00
ADMINISTRATION		
0718060	GRAND RAPIDS NEWSPAPERS INC	224.25
1415377	NORTHERN BUSINESS PRODUCTS INC	131.33
1920240	STERLE LAW OFFICE	3,735.00
TOTAL ADMINISTRATION		4,090.58
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	25.40
1909510	SIM SUPPLY INC	146.31
2018680	TRU NORTH ELECTRIC LLC	113.46
TOTAL BUILDING MAINTENANCE-CITY HALL		285.17
COMMUNITY DEVELOPMENT		
1415377	NORTHERN BUSINESS PRODUCTS INC	48.12
1920240	STERLE LAW OFFICE	682.50
TOTAL COMMUNITY DEVELOPMENT		730.62
COUNCIL/COMMISSION/BOARDS		
1909510	SIM SUPPLY INC	95.62
1920240	STERLE LAW OFFICE	2,500.00
TOTAL COUNCIL/COMMISSION/BOARDS		2,595.62
ENGINEERING		
1900225	SEH-RCM	2,065.00
TOTAL ENGINEERING		2,065.00
FINANCE		
0700035	GASB	215.00
TOTAL FINANCE		215.00

## COUNCIL BILL LIST - OCTOBER 11, 2011

DATE: 10/04/2011  
 TIME: 14:51:58  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 10/11/2011

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FIRE		
0218350	BRIER CLOTHING	99.90
0221650	BURGGRAF'S ACE HARDWARE INC	120.26
0315455	COLE HARDWARE INC	7.82
0401804	DAVIS OIL	86.75
0415550	DOOR SERVICE INC	120.00
0805350	HEIMAN INC	90.38
0920040	ITASCA COUNTY FARM SERVICE	31.74
1200500	L&M SUPPLY	19.45
1309255	MINNESOTA INTERAGENCY FIRE CEN	2,071.68
1415030	NORD AUTO PARTS	224.07
1415377	NORTHERN BUSINESS PRODUCTS INC	38.46
1415489	NORTHERN LAUNDRY SYSTEMS LLC	637.31
1801615	RAPIDS WELDING SUPPLY INC	245.51
2300600	W.P. & R.S. MARS COMPANY	95.63
TOTAL FIRE		3,888.96
INFORMATION TECHNOLOGY		
0315537	CONNECTING POINT TECHNOLOGIES	20.30
TOTAL INFORMATION TECHNOLOGY		20.30
PUBLIC WORKS		
0100002	3D SPECIALTIES	583.49
0103325	ACHESON TIRE COMPANY INC	885.69
0121721	AUTO VALUE - GRAND RAPIDS	3.56
0301685	CARQUEST AUTO PARTS	9.05
0315455	COLE HARDWARE INC	110.37
0401804	DAVIS OIL	600.63
0513230	EMERALD LAWNS INC	698.50
0601690	FASTENAL COMPANY	110.49
0718215	GREEN AGAIN LAWN & AERATION	2,181.49
0801535	HAMMERLUND CONSTRUCTION INC	672.72
0801835	HAWKINSON REDI-MIX	82.83
0805640	HERC-U-LIFT	99.00
0821705	HUSKY SPRING	47.52
1415030	NORD AUTO PARTS	71.45
1415640	NORTRAX EQUIPMENT COMPANY	111.20
1503150	OCCUPATIONAL DEVELOPMENT CTR	1,603.13
1618563	PRO BLAST TECHNOLOGY	310.00
1621125	PUBLIC UTILITIES COMMISSION	6,429.23
1801610	RAPIDS PLUMBING & HEATING INC	183.87
1908248	SHERWIN-WILLIAMS	258.58
2209160	VICTOR STANLEY INC	389.00

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VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
2300600	W.P. & R.S. MARS COMPANY	33.68
2300765	W.W. WALLWORK INC	836.24
TOTAL PUBLIC WORKS		16,311.72
FLEET MAINTENANCE		
0103325	ACHESON TIRE COMPANY INC	395.44
0121721	AUTO VALUE - GRAND RAPIDS	61.96
0301685	CARQUEST AUTO PARTS	80.60
0805640	HERC-U-LIFT	212.77
1201850	LAWSON PRODUCTS INC	180.33
1415030	NORD AUTO PARTS	178.54
1415640	NORTRAX EQUIPMENT COMPANY	313.85
1801590	RAPIDS FORD LINCOLN	168.93
1801615	RAPIDS WELDING SUPPLY INC	20.63
TOTAL FLEET MAINTENANCE		1,613.05
POLICE		
0103325	ACHESON TIRE COMPANY INC	1,090.04
0121721	AUTO VALUE - GRAND RAPIDS	42.75
0301685	CARQUEST AUTO PARTS	432.42
0312750	CLUSIAU SALES	96.99
0409501	DIMICH LAW OFFICE	6,250.00
0701480	GALLS, AN ARAMARK COMPANY	281.66
1309160	MN COUNTY ATTORNEYS	119.71
1415030	NORD AUTO PARTS	76.06
1415377	NORTHERN BUSINESS PRODUCTS INC	363.38
1605665	PERSONNEL DYNAMICS, LLC	624.00
1801609	RAPIDS TOWING	230.00
1920240	STERLE LAW OFFICE	1,852.50
TOTAL POLICE		11,459.51
RECREATION		
1415377	NORTHERN BUSINESS PRODUCTS INC	156.08
TOTAL RECREATION		156.08
PUBLIC LIBRARY		
0218115	BRAUN INTERTEC CORPORATION	194.00



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VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
	TOTAL	194.00
CIVIC CENTER		
0718038	GRAND RAPIDS JAYCEES	100.00
	TOTAL	100.00
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	83.16
0501656	THE EARTHGRAINS COMPANY INC	13.90
0605670	FERRELLGAS	68.40
0718010	CITY OF GRAND RAPIDS	128.88
1301168	MARKETPLACE FOODS	26.04
1415655	NORVEND INC	72.50
1605611	PEPSI-COLA	527.10
1801610	RAPIDS PLUMBING & HEATING INC	252.65
1901535	SANDSTROM COMPANY INC	530.08
1909510	SIM SUPPLY INC	340.34
	TOTAL GENERAL ADMINISTRATION	2,043.05
RECREATION PROGRAMS		
0718230	GREG LARSON SPORTS INC	60.02
1605665	PERSONNEL DYNAMICS, LLC	1,248.00
2018128	ERIC D. TRAST	50.00
T000393	ELIZABETH JACQMAN-PALIK	75.00
T000602	PAUL APPLEGET	32.50
T000747	CHRIS HENRICHSEN	37.50
T000781	AMBER SMITH	40.00
T000782	STACEY LANGE	55.00
T000783	BRUCE ANDERSON	60.00
T000784	SEAN BYERS	70.00
T000785	GREG EWEN	30.00
T000786	MELISSA KING	32.50
T000787	MATTHEW LOUIS	75.00
T000788	JODY PIEKARSKI	32.50
T000789	KELLY RYCHART	55.00
T000790	TRICIA STERLE	50.00
	TOTAL	2,003.02

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VENDOR #	NAME	AMOUNT DUE
-----		
STATE HAZ-MAT RESPONSE TEAM		
1518225	O'REILLY AUTO PARTS	3.52
	TOTAL	3.52
CEMETERY		
0121721	AUTO VALUE - GRAND RAPIDS	2.34
0221650	BURGGRAF'S ACE HARDWARE INC	7.47
0315455	COLE HARDWARE INC	2,458.12
1415590	NORTHWEST GAS	1,280.70
1503150	OCCUPATIONAL DEVELOPMENT CTR	810.00
2009725	TITAN MACHINERY INC	137.47
2300600	W.P. & R.S. MARS COMPANY	33.66
	TOTAL	4,729.76
DOMESTIC ANIMAL CONTROL FAC		
0815730	HOTSY EQUIPMENT OF MINNESOTA	25.65
	TOTAL	25.65
MUNICIPAL STATE AID STRT-CONST		
NO PROJECT		
0801825	HAWKINSON CONSTRUCTION CO INC	51,306.89
	TOTAL NO PROJECT	51,306.89
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
0100046	ASV, INC.	69,395.06
0421468	DULUTH STEEL FABRICATORS INC	5,425.50
	TOTAL CAPITAL OUTLAY-PUBLIC WORKS	74,820.56
2010 INFRASTRUCTURE BONDS		
RROAD CROSSING PJT		
0718060	GRAND RAPIDS NEWSPAPERS INC	283.40
1900225	SEH-RCM	4,558.87
	TOTAL RROAD CROSSING PJT	4,842.27

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VENDOR #	NAME	AMOUNT DUE
2010	INFRASTRUCTURE BONDS	
2004-2B	MULTI USE TRAIL	
1900225	SEH-RCM	6,257.71
TOTAL 2004-2B MULTI USE TRAIL		6,257.71
2011	INFRASTRUCTURE BONDS	
2014-1	NE 1ST AVENUE	
0218115	BRAUN INTERTEC CORPORATION	2,226.75
0801535	HAMMERLUND CONSTRUCTION INC	230,283.63
1900225	SEH-RCM	18,989.40
TOTAL 2014-1 NE 1ST AVENUE		251,499.78
2009-4	FOREST HILLS AVE	
0718060	GRAND RAPIDS NEWSPAPERS INC	316.10
TOTAL 2009-4 FOREST HILLS AVE		316.10
2010-3	19TH AVE NW	
0801535	HAMMERLUND CONSTRUCTION INC	253,195.16
1900225	SEH-RCM	16,147.00
TOTAL 2010-3 19TH AVE NW		269,342.16
2011-4	HORSESHOE/ISLEVIEW	
0218115	BRAUN INTERTEC CORPORATION	1,717.07
0801825	HAWKINSON CONSTRUCTION CO INC	305,966.89
1900225	SEH-RCM	45,473.36
T000779	ANGEL W PEREZ	2,094.00
T000780	STACEY JOHNSON-MCCLUSKEY	1,676.00
TOTAL 2011-4 HORSESHOE/ISLEVIEW		356,927.32
2012	INFRASTRUCTURE BONDS	
2004-3	SE 4TH STREET	
1900225	SEH-RCM	3,445.18
TOTAL 2004-3 SE 4TH STREET		3,445.18

STORM WATER UTILITY



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VENDOR #	NAME	AMOUNT DUE
-----		
STORM WATER UTILITY		
0315455	COLE HARDWARE INC	10.76
0401804	DAVIS OIL	952.81
1621125	PUBLIC UTILITIES COMMISSION	1,500.00
TOTAL		2,463.57
TOTAL UN-PAID TO BE APPROVED		1,073,977.15

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0201355	BARBARA BAIRD	218.25
0218100	BRENT BRADLEY	60.00
0305530	CENTURYLINK INC	7.15
0308343	CHILDRENS HEALTH CARE	41.30
0308344	CHILDRENS HEALTH CARE	218.84
0315451	CITY OF COLERAINE	69.25
0315454	TRAVIS COLE	116.55
0401801	DAVIS CHIROPRACTIC HEALTH	11.08
0405200	CITY OF DEER RIVER	160.83
0405305	LYNN DEGRIO	30.00
0405447	DELTA DENTAL OF MINNESOTA	2,097.70
0405537	DENVER CHIROPRACTIC CLINIC	18.22
0504610	RON EDMINSTER	229.77
0605191	FIDELITY SECURITY LIFE INS CO	71.61
0609685	FIREMEN'S RELIEF ASSOCIATION	86,016.00
0709133	DAVID GIBEAU	44.40
0709455	SHAWN GILLEN	245.21
0709456	SHAWN J GILLEN	1,025.00
0712550	GLOBE DRUG/MEDICAL EQUIP	11.23
0717996	GRAND ITASCA CLINIC	4,050.74
0717997	GRAND ITASCA HOSPITAL	2,205.28
0718015	GRAND RAPIDS CITY PAYROLL	184,502.92
0718070	GRAND RAPIDS STATE BANK	30.40
0809445	CITY OF HILL CITY	261.93
0920014	ITASCA CHIROPRACTIC CENTER	24.84
0920036	ITASCA COUNTY ATTORNEY OFFICE	1,072.45
0920055	ITASCA COUNTY RECORDER	46.00
0920059	ITASCA COUNTY SHERIFFS DEPT	851.64
1201402	LAKE COUNTRY POWER	24.05
1209516	LINCOLN NATIONAL LIFE	735.91
1303018	MCBRIDE CHIROPRACTIC INC	79.76
1305060	MEDS-1 INC	1,223.83
1305212	UNIVERSITY MED CNTR-MESABI	109.85
1309079	S.MILLER - PETTY CASH FUND	14.59
1309199	MINNESOTA ENERGY RESOURCES	2,551.65
1309332	MN STATE RETIREMENT SYSTEM	2,136.00
1415026	MICHELLE NORRIS	16.42

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CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1415035	NORTH COUNTRY BUSINESS PROD	2,779.41
1415494	NORTHERN PINES ORTHOPAEDICS CL	90.51
1415530	NORTHLAND COUNSELING CENTER	245.64
1516220	OPERATING ENGINEERS LOCAL #49	2,492.00
1520720	KEVIN OTT	30.00
1601470	MICHELE PALKKI	530.08
1621130	P.U.C.	1,843.83
1801239	RADTKE PHYSICAL THERAPY	89.85
1801613	RAPIDS PRINTING	1,068.11
1805225	REED DRUG INC	134.15
1901323	ST. CLOUD TECHNICAL COLLEGE	525.00
1901820	WILLIAM SAW	30.00
2114360	UNITED PARCEL SERVICE	148.74
2301665	JEFF WARTCHOW	308.00
2301700	WASTE MANAGEMENT	1,196.15
T000701	EUGENE SHADLEY	1,000.00
TOTAL PRIOR APPROVAL		303,142.12
TOTAL ALL DEPARTMENTS		1,377,119.27