



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Meeting Agenda Full Detail City Council Work Session

Monday, September 12, 2011

Conference Room 2A

Immediately following the closed session.

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council will be held on Monday, September 12, 2011 immediately following the closed session in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

Discussion Items

1. **11-1772** Continue 2012 Proposed Budget Discussion
Attachments: [Department Budgets & Special Requests.pdf](#)
2. **11-1768** Review 5:00 p.m. Regular Meeting and other business as noted.

ADJOURN

Attest:

Shawn Gillen, City Administrator



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1772 **Version:** 1 **Name:** 2012 Budget Discussion-September 12, 2011
Type: Agenda Item **Status:** CC Worksession
File created: 9/8/2011 **In control:** City Council Work Session
On agenda: 9/12/2011 **Final action:**
Title: Continue 2012 Proposed Budget Discussion
Sponsors:
Indexes:
Code sections:
Attachments: [Department Budgets & Special Requests.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Continue 2012 Proposed Budget Discussion

Body

Background Information:

Attached are the following 2012 proposed budgets for discussion at the worksession:

- *Building Maintenance, Fleet Maintenance, Cemetery, and Storm Water Utility

- *Special Requests

 - ~Itasca County Historical Society - \$17,000

 - ~Mt. Itasca - \$15,000

A Special Council meeting is scheduled for Tuesday, September 13, 2011, to adopt the proposed levy for 2012. We hope to have tax capacity and fiscal disparity numbers from Itasca County by then.

Requested City Council Action

Continue 2012 Proposed Budget Discussion.

CITY OF GRAND RAPIDS
BUILDING MAINTENANCE DEPARTMENT
ACTUAL 2008 - 2010 EXPENDITURES, 2011 BUDGET, YEAR TO DATE, PROPOSED 2012 AND 2013 BUDGET

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	ACTUAL YTD 7/31/2011	Proposed 2012 Budget	Proposed 2013 Budget
EXPENDITURES:							
PERSONNEL							
Salary-Fulltime	-	93,097	91,560	94,362	55,227	95,806	98,921
Salary-Overtime	-	355	311	1,000	61	1,000	1,000
PERA	-	6,533	6,375	6,914	4,008	6,946	7,172
FICA	-	5,741	5,405	5,911	3,304	5,940	6,133
Medicare	-	1,343	1,264	1,383	773	1,389	1,434
Health Insurance	-	19,890	18,896	21,678	11,381	21,447	24,783
Life Insurance	-	208	52	50	29	49	49
Dental Insurance	-	212	271	283	167	283	283
Healthcare Savings	-	528	1,128	-	1,280	-	-
Workers Compensation	-	4,371	6,128	5,900	7,872	5,900	5,900
TOTAL PERSONNEL	-	132,277	131,389	137,481	84,101	138,760	145,675
SUPPLIES & MATERIALS							
Inventorial Supplies	1,361	390	153	750	728	500	600
Assets between \$700-\$4,999	-	-	-	-	-	-	-
Operating Supplies	6	75	26	500	72	1,330	1,400
Motor Fuels	-	858	1,701	1,000	747	1,800	2,000
Maintenance Supplies	5,302	4,406	4,239	3,500	2,185	4,500	4,500
Uniforms/Clothing/Safety	-	150	150	100	150	200	200
Small Tools	198	226	553	500	552	500	500
TOTAL SUPPLIES & MATERIALS	6,868	6,104	6,822	6,350	4,434	8,830	9,200
OTHER CHARGES & SERVICES							
Professional Services	188	-	1,035	750	-	750	700
Legal	-	210	-	300	-	300	300
Exterminator Service	176	176	235	300	118	300	250
Janitorial Service	7,847	460	1,801	2,000	860	2,500	2,200
Facility Maintenance Charges	74,848	5,566	7,359	-	2,675	-	-
Telephone	-	2,682	3,043	2,800	1,452	3,300	3,300
Postage/Freight	2	-	1	20	-	20	20
Seminar/Meetings/Schools	-	31	58	100	18	250	150
Auto Mileage	-	1,456	1,501	1,500	809	1,900	1,900
Auto License	-	-	15	-	-	20	20
Publishing & Advertising	-	63	-	100	-	-	-
General Insurance	6,556	5,599	5,242	7,000	6,288	6,500	7,000
(1) Electricity	16,621	16,901	21,909	19,000	10,993	21,500	21,000
Garbage Removal	938	980	1,456	1,000	915	1,600	1,600
(2) Heat	13,134	9,792	8,587	14,000	8,516	13,300	13,500
(3) Maintenance Contracts	11,501	5,949	6,074	10,000	3,604	14,245	14,245
Building Maintenance/Repairs	2,027	10,810	4,557	8,000	12,347	8,000	6,500
Vehicle Maintenance/Repairs	-	257	771	500	131	600	600
General Eqpt Maint./Repairs	8,235	722	140	8,000	114	5,000	6,000
Equipment Rental	-	-	169	-	-	200	200
Miscellaneous	27	-	-	-	-	-	-
Dues/Subscriptions/License F	10	110	155	100	-	150	150
TOTAL OTHER CHARGES & SEF	142,109	61,764	64,109	75,470	48,841	80,435	79,635
TOTAL EXPENDITURES	148,977	200,145	202,320	219,301	137,376	228,025	234,510

(1) Additional \$1,500 added to budget for Twnshp Electric

(2) Additional \$1,300 added to budget for Twnshp Heat

(3) Additional \$5,245 added to budget for County Generator Contract

CITY OF GRAND RAPIDS

Fleet Maintenance

Adopted 2011 Budget, Year To Date Totals, and Proposed 2012 and 2013 Budgets

	2011 BUDGET	YTD ACTUAL 7/31/2011	PROPOSED 2012 BUDGET	PROPOSED 2013 BUDGET
EXPENDITURES:				
<i>Personnel</i>				
Salary-Fulltime	109,006	64,692	109,846	113,416
Salary-Overtime	1,000	1,295	1,000	1,000
PERA	7,903	4,784	7,964	8,223
FICA	6,758	4,074	6,810	7,032
Medicare	1,581	953	1,593	1,645
Health Insurance	26,400	11,030	29,040	29,040
Life Insurance	185	25	49	49
Healthcare Savings	-	2,170	-	-
Workers Compensation	4,600	3,487	3,500	3,500
TOTAL PERSONNEL	157,433	92,510	159,802	163,905
<i>Supplies & Materials</i>				
Office Supplies	-	-	-	-
Operating Supplies	4,500	3,085	4,500	4,500
Motor Fuel	1,400	986	1,400	1,400
Lubricants	5,000	4,916	5,000	5,000
Uniforms/Clothing	100	323	160	160
Small Tools	-	1,057	2,000	2,000
TOTAL SUPPLIES & MATERIALS	11,000	10,366	13,060	11,060
<i>Other Charges & Services</i>				
Seminars/Mtgs/School	300	1,199	300	300
General Insurance	-	579	-	-
Electricity	5,000	3,582	5,000	5,000
Hazardous Waste Disposal	4,000	165	4,000	4,000
Computer Maint/Repair	-	85	-	-
Vehicle Equip Maint/Repair	35,000	29,994	35,000	35,000
Dues & Subscriptions	500	3,011	500	500
TOTAL OTHER CHARGES & SERVICES	44,800	38,616	44,800	44,800
TOTAL EXPENDITURES	213,233	141,493	217,662	219,765

CITY OF GRAND RAPIDS
ITASCA CALVARY CEMETERY
2010 ACTUAL, 2011 ADOPTED BUDGET, AND 2012 PROPOSED BUDGET

	2010 ACTUAL	2011 BUDGET	ACTUAL YTD 7/31/2011	PROPOSED 2012
TAXES				
Current	\$ 132,624	\$ 175,000	\$ 73,129	\$ 175,000
Delinquent	8	-	-	
Tax Forfeit Sales	12,949	-	-	
Fiscal Disparities	3,559	-	9,340.42	
TOTAL TAXES	149,140	175,000	82,469	175,000
INTERGOVERNMENTAL				
Market Value Homestead Credit	569	-	-	
Mobile Home MVHC	64	-	-	
Supplemental Aid	3,502	-	-	
PERA Aid	511	-	511	
Taconite Credit-Residential	-	-	-	
TOTAL INTERGOVERNMENTAL	4,645	-	511	-
CHARGES FOR SERVICES				
Cemetery Lots	8,505	6,000	5,100	8,000
Grave Openings	20,210	16,000	9,985	20,000
TOTAL CHARGES FOR SERVICES	28,715	22,000	15,085	28,000
MISCELLANEOUS INCOME				
Foundations				
Miscellaneous Income	1,429	1,500	(250)	1,500
TOTAL MISC REVENUE	1,429	1,500	(250)	1,500
OTHER FINANCING SOURCES				
Operating Transfer In	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL REVENUES	183,929	198,500	97,815	204,500
PERSONNEL				
Salary-Full-time	53,963	41,570	15,831	72,442
Salary-Full-time-OT	999	-	102	-
Salary-Parttime	70,770	75,032	52,519	42,902
Salary-Parttime-OT	3,339	-	1,761	-
PERA	8,578	8,162	4,165	8,294
FICA	7,949	7,229	4,341	7,151
Medicare	1,859	1,691	1,015	1,672
Health Insurance	8,889	6,603	2,054	16,680
Life Insurance	13	18	6	37
Dental Insurance	147	135	59	424
Unemployment	11,504	13,000	4,447	8,000
Workers Compensation	-	3,700	2,840	2,800
Total Personnel	168,011	157,140	89,141	160,403

**CITY OF GRAND RAPIDS
ITASCA CALVARY CEMETERY
2010 ACTUAL, 2011 ADOPTED BUDGET, AND 2012 PROPOSED BUDGET**

	2010 ACTUAL	2011 BUDGET	ACTUAL YTD 7/31/2011	PROPOSED 2012
SUPPLIES & MATERIALS				
Office Supplies	69	100	99	100
Copy Supplies	-	100	-	100
Computer Supplies	-	-	681	-
Assets between \$700-\$4,999	1,602	-	7,535	-
Operating Supplies	438	1,000	339	1,000
Motor fuels	2,624	2,700	2,079	2,700
Small tools	506	500	321	500
Grounds Maint/Supplies	1,477	1,500	1,534	1,500
Total supplies and materials	6,716	5,900	12,588	5,900
OTHER CHARGES & SERVICES				
Legal	845	400	-	400
Recording/Filing fees	1,380	1,500	828	1,500
Other contracted services	2,618	1,500	2,074	1,700
Telephone	1,409	1,500	588	1,500
Postage	9	100	-	100
Publishing & Advertising	48	100	-	100
General Insurance	3,478	4,500	4,572	4,500
Electricity	2,487	2,500	1,309	2,500
Water	85	200	197	147
LP Gas	10,440	10,000	7,264	10,000
Garbage removal	569	700	314	700
Building Maint/Repairs	376	1,000	822	1,000
Grounds Maint/Repair	8,767	6,500	746	9,500
Vehicle Maint/Repair	18	-	311	-
General Equipment Maint/Repair	18,827	4,000	1,046	4,000
Miscellaneous	51	-	-	-
Dues and Subscriptions	233	250	-	250
Total Other Charges & Services	51,639	34,750	20,071	37,897
CAPITAL OUTLAY				
Machinery	-	-	-	-
Cemetery Lots Repurchased	300	300	200	300
Total Capital Outlay	300	300	200	300
TOTAL EXPENDITURES	226,665	198,090	122,000	204,500
REVENUE/(EXPENDITURES)	(42,736)	410	(24,185)	0

7/13/11 Added back Matt's hours that was eliminated out of the PW budget

**CITY OF GRAND RAPIDS
STORM WATER UTILITY**

ACTUAL 2008-2010 EXPENDITURES, 2011 BUDGET, YEAR TO DATE ACTUAL, AND PROPOSED 2012 and 2013 BUDGET

	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	YTD ACTUAL 7/31/2011	PROPOSED 2012 BUDGET	PROPOSED 2013 BUDGET
Revenues:							
Intergovernmental							
Itasca County Grant/Aid	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
Total Intergovernmental	-	-	-	-	-	-	-
Charges for Services							
Charges for Service	474,371	483,674	503,515	475,000	249,751	500,000	500,000
Total Charges for Service	474,371	483,674	503,515	475,000	249,751	500,000	500,000
Special Assessments:							
Current	1,186	754	1,307		400		
Delinquent	184	70	390		-		
Penalties & Interest	55	27	123		0		
Total Special Assessments	1,425	852	1,820	-	401	-	-
Miscellaneous:							
Miscellaneous	2,800	-					
Investment Income	3,423	4,503	2,205	750	829	1,500	1,500
Total Miscellaneous	6,223	4,503	2,205	750	829	1,500	1,500
TOTAL REVENUES:	482,019	489,029	507,541	475,750	250,981	501,500	501,500
Expenditures:							
Personnel							
Salary-Fulltime*	84,238	105,181	131,295	130,000	70,041	135,000	135,000
Salary-Overtime	1,696	4,105	3,426	-	2,234	-	-
Salary-Parttime	8,197	9,048	8,322	8,500	6,980	9,000	9,000
Salary-Parttime Overtime	1,047	712	41	1,000	536	1,000	1,000
PERA	5,603	7,302	9,452	9,100	5,265	9,788	9,788
FICA	5,794	7,250	8,846	8,587	4,902	8,370	8,928
Medicare	1,355	1,696	2,069	2,008	1,147	1,958	2,089
Health Insurance	18,473	23,202	30,928	30,798		38,688	40,751
Life Insurance	178	211	71	58		68	58
Healthcare Savings	-	-	2,970	-		-	-
Workers Compensation	4,348	6,175	7,165	6,200		9,500	6,200
TOTAL PERSONNEL	130,929	164,882	204,585	196,251	91,106	213,372	212,814
Supplies & Materials							
Office Supplies	28	25	-	3,500	14	500	500
Printing & Binding	-	-	-	5,000	-	5,000	5,000
Assets Between \$700-\$4,999	-	984	-	-	344	-	-
Motor Fuels	20,777	15,512	20,989	15,000	12,549	18,000	18,000
Bituminous	-	2,102	1,940	5,500	479	3,000	3,000
Concrete	153	427	234	5,500	248	2,000	2,000
Granular/Riprap/Dirt	1,932	3,796	35	1,000	36	1,000	1,000
Small Tools	61	270	37	-	75	-	-
Grounds Maint/Supplies	7,399	4,842	997	6,500	569	3,500	3,500
TOTAL SUPPLIES & MATERIALS	30,350	27,959	24,232	42,000	14,314	33,000	33,000
Other Charges & Services							
Professional Services	2,646	600	1,500	3,000	-	2,000	2,000
Accounting Services	1,351	1,351	1,126	850	626	1,500	1,500
GIS Fees	17,283	22,563	21,300	1,800	8,233	18,000	18,000
Engineering Fees	555	-	1,305	-	463	-	-
Legal	-	-	33	1,000	-	-	-
Contracted Services	54,238	66,081	54,430	60,000	33,883	60,000	60,000
Telephone	-	-	389		182	-	-
Postage	2,921	2,522	3,054	6,000	1,535	6,000	6,000
Seminars/Mtgs/Schools	887	926	1,203	3,000	211	3,000	3,000
Auto Mileage	144	89	711	1,500	-	800	800
Auto License	-	-	60		60	-	-
Publishing & Advertising	261	129	44	300	44	300	300
9/8/2011							

**CITY OF GRAND RAPIDS
STORM WATER UTILITY**

ACTUAL 2008-2010 EXPENDITURES, 2011 BUDGET, YEAR TO DATE ACTUAL, AND PROPOSED 2012 and 2013 BUDGET

	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	YTD ACTUAL 7/31/2011	PROPOSED 2012 BUDGET	PROPOSED 2013 BUDGET
General Insurance	4,895	6,654	7,649	6,500	-	7,000	7,000
Water	-	-	57	-	-	-	-
Maintenance Contracts	452	360	-	-	-	-	-
Building Maint/Repair	-	112	2	-	-	-	-
Vehicle Maint/Repair	-	-	-	-	111	-	-
PUC Billing Fee	13,997	18,414	21,317	18,000	9,000	20,000	20,000
NPDES Funding-(City Works)	1,974	2,424	5,721	10,000	852	7,000	7,000
Retention Pond	4,296	-	-	-	-	-	-
Easements	7,200	-	-	-	-	0	0
Equipment Rental	6,230	-	76	-	-	0	0
Miscellaneous	-	-	541	-	-	0	0
Dues & Subscriptions	-	-	480	-	480	500	500
Fleet Maintenance	23,238	21,536	36,503	32,000	11,503	32,000	32,000
CIP Loan Repayment-Sweeper	2,168	785	-	-	-	-	-
Depreciation Expense	26,779	26,779	26,779	26,779	-	26,779	26,779
Operating Transfer Out/Capital	100,000	152,219	56,333	66,770	-	70,249	70,807
TOTAL CHARGES & MATERIALS	271,515	323,542	240,612	237,499	67,182	255,128	255,686
TOTAL EXPENDITURES	432,794	516,382	469,430	475,750	172,602	501,500	501,500
REVENUE > EXPENDITURES	\$ 49,225	\$ (27,353)	\$ 38,111	\$ -	\$ 78,379	\$ -	\$ -

* The increase in full time personnel is due to the addition of Storm Water Specialist, Steve Anderson.

The average monthly fee is \$41,853.80, and this would be a total of \$502,245.60 annually.



ITASCA COUNTY
HISTORICAL SOCIETY

KARJALA GENEALOGY & HISTORY RESEARCH CENTER
P.O. BOX 664, GRAND RAPIDS, MN 55744

RECEIVED

JUL 05 2011

CITY OF GRAND RAPIDS

June 26, 2011

To: City of Grand Rapids

An understanding of the past is essential to a coherent view of the world. A society that has forgotten its past is no different than a man with amnesia; history is our collective memory. Our mission at Itasca County Historical Society is to connect people to the history of Itasca County.

We are again asking the city of Grand Rapids for support in 2012. We appreciate the commitment of \$17,000 for 2011. I'm asking on behalf of the ICHS Board of Directors to again be put in the 2012 Grand Rapids city budget for the amount of \$17,000. The amount of \$1416.66 would be applied toward our monthly Old Central School rent. We are actively doing fund-raising events to meet our monthly obligations. As of the end of June, we have not seen any money from the Public Utilities round-up. The committee decided to go through the Community Foundation and they will decide who the money will be going to. Promotion of the round-up was done at one time, Itasca County Historical Society was not mentioned and we do not know if any support will be coming from that suggestion. It's a wait and see for 2011.

While it is important to preserve history, it is equally important that it be disseminated to the public. The Karjala Genealogy and History Research Center is now being used by teachers, genealogists, businesses, historians, government agencies, and the public.

History is founded to a large degree on sources maintained and preserved at the local level. The Itasca County Historical Society believes in the importance of preserving sources and making them available to members of the community. We cannot do this without the support of local units of government.

Sincerely yours,

Lilah J. Crowe

Executive Director

P.S.

Please take the time to stop in at Old Central School and experience the Itasca County Historical Society's 2nd Floor!

*ITASCA MUSEUM * JUDY GARLAND GALLERY* LITTLE GEM'S GIFT SHOP*

KARJALA GENEALOGY & HISTORY RESEARCH CENTER

ichs@paulbunyan.net/research@paulbunyan.net

itascahistorical.org

218-326-6431

138.051, Minnesota Statutes 2006

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138.051 COUNTY HISTORICAL SOCIETIES.

The county board of any county, or the governing body of any municipal corporation, school district or public library therein, is hereby authorized and empowered to set apart and furnish a suitable room or space in the courthouse of the county, or in any of its municipal, school or library buildings, as the case may be, for the purposes and use of the historical society of such county, and to furnish light and heat therefor, or the county board may in its discretion construct or otherwise provide and furnish other suitable housing in the county for such purposes and use.

History: (5670-11) 1929 c 324 s 1; 1957 c 394 s 1

138.052, Minnesota Statutes 2006

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138.052 TAX LEVY.

The county board of any county is authorized and empowered to appropriate, out of the revenue fund of such county or out of the proceeds from a special tax levy upon all the taxable property in the county, such sum as it may deem advisable, to be paid to the historical society of such county, to be used for the promotion of historical work within the borders thereof, and for the collection, preservation and publication of historical material, and to disseminate historical information of the county, and in general to defray the expense of carrying on the historical work in such county; provided that no county board is authorized to appropriate any funds for the benefit of any county historical society unless such society shall be affiliated with and approved by the Minnesota Historical Society.

History: 1957 c 394 s 2

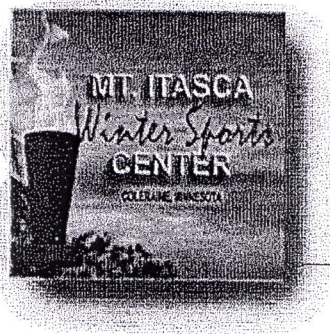
138.053, Minnesota Statutes 2006

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138.053 COUNTY HISTORICAL SOCIETY; TAX LEVY; CITIES OR TOWNS.

The governing body of any home rule charter or statutory city or town excepting cities of the first class may annually appropriate from its general fund an amount not to exceed 0.02418 percent of taxable market value, derived from ad valorem taxes on property or other revenues, to be paid to the historical society of its respective county to be used for the promotion of historical work and to aid in defraying the expenses of carrying on the historical work in the county. No city or town may appropriate any funds for the benefit of any historical society unless the society is affiliated with and approved by the Minnesota Historical Society.

History: 1963 c 129 s 1; 1973 c 123 art 5 s 7; 1973 c 773 s 1; 1983 c 315 s 1; 1988 c 719 art 5 s 84; 1989 c 277 art 4 s 11; 1994 c 505 art 3 s 4



200 MT ITASCA ROAD
P.O. BOX 553
COLERAINE, MN 55722

www.MtItasca.com

Spreading the thrill of skiing sports through
opportunity and support

May 23, 2011

Mayor Dale Adams
City of Grand Rapids
420 N. Pokegama Av.
Grand Rapids, MN 55744

Cc: Grand Rapids City Council

Dear Mayor Adams:

On behalf of the Itasca Ski & Outing Club, I would like to thank the City of Grand Rapids for your support of Mt. Itasca and the opportunity this week to discuss ongoing funding.

As I explained, after one year into a five-year business plan, ***we had our best year ever.*** A focused effort on improving Mt. Itasca's "Terrain Park" (snowboard and free-skiing area), additional groups and events, targeted marketing, and controlling expenses, all contributed to significant overall improvements and tremendous success.

Next year we plan to continue to build on those results. In addition, we hope to install a tube park to target additional revenue sources and expand our winter activities. Based on the research we have done, we expect tubing to become a significant part of our business plan success.

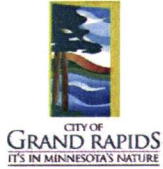
On behalf of Mt. Itasca, I would like to request a continuation of \$15,000 support from the City of Grand Rapids for Fiscal 2012. If you have any questions, please let me know.

Thank you again for your time and support.

Best Regards,

Jon Denney

Jon Denney,
Itasca Ski & Outing Club, President
Mt Itasca Winter Sports Center
218-248-9749
jdenney@mediacommbb.net



CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1768 **Version:** 1 **Name:**
Type: Agenda Item **Status:** CC Worksession
File created: 9/7/2011 **In control:** City Council Work Session
On agenda: 9/12/2011 **Final action:**
Title: Review 5:00 p.m. Regular Meeting and other business as noted.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

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