



# CITY OF GRAND RAPIDS

CITY COUNCIL  
CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Meeting Agenda Full Detail City Council

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Monday, May 23, 2011

5:00 PM

City Hall Council Chambers

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**5:00 p.m. CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, May 23, 2011 at 5:04 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

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

**11-1557** Proclamation in support of Grand Rapids Yellow Ribbon Citizen's Committee.

**Attachments:** [Yellow Ribbon 2011](#)

**11-1566** Governor's Fishing Opener Presentation

**5:12 p.m. MEETING PROTOCOL POLICY**

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

**5:13 p.m. PUBLIC FORUM**

**5:14 p.m. COUNCIL REPORTS**

**5:16 p.m. APPROVAL OF MINUTES**

**11-1537** Approve minutes Council minutes for Monday, May 9, 2011 at 4:00 p.m. and 5:04 p.m. and May 17, 2011 Special Meeting at 11:34 a.m.

**Attachments:** [May 9, 2011 Worksession](#)  
[May 9, 2011 Regular Meeting](#)  
[May 17, 2011 Special Meeting](#)

**5:17 p.m. CONSENT AGENDA**

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

1. **11-1538** Approve Temporary on-sale 3.2 Malt Liquor License for St. Joseph's Catholic Community for Parish event to be held August 6, 2011.
2. **11-1541** Authorize Library staff to apply for grant of \$2000 from Target Corp.
3. **11-1543** Approve issuing Special Permit for Use and Possession of Firearm within the City of Grand Rapids to Boy Scouts of America-Voyageurs Area Council.
4. **11-1546** Temporary Summer Park and Recreation Employees
5. **11-1547** Adopt a resolution establishing a date to conduct a public hearing on the final draft of the updated Comprehensive Plan.  
**Attachments:** [5-23-11 Resolution - Call for Hearing Draft Comp](#)
6. **11-1549** Approve the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning May 24, 2010.
7. **11-1553** Schedule a public hearing for June 13, 2011 at 6:00 p.m. to receive public input as it pertains to the issuance of a new on-sale liquor license for Linda M. Peters dba Hott Spot, located at 11 Golf Course Road, Grand Rapids, MN.
9. **11-1556** Consider adopting a resolution approving closing the following funds: GREDA Lease Revenue Bond Fund, GREDA Public Facility Lease Revenue Bond Fund, and 2002A General Obligation Improvement Bonds Fund and authorizing an operating transfer from the GREDA Lease Revenue Bond Fund for \$26,323 and from the 2002A General Obligation Improvement Bond Fund for \$15,671 to the 2010A General Obligation Improvement, Refunding, and Capital Improvement Plan Bond Fund.  
**Attachments:** [Close funds 345,315,327 & transfer funds.pdf](#)
- 9a. **11-1535** Request by the police department to authorize the City Mayor sign a Master Subscriber Agreement between the Minnesota Office of Court Administration and the City of Grand Rapids on behalf of Dimich Law Office.  
**Attachments:** [Subscriber Agreement](#)
- 9b. **11-1551** Consider accepting the low quote of \$9,122.00 from Mesabi Glass Window and Door Inc., to replace the north exterior entrance door at City Hall.
- 9c. **11-1560** Appointment of Lee Longoria to the position of Janitorial Maintenance with the Grand Rapids Fire Department.
- 9d. **11-1561** Authorization to post the vacant Airport/Cemetery Manager position internally.
- 9e. **11-1548** Purchase OneOffice project management software from RTVision, Inc.





**Attachments:** [5-23-11 Resolution CP 2009-11B Award Library Bid.pdf](#)

- 15a. **11-1555** Change Order 1 with Hawk Construction on CP 2009-11B, Riverfront Energy Center.

**Attachments:** [5-23-11 Attachment CP 2009-11B Change Order 1.pdf](#)

**5:47 GOLF COURSE**  
**p.m.**

16. **11-1545** Cart Path Asphalt Project

- 16a. **11-1572** Toro Reelmaster Purchase

**5:50 POLICE DEPARTMENT**  
**p.m.**

**5:55 PUBLIC WORKS DEPARTMENT**  
**p.m.**

**6:00 ADMINISTRATION DEPARTMENT**  
**p.m.**

21. **11-1562** Award proposal for Compensation Study.

22. **11-1563** Appointment of Lasha Karels to the position of IT Network Technician.

**6:15 VERIFIED CLAIMS**  
**p.m.**

23. **11-1559** Consider approving the verified claims for the period May 3, 2011 to May 16, 2011 in the total amount of \$601,430.11.

**Attachments:** [05/23/2011 BILL LIST.pdf](#)

**6:20 ADJOURNMENT**  
**p.m.**

*NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 13, 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.*

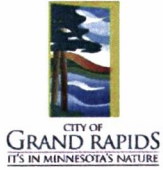
*Hearing Assistance Available: This facility is equipped with a hearing assistance system.*

*Attest:*

*Shawn Gillen, City Administrator*







# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1557      **Version:** 1      **Name:** Yellow Ribbon Proclamation  
**Type:** Agenda Item      **Status:** PRESENTATIONS/PROCLAMATIONS  
**File created:** 5/18/2011      **In control:** Administration  
**On agenda:** 5/23/2011      **Final action:**  
**Title:** Proclamation in support of Grand Rapids Yellow Ribbon Citizen's Committee.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Yellow Ribbon 2011](#)

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

### Title

Proclamation in support of Grand Rapids Yellow Ribbon Citizen's Committee.

# *Proclamation*

## **GRAND RAPIDS YELLOW RIBBON CITIZEN'S COMMITTEE**

**Whereas,** the Grand Rapids Yellow Ribbon Citizen's Committee's objective is to train and empower community leaders to support all military branches of service past, present and future and their families; and

**Whereas,** the Grand Rapids Yellow Ribbon Citizen's Committee's mission statement is to ensure military families from our community are supported. The Grand Rapids Yellow Ribbon Citizen's Committee will act as the liaison between our community and the military. Our commitment to awareness and support for all service members must not end when they return home from deployment and the yellow ribbons are untied; and

**Whereas,** the City Leadership is represented on the Grand Rapids Yellow Ribbon Citizen's Committee and the Grand Rapids Yellow Ribbon Citizen's Committee support efforts will be highlighted on City of Grand Rapids website and all Grand Rapids Yellow Ribbon Citizen Committee meeting minutes will be reviewed by City Leadership; and

**Whereas,** City officials along with County officials will be present at all 'Welcome Home' events of deployed soldiers; and

**Whereas,** City officials along with County officials will proudly display the Grand Rapids Yellow Ribbon magnet on all vehicles.

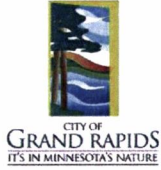
**NOW, THEREFORE, BE IT RESOLVED** that the Grand Rapids City Council embraces and supports the entire action plan of the Grand Rapids Yellow Ribbon Citizen's Committee.

**AND BE IT FURTHER RESOLVED** that the Grand Rapids City Council join with the Grand Rapids Yellow Ribbon Citizen's Committee and strive to be an integral partner to the success of the Yellow Ribbon Community Campaign.

IN WITNESS WHEREOF, I have hereto subscribed my name and the  
Seal of the City of Grand Rapids, Minnesota, this 23<sup>rd</sup> day of May, Two  
Thousand eleven.

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Dale Adams, Mayor  
City of Grand Rapids



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
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## Legislation Details (With Text)

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**File #:** 11-1566      **Version:** 1      **Name:**

**Type:** Agenda Item      **Status:** PRESENTATIONS/PROCLAMATIONS

**File created:** 5/19/2011      **In control:** Administration

**On agenda:** 5/23/2011      **Final action:**

**Title:** Governor's Fishing Opener Presentation

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

### Title

Governor's Fishing Opener Presentation





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1537      **Version:** 1      **Name:** Council Minutes  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 5/11/2011      **In control:** Administration  
**On agenda:** 5/23/2011      **Final action:** 5/23/2011  
**Title:** Approve minutes Council minutes for Monday, May 9, 2011 at 4:00 p.m. and 5:04 p.m. and May 17, 2011 Special Meeting at 11:34 a.m.  
**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [May 9, 2011 Worksession](#)  
[May 9, 2011 Regular Meeting](#)  
[May 17, 2011 Special Meeting](#)

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

### Title

Approve minutes Council minutes for Monday, May 9, 2011 at 4:00 p.m. and 5:04 p.m. and May 17, 2011 Special Meeting at 11:34 a.m.



# CITY OF GRAND RAPIDS

CITY COUNCIL  
CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Minutes - Final - Draft City Council Work Session

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Monday, May 9, 2011

4:00 PM

Conference Room 2A

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**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, May 9, 2011 at 4:05 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** 4 - Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski, and Councilor Joe Chandler

**Absent** 1 - Mayor Dale Adams

### Discussion Items

1. Discussion on the need to hire an IT Network Technician

*City Administrator Shawn Gillen believes that the best option is to hire an on staff IT Tech instead of using an outside service contract. The increase in cost to the City would be \$15,000 per year. Council would like to see a financial break down for the proposed savings to the City. Follow up will be next meeting.*

2. Review agenda for 5:00 p.m. meeting and any other noted additions.

*Item #28 regarding resignation of janitorial staff with Fire Dept. will be moved to Consent as #14a.*

*Public Works Director Jeff Davies discusses the bids for items 25 and 26. Council can accept the bids as submitted or this can be put off for another bidding process. These items will be moved to Consent as #14b & 14c.*

*Discussed item #19 and Attorney Sterle's request to table the item until Council can discuss in Closed Session.*

*Questions regarding findings of fact as it pertains to request by Deer River Hired Hands and the drafted resolution to deny. Findings will be reviewed at Policy & Ordinance Review on May 17, 2011.*

*Items #21 & #22 are moved to Consent at #14d & #14e.*

### ADJOURN

*There being no further business, the meeting adjourned at 4:57 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, May 9, 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, May 9, 2011 at 5:04 p.m. in Council  
Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

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

**Present**   4 -

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

**Absent**   1 -

Mayor Dale Adams

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

*Mayor Pro-Tem Joe Chandler declares proclamations for the record.*

Proclaim May 2011 as Mental Health Month

Proclaim May 15-21, 2011 as FIT CITY WEEK.

**5:07**     **MEETING PROTOCOL POLICY**  
**p.m.**

**5:08**     **PUBLIC FORUM**  
**p.m.**

*Shawn Linder, SE Grand Rapids speaks to encourage the Council to look closely at the findings of fact specific to the request by Deer River Hired Hands to operate a recycling facility at the old waste water treatment plant on the River Road. Believes that there is very good reason to support the recycling center in the area.*

*Mono Sjostrand, SE 14th Avenue, Grand Rapids, discusses the issue of who owns the River Road and who is responsible for the maintenance of that road. Doesn't believe this is in line with fit city.*

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

*Councilor McInerney discusses the Governors Fishing Opener. The event on Friday,*

*May 13th at the IRA Civic Center is open to the public at no charge.*

**5:12 APPROVAL OF MINUTES**  
**p.m.**

Approve Council minutes for Monday, April 25, 2011 at 4:00 p.m. and 5:22 p.m.

**A motion was made by Councilor Gary McInerney, seconded by Councilor Ed Zabinski, to approve the minutes for April 25, 2011 at 4:00 p.m. and 5:22 p.m. as presented. The motion PASSED by unanimous vote.**

**5:13 CONSENT AGENDA**  
**p.m.**

**A motion was made by Councilor Zabinski, seconded by Councilor Christy, to approve items 1-14 on Consent as presented and approve the additional items #14a through 14e as additions to the Consent and adopting the following resolutions:**

**11-52 - accepting a grant of two In-Car Video Systems from the Office of Traffic Safety for the Police Department.**

**11-53 - authorizing a \$.25 increase in the Public, Education, and Government fee effective January 1, 2012.**

**11-54 - approving plans and specifications and advertise for bids on CP 2014-1.**

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

**Aye 4 -**

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

1. Allow the Fire Department to Apply for a Grant
2. Allow the fire department to advertise for the creation of a firefighter eligibility list
3. Allow the Grand Rapids Fire Department to apply for a grant provide by Lake Country Power
4. Request by the Police Department to adopt a resolution accepting a grant of two In-Car Video Systems from the Office of Traffic Safety.
5. Authorize the Police Department to apply for a federal grant to assist with funding future employees.
6. Entering into rental agreements with area businesses for advertising at the IRA Civic Center.
7. Consider accepting the Grand Rapids EDA Annual Report for the year 2010.

8. Consider adopting a resolution authorizing a \$.25 increase in the Public, Education, and Government fee effective January 1, 2012.
9. Sixty day notice of intent to establish a railroad quiet zone.
10. Approve plans and specifications and advertise for bids on CP 2014-1, 1st Avenue NE Reconstruction.
11. Accept resignation of Bobbi McInerney from HRA and authorize staff to advertise to fill the vacancy.
12. Issue a "Temporary On Sale" 3.2% Malt Beverage License to West Range Racing, Inc. to sell 3.2% malt liquor at Itasca County Fairgrounds.
13. Approve temporary 3.2 Malt Liquor license for Grand Rapids Summer Celebration to conduct a beer garden for Tall Timber Days contingent upon receipt of all required documentation.
14. Consider approval of 2011 Early Retirement Incentive Program
- 14a. Accept the resignation of Andy Horton from the position of Fire Department Janitorial Maintenance and authorize filling the vacancy.
- 14b. Consider approving the purchase of a 2011 1Ton Pick-Up Truck equipped with a snow plow.
- 14c. Consider approving the purchase of a 3/4Ton Crew Cab Pick-Up.
- 14d. Purchase of permanent/temporary easement from Ron and Elizabeth Beier related to CP 2011-4, Horseshoe/Isleview Reconditioning Project.
- 14e. Golf Course Fairway Aerifier

**5:15     SETTING OF REGULAR AGENDA**  
**p.m.**

*Per discussion, items# 21, 22, 25, 26 and 28 will be moved from the regular agenda to the Consent agenda as noted.*

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Gary McInerney, to approve the Regular agenda as amended. The motion PASSED by unanimous vote.**

**5:16     ACKNOWLEDGE BOARDS & COMMISSIONS**  
**p.m.**



15. Acknowledge minutes for Boards & Commissions.

*Acknowledge the following minutes for Boards & Commissions:*

*March 24, 2011 EDA Minutes  
April 14, 2011 EDA Minutes  
December 15, 2010 HRA  
January 19, 2011 HRA Organizational Meeting  
January 19, 2011 HRA Regular Meeting  
February 16, 2011 HRA*

**5:17 DEPARTMENT HEAD REPORT**  
**p.m.**

16. Pokegama Golf Course - Bob Cahill

**Received and Filed**

**5:22 COMMUNITY DEVELOPMENT**  
**p.m.**

17. Consider the adoption of an ordinance adding Section 42-107 of the Grand Rapids, MN Municipal Code involving the establishment of protective limitations on the the residency of Level III Sexual Offenders and Sexual Predators in the City of Grand Rapids; and authorize its publicaton in summary form.

**A motion was made by Councilor McInerney, seconded by Councilor Christy to adopt ordinance 11-05-03 - adding Section 42-107 of the Grand Rapids MN Municipal Code involving the establishment of protective limitations on the residency of Level III Sexual Offenders and Sexual Predators in the City of Grand Rapids and authorize publication in summary form. The motion carried by the following vote.**

**Aye 4 -**

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

18. Consider approving a motion to vacate Interim Ordinance 11-02-01

*Effective upon publication*

**A motion was made by Councilor Christy, seconded by Councilor Zabinski, to vacate Interim Ordinance 11-02-01, effective upon publication of Ordinance 11-05-03 in summary form. The motion carried by the following vote.**

**Aye 4 -**

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

19. Reconvene consideration of a resolution vacating both a temporary easement for public street right-of-way and utility purposes and a minimum maintenance road lying between 15th Street South and 17th Street South.

*This item remains tabled.*

20. Consider adopting a resolution denying a petitioned text amendment to Section 30-512 Table-1 (*Permitted Uses*) of the Land Development Regulations that would add Recycling Center uses, as a permitted use, within the PU/SPU (Public Use/Shoreland Public Use) zoning district

*This item remains tabled.*

**6:00 PUBLIC WORKS DEPARTMENT**  
**p.m.**

23. Consider authorizing the budgeted purchase and installation of snow equipment, dump body, hydraulic system and other fabrication required from Towmaster Truck Equipment as per State Contract #444042, for a net cost of \$84,741.00 plus sales tax of \$5,825.94 for a grand total of \$90,566.94.

**A motion was made by Councilor Christy, seconded by Councilor Zabinski, to authorize the purchase and installation of snow equipment, dump body, hydraulic system and other fabrication required from Towmaster Truck Equipment for \$90,566.94. The motion carried by the following vote.**

**Aye 4 -**

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

24. Consider authorizing the purchase of a 2011 624K John Deere Loader from Nortrax Inc., Grand Rapids, for the amount of \$162,104.26 tax included under Minnesota State Contract #760-510.

**A motion was made by Councilor Zabinski, seconded by Councilor McInerney, to authorize the purchase of a 2011 624K John Deere Loader from Nortrax Inc. for \$162,104.26. The motion carried by the following vote.**

**Aye 4 -**

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

27. Consider authorizing the purchase of a Stellar Hook for the 2011 Mack Dump Truck from Crysteel Truck Equipment, Fridley, MN, under State Contract #444179 for \$24,381.70 (tax and shipping included in purchase price).

**A motion was made by Councilor McInerney, seconded by Councilor Christy, to authorize the purchase of Stellar Hook for 2011 Mack Dump Truck from Crysteel Truck Equipment for \$24,381.70. The motion carried by the following vote.**

**Aye** 4 -

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

**6:25 VERIFIED CLAIMS**  
**p.m.**

29. Consider approving the verified claims for the period April 19, 2011 to May 2, 2011  
in the total amount of \$368,987.74.

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

**Aye** 4 -

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

**6:30 ADJOURNMENT**  
**p.m.**

*There being no further business, the meeting adjourned at 5:46 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, May 17, 2011

11:30 AM

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, May 17, 2011 at 11:30 a.m. in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

#### CALL OF ROLL

**Present** 3 -

Councilor Gary McInerney, Councilor Dale Christy, and Mayor Dale Adams

**Absent** 2 -

Councilor Ed Zabinski, and Councilor Joe Chandler

#### ADMINISTRATION DEPARTMENT

1. Authorize out-of-state travel for Fire Department personnel.

**A motion was made by Councilor Gary McInerney, seconded by Councilor Dale Christy, to approve out-of-state travel for Fire Department personnel for Hazmat Training. The motion PASSED by unanimous vote.**

2. Consider amending the Out-of-State Travel Policy to allow the City Administrator to approve out-of-state travel by City Representatives.

**A motion was made by Councilor Dale Christy, seconded by Councilor Gary McInerney, to give City Administrator authority to approve out-of-state travel for City personnel with Council notification. The motion PASSED by unanimous vote.**

#### ADJOURNMENT

*There being no further business, the meeting adjourned at 11:38 a.m.*

*Respectfully submitted:*

*Kimberly Johnson-Gibeau, City Clerk*



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

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**File #:** 11-1538      **Version:** 1      **Name:**

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

**File created:** 5/11/2011      **In control:** Administration

**On agenda:** 5/23/2011      **Final action:**

**Title:** Approve Temporary on-sale 3.2 Malt Liquor License for St. Joseph's Catholic Community for Parish event to be held August 6, 2011.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

### Title

Approve Temporary on-sale 3.2 Malt Liquor License for St. Joseph's Catholic Community for Parish event to be held August 6, 2011.





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1541 **Version:** 1 **Name:**  
**Type:** Agenda Item **Status:** Consent Agenda  
**File created:** 5/12/2011 **In control:** Library  
**On agenda:** 5/23/2011 **Final action:**  
**Title:** Authorize Library staff to apply for grant of \$2000 from Target Corp.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

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

### Title

Authorize Library staff to apply for grant of \$2000 from Target Corp.

### Body

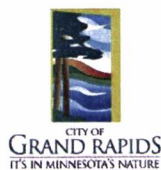
#### Background Information:

Library staff wishes to submit an application to Target Corp. for a grant of \$2000 to support Saturday family story times for the 2011-2012 school year. Target provides Early Childhood Reading Grants. Our Saturday story times have been very popular with children and families and support early literacy development in young children.

Notification will be in September.

### Requested City Council Action

Authorize Library staff to apply for grant of \$2000 from Target Corp.



# CITY OF GRAND RAPIDS

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

**File #:** 11-1543 **Version:** 1 **Name:**  
**Type:** Agenda Item **Status:** Consent Agenda  
**File created:** 5/13/2011 **In control:** Administration  
**On agenda:** 5/23/2011 **Final action:**  
**Title:** Approve issuing Special Permit for Use and Possession of Firearm within the City of Grand Rapids to Boy Scouts of America-Voyageurs Area Council.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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### Title

Approve issuing Special Permit for Use and Possession of Firearm within the City of Grand Rapids to Boy Scouts of America-Voyageurs Area Council.

### Body

#### Background Information:

Section 42-42 - Firearms, of the City's municipal code authorized by a majority vote of the Council the issuing of a Firearms Permit to any association or club to operate a rifle range or other firearms concessions.

(b) Discharge. No person shall discharge within the city in zone one (1) any loaded firearms, slingshot, bow and arrow, air rifle, or other devise for throwing projectiles except for any authorized association or club operating a rifle range or other firearms concession with the express permission and authorization of the City COuncil. SUCh permits shall set up specifications as to supervision, locations, and liability insurance. Such groups that may request the use of city property or any privately or publicly held land, which exists within the city limits, must apply for a permit to conduct activities that involve the discharge of firearms. Such permit requests will only be granted upon a majority vote of a quorum and only after input from the Chief of Police or designee.

Julie Halvorson, Boy Scouts of America-Voyageurs Area Council has applied for such a permit.

Insurance requirements are attached to the application for your review and the Police Department has reviewed the application and is forwarding a recommendation to approve the application.

#### Requested City Council Action

Approve application for Special Permit for Use and Possession of a Firearm within the Grand Rapids City Limits to Julie Halvorson, Boy Scouts of America-Voyageurs Area Council. Event to be held on July 11 & 12, 2011 at St. Andrew's Lutheran Church.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1546      **Version:** 1      **Name:** Summer Recreation Employees  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 5/18/2011      **In control:** Civic Center, Parks & Recreation  
**On agenda:** 5/23/2011      **Final action:**  
**Title:** Temporary Summer Park and Recreation Employees

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

### *Title*

Temporary Summer Park and Recreation Employees

### *Body*

### **Background Information:**

The following positions are part of the 2011 Programming Budget

Rebecca Rima-Carlson Summer Positions: Range \$7.25 to \$9.00  
Kelcey DeGarmo Summer Positions: Range \$7.25 to \$9.00  
Kelly Niles Summer Positions: Range \$7.25 to \$9.00  
Kristi Cook Summer Positions: Range \$7.25 to \$9.00  
Jessica Magner Summer Positions: Range \$7.25 to \$9.00  
Jodan Stejskal Summer Positions: Range \$7.25 to \$9.00  
Ivy Hickerson Summer Positions: Range \$7.25 to \$9.00  
Ryan Dumm Summer Positions: Range \$7.25 to \$9.00

### **Staff Recommendation:**

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

### **Requested City Council Action**

Consider approving the hiring of summer 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)

|                       |                                                                                                                          |                      |   |              |                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------|---|--------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>File #:</b>        | 11-1547                                                                                                                  | <b>Version:</b>      | 1 | <b>Name:</b> | Adopt a resolution establishing a date to conduct a public hearing on the final draft of the updated Comprehensive Plan. |
| <b>Type:</b>          | Agenda Item                                                                                                              | <b>Status:</b>       |   |              | Consent Agenda                                                                                                           |
| <b>File created:</b>  | 5/18/2011                                                                                                                | <b>In control:</b>   |   |              | Community Development                                                                                                    |
| <b>On agenda:</b>     | 5/23/2011                                                                                                                | <b>Final action:</b> |   |              |                                                                                                                          |
| <b>Title:</b>         | Adopt a resolution establishing a date to conduct a public hearing on the final draft of the updated Comprehensive Plan. |                      |   |              |                                                                                                                          |
| <b>Sponsors:</b>      |                                                                                                                          |                      |   |              |                                                                                                                          |
| <b>Indexes:</b>       |                                                                                                                          |                      |   |              |                                                                                                                          |
| <b>Code sections:</b> |                                                                                                                          |                      |   |              |                                                                                                                          |
| <b>Attachments:</b>   | <a href="#">5-23-11 Resolution - Call for Hearing Draft Comp</a>                                                         |                      |   |              |                                                                                                                          |

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

### *Title*

Adopt a resolution establishing a date to conduct a public hearing on the final draft of the updated Comprehensive Plan.

### *Body*

#### **Background Information:**

The City of Grand Rapids Comprehensive Plan Steering Committee has completed work on an updated Comprehensive Plan for Grand Rapids. For the last year, the Committee has been meeting monthly and engaging the public in a discussion of issues, long-range goals, and action priorities for the City to focus on over the next 20 years.

As part of the Comprehensive Plan adoption process, the City has chosen to conduct two public hearings (one at the Planning Commission and one at the City Council), in addition to the Community Meeting which was conducted May 3rd at the Civic Center.

The Planning Commission will review the Draft Comprehensive Plan during the month of May, conduct a public hearing on June 14th, and consider forwarding a recommendation to the City Council for the Plans final adoption.

Staff will distribute a hard copy of the final Draft Plan to the City Council for their review. Additionally the Draft Plan is also available for viewing on the City's web site and at the Public Library. The attached resolution establishes a July 11, 2011 date to conduct the City Council's public hearing on the Draft Plan.

*Please review the Draft Plan and contact staff with specific questions or comments. If the Council would like to discuss the Draft Comprehensive Plan at a worksession prior to the July 11th public hearing, please contact City Administrator Gillen.*

**Requested City Council Action**

Approve a motion to adopt the attached resolution establishing a public hearing on July 11, 2011, for the purpose of gathering public comment on the Draft Comprehensive Plan.



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

RESOLUTION NO. 11-

**A RESOLUTION  
CALLING FOR A PUBLIC HEARING TO RECEIVE PUBLIC COMMENT  
ON THE DRAFT COMPREHENSIVE PLAN**

WHEREAS, the City of Grand Rapids initiated the process to update its Comprehensive Plan, and

WHEREAS, the Draft Comprehensive Plan was received by the City Council on May 23, 2011.

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

1. A Public Hearing shall be held on the Draft Comprehensive Plan on the 11<sup>th</sup> day of July, 2011, in the council chambers located at the Grand Rapids City Hall at 6:00 p.m., and the Clerk shall give published notice of such hearing as required by law.

Adopted by the Grand Rapids City Council this 23<sup>rd</sup> day of May, 2011.

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

ATTEST:

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

Council Member \_\_\_\_\_ seconded the foregoing ordinance and the following voted in favor thereof:  
\_\_\_\_\_. Opposed: \_\_\_\_\_, whereby the ordinance was declared duly passed and adopted.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1549      **Version:** 1      **Name:** Conc. Hire-Wolak  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 5/18/2011      **In control:** Civic Center, Parks & Recreation  
**On agenda:** 5/23/2011      **Final action:**  
**Title:** Approve the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning May 24, 2010.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

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

### Title

Approve the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning May 24, 2010.

### Body

#### Background Information:

Rachel Wolak will be hired to work at the IRA Civic Center and Grand Rapids Sports Complex starting at \$7.25 an hour as a concession worker. She will be an additional employee to those who currently work at the IRA Civic Center and Grand Rapids Sports Complex. This expense is covered in the 2011 budget.

#### Requested City Council Action

Consider approving the hiring of a temporary employee with the IRA Civic Center and Grand Rapids Sports Complex beginning May 24, 2011.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1553      **Version:** 1      **Name:**

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

**File created:** 5/18/2011      **In control:** Administration

**On agenda:** 5/23/2011      **Final action:**

**Title:** Schedule a public hearing for June 13, 2011 at 6:00 p.m. to receive public input as it pertains to the issuance of a new on-sale liquor license for Linda M. Peters dba Hott Spot, located at 11 Golf Course Road, Grand Rapids, MN.

**Sponsors:**

**Indexes:**

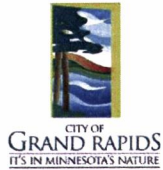
**Code sections:**

**Attachments:**

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

### Title

Schedule a public hearing for June 13, 2011 at 6:00 p.m. to receive public input as it pertains to the issuance of a new on-sale liquor license for Linda M. Peters dba Hott Spot, located at 11 Golf Course Road, Grand Rapids, MN.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1556      **Version:** 1      **Name:** Close funds 315, 327, and 345  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 5/18/2011      **In control:** Finance  
**On agenda:** 5/23/2011      **Final action:**  
**Title:** Consider adopting a resolution approving closing the following funds: GREDA Lease Revenue Bond Fund, GREDA Public Facility Lease Revenue Bond Fund, and 2002A General Obligation Improvement Bonds Fund and authorizing an operating transfer from the GREDA Lease Revenue Bond Fund for \$26,323 and from the 2002A General Obligation Improvement Bond Fund for \$15,671 to the 2010A General Obligation Improvement , Refunding, and Capital Improvement Plan Bond Fund.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Close funds 345,315,327 & transfer funds.pdf](#)

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

### *Title*

Consider adopting a resolution approving closing the following funds: GREDA Lease Revenue Bond Fund, GREDA Public Facility Lease Revenue Bond Fund, and 2002A General Obligation Improvement Bonds Fund and authorizing an operating transfer from the GREDA Lease Revenue Bond Fund for \$26,323 and from the 2002A General Obligation Improvement Bond Fund for \$15,671 to the 2010A General Obligation Improvement , Refunding, and Capital Improvement Plan Bond Fund.

### *Body*

#### **Background Information:**

In 2010, the City issued bonds to refund the 2002A General Obligation Improvement Bonds and re-issued the GREDA Public Facility Lease Revenue Bonds as Capital Improvement Bonds. These two bond issues had principal and interest payments due on February 1, 2011. Those payments have been made and the funds can be closed. The GREDA Lease Revenue Bonds has a cash balance remaining of \$26,323 and the 2002A Improvement Bonds has a cash balance remaining of \$15,671. Both of these bonds were re-issued with the 2010 General Obligation Improvement Bonds and we are recommending these funds be transferred to the 2010 General Obligation Improvement Bond Fund.

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

Consider adopting a resolution approving closing the following funds: GREDA Lease Revenue Bond Fund, GREDA Public Facility Lease Revenue Bond Fund, and 2002A General Obligation Improvement Bonds Fund and authorizing an operating transfer from the GREDA Lease Revenue Bond Fund for \$26,323 and from the 2002A General Obligation Improvement Bond Fund for \$15,671 to the 2010A General Obligation Improvement , Refunding, and Capital Improvement Plan Bond Fund.



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

RESOLUTION NO. 11-

A RESOLUTION APPROVING CLOSING THE FOLLOWING FUNDS: GREDA LEASE REVENUE BOND FUND, GREDA PUBLIC FACILITY LEASE REVENUE BOND FUND, AND 2002A GENERAL OBLIGATION IMPROVEMENT BONDS FUND AND AUTHORIZING AN OPERATING TRANSFER FROM THE GREDA LEASE REVENUE BOND FUND FOR \$26,322.91 AND FROM THE 2002A GENERAL OBLIGATION IMPROVEMENT BOND FUND FOR \$16,671.26 TO THE 2010A GENERAL OBLIGATION IMPROVEMENT, REFUNDING, AND CAPITAL IMPROVEMENT PLAN BOND FUND

WHEREAS, in 2010, the City issued bonds to refund the 2002A General Obligation Improvement Bonds and re-issued the GREDA Public Facility Lease Revenue Bonds as Capital Improvement Bonds, and

WHEREAS, these two bond issues had a principal and interest payment due on February 1, 2011, and

WHEREAS, those payment have been made and the funds can be closed, and

WHEREAS, the GREDA Lease Revenue Bonds have a cash balance of \$26,322.91 and the 2002A Improvement Bonds have a cash balance of \$15,671.26, and

WHEREAS, both of these bonds were re-issued with the 2010 General Obligation Improvement Bonds,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, approves the closing of the following funds:

- GREDA Lease Revenue Bond Fund
- GREDA Public Facility Lease Revenue Bond Fund
- 2002A General Obligation Improvement Bond Fund

And authorizes the following operating transfers:

- \$26,322.91 from the GREDA Lease Revenue Fund to 2010A General Obligation Improvement Bond Fund
- \$15,671.26 from the 2002A General Obligation Improvement Bond Fund to the 2010A General Obligation Improvement Bond Fund.

Adopted this 23<sup>rd</sup> day of May, 2011.

---

Dale Adams, Mayor

Attest:

---

Kim Johnson-Gibeau, City Clerk

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





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

|                       |                                                                                                                                                                                                                   |                      |   |                      |                                                               |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----------------------|---------------------------------------------------------------|
| <b>File #:</b>        | 11-1535                                                                                                                                                                                                           | <b>Version:</b>      | 1 | <b>Name:</b>         | Master Subscriber Agreement For Minnesota Court Data Services |
| <b>Type:</b>          | Agenda Item                                                                                                                                                                                                       | <b>Status:</b>       |   | <b>Status:</b>       | Police                                                        |
| <b>File created:</b>  | 5/10/2011                                                                                                                                                                                                         | <b>In control:</b>   |   | <b>In control:</b>   | Police                                                        |
| <b>On agenda:</b>     | 5/23/2011                                                                                                                                                                                                         | <b>Final action:</b> |   | <b>Final action:</b> |                                                               |
| <b>Title:</b>         | Request by the police department to authorize the City Mayor sign a Master Subscriber Agreement between the Minnesota Office of Court Administration and the City of Grand Rapids on behalf of Dimich Law Office. |                      |   |                      |                                                               |
| <b>Sponsors:</b>      |                                                                                                                                                                                                                   |                      |   |                      |                                                               |
| <b>Indexes:</b>       |                                                                                                                                                                                                                   |                      |   |                      |                                                               |
| <b>Code sections:</b> |                                                                                                                                                                                                                   |                      |   |                      |                                                               |
| <b>Attachments:</b>   | <a href="#">Subscriber Agreement</a>                                                                                                                                                                              |                      |   |                      |                                                               |

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

### *Title*

Request by the police department to authorize the City Mayor sign a Master Subscriber Agreement between the Minnesota Office of Court Administration and the City of Grand Rapids on behalf of Dimich Law Office.

### *Body*

#### **Background Information:**

The police department for some time now has been signing criminal complaints electronically with the County Attorneys Office as part of the implemented E-charging system. This system allows for access to court records and for data to be passed between the state, county, and local authorities.

Dimich Law Office is currently the city prosecutor and processes our petty misdemeanors, misdemeanor and gross misdemeanor complaints. Because Dimich Law Office is a private law firm, it is necessary to have a signed subscriber agreement allowing for Dimich Law Office to have access to the E-charging system. Dimich Law Office would be accessing this data on behalf of the City of Grand Rapids as its prosecutor.

Having this agreement in place will allow for the police department to sign complaints electronically with Dimich Law Office, thus alleviating time spent by officers physically stopping at Dimich Law Office to sign complaints.

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

Authorize the Grand Rapids City Mayor to sign the attached Master Subscriber Agreement for Minnesota Court Data Services between the State of Minnesota and the City of Grand Rapids acting on behalf of Dimich Law Office.

# MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES

THIS AGREEMENT is entered into by and between

\_\_\_\_\_, Mayor for City of Grand Rapids,  
(Subscriber Name / Name of Entity)  
of 420 N. Pokegama Ave Grand Rapids, MN 55744,  
(Subscriber Address)

(hereinafter "Subscriber") and THE STATE OF MINNESOTA

\_\_\_\_\_,  
Office of State Court Administration  
(Judicial District OR Office of State Court Administration)  
of 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155,  
(Address)

(hereinafter "the Court").

## Recitals

Subscriber desires to use one or more Court Data Services to assist Subscriber in the efficient performance of its duties as required or authorized by law or court rule.

The Court desires to provide Court Data Services to Subscriber to assist the Court in the efficient performance of its duties as required or authorized by law or court rule.

Court Data Services are defined in the Definitions Section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that is not accessible to the public and which may not be disclosed by Subscriber without the prior approval of the appropriate court or record custodian.

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the Court and Subscriber agree as follows:

**1. TERM; TERMINATION; ONGOING OBLIGATIONS.** This Agreement shall be effective on the date executed by the Court and shall remain in effect according to its terms. Either party may terminate this Agreement with or without cause by giving written notice to the other party. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Agreement as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof. This Agreement may be superseded by a subsequent agreement between the parties.



## 2. DEFINITIONS.

a. **“Court Data Services”** means one or more of the following services and includes any additional or modified services identified as such on the Justice Agency Resource webpage of the Minnesota Judicial Branch website or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates:

- i. **“Bulk Data Delivery”** which means the electronic transmission of Court Records in bulk form from the Court to the Subscriber, from one or more of the Court’s databases and through any means of transmission, as described in applicable Request Forms, Policies & Notices, and materials referenced therein.
- ii. **“Integration Services”** which means a pre-defined automated transmissions of i) Court Records from the Court’s computer systems to Subscriber’s computer systems; and/or ii) Subscriber Records from the Subscriber’s computer systems to the Court’s computer systems; on a periodic basis or as triggered by pre-determined events, as described in applicable Request Forms, Policies & Notices, and materials referenced therein.
- iii. **“MNCIS Login Accounts”** which means a digital login account created for and provided to the Subscriber for online access to and use of Court Records, through the Minnesota Court Information System (MNCIS), as described in applicable Request Forms, Policies & Notices, and materials referenced therein.
- iv. **“ViBES Login Accounts”** which means a digital login account created for and provided to the Subscriber for online access to and use of Court Records, through the Violations Bureau Electronic System (ViBES), as described in applicable Request Forms, Policies & Notices, and materials referenced therein.

b. **“Court Data Services Databases”** means any databases, and the data therein, used as a source for Court Data Services, together with any documentation related thereto, including without limitation descriptions of the format or contents of data, data schemas, and all related components.

c. **“Court Data Services Programs”** means any computer application programs, routines, transport mechanisms, and display screens used in connection with Court Data Services, together with any documentation related thereto.

d. **“Court Records”** means all information in any form made available by the Court and/or its affiliates to Subscriber for the purposes of carrying out this Agreement, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or

controversy, including without limitation Court Confidential Case Information, as defined herein.

- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

e. **“DCA”** means the District Court Administrator pursuant to Minnesota Statutes, section 485.01.

f. **“Policies & Notices”** means the policies and notices published by the Court and/or its affiliates in connection with each of its Court Data Services, on a website or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates. Policies & Notices for each Court Data Service, hereby made part of this Agreement by reference, provide additional terms and conditions that govern Subscriber’s use of such services, including but not limited to provisions on fees, access and use limitations, and identification of various third party applications such as transport mechanisms that Subscriber may need to procure separately to use Court Data Services.

g. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court and/or the SCAO entitled Limits on Public Access to Case Records or Limits on Public Access to Administrative Records, all of which by this reference are made a part of this Agreement. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the main website for the Court, for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us).

h. **“Request Form”** means the form or forms as substantially set forth as Exhibit A, which is attached to and made a part of this Agreement, describing one or more specific requests for Court Data Services offered by the Court and corresponding Records to be transmitted or exchanged under such offering, as the same may be amended from time to time by the Court.



i. **"SCAO"** shall mean the State of Minnesota, State Court Administrator's Office.

j. **"Subscriber Records"** means any information in any form made available by the Subscriber to the Court and/or its affiliates for the purposes of carrying out this Agreement.

k. **"This Agreement"** means this Master Subscriber Agreement for Minnesota Court Data Services including all Exhibits, Request Forms, Policies & Notices, and other documents referenced, attached to, or submitted or issued hereunder.

l. **"trade secret information of SCAO and its licensors"** is defined in sections 7a., 7.b., and 7.d. of this Agreement.

**3. REQUESTS FOR DATA ACCESS SERVICES.** Following execution of this Agreement by both parties, Subscriber may submit to the Court one or more separate requests for Court Data Services on the Request Forms provided by the Court, each labeled as Exhibit A. One Request Form is required for each Court Data Service account requested. Each submitted Request Form must include sufficient detail to describe the Court Data Service being requested, including the desired Court Case Information, as directed on the Request Form. Request Forms approved by the Court are adopted and incorporated herein by this reference the same as if set forth verbatim herein. It is understood that Request Forms may be submitted on behalf of Subscriber by any Subscriber business unit personnel, and Subscriber hereby authorizes such personnel to perform this function. It is also understood that Request Forms may be approved on behalf of the Court by state court administration personnel or judicial district personnel (for Request Forms delegated to DCA for review) and the Court hereby authorizes such personnel to perform this function.

a. **Preliminary Review / Merit.** Upon receipt of a completed Request Form from Subscriber, the Court shall review the Court Data Service requested and the stated business reasons and thereafter shall determine whether the request has merit.

b. **Legal Authority.** After preliminary review and satisfaction that a request has merit, the Court will consider whether legal authority exists for the Court Data Service requested. For example, court rule, court order, or state or federal law may provide legal authority for the requested Court Data Service. If none exists, the Court may, in its discretion, present a draft court order to a judge or court with appropriate jurisdiction. It shall be the decision of that judge or court as to whether legal authorization is granted.

c. **Approval.** After preliminary review and satisfaction that a request has merit, and after a determination that legal authority exists to provide the Court Data Service requested, the Court shall approve the Request Form and thereby make it an Exhibit to this Agreement. Activation of the requested Court Data Service shall occur promptly following approval.

d. **Rejection.** Requests may be rejected for any reason, at the discretion of the Court.



e. **Requests for Termination of One or More Court Data Services.** The Subscriber may request the termination of Court Data Services previously requested by submitting a Change Request Form. See Change Request Form instructions for details on how to terminate a Court Data Service. Upon receipt of a request for termination of a Court Data Service, the Court will deactivate the service requested. The termination of one or more Court Data Services does not terminate this Agreement. Provisions for termination of this Agreement are set forth in section 1. Upon termination of Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. **SCOPE OF ACCESS TO COURT RECORDS LIMITED.** Subscriber's access to the Court Records shall be limited to Court Case Information identified in approved Request Forms and other Court Records necessary for Subscriber to use approved Court Data Services. Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Court Data Services in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Agreement without prior notice to Subscriber.

5. **GUARANTEES OF CONFIDENTIALITY.** Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Agreement.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Agreement, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Agreement, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. For purposes of this Agreement, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Agreement, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Agreement and the termination of their relationship with Subscriber.



e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Agreement, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Agreement.

**6. APPLICABILITY TO COURT CASE INFORMATION PROVIDED UNDER LEGAL MANDATE, PREVIOUSLY DISCLOSED COURT RECORDS, AND PREVIOUSLY SUBMITTED REQUEST FORMS.** Subscriber acknowledges and agrees:

a. **Court Case Information Provided Under Legal Mandate.** When the Court is required to provide Subscriber with Court Case Information under a legal mandate and the provision of such data by the Court is not optional or otherwise left to the discretion of the Court, for example in the case of a state statutory reporting requirement, the provisions of this Agreement that govern or restrict Subscriber's access to and use of Court Case Information do not apply to the specific data elements identified in the legal mandate, but remain in effect with respect to all other Court Case Information provided by the Court to Subscriber. All other provisions of this Agreement remain in full effect, including, without limitation, provisions that govern or restrict Subscriber's access to and use of Court Confidential Security and Activation Information.

b. **Previously Disclosed Court Records.** Without limiting section 6.a., all Court Records disclosed to Subscriber prior to the effective date of this Agreement shall be subject to the provisions of this Agreement.

c. **Previously Submitted Request Forms.** All Request Forms submitted by Subscriber and approved by the Court prior to the effective date of this Agreement hereby become subject to and Exhibits of this Agreement with the same effect as if they were submitted and approved following the execution of this Agreement, as described in Section 3.

**7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.** During the term of this Agreement, subject to the terms and conditions hereof, the Court, with the permission of the SCAO, hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Court Records. SCAO and the Court reserve the right to make modifications to the Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. **Court Data Services Programs.** SCAO is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of SCAO and its licensors.

b. **Court Data Services Databases.** SCAO is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without



limitation data schemas such as the Court XML Schema, are trade secret information of SCAO and its licensors.

**c. Marks.** Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

**d. Restrictions on Duplication, Disclosure, and Use.** Trade secret information of SCAO and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of SCAO or its licensors, in any way or for any purpose not specifically and expressly authorized by this Agreement. As used herein, "trade secret information of SCAO and its licensors" means any information possessed by SCAO which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of SCAO and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from SCAO or its licensors, information which is independently developed by Subscriber without reference to or use of information received from SCAO or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation for each individual authorized to access, use, or configure Court Data Services, solely for its own use in connection with this Agreement. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of SCAO and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of SCAO and its licensors, of the restrictions upon duplication, disclosure and use contained in this Agreement.

**e. Proprietary Notices.** Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of SCAO and its licensors, or any part thereof, made available by SCAO or the Court, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of SCAO and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by SCAO or the Court, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

**f. Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, made available by the Court and SCAO to Subscriber hereunder, and all copies, including partial copies, thereof are and remain the property of the respective licensor. Within ten days of the effective date of termination of this Agreement or within ten days of a request for termination of a data access service as described in section 3.e., Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but



not limited to training and configuration materials, if any, and logon account information; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

**8. INJUNCTIVE RELIEF; LIABILITY.** Subscriber acknowledges that the Court, SCAO, SCAO'S licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Agreement are not specifically enforced and that the Court, SCAO, SCAO'S licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, SCAO, SCAO'S licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, SCAO, SCAO'S licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, SCAO, SCAO'S licensors, and DCA for reasonable attorneys fees incurred by the Court, SCAO, SCAO'S licensors, and DCA in obtaining any relief pursuant to this Agreement.

**9. INDEMNIFICATION.** Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

**10. AVAILABILITY.** Specific terms of availability shall be established by the Court and set forth in the Policies & Notices. The Court reserves the right to terminate this Agreement immediately and/or temporarily suspend Subscriber's approved Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system. Monthly fees, if any, shall be prorated only for periods of suspension or upon termination of this Agreement.

**11. ACKNOWLEDGMENT BY INDIVIDUALS WITH ACCESS TO COURT RECORDS UNDER THIS AGREEMENT.** To effect the purposes of this Agreement, Subscriber shall advise each individual who is permitted to use and/or access Court Records under this Agreement of the requirements and restrictions in this Agreement and shall require each individual to acknowledge in writing that the individual has read and understands such requirements and restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of this Agreement and shall provide the Court with access to, and copies of, such acknowledgements upon request.

**12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Agreement.



**a. Judicial Policy Statement.** Subscriber agrees to comply with all policies identified in applicable Policies & Notices. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Court Data Services on a temporary basis and/or immediately terminating this Agreement.

**b. Access and Use; Log.** Subscriber shall be responsible for all access to and use of Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a period of one year following termination of this Agreement, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Agreement without prior notice to Subscriber.

**c. Personnel.** Subscriber agrees to investigate, at the request of the Court, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Court Data Services, Court Confidential Information, or trade secret information of the SCAO and its licensors where such persons violate the provisions of this Agreement, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

**13. FEES; INVOICES.** Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Agreement or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the State shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Agreement without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Agreement for the current fiscal year, if applicable.

**14. MODIFICATION OF FEES.** SCAO may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Agreement as provided in section 1 hereof.

## **15. WARRANTY DISCLAIMERS.**

**a. WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A



PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

**b. ACCURACY AND COMPLETENESS OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

**16. RELATIONSHIP OF THE PARTIES.** Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, SCAO, SCAO'S licensors, or DCA. Neither Subscriber nor the Court, SCAO, SCAO'S licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

**17. NOTICE.** Except as provided in section 2 regarding notices of or modifications to Court Data Services, Policies & Notices, and Request Forms, section 3 regarding Request Forms, and in sections 13 and 14 regarding notices of or modification of fees, any notice to Court or Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

**18. NON-WAIVER.** The failure by either party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

**19. FORCE MAJEURE.** Neither party shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

**20. SEVERABILITY.** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

**21. ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Party may assign, delegate and/or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any corporation or other legal entity into, by or with which Subscriber may be merged, acquired or consolidated or which may purchase the entire assets of Subscriber.

**22. GOVERNING LAW.** This Agreement shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

**23. VENUE AND JURISDICTION.** Any action arising out of or relating to this Agreement, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

**24. INTEGRATION.** This Agreement sets forth the entire Agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter. Except as otherwise expressly provided in section 2 regarding Court Data Services, Policies & Notices, and Request Forms, section 3 regarding Request Forms, and in sections 13 and 14 regarding fees, any amendments or modifications to this Agreement shall be in writing signed by both Parties.

**25. MINNESOTA DATA PRACTICES ACT APPLICABILITY.** If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided under this Agreement; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

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IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Agreement in duplicate, intending to be bound thereby.

1. SUBSCRIBER

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

By \_\_\_\_\_  
(SIGNATURE)

Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title Mayor

Office City of Grand Rapids

3. The Court

By \_\_\_\_\_  
(SIGNATURE)

Date \_\_\_\_\_

Name (typed) Kimberly K. Vander Hoeven

Title CIO/Director (acting)

Office Information Technology Division of  
State Court Administration

The following signature required when  
Subscriber is a Minnesota State Agency  
as defined in M.S. §16C.02 subd. 2:

2. COMMISSIONER OF  
ADMINISTRATION, STATE OF  
MINNESOTA  
delegated to materials Management  
Division

By \_\_\_\_\_  
(SIGNATURE)

Date \_\_\_\_\_





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

|                       |                                                                                                                                                  |                      |   |              |                                           |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|--------------|-------------------------------------------|
| <b>File #:</b>        | 11-1551                                                                                                                                          | <b>Version:</b>      | 1 | <b>Name:</b> | City Hall North Exterior Door Replacement |
| <b>Type:</b>          | Agenda Item                                                                                                                                      | <b>Status:</b>       |   |              | Public Works                              |
| <b>File created:</b>  | 5/18/2011                                                                                                                                        | <b>In control:</b>   |   |              | Public Works                              |
| <b>On agenda:</b>     | 5/23/2011                                                                                                                                        | <b>Final action:</b> |   |              |                                           |
| <b>Title:</b>         | Consider accepting the low quote of \$9,122.00 from Mesabi Glass Window and Door Inc., to replace the north exterior entrance door at City Hall. |                      |   |              |                                           |
| <b>Sponsors:</b>      |                                                                                                                                                  |                      |   |              |                                           |
| <b>Indexes:</b>       |                                                                                                                                                  |                      |   |              |                                           |
| <b>Code sections:</b> |                                                                                                                                                  |                      |   |              |                                           |
| <b>Attachments:</b>   |                                                                                                                                                  |                      |   |              |                                           |

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

### *Title*

Consider accepting the low quote of \$9,122.00 from Mesabi Glass Window and Door Inc., to replace the north exterior entrance door at City Hall.

### *Body*

#### **Background Information:**

Approximately five years ago the west entrance doors at City Hall were replaced. Both west and north doors were scheduled to be done but due to budget constraints the north door was delayed. The north doors are structurally weakened by their age and do not provide the insulation factors that the new doors will provide. This expenditure is in the Facilities Maintenance Operating Budget for 2011. The doors need to be replaced prior to the repair of the north entrance heaters which is also an approved 2011 expenditure.

Two quotes were received. Mesabi Glass Window and Door Inc., was the low complying quote for \$9,122.00. I would recommend accepting their quote.

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

Approve and accept the low quote of \$9,122.00 from Mesabi Glass Window and Door Inc., to replace the north exterior entrance door at City Hall.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1560 **Version:** 1 **Name:**  
**Type:** Agenda Item **Status:** Administration Department  
**File created:** 5/19/2011 **In control:** Administration  
**On agenda:** 5/23/2011 **Final action:**  
**Title:** Appointment of Lee Longoria to the position of Janitorial Maintenance with the Grand Rapids Fire Department.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

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

### *Title*

Appointment of Lee Longoria to the position of Janitorial Maintenance with the Grand Rapids Fire Department.

### *Body*

#### **Background Information:**

The interviewing process has been completed by Fire Chief Steve Flaherty and 2nd Assistant Chief A.J. MORse for the Janitorial Maintenance position at the Grand Rapids Fire Department.

The appointment will be effective June 1, 2011 with a salary of \$223.51 per month.

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

Consider appointing Lee Longoria to the Janitorial Maintenance position at the Grand Rapids Fire Department effective June 1, 2011 with a salary of \$223.51 per month.





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

|                       |                                                                                |                      |   |              |                                                                                |
|-----------------------|--------------------------------------------------------------------------------|----------------------|---|--------------|--------------------------------------------------------------------------------|
| <b>File #:</b>        | 11-1561                                                                        | <b>Version:</b>      | 1 | <b>Name:</b> | Authorization to post the vacant Airport/Cemetery Manager position internally. |
| <b>Type:</b>          | Agenda Item                                                                    | <b>Status:</b>       |   |              | Administration Department                                                      |
| <b>File created:</b>  | 5/19/2011                                                                      | <b>In control:</b>   |   |              | Administration                                                                 |
| <b>On agenda:</b>     | 5/23/2011                                                                      | <b>Final action:</b> |   |              |                                                                                |
| <b>Title:</b>         | Authorization to post the vacant Airport/Cemetery Manager position internally. |                      |   |              |                                                                                |
| <b>Sponsors:</b>      |                                                                                |                      |   |              |                                                                                |
| <b>Indexes:</b>       |                                                                                |                      |   |              |                                                                                |
| <b>Code sections:</b> |                                                                                |                      |   |              |                                                                                |
| <b>Attachments:</b>   |                                                                                |                      |   |              |                                                                                |

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

### *Title*

Authorization to post the vacant Airport/Cemetery Manager position internally.

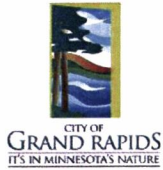
### *Body*

#### **Background Information:**

The Airport/Cemetery Manager position is currently vacant and is being filled on an Interim basis by Matt Romanik. City Administrator Shawn Gillen met with Itasca County Coordinator Irene Koski and it's been determined that there is a need to fill the position on a permanent basis. We would like to post the position internally from May 24, 2011 through May 31, 2011. We will come back to the City Council at the next Council meeting with a recommendation for hire.

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

Consider authorizing the Human Resources Director to post the vacant Airport/Cemetery Manager position internally from May 24, 2011 through May 31, 2011.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1548      **Version:** 1      **Name:** RTVision Software  
**Type:** Agenda Item      **Status:** Engineering  
**File created:** 5/18/2011      **In control:** Engineering  
**On agenda:** 5/23/2011      **Final action:**  
**Title:** Purchase OneOffice project management software from RTVision, Inc.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [5-23-11 Attachment City of Grand Rapids OneOffice eGram agreement \(version 1\).pdf](#)  
[5-23-11 Attachment 2 City of Grand Rapids OneOffice eGram agreement \(version 1\).pdf](#)

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

### *Title*

Purchase OneOffice project management software from RTVision, Inc.

### *Body*

#### **Background Information:**

RTVision, Inc., has developed capital improvement project management software in conjunction with MNDOT. The software is an all phase of project program that minimizes errors, tracks historic project prices, builds opinions of project cost for capital improvement planning, builds bidding documents, pay estimates, change orders, work orders, daily logs, weekly reports, etc., in MNDOT and State Aid format. The program has been so succesful that the State Aid office is encouraging city to purchase the programming and allowing cities to purchase the software with construction funds.

Itasca County Highway Department has been utilizing the software on their projects for the past five years and highly recommend the program.

Basic information on the program and a quote to purchase the software is attached.

#### **Staff Recommendation:**

City staff is recommending the purchase of OneOffice project management software from RTVision, Inc., with MSAS Construction funds, in an amount of \$8,913.38.

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

Consider the purchase of OneOffice project management software from RTVision, Inc., with MSAS Construction funds, in an amount of \$8,913.38.



RTVISION, INC.

[www.rtvision.com](http://www.rtvision.com)

58 East Broadway  
PO Box 394  
Little Falls, MN 56345  
320.632.0760  
[tomg@rtvision.com](mailto:tomg@rtvision.com)

# AGREEMENT

## OneOffice & e/Gram

May 6, 2011

City of Grand Rapids  
Tom Pagel P.E.  
420 North Pokegama Ave.  
Grand Rapids MN 55741  
218 326 7626

| AGREEMENT EXPIRATION | AGREEMENT TERMS | DELIVERY DATE |
|----------------------|-----------------|---------------|
| 90 days              | Net 30          |               |

| PRODUCT               | DESCRIPTION                                                                                                                                                                                                                                                                        | UNIT PRICE | QUANTITY | LINE TOTAL |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|------------|
| OneOffice             | 2 concurrent licenses                                                                                                                                                                                                                                                              | \$8,340.00 | 1.00     | \$8,340.00 |
| Maintenance & Support | First year of support and maintenance<br>Annual support includes telephone,email and online support.<br>Microsoft and Linux software updates for application<br>development tools, various browsers and latest releases.<br>Years 2 – 5 Maintenance and support = \$1,125 per year |            |          |            |
| e/Gram                | eGram hardware and software                                                                                                                                                                                                                                                        |            |          |            |
|                       |                                                                                                                                                                                                                                                                                    |            |          |            |
| Training              | 2 days of onsite training                                                                                                                                                                                                                                                          |            |          |            |
| Installation          | Implementation/Installation                                                                                                                                                                                                                                                        |            |          |            |

If you have any questions regarding this agreement, please contact Tom Girtz at 320 632 0760.

|           |                   |
|-----------|-------------------|
| SUBTOTAL  | \$8,340.00        |
| SALES TAX | 573.38            |
| TOTAL     | <b>\$8,913.38</b> |

THANK YOU FOR YOUR BUSINESS

\_\_\_\_\_  
Authorized by

\_\_\_\_\_  
Date

## OneOffice



Are you making your information work for you, or are you working for your information? Misplaced papers and lost documents; loss of data integrity due to re-entry error and added department expenses - these things all seem to happen at the least opportune time causing department chaos and misfortune.

OneOffice is a web application built on a Microsoft SQL Database designed to offer accessibility and security not available using traditional spreadsheets. The OneOffice database provides a central, secure location for all of your construction project information, as well as the ability to share information with multiple users in the office or in the field. With unlimited size constraints and numerous reporting options, OneOffice provides users with a customizable, construction and maintenance project management tool.

Manage IRA and construction journal information in OneOffice and/or through offline controls. This allows you to conveniently enter project data electronically without needing Internet access. By electronically storing all project data, you can feel confident that hand-written notes will not be misread, item quantity sheets will not be lost or miscalculated, and overruns will be flagged; all of which aid in preventing costly errors.

Take advantage of OneOffice's automated documentation process and avoid any paper management or filing. Enter project information once, and easily retrieve data to automatically create numerous reports and documents, including contract change forms, payment requests, weekly diaries, engineer's estimates, bid tabulations, transaction statements and advertisements for bidding. In addition, you can generate funding and project management reports based upon selected criteria, giving you the power to determine how you would like to view your project data. Additionally, project templates can be created so you can reuse historical project setup and item lists to simplify the process for similar projects in the future.

Improve your funding setup with OneOffice. Funding is one of the most important aspects of a project, yet is also one of the easiest areas to make minor miscalculations that can lead to costly errors. With electronic funding management, new funding sources can be added at any point. Caps and splits automatically direct funds to the proper sources, and user-defined reports give you the management tools needed to efficiently determine project and real-time funding status.

Schedule a demonstration to better understand how our OneOffice application can empower your organization to get the most out of your information.

© Copyright 2010-2012 RtVision, Inc.





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1554      **Version:** 1      **Name:** Board & Commission minutes  
**Type:** Agenda Item      **Status:** Acknowledge  
**File created:** 5/18/2011      **In control:** Administration  
**On agenda:** 5/23/2011      **Final action:**  
**Title:** Acknowledge minutes for the following Boards & Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**

**Attachments:** [March 9, 2011 Amended Library Board](#)  
[March 30, 2011 Human Rights Commission](#)  
[April 12, 2011 Airport Minutes](#)  
[April 13, 2011 Library Board](#)  
[April 19, 2011 Golf Board Minutes](#)  
[April 21, 2011 Central School Minutes](#)

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

### Title

Acknowledge minutes for the following Boards & Commissions.



GRAND RAPIDS AREA LIBRARY BOARD  
REGULAR MONTHLY MEETING  
GRAND RAPIDS AREA LIBRARY

March 9, 2011

5:00PM

(Amended)

Members present: Shannon Benolken, Vicky Harding, Abby Kuschel, Max Peters, John Soll, Cheryl Stephens

Non-Members present: Marcia Anderson- Director, Ron Edminster

Members Absent: Jemma Baker, Gina Hawkinson, Dennis Jerome

Meeting called to order at 5:00 pm by Vicky Harding

- A. Agenda- Shannon Benolken made a motion; second by Cheryl Stephens to approve the Agenda as presented. Motion carried.
- F. Old Business-
  - i. Alternative Energy Project- Information presented by Ron Edminster.
    - Educational credits- ICC students will do some planning.
    - Environmental credits- Green 'living' roof and Solar panels
    - On budget (a little under)
    - Will be done by Mid-September
- B. Approval of Minutes- John Soll made a motion; second by Abby Kuschel to approve the Minutes of February 9, 2011. Motion carried.
- C. Communications-
  - i. Minnesota Community Foundation- \$1300-\$1400 average/yearly
    - Put on agenda for a future month. Shannon requested to discuss having this moved to the Grand Rapids Community Foundation.
- D. Financial Report- Roll call vote taken to approve the financial report as submitted - 7 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 03/09/2011

|                             |            |
|-----------------------------|------------|
| SALLY ALLEMAN               | \$2,487.66 |
| AMERIPRIDE LINEN & APPAREL  | \$34.90    |
| MARCIA ANDERSON             | \$127.50   |
| ARROWHEAD LIBRARY SYSTEM    | \$220.04   |
| BAKER & TAYLOR, INC.        | \$2,208.29 |
| BURGGRAF'S ACE HARDWARE INC | \$27.76    |
| CENGAGE LEARNING INC        | \$179.88   |
| CUB FOODS STORE #9036       | \$11.88    |
| DEMCO                       | \$55.54    |
| THE DESIGN GROUP INC        | \$9,000.00 |
| DULUTH NEWS TRIBUNE         | \$273.00   |

|                                |            |
|--------------------------------|------------|
| GALE                           | \$47.24    |
| GARTNER REFRIGERATION CO       | \$158.84   |
| ICTV                           | \$15.00    |
| INVEST EARLY PROJECT           | \$340.00   |
| DARLA KIRWIN                   | \$113.50   |
| MARSHALL CAVENDISH CORPORATION | \$79.95    |
| MINNEAPOLIS/ST.PAUL BUSINESS   | \$95.00    |
| MN ORINTHOLOGIST'S UNION       | \$25.00    |
| MORNING GLORY BED & BREAKFAST  | \$75.00    |
| MOTION INDUSTRIES INC          | \$48.36    |
| NORTHERN BUSINESS PRODUCTS INC | \$439.96   |
| PERSONNEL DYNAMICS, LLC        | \$793.01   |
| PIZZA WORKS                    | \$14.99    |
| RAPIDS ELECTRIC INC            | \$603.41   |
| RECORDED BOOKS                 | \$33.00    |
| SAWMILL INN                    | \$69.05    |
| SHOWCASES                      | \$1,685.34 |
| SIM SUPPLY INC                 | \$145.67   |
| STERLE LAW OFFICE              | \$260.00   |
| UNITED STATES POSTMASTER       | \$500.00   |
| UPSTART                        | \$90.85    |
| THE VILLIAGE BOOKSTORE         | \$226.11   |
| WEST PUBLISHING COMPANY        | \$123.00   |
| XEROX CORPORATION              | \$42.06    |
| DAVID ABAZ                     | \$300.00   |

TOTAL

\$20,950.79

CHECKS ISSUED FOR PRIOR APPROVAL

|                                |             |
|--------------------------------|-------------|
| BLUE CROSS & BLUE SHEILD OF MN | \$3,887.50  |
| DELTA DENTAL OF MINNESOTA      | \$217.55    |
| FIDELITY SECURITY LIFE INS CO  | \$10.84     |
| CITY OF GRAND RAPIDS           | \$264.46    |
| GRAND RAPIDS CITY PAYROLL      | \$20,261.45 |
| LINCOLN NATIONAL LIFE          | \$63.30     |
| MINNESOTA ENERGY RESOURCES     | \$2,875.15  |
| MINNESOTA SALES & USE TAX      | \$56.55     |
| PAUL BUNYAN TELEPHONE          | \$490.00    |
| PERSONNEL DYNAMICS, LLC        | \$82.04     |
| PIONEER MUTUAL LIFE INS CO     | \$20.50     |
| P.U.C.                         | \$2,918.01  |
| MICHAEL RUSSELL                | \$1,105.00  |
| TDS METROCOM                   | \$231.01    |
| VERIZON WIRELESS               | \$78.39     |
| WASTE MANAGEMENT               | \$96.13     |
| THOMAS R. HANSON               | \$100.00    |

TOTAL PRIOR APPROVAL

\$32,757.88

TOTAL ALL DEPARTMENTS

\$53,708.67

- E. Staff Report- Full Board Discussion on Staff Report
  - i. Increased attendance to the children's center
  - ii. Carpet Update- Planning on moving back into the library on 4/20/2011.  
Clarification on how books will be checked out.
- G. New Business- Roll call vote taken to approve the Consent Agenda, including bills, contract and donations as submitted. - 7 AYES, 0 NAYS. Motion carried unanimously.
  - i. No late bills or contracts
  - ii. Approve Resolution Accepting Donations - Abby Kuschel made the motion to approve and Max Peters 2<sup>nd</sup> the motion. All in favor, motion carried.
    - a. Grand Rapids Area Library Foundation \$2400 for Playaway subscription
    - b. Grand Rapids Area Library Foundation \$1530 for Saturday Story Times for January – May**
    - c. Douglas and Janet Coy \$150 for 4 magazine subscriptions: *Humanist, Progressive, Grey's Sporting Journal, Cooks Illustrated***

Regular Agenda-

- 1. Roles of Board members- have Board members to go Town meetings and raise more support and awareness for the library.
- 2. Library Annual Report for 2010- Abby Kuschel made the motion to approve and John Soll 2<sup>nd</sup> the motion. All in favor, motion carried.
- 3. Strategic Planning- Meet April 19 5:30-7:00
- 4. Legislative Update- Legacy Programs- Marcia asked board members to write letters to our representatives to continue funding and oppose the bills that would cut funding.
- 5. Budget Update

Vicky Harding adjourned meeting at 6:20 pm.

**CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION  
REGULAR MEETING  
CONFERENCE ROOM 2B – 420 NORTH POKEGAMA AVENUE  
WEDNESDAY, MARCH 30, 2011 – 4:00 P.M.**

**CALL TO ORDER:** Pursuant to due notice and call thereof a regular meeting of the Grand Rapids Human Rights Commission was held in Conference Room 2B of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota, on Wednesday, March 30, 2011, at 4:00 p.m.

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

Staff: Lynn DeGrio, Human Resources Director

The meeting was called to order at 4:00 p.m. Commission Chair Wartchow welcomed new Commissioner Jackie Dowell to the Commission and had members present introduce themselves.

**SETTING OF REGULAR AGENDA:**

**MOTION BY COMMISSIONER HALL, SECOND BY COMMISSIONER MUNDT TO ADD DISCUSSION OF APRIL SPEAKER TO THE AGENDA UNDER NEW BUSINESS.** The following voted in favor thereof: Hall, Mundt, Wartchow, Dowell, Hain and Learmont. Opposed: None, motion carried.

**APPROVAL OF MINUTES:** February 23, 2011 regular meeting

**MOTION BY COMMISSIONER MUNDT, SECOND BY COMMISSIONER HALL TO APPROVE THE MINUTES OF FEBRUARY 23, 2011 AS PRESENTED.** The following voted in favor thereof: Mundt, Hall, Wartchow, Dowell, Hain, and Learmont. Opposed: None, motion carried.

**TREASURERS REPORT:**

Nothing to report.



## **OLD BUSINESS:**

### **Rapids Read and Commission follow-up program**

Various Commissioners attended the excellent presentation by speaker, Kao Kalia Young, author of "The Latecomer" with 117 in attendance. Human Resources Director DeGrio will try to order a copy of the presentation to have on file.

The Commissioners discussed the follow up program to the Rapids Read presentation. Commissioner Learmont contacted the Itasca County Extension and the Itasca County Collaborative to co-sponsor an event with the Human Rights Commission. They sounded interested but needed more definition. The high school FFA may also be invited to participate. Definition for the Rapids Read presentation follow up would include: grant request of a follow up, give history of the Hmong Farmer's Market, Hmong art, etc. From a Human Rights standpoint the follow up should include diversity and integration into communities.

Commission Chair Wartchow will make the original contact to get the information for contacting the Farmer's Market and possibly Kao Kalia Young for referrals and will pass that information on to Commissioner Hall to follow up with the actual contact. Suggestions for contact include:

- Contact Will Richter at the Library for Kao Kalia Young's contact information to ask for referrals.
- Contact the Minnesota Human Rights Commission for information regarding contacts for information on the Hmong Farmer's Market and Hmong artwork.

Commission Chair Wartchow will also contact MacRostie Art Center regarding a possible Hmong art exhibit.

### **Spring Accessibility Project:**

Letters are to be sent out this spring to businesses in regard to handicap accessibility. Commissioner Hall will contact Rob Mattei, Community Development Director to determine date of mailing.

### **"Bullied" Project Update:**

Commissioner Mundt stated the film will be shown April 18<sup>th</sup> at 6:30 p.m. at the Itasca Community College, Davis Theater followed by a panel discussion lead by Commissioner Sanderson. They believe ICTV will cover the presentation. Human Resources Director DeGrio suggested they also contact Lakeland Television for additional coverage.

### **Distribution of Islamic Print Information:**

Human Resources Director DeGrio presented the Islamic brochures to the Commission. One copy of each brochure will be in the Administration office. Commissioner Learmont suggested we link the website for these brochures to the Grand Rapids Human Rights Commission website. Human Resources Director DeGrio made note.

**Essar Steel Presentation Update:**

Commissioner Learmont has been in contact with Essar Steel to speak to the Commission. Essar Steel will send two or three individuals who want to be present, two members being the Project Director and Human Resource Manager. Commissioner Learmont asked for a 20 to 30 minute slide presentation focused on diversity and demographic information to be followed by a question and answer period. He asked them to attend the April 27, 2011 meeting at 4:00 p.m. but has not received confirmation.

**NEW BUSINESS:****Discussion of April Speaker:**

Commissioner Hall stated Noreen Hautala would like the HRC to be represented at the May, 2011 Mental Health Month and will send a proposal and come to a meeting. As of this meeting, Commissioner Hall has not received the proposal. Commissioners felt they could have Essar Steel and Noreen Hautala at the same meeting. Human Resources Director DeGrio will include both on next month's agenda unless otherwise notified.

Commissioners are pleased to see more dialogue on Human Rights issues and that organizations are recognizing the Human Rights Commission as a resource.

Chair Wartchow thanked Commissioner Mundt for his work on the "Bullied" film presentation and Commissioner Sanderson and Human Resources Director DeGrio for their work on ordering Islamic brochures.

**REPORTS ON CALLS AND INQUIRIES:**

None reported.

**PENDING COMPLAINTS:**

Nothing reported.

**OTHER:**

Commissioner Hain reported briefly on the public hearing in regard to the Grace House rezoning a parcel for a permanent facility. The hearing was well attended by residents as well as Grace House representatives. Testimonies from Grace House staff and the homeless were positive. The permanent structure would be able to house 15 individuals. The Council voted in favor of the rezone.

Commissioner Dowell stated the web site needs to be updated on the Human Rights Commission meetings time of 4:00 p.m. Human Resources Director DeGrio made note of the change.

A recommendation for next month's agenda includes the Human Rights Commission website: what is included and how to invite the community. Commission Chair Wartchow invited everyone to take a look at the website and come back with ideas.

The next regularly scheduled meeting will be April 27, 2011 at 4:00 p.m. unless otherwise noted.

**ADJOURN:**

There being no further business the following motion was made to adjourn the meeting:

**MOTION BY COMMISSIONER HAIN, SECOND BY COMMISSIONER DOWELL TO ADJOURN THE MEETING AT 4:52 P.M. The following voted in favor thereof: Hain, Dowell, Wartchow, Hall, Learmont and Mundt. Opposed: None, motion carried.**

Respectfully submitted,

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Dawn Schaefer, Recorder



## GRAND RAPIDS/ITASCA COUNTY AIRPORT COMMISSION

April 12, 2011, Regular Meeting Minutes

Grand Rapids City Council Chambers

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

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

Gary McInerney moved to approve the minutes from the March 15, 2011, regular meeting. Motion seconded by Bob Ward and carried. Commissioner Ward requested that a record be made in future minutes should any commission member leave during the meeting indicating time they left and returned.

Tim George moved to approve the following bills for payment:

|                               |          |
|-------------------------------|----------|
| Blue Cross                    | 176.75   |
| Blueglobes LLC                | 586.20   |
| Cole Hardware                 | 66.08    |
| Delta Dental                  | 435.10   |
| Edwards Oil                   | 601.17   |
| Evans Electric                | 158.57   |
| City of Grand Rapids          | 2,367.65 |
| City Payroll                  | 4,330.39 |
| Itasca County Treasurer       | 315.00   |
| June Johnson                  | 100.00   |
| L & M Supply                  | 171.37   |
| Midwest Flyer Magazine        | 577.00   |
| MN Council of Airports        | 150.00   |
| MN Energy Resources           | 1,701.42 |
| MN Sales & Use Tax            | 4.34     |
| MN Dept. of Transportation    | 2,126.00 |
| Operating Engineers Local #49 | 275.00   |
| Pioneer Mutual Life           | 2.05     |
| Light Bills                   | 4,785.72 |
| Matt Romanik                  | 213.60   |
| Sim Supply                    | 80.32    |
| Sterle Law Office             | 260.00   |
| TKDA                          | 619.47   |
| TDS Metrocom                  | 130.05   |
| Visa                          | 10.03    |
| Waste Management              | 61.06    |

TOTAL ALL VENDORS

\$ 20,304.34

Motion seconded by Gary McInerney. Roll Call Vote: Voting Yes: Tim George, Gary McInerney, Jim Johnson and Derek Hawkinson. Voting No: Vincent Rittmiller and Bob Ward. Motion carried.

Matt Romanik reviewed the financial for the first quarter. The airport is at 25% of income and expenses overall.

Staff Report: Matt Romanik advised the gates are functioning correctly. Three taxiway bulbs were replaced. A supply of sign bulbs have been ordered so that they can be systematically replaced. There are about 35 signs on the airport. The final preparations are being made to the Waste Water Treatment Plant. The vehicles are all in working condition. The dump box on AP74 is scheduled to be painted and the bed coated this summer. The FAA has performed seasonal maintenance on the navigation aids and the VOR. Derek Hawkinson asked that the shrubs growing through the fence along 7<sup>th</sup> we checked and removed.

Vincent Rittmiller moved to approve the agenda as printed. Motion seconded by Bob Ward and carried.

Public Comment: None.

Agenda Item 9a: Using a Professional Service Contract to employ the Airport Manager – The commission reviewed the Joint Powers Agreement. A discussion was held on Section 4, page 3, paragraph 2; Section 1, page 1, paragraph 3, and on the needs of the airport. Jeff Davies, Public Works Director, explained how flexible the position can be with immediate contact through cell phone. It was suggested that a work session be held to review the by-laws, the Joint Powers Agreement and the role of the commission.

Agenda Item 9b: ACAR Lease Adjustment – Dave Nelson, Owner of ACAR, was unable to attend this meeting. Tim George moved to table this item until the May meeting. Motion seconded by Bob Ward and carried.

Agenda Item 9c: DNR Helicopter Pad Lease # 11809 – Bill Schuster from the DNR addressed the commission. He presented figures and information on other sites where they have similar leases indicating that Grand Rapids was the most expensive. Bob Ward moved to renew the DNR Helicopter Pad Lease #11809 for an annual fee of \$500 and to authorize the Airport Commission Chair and Secretary to sign the contract. Motion seconded by Gary McInerney. Roll Call Vote: Voting Yes: Gary McInerney, Tim George, Vincent Rittmiller, Bob Ward and Derek Hawkinson. Voting No: Jim Johnson. Motion carried.

Agenda Item 9d: Parking lot on Airport Property – Matt Romanik advised that a request has been made about allowing a parking lot on airport property across from the Northland Recovery building. After discussion, the commission asked to discuss this item with TKDA, FAA, and MN/DOT at the CIP committee meeting.

Agenda Item 9e: Disposal of Terminal Seating – Bob Ward moved to recommend to the City Council and County Board that the terminal seating items be disposed of by sale. Motion seconded by Vincent Rittmiller and carried.

Announcements: MCOA Meeting is in Grand Rapids this week. The next meeting will be on May 11, 2011, at 1:00 PM. Please note the change from Tuesday to Wednesday.

Meeting adjourned at 2:26 PM.

June Johnson  
Recording Secretary



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

Members present: Jemma Baker, Shannon Benolken, Vicky Harding, Gina Hawkinson,  
Dennis Jerome , Max Peters, John Soll, Cheryl Stephens

Non-Members present: Marcia Anderson- Director

Members Absent: Abby Kuschel

Meeting called to order at 5:02 pm by Gina Hawkinson

- A. Agenda- Shannon Benolken made a motion; second by Cheryl Stephens to approve the Agenda as presented. Motion carried.
- B. Approval of Minutes- John Soll made a motion to amend the minutes to make corrections; second by Dennis Jerome to approve the Minutes of March 9, 2011 as corrected. Motion carried.
- C. Communications-
  - i. Minnesota Community Foundation check- \$1400
- D. Financial Report- Roll call vote taken to approve the financial report as submitted - 8 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 04/13/2011

|                               |            |
|-------------------------------|------------|
| SALLY ALLEMAN                 | \$2,487.66 |
| AMERIPRIDE LINEN & APPAREL    | \$35.92    |
| ARROWHEAD LIBRARY SYSTEM      | \$62.66    |
| BAKER & TAYLOR, INC.          | \$3,412.71 |
| BURGGRAF'S ACE HARDWARE INC   | \$45.96    |
| CENGAGE LEARNING INC          | \$134.92   |
| COLEHARDWARE INC              | \$182.82   |
| CONNECTING POINT TECHNOLOGIES | \$149.00   |
| D.C.R. COMMUNICATIONS INC.    | \$30.00    |
| DEMCO                         | \$152.17   |
| THE DESIGN GROUP INC          | \$8,000.00 |
| DIVERSE MEDIA INC             | \$110.65   |
| ENCYCLOPEDIA CENTER INC       | \$33.90    |
| GALE                          | \$33.96    |
| GARTNER REFRIGERATION CO      | \$560.79   |
| BONNIE HENRIKSEN              | \$9.28     |
| INVEST EARLY PROJECT          | \$255.00   |
| TRACY KAMPA                   | \$21.85    |

|                                |          |
|--------------------------------|----------|
| LAKE COUNTRY JOURNAL MAGAZINE  | \$19.95  |
| MARSHALL CAVENDISH CORPORATION | \$129.70 |
| MEDIA EDUCATION FOUNDATION     | \$42.30  |
| MINNESOTA WOMEN'S PRESS        | \$60.00  |
| NORTHERN BUSINESS PRODUCTS INC | \$781.83 |
| OXFORD UNIVERSITY PRESS        | \$636.00 |
| PERSONNEL DYNAMICS, LLC        | \$373.72 |
| PITNEY BOWES INC               | \$122.38 |
| PIZZA WORKS                    | \$16.99  |
| RCB COLLECTIONS                | \$480.00 |
| RECORDED BOOKS                 | \$66.00  |
| SECURITY ACCESS CONTROL        | \$10.00  |
| SIM SUPPLY INC                 | \$194.29 |
| THE TIMBERJAY                  | \$42.00  |
| VIKING ELECTRIC SUPPLY INC     | \$39.18  |
| THE VILLIAGE BOOKSTORE         | \$16.67  |
| WEST PUBLISHING COMPANY        | \$249.50 |
| XEROX CORPORATION              | \$110.20 |
| ANN MARKUSEN                   | \$200.00 |

TOTAL

\$19,309.96

CHECKS ISSUED FOR PRIOR APPROVAL

|                                |             |
|--------------------------------|-------------|
| BLUE CROSS & BLUE SHEILD OF MN | \$3,887.50  |
| DELTA DENTAL OF MINNESOTA      | \$435.10    |
| FIDELITY SECURITY LIFE INS CO  | \$10.84     |
| GRAND RAPIDS CITY PAYROLL      | \$50,440.38 |
| LINCOLN NATIONAL LIFE          | \$153.60    |
| MINNESOTA ENERGY RESOURCES     | \$2,413.80  |
| MINNESOTA SALES & USE TAX      | \$32.14     |
| PAUL BUNYAN TELEPHONE          | \$244.99    |
| PIONEER MUTUAL LIFE INS CO     | \$41.00     |
| PITNEY BOWES                   | \$143.34    |
| P.U.C.                         | \$2,912.27  |
| TDS METROCOM                   | \$231.01    |
| VISA                           | \$236.75    |
| WASTE MANAGEMENT               | \$96.13     |

TOTAL PRIOR APPROVAL

\$61,279.48

TOTAL ALL DEPARTMENTS

\$80,589.44

E. Staff Report- Full Board Discussion on Staff Report

- i. Door count
- ii. Children's Area steps carpet
- iii. E-Folio's- online portfolios.

F. Old Business-

- i. Energy Project- Construction for building was approved on Monday, April 11, 2011 by City council. Bids are out and due back by May 10, 2011. Building will start June 1, 2011

and be finished by October 1, 2011. This is just for the building, not the educational aspect inside it.

ii. Carpet Progress- Finished laying carpet. Movers coming in on April 16 & 17 to move stacks back. Closed April 19& 20 to clean.

G. New Business- Vicky Harding made the motion to approve and John Soll 2<sup>nd</sup> the motion. Roll call vote taken to approve the Consent Agenda, including bills, contract and donations as submitted. - 8 AYES, 0 NAYS. Motion carried unanimously.

i. No late bills

ii. Approve Contracts - All in favor, motion carried.

a. Dougherty- April 30 Garden Program \$100.00 Honorarium

b. Miltich- July 14 Summer Reading Concert \$400.00

iii. Library Report for 2010- Abby Kuschel made the motion to approve and John Soll 2<sup>nd</sup> the motion. All in favor, motion carried.

#### Regular Agenda-

i. Vote for Itasca County Representatives to the ALS Board

- Shannon moved that Grand Rapids cast votes for Dennis Jerome and Linda Lee Booth, Cheryl Stephens 2<sup>nd</sup> the motion. Unanimous Approval

ii. Set summer hours

-Marcia proposed these hours as the new summer hours: Mon-Thurs 9-7, Fri 9-5, Sat 10-2 & Sun Closed. Closed May 28, July 2, Sep. 3

-Meet with library staff: Amy, Faye, Tracy, Will, Bonnie, John, Mary & Michelle to discuss the new hours and any comments and concerns.

- Dennis Jerome motioned to approve summer hours as presented, Jemma Baker 2<sup>nd</sup> the motion. Unanimous approval

iii. Progress & Highlights

Gina Hawkinson adjourned meeting at 5:55 pm.



GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
April 19, 2011  
8:00 AM

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

Absent: None

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

- I. The meeting was called to order by Pat Pollard, Chair.
- II. Steve Forneris made a motion to accept the minutes of the March 15, 2011 Board meeting. Jeff Ericson seconded the motion. The motion passed. Steve Forneris made a motion to accept the minutes of the March 21, 2011 Special Board meeting. Jeff Ericson seconded the motion. The motion passed.

III. Consideration of Monthly Bills

Jeff Ericson made a motion to approve the bill list.

|                                |           |
|--------------------------------|-----------|
| 4TH STREET MARKETING           | 195.00    |
| A-Z RESTAURANT EQUIPMENT INC   | 427.50    |
| AMERIPRIDE LINEN & APPAREL     | 44.06     |
| BATTERY WHOLESALE              | 15,577.78 |
| LEAGUE OF MN CITIES INS TRUST  | 17,447.00 |
| BLUE CROSS & BLUE SHIELD OF MN | 2,120.50  |
| BURGGRAF'S ACE HARDWARE INC    | 145.70    |
| ROBERT CAHILL                  | 30.00     |
| CHAMBER OF COMMERCE            | 100.00    |
| CITY OF COHASSET               | 487.00    |
| COLE HARDWARE INC              | 155.06    |
| D.C.R. COMMUNICATIONS INC      | 65.00     |
| DELTA DENTAL OF MINNESOTA      | 202.90    |
| FRAME UP                       | 144.84    |
| THE GOLF SCOREBOARD CO INC     | 2,714.00  |
| CITY OF GRAND RAPIDS           | 295.86    |
| 0GRAND RAPIDS CITY PAYROLL     | 7,570.53  |
| GRAND RAPIDS STATE BANK        | 569.09    |
| HIBBING DAILY & SUNDAY TRIBUNE | 44.00     |
| JOHNSONS TYPEWRITER INC        | 768.93    |
| JORGENSEN LOCKERS              | 1,900.00  |
| L&M SUPPLY                     | 469.06    |
| MINNESOTA GOLF ASSOCIATION INC | 180.00    |
| MINNESOTA TORO                 | 585.89    |
| NORD AUTO PARTS                | 40.12     |
| PIONEER MUTUAL LIFE INS CO     | 8.20      |
| PATRICK POLLARD                | 50.90     |
| PRESTO PRINT                   | 442.26    |
| P.U.C.                         | 810.70    |
| NORTHERN MN WATER COND DBA     | 36.70     |
| RICKS WINDOW WASHING           | 150.00    |

|                            |           |
|----------------------------|-----------|
| RUTTGER'S SUGAR LAKE LODGE | 8,625.00  |
| SIM SUPPLY INC             | 26.75     |
| STERLE LAW OFFICE          | 162.50    |
| STOKES PRINTING COMPANY    | 70.67     |
| SUPERIOR GOLF CARTS        | 88,186.00 |
| TDS Metrocom               | 171.34    |
| TREASURE BAY PRINTING INC  | 255.96    |
| TWINCITIESGOLF.COM         | 225.00    |
| 2VERIZON WIRELESS          | 37.34     |
| WOODLAND STORAGE           | 1,400.00  |
| LEIF NELSON                | 250.00    |
| TOTAL ALL VENDORS:         | 53,189.14 |

Steve Forneris seconded the motion. The motion was passed.

IV. Visitors: None

V. Grounds Superintendent – Steve Ross reported. Snow mold was a little more prevalent than past years, but should be gone soon with fertilizer and mowing. The removal of the two trees near the number 9 green has been completed as well as one large tree along # 16. The large cottonwood will be removed professionally at a cost of around \$600 to \$700. Stumps and roots will be removed professionally at a cost of about \$600. Some brush will be removed along the hillside on #18 to improve the view of the lake. A second cut mower will be purchased soon to cut approximately 3 feet around the fairway, but at this time it will not be used around the greens.

VI. Concessions Report – Stewart Bastian reported. Shades will be purchased for the lakeside windows of the bar area and special floor matting for the bar area will be priced and presented at the next meeting.

VII. Director of Golf – Bob Cahill reported. Lockers have been installed and almost all have been rented already. The Board will consider the purchase of additional lockers at a later date. The Golf Course will take delivery of 25 Club Car golf carts later this week. The scoreboard panels have arrived and will be installed soon.

VIII. Old Business – None

IX. New Business – None

X. Correspondence and Open Discussion – None

XI. Kelly Hain made a motion to adjourn the meeting. Jeff Ericson seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

**CENTRAL SCHOOL COMMISSION  
THURSDAY, APRIL 21, 2011  
CONFERENCE ROOM 2B, CITY HALL  
GRAND RAPIDS, MINNESOTA  
AT 9:00 A.M.**

**CALL TO ORDER:**

Pursuant to due notice and call thereof, a regular meeting of the Central School Commission was held Thursday, April 21, 2011 at 9:00 a.m., at Grand Rapids City Hall, Conference Room 2B, City Hall, Grand Rapids, Minnesota.

**CALL OF ROLL:**

On a Call of Roll, the following members were present: Commission Chair Denny Brown, Commissioners: Jean Halverson, Trudy Hasbargen, Dale LaRoque and Linda VanArkel.  
Absent: Jeff Wartchow.

Staff present: Finance Director Shirley Miller and Facilities Maintenance Manager Ron Edminster.

Others present: Building Manager, Tom Schmoll.

The meeting was called to order at 9:00 a.m.

**APPROVAL OF MINUTES:        March 17, 2011 regular meeting**

**MOTION BY COMMISSIONER HALVERSON, SECOND BY COMMISSIONER VAN ARKEL TO APPROVE THE MINUTES OF THE MARCH 17, 2011 REGULAR MEETING AS PRESENTED. The following voted in favor thereof: Halverson, VanArkel, Brown, Hasbargen and LaRoque. Opposed: None, motion carried.**

**APPROVE PAYMENT OF BILLS:**

Building Manager Tom Schmoll presented a permit fee for a sandwich board on the Central School property to add to the payment of bills. The following motion was made:

**MOTION BY COMMISSIONER HASBARGEN, SECOND BY COMMISSIONER VAN ARKEL TO ADD THE SANDWICH BOARD ZONING PERMIT FEE IN THE AMOUNT OF \$55.55 TO THE BILLS DUE ON OR BEFORE 04/21/11. The following voted in favor thereof: Hasbargen, VanArkel, Brown, Halverson and LaRoque. Opposed: None, motion carried.**



**MOTION BY COMMISSIONER VAN ARKEL, SECOND BY COMMISSIONER HALVERSON TO APPROVE THE PAYMENT OF CLAIMS DUE ON OR BEFORE 04/21/11 IN THE AMOUNT OF \$6,242.58 INCLUDING THE ZONING PERMIT FEE IN THE AMOUNT OF \$55.55:**

|                            |    |          |                            |          |
|----------------------------|----|----------|----------------------------|----------|
| AmeriPride Linen           | \$ | 114.48   | Burggraf's Ace Hardware    | 8.51     |
| Deer River Hired Hands     |    | 16.00    | Filthy Clean               | 1,251.56 |
| Itasca County Treasurer    |    | 45.00    | Johnson's Lock & Safe Inc. | 109.40   |
| MN Energy Resources        |    | 2,465.26 | Minnesota Sales & Use Tax  | .96      |
| Nardini Fire Equipment Co. |    | 165.60   | Occupational Dev't. Center | 69.27    |
| Paul Bunyan Telephone      |    | 74.92    | PUC                        | 1,258.39 |
| Qwest                      |    | 45.93    | SIM Supply Inc.            | 61.06    |
| Waste Management           |    | 556.24   |                            |          |

**The following voted in favor thereof: VanArkel, Halverson, Brown, Hasbargen, and LaRoque. Opposed: None, motion carried.**

**FINANCIAL REPORT:**

Finance Director Miller distributed updated copies of the Central School financial statements for three months ending March 31, 2011. The February electric bill for Central School was charged to Public Works and has now been corrected on the new statement. Commissioner VanArkel notified the Commission Central School was without power for two separate days as well as a half day this past month. After a brief discussion, the following motion was made:

**MOTION BY COMMISSIONER HASBARGEN, SECOND BY COMMISSIONER VAN ARKEL TO ACCEPT THE FINANCIAL STATEMENT AS PRESENTED.**

**The following voted in favor thereof: Hasbargen, VanArkel, Brown, Halverson and LaRoque. Opposed: None, motion carried.**

**BUILDING MAINTENANCE REPORT:**

Building Maintenance Manager Edminster reported on the following:

- The restaurant was toured by a prospective tenant but needs to be cleaned up before showing again in addition to checking to see if matching carpet remnants can be purchased to fill areas. Vents are still open in the restaurant in addition to waterlines.
- Showed third floor to prospective tenant who was interested but must wait for Minnesota Historical Society inspection to tell the Commission what they can and cannot do with the building. Third floor prospective tenant would like to create more space, add an exhaust hood/fan and a restroom. Edminster stated it will cost approximately \$15,000 to structurally make a restroom like the one in the Garden Level.
- Lights haven't been shipped yet; possibly here during fishing opener. Electricians will try to schedule around tenants. Deadline for all installation is June 30, 2011 per grant.
- Foundation work – Edminster will get cost for footing to use capital and apply for grant. Grant pre-application is due July 1, 2011.
- The stairwell railing would be a maintenance expense.

Commissioners want to move forward with a state inspection to answer questions regarding the third floor space. Finance Director Miller stated it wouldn't be a problem inviting the state to

come; the Commission should inform the Task Force. Commission Chair Brown will call today and try to schedule the inspection.

## **OLD BUSINESS:**

### **Elect Vice Chair:**

**MOTION BY COMMISSIONER VAN ARKEL, SECOND BY COMMISSIONER HALVERSON TO ELECT COMMISSIONER JEFF WARTCHOW AS VICE CHAIR OF THE CENTRAL SCHOOL COMMISSION. The following voted in favor thereof: VanArkel, Halverson, Brown, Hasbargen and LaRoque. Opposed: None, motion carried.**

### **City Task Force Update:**

The following was discussed:

- The Task Force met about a month ago.
- Administrator Gillen is preparing the RFP and will call a meeting when it is finished.
- No one volunteered for marketing services or coaching.
- The Task Force did protect the tenants.
- The Task Force is hoping to have the RFP recommendations back by July, 2011.
- Currently four spaces available for rent.
- The Task Force's focus is to fill the building.

### **Replacement of Member at Large:**

Finance Director Miller stated the member at large is being advertised in the paper. The member at large must be a city resident. Building Manager Schmoll recommended looking for the member from the City Task Force.

## **NEW BUSINESS:**

### **Prioritize Capital Improvement Plan:**

Finance Director Miller distributed a "5-Year Capital Improvement Plan." Nothing had been budgeted for 2011 because of the uncertainty of open rental spaces. The Commission is looking to project for the future and what they might desire to put in a grant. Items discussed were as follows:

1. Had originally planned on \$30,000 toward repairing the foundation in 2011 but was moved to 2012.
2. A new air conditioner would cost approximately \$10,000; present conditioner is past its life expectancy. Could wait and switch to the other air conditioner if this one fails.
3. Minnesota Historical Society grant minimum is \$20,000.
4. Foundation repair is number one need at present.
5. Items which need state architect input: third floor bathrooms would be priority number two in order to rent out space.
6. Create runs for electrical for lights.
7. Paint walls by maintenance, approximately \$3,000.

8. Woodworker's asked their windows be washed – all windows need washing.
9. Add to 2014 – New elevator needed at approximately \$150,000; elevator has 25 year life expectancy; now at 27 years. Present elevator has been upgraded to code.
10. Commissioners mentioned checking the architectural study for other needs mentioned.
11. The electrical room door was again found open; therefore Maintenance may need to change the lock as the door must be closed at all times.

After discussion, the following motion was made:

**MOTION BY COMMISSIONER HALVERSON, SECOND BY COMMISSIONER VAN ARKEL TO GIVE PERMISSION TO FACILITIES MAINTENANCE MANAGER TO SOLICIT QUOTES TO PAINT THE STAIRWELL AT OLD CENTRAL SCHOOL, ACCEPT THE LOW QUOTE AND PROCEED WITH PAINTING THE STAIRWELL. The following voted in favor thereof: Halverson, VanArkel, Brown, Hasbargen and LaRoque. Opposed: None, motion carried.**

**MOTION BY COMMISSIONER HASBARGEN, SECOND BY COMMISSIONER HALVERSON TO PROCEED WITH WASHING WINDOWS AT THE OLD CENTRAL SCHOOL NOT TO EXCEED THE AMOUNT OF \$800.00. The following voted in favor thereof: Hasbargen, Halverson, Brown, LaRoque and VanArkel. Opposed: None, motion carried.**

**Key Duplication:**

Building Manager Schmoll would like permission to throw keys away which do not apply to the building as well as make a master key or series of keys to carry on his person. The Commission felt the Manager should have a master key and granted permission for a master key to be made.

Commissioner VanArkel stated when the power was off the alarm was sounding within the building but no one came to investigate. She was concerned that if no one was in the building, the alarm would continue to sound until someone came in the next day to turn it off and the building would not be protected if a fire would break out. Building Manager Schmoll stated when power is out the phone line to notify the company is also out. He will check and see if there is something that can be done to notify the proper authorities when the power is out.

**MANAGEMENT REPORT:**

Building Manager Schmoll stated the new tenants are in and their rental space looks good.

The fishing opener committee requested to use Old Central School's sign with red letters to state "Good luck Governor and Guests May 12-14". The woodworkers are presently using the sign but will have a billboard sign for their opening. The sign cannot contain the entire message but the Commissioners were favorable toward the committee using the space available and use of the red letters.

Please refer to Building Manager Schmoll's report for further details.



The next regularly scheduled meeting will be May 19, 2011 at 9:00 a.m. unless otherwise noted.

There being no further business, the following motion was made to adjourn:

**MOTION BY COMMISSIONER HALVERSON, SECOND BY COMMISSIONER VAN ARKEL, TO ADJOURN THE MEETING AT 10:24 A.M. The following voted in favor thereof: Halverson, VanArkel, Brown, Hasbargen and LaRoque. Opposed: None, motion carried.**

Respectfully submitted,

---

Dawn Schaefer, Recorder



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1542      **Version:** 1      **Name:**

**Type:** Department Head Report      **Status:** Filed

**File created:** 5/12/2011      **In control:** Library

**On agenda:** 5/23/2011      **Final action:** 5/23/2011

**Title:** Library - Marcia Anderson

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [ANNUAL REPORT brochure 2010](#)  
[Library Department Head Report May 2011](#)

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

**Title**  
Library - Marcia Anderson

### **The Library Board: (2010)**

Gina Hawkinson, President  
Dennis Jerome, Vice President

Vicki Harding, Secretary  
John Soll

Cheryl Stephens  
Shannon Benolken  
Abby Kuschel

J. W. Burnett  
Katherine Gillen

### **Left Board in 2010**

J. W. Burnett  
Katherine Gillen

### **New to the Board for 2011**

Max Peters  
Jemma Baker

### **Library Foundation**

Kathy McCarty, President

### **Friends of the Library**

Bonnie Gelle, President 2010

### **Staff**

Marcia Anderson  
Faye Chessmen  
Amy Dettmer  
Bonnie Henriksen  
Michelle Johnson  
Tracy Kampa  
Darla Kirwin  
John Nalan  
Will Richter  
Mary Saxton



### **Mission Statement:**

***The Grand Rapids Area Library  
is a welcoming place that  
builds an informed, engaged  
and enlightened community by  
helping children develop a love  
of reading, supporting lifelong  
learning, connecting individuals,  
and enriching leisure time.***

**Funded by the City of Grand Rapids:  
Supported in part by the cities and**

**townships of:**

|              |            |
|--------------|------------|
| Arbo         | Blackberry |
| Cohasset     | Feeley     |
| Grand Rapids | Harris     |
| LaPrairie    | Sago       |
| Spang        | Wabana     |
| Warba        |            |

### **Library Hours:**

|                             | Winter           | Summer 2011      |
|-----------------------------|------------------|------------------|
| Mon.—Thurs.                 | 9:00 am—8:00 pm  | 9:00 am- 7:00 pm |
| Friday                      | 9:00 am—5:00 pm  | 9:00 am- 5:00 pm |
| Saturday                    | 10:00 am—2:00 pm | 10:00 am-2:00 pm |
| Closed Sundays and Holidays |                  |                  |

## **2010 Annual Report to our Community**



**Grand  
Rapids  
Area  
Library**

**Providing  
Value  
@ your  
library**

**140 NE 2nd Street  
Grand Rapids, Minnesota 55744  
218-326-7640**

**[www.grandrapids.lib.mn.us](http://www.grandrapids.lib.mn.us)**



## Major Accomplishments in 2010

Summer Film Series *Indies on Tuesdays* was held in collaboration with the Reif Center. 12 award-winning Independent films were shown.

Children's Summer and Winter Reading Programs, supported by the Friends of the Library, set new participation and completion records.

Used book sale was held in collaboration with the Library Foundation and the Friends of the Library.

Saturday story times were held throughout the summer with funding provided by the Grand Rapids Area Library Foundation.

Fun Family Fridays were held in August with interactive programs with books and crafts showcasing history of the 30's, 40's, 50's and 60's.

The MN Legacy Fund provided funding for arts and cultural programming including folk dancing, poetry, photography workshops, and art workshops for children.

The Museum Pass program, funded by the Legacy Fund and organized by the Arrowhead Regional Library System, provided 7790 passes to local and regional events and attractions.

25 teens participated in a photography workshop and a region-wide contest.

Introductory *Catalog Basics* classes were held regularly.

Staff member Will Richter served as a judge for the Minnesota Book Awards.

Young adult author Pete Hautman spoke at the Grand Rapids High School and at the Library with funding provided by the Minnesota Humanities Council.

The National Endowment for the Humanities provided a collection of books and DVDs about the Civil War.

Young adult author Will Weaver brought his race car to the Library to promote his *Motor* novels.

## What your library saved community residents:

| Number of<br>Uses | Library Services                                     | Value of<br>Services |
|-------------------|------------------------------------------------------|----------------------|
| 173,975           | Books Borrowed                                       | \$2,609,625          |
| 4,349             | Magazines Borrowed                                   | \$15,222             |
| 16,845            | Videos/DVDs Borrowed                                 | \$67,380             |
| 7,739             | Books on Tape/CDs Borrowed                           | \$77,390             |
| 1,684             | Interlibrary Loan                                    | \$42,100             |
| 1,928             | Adult Programs Attended                              | \$19,280             |
| 5,543             | Children's Programs Attended                         | \$33,258             |
| 18,275            | Hours of Computer Use, e.g.,<br>Internet and MS Word | \$164,475            |
| 11,340            | Reference Questions Asked                            | \$79,380             |
|                   | <b>Total Value</b>                                   | <b>\$3,108,110</b>   |

**Total operating budget for the library was \$749,481**

Spreadsheet adapted from Massachusetts Library Association  
[www.masslib.org](http://www.masslib.org)

## How the Library is Funded:

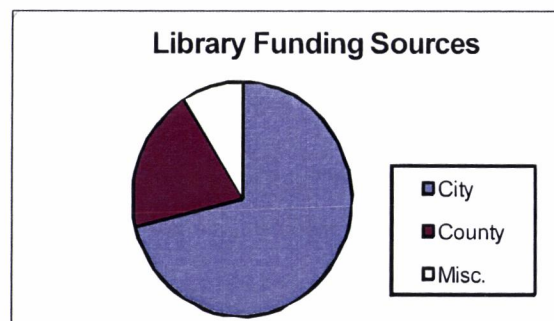
Taxpayers:

City of Grand Rapids ≈71%

Itasca County:

Surrounding cities and townships: ≈20%

Grants, donations, fines, fees etc. ≈9%



## 2010 by the numbers

**161,988** people visited the Grand Rapids Area Library during 2803 open hours (an average of 58 people each hour)

**7944** children, teens and adults attended 297 library programs

**579** groups (10,955 people) met in our meeting rooms

**14,040** residents of our service area (69%) held library cards

There were **31,263** sessions on the public Internet computers as well as significant use of the free wi-fi service

**202,968** items were checked out of the library

**9176** items were added to the collection

**814** Children participated in the summer and winter reading programs.

**194** Baby Steps coupons were given away

Volunteers contributed more than **3498** hours

**The library collection consists of:**

**74,645** books and magazines

**3,221** audio materials

**3,963** DVDs and videocassettes

**182** magazine and newspaper subscriptions

**16,100** electronic books are available through the regional catalog

**4,099** downloadable audio books are available through the regional catalog

**59** databases are available online from home or the Library



## Library Department Head Report May 23, 2011



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

### **Use of the Library continues to be high.**

Many people are coming in for free entertainment for themselves or their children, or just a friendly place to relax or wait. Many people are using the virtual library for research, reserving a book or downloading audio books or e-books (see the attached annual report for numbers)

### **Strategic Plan implementation update:**

The Library Board, supporting organizations and staff developed a strategic plan in early 2009 and we are making progress implementing that plan. Library Board members and staff met in April to review progress for the year and develop action plans for the upcoming year.

### ***Goal I: Parents will feel supported in preparing their preschoolers for learning success and primary students will develop a love of reading and learning***

- Summer and Winter Reading programs for children were very successful, with record high participation and completion rates. We will do more outreach this year.
- The number of children attending programs last year was more than double the previous year. We will continue to offer high-quality programs for kids.
- Our story times, both Mondays and Saturdays, have been very popular. By popular demand we are offering Saturday Story Times every Saturday through the summer. The collaboration with Baby Steps continues to draw patrons to the Library.
- A pilot project to provide transportation for class visits was successful, and we are looking for ways to encourage more teachers to bring students.

### ***Goal II: Individuals will be supported in their personal search for knowledge and development of skills.***

- We received donations for programming from the MN Human Rights Commission (via the Grand Rapids HRC) for author Kalia Kao Yang and books for "Rapids Reads"
- Our recent programming for adults has included foreign affairs policy discussions, writing, poetry and photography workshops, author visits and gardening workshops.
- We continue to support students taking online courses by providing space and computer access.
- We continue to upgrade our collection of non-fiction materials, including travel, gardening, pets and sports books.

### ***Goal III: Individuals will have access to online resources that connect them to their community and the world.***

- We conducted classes in the library on using the online catalog to locate materials and will repeat these classes quarterly.
- For some people we continue to be the only option available for computer and printer use and for a high-speed internet connection.
- We see more and more students, travelers and business people coming in to use the wireless internet.
- We just acquired 7 laptops to be used as a portable computer lab for trainings. (In collaboration with 4 other libraries in Itasca County, Itasca YMCA, and ElderCircle) The curriculum is being developed and we will do pilot classes this spring, then roll out more classes in the fall.



**Goal IV: *Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.***

- We collaborated with the Human Rights Commission to develop *Rapids Reads*, a community-wide reading event with many book clubs reading *The Late Homecomer*. 105 people attended a lecture by the author, Kalia Kao Yang.
- We have an active volunteer program committee whose members plan and develop a diverse array of programs in support of the established priorities.
- Availability and use of downloadable ebooks and audiobooks provided by the Arrowhead Library System has jumped, especially since Christmas!

#### **Community outreach**

We continue to expand our email lists for distribution of calendars and events. We have one for children's programs, one for teen events, and one that includes all programs.

We had a booth at the Children's Fair and at Kindergarten Roundup to promote the library and the summer reading program.

#### **Arts and Culture programs**

We have been able to take advantage of the programs made possible by the Arts and Culture Legacy Funds granted to the Arrowhead Regional Library System. This year we have had a history player, a book-making workshop for kids and photography and poetry workshops.

The museum pass program continues to be popular. We have been able to offer patrons free tickets to events and attractions around the region, including recently *The Big Sing* at the Civic Center and *Beauty and the Beast* at the Reif Center. We have many people checking out tickets and planning their vacations to include places such as the Great Lakes Aquarium, The Palkie Grist Mill in Esko, and the Split Rock Lighthouse Historic Site. We also provided many tickets to the Forest History Center and the Children's Discovery Center. Last year, nearly 8000 passes were checked out from our Library alone. Continuation of this terrific program is dependent on continued Legacy Funding for Libraries.

#### **Carpet Replacement**

The carpet was replaced in April. We were open limited hours with limited service from March 21-April 20. We were able to remain open for people to use the computers and pick up items requested in advance. We also had a small browsing collection available for check out, and newspapers and magazines were available to read. We continued to provide a space for students to come after school. During this limited open time, we answered 204 reference questions, and proctored 24 exams for students. There were 985 sessions on the computers we moved into the meeting room.

We continued to hold story times for preschoolers and their families in the community room, and a total of 316 people packed the room for 12 Monday and Saturday Story Times. The fire chief was kind enough to allow us to use the fire hall training room for a photography workshop for adults and a poetry workshop for kids. The Blandin Foundation let us use their auditorium for a few programs. We also held a few programs for adults in the community room, plus the monthly family movie nights. Total attendance for programs was 170 people.

Volunteers were very generous with their time for greeting people in the lobby to point out where services were available and to give updates on progress.

People are very glad to be able to use the library again!

#### **Summer Hours change**

Because usage during the summer is heaviest during the day and minimal in the late evening, we are closing one hour earlier, at 7 pm, Monday – Thursday between Memorial Day and Labor Day. Friday and Saturday hours will remain the same.

**The Library continues to be well used, and a very popular place to visit!**





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

|                       |                                                                                                                                                                                                                                                                                 |                      |   |              |                                                                                                                                                                                                                                                                 |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File #:</b>        | 11-1558                                                                                                                                                                                                                                                                         | <b>Version:</b>      | 1 | <b>Name:</b> | Consider adopting a resolution denying a petitioned text amendment to Section 30-512 Table-1 (Permitted Uses) of the Land Development Regulations that would add Recycling Center uses, as a permitted use, within the PU/SPU (Public Use/Shoreland Public Use) |
| <b>Type:</b>          | Agenda Item                                                                                                                                                                                                                                                                     | <b>Status:</b>       |   |              | Passed                                                                                                                                                                                                                                                          |
| <b>File created:</b>  | 5/18/2011                                                                                                                                                                                                                                                                       | <b>In control:</b>   |   |              | Community Development                                                                                                                                                                                                                                           |
| <b>On agenda:</b>     | 5/23/2011                                                                                                                                                                                                                                                                       | <b>Final action:</b> |   |              | 5/23/2011                                                                                                                                                                                                                                                       |
| <b>Title:</b>         | Consider adopting a resolution denying a petitioned text amendment to Section 30-512 Table-1 (Permitted Uses) of the Land Development Regulations that would add Recycling Center uses, as a permitted use, within the PU/SPU (Public Use/Shoreland Public Use) zoning district |                      |   |              |                                                                                                                                                                                                                                                                 |
| <b>Sponsors:</b>      |                                                                                                                                                                                                                                                                                 |                      |   |              |                                                                                                                                                                                                                                                                 |
| <b>Indexes:</b>       |                                                                                                                                                                                                                                                                                 |                      |   |              |                                                                                                                                                                                                                                                                 |
| <b>Code sections:</b> |                                                                                                                                                                                                                                                                                 |                      |   |              |                                                                                                                                                                                                                                                                 |
| <b>Attachments:</b>   | <a href="#">Denial RESOLUTION DRAFT 5-23-11</a>                                                                                                                                                                                                                                 |                      |   |              |                                                                                                                                                                                                                                                                 |

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

### *Title*

Consider adopting a resolution denying a petitioned text amendment to Section 30-512 Table-1 (*Permitted Uses*) of the Land Development Regulations that would add Recycling Center uses, as a permitted use, within the PU/SPU (Public Use/Shoreland Public Use) zoning district

### *Body*

#### **Background Information:**

Following the public hearing on this matter on March 28, 2011, the City Council began its consideration of the petitioned request, the Planning Commission recommendation, and the public testimony. The City Council decided they needed additional time to examine the facts before them and acted to table their consideration of the draft ordinance and also acted to extend the 60 Day Rule an additional 60 days to allow more time to formulate their decision.

At the City Council work session on April 11th, the Council directed the City Attorney to draft findings of fact that supported an action to deny the petitioned text amendment. The Attorney prepared the draft findings of fact, addressing the five considerations, which were circulated to the City Council for their review, via email on April 28th. The City Council conducted an additional meeting at their May 17th Policy and Ordinance Review Committee meeting to give additional consideration to the findings of fact. The attached resolution, denying the petitioned vacation, references those revised draft findings.

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

Consider adopting a resolution denying a petitioned text amendment to Section 30-512 Table-1 (*Permitted Uses*) of the Land Development Regulations that would add Recycling Center uses, as a permitted use, within the PU/SPU (Public Use/Shoreland Public Use) zoning district



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

**RESOLUTION NO. 11- \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRAND RAPIDS, MINNESOTA, DENYING THE PETITIONED AMENDMENT TO SECTION 30-512 TABLE-1 (PERMITTED USES) AND SECTION 30-564 (USES WITH RESTRICTIONS) OF CHAPTER 30 (LAND DEVELOPMENT REGULATIONS), ARTICLE VI (ZONING) OF THE GRAND RAPIDS, MINNESOTA CITY CODE INVOLVING THE ADDITION OF RECYCLING CENTER USES AS A PERMITTED USE WITH ADDITIONAL RESTRICTIONS WITHIN THE PU/SPU (PUBLIC/SHORELAND PUBLIC USE) ZONING DISTRICT**

WHEREAS, the Planning Commission on March 3, 2011 reviewed petitioned draft amendments to Section 30-512 Table-1 of the Zoning Ordinance pertaining to Recycling Centers as permitted uses within PU/SPU zoned districts; and

WHEREAS, the Planning Commission modified the amendment request and made certain findings of fact, that the addition of these provisions were consistent with the Comprehensive Plan and would be in the best interest of the public's health, safety, and general welfare, and recommended that the City Council adopt amendments to said portions of Article VI of Chapter 30 of the City Code; and

WHEREAS, the City Council conducted a public hearing on Monday, March 28, 2011 at 6:00 p.m., to consider the amendments; and

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

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

WHEREAS, the City Council, upon conclusion of the public hearing, made a motion to extend the 60-day Rule an additional 60 days to June 3, 2011, to give additional consideration to the petitioned text amendment, and

WHEREAS, the City Council determined through their own findings of fact that the petitioned text amendments, described above, would not be in the best interest of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that it adopts the following findings of fact, included within the attached Exhibit "A", relative to the denial of the afore mentioned petitioned text amendment:

*Attachment Exhibit "A"*

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND RAPIDS, MINNESOTA, that the Grand Rapids Public Utilities Commission petition to amend Section 30-512 Table-1 of the Zoning Ordinance is hereby denied:

Adopted by the Council this 23<sup>rd</sup> day of May, 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.

DRAFT

## **EXHIBIT "A"**

### **RESOLUTION NO. 11-\_\_\_\_**

#### ***1. Will the change affect the character of neighborhoods?***

**Yes.** The requested text amendment change would allow for a recycling center to be operated anywhere in the City of Grand Rapids which is zoned as "Public Use". It is important to note that there is an extensive inventory of properties currently zoned as Public Use in the City of Grand Rapids. It is also essential to note that a large number of these properties are located contiguous to, or directly within, residential areas. Although many Public Use properties are owned by the City of Grand Rapids, thus their use or sale in an effort to develop a recycling center would require City permission prior to creation; many public use zoned properties are not owned by the City. For example, school properties, church properties, and the Itasca County Fair Grounds are all properties that are not owned by the City and could be developed as recycling centers without City consent. It is of large concern to the City Council to contemplate a recycling center's operation within a Public Use zone as such a use is incompatible with the residential nature of the neighborhoods that they share.

The operation of a recycling center has been deemed to be an industrial/general business activity in nature. These seem to conflict with the character of residential areas that border or co-exist with the City's current inventory of Public Use zones.

#### ***2. Would the change foster economic growth in the community?***

**No.** The proposed use that lead to the text amendment request at hand spurs from a concept of developing a recycling center upon property owned by the City of Grand Rapids, in a building constructed and until recently utilized by the Grand Rapids Public Utilities Commission. This use could easily be accommodated in other land use zones presently available in the City. There could be negative economic consequences in areas located to a Public Use zone, if the requested text amendment were to be ratified by the City Council.

Many neighbors of the subject property addressed above attended a public hearing on this issue and articulated their concerns that property values may certainly decrease in the area adjacent to the subject property. Decreases in property values could also occur in any areas that are close to Public Use zones if the text is amended

#### ***3. Would the proposed change be in keeping with the spirit and intent of the ordinance?***

**No.** The *Grand Rapids Municipal Code* specifically at *Section 30-423* states that the intent and purpose of the City's zoning scheme is an effort to accomplish the following.

## EXHIBIT "A"

### RESOLUTION NO. 11-\_\_\_\_

*(2) Dividing the city into zones and districts restricting and regulating therein the location, construction, reconstruction, alteration, and use of structures and land.*

Allowing a recycling center to be operated within non-industrial or general business zones does not foster the separation of separate zones in that it intermingles two incompatible uses in one single district.

*(3) Promoting orderly development of the residential, business, industrial, recreational and public areas.*

The request does not promote residential, recreational, or potentially business uses in areas that may be closely situated to Public Use zones if the request is allowed.

*(7) Providing for the compatibility of different land uses and the most appropriate use of land throughout the city.*

The Council does not feel that the operation of a recycling center in Public Use zones is compatible with other allowable uses in Public Use zones, or to areas which border Public Use zones.

Additionally, *Grand Rapids Municipal Code* specifically at *Section 30-511* states that the intent and purpose of the City's establishment of zoning districts are established for the specific purposes of maintaining consistency in zoning. By allowing any recycling center in a Public Use zone the City Council feels as if they could be violating the spirit and intent of the ordinance by allowing incompatible uses to co-exist.

#### ***4. Would the change be in the best interest of the general public?***

**No.** For all the reasons listed above the City Council does not feel that the operation of a recycling center in a Public Use zone would foster the best interest of the general public. It could very well lead to degrade the integrity of the very zoning regulations established by the Council to protect the public.

#### ***5. Would the change be consistent with the Comprehensive Plan?***

**No.** There is no direction in the Comprehensive Plan to allow such an expanded use in Public Use zones.

Taken directly from the text of the present Comprehensive Plan, the Plan holds as its "Guiding Principles" the following:

*Guiding principles reflect the expressed needs and desires of the people of the community and were used as a framework to guide the development of the Comprehensive Plan.*



## EXHIBIT "A"

### RESOLUTION NO. 11-\_\_\_\_

*Additionally, they can be carried beyond the plan to provide guidance to decision-makers.*

- ♦ *Growth is targeted to serve community values and enhance the quality of life*
- ♦ *Change is harmonized to preserve the community's character and environment*
- ♦ *Promote economic vitality to provide jobs, services, revenues, and opportunities*
- ♦ *Grand Rapids is a healthy family community with strong neighborhoods*
- ♦ *Grand Rapids is the commercial and service center for the surrounding region*
- ♦ *Community participation is a permanent part of growth and development*
- ♦ *The Comprehensive Plan is followed, updated every three years, and progress is reported to the public.*

The City Council feels that allowing a traditionally industrial/general business activity such as a recycling center to be operated in Public Use zones could detract significantly from the principles that have guided the City's development over the last many years. The City would like to foster economic development and see businesses like Hired Hands flourish in the City of Grand Rapids, as they offer a valuable service to the City's residents. However, the City Council does not feel that such a use is compatible in Public Use zones.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1569      **Version:** 1      **Name:**

**Type:** Agenda Item      **Status:** Passed

**File created:** 5/19/2011      **In control:** Community Development

**On agenda:** 5/23/2011      **Final action:** 5/23/2011

**Title:** Reconvene consideration of the recommendation of the Planning Commission to adopt a resolution approving the vacation of both a temporary easement for public street right-of-way and utility purposes and a minimum maintenance road.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Min Maint Road VAC Resolution- 5-23-11](#)

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

### *Title*

Reconvene consideration of the recommendation of the Planning Commission to adopt a resolution approving the vacation of both a temporary easement for public street right-of-way and utility purposes and a minimum maintenance road.

### *Body*

#### **Background Information:**

Following the public hearing on this matter on April 25, 2011, the City Council began its consideration of the Planning Commission's recommendation and the public testimony. The City Council determined that they needed the City Attorney present, to comment on opinion's brought forth at the public hearing , and, therefore, acted to table their consideration of the draft resolution until such time as they could consult with the City Attorney.

The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, or the Council can make its own findings to support its reasons for approving the vacation of both the temporary easement for public street right-of-way and utility purposes and the minimum maintenance road.

#### *Easement Vacation Considerations:*

1. Is the easement needed for traffic purposes?
2. Is the easement needed for pedestrian purposes?
3. Is the easement needed for utility purposes?
4. Would vacating the easement place additional land on the tax rolls?
5. Would vacating the easement facilitate economic development in the City?

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

Reconvene consideration of the recommendation of the Planning Commission to adopt a resolution approving the vacation of both a temporary easement for public street right-of-way and utility purposes and a minimum maintenance road.

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

RESOLUTION NO. 11-\_\_

**A RESOLUTION VACATING BOTH A TEMPORARY EASEMENT FOR PUBLIC STREET RIGHT-OF-WAY AND UTILITY PURPOSES AND A MINIMUM MAINTENANCE ROAD LYING BETWEEN 15<sup>TH</sup> STREET SOUTH AND 17<sup>TH</sup> STREET SOUTH, SECTION 28, TOWNSHIP 55 N, RANGE 25 W, ITASCA COUNTY, MINNESOTA**

WHEREAS, the City Council, adopted Resolution No. 11-25 initiating the formal city review of the vacation of a temporary easement for public street right-of-way and utility purposes and a minimum maintenance road and called for a public hearing on April 25, 2011; and

WHEREAS, the City Planning Commission, at their regular meeting on April 7, 2011 reviewed the City initiated vacation of both a temporary easement for public street right-of-way and utility purposes and a minimum maintenance road (Temporary 16<sup>th</sup> St. SE and 2<sup>nd</sup> Ave. SE) described as:

*That part of the NW SW, Section 28, Township 55N, Range 25W, described as follows:  
Commencing at the NW corner of said NE SW; thence N 89 degrees 45 minutes 26 seconds E, assumed bearing along the N line of said NE SW a distance 50.00 ft. to the easterly right of way line MN TH #169; thence S 0 degrees 11 minutes 00 seconds E, 690.00 ft. along said right of way line; thence N 89 degrees 45 minutes 26 seconds E 300.00 ft.; thence S 0 degrees 11 minutes 00 seconds E, 270.13 ft. to the point of beginning of the tract to be described; thence continue S 0 degrees 11 minutes 00 seconds E, 66.00 ft.; thence N 89 degrees 45 minutes 26 seconds E 319.30 ft.; thence N 0 degrees 30 minutes 26 seconds E, 66.01 ft.; thence S 89 degrees 45 minutes 26 seconds W 320.10 ft. to the point of beginning. (containing 0.48 acres)*

-and-

*An easement for road purposes across part of the NE SW of Section 28, Township 55N, Range 25W; said easement is described as follows: Commencing at the NW corner of said NE SW; thence N 89 degrees 45 minutes 26 seconds E, assumed bearing along the N line of said NE SW a distance 50.00 ft. to the easterly right of way line MN TH #169; thence S 0 degrees 11 minutes 00 seconds E, 690.00 ft. along said right of way line; thence N 89 degrees 45 minutes 26 seconds E 300.00 ft.; thence S 0 degrees 11 minutes 00 seconds E 336.13 ft.; thence N 89 degrees 45 minutes 26 seconds E 279.30 ft. to the point of beginning of an easement to be described: thence continue N 89 degrees 45 minutes 26 seconds E, 40.00 ft.; thence S 0 degrees 30 minutes 17 seconds W 270.06 ft. to the northerly right of way line of 17<sup>th</sup> Street SE; thence S 89 degrees 44 minutes 27 seconds W 40.00 ft. along said right of way line; N 0 degrees 30 minutes 17 seconds E, 270.07 ft. to the point of beginning. (containing 0.25 acres);*

WHEREAS, the Planning Commission found the vacation to be in the best interest of the public's health, safety, and general welfare; and

WHEREAS, the Planning Commission forwarded a recommendation for approval of the initiated easement vacation; and

WHEREAS, the City Clerk's affidavit of publication of Notice of Public Hearing and of mailing notices to area residents were provided; and

WHEREAS, the Grand Rapids City Council conducted a public hearing on April 25, 2011, to consider the vacation of temporary public right-of-way/utility easement and minimum maintenance road described above; and



WHEREAS, all persons who wished to voice their opinion in regard to the above mentioned vacation were allowed to be heard; and

WHEREAS, it appears that it will be in the best interest of the City to approve such vacation;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA: that the City Council does concur with the Planning Commission's findings that this vacation is in the best interest of the public's health, safety, and general welfare, and hereby vacates the above described easement based on the following findings of fact:

- The temporary easement and minimum maintenance road is not needed for traffic purposes, as it is being used for vehicle storage and parking. An owner of property contiguous to the minimum maintenance road and temporary easement (Dondelinger Ford), has claimed that the vacation of this road would constitute a taking (Attorney Fenlon's memo dated May 5, 2011). The City Council has considered this claim and found it unconvincing. The City Council has reviewed City Attorney Sterle's May 19, 2011 memo that analyzes this taking claim. The City Council believes that there is adequate ingress and egress available to Dondelinger Ford from Highway 169. Further, an additional access point is available to Dondelinger Ford off of 2<sup>nd</sup> Avenue SE via the permanent public roadway easement reserved for 15<sup>th</sup> St. SE, which the Dondelinger Ford property abuts. If the owner of Dondelinger Ford so chooses, they are able to construct a road from their property to the adjacent Second Street giving them a secondary access point.
- The temporary easement and minimum maintenance road is not needed for pedestrian purposes, as pedestrian traffic takes place on Pokegama Avenue and 2<sup>nd</sup> Avenue SE.
- The temporary easement and minimum maintenance road is not needed for utility purposes.
- Vacating the temporary easement and minimum maintenance road will allow for orderly development of Lot 1, Block 1, Swanson Addition and other undeveloped or underdeveloped parcels in the area lying between 15<sup>th</sup> St. SE, 17<sup>th</sup> St. SE, 2<sup>nd</sup> Ave. SE, and Highway 169.
- Vacating the temporary easement and minimum maintenance road will facilitate economic development in the City. The minimum maintenance road at issue lies upon property owned by a business which operates a car dealership (Hilligoss Partnership). The vacation of this minimum maintenance road and temporary easement would remove a restriction from this business thereby allowing the private landowner much more flexibility to utilize their property. Presently the minimum maintenance road and temporary easement restricts the use and development of the property over which the road lies. Once vacated, this property can be utilized by the owner without such restriction.

AND BE IT FURTHER RESOLVED, that;

1. The City Council instructs City Staff to submit a copy of this resolution to the Itasca County Assessor, Itasca County Recorder, and the Itasca County Auditor.
2. The City Council does hereby authorize the drafting, signing and filing of a quit claim deed relinquishing a temporary easement held by City over the subject property that was granted to the City specifically in paragraph 4.1 of an Agreement signed on September 30, 1987 between the City of Grand Rapids and Swanson's Chevrolet Company Inc.

Adopted by the Council this 23<sup>rd</sup> day of May, 2011.

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Dale Adams, Mayor

ATTEST:

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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.

This document was drafted by:  
Eric Trast, Community Development Specialist  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1552      **Version:** 1      **Name:** CP 2009-11B, Riverfront Energy Center Award Bid  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 5/18/2011      **In control:** Engineering  
**On agenda:** 5/23/2011      **Final action:** 5/23/2011  
**Title:** A resolution awarding a bid to Hawk Construction on CP 2009-11B, Riverfront Energy Center.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [5-23-11 Resolution CP 2009-11B Award Library Bid.pdf](#)

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

### *Title*

A resolution awarding a bid to Hawk Construction on CP 2009-11B, Riverfront Energy Center.

### *Body*

#### **Background Information:**

Bids were opened on CP 2009-11B, Riverfront Energy Center, last Tuesday, May 10, 2011. The City received two bids. Hawk Construction was the low bidder at \$457,900 and Hammerlund Construction was at \$475,000.

After the bid opening staff reviewed the plans with Hawk Construction to determine if the project cost could be lowered. It was determined that the underground piping could be open trenched instead of directional drilled which would also change the pipe material type. As a result there will be a change order reducing the contract by \$18,000 for a revised construction cost of \$439,900. The total project cost is \$500,000.

The proposed funding for this project would be:

|                          |                  |
|--------------------------|------------------|
| Project Costs            | <u>\$500,000</u> |
| Project Funding          |                  |
| IRRRB Grant              | \$200,000        |
| Blandin Foundation Grant | 50,000           |
| Library Fund Balance     | 150,000          |
| General Fund Balance     | <u>100,000</u>   |
| Total Funding            | <u>\$500,000</u> |

The General Fund could be reimbursed by reducing the Library levy by \$10,000 a year and the Library would still see a savings of approximately \$12,000 per year.

The projected annual savings due to a reduction in natural gas consumption with the new system is approximately \$22,000. This will result in a 10 year pay back period. If gas prices increase, which is likely over the next 2 to 5 years, the payback will be even sooner.



**Staff Recommendation:**

City staff are recommending the award of bid to Hawk Construction in their low responsible bid of \$457,900.

**Requested City Council Action**

Consider a resolution awarding a bid to Hawk Construction in their low responsible bid of \$457,900 for CP 2009-11B, Riverfront Energy Center.

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

RESOLUTION NO. 11-\_\_

**A RESOLUTION ACCEPTING BID FOR  
RIVERFRONT ENERGY CENTER  
CITY PROJECT 2009-11B**

WHEREAS, pursuant to an advertisement for the Riverfront Energy Center project, which includes the construction of a clubhouse and associated appurtenances. Bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

| Bidder                  | Base Bid     |
|-------------------------|--------------|
| Hawk Construction       | \$457,900.00 |
| Hammerlund Construction | \$475,000.00 |

WHEREAS, the City Engineer is recommending the Base Bid be awarded to Hawk Construction;

WHEREAS, it appears that Contractor is a responsible bidder, and;

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

The Mayor and Administrator are hereby authorized and directed to enter into a contract with Hawk Construction in the name of the City of Grand Rapids for Grand Rapids Project 2009-11B, for a total contract amount of \$457,900.00 and in accordance to the plans and specifications therefore approved by the City Council and on file in the Office of the City Clerk.

Adopted by the Council this 23<sup>rd</sup> day of May, 2011.

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

ATTEST:

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

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



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1555      **Version:** 1      **Name:** CP 2009-11B, CO 1  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 5/18/2011      **In control:** Engineering  
**On agenda:** 5/23/2011      **Final action:** 5/23/2011  
**Title:** Change Order 1 with Hawk Construction on CP 2009-11B, Riverfront Energy Center.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [5-23-11 Attachment CP 2009-11B Change Order 1.pdf](#)

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

### *Title*

Change Order 1 with Hawk Construction on CP 2009-11B, Riverfront Energy Center.

### *Body*

#### **Background Information:**

Attached is Change Order 1 for CP 2009-11B, Riverfront Energy Center. This change order authorizes the contractor to open trench the underground piping instead of directional drilling. The result is a reduction in construction price of \$18,000.

#### **Staff Recommendation:**

City staff is recommending the approval of Change Order 1 with Hawk Construction on CP 2009-11B, Riverfront Energy Center in a deduct amount of \$18,000.

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

Consider approval of Change Order 1 with Hawk Construction on CP 2009-11B, Riverfront Energy Center in a deduct amount of \$18,000.





**1833 West Highway #2  
Grand Rapids, MN  
55744**

# ***Proposal Letter***

**DATE:** May 18<sup>th</sup>, 2011

**TO:** ***Ron Edminster, City of Grand Rapids***

**FROM:** Dan Fillbrandt

**RE:** ***Riverfront Energy - Value Engineering***

Hawk Construction proposes the following value engineering items as listed below:

- Revise underground heat pipe route to a more direct route.
- Change underground heat pipe to an approved PVC pipe in lieu of steel.

**Total Value = \$18,000.00**

Notes: -The above value can be deducted from the Base Bid amount if accepted.  
-These value engineering suggestions will need to be confirmed by the project Engineer to meet all project requirements.

Thank you for considering HAWK Construction.

Sincerely,

Dan Fillbrandt

Proposal Accepted By:

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# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1545      **Version:** 1      **Name:** Cart Path Asphalt Project  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 5/18/2011      **In control:** Golf Course  
**On agenda:** 5/23/2011      **Final action:** 5/23/2011  
**Title:** Cart Path Asphalt Project

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

**Title**

Cart Path Asphalt Project

**Body**

**Background Information:**

At the May 2011 Golf Board meeting, the board motioned to proceed with the Hole # 2 Asphalt Cart Project. The project will result in 358' x 7' of new pavement on the cart path that runs between the two ponds on hole # 2. The existing path is in very poor condition and clearly in need of replacement. The project bid includes 1) Mobilization. 2)Cut off culvert ends. 3) Fill up stream side of culvert with concrete. 4)Furnish and install sand fill in ditch area. 5) furnish and install Tyhpe V Geotextile fabric over existing pavement. 6) furnish and install (6") Class 5. 7) Furnish and install (2 1/2") bituminous Wear Course. Funding for the project will come from the golf course fund line item "cash -designated Capital- Green fees, a fund that was created a number of years ago for capital improvements to the facility. This fund balance is \$34, 956. (at years start) The \$34,956 fund will then be nearly depleted with this project and the cart battery replacement project that has been completed.

**Staff Recommendation:**

Hawkinson Construction is the only bituminous provider in the area. On a projec t this size a vendor from out of the area would not see the project as feasible, thus we have the one bid.

**Requested City Council Action**

Consider awarding Hawkinson Construction the Hole # 2 Asphalt Cart Project in the amount of \$14,380. Funding for the project to come from Pokegama Golf Course funds- Cash-Capital-Green Fees.



## Legislation Details (With Text)

**File #:** 11-1572      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 5/23/2011      **In control:** Golf Course  
**On agenda:** 5/23/2011      **Final action:** 5/23/2011  
**Title:** Toro Reelmaster Purchase

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

**Title**

Toro Reelmaster Purchase

**Body**

**Background Information:**

At the March 14, 2011 Council meeting, approval was given to seek quotes for a pre-owned utility mower. The purchase price was estimated to be between \$7,000 and \$8,000. We have been waiting for the right pre-owned mower to become available. The mower available for purchase is priced at \$8,500 plus tax and has only 850 hours of use on it. This same model would sell for \$22,000 new. We feel that this is a very good purchase. This mower will not be available at a later date.

This is a budgeted item to be paid for with golf course funds.

**Staff Recommendation:**

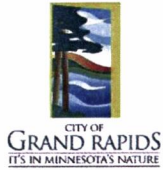
Purchase the utility mower as noted above

**Requested City Council Action**

Consider purchasing a 2005 Pre-owned Toro Reelmaster 3100-SW from Minnesota Toro for the price of \$8,500 plus mn sales tax. This is a budgeted CIP item in the 2011 golf course budget.







# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1562      **Version:** 1      **Name:** Award proposal for Compensation Study.  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 5/19/2011      **In control:** Administration  
**On agenda:** 5/23/2011      **Final action:** 5/23/2011  
**Title:** Award proposal for Compensation Study.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

*Title*

Award proposal for Compensation Study.

*Body*

**Background Information:**

At the March 23, 2011 City Council meeting, the City Council authorized staff to issue a Request for Proposal (RFP) seeking consultant services in the preparation of an updated Compensation Study. The RFP was sent to several consultants and we received three proposals.

**Staff Recommendation:**

City Councilor Ed Zabinski, City Administrator Shawn Gillen, and Human Resources Director Lynn DeGrio reviewed the proposals and recommend awarding the contract to \_\_\_\_\_.

**Requested City Council Action**

Consider awarding the contract to \_\_\_\_\_ for consulting services in the preparation of an updated Compensation Study as outlined in the proposal.



# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

**File #:** 11-1563      **Version:** 1      **Name:** Appointment of Lasha Karels to the position of IT Network Technician.  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 5/19/2011      **In control:** Administration  
**On agenda:** 5/23/2011      **Final action:** 5/23/2011  
**Title:** Appointment of Lasha Karels to the position of IT Network Technician.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

*Title*

Appointment of Lasha Karels to the position of IT Network Technician.

*Body*

### **Background Information:**

At the March 7, 2011 City Council meeting, the Council approved an amended job description for the IT Network Technician position and authorized the posting of the vacancy. The position was posted and five of the candidates were interviewed by IT Director Erik Scott, Itasca County IS Manager Candy Carsella-Kee, and ICC Director of IT Chad Haatvedt. The members of the Interview Committee unanimously recommend the appointment of Lasha Karels to the position of IT Network Technician.

Ms. Karels attending Bigfork High School and received a Bachelor of Science Degree in Information Systems. She has been employed by American Bank of the North as the IT Support Manager since April 2007. Lasha bring experience in both Citrix and Terminal Services environments. She is familiar with HTML/Web design, Visual Basic, and Java Script. She works with Backup Exec using both backup-to-tape and backup-to-device. She currently uses and supports VPN access to the network. Lasha also has provided extensive training to end users in MS Office 2001 and MS Office 2010 upon a conversion from MS Office 2003.

### **Staff Recommendation:**

I am recommending the hiring of Lasha Karels to the position of IT Network Technician at a rate of \$44,000 per year beginning June 6, 2011.

### **Requested City Council Action**

Consider the appointment of Ms. Lasha Karels to the position of IT Network Technician at a rate of \$44,000 per year beginning June 6, 2011.





# CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Legislation Details (With Text)

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**File #:** 11-1559      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Passed  
**File created:** 5/18/2011      **In control:** Finance  
**On agenda:** 5/23/2011      **Final action:** 5/23/2011  
**Title:** Consider approving the verified claims for the period May 3, 2011 to May 16, 2011 in the total amount of \$601,430.11.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [05/23/2011 BILL LIST.pdf](#)

| Date      | Ver. | Action By    | Action | Result |
|-----------|------|--------------|--------|--------|
| 5/23/2011 | 1    | City Council |        |        |

### *Title*

Consider approving the verified claims for the period May 3, 2011 to May 16, 2011 in the total amount of \$601,430.11.

### **Requested City Council Action**

Consider approving the verified claims for the period May 3, 2011 to May 16, 2011 in the total amount of \$601,430.11.

## CITY COUNCIL BILL LIST - MAY 23, 2011

DATE: 05/18/11  
TIME: 14:33:48CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/23/11

| VENDOR #                       | NAME                                 | AMOUNT DUE |
|--------------------------------|--------------------------------------|------------|
| -----                          |                                      |            |
| GENERAL FUND                   |                                      |            |
| 0705350                        | GEISLER CONSTRUCTION                 | 547.24     |
|                                | TOTAL                                | 547.24     |
| CITY WIDE                      |                                      |            |
| 1309098                        | MINNESOTA DEPT OF ADMN               | 55.33      |
|                                | TOTAL CITY WIDE                      | 55.33      |
| ADMINISTRATION                 |                                      |            |
| 0718060                        | GRAND RAPIDS NEWSPAPERS INC          | 266.35     |
| 0920060                        | ITASCA COUNTY TREASURER              | 30.00      |
| 1309332                        | MN STATE RETIREMENT SYSTEM           | 1,196.56   |
| 1903225                        | SCENIC RANGE NEWS                    | 20.00      |
| 1915150                        | SOCIETY FOR HUMAN RESOURCE           | 180.00     |
| 1920240                        | STERLE LAW OFFICE                    | 2,500.00   |
|                                | TOTAL ADMINISTRATION                 | 4,192.91   |
| BUILDING MAINTENANCE-CITY HALL |                                      |            |
| 0113233                        | AMERIPRIDE LINEN & APPAREL           | 34.07      |
| 0221650                        | BURGGRAF'S ACE HARDWARE INC          | 16.54      |
| 0920060                        | ITASCA COUNTY TREASURER              | 125.48     |
| 1909510                        | SIM SUPPLY INC                       | 117.85     |
|                                | TOTAL BUILDING MAINTENANCE-CITY HALL | 293.94     |
| COMMUNITY DEVELOPMENT          |                                      |            |
| 0315537                        | CONNECTING POINT TECHNOLOGIES        | 53.43      |
| 1920555                        | STOKES PRINTING COMPANY              | 9.39       |
|                                | TOTAL COMMUNITY DEVELOPMENT          | 62.82      |
| COUNCIL/COMMISSION/BOARDS      |                                      |            |
| 1920240                        | STERLE LAW OFFICE                    | 2,500.00   |
|                                | TOTAL COUNCIL/COMMISSION/BOARDS      | 2,500.00   |
| ENGINEERING                    |                                      |            |
| 0618585                        | FRONTIER PRECISION INC               | 118.37     |

## CITY COUNCIL BILL LIST - MAY 23, 2011

DATE: 05/18/11  
TIME: 14:33:48

CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 05/23/11

| VENDOR #                     | NAME                           | AMOUNT DUE |
|------------------------------|--------------------------------|------------|
| GENERAL FUND                 |                                |            |
| ENGINEERING                  |                                |            |
| 1900225                      | SEH-RCM                        | 236.25     |
| 1920555                      | STOKES PRINTING COMPANY        | 56.16      |
| TOTAL ENGINEERING            |                                | 410.78     |
| FINANCE                      |                                |            |
| 2001750                      | TAUTGES REDPATH & CO LTD       | 16,348.40  |
| 2018225                      | TREASURE BAY PRINTING INC      | 425.36     |
| TOTAL FINANCE                |                                | 16,773.76  |
| FIRE                         |                                |            |
| 0215900                      | BOYER FORD TRUCKS INC.         | 206.41     |
| 0221650                      | BURGGRAF'S ACE HARDWARE INC    | 109.47     |
| 0312110                      | CLAREY'S SAFETY EQUIPMENT INC  | 1,192.76   |
| 0401804                      | DAVIS OIL                      | 87.93      |
| 0605670                      | FERRELLGAS                     | 76.00      |
| 0805350                      | HEIMAN INC                     | 7,480.00   |
| 0920060                      | ITASCA COUNTY TREASURER        | 151.09     |
| 1200500                      | L&M SUPPLY                     | 9.64       |
| 1903330                      | SCHOOL DISTRICT #318           | 8.00       |
| TOTAL FIRE                   |                                | 9,321.30   |
| INFORMATION TECHNOLOGY       |                                |            |
| 0300200                      | CDW GOVERNMENT INC             | 300.00     |
| 0315537                      | CONNECTING POINT TECHNOLOGIES  | 4,037.40   |
| 0718060                      | GRAND RAPIDS NEWSPAPERS INC    | 208.75     |
| 1309098                      | MINNESOTA DEPT OF ADMN         | 277.48     |
| 1321525                      | MUNICIPAL CODE CORPORATION LLC | 8,956.13   |
| TOTAL INFORMATION TECHNOLOGY |                                | 13,779.76  |
| PUBLIC WORKS                 |                                |            |
| 0100002                      | 3D SPECIALTIES                 | 1,374.54   |
| 0121721                      | AUTO VALUE - GRAND RAPIDS      | 52.59      |
| 0221650                      | BURGGRAF'S ACE HARDWARE INC    | 601.78     |
| 0301685                      | CARQUEST AUTO PARTS            | 105.21     |
| 0305510                      | CENTRAL LANDSCAPE SUPPLY       | 75.88      |
| 0315455                      | COLE HARDWARE INC              | 416.54     |
| 0318900                      | CRYSTEEL TRUCK EQUIPMENT INC   | 1,586.20   |
| 0401804                      | DAVIS OIL                      | 463.46     |



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|-------------------------|------------------------------|------------|
| GENERAL FUND            |                              |            |
| PUBLIC WORKS            |                              |            |
| 0500065                 | EFA PARK AND RECREATION      | 307.80     |
| 0501650                 | EARL F ANDERSEN              | 325.51     |
| 0513230                 | EMERALD LAWNS INC            | 735.00     |
| 0518366                 | ERICKSON'S ITASCA LUMBER INC | 80.37      |
| 0601690                 | FASTENAL COMPANY             | 101.48     |
| 0801535                 | HAMMERLUND CONSTRUCTION INC  | 4,152.08   |
| 0801836                 | HAWKINSON SAND & GRAVEL      | 144.07     |
| 0914704                 | INTELLIGENT PRODUCTS INC     | 77.63      |
| 0920060                 | ITASCA COUNTY TREASURER      | 1,067.58   |
| 1201850                 | LAWSON PRODUCTS INC          | 301.71     |
| 1205110                 | LEASE LANDSCAPING            | 125.68     |
| 1205250                 | LEFTYS RENT A TENT           | 472.82     |
| 1301019                 | MADE IN USA FLAGS            | 486.00     |
| 1309355                 | MINNESOTA TORO               | 100.99     |
| 1503150                 | OCCUPATIONAL DEVELOPMENT CTR | 1,539.00   |
| 1615650                 | PORTABLE JOHN                | 474.09     |
| 1621125                 | PUBLIC UTILITIES COMMISSION  | 2,095.43   |
| 1801615                 | RAPIDS WELDING SUPPLY INC    | 15.71      |
| 1908248                 | SHERWIN-WILLIAMS             | 316.43     |
| 2209421                 | VIKING ELECTRIC SUPPLY INC   | 734.80     |
| 2305453                 | WESCO RECEIVABLE CORP        | 112.22     |
| 2605225                 | ZEE SERVICE COMPANY          | 72.46      |
| TOTAL PUBLIC WORKS      |                              | 18,515.06  |
| FLEET MAINTENANCE       |                              |            |
| 0114203                 | ANDERSON LUBRICANTS INC      | 398.54     |
| 0121721                 | AUTO VALUE - GRAND RAPIDS    | 231.88     |
| 0301685                 | CARQUEST AUTO PARTS          | 260.75     |
| 0315455                 | COLE HARDWARE INC            | 6.40       |
| 0920060                 | ITASCA COUNTY TREASURER      | 122.60     |
| 1421700                 | NUSS TRUCK GROUP INC         | 206.19     |
| 1801615                 | RAPIDS WELDING SUPPLY INC    | 20.63      |
| TOTAL FLEET MAINTENANCE |                              | 1,246.99   |
| POLICE                  |                              |            |
| 0121721                 | AUTO VALUE - GRAND RAPIDS    | 199.42     |
| 0301685                 | CARQUEST AUTO PARTS          | 23.15      |
| 0312750                 | CLUSIAU SALES                | 9.70       |
| 0315455                 | COLE HARDWARE INC            | 11.88      |
| 0920060                 | ITASCA COUNTY TREASURER      | 4,091.36   |
| 1309098                 | MINNESOTA DEPT OF ADMN       | 65.00      |
| 1503240                 | OFFICE DEPOT                 | 73.93      |

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|------------------------------|-------------------------------|------------|
| GENERAL FUND                 |                               |            |
| POLICE                       |                               |            |
| 1506265                      | NORTHERN OFFICE OUTFITTER INC | 117.55     |
| 1801570                      | RAPIDS AUTO WASH              | 76.50      |
| 1801580                      | RAPIDS BODY SHOP              | 1,006.22   |
| 1821700                      | MICHAEL RUSSELL               | 285.00     |
| TOTAL POLICE                 |                               | 5,959.71   |
| RECREATION                   |                               |            |
| 0718060                      | GRAND RAPIDS NEWSPAPERS INC   | 54.13      |
| TOTAL RECREATION             |                               | 54.13      |
| CIVIC CENTER                 |                               |            |
| 1309232                      | MINNESOTA HOCKEY INC          | 770.00     |
| TOTAL                        |                               | 770.00     |
| GENERAL ADMINISTRATION       |                               |            |
| 0113233                      | AMERIPRIDE LINEN & APPAREL    | 95.94      |
| 0221650                      | BURGGRAP'S ACE HARDWARE INC   | 100.38     |
| 0405223                      | DEER RIVER HIRED HANDS INC    | 8.00       |
| 0501656                      | EARTHGRAINS - FERGUS FALLS    | 22.24      |
| 0605670                      | FERRELLGAS                    | 52.15      |
| 0609457                      | FILTHY CLEAN                  | 175.00     |
| 0718010                      | CITY OF GRAND RAPIDS          | 135.00     |
| 0718060                      | GRAND RAPIDS NEWSPAPERS INC   | 337.00     |
| 1105640                      | KERNEL CONCESSION SUPPLY      | 605.92     |
| 1301067                      | MANGSETH PAINTING INC         | 2,400.00   |
| 1301168                      | MARKETPLACE FOODS             | 342.37     |
| 1401321                      | NATIONWIDESAFES.COM           | 499.00     |
| 1605611                      | PEPSI-COLA                    | 465.18     |
| 1901535                      | SANDSTROM COMPANY INC         | 1,504.87   |
| 1909510                      | SIM SUPPLY INC                | 472.54     |
| TOTAL GENERAL ADMINISTRATION |                               | 7,215.59   |
| RECREATION PROGRAMS          |                               |            |
| 0113245                      | AMERICAN RED CROSS            | 511.00     |
| 0312109                      | CLAFTON SALES - CLAFTON SKATE | 2,418.00   |
| 0715600                      | GOPHER SPORTS                 | 242.37     |

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|-------------------------------------|--------------------------------|------------|
| RECREATION PROGRAMS                 |                                |            |
| 1605665                             | PERSONNEL DYNAMICS, LLC        | 1,123.20   |
| T000700                             | GARY LEFEBVRE                  | 150.00     |
| TOTAL                               |                                | 4,444.57   |
| CEMETERY                            |                                |            |
| 0221650                             | BURGGRAF'S ACE HARDWARE INC    | 326.96     |
| 0315455                             | COLE HARDWARE INC              | 170.79     |
| 0718030                             | GRAND RAPIDS ITASCA CO AIRPORT | 60.00      |
| 0801836                             | HAWKINSON SAND & GRAVEL        | 493.20     |
| 1415580                             | NORTHSIDE LUMBER COMPANY       | 103.88     |
| TOTAL                               |                                | 1,154.83   |
| DOMESTIC ANIMAL CONTROL FAC         |                                |            |
| 0705531                             | GENERAL PET SUPPLY             | 84.00      |
| 0920060                             | ITASCA COUNTY TREASURER        | 179.72     |
| TOTAL                               |                                | 263.72     |
| CAPITAL EQPT REPLACEMENT FUND       |                                |            |
| CAPITAL OUTLAY-POLICE               |                                |            |
| 0315585                             | COP STOP                       | 37.41      |
| 1621122                             | PUBLIC SAFETY WAREHOUSE        | 258.65     |
| TOTAL CAPITAL OUTLAY-POLICE         |                                | 296.06     |
| EDA - CAPITAL PROJECTS              |                                |            |
| DOWNTOWN REDVELPMNT BLK 18-21       |                                |            |
| 0801535                             | HAMMERLUND CONSTRUCTION INC    | 3,844.94   |
| TOTAL DOWNTOWN REDVELPMNT BLK 18-21 |                                | 3,844.94   |
| 2010 INFRASTRUCTURE BONDS           |                                |            |
| RROAD CROSSING PJT                  |                                |            |
| 0801535                             | HAMMERLUND CONSTRUCTION INC    | 85,909.75  |
| 1900225                             | SEH-RCM                        | 2,758.71   |
| TOTAL RROAD CROSSING PJT            |                                | 88,668.46  |



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| 2010                         | INFRASTRUCTURE BONDS            |            |
|                              | 2004-2B MULTI USE TRAIL         |            |
| 1900225                      | SEH-RCM                         | 7,303.36   |
|                              | TOTAL 2004-2B MULTI USE TRAIL   | 7,303.36   |
| 2011                         | INFRASTRUCTURE BONDS            |            |
|                              | 2014-1 NE 1ST AVENUE            |            |
| 1900225                      | SEH-RCM                         | 2,440.72   |
|                              | TOTAL 2014-1 NE 1ST AVENUE      | 2,440.72   |
| 2010-3                       | 19TH AVE NW                     |            |
| 1900225                      | SEH-RCM                         | 1,779.66   |
|                              | TOTAL 2010-3 19TH AVE NW        | 1,779.66   |
| 2011-4                       | HORSESHOE/ISLEVIEW              |            |
| 1900225                      | SEH-RCM                         | 15,448.48  |
|                              | TOTAL 2011-4 HORSESHOE/ISLEVIEW | 15,448.48  |
| 2012                         | INFRASTRUCTURE BONDS            |            |
|                              | 2004-3 SE 4TH STREET            |            |
| 0718010                      | CITY OF GRAND RAPIDS            | 45.00      |
| 1900225                      | SEH-RCM                         | 14,238.80  |
|                              | TOTAL 2004-3 SE 4TH STREET      | 14,283.80  |
| STORM WATER UTILITY          |                                 |            |
| 0126725                      | AZTECA SYSTEMS INC              | 4,675.78   |
| 0712548                      | GLOBAL TRACKING COMMUNICATIONS  | 480.00     |
| 1621125                      | PUBLIC UTILITIES COMMISSION     | 29.12      |
|                              | TOTAL                           | 5,184.90   |
|                              | TOTAL UN-PAID TO BE APPROVED    | 226,812.82 |
| CHECKS ISSUED-PRIOR APPROVAL |                                 |            |
| PRIOR APPROVAL               |                                 |            |
| 0104455                      | JOSHUA ADLER                    | 214.20     |
| 0200024                      | BP/AMOCO                        | 115.45     |
| 0212750                      | BLUE CROSS & BLUE SHIELD OF MN  | 31,630.50  |

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| CHECKS ISSUED-PRIOR APPROVAL |                               |            |
| PRIOR APPROVAL               |                               |            |
| 0218100                      | BRENT BRADLEY                 | 70.00      |
| 0301400                      | CAKE KINGDOM                  | 22.99      |
| 0315454                      | TRAVIS COLE                   | 82.62      |
| 0405222                      | DEER RIVER HEALTHCARE CENTER  | 1,000.00   |
| 0405305                      | LYNN DEGRIO                   | 30.00      |
| 0612224                      | FLEET SERVICES                | 2,603.30   |
| 0709225                      | WILBERT GIESE                 | 63.75      |
| 0718015                      | GRAND RAPIDS CITY PAYROLL     | 192,536.99 |
| 0718070                      | GRAND RAPIDS STATE BANK       | 248.04     |
| 0809445                      | CITY OF HILL CITY             | 87.31      |
| 0900060                      | ICTV                          | 1,325.43   |
| 0920055                      | ITASCA COUNTY RECORDER        | 92.00      |
| 0920060                      | ITASCA COUNTY TREASURER       | 51,800.56  |
| 1201402                      | LAKE COUNTRY POWER            | 66.83      |
| 1309199                      | MINNESOTA ENERGY RESOURCES    | 325.81     |
| 1309332                      | MN STATE RETIREMENT SYSTEM    | 2,136.00   |
| 1315295                      | CHAD MOEN                     | 30.00      |
| 1315650                      | ANDY MORGAN                   | 52.00      |
| 1415026                      | MICHELLE NORRIS               | 100.00     |
| 1516220                      | OPERATING ENGINEERS LOCAL #49 | 26,642.00  |
| 1609561                      | PIONEER TELEPHONE             | 10.17      |
| 1609925                      | PIZZA WORKS                   | 39.28      |
| 1621130                      | P.U.C.                        | 17,414.25  |
| 1723221                      | QWEST                         | 268.08     |
| 1809149                      | MICHAEL RICE                  | 92.31      |
| 1821510                      | ERIC RUNDELL                  | 104.55     |
| 1903557                      | TROY SCOTT                    | 150.00     |
| 1920231                      | ROBERT STEIN                  | 52.00      |
| 2000490                      | TDS Metrocom                  | 1,872.41   |
| 2005350                      | ELLEN S. TEIGLAND             | 62.43      |
| 2100265                      | U.S. BANK                     | 402.50     |
| 2205637                      | VERIZON WIRELESS              | 1,895.00   |
| 2209665                      | VISA                          | 1,903.44   |
| 2209705                      | VISIT GRAND RAPIDS            | 15,146.12  |
| 2301700                      | WASTE MANAGEMENT              | 739.39     |
| 2405650                      | XEROX CORPORATION             | 21.58      |
| T000568                      | JASON A GOEHRING              | 1,000.00   |
| T000694                      | MIKE MOTORS OF MN, INC        | 22,168.00  |
| TOTAL PRIOR APPROVAL         |                               | 374,617.29 |
| TOTAL ALL DEPARTMENTS        |                               | 601,430.11 |

