



# CITY OF GRAND RAPIDS

CITY COUNCIL  
CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Meeting Agenda Full Detail 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

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

*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.*

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

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

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

**11-1775** 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.

**Attachments:** [September 12, 2011 Worksession](#)  
[September 12, 2011 Regular Meeting](#)  
[September 13, 2011 Special Meeting](#)

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

*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. **11-1777** Allow City Administrator to Sign Contract for Fire Training

**Attachments:** [Fire Training Contract](#)

2. [11-1778](#) Acknowledge Marty Brink's successful completion of his probationary period and adjust his hourly wage as per union contract.
3. [11-1779](#) Permanent and Temporary Easements related to CP 2011-4, Horseshoe-Isleview Reconditioning project.  
**Attachments:** [9-26-11 Attachment Easements CP 2011-4.pdf](#)
4. [11-1784](#) Grant application to IEEE
5. [11-1785](#) Grant application MN Arts Board
6. [11-1786](#) A proposal from ARDC to facilitate an agreement with Itasca County.  
**Attachments:** [ARDC Fairgrounds Facilitation Proposal - August 2011](#)
7. [11-1789](#) Hire Temporary Employees for Park & Recreation.
8. [11-1791](#) Adopt a resolution accepting a donation for Golf Bench Donation  
**Attachments:** [Resolution - Golf Bench Donation](#)
9. [11-1793](#) Consider approving a Lease with Depot Commons for Suite 109 and Suite 10 in the Old Central School.
10. [11-1796](#) Wage increase for Susan Johnson, Part-time Scanner.
- 10a. [11-1802](#) Adopt a resolution accepting an additional \$10,000.00 from HEAT to be included with the previously approved Safe & Sober Grant Agreement.  
**Attachments:** [11- - HEAT Funding Safe & Sober](#)
- 10b. [11-1803](#) Accept resignation of William J. Block from the position of Police Sergeant with the Grand Rapids Police Department.  
**Attachments:** [Block resignation letter](#)
- 10c. [11-1804](#) Authorize the Mayor to sign letter of support for City of La Prairie trail system.

5:12 **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.*

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

11. [11-1776](#) Acknowledge minutes for Boards & Commissions.

**Attachments:** [June 8, 2011 Park-Rec-Civic Center Amended](#)  
[July 27, 2011 Human Rights Commission](#)  
[August 16, 2011 Golf Board](#)  
[August 9, 2011 Airport Meeting](#)  
[August 23, 2011 Airport Special Meeting](#)

5:14 DEPARTMENT HEAD REPORT  
p.m.

12. [11-1800](#) PW DEPARTMENT HEAD REPORT

**Attachments:** [2011 09-26 PW DEPT HEAD REPORT.pdf](#)

5:25 PUBLIC WORKS DEPARTMENT  
p.m.

13. [11-1787](#) 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.

**Attachments:** [2011 09-26 Terex Purchase.pdf](#)

5:30 VERIFIED CLAIMS  
p.m.

14. [11-1797](#) Consider approval of verified claims.

**Attachments:** [Council Bill List](#)

6:00 PUBLIC HEARINGS  
p.m.

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

15. [11-1780](#) A public hearing related to CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures.

**Attachments:** [9-26-11 Attachment CP 2003-6 Final Presentation.pdf](#)

**Reconvene regular meeting.**

16. [11-1782](#) Adoption of final proposed assessments related to CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures.

**Attachments:** [9-26-11 Resolution CP 2003-6 adopting assessments.pdf](#)

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

17. [11-1781](#) A public hearing related to CP 2009-4, Forest Hills Avenue Improvements.

**Attachments:** [9-26-11 Attachment CP 2009-4 Final Presentation.pdf](#)

**Reconvene regular meeting.**

18. **11-1783** Adopt final assessments related to CP 2009-4, Forest Hills Avenue Improvements.

**Attachments:** [9-26-11 Resolution CP 2009-4 adopting assessments.pdf](#)

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

*NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 11, 2011 AT 5:00 P.M.*

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

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

*Attest:*

*Shawn Gillen, City Administrator*



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1775      **Version:** 1      **Name:** Council Minutes  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 9/14/2011      **In control:** Administration  
**On agenda:** 9/26/2011      **Final action:** 9/26/2011  
**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [September 12, 2011 Worksession](#)  
[September 12, 2011 Regular Meeting](#)  
[September 13, 2011 Special Meeting](#)

Date	Ver.	Action By	Action	Result
9/26/2011	1	City Council		

**Title**

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.



# CITY OF GRAND RAPIDS

CITY COUNCIL  
CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Minutes - Final - Draft City Council Work Session

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Monday, September 12, 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 12, 2011 at 4:30 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. Continue 2012 Proposed Budget Discussion  
  
*City Administrator discusses proposed budgets for 2012. The Council is scheduled to conduct a special meeting on Tuesday, September 13, 2011 to adopt the proposed levy.*  
*John Denny, Mt. Itasca representative, presents future plans to Council. Historical Society is requesting \$17,000.00. If the County does not keep the Historical Society on the levy, they will not be able to remain in Central School. Remaining department budgets, not previously discussed by Council, are reviewed. Levy resolutions should be ready for Special Meeting on Tuesday, September 13, 2011.*
2. Review 5:00 p.m. Regular Meeting and other business as noted.

### ADJOURN

*There being no further business, the meeting adjourned at 5:03 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 12, 2011

5:00 PM

City Hall Council Chambers

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5:00 **CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the  
p.m. Grand Rapids City Council was held on Monday, September 12, 2011 at 5:05 p.m. in  
Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

Present 5 -

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

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

Proclamation: September is Library Card Sign Up Month

*Mayor Adams reads the proclamation acknowledging the benefits and use of a library card.*

5:04 **MEETING PROTOCOL POLICY**  
p.m.

5:05 **PUBLIC FORUM**  
p.m.

*Fire Chief Flaherty and Fire Chaplain Mingo review the Fill the Boot program run by the Fire Department Grand Rapids. The Fire Department raised more than \$11,000 for the Muscular Dystrophy Assoc. A Certificate of Appreciation has been presented by Muscular Dystrophy to the Grand Rapids Fire Department.*

5:10 **COUNCIL REPORTS**  
p.m.

5:03 **APPROVAL OF MINUTES**  
p.m.

Approve Council minutes for Monday, August 22, 2011 Worksession and Regular Meetings and September 6, 2011 Special Meeting.

A motion was made by Councilor Gary McInerney, seconded by Councilor Dale Christy, to approve Council minutes for August 22, 2011 Worksession & regular meeting and special meeting on September 6, 2011 as presented. The motion PASSED by unanimous vote.

5:05 CONSENT AGENDA  
p.m.

A motion was made by Councilor Zabinski, seconded by Councilor McInerney, to approve consent agenda items 1 through 10 as presented including the adoption of the following resolutions.

Resolution 11-84 - accepting a donation of \$500 from the Itasca County Agricultural Association for Grand Rapids Police Reserves equipment fund.

Resolution 11-85 - accepting a donation of \$37,500 from MN Dept. of Public Safety for Safe & Sober grant.

The motion carried by the following vote.

Aye 5 -

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

1.

Request by the Police Department to approve a resolution accepting a donation of \$500.00 from the Itasca County Agricultural Association for the Grand Rapids Police Reserves equipment fund.

2.

Revisions to City Ordinance 42-42 - Firearms

3.

Permanent and Temporary Easements related to CP 2011-4, Horseshoe-Isleview Reconditioning.

4.

Purchase of permanent easement from John Mornes Estate

5.

Consider adopting a resolution for \$37,500 from the MN Department of Public Safety for a Safe & Sober grant.

6.

Golf Course Asset Disposal

7.

Golf Course Walk-in cooler disposal

8.

Acknowledgment of receipt of notice of hearing on petition related to CP 2004-3, Pokegama Avenue Reconstruction.

9.

Authorize the City Administrator to approve temporary 3.2 Malt Liquor Licenses.

10.

Request by the police department to purchase a Centurion Scout Mobile



Security System.

**5:08 SETTING OF REGULAR AGENDA**  
p.m.

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

**5:09 DEPARTMENT HEAD REPORT**  
p.m.

11. September 2011 Community Development Department Head Report

*Community Development Director, Rob Mattei, reviewed Community Development projects completed this past year and those that are ongoing or upcoming. Mr. Mattei provided answers to questions regarding current projects and estimated completion dates.*

**Received and Filed**

**5:15 ENGINEERING**  
p.m.

12. Storm Water Repairs at intersection of 2nd Street NE/1st Avenue NE.

A motion was made by Councilor Chandler, seconded by Councilor McInerney, to approve payment for storm water repairs as presented. The motion carried by the following vote.

Aye 5 -

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

**5:20 ADMINISTRATION DEPARTMENT**  
p.m.

13. Appointment of Marty Cole to Firefighter Trainee position.

A motion was made by Councilor Gary McInerney, seconded by Councilor Joe Chandler, to appoint Marty Cole to the position of Firefighter Trainee. The motion PASSED by unanimous vote.

14. Airport Joint Powers Agreement.

A motion was made by Councilor McInerney, seconded by Councilor Christy, to approve the proposed changes to the Airport Joint Powers Agreement and authorize the City Administrator to notify the County that the City wishes to terminate the Joint Powers Agreement if the County fails to approve the changes by October 31, 2011. 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.**

15. Consider approving the verified claims for the period August 16, 2011 to September 2, 2011 in the total amount of \$2,462,872.07.

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

**5:31 ADJOURNMENT**  
**p.m.**

*There being no further business, the meeting adjourned at 5:45 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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Tuesday, September 13, 2011

4:00 PM

Conference Room 2A

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### SPECIAL MEETING

**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids City Council was held on Tuesday, September 13, 2011 at 4:00 p.m. in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

#### CALL OF ROLL

**Present** 4 -

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

**Excused** 1 -

Councilor Gary McInerney

#### FINANCE DEPARTMENT

1.

Consider approving a resolution adopting the 2011 proposed levy/collectible in 2012 and setting December 12, 2011 at 6 pm to discuss the proposed budget, levy, and allow for public comment and December 19, 2011 for the subsequent meeting to adopt the final levy and budget.

*Proposed levy is reviewed. Majority of funds have been frozen with the exception of bonded indebtedness. Discussed proposed levy and suggested adjustments to rate.*

**A motion was made by Councilor Christy, seconded by Councilor Zabinski, to adopt resolution 11-86 - adopting the 2011 proposed levy/collectible in 2012 in the amount of \$5,552,031.00 and setting December 12, 2011 at 6:00 p.m. to discuss the proposed budget, levy, and allow for public comment and December 19, 2011 for the subsequent meeting to adopt the final levy and budget. The motion carried by the following vote.**

**Aye** 4 -

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

**Excused** 1 -

Councilor Gary McInerney

#### ADJOURNMENT

*There being no further business, the meeting adjourned at 4:55 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 #:** 11-1777      **Version:** 1      **Name:** Mesabi Range College Fire Training Contract  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/15/2011      **In control:** Fire  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Allow City Administrator to Sign Contract for Fire Training  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Fire Training Contract](#)

Date	Ver.	Action By	Action	Result
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*Title*

Allow City Administrator to Sign Contract for Fire Training

*Body*

**Background Information:**

The Grand Rapids Fire Department has four (4) firefighters in need of basic firefighter training. The department has offered to host a Firefighter 1 & 2 course beginning on October 3, 2011, with instruction provided by Mesabi Range Community & Technical College. The benefit to the department for hosting this course is that our firefighters do not have to travel for training, and they receive hands-on training using our own equipment.

The cost of the course is \$925.00 per student, and Mesabi Range College will reimburse the department for consumable items used during training, such as firefighting foam and straw bales. Mesabi Range College requires signed contracts from the host department prior to the course start date. The per student tuition cost to the department for this training is reimbursable through the MN Board of Fire Training and Education.

**Staff Recommendation:**

Allow for the City Administrator to sign the Income Training Contract with Mesabi Range College.

**Requested City Council Action**

Consider allowing the City Administrator to sign an Income Services Contract with Mesabi Range College to provide fire training at the Grand Rapids Fire Department beginning October 3, 2011 through March 2012.

FY	Cost Center	Obj Code	Amount	Vendor #	P.O.#
2012	312015	9182	\$3700.00	79906	

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Mesabi Range Community & Technical College  
 Eveleth Campus  
 P.O. Box 648  
 Eveleth, MN 55734  
 218-741-3095

CUSTOMIZED TRAINING INCOME CONTRACT

Mesabi Range Community & Technical College - Eveleth Campus (hereafter "COLLEGE/UNIVERSITY"), by virtue of its delegated authority from the Board of Trustees of the Minnesota State Colleges and Universities, and Grand Rapids Fire Dept (hereafter "PURCHASER") agree as follows:

I. DUTIES OF THE COLLEGE/UNIVERSITY. The COLLEGE/UNIVERSITY agrees to provide the following:

Title of Instruction/Activity/Service:

NFPA 1001 Firefighter 1 and 2 Training

PLEASE NOTE: Any student with an academic or financial hold on his or her record at Mesabi Range Community & Technical College will not be registered for this class and will not receive certification until that student has cleared up any discrepancy with the college. It is imperative for each student to be in good financial and academic standing before attending this class.

Date(s) of Instruction/Activity/Service:

October 3, 2011 - March 8, 2012  
 Mondays and Thursdays  
 6:00 pm - 9:00 pm

Instructor/Trainer/Consultant:

Various MRCTC Instructors

Location:

Grand Rapids Fire Department, 18 NE 5th Street, Grand Rapids, MN 55744, 218-326-2832

Other Provisions:

The host fire department agrees to make available, for the purpose of hands-on training, related fire equipment and apparatus as needed.

II. DUTIES OF THE PURCHASER. The PURCHASER agrees to provide:

Provide area suitable for classroom training and instruction.

III. SITE OF INSTRUCTION/ACTIVITY/SERVICE:

City of Grand Rapids, ATTN: Shawn Gillen, City Administrator, 420 North Pokegama Avenue, Grand Rapids, MN 55744

IV. CONSIDERATION AND TERMS OF PAYMENT

A. Cost

Cost of Instruction/Activity/Service (total or per hour):

Nine Hundred Twenty-Five and NO/100 Dollars (\$925.00) per participant with approximately four (4) participants attending

Other fees:

Not Applicable

Notwithstanding the thirty (30) day notice period established in paragraph VII, in the event that the PURCHASER desires to cancel or reschedule the Instruction/Activity/Service due to low enrollment, PURCHASER shall give at least thirty (30) days notice in writing to the COLLEGE/UNIVERSITY'S authorized agent to cancel or reschedule. If the Instruction/Activity/Service is canceled as provided herein, the COLLEGE/UNIVERSITY shall be entitled to payment calculated according to paragraph VII. If the Instruction/Activity/Service is rescheduled as provided herein, payment shall be according to this paragraph IV.

B. Terms of Payment. The COLLEGE/UNIVERSITY will send an invoice for the Instruction/Activity/Service performed. The PURCHASER will pay within thirty (30) days of receiving the invoice. Please send payment to:

Mesabi Range Community & Technical College  
Attn: Business Office  
1001 Chestnut Street West  
Virginia, MN 55792

V. AUTHORIZED AGENTS FOR THE PURPOSES OF THIS CONTRACT.

A. PURCHASER'S authorized agent:

B. COLLEGE/UNIVERSITY'S authorized agent: Keith Harvey, CFO

VI. TERM OF CONTRACT

A. Effective date: October 3, 2011

B. End date: March 8, 2012 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

VII. CANCELLATION. This contract may be canceled by the PURCHASER or the COLLEGE/UNIVERSITY at any time, with or without cause, upon thirty (30) days notice to the other party. In the event of such a cancellation, the COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis, for work or Instruction/Activity/Service satisfactorily performed.

VIII. ASSIGNMENT. Neither the PURCHASER nor the COLLEGE/UNIVERSITY shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.

IX. LIABILITY. PURCHASER agrees to indemnify and save and hold the COLLEGE/UNIVERSITY, its representatives and employees harmless from any and all claims or causes of action arising from the performance of this contract by the PURCHASER or the PURCHASER'S agents or employees. This clause shall not be construed to bar any legal remedies the PURCHASER may have for the COLLEGE/UNIVERSITY'S failure to fulfill its obligations pursuant to this contract.

X. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. The PURCHASER agrees that in fulfilling the duties of this contract, the PURCHASER is responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The COLLEGE/UNIVERSITY IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

XII. GOVERNMENT DATA PRACTICES ACT. The PURCHASER must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the COLLEGE/UNIVERSITY in accordance with this contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the PURCHASER in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the PURCHASER or the COLLEGE/UNIVERSITY.

In the event the PURCHASER receives a request to release the data referred to in this Article, the PURCHASER must immediately notify the COLLEGE/UNIVERSITY. The COLLEGE/UNIVERSITY will give the PURCHASER instructions concerning the release of the data to the requesting party before the data is released.

- XIII. RIGHTS IN ORIGINAL MATERIALS. The COLLEGE/UNIVERSITY shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the COLLEGE/UNIVERSITY and its employees individually or jointly with others or any subPURCHASER in the performance of its obligations under this contract. This provision shall not apply to the following materials:
- XIV. JURISDICTION AND VENUE. This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- XV. OTHER PROVISIONS.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.



APPROVED:

1. PURCHASER:

PURCHASER certifies that the appropriate person(s) have executed the contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

2. MINNESOTA STATE COLLEGES AND UNIVERSITIES  
Mesabi Range Community & Technical College - Eveleth Campus

By (authorized college/university signature)
Title
Date



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

# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1778      **Version:** 1      **Name:** PW-Marty Brink 6 Month Probation Completion  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/15/2011      **In control:** Public Works  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Acknowledge Marty Brink's successful completion of his probationary period and adjust his hourly wage as per union contract.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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*Title*

Acknowledge Marty Brink's successful completion of his probationary period and adjust his hourly wage as per union contract.

*Body*

**Background Information:**

Marty Brink was hired April 1st, 2011. All new Public Works employees are hired at the Maintenance I starting wage rate. Maintenance I, Step I, takes effect upon completion of the employee's first six months. Maintenance I, Step II, takes place after completion of the probationary period, which is 1 year or 1040 hours, whichever occurs first. With overtime, Marty will have surpassed the 1040 hours by October 1st, 2011. This increase, as outlined in the union contract, will raise his wages from \$17.0617 to \$18.1280 per hour, effective October 1st, 2011. Marty's communication skills, work ethic, experience in construction and his overall knowledge of maintenance are assets to the Public Works Department.

**Requested City Council Action**

Acknowledge Marty Brink's successful completion of his probabtionary period and adjust his hourly wage as per union contract.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1779      **Version:** 1      **Name:** CP 2009-4 Easement Purchases  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/16/2011      **In control:** Engineering  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Permanent and Temporary Easements related to CP 2011-4, Horseshoe-Isleview Reconditioning project.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [9-26-11 Attachment Easements CP 2011-4.pdf](#)

Date	Ver.	Action By	Action	Result
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*Title*

Permanent and Temporary Easements related to CP 2011-4, Horseshoe-Isleview Reconditioning project.

*Body*

**Background Information:**

Attached are executed offer letters for the purchase of permanent and temporary easements related to CP 2011-4, Horseshoe-Isleview Reconditioning project. These easements were necessary to construct a trail, and improve the storm water ditches.

**Staff Recommendation:**

City staff is recommending the purchase and payment of the attached easements as outline in the offer letters related to CP 2011-4, Horseshoe-Isleview Reconditioning project. The total payment of all easements is \$15,947.00.

**Requested City Council Action**

Consider the approval of the purchase and payment of the attached easements as outline in the offer letters related to CP 2011-4, Horseshoe-Isleview Reconditioning project. The total payment of all easements is \$15,947.00.



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

ENGINEERING DEPARTMENT

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

## OFFER LETTER

August 23, 2011

Gary and Diana Pearson  
2300 Horseshoe Lake Road  
Grand Rapids, MN 55744

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

Dear Mr. and Mrs. Petrich:

The City of Grand Rapids hereby submits to you an offer of **\$4,179.00**, 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.

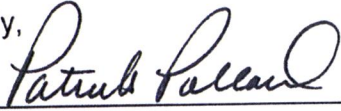
Also the City is required to obtain a completed W-9 when it compensates any individual or company more than \$600 in a calendar year. At the end of the year, you will then receive a 1099-S reporting the proceeds you received from the City. You may need to report some of the proceeds on your tax return.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

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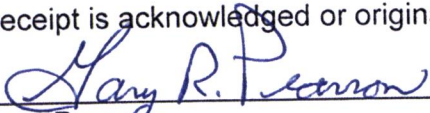
This letter is furnished to inform you of procedures and your rights in this acquisition. It is respectfully requested that you acknowledge its receipt by signing the attached copy in the space provided. Signing this acknowledgment does not in any way commit you to an acceptance of the offer.

Sincerely,



By: Patrick Pollard  
Engineering Tech.

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



Gary Pearson



Diana Pearson

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

ENGINEERING DEPARTMENT

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

## OFFER LETTER

August 22, 2011

David and Judy Johnson  
2512 Horseshoe Lake Road  
Grand Rapids, MN 55744

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

Dear Mr. and Mrs. Johnson:

The City of Grand Rapids hereby submits to you an offer of **\$3,509.00**, 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.

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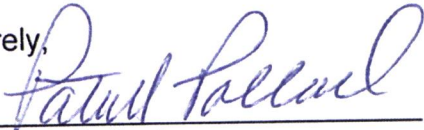
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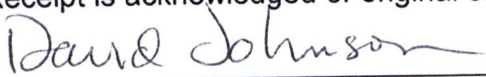
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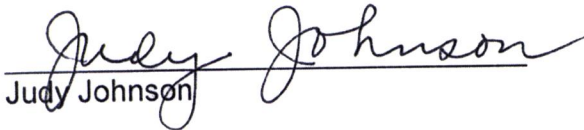


By: Patrick Pollard  
Engineering Tech.

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



David Johnson



Judy Johnson

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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

Teresa King  
2439 S.W. 12 Ave.  
Grand Rapids, MN 55744

In reply refer to: Purchasing Easement for construction of Storm Water Improvement Project

Dear Mrs. King:

The City of Grand Rapids hereby submits to you an offer of **\$4,834.00**, 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.

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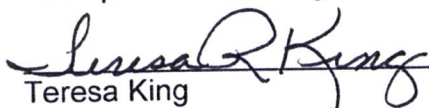
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Sincerely,



By: Patrick Pollard  
Engineering Tech.

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Teresa King

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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

Lawrence & Peggy Nelson  
320 Old Horseshoe Lake Road  
Grand Rapids, MN 55744

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

Dear Mr. and Mrs. Nelson:

The City of Grand Rapids hereby submits to you an offer of **\$2,047.00**, 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.

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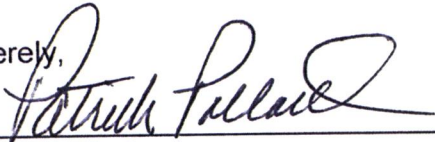
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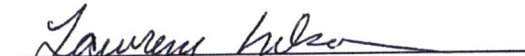
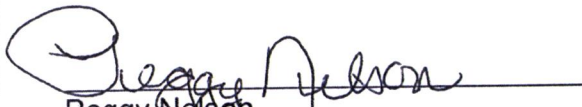
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Sincerely,



By: Patrick Pollard  
Engineering Tech.

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

  
Lawrence Nelson  
Peggy Nelson

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CITY OF  
**GRAND RAPIDS**  
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ENGINEERING DEPARTMENT

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

## OFFER LETTER

September 9, 2011

Nick and Tyna Petrich and Seth Amundson  
2302 Horseshoe Lake Road  
Grand Rapids, MN 55744

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

Dear Mr. and Mrs. Petrich and Mr. Amundson:

The City of Grand Rapids hereby submits to you an offer of **\$1,378.00**, 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.

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Sincerely,



By: Patrick Pollard  
Engineering Tech.

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



Nick Petrich



Tyna Petrich



Seth Amundson

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CITY OF  
GRAND RAPIDS  
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# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1784      **Version:** 1      **Name:** Library application for IEEE grant  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/16/2011      **In control:** Library  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Grant application to IEEE

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Title

Grant application to IEEE

Body

Background Information:

Library staff is preparing an application for funding from the Institute for Electrical and Electronics Engineers. The Grant will defer the cost of science kits, each of which consists of equipment, instructions for prepared experiments and workbooks. The kits will be available for check out by educators including parents, teachers, club leaders, and/or librarians. Ideally the kits will demonstrate to students the skills required for a career in electrical engineering. The application is for a maximum of \$2000

Requested City Council Action

**Authorize Library Staff to apply for the IEEE Science Kits for Public Libraries Grant**



CITY OF  
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# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1785      **Version:** 1      **Name:** Grant application MN Arts Board  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/16/2011      **In control:** Library  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Grant application MN Arts Board

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

Grant application MN Arts Board

**Body**

**Background Information:**

Library staff members are preparing a grant application to the Minnesota Arts Board for funding for multiple events and community art creation during the summer of 2012. The theme for the events is related to river flora and fauna. Invited artists include Doug Wood, musician, storyteller and author of *Old Turtle*, Tom Donch, creator of large sculptures for playscapes, Joan Beech, local clay artist, and a local mosaic artist. The result would be a community-created functional art installation on the Library grounds that enhances the River Walk and serves as a gathering place. The total request for funds is \$32,000.

**Requested City Council Action**

Authorize Library Staff to apply for grant from the MN Arts Board



CITY OF  
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# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
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## Legislation Details (With Text)

**File #:** 11-1786      **Version:** 1      **Name:** ARDC Agreement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/19/2011      **In control:** Administration  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** A proposal from ARDC to facilitate an agreement with Itasca County.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [ARDC Fairgrounds Facilitation Proposal - August 2011](#)

Date	Ver.	Action By	Action	Result
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### Title

A proposal from ARDC to facilitate an agreement with Itasca County.

*Body*

### Background Information:

The City council developed six goals one of which was to complete road safety improvements along the east side of Crystal Lake. The City/County Cooperative board requested a proposal from ARDC to assist in facilitating a plan for road improvements between the City and the County. The proposal is attached for council consideration.

### Requested City Council Action

Consider the approval of a proposal from ARDC to facilitate an agreement between the City and County related to road improvements along the east side of Crystal Lake.



Arrowhead Regional Development Commission  
Regional Planning Division

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Project Proposal

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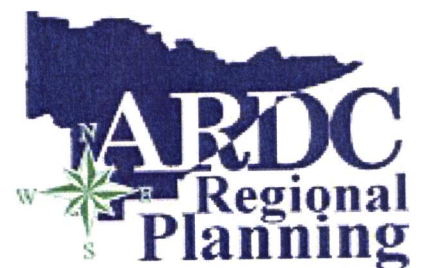
Itasca County and City of Grand Rapids -  
ARDC Fairgrounds Facilitation Proposal  
August 11, 2011

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**To contact us:**

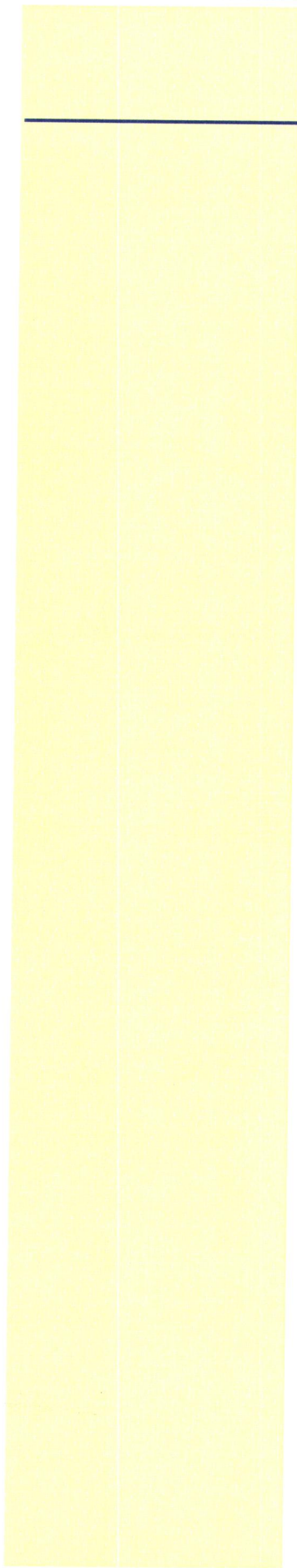
ARDC Regional Planning Division  
221 West 1<sup>st</sup> Street  
Duluth, MN 55802  
Project Contact: Andy Hubley  
Direct: 218-529-7512  
Fax: 218-529-7592  
E-mail: [ahubley@ardc.org](mailto:ahubley@ardc.org)





Arrowhead Regional Development Commission  
Regional Planning Division

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## Itasca County and City of Grand Rapids - ARDC Fairgrounds Facilitation Proposal

*August 11, 2011*

### **Summary**

The Arrowhead Regional Development Commission (ARDC) proposes to provide professional services to convene and facilitate a discussion process resulting in consensus-based agreement for road re-alignment in relation to the fairgrounds property. The facilitation group shall consist of two members of the ISD 318, Itasca Vintage Car Club, Agricultural Association, and Township Association. Itasca County and the City of Grand Rapids shall have two commission/council members along with their County/City Administrators. (Total: 14 participants)

### **Background**

Since at least 2001, the City of Grand Rapids has sought to address community concerns with the transportation network in the Itasca County Fairgrounds. These concerns include road safety and rain run-off issues on Crystal Lake. The Fair Grounds are owned by Itasca County and administered by the Fair Board. Previous efforts to address the situation with Itasca County and the Fair Board have not succeeded. The City of Grand Rapids City Council has established that reaching an agreement regarding road re-alignment via the fairgrounds is one of six priority projects for them complete during 2011.

The City, with the County's knowledge, asked ARDC to develop this proposal to facilitate a discussion process between the City, County, and Fair Board that can result in a consensus-based plan for action for addressing the transportation issues at the Fair Grounds.

### **Project Team**

ARDC is a regional planning agency located in Duluth, Minnesota. ARDC is responsible for providing local government assistance, regional inter-governmental coordination, and a forum for regional discussion to the counties, cities, towns, tribes, and agencies in the seven-county Arrowhead Region. ARDC's Regional Planning Division offers communities planning services on both a project-by-project and an ongoing basis.

ARDC is a political subdivision of the State of Minnesota and was created by the Regional Planning Act of 1969. It is governed by a Commission made up of elected officials, key stakeholders, and at-large citizens.



## Arrowhead Regional Development Commission

### Regional Planning Division

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The following describes ARDC's lead staff members for this project.

#### Andy Hubley, Regional Planning Division Director

Andy Hubley will manage this process on behalf of ARDC by directing staff, addressing project management tasks, and providing input on the process. Hubley is the Director of the Regional Planning Division of the Arrowhead Regional Development Commission (ARDC), a regional development organization serving seven counties in Northeast Minnesota. Hubley has been with ARDC since 1997. He leads ARDC's efforts in rural and small urban land use and transportation planning and has experience with strategic planning, environmental review, Geographic Information Systems, economic development, and recreation planning. Hubley has a BA in Geography from the University of Minnesota-Duluth and is certified by the American Institute of Certified Planners.

#### Bonnie Hundrieser, Senior Planner

Bonnie Hundrieser is a Senior Planner with the Regional Planning division since 2009, working with a focus in emergency management / hazard mitigation projects as well as energy planning for incorporation into comprehensive plans. Bonnie additionally works on a variety of community and transportation based planning projects ranging from Safe Routes to School to trail development. Previously she worked nationally, assisting with planning, group facilitation, and training curriculum for National Scenic Byways through the America's Byways Resource Center, another division of ARDC. She has an MS degree in Natural Resources / Environmental Education from the University of Wisconsin - Stevens Point.

#### Division Secretary: Elizabeth Sarabia

Elizabeth Sarabia is the Regional Planning Division Secretary. Having worked previously for the Administrative Services/Operation Division, Liz joined the Regional Planning team in 2008. With her extensive office experience as well as field work experience she assists the director and planners through all project stages. She prepares plan/report layouts and designs, assists with research, as well as providing meeting support. Additionally she reviews incoming contracts, prepares account receivables/payables for the Regional Division.

### Implementation Process

Following are the steps proposed by ARDC to convene and facilitate the stakeholder facilitation process.

#### Step 1: (Meeting #1) Convene Facilitation Group

ARDC will work with a facilitation group consisting of two members of the ISD 318, Itasca Vintage Car Club, Agricultural Association, and Township Association. Itasca County and the City of Grand Rapids shall have two commission/council members along with their County/City Administrators. (Total: 14 participants)

Based on this meeting, ARDC will work to develop an initial draft agreement document for review and discussion during Meeting #2. The document will be distributed to the group for a review period prior to Meeting #2.

#### Step 2: (Meeting #2) 1<sup>st</sup> Group Review of Draft Document

ARDC will meet with the facilitation group to discuss their first review of the draft document. ARDC will make revisions to the document based on feedback gathered during this meeting. The document will be re-distributed to the group for a review period prior to Meeting #3.

#### Step 3: (Meeting #3) 2<sup>nd</sup> Group Review for Final Draft Document

ARDC will facilitate a third meeting in which the facilitation group will discuss their second review the draft agreement and through a consensus-based process will finalize decisions regarding the agreement. ARDC will make any remaining revisions to the document based on feedback gathered during this meeting.

#### Step 4: Present Final Agreement to Facilitation Group

ARDC will present the final agreement to the facilitation group members for the next steps in their implementation process.



Arrowhead Regional Development Commission

Regional Planning Division

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**Implementation Schedule -**

ARDC proposes to commence work on this project during the month of October, 2011. The following is a proposed three to four month schedule for this effort:

<b>City / County Proposal Approval</b>	September, 2011
<b>Step 1: (Meeting #1)</b> Convene Facilitation Group	October, 2011
<b>Step 2: (Meeting #2)</b> Group Review of Initial Draft Document	November, 2011
<b>Step 3: (Meeting #3)</b> Group Review for Final Draft Document	December, 2011
<b>Step 4:</b> Present Final Agreement to Facilitation Group	January, 2012

**Deliverables**

ARDC will provide the following by the end of the project in January, 2012:

- Documentation of facilitation group meetings and decision making
- Electronic files of the final Agreement

**Budget**

ARDC estimates that the total cost of these proposed activities to be \$7,030.00.

Arrowhead Regional Development Commission  
Regional Planning Division

**Grand Rapids Fairgrounds Stakeholder Facilitation  
Proposal Budget**

Activity	Hours	Cost
<b><u>Andy Hubley, Division Director</u></b>		
Project Supervision / Facilitation Assistance	22	\$1,980.00
	<b>22</b>	<b>\$1,980.00</b>
<b><u>Bonnie Hundrieser, Senior Planner</u></b>		
Meeting Organization, Facilitation Group Coordination, Document Writing	75	\$4,350.00
	<b>75</b>	<b>\$4,350.00</b>
<b><u>Liz Sarabia, Division Secretary</u></b>		
Project Support (Final Document Layout Design & Printing)	7	\$294.00
	<b>7</b>	<b>\$294.00</b>
<b><u>Direct Costs</u></b>		
Meeting supplies		\$40.00
Travel		\$300.00
Printing / Document Production		\$66.00
		<b>\$406.00</b>
<b>Total</b>		<b>\$7,030.00</b>



## Legislation Details (With Text)

**File #:** 11-1789      **Version:** 1      **Name:** Recreation Department Employees  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/21/2011      **In control:** Civic Center, Parks & Recreation  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Hire Temporary Employees for Park & Recreation.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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*Title*

Hire Temporary Employees for Park & Recreation.

*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.

Reed Bender	Various Part Time Positions	Hourly Range: \$7.25 to \$9.00 per hour
Jake Bischoff	Various Part Time Positions	Hourly Range: \$7.25 to \$9.00 per hour
Ellen Burnson	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 #:** 11-1791      **Version:** 1      **Name:** Golf Bench Donation  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/21/2011      **In control:** Golf Course  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Adopt a resolution accepting a donation for Golf Bench Donation  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Resolution - Golf Bench Donation](#)

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

Adopt a resolution accepting a donation for Golf Bench Donation

**Body**

**Background Information:**

Friends of Dale Blank would like to make a donation of a golf course park bench as a memorial to Dale.

**Staff Recommendation:**

[Enter Recommendation Here]

**Requested City Council Action**

Consider adopting a resolution accepting a donation of \$1,051.00 from friends of Dale Blank for a memorial golf park bench to be used at Pokegama Golf Course.

Councilor                    introduced the following resolution and moved for its adoption:

RESOLUTION NO. 11-

A RESOLUTION ACCEPTING A OF \$1,051.00 TO THE CITY OF GRAND RAPIDS  
POKEGAMA GOLF COURSE FROM FRIENDS OF DALE BLANK FOR A MEMORIAL  
GOLF PARK BENCH TO BE USED AT POKEGAMA GOLF COURSE.

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:

- Donation of \$1,051.00 from friends of Dale Blank to be used for a memorial golf park bench at the Pokegama Golf Course.

Adopted this 26<sup>th</sup> day of September, 2011

\_\_\_\_\_  
Dale C. Adams, Mayor

Attest:

\_\_\_\_\_  
Kimberly Johnson-Gibeau, City Clerk

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



## Legislation Details (With Text)

**File #:** 11-1793      **Version:** 1      **Name:** Lease with Depot Commons for Suite 9 and 10  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/21/2011      **In control:** Finance  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Consider approving a Lease with Depot Commons for Suite 109 and Suite 10 in the Old Central School.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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*Title*

Consider approving a Lease with Depot Commons for Suite 109 and Suite 10 in the Old Central School.

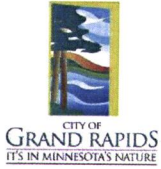
*Body*

**Background Information:**

Depot Commons, a non-profit organization, and the supporting organization of the Grand Rapids Chamber of Commerce, would like to lease Suite 109 and 10 in the Old Central School for the Chamber of Commerce Office. They are willing to make substantial improvements in the two Suites. The Lease will be a five year lease starting January 1, 2012 through December 31, 2016. Suite 109 is 755 square feet and the 2011 rental rate is \$12.70 per square foot. The 2012 lease rate will be set by the Central School Commission on October 20, 2011, and that will be the rental rate for Suite 109. Suite 10 is 389 square feet and will be leased at no additional cost. Depot Commons and the Chamber will be using this space as a conference room and will make improvements as needed for a conference room. The other tenants of Old Central School will also be able to use this space at no additional cost. The public will be able to rent this room when it is not in use by the tenants.

**Requested City Council Action**

Consider approving a Lease with Depot Commons for Suite 109 and Suite 10 in Old Central School.



## Legislation Details (With Text)

**File #:** 11-1796      **Version:** 1      **Name:** Wage increase for Susan Johnson, Part-time Scanner.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/21/2011      **In control:** Administration  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Wage increase for Susan Johnson, Part-time Scanner.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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*Title*

Wage increase for Susan Johnson, Part-time Scanner.

*Body*

**Background Information:**

Susan Johnson was hired on May 12, 2008 as a Part-time Scanner in the Engineering Department at a rate of \$7.50 per hour. On September 8, 2009 her wage was increased to \$7.75 where it has remained. We typically increase wages for part-time employees on an annual basis, but inadvertently omitted an increase for Susan in 2010. Susan works Monday through Friday from 10:00 a.m. until 2:00 p.m., or 20 hours per week average.

**Staff Recommendation:**

City Engineer Tom Pagel and Human Resources Director Lynn DeGrio recommend increasing Susan's pay to \$9.00 per hour effective immediately.

**Requested City Council Action**

Consider a wage increase for Susan Johnson, Part-time Scanner, from \$7.75 per hour to \$9.00 hour effective immediately.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1802      **Version:** 1      **Name:** HEAT Funding  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/23/2011      **In control:** Police  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Adopt a resolution accepting an additional \$10,000.00 from HEAT to be included with the previously approved Safe & Sober Grant Agreement.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [11 - HEAT Funding Safe & Sober](#)

Date	Ver.	Action By	Action	Result
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### Title

Adopt a resolution accepting an additional \$10,000.00 from HEAT to be included with the previously approved Safe & Sober Grant Agreement.

Councilor \_\_\_\_\_ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 11-

RESOLUTION ACCEPTING \$10,000.00 ADDITIONAL FUNDING FROM HEAT TO BE INCLUDED IN THE SAFE AND SOBER GRANT AGREEMENT APPROVED IN SEPTEMBER 2011.

WHEREAS, the **Grand Rapids Police Department** entered into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2011 through September 30, 2012; and

WHEREAS, the Department of Public Safety has an additional \$10,000.00 from HEAT (High Visibility Enforcement of Aggressive Traffic) to include in the previously approved grant agreement.

BE IT ALSO RESOLVED THAT, the **Mayor and City Clerk of the City of Grand Rapids** are hereby authorized to accept an additional \$10,000.00 from HEAT as part of the Safe & Sober Grant Agreement approved in September 2011.

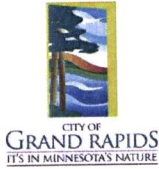
I certify that the above resolution was adopted by the **City Council** of the **City of Grand Rapids on September 26, 2011.**

\_\_\_\_\_  
Dale C. Adams, Mayor

Attest:

\_\_\_\_\_  
Kimberly Johnson-Gibeau, City Clerk

Councilor \_\_\_\_\_ seconded the foregoing resolution and the following voted in favor thereof: Chandler, Christy, McInerney, Zabinski, Adams; and the following voted against same: None, whereby the resolution was declared duly passed and adopted.



## Legislation Details (With Text)

**File #:** 11-1803      **Version:** 1      **Name:** Accept resignation of William J. Block from the position of Police Sergeant with the Grand Rapids Police Department.

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

**File created:** 9/26/2011      **In control:** Administration

**On agenda:** 9/26/2011      **Final action:**

**Title:** Accept resignation of William J. Block from the position of Police Sergeant with the Grand Rapids Police Department.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Block resignation letter](#)

Date	Ver.	Action By	Action	Result
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*Title*

Accept resignation of William J. Block from the position of Police Sergeant with the Grand Rapids Police Department.

*Body*

**Background Information:**

William Block, Police Sergeant, has given notice that he will be resigning from his position as Police Sergeant effective October 6, 2011. Bill began his career with the City of Grand Rapids on January 2, 1990 as Community Assistance Officer. On June 4, 2000 Bill became a Police Officer and on February 1, 2008 Bill was promoted to Police Sergeant.

**Staff Recommendation:**

Police Chief Jim Denny has reviewed the Police Civil Service Commission By-Laws and recommends accepting the resignation in good standing. A copy of Bill's notice of resignation has been mailed to the Police Civil Service Commission.

**Requested City Council Action**

Accept the resignation of William J. Block from the position of Police Sergeant with the Grand Rapids Police Department effective October 6, 2011 and authorize City staff to begin the process of filling the vacancy.

September 26, 2011

Dear Mr. Mayor and City Council members,

Due to my medical condition I have to resign effective October 6th 2011. I was given a duty disability thru PERA. I want to thank all of you for allowing me to serve you and the citizens of Grand Rapids. I very much enjoyed working here for the past 21 ½ years and again want to say thanks for everything.

Sincerely,

A handwritten signature in black ink that reads "Bill Block". The signature is written in a cursive style with a long horizontal line extending to the right.

Bill Block

Sgt. Grand Rapids Police Department





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

# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1804      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/26/2011      **In control:** Administration  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Authorize the Mayor to sign letter of support for City of La Prairie trail system.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

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

Authorize the Mayor to sign letter of support for City of La Prairie trail system.

*Body*

**Background Information:**

[Enter Background Information Here]

**Staff Recommendation:**

[Enter Recommendation Here]

**Requested City Council Action**

[Enter Action by Here]



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

ADMINISTRATION DEPARTMENT

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

September 28, 2011

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

RE: LaPrairie Connection Trail Project

Dear Mike,

I am writing this letter on behalf of the City of Grand Rapids in support of the City of LaPrairie's application for the Minnesota Department of Natural Resources Trail Legacy Grant. If successful, this grant application will result in a trail system that will connect LaPrairie to the City of Grand Rapids, the Grand Rapids TH 169 Multi-Use Trail and the Mesabi Trail.

The proposed trail will serve a vital role in providing safe routes for residents and visitors to parks, schools and retail destinations as well as linking the communities of LaPrairie, Grand Rapids and Cohasset.

Sincerely,

A handwritten signature in blue ink that reads "Dale Adams". The signature is written in a cursive, flowing style.

Dale Adams  
Mayor of Grand Rapids



CITY OF  
GRAND RAPIDS  
ITS IN MINNESOTA'S NATURE

# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1776      **Version:** 1      **Name:** Board & Commission Minutes  
**Type:** Agenda Item      **Status:** Acknowledge  
**File created:** 9/15/2011      **In control:** Administration  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** Acknowledge minutes for Boards & Commissions.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [June 8, 2011 Park-Rec-Civic Center Amended](#)  
[July 27, 2011 Human Rights Commission](#)  
[August 16, 2011 Golf Board](#)  
[August 9, 2011 Airport Meeting](#)  
[August 23, 2011 Airport Special Meeting](#)

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

Acknowledge minutes for Boards & Commissions.

**CIVIC CENTER AND PARKS AND RECREATION ADVISORY BOARD**  
**Regular Monthly Meeting**  
**June 8, 2011**

The IRA Civic Center and Park and Recreation Advisory Board held its regular monthly meeting on Wednesday, June 8, 2011 at the IRA Civic Center.

**Board Members Present:** Lilah Crowe, Justin Lamppa, Peter Miskovich, Brad Hyduke, City Council Representative Dale Christy

**Board Members Absent:** Steve Oleheiser, Gus Hendrickson, Tina Glorvigen, Tom LeMahieu was inadvertently left off the original minutes as absent.

**Staff Present:** Dale Anderson, Sara Holum

**Visitors:** None

### **FINANCIAL REPORTS**

Nothing to report at this time.

### **MINUTES**

The minutes from the last regular meeting held on April 13, 2011 were presented to the board.

**A motion was made by Lamppa and second by Hyduke to accept the April 13, 2011 minutes as presented to the board.**

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

### **SETTING THE AGENDA**

Additions: Dale Christy asked that the Board discuss the condition of the water at Forest Lake.

### **OLD BUSINESS**

#### **Light Upgrade in East Venue**

Mr. Anderson discussed the quotes that were presented to the Civic Center for the light upgrade in the East Venue (McDonald). Mr. Anderson reported that quotes were presented and approved by the City Council previously and will await the Council's decision to proceed with installation. The purchases will be taken out of the Civic Center Capital Fund.

### **NEW BUSINESS**

#### **Discuss potential park land adjacent to Horseshoe Lake**

Mr. Anderson reported that there were two parcels of land that an owner would like to sell near Horseshoe Lake. Dale presented aerial photographs to the Board showing the proximity. Combined

the parcels are assessed at \$50,000. Dale physically inspected the parcels and states that a large portion is low land but could see the possibility of a park in the future on a section of high ground. After speaking with Tom Pagel and Rob Mattei, Mr. Anderson suggests that the City not purchase the parcels but should discuss with the owner the possibility of the parcels being gifted.

**A motion was made by Lamppa and second by Miskovich to have Dale discuss with the owner the possibility of the parcels on Horseshoe Lake being gifted to the City.**

**Upon roll call vote, the following voted in favor thereof: Crowe, Lamppa, Miskovich, Hyduke, and Christy. Those opposed: Motion carried.**

### Forest Lake

Mr. Anderson discussed that the brown appearance of the water at Forest Lake is due to lake turn-over and an algae bloom. Dale has spoken with Jim Gustafson of Itasca Community College, Soil and Water, stating the testing showed the results are well under the safety standards for beaches. Although they are still doing testing, the E-coli and Chloroform results show there are no current safety concerns.

### STAFF REPORTS

Dale presented a summary showing the Spring and Summer program participant numbers. Dale discussed his meeting with Cohasset and the possibility of a collaboration of some programs. At this point the Cohasset Council does not want to move forward of letting a position go. Dale would like to move forward with the full-time position in the Grand Rapids Park and Recreation as the position is almost completely self-funded. Dale has sent an e-mail to Shawn to discuss this matter further.

Dale also presented an outline of the Civic Center Schedule of Events for 2011.

There being no further business, the meeting was adjourned.

Respectfully submitted: Sara Holum

CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION  
CONFERENCE ROOM 2B – 420 NORTH POKEGAMA AVENUE  
WEDNESDAY, JULY 27, 2011 – 4:00 P.M.

**CALL TO ORDER:** Pursuant to due notice and call thereof a special 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, July 27, 2011, at 4:00 p.m.

**CALL OF ROLL:** On a Call of Roll, the following members were present: Commissioners: Wartchow, Dowell, Hain, Hall, Learmont, & Sanderson. Commissioner Mundt arrived at 4:08 p.m. Absent: Commissioner Freeman.

The Commission met to:

1. **APPROVE MINUTES: June 29, 2011.**

**MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER HALL, TO APPROVE THE MINUTES OF JUNE 29, 2011 AS PRESENTED. The following voted in favor thereof: Wartchow, Dowell, Hain, Hall, Learmont, Sanderson. Opposed: None, motion passed.**

2. **OLD BUSINESS:**

A. Rapids Read & Commission follow-up program.

Commissioner Wartchow has been in contact with the Hmong Cultural Center and the presentation has been scheduled for Friday, August 19, 2011 at the Grand Rapids Area Library. Nine performers and 1 chaperone will need meals and lodging. Discussion regarding rates at various local hotels. The Commission will also pay the standard City rate for mileage. Contact will be made with radio stations and local newspaper to promote the program in the community. Flyers will be developed and distributed.

B. Accessibility Project Discussion.

Draft letter is reviewed and approved. This will be placed on letterhead and mailed. Dawn Schaefer, administrative support, will process this request.

C. Human Rights Commission Website Update.

Commissioner Sanderson has done research and reviewed other Human Rights websites. Discussed possible changes/additions to the website. Eric Trast, Community Development, manages the City website and Commissioner Sanderson will work with him to get the website updated.

D. Brochure/Poster Review.

Discussed draft brochure and cost depending on size of print order. Grant funds are still available and will cover costs of printing and mailings. Colors are discussed and it is determined that no changes will be made to the original color scheme. Numbers need to

be updated and addition of website information. The Commission will order 1500 brochures.

Information on posters will be updated at the same time as the brochures.

E. Historical Trauma update on Meeting at Blandin Foundation.

Meeting at Blandin Foundation was well attended. Another meeting will be scheduled and that information will be passed on to the Commission when it is. Not sure what the Human Rights Commission role will be but this could be an excellent opportunity to educate the Caucasian community and to promote healing within the Native American community.

**3. NEW BUSINESS**

Minnesota Council of Human Rights.

Issues surrounding the marriage amendment are ongoing and the Council appreciates the diligence of the Human Rights Commission. The Council would like to schedule a visit to Grand Rapids and meet with the Commission sometime in 2012.

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

Follow up to a parent complaint regarding a student and alleged discrimination by the School District 318. The parent has decided to move forward with a formal complaint.

**ADJOURN:**

**MOTION BY COMMISSIONER MUNDT, SECOND BY COMMISSIONER LEARMONT TO ADJOURN THE MEETING AT 4:55 P.M. The following voted in favor thereof: Dowell, Hain, Hall, Learmont, Mundt, Sanderson, Wartchow. Opposed: None, motion passed.**

The next regularly scheduled meeting will be August 31, 2011 at 4:00 p.m. unless otherwise noted.

Respectfully submitted,

Kimberly Johnson-Gibeau, City Clerk

GRAND RAPIDS GOLF COURSE BOARD  
 REGULAR MONTHLY MEETING  
 August 16, 2011  
 7:00 AM

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

Absent: None

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

- I.        The meeting was called to order by Jeff Ericson, Acting Chair.
  
- II.      Steve Forneris made a motion to accept the minutes of the July 19, 2011 Board meeting. Larry O'Brien seconded the motion. The motion passed.
  
- III.     Consideration of Monthly Bills

Pat Pollard made a motion to approve the bill list.

ARROWHEAD TRANSIT	500.00
BLUE CROSS & BLUE SHIELD OF MN	1,237.00
BURGGRAF'S ACE HARDWARE INC	630.66
CDW GOVERNMENT INC	106.13
ROBERT CAHILL	966.93
CITY OF COHASSET	78.32
COLE HARDWARE INC	265.75
DAVIS OIL	56.84
DELTA DENTAL OF MINNESOTA	101.45
CITY OF GRAND RAPIDS	1,226.68
GRAND RAPIDS CITY PAYROLL	25,118.86
GRAND RAPIDS GREENHOUSE	1,123.86
GRAND RAPIDS STATE BANK	1,761.24
L&M SUPPLY	213.54
MINNESOTA GOLF ASSOCIATION INC	510.24
MINNESOTA TORO	2,455.00
NORTHERN SAFETY CO. INC.	72.51
PIONEER MUTUAL LIFE INS CO	4.10
PORTABLE JOHN	171.00
P.U.C.	2,261.26
QUALITY REFRIGERATION & HTG	76.50
NORTHERN MN WATER COND DBA	260.23
RAPIDS HYDRAULIC & MACHINE INC	30.25
RUTTGER'S SUGAR LAKE LODGE	8,625.00
STOKES PRINTING COMPANY	152.83
SUPERIOR TURF SERVICES INC	287.63
TDS Metrocom	235.30
TESSMAN SEED COMPANY	809.60
VERIZON WIRELESS	36.02
VISA	573.09
WASTE MANAGEMENT	250.09
 TOTAL ALL VENDORS:	 0,197.91



Steve Forneris seconded the motion. The motion was passed. Pat Pollard made a motion to pay an additional bill to Northern Minnesota Window Washing for window cleaning completed, total \$133.59. Steve Forneris seconded the motion. The motion was passed.

IV. Visitors: Dale Adams, Shawn Gillen

V. Grounds Superintendent – Steve Ross reported. Quite a bit of brush clearing along #17 has been completed. The adjoining property owners are very happy with the completed project and it provides much needed sunlight and fresh area to the area. The fountain on the main pond on #2 is in the process of being repaired or replaced under warranty. The Golf Board will hold a special meeting at 7:00 AM, Friday August 26 to tour the course. The list of improvements and modifications created by the Board last year will be updated.

VI. Concessions Report – Stewart Bastian reported. Stewart suggested additional window treatments (curtains) that would enhance the décor and provide more sound deadening. Stewart will do more research and provide additional information at a later meeting.

VII. Director of Golf – Bob Cahill reported. Business has been good with many groups and tournaments. A discussion was held regarding replacement of the two docks. Shawn and Dale will have discussions at the City level and Pat Pollard will do some research and provide cost estimates. The goal is to replace the docks next spring and not reuse the existing docks.

VIII. Old Business – None

IX. New Business – None

X. Correspondence and Open Discussion – None

XI. Pat Pollard made a motion to adjourn the meeting. Steve Forneris seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

# GRAND RAPIDS/ITASCA COUNTY AIRPORT COMMISSION

## August 9, 2011, Regular Meeting Minutes

### Grand Rapids City Council Chambers

Commissioners present were Tim George, Bob Ward, Vincent Rittmiller, Jim Johnson, Derek Hawkinson, and Gary McInerney. Others present were Matt Romanik, Airport Manager, and June Johnson, Recording Secretary.

Chairperson Derek Hawkinson called the meeting to order at 7:00 PM.

Tim George moved to approve the minutes from the July 12, 2011, Special Meeting – change title to Work Session – and the Regular Meeting. Motion seconded by Gary McInerney and carried.

Tim George moved to approve the following bills for payment:

Alamo Sales Corp	828.59
Bentz Oil	286.00
Blue Cross	176.75
Delta Dental	11.78
City of Grand Rapids	5,320.94
City Payroll	4,058.64
June Johnson	100.00
L & M Supply	12.80
MN Energy Resources	61.26
MN Sales & Use Tax	27.89
MN Dept. of Transportation	2,126.00
Operating Engineers Local #49	230.50
Pioneer Mutual	1.54
Pokegama Lawn & Sport	164.54
Pro-Build North	15.37
Light Bills	1,141.17
Rapids Towing	80.00
Sterle Law	325.00
TKDA	9,476.87
TDS Metrocom	129.54
Verizon	34.41
TOTAL ALL VENDORS	\$ 24,609.59

Motion seconded by Vincent Rittmiller. Roll Call Vote: Voting Yes: Gary McInerney, Tim George, Jim Johnson, Vince Rittmiller, Bob Ward, and Derek Hawkinson. Voting No: None. Motion carried.

Staff Report: The geese have started migrating. Two deer were sighted inside the fence. The repair of lights will be done in conjunction with the FAA repair to the threshold light that was damaged last winter. Bids to eliminate the displaced threshold and culvert replacement are being prepared. The FAA grant needs approval before 9/9/11. Both projects could be done concurrently. Tree and brush cleaning inside the fence was done. The haying netted 300 round bails and saved over 100 labor hours for airport staff. The bids to remove or salvage the Yuhala house will be opened tomorrow. There is an FAA grant available for any expenses connected with this project.

Commissioner Reports: None.

Setting of Agenda: Bob Ward moved to approve the agenda as printed and presented at this meeting. Motion seconded by Gary McInerney and carried.

Public Comment: Rusty Eichorn asked that he be allowed to speak on item 9a of agenda.

Agenda Item 9a: Discussion and Formation of Land Lease Sub-Committee – Chairperson Derek Hawkinson opened the discussion stating that the goal is to resolve the issue in a win/win manner. Keith Anderson thanked the commission for their action at the last meeting to try to facilitate him with the sale of his hangar. Rusty Eichorn volunteered to serve on the sub-committee. He also wants a resolution. The sub-committee will consist of Gary McInerney, Bob Ward, Derek Hawkinson, Keith Anderson and Rusty Eichorn. The goal of the sub-committee is to recommend to the commission a common lease wordage to benefit both the airport and the hangar owner.

Agenda Item 9f: Hammerlund Construction “Harris Pit” Variance Opinion – Matt Romanik advised that Hammerlund will be requesting a variance from Itasca County to allow them to mine within 50’ of the northern border of Airport Property. TKDA has advised that the area under consideration is well outside of the Runway Protection Zone and safety area. Bob Ward moved to issue a statement that we do not have an objection to the possible variance request by Hammerlund Construction. Motion seconded by Vincent Rittmiller and carried.

Agenda Item 9b: 2012 CIP Projects/Matching Funds and Draft Budget – Matt Romanik and the sub-committee met and reviewed the pro-active comprehensive five year plan. After review with the commission, Vincent Rittmiller moved to authorize the Airport Manager to submit the Airport’s Budget, CIP projects and matching funds request to the City and County on behalf of the Airport Commission. Motion seconded by Gary McInerney and carried.

Agenda item 9c: 5/23 Project close Out Report – Gary McInerney moved to authorize the Chairperson and another member to sign the Runway 5/23 close out report prepared by TKDA for submission to the FAA. Motion seconded by Tim George and carried.

Agenda Item 9d: ACAR Auto Rental Rent Credit Request for Work Done in Maintenance Building – ACAR had flooring installed at the building anticipating their move to that space. The total price was \$480. Bob Ward moved to authorize a repair credit applied toward rent totaling \$480.00 to ACAR Auto Rental. Motion seconded by Gary McInerney. Roll Call Vote: Voting Yes: Gary

McInerney, Tim George, Jim Johnson, Vincent Rittmiller, Bob Ward, and Derek Hawkinson. Voting No: None. Motion carried.

Agenda Item 9e: T16-9 Petrich Retroactive Lease Termination Notice Request – Mr. Petrich advised that he had sent his request to terminate his lease with his rental payment notice in April to be effective May 1<sup>st</sup>. A thorough search was conducted at City Hall, who scans all incoming mail, but no notice was found. A new notice has been submitted effective 8/1/11. Mr. Petrich has requested the commission to make the notice retroactive to 5/1/11. After discussion, no motion was made.

Agenda Item 9g: Payment of last minute bills – Vincent Rittmiller moved to pay:

Grand Rapids Newspaper	\$ 851.40
Wayne's Automotive	\$ 168.94
MnDot Aeronautics	\$ 2,126.00

Motion seconded by Tim George. Roll call vote: Voting yes: Gary McInerney, Tim George, Jim Johnson, Vincent Rittmiller, Bob Ward and Derek Hawkinson. Voting No: None. Motion carried. (Note: It was noticed that MnDOT's bill did make the original bill list. It was not paid twice.)

The next meeting will be on September 13, 2011, at 7:00 PM in City Council Chambers. Meeting adjourned at 8:06 PM.

June Johnson  
Recording Secretary

## GRAND RAPIDS/ITASCA COUNTY AIRPORT COMMISSION

August 23, 2011, Special Meeting Minutes

### Grand Rapids City Council Chambers

Commissioners present were Tim George, Vincent Rittmiller, Bob Ward and Derek Hawkinson. Absent with notice were commissioners Gary McInerney and Jim Johnson. Others present were Acting Airport Manager of Projects, Tom Pagel, John Peterson, TKDA, and June Johnson, Recording Secretary.

Chairperson Derek Hawkinson called the meeting to order at 1:00 PM.

Bob Ward moved to approve the agenda as printed with the addition of Agenda Item e, Authorize acceptance of Grant, AIP 3-27-0037-16-11. Motion seconded by Vincent Rittmiller and carried.

Agenda Item 2a: Review funding for 2011 CIP Projects – Tom Pagel and John Peterson reviewed the process for the tree clearing, runway 16 rehab, and drainage improvement project that is being considered. The 5% local share of the project would be \$6,431.85 by each the county and the city.

Agenda Item 2b: Consider a resolution awarding the bid for the 2011 CIP Culvert Replacement Project. Tom Pagel and John Peterson reviewed the bids with the commission for this project. Bob Ward moved to pass a resolution to award the bid to Hammerlund Construction in the amount of \$ 64,000 subject to receiving the Federal Grant Funding. Motion seconded by Tim George. Roll Call Vote: Voting Yes: Tim George, Vincent Rittmiller, Bob Ward and Derek Hawkinson. Voting No: None. Motion carried.

Agenda Item 2c: Consider a resolution awarding the bid for the 2011 CIP Threshold Relocation Project. The project process was reviewed. Vincent Rittmiller moved pass a resolution to award the bid to Electrical System, Inc., in the amount of \$ 118,074.00 subject to receiving Federal Grant Funding. Motion seconded by Bob Ward. Roll Call Vote: Voting Yes: Tim George, Vincent Rittmiller, Bob Ward and Derek Hawkinson. Voting No: None. Motion carried.

Agenda Item 2d: Consider Supplemental Agreement No. 4 with TKDA. This agreement would continue services with TKDA for two more Capital Improvement Projects in 2011 and 2012. Tim George moved to approve Supplemental Agreement #4 with TKDA for Engineering Services totaling \$73,200. Motion seconded by Bob Ward. Roll Call Vote: Voting Yes: Tim George, Vincent Rittmiller, Bob Ward and Derek Hawkinson. Voting No: None. Motion carried.

Agenda Item 2e: Authorize Grant Acceptance. Bob Ward moved to authorize acceptance of federal Grand #AIP 3-27-0037-16-11, accept funds in the amount of \$244,410.00, and sign the

necessary paperwork. Motion seconded by Tim George. Roll Call Vote: Voting Yes: Tim George, Vincent Rittmiller, Bob Ward and Derek Hawkinson. Voting No: None. Motion carried.

Meeting adjourned at 1:20 PM.

June Johnson  
Recording Secretary



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

# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
 420 NORTH POKEGAMA  
 AVE.

## Legislation Details (With Text)

**File #:** 11-1800      **Version:** 1      **Name:** PW Dept Head Report  
**Type:** Department Head Report      **Status:** Filed  
**File created:** 9/22/2011      **In control:** Public Works  
**On agenda:** 9/26/2011      **Final action:** 9/26/2011  
**Title:** PW DEPARTMENT HEAD REPORT

**Sponsors:**

**Indexes:**

**Code sections:**

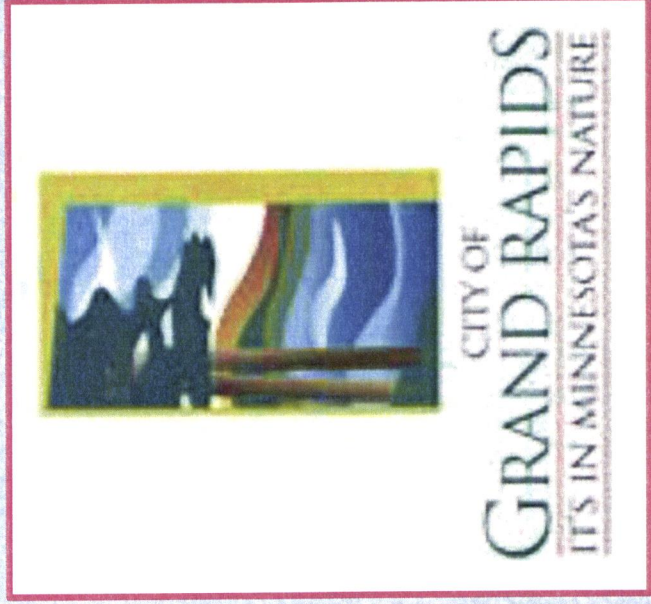
**Attachments:** [2011 09-26 PW DEPT HEAD REPORT.pdf](#)

Date	Ver.	Action By	Action	Result
9/26/2011	1	City Council		

*Title*

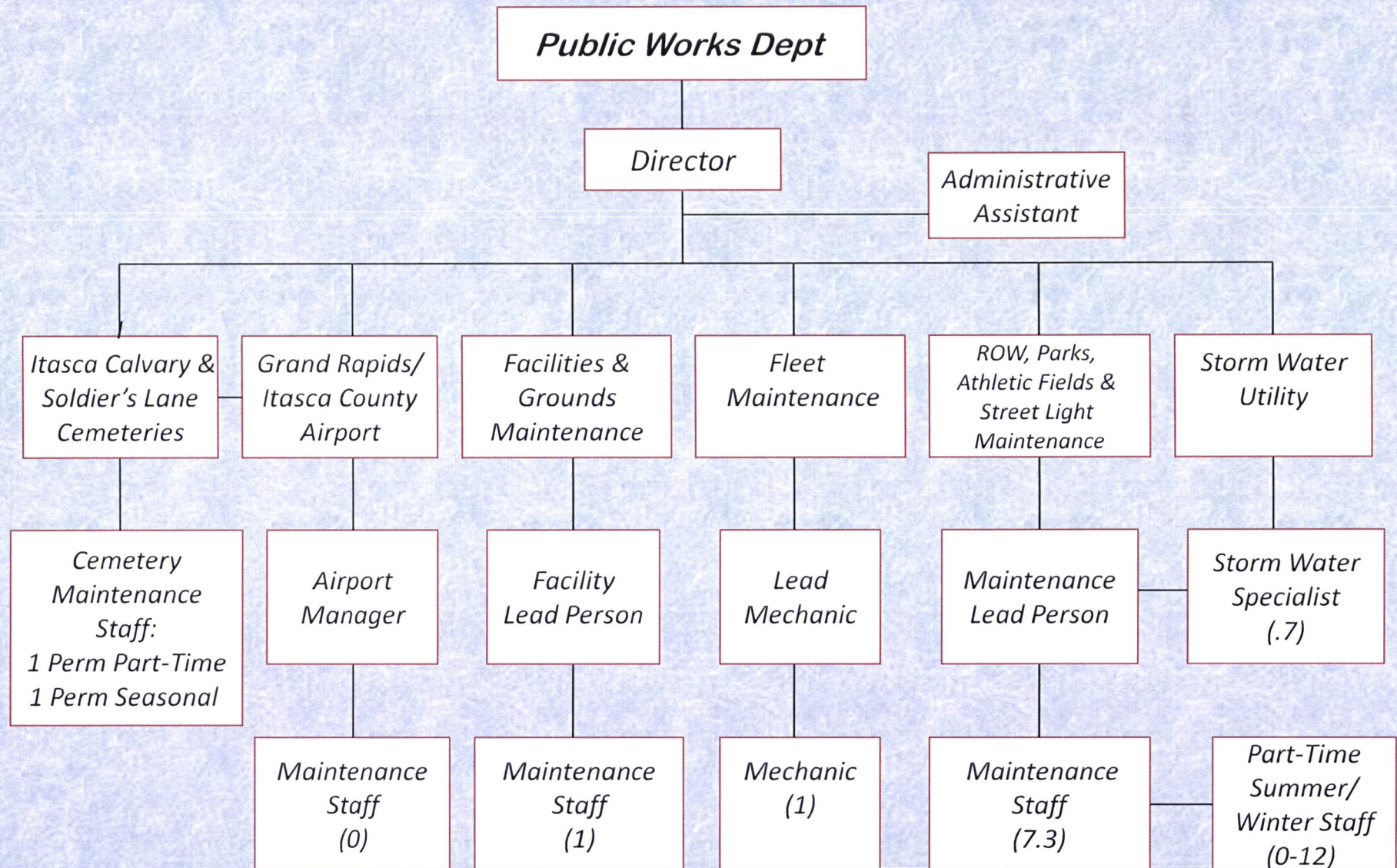
PW DEPARTMENT HEAD REPORT

*City of Grand Rapids  
PW Dept  
Department Head Report  
9-26-2011*





# ORGANIZATIONAL CHART



# PUBLIC WORKS VEHICLES

VEHICLE TYPE	PW#	YR MAKE
20 PICKUPS	0203	86 CHEV 2WD
20 PICKUPS	0204	90 CHEV FLAGTRUCK
20 PICKUPS	0205	87 CHEV FLAGTRUCK
20 PICKUPS	0207	04 FORD F350 4X4
20 PICKUPS	0208	04 FORD F350 4X4
20 PICKUPS	0250	07 DODGE 150 4X4
20 PICKUPS	0251	91 CHEV S10 2WD
20 PICKUPS	0253	91 CHEV 1500
20 PICKUPS	0254	99 GMC S10 4X4
20 PICKUPS	0257	97 FORD F250 4X4
20 PICKUPS	0258	01 DODGE QUAD 4X4
20 PICKUPS	0290	97 FORD F250 2WD
20 PICKUPS	0291	95 FORD F250 2WD
20 PICKUPS	0294	99 GMC S10 4X4
30 MED TRUCKS	0252	99 FORD F350 BUCKET
30 MED TRUCKS	0255	06 CHEV 1TON
30 MED TRUCKS	0259	08 FORD F350 4X4
20 PICKUPS	0260	11 CHEV 2500 4DR
30 MED TRUCKS	0261	11 CHEV 3500 4X4

# PUBLIC WORKS TRUCKS

<u>VEHICLE TYPE</u>	<u>PW#</u>	<u>YR MAKE</u>
35 HEAVY TRUCKS	0286	96 FORD L8000
35 HEAVY TRUCKS	0287	03 STERLING
35 HEAVY TRUCKS	0288	89 FORD L8000
35 HEAVY TRUCKS	0295	91 FORD L8000
35 HEAVY TRUCKS	0296	10 MACK TNDM AXLE
35 HEAVY TRUCKS	0297	94 FORD L8000
35 HEAVY TRUCKS	0298	96 FORD L8000
35 HEAVY TRUCKS	0299	92 FORD L8000

# PUBLIC WORKS EQUIPMENT

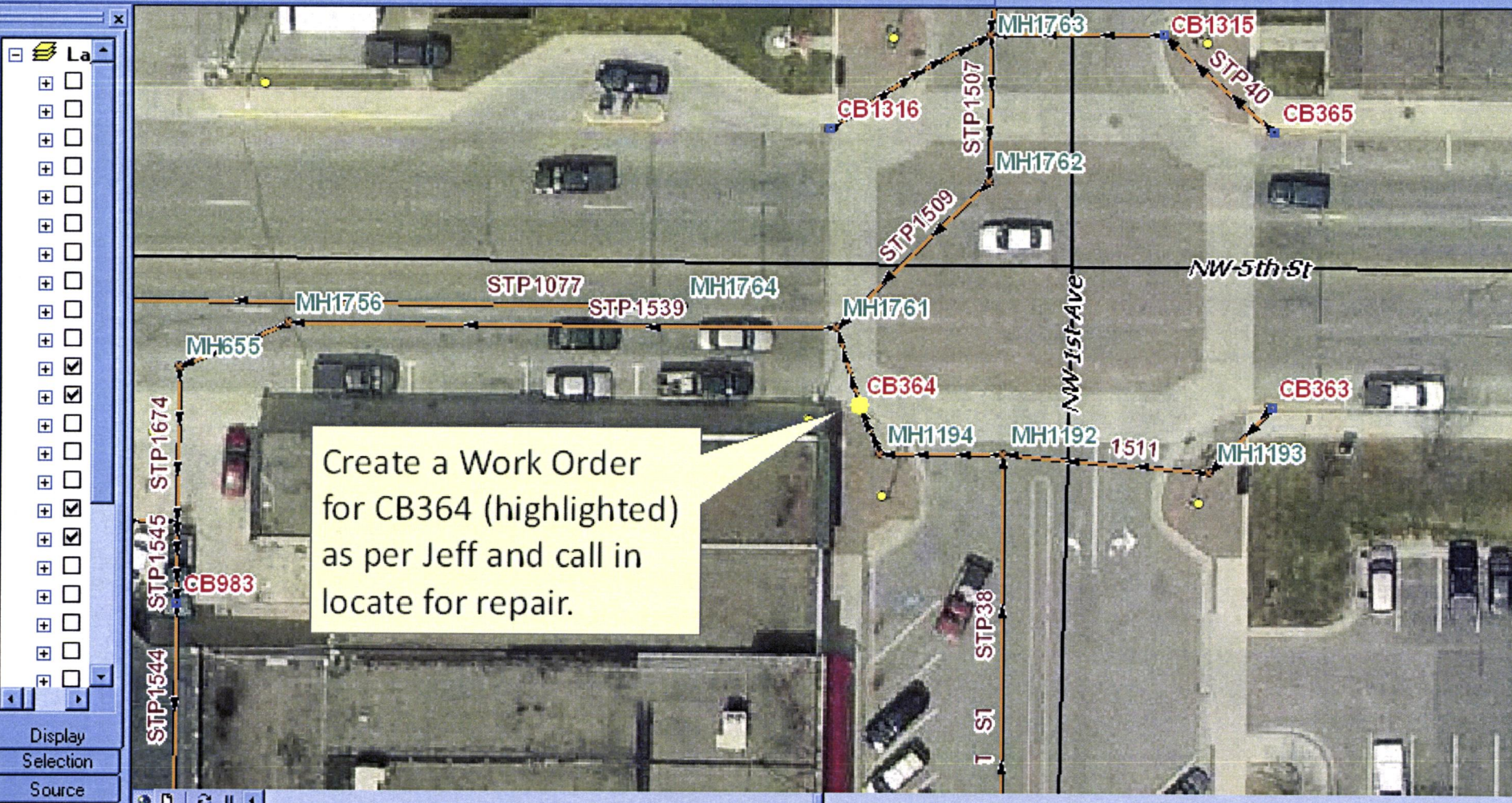
VEHICLE TYPE	PW#	YR MAKE
40 HEAVY EQPT	0013	01 SNO-GO SNOWBLOWER TC
40 HEAVY EQPT	0256	95 JOHN DEERE LOADER
40 HEAVY EQPT	0281	87 JOHN DEERE GRADER
40 HEAVY EQPT	0282	08 JOHN DEERE GRADER
40 HEAVY EQPT	0283	06 ASV SR-80
40 HEAVY EQPT	0284	91 JOHN DEERE BACKHOE
40 HEAVY EQPT	0285	04 JOHN DEERE LOADER 624J
40 HEAVY EQPT	0292	05 CROSSWIND SWEEPER
40 HEAVY EQPT	283B	06 ASV BROOM
40 HEAVY EQPT	283R	06 ASV HARLEY RAKE
40 HEAVY EQPT	283S	06 ASV SNOWBLOWER
40 HEAVY EQPT	287D	03 STERLING DUZMORE
40 HEAVY EQPT	287T	03 STERLING TANK
40 HEAVY EQPT	296E	10 EPOKE
45 LAWN/TURF EQPT	0020	83 MASSY FERGUSON FLAIRMOWER

SW Corner of NW 5<sup>th</sup> St & NW 1<sup>st</sup> Ave



SW Corner of NW 5<sup>th</sup> St & NW 1<sup>st</sup> Ave, #2





Create a Work Order for CB364 (highlighted) as per Jeff and call in locate for repair.

General | Details | Attachments | Cycle | Print | Custom  
 Description: Curb Repair/Replace  
 Entity Type: D\_GENERAL  
 Number: 1945  Apply To All  
 Status: NS Priority: 3 Medium  
 Requested By:   
 Initiated By: LYMAN, CYNTHIA 6/8/2011 12:49:58 PM  
 Submit To:   
 Supervisor:   
 Projected Start/Finish: 06/06/2011 - 06/20/2011  
 Opened By:   
 Completed By:   
 Actual Start/Finish: MM/DD/YYYY - MM/DD/YYYY  
 Units Accomplished:   
 Close Work Order:

Search By: EMPLOYEE NAME

Actual  
 Estimated  
 Employee  
 Contractor

Start Date: MM/DD/YYYY :  
 Hours: 0  
 Finish Date: MM/DD/YYYY :  
 Description:  
 Account:

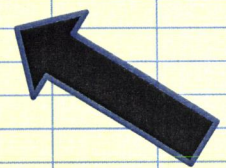
[Add](#) [Clear](#) [Remove](#)  
[Switch Entities/Tasks](#)

General Location  
 W 5TH ST & NW 1ST AVE  
 Curb cut/repair/replace Curb at CB364  
 Locate With Streets  
 Locate With Parcels

WO #1945 Created in Cityworks

Comments | Entities | Instructions | Map Layers  
 Entity ID: Type: D\_GENERAL  
[Get From Theme](#) [Add](#) [Remove](#) [Work Completed](#)

Entity Type	Entity ID	Legacy ID	Location	Warranty Date
D_CATCH_BASINS	CB364			

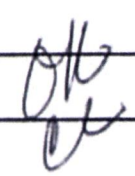


The highlighted storm water structure from the GIS map shows up on the work order.



PW crew tracks their jobs daily on work order logs. It is then entered into Cityworks on the WO #1945, which also becomes part of their timesheet for the finance department.

DATE ▶ 6-6-11

WO ID# ▶ 1945	REG HRS	OT	CALL OUT	COMP EARNED	VEH CODE	HOURS	EQPT CODE	HOURS	HE	HEOT	MISC: LEAD, MECH TIME ETC	INITIALS ▼
NAME ▼												
Mike McInerney	.5				204	.5						
Tony Simonsen	.5				259	.5						
Kevin Koetz	.5											
DESCRIPTION OF WORK ▶ Saw cut curb - 5th St NW + 1st Ave NW												

Work Order # 1945 Curb Repair/Replace

Save Print Tools Inspections Tasks Labor Material Equipment

Find Work Order:  
1945

General Details Attachments Cycle Print Custom

Description: Curb Repair/Replace  
 Entity Type: D\_GENERAL  
 Number: 1945  Apply To All  
 Status: NS Priority: 3 Medium  
 Requested By:   
 Initiated By: LYMAN, CYNTHIA 6/8/2011 12:49:58 PM  
 Submit To:   
 Supervisor:   
 Projected Start/Finish: 06/06/2011 06/20/2011  
 Opened By:   
 Completed By:   
 Actual Start/Finish: MM/DD/YYYY MM/DD/YYYY  
 Units Accomplished:   
 Close Work Order

Search By: EMPLOYEE NAME KOETZ, KEVIN

Name	Rate	JobCode	BILLING	COMP	COMPUSED	OT	CO	HE	HEOT
KOETZ, KEVIN	32.55	=====	\$61.00	150.00%	100.00%	150.00%	150.00%	\$0.90	\$1.36

Start Date: 06/06/2011 Actual  
 Hours: .5  
 Finish Date: 06/06/2011  
 Description: 6-6-11 cut curb for repairs  
 Account:   
 Regular  
 BILLING  
 COMP  
 COMPUSED  
 OT  
 CO  
 HE  
 HEOT

General Location  
 NW 5TH ST & NW 1ST AVE  
 Curb cut/repair/replace Curb at CB364  
 Locate With Streets  
 Locate With Parcels

Comments Entities Instructions Map Layers

Entity ID: Type: D\_GENERAL  
 Get From Theme  Add  Remove  Work Completed

Entity Type	Entity ID	Legacy ID	Location	Warranty Date
<input type="checkbox"/> D_CATCH_BASINS	CB364			

Total Entities: 1

Total Actual: \$507.39

Name	Type	RateType	Hours	Start Date	Finish Date
KOETZ, KEVIN	Employee	Hourly	.50	2011-06-06 00:00:00	2011-06-06 00:00:00
MCINERNEY, MIKE	Employee	Hourly	.50	2011-06-06 00:00:00	2011-06-06 00:00:00
SIMONSON, TONY	Employee	Hourly	.50	2011-06-06 00:00:00	2011-06-06 00:00:00

PW crew's time is entered in Cityworks for 6-06-11

The PW crew tracked their 2<sup>nd</sup> day of work on the daily log for 6-8-11. It is then entered in Cityworks WO #1945.

PW DAILY WORK ORDER LOG

DATE ▶ 6.8.11

WO ID# ▶	REG HRS	OT	CALL OUT	COMP EARNED	VEH CODE	HOURS	EQPT CODE	HOURS	HE	HEOT	MISC: LEAD, MECH TIME ETC	INITIALS ▼
<del>1946</del> ✓ 1945												
NAME ▼ Tom Simask	2						285	2	2			TS
Ken Koetz	2						283	2	2			KKK
MARTY BRINE	2				207	2						MB
Jim Columbus	2						284	2				JC
WREVELE...	2											WREVELE...

DESCRIPTION OF WORK ▶ Comb Removal 1st & 5<sup>th</sup>

Work Order # 1945 Curb Repair/Replace

Save Print Tools Inspections Tasks Labor Material Equipment

Find Work Order: 1945

General Details Attachments Cycle Print Custom

Description: Curb Repair/Replace  
 Entity Type: D\_GENERAL  
 Number: 1945  Apply To All  
 Status: NS Priority: 3 Medium  
 Requested By:   
 Initiated By: LYMAN, CYNTHIA 6/8/2011 12:49:58 PM  
 Submit To:   
 Supervisor:   
 Projected Start/Finish: 06/06/2011 06/20/2011  
 Opened By:   
 Completed By:   
 Actual Start/Finish:   
 Units Accomplished:   
 Close Work Order:   
 General Location: NW 5TH ST & NW 1ST AVE  
 Curb cut/repair/replace Curb at CB364

Search By: EMPLOYEE NAME MCINERNEY, MIKE

Name	Rate	JobCode	COMP	COMPUSED	OT	CO	HE	HEOT	HO
MCINERNEY, MIKE	32.55	=====	150.00%	100.00%	150.00%	150.00%	\$0.90	\$1.36	100

Start Date: 06/08/2011 Actual  
 Hours: 2  
 Finish Date: 06/08/2011  
 Description: 6-8-11 Curb replacement  
 Account:   
 Regular  
 COMP  
 COMPUSED  
 OT  
 CO  
 HE  
 HEOT  
 HOLIDAY

Day 2 of work accomplished on WO #1945 (highlighted in pink).



General Location: NW 5TH ST & NW 1ST AVE  
 Curb cut/repair/replace Curb at CB364  
 Locate With Streets  
 Locate With Parcels

Comments Entities Instructions Map Layers  
 EntityID: Type: D\_GENERAL  
 Get From Theme  Add  Remove Work Completed

Entity Type	Entity ID	Legacy ID	Location	Warranty Date
<input checked="" type="checkbox"/> D_CATCH_BASINS	CB364			

Total Actual: \$507.39

Name	Type	Group	RateType	Hours	Start Date	F
KOETZ, KEVIN	Emp...		Hourly	.50	2011-06-06 00:00:00	2
MCINERNEY, MIKE	Emp...		Hourly	.50	2011-06-06 00:00:00	2
SIMONSON, TONY	Emp...		Hourly	.50	2011-06-06 00:00:00	2
COLUMBUS, JIM	Emp...		Hourly	2.00	2011-06-08 00:00:00	2
BRINK, MARTY	Emp...		Hourly	2.00	2011-06-08 00:00:00	2
KOETZ, KEVIN	Emp...		Hourly	2.00	2011-06-08 00:00:00	2
SIMONSON, TONY	Emp...		Hourly	2.00	2011-06-08 00:00:00	2
MCINERNEY, MIKE	Emp...		Hourly	2.00	2011-06-08 00:00:00	2

Total Entities: 1

Cityworks allows us to attach photos to the work orders, we attach both the original repair photo(s) and the finished one(s). This photo for WO #1945 is attached as well as the invoice for the cement work that was outsourced to Hammerlund Construction.



# PUBLIC WORKS EXPENDITURES

	Labor	Equip	Contract Services	Total Labor/Equip/C.S.
Community Events: TTDays/CarShow/Crazy Days/Nat Night Out/MSRA	\$4,497.62	\$5,022.50		
Governor's Fishing Opener	\$6,178.88	\$3,255.00		
City Flower Maint	\$9,358.66	\$14,495.00		
CBD Maint: Includes Library/Farmer's Market	\$12,700.17	\$13,982.50		
Contract Services: Weed/Feed CBD Areas including Library			\$2,172.10	
Central School Maint	\$4,759.09	\$10,570.00		
Community Park Maint	\$20,841.51	\$34,778.75		
Contract Services: Weed/Feed Civic Center Green Space			\$911.44	
Contract Services: Special Projects - Kiosks			\$4,152.08	
Legion Baseball Field Maint	\$11,272.17	\$21,910.00		
Contract Services: Weed/Feed Legion Field			\$607.62	
GR Sports Complex	\$18,989.20	\$33,326.25		
GR Sports Complex - Irrigation Maint			\$1,425.75	
GR Sports Complex - Vandalism Repairs Restroom Faucets (2X)			\$1,008.00	
GR Sports Complex - Vandalism Repairs Concession Door			\$5,695.00	
Soccer Field Maint	\$3,752.30	\$10,107.50		
City Trail Maint	\$1,866.41	\$2,727.50		
Blvd Tree Maint	\$21,581.14	\$20,887.50		
Community Park Tree Maint	\$3,196.18	\$3,002.50		
Contract Services: Tree Maint-Blvd Trees (Labor & Equip)			\$7,444.42	
Contract Services: Tree Maint-Community Parks (Labor & Equip)			\$522.84	
<b>Totals:</b>	<b>\$118,993.33</b>	<b>\$174,065.00</b>	<b>\$23,939.25</b>	<b>\$316,997.58</b>
SWU Maint: Inspections/Repairs & Maint All Structures	\$32,138.59	\$39,009.57		
SWU Street Sweeping	\$15,256.03	\$35,285.00		
SWU Compliance	\$18,981.33	\$112.50		
Contract Services: SWU Repairs (Labor & Equip)			\$30,657.62	
<b>Totals:</b>	<b>\$66,375.95</b>	<b>\$74,407.07</b>	<b>\$30,657.62</b>	<b>\$171,440.64</b>

## PUBLIC WORKS EXPENDITURES (2)

	Labor	Equip	Contract Services	Total Labor/Equip/C.S.
ROW Grading Streets & Alleys	\$13,022.47	\$23,357.50		
Sign Repair	\$13,316.84	\$7,725.00		
Painting Crosswalks	\$8,510.29	\$5,150.00		
Contract Services: Centerline Striping			\$10,971.19	
Street Repairs	\$2,141.70	\$3,040.00		
Pothole Patching	\$6,187.15	\$4,987.50		
Contract Services: Pothole Patching/Asphalt Sealing			\$33,317.80	
ROW Misc Maint: Mowing/Garbage/Weed Spray/Storm Cleanup	\$13,872.32	\$18,332.50		
Stockpile Materials	\$2,168.78	\$4,275.00		
Contract Services: Street Light Maint (Painting)			\$8,335.00	
Contract Services: Sidewalk Maint (Labor & Equip)			\$5,907.91	
<b>Totals:</b>	<b>\$59,219.55</b>	<b>\$66,867.50</b>	<b>\$58,531.90</b>	<b>\$184,618.95</b>
MNDOT Maint: ROW Mowing/Garbage	\$793.97	\$1,982.50		
MNDOT Maint: Pothole Patch	\$4,753.11	\$3,680.00		
MNDOT Maint: Sweeping	\$3,683.09	\$8,240.00		
MNDOT Maint: Sidewalk Maint	\$2,642.24	\$2,785.00		
<b>Totals:</b>	<b>\$11,872.41</b>	<b>\$16,687.50</b>		<b>\$28,559.91</b>
<b>Grand Total:</b>				<b>\$704,617.08</b>

# PUBLIC WORKS RECAP

	Labor	Eqpt	Contract Services	Total Labor/Equip/C.S.
Totals: Cmty Events/CBD/Forestry, City Flower Maint, & Parks and Athletic Field Maint	\$118,993.33	\$174,065.00	\$26,939.25	\$319,997.58
Totals: Storm Water Utility Repairs, SWU Maint & Street Sweeping, & Storm Water Compliance	\$66,375.95	\$74,407.07	\$30,657.62	\$171,440.64
Totals: ROW/Street Repairs, Pothole Patching, Crosswalk Painting, & Asphalt Sealing	\$59,219.55	\$66,867.50	\$58,531.90	\$184,618.95
Totals: MNDOT Maint: ROW Mowing, Pothole Patching, & Street Sweeping	\$11,872.41	\$16,687.50		\$28,559.91
<b>Grand Total:</b>	<b>\$256,461.24</b>	<b>\$332,027.07</b>	<b>\$116,128.77</b>	<b>\$704,617.08</b>



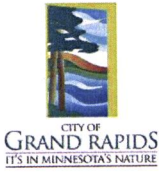
# PUBLIC WORKS FEES FOR SERVICES

## Fees Collected - GR Sports Complex/Athletic Fields:

ISD #318	\$19,273.23	(\$6,424.41 each Softball, Baseball, Soccer)
ICC Legion	\$1,000.00	(Spring Baseball League)
ICC Softball	\$270.00	(Game Fees)
Men's Softball	\$6,825.00	(Player Fees)
VFW	\$750.00	(Player Fees)
Legion	\$750.00	(Player Fees)
Little League	\$830.00	(Player Fees Outside Communities)
Little League	\$1,185.00	(Player Fees Girls GR)
GR Girl's Fast Pitch	\$285.00	(Player Fees)
<b>Total Fees Collected:</b>	<b>\$31,168.23</b>	

## Fees Billed and/or Estimated:

ICC Fall Baseball Player Fees Billed	\$1,000.00	
GR Soccer League Player Fees not paid yet	\$950.00	(Estimated)
Jaycee's Player Fees Billed	\$375.00	
<b>Fees Outstanding:</b>	<b>\$2,325.00</b>	



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1787      **Version:** 1      **Name:** PW Terex Skid Steer Purchase  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 9/19/2011      **In control:** Public Works  
**On agenda:** 9/26/2011      **Final action:** 9/26/2011

**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2011 09-26 Terex Purchase.pdf](#)

Date	Ver.	Action By	Action	Result
9/26/2011	1	City Council		

*Title*

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.

*Body*

**Background Information:**

This purchase was approved and funded in the 2011 Capital Improvement Plan. The machine and attachments will be utilized year round and for a wide variety of activities. Winter uses will primarily be snow removal on sidewalks, trails and outdoor rinks. Summer uses will include Park and ROW construction, ditch and trail mowing, sidewalk sweeping and trail development. All our current and new attachments will be interchangeable with both our ASV and the new Terex skid steer. In addition, the Grand Rapids Public Utilities will be utilizing this machine on a rental basis. This summer they purchased some specialty attachments for their projects utilizing our ASV. This purchase will assist us with the growing demands of snowplowing both the city sidewalks and trails.

**Requested City Council Action**

Approve the Public Works Department's 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.

	List Price	State Bid Price	Terex Local Factory Price
<b>Terex PT70: (As Specified)</b>	\$67,132.00	\$50,349.25	\$48,335.04
TX	\$4,615.33	\$3,461.51	\$3,323.04
<b>Total</b>	<b>\$71,747.33</b>	<b>\$53,810.76</b>	<b>\$51,658.08</b>
<b>Attachments:</b>			
<b>Rotor Brush Cutter</b>	\$16,300.00	\$12,225.00	\$11,736.00
<b>Snow Bucket</b>	\$1,430.00	N/A	\$1,029.60
<b>V-Snow Plow</b>	\$3,280.00	N/A	\$3,280.00
<b>Jack Hammer</b>	\$12,000.00	N/A	\$12,000.00
<b>84 Rotor Broom</b>	\$6,750.00	\$5,062.50	\$4,860.00
TX	\$2,733.50	N/A	\$2,262.26
<b>Total</b>	<b>\$42,493.50</b>	<b>N/A</b>	<b>\$35,167.86</b>

Approved 2011 CIP Budget for Track Skid Steer and Attachments: \$96,060.00



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

# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1797      **Version:** 1      **Name:** Verified Claims  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 9/21/2011      **In control:** Finance  
**On agenda:** 9/26/2011      **Final action:** 9/26/2011  
**Title:** Consider approval of verified claims.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Council Bill List](#)

Date	Ver.	Action By	Action	Result
9/26/2011	1	City Council		

**Title**

Consider approval of verified claims.

*Body*

**Background Information:**

Council bill list is attached for review.

**Requested City Council Action**

Consider a approving the verified claims for the period September 3, 2011 to September 19, 2011 in the total amount of \$575,051.16.

COUNCIL BILL LIST - SEPTEMBER 26, 2011

DATE: 09/21/2011  
 TIME: 11:10:18  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/26/2011

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0118663	ARROWHEAD TRANSIT	390.00
1309098	MINNESOTA DEPT OF ADMN	55.33
TOTAL CITY WIDE		445.33
ADMINISTRATION		
0612085	FLAHERTY & HOOD	778.38
0718060	GRAND RAPIDS NEWSPAPERS INC	97.75
0920055	ITASCA COUNTY RECORDER	46.00
1916650	SPRINGSTED	4,078.61
TOTAL ADMINISTRATION		5,000.74
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	25.40
0221650	BURGGRAF'S ACE HARDWARE INC	32.05
0301685	CARQUEST AUTO PARTS	12.02
0315455	COLE HARDWARE INC	56.10
0522103	EVANS ELECTRIC INC	141.50
0920060	ITASCA COUNTY TREASURER	131.58
1909510	SIM SUPPLY INC	67.71
TOTAL BUILDING MAINTENANCE-CITY HALL		466.36
COMMUNITY DEVELOPMENT		
1309495	MINUTEMAN PRESS	898.37
TOTAL COMMUNITY DEVELOPMENT		898.37
ENGINEERING		
0301200	CADD/ENGINEERING SUPPLY INC	132.80
0920055	ITASCA COUNTY RECORDER	46.00
1920555	STOKES PRINTING COMPANY	4.80
TOTAL ENGINEERING		183.60
FIRE		
0100010	5 STAR PEST CONTROL &	133.59
0103325	ACHESON TIRE COMPANY INC	820.00
0112220	ALERT ALL CORPORATION	729.60
0221650	BURGGRAF'S ACE HARDWARE INC	234.36

COUNCIL BILL LIST - SEPTEMBER 26, 2011

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 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 09/26/2011

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FIRE		
0315455	COLE HARDWARE INC	14.51
0401804	DAVIS OIL	339.63
0920060	ITASCA COUNTY TREASURER	180.92
1415030	NORD AUTO PARTS	21.12
1415484	NORTHERN LIGHTS TRUCK	61.40
TOTAL FIRE		2,535.13
INFORMATION TECHNOLOGY		
1309098	MINNESOTA DEPT OF ADMN	277.48
TOTAL INFORMATION TECHNOLOGY		277.48
PUBLIC WORKS		
0121721	AUTO VALUE - GRAND RAPIDS	-5.94
0301685	CARQUEST AUTO PARTS	15.70
0315455	COLE HARDWARE INC	293.27
0315481	COMMERCIAL ASPHALT REPAIR LLC	14,700.00
0401804	DAVIS OIL	350.23
0501650	EARL F ANDERSEN	935.97
0522103	EVANS ELECTRIC INC	1,660.00
0601690	FASTENAL COMPANY	276.51
0801825	HAWKINSON CONSTRUCTION CO INC	2,837.80
0920060	ITASCA COUNTY TREASURER	2,153.14
1000080	J T SERVICES OF MN INC	6,063.77
1301019	MADE IN USA FLAGS	100.00
1615650	PORTABLE JOHN	1,474.90
1618555	PROFESSIONAL TURF & RENOVATION	2,671.88
1801615	RAPIDS WELDING SUPPLY INC	26.42
1801897	RAY JOHNSON STUMP GRINDING	315.00
1908248	SHERWIN-WILLIAMS	215.88
2018755	TRUSCO MFG COMPANY	35.38
2021650	TURF AND TREE INC	3,355.88
2300765	W.W. WALLWORK INC	106.52
2305453	WESCO RECEIVABLE CORP	701.78
2605225	ZEE SERVICE COMPANY	43.29
TOTAL PUBLIC WORKS		38,327.38
FLEET MAINTENANCE		
0103325	ACHESON TIRE COMPANY INC	40.00
0121721	AUTO VALUE - GRAND RAPIDS	115.70
0121725	AUTOMOTIVE ELECTRIC SERVICE	113.44

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/26/2011

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	16.44
0315455	COLE HARDWARE INC	15.27
0920060	ITASCA COUNTY TREASURER	119.35
1301015	MACQUEEN EQUIPMENT INC	457.61
1415484	NORTHERN LIGHTS TRUCK	107.43
1801615	RAPIDS WELDING SUPPLY INC	71.40
2300765	W.W. WALLWORK INC	1,152.97
TOTAL FLEET MAINTENANCE		2,209.61
POLICE		
0205725	BETZ EXTINGUISHER COMPANY	25.00
0221650	BURGGRAF'S ACE HARDWARE INC	10.68
0300200	CDW GOVERNMENT INC	2,753.78
0301685	CARQUEST AUTO PARTS	22.12
0920060	ITASCA COUNTY TREASURER	4,182.02
1309098	MINNESOTA DEPT OF ADMN	65.00
1605665	PERSONNEL DYNAMICS, LLC	624.00
1621122	PUBLIC SAFETY WAREHOUSE	108.58
1801570	RAPIDS AUTO WASH	72.00
1801609	RAPIDS TOWING	720.00
1905640	LEIGH SERFLING	1,000.00
TOTAL POLICE		9,583.18
RECREATION		
0718060	GRAND RAPIDS NEWSPAPERS INC	32.50
1301890	MAXIMUM SOLUTIONS INC	734.97
TOTAL RECREATION		767.47
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	27.70
0221650	BURGGRAF'S ACE HARDWARE INC	54.45
0501656	THE EARTHGRAINS COMPANY INC	24.00
0605670	FERRELLGAS	68.40
0718010	CITY OF GRAND RAPIDS	135.00
0718060	GRAND RAPIDS NEWSPAPERS INC	32.50
1301168	MARKETPLACE FOODS	23.76
1301890	MAXIMUM SOLUTIONS INC	734.97
1605611	PEPSI-COLA	563.88
1901535	SANDSTROM COMPANY INC	295.52

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/26/2011

VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER		
GENERAL ADMINISTRATION		
1905150	SECURITY ACCESS CONTROL	57.71
1909510	SIM SUPPLY INC	210.33
2116600	UPPER LAKE FOODS INC	631.92
2201174	TIMBERLAKE LODGE	715.62
TOTAL GENERAL ADMINISTRATION		3,575.76
RECREATION PROGRAMS		
0312109	CLAFTON SALES - CLAFTON SKATE	128.25
1605665	PERSONNEL DYNAMICS, LLC	1,435.20
T000762	ANITA MENDONSA	50.00
T000769	GARY EHALT	85.00
T000773	KAROLYN TEETERS	75.00
T000775	JOSEPH BROKING	75.00
T000777	JERRICA MUTCHLER	50.00
TOTAL		1,898.45
STATE HAZ-MAT RESPONSE TEAM		
0312110	CLAREY'S SAFETY EQUIPMENT INC	312.19
TOTAL		312.19
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE INC	113.54
0920060	ITASCA COUNTY TREASURER	239.65
TOTAL		353.19
DOMESTIC ANIMAL CONTROL FAC		
0113233	AMERIPRIDE LINEN & APPAREL	6.16
0705531	GENERAL PET SUPPLY	119.00
0920060	ITASCA COUNTY TREASURER	40.69
1415048	NORTH COUNTRY VET CLINIC	180.50
1909510	SIM SUPPLY INC	104.31
TOTAL		450.66



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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/26/2011

VENDOR #	NAME	AMOUNT DUE
-----		
GO ST AID STREET BOND-2005B		
2100265	U.S. BANK	8,497.50
	TOTAL	8,497.50
GO STATE-AID ST BONDS 2007B		
2305447	WELLS FARGO BANK NA	16,675.00
	TOTAL	16,675.00
GENERAL CAPITAL IMPRV PROJECTS		
0503422	ECK DESIGN	5,343.75
	TOTAL	5,343.75
NEIGHBORHOOD & ECON DEV		
0421455	DULUTH NEWS TRIBUNE	1,114.56
	TOTAL NEIGHBORHOOD & ECON DEV	1,114.56
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
1415640	NORTRAX EQUIPMENT COMPANY	162,104.26
	TOTAL CAPITAL OUTLAY-PUBLIC WORKS	162,104.26
CAPITAL OUTLAY-POLICE		
0312750	CLUSIAU SALES	787.82
	TOTAL CAPITAL OUTLAY-POLICE	787.82
2010 INFRASTRUCTURE BONDS		
RROAD CROSSING PJT		
0920055	ITASCA COUNTY RECORDER	46.00
	TOTAL RROAD CROSSING PJT	46.00
2011 INFRASTRUCTURE BONDS		

COUNCIL BILL LIST - SEPTEMBER 26, 2011

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/26/2011

VENDOR #	NAME	AMOUNT DUE
-----		
2011	INFRASTRUCTURE BONDS	
	2014-1 NE 1ST AVENUE	
0920055	ITASCA COUNTY RECORDER	46.00
	TOTAL 2014-1 NE 1ST AVENUE	46.00
2010-3	19TH AVE NW	
0221652	BNSF RAILWAY COMPANY	13,146.61
	TOTAL 2010-3 19TH AVE NW	13,146.61
2011-4	HORSESHOE/ISLEVIEW	
0920055	ITASCA COUNTY RECORDER	10.00
T000767	ROBERT BESSENBACHER	1,233.00
T000768	KATHLEEN PETERMEIER	3,704.00
T000770	TERESA KING	4,834.00
T000771	LAWRANCE NELSON	2,047.00
T000772	GARY PEARSON	4,179.00
T000774	DAVID JOHNSON	3,509.00
T000776	SETH AMUNDSON	1,378.00
	TOTAL 2011-4 HORSESHOE/ISLEVIEW	20,894.00
	TOTAL UN-PAID TO BE APPROVED	295,940.40
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114210	D. ANDERSON - CHANGE FUND	2,160.00
0301650	JEFF CARLSON	90.00
0305530	CENTURYLINK INC	268.08
0308352	CHILDRENS MENTAL HEALTH SER	41.32
0405305	LYNN DEGRIO	101.66
0519645	ESSENTIA HEALTH VIRGINIA	58.60
0612095	STEVEN FLAHERTY	30.42
0612224	FLEET SERVICES	3,002.27
0709455	SHAWN GILLEN	221.57
0715561	MATTHEW GOOKINS	200.00
0717996	GRAND ITASCA CLINIC	35.41
0718015	GRAND RAPIDS CITY PAYROLL	188,987.07
0805358	JACKIE HEINRICH	30.00
0900060	ICTV	75.00
0900081	IKON OFFICE SOLUTION	701.08
0920036	ITASCA COUNTY ATTORNEY OFFICE	233.00
1201402	LAKE COUNTRY POWER	20.31
1209155	WALLACE JOHN LICKE	520.00
1301016	MADDEN'S DUTCH ROOM &	120.00
1309096	DONALD MINGO	338.49

COUNCIL BILL LIST - SEPTEMBER 26, 2011

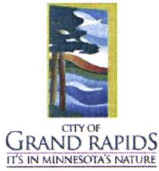
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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/26/2011

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR	APPROVAL	
PRIOR APPROVAL		
1309180	MN STATE FIRE CHIEFS ASSOC	700.00
1309199	MINNESOTA ENERGY RESOURCES	241.08
1309335	MINNESOTA SALES & USE TAX	6,278.48
1309353	MNILEL C/O TEAMSTERS LOCAL 320	100.00
1315295	CHAD MOEN	30.00
1518550	MATTHEW O'ROURKE	30.00
1520720	KEVIN OTT	30.00
1609557	PIONEER MUTUAL LIFE INS CO	254.82
1609561	PIONEER TELEPHONE	7.22
1621130	P.U.C.	20,419.64
2000100	TASC	30.15
2000490	TDS Metrocom	1,790.36
2209665	VISA	615.39
2209705	VISIT GRAND RAPIDS	51,019.70
2301665	JEFF WARTCHOW	329.64
	TOTAL PRIOR APPROVAL	279,110.76
	TOTAL ALL DEPARTMENTS	575,051.16



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1780      **Version:** 1      **Name:** CP 2003-6 Public Hearing  
**Type:** Public Hearing      **Status:** Public Hearing  
**File created:** 9/16/2011      **In control:** Engineering  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** A public hearing related to CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [9-26-11 Attachment CP 2003-6 Final Presentation.pdf](#)

Date	Ver.	Action By	Action	Result
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*Title*

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

*Body*

**Background Information:**

CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures is complete and ready for special assessments to be levied. In order to consider levying special assessments, a public hearing must be conducted.

The presentation for the public hearing is attached.

**Staff Recommendation:**

City staff is recommending the public hearing for CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures be conducted.

**Requested City Council Action**

Consider holding the public hearing for CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures.



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

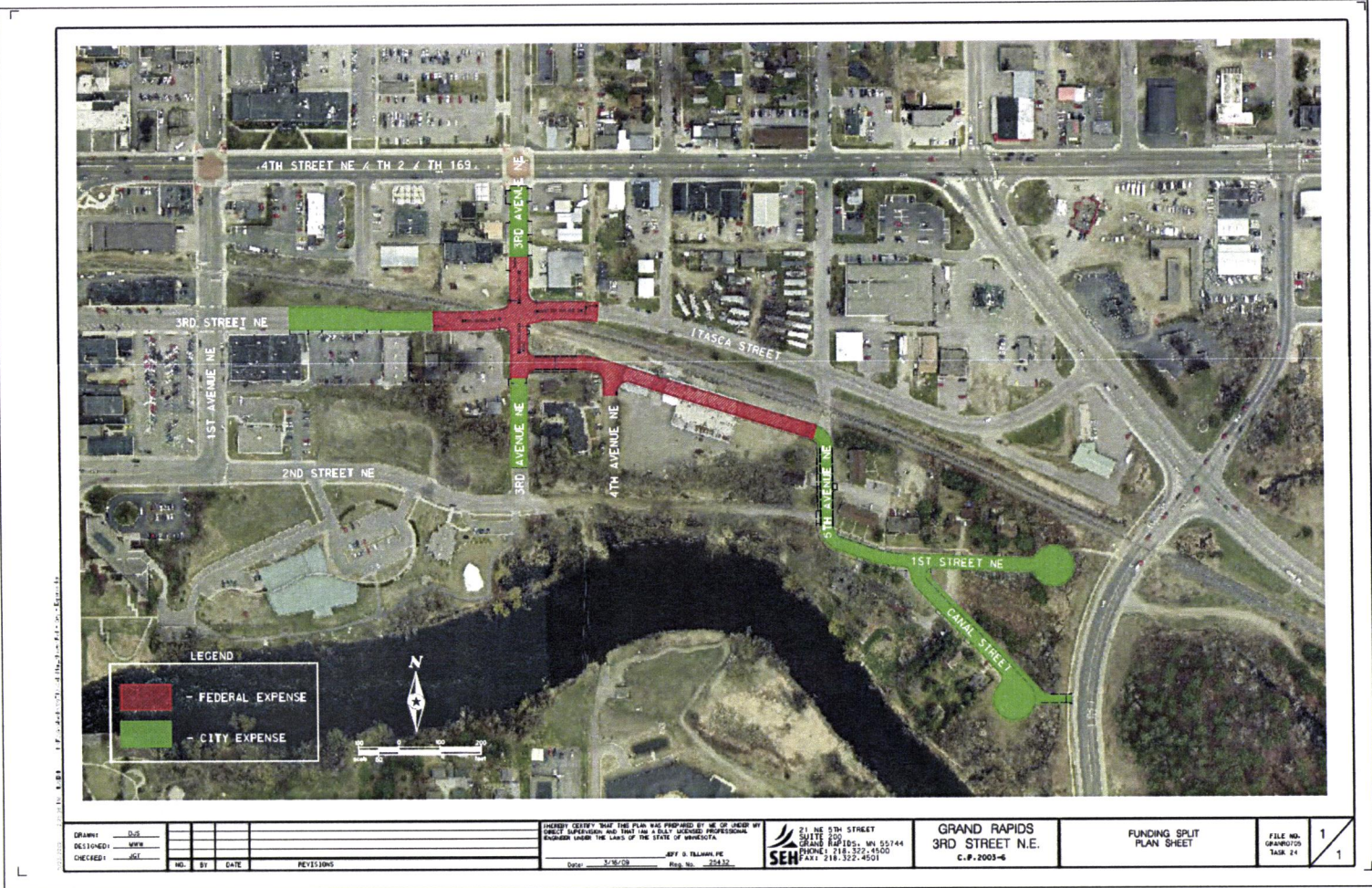
## City Project 2003-6

3rd Avenue NE Railroad Crossing  
Improvements/Closures

And

TH 169 Multi-Use Trail – Phase 2

# Project Location



DRAWN	DATE			
DESIGNED	DATE			
CHECKED	DATE			
NO.	BY	DATE	REVISIONS	

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOFF D. TELLMAN, P.E.  
 Date: 3/16/08 File No. 22432

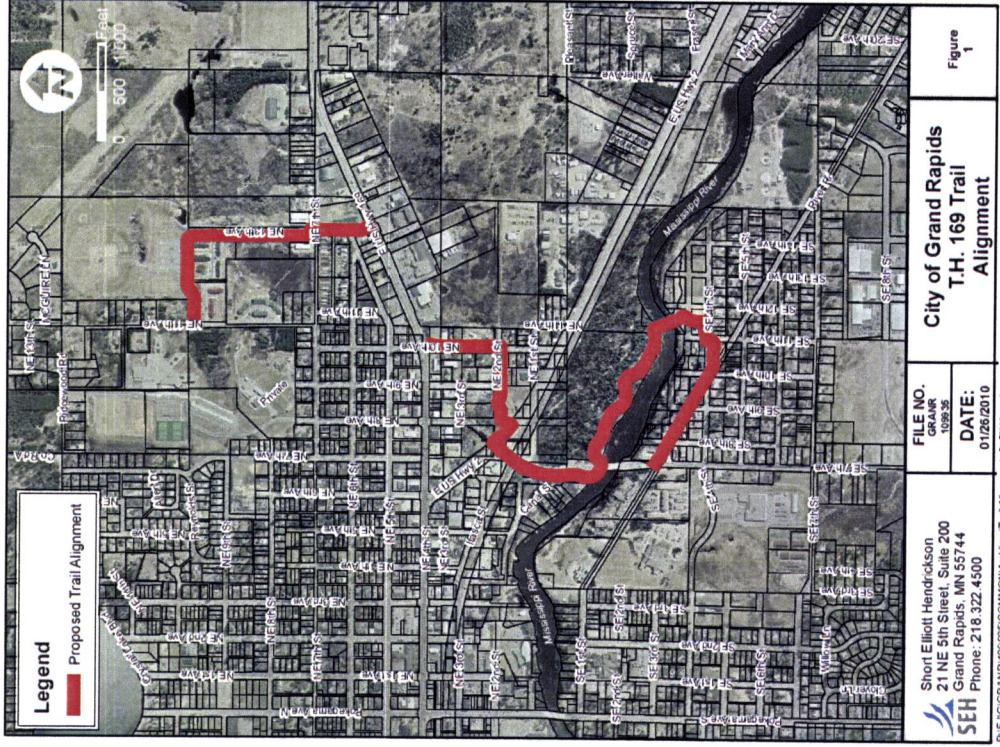
**SEH** 21 NE 5TH STREET  
 SUITE 200  
 GRAND RAPIDS, MN 55744  
 PHONE: 718-322-4500  
 FAX: 218-322-4501

**GRAND RAPIDS**  
**3RD STREET N.E.**  
 C.#-2003-6

FUNDING SPLIT  
 PLAN SHEET

FILE NO. GRAND/020  
 TASK 24

# Project Location



# The Project Consisted of:

- Rail Crossing Improvements at 3<sup>rd</sup> Avenue NE/Itasca Street
- Rail Crossing Closure at 5<sup>th</sup> Avenue NE
- Water Main replacement on 3<sup>rd</sup> Ave., 3<sup>rd</sup> St., and Canal Street
- Sanitary Main replacement on 3<sup>rd</sup> Ave.
- Storm Sewer Catch Basin/Lead Replacement, Detention Pond, and Rain Gardens
- Street Reconstruction
- Trail Construction (TH 169 Multi-Use Trail)

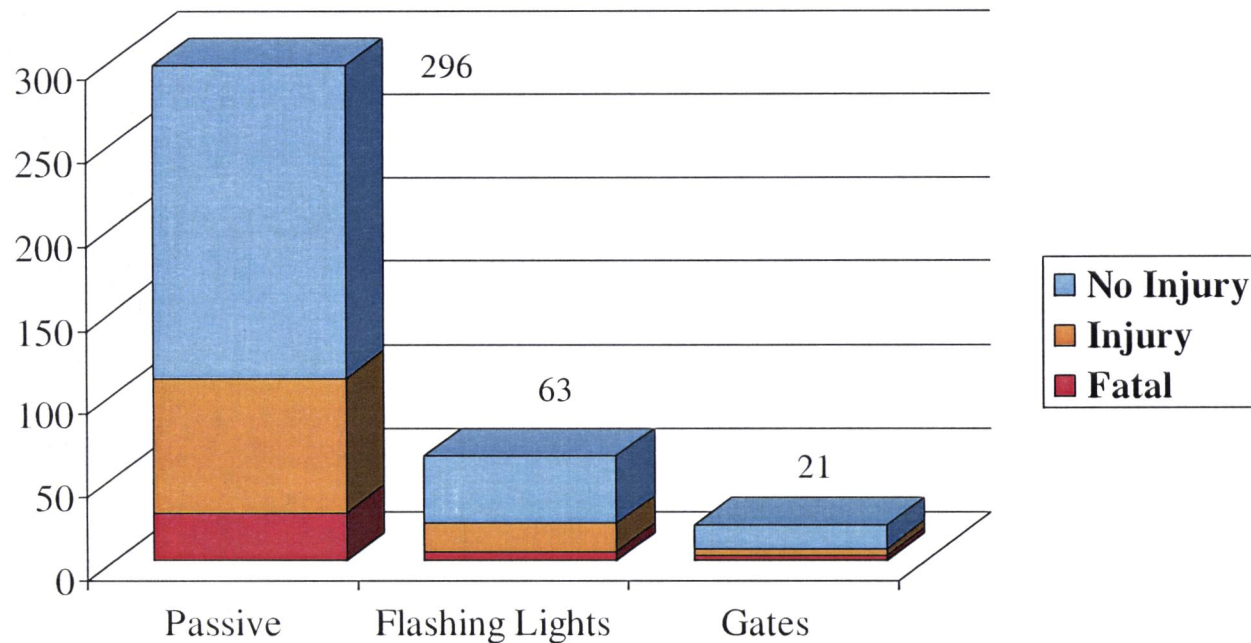


# At-Grade Rail Crossings

- Improve Safety
- Speed Trains from 12 mph to 24 mph
- Add cross-arms, signals, medians
- Close crossings
- Quiet Zone Implementation
  - Once improvement complete, City can request from 12<sup>th</sup> Avenue W to 7<sup>th</sup> Avenue E

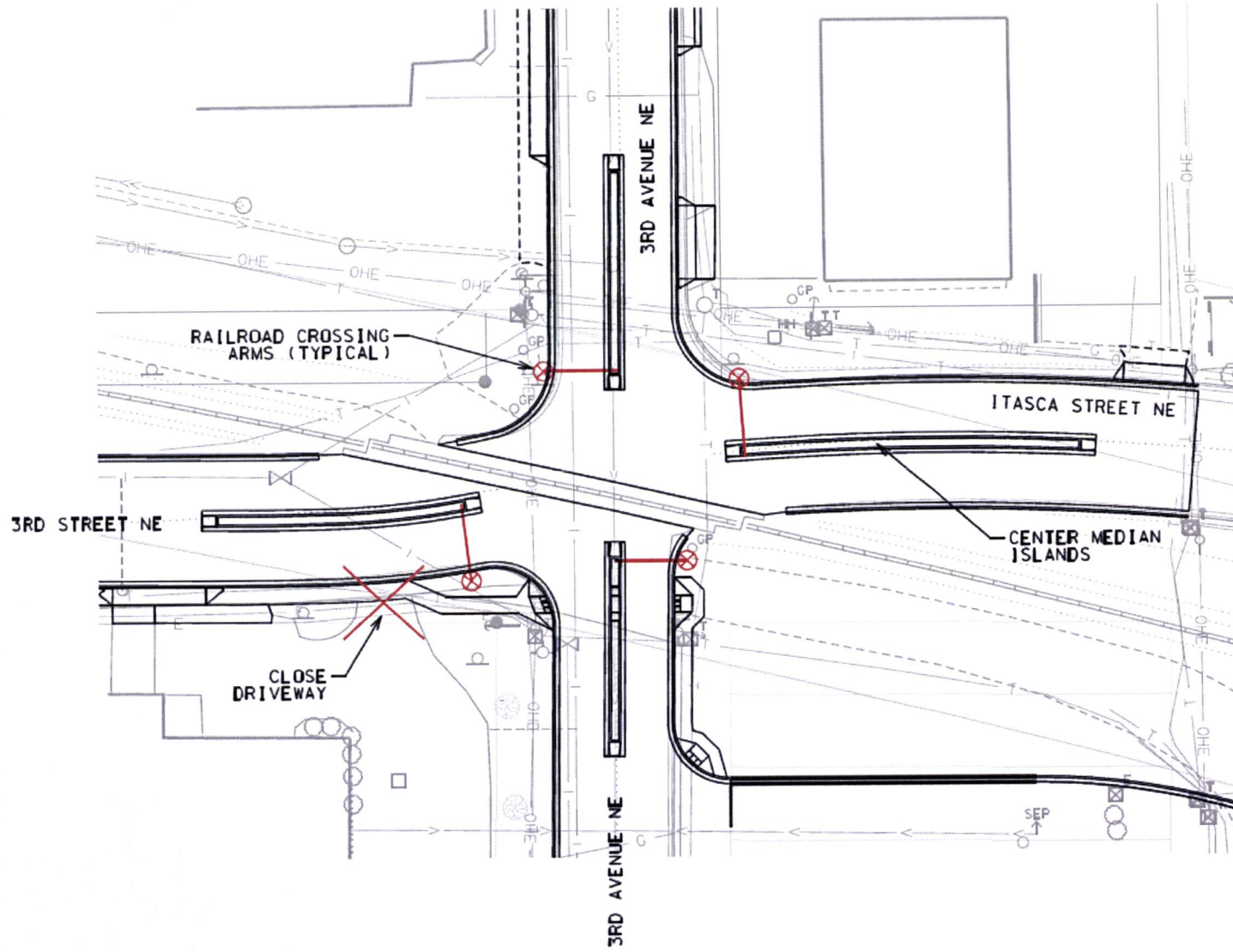
## Grade crossing warning device upgrades work. Gates cut the accident & fatality rates by 93%.

Grade Crossing Collisions per Billion Collision Opportunities



Source: AAR Analysis of FRA Grade Crossing Incident & Inventory Databases, using 1999-2003 incident data and the December 2003 inventory data.

Note: A collision opportunity is measured here as the average number of trains per hour multiplied by the average number of vehicles per hour moving over each crossing. It is useful primarily as a measure of relative, not absolute, exposure, since the time period (hour) is arbitrary.



# After Project

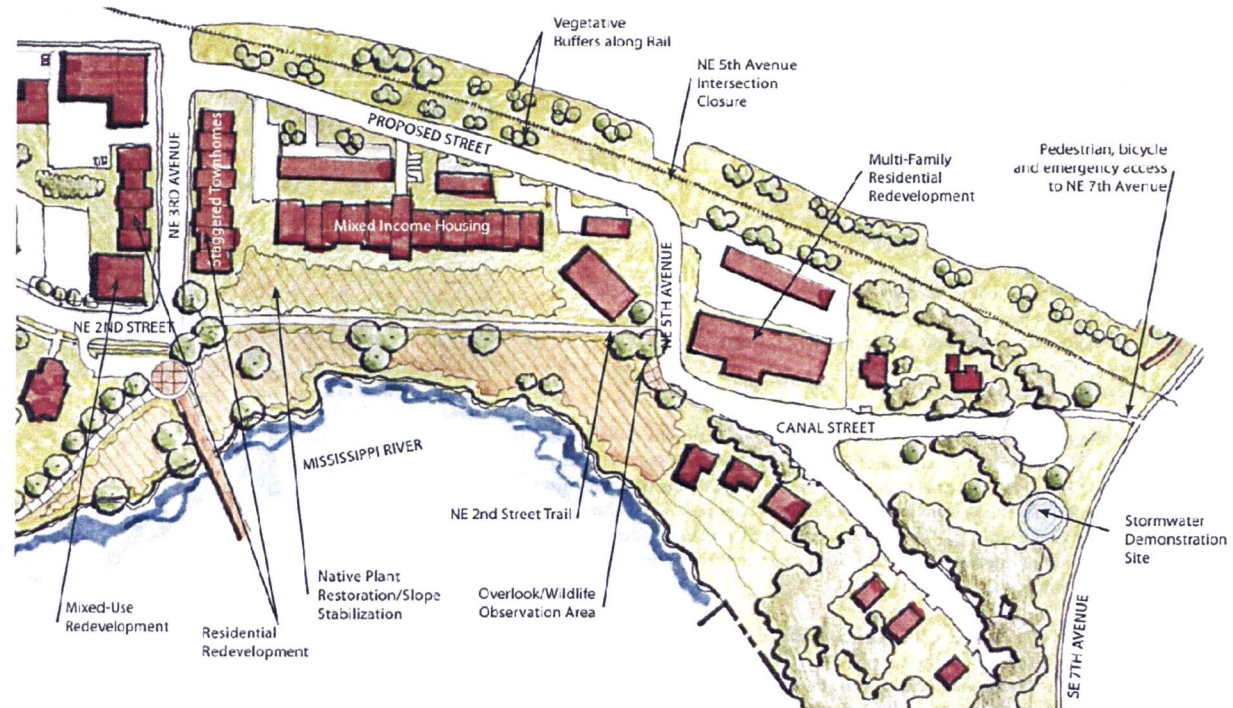


Water Main  
and  
Sanitary Sewer  
were Reconstructed

# Storm Sewer – After Project

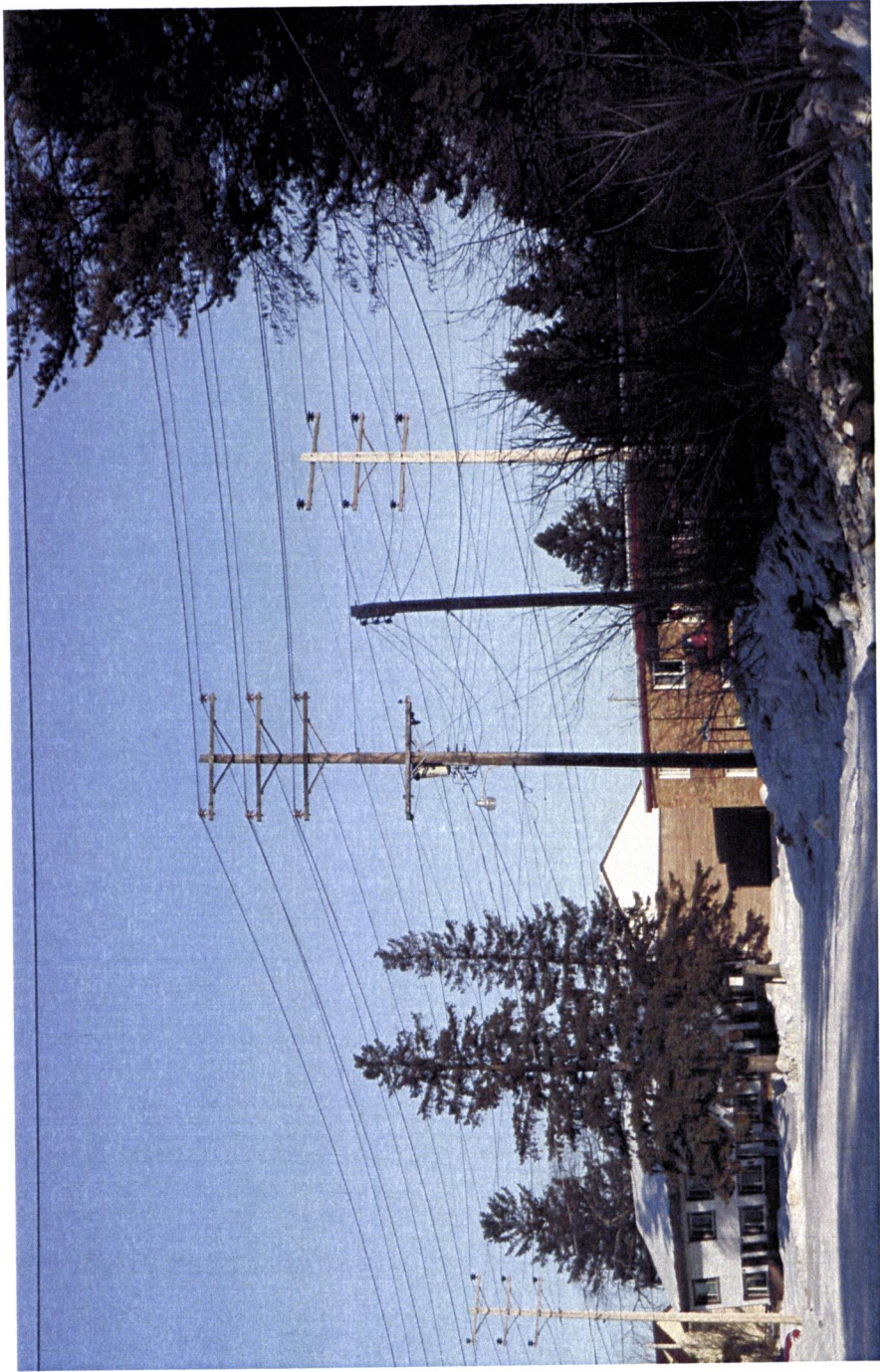


# Follows Riverfront Plan



*Canal Street Neighborhood*

# Before Project

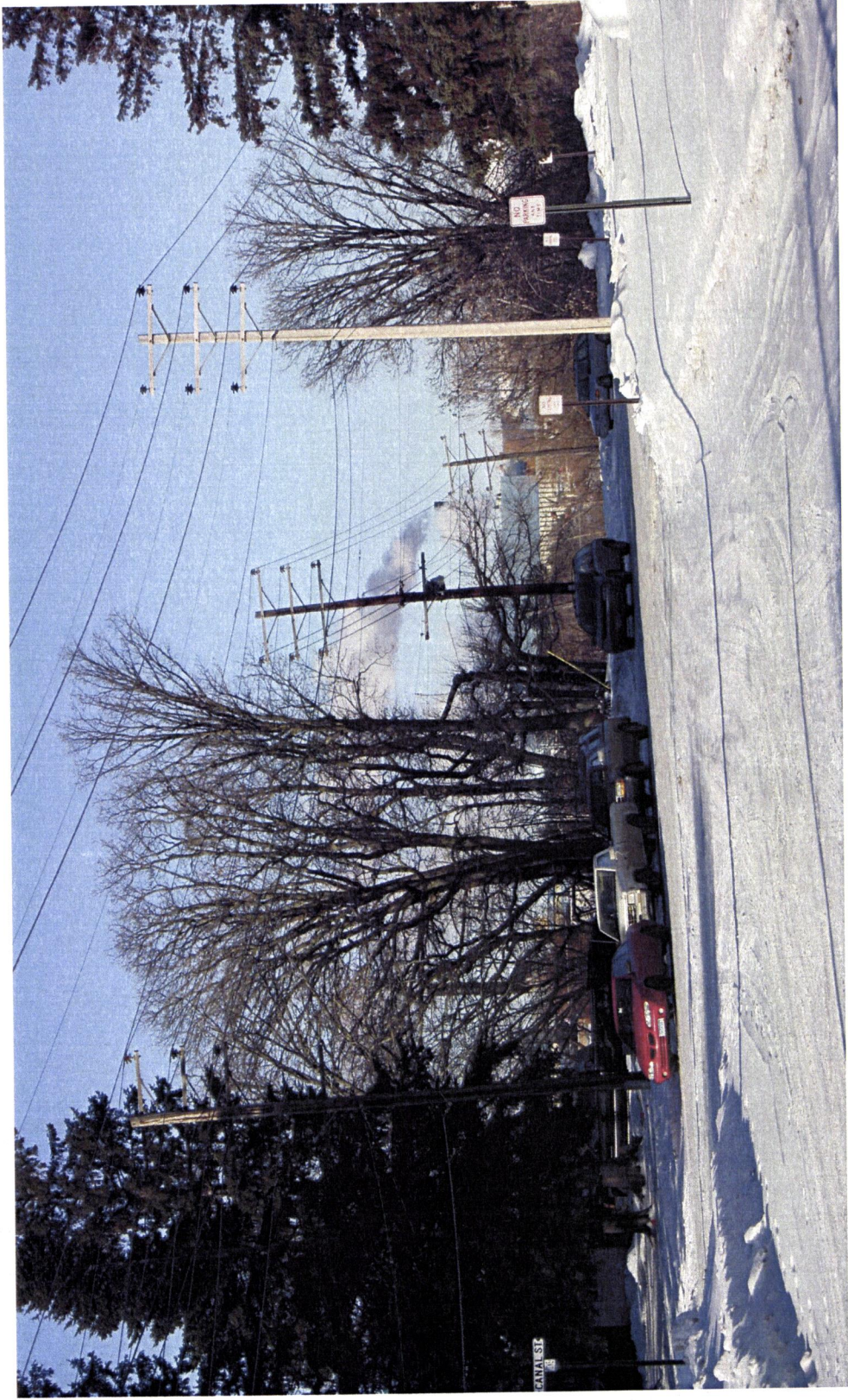






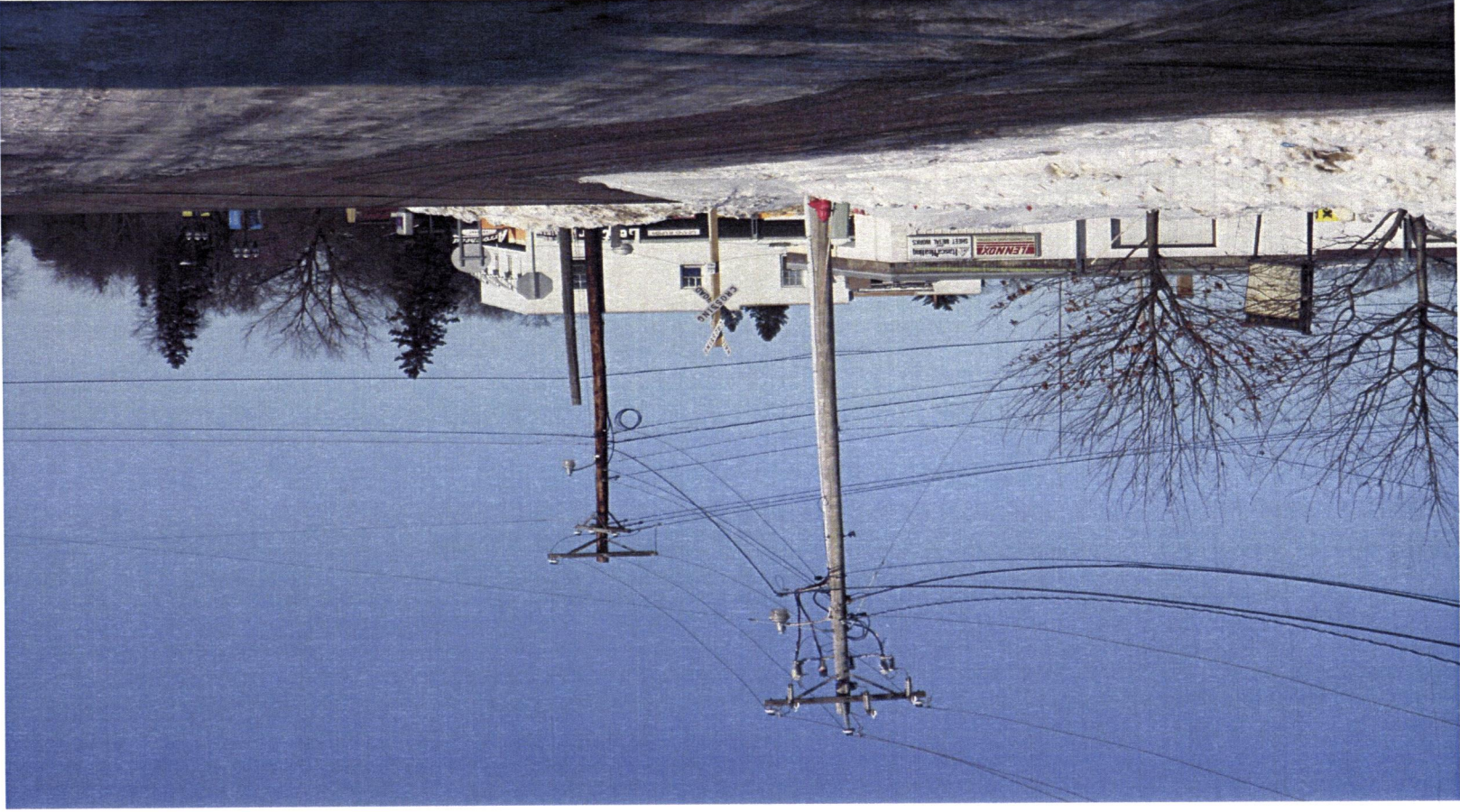
After Project

# Before Project



# After Project





Before Project

# After Project



# Project Funding 101

- The City Bonds to Pay for Projects
- In order to Bond the City must assess a minimum of 20%.
- The City can assess less than 20% when the project is reconstructing a street and not changing the street width, or it is a “safety” improvement.
- When assessing property the value of the property must increase, at a minimum, the amount of the assessment.
- The City must also be consistent in the calculation of assessments from class of property to class of property.
- Residential properties must be assessed the same from project to project.
- Non-residential properties must be assessed the same from project to project.

# Street Assessments 101

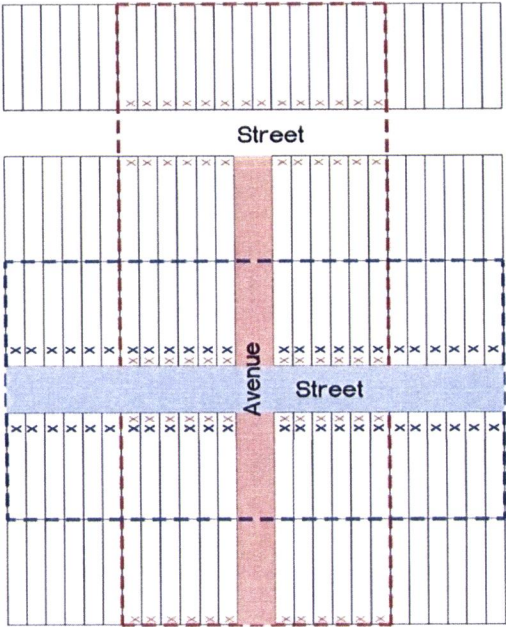
- **Residential** street reconstruction assessments are based on a typical 32' wide street in urban zoned areas and 28' wide in rural areas.
- **30%** of a typical street project cost is assessed to the benefitting properties.

## Street Assessments 101 Cont.

- **Non-residential** streets are assessed based on **40%** of the total project cost of the street regardless of street width and pavement thickness.







# TYPICAL BENEFIT BOUNDARY



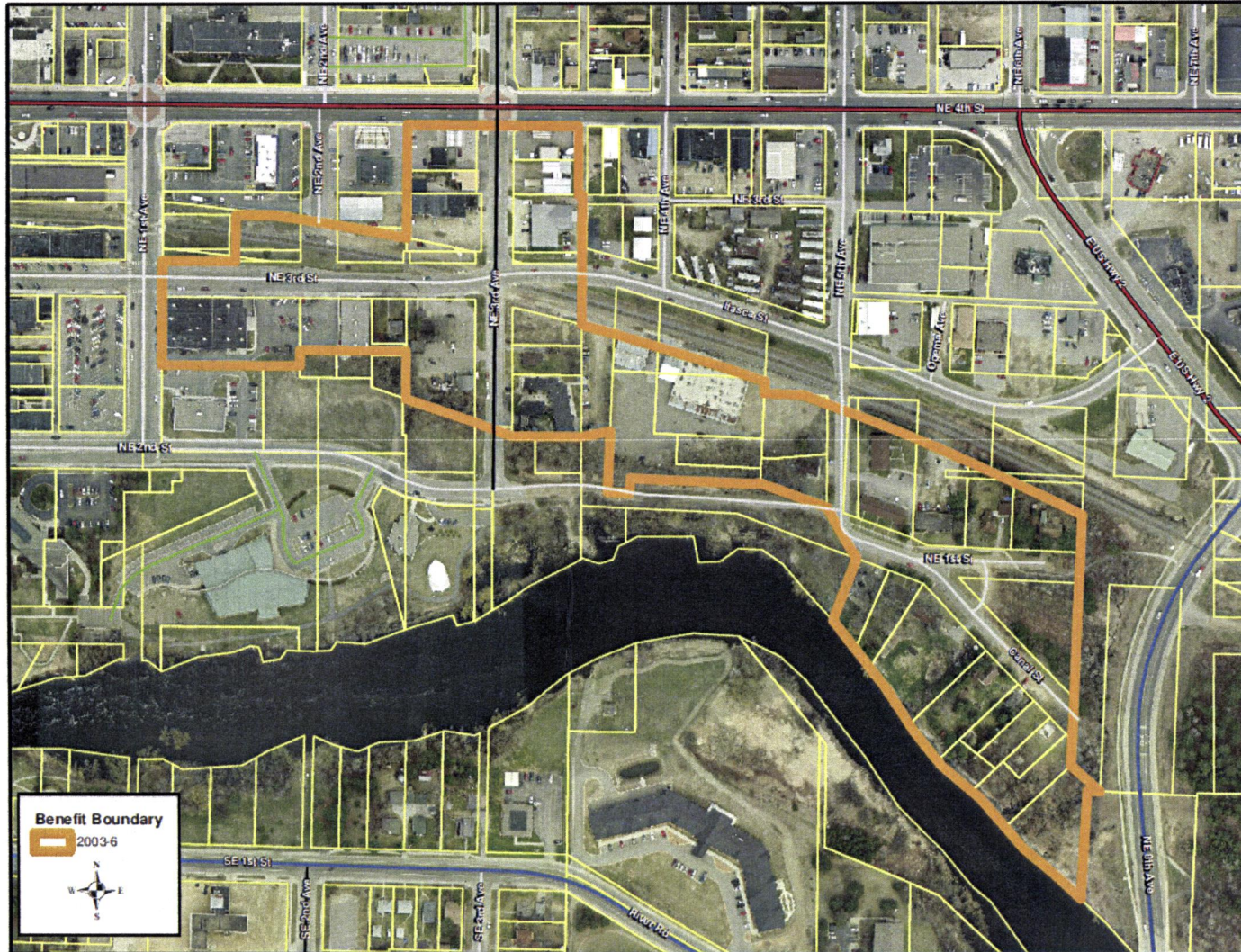
NOTE: THIS FIGURE IS MEANT TO SHOW THE GENERAL WAY IN WHICH IMPROVEMENTS WILL BE ASSESSED, BUT A PROJECT BY PROJECT ANALYSIS SHOULD BE MADE TO DETERMINE THE ACTUAL BENEFITTING AREA.

**LEGEND**

-  BENEFIT BOUNDARYS
-  IMPROVEMENT AREAS
-  ASSESSED FOOTAGE
-  ASSESSED FOOTAGE



# Benefit Area



## How is assessable footage calculated?

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

Assessment Calculation  
See Spreadsheet

# How do Assessments Get Paid?

- When Project is complete you will receive a final assessment notice.
- You have 30 days to pay all or a portion of your assessment with no interest.
- If you elect to not prepay, assessments are then spread over 15 years and will appear on your property tax statement.
- Fall of 2009 council changed policy to not add 2% on top of bond interest.
- Interest last fall was 3.2%

# Project Funding

- See Spreadsheet

# Questions

RECEIVED

SEP 20 2011

CITY OF GRAND RAPIDS  
ADMINISTRATION

Grand Rapids City Council

Re: Objection to proposed assessment.

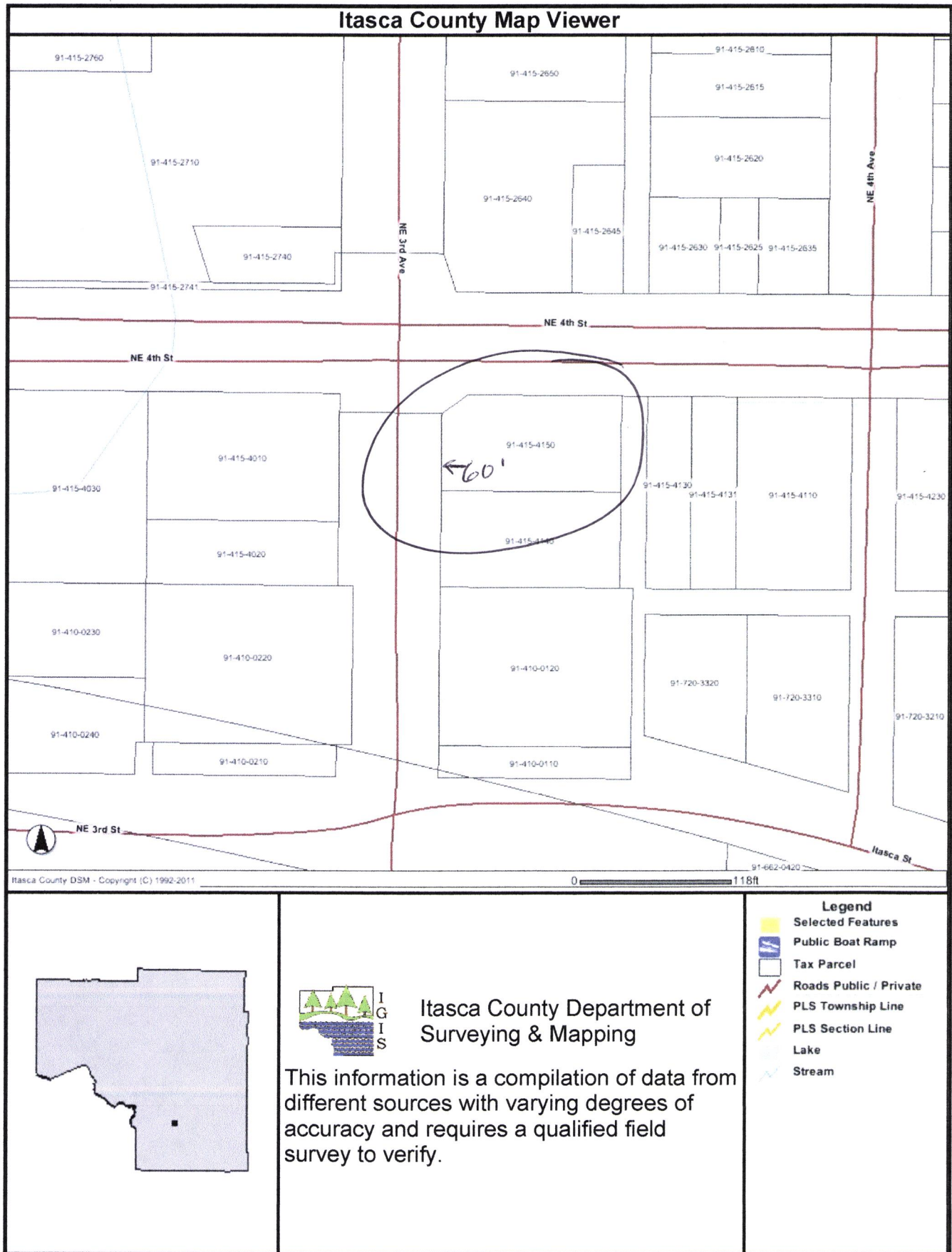
This letter is in regard to City Project 2003-6, 3<sup>rd</sup> Avenue NE Railroad Crossing Improvements/Closures and TH 169 Multi-Use-Trail-Phase2. I feel that the proposed assessment on my property, Lots 10-12 Block 41 Less Hwy Row, is not correct. I should only be assessed for 60' because the State bought 15' of my property at the time of the Highway project. See attached map.

Ken Major



Ken Major Auto Sales  
300 NE 4<sup>th</sup> St.  
Grand Rapids, MN 55744







Dennis Herdegen  
PO Box 345  
Grand Rapids MN 55744-0345  
218-326-9340

September 23, 2011

City of Grand Rapids  
420 N Pokegama Ave  
Grand Rapids MN 55744

City of Grand Rapids,

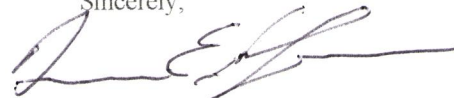
I am objecting to the proposed assessment for the City Project 2003-6, 3<sup>rd</sup> Ave NE Railroad Crossing Improvements/Closures and TH 169 Multi-Use-Trail-Phase 2 for the property located at 313 NE Third Ave, Grand Rapids MN, legally described as "Lots Two (2), Three (3), Four (4), Five (5) and Six (6), Block Two (2), Town of Grand Rapids" for the following reasons:

1. The League of MN Cities Special Assessment Guide states on page 6, item B. The Special Benefit Test  
Under the special benefit test, special assessments are presumptively valid if
  - The land receives a special benefit from the improvement.
  - The assessment does not exceed the special benefit measured by the increase in market value due to improvement.
  - The assessment is uniform as applied to the same class of property, in the assessed area.

I do not believe the improvements have increased the market value of the property. The property had a paved road with curb and gutter, copper water line and sewer. Semi trucks can no longer make right hand turns at the intersection because of the center dividers so they can only access the property from the north. Semi's cannot swing out to enter/exit the property because of the divider in the middle of the street. At times other vehicles have to be shuffled in the parking lot in order to allow semi's to come and go. Even cars and small trucks coming from the south have to do a u-turn in order to enter the parking lot. I feel the market value has gone down because of having less accessibility.

2. I object to the 112 feet that is being used to calculate said assessment. I was originally told the RR was going to be responsible for that portion of the project that included the dividers in the street which is approximately 72 feet from my north property line. The handout that I was given in Feb 2010 shows the federal expense extending to the south wall of the eastern most part of the building which would make the calculation about 45 feet.
3. I also feel the properties bounded by the RR, NE 4<sup>th</sup> St and E US Hwy 2 should also be included in this assessment. When talk of closing this intersection came up many of the property owners in this area did not want to see it closed because it serves as a backdoor for this whole area. Granted there are no utility benefits, but access from the south has to be considered a benefit to the whole area.

Sincerely,



Dennis E. Herdegen

STATEMENT

26-Sep-11

DENNIS E. HERDEGEN  
PO BOX 345  
GRAND RAPIDS MN 55744-0345

Phone 218-326-9340

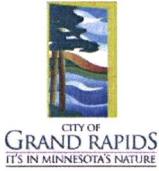
BILLED TO

GRAND RAPIDS LEATHER REPAIR &  
BARBER SHOP  
313 NE 3RD AVE  
GRAND RAPIDS MN 55744

UTILITIES

313 NE 3RD AVE

DATE	DESCRIPTION	CHARGES	CREDITS	BALANCE
	Previous Balance			\$0.00
			\$0.00	\$0.00
1-Jan-10				
31-Dec-11	Fees for using the property at 313 NE 3rd Ave for the construction of City Project 2003-6 1800 SF x \$4.20 =	7,560.00		\$7,560.00
	(\$4.20 per SF was paid to me by the State of MN for a Const Easement in 2007)			
			New Balance	\$0.00
			Due upon receipt	



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1782      **Version:** 1      **Name:** CP 2003-6 Adopt Assessments  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 9/16/2011      **In control:** Engineering  
**On agenda:** 9/26/2011      **Final action:** 9/26/2011  
**Title:** Adoption of final proposed assessments related to CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [9-26-11 Resolution CP 2003-6 adopting assessments.pdf](#)

Date	Ver.	Action By	Action	Result
9/26/2011	1	City Council		

*Title*

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

*Body*

**Background Information:**

Once the public hearing has been closed for CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures, final assessment can be adopted. A resolution adopting the special assessments is attached.

**Staff Recommendation:**

City staff is recommending the approval of the attached resolution adopting the special assessments for CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures.

**Requested City Council Action**

Consider the approval of the attached resolution adopting the special assessments for CP 2003-6, 3rd Avenue NE Railcrossing Improvements/Closures.

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

RESOLUTION NO. 11-\_\_

**A RESOLUTION ADOPTING ASSESSMENTS FOR  
3<sup>RD</sup> AVENUE NE RAIL IMPROVEMENTS/CLOSURES  
CITY PROJECT 2003-6**

WHEREAS, pursuant to proper notice duly given as required by law, that on September 26, 2011, the Council has met and heard and passed upon all objections to the proposed assessments for Grand Rapids City Project 2003-6, 3<sup>rd</sup> Avenue NE Rail Improvements/Closures; and

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

1. Such proposed assessment, a copy of which is on file in the City Clerk's Office, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2012, and shall bear interest at the rate of 2.63 percent per annum from the date of the adoption of this resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2011.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days of the adoption of this resolution; and may, at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the succeeding year.
4. Senior and disabled citizens may apply to have special assessments deferred. Interest shall accrue on any deferral at a rate of 2.63 percent per annum from the date of adoption of this resolution.
5. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the proper tax lists of the County, and such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Council this 26<sup>th</sup> day of September, 2011.

\_\_\_\_\_  
Dale Adams, Mayor

ATTEST:

\_\_\_\_\_  
Kim Johnson-Gibeau, City Clerk

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



## Legislation Details (With Text)

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**File #:** 11-1781      **Version:** 1      **Name:** CP 2009-4 Public Hearing  
**Type:** Public Hearing      **Status:** Public Hearing  
**File created:** 9/16/2011      **In control:** Engineering  
**On agenda:** 9/26/2011      **Final action:**  
**Title:** A public hearing related to CP 2009-4, Forest Hills Avenue Improvements.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [9-26-11 Attachment CP 2009-4 Final Presentation.pdf](#)

Date	Ver.	Action By	Action	Result
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*Title*

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

*Body*

**Background Information:**

CP 2009-4, Forest Hills Avenue Improvements is complete and ready to levy special assessments. In order to levy special assessments a public hearing must be conducted.

The presentation for this hearing is attached.

**Staff Recommendation:**

City staff is recommending that the public hearing be conducted for CP 2009-4, Forest Hills Avenue Improvements.

**Requested City Council Action**

Consider conducting the public hearing for CP 2009-4, Forest Hills Avenue Improvements.



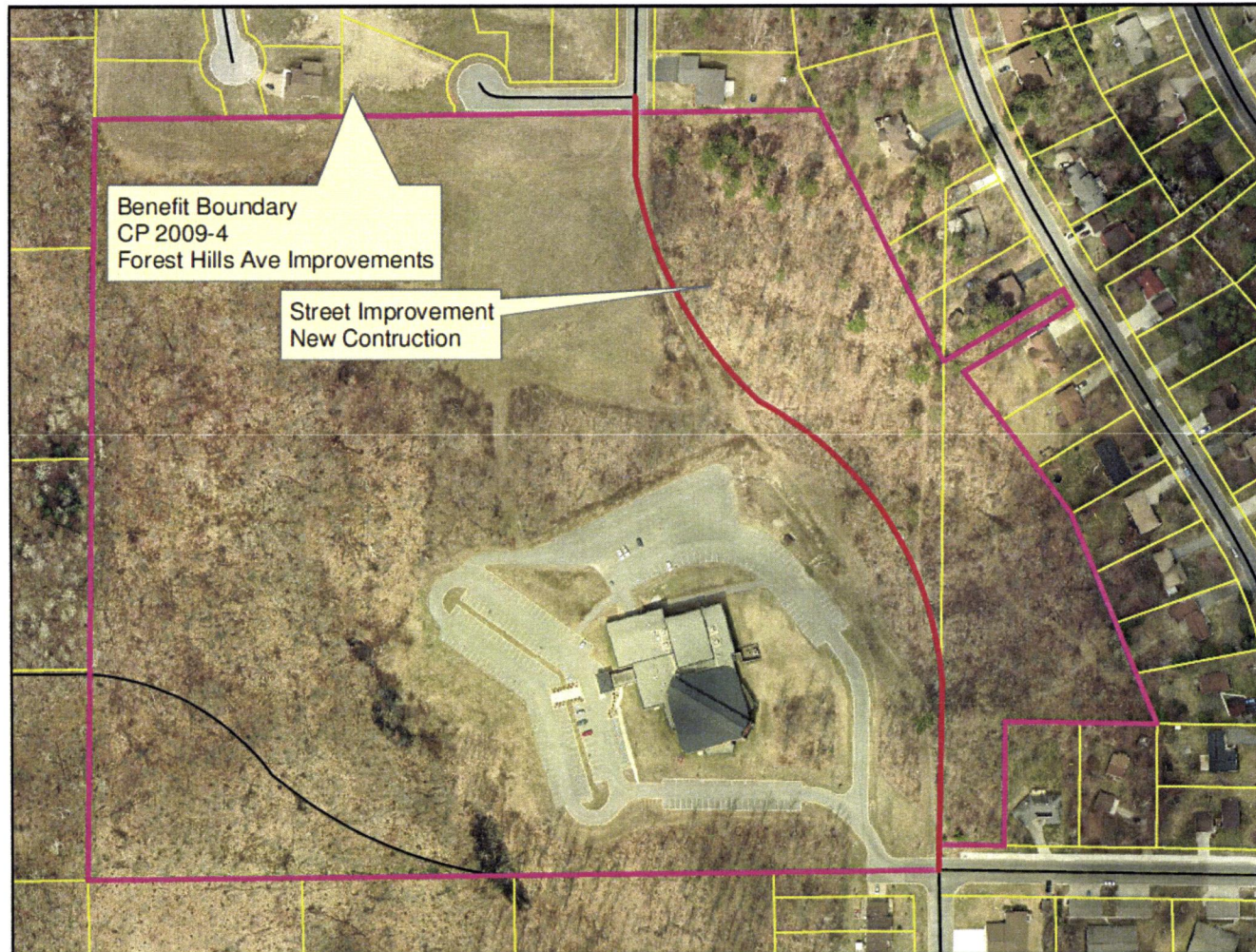
CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

# City Project 2009-4

## Forest Hills Avenue Improvements



# Project Location



# The Project Consists of:

- Water Main Construction (New)
- Sanitary Sewer Construction (New)
- Storm Sewer Collection and Treatment
- Street Light (New)
- Street (New)
- Sidewalk Construction (New)

# Finished Improvement



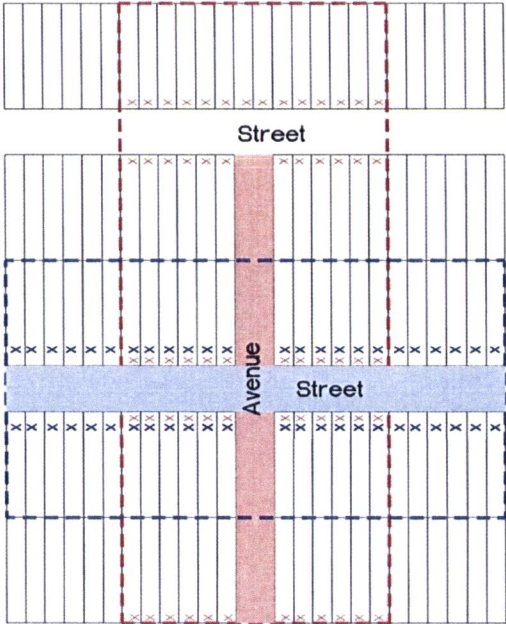
# Finished Improvement



# Finished Improvement







# TYPICAL BENEFIT BOUNDARY



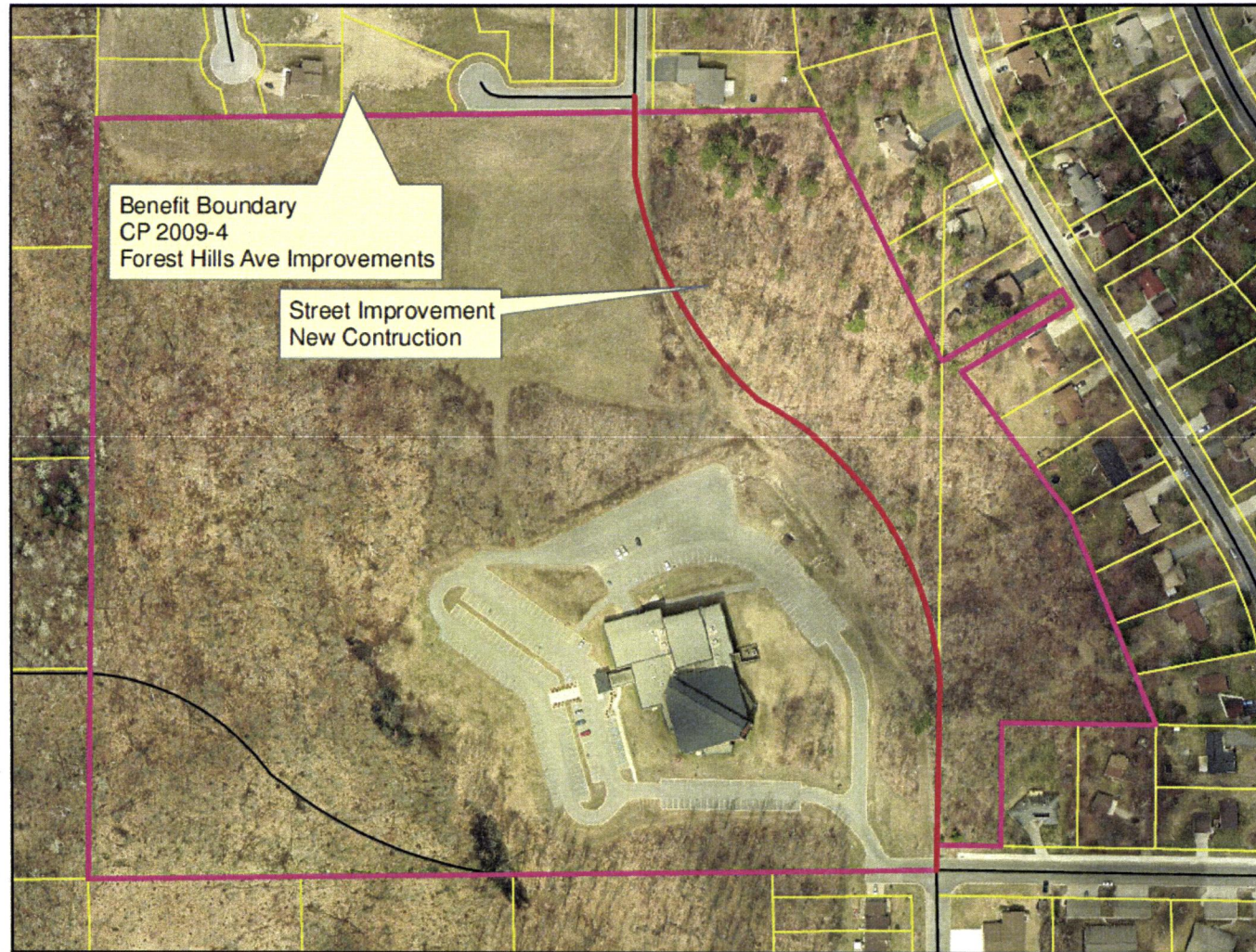
NOTE: THIS FIGURE IS MEANT TO SHOW THE GENERAL WAY IN WHICH IMPROVEMENTS WILL BE ASSESSED, BUT A PROJECT BY PROJECT ANALYSIS SHOULD BE MADE TO DETERMINE THE ACTUAL BENEFITTING AREA.

**LEGEND**

-  BENEFIT BOUNDARIES
-  IMPROVEMENT AREAS
-  IMPROVEMENT AREAS
-  ASSESSED FOOTAGE



# Benefit Area



## How is assessable footage calculated?

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



Assessment Calculation  
See Spreadsheet

# How do Assessments Get Paid?

- When Project is complete you will receive a final assessment notice.
- You have 30 days to pay all or a portion of your assessment with no interest.
- If you elect to not prepay, assessments are then spread over 15 years and will appear on your property tax statement.
- Interest is 4.0%

# Project Funding

- See Spreadsheet

# Questions



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1783      **Version:** 1      **Name:** CP 2009-4 Adopt Assessments  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 9/16/2011      **In control:** Engineering  
**On agenda:** 9/26/2011      **Final action:** 9/26/2011  
**Title:** Adopt final assessments related to CP 2009-4, Forest Hills Avenue Improvements.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [9-26-11 Resolution CP 2009-4 adopting assessments.pdf](#)

Date	Ver.	Action By	Action	Result
9/26/2011	1	City Council		

*Title*

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

*Body*

**Background Information:**

Once the public hearing has been closed for CP 2009-4, Forest Hills Avenue Improvements, final assessments can be adopted. A resolution is attached for council consideration.

**Staff Recommendation:**

City staff is recommending the approval of the attached resolution adopting final assessments related to CP 2009-4, Forest Hills Avenue Improvements.

**Requested City Council Action**

Consider the approval of a resolution adopting final assessments related to CP 2009-4, Forest Hills Avenue Improvements.

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

RESOLUTION NO. 11-\_\_

**A RESOLUTION ADOPTING ASSESSMENTS FOR  
FOREST HILLS AVENUE IMPROVEMENTS  
CITY PROJECT 2009-4**

WHEREAS, pursuant to proper notice duly given as required by law, that on September 26, 2011, the Council has met and heard and passed upon all objections to the proposed assessments for Grand Rapids City Project 2009-4, Forest Hills Avenue Improvements; and

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

1. Such proposed assessment, a copy of which is on file in the City Clerk's Office, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2012, and shall bear interest at the rate of 4.00 percent per annum from the date of the adoption of this resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2011.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days of the adoption of this resolution; and may, at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the succeeding year.
4. Senior and disabled citizens may apply to have special assessments deferred. Interest shall accrue on any deferral at a rate of 4.00 percent per annum from the date of adoption of this resolution.
5. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the proper tax lists of the County, and such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Council this 26<sup>th</sup> day of September, 2011.

\_\_\_\_\_  
Dale Adams, Mayor

ATTEST:

\_\_\_\_\_  
Kim Johnson-Gibeau, City Clerk

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