

# CITY OF GRAND RAPIDS

CITY COUNCIL  
CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Meeting Agenda Full Detail City Council

Monday, January 10, 2011

5:00 PM

City Hall Council Chambers

**5:00 p.m. CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, January 10, 2011 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**5:01 p.m. CALL OF ROLL:** On a call of roll, the following members were present:

*Mayor Adams  
Councilor McInerney  
Councilor Christy  
Councilor Zabinski  
Councilor Chandler*

**5:02 p.m. ORGANIZATIONAL MEETING:**

- A. 10-1192 Designate Mayor Pro-Tem
- B. 10-1218 Designate financial institutions as 2011 depositories.
- C. 10-1193 Designation of Official Newspaper  
**Attachments:** Herald Review Designation
- D. 10-1229 Adopting City Council By-Laws  
**Attachments:** City Council By-Laws
- E. 10-1194 Appoint Council representatives to Boards and Commissions.  
**Attachments:** Exhibit E-1 COUNCIL APPOINTMENTS Appendix D & C  
Exhibit F-2 COUNCIL Rep to Committees
- F. 10-1195 Appointment of Special Council Representatives to selected agencies.
- G. 10-1196 Establish annual Council meeting calendar.  
**Attachments:** 2011 City Calendar

**5:15 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.*

**5:16 PUBLIC FORUM****p.m.****5:17 COUNCIL REPORTS****p.m.****5:18 APPROVAL OF MINUTES****p.m.**

- 10-1189** Approve minutes for December 13, 2010 4:00 p.m. Worksession and 5:00 p.m. Regular Meeting  
December 22, 2010 Special Meeting at 8:15 a.m.

**Attachments:** December 13, 2010 Worksession  
December 13, 2010 Regular Meeting  
December 22, 2010 Special Meeting

**5:19 CONSENT AGENDA****p.m.**

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

1. **10-1188** Adopt a Resolution Accepting a Donation from Lake Country Power
2. **10-1190** Hire PW part-time winter maintenance staff
3. **10-1191** Resolution to Accept a Donation to the Fire Department  
**Attachments:** Longries Donation
4. **10-1211** Consider adopting a resolution accepting a grant from the Minnesota Historical Society in the amount of \$7,000 for the Central School light replacement project.  
**Attachments:** Historical Soc-Central School grant \$7,000  
Historical Society Grant-Central School
5. **10-1212** Approve renewal of Central School lease for Itasca County Historical Society.
6. **10-1213** Appointment of Paul Martinetto to the position of part-time Animal Control Facility Attendant effective December 31, 2010.  
**Attachments:** Danielle Schaar letter of resignation
7. **10-1216** Consider adopting a resolution accepting a \$50,000 grant from the Blandin Foundation

to replace the carpet at the Grand Rapids Area Library.

**Attachments:**    \$50,000 Blandin Foundation Grant-Library carpet  
                              Resolution-\$50,000 Blandin Grant-Library carpet

8.     10-1219     A resolution ordering a feasibility report for CP 2014-1, 1st Avenue NE Reconstruction.  
**Attachments:**    1-10-11 Attachment Resolution CP 2014-1 Order Feasibility.pdf
9.     10-1220     Consider approving a resolution authorizing the Itasca County Auditor to assess the delinquent Storm Water Utility charges to the property tax statement of delinquent property tax owners as of December 31, 2010.  
**Attachments:**    Storm Water Util Delinquents to County 2010 2nd resolution
10.    10-1221     Consider approving computer software support service agreements for 2011 with Harris for \$11,831.38 for the accounting software and \$1,531.70 for Attendance Enterprise.
11.    10-1222     Request by the Police Department to approve the yearly pet cremation contract with At-Rest Pet Cremation at a cost of \$ 1,200.00  
**Attachments:**    At Rest Pet
12.    10-1226     Consider approving an Amendment to the Independent Contractor Agreement between the City of Grand Rapids for the Central School Commission and Filthy Clean.  
**Attachments:**    Filthy Clean-contract amendment
13.    10-1228     Consider approving a Subordination Agreement for the Deferred Loan for Kent and Wendy Nyberg for the storefront renovation loan/grant.  
**Attachments:**    Mortgage Subordination Agreement-Nyberg

**5:24    SETTING OF REGULAR AGENDA**  
**p.m.**

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

**5:25    ACKNOWLEDGE BOARDS & COMMISSIONS**  
**p.m.**

14.    10-1215     Acknowledge minutes from Boards & Commissions.

**Attachments:** [April 14, 2010 Library Board](#)  
[July 14, 2010 Library Board](#)  
[September 8, 2010 Library Board](#)  
[September 29, 2010 Library Board Special Mtg](#)  
[October 13, 2010 Library Board](#)  
[November 10, 2010 Library Board](#)  
[February 12, 2010 Golf Minutes](#)  
[March 4, 2010 Special Meeting -Golf](#)  
[May 18, 2010 Golf Board](#)  
[June 14, 2010 Golf Board](#)  
[November 16, 2010 Golf Board Minutes](#)  
[February 25, 2010 GREDA](#)  
[June 24, 2010 GREDA](#)  
[August 25, 2010 Human Rights](#)  
[November 17, 2010 HRA](#)  
[November 10, 2010 PUC](#)  
[November 22, 2010 PUC Special Meeting](#)  
[October 21, 2010 Central School Minutes](#)  
[November 18, 2010 Central School](#)

**5:26 DEPARTMENT HEAD REPORT**  
**p.m.**

15.     **10-1204**     Engineering Department Head Report  
**Attachments:**    [1-10-11 Department Head Report.pptx](#)

**5:34 CIVIC CENTER, PARKS & RECREATION**  
**p.m.**

16.     **10-1165**     Purchase a set of used dasher boards from Rink Equipment Resource.  
**Attachments:**    [Rink Equipment Resource Quote](#)  
                          [Bahls & Associates Inc Quote](#)  
                          *Would like Dale Anderson to approach GRAHA to ask for partnering funds and labor.*

**5:37 COMMUNITY DEVELOPMENT**  
**p.m.**

17.     **10-1201**     Consider approval of a Citizen Participation Plan in connection with the final application for commercial and residential housing rehab project funding from the Small Cities Development Program.  
**Attachments:**    [Citizen Participation Plan](#)



**5:43 ENGINEERING****p.m.**

18.     10-1205     A proposal from The Design Group for professional services related to the Library Heating Project.

**Attachments:**    [1-10-11 Attachment Riverfront Energy Pumphouse Proposal.pdf](#)

19.     10-1207     An agreement between the GRPUC and the City related to the Library Heat Project.

**Attachments:**    [1-10-11 Attachment GRPU Agreement.pdf](#)

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

20.     10-1202     Conduct a public hearing to inform residents and receive comment on the City of Grand Rapids submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for five commercial and ten residential rehabilitation projects in Grand Rapids.

**Attachments:**    [Grand Rapids Pre App notification from DEED](#)

[Grand Rapids 2011 Full Application 1-10-11 draft](#)

21.     10-1203     Consider adopting a resolution authorizing the submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for five commercial and ten residential rehabilitation projects in Grand Rapids.

**Attachments:**    [SCDP Resolution authorizing grant request 1-10-11](#)

**6:15 GOLF COURSE****p.m.**

22.     10-1199     Amended Concessionaire Contract PGC

**Attachments:**    [Concessionaire Agreement](#)

23.     10-1200     The Lodge at Sugar Lake golf maintenance agreement.

**Attachments:**    [Golf Course Maintenance Contract](#)

**6:20 ADMINISTRATION DEPARTMENT****p.m.**

24.     10-1198     Approve 2011 City memberships for CGMC, LMC and RAMS.

25.     10-1208     Consider approving Workers Compensation coverage through Berkley Administrators for the 2011 plan year at the proposed rate of \$140,556 and authorize payment of premium.

26.     10-1209     2010 Flexible Benefits Plan Amendment

**Attachments:** SuperiorUSAAmendment

27. 10-1210 Consider appointment of 3 applicants for the Grand Rapids Area Library Board.

**Attachments:** Abby Kuschel  
Jemma Baker  
Max Peters

28. 10-1217 Appointment of Mr. Shawn Mahaney to the position of Police Officer.

29. 10-1224 Approval of amended job description for the Public Works Maintenance I position and authorization to post the vacancy.

**Attachments:** Public Works maintenance 2011

**6:50 VERIFIED CLAIMS**  
**p.m.**

30. 10-1225 Consider approving the verified claims for the period December 7, 2010 to January 3, 2011 in the total amount of \$1,892,341.46.

**Attachments:** 01/10/11 BILL LIST

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

*NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 24, 2011, AT 5:00 P.M.*

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

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



## Legislation Details (With Text)

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**File #:** 10-1192      **Version:** 1      **Name:** Mayor Pro-Tem  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 1/3/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Designate Mayor Pro-Tem

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### Title

Designate Mayor Pro-Tem

### Body

#### Background Information:

The Council By-Laws call for the appointment of a Mayor Pro-Tem who will perform the duties of Mayor during the disability or absence of the Mayor or a vacancy in the office of Mayor.

#### Requested City Council Action

Nominate and elect a member of the Council to serve as Mayor Pro-Tem.



## Legislation Details (With Text)

**File #:** 10-1218      **Version:** 1      **Name:** Designate Depositories  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 1/5/2011      **In control:** Finance  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Designate financial institutions as 2011 depositories.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

Designate financial institutions as 2011 depositories.

### *Body*

#### **Background Information:**

We are recommending the City of Grand Rapids designate the following financial institutions as depositories for 2011:

- American Bank
- Deerwood Bank
- Grand Rapids State Bank
- Grand Rapids State Investments
- Morgan Stanley Smith Barney
- U.S. Bank N.A.
- Wells Fargo Bank Minnesota
- Wells Fargo Securities, LLC
- Wells Fargo Advisors

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

Consider appointing the following financial institutions as depository designations for 2011: American Bank, Deerwood Bank, Grand Rapids State Bank, Grand Rapids State Investments, Morgan Stanley Smith Barney LLC, U.S. Bank N.A., Wells Fargo Bank Minnesota, Wells Fargo Securities, LLC, and Wells Fargo Advisors.



## Legislation Details (With Text)

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**File #:** 10-1193      **Version:** 1      **Name:** Newspaper designation  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 1/3/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Designation of Official Newspaper  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** Herald Review Designation

Date	Ver.	Action By	Action	Result
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### Title

Designation of Official Newspaper

### Body

#### Background Information:

The Council By-Laws call for the designation of an official newspaper where all official notices will be published.

#### Requested City Council Action

Consider designating the Herald Review as the official City Newspaper.

# Grand Rapids Herald-Review

Grand Rapids Newspapers, Inc.  
301 1st Avenue S.W. P.O. Box 220 Grand Rapids, MN 55744  
Telephone 218-835-6325 • Fax 218-835-6022  
E-Mail: grandherd@gnn.com  
Ronald L. Ofenheiser General Manager

December 16, 2010

Honorable Mayor and Council  
City of Grand Rapids  
420 Pokegama Ave North  
Grand Rapids, MN 55744

The Grand Rapids Herald-Review does hereby offer to print the proceedings of your council, ordinances, financial statements and any and all legal notices required to be published during the year 2011, in the manner and for the compensation allowed by law. All Legal Notices appear on our web site as an additional service to you.

## ATTACHMENTS:

1. Authorization to serve as a Legal Newspaper in Minnesota.

The Herald Review thanks you for your business.

Sincerely,

Ronald L. Ofenheiser  
General Manager

1/1/2011

1/1/2011

1/1/2011



40256560002

# MINNESOTA SECRETARY OF STATE APPLICATION FOR LEGAL NEWSPAPER STATUS

Filing Fee: \$25.00

Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

010109

Grand Rapids Herald Review

PO Box 220

301 1st Ave NW

Grand Rapids MN 55744

2. IF CHANGED, List the New Name and/or Address of Known Office of Issue:

Name of Newspaper: \_\_\_\_\_

Street Address: \_\_\_\_\_  
(Must be a complete street address or rural route and rural route box number)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. County of Known Office of Issue: (Required) Itasca (31)

4. Name, daytime telephone number and e-mail address of contact person:

Contact Name: Ronald H. Oleheiser

Phone: (Required) 218-326-6623 Ext. 203

E-Mail Address: roleheiser@grandrapidsheraldreview.net

I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Ronald H. Oleheiser  
Signature of Authorized Representative (Required)

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

OCT 20 2010 NLC

Mark H. Kish  
Secretary of State



## Legislation Details (With Text)

**File #:** 10-1229      **Version:** 1      **Name:** By laws.  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 1/6/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Adopting City Council By-Laws  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [City Council By-Laws](#)

Date	Ver.	Action By	Action	Result
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### Title

Adopting City Council By-Laws

### Body

#### Background Information:

The Council By-Laws require re-adoption for each year. Attached are the By-Laws for consideration by the Council.

#### Requested City Council Action

Adopt the attached Council By-Laws for 2011.



PROCEDURE OF THE CITY COUNCIL  
OF GRAND RAPIDS, MINNESOTA  
(COUNCIL BY-LAWS)

Amended by City Council  
Revised – 1-26-09

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PROCEDURES OF THE CITY COUNCIL  
OF GRAND RAPIDS, MINNESOTA

1. **MEETINGS:**

A. **OPEN MEETINGS:**

All Council and Council committee meetings, including special and adjourned meetings, with the exception of closed meetings as defined, shall be open to the public. All meetings and notices of meetings are subject to MN. STAT. 471.705 Minnesota Open Meeting Law.

B. **QUORUM:**

A simple majority (3) of the Council shall constitute a quorum for the valid transaction of any scheduled business to come before the Council.

C. **COUNCIL MEETINGS:**

1. **REGULAR MEETINGS:** The City Council shall meet on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 5:00 p.m., except in December when the meetings will be on the 2<sup>nd</sup> and 3<sup>rd</sup> Monday.
  - a. Meetings falling on a holiday will be scheduled for Tuesday of that week.
  - b. All meetings, including special, recessed, and continued meetings, shall be held in the City Hall Council Chambers unless otherwise designated.
2. **SPECIAL MEETINGS:** Special meetings of the Council may be called by the Mayor or by any two Council members by written request filed with the City Administrator at least three days before the meeting. The City Clerk shall notify each member of the time, place and purpose of the meeting by written notice delivered to the Council member personally or by leaving a copy of the notice at the home of the member with a person of suitable age and discretion, at least one day before the special meeting.
  - a. Special meetings may be held without prior written notice to Council members when:
    - 1) All Council members are present at the meeting that the date and time are set for the special meeting or;
    - 2) Consent in writing or by phone to the City Clerk (consent shall be filed with the Clerk prior to the beginning of the meeting).

3. **COUNCIL WORKSESSION:** A Council Worksession will be a special meeting regularly scheduled from 3:30 p.m. to 4:30 p.m. on the second and fourth Monday of each month.
4. **CLOSED MEETINGS:** The state open meeting law allows certain matters to be discussed by the Council in a closed meeting.
  - a. **RESOLUTION:** The meeting shall be closed by resolution of the Council at a public meeting. The motion shall include the time, place and the nature of the subject to be discussed.
  - b. **NOTICE:** The City Clerk shall give advance notice of a closed meeting in the same manner as advance notice of other Council meetings.
    1. If the closed meeting is held during other meetings of the Council, the notice will state the approximate time that the closed meeting is scheduled.
    2. If a meeting must be held under urgent or emergency circumstances which make it impractical to give the customary advance notice, the City Clerk shall make a reasonable, good faith effort to give advance notice to the local news media by other means.
  - c. **SCHEDULE:** If the meeting is held in conjunction with a regular meeting, it shall normally be scheduled as the last item on the Council agenda. If it is the last item, no further public business shall be conducted after the closed meeting unless notice of further public business is given prior to commencement of the closed meeting.
  - d. **ATTENDANCE:** Shall be limited to Council members, the City Attorney (s), City Administrator, and other resource persons designated by the Council, Administrator and/or City Attorney and approved by the Council. A written roll of all persons present at the closed meeting shall be made available to the public after the closed meeting.
  - e. **CLOSED MEETING TO DISCUSS LITIGATION:** The City Attorney shall make a reasonable effort to informally convey information to the news media regarding the subject matter of the meeting.
  - f. **CLOSED MEETING TO DISCUSS STRATEGY FOR LABOR NEGOTIATIONS:** The proceedings at the closed meetings shall be tape recorded at the expense of the governing body and shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body.

a. **MINUTES OF CLOSED MEETINGS:**

1. Minutes for Litigation Matters. Minutes will be prepared, listing persons attending the meeting and the discussion during the meeting. The minutes shall be retained by the attorney for the City and available for Council member review until:

- a) The earliest date when the City Attorney determines that public disclosure would no longer impair the public interest;
- b) All matters discussed have become part of public record;
- c) The matter in controversy is concluded; or
- d) When a majority of the entire City Council approves release of the minutes.

2. Minutes to discuss strategy for labor negotiations. A closed meeting for labor negotiations can also be taped, and be considered as private data until one of the above (a-d) has been determined. The tape will be kept on file by the Clerk.

5. **ORGANIZATIONAL MEETING:** The Council shall conduct an Organizational Meeting concurrent with the first Regular Council Meeting in January of each year, to:

- a. Adopt Council By-Laws.
- b. Appoint the City Attorney.
- c. Appoint the Mayor Pro-Tem.
- d. Designate the depositories of City funds.
- e. Designate the official newspaper.
- f. Mayoral Appointment and Council approval (Appendix D)
  - Economic Development Authority
  - Park/Recreation Board
  - Housing and Redevelopment Authority
- g. Council appointments (Appendix C)
  - Airport Commission
  - Public Utilities Commission
- h. Appoint Special Council representatives.
  - Coalition of Greater Minnesota Cities
  - City/County Committee
  - Joint Mine Pit Board
  - Range Association of Municipalities & Schools
  - Riverfront Task Force
  - League of Minnesota Cities (added 2-25-02)

- South Central Itasca Intergovernmental Planning Board,  
**plus one alternate** (added 1-24-05)

- i. Council Committee(s)
- j. Establish annual Council Meeting calendar.

**D. PRESIDING OFFICER:**

- 1. The Mayor shall preside at all meetings of the Council.
- 2. In the absence of the Mayor the Mayor Pro-Tem shall preside.
- 3. In the absence of the Mayor and the Mayor Pro-Tem the Clerk shall call the meeting to order. The first order of business shall be to select a presiding officer. The Clerk shall preside until the Council members present choose a member to act as presiding officer.
- 4. The presiding officer shall preserve order, enforce the rules of procedure and determine without debate all questions of procedure and order, subject to the final decision of the Council on an appeal.
- 5. The presiding officer may make motions, second motions or speak on any questions, except that on demand of any Council member he/she shall vacate the chair and designate a Council member to preside temporarily.
- 6. Any member may appeal to the full Council a ruling of the presiding officer.
  - a. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his/her ruling, but no other Council member shall participate in the discussion.
  - b. The appeal shall be sustained if it is approved by a majority of the members present exclusive of the presiding officer.

**E. VOTING:**

- 1. The votes of the Council will be taken by voice vote.
- 2. The names of those voting for and against the question shall be recorded in the minutes.
- 3. Council members may ask for a roll call vote by the Clerk on any motion or resolution.
- 4. The Clerk shall ask for a verification roll call if the vote of a Council member is not clear on a voice vote.
- 5. A majority vote of all Council members shall be necessary for approval of any ordinance unless a larger majority is required by

Minnesota State Statute. Except, as otherwise provided by Statutes, a majority vote of a quorum shall prevail in all other cases.

F. **RULES OF ORDER:** The proceedings of the Council shall be conducted in accordance with Appendix A – Simplified Rules and Section 1 D-6.

G. **MINUTES:**

1. Minutes are the official record of the City Council once approved.
2.
  - a. The Clerk shall keep a minute book noting therein all proceedings of the Council and an ordinance book to record at length all Ordinances passed by the Council.
  - b. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records and can be accurately identified from the description given in the minutes.
  - c. The minutes of each Council meeting shall be kept by a recorder designated by the City Clerk or by the Deputy Clerk in the absence of the City Clerk.
3. The minute recorder shall not participate in Council discussions except when called upon by the presiding officer.
4. The minutes of each meeting shall be typed, signed by the Clerk, and copies delivered to each Council member via Council agenda packet when the minutes are placed on the agenda for approval.
  - a. The proceedings of all Regular Council meetings may be recorded on tape. The tape of each meeting shall be clearly marked denoting type of meeting (regular, special, joint for example), date and time. The tape shall be kept in a secure storage area in chronological order and maintained for the length of time required for data storage and maintenance. Access to tapes shall be open to the public but shall be under the supervision of the Administrator's Office and may not be played back on a machine with an erasure feature. Copies of tapes may be made available for a fee as set by the Administrator's Office. (This does not apply to tapes of closed meetings until they are made public as provided in Section I-C 3 subsections 1 & 2).
  - b. At the next regular meeting, following delivery, approval of the minutes shall be considered by the Council.
    - 1) The minutes need not be read aloud.

- 2) The presiding officer shall call for any additions or corrections.
  - 3) If there is no objection to an addition or correction, it will be made without a vote of the Council.
  - 4) If there is an objection, the Council shall vote upon the addition or correction by roll call vote.
  - 5) Council shall take formal action to approve the minutes as distributed and/or amended.
5. Publishing of Minutes. The City Clerk shall prepare a summary of the minutes of each Council meeting for publication after the official minutes are approved by Council with the exception of minutes of closed meetings. The summary shall include formal actions of the Council and at the City Clerk's discretion, Council discussion and department head reports.

**H. MEETING SCHEDULE:**

1. Each meeting of the Council shall convene at the time and place appointed.
2. Council business shall be conducted in the order of the prepared agenda, unless Council members agree to change the order to accommodate the public.
3. The first regular meeting of the month will be scheduled at 5:00 p.m.
4. If all business has not been completed the meeting may be continued to another date and time to complete the scheduled agenda without further notice being required.
5. The second regular meeting of the month will be scheduled for 5:00 p.m.
6. Working sessions of the Council will generally be scheduled at 3:30 p.m. to 5:00 p.m. on the day of Regular Council Meetings.
7. Public hearings will normally be scheduled at 6:00 p.m. at the Council's discretion.

**I. ORDER OF BUSINESS:**

1. Call to Order.
2. Call of Roll.
3. Setting of Agenda.
4. Approval of Minutes.
5. Public Forum and Correspondence.
6. Council Reports



7. Consent Agenda.
8. Acknowledge receipt of Board/Commission minutes.
9. Boards/Commissions/Committees.
10. Community Development/Economic Development.
11. Engineer.
12. Finance Department
13. Fire Department
14. IRA Civic Center.
15. Grand Rapids Library.
16. Pokegama Golf Course
17. Police Department
18. Public Works.
19. Attorneys.
20. Administration.
21. Consideration of bills.
22. Public Hearings when scheduled.
23. Adjourn (or Recess)

Notes:

- a. The order of business may be varied by the presiding officer with the consent of the Council.
- b. All public hearings will be conducted at the times scheduled and advertised in the notice of the hearing.
- c. Only by majority approval, and when necessary, will business be acted upon by the Council unless scheduled on the agenda.
- d. Care will be taken to place items of general public concern on the evening agenda.

**J. AGENDA:**

1. An agenda will be prepared for all Council meetings and Council committee meetings in accordance with provisions of Minnesota Statute 471.705.
2. The agenda for special meetings will be set by the presiding officer, or by the Council members calling that meeting three days prior to the meeting at the time of notice and call or at the time of call for an emergency meeting of the Council.
3. The agenda will clearly describe the subject matter under consideration by the Council and any action required.
4. The City Administrator/Mayor shall prepare the agenda for all Council meetings. (Amended 3/09/07)
5. Requests for action or consideration of an item must be presented to the City Administrator/Mayor, through City no later than close of

business day Tuesday, prior to the Regular Council meeting. (Amended 3/09/07)

- 6.. City Council members may place an item (items) on the agenda prior to any meeting, by following step five above.
7. The agenda, along with information material, will be delivered to each Council member, City Attorney and given to all media formally requesting such notice as provided by Minnesota Statute 471.705, on the Thursday preceding the Monday-meeting, or at least four (4) days prior to the Regular Council meeting.

**K. CONSENT AGENDAS:**

1. A consent agenda allows the Council to consider several items at one time.
2. Only one resolution is needed to approve all of the items at one time.
3. An item on the consent agenda shall be removed for consideration by the request of any one Council member, City staff, or the public and put on the regular agenda for discussion and consideration. This statement shall precede the consent agenda on all printed agendas and shall be announced by the presiding officer prior to consideration of the consent agenda.
4. Consent Agendas may be used for approval of the following; except that the City Administrator has the discretion to place other items on the consent agenda if deemed appropriate.

**ADMINISTRATION:**

- Resolutions supporting projects from other communities when requested by municipal bodies.
- Resolutions to authorize Clerk to publish ordinances in summary.
- Appointment of election judges.
- Approve budgeted equipment purchases.

**FINANCE:**

- Issuance of duplicate checks that have been lost; and waive bond requirements.
- Fund Transfers, as authorized through Budget process.

**LICENSES/PERMITS/CONTRACTS:**

- Licenses and permits, including temporary 3.2 beer license and special On-Sale liquor permits for events at the IRA Civic Center, Grand Rapids Sports Complex, and Central School.
- Gambling license applications.
- Fire Contracts, recreation contracts, dog pound contracts, and miscellaneous yearly contracts.

**PERSONNEL:**

- Accept resignations and authorize advertisements for replacement of positions.
- Approval of job descriptions, except Department Heads, and authorize advertisement of positions when position has previously been approved by Council.
- Appointment (ratification) of part-time employees if these personnel costs have been included in the budget.

**PROJECTS:**

- Receive petitions and place on file.
- Establish dates for public hearings. (This includes, but not limited to: improvements, rezoning and vacation requests, bond issues, etc.)
- Approve plans and specifications.
- Authorize advertisement for bids/quotes.
- Award of bids and quotes when Council has previously approved solicitation.
- Receive and file project construction feasibility reports.
- Approve contract change orders.
- Accept projects and approve final estimate payments.

L. **AGENDA MATERIALS:** The Clerk shall make available to the public the agenda material that is presented to the Council. At least one copy of this material shall be available to the public in the Council Chambers and copies provided to the media as requested. Agenda material shall be available to the public by 8:00 a.m. on Friday preceding the regular scheduled meeting at no charge. (Amended 3/09/07)

M. **ATTENDANCE:**

1. Department Heads may leave the Council Meetings upon completion of their portions of the agenda.
2. Department Heads may not need to attend Council Meetings if they are not requested to do so or if they have no relevant items on the agenda.
3. The Council may, at its discretion, excuse any staff member from attendance at a meeting during their regular working day.

2. **PUBLIC HEARINGS ON IMPROVEMENTS AND ASSESSMENTS:**

A. **GENERAL PROCEDURE:**

1. Opening comments by Mayor.
2. Clerk's statement regarding notices.
3. Mayor opens hearing on proposed improvement or assessment.
4. Engineer describes improvement and/or assessment procedures.
5. General statement of financing.
6. Public comments.
  - a. Those favoring improvements are heard.
  - b. Those opposing improvements are heard.
  - c. If public wishes to be heard, but does not want to speak, paper is to be provided at the Clerk's table which may be used to write their position. These will be read aloud at the conclusion of comments from the floor. Letters received before the hearing will be read by the presiding officer at this time.
7. Formal action by declaration of the presiding officer to close the hearing.
8. Council takes action ordering or abandoning the proposed improvement or in the case of assessments, takes action in regard to the assessments.
9. The Council may continue the public hearing to receive more information and action may then be taken.

B. **RULES FOR PUBLIC PROCEDURE:**

It is the Council's intention that everyone be heard on proposed improvements or assessment hearings. The following procedure will be used for receiving public input.

1. Individual will raise hand, and when recognized by the presiding officer, stand and state their name and address, using the microphone.
2. The person will then state their position and reason for the position. A time limit may be set by Council. No one will be allowed to speak a second time until everyone has been heard once.
3. The person should address all statements and questions to the presiding officer. The presiding officer will then refer any questions that are to be answered by staff, or project proposer.

### 3. **MAYOR AND COUNCIL APPOINTMENT PROCESS:**

Minnesota Statutes (various) authorize the City Council and Mayor to establish Boards and Commissions to advise the City Council and Mayor or to operate some programs and facilities. These Boards and Commissions are for the purpose of facilitating the orderly conduct of City business and to provide an opportunity to receive public input into the various functions and programs of the City.

The following Boards and Commissions created by the Council, require appointments to be approved by the Council according to Appendix C.

- A. Airport Commission, a Joint Board of the City and Itasca County. This Board was established to operate Gordy Newstrom Field. (Municipal Code Chapter 30, Article III, Mn. Statute 360.063).
- B. Greater Grand Rapids Cable TV Commission, to provide oversight and review of the Cable TV franchise and to advise the City Council.
- C. Central School Commission, to manage Central School and preserve it's historical value to this community. (Municipal Code Chapter 2, Article V, Division 5, Sec. 2.271-2.277).
- D. Pokegama Golf Course Board, to operate Pokegama Golf Course and to advise the Council on the management of this municipal enterprise. (Municipal Code Chapter 2, Article V, Division 4, Sec. 2.241-2.247).
- E. Human Rights Commission, purpose is to secure for all citizens freedom from discrimination. (added 1-24-05) Municipal Code Chapter 2, Article V, Division 6, Sec. 2.301-2.304).
- F. Library Board, to provide library services to City residents. (Municipal Code Chapter 34, Mn. Statute Chapter 134.07).
- G. Planning Commission, to advise the Council on planning and zoning for the orderly development of Grand Rapids. (Municipal Code Chapter 30, Article II, Sec. 30.31-30.32, Mn. Statute 462.354).
- H. Police Civil Service Commission, to provide a fair non-political hiring and dismissal procedure for our Police Department. (Municipal Code Chapter 2, Division 2, Sec. 2.161-2.162, Mn. Statute 419.01)

- I. Public Utilities Commission, to operate electric, water and sewer service enterprises and to operate certain public buildings. (MN Statute 412.341, and Minnesota Special Laws 1999, Chapter 195).
- J. Property Maintenance and Building Codes Board of Appeals to hear appeal's regarding a decision of the code official or notice or order issued under the Property Maintenance or Building Code (Ordinance No.'s 05-02-03 and 05-02-04).
- K. Policy and Ordinance Review Committee, comprised of the full Council to provide an on-going program of City ordinance and policy review. The purpose of these reviews would be to suggest updates to outdated City ordinances and policies, and provide a forum for review of proposed new ordinances and policies.
- L. Budget Committee, comprised of the full Council, City Administrator and Finance Director for the purpose of providing Council review, oversight, input and clarification, to the City's process of preparing a Working Budget.

**APPOINTMENT POLICY:** It will be the policy of the City Council to:

- 1. Offer appointment to the best-qualified citizens to our Boards and Commission.
- 2. Advertise all vacancies to Boards and Commissions: (This ad should include a brief description of the Board or Commission, time and days of meetings, how often meetings are held, the number of vacancies and any special requirements.)
- 3. Consider all appointments by the process presented in Appendix C. Board/Commission members who have completed their term are encouraged and eligible to reapply for appointment to their current Board or Commission or to apply for appointment on another Board or Commission to a vacancy on another Board or Commission.  
  
(Note: City residency is required unless exempted by State Statutes, City Ordinance, or these by-laws (Appendix B).)
- 4. Provide training and encouragement for active participation in all Board/Commission business through the employment of high quality staff or consultants to support them and to facilitate open communication.
- 5. Keep all applications active during the year for appointment to vacancies should they occur. The Council reserves the right to appoint any qualified candidates even though they did not apply as a result of an advertisement. There is no implied guarantee of appointment or re-appointment to any Board or Commission.

4. **MAYOR BOARD/COMMISSION APPOINTMENT AND COUNCIL APPROVAL PROCESS:**

Minnesota Statutes (various) authorizes the Mayor to appoint and the Council to approve memberships on various Boards and Commissions created by the Mayor and Council. The following Boards and Commissions, created by the Mayor and Council, require a Mayoral appointment with approval of the Council according to Appendix D.

- A. Economic Development Authority (EDA), to provide a tool for economic stimulation in Grand Rapids. (GR Res. No. 93-130 Mn. Statute 469.090-469.108).
- B. Housing and Redevelopment Authority, to provide affordable housing for all residents. (Mn. Statute Chapter 469).
- C. Recreation/Parks and Civic Center Board, to advise the Council on Recreation and Park programs and facility development. (Municipal Code Chapter 2, Division 3, Sec. 2-181-2.189; Mn. Statute 412.501; 471.15).
- D. Local Board of Appeal and Equalization, to revise, amend and equalize the assessment on the roll of the County Assessor. Such Board of Equalization is vested with all the powers which are or may be vested in County Boards of Equalization under the general laws of the state so far applicable, but shall not be restricted by any limitation in respect to reducing aggregate sum of real or personal property as returned by Assessors.

Appendix D provides the process by which these appointments will take place.

5. **COUNCIL COMMITTEES:**

- A. The Council may at any time appoint a special or standing committees consisting of no more than two Council members and support staff.
- B. Committee members, excluding staff, will be chosen by consensus of the Mayor and Council based upon interest expressed by individual members. Staff appointments will be made by the Mayor in consultation with the City Administrator.
- C. Council committees may be special (limited) or standing (on-going). Standing committees will be appointed at the annual/organizational meetings.
- D. Council committees are formed to provide Council review, oversight, clarification and information to staff members.
- E. Council committees provide a forum for staff and Council members to share information or new ideas.
- F. Council committees may carry out staff supervision as directed by Council.
- G. Council committees may be established to conduct specific tasks as directed by Council.

- H. Council committees are not to set policy but may make recommendations for policy or procedures to full Council.
- I. Council committee meetings may be called by the Council, committee members, the Mayor, the City Administrator, or at the request of a Department Head, commission, or board chairperson to discuss specific topics.
- J. Council committees shall have a prepared agenda and follow rules of public notification. Each committee will designate a presiding officer and have an agenda prepared at least three (3) days before the meeting.
- K. Council committees shall keep minutes of all meetings. The original shall be filed with the City Clerk. A copy is to be given to the City Administrator and distributed to all Council members. These minutes should include committee name, date, time, location, person calling the meeting, persons present, and a brief summary of topics discussed. City staff will be assigned to record minutes.

6. **COUNCIL REPRESENTATIVES:**

- A. Council representation on various City Boards and Commissions will be determined by consensus of the Mayor and Council based upon interest expressed by individual members.
- B. Council representatives will be determined at the organizational meeting of the Council or when a vacancy occurs.
- C. Council representatives will act as ~~informal~~<sup>(amended 5/24/04)</sup> liaison between the Boards and Commissions and the Council.
- D. Council representatives ~~may not make policy but~~<sup>(amended 5/24/04)</sup> may help interpret previous Council action or policy to the various Boards and Commissions.
- E. Council representatives should bring back to the Council concerns or issues as requested by the Board or Commission and are encouraged to bring issues to the Council's attention, which may be of interest to the Council as a whole.
- F. Council representatives shall be voting members of City Boards and Commissions.

(Added 5/24/04)

7. **SPECIAL APPOINTMENTS:**

From time to time Councilmembers may be designated to serve as the official representative of the Council on community, regional or statewide boards. These will be determined by consensus of the Council and Mayor based upon interest expressed by individual members. Each appointee is expected to regularly inform the Council of activities and issues of concern to the City.

8. **CONFLICT OF INTEREST STATEMENT:**



With certain exceptions, Minnesota laws forbid any Mayor or Councilmember to have a personal financial interest in or to benefit from the making of any sale, lease or contract with the City.

Exceptions are:

- A. The designation of a bank in which the Mayor or Council member is interested as the official depository for city funds if the official discloses interest;
- B. The designation of an official newspaper in which a City official is interested when it is the only newspaper complying with statutory or charter requirements relating to official publications;
- C. A contract with a cooperative association in which a City official is a shareholder, but not an officer or manager;
- D. A contract for which competitive bids are not required.
- E. A contract with a volunteer fire department for the payment of compensation or retirement benefits to its members.

If however, a Mayor or Council member is simply an employee of a firm and receives no commission, bonuses, or other remuneration directly from its contracts, and is not a stockholder, the Council may enter into a contract with the organization for which the officer works regardless of the amount of the contract.

9. **SUSPENSION OR AMENDMENT OF THESE RULES:**

These rules, or any of them, may be temporarily suspended by a majority vote of all the Council members, (unless governed by Minnesota State Statute) and shall not be repealed or amended except by a majority vote of the whole Council after notice has been given at a preceding Council meeting.

## Appendix A – Simplified Rules

Motions (In Precedence Order)	Motion Maker Needs Recognition?	Motion Needs A Second	Motion Is Debatable	Motion Is Amendable	Vote Required To Pass	Applies To What Other Motion?	Special Notes And Comments
10. Adjourn	Yes	Yes	No	No	Majority	None	Highest Precedence
9. Recess	Yes	Yes	No	Yes	Majority	None	
8. Appeal (1)	No	Yes	Yes	No	Majority	Decisions of Chair	Members can challenge decision by the chair
8. Point of Order	No	No	No	No	Chair Decides	None	To point out an error
8. Parliamentary Inquiry (1)	No Yes	No Yes	No No	No No	Chair Decides 2/3 rds	None None	To ask a question Cannot apply to minority rights
8. Division (1)	No	No	No	No	Chair Decides	All Votes	A second vote on votes that are close
7. Lay On Table	Yes	Yes	No	No	Majority	Main, amend, appeal	Also called postpone temporarily
6. Close Debate (1)	Yes	Yes	No	No	2/3 rds	All Debatable Motions	Also called previous questions & vote immediately
5. Limit Debate (1)	Yes	Yes	No	Yes (3)	2/3 rds	All Debatable Motions	To limit debate to a set period
4. Postpone Definitely	Yes	Yes	Yes (2)	Yes (3)	Majority	Main Motions	To set aside to next meeting
3. Refer to Committee	Yes	Yes	Yes (2)	Yes (3)	Majority	Main Motions	To allow a small group to study
2. Amend (1)	Yes	Yes	Yes	Yes	Majority	All amendable Motions	You may amend an amendment
1. Main	Yes	Yes	Yes	Yes	Majority	None	Lowest Precedence

(1) Indicates possible exception to precedence order.

(2) Limited to the sense that debate is only on the merits of that specific motion.

(3) Restricted to the variable part of the motion.

APPENDIX A (Continued)  
A BRIEF EXPLANATION OF COMMONLY USED MOTIONS AND TERMS

1. Main Motion – to bring business before the organization. “I move that the Student Government pay D.E. Sikkink \$100 for his speech.”
2. Amend – to change motions so they more closely express the will of the group. “I move to amend the motion by striking out the word \$100 and inserting \$10.”
3. Vote Immediately – to stop discussion and to get a vote. “I move to vote immediately on the amendments.” (Also called Close Debate and Previous questions.)
4. Parliamentary Inquiry – to let a member ask questions. “Mr. Or Ms. Chairperson, can we have a secret ballot on this amendment?”
5. Point of Order – to call attention to a mistake in procedure. “Mr. Or Ms. Chairperson, there was no second for that motion to amend.”
6. Division – a request for the chairperson to use a more accurate method of voting. “Mr. Or Ms. Chairperson, I call for a division on that last vote.”
7. Appeal – to get a vote by the group on some procedural decision made by the chairperson. “I appeal your decision on not allowing a secret ballot.”
8. Refer to Committee – to allow for study and investigation by a smaller group. “I move to refer the main motion to a committee of three appointed by the chair.”
9. Postpone Definitely – to consider at a definite future time. (No later than the next meeting.) “I move to postpone this main motion definitely to our next regular meeting.”
10. Postpone Temporarily – to consider at an unspecified time. “I move to postpone this main motion temporarily.”
11. A quorum is the minimum number of members who must be present in order to transact legal business.
12. Precedence refers to the rank of motions. When a motion has been made, any motion of higher order may be proposed but no motion of lower order may be proposed (there are a few exceptions).  
Motions are discussed and acted upon in inverse order to their proposal (the last motion made will be acted on first, etc.) See Appendix A-1

[illegible]

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
By November 1	The Administrator's office shall present in writing to the Mayor and Council a prepared list of Board and Commission members whose terms expire the following March. This list shall identify Board, name, date first appointed and eligibility for reappointment (as defined in Council By-Laws)	Staff & Mayor/Council
In Mid-November	An informal Council review to consider offering reappointment to eligible Board/Commission members.	Mayor/Council
In Late November	Letters to eligible and in-eligible Board/Commission members will be prepared and sent.	Staff/Mayor
In Mid-December	The Administrator's office will prepare a Respondent's List for reappointment to help determine vacancies and present to Mayor and Council for approval to prepare a vacancy list and authorize position vacancy advertisement.	Staff/Mayor/Council
In Mid-January early February	Mayor and Council will review responses to position vacancy advertisement.	Mayor/Council
First Meeting in February	Mayor and Council discuss candidates for Board and Commission appointments and through a nomination and voting process determine who the appointees shall be.	Mayor/Council

## APPENDIX D

### MAYORAL BOARD/COMMISSION APPOINT AND COUNCIL APPROVAL PROCESS

<b><u>DATE</u></b>	<b><u>ACTION</u></b>	<b><u>RESPONSIBILITY</u></b>
By November 1	The Administrator's office shall present in writing to the Mayor and Council a prepared list of Board and Commission members whose terms expire the following March. This list shall identify Board, name, date first appointed and eligibility for reappointment (as defined in Council By-Laws)	Staff & Mayor/Council
In Mid-November	An informal Council review to consider offering reappointment to eligible Board/Commission members.	Mayor/Council
In Late November	Letters to eligible and ineligible Board/Commission member(s) will be prepared and sent.	Staff/Mayor
In Mid-December	The Administrator's office will prepare a Respondent's List for reappointment to help determine vacancies and present to Mayor and Council for approval to prepare a vacancy list and authorize position vacancy advertisement.	Staff/Mayor/Council
In Mid-January early February	Mayor and Council will review responses to position vacancy advertisement.	Mayor/Council
First Meeting in February	Mayor and Council discuss candidates for Board and Commission appointments and through consensus designate a candidate for consideration by the Mayor for appointment. Mayor may appoint or reject the designated candidate. The Council shall then vote upon approval of the candidate appointed by the Mayor.	Mayor/Council



## Legislation Details (With Text)

**File #:** 10-1194      **Version:** 1      **Name:** Council Appointments  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 1/3/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Appoint Council representatives to Boards and Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** Exhibit E-1 COUNCIL APPOINTMENTS Appendix D & C  
Exhibit F-2 COUNCIL Rep to Committees

Date	Ver.	Action By	Action	Result
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### Title

Appoint Council representatives to Boards and Commissions.

### Body

#### **Background Information:**

Attached is Exhibit E-1, which is a roster of those Boards/Commissions that require Mayoral Appointments and Council appointments to various Boards and Commissions.

Appendix D: Mayoral appointment to Board/Commission with Council approval process.

Appendix C: Mayor and Council discuss and through a nomination and voting process determine who the appointee shall be.

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

Consider making appropriate appointments to City Boards and Commissions as set forth in attached Exhibit E-1.

## EXHIBIT E-1

### EXHIBIT E-1 2011 COUNCIL REPRESENTATIVES TO BOARDS & COMMISSIONS

#### MAYORAL APPOINTMENTS AND COUNCIL APPROVAL (Appendix D)

Committee	Appointed
Park/Recreation Board	_____
Economic Development Authority (appoint two)	_____ _____
Housing & Redevelopment Authority	_____

#### COUNCIL APPOINTMENTS (Appendix C)

Airport Commission	_____
Public Utilities Commission	_____



**EXHIBIT F-2**

**COUNCIL REPRESENTATIVES TO COMMITTEES**

<b>Committee</b>	<b>Appointed</b>
RAMS (appoint one)	<hr/>
Coalition of Greater MN Cities (appoint one)	<hr/>
City/County Committee (appoint two)	<hr/> <hr/>
Joint Mine Pit Board (appoint one)	<hr/>
League of MN Cities (appoint one)	<hr/>



## Legislation Details (With Text)

**File #:** 10-1195      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 1/3/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Appointment of Special Council Representatives to selected agencies.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

Appointment of Special Council Representatives to selected agencies.

### **Body**

#### **Background Information:**

The Council has had a long-standing relationship with a number of organizations identified in the attached Exhibit F-2. These relationships are meant to represent the City's interest in many different policy arenas. The Council has determined that designating one of its own members to represent the City, in its relationship with these agencies, will serve the information gathering and policy development needs of the City at this time.

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

Consider nominating and appointing Council representatives to the organizations identified in the attached Exhibit F-2.



# 2011

January							February							March						
Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
April							May							June						
Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
July							August							September						
Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
October							November							December						
Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
<div><div> Golf Course Board - 7am (May-Sept) 12 noon (Oct-April)  Library Board - 5pm  Council Workshop 5:30pm City Council Mtg - 5pm  Payroll  Holiday</div><div><div> Adoptive Commission - 1pm  Cable TV Comm. Meets Quarterly  Central School Board - 8:30 am  Park &amp; Rec Civic Center Board 5:30 PM</div><div><div> Civil Service Comm. - 4 pm  Public Util. Comm. - 4pm  Economic Devl. Authority - 4 pm  Fire Dept. Bus. Mtg. - 7 pm  Housing/Redevelopment Authority 4 pm</div><div><div> FRA Fire Relief Assn.  PC Planning Comm. - 4 pm  Human Rights Comm. - 4:00 pm  Flex Benefits Deadline</div></div></div></div></div>																				



## Legislation Details (With Text)

**File #:** 10-1189      **Version:** 1      **Name:** Minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 12/28/2010      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Approve minutes for December 13, 2010 4:00 p.m. Worksession and 5:00 p.m. Regular Meeting  
December 22, 2010 Special Meeting at 8:15 a.m.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [December 13, 2010 Worksession](#)  
[December 13, 2010 Regular Meeting](#)  
[December 22, 2010 Special Meeting](#)

Date	Ver.	Action By	Action	Result
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### Title

Approve minutes for December 13, 2010 4:00 p.m. Worksession and 5:00 p.m. Regular Meeting  
December 22, 2010 Special Meeting at 8:15 a.m.



# CITY OF GRAND RAPIDS

CITY COUNCIL  
CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Minutes - Final - Draft City Council Work Session

---

Monday, December 13, 2010

Conference Room 2A

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### IMMEDIATELY FOLLOWING THE CLOSED SESSION

**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, December 13, 2010 at 4:00 p.m., in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

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

### Discussion Items

1. Senator Tom Saxhaug  
  
*Senator Tom Saxhaug addresses the City Council regarding tax base and the future of outlook for the coming year. Senator Saxhaug touches on specific topics such as LGA, fiscal disparities, and moving forward in to 2011.*
2. Recycling center at primary WWTP  
  
Tony Ward, PUC Manager  
Deer River Hired Hands  
  
*Tony Ward, Public Utilities Manager provides an update on the new waste water treatment plant. There is a possibility that Deer River Hired Hands can utilize the old treatment plant facility.*  
  
*Cheryl Gullickson, Deer River Hired Hands, provides overview of mission of DRHH and plans for the future. Provides training to developmentally disabled adults to help them become working citizens. The old treatment facility on River Road would be a good fit for expansion.*
3. **Other:**  
  
*Addition of bill for D. Jenson to refund \$760.00. This increases the current bill list on Verified Claims to \$5,011,152.32.*

**Adjourn:**

*There being no further business, the meeting adjourned at 4:52 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, December 13, 2010

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, December 13, 2010 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**5:01 p.m. CALL OF ROLL:** On a call of roll, the following members were present:

Present 5 -

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

### MEETING PROTOCOL POLICY

**5:02 p.m. PUBLIC FORUM**

**5:07 p.m. COUNCIL REPORTS**

*Councilor Zabinski provides information regarding the collaboration between the GREDA & Blandin Foundation regarding improvement of broadband accessibility.*

*Councilor Christy reports on Grand Rapids Area Cable Commission and renewed contract.*

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

Approve minutes for December 6, 2010 Worksession and Regular Meetings

**A motion was made by Councilor Gary McInerney, seconded by Councilor Ed Zabinski, to approve the minutes as presented . The motion CARRIED by the following vote:**

**Aye 5 -**

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

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

*Approve with amendment to item #2.*

**A motion was made by Councilor Dale Christy, seconded by Councilor Ed Zabinski, to approve Consent Agenda items with the adjustment to item #2 to pay the State of Minnesota the total amount of \$34,090.89. The motion CARRIED by the following vote:**

**Aye   5 -**

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

1.           Authorize filing of petition contesting the MPCA penalty order.
2.           Authorize the City Council to pay to the State of Minnesota the sum of \$40,909.07 for purchase of property in the City of Grand Rapids.
3.           Approve issuance of 2011 On-sale 3.2 Beer License renewal for Itasca Curling Club contingent upon receiving required documentation.
4.           A grant application to the NE Area Transportation Partnership (ATP) for a Federal Enhancement Grant.
5.           Approve renewals for Central School tenants as recommended by the Central School Commission.
6.           Addition of Percent-based Option to Nationwide Retirement Solutions Plan.
7.           Consider approving out-of-state travel to Chicago, Illinois for Community Development Director Rob Mattei and Finance Director Shirley Miller.

**5:14     **SETTING OF REGULAR AGENDA****  
**p.m.**

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Joe Chandler, to approve the regular agenda as presented. The motion CARRIED by the following vote:**

**Aye   5 -**

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

**5:15     **DEPARTMENT HEAD REPORT****  
**p.m.**



8. Civic Center, Parks & Recreation Department Head Report

Dale Anderson

**This matter was Received and Filed**

**5:20 CIVIC CENTER, PARKS & RECREATION**  
**p.m.**

9. Purchase a set of used dasher boards from Rink Equipment Resource.

*Would like Dale Anderson to approach GRAHA to ask for partnering funds and labor.*

**A motion was made by Councilor Joe Chandler, seconded by Councilor Gary McInerney, that this Agenda Item be Tabled . The motion CARRIED by the following vote:**

**Aye 4 -**

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

**Nay 1 -**

Mayor Dale Adams

**5:25 ENGINEERING**  
**p.m.**

10. Purchase of Easement from Patricia Borchert related to CP 2011-4.

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Joe Chandler, that this Agenda Item be Approved As Presented . The motion CARRIED by the following vote:**

**Aye 5 -**

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

11. A certification of public ownership/interest/easement in real property.

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Dale Christy, that this Agenda Item be Approved As Presented . The motion CARRIED by the following vote:**

**Aye 5 -**

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

**5:35 FINANCE DEPARTMENT**  
**p.m.**

12. Consider approving a resolution adopting the 2010 Special Revenue Fund - Itasca Calvary Cemetery budget.  
*Adopted Resolution 10-110*
- A motion was made by Councilor Dale Christy, seconded by Councilor Gary McInerney, to adopt resolution 10-110 as presented. The motion CARRIED by the following vote:**
- Aye 5 -**  
Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Mayor Dale Adams
13. Consider approving a resolution authorizing the Itasca County Auditor to assess the delinquent Storm Water Utility charges to the property tax statement of delinquent property tax owners.  
*Adopted Resolution 10-111*
- A motion was made by Councilor Joe Chandler, seconded by Councilor Gary McInerney, to adopt resolution 10-111 as presented. The motion CARRIED by the following vote:**
- Aye 5 -**  
Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Mayor Dale Adams
14. Consider authorizing the Mayor to sign a letter to Minnesota Housing Finance Agency and Greater MN Housing Fund consenting to new loan amounts for Grand Plaza Housing with these agencies.
- A motion was made by Councilor Gary McInerney, seconded by Councilor Ed Zabinski, that this Agenda Item be Approved As Presented . The motion CARRIED by the following vote:**
- Aye 5 -**  
Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Mayor Dale Adams
15. Consider adopting a resolution approving the following operating transfers to the Enterprise Fund-Pokegama Golf Course for the Pokegama Clubhouse and Park Projects: 1) \$175,000 contribution from the General Fund, 2)\$10,000 from Park Land Dedication, 3)\$30,000 from MSAS Maintenance, 4)\$80,000 from Neighborhood & Economic Development Fund, 5)\$22,300 from PIR.  
*Adopted Resolution 10-112*
- A motion was made by Councilor Joe Chandler, seconded by Councilor Dale Christy, to adopt resolution 10-112 as presented. The motion CARRIED by the following vote:**
- Aye 5 -**  
Councilor Gary McInerney, Councilor Dale Christy, Councilor Ed Zabinski, Councilor Joe Chandler, and Mayor Dale Adams

16. Consider adopting a resolution approving a loan to the Enterprise Fund-Pokegama Golf Course in the amount of \$207,000 for a term of 15 years with an interest rate for 2011 of .75% and adjusting the annual interest rate by adding .25% to the City's previous year's short-term average interest rate on investments.

*Adopted Resolution 10-113*

**A motion was made by Councilor Dale Christy, seconded by Councilor Ed Zabinski, to adopt resolution 10-113 as presented. The motion CARRIED by the following vote:**

**Aye 5 -**

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

17. Consider approving resolutions adopting the following:

- 2010 tax levy payable in 2011, the 2011 General Fund Revenue and Expenditure budget,
- 2011 Special Revenue fund budgets for the Library, Cemetery, Central School, Grand Rapids Economic Development Authority, Civic Center, Recreation Programs, Police Forfeiture Fund, State HazMat Response Fund and the Domestic Animal Control Facility,
- 2011 budget for the Grand Rapids/Itasca County Airport,
- 2011 Enterprise Fund budgets for the Pokegama Golf Course and the Storm Water Utility Funds

*Adopted Resolutions 10-114 through 10-127*

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Gary McInerney, to adopt resolutions 10-114 through 10-127 as presented. The motion CARRIED by the following vote:**

**Aye 5 -**

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

**6:20 POLICE DEPARTMENT  
p.m.**

20.

Authorize the Police Department to purchase twenty patrol rifles, ammunition and magazines from Streicher'-Minneapolis.

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Gary McInerney, that this Agenda Item be Approved As Presented . The motion CARRIED by the following vote:**

**Aye 5 -**

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

**6:25 ADMINISTRATION DEPARTMENT  
p.m.**

21. Appointment of Police Officer to the position of Police Sergeant.

**A motion was made by Councilor Gary McInerney, seconded by Councilor Joe Chandler, to appoint Officer Heath Smith to the position of Police Sergeant.**

**The motion CARRIED by the following vote:**

**Aye 5 -**

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

**6:30 VERIFIED CLAIMS**  
**p.m.**

22. Consider approving the verified claims for the period November 30, 2010 to December 6, 2010 in the total amount of \$510,397.32.

**A motion was made by Councilor Gary McInerney, seconded by Councilor Ed Zabinski, to approve the verified claims with the addition of payment to D. Jensen in the amount of \$760.00, with the total verified claims adjusted to \$511,157.32. The motion CARRIED by the following vote:**

**Aye 5 -**

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

**Recess regular meeting until 6:00 p.m. Public Hearing**

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

18. Conduct Public Hearing on SP 3115-51 TH 169/Pokegama Avenue Reconstruction

*Tom Pagel, City Engineer, provides overview of project.*

*Todd Campbell, MN DOT Rep, addresses questions presented by the City Council.*

*A motion made by Councilor Gary McInerney, seconded by Councilor Dale Christy to open the Public Hearing. Motion passed by unanimous vote.*

*Pat Clairmont, 115 S. Pokegama Ave., GR Traffic needs to be slowed down up and down that hill. Does not agree in taking out the stop light at that particular intersection. Very concerned regarding the speed on that hill.*

*Cathy Roberts 120 SW 4th Street, GR. Neighborhood prefers the light. The traffic on fourth is not a lot, but the speed is very fast. Believes there should be a way out of the neighborhood.*

*Ross Williams, 1010 NW 4th Ave, GR Entry way to GR. Addresses the complete streets issue. Makes suggestions for improvements.*

*Mehgan Bown, 1410 SE 6th Ave, main concern is regarding the incline that will be created with no light being used. Hawk lighting system allows pedestrians safe crossing. No bicycle options in current plan.*

*Denny Brown, Woodland Lane, GR., Would prefer the stop light by Blandin remain and there be no light placed at 4th Street and Pokegama Avenue.*

*Bud Stone, Chamber of Commerce, very happy with results of conversations with City and MN DOT.*

*Marcia Anderson, 101 NW 4th Avenue, classes walk from Southwest Elementary School to the Library. This seems like a bad idea to have the children walk on the road with no barrier on 4th Street. Believes this may also cause a traffic back up in the northern streets.*

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

*A motion made by Councilor Gary McInerney, seconded by Councilor Ed Zabinski to close the Public Hearing. Motion passed by unanimous vote.*

19. A resolution authorizing Municipal Consent on TH 169/Pokegama Avenue

*Approve with the condition that the conduit be installed for a "hawk crossing system" and a study to determine the need for such an addition. Pedestrian lighting system. Conduit for future signal interconnect between 1st and 4th and further study for implementation. Speed indicator sign.*

*Resolution 10-128*

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Joe Chandler, to adopt resolution 10-128 - authorizing Municipal Consent on S.P. 3115-51, TH 169 Reconstruction Project with the following conditions: Conduit installed for pedestrian lighting system (such as Hawk System), with a study to be conducted to determine the need for such an addition, conduit installed for future signal interconnect between 1st Street and 4th Street and further study for implementation and the installation of a speed indicator sign. The motion CARRIED by the following vote:**

**Aye 5 -**

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

**6:35 ADJOURNMENT**  
**p.m.**

*There being no further business, the meeting adjourned at 7:45 p.m.*

*Respectfully submitted:*

*Kimberly Johnson-Gibeau, City Clerk*



# CITY OF GRAND RAPIDS

CITY COUNCIL  
CHAMBERS  
420 NORTH POKEGAMA  
AVE.

## Minutes - Final - Draft City Council

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Wednesday, December 22, 2010

8:15 AM

Conference Room 2B

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### SPECIAL MEETING - AMENDED

**CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Wednesday, December 22, 2010 at 8:20 a.m. in Conference Room 2B, 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 Mayor Dale Adams

**Absent** 1 -

Councilor Joe Chandler

### ADMINISTRATION DEPARTMENT

1. Approve theatre license application for Mann Theatres Inc. located at 113 21st. Street SE, Grand Rapids, MN. for the period January 1, 2011 through December 31, 2011, contingent upon receipt of all required documentation and payment of fees.

**A motion was made by Councilor Gary McInerney, seconded by Councilor Ed Zabinski, that this Agenda Item be Approved As Presented . The motion carried by the following vote: Aye: Councilor Zabinski, Councilor McInerney, Mayor Adams.**

2. Consider approving Taxi License for Northwoods Cab Inc. for 2011 pending receipt of required documentation and fees.

*Councilor Dale Christy arrived at 8:25 a.m.*

**A motion was made by Councilor Ed Zabinski, seconded by Councilor Dale Christy, that this Agenda Item be Approved As Presented . The motion CARRIED by the following vote:**

**Aye** 4 -

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

3. Creation of Ad Hoc Downtown Task Force

**Motion made by Councilor Dale Christy, seconded by Councilor Gary McInerney to create an Ad Hoc Downtown Task Force.**

**Aye** 4 -

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

**Adjourn:**

*Discussion regarding City of Cohasset interest in assisting with Governor's Fishing  
Opener, Meeting with MP&L, updates on PUC and Public Works and discussed  
future public relations/informational updates for the community.*

*There being no further business, the meeting adjourned at 9:14 a.m.*

*Respectfully submitted:*

*Kimberly Johnson-Gibeau, City Clerk*





## Legislation Details (With Text)

**File #:** 10-1188      **Version:** 1      **Name:** Donation to the Fire Department  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 12/28/2010      **In control:** Fire  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Adopt a Resolution Accepting a Donation from Lake Country Power

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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*Title*

*Adopt a Resolution Accepting a Donation from Lake Country Power*

*Body*

**Background Information:**

The Grand Rapids Fire Department has developed a smoke and carbon monoxide detector awareness program for the community through their Fire Prevention and Education program entitled "Pizzas for Fire Safety." This program involves a partnership where Fire Department members accompany Domino's Pizza delivery drivers to the homes of people who ordered pizza from Domino's. Fire department members ask the homeowners if they can inspect their detectors to ensure if they are working properly. Should the homeowners have working detectors in their home they are given a coupon for a free pizza; if they do not have a working detector, the fire department will give them a detector for free.

This donation from Lake Country Power will allow the fire department to purchase smoke and carbon monoxide detectors from a local business to be used for their "Pizzas for Fire Safety" program.

**Staff Recommendation:**

[Enter Recommendation Here]

**Requested City Council Action**

Consider adopting a resolution to accept a donation from Lake Country Power in the amount of \$1,500.00 to the Grand Rapids Fire Department's Fire Prevention and Education program.



## Legislation Details (With Text)

**File #:** 10-1190      **Version:** 1      **Name:** Hire PW part-time winter maintenance staff  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 12/29/2010      **In control:** Public Works  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Hire PW part-time winter maintenance staff

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

### *Title*

Hire PW part-time winter maintenance staff

### *Body*

#### **Background Information:**

Consider hiring Brian Sutherland as an intermittent part-time staff for the winter maintenance season from December 12th, 2010 through March 1st, 2011, at \$8.00 per hour. The cost for this part-time help is included in the PW Budget for 2011.

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

Authorize the Public works Department to hire Brian Sutherland as an intermittent part-time staff for the winter maintenance season from December 12th through March 1st, 2011.



## Legislation Details (With Text)

**File #:** 10-1191      **Version:** 1      **Name:** Donation to the Fire Department of \$200.00  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/3/2011      **In control:** Fire  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Resolution to Accept a Donation to the Fire Department  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Longries Donation](#)

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

Resolution to Accept a Donation to the Fire Department

### *Body*

#### **Background Information:**

Mr. and Mrs. Jere Longrie have made a donation to the Grand Rapids Fire Department's Fire Prevention and Education Program in the amount of \$200.00.

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

Consider adopting a resolution to accept a donation in the amount of \$200.00 to the Grand Rapids Fire department Fire Prevention and Education Program.

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

RESOLUTION NO. 11-

A RESOLUTION ACCEPTING A \$200 DONATION FROM MR AND MRS JERE LONGRIE TO THE GRAND RAPIDS FIRE DEPARTMENT TO BE USED FOR THE FIRE DEPARTMENT'S FIRE PREVENTION AND EDUCATION PROGRAM

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

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

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

- Mr. and Mrs. Jere Longrie have made a donation to the Grand Rapids Fire Department's Prevention and Education Program in the amount of \$200.00.

Adopted this 10<sup>th</sup> day of January, 2011

---

Dale C. Adams, Mayor

Attest:

---

Kimberly Johnson-Gibeau, City Clerk

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



## Legislation Details (With Text)

<b>File #:</b>	10-1211	<b>Version:</b>	1	<b>Name:</b>	Historical Society Grant-Central School lights
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/5/2011	<b>In control:</b>		<b>In control:</b>	Finance
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider adopting a resolution accepting a grant from the Minnesota Historical Society in the amount of \$7,000 for the Central School light replacement project.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Historical Soc-Central School grant \$7,000</a> <a href="#">Historical Society Grant-Central School</a>				

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

### *Title*

Consider adopting a resolution accepting a grant from the Minnesota Historical Society in the amount of \$7,000 for the Central School light replacement project.

### *Body*

#### **Background Information:**

The Central School Commission received permission from the Council to apply for a grant from the Minnesota Historical Society's Minnesota Historical and Cultural Program for new lighting in Central School. They received a grant in the amount of \$7,000. We are requesting Council approval of this grant.

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

Consider adopting a resolution accepting a grant from the Minnesota Historical Society in the amount of \$7,000 for the Central School light replacement project.

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

RESOLUTION NO. 11-

A RESOLUTION ACCEPTING A \$7,000 GRANT FROM THE MINNESOTA HISTORICAL SOCIETY'S MINNESOTA HISTORICAL AND CULTURAL PROGRAM FOR THE LIGHT REPLACEMENT PROJECT AT OLD CENTRAL SCHOOL

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

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

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

- \$7,000 from the Minnesota Historical Society's Minnesota Historical and Cultural Program for the light replacement project at Old Central School.

Adopted this 10<sup>th</sup> day of January, 2011

---

Dale C. Adams, Mayor

Attest:

---

Kimberly Johnson-Gibeau, City Clerk

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



MINNESOTA HISTORICAL  
& CULTURAL GRANTS

Funds available by the Arts and Cultural Heritage Fund through the vote of Minnesotans  
on November 4, 2008. Administered by the Minnesota Historical Society

December 10, 2010

RECEIVED

DEC 18 2010

CITY OF GRAND RAPIDS

Mr. Ron Edminster  
City of Grand Rapids  
420 Pokegama Avenue North  
Grand Rapids, MN 55744

RE: Grant Number: 3959L-11-IC

Dear Mr. Edminster:

It is my pleasure to let you know that the Minnesota Historical Society has awarded a Minnesota Historical and Cultural Program grant in the amount of \$7,000 to the City of Grand Rapids for the Central School Light Replacement project. This project was approved by the Society's Executive Council on December 9.

You will receive information about the specific requirements associated with the grant in the coming weeks. One word of caution—work on the project must not commence until the grant agreements have been received and approved by the Grants Office.

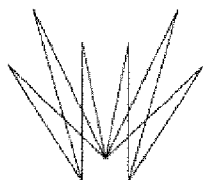
The Society is honored to support your efforts to preserve our state's heritage. If you have questions about any aspect of your grant award, please feel free to call Melinda Hutchinson in the Grants Office at 651-259-3459.

Best wishes for your success with the project ahead.

Sincerely,

Michael J. Fox  
Deputy Director, Minnesota Historical Society

MJF:mh



MINNESOTA HISTORICAL  
& CULTURAL GRANTS

Made possible by the Arts and Cultural Heritage Fund through the vote of Minnesotans  
on November 4, 2008. Administered by the Minnesota Historical Society.

December 10, 2010

RECEIVED

DEC 13 2010

CITY OF GRAND RAPIDS

Mr. Ron Edminster  
City of Grand Rapids  
420 Pokegama Ave North  
Grand Rapids, MN 55744

RE: Grant Number: 3959L-11-IC

Dear Mr. Edminster:

Congratulations on being awarded a Minnesota Historical and Cultural Heritage Grant through the Minnesota Historical Society. Your project has enduring value and is of interest to your community, elected leaders, and members of the media.

Enclosed please find a copy of the *Grant Acceptance Form*. Please sign and return it to the Grants Office. Please retain a copy of the *Acceptance Form* for your files. After we receive the signed document, **you will be notified when the project work may begin**. A check for the amount of the grant will be mailed to you under separate cover from the Society's Finance Department approximately 30 days after notification. Project expenditures funded by the grant may only be made during the grant period. The *Grant Acceptance Form* and the website ([www.mnhs.org/legacygrants](http://www.mnhs.org/legacygrants)) provide further information.

Also enclosed are materials designed to help you promote your work and tell this valuable story. We encourage you to implement as many of the suggestions as are relevant to your project and organization. Please make a special effort to document your project in photographs. Have fun and be sure to celebrate important milestones. This material and more is available on our website as well.

Please be in touch with Melinda Hutchinson at the Minnesota Historical Society at 651-259-3459, [melinda.hutchinson@mnhs.org](mailto:melinda.hutchinson@mnhs.org), with questions.

Sincerely,

David Grabitske, Manager of Outreach Services  
Minnesota Historical Society

Enclosures



MINNESOTA HISTORICAL SOCIETY  
GRANTS OFFICE  
345 KELLOGG BOULEVARD WEST  
SAINT PAUL, MINNESOTA 55102

GRANT ACCEPTANCE FORM

City of Grand Rapids (hereafter called the Grantee) hereby signifies its acceptance of a state grant in the amount of \$7,000 from the Arts and Cultural Heritage Fund through the Minnesota Historical Society (hereafter called the Society), in accordance with the guidelines for the Society's Historical and Cultural Grants Program. The grant is limited to the following project: Central School Light Replacement (MHS Grant Number: 3959L-11-IC) as described in the Grantee's grant application. Grantee may provide matching funds in the amount of \$18,455 as specified in the application.

All grant activities must occur between the project start date and completion date. The start date will commence with written authorization of the Society's Grants Office. This grant will conclude 6/1/2011. This Project Completion Date is the date by which all project work must be completed.

The Grantee agrees to administer the grant in compliance with the following provisions:

1. FINAL REPORTS

- a. The Project Completion Report and Financial Report are due within 30 days after the project completion date: 6/30/2011.
- b. The Grantee agrees to submit the Project Completion and Financial Reports in accordance with the guidelines provided by the Society.

2. COST PRINCIPLES AND LIMITATIONS

- a. Only the items set forth in the Approved Project Budget (see page four) may be charged against the grant project.
- b. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon written request by the Grantee and written approval by the Society.
- c. Changes in the Approved Project Budget may not exceed twenty (20) percent of the Approved Project Budget. Changes that occur after the project begins which exceed twenty (20) percent will not be allowed except upon written request by the Grantee and written approval by the Society.
- d. Changes in the Project Completion Date will not be allowed except upon written request by the Grantee and written approval by the Society.
- e. No grant funds may be used to pay indirect costs, commonly referred to as overhead.

3. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS

- a. Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process. In addition, any services to be performed by such professionals as architects, consultants, engineers, historical researchers, etc. that are expected to cost between \$7,500 to \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

Evidence of the offering along with copies of the bids received must be included in the Grantee's financial records for the project.

- b. For purchases between \$500 and \$5,000, the Grantee must maintain financial records that verify the cost was competitively based on at least three verbal quotes. For purchases greater than \$5,000 and less than \$20,000, the Grantee must maintain financial records that verify the cost was competitively based on at least three written quotes submitted in response to written specifications.

#### 4. MAINTAINING GRANT RECORDS FOR AUDIT

- a. The Grantee must maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The Grantee must maintain records and accounts for this project on file for a minimum of six (6) years after approval of the Final Report.
- b. The Grantee agrees to maintain records to document any matching funds claimed as part of the project. The Grantee further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.
- c. The Grantee agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the Society, its designated representatives, or any applicable agency of the State of Minnesota.

#### 5. ACKNOWLEDGEMENT OF SUPPORT

- a. For restoration/preservation grant projects, the Grantee agrees to post a sign during project work stating: *This project has been made possible in part by the Arts and Cultural Heritage Fund through the vote of Minnesotans on November 4, 2008. Administered by the Minnesota Historical Society.*
- b. All publicity releases, informational brochures, and public reports relating to an approved grant project shall contain an acknowledgment as follows: *This project has been made possible by the Arts and Cultural Heritage Fund through the vote of Minnesotans on November 4, 2008. Administered by the Minnesota Historical Society.*

#### 6. HOLD HARMLESS

The Grantee agrees to hold the Society harmless from any loss, damage, or expense --including reasonable attorneys' fees and other costs of defense-- arising as the result of any claim, action, complaint, or discrimination proceeding, or litigation of any kind whatsoever, directly or indirectly brought about as a result of the funded project.

#### 7. MODIFICATION

No person or body other than the Society is authorized to modify any of the terms of this agreement, including the scope of performance and cost limitations herein established. The Society shall not be liable for any costs incurred by the Grantee, which are not in conformance with the terms of this agreement.

#### 8. NONDISCRIMINATION

- a. The Grantee agrees that in hiring of common or skilled labor for the performance of any work on the grant project that no contractor, material supplier or vendor shall, by reason of race, creed, color

religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age, discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.

- b. The Grantee agrees no contractor, material supplier or vendor shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

9. DISALLOWANCES

Any cost paid for with grant funds which is subsequently found to be disallowable under audit shall be refunded to the Society by the Grantee.

10. SPECIAL CONDITIONS

The Society may require special conditions to ensure that the projects meet applicable standards.

- a. MHS Historical Architect must verify that the proposed replacements match or approximate the original 1895 fixtures.
- b. All work will conform to the Secretary of the Interior's Standards as outlined in the approved Scope of Work Form. Any change to the Scope of Work Form after it is approved must be requested in writing and approved by the MHS Historical Architect.

**MINNESOTA HISTORICAL SOCIETY**  
**Historic Preservation Department**  
**Minnesota Historical and Cultural Grants**

Approved Project Budget

**Grantee:** *City of Grand Rapids*  
**MHS Grant #:** *3959L-11-IC*  
**Project:** *Central School Light Replacement*

<i>BUDGET ITEM(S)</i>	<i><u>GRANT</u></i>	<i><u>GRANTEE MATCH</u></i>		<i><u>TOTAL</u></i>
		<i>Cash</i>	<i>In-Kind</i>	
New fixtures and bulbs	\$7,000	\$6,970		\$13,970
Labor		\$3,080		\$3,080
Fixtures and bulb disposal		\$800		\$800
New canopies		\$7,605		\$7,605
<b>TOTAL</b>	<b>\$7,000</b>	<b>\$18,455</b>		<b>\$25,455</b>

**Certification:** We the undersigned on behalf of the Grantee named above understand and accept the terms of the grant.

**Signatures:**

\_\_\_\_\_  
Ron Edminster, Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ron Edminster, Authorized Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
41-6005201  
Federal Identification Number



## Legislation Details (With Text)

**File #:** 10-1212      **Version:** 1      **Name:** Itasca Hist. Society Lease  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/5/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Approve renewal of Central School lease for Itasca County Historical Society.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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### Title

Approve renewal of Central School lease for Itasca County Historical Society.

### Body

#### **Background Information:**

Consider approving renewal of lease for the Itasca County historical society as recommended by the Central School Commission.

Itasca County Historical Society

Expiration: December 31, 2011

4,200 sq. feet @ \$12.25 = \$51,450.00/year = \$4,287.50

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

Approve renewal of Central School lease for Itasca County Historical Society



## Legislation Details (With Text)

<b>File #:</b>	10-1213	<b>Version:</b>	1	<b>Name:</b>	Appointment of Paul Martinetto to the position of part-time Animal Control Facility Attendant effective December 31, 2010.
<b>Type:</b>	Agenda Item	<b>Status:</b>			Consent Agenda
<b>File created:</b>	1/5/2011	<b>In control:</b>			Administration
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>			
<b>Title:</b>	Appointment of Paul Martinetto to the position of part-time Animal Control Facility Attendant effective December 31, 2010.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Danielle Schaar letter of resignation</a>				

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

Appointment of Paul Martinetto to the position of part-time Animal Control Facility Attendant effective December 31, 2010.

### *Body*

#### **Background Information:**

Danielle Schaar, the current Animal Control Facility Attendant, has given her notice of resignation. Paul Martinetto is currently employed with the City of Grand Rapids as a Warming House Attendant. On December 31, 2010, Paul had the opportunity to be oriented to the duties of the position and has indicated a desire to take on the additional responsibilities of the Animal Control Facility Attendant. Because he will be working in two different departments, we will need City Council approval to utilize him in the Police Department as well as the Park and Recreation Department.

#### **Staff Recommendation:**

Assistant Chief Steve Schaar is recommending the appointment of Paul Martinetto to the position of part-time Animal Control Facility Attendant effective December 31, 2010.

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

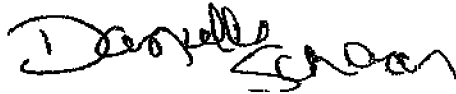
Consider appointing Paul Martinetto to the position of part-time Animal Control Facility Attendant effective December 31, 2010 at a starting wage of \$7.25 per hour.

December 8, 2010

To: Lynn Degrio

Lynn, first I would like to thank you for having given me the opportunity of working at the City dog pound. I truly love working with animals and being able to help the city out when Jackie wasn't available. Unfortunately, I'm giving you my two week notice because I will be moving to Bemidji after the first of the new year.

Sincerely,

A handwritten signature in black ink, appearing to read "Danielle Schar". The signature is written in a cursive, flowing style with some loops and a trailing flourish.

Danielle Schar



## Legislation Details (With Text)

<b>File #:</b>	10-1216	<b>Version:</b>	1	<b>Name:</b>	Library-Blandin Grant for carpet replacement
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/5/2011	<b>In control:</b>		<b>In control:</b>	Finance
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider adopting a resolution accepting a \$50,000 grant from the Blandin Foundation to replace the carpet at the Grand Rapids Area Library.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">\$50,000 Blandin Foundation Grant-Library carpet</a> <a href="#">Resolution-\$50,000 Blandin Grant-Library carpet</a>				

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

Consider adopting a resolution accepting a \$50,000 grant from the Blandin Foundation to replace the carpet at the Grand Rapids Area Library.

### *Body*

#### **Background Information:**

The City Council authorized the City to apply to the Blandin Foundation for a grant for the replacement of the carpet at the Grand Rapids Area Library. The Blandin Foundation has approved a \$50,000 grant to replace the carpet at the Library.

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

Consider adopting a resolution accepting a \$50,000 grant from the Blandin Foundation to replace the carpet at the Grand Rapids Area Library.





Blandin Foundation™  
STRENGTHENING RURAL MINNESOTA

December 14, 2010

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

RE: G2011-0038

Dear Mr. Gillen:

I am pleased to inform you that a grant of \$50,000 has been approved by the Blandin Foundation to the City of Grand Rapids to replace the carpet at the Grand Rapids Area Library.

Please review the enclosed Grant Agreement for the specific terms and/or conditions of this grant. If you agree with the terms and conditions of this grant, please sign and return one copy of the Grant Agreement to our office. Please keep the other copy for your files. The release of grant funds, in accordance with the schedule stated in the agreement, is contingent on the timely return of this signed Grant Agreement and the completed Grant Budget Worksheet. Both of these documents should be returned to the Blandin Foundation within 30 days of the date specified on the Grant Agreement.

On behalf of the Board of Trustees of the Blandin Foundation, I would like to congratulate you on receiving this award. We are pleased to be a part of this effort and look forward to hearing from you as progress is made towards achieving your goals. If you have any questions after reviewing the Grant Agreement, please feel free to call me.

Sincerely,

Linda Gibeau  
Program Officer

c: File

## Blandin Foundation Grant Agreement

This Agreement, made and executed this 14<sup>th</sup> day of December, 2010, by and between the Blandin Foundation (hereinafter referred to as “Foundation”) and the City of Grand Rapids (hereinafter referred to as “Grantee”).

The Foundation agrees to make the following grant, and Grantee agrees to accept such grant, in accordance with the terms and provisions hereinafter set forth.

- I. **PURPOSE AND TERMS OF THE GRANT.** The grant shall be used solely for the purposes described in the grant application submitted by Grantee and reviewed and approved by the Blandin Foundation. Grantee shall perform its obligations under this Agreement and expend grant funds in accordance with the Grant Budget Worksheet. **Both of these documents must be completed and returned to the Blandin Foundation before grant funds are disbursed.**
  
- II. **GRANT AMOUNT AND PERIOD.** The maximum amount the Foundation will disburse under this Agreement is \$50,000. Grantee shall perform this grant for the period January 1 – December 31, 2011. Disbursements under the grant are subject to compliance with the conditions of this Agreement.
  
- III. **USE OF GRANT FUNDS.** The grant (and all income earned upon investment of the grant, hereinafter together referred to as the “grant funds”) shall be used exclusively for the purposes specified herein and approved by the Foundation. The following conditions apply:
  - (A) Grantee has ratified and affirmed that it is an organization that is both exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) or a unit of government and classified as a *nonprivate* foundation under IRC Sections 509(a)(1), (2) or (3).
  - (B) Grantee will utilize the grant funds only for charitable and/or educational activities consistent with its tax-exempt or government status described above.
  - (C) Grantee agrees that it will not intervene in any campaign for elective public office, or support or oppose any political party, by expenditure of any resource (including volunteered labor) or in any other way. Grantee also agrees that it will not undertake propaganda or attempt to influence legislation outside the limits of IRC Section 501(c)(3) or more specifically, if applicable, IRC Sections 501(h) and 4911.
  - (D) The grant has not been earmarked to support or carry on any lobbying. If the grant is restricted to a specific project, grantee has submitted a budget for the entire project’s operation and affirms that the project’s budget accurately reflects Grantee’s intentions to expend at least the amount of this grant on the non-lobbying portion of the project.
  - (E) Grantee will inform the Foundation immediately of any change in, or IRS proposal to revoke (whether or not appealed), its tax-exempt status or its nonprivate foundation classification.
  - (F) This grant is not earmarked for transmittal to any other entity or person, even if Grantee’s proposal or other correspondence expresses intentions to remit expenditures to third parties.

Grantee accepts and will discharge full control of the grant and its disposition and responsibility for complying with this Agreement's terms and conditions.

- IV. DISBURSEMENT OF GRANT FUNDS.** The Foundation shall disburse grant funds as follows, provided that the Foundation reserves the right to delay or withhold a scheduled disbursement if progress or reporting on the project is not satisfactory or the project requires less funding than originally budgeted, as determined in accordance with the interim monitoring report(s) and final report submitted by Grantee in accordance with Term V. Satisfactory progress will be determined at the sole discretion of the Foundation, and will be assessed as progress toward stated goals within the project timeline and receipt of timely progress and financial reports. Unsatisfactory progress will be communicated to the Grantee and a plan for addressing any deficiencies in progress will be negotiated between the Foundation and the Grantee.

**Upon receipt of the signed grant agreement and a completed grant budget worksheet, this grant will be scheduled to be paid out on or about January 13, 2011.**

Grant funds will be transferred electronically. Grantee agrees to complete a Request for Wire Transfer of Funds form provided by the Foundation with the transmittal of this Agreement.

Grantee will be requested to return any unexpended grant funds to the Foundation at the close of the grant period, unless other arrangements have been made with the Foundation.

- V. REPORTING REQUIREMENTS - MAINTENANCE OF RECORDS.** The Foundation will evaluate the success of the Grantee's activities on the basis of the goals that were outlined in the grant application and on a number of specific indicators the Foundation is tracking on its grants. We understand the goal of the grant is to:

- Purchase new carpeting for the Grand Rapids Area Library.

Grantee shall provide to the Foundation reports relating to this grant pursuant to guidelines and formats in effect at the time the report is due (these reporting requirements and formats may be changed from time to time by the Foundation at its discretion). To assist you in your evaluation work and reports to the Foundation on the progress that is being made on the grant's goals and overall to the end of accomplishing the grant's purposes, please refer to the enclosed instructions for completion of the Narrative and Grant Revenue and Expense Worksheet. The schedule upon which reports will be due is as follows:

**Final Report:                      February 1, 2012**

**Documentation.** The Grantee agrees to maintain records consistent with generally accepted accounting principles to account for the funds received under this grant and to identify how they have been expended. Grantee agrees to maintain documentation of expenditures and activities at its own expense and at its own offices for a period of no less than six years after the expiration of the grant period. Grantee agrees to make records of such documentation available to the Foundation at reasonable times upon the Foundation's request.

**Audit.** If the Grantee has an independent opinion provided on its financial statements (i.e., an "audit") for any period in which it has received grant funds or made disbursements therefrom, Grantee agrees to provide a copy of those audited financial statements within two weeks of the acceptance of the audit by the Grantee's Board of Directors.

- VI. PUBLICITY.** To help the public gain awareness, both of this project and the Blandin Foundation's work, we request that you recognize the Foundation's contribution, where appropriate, on signage, brochures, web site or publicity you generate about your project. Please contact the Blandin Foundation's communications staff at 218-326-0523 for questions about developing public awareness of your grant or to obtain logos as you may need them.

In addition, the Blandin Foundation regularly communicates with its many stakeholders and audiences about its grant activities. As part of this effort, Foundation staff may wish to obtain additional information about and/or photograph/videotape various aspects of your project for use in Foundation communications tools. These may include the Foundation Web site, public reports including the annual report, news releases, brochures or other printed materials and board tours. Foundation staff would contact and coordinate with the key contact listed on the grant application to make arrangements.

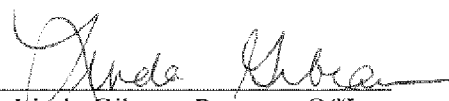
- VII. WITHHOLDING OF FUNDS - TERMINATION.** This Agreement may be terminated at any time by either party in writing. Any use by the Grantee of the grant proceeds for any purpose other than as specified herein will terminate the Foundation's obligation to make further payments under this Agreement. In addition, the Foundation may, at its sole option, terminate this Agreement at any time if:
- I. Grantee receives notice of any proposed revocation of Grantee's tax-exempt status or reclassification to other than *nonprivate* foundation status by the Internal Revenue Service or if Grantee loses status as an organization in good standing with any State authority.
  - II. In the Foundation's judgment, Grantee becomes unable to carry out the purposes of the grant, ceases to be an appropriate means of accomplishing the purposes of the grant, or fails to comply with conditions in this Agreement.
  - III. The Foundation reserves the right as to any moneys not yet paid under this Agreement, to withhold payment if the Grantee fails to submit to it any report or reports required hereunder. Said withheld payment or payments may be later released, but only at the discretion of the Foundation. Upon final termination of this Agreement, the Grantee shall promptly, upon the request of the Foundation, repay to the Foundation all expected grant funds, and the Grantee shall not be entitled to any further funds under this grant.
- VIII. NON-WAIVER BY CONDUCT.** The failure of either party to complain of any default by the other party or to enforce any of such party's rights, no matter how long such failure may continue, will not constitute a waiver of the party's rights under this Agreement. The waiver by either party of any breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach of the same or any other provision. No part of this Agreement may be waived except by the further written agreement of the parties.
- IX. GOVERNING LAW AND VENUE; AMENDMENTS; ENTIRE AGREEMENT.** This Agreement and any executed amendments hereto shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Agreement, or breach thereof, shall be in a court of competent jurisdiction in Itasca County. This Agreement and Grantee's performance hereunder may only be amended in writing and are only effective if signed by both parties. This Agreement, with any executed amendments, constitutes the entire agreement between the parties with regard to the matters set forth herein.

- X. **COPYRIGHTS and PATENTS.** If it is anticipated that intellectual property issues will result from this grant, specific understandings should be negotiated as part of this grant agreement. Unless otherwise agreed, intellectual property rights resulting from the grant may be copyrighted by grantee subject to the right of first refusal to copyright such materials by the Blandin Foundation.
- XI. **PROPERTY RIGHTS.** In regard to personal and real property acquired with grant proceeds, it is expected that in the event of a grantee ceasing to use such property for the purposes outlined in the grant agreement, that such property or the proceeds from sale or lease of said property be directed to a consistent charitable purpose in the same geographic area.

CITY OF GRAND RAPIDS

BLANDIN FOUNDATION

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Signature of Officer  
Linda Gibeau, Program Officer

---

Title

In order to expedite the processing of grant funds and to conform with the internal auditing controls of your organization, would you please designate the person responsible for processing grant funds. All grant payments will be forwarded to his/her attention:

Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (        ) \_\_\_\_\_ - \_\_\_\_\_

E-mail address \_\_\_\_\_

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

**RESOLUTION NO. 11-**

**A RESOLUTION ACCEPTING A \$50,000 GRANT FROM THE BLANDIN FOUNDATION  
FOR THE REPLACEMENT OF THE CARPET AT THE GRAND RAPIDS AREA  
LIBRARY**

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

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

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

- \$50,000 from the Blandin Foundation for the replacement of the carpet at the Grand Rapids Area Library.

Adopted this 10<sup>th</sup> day of January, 2011

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Dale C. Adams, Mayor

Attest:

---

Kimberly Johnson-Gibeau, City Clerk

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



## Legislation Details (With Text)

**File #:** 10-1219      **Version:** 1      **Name:** CP 2014-1 Feasibility Report  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/5/2011      **In control:** Engineering  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** A resolution ordering a feasibility report for CP 2014-1, 1st Avenue NE Reconstruction.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [1-10-11 Attachment Resolution CP 2014-1 Order Feasibility.pdf](#)

Date	Ver.	Action By	Action	Result
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*Title*

A resolution ordering a feasibility report for CP 2014-1, 1st Avenue NE Reconstruction.

*Body*

**Background Information:**

First Avenue NE, from 6th Street to 8th Street is in need of reconstruction. The project is included in the City's Five Year Capital Improvement Plan.

**Staff Recommendation:**

City staff is recommending the ordering of a feasibility report for CP 2014-1, 1st Avenue NE Reconstruction.

**Requested City Council Action**

Consider passing the attached resolution ordering a feasibility report for CP 2014-1, 1st Avenue NE Reconstruction.

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

RESOLUTION 11-\_\_

**Resolution Ordering Preparation of Report on Improvement  
1<sup>st</sup> Avenue NE Reconstruction  
Project 2014-1**

WHEREAS, it is proposed to improve existing public infrastructure, by reconstructing streets, street lighting, sidewalks, storm sewer, sanitary sewer, water main, and associated appurtenances along the 1<sup>st</sup> Avenue NE corridor generally from 6<sup>th</sup> Street NE to 9<sup>th</sup> Street NE, and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

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

That the proposed improvement be referred to Tom Pagel, P.E., City Engineer, for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this 10<sup>th</sup> day of January, 2011.

---

Dale Adams, Mayor

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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:





## Legislation Details (With Text)

<b>File #:</b>	10-1220	<b>Version:</b>	1	<b>Name:</b>	Delinquent Storm Water Utility charges to County (2)
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/5/2011	<b>In control:</b>		<b>In control:</b>	Finance
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider approving a resolution authorizing the Itasca County Auditor to assess the delinquent Storm Water Utility charges to the property tax statement of delinquent property tax owners as of December 31, 2010.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Storm Water Util Delinquents to County 2010 2nd resolution</a>				

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

Consider approving a resolution authorizing the Itasca County Auditor to assess the delinquent Storm Water Utility charges to the property tax statement of delinquent property tax owners as of December 31, 2010.

### *Body*

#### **Background Information:**

On December 13, 2010, the Council approved assessing 2010 delinquent Storm Water Utility charges to the property tax statements of delinquent property tax owners. Public Utilities just sent over a list with some additional delinquencies for 2010. We are requesting Council approval to turn these over to the Itasca County Auditor to be assessed on their 2011 property tax statements. We will send a letter to the property tax owners giving them the opportunity to pay before it is sent to the County Auditor.

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

Consider approving a resolution authorizing the Itasca County Auditor to assess the delinquent Storm Water Utility charges to the property tax statement of delinquent property tax owners as of December 31, 2010.

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

RESOLUTION NO. 11-

**A RESOLUTION AUTHORIZING THE ITASCA COUNTY AUDITOR TO ASSESS  
DELINQUENT STORM WATER UTILITY CHARGES TO THE PROPERTY TAX  
STATEMENT OF DELINQUENT PROPERTY TAX OWNERS PER EXHIBIT A**

WHEREAS, the Grand Rapids City Council adopted the Storm Water Utility Ordinance #04-08-10 on August 9, 2004 for implementation beginning January 1, 2005, and

WHEREAS, beginning on that date, City residents, commercial property, industrial and institutional property have been charged a fee for storm water management based on a fee schedule approved by the City Council, and

WHEREAS, the Grand Rapids Public Utilities is providing the City with a list of delinquent accounts, and

WHEREAS, the Section 70.203 (f) and (g) of the Ordinance states a penalty for late payment is 10% of the amount past due and past due fees and penalty can be certified to the County Auditor for collection with real estate taxes in the next year,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes the County Auditor to assess the delinquent storm water utility charges to the property tax statement of the delinquent property tax owners identified in Exhibit A.

Adopted this 10th day of January 2011.

---

Dale Adams, Mayor

Attest:

---

Kimberly Johnson-Gibeau, City Clerk

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

## EXHIBIT A

### DELINQUENT STORM WATER UTILITY CHARGES TO BE ASSESSED AGAINST THE FOLLOWING PARCELS

---

Parcel Number	Amount
91-005-4441	\$75.76
91-026-3206	75.76
91-026-3310	75.76
91-034-4402	75.76
91-034-4404	75.76
91-034-4405	75.76
91-035-3205	75.76
91-035-3311	75.76
91-451-0020	75.76
91-451-0031	75.76
91-451-0043	75.76
91-707-0235	75.76
91-707-0420	75.76
91-707-0440	33.83

\$1,018.71



## Legislation Details (With Text)

**File #:** 10-1221      **Version:** 1      **Name:** Accounting Software Maintenance Agreement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/5/2011      **In control:** Finance  
**On agenda:** 1/10/2011      **Final action:**

**Title:** Consider approving computer software support service agreements for 2011 with Harris for \$11,831.38 for the accounting software and \$1,531.70 for Attendance Enterprise.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

Consider approving computer software support service agreements for 2011 with Harris for \$11,831.38 for the accounting software and \$1,531.70 for Attendance Enterprise.

### *Body*

#### **Background Information:**

The City of Grand Rapids has had a software maintenance agreement with Harris (formerly Municipal Software, Inc. (MSI) since 1991, for the accounting software support. The amount of the agreement for 2011 for the general software maintenance support is \$11,831.38. In 2010, the City implemented Attendance Enterprise for payroll. The hardware and software maintenance support for 2011 is \$1,531.70.

The contract includes: telephone support for trained users, periodic application software updates, government mandated updates for 941 and quarterly employment reports, W-2 printing, state and federal tax calculations, 1099 printing, and remote diagnostic support. The response time according to the contract is 1-4 hours for priority calls. The software support from Harris has been good and cost effective.

The cost for the maintenance agreement is included in the adopted 2011 Finance Department budget.

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

Consider approving computer software support service agreements for 2011 with Harris for \$11,831.38 for the accounting software and \$1,531.70 for Attendance Enterprise



## Legislation Details (With Text)

**File #:** 10-1222      **Version:** 1      **Name:** Contract At-Rest Pet Cremation  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/5/2011      **In control:** Police  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Request by the Police Department to approve the yearly pet cremation contract with At-Rest Pet Cremation at a cost of \$ 1,200.00  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [At Rest Pet](#)

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

Request by the Police Department to approve the yearly pet cremation contract with At-Rest Pet Cremation at a cost of \$ 1,200.00

### *Body*

#### **Background Information:**

The Grand Rapids Police Department for the past several years has had an agreement with At-Rest Pet Cremation for the cremation and disposal of animal remains as required by State Statute.

At-Rest Pet Cremation is the only animal cremation service in our area.

The Fee for 2011 is \$ 1,200.00. This is a flat fee for this service.

This fee is budgeted as a professional services item in the Police Department's 2011 budget

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

Consider authorizing the Grand Rapids Police Department to continue the agreement with At-Rest Pet Cremation, for the pickup, cremation and disposal of animal remains at a cost of \$ 1,200.00 for the year 2011.



# At-Rest Pet Cremation

To: James Denny  
Chief of Police  
City of Grand Rapids  
420 North Pokegama Ave.  
Grand Rapids MN, 55744

Contract for City of Grand Rapids Police Department Dog Pound regarding animal disposal contract from January 1, 2011- December 31, 2011 in the amount of \$1200.00 payable to At-Rest Pet Cremation upon approval:

- Animals will be disposed of in a dignified, humane and safe manner according to the cities comprehensive plan.
- All animals must be put in a leak proof container.
- Animals will be picked up at city dog pound and authorized animal hospital/clinic.
- All animals must not have on collars or tags.

At-Rest Pet Cremation operates within the guidelines of the MPCA (Minnesota Pollution Control Agency).

The city will have the right to add other communities to this contract and re-negotiate as necessary.

Yours truly,

Emmet Stemwiel  
Owner At-Rest Pet Cremation



## Legislation Details (With Text)

<b>File #:</b>	10-1226	<b>Version:</b>	1	<b>Name:</b>	Amend Contract with Filthy Clean for Central School
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/6/2011	<b>In control:</b>		<b>In control:</b>	Finance
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider approving an Amendment to the Independent Contractor Agreement between the City of Grand Rapids for the Central School Commission and Filthy Clean.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Filthy Clean-contract amendment</a>				

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

Consider approving an Amendment to the Independent Contractor Agreement between the City of Grand Rapids for the Central School Commission and Filthy Clean.

### *Body*

#### **Background Information:**

In an effort to reduce costs, the Central School Commission is recommending an Amendment to the Independent Contractor Agreement between the City, Central School Commission, and Filthy Clean. Filthy Clean would do the cleaning for the same price the Commission is currently paying to another vendor, and the Independent Contractor Agreement for the managing and coordinating duties would be reduced to \$450 per month. They would also provide all of the supplies and equipment. The direct monthly savings would be \$150 plus the indirect monthly saving for supplies and equipment of between \$50-\$75.

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

Consider approving an Amendment to the Independent Contractor Agreement between the City of Grand Rapids for the Central School Commission and Filthy Clean.

**AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT**  
**Central School Commission and Filthy Clean**

WHEREAS, the Central School Commission currently has a contract dated April 24, 2006, with Filthy Clean to perform certain manager/coordinator duties that are specifically addressed in that agreement at Central School, and

WHEREAS, the Commission and Filthy Clean would mutually like to modify that Agreement to add additional terms;

WHEREAS, both parties desire to have Filthy Clean be solely responsible for the cleaning of the building and thus add that term to the above-mentioned contract, and

NOW THEREFORE, all parties agree that Filthy Clean will now be responsible for the following tasks relative to the cleaning contract for Central School: restroom cleaning, vacuuming, damp mopping floors, garbage removal, sweeping, dusting, stocking of restroom supplies.

These services will be offered up to seven days per week. The price per cleaning will be \$30 per visit/cleaning and not exceed \$930 per month for seven days a week service. The six day a week service will be \$30 per visit/cleaning and will not exceed \$750 per month. The six day a week service runs from October-May and the seven day a week service runs from June-September.

Exceptions to the cleaning schedule are special event days (usually weekends) such as Tall Timber Days, Car Show, etc. These events may require additional cleaning. When these occur they will be billed out at a rate of \$15 per hour above and beyond the normal contract pricing.

This cleaning proposal does not include stripping/waxing of VCT floors, resurfacing of wood floors, or window washing.

Filthy Clean provides its own cleaning supplies, tools, and equipment. The Central School shall supply can liners, hand towels, toilet paper, deodorizers, urinal screens, and other maintenance items as needed.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the date written below.

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

City of Grand Rapids

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

Mayor

By \_\_\_\_\_

City Clerk



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

Central School Commission

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

Filthy Clean

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

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



## Legislation Details (With Text)

<b>File #:</b>	10-1228	<b>Version:</b>	1	<b>Name:</b>	Subordination Agreement-Nyberg
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/6/2011	<b>In control:</b>		<b>In control:</b>	Finance
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider approving a Subordination Agreement for the Deferred Loan for Kent and Wendy Nyberg for the storefront renovation loan/grant.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Mortgage Subordination Agreement-Nyberg</a>				

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

Consider approving a Subordination Agreement for the Deferred Loan for Kent and Wendy Nyberg for the storefront renovation loan/grant.

### *Body*

#### **Background Information:**

The City of Grand Rapids received a Department of Employment and Economic Development (DEED) grant for \$172,500 for commercial rehabilitation projects that is being administered by the Grand Rapids Economic Development Authority. The property owner has to pay 34% of the cost of the rehabilitation. The DEED Grant states that if the property owner receiving the deferred loan/grant retains ownership of the building for 10 years, the loan will be forgiven. If the property is sold, the owner will have to pay a pro-rated amount back to the City. The DEED documents require that the City subordinate the repayment agreement lien to any mortgage given in the furtherance of this agreement. Mr. Nyberg received a deferred loan and his lending institution is requesting that the City subordinate their loan.

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

Consider approving a Subordination Agreement for the Deferred Loan for Kent and Wendy Nyberg for the storefront renovation loan/grant.

## **MORTGAGE SUBORDINATION AGREEMENT**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, by and between the City of Grand Rapids, a Minnesota municipal corporation (hereinafter called "Subordinating Creditor"), and FIRST NATIONAL BANK OF COLERAINE, COLERAINE, MINNESOTA, a Corporation of the United States of America (hereinafter called the "Lender").

### **RECITALS**

Subordinating Creditor is the mortgagee under a Mortgage (the "Subordinated Mortgage") dated July 8, 2010, executed by Kent Nyberg and Wendy Nyberg, husband and wife (the "Debtors"), which was recorded in the Office of the Itasca County Recorder on November 9, 2010, as Document No. A000648819, covering the following described real property situated in the County of Itasca, State of Minnesota (the "Property"):

East 42' of West 109.6' of Lots 1-3, Block 38, Grand Rapids Third  
Division

Lender has made or will make a loan to the Debtors secured by a Mortgage (the "Lender Mortgage") dated \_\_\_\_\_, recorded in the Office of the Itasca County Recorder as Document No. \_\_\_\_\_ covering the Property. The Lender Mortgage secures a note in the amount of \$\_\_\_\_\_.

Subordinating Creditor has agreed to execute and deliver this Subordination Agreement.

Accordingly, in consideration of the premises and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Subordinating Creditor hereby agrees with Lender as follows:

1. Regardless of any priority otherwise available to the Subordinating Creditor, the lien of the Subordinated Mortgage is and shall be and shall remain fully subordinate for all

2. Subordinating Creditor warrants to Lender that Subordinating Creditor presently owns the Subordinated Mortgages and indebtedness secured thereby, free and clear of all liens, security interests and encumbrances.
3. This Agreement is made under the laws of the State of Minnesota. It cannot be waived or changed, except by a writing signed by the party to be bound thereby. This Agreement is made between Lender and Subordinating Creditor. It shall be binding upon Subordinating Creditor and the successors and assigns of Subordinating Creditor, and shall inure to the benefit of, and shall be enforceable by, Lender and its successors and assigns. Neither the Debtors nor any other persons (except lender, its successors and assigns), shall be entitled to rely on, have the benefit of, or enforce this Agreement.

CITY OF GRAND RAPIDS

By: Shawn Gillen, City Administrator

On this \_\_\_\_ day of \_\_\_\_\_, 2011, before me personally appeared Dale Adams and Shawn Gillen, to me known to be the Mayor and City Administrator, respectively, of the City of Grand Rapids, who acknowledged that they executed the foregoing instrument as their free act and deed.

Notary Public, State of Minnesota  
My commission expires:

This instrument drafted by:  
Attorney Chad B. Sterle (AIN #288330)  
Sterle Law Office  
502 NW Fifth Avenue  
Grand Rapids, MN 55744  
Telephone: 218.326.9646



## Legislation Details (With Text)

**File #:** 10-1215      **Version:** 1      **Name:** Acknowledge minutes.  
**Type:** Agenda Item      **Status:** Acknowledge  
**File created:** 1/5/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Acknowledge minutes from Boards & Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**

**Attachments:** [April 14, 2010 Library Board](#)  
[July 14, 2010 Library Board](#)  
[September 8, 2010 Library Board](#)  
[September 29, 2010 Library Board Special Mtg](#)  
[October 13, 2010 Library Board](#)  
[November 10, 2010 Library Board](#)  
[February 12, 2010 Golf Minutes](#)  
[March 4, 2010 Special Meeting -Golf](#)  
[May 18, 2010 Golf Board](#)  
[June 14, 2010 Golf Board](#)  
[November 16, 2010 Golf Board Minutes](#)  
[February 25, 2010 GREDA](#)  
[June 24, 2010 GREDA](#)  
[August 25, 2010 Human Rights](#)  
[November 17, 2010 HRA](#)  
[November 10, 2010 PUC](#)  
[November 22, 2010 PUC Special Meeting](#)  
[October 21, 2010 Central School Minutes](#)  
[November 18, 2010 Central School](#)

Date	Ver.	Action By	Action	Result
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### Title

Acknowledge minutes from Boards & Commissions.

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

**April 14, 2010**

**5:00 PM**

**Members present:** Vicky Harding; John Soll; Katie Gillen -  
Dennis Jerome; Abby Kuschel, J. W. (Butch) Burnett,  
Shannon Benolken,  
**Members Absent:** Gina Hawkinson, Cheryl Stephens

**Non-member present:** Marcia Anderson - Director

**Dennis Jerome called the meeting to order at 5:00 PM.**

**A Agenda – Butch Burnett made a motion; second by Abby Kuschel to approve the Agenda as presented. Motion carried.**

**B Approval of Minutes – Regular Board Meeting -  
Shannon Benolken made a motion; second by Katie Gillen to approve the Minutes of March 10, 2010 – Motion Carried**

**C. Communications –** 1. Minnesota Community Foundation  
2. Gretchen Pickerell re Birchbark lady  
3. Invitation to ALS dinner (distributed at mtg)

**D. Financial Report -  
The Board discussed the Financial Report. Abby Kuschel made a motion; second by Butch Burnett to approve the Financial Report and payment of bills – Roll Call vote.  
With a quorum present and all members voting in the affirmative, the motion carried.**

**Invoices Due on/before 04/14/2010**

<b>SALLY ALLEMAN</b>	<b>2,415.25</b>
<b>AMAZON.COM</b>	<b>138.01</b>
<b>AMERIPRIDE LINEN &amp; APPAREL</b>	<b>42.64</b>
<b>ARROWHEAD LIBRARY SYSTEM</b>	<b>20.00</b>
<b>BAKER &amp; TAYLOR, INC</b>	<b>3,748.92</b>
<b>BIG KID'S PRODUCTION INC</b>	<b>14.95</b>
<b>BRIDGEWAY FINANCIAL GROUP LLC</b>	<b>8.50</b>
<b>BURGGRAF'S ACE HARDWARE INC</b>	<b>37.94</b>
<b>CONSUMER REPORT BOOKS</b>	<b>54.45</b>
<b>COLE HARDWARE INC</b>	<b>485.48</b>
<b>CREATIVITY TANK INC</b>	<b>240.00</b>
<b>D.C.R. COMMUNICATIONS INC</b>	<b>30.00</b>
<b>DEMCO</b>	<b>1,130.20</b>
<b>GALE</b>	<b>47.18</b>
<b>INTEGRATED TECHNOLOGY GROUP</b>	<b>3,936.38</b>
<b>INVEST EARLY PROJECT</b>	<b>255.00</b>
<b>ITASCA COMMUNITY COLLEGE</b>	<b>75.00</b>

JANICKE BAKERY	7.20
TANDY KIBBLER	83.00
LANDMARK AUDIOBOOKS	662.50
LEARNING OPPORTUNITIES INC	391.99
LIBRARIANS' BOOK EXPRESS	131.73
MINNESOTA WATERS	25.00
U OF MN EXTENSION SERVICE #02	43.00
MINNESOTA VACUUM	34.99
MINITEX	2,655.00
NORTHERN BUSINESS PRODUCTS INC	452.49
PERSONNEL DYNAMICS, LLC	54.00
PIZZA WORKS	37.11
RAPIDS ELECTRIC INC	65.00
RAPIDS PLUMBING & HEATING INC	94.00
RECORDED BOOKS	343.75
RUSSELL'S CARPET SERVICE	495.00
SHOWCASES	1,121.99
1909510 SIM SUPPLY INC	302.20
TWO LITTLE HANDS PRODUCTIONS	218.68
THE VILLAGE BOOK STORE	200.33
WEST PUBLISHING COMPANY	113.00
XEROX CORPORATION	102.98
DR. ANTON TREUER	200.00

TOTAL 20,514.84

**CHECKS ISSUED-PRIOR APPROVAL**  
**PRIOR APPROVAL**

ARROWHEAD LIBRARY SYSTEM	208.10
LEAGUE OF MN CITIES INS TRUST	12,048.06
BLUE CROSS & BLUE SHIELD OF MN	8,670.00
COMPUTER ENTERPRISES	316.55
DELTA DENTAL OF MINNESOTA	208.15
FIDELITY SECURITY LIFE INS CO	10.84
GRAND RAPIDS CITY PAYROLL	32,483.70
LINCOLN NATIONAL LIFE	71.75
MINNESOTA ENERGY RESOURCES	1,605.33
MINNESOTA SALES & USE TAX	29.97
PAUL BUNYAN TELEPHONE	487.66
PIONEER MUTUAL LIFE INS CO	20.50
PITNEY BOWES	143.34
P.U.C.	3,056.22
QWEST	55.50
TDS Metrocom	248.06
WASTE MANAGEMENT	84.92

TOTAL PRIOR APPROVAL 59,748.65

TOTAL ALL DEPARTMENTS 80,263.49

E. Staff Reports –  
Full Board Discussion on Staff Report –

F. Old Business –

- 1.. Carpet - The Board discussed the carpet issue and voice great concern for the wellbeing of it patrons. Believing that the need for its replacement should be made as soon as possible. Will reevaluate the budget in the coming months to see how soon the carpet replacement can take place.

**G. New Business – Consent Agenda**

**Katie Gillen, made a motion; second by Vicky Harding to approve the Consent Agenda, including bills, contracts and donations.**

**A roll call vote to approve the Consent Agenda as presented: With a quorum present, all members voted Aye.**

1. Approve payment of late bills
  - a. ALS overdue mailings and bookmarks \$116.32
2. Approve Contracts
  - a. Dr. Anton Treuer April 6 presentation \$200.00
  - b. Creativity Tank, Book Camp, 6/28-7/1 \$500.00
3. Approve Resolution 2010-04 Accepting Donations
  - a. Percy \$200
  - b. Faulkner \$40
  - c. NEH “We the People” bookshelf collection

**Regular agenda**

1. Vote for representative to ALS governing Board – Katie Gillen made a motion; second by Vicky Harding to approve Beth Kelly. Approved by a 5/2 vote.
2. Discuss Summer hours with staff and set summer hours  
Michelle Johnson, Union Steward, discussed summer hours resolution with Board.  
Resolution – Shannon Benolken made a motion to approve resolution 2010-05 with necessary changes; second by John Soll. Approved unanimously

**6.00 Adjourn.**

**At 6.00pm, Dennis Jerome made a motion; second by Katie Gillen to adjourn the meeting – Motion carried.**

**Respectfully submitted,  
Jemma Baker  
Recording Secretary**



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

**July 14, 2010  
5:00 PM**

**Members present:** Dennis Jerome, J. W. (Butch) Burnett, Katie Gillen  
Shannon Benolken, Gina Hawkinson, Cheryl Stephens, John Soll

**Members Absent:** Abby Kuschel, Vicky Harding;

**Non-member present:** Marcia Anderson - Director

**meeting called to order at 5:00 PM.**

- A Agenda – Dennis Jerome made a motion; second by Cheryl Stephens to approve the Agenda as presented. Motion carried.**
- B Approval of Minutes – Regular Board Meeting – Dennis Jerome made a motion; second by Katie Gillen to approve the Minutes of June 9, 2010 – Motion Carried**
- C. Communications – Payment from Itasca County (discussion. Payment for Grand Rapids township is still included this year)**
- D. Financial Report -**  
**The Board discussed the Financial Report. Shannon Benolken made a motion; second by John Soll to approve the Financial Report and payment of bills – Roll Call vote. With a quorum present and all members voting in the affirmative, the motion carried.**

**Invoices Due on/before 07/14/2010**

<b>SALLY ALLEMAN</b>	<b>2,415.25</b>
<b>AMERIPRIDE LINEN &amp; APPAREL</b>	<b>22.64</b>
<b>ANDERSON GLASS</b>	<b>1,600.00</b>
<b>ARROWHEAD LIBRARY SYSTEM</b>	<b>415.47</b>
<b>BAKER &amp; TAYLOR, INC</b>	<b>2,293.37</b>
<b>COLE HARDWARE INC</b>	<b>1.99</b>
<b>DIVERSE MEDIA INC</b>	<b>34.31</b>
<b>GALE</b>	<b>47.18</b>
<b>GARTNER REFRIGERATION CO</b>	<b>425.59</b>
<b>GRAND RAPIDS NEWSPAPERS INC</b>	<b>55.00</b>
<b>WILLIAM JAMERSON</b>	<b>250.00</b>
<b>LEARNING OPPORTUNITIES INC</b>	<b>822.91</b>
<b>NORTHERN BUSINESS PRODUCTS INC</b>	<b>450.81</b>
<b>PERSONNEL DYNAMICS, LLC</b>	<b>3,680.72</b>
<b>PIZZA WORKS</b>	<b>29.98</b>
<b>RECORDED BOOKS</b>	<b>66.00</b>
<b>RED STEP PRESS</b>	<b>16.95</b>

SCHOOL DISTRICT #318	213.70
SIM SUPPLY INC	448.01
THE VILLAGE BOOK STORE	62.23
XEROX CORPORATION	105.67
CLEARWATER HOT CLUB	400.00
SCOTT SIKKINK	125.69

TOTAL	13,983.47
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**CHECKS ISSUED-PRIOR APPROVAL**  
**PRIOR APPROVAL**

AMERIPRIDE LINEN & APPAREL	11.32
BLUE CROSS & BLUE SHIELD OF MN	2,890.00
FIDELITY SECURITY LIFE INS CO	10.84
GRAND RAPIDS CITY PAYROLL	15,361.31
LINCOLN NATIONAL LIFE	63.30
MINNESOTA DEPT OF ADMN	42.56
MINNESOTA ENERGY RESOURCES	308.43
MINNESOTA SALES & USE TAX	36.16
PAUL BUNYAN TELEPHONE	244.55
PITNEY BOWES	143.34
P.U.C.	4,137.88
DOUG OHMAN	350.00
DICK OJAKANGAS	200.00

TOTAL PRIOR APPROVAL	23,799.69
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TOTAL ALL DEPARTMENTS	37,783.16
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- D. Staff Reports –
  - Full Board Discussion on Staff Report –
- E. Old Business –
- F. Carpet update (no action needed)
  - a. Carpet mfr rep will be in town for meeting on July 21
- G. Budget update (no action since last month)
  - a. Budget meetings will begin July 20
- H. Alternative Energy Project grant (Submitted, no news)
  - a. We will hear something from IRR in mid-August
- I. Hiring Process Update
  - a. Position has been posted. Closing is July 19. Interviews most likely to be last week of July. Candidate to be brought for approval to City Council on 8/9 for approval pending Library Board approval on 8/11.
- G. New Business – Consent Agenda
  - John Soll, made a motion; second by Katie Gillen to approve the Consent Agenda, including bills, contracts and donations.
  - A roll call vote to approve the Consent Agenda as presented: With a quorum present, all members voted Aye.

- 1. Approve payment of late bills - None**
- 2. Approve Contracts**
  - a. Will Weaver Race Car visit August 5 \$200**
- 3. Approve Resolution Accepting Donations**
  - a. Doug Veit \$34.95 for book "Sustaining Life:..."**
  - b. Larry Lewis \$16.00 for book "The Empathic Civilization:..."**
  - c. Grand Rapids Library Foundation \$2125 for Saturday Story Times through August 2010**

**Regular agenda**

**At 5:27pm - Adjourn.**

**Respectfully submitted,  
Jemma Baker  
Recording Secretary**

**GRAND RAPIDS AREA LIBRARY BOARD  
REGULAR MONTHLY MEETING  
GRAND RAPIDS AREA LIBRARY  
September 8, 2010  
5:00 PM**

**Members present:** Dennis Jerome, J. W. (Butch) Burnett, Abby Kuschel,  
Katie Gillen , Cheryl Stephens, John Soll  
Vicky Harding

**Members Absent:** Shannon Benolken, Gina Hawkinson

**Non-member present:** Marcia Anderson - Director

**Vise President Dennis Jerome called meeting to order at 5:00 PM.**

**A Agenda – Abby Kuschel made a motion; second by John Soll to approve the Agenda as presented. Motion carried.**

**B Approval of Minutes – Regular Board Meeting – Cheryl Stephens made a motion; second by Abby Kuschel to approve the Minutes of Aug 11, 2010 amended to reflect absence of Vicky Harding–  
Motion carried**

**C. Communications –**

**D. Financial Report -**

**The Board discussed the Financial Report. Vicky Harding made a motion; second by Cheryl Stephens to approve the Financial Report and payment of bills – Roll call vote. With a quorum present and all members voting in the affirmative, the motion carried.**

**Invoices Due on/before 09/08/2010**

SALLY ALLEMAN	2,415.25
AMERIPRIDE LINEN & APPAREL	22.64
ARROWHEAD LIBRARY SYSTEM	524.62
BAKER & TAYLOR, INC	2,738.65
BURGGRAF'S ACE HARDWARE INC	36.47
CHILD'S PLAY INC	99.64
CONNECTING POINT TECHNOLOGIES	174.94
GALE	47.24
LEARNING OPPORTUNITIES INC	682.62
NORTHERN BUSINESS PRODUCTS INC	199.65
PARK GENEALOGICAL BOOKS	25.00
PERSONNEL DYNAMICS, LLC	1,681.03
PETERSON'S A NELNET CO	99.29
PHONE DIRECTORIES COMPANY	240.00
RECORDED BOOKS	33.00
ST PAUL PIONEER PRESS	136.20
MARY SHIDELER	31.92
SHOWCASES	221.41

SIM SUPPLY INC	114.10
TWO HARBORS PUBLIC LIBRARY	10.00
THE VILLAGE BOOK STORE	11.96
XEROX CORPORATION	21.03

TOTAL	9,566.66
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CHECKS ISSUED-PRIOR APPROVAL  
PRIOR APPROVAL

BLUE CROSS & BLUE SHIELD OF MN	2,890.00
DELTA DENTAL OF MINNESOTA	208.15
FIDELITY SECURITY LIFE INS CO	10.84
GRAND RAPIDS CITY PAYROLL	30,899.33
MINNESOTA DEPT OF ADMN	42.56
MINNESOTA ENERGY RESOURCES	17.00
MINNESOTA SALES & USE TAX	47.52
PIONEER MUTUAL LIFE INS CO	18.45
P.U.C.	4,327.74
TDS Metrocom	233.56
TOTAL PRIOR APPROVAL	38,695.15

TOTAL ALL DEPARTMENTS	48,261.81
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**E. Staff Reports –  
Full Board Discussion on Staff Report –**

**F. Old Business –  
Budget**

- a. Discussion of possible threats to budget, budget committee of Shannon Benolken, Cheryl Stephens , Dennis Jerome and Gina Hawkinson may be called.

**G. Carpet**

- a. Discussion of options if closure time is extended

**G. New Business – Consent Agenda**

Abby Kuschel, made a motion; second by Katie Gillen to approve the Consent Agenda, including bills, contracts and donations.

A roll call vote to approve the Consent Agenda as presented: With a quorum present, all members voted Aye.

**1. Approve payment of late bills - None**

**2. Approve Contracts**

- a. Heidi Henriksen Sept 18 program mileage reimbursement

**3. Approve Resolution 2010-10 Accepting Donations**

1. Friends of the Grand Rapids Library, \$358.52 for Star Tribune and Hornbook subscriptions

- b. Blackberry Seventh-Day Adventist, \$135.84 for 6 periodical subscriptions

**Regular agenda**

1. Approve hiring John Nalan for Clerk II position - Katie Gillen made a motion, second by Vicky Harding, roll call, unanimous

- 2. Authorize seeking quotes for 7 replacement computers - Cheryl Stephens made a motion, second by Abby Kuschel, roll call unanimous**
- 3. Authorize using fine waiver coupons as incentives during Teen Read Week Abby Kuschel made a motion, second by Vicky Harding, roll call, unanimous**
- 4. Authorize preparation of grant application for broadband access grant. Abby Kuschel made a motion, second by Vicky Harding, roll call, unanimous**

**At 6:10pm - Adjourn.**

**Respectfully submitted,  
Jemma Baker  
Recording Secretary**

**GRAND RAPIDS AREA LIBRARY BOARD**  
**Special MEETING**  
**GRAND RAPIDS AREA LIBRARY**  
**September 29, 2010**  
**5:00 PM**

**Members present:** Dennis Jerome, Katie Gillen

**Non-member present:** Marcia Anderson - Director

**Vice President Dennis Jerome called meeting to order at 5:00 PM.**

**Given the lack of a quorum, board members were asked to sign an approval for authorizing acceptance of the low quote from Computer Enterprises for purchase of 7 computer workstations for a total of \$4934.93, Jerome and Gillen signed. The following board members signed an authorization between 9/30 and 10/7:**

**Abby Kuschel, John Soll, Gina Hawkinson, Vicky Harding, Shannon Benolken**

**REGULAR MONTHLY MEETING  
GRAND RAPIDS AREA LIBRARY**

**October 13, 2010**

**5:00 PM**

**Members present:** Dennis Jerome, J. W. (Butch) Burnett, Abby Kuschel,  
Shannon Benolken, Gina Hawkinson, Vicky Harding , John Soll

**Members Absent:** Katie Gillen, Cheryl Stephens, Marcia Anderson - Director

**Non-member present:**

**meeting called to order at 5:00 PM .**

**A Agenda – Butch Burnett made a motion; second by John Soll to approve the Agenda as presented. Motion carried.**

**B Approval of Minutes – Regular Board Meeting - Dennis Jerome made a motion; second by Butch Burnett to approve the Minutes of September 8, 2010 – Motion carried**

**C. Approval of Minutes of Special Board Meeting – To approve purchase of 7 new computer Stations – Dennis Jerome made a motion; seconded by Abby Kuschel to approve the Purchase. With a quorum present and all members voting in the affirmative, the motion carried.**

**D. Communications – None**

**E. Financial Report -**

**The Board discussed the Financial Report. Shannon Benolken made a motion; second by Vicky Harding to approve the Financial Report and payment of bills – Roll call vote. With a quorum present and all members voting in the affirmative, the motion carried.**

**Invoices Due on/before 10/13/2010**

<b>SALLY ALLEMAN</b>	<b>2,415.25</b>
<b>AMERIPRIDE LINEN &amp; APPAREL</b>	<b>33.96</b>
<b>ANDERSON GLASS</b>	<b>150.00</b>
<b>ARROWHEAD LIBRARY SYSTEM</b>	<b>197.76</b>
<b>BAKER &amp; TAYLOR, INC</b>	<b>1,785.65</b>
<b>BURGGRAF'S ACE HARDWARE INC</b>	<b>42.46</b>
<b>COLE HARDWARE INC</b>	<b>17.96</b>
<b>CONNECTING POINT TECHNOLOGIES</b>	<b>29.95</b>
<b>CUB FOODS STORE# 9036</b>	<b>25.71</b>
<b>EVANS ELECTRIC INC</b>	<b>447.76</b>
<b>FULL CAST AUDIO</b>	<b>263.00</b>



GALE	47.24
INVEST EARLY PROJECT	4,340.00
LANDMARK AUDIOBOOKS	741.48
MINNESOTA VACUUM	34.99
NORTHERN BUSINESS PRODUCTS INC	402.10
PERSONNEL DYNAMICS, LLC	1,435.63
PIZZA WORKS	61.96
RECORDED BOOKS	15.00
SIM SUPPLY INC	221.57
STAN TEKIELA	214.50
TWO HARBORS PUBLIC LIBRARY	21.95
THE VILLAGE BOOK STORE	64.72
XEROX CORPORATION	125.97
MICHAEL RUSSELL	795.00
DR. ANTON TREUER	200.00
HEIDI HENRIKSEN	208.00
CHAD LEWIS	250.00

**TOTAL 14,589.57**

**CHECKS ISSUED-PRIOR APPROVAL  
PRIOR APPROVAL**

BLUE CROSS & BLUE SHIELD OF MN	2,890.00
DELTA DENTAL OF MINNESOTA	208.15
FIDELITY SECURITY LIFE INS CO	10.84
GRAND RAPIDS CITY PAYROLL	31,281.57
LINCOLN NATIONAL LIFE	63.30
MINNESOTA DEPT OF ADMN	42.56
MINNESOTA ENERGY RESOURCES	30.42
MN DEPT OF LABOR & INDUSTRY	30.00
MINNESOTA SALES & USE TAX	64.52
PAUL BUNYAN TELEPHONE	488.60
PIONEER MUTUAL LIFE INS CO	18.45
PITNEY BOWES	143.34
P.U.C.	4,364.51
TDS Metrocom	230.12
STAN TEKIELA	250.00

**TOTAL PRIOR APPROVAL 40,116.38**

**TOTAL ALL DEPARTMENTS 54,705.95**

**F. Staff Reports –  
Full Board Discussion on Staff Report –**

**G. Old Business –**

1. Budget (Market Value Homestead Credit cut by \$23000)
2. Carpet – nothing new, looking for extra funding.

**H. New Business – Consent Agenda**

**Dennis Jerome, made a motion; second by John Soll to approve the Consent Agenda, including bills, contracts and donations.**

**A roll call vote to approve the Consent Agenda as presented: With a quorum present, all members voted Aye.**

**1. Approve payment of late bills**

- a. Computer Enterprises \$4934.93 for seven computers

**2. Approve Contracts**

- a. Chad Lewis \$250 for Haunted MN program Oct 7
- b. Anton Treuer \$200 honorarium plus mileage for Nov 4 program on Hole in the Day.

**3. Approve Resolution Accepting Donations**

- a. Friends of the Grand Rapids Library, \$400 for ongoing subscription to Pharos timekeeping software for public computers
- b. Carol Steele for coffeemaker for meeting room use

**Regular agenda**

- 1. Authorize soliciting quotes for carpet project for main library

**At 5:30pm - Adjourn.**

**Respectfully submitted,**

**Jemma Baker**

**Recording Secretary**

**GRAND RAPIDS AREA LIBRARY BOARD  
REGULAR MONTHLY MEETING  
GRAND RAPIDS AREA LIBRARY  
November 10, 2010  
5:00 PM**

**Members present:** Dennis Jerome, J. W. (Butch) Burnett, Abby Kuschel,  
Gina Hawkinson, Cheryl Stephens, Katie Gillen, Vicky Harding

**Members Absent:** Shannon Benolken, John Soll

**Non-member present:** Marcia Anderson - Director

meeting called to order at 5:08 PM.

**A Agenda – Dennis Jerome made a motion; second by Vicky Harding to approve the Agenda as presented. Motion carried.**

**B Approval of Minutes – Regular Board Meeting – Abby Kuschel made a motion; second by Dennis Jerome to approve the Minutes of October 13, 2010 – Motion carried**

**C. Communications**

**D. Financial Report -**

**The Board discussed the Financial Report. Katie Gillen made a motion; second by Abby Kuschel to approve the Financial Report and payment of bills – Roll call vote. With a quorum present and all members voting in the affirmative, the motion carried.**

**Invoices Due on/before 11/10/2010**

<b>SALLY ALLEMAN</b>	<b>2,415.25</b>
<b>AMERIPRIDE LINEN &amp; APPAREL</b>	<b>22.64</b>
<b>ARROWHEAD LIBRARY SYSTEM</b>	<b>85.49</b>
<b>BAKER &amp; TAYLOR, INC</b>	<b>2,379.10</b>
<b>CDW GOVERNMENT INC</b>	<b>140.00</b>
<b>ANN CLARK</b>	<b>21.17</b>
<b>CONNECTING POINT TECHNOLOGIES</b>	<b>813.10</b>
<b>CUB FOODS STORE# 9036</b>	<b>12.87</b>
<b>DEMCO</b>	<b>416.44</b>
<b>FILTHY CLEAN</b>	<b>495.00</b>
<b>GALE</b>	<b>3,980.00</b>
<b>CITY OF GRAND RAPIDS</b>	<b>1,687.50</b>
<b>HEINEMANN-RAINTREE</b>	<b>515.65</b>
<b>LANDMARK AUDIOBOOKS</b>	<b>78.40</b>
<b>LEXIS NEXIS MATTHEW BENDER</b>	<b>116.96</b>
<b>M.E. SHARPE INC</b>	<b>225.00</b>
<b>MARSHALL CAVENDISH CORPORATION</b>	<b>848.39</b>
<b>MORNING GLORY BED &amp; BREAKFAST</b>	<b>160.00</b>

THE MOTOR SHOP	85.00
NARDINI FIRE EQUIPMENT CO. INC	278.70
NORTHERN BUSINESS PRODUCTS INC	818.96
PERSONNEL DYNAMICS, LLC	483.10
PIZZA WORKS	31.98
RECORDED BOOKS	66.00
SALEM PRESS	898.40
SENTIMENTAL PRODUCTIONS	110.00
SIM SUPPLY INC	409.98
THE VILLAGE BOOK STORE	45.47
XEROX CORPORATION	48.80
LAURIE HERTZEL	204.84

<b>TOTAL</b>	<b>17,894.19</b>
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**CHECKS ISSUED-PRIOR APPROVAL  
PRIOR APPROVAL**

MARCIA ANDERSON	369.20
BLUE CROSS & BLUE SHIELD OF MN	2,890.00
COMPUTER ENTERPRISES	4,934.93
DELTA DENTAL OF MINNESOTA	208.15
FIDELITY SECURITY LIFE INS CO	10.84
GRAND RAPIDS CITY PAYROLL	32,811.27
LINCOLN NATIONAL LIFE	63.30
METRONET	40.00
MINNESOTA DEPT OF ADMN	42.56
MINNESOTA ENERGY RESOURCES	365.11
MINNESOTA SALES & USE TAX	45.89
PAUL BUNYAN TELEPHONE	243.69
PIONEER MUTUAL LIFE INS CO	18.45
P.U.C.	3,679.55
TDS Metrocom	229.79
WASTE MANAGEMENT	186.40

<b>TOTAL PRIOR APPROVAL</b>	<b>46,139.13</b>
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<b>TOTAL ALL DEPARTMENTS</b>	<b>64,033.32</b>
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**E. Staff Reports –  
Full Board Discussion on Staff Report –**

**F. Old Business – None**

**G. New Business – Consent Agenda**  
**Abby Kuschel, made a motion; second by Cheryl Stephens to approve the**  
**Consent Agenda, including bills, contracts and donations.**  
**A roll call vote to approve the Consent Agenda as presented: With a quorum**  
**present, all members voted Aye.**

**1. Approve payment of late bills - None**

- 2. Approve Contracts**
  - a. Ostovich \$200 plus lodging for Nov 17 prog**
  - b. Halbrook \$300 for Harry Potter program**
- 3. Approve Resolution 2010-12 Accepting Donations**
  - a. Grand Rapids Area Library Foundation \$4550 for Travel, Sports and Children's Nonfiction Collections, Playaway subscription and Saturday Storytimes**

**Regular agenda**

**At 5.40pm - Adjourn.**

**Respectfully submitted,  
Jemma Baker  
Recording Secretary**

GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
February 12, 2010  
7:30 AM

Present: Jeff Ericson, David Kuschel, Larry O'Brien, Pat Pollard, Kelly Hain

Absent: None

Staff : Bob Cahill Director of Golf  
Steve Ross Grounds Superintendent

- I. The meeting was called to order by Pat Pollard, Chair.
- II. David Kuschel made a motion to accept the minutes of the January 19, 2010. Jeff Ericson seconded the motion. The motion passed.
- III. Consideration of Monthly Bills

Kelly Hain made a motion to approve the bill list.

BURGGRAF'S ACE HARDWARE INC	74.79
DAMBERG.SCOTT.GERZINA.WAGNER	9,667.65
CITY OF GRAND RAPIDS	1,871.71
GRAND RAPIDS CITY PAYROLL	4,647.10
GRAND RAPIDS NEWSPAPERS INC	103.25
GRAND RAPIDS STATE BANK	19.59
HAMMERLUND CONSTRUCTION INC	211,533.45
MACNEIL ENVIRONMENTAL INC	935.00
MINNESOTA UNEMPLOYMENT COMP FD	2,090.00
STERLE LAW OFFICE	292.50
TDS Metrocom	163.10
TWINCITIESGOLF.COM	225.00
VISIT GRAND RAPIDS	250.00
 TOTAL ALL VENDORS:	 231,873.14

Larry O'Brien seconded the motion. The motion was passed.

IV Visitors: Dale Adams, Stewart Bastien

- V. Grounds Superintendent –Steve Ross reported
  - Steve and the Board discussed several items including: a fountain for the large pond on #2, a used utility mower for the intermediate cut, a used utility cart for ball pickup, and tee box improvements
  - David Kuschel made a motion to have Bob submit a capital budget to the Council that would cover the listed items and would total \$20,000. Jeff Ericson seconded the motion. The motion was passed.

- VI. Concessions Report –Stewart Bastian reported
  - The equipment needed for the kitchen was discussed and a breakdown of costs and financial responsibility was itemized
  - Jeff Ericson made a motion to have Bob go out on bids and submit to the council a list of equipment to purchase for the kitchen that would be approximately \$16,000. David Kuschel seconded the motion. The motion was passed.
- VII. Director of Golf – Bob Cahill reported
  - The FFE budget was discussed. Bob and the Board discussed issues relating to a July 10<sup>th</sup> Grand Opening celebration
- 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

GRAND RAPIDS GOLF COURSE BOARD  
SPECIAL MEETING  
March 4, 2010  
5:00 PM

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

Absent: David Kuschel

Staff : Bob Cahill Director of Golf

- I. The meeting was called to order by Pat Pollard, Chair.
- II. Visitors: Dale Adams, Stewart Bastien, Kelly Kirwin, Carla Kirwin, Sandy Ericson
- III. Jeff Ericson made a motion to go out on bids to purchase four (4) 60" round tables, fourteen (14) 36" square tables, and ninety (90) chairs. Larry O'Brien seconded the motion. The motion passed.
- IV. Jeff Ericson made a motion to adjourn the meeting. Larry O'Brien seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary



GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
May 18, 2010  
7:30 AM

Present: Jeff Ericson, Larry O'Brien, Pat Pollard, David Kuschel

Absent: Kelly Hain

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

- I. The meeting was called to order by Pat Pollard, Chair.
- II. Jeff Ericson made a motion to accept the minutes of the April 20, 2010. David Kuschel seconded the motion. The motion passed.
- III. Consideration of Monthly Bills

David Kuschel made a motion to approve the bill list.

AMERIPRIDE LINEN & APPAREL	47.21
PGA ASSOC OF AMERICAN	406.00
BASTIAN HOLDING INC	1,799.00
BASTIAN HOLDING INC	123.68
BLUE CROSS & BLUE SHIELD OF MN	850.00
BURGGRAF'S ACE HARDWARE INC	6,513.85
CITY OF COHASSET	138.00
CITY OF COHASSET	280.77
COLE HARDWARE INC	57.42
DAMA CO	129.32
DAMBERG.SCOTT.GERZINA.WAGNER	2,163.53
DEX MEDIA EAST INC	20.00
DRAPERIES PLUS FLOORIN	201.99
CITY OF GRAND RAPIDS	225.00
GRAND RAPIDS CITY PAYROLL	13,265.28
GRAND RAPIDS NEWSPAPERS INC	162.00
GRAND RAPIDS STATE BANK	3,116.41
GREAT ENGRAVINGS	1,923.75
HAMMERLUND CONSTRUCTION INC	66,794.62
HOPKINS ELECTRIC	4,475.00
ITASCA COUNTY TREASURER	3,025.00
JIM MCCOY	468.00
JR GOLF CARTS	159.37
JOHNSONS TYPEWRITER INC	432.84
K BUILDING COMPONENTS INC	32.06
L&M SUPPLY	48.73
MINNESOTA JAYCEES	150.00
MINNESOTA SALES & USE TAX	1,575.85
MINNESOTA TORO	4,193.62
NARDINI FIRE EQUIPMENT CO. INC	4,849.00
NORD AUTO PARTS	120.82
NORTHERN TOOLS & EQUIPMENT CO	440.76
PAUL BUNYAN TELEPHONE	454.57

PIONEER MUTUAL LIFE INS CO	4.10
PIPELINE SUPPLY INC	354.25
PREMIER RESTAURANT	17,257.11
P.U.C.	186.30
RAPIDS SUPPLY INC	6.40
PAT ROWAN	115.00
SECURITY ACCESS CONTROL	6,500.00
STERLE LAW OFFICE	585.00
STOKES PRINTING COMPANY	130.53
SUPERIOR GOLF CARTS	115.43
TDS Metrocom	250.13
TURFWERKS	61.61
VISA	47.18
WOODLAND STORAGE	1,500.00
MICRO MATIC USA, INC	4,791.49
TOTAL ALL VENDORS:	150,547.98

Jeff Ericson seconded the motion. The motion was passed.

IV. Visitors: Dale Adams

V. Grounds Superintendent –Steve Ross reported  
 -Greens have been fertilized; irrigation has been done around clubhouse  
 -Aerification will be done just in the fall this year  
 -Steve will work on a small garden around flagpole

VI. Concessions Report – Stewart Bastian reported  
 -Final inspections and last minute work done this week with open bar/restaurant later this week

VII. Director of Golf – Bob Cahill reported  
 -Discussion on docks, Bob will seek approval to purchase 2-3 straight 40-48 foot docks  
 -Discussion on some work needed in the basement, Bob will seek approval to complete that work  
 - Jeff Ericson made a motion to recommend to the Council an amendment to Stewart Bastian's contract to change the payment starting date from May 1, 2010 to June 1, 2010. Larry O'Brien seconded the motion. The motion passed.

VIII. Old Business - none

IX. New Business – None

X. Correspondence and Open Discussion – None

XI. Jeff Ericson made a motion to adjourn the meeting. David Kuschel seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
 Recording Secretary

GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
June 14, 2010  
7:00 AM

Present: Jeff Ericson, Larry O'Brien, Pat Pollard

Absent: Kelly Hain, David Kuschel

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

I. The meeting was called to order by Pat Pollard, Chair.

II. Jeff Ericson made a motion to accept the minutes of the May 18, 2010. Larry O'Brien seconded the motion. The motion passed.

III. Consideration of Monthly Bills

Larry O'Brien made a motion to approve the bill list.

AMERIPRIDE LINEN & APPAREL	58.44
BASTIAN HOLDING INC	495.00
LEAGUE OF MN CITIES INS TRUST	72.00
BLOOMERS GARDEN CENTER	166.60
BLUE CROSS & BLUE SHIELD OF MN	850.00
BRAUN INTERTEC CORPORATION	1,982.82
BUNES SEPTIC SERVICE INC	400.00
BURGGRAF'S ACE HARDWARE INC	973.97
ROBERT CAHILL	100.00
CITY OF COHASSET	219.21
COLE HARDWARE INC	562.40
COMPUTER ENTERPRISES	502.30
THE DAMA COMPANY	129.32
DAMBERG.SCOTT.GERZINA.WAGNER	1,767.04
DELTA DENTAL OF MINNESOTA	97.10
DEX MEDIA EAST INC	20.00
ECHO PUBLISHING & PRINTING	220.00
EDWARDS OIL INC	2,161.31
CITY OF GRAND RAPIDS	36.81
GRAND RAPIDS CITY PAYROLL	18,834.58
GRAND RAPIDS NEWSPAPERS INC	202.15
GREAT ENGRAVINGS	19.61
HAMMERLUND CONSTRUCTION INC	216,467.33
HAWKINSON SAND & GRAVEL	273.64
HOPKINS ELECTRIC	3,318.00
L&M SUPPLY	463.73
MILLER CONSTRUCTION	982.00
MINNESOTA SALES & USE TAX	8,615.35
MINNESOTA TORO	745.27
NARDINI FIRE EQUIPMENT CO. INC	171.00
NORTHERN SAFETY CO. INC.	347.91
PAUL BUNYAN TELEPHONE	123.71
PIONEER MUTUAL LIFE INS CO	4.10

PIPELINE SUPPLY INC	122.77
PRECISION SMALL ENGINE CO INC	83.24
PRESTO PRINT	72.62
PRO-BUILD NORTH LLC	327.30
P.U.C.	1,185.81
NORTHERN MN WATER COND DBA	222.82
RAPIDS RENTAL	122.72
RAPIDS SUPPLY INC	16.02
RIVER ROAD GREENHOUSE	397.58
RUTTGER'S SUGAR LAKE LODGE	8,500.00
SIM SUPPLY INC	204.92
STERLE LAW OFFICE	715.00
STOKES PRINTING COMPANY	30.76
SUPERIOR TURF SERVICES INC	10,013.95
TDS Metrocom	195.82
T & M MARINE	65.73
TESSMAN SEED COMPANY	4,107.37
TOURNAMENT TURF LLC	3,626.81
TRIPLE 3 ADVERTISING	195.00
US FOOD SERVICE	244.32
VERIZON WIRELESS	36.76

TOTAL ALL VENDORS: 291,870.02

Jeff Ericson seconded the motion. The motion was passed.

IV. Visitors: Dale Adams

V. Grounds Superintendent –Steve Ross reported

- The flower garden to the East of the clubhouse will be done soon
- Rock will be put under some fencing to reduce maintenance time
- The Board passed on very positive comments from members on the condition of the course

VI. Concessions Report – Stewart Bastian reported

- Things are up and running and business seems to be as expected
- The Board shared positive comments from members on the service and meals
- Doors need to added going into the kitchen, some repairs need to be done to new equipment, and warming lights when purchased will speed up service

VII. Director of Golf – Bob Cahill reported

- Junior golf starts today, and green fees are up from last year

VIII. Old Business - none

IX. New Business – None

X. Correspondence and Open Discussion – None

XI. Jeff Ericson made a motion to adjourn the meeting. Larry O'Brien seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
November 16, 2010  
8:00 AM

Present: Jeff Ericson, Larry O'Brien, Kelly Hain

Absent: Pat Pollard

Staff : Bob Cahill Director of Golf  
Stewart Bastian Concessionaire

I. The meeting was called to order by Kelly Hain, acting Chair.

II. Jeff Ericson made a motion to accept the minutes of the October 19, 2010 Board meeting and the November 4, 2010 Special meeting. Larry O'Brien seconded the motion. The motion passed.

III. Consideration of Monthly Bills

Jeff Ericson made a motion to approve the bill list.

AMERIPRIDE LINEN & APPAREL	46.43
BUNES SEPTIC SERVICE INC	445.00
ROBERT CAHILL	150.00
CITY OF COHASSET	119.44
DELTA DENTAL OF MINNESOTA	97.10
CITY OF GRAND RAPIDS	6,600.00
GRAND RAPIDS CITY PAYROLL	8,330.08
GRAND RAPIDS STATE BANK	1,064.47
L&M SUPPLY	42.15
MINNESOTA SALES & USE TAX	2,727.70
PAUL BUNYAN TELEPHONE	123.71
PIONEER MUTUAL LIFE INS CO	4.10
P.U.C.	1,599.15
QUALITY REFRIGERATION & HTG	164.45
NORTHERN MN WATER COND DBA	15.85
SEAMLESS EXTERIORS	919.12
TDS Metrocom	180.37
WASTE MANAGEMENT	250.09
TOTAL ALL VENDORS:	22,879.21

Larry O'Brien seconded the motion. The motion was passed.

IV. Visitors: None

V. Grounds Superintendent –Steve Ross was not present and there was no report, Bob Cahill will be looking into a way to provide Steve Ross with some compensation for use of his personal vehicle for golf course business

VI. Concessions Report – Stewart Bastian presented a proposal for concessionaire contract modifications, Bob Cahill will present more detailed cost implication at the December meeting

VII. Director of Golf – Bob Cahill reported that rain gutters have been installed and outdoor furniture has been stored in the basement

VIII. Old Business – None

IX. New Business – None

X. Correspondence and Open Discussion – None

XI. Jeff Ericson made a motion to adjourn the meeting. Larry O'Brien seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

**\GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, FEBRUARY 25, 2010  
4:00 P.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, February 25, 2010 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Ed Zabinski, Chris Lynch, Gary McInerney, Sue Helmbrecht, Sholom Blake, Mike Przytarski. Absent: Commissioner: Marian Barcus.

Staff present: Rob Mattei, Eric Trast.

Commissioner Barcus participated via conference call.

**SETTING OF REGULAR AGENDA:**   **Approved with addition.**

- Update on Blocks 20 & 21
- Discuss Duluth Google project

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER HELMBRECHT, SECOND BY COMMISSIONER MCINERNEY TO APPROVE THE MINUTES OF THE FEBRUARY 11, 2010 REGULAR MEETING: The following voted in favor thereof: Lynch, McInerney, Zabinski, Helmbrecht, Przytarski, Blake. Opposed: None, passed unanimously.**

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER PRZYTARSKI TO APPROVE CLAIMS IN THE AMOUNT OF \$150.00.**

Minnesota Pollution Control Agency	150.00
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**The following voted in favor thereof: Lynch, McInerney, Helmbrecht, Zabinski, Przytarski, Blake. Opposed: None, passed unanimously.**

Update and discussion of Itasca Eco-Industrial Park land acquisition.

Community Development Director Mattei received two quotes for the ALTA survey, S.E.H. is the low quote at \$4900.00. The Phase II borings are done and have been sent to the lab. IEDC was awarded a \$250,000.00 grant from the IRR and are waiting to hear on their other grant applications.

Consider approval of the GREDA Annual Report.

President Zabinski had one correction under the summary of 2009 activities, Deer River Hired Hands Recycling and Day Training Facility should read: adults with disabilities instead of disabled adults.

Blocks 20& 21 Update.

Community Development Director informed the GREDA Representative Solberg may be able to secure funding for the soil remediation on Blocks 20 & 21. President Zabinski inquired on the status of the SCDP grants, Mr. Mattei said the paperwork has been completed and Kootasca is moving forward. One of the projects may not move forward due to the health of the owner. Mr. Mattei will update the GREDA as more information becomes available.

Duluth Google Project.

Google will be selecting 3 cities to work with testing ultra high speed broadband, Duluth will be applying and any form of support GREDA could give would be beneficial.

Commissioner Barcus gave an update on the first Mississippi Riverfront Committee Meeting. All members were present and officers were elected. The MRC will be meeting monthly for the time being.

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER BLAKE TO APPROVE THE 2009 GREDA ANNUAL REPORT WITH THE NOTED CORRECTION. The following roll call vote was taken: Przytarski, Lynch, Blake, Helmbrecht, McInerney, Zabinski. Opposed: None, passed unanimously.**

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER LYNCH TO ADJOURN THE MEETING AT 4:34 P.M. The following voted in favor thereof: Lynch, Helmbrecht, McInerney, Zabinski, Przytarski, Blake. Opposed: None, passed unanimously.**

The next scheduled meeting is Thursday, March 11, 2010 at 4:00 p.m. unless otherwise noticed.

Respectfully submitted:

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Aurimy Groom, Recorder



**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, JUNE 24TH , 2010  
4:00 P.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, June 24, 2010 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Mike Przytarski, Chris Lynch, Sholom Blake, Gary McInerney, Ed Zabinski, Marian Barcus. Absent: Commissioner: Sue Helmbrecht.

Staff present: Rob Mattei

**SETTING OF REGULAR AGENDA:**   **Approved without addition.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER BARCUS, SECOND BY COMMISSIONER MCINERNEY TO APPROVE THE MINUTES OF THE MAY 27, 2010 REGULAR MEETING. The following voted in favor thereof: Zabinski, McInerney , Blake, Barcus, Lynch, Przytarski. Opposed: None, passed unanimously.**

Acknowledge minutes from the Mississippi Riverfront Committee.

The Commissioners acknowledged the minutes from the February 23, March 11, and April 14, 2010 Mississippi Riverfront Committee Meetings.

Review the Mississippi River Pedestrian Bridge design concept and funding sources.

Community Development Director Mattei gave an overview of the project. Information on the proposed pedestrian bridge and pictures of the design were included in the Commissioners packets. The funding sources for this project have been identified. Mr. Gene Baker, Chair of the MRC answered questions from the Commissioners and shared the perspective of the MRC. The type of bridge that has been proposed is very cost effective. President Zabinski met with Congressman Oberstar to discuss funding options for the proposed bridge and he encouraged the City to apply for federal funds. The Commissioners felt this project would be very beneficial to the riverfront.

Discuss status of GREDA request to the Blandin Foundation regarding the Blocks 20/21 Soil Remediation Project.

The \$100,000.00 draw from the Blandin Foundation has been approved at a 0% interest rate with repayment due upon GREDA's sale of the parcel, or in five years, whichever occurs sooner. Total estimated cost of the soil remediation is \$360,000.00.

Approve Plans and authorize bid advertisement for the Blocks 20/21 Soil Remediation Project.

The next step in the soil remediation project is to advertise for bids.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER LYNCH TO MOVE FORWARD WITH AUTHORIZING THE ADVERTISEMENT FOR BIDS ON THE BLOCKS 20/21 SOIL REMEDIATION PROJECT. The following roll call vote was taken: Yea: Przytarski, Lynch, Blake, Barcus, McInerney, Zabinski. Nay: None, passed unanimously.**

Consider approval of \$100,000.00 Minnesota Rural Communities (MIRC) Grant from the Blandin Foundation.

Mr. Mattei provided background information on the Minnesota Rural Communities Grant. A brief discussion followed.

**MOTION BY COMMISSIONER BLAKE, SECOND BY COMMISSIONER LYNCH TO APPROVE A \$100,000.00 GRANT FROM THE BLANDIN FOUNDATION FOR THE MINNESOTA INTELLIGENT RURAL COMMUNITIES PROJECT. The following roll call vote was taken: Yea: McInerney, Blake, Lynch, Przytarski, Zabinski. Nay: None, Barcus abstained, motion passed.**

Appoint members to the MIRC Grant Implementation Taskforce.

The members of this taskforce are looking for better use of broadband and providing access to those who otherwise may not have the means.

**MOTION BY COMMISSIONER BARCUS, SECOND BY COMMISSIONER MCINERNEY TO APPOINT MEMBERS TO THE MIRC GRANT IMPLEMENTATION TASKFORCE. The following voted in favor thereof: McInerney, Barcus, Zabinski, Blake, Lynch, Przytarski. Opposed: None, passed unanimously.**

Appoint two members to work with staff in developing a recommended base asking price for the Co. Rd. 63 GREDA Parcel.

Commissioners Przytarski and McInerney volunteered to be on the land pricing committee. Mr. Mattei would like to meet with the committee prior to the next GREDA Meeting.

**MOTION BY COMMISSIONER MCINERNEY, SECOND BY COMMISSIONER LYNCH TO ADJOURN THE MEETING AT 5:04 P.M. The following voted in favor thereof: Barcus, Zabinski, Lynch, McInerney, Blake, Przytarski. Opposed: None, passed unanimously.**

The next scheduled meeting is Thursday, June 10, 2010 at 4:00 p.m. unless otherwise noticed.

Respectfully submitted:

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Aurimy Groom, Recorder

**CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION  
REGULAR MEETING  
CONFERENCE ROOM 2B – 420 NORTH POKEGAMA AVENUE  
THURSDAY, AUGUST 25, 2010 - 3:30 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 Thursday, August 25, 2010, at 3:30 p.m.

**CALL OF ROLL:** On a Call of Roll, the following members were present: Commission Chair Lehto, Commissioners: Downing, Freeman, Hall, Sanderson and Wartchow; Hain arrived at 3:39 p.m. and Learmont arrived at 3:43 p.m. Absent: Mundt.

Staff: Lynn DeGrio, Human Resources Director

**MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER HALL TO ADD AN ADDITIONAL ITEM TO THE AGENDA:**

**NEW BUSINESS:**

**3.) TRAVEL DIALOGUE PROGRAM IDEA AT THE LIBRARY.**

**The following voted in favor thereof: Sanderson, Hall, Lehto, Downing, Freeman and Wartchow. Opposed: None, motion carried.**

**APPROVAL OF MINUTES:** May 26, 2010 Regular Meeting

Commissioner Sanderson would like to amend the minutes to include Dan Elhard's last name.

**MOTION BY COMMISSIONER SANDERSON, SECOND BY COMMISSIONER HALL TO APPROVE THE MINUTES OF MAY 26, 2010 REGULAR MEETING AS AMENDED. The following voted in favor thereof: Sanderson, Hall, Lehto, Downing, Freeman and Wartchow. Opposed: None, motion carried.**

**OLD BUSINESS:**

**1. Report on Blandin Foundation Grant Request.**

Commission members discussed Blandin Foundation's request for information on how the \$3,000 grant for ADA education will be spent. The Commission will send out two

mailings to approximately 500 area and non-profit businesses which will include a fact sheet of ADA requirements and approximately 500 copies of the Human Rights Commission brochure. The grant will cover the cost of printing brochures and letters and the cost of mailings and printed posters. Finance Director Miller will respond to the Blandin Foundation, Chair Lehto will present the information at the next City Council meeting and Assistant Finance Director Baird will do a Resolution accepting the grant. After the City Council approves the receipt of the grant, then Blandin Foundation will release the funds. After discussion, the following motion was made:

**MOTION BY COMMISSIONER HAIN, SECOND BY COMMISSIONER DOWNING TO RECOMMEND TO THE CITY COUNCIL TO CONSIDER ACCEPTING THE BLANDIN FOUNDATION GRANT. The following voted in favor thereof: Hain, Downing, Lehto, Freeman, Hall, Sanderson and Wartchow. Opposed: None, motion carried.**

Chair Lehto and Commissioner Wartchow will draft the letter to the businesses after Labor Day and Commissioner Hall will assist with the mailing.

## 2. MN Department of Human Rights Grant Request.

The Minnesota Department of Human Rights approved the grant request for \$1500. The grant request was to assist the Library with the Community Read 2011 program and bring the author to Grand Rapids. The Minnesota Department of Human Rights has set conditions to the grant:

1. Come up with a plan to support new people in our community after the program is over.
2. How will the Grand Rapids Human Rights Commission set up a program to work with the new people? They stated it can be as simple as establishing a welcoming committee, make contact to make them feel welcome or develop a welcome wagon.

Commissioners discussed the following:

1. Have annual gathering of newcomers.
2. Chamber used to welcome newcomers with a bread and gift basket.
3. Develop folder to given out at schools to new families or realty offices, library etc.
4. Chamber does have a relocation package and might be able to include a welcome letter.
5. Work with Esser Steel, Chamber, schools, companies, health care agencies and new students to ICC.
6. Hold once a year annual international gathering, bring international dish to share, etc.

Chair Lehto will invite Will Richter, Reference Librarian back in November to discuss the Community Read project.

After discussion, the following motion was made:

**MOTION BY COMMISSIONER HALL, SECOND BY COMMISSIONER DOWNING TO RECOMMEND TO THE CITY COUNCIL TO CONSIDER ACCEPTING OF THE MINNESOTA DEPARTMENT OF HUMAN RIGHTS GRANT IN THE AMOUNT OF \$1500. The following voted in favor thereof: Hall, Downing, Lehto, Freeman, Hain, Learmont, Sanderson and Wartchow. Opposed: None, motion carried.**

**NEW BUSINESS:**

1. Local Sports Team Mascots.

Commissioner Sanderson distributed an article she found in the Herald Review which mentioned a community team called the Grand Rapids Indians as their mascot and on the same sheet, a letter Commissioner Sanderson thought was well written regarding the gay marriage debate. Sanderson brought the mascot article before the Human Rights Commission to see if they would like to do anything about it. The Commission decided to write a letter to a person connected with the team. Commissioner Hall will contact the Herald Review for a contact name.

2. City Website and Print Material.

Commissioner Sanderson brought to the Commission the need for our city government to improve their website for the visually impaired along with the considering the visually impaired and the City Council agenda. The City is considerate for the hearing impaired but needs to also remember the sight impaired. Human Resources Director DeGrio informed the Commission that the City Administrator would like to redo the website and that would be the perfect time to update tools for the sight impaired at that time. Chair Lehto pointed out the Commission's brochures are not compatible for the sight impaired either. After discussion the following motion was made:

**MOTION BY COMMISSIONER LEARMONT, SECOND BY COMMISSIONER WARTCHOW TO RECOMMEND TO THE CITY COUNCIL AT SUCH TIME THE CITY OF GRAND RAPIDS REDESIGNS THEIR CITY WEBSITE TO MAKE THE WEBSITE MORE ACCESSIBLE TO THE VISUALLY IMPAIRED AND HANDICAPPED. The following voted in favor thereof: Learmont, Wartchow, Lehto, Downing, Freeman, Hain, Hall and Sanderson. Opposed: None, motion carried.**

Human Resource Director DeGrio will present the request to the City Council.

### 3. October 12 – Library Program Ideas.

Chair Lehto relinquished the date reserved at the Library for the end of September for the October 12, 2010 date. Commissioner Hain recommended inviting travelers in to share with the public what they've learned culturally through video and/or power point presentations. The Library has a program committee to enlist people to share slides from their travels but not many share cultural or human rights issues. The Library received funding from the Blandin Foundation for this program. Several Commission members have or will be traveling out of the United States and may be able to present in the future. The Commission asked Commissioner Hain to be the speaker October 12, 2010 in regards to her teacher exchange trip to Uruguay. Chair Lehto will do the press release.

### 4. December 3 – Human Rights Day Event.

Chair Lehto invited the Human Rights Commission to the Human Rights workshop and LMHRC's convention in St. Paul this year. Commissioner Sanderson would like to go and notified the Commission of early registration due by October 1<sup>st</sup>. If available, Commissioner Hall and Chair Lehto would also be interested in attending. Chair Lehto requested members email her if they are interested.

### **REPORTS ON CALLS AND INQUIRIES:**

Chair Lehto stated Commissioner Mundt had a report, but the person was not willing to do the paperwork at this time.

### **PENDING COMPLAINTS:**

Chair Lehto received one complaint. A young man completed the forms to the State with the assistance of Chair Lehto. The complaint is against Home Depot and is pending at this time.

### **OTHER:**

Commissioner Wartchow asked if the Commission would be meeting the Wednesday before Thanksgiving as scheduled. Wartchow will probably be out of town. The meeting may need to be rescheduled as a special meeting at a later date.

The next regularly scheduled meeting will be November 24, 2010 at 3:30 p.m. unless otherwise noted.

### **ADJOURN:**

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

**MOTION BY COMMISSIONER DOWNING SECOND BY  
COMMISSIONER FREEMAN TO ADJOURN THE MEETING AT 4:30  
P.M. The following voted in favor thereof: Downing, Freeman Lehto, Hain,  
Hall, Learmont, Sanderson and Wartchow. Opposed: None, motion carried.**

Respectfully submitted,

---

Dawn Schaefer, Recorder



**THE HOUSING AND REDEVELOPMENT AUTHORITY  
OF GRAND RAPIDS, MN  
REGULAR MEETING November 17, 2010**

**CALL TO ORDER**

Pursuant to the notice and call thereof a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Sanderson at 4:05 p.m. in the Community Room located at 401 River Road, Grand Rapids, MN.

**CALL OF ROLL**

On a Call of Roll the following Grand Rapids HRA Commissioners were present: Commissioner Barb Sanderson, Commissioner Bobbie McInerney, Commissioner Ben Salmela, Commissioner Joe Chandler, Commissioner Justin Eichorn, Commissioner Pam Omersa, Commissioner Marilyn Rossman.

HRA's Executive Director, Jerry Culliton

**PUBLIC FORUM**

Several tenants from the 401 River Road apartment were in attendance.

**APPROVAL OF MINUTES**

Commissioner Salmela made a motion to accept the Regular meeting minutes of October 20, 2010, as presented. Seconded by Commissioner Eichorn. Voting Aye, all. Motion carried.

**FINANCIAL REPORTS**

Executive Director Jerry Culliton presented in details the financial reports for October 2010 for the General Fund, Public Housing Fund, Pooled Housing Fund and answered all questions. Commissioner McInerney made a motion to approve all financial reports as presented. Seconded by Commissioner Omersa. Voting Aye, all. Motion carried.

**APPROVAL OF VERIFIED CLAIMS**

Commissioner Salmela made a motion to approve the Public Housing and Crystal Lake verified claims in the amount of \$43,967.61 along with an invoice from Blaycraft's Ace Hardware for \$49.10. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried. Commissioner Salmela made a motion to approve the Pooled Housing verified claims in the amount of \$25,460.93. Seconded by Commissioner Chandler. Voting Aye, all. Motion carried.

**PUBLIC HOUSING REPORT**

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

**APPROVED**

**HRA of Grand Rapids**  
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**CONSIDER PUBLIC HOUSING BUDGET FOR FISCAL YEAR 2011**

The Executive Director was asked to go over the public housing budget for fiscal year 2011 after review and questions by the Board members to the Executive Director. Commissioner Bickham made a motion to approve the public housing budget for fiscal year 2011 as presented. Seconded by Commissioner McInerney. Voting Aye: all. Motion carried.

**CONSIDER OPERATING SUBSIDY FOR FISCAL YEAR 2011**

Commissioner Salmela made a motion to approve and authorize the Executive Director to sign and submit the Operation Subsidy for fiscal year 2011 and approve Resolution 2010-04. Seconded by Commissioner Chandler. Voting Aye: all. Motion carried.

**CRYSTAL LAKE HOUSING REPORT**

Director Culliton gave a report on the color schemes that were proposed for the buildings at Crystal Lake when the rehab takes place on satisfying green criteria that was submitted to Minnesota Housing Finance for their approval. Otherwise operations are normal and routine at this point in time.

**CONSIDER APPROVING 5 YEAR HOUSING ASSISTANCE PAYMENT CONTRACT**

There were questions on the 5 Year Housing Assistance Payment by the Commissioners and after answering all questions by the Executive Director, Commissioner Omersa made a motion to approve the 5 Year Housing Assistance Payment Contract as presented and authorize the Executive Director to sign and execute the document as well as Resolution 2010-06. Seconded by Commissioner McInerney. Voting Aye: all. Motion carried.

**CONSIDER \$44,867.00 WORKING CAPITAL ESCROW**

Minnesota Housing Finance requires a three year commitment on a working capital which will accrue interest and after answering questions from the Board, Commissioner Salmela made a motion to authorize the Executive Director to withdraw \$44,867.00 at the time of closing with Minnesota Housing Finance and it be placed with them in a working capital escrow account which draws interest. Seconded by Commissioner Bickham. Voting Aye: all. Motion carried.

**CONSIDER BORROWING RESOLUTION**

Mr. Jacobson was in attendance at the meeting and updated the Board on the process on where we are at with Minnesota Housing on closing for the finances. One of the documents presented was a borrowing resolution for the LMHC mortgage as well as the deferred mortgages by Minnesota Housing Finance as well as the Greater Minnesota Housing Fund. Upon answering any questions, Commissioner McInerney made a motion to approve the Borrowing Resolution with Minnesota Housing Finance and to authorize the

**APPROVED**

HRA of Grand Rapids  
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Executive Director to sign and execute the documents for submittal. Seconded by Commissioner Salmeida. Young Aye, all. Motion carried.

**CONSIDER SELLING THE CRYSTAL LAKE TOWNHOMES TO THE GRAND RAPIDS LLC**

Commissioner Omersa made a motion to authorize the Grand Rapids HRA to sell to the Grand Rapids Limited Liability Corporation for \$1 the Crystal Lake Townhomes project and to authorize Chairperson Sanderson and Director Culliton to sign and execute the documents for submittal. Seconded by Commissioners Eichom. Young Aye, all. Motion carried.

**POOLED HOUSING REPORT**

Director Culliton presented a report stating that we are 100% occupied with waiting lists and we are proceeding with the Magic Pac heater installation that was approved by the Board otherwise operations are normal and routine at both buildings.

**OTHER MATTERS**

None

There being no further information of the HRA of Grand Rapids for November 17, 2010, Commissioner Rosman made a motion to adjourn the meeting at 5:00 p.m. Seconded by Commissioners Salmeida. Young Aye, all. Motion carried.

Signed   
Secretary, Commissioner Bobbica McHenry

APPROVED

**RESOLUTION OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF  
GRAND RAPIDS, MINNESOTA  
RESOLUTION NO. 2010-35  
APPROVING THE HOUSING ASSISTANCE PAYMENT CONTRACT FOR  
5 YEARS WITH MINNESOTA HOUSING FINANCE AGENCY**

WHEREAS, the Housing and Redevelopment Authority of Grand Rapids, MN operates public housing projects in the City of Grand Rapids; and

WHEREAS, a five year contract has been approved by the Minnesota Housing Finance Agency in accordance with HUD requirements;

NOW, THEREFORE BE IT RESOLVED that the Housing and Redevelopment Authority of Grand Rapids, MN hereby certify and approve the (5) year HAP contract prepared for this Authority for the fiscal year starting August 6, 2010 and direct its Executive Director to sign and submit said certification to the Minnesota Housing Finance Agency.

Voicing Aye: Commissioners: Sanderson, McInerney, Spaulina, Chandler,  
Ottarola, Eichorn, and Rossmann

Voicing Nay: None

Absent: None

The Chairperson declared the Resolution passed.

We do hereby certify that the foregoing resolution was duly presented and enacted upon by a vote of 7 for it, against 0 abstaining, at a regular meeting of the Housing and Redevelopment Authority of Grand Rapids, Minnesota, a quorum being present, held on November 17, 2010.

  
Barb Sanderson  
Chairperson

  
Attested: Jerome Callahan  
Executive Director

  
4-11-2010

A regular meeting of the Grand Rapids Public Utilities Commission was held on November 10, 2010 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4<sup>th</sup> Street.

Members Present: President Welliver, Secretary Hodgson, Commissioner Adams, Commissioner Johnson, Commissioner Chandler.

Members Absent: None.

Others Present: General Manager Ward, Finance Manager Batts, Electric Distribution Manager Patton, Systems/Customer Service Engineer Chase, Wastewater Treatment Plant Manager Ackerman, Water/Wastewater Collection/Safety Manager Doyle, Administrative/HR Assistant Flannigan, Attorney Bengtson.

Motion by Johnson to approve the minutes of the October 13, 2010 regular meeting. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Finance Manager Batts reviewed the October 2010 City Treasurer's Report and Investment Activity Report with the Commission.

Motion by Hodgson to approve the City Treasurer's Report and Investment Activity Report for October 2010. Motion seconded by Adams and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

President Welliver acknowledged public forum. No items.

#### Commission Member Reports

Commissioner Hodgson reported the Personnel Committee had met with Union representatives, and that agenda item 7.c is in response to that meeting.

#### Administration

Motion by Chandler to confirm the retirement resignation of Ms. Joy La Tourelle, Water Plant Operator. Motion seconded by Johnson and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Motion by Hodgson to declare a vacancy exists and authorize the posting and/or advertising for a Water/Wastewater Collection Maintenance position. Motion seconded by Johnson and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to approve request to contract with HR Survey, LLC to conduct an employee opinion survey. Motion seconded by Adams and upon roll call the following

voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Motion by Johnson to work with Deer River Lined Hands, Inc. and investigate the possible development of an enclosed recycling center at the current Industrial Wastewater Dewatering Building. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Motion by Adams to approve closing the office on Friday, November 26, 2010, the day after Thanksgiving, and allow the employees to use Paid Time Off (PTO) or take the day off without pay. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Motion by Adams to change the regular GRPUC monthly meeting date to the first Wednesday following the 10th of the month, establishing this as the regular meeting date, effective January 11, 2011. Motion seconded by Johnson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted. Motion by Johnson

Establishing work session meeting dates for review of the 2011 Budget proposal will be considered at the end of the meeting.

#### Accounting and Finance:

Finance Manager Belts reviewed the October 2010 Operations Report with the Commission.

#### Electric Department:

Electric Distribution Manager Patton reviewed the October 2010 Operations Report with the Commission.

#### Systems/Customer Service Engineer:

Systems/Customer Service Engineer Chase reviewed the October 2010 Operations Report with the Commission.

#### Wastewater Treatment Plant Operations:

Wastewater Treatment Plant Manager Azkaman reviewed the October 2010 Operations Report with the Commission.

Motion by Chandler to grant authorization to advertise for bids for Sludge Landfill 2011 Contract A Sludge Placement. Motion seconded by Johnson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Motion by Adams to grant authorization to advertise for bids for Sludge Landfill 2011 Contract B Leachate Collection/Transport/Discharge. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Hodgson, Adams, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Manager Ackerman gave an update report on the Wastewater Treatment Facility Improvement Project. The project is approximately 75% complete, on schedule and on budget. There are currently sixty-two contractors on site. An April 11, 2011 start-up date is expected.

#### Water/Wastewater Collection/Safety

Water/Wastewater Collection/Safety Manager Doyle reviewed the October 2010 Operations Report with the Commission.

#### Safety Training Procedures and Updates:

Manager Doyle reviewed the departmental safety initiatives for the month. The 2011 Safety Training schedule is currently being developed with input from department managers. Commissioner Chandler commended employees on the great safety record in 2011, and encouraged continued management leadership on safety. Commissioner Chandler recommended considering an employee safety recognition celebration in the near future.

#### CHPUC Discussion/Correspondence:

Jim Ackerman, CSWEA/AVMA 25th Annual Conference on the Environment, November 9, 2010, Brooklyn Center, MN.

Doug Green, MDOH Northwest District Water Operators School, November 30-December 2, 2010, Detroit Lakes, MN.

#### Change Orders: No items.

#### Claims for Payment:

Motion by Adams to approve Pay Request #15 from Alice Lake Construction Group approved by the engineers for the Wastewater Treatment Facility Improvement Project in the amount of \$1,082,750.00. Motion seconded by Johnson and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Motion by Johnson to approve Pay Request #3-Final from Lake States Tree Service, Inc. in the amount of \$36,150.47 for Vegetation Control Contract #12. Motion seconded by Chandler and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.



Motion by Hodgson to approve Pay Request #5 from Pratt's Affordable Excavating, Inc. in the amount of \$67,180.12 for Final Landfill Closure Project, Phases 1 - 4, with 2% being retained for turf establishment. Motion seconded by Adams and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

Motion by Chandler to approve a claim for payment in the amount of \$1,019.00 from Northern Business Products for various office supplies. Motion seconded by Hodgson and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson and Chandler. Against: None. Abstained: Johnson, whereby the motion was declared duly passed and adopted.

Motion by Hodgson to authorize the verified claims for payment in the amount of \$1,348,164.15 (\$1,149,327.50 computer checks and \$398,736.65 manual checks) per attached lists. Motion seconded by Adams and upon roll call the following voted in favor thereof: Welliver, Adams, Hodgson, Johnson and Chandler. Against: None, whereby the motion was declared duly passed and adopted.

A special meeting/work session for review of the 2011 Budget proposal was scheduled on Wednesday, November 17, 2010 at 12:00 Noon.

The next regular Commission meeting was rescheduled to Wednesday, December 15, 2010 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4<sup>th</sup> Street.

Upon a motion duly made and seconded, the meeting was adjourned at 5:15 PM.

Stephen R. Welliver, President

Attest:

Glen D. Hodgson, Secretary



GRAND RAPIDS  
PUBLIC UTILITIES COMMISSION  
ACCOUNTS PAYABLE  
OCTOBER 2010

NAME	AMOUNT	NAME	AMOUNT
Jim Ackerman	95.00	Lake States Construction	12,025.00
AE2S	24,960.00	Lgo. Nelson O'Leary	576.00
A.G. Cohen	224.00	Lease Landscaping Inc.	862.80
American Safety Utility Corp.	126.76	Anne Lewis	1,200.00
AmeriPride Services	37.63	Locards & Supplies	342.47
American Public Power Assoc.	6,168.90	Marking Services Inc.	360.93
Amerihead Promotions	10,000.00	Roger McLean	105.00
Adams Creek Consulting	6,700.00	Minnesota Dept of Health	150.00
Ayres Web Solutions	1600.00	Minnesota Office of Env. Tech.	77.00
Border States Electric	2,667.54	Minnesota Power	767,410.57
Braun Intertec	3,317.25	Minuteman Press	65.73
Burggraf's Ace Hardware	204.17	The Motor Shop	66.26
Canquest	547.73	Naco Company	169.80
Casper Construction	9,585.38	Neo Solutions	29,314.89
City of Grand Rapids	12,584.18	Nexdera	142.27
The Clean Advantage	1364.72	Nord Auto Parts	150.03
Cole Hardware	218.02	North American Salt Co.	3,882.33
Collaboration Unlimited	861.50	North Central Laboratories	268.68
DSC Communications	53.97	Northeast Technical Services	1,018.66
D.W. Jones Inc.	1,540.00	Northern Drug Screening	96.00
Davis Petroleum	760.79	Ryan Patton	32.00
Door Service	600.00	Pearson's Lock & Safe	224.50
Dennis Doyle	38.00	Pops Holding	1,100.00
Epi Laboratories	250.00	Personnel Dynamics	3,610.28
Epi	7,957.28	Polydyne Inc.	25,347.74
Express Employment	2,474.00	Precision Calibration & Sales	125.00
Fabiani	443.17	Public Utilities Commission	2,979.69
Ferguson Enterprises Inc.	3,225.15	R.C. Rental	187.00
G & K Services	481.86	R & K Hillman Inc.	25,300.00
Gopher State One Call	274.40	Rapids Pest Control	88.17
Graybar Electric	5,115.32	Radco Trucking	42,458.18
Great Northern Services	903.49	Red Rock Radio Corp.	594.00
Hach	622.38	Resco Electric Supply	2,322.87
Hammerlund Construction	19,346.85	River Road Market	1,946.60
Mark Hansen	52.09	Sandstrom's	513.87
Harcros Chemicals Inc.	18,452.98	S-E-H	6,955.66
Hawkins Water Treatment	6,617.37	Select Account	73.50
Hawkinson Construction	11,625.00	Service Solutions	81.90
HD Waterworks	2,370.55	Stokes Printing	19.43
H.M.	845.00	Stuart Hwy Co.	2,751.27
Independent School Dist 318	600.00	Thien Well	6,955.17
Industrial Lubricant	112.58	Thelen Heating & Roofing Inc.	1,375.00
Intasca Computer Resources	12,490.27	Treasure Bay Printing	417.14
Intasca County Farm Service	2,106.45	Truck Bodies & Equipment	11,028.74
Intasca County Treasurer	2,067.86	Uff and Uff	4,510.12
Intasca Utilities Inc.	10,768.00	UG Products Co Inc.	461.32
Johnson, Kitten & Sailer	1,740.00	Viking Electric Supply	465.00
Iron	81.62	Vision Pro	1,820.00
Kamen Industrial Tech	29.93	WNMT-AM	499.60
KCPZ	1,793.56	WUSZ-FM	29.00
KOZY/KM-FM	1,064.00	Waste Management	1,429.74
L & M Supply	593.37	Wells Fargo Business Cards	157.81

GRAND RAPIDS  
PUBLIC UTILITIES COMMISSION  
ACCOUNTS PAYABLE  
OCTOBER 2010

NAME	AMOUNT	NAME	AMOUNT
Wetzel	4,147.80		
Wesco	6,094.98		
Xerox	36.05		
Don Veschni	37.50		
Zee Medical Service	25.29		
Energy Star Rebates			
Shane Granger	50.00		
Jan Davis	50.00		
Barry Olson	50.00		
Richard McDonald	50.00		
Gary Haseladen	50.00		
Leigh Seifing	50.00		
Steve & Cheryl Smith	50.00		
Wesley Matson	50.00		
Brian Piekarski	50.00		
Total	11,419.427.50		
Northern Business Products	1,019.00		



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STANDARD INSURANCE COMPANY  
1111 1ST AVENUE  
SUITE 200  
DENVER, CO 80202  
TEL: 303.733.1111  
WWW.STANDARDINSURANCE.COM

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A special meeting of the Grand Rapids Public Utilities Commission was held on November 22, 2010 at 12:00 Noon in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4<sup>th</sup> Street, Grand Rapids, MN.

Members present: President Welliver, Secretary Hodgson, Commissioner Chandler, Commissioner Adams, Commissioner Johnson.

Members absent: None.

Others Present: General Manager Ward, Finance Manager Betts, Electric Distribution Manager Patton, Systems/Customer Service Engineer Chase, Wastewater Treatment Plant Manager Ackerman, Water/Wastewater Collection/Safety Manager Doyle, Administrative/HR Assistant Flannigan.

President Welliver acknowledged the posting of the special meeting date, time and purpose. The purpose of the meeting was stated as follows:

1. Review and discuss the 2011 Budget.

General Manager Ward presented preliminary draft #4 of the 2011 Budget without rate increases. The Commission reviewed the preliminary 2011 Budget. Discussion followed on timing of possible rate increases and capital projects in 2011. Items taken into consideration by managers when preparing the budget will be passed to the Commission. The possible sale of used assets from the Wastewater Treatment Facility, not included in the Budget, will be itemized for the Commission. Discussion was held on the replacement of trucks at the Wastewater Treatment Facility. Managers will formalize business plans on capital requests for the Commission.

Upon a motion duly made and seconded, the meeting was adjourned at 1:50 PM.

\_\_\_\_\_  
Stephen R. Welliver, President

Attest:

\_\_\_\_\_  
Glen D. Hodgson, Secretary

**CENTRAL SCHOOL COMMISSION  
THURSDAY, OCTOBER 21, 2010  
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, October 21, 2010, 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 Jeff Wartchow. Linda Van Arkel arrived: 9:45 a.m. and left at 10:25 a.m. Absent: Marilyn Rossman.

Staff present: Assistant Finance Director Barb Baird .

Others present: Building Manager, Tom Schmoll.

The meeting was called to order at 9:03 a.m.

**PUBLIC FORUM: Lila Crowe, Executive Director of the Itasca County Historical Society**

Lila Crowe stated the Itasca County Historical Society Board of Directors voted to not approve the three percent increase in rent. Lila will be talking to the City of Grand Rapids City Council at the November 8, 2010 meeting and would like the Central School Commissioners to attend in support of her request to the City to support the Itasca County Historical Society. Lila will also be going to the County for support. If the Itasca County Historical Society can raise more support, they will renew their 2011 lease. Commissioners thanked Lila for her efforts.

**APPROVAL OF MINUTES: September 16, 2010 regular meeting**

**MOTION BY COMMISSIONER WARTCHOW, SECOND BY COMMISSIONER HALVERSON TO APPROVE THE MINUTES OF THE SEPTEMBER 16, 2010 REGULAR MEETING AS PRESENTED. The following voted in favor thereof: Wartchow, Halverson, Brown, Hasbargen, and LaRoque. Opposed: None, motion carried.**

**APPROVE PAYMENT OF BILLS:**

**MOTION BY COMMISSIONER WARTCHOW, SECOND BY COMMISSIONER HALVERSON TO APPROVE THE PAYMENT OF CLAIMS DUE ON OR BEFORE 10/21/2010 IN THE AMOUNT OF \$17,032.37 AS PRESENTED:**

AmeriPride Linen	\$ 107.92	Burggraf's Ace Hardware	18.15
Cole Hardware Inc.	4.85	Deer River Hired Hands	16.00
Filthy Clean	600.00	Gartner Refrigeration Co.	501.00
City of Grand Rapids	7,500.00	Grand Rapids Newspapers	26.38
MN Literacy Council	1,098.45	Minuteman Press	4.01
MN Energy Resources	40.99	MN Dept. of Labor & Industry	20.00
MN Sales & Use Tax	3.84	Northland Consulting Eng.	625.00
Occupational Dev't. Center	69.47	Paul Bunyan Telephone	74.64
PUC	4,557.10	Qwest	45.85
Rapid Pest Control Inc.	61.45	Rapids Plumbing & Heat'g.	371.75
SIM Supply Inc.	250.63	Sparkle Cleaning	769.50
Waste Management	265.39		

Discussion was held in regard to the high PUC invoice. Assistant Finance Director stated the charge was for August and September, 2010. They also discussed the City of Grand Rapids charge of \$7,500.00 which represents the annual fee charged for Building Maintenance. Commissioner Wartchow requested that the month being billed for PUC could be placed next to the PUC name to clear up the confusion. Assistant Finance Director Baird will see if that can be done.

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

## **REVIEW FINANCIAL STATEMENTS:**

Assistant Finance Director Baird reviewed the financial statements as of September 30, 2010. Because there are rental spaces open, the revenues are only at 57% instead of 75%. Telephone is 225% because of an installation of a secure phone line for the security system. Publicity and Advertising also up because of advertising rental vacancies. Insurance average is high but will work itself out as it's a yearly expense. The Building maintenance/repairs will normalize after the grant money makes up the difference. Expenditures exceed revenues by \$28,880.

Assistant Finance Director Baird also explained that the Capital account was started from a Blandin Foundation and is retained for emergencies. The Operations account is used for collecting rent and paying day to day operating expenses.

## **BUILDING MAINTENANCE REPORT:**

Facilities Maintenance Manager Edminster updated Assistant Finance Director Baird on his report to pass along to the Commission which follows:

1. The lintel repair will begin October 20 and be completed by October 22, 2010. Edminster received two bids: 1) Hammerlund: \$4,141 and Hawkinson: \$12,300. The bid was awarded to Hammerlund.
2. The Minnesota Historical Grant was resubmitted this week for light replacements according to the State's requirements.

## **OLD BUSINESS:**

### **Update on rent issues.**

Uncle Bill's and Guardian Home Health Care have not made payment since Chair Denny and Finance Director Miller took over a payment schedule to (Norm) Bill Thomas. Thomas has written a letter to Oberstar requesting assistance with the VA to get payment to Guardian Home Health Care; Finance Director Miller was given a copy of Thomas' letter last week when she stopped in. After discussion, the following motion was made:

**MOTION BY COMMISSIONER VAN ARKEL, SECOND BY COMMISSIONER WARTCHOW TO ASK FINANCE DIRECTOR MILLER TO CONTACT THE CITY ATTORNEY TO SEE WHAT CENTRAL SCHOOL COMMISSIONER'S OPTIONS ARE FOR (NORM) BILL THOMAS' BUSINESSES: UNCLE BILL'S AND GUARDIAN HOME HEALTH CARE, WHICH ARE IN ARREARS AND SEE IF THE COMMISSION SHOULD OFFER UNCLE BILL'S AND GUARDIAN HOME HEALTH CARE A CONTRACT FOR 2011. The following voted in favor thereof: VanArkel, Wartchow, Brown, Halverson, Hasbargen and LaRoque. Opposed: None, motion carried.**

### **Up-date on fall festival:**

Commissioner VanArkel contacted the Herald Review to run an ad for the fall festival the two weekends before Halloween and the weekly newspaper before the weekend begins. The former Kindred Haus room has been filled and one vendor downstairs; seven vendors have paid Finance and one is yet to pay according to Assistant Finance Director Baird. VanArkel stated she has asked Uncle Bill's to provide cookies and cider during the festival. Commissioner VanArkel also informed the Commission that other activities of this nature are only charging between \$30 and \$45 per table which includes a chair. She felt the tenants and Commission need to look at rental fees again next year.

Commissioner VanArkel also reported checking into exposure in the Visit Grand Rapids information, inviting the public to a "town square" atmosphere at the Old Central School for free and offering 25% discount coupons at each shop within Central School on the bottom of Visit Grand Rapids brochure at a cost of \$250.

Commission members also discussed Christmas decorations and felt possibly Kari's workers for MN Literacy could be utilized in decorating the Old Central School for the holidays.

Commissioner VanArkel also stated the tenants will come back in November to request more funding for advertising in the November 18, 2010 regular meeting. The Commission commended Commissioner VanArkel for her hard work.

## **NEW BUSINESS:**

Commissioner Wartchow visited as many Central School tenants which were available. The one comment he received was they would like to see one parking spot for each tenant. The Commission would like to see this brought before the next Commission meeting, November 18, 2010 under Old Business. It was recommended to ask Jeff Davies to also attend.



## **MANAGEMENT REPORT:**

Manager Schmoll reviewed the area of his tenant report under issues and concerns as follows:

1. The printing of the new map is finished and will be put into frames and posted within the Central School building.
2. If the fall festival utilizes the third floor, Manager Schmoll will make sure the floor is clean.
3. Kindred space was rented for half day on October 20, 2010 by Maven Perspectives, a consulting firm.

Manager Schmoll also reported on the Valspar free paint; Old Central School does not qualify as volunteers would need to do all the painting rather than a hired contractor. Manager Schmoll will forward the quotes for painting to the Commission.

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

The next regularly scheduled meeting will be November 18, 2010 unless otherwise noted.

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

**MOTION BY COMMISSIONER HALVERSON, SECOND BY COMMISSIONER HASBARGEN TO ADJOURN THE MEETING AT 10:46 A.M. The following voted in favor thereof: Halverson, Hasbargen, Brown, LaRoque and Wartchow. Opposed: None, motion carried.**

Respectfully submitted,

---

Dawn Schaefer, Recorder

**CENTRAL SCHOOL COMMISSION  
THURSDAY, NOVEMBER 18, 2010  
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, November 18, 2010, 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, Jeff Wartchow, Linda Van Arkel Absent: Marilyn Rossman.

Staff present: Finance Director Shirley Miller, 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: September 21, 2010 regular meeting**

**MOTION BY COMMISSIONER HALVERSON, SECOND BY  
COMMISSIONER VAN ARKEL TO APPROVE THE MINUTES OF THE  
OCTOBER 18, 2010 REGULAR MEETING AS PRESENTED. The following  
voted in favor thereof: Wartchow, Halverson, Brown, Hasbargen, LaRoque, Van  
Arkel. Opposed: None, motion carried.**

**APPROVE PAYMENT OF BILLS:**

**MOTION BY COMMISSIONER WARTCHOW, SECOND BY COMMISSIONER  
HALVERSON TO APPROVE THE PAYMENT OF CLAIMS DUE ON OR BEFORE  
11/18/2010 IN THE AMOUNT OF \$10,745.18 AS PRESENTED AND A LATE INVOICE  
FROM RAPIDS RENTAL IN THE AMOUNT OF \$67.47:**

AmeriPride Linen	\$107.92	City of Grand Rapids	\$1,100.00
Cole Hardware Inc	\$19.71	Deer River Hired Hands Inc	\$24.00
Filthy Clean	\$600.00	Grand Rapids Newspapers Inc	\$337.90
Hammerlund Construction	\$6,307.61	Minnesota Energy Resources	\$643.59
Occupational Development Ctr	\$69.47	Paul Bunyan Telephone	\$74.64
Qwest	\$45.80	Rapids Pest Control Inc	\$61.45
Silvertip Graphics Signs	\$140.64	SIM Supply Inc	\$189.76
Sparkle Cleaning	\$753.47	Waste Management	\$269.22

**The following voted in favor thereof: Wartchow, Halverson, Brown, Hasbargen, Van Arkel, LaRoque. Opposed: None, motion carried.**

## **BUILDING MAINTENANCE REPORT:**

Facilities Maintenance Manager Edminster provided an update on the State Capital Projects Grant application to the Historical Society. Mr. Edminster has not heard back on the Legacy Grant for the lighting. Commissioner Van Arkel asked if a tree that is dying could be cut down. Public Works Director Davies will have his crew take it down. Mr. Edminster also noted he had a discussion regarding using the Central School for meeting space.

## **OLD BUSINESS:**

### **Tenant parking at Central School.**

Commissioner Wartchow suggested each tenant be given a parking stall. Commissioner Van Arkel stated this issue has been addressed many times and feels that there is adequate parking for the tenants. If the tenants are in the parking lot after 10:00 they need to call the Police Department and let them know. The Commissioners were in agreement that the tenants do not need assigned parking stalls, this is a dead issue.

Commissioner Hasbargen was asked by one of the tenants to inform the Commissioners about kids playing on the air conditioning units. Both Public Works Director Davies and Facilities Maintenance Manager Edminster told the Commissioners to inform the tenants to call the Police Department right away if this should happen again.

### **Update on craft fair.**

Commissioner Van Arkel provided an update on the craft fair. The day was very successful and they had a total of nine different vendors. The Commission will follow up with vendors to see if they would be interested in participating again next year.

### **Painting quotes.**

Building Manager Schmoll provided a quote from Mangseth Painting for the north stairway, east and west stairways and the middle stairway. The Commissioners decided to wait and see if they can get a grant to cover the cost of the painting.

### **Rent update.**

The Commission had Attorney Sterle draft a letter to Uncle Bill's stating if he was not current on his rent by December 31<sup>st</sup>, 2010 his lease would be terminated. A brief discussion followed on the exact terms that should be stated in the letter.

**MOTION BY COMMISSIONER HALVERSON, SECOND BY COMMISSIONER WARTCHOW TO SEND THE LETTER TO UNCLE BILL'S STATING IF HIS**

**RENT IS NOT PAID IN FULL BY DECEMBER 31<sup>ST</sup>, 2010 HIS LEASE WILL BE TERMINATED IMMEDIATELY. The following voted in favor thereof: Van Arkel, Halverson, Brown, Hasbargen, Wartchow, LaRoque. Opposed: None, motion carried.**

**NEW BUSINESS:**

**Combining Manager and Cleaning Contract.**

Building Manager Schmoll explained it would be a cost savings to the Central School if they were to combine the manager contract with the cleaning contract. He gave a brief overview of the services he would provide and will put a quote together for the next meeting if the Commission is interested. The Commissioners liked this idea and asked Mr. Schmoll to provide more information at the next meeting.

The Commissioners briefly discussed the Central Business District Meeting that had taken place. The possibility of a visitor's center in Old Central School was brought up. The Commission liked the idea and Building Manager Schmoll said he would approach Noah Wilcox with the idea.

**Management Report.**

Building Manager Schmoll provided the management report.

Commissioner LaRoque left the meeting at 10:40 a.m.

The next regularly scheduled meeting will be December 16, 2010 unless otherwise noted.

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

**MOTION BY COMMISSIONER WARTCHOW, SECOND BY COMMISSIONER VAN ARKEL TO ADJOURN THE MEETING AT 10:43 A.M. The following voted in favor thereof: Halverson, Hasbargen, Brown, Wartchow, Van Arkel. Opposed: None, motion carried.**

Respectfully submitted,

---

Aurimy Groom, Recorder



## Legislation Details (With Text)

**File #:** 10-1204      **Version:** 1      **Name:** Department Head Report  
**Type:** Department Head Report      **Status:** Department Head Report  
**File created:** 1/5/2011      **In control:** Engineering  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Engineering Department Head Report  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [1-10-11 Department Head Report.pdf](#)

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

Engineering Department Head Report

### *Body*

### **Background Information:**

See attachment for department head report.

### **Staff Recommendation:**

City staff is recommending moving forward with the report.

### **Requested City Council Action**

Consider allowing the department head to present the report.

# Department Head Report

Engineering Department

January 10, 2011

# Current Staffing

- Tom Pagel, City Engineer
- Mike LeClaire, GIS Technician
- Steve Anderson, Storm Water Specialist
  - Shared employee with Pubic Works
- Aurimy Groom, Clerical
  - Shared employee with Community Development
- Sue Johnson, Part-Time Scanner
  - Shared employee with Community Development

# Construction - 2010

- CP 2003-6, 3<sup>rd</sup> Avenue NE Rail Crossing

## Improvements

- Project was delayed due to federal DBE review.
- Paving and turf restoration remains on 3<sup>rd</sup> Street from 3<sup>rd</sup> Avenue NE to 5<sup>th</sup> Avenue NE.
- Paving and turf restoration remains on 5<sup>th</sup> Avenue NE and Canal Street.

- CP 2004-2B, TH 169 Multi-Use Trail

- Project was delayed due to federal DBE review.
- Bituminous portions of trail and lighting still need to be completed.



# Construction 2010 Cont.

- CP 2009-4, Forest Hills Avenue Improvements
  - Construction delayed due to IRR Grant Award
  - Paving and turf establishment remain to be completed

# Construction - 2011

- CP 2010-3, 19<sup>th</sup> Avenue Rail Crossing Improvements
  - Easements have been secured
  - Working on State Bond Agreement
  - Design is complete
  - Neighborhood meeting in February
  - Assessment hearing in March
  - On track for a Spring 2011 bid opening
- CP 2011-4, Horseshoe/Isleview Improvements
  - Working on easements
  - Design is progressing
  - Neighborhood meeting on January 17<sup>th</sup>
  - Assessment hearing on February 28<sup>th</sup>
  - On Track for a Spring 2011 bid opening

# Construction 2011 Cont.

- CP 2014-1, 1<sup>st</sup> Avenue NE Reconstruction
  - Working on feasibility report
  - Will conduct a neighborhood meeting in February
  - Assessment hearings in March
- CP 2009-11B, Library Heating Project
  - Working with Ron Edminster on developing this project.
  - Construction will begin in April of this year.

# Construction 2012/11???

- CP 2004-3, Pokegama Avenue Reconstruct
  - Includes the reconstruction/new construction of 4<sup>th</sup> Street SW/SE
  - Reviewing the benefits of advancing this project to 2011 to assist with Pokegama Avenue construction in 2012.

# Council Priorities

- City Council developed six priorities for the next two years.
- Engineering will be active in:
  - Completing the 14<sup>th</sup> Street NE to Ridgewood Road Improvements.
  - Initial discussions will occur at the next City/County meeting in later January/early February.

# Grants

- Submitted a Grant Application for
  - CP 2010-5, Mississippi Riverfront Pedestrian Bridge for federal ATP Enhancement Funds.

# Storm Water

- Completed and Submitted Annual MPCA report
- Developing School Curriculum
- Processing and inspecting construction permits
- Working on and documenting the six Minimum Control Measures for the MPCA Permit
- Preparing for our new permit requirements to be determined over the next six months.

# GIS

- Updating Water/Sanitary Record Drawings into GIS system
- Built a Storm Water Credit data base
- Prepping cemetery data bases for inclusion into the GIS system
- Built a special assessment data base
- Continued support of all departments specialized data bases.
- Working on a trial web based application similar to Itasca County



# Scanning

- Continues to scan building permits, zoning permits, and storm water permits. This should continue another 9 months.
- Next priority would then be to start scanning all Engineering files.

# Other Items

- Updating CIP
- Complete Streets Study
- Working with MNDOT on Pokegama Avenue
- Anything else that comes up
- Questions?



## Legislation Details (With Text)

**File #:** 10-1165      **Version:** 1      **Name:** Purchase Boards  
**Type:** Agenda Item      **Status:** Civic Center, Parks & Recreation  
**File created:** 12/7/2010      **In control:** Civic Center, Parks & Recreation  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Purchase a set of used dasher boards from Rink Equipment Resource.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Rink Equipment Resource Quote](#)  
[Bahls & Associates Inc Quote](#)

Date	Ver.	Action By	Action	Result
12/13/2010	1	City Council	Tabled	Pass

*Title*

Purchase a set of used dasher boards from Rink Equipment Resource.

*Body*

**Background Information:**

As part of our Capital Improvement Plan, Jeff Davies and I will be proposing replacement of each of our elementary school outdoor rink systems over the next few years. Our three existing systems are wood construction and are 16 - 20 years old, with Grussendorf Parks being the oldest. We would prefer replacing the wood sets with fiberglass systems as they require less maintenance. I have been shopping dealers and websites looking for a used set of boards. Rink Equipment Resources currently has a used system for \$12,000. I received another quote from Bahls & Associates, Inc. for \$18,200. I recommend purchasing the less expensive system from Rink Equipment Resources for \$12,000. The purchase will be funded by the Park Acquisition and Development Fund for Grussendorf Park. If Grand Rapids is awarded 'Hockey Day in Minnesota, 2012' the boards will be stored and installed next winter at a location to be determined, and then moved to Grussendorf Park the following season.

**Staff Recommendation:**

Purchase the dasher boards from Rink Equipment Resource.

**Requested City Council Action:**

Consider purchasing a used set of dasher boards from Rink Equipment Resource for \$12,000 utilizing funds from our Park Acquisition and Development Fund for Grussendorf Park.

**Sale Agreement for Equipment**  
**Rink Equipment Resource, Agent**

This is a contract of sale between the party identified below ("Buyer") and a party ("Principal") that will be disclosed after execution of this Agreement. Signing on behalf of Principal is Becker Arena Products, Inc. ("RER"). Principal's fully authorized agent.

**Recitals (Background)**

- A. RER has located certain equipment or items for sale and referenced below, all of which is currently owned by Principal (the "Equipment") and RER has presented information on the Equipment on RER's website or otherwise made its availability known to Buyer;
- B. Principal has authorized RER to enter into this Agreement on Principal's behalf to sell the Equipment to Buyer; and
- C. Buyer has decided to purchase the Equipment from Principal by entering into this Agreement with Principal to be signed by RER.

Buyer: CITY OF GRAND RAPIDS, MN

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address for delivery, if different from the above: \_\_\_\_\_

Item(s) to be purchased ("Equipment") and price(s) including reference to display on Rink Equipment Resource website: (1) Sep 200 x 85" x 28" radius Fiberglass Outdoor Dasher Board System

Additional charges (if any): All loading and freight charges are the responsibility of the purchaser.

Total price (prices and all additional charges): \$12,000 Delivered to Grand Rapids, MN

Sales taxes or other transaction-based taxes, freight and insurance charges will be added, if appropriate. Buyer will pay such taxes and charges or reimburse RER or Principal for paying them, whenever charged, even after delivery of Equipment.

Shipment date(s) Requested by Buyer: \_\_\_\_\_

Shipment date(s) confirmed by RER (See Section 6): \_\_\_\_\_

The terms and conditions of this Agreement include those shown in Paragraph 1.1 of the Terms and Conditions attached hereto or printed on the back hereof, all of which additional Terms and Conditions Buyer acknowledges having read and accepted.

Buyer:

Principal by its Agent, Rink Equipment Resource

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

## ADDITIONAL TERMS AND CONDITIONS

1. **AGREEMENT.** After a credit check and such other due diligence as RER in its sole discretion may consider appropriate, RER, if it signs this Agreement, will sign this Agreement on behalf of the Principal. The information above and these terms and conditions are the entire agreement between Principal and the party identified above as "Buyer," and they supersede all other agreements and understandings, whether written or oral, between Principal and Buyer with respect to the purchase of the items listed above. Principal's acceptance of Buyer's offer to purchase the Equipment is conditional upon Buyer's agreement to these terms and conditions hereof, and none of Buyer's additional or different terms and conditions will apply or will have any effect unless Principal explicitly agrees to them in writing. After Buyer has signed, if this Agreement becomes effective when RER signs it on behalf of Principal. However, Principal has no obligation to sign or otherwise accept the Agreement, even after signature by Buyer.

2. **RER NOT A PARTY.** Buyer will look only to Principal for fulfillment of obligations of Principal under this Agreement. Buyer recognizes that RER is not a party to this Agreement, and Buyer hereby releases RER from any and all liability in connection with the performance or nonperformance of this Agreement or any part of it by Principal.

3. **PRICE.** The price of the Equipment, or prices for various items of Equipment, are stated above. Unless otherwise explicitly agreed in writing by the parties, the prices stated exclude all taxes (whether national, state, local, or other) and all expenses of transportation and transportation insurance; all applicable taxes and all such expenses will be paid by Buyer.

4. **PAYMENT TERMS.** Unless otherwise explicitly accepted by the parties in writing, payment terms are the entire purchase price payable before the projected date of shipment as stated above or provided later to Buyer by written notice. If the full amount required, including charges announced by RER for shipping and insurance, is not received by Principal by a date scheduled for shipment (or by a date rescheduled according to this Section), Principal may choose another date, notify Buyer, and delay shipment until the chosen date. If Principal has offered Buyer more favorable payment terms than payment in advance, and if Principal then has any doubt regarding Buyer's ability to pay the then remaining amount of the full amount, with shipping charges and insurance, Principal may decline to deliver until Buyer adequately demonstrated its ability and willingness to pay the specified price(s) and other charges for the Equipment. In addition, if Principal agrees to deliver and does deliver the Equipment or any part of it before receiving payment in full, Principal retains a purchase money security interest in the Equipment until all payments due under this Agreement have been made, and Principal may file UCC-1 (Form) or similar document describing or perfecting Principal's interest in the Equipment. If documentation of this sort requires Buyer's signature, Buyer will make the signed documentation available to Principal in a timely fashion or, if Buyer does not provide the documentation as required, Buyer hereby gives Principal the authority to sign on Buyer's behalf and file the documentation. Principal's rights under this Section and this Agreement will be in addition to all other rights and remedies available to Principal upon Buyer's default.

5. **FORCE MAJEURE.** Principal shall not be liable for any delays in the delivery of orders due in whole or in part directly or indirectly to fire, act of God, strike, shortage of raw materials, supplies or components, retooling, upgrading of technology, delays by carriers, embargo, government order or directive or any other circumstance beyond Principal's reasonable control.

6. **DELIVERY TERMS.** Principal will arrange for shipment and will arrange shipment with commercially reasonable promptness after payment terms are met. All risks of loss of or damage to the Equipment shift to Buyer and delivery is complete upon loading onto the common carrier at Principal's point of shipment. Principal will attempt to meet the Buyer's delivery request but shall be obligated only to the delivery schedule shown above as accepted by RER for Principal. Principal shall not be in default of performance due to a delay of reasonable duration resulting from any cause.

**7. INSPECTION AND ACCEPTANCE.** Buyer must inspect delivered Equipment and report claims for damages or shortages in writing within five (5) days of delivery of the Equipment that he deems irrevocably accepted and such claims shall be deemed waived. Claims against the transportation company or insurer are the responsibility of Buyer.

**8. NO WARRANTY.** Buyer has examined photographs of the Equipment and recognizes that the photographs will not show all imperfections and defects. Buyer has had the opportunity to inspect the Equipment and has either satisfied itself of the condition of the Equipment or declined to inspect the Equipment. The Equipment is being sold "as is" without warranty of any kind. In particular, but without limiting the foregoing sentence, the parties agree that the Equipment is subject to NO warranty of merchantability or of fitness for a particular purpose.

**9. LIMITATIONS ON WARRANTY - ATTENTION: THIS PROVISION LIMITS THE LIABILITY OF PRINCIPAL WITH RESPECT TO THE PRODUCT(S) COVERED BY THIS AGREEMENT.** Under no circumstances shall Principal be liable for any indirect, consequential, punitive, special or incidental damages (including, without limitation, loss of profits or goodwill), whether such claim is based on contract, negligence, strict tort warranty or any other basis. In no case will Principal's liability be greater than Buyer's purchase price of the particular Equipment involved in any claim.

**10. LIMITATION OF ACTIONS.** Any actions or claims by Buyer under this Agreement must be brought within six (6) months after shipment of the Equipment(s) covered by this Agreement.

**11. VALIDITY OF AMENDMENT.** If any provision of this Agreement is found to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions shall not be affected. After this Agreement has been accepted in writing by RER, it becomes binding on Principal and Buyer as accepted, and thereafter no amendment or cancellation of this Agreement is valid unless in writing and signed by both parties.

**12. GOVERNING LAW; DISPUTES.** This Agreement shall be governed by and construed in accordance with the internal laws (and not the laws of conflicts) of the State of Minnesota. For settlement of any and all claims that might arise by or against RER in connection with this Agreement, or disputes between RER and Buyer in connection with this Agreement, Buyer consents to the exclusive jurisdiction of the State Courts of the State of Minnesota located in Hennepin County, Minnesota. For settlement of any and all claims that might arise by or between Principal and Buyer in connection with this Agreement, Buyer and Principal consent to the exclusive jurisdiction of the State Courts of the State of Principal's domicile.

**13. MISCELLANEOUS.** Any notice required or permitted under this Agreement is valid if it is in writing, addressed to the Buyer's address shown above or Principal's address shown below, and sent by mail or nationally recognized commercial courier. Notices are effective upon receipt. All clerical errors are subject to correction. The failure of Principal to enforce at any time any of the provisions of this Agreement will not be construed to be a waiver of such provisions or of the right of Principal to enforce such provisions in the future in the same or different circumstances. Buyer may not assign any rights under this Agreement without the prior written consent of Principal. Buyer recognizes that Principal is not the manufacturer of the Equipment or parts.

**EXHIBIT A**

Reference Pictures e-mailed to Dale Anderson on September 21, 2010.







## Legislation Details (With Text)

**File #:** 10-1201      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Community Development  
**File created:** 1/4/2011      **In control:** Community Development  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Consider approval of a Citizen Participation Plan in connection with the final application for commercial and residential housing rehab project funding from the Small Cities Development Program.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Citizen Participation Plan](#)

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

**Consider approval of a Citizen Participation Plan in connection with the final application for commercial and residential housing rehab project funding from the Small Cities Development Program.**

### *Body*

#### **Background Information:**

As will be further discussed at the public hearing later in the agenda, the City of Grand Rapids has been invited to submit a full/final application for five commercial and ten residential rehab projects under the Small Cities Development Program (SCDP). The SCDP funds administered by DEED are allocated to the State by HUD. The use of these HUD Community Development Block Grant (CDBG) funds is regulated by the Housing and Community Development Act. This act requires that the applicant (City) adopt a Citizen Participation Plan (attached) to ensure that citizens are encouraged to participate in the planning and implementation of the CDBG funded activities. This form must be submitted with the full application to be submitted by February 10, 2011. The public hearing required under the Citizen Participation Plan, is the public hearing scheduled for later in this meetings agenda. Staff is seeking authorization for the Mayors execution and staffs submission of the attached Citizen Participation Plan.

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

**Consider approval of a Citizen Participation Plan in connection with the final application for commercial and residential housing rehab project funding from the Small Cities Development Program.**

## **Citizen Participation Plan**

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of Grand Rapids (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-funded activities.

### **Public Hearing**

A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities and past CDBG performance.

Prior to submitting a CDBG application to the State of Minnesota, the Applicant will need to conduct at least one public hearing to identify community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG program. At the hearing, the Applicant must also, at minimum, review the proposed CDBG activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the Applicant in carrying out CDBG responsibilities should be reviewed. Compliance with historic requirements of the CDBG program must be discussed, including whether there are/may be any historic or potentially historic buildings in the target area, and how the Applicant intends to address compliance with federal regulations governing the "Protection of Historic Properties."

Formal notice of the public hearing must be provided, which follows the posting/publication requirement(s) of the Applicant. A public notice will also be posted in places frequented by the public, especially low and moderate income persons benefiting from or affected by proposed CDBG activities. As circumstances warrant and as the Applicant determine necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and in locations convenient to potential and actual beneficiaries and with accommodation for the handicapped. In case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present. Citizens must be provided the opportunity to comment upon the original Citizen Participation Plan and on substantial amendments to it, or to the activities for which CDBG funds will be used.

### **Public Information and Records**

Information and records regarding the proposed and past use of CDBG funds will be available at the Grand Rapids City Hall, 420 Pokegama Avenue N., Grand Rapids, MN 55744 during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

### **Written Comments and Response**

The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.

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Applicant

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Signature of Chief Elected Official of Applicant

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Date



## Legislation Details (With Text)

<b>File #:</b>	10-1205	<b>Version:</b>	1	<b>Name:</b>	Library Heat Project - TDG Proposal
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Engineering
<b>File created:</b>	1/5/2011	<b>In control:</b>		<b>In control:</b>	Engineering
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	A proposal from The Design Group for professional services related to the Library Heating Project.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">1-10-11 Attachment Riverfront Energy Pumphouse Proposal.pdf</a>				

Date	Ver.	Action By	Action	Result
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*Title*

A proposal from The Design Group for professional services related to the Library Heating Project.

*Body***Background Information:**

The City has been developing a plan to utilize heat from the UPM Blandin waste steam to assist in heating the library. The basic concept is to place a heat pump in contact with the 120 degree waste and utilize the heat to assist in heating three different ways. First, will be heat the glycol/water solution that heats the sidewalk at the front entrance to the library; second will be to warm the cold outside air when it enters the building on the air exchanger system; and third, will be to supplement the heating of the building when the outside air temperature is between approximately 20 and 70 degrees.

In concept, this process seems relatively easy, but it is not. First, we are dealing with a waste stream that has a high fiber and toxic content. This makes it critical that we find the appropriate heat exchanger that will not be damaged by the waste stream or accumulate fibers on the exchange reducing the efficiency of the exchanger. Next, we must determine how to access the waste stream. Second, do you simply submerge the heat exchanger into the waste stream or do you tap into the pressure conduit, extract the waste stream, pump it into a separate reservoir, and then return it to the pressure conduit? Third, the existing glycol/water solutions for the heating system are at different mixture percentages and we need to determine if we can consolidate the mix rates to one consistent rate. By having one mix rate, we will be able to reduce equipment and costs.

There was a previous alternative concept presented to the city council in early 2010. This alternative would have utilized the waste stream to supplement the boilers. After having Mike Achan, Engineer for UPM and resident of the City, along with Steve Scott of Gartner Controls, it was determined we would not have maximized the opportunities in utilizing the heat from the waste stream.

To fund the project, the City has received a \$200,000 grant from Iron Range Resources (IRR) and a \$50,000 grant from the Blandin Foundation. The initial feasibility report estimated a project cost of approximately \$368,000. The IRR grant requires that there be an educational component to the project. The concept is to have a smaller 20' x 20' building that will house the heat exchanger equipment with interactive visuals identifying how the process works and how much money is being saved by utilizing the waste stream. As a separate project in the next one to two years, it is also proposed

to add solar and a vertical wind turbine to the library site and interconnect the energy production and recognized savings into the educational facility.

Timing is critical with this project. UPM Blandin will be having a scheduled shutdown around April 19, 2011. At this point it will be necessary to make the necessary interconnections to the waste stream. In order to make these connections, it is necessary to move forward with the design of the project.

Attached is a proposal from The Design Group (TDG) to perform preliminary design, construction documents, bidding services, project management, and construction administration. Their lump sum fee is \$39,601.00 which is lower than the budgeted fee of \$54,000.

City staff is recommending the approval of TDG's proposal because Otto Maki, the Engineer, has come highly recommended by Steve Scott of Gartner Refrigeration, and Greg Granholm of DSGW. Steve and Greg both feel that when the project is complete, TDG's design will integrate seamlessly into the existing HVAC system at the library without issues.

**Staff Recommendation:**

City staff is recommending the approval of TDG's attached proposal.

**Requested City Council Action**

Consider the approval of TDG's proposal for professional services related to the Library Heating Project in a lump sum amount of \$39,601.00.



January 5, 2011

City of Grand Rapids, MN  
Attn: Ron Edminster  
420 N. Pokegama Avenue  
Grand Rapids, MN 55744

**RE: Riverfront Energy Center- Pump House / Education Building, Grand Rapids, MN**

Ron,

The Design Group, Inc. is pleased to submit this proposal for Architectural, Structural, Mechanical and Electrical Engineering services for the Riverfront Energy Pump House / Education Building to be located in Grand Rapids, MN. Our work will be centered on providing complete Architectural, Structural, Mechanical and Electrical plans including project management from Gartner Temperature Controls for the above project. Our proposal is based on the information provided to us by Gartner Refrigeration, email and our meeting onsite Wednesday, December 22, 2010.

The Design Group proposes to charge a lump sum fee of Thirty Nine Thousand, Six Hundred and One dollars (\$39,601.00) for the design work described above. These fees would be divided into the following areas:

• Preliminary Design	\$ 5,600.00
• Construction Documents	\$17,810.00
• Bidding	\$ 1,100.00
• Construction Administration	\$ 2,975.00
• Project Management	<u>\$12,116.00</u>
	\$39,601.00

These fees will cover all costs incurred by the Design Group and its team including telephone calls, postage, etc. Specification and plan distribution can be directly between the city and printer. We will provide to you one complete set of signed drawings and specifications to be used for this purpose. Not included in this proposal are any plan review fees, surveys, soil borings, temperature controls, construction testing services and any legal and project accounting services. Additional services can be provided at an hourly rate or as agreed to prior to beginning the additional work. Thank you for the opportunity to submit this proposal!

**ADDITIONAL SERVICES:**

Any Additional Services beyond the Basic Services outlined above will be performed only upon your instruction and will be billed at our standard hourly rates.

## **TERMS AND CONDITIONS:**

The Design Group, Inc. (TDG) shall perform the services outlined in this agreement for the stated fee arrangement.

### **Fee**

The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis. The rates shall be those that prevail at the time services are rendered.

### **Billings/Payments**

Invoices will be submitted monthly for services and reimbursable expenses and are due when rendered. Invoice shall be considered PAST DUE if not paid within thirty (30) days after the invoice date and TDG may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid ninety (90) days after billing, the Client shall pay cost of collection, including reasonable attorneys' fees.

### **Access To Site**

Unless otherwise stated, TDG will have access to the site for activities necessary for the performance of the services. TDG will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

### **Indemnification**

The Client shall indemnify and hold harmless TDG and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorneys fees) arising out of or resulting from the performance of that services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except TDG) or anyone for whose acts of them may be liable. This indemnification shall include any claim, damage or losses due to the presence of hazardous materials.

### **Termination of Services**

This agreement may be terminated upon ten (10) days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay TDG for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

### **Ownership Documents**

All documents produced by the TDG under this agreement shall remain the property of TDG and may not be used by the Client for any other endeavor without the written consent of TDG.

**Dispute Resolution**

Any claim or dispute between the Client and TDG shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s). The laws of the principal place of business of TDG shall govern this agreement.

Sincerely,



The Design Group, Inc.  
Otto W. Maki, Principal



## Legislation Details (With Text)

**File #:** 10-1207      **Version:** 1      **Name:** Library Heat Project - GRPUC Agreement  
**Type:** Agenda Item      **Status:** Engineering  
**File created:** 1/5/2011      **In control:** Engineering  
**On agenda:** 1/10/2011      **Final action:**

**Title:** An agreement between the GRPUC and the City related to the Library Heat Project.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [1-10-11 Attachment GRPU Agreement.pdf](#)

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

An agreement between the GRPUC and the City related to the Library Heat Project.

### *Body*

#### **Background Information:**

The City is developing an alternative heating source for the public library utilizing the waste stream from UPM Blanding. In order to access this stream equipment needs to be installed in either the wastewater screen house or forcemain adjacent to the library. In order to do this the City must get permission from the GRPUC. The attached agreement formalizes permission to access the waste stream.

#### **Staff Recommendation:**

City staff is recommending the approval of the attached agreement.

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

Consider approval of the attached agreement between the GRPUC and the City allowing the City to access the UPM Blanding wastewater stream.





## **GRAND RAPIDS PUBLIC UTILITIES COMMISSION**

**200 N. Washington Avenue  
Grand Rapids, Minnesota 55701  
Telephone: 507-336-7000  
Fax: 507-336-7001**

**December 28, 2010**

**Mr. Thomas Pagel  
City Engineer  
City of Grand Rapids  
420 North Park Avenue  
Grand Rapids, MN 55744**

**RE: Grand Rapids Renewable Energy and Community Education Project**

**Dear Mr. Pagel:**

In response to your email dated December 12, 2010, regarding the Library Heating Project, please be informed that the Grand Rapids Public Utilities Commission ("GRPUC") authorizes the City of Grand Rapids to utilize the effluent waste stream from LMP Blandin Paper Company in accordance with the following terms and conditions:

- If the Utilized effluent exceeds 200 gallons per minute or the City intends to expand the heat loop beyond the library, the City of Grand Rapids is required to obtain additional authorization from the GRPUC.
- The City of Grand Rapids will indemnify the GRPUC against any liability and hold the GRPUC harmless from and pay any and all losses, damages, costs and expenses (including, without limitation, costs of repair, costs of clean-up, fines imposed by any governmental agency, and claims by any third party for loss of profits, revenue or for incidental, consequential or punitive damages) which the GRPUC would incur by reason of any leaks, spills or shut down of the waste effluent emanating from any connection to the GRPUC infrastructure, the flow loop or heating system.
- GRPUC does not warrant or guarantee any quantity of flow or temperature of the effluent stream used for the heating system.

Please have the City acknowledge the agreement and acceptance of the above stated terms and conditions by having the Mayor sign both originals with his signature attested by the City Clerk. By signing and attesting below the Mayor and the City Clerk will be representing that they are authorized to enter into this Agreement and bind the City. Please keep one for your files and return one to me.

Mr. Thomas Pagel  
December 28, 2010  
Page Two

If you have any questions please do not hesitate to contact me. I wish you the best with your project.

Respectfully,



Anthony T. Ward  
General Manager

Agreed to and adopted by the City of Grand Rapids this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Attest:

Kimberly Johnson-Gibeau  
City Clerk

Dale Adams  
Mayor

ATW:abv  
CC: James Ackerman, WATF Manager



## Legislation Details (With Text)

<b>File #:</b>	10-1202	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Public Hearing	<b>Status:</b>		Public Hearing	
<b>File created:</b>	1/4/2011	<b>In control:</b>		Community Development	
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>			
<b>Title:</b>	Conduct a public hearing to inform residents and receive comment on the City of Grand Rapids submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for five commercial and ten residential rehabilitation projects in Grand Rapids.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<u>Grand Rapids Pre App notification from DEED</u> <u>Grand Rapids 2011 Full Application 1-10-11 draft</u>				

Date	Ver.	Action By	Action	Result
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*Title*

**Conduct a public hearing to inform residents and receive comment on the City of Grand Rapids submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for five commercial and ten residential rehabilitation projects in Grand Rapids.**

*Body***Background Information:**

In order to build upon the success of the Small Cities Development Program (SCDP) grant awarded to the City in 2009, which has funded five commercial rehabilitation projects in the Downtown/Hwy. 2 corridor area of the City, a pre-application was submitted to the Department of Employment and Economic Development (DEED) seeking additional funding.

The pre-application requested funding for the rehabilitation of 22 residential homes with a maximum SCDP assistance of \$21,500/ project, and five commercial building rehabilitations, with a maximum SCDP assistance of \$34,500/ project.

The City's pre-application received a favorable preliminary review from DEED; through a November 18, 2011 notification, DEED invited the City to submit a full application for five commercial rehabilitation projects and ten residential rehabilitation projects at the requested project maximums.

**Need / Activity Description**

The need for commercial rehabilitation in the City was originally verified by a 2009 survey of structures in the target area which recorded a total of 162 buildings, 70 of which qualify under applicable guidelines as being in substandard condition, or 43%, which is well above the DEED minimum threshold of 25%. The need for commercial rehab was also confirmed by the very positive response to the 2009 SCDP grant, which has been implemented by GREDA. GREDA received 15 eligible applications for those commercial rehabilitation funds, requesting \$405K for projects totaling \$819K. With only \$172,500 in funding available, many of those eligible projects could not be funded through the program, in the first round.

As with the past award, if SCDP funds are awarded through this request, the program would require that the owner contribute at least 34% of the total project cost, and 66% would come in the form of a deferred loan. All of the deferred loans would have a ten year term with 10% of the loan being forgiven each year with the loan being completely forgiven on the first day of the eleventh year. The maximum amount of SCDP assistance per project would be \$34,500.

Statistics provided by KOOTASCA demonstrate a clear need for residential rehabilitation, as well. The 2000 Census shows that there are 2,067 owner occupied homes in City of Grand Rapids. The HUD LMI data shows that the LMI percentage for Grand Rapids is

49.7% which would mean that there would potentially be 1,027 eligible single family, owner occupied homes in Grand Rapids. As further evidence of the need for this program is the waiting list for Minnesota Housing Finance Agency rehabilitation program, which has 18 families on it from the City of Grand Rapids and all would be eligible for this proposed program.

Similar to the commercial rehabilitation program, the residential projects will utilize deferred loans with a 10 year term, with the total amount of the loan being reduced 10% per year and will be totally forgiven on the first day of the eleventh year. The maximum amount of SCDP assistance per project is \$21,500.

#### **Historic Preservation**

As with the previous SCDP projects, the State Historic Preservation Office will be consulted with on a per project basis to ensure that all federal regulations pertaining to the preservation of historic or potentially historic buildings in the target area are adhered to.

#### **Budget**

##### **Activity**

##### **SCDP Total**

Owner Occupied Residential Rehab. Projects\$215,000Residential Rehab. Administration (15%)\$32,500Commercial Rehab.

Projects\$172,500Commercial Rehab. Administration (13%)\$22,500 Total Grant Request:\$442,500

The Grand Rapids Economic Development Authority supports the City's application for these funds. If received, the commercial rehabilitation funds, in combination with the GREDA Commercial Building Improvement Loan Program, can provide an attractive package that the GREDA believes will assist greatly in the revitalization of the City's business districts.

The full application is due to be submitted by February 10, 2011. Prior to submission of the full application, the City is required to conduct a public hearing to present information about the program activities that would be funded by the SCDP funds, and to hear any public comment on this subject.

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

**Conduct a public hearing to inform residents and receive comment on the City of Grand Rapids submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for five commercial and ten residential rehabilitation projects in Grand Rapids.**

Date: November 18, 2010

To: Rob Mattei, Community Development Director  
City of Grand Rapids

From: Reed Erickson, Director  
Small Cities Development Program (SCDP)

**RE: Notification of Approval for Submission of a  
2011 SCDP Full Application for City of Grand Rapids**

The Minnesota Department of Employment and Economic Development (DEED) have recently completed the review of 86 pre-applications submitted for potential funding from the 2011 Small Cities Development Program (SCDP). SCDP staff is requesting the submission of a Full Application under the following conditions:

- Owner-Occupied Rehabilitation: 10 units
- Commercial Rehabilitation: 5 units

**Please share this information with any other communities partnering on the application, if applicable.**

The Full Application is located at: <http://tinyurl.com/scdp-application> .

***As a reminder, submission of the SCDP Full Application does not guarantee funding from the SCDP Program.***

Please complete and submit ***one original and one copy*** including any necessary attachments to:  
Minnesota Department of Employment and Economic Development  
1<sup>st</sup> National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101-1351  
Attn: Gloria Stiehl, Small Cities Development Program

***SCDP Full Applications must be received by DEED on or before 4:30 pm on Thursday, February 10, 2011, to be considered for funding. Applications received after that date will not be accepted. Faxed or e-mailed applications are not allowed and will not be accepted. In the interest of fairness to all competing Applicants, the above stated deadline is firm.***

***As previously mentioned, it is the primary Applicant's responsibility to notify partnering communities of the above information/revisions.***

If you have any questions, please contact Reed Erickson, your SCDP Representative at 651.259.7456 or by e-mail at [reed.erickson@state.mn.us](mailto:reed.erickson@state.mn.us).

C: Scott Zahorik, Project Director, KOOTASCA Community Action, Inc.

**Business and Community Development**

1st National Bank Building ■ 332 Minnesota Street, Suite E200 ■ Saint Paul, MN 55101-1351 USA  
[www.positivelyminnesota.com](http://www.positivelyminnesota.com)

Toll Free: 800-657-3858 ■ Phone: 651-259-7114 ■ Fax: 651-296-1290 ■ TTY: 800-296-3900

*An Equal Opportunity Employer and Service Provider*

# **Small Cities Development Program**

## **Full Application**

**The City of Grand Rapids**

**2011**

**Comprehensive Application**

**February 10, 2011**

**Prepared for the City of Grand Rapids  
By KOOTASCA Community Action, Inc.**

## I. GENERAL INFORMATION

### A. Funding Amount/Total Project Costs

SCDP Amount Requested:	\$ 442,250
Amount of Other Funds (must include SCDP program income when available):	\$ 110,259
Estimated Total Project Cost:	\$ 552,509

### B. Primary Applicant Information (list the primary applicant contact person)

Applicant (city/county/township) Name: The City of Grand Rapids	Applicant Phone: (218)-326-7622
Address: 420 Pokegama Avenue North	Fax: (218)-326-7621
City/Zip: Grand Rapids, 55744	
Name of Authorized Official: Rob Mattei	Federal ID #: 41-6005201
Title: Community Development Director	State ID #: 8022490
	State Vendor #:
E-mail Address: rmattei@ci.grand-rapids.mn.us	

\_\_\_\_\_  
Applicant's (i.e., city/county official) Signature

\_\_\_\_\_  
Date

By signing above, the Applicant certifies to the best of their knowledge that the data and information provided in the Application is true and correct.

### D. Program Administrator Contacts

There have been no changes to the GSIS, it is attached.

### E. Project Summary

There have been no changes to the project summary.

### F. Federal Objective/Goals/Budget – Final

The only changes to the budget were that 22 units of Owner Rehab were requested in the Pre-Application and in the letter requesting submission of a Full Application that number has been reduced to 10. The matching funds have also been reduced accordingly.

Fed. Obj. Codes*	Activity	# of units/goals	SCDP Cost Per unit	SCDP Cost/ without admin	Total SCDP Admin	SCDP Admin %	Total SCDP Costs	Total Leveraged Resources	Source of Leveraged Funds (Mark (c) if funds are committed**.)	Totals
<i>LMI</i>	<i>Owner Rehab</i>	<i>10</i>	<i>21,500</i>	<i>215,000</i>			<i>215,000</i>	<i>17,759</i>	<i>c</i>	<i>232,759</i>
	<i>Owner Rehab Admin</i>	<i>10</i>	<i>3,225</i>		<i>32,250</i>	<i>15.0%</i>	<i>32,250</i>	<i>2,500</i>	<i>c</i>	<i>34,750</i>
<i>S&amp;B</i>	<i>Commercial Rehab</i>	<i>5</i>	<i>34,500</i>	<i>172,500</i>			<i>172,500</i>	<i>90,000</i>	<i>c</i>	<i>262,500</i>
	<i>Commercial Rehab Admin</i>	<i>5</i>	<i>4,500</i>		<i>22,500</i>	<i>13.0%</i>	<i>22,500</i>	<i>0</i>		<i>22,500</i>
		<i>0</i>	<i>0</i>					<i>0</i>		
		<i>0</i>	<i>0</i>					<i>0</i>		
			<i>Totals</i>	<i>387,500</i>	<i>54,750</i>		<i>442,250</i>	<i>110,259</i>		<i>552,509</i>

\* The following are the Federal Objective codes to be used in the above table in the first column. See “Federal Objectives for Applicants” in the SCDP A- Z Guide, for requirements.

- Low to Moderate income persons/households: **LMI**
- Prevent or eliminate slum and blight conditions: **S and B**
- Alleviate urgent community development needs: **URG**

\*\* *Committed funds must be accompanied by a signed letter of commitment, verifying the amount.*

#### **D. Target Area(s)**

There have been no changes to the target area.

#### **E. Time Line**

There have been no changes in the time line.

#### **F. City/County Resolution**

The Resolution is Attachment #1.

#### **G. Notice of Public Hearings**

The Affidavit of Publication for the Public Hearing is Attachment #2.

The minutes from the Public Hearing are Attachment #3.

The Citizen Participation Plan is Attachment #4.

#### **H. Cooperative Agreements (when applicable)**

Not applicable.



## II. ACTIVITY INFORMATION

Questions are grouped below for specific activities. Only answer the questions for the activity(s) proposed. Be clear and concise-extraneous information/materials only distract from the quality of the Application.

### A. Housing Rehabilitation (Owner-Occupied)

**Need/Impact** 130 maximum points

- Describe the need and the impact the activity will have on the area(s) to be served.

The need for this program is based on the facts that the 2000 Census shows that there are 2,067 owner occupied homes in the City of Grand Rapids. The HUD LMI data shows that the LMI percentage for Grand Rapids is 49.7% which would mean that there would potentially be 1,027 eligible single family, owner occupied homes in Grand Rapids.

As further documentation of the need for this program Attachment #5 is the waiting list for the current rehabilitation program for the Minnesota Housing Finance Agency. This list currently has 18 families on it from the City of Grand Rapids and all would be eligible for this proposed program.

The impact of this program would be that rehabilitating at least 10 homes would reduce the number of families on that waiting list by more than 55%. This program would reduce the overall number of eligible families within the City of Grand Rapids by approximately 1%.

- Describe the process for selecting applicants.

Applications will be mailed to all residential addresses within the city limits of the City of Grand Rapids. The letters will instruct the potential applicants to fill out the enclosed pre-application and return it to the location designated at the given date and time. Applicants will then be served on a first-come, first-served basis until the funds are exhausted.

- DEED requires evidence that the activity goal does not exceed the number of the LMI households interested in applying for the program. In order to show this interest, the application must provide acceptable documentation that there are a significant amount of LMI households that are eligible for funding (interest statements, waiting lists from prior years, etc. are examples of interest). All interest documentation should include documentation that homeowners were informed of the following: That the Rehabilitation activity is **not** a remodeling program (although required handicap accessibility improvements are permissible);

With 1,027 potentially eligible applicants for this program completing 10 units will not be an issue. As further documentation of interest Attachment #5 is the waiting list for the current rehabilitation program for Minnesota Housing. This list currently has 18 families on it from the City of Grand Rapids and all would be eligible for this proposed program.

- The length and terms of the deferred SCDP loan and if applicable, SCDP installment loan terms;

This program will utilize deferred loans with a 10 year term with the total amount of the loan being reduced 10% per year and will be totally forgiven on the first day of the eleventh year.

- The maximum amount of SCDP assistance;

\$21,500.

- Example of affordability scenarios;

- Describe how the program will be marketed in the target area(s);

The program will be marketed through the mailing of pre-applications to all residential addresses within the city limits of the City of Grand Rapids.

- What is the average age of the housing stock in the targeted area(s)?

The average age of a home in the City of Grand Rapids is 51 years old.

- What is the percentage of low to moderate income households in the targeted area(s)?

The HUD 2000 LMI Census Data for MN Non-entitlement Cities shows that the percentage for Grand Rapids is 49.7%.

- Are there special needs for the housing stock in the target area to be served? If so, please list. Examples include, but are not limited to, elderly housing needs, accessibility, lead issues, etc.

A survey of four recent SCDP grants which are now closed out shows that 59.1% of the homes had lead paint issues. It is likely that the homes that would be involved in this application would have approximately the same percentage of lead paint issues.

#### **Cost Effectiveness** 30 maximum points

- What is the maximum per unit amount of SCDP assistance?

\$21,500.

- Provide evidence of leverage resources, including in-kind contributions or innovative cost saving measures which include, but is not limited to, material donations, donated administrative costs, possible housing inspections, etc.;

The leveraged funds listed in this application consist of a known quantity of program income (\$6,114.00) and an estimated amount of traditional agency funding (\$11,645.00) which would be a combination of MHFA, Weatherization and Energy Related Repair funds. This estimated funding amount is based on actual amounts of matching funds from previous SCDP grant awards.

- Has the financing package changed from the Pre Application? If yes explain.

No.

#### **A. Commercial Rehabilitation**

##### **Need/Impact** 130 maximum points

- Describe the need and the impact the activity will have on the area(s) to be served;

The need for the proposed program is demonstrated by two circumstances:

1. The condition of the buildings in the target area of which over 43% of the buildings exhibit blighted conditions defined by statute.

See Attachment #9 Grand Rapids Blight Certification Letter

2. The fact that 19 commercial business owners have expressed interest in the previous program with a good number of additional inquiries while that program was in progress.

The impact of the program would be that by completing that five commercial rehabilitations proposed by this application would reduce the number of substandard buildings in the target area from 65 units to 60, a reduction of almost 8%. This activity might also spark additional interest in the Grand Rapids Economic Development Authority's Commercial Building Improvement Loan Program and inspire other building owners to complete additional rehabilitation projects on their own.

- If an interested owner owns more than one building, specify number of buildings owned by each interested owner;

There are none that we are aware of at this time.

- Provide the average age of buildings represented by interested owners;

The average age of the building in the commercial target area is 50.2 years.

- DEED requires evidence that the activity goal does not exceed the number of commercial building owners interested in applying for this activity. In order to show this interest, at a minimum, provide signed letters of interest, and/or a listing of interested building owners indicating the number of owners and a sample of the interest letter. Letters must indicate the following:
  - What improvements are eligible for SCDP financing;
  - That the rehabilitation activity is not a remodeling program, but handicap accessibility improvements are permissible;
  - That Davis Bacon Wage Rates will apply and this requirement will may cause the project to cost more;
  - The length and terms of the deferred SCDP loan and if applicable, SCDP installment loan terms;
  - The maximum amount of the SCDP assistance;
  - Example of affordability scenarios;

See the attached letters of interest. Attachments 10-28

- What is the number of vacant buildings in the area to be served? None.
- What is the percentage of substandard buildings(slum and Blight) in the target area(s) and boundaries of target area?

43%.

#### **Cost Effectiveness** 30 maximum points

- What is the maximum per unit amount of SCDP assistance?

\$34,500.00.

- Provide evidence of leverage resources, including in-kind contributions or innovative cost saving measures which include, but is not limited to, material donations, donated administrative costs, possible housing inspections, etc.;

The leveraged resources listed for this portion of the application would come from either the building owner's personal resources, bank loans or the GREDA Commercial Building Improvement Loan Program.

- Has the financing package changed from the Pre Application? No. If yes explain.
- Describe if there will be any below market rate financing that will provided to the project;

The 34% of the project put forth by the building owner could come in the form of a loan from the Grand Rapids Economic Development Authority. The GREDA Commercial Building Improvement Loan Program (CBIL) provides funding at 4% interest, amortized over 20 years, with a 5 year term.

- Have cost estimates taken into consideration that federal prevailing wages limits (Davis Bacon) will be required for SCDP funded projects?

Yes.

### III. SCDP Application Process Questions

So DEED can continue to provide the best service possible with the delivery of the SCDP Program, with particular emphasis on our Application process, we ask that you take the time to answer the following questions. This is strictly voluntary and has no bearing on the selection of your Application.

Thank you.

- What do you like or dislike about the new Pre-Application, Short Application and Full Application format?

The process has been streamlined in recent years and the new format is greatly appreciated that it could happen without a negative impact on the program.

- Were the time frames for both Applications adequate?

Yes.

- Were any questions irrelevant?

No.

- Should we have asked for other information? If so, what?
  - Other

# Grantee Summary Information Sheet

Small Cities Development Program - State of Minnesota

Page 1 of 2

## 1. PROJECT DIRECTOR program administrator

Scott Zahorik

Name

Director of Asset/Housing Development

Title

KOOTASCA Community Action, Inc.

Agency

1213 SE 2nd Avenue

Street Address

Grand Rapids MN 55744

City

State

Zip Code

(218)-999-9250 (218)-999-9278

Phone

Fax

scottz@kootasca.org

E-Mail Address

Enter the name and address of the Project Director. If the Project Director is not an employee of the Grantee, but is an employee of a separate implementing agency, please complete section 7.

## 2. AUTHORIZED OFFICIAL/ENVIRONMENTAL CERTIFYING OFFICER (usually Mayor or Board Chair)

Rob Mattei

Name

Community Development Director

Title

The City of Grand Rapids

Agency

420 Pokegama Ave. N.

Street Address

Grand Rapids MN 55744

City

State

Zip Code

(218)-326-7622 (218)-326-7621

Phone

Fax

rmattei@ci.grand-rapids.mn.us

E-Mail Address

Enter the name and address of the individual designated as authorized official on the grantee's Resolution of Sponsorship. This individual will also certify compliance with environmental laws and regulations.

## 3. FINANCIAL OFFICER OF APPLICANT

Shirley Miller

Name

Financial Director

Title

The City of Grand Rapids

Agency

420 Pokegama Ave. N.

Street Address

Grand Rapids MN 55744

City

State

Zip Code

(218)-326-7616 (218)-326-7608

Phone

Fax

smiller@ci.grand-rapids.mn.us

E-Mail Address

Enter the name and address of the Financial Officer

## 4. FAIR HOUSING/EQUAL OPPORTUNITY OFFICER

Scott Zahorik

Name

Director of Asset/Housing Development

Title

KOOTASCA Community Action, Inc.

Agency

1213 SE 2nd Avenue

Street Address

Grand Rapids MN 55744

City

State

Zip Code

(218)-999-9250 (218)-999-9278

Phone

Fax

scottz@kootasca.org

E-Mail Address

Enter the name and address of the person designated as FHEO/CEO Officer.

## 5. LABOR STANDARDS OFFICER

Dana Herschbach

Name

Asst. Director of Asset/Housing Development

Title

KOOTASCA Community Action, Inc.

Agency

1213 SE 2nd Avenue

Street Address

Grand Rapids MN 55744

City

State

Zip Code

(218)-999-9250 (218)-999-9278

Phone

Fax

danah@kootasca.org

E-Mail Address

Enter the name and address of the person designated as Labor Standards Officer.

## 6. ENVIRONMENTAL COORDINATOR

Scott Zahorik

Name

Director of Asset/Housing Development

Title

KOOTASCA Community Action, Inc..

Agency

1213 SE 2nd Avenue

Street Address

Grand Rapids MN 55744

City

State

Zip Code

(218)-999-9250 (218)-999-9278

Phone

Fax

scottz@kootasca.org

E-Mail Address

Enter the name and address of the person designated to coordinate the Environmental Review.

# Grantee Summary Information Sheet

Small Cities Development Program - State of Minnesota

Page 2 of 2

## 7. IMPLEMENTING AGENCY (Other than Grantee)

KOOTASCA Community Action, Inc

Agency

1213 SE 2nd Avenue

Street Address

Grand Rapids MN 55744

City

State

Zip Code

(218)-999-9250 (218)-999-9278

Phone

Fax

scottz@kootasca.org

E-Mail Address

Enter the name and address of the implementing agency if other than grantee.

## 8. REHABILITATION SPECIALIST

Shawn Troumbly

Name

KOOTASCA Community Action, Inc.

Agency

1213 SE 2nd Avenue

Street Address

Grand Rapids MN 55744

City

State

Zip Code

(218)-999-9250 (218)-999-9278

Phone

Fax

shawnt@kootasca.org

E-Mail Address

Enter Name and other information requested above for the rehabilitation inspector.

## 9. APPLICATION AUTHOR

Scott Zahorik

Name

KOOTASCA Community Action, Inc

Agency

1213 SE 2nd Avenue

Street Address

Grand Rapids MN 55744

City

State

Zip Code

(218)-999-9250 (218)-999-9278

Phone

Fax

scottz@kootasca.org

E-Mail Address

- 
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## Legislation Details (With Text)

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**File #:** 10-1203      **Version:** 1      **Name:**

**Type:** Agenda Item      **Status:** Public Hearing

**File created:** 1/4/2011      **In control:** Community Development

**On agenda:** 1/10/2011      **Final action:**

**Title:** Consider adopting a resolution authorizing the submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for five commercial and ten residential rehabilitation projects in Grand Rapids.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** SCDP Resolution authorizing grant request 1-10-11

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

Consider adopting a resolution authorizing the submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for five commercial and ten residential rehabilitation projects in Grand Rapids.

### *Body*

### **Background Information:**

*Following the public hearing to present information and take public comment on this subject, the Council can authorize the submission of the full application to DEED by passage of the attached draft resolution.*

### **Requested City Council Action**

Consider adopting a resolution authorizing the submission of a full application to the Department of Employment and Economic Development for Small Cities Development Program (SCDP) funds for five commercial and ten residential rehabilitation projects in Grand Rapids.

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

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

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A FULL APPLICATION TO THE SMALL CITIES DEVELOPMENT PROGRAM (SCDP) FOR THE FUNDING OF FIVE COMMERCIAL REHABILITATION PROJECTS IN THE CITY GRAND RAPIDS**

WHEREAS, the City of Grand Rapids submitted a pre-application to the Department of Employment and Economic Development (DEED) seeking funding through the Small Cities Development Program (SCDP) for commercial and residential rehabilitation projects in the City of Grand Rapids; and

WHEREAS, the City of Grand Rapids received notification from DEED on November 18, 2010 that they had been invited to submit an SCDP Full Application for five commercial rehabilitation projects and ten residential rehabilitation projects at this time.

BE IT RESOLVED that the City of Grand Rapids act as the legal sponsor for the project contained in the Application to be submitted on February 10, 2011 and that Dale Adams (Mayor) and Shawn Gillen (City Administrator) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Grand Rapids.

BE IT FURTHER RESOLVED that the City of Grand Rapids has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Grand Rapids has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, the City of Grand Rapids may enter into an agreement with the State of Minnesota for the approved project, and that the City of Grand Rapids certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that Dale Adams (Mayor) and Shawn Gillen (City Administrator), or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Grand Rapids on January 10, 2011.

SIGNED:

---

(First Authorized Official/Title/Date)

---

(Second Authorized Official/Title/Date)

WITNESSED:

---

(Signature/Title/Date)





## Legislation Details (With Text)

**File #:** 10-1199      **Version:** 1      **Name:** Amended Concessionaire Contract PGC  
**Type:** Agenda Item      **Status:** Golf Course  
**File created:** 1/4/2011      **In control:** Golf Course  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Amended Concessionaire Contract PGC

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Concessionaire Agreement](#)

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

Amended Concessionaire Contract PGC

### *Body*

#### **Background Information:**

At the December 2010 Regular Golf Board meeting the board took action to recommend the following changes to the Concessionaire Agreement with Bastian Holdings:

1. Rent will continue to be \$18,000/year but paid over 9 month period vs 12 months.
2. Utilities associated with food prep and bar service areas will remain with Concessionaire
3. Concessionaire will pay 25% of electric and nat gas for the remainder of the clubhouse for their operating months of April -October. (currently 50% of annual expense)
4. Concessionaire will pay 100% of Cable TV service expense (currently 50%)
5. Concessionaire will be responsible for snow removal on sidewalks and pedestrian walkways in winter months for any scheduled special events.

The changes noted will result in approximately \$1,000 in additional annual golf course expense.

#### **Staff Recommendation:**

The golf board and staff recommend approving the above stated changes to the Concessionaire Contract.

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

The golf board and staff request that the Council ratify the attached Amended Concessionaire Agreement with Bastian Holdings effective Jan 1, 2011 through December 31, 2010.

## **CONCESSIONAIRE AGREEMENT**

This Concessionaire Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2011, by and between the **City of Grand Rapids, Minnesota**, a municipal corporation ("City") and **Bastian Holdings, Inc., on behalf of Stewart Bastian as its Corporate Officer** ("Concessionaire").

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### **RECITALS**

WHEREAS, City owns Pokegama Golf Course and Clubhouse and desires to contract for concessionary services; and

WHEREAS, Concessionaire has represented that they are willing and able to provide high quality concessionaire services as contemplated by this Agreement; and

WHEREAS, City and Concessionaire wish to enter into this Agreement specifying the terms and conditions under which City will retain Concessionaire to provide concessionaire services;

NOW, THEREFORE, City and Concessionaire, for goods and valuable mutual consideration, and with the intent of being legally bound, agree as follows:

### **ARTICLE 1 – CONCESSIONS SERVICES**

**1.1 General:** City hereby grants to Concessionaire the right to provide concession services as further defined in the Concession Agreement, at Pokegama Golf Course and Clubhouse, for the term of this Concessionaire Agreement. Concessionaire commits to provide concessionaire services as required by this Concessionaire Agreement for the term hereof. "Concession services" consists of Clubhouse concession services, beverage cart services and special event concession services. The concessionaire may cater private events during the term of the contract. In the event of a conflict between golf related events and private related events, golf related events shall have first priority. Further, during private events, the bar area must be open to the golfing public and they also must be allowed access to the on-sale liquor service.

**1.2 Clubhouse Services:** Clubhouse services shall consist of food and beverage services prepared and served within Pokegama Golf Course Clubhouse,

including on-sale liquor service. Clubhouse services shall be provided on a schedule of days and hours per day as designated by City's Director of Golf. Clubhouse services shall be available on days when the golf course is open. The typical golf season runs from early April through late October but may be extended, weather permitting. If the Concessionaire wishes to apply for an off-sale liquor license and all conditions of such a license can be met, the City will not object to the license's issuance.

**1.3 Beverage Carts:** Concessionaire shall provide beverage service, including liquor service, from beverage carts on days and times mutually agreed between Concessionaire and City's Director of Golf. The City owns one beverage cart and will allow the Concessionaire to use said cart at no expense for as long as it is mutually agreed to by all parties.

Concessionaire shall provide liability insurance covering operation of the cart, along with liquor liability insurance covering the dispensing of beverages while using the cart. Liability coverage shall be at least \$1,500,000 combined single limit or such other amount as set forth in Minn. Stat. § 466.06, subd. 1, as may be changed from time to time, setting forth a municipality's maximum liability limit. Liquor liability coverage applicable to the cart shall be at least the minimum amounts required by statute. City shall be named as an additional insured with respect to use of the cart and copies of the policies of insurance shall be deposited with the City Clerk prior to use of the cart by Concessionaire.

**1.4 Special Events:** Concessionaire shall provide catering services for golf related banquets and other golf related special events at Pokegama Golf Course Clubhouse.

**1.5 Standards:** Concessionaire agrees to provide high quality food and beverages and diligent service and management in providing concession services under this Concessionaire Agreement, and to do those things necessary to provide good and proper service similar to that provided for the same goods and services provided under similar circumstances in the community.

**1.6 Licenses, Permits:** Concessionaire shall be responsible to obtain and keep in force all licenses and permits necessary to lawfully provide concession services pursuant to this Concessionaire Agreement. Concessionaire shall hold a valid on-sale

intoxicating liquor license for the premises as a condition of this Concessionaire Agreement.

1.7 **Employees:** All persons retained to provide concession services pursuant to this Concessionaire Agreement shall be employees of Concessionaire and not of City. Concessionaire shall provide City with a copy of a Minnesota workers' compensation policy evidencing coverage for all of Concessionaire's employees. Concessionaire shall deduct all legally required payroll deductions and remit same according to law.

## ARTICLE 2 – FEE, BOND

2.1 **Fee:** Concessionaire shall pay to City, as consideration for the right to provide concession services pursuant to this Agreement, the amount of Eighteen Thousand Dollars (\$18,000) for the first calendar year of 2010, prorated for 2010 for 8 months beginning May 1, 2010. The fees for 2011 and 2012 will be \$18,000 per year or \$2,000 per month payable in the months of April, May, June, July, August, September, October, November, and December. Rent fees for each month will be due the 1<sup>st</sup> of each month.

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In addition to the annual fee outlined in the previous paragraph, beginning in the calendar year 2011, Concessionaire will also pay to the City a Franchise Fee consisting of 2% of the annual total gross sales in excess of \$400,000 as reported on the Concessionaire's Minnesota State Sales Tax returns each year. The annual payment date for the franchise fee would be due two quarters after the applicable taxable year.

2.2 **Golfing Privileges:** The Concessionaires, limited to Stewart, Janelle, Annika and Natalie Bastian may golf at the Pokegama Golf Course at no cost. This is agreed to, in part, to assist the Concessionaires in becoming as visible to the golfing community as possible.

2.3 **Surety Bond:** Concessionaire shall furnish to City a surety bond, letter of credit or cash deposit in the amount of Five Thousand Dollars (\$5,000.00) in order to assure compliance with the provisions of this Agreement by no later than May 1, 2010. If Concessionaire fails to comply with the provisions of this Concessionaire Agreement,

City shall be entitled, without further notice to Concessionaire, to call upon said surety bond, letter of credit or cash deposit to satisfy Concessionaire's obligations hereunder. Any surety bond or letter of credit furnished by Concessionaire shall state on its face that it shall remain in effect for the term of this Concessionaire Agreement and any renewal thereof. If Concessionaire furnishes a cash deposit, said deposit shall be held by City for the term of this Concessionaire Agreement unless earlier called upon by City to satisfy Concessionaire's obligations hereunder. It is further agreed that such cash deposit, surety bond or letter of credit will be released when this Concessionaire Agreement is no longer in effect, following the taking of an inventory and a determination by the City that the premises and any of City's equipment therein is returned to City in a condition acceptable to City.

### ARTICLE 3 – UTILITIES

#### 3.1 Concessionaire and City Responsibilities:

Concessionaire shall be solely responsible for all costs related to phone and internet services which are independent of the golf course operations.

\_\_\_\_\_The Concessionaire shall pay for all utility costs, including natural gas and electricity, associated with the food preparation and bar service areas, which will be metered separately from the common areas and the golf shop. In addition,

Concessionaire agrees to pay twenty-five percent (25%) of the utility bills for the remaining portions of the building for the months of April through October of each year.

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The Concessionaire will be responsible for all of the of garbage picked up at the Clubhouse including recyclables. Thus, the City will have no responsibility for garbage or recycled goods services.

Concessionaire will be solely responsible for one-hundred percent (100%) of the cable television charges. Pay per view and any additional premium channel charges will also be at Concessionaire's sole expense.

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## ARTICLE 4 – EQUIPMENT

### 4.1 Concessionaire.

Concessionaire will have the opportunity to use the existing restaurant equipment and beverage cart (as specified in paragraph 1.3 above) owned by the Pokegama Golf Course existing as of the date of this agreement. Concessionaire will be responsible for the acquisition of any additional equipment deemed necessary for the food and beverage operation. Concessionaire will be responsible for all repairs, maintenance and replacement of any equipment, including that owned by the City. The City will retain ownership of its equipment and will remove the equipment at the request of Concessionaire and will be responsible for the disposal or sale of said equipment.

All equipment, supplies and small wares, including glassware, flatware and serving items, purchased by the Concessionaire will be the sole responsibility of Concessionaire.

Concessionaire agrees to be fully responsible for the costs and safe-keeping of all consumables used in the execution of the restaurant/bar operations, including cleaning and cooking supplies.

4.2 City. City will provide a walk-in cooler/freezer for use by the Concessionaire and will be responsible for any repairs necessary for the cooler/freezer. City will not be responsible for any inventory losses resulting from the malfunction of the cooler. In the case of malfunction the City will repair or replace the cooler within a reasonable time and Concessionaire agrees to be fully responsible for any inventory losses that may have occurred as a result of said malfunction.

Concessionaire will provide the consumables and equipment necessary for the daily maintenance of the main floor and basement restrooms, including toilet paper and hand towels.

**4.3 Snow Removal.** City will be responsible for snow removal from the parking lot as well as the abutting County Road. Concessionaire agrees to remove the snow from the sidewalks and pedestrian walkways in a timely fashion.

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## ARTICLE 5 – MAINTENANCE, SECURITY

**5.1 Maintenance:** Concessionaire agrees to maintain and operate their business in compliance with all laws and regulations, including standards set by OSHA and the State Fire Marshall. Concessionaire shall be responsible for the daily cleaning and maintenance of the interior/exterior food service areas, including the kitchen, bar, main floor restrooms and exterior garbage collection area. Concessionaire shall also be responsible for daily cleaning of all public access basement areas.

City shall be responsible for the maintenance of the building exterior, parking lot, all interior fixtures and furniture, the building's plumbing, heating and electrical systems, outside patio furniture, outside patio, exterior walls, foundation, grounds, and the sprinkler systems.

**5.2 Security:** During the operating season, Concessionaire shall be responsible to secure the premises at the close of each business day by locking all doors and windows. Personal property of Concessionaire kept on the golf course premises or in the Clubhouse are kept there at the risk of Concessionaire and City shall not be liable for any damages, loss or theft thereof. The City shall furnish burglar and fire alarm systems as well as video surveillance systems of both the interior and exterior of the clubhouse, parking lot, and park areas.

## ARTICLES 6 – INDEMNITY, INSURANCE

**6.1 Indemnity:** Concessionaire agrees well and truly to perform and faithfully observe and comply with all the conditions, regulations and provisions prescribed herein, and to indemnify, save and keep harmless and defend City, its officers, agents and employees of and from any liability, lien, judgment, costs, damages and

expenses of whatsoever kind which may in any way be suffered by City or its officers, agents, or employees by reason of or in consequence of the operation of the concession services herein provided for on account of any act or thing done or suffered or omitted to be done under the authority or supposed authority of such grant. This indemnification provision is also applicable to Concessionaire's use of the cart as provided in Section 1.3 of this Concessionaire Agreement.

**6.2    Liability Insurance:** Concessionaire shall provide general liability insurance for the involved premises and liquor liability insurance for any liquor or liquor related concessions for which liquor liability insurance is generally obtained. General liability coverage amounts shall be at least \$1,500,000 combined single limit or such other amount as set forth in Minn. Stat. § 466.04, subd. 1, as may be changed from time to time, setting forth a municipality's maximum liability limit. Liquor liability coverage amounts for bodily injury, property damage and loss of means of support shall be at least in the minimum amount required by statute. The insurance policies shall name the City as an additional insured. Copies of said policies shall be deposited with the City Clerk prior to commencement of the term of this Agreement.

#### **ARTICLE 7 – TAXES**

**7.1    Sales Tax:** Concessionaire shall be exclusively responsible to timely remit sales taxes based on concessions services provided by Concessionaire pursuant to this Concessionaire Agreement.

#### **ARTICLE 8 – TERMS, CANCELLATION**

**8.1    Term:** The term of this Agreement shall be from January 1, 2011 through December 31, 2012.

**Deleted:** April 1, 2010

**8.2    Cancellation:** This Agreement shall be subject to cancellation during the term hereof in the event of the happening of any one or more of the following:

- (a)    Mutual agreement of City and Concessionaire;
- (b)    At the option of City if Concessionaire is adjudicated bankrupt, is in receivership, has made an assignment for the benefit of



creditors, or because Concessionaire's financial condition is such that Concessionaire is unable to continue to satisfactory operation;

- (c) Failure of Concessionaire to reasonably perform, keep and observe any of the provisions of this Concessionaire Agreement and the failure of Concessionaire to correct any default or breach thereof within a time specified by City.

**8.3 Sale:** Should Concessionaire sell the business to a third party during the term of this contract, this contract shall be subject to renegotiation or cancellation.

**8.4 Removal:** Upon expiration or cancellation of this Agreement, Concessionaire shall remove all goods, chattels and fixtures belonging to Concessionaire and shall leave the premises in the condition in which they were received. In the event said goods, chattels and fixtures are not removed within 14 days from termination of this Agreement, the Concessionaire shall be deemed to have abandoned the same to City.

#### **ARTICLE 9 – GENERAL**

**9.1 Independent Contractor:** Concessionaire is deemed an independent contractor for purposes of this Agreement, and any and all persons employed by Concessionaire in the performance of any work or services required or provided for in this Agreement shall not be considered employees of City for any purpose whatsoever, including but not limited to workers' compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit and any and all such claims shall be the sole obligation and responsibility of Concessionaire.

**9.2 No Subcontract, Assignment:** No portion of this Agreement may be assigned or subcontracted by Concessionaire to any other party without prior written consent of City.

**9.3 Governing Law:** This Concessionaire Agreement shall be governed by the laws of the State of Minnesota.

**9.4 Waivers:** The waiver by City or by Concessionaire of any breach of any term, covenant or condition herein contained, shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained.

9.5 **Notices:** Where referred to in this Concessionaire Agreement, notice to City of Concessionaire, respectively shall be addressed as follows:

To City: City of Grand Rapids  
c/o Director of Golf Course  
Pokegama Golf Course  
3910 Golf Course Road  
Grand Rapids, MN 55744

To Concessionaire: Stewart Bastian, Bastian Holdings, Inc.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the date first written above.

**CITY OF GRAND RAPIDS**

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

ATTEST: \_\_\_\_\_  
SHAWN GILLEN,  
Its City Administrator

By: \_\_\_\_\_  
Bastian Holdings, Inc.  
Stewart Bastian, Corporate Officer

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Notary Public



## Legislation Details (With Text)

**File #:** 10-1200      **Version:** 1      **Name:** The Lodge at Sugar Lake golf maintenance agreement  
**Type:** Agenda Item      **Status:** Golf Course  
**File created:** 1/4/2011      **In control:** Golf Course  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** The Lodge at Sugar Lake golf maintenance agreement.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** Golf Course Maintenance Contract

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

The Lodge at Sugar Lake golf maintenance agreement.

### *Body*

#### **Background Information:**

At the 2010 December Regular golf board meeting the board took action to recommend the following change to the maintenance agreement for Pokegama Golf Course. See the attached amended contract.

1. Increase the amount due to The Lodge at Sugar Lake by \$500.00 annually. The amount now due will be \$34,500.

There was no increase in the contracted amount in 2010.

#### **Staff Recommendation:**

Approve the amended contract as stated.

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

Consider approving the amended contract change which will increase in the annual payment to The Lodge at Sugar Lake in the amount of \$500/year. The annual payment will now be at \$34,500.

# **CONTRACT FOR GOLF COURSE MAINTENANCE SERVICES**

## **Amended January 1, 2011**

THIS CONTRACT made and entered into by and between the City of Grand Rapids, Minnesota, hereinafter referred to as the "City", and The Lodge at Sugar Lake, Inc. hereinafter referred to as the "Contractor".

WITNESSETH:

WHEREAS, the Grand Rapids City Council desires to employ the Contractor to provide Golf Course maintenance services for the City of Grand Rapids owned Golf Course, known as Pokegama Golf Course, as specified in detail by Exhibit "A".

WHEREAS, the Contractor can provide those services needed.

NOW THEREFORE, in consideration of the mutual covenants and considerations hereinafter contained, it is agreed by and between the City and the Contractor as follows:

### **1. Scope of Services**

It shall be the general intent of the Scope of Services to have the Contractor performs functions as defined in Exhibit "A".

### **2. Working Relationships**

The Contractor will report to the Director of Golf and maintain a close working relationship with the said Director of Golf.

### **3. Deliverables and Conditions for Payment**

All services provided by the Contractor pursuant to this Contract shall be performed to the satisfaction of the Director of Golf, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. Payment shall be withheld for work found by the City to be unsatisfactory, or performed in violation of federal, state, and local laws, ordinances, rules or regulations.

Tasks are to be completed as shown on Exhibit "A".

The amount of compensation for services provided for by the terms of this Contract shall be \$34,500 yearly and paid to the Contractor quarterly.

### **4. Time of Performance**

The contract will be perpetual.

All work authorized by the City through this Agreement will be performed in a timely manner and in accordance with a time schedule prescribed by the Director of Golf.

**5. Ownership of Plans**

Any original documents prepared, or possessed, by the Contractor under this Contract shall be the property of the City.

**6. Termination of the Contract**

Either party may cancel this Contract (or any part thereof), at any time by giving written notice to the other party at least ninety (90) calendar days prior to the effective date of the termination. The Contractor shall be paid for the work performed prior to the effective date of termination based upon the payment terms of this Contract. Such payment shall not exceed the maximum amount provided for by the terms of this Contract.

Notice to the City shall be mailed or delivered to:

Bob Cahill, Director of Golf,  
City of Grand Rapids,  
420 North Pokegama Avenue,  
Grand Rapids, Minnesota 55744.

Notice to the Contractor shall be delivered to:

Fred Bobich, President  
The Lodge at Sugar Lake, Inc  
37584 Otis Lane  
Cohasset, MN 55721

**7. Independent Contractor**

It is agreed that nothing contained in this Contract is intended or should be construed as creating the relationship of co-partner, joint ventures, or an association with the City and Contractor. Contractor is an independent contractor and neither it, its employees, agents, subcontractors nor representatives shall be considered employees, agents, or representatives of the city. Except as otherwise provided herein, Contractor shall maintain, in all respects, its present control over the means and personnel by which this Contract is performed. From any amounts due Contractor, there shall be no deductions for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Contractor.

**8. Choice of Law**

The laws of the State of Minnesota shall govern all questions as to the execution, nature,

obligation, instruction, validity, and performance of this Contract.

**9. Accuracy of Work**

The Contractor shall be responsible for the quality and timeliness of the work and shall promptly make necessary modifications or corrections resulting from errors and omissions on the part of the Contractor without additional compensation.

All items of work to be performed by the Contractor shall be done in accordance with the requirements and recommendations of, and subject to the approval of, the Director of Golf.

**10. Subletting, Assignment, or Transfer**

No portion of the work under the Contract shall be sublet, sold, transferred, assigned, or otherwise disposed of except with the prior written consent of the City.

**11. Indemnity**

The Contractor shall save and protect, hold harmless, indemnify and defend the City, its council members, officers, agents, employees and volunteer workers against any and all liability, causes of action, claims, loss, damages or cost and expense arising from any professional errors and omissions and/or negligent acts and omissions of Contractors in the performance of this Contract.

Contractor shall be responsible for the quality, technical accuracy, and the coordination of all services furnished by Contractor under this Contract. Contractor shall, without additional compensation, correct any errors or deficiencies in contractor's responsibilities as described in Exhibit "A".

**12. Insurance**

Contractor shall not commence work under this Contract until they have obtained at their own cost and expenses all insurance required herein. All insurance coverage is subject to approval of City and shall be maintained by Contractor at all times this Contract is in effect. Contractor further agree that to protect themselves as well as City under the indemnity Contract set forth above, they shall at all times during the term of the Contract have and keep in force:

**A. Comprehensive General Liability**

1. Bodily Injury: \$1,000,000 per occurrence  
\$1,000,000 products & completed operations
2. Property Damage: \$1,000,000 per occurrence
3. Personal Injury

Liability Limit: \$1,000,000 per occurrence

4. Contract Liability

Bodily Injury: \$1,000,000 per occurrence  
Property Damage: \$1,000,000 per occurrence

B. Workers' Compensation

The contractor shall obtain and maintain for the duration of this Contract, statutory workers' compensation insurance and employer's liability insurance as required under the laws of the State of Minnesota.

1. State: Minnesota - Statutory
2. Employer's Liability

Insurance certificates evidencing that the above insurance is in force with companies acceptable shall be submitted for examination and approval prior to the execution of the Contract, after which they shall be filed with the City. The insurance certificates shall specifically provide that a certificate shall not be modified, canceled, or non-renewed except upon thirty (30) days prior written notice. Neither the City's failure to require or insist upon certificates or other evidence of insurance showing a variance from the specified coverage changes Contractor's responsibility to comply with the insurance specifications.

The City may withhold payment for failure of the contractor to furnish certificates of insurance as required above.

13. Settlement of Claims

In any case where the Contractor deems that extra compensation is due for services, materials or damages not expressly required by the Contract or not ordered in writing by the City as extra work, the Contractor shall notify the City in writing before it begins any such work on which the claim is based. If such notification is not previously given or the claim is not separately and strictly accounted for, and approved by the City in writing before the Contractor commences said work, the Contractor hereby waives and releases forever any claim or costs for such extra compensation. However, such notice or accounting shall not in any way be construed as proving the validity of any claim by Contractor.

The City shall decide all claims, questions, and disputes of whatever nature which are referred to it relative to the prosecution and fulfillment of this Contract; and its decision upon all claims, questions, and disputes shall be final and conclusive upon the parties thereto administratively. Nothing in this Contract shall be construed as making final the decision of the City on a question of law. Furthermore, the parties agree that any dispute

over extra services, or questions of whatever nature arising out of this contract not resolved between the parties must be submitted to mediation prior to any litigation.

**14. Successors and Assigns**

The City and Contractor, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Contract and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Contract. Neither the City nor Contractor shall assign, sublet, or transfer any interest in this Contract without the prior written consent of the other.

**15. Equal Employment and Nondiscrimination and Affirmative Action**

In connection with the work under this Contract, Contractor agrees to comply with the applicable provisions of state and federal equal employment opportunity and non-discrimination statutes and regulations.

**16. Severability**

In the event any provision of this Contract shall be held invalid and unenforceable, the Remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the Contract to fail its purpose. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

**17. Entire Contract**

It is understood and agreed that the entire Contract of the parties is contained herein and that this Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous contracts presently in effect between the City and Contractor relating to the subject matter hereof.

**18. Relationship with Others**

The Contractor shall cooperate fully with the City, other contractors on adjacent projects, municipalities, local government officials, public utility companies, and others as may be directed by the City. This shall include attendance at meetings, discussions, and hearings as may be requested by the City, furnishing data as may be requested from time to time by the City to effect such cooperation and compliance with all directives issued by the City.

**19. Covenant Against Contingent Fees**

The Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Contractor to solicit or secure this Contract and that it has not paid or agreed to pay any company or person other than a bona fide employee working solely for the Contractor and fee, commission, percentage,



brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the City shall have the right to annul this Contract without liability, or in its discretion, to deduct from the Contract price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts or contingent fee.

**20. Laws**

The Contractor shall keep himself fully informed of all existing and current regulations of the city, county, state and federal laws which in any way limit or control the actions or operations of those engaged upon the work or affecting the materials supplied to or by them. The Contractor shall at all times observe and comply with all ordinances, laws, and regulations and shall protect and indemnify the City as provided in Article 12 of this Contract.

**21. Authorized Agent of the City of Grand Rapids**

The City of Grand Rapids shall appoint an authorized agent for the purpose of administration of this Contract. Contractor is notified of the authorized agent of the City is as follows:

Bob Cahill  
Director of Golf  
420 North Pokegama Avenue  
Grand Rapids, Minnesota 55744

**22. Modification of Contract**

Any alterations, variations, modifications, or waivers of provisions of this Contract shall only be valid when they have been reduced to writing, signed by the Mayor and City Administrator of the City and the contractor and attached to the original of this Contract.

IN WITNESS WHEREOF, the City and the Contractor by their authorized partner or officer have hereunto subscribed their names.

DATE: \_\_\_\_\_

**CITY OF GRAND RAPIDS, MINNESOTA**

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

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

DATE: \_\_\_\_\_

**The Lodge at Sugar Lake, Inc**

By: \_\_\_\_\_  
Fredrick Bobich, Its President

## **EXHIBIT “A”**

This is a professional/skilled labor position responsible for the maintenance and improvement of all golf course grounds including the 18 hole championship course, practice areas, and the grounds surrounding the buildings and entrances to the course. The Contractor is responsible for the maintenance of all golf associated buildings including the clubhouse, maintenance facility, and on course restrooms. The Contractor must exercise judgment in executing maintenance programs.

### **Essential Functions**

1. Supervises, assigns and directs staff subordinates, including delegating and following up on subordinate's job duties. Coordinates with the Club Professional to monitor personnel program for hiring, promotion, training, discipline or dismissal of subordinates.
2. Develop division budget and coordinate all division purchases including the maintenance of accurate records, budget expenditures, prepare employee records and coordinate division purchases.
3. Inspect golf course grounds for disease and determine appropriate measures based on integrated pest management to insure a proper course of action for growth and minimizing turf diseases.
4. Supervise the mowing and trimming of golf course grounds.
5. Plant and trim trees, shrubs and flowers, including routine maintenance.
6. Determine the seed and fertilizer levels based on inspection of the grounds.
7. Responsible for the maintenance of all equipment: including preparations of recommendations for the purchase of equipment and training subordinates on the use and maintenance of golf course grounds equipment.
8. Responsible for maintaining the golf course irrigation and pump system including programming, repairs or modification where appropriate.
9. Other related duties or projects as assigned, including but not limited to, improvement projects for the golf course, writing bids and specifications and other responsibilities as assigned by the supervisor.

### **ENVIRONMENT**

The work environment characteristics described herein are representative of those the Contractor may encounter while performing the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Primary: Work involves a combination of general office and outside work with exposure to weather extremes.

## WORK REQUIREMENTS

To perform this job successfully, the Contractor must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills Involved:

- Ability to plan, organize and supervise work crews.
- Ability to instruct workers on proper work techniques.
- Ability to keep records and make complete reports.
- Some basic knowledge of basic golf course administrative procedures and recreational practices.
- Ability to respond to complaints and direct appropriate action.
- Ability to establish and maintain tactful and effective working relationships with employees and general public.

Schedules and  
Other Conditions: Work involves a varied schedule, which may include seven days per week, Morning to late evening hours.

Physical Demands: The Contractor must be able to see, hear, talk, use hands and fingers, walk, drive, and remain in a normal seated position. As duties involve overseeing of maintenance and facilities, the employee may be required to lift up to 75 pounds, carry materials, and walk on a variety of terrains, bend, crouch, crawl, climb, and stoop.

Mental Abilities: Must have a general learning ability, including the ability to understand meanings of words and ideas associated with and use them effectively. The Contractor must have the ability to perform arithmetic operations quickly and accurately and the ability to perceive pertinent detail in verbal and tabular matter.

### Minimum Qualifications:

1. High school diploma or equivalent
2. Possession of a Minnesota Pesticide Applicator's License
3. Two year turf related degree
4. Two years experience as a golf course superintendent
5. Good public relations and business skills and ability to work as a team member

Desirable Qualifications:

1. Bachelor's degree in turf management or related degree
2. Minnesota Golf Course Superintendent Association Class "A" rating
3. Five (5) years experience as a golf course superintendent
4. Knowledge of integrated pest management
5. Knowledge of local government functions.



## Legislation Details (With Text)

**File #:** 10-1198      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 1/4/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Approve 2011 City memberships for CGMC, LMC and RAMS.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### Title

Approve 2011 City memberships for CGMC, LMC and RAMS.

### Body

#### Background Information:

Coalition of Greater MN Cities (CGMC) - 2011 assessment for the City of Grand Rapids - For research and advocacy and general services related to property taxes, LGA, annexation, environmental regulation and funding, economic development and transportation.....\$12,336.00

League of Minnesota Cities 0 for membership dues beginning beginning September 1, 2010. Annual dues for membership in the League of Minnesota Cities includes subscriptions to Minnesota Cities Magazine.....\$8,469.00

Range Association of Municipalities and Schools.....\$950.00

### Requested City Council Action

Consider approving 2011 memberships in Coalition of Greater Minnesota Cities for \$12,336.00, League of Minnesota Cities for \$8,469.00, and Range Association of Municipalities & Schools for \$950.00.



## Legislation Details (With Text)

<b>File #:</b>	10-1208	<b>Version:</b>	1	<b>Name:</b>	Consider approving Workers Compensation coverage through Berkley Administrators for the 2011 plan year at the proposed rate of \$140,556 and authorize payment of premium.
<b>Type:</b>	Agenda Item	<b>Status:</b>			Administration Department
<b>File created:</b>	1/5/2011	<b>In control:</b>			Administration
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>			
<b>Title:</b>	Consider approving Workers Compensation coverage through Berkley Administrators for the 2011 plan year at the proposed rate of \$140,556 and authorize payment of premium.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

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

Consider approving Workers Compensation coverage through Berkley Administrators for the 2011 plan year at the proposed rate of \$140,556 and authorize payment of premium.

**Background Information:**

We have received a quote of \$140,556 for our Workers Compensation coverage through Berkley Administrators for 2011. This is a \$27,206 price increase from last years' rate.

Each year a rate is set by job classification. The rate changes do not mean that our City's actual premium will necessarily increase or decrease by these exact amounts. The actual premiums are also affected by changes in city expenditures, property values, payrolls, and other exposure methods, and also by changes in our experience rating. Berkley uses our actual claims for the three years proceeding the present year (i.e. 2007, 2008, 2009) in figuring the experience modification. This rate fluctuates based on claims made in previous years. The experience modification rate changed from .87 last year to 1.16 this year.

Last year we recommended a change in the deductible option. In the past, we had opted for a 3.00% premium credit by choosing the \$500 deductible option. In comparing the premium credit with the out-of-pocket deductible, it has been determined that it will continue to be more beneficial to not have a deductible. There is no agent fee, since the Human Resources Director performs the functions of the insurance agent.

This is a budgeted expense in the 2011 budget.

**Staff Recommendation:****Requested City Council Action:**

Consider approving the Workers Compensation coverage through Berkley Administrators for the 2011 plan year at the proposed rate of \$140,556 and authorize payment of the premium.





## Legislation Details (With Text)

**File #:** 10-1209      **Version:** 1      **Name:** 2010 Flexible Benefits Plan Amendment  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 1/5/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** 2010 Flexible Benefits Plan Amendment  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [SuperiorUSAAmendment](#)

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

2010 Flexible Benefits Plan Amendment

### *Body*

#### **Background Information:**

An amendment to the City's Flexible Benefit Plan needs to be adopted to reflect the provisions of the Patient Protection and Affordable Care Act (PPACA), the Health Care and Education Reconciliation Act of 2010 (HCERA), and certain other provisions of applicable law and applicable regulations that were generally effective after December 31, 2009.

The City of Grand Rapids will maintain the Cafeteria Plan for the benefit of its employees, however will need to amend the Plan as follows:

1. Election Change For Children Under Age 27
2. Dependent - Defined
3. Grandfathered Plan - Defined
4. No Coverage For Over The Counter Medications Without a Prescription
5. Maximum Salary Reduction Amount for a Health Flexible Spending Account
6. Qualified Benefits
7. Coverage for Children up to Age 26
8. Coverage of Preventive Care without Cost-sharing
9. Internal and External Claims Procedure for Health Flexible Spending Account
10. Dependent Care Flexible Spending Account Limits
11. Adoption Assistance Flexible Spending Account

Attached is the detailed information regarding the changes.

#### **Staff Recommendation:**

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

Consider adopting the 2010 Flexible Benefits Plan Amendment and authorize the Mayor to sign the attached "City of Grand Rapids Consent Action of the Directors."



## 2010 FLEXIBLE-SPENDING PLAN AMENDMENT

PLAN SPONSOR: City of Grand Rapids-Calendar Plan (the "Plan")

PLAN SPONSOR: City of Grand Rapids (the "Company")

This Amendment to the Plan is being adopted to reflect the provisions of the Patient Protection and Affordable Care Act (ACA), the Health Care and Education Reconciliation Act of 2010 (HCRRA), and collectively referred to herein as the Act, and certain other provisions of applicable law and applicable regulations that are generally effective after December 31, 2009 ("Applicable Law"). This Amendment addresses certain mandatory and discretionary provisions set forth in the Act and Applicable Law. It is intended as good faith compliance with the requirements of the Act and Applicable Law and is to be construed in accordance with the same. This Amendment and the provisions of Applicable Law shall supersede the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment, the Act, and Applicable Law.

City of Grand Rapids (the "Company") maintains the City of Grand Rapids Calendar Plan (the "Plan") for the benefit of certain of its employees. The Company has reserved the right to amend the Plan and so the Company hereby amends the Plan as follows, effective as provided herein.

- 1. Election Change for Children Under Age 27.** IGHealth Health Flexible Spending Account benefits are described and the Plan provides coverage for children and spouses in the policies and procedures set forth by the Employer and Administrator. The Plan provides for a new election opportunity for newly eligible dependent coverage under the Plan effective no earlier than March 1, 2010, and no later than January 1, 2011. A Participant may revoke an election during a period of coverage with respect to a qualified benefits plan (as defined in Treas. Reg. 1.1371-4(f)(3)) and make a new election for the remaining portion of the period if, under the facts and circumstances: (i) a child up to age 27 became newly eligible for coverage or eligible for coverage beyond the date on which the child otherwise would have lost coverage; and (ii) the election change corresponds with the change in status that affects eligibility for coverage under a qualified benefits plan.
- 2. Dependent -- Defined.** In conjunction with the policies and procedures set forth by the Employer and Administrator, but in no event later than January 1, 2011, with respect to the Health Flexible Spending Account, the term "Dependent" in the Plan is modified to mean: (a) a dependent as defined under Code §152 (as determined without regard to subsections (b)(1), (b)(2), and (b)(3)) the term as modified by Section 1361(b) in a trust, (as defined in Code §152(c)(1)) of the Participant who is at the end of the taxable year: (i) not attained age 27; and (ii) a child of the Participant to whom IRS Rev. Rul. 2008-13 applies regarding certain children of divorced or separated parents who receive more than half of their support for the calendar year from one or both parents and are in the custody of one or both parents for more than half of the calendar year. For this purpose, a Participant's child includes his or her natural child, stepchild, foster child, adopted child, or a child placed with the Participant for adoption without regard to student status, marital status, financial dependency or residency status with the

Participant or any other person. The phrase "placed for adoption" refers to a child whom the Participant intends to adopt, whether or not the adoption has become final, who has not attained the age of eighteen (18) as of the date of such placement for adoption. The term "placed" means the assumption and retention by such Participant of a legal obligation for total or partial support of the child in anticipation of adoption.

**4. Grandfathered Plan - Defined.** The term **Grandfathered Plan** means a plan in existence on March 23, 2010, that meets all of the following conditions:

- (a) The plan continues to cover at least one person.
- (b) The administrator has satisfied all required disclosure requirements by describing the plan benefits to participants and beneficiaries.
- (c) The administrator retains satisfactory evidence of the plan's existence on March 23, 2010.
- (d) The plan restricts future amendments to the changes to benefits permitted by law. For purposes of this restriction, any changes which reduce benefits or increase costs for participants would cause the plan to be so designated as a **Grandfathered Plan**. Notwithstanding the above, changes to premiums, charges or co-payments required or state legal requirements, changes to voluntarily comply with provisions of health care reform, and changes to the plan's third party administrator will generally not cause a plan to cease to be a **Grandfathered Plan**.

Notwithstanding the foregoing, to the extent subsequent guidance from the IRS indicates that any more restrictive than those set forth above, such standards will apply prospectively to plan changes effective after the publication of the final regulations.

**4.2. No Coverage for Over-The-Counter Medications Without a Prescription.** **1001-1002.** January 1, 2011, reimbursement for expenses incurred for a medication on a day that the treated as a reimbursement for medical expenses under Code section 105(b) only if such medication or drug is prescribed drug (determined without regard to whether such drug is available without a prescription or its insulin. To the extent provided in the Plan or as prescribed by the Employer or administrator, the Company may enter into an agreement with a financial institution to provide a Participant with a debit, credit or other stored value card to provide immediate payment of reimbursements available under the Plan provided that the use of such card complies with IRS Notice 2010-79 and any accompanying guidance.

**4.3. Maximum Salary Reduction Amount for a Health Flexible Spending Account.** The maximum salary reduction amount that can be contributed to a Health Flexible Spending Account in any Plan Year may not exceed the maximum permitted under Code Section 125(b) (which as of 2013, will be set at \$2,500, and then indexed for inflation thereafter).

6. Qualified Benefits. As of January 1, 2014, the term "Insurance Contract" may not include any qualified health plan (as defined in section 1361(a) of the Act) offered through an exchange established under section 1311 of such Act unless the Employer's Employer is a qualified employer (as defined in section 1361(c)(2) of the Act) offering the Employee the opportunity to enroll through such exchange in a qualified health plan in a group market.

7. Coverage for Children up to Age 26. For purposes of Code section 1361, expenses for a child (as defined in section 1361(d)(3) of the Act) may be covered until the end of the year, but not beyond the Administrator may extend coverage until the end of the calendar year in which the child turns age 26.

8. Coverage of Preventive Care without Cost-sharing. In the event the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2 and the Administrator determines that the Plan is subject to HIPAA portability rules, the Plan shall comply with the portability requirements of Code section 9801 of the Act. The Administrator shall only provide a certificate of creditable coverage if the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2. If the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2 or if the Administrator determines that the Plan is subject to HIPAA portability rules and if the Plan is not a Grandfathered Plan under the Act, then the Plan must provide coverage without cost-sharing requirements for preventive care as provided in Treas. Reg. section 54.9801-2 (and any superseding guidance) up to the amount available in the Participant's Health Flexible Spending Account.

#### 9. Internal and External Claims Procedure for Health Flexible Spending Account

(a) Applicability. This section shall apply to any claim for benefits under the Health Flexible Spending Account if: (i) the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2 or if the Plan Administrator determines that the Plan is subject to HIPAA portability rules; and (ii) the Plan is not a Grandfathered Plan under the Act.

(b) Effective Date. This Section shall be effective the first of the first plan year beginning after September 23, 2010, or the date the Plan is no longer a Grandfathered Plan under the Act.

(c) Internal Claims Process. The claims requirements of DOL Reg. section 2590.701-1 shall apply to the internal claims process, except as provided under DOL Reg. section 2590.701-2, in any superseding guidance and below.

(1) Adverse Benefit Determination. An adverse benefit determination means an adverse benefit determination as defined in DOL Reg. 2590.701-1, as well as any rescission of coverage, as described in DOL Reg. 2590.701-2(c)(2).

(2) **Fair and Fair Review.** A Claimant must be allowed to review the full and present evidence and testimony as part of the internal appeals process. Claims must be provided, free of charge, with any new or additional evidence considered relied upon or generated by the Plan in connection with the claim sufficiently in advance of the final adverse benefit determination to give the Claimant a reasonable opportunity to respond prior to final date. The Plan must also meet the conflict of interest requirements under DOL Reg. 2590.715-2(b)(2)(ii).

(3) **Notice.** A description of available internal and external claims processes and information regarding how to initiate an appeal must be provided. Notices of adverse benefit determinations must include the information required under DOL Reg. 2590.715-2(b)(3)(i)-(iv) as applicable. The first notice of internal adverse benefit determination must include a discussion of the decision. Notice must be provided in a reasonably appropriate manner as provided under DOL Reg. 2590.715-2(b)(3)(v). The Plan must disclose the contact information for any applicable Free of Cost Health Insurance Consumer Assistance or ombudsman established under ERISA section 2293.

(4) **Deemed Exhaustion of Internal Claims Process.** If the Plan fails to strictly adhere to the requirements of DOL Reg. 2590.715-2(b)(3)(v), the claimant may initiate an external review under Section 5.02(a)(2) or may bring an action under section 3026 of ERISA.

## **(c) External Claims Process**

(1) **State External Claims Process.** If the Adoption Agreement specifies that the Plan is not subject to ERISA and the State external claims process includes at a minimum the consumer protections in the ERISA Uniform Model Act then the Plan must comply with the applicable State claims review process.

(2) **Federal External Claims Process.** The Plan must comply with the Federal external claims process of DOL Reg. section 2590.715-2(b)(3) and any superseding guidance if a section (a)(1) above is not applicable.

(3) **Subsequent Guidance.** To the extent the DOL issues rules, notices and/or subsequent guidance with respect to the protections set forth above, such guidance shall be incorporated by reference and the Administrator shall apply all mandated provisions operationally to the claims review process.

**Dependent Care Flexible Spending Account Limits.** The maximum amount of expense that may be contributed/consumed in any Plan Year for the Dependent Care Flexible Spending Account is \$5,000 per Participant if the Participant is married and filing a separate return. The amount payable may also not be greater than the amount of the Participant's earned income or the earned income of the Participant's spouse. In the case of a spouse who is a student or a qualifying individual, Code section 71(e)(2) shall apply in determining earned income.

11. ~~At any time, the Company may amend the Plan to provide for the inclusion of a Flexible Spending Account. The maximum amount of expense that may be contributed or reimbursed in any Plan Year is the maximum amount permitted by federal tax law. Effective January 1, 2010, the limit was increased to \$1,100 for Plan Years beginning in 2010.~~

IN WITNESS WHEREOF, the Company has caused this instrument to be executed on  
11 day of December, 2010.

CITY OF GRATHER, TEXAS

Signature: 

Print Name: Shalyn J. Gillen

Title: City Administrator



**CITY OF GRAND RAPIDS  
CONSENT ACTION OF THE DIRECTORS**

The following actions are hereby taken by the unanimous written consent of the directors of City of Grand Rapids (the "Company") in lieu of a meeting of the directors:

With respect to the amendment of the City of Grand Rapids Charter Plan (the "Plan"), the following resolutions are hereby adopted:

**RESOLVED**, That the Plan be amended in the form attached hereto, which amendment is hereby adopted and approved;

**RESOLVED FURTHER**, That the appropriate officers of the Company be, and they hereby are, authorized and directed to execute said amendment on behalf of the Company;

**RESOLVED FURTHER**, That the officers of the Company be, and they hereby are, authorized and directed to take any and all action and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, contracts to be prepared and filed such reports documents or other information as may be required under applicable law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_



## Legislation Details (With Text)

**File #:** 10-1210      **Version:** 1      **Name:** Library Board Applicants  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 1/5/2011      **In control:** Administration  
**On agenda:** 1/10/2011      **Final action:**  
**Title:** Consider appointment of 3 applicants for the Grand Rapids Area Library Board.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Abby Kuschel](#)  
[Jemma Baker](#)  
[Max Peters](#)

Date	Ver.	Action By	Action	Result
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### Title

Consider appointment of 3 applicants for the Grand Rapids Area Library Board.

### Body

#### **Background Information:**

There are currently three (3) openings on the Library Board due to term expirations on December 31, 2010. The vacancies consist of two (2) resident and one (1) non-resident positions. The applicants are as follows:

Abby Kuschel has served on the Library Board since December 2009 when she was appointed to fill an unexpired term expiring on December 31, 2010. Ms. Kuschel is requesting to be appointed to fill a three year term to expire December 31, 2013.

Jemma Baker is a new applicant who has served the Library Board as recording secretary and is interested in filling a vacancy on the Library Board, term to expire December 31, 2013.

Max Peters is a non-resident applicant requesting appointment to the Library Board with a term to expire on December 31, 2013.

Individual applications are attached for your review.

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

Consider appointing Abby Kuschel, Jemma Baker and Max Peters to the Grand Rapids Area Library Board for three year terms effective immediately and expiring on December 31, 2013.

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CITY OF GRAND RAPIDS  
APPLICATION FOR CITY BOARDS AND COMMISSIONS

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CITY OF GRAND RAPIDS  
ADMINISTRATION

**NOTE:** As an applicant for a City Board or Commission, your name, address, and phone number will be available to the press and the public. You will be contacted regarding action taken on your appointment.

(Please type or print clearly.)

Name: Andy Kuechel Date: 10/28/09  
Address: 1621 NW 7th St Phone: 311-9482  
Grand Rapids

I am interested in serving on the following Board or Commission for the City of Grand Rapids.

Grand Rapids Library Board

Occupation: Coordinator - Ingham County Wellness Org (Det) Court  
(If retired, please indicate former occupation/profession)

Education: Bachelor in Health Education -  
University of MN Duluth

Professional and/or community activities: Artist with Rock Dance  
events, hosting recreation events, and play piano  
every at Zion Lutheran Church - I have also joined  
the Rock and Roll Scholarship Committee.

Please include a brief statement on qualifications:

I'm interested in the board because I feel it is  
an excellent asset to our community. My family and I  
are frequent patrons of the library. My past writing experience

Please return this form to:

City Administration Office  
420 North Pokagon Avenue  
Grand Rapids, MN 55744

Andy Kuechel  
Signature of Applicant



RECEIVED

**CITY OF GRAND RAPIDS**  
**APPLICATION FOR CITY BOARDS AND COMMISSIONS**

CITY OF GRAND RAPIDS  
ADMINISTRATION

**NOTE:** As an applicant for a City Board or Commission, your name, address, and phone number will be available to the press and the public. You will be contacted regarding action taken on your appointment.

(Please type or print clearly.)

Name: James Baker Date: 12-1-10

Address: 500 Canal St. Phone: 268-2271  
Grand Rapids

I am interested in serving on the following Board or Commission for the City of Grand Rapids:

Grand Rapids Library Board

Occupation: Stay at home mom  
(If retired, please indicate former occupation/profession)

Education: High School in South Africa  
(Johannesburg)

Professional and/or community activities: Volunteer for the  
Children's Discovery Museum for  
several years as well as Children's Church  
very active in the church.

Please include a brief statement on qualifications:

I believe I am a good listening  
skills with a lot of patience  
and love.

Please return this form to:

City Administration Office  
420 North Pokegama Avenue  
Grand Rapids, MN 55744

Baker  
Signature of Applicant

**CITY OF GRAND RAPIDS**  
**APPLICATION FOR CITY BOARDS AND COMMISSIONS**

**NOTE:**

As an applicant for a City Board or Commission, your name, address, and phone number will be available to the press and the public. You will be contacted regarding action taken on your appointment.

**Name:** Max Christian Peters

**Date:** December 27, 2010

**Address:** 22731 Sugar View Drive E, Cohasset, MN 55721

**Phone:** 218-242-4251

**I am interested in serving on the following Board or Commission for the City of Grand Rapids:** Library Board of Directors

**Occupation:** Mechanical Engineer/Financial Analyst  
(If retired, please indicate former occupation/profession)

**Education:** Master of Business Administration -- MBA Management & Finance 2010  
University of Minnesota Carlson School of Management  
Bachelor of Science Mechanical Engineering -- BSME 2000  
University of Colorado at Boulder  
High School Diploma 1996  
Grand Rapids High School ISD #18

**Professional and/or community activities:**

American Society of Mechanical Engineers (ASME)  
Chartered Financial Analyst (CFA) Candidate Level 1 June 2011  
Itasca County Driftskippers  
Grand Rapids Gymnastics Academy (GROA) -- Ava (6) and Mia (3)

**Please include a brief statement on qualifications:**

My combination of education, experience, and entrepreneurship would be a valuable asset to the city of Grand Rapids and the Library Board of Directors. I have very strong management and financial skills, as well as significant training in strategic development. I have a passion for knowledge and lifelong learning, virtues that the Grand Rapids Library helps support as I encourage my two daughters, Ava and Mia, in their journey of self-discovery. My family and I are proud to call the Grand Rapids area our home and I would enjoy the opportunity to contribute to the continued growth and service of the Grand Rapids Area Library.

**Please return this form to:**

City Administration Office  
420 North Pokegama Avenue  
Grand Rapids, MN 55744

  
Signature of Applicant

# Max Peters

22731 Sugar View Drive E, Cohasset, MN 55721  
952-426-5400 • mxptrs@gmail.com

Dynamic, performance-driven professional with strong leadership and management capabilities. Diverse educational background with commitment and passion for lifelong learning in a disciplined, competitive environment.

Technical engineering expert and product development professional with exceptional background including innovation management, risk management, and project management. Skilled experience with world class process management techniques such as Six Sigma, Total Quality Management, Toyota Productions System, Lean Manufacturing including technical expertise regarding Design of Experiments (DOE) and Statistical Process Control (SPC).

Highly skilled in both qualitative and quantitative analysis including capital budgeting, capital allocation, equity and fixed income security valuation, portfolio analysis, multi-variable non-linear regression, SWOT, and scenario planning.

Creative, independent personality dedicated to continuous improvement and rapid change. Experienced entrepreneur having generated 4 start-up companies in the fields of entertainment, consulting, medical device, and financial management.

## Core Qualifications

Project Management • Six Sigma • Design for Manufacture and Assembly • Product Life-cycle Management  
Statistical Process Control (SPC) • Design of Experiments (DOE) • Innovation Management  
Strategic Business Development • Operations Management • Equity and Fixed Income Security Valuation  
Corporate Finance • Scenario Planning • Statistical Methods • Numerical Modeling  
Cost Accounting • Financial Statement Analysis • Marketing Research

## Education

**Master of Business Administration – MBA Management & Finance 2010**

University of Minnesota Carlson School of Management

**Bachelor of Science Mechanical Engineering – BSME 2000**

University of Colorado at Boulder

**High School Diploma 1996**

Grand Rapids High School ISD 318

## Professional Experience

**VELOURIA CAPITAL MANAGEMENT**, Grand Rapids, MN (2009 - Present)

### Fundamental Equity Analyst

- Completed fundamental equity analysis and buy/sell/hold recommendations for 75 stocks.
- Financial performance modeling using FAMOUS FCF modeling software.
- CFA Candidate – Level 1 June 2011

**STRATASYS, Inc.**, Eden Prairie, MN (2008 - 2010)

### Senior Mechanical Engineer

- Lead Engineer for Fortus-Boeing Tool Changer R&D project managing cross-functional engineering team while developing new Stratasys technology including pneumatic, high-precision robotics.
- Executed “triple constraint” by generating schedule, allocating resources, and estimating cost structure while managing project scope, risk, customer expectations, product specification and performance.
- Managed mechanical design tolerance analysis group for the HPDesignjet 3D Removal System project performing FEA Solidworks/Cosmosworks analysis, WCS/RSS/Monte Carlo simulations, and Alignex consulting.
- Performed consumable material qualification using 4-factor, 3-level Design of Experiments (DOE).

**BECKMAN COULTER, Inc.**, Chaska, MN (2005 - 2008)

### Senior Mechanical Engineer

- Lead Mechanical Engineering project member responsible for developing customer requirements and product marketing assessments for the Beckman Coulter ING (Immunoassay Next Generation) product platform.

### ***BECKMAN COULTER, Inc. (Con't)***

- Led concept development and brainstorming sessions for the Beckman Coulter ING project using IDEO creativity and innovation techniques.
- Directly responsible for increasing Beckman Coulter prototyping capability through the purchase of a Stratasys Dimension 1200 SST rapid prototype printer resulting in first-year ROI of \$165,345.45.
- Beckman Coulter CAPA team member responsible for improving the function and reliability of precision displacement pumps using the Six Sigma process improvement methodology.
- Responsible for the design creation, prototype development, and documentation release of Beckman Coulter UniCel DxI600 immunoassay medical systems.
- Interfaced with the Beckman Coulter DxI600 Core Team and the DxI600 Development Team while leading the DxI600 Mechanical Engineering group through Verification, Validation, 510K, and PMA activities.
- Developed electro-mechanical automation products for use in a highly corrosive, high precision, low-volume, one-million-plus life-cycle environment.
- Created Document Change Orders (DCOs) for medical devices under the restrictions and guidelines of both ISO 13945 and FDA regulatory processes.
- Adhered to Beckman Coulter Standard Operating Procedures (SOPs).
- Demonstrated commitment to best practices in design including: Geometric, Dimensioning and Tolerancing (GD&T - ASME Y14.5), Design of Experiments (DOE), Statistical Process Control (SPC), Finite Element Analysis (FEA), Design for Manufacture/Design for Assembly (DFMA), Failure Mode Effects Analysis (FMEA), and Corrective Action Preventive Action (CAPA).

### ***FARGO ELECTRONICS, Inc., Eden Prairie, MN (2000 - 2005)***

#### **Mechanical Design Engineer/Continuation Engineer/Manufacturing Engineer**

- Responsible for the design, development, and testing of Fargo ID Card Printer platforms.
- Directed Fargo New Product Technology Development team's next-generation product designs.
- Provided design solutions that exceeded product quality and reliability goals consistent with medium-volume, 100,000-cycle, electro-mechanical designs.
- Reduced design iteration time with the use of Stratasys 3D prototype printers.
- Developed a working knowledge of sheet metal fabrication techniques, injection molded thermoplastics, ABS-rapid prototyping, CNC and other classic machining operations.
- Established customer relationships with international part vendors and OEM suppliers.
- Generated product documentation and Engineering Change Orders (ECO's) using the Agile Anywhere Product Life-cycle Management (PLM) software.

#### **Entrepreneur Experience**

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### ***American Steel Design, Grand Rapids, MN (2008 - Current)***

#### **Mechanical Design Engineering Consultant**

- Completed remanufacturing mechanical design projects for Detroit Diesel, a subsidiary of Daimler AG.
- Partnered with Intelligent Structures Incorporated (ISIFEA) operated by Dr. Dave Rourk, PhD, PE.
- Finite Element Analysis (FEA) using Solidworks/Cosmosworks and Algor mechanical simulation software.

### ***iBreathe Medical, Minnetonka, MN (2008 - 2009)***

#### **Co-Founder**

- Product Concept: Portable oxygen concentrator utilizing and improving preservation absorption technology to create a smaller, easier-to-use, longer lasting patient solution.
- Voted "Best Concept" by classmates of Dr. Dileep Rao, PhD, Business Formation course, Fall 2008.
- Led 6-member team of MBA candidates through completion of market research and business development presentation demonstrating \$500 million market potential.

### ***Pop Riot Records, Minneapolis, MN (1999 - 2005)***

#### **Owner/Operator**

- Fully executed ten record releases through a national distribution network.
- Record release activities included management and oversight of artist selection and development, audio recording, artwork and packaging, vendor selection, marketing and promotions.
- Pop Riot Records artist, the Soviettes, released records with nationally renowned record labels Fat Wreck Chords and Adeline Records, owned by Billy Joe Armstrong of Green Day.



## Legislation Details (With Text)

<b>File #:</b>	10-1217	<b>Version:</b>	1	<b>Name:</b>	Appointment of Mr. Shawn Mahaney to the position of Police Officer.
<b>Type:</b>	Agenda Item	<b>Status:</b>			Administration Department
<b>File created:</b>	1/5/2011	<b>In control:</b>			Administration
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>			
<b>Title:</b>	Appointment of Mr. Shawn Mahaney to the position of Police Officer.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

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

Appointment of Mr. Shawn Mahaney to the position of Police Officer.

### *Body*

#### **Background Information:**

Based upon a previously agreed to process, the Police Chief has reviewed the candidate list certified by the Police Civil Service Commission for the Police Officer position. We have concluded the selection process and have made an offer of employment to Mr. Shawn Mahaney, contingent upon successful completion of a pre-employment physical, drug test, psychological exam and Council approval.

Mr. Mahaney attended Credin Derham Hall in St. Paul and Prior Lake High School. He attended the University of North Dakota, Minnesota State University, and Metropolitan State University where he received a Bachelors Degree in Law Enforcement. He is currently a Community Service Officer for the Prior Lake Police Department as well as a Firefighter for the Prior Lake Fire Department.

We believe that Mr. Mahaney will have a positive impact on the community as he puts his Law Enforcement training and his leadership, customer service and communication skills to work for the City of Grand Rapids. This position is covered by union contract; therefore, the starting pay is established at \$22.47 per hour. His anticipated start date is January 17, 2011.

This is a budgeted position.

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

Consider the appointment of Mr. Shawn Mahaney to the position of Police Officer effective January 17, 2011 at a starting wage of \$22.47 per hour.



## Legislation Details (With Text)

<b>File #:</b>	10-1224	<b>Version:</b>	1	<b>Name:</b>	Approval of amended job description for the Public Works Maintenance I position and authorization to post the vacancy.
<b>Type:</b>	Agenda Item	<b>Status:</b>			Administration Department
<b>File created:</b>	1/6/2011	<b>In control:</b>			Administration
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>			
<b>Title:</b>	Approval of amended job description for the Public Works Maintenance I position and authorization to post the vacancy.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Public Works maintenance 2011</a>				

Date	Ver.	Action By	Action	Result
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*Title*

Approval of amended job description for the Public Works Maintenance I position and authorization to post the vacancy.

*Body***Background Information:**

A Public Works Maintenance I position will be vacant due to the resignation of Patrick Carpenter. The Public Works Director is requesting that this position be filled as soon as possible. This position is a full-time union position and eligible for the full benefit package.

The attached job description has been updated to reflect changes in the essential duties and responsibilities.

The selection process will begin as soon as possible and we will be bringing back a recommended hire for your approval.

This is a budgeted position.

**Staff Recommendation:**

The Public Works Director is requesting to create an eligibility list similar to those used by the Police and Fire Departments in anticipation of future vacancies. The last two vacancies in the Public Works Department were due to retirements in 2010 and have not been filled.

At the September 13, 2010 City Council meeting, the Council authorized City Staff to proceed with the filling of the vacancy in anticipation of the retirement of Patrick Carpenter, but we did not request an amendment to the job description or the creation of an eligibility list.

**Requested City Council Action**

Consider approving the amended job description for the Public Works Maintenance I position and authorize

filling the vacant full-time position by creating an eligibility list.

## City of Grand Rapids Job Description

**Job Title:** Public Works Maintenance Worker

**Department:** Public Works

**Reports To:** Public Works Director

**FLSA Status:** non-exempt

**Prepared Date:** November 2003 January 10, 2011

**Summary:** Maintains and constructs municipal rights of ways, including municipal streets, two (2) cemeteries, storm water utility, alleys, rights-of-way forestry, parks, athletic fields, facilities and grounds in safe condition by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

Erects ~~Maintains and repairs~~ repairs crosswalks, street signs, and markers, and fences.

Operates all vehicles and equipment owned by the City, including, but not limited to, dump trucks, pickups, graders, loaders, backhoe, mowers, forklift, snowplow equipment and the street sweeper.

Inspects City's pavement and facilities, documents deficiencies, and initiates corrective action.

Repairs concrete or asphalt sidewalks and street pavement flaws and hazards

Performs building maintenance, light carpentry and plumbing, painting, and janitorial duties.  
DUPLICATE

Performs various tasks related to the maintenance of ~~aining~~ and best practices for storm water management.

Conducts snow removal operations in accordance with the City's Snow and Ice Control Policy ~~plan~~

Maintains grounds and facilities to include mowing and landscaping, pavement maintenance, building maintenance, light carpentry, painting, and janitorial duties.

Documents daily activities.

Provides excellent customer service to the citizens of Grand Rapids.

~~Dumps, spreads, and tamps asphalt with pneumatic tamper to patch broken or eroded pavement.~~

Drives truck to transport crew and equipment to work site.

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Drives snow removal equipment, consisting of a truck or loader/tractor equipped with adjustable snowplow and blower unit.

Operates mowers, trimmers, chainsaws, and other turf maintenance equipment to cut grass, landscape and trim trees around City facilities and City parks.

Ability to perform manual tasks for EXTENDED periods of time to carry out maintenance functions.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies :

**Problem Solving** - Works well in group problem solving situations.

**Technical Skills** - Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

**Teamwork** - Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

**Judgment** - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Asks for and offers help when needed.

**Innovation** - Meets challenges with resourcefulness; Generates suggestions for improving work.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

One year certificate from college or technical school; or ~~three to six months~~ four (4) years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Valid MN-Class A driver license Commercial Driver's License, must be able to obtain Class A within six (6) months.

**Physical Demands:**

-The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

-The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

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## Legislation Details (With Text)

<b>File #:</b>	10-1225	<b>Version:</b>	1	<b>Name:</b>	VERIFIED CLAIMS
<b>Type:</b>	Agenda Item	<b>Status:</b>		Verified Claims	
<b>File created:</b>	1/6/2011	<b>In control:</b>		Finance	
<b>On agenda:</b>	1/10/2011	<b>Final action:</b>			
<b>Title:</b>	Consider approving the verified claims for the period December 7, 2010 to January 3, 2011 in the total amount of \$1,892,341.46.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<u>01/10/11 BILL LIST</u>				

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

Consider approving the verified claims for the period December 7, 2010 to January 3, 2011 in the total amount of \$1,892,341.46.

### **Requested City Council Action**

Consider approving the verified claims for the period December 7, 2010 to January 3, 2011 in the total amount of \$1,892,341.46.

# COUNCIL BILL LIST - JANUARY 10, 2011

DATE: 01/06/11  
TIME: 10:53:32

## CITY OF GRAND RAPIDS DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/10/11

VENDOR #	NAME	AMOUNT DUE
<hr/>		
GENERAL FUND		
0920060	ITASCA COUNTY TREASURER	132,019.57
	TOTAL	132,019.57
SPECIAL PROJECTS-NON BUDGETED		
1105530	KENNEDY & GRAVEN	306.00
1916650	SPRINGSTED	6,143.25
	TOTAL SPECIAL PROJECTS-NON BUDGETED	6,449.25
ADMINISTRATION		
0100700	ASPA	125.00
0118653	ARROWHEAD HUMAN RESOURCES ASSN	45.00
0221650	BURGGRAF'S ACE HARDWARE INC	19.17
0315537	CONNECTING POINT TECHNOLOGIES	64.11
0612085	FLAHERTY & HOOD	56.57
0718060	GRAND RAPIDS NEWSPAPERS INC	115.00
0900051	ICMA	768.00
1920240	STERLE LAW OFFICE	3,735.00
	TOTAL ADMINISTRATION	4,927.85
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE LINEN & APPAREL	32.13
0221650	BURGGRAF'S ACE HARDWARE INC	0.00
0315455	COLE HARDWARE INC	231.97
0315472	COMFORT HTG, AIR CONDITIONING	100.00
1112105	KLAMM MECHANICAL CONTRACTORS	140.00
1301168	MARKETPLACE FOODS	114.15
1315725	THE MOTOR SHOP	255.44
1401650	NARDINI FIRE EQUIPMENT CO. INC	828.65
1909510	SIM SUPPLY INC	225.36
	TOTAL BUILDING MAINTENANCE-CITY HALL	1,927.70
COMMUNITY DEVELOPMENT		
0300049	CR PLANNING INC	21,827.50
1920555	STOKES PRINTING COMPANY	255.43
	TOTAL COMMUNITY DEVELOPMENT	22,082.93

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/10/11

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
COUNCIL/COMMISSION/BOARDS		
0315105	COALITION OF GREATER MN CITIES	12,336.00
0920060	ITASCA COUNTY TREASURER	1,051.21
1205090	LEAGUE OF MINNESOTA CITIES	8,469.00
1301168	MARKETPLACE FOODS	41.88
1309275	MINNESOTA MAYOR'S ASSOCIATION	20.00
1801500	RAMS	950.00
1920240	STERLE LAW OFFICE	1,250.00
TOTAL COUNCIL/COMMISSION/BOARDS		24,118.09
ENGINEERING		
0118663	ARROWHEAD TRANSIT	70.40
0718060	GRAND RAPIDS NEWSPAPERS INC	160.50
1415377	NORTHERN BUSINESS PRODUCTS INC	41.04
1900225	SEH-RCM	647.50
1920240	STERLE LAW OFFICE	1,490.00
TOTAL ENGINEERING		2,409.44
FINANCE		
0405450	DELUXE	1,047.76
0801661	HARRIS	13,363.08
1415035	NORTH COUNTRY BUSINESS PROD	1,102.95
1415377	NORTHERN BUSINESS PRODUCTS INC	9.56
TOTAL FINANCE		15,523.35
FIRE		
0112223	ALEX AIR APPARATUS INC	1,170.00
0113233	AMERIPRIDE LINEN & APPAREL	10.13
0118661	ARROWHEAD REGIONAL FIRE FIGHTR	65.00
0121721	AUTO VALUE - GRAND RAPIDS	76.33
0218350	BRIER CLOTHING	225.35
0221650	BURGGRAF'S ACE HARDWARE INC	184.16
0312110	CLAREY'S SAFETY EQUIPMENT INC	2,934.76
0401804	DAVIS OIL	99.01
0415550	DOOR SERVICE INC	1,129.00
0718030	GRAND RAPIDS ITASCA CO AIRPORT	391.11
0718060	GRAND RAPIDS NEWSPAPERS INC	595.00
0805350	HEIMAN INC	5,647.05
0914716	INT'L ASSOC OF FIRE CHIEFS	204.00
1105235	K.E.E.P.R.S. INC	585.74
1200500	L&M SUPPLY	454.14

## COUNCIL BILL LIST - JANUARY 10, 2011

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

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VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FIRE		
1305199	METRO FIRE	65.92
1309134	MINNESOTA STATE COMMUNITY	95.00
1309180	MN STATE FIRE CHIEFS ASSOC	225.00
1309188	MINNESOTA FALLEN FIRE FIGHTERS	600.00
1309336	MN STATE FIRE DEPT ASSOCIATION	360.00
1315730	MOTOROLA INC	316.28
1415030	NORD AUTO PARTS	25.41
1415580	NORTHSIDE LUMBER COMPANY	75.03
1908248	SHERWIN-WILLIAMS	14.84
1920240	STERLE LAW OFFICE	65.00
2209421	VIKING ELECTRIC SUPPLY INC	58.29
2300600	W.P. & R.S. MARS COMPANY	218.03
2301906	WAYNE'S RADIATOR	65.19
TOTAL FIRE		15,954.77
INFORMATION TECHNOLOGY		
0315537	CONNECTING POINT TECHNOLOGIES	27.77
1300078	MKI CONSULTING LLC	4,125.00
TOTAL INFORMATION TECHNOLOGY		4,152.77
PUBLIC WORKS		
0121721	AUTO VALUE - GRAND RAPIDS	11.09
0221650	BURGGRAF'S ACE HARDWARE INC	179.01
0301655	CARGILL INCORPORATED	17,751.44
0315455	COLE HARDWARE INC	86.48
0315472	COMFORT HTG, AIR CONDITIONING	305.00
0315481	COMMERCIAL ASPHALT REPAIR LLC	2,350.00
0401804	DAVIS OIL	2,958.61
0501650	EARL F. ANDERSEN & ASSOCIATES	87.90
0605652	FERGUSON ENTERPRISES INC	682.70
0801836	HAWKINSON SAND & GRAVEL	436.25
1109500	KIMBALL MIDWEST	581.31
1201850	LAWSON PRODUCTS INC	30.00
1421155	NUCH'S IN THE CORNER	102.77
1503150	OCCUPATIONAL DEVELOPMENT CTR	1,987.88
1615650	PORTABLE JOHN	307.80
1800140	R. C. RENTAL INC	106.88
2209421	VIKING ELECTRIC SUPPLY INC	199.73
2305453	WESCO RECEIVABLE CORP	474.59
2605225	ZEE SERVICE COMPANY	17.21
TOTAL PUBLIC WORKS		28,656.65

## COUNCIL BILL LIST - JANUARY 10, 2011

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

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VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
POLICE		
0221650	BURGGRAF'S ACE HARDWARE INC	2.13
0315455	COLE HARDWARE INC	77.96
0315537	CONNECTING POINT TECHNOLOGIES	711.59
0315585	COP STOP	32.05
0409501	DIMICH LAW OFFICE	6,250.00
0715447	GOLDEN RULE CREATION INC	157.95
0920059	ITASCA COUNTY SHERIFFS DEPT	312.00
1225525	LYNN PEAVEY COMPANY	853.63
1309167	MN BUREAU OF CRIMINAL	390.00
1309332	MN STATE RETIREMENT SYSTEM	1,067.34
1401650	NARDINI FIRE EQUIPMENT CO. INC	66.20
1415377	NORTHERN BUSINESS PRODUCTS INC	3,785.51
1503240	OFFICE DEPOT	428.81
1506265	NORTHERN OFFICE OUTFITTER INC	659.36
1605100	PEARSON'S LOCK & SAFE	78.95
1801570	RAPIDS AUTO WASH	45.00
1801580	RAPIDS BODY SHOP	2,861.18
1920233	STREICHER'S INC	824.49
1920234	STEIN SIGNS	30.00
2114371	U.S. POLICE CANINE ASSOC INC	40.00
T000684	MID STATES ORGANIZED CRIME	150.00
TOTAL POLICE		18,824.15
RECREATION		
1200500	L&M SUPPLY	123.28
1301168	MARKETPLACE FOODS	87.91
1415377	NORTHERN BUSINESS PRODUCTS INC	853.93
1901535	SANDSTROM COMPANY INC	103.68
TOTAL RECREATION		1,168.80
CIVIC CENTER		
GENERAL ADMINISTRATION		
0113233	AMERIPRIDE LINEN & APPAREL	110.08
0205153	BECKER ARENA PRODUCTS INC	68.21
0221650	BURGGRAF'S ACE HARDWARE INC	19.22
0315334	COHASSET PTC	150.44
0318350	CRIPPA MUSIC	15.92
0501656	EARTHGRAINS - FERGUS FALLS	172.24
0605670	FERRELLGAS	290.70
0701650	GARTNER REFRIGERATION CO	2,831.45
0718010	CITY OF GRAND RAPIDS	499.68
0718024	GRAND RAPIDS GYMNASTICS	362.50



# COUNCIL BILL LIST - JANUARY 10, 2011

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## CITY OF GRAND RAPIDS DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/10/11

VENDOR #	NAME	AMOUNT DUE
<b>CIVIC CENTER</b>		
GENERAL ADMINISTRATION		
0718035	GRAND RAPIDS GIRLS FASTPITCH	134.13
1105640	KERNEL CONCESSION SUPPLY	811.03
1209302	LIGHTNING BOOSTER CLUB	195.75
1301168	MARKETPLACE FOODS	101.80
1415377	NORTHERN BUSINESS PRODUCTS INC	853.93
1415481	NORTHERN DOOR & HARDWARE INC	53.44
1415655	NORVEND INC	165.00
1421155	NUCH'S IN THE CORNER	16.00
1605611	PEPSI-COLA	5,952.33
1801550	RAPID GARAGE DOOR	97.50
1801610	RAPIDS PLUMBING & HEATING INC	800.25
1901500	SAMMY'S PIZZA	495.00
1901535	SANDSTROM COMPANY INC	8,589.23
1909510	SIM SUPPLY INC	834.62
1915755	SOUTHWEST PTC	197.56
2116600	UPPER LAKE FOODS INC	1,091.31
2209421	VIKING ELECTRIC SUPPLY INC	38.83
TOTAL GENERAL ADMINISTRATION		24,948.15
 <b>POLICE DESIGNATED FORFEITURES</b>		
1920233	STREICHER'S INC	731.56
TOTAL		731.56
 <b>CEMETERY</b>		
1415590	NORTHWEST GAS	1,126.08
TOTAL		1,126.08
 <b>DOMESTIC ANIMAL CONTROL FAC</b>		
0113233	AMERIPRIDE LINEN & APPAREL	14.55
1401650	NARDINI FIRE EQUIPMENT CO. INC	240.26
1415048	NORTH COUNTRY VET CLINIC	108.15
TOTAL		362.96
 <b>TIF 1-6 OLD HOSP HSING PAYGO</b>		

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

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VENDOR #	NAME	AMOUNT DUE
TIF 1-6 OLD HOSP HSING PAYGO		
1105530	KENNEDY & GRAVEN	99.00
	TOTAL	99.00
TIF 1-5 BLK BEAR HOMES		
0212110	BLACK BEAR HOMES INC	18,000.00
	TOTAL	18,000.00
GENERAL CAPITAL IMPRV PROJECTS		
0308346	CHILDREN'S DISCOVERY MUSEUM	33,702.46
0618900	FRYBERGER, BUCHANAN, SMITH &	31.25
T000622	GET FIT ITASCA	1,022.99
	TOTAL	34,756.70
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-BLDG MAINT		
0218115	BRAUN INTERTEC CORPORATION	1,545.50
	TOTAL CAPITAL OUTLAY-BLDG MAINT	1,545.50
CAPITAL OUTLAY-FINANCE		
0315537	CONNECTING POINT TECHNOLOGIES	801.54
	TOTAL CAPITAL OUTLAY-FINANCE	801.54
INFRASTRUCTURE 2004-3 4TH ST SE		
402 POKEGAMA AVE S		
0315472	COMFORT HTG, AIR CONDITIONING	195.00
	TOTAL 402 POKEGAMA AVE S	195.00
2009 INFRASTRUCTURE BONDS		
2005-1 1ST AVENUE SE		
1900225	SEH-RCM	366.52
	TOTAL 2005-1 1ST AVENUE SE	366.52

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/10/11

VENDOR #	NAME	AMOUNT DUE
2010	INFRASTRUCTURE BONDS	
	RROAD CROSSING PJT	
	0221652 BNSF RAILWAY COMPANY	1,474.21
	0801535 HAMMERLUND CONSTRUCTION INC	17,542.69
	1309360 MN DEPT OF TRANSPORTATION	1,372.81
	1900225 SEH-RCM	24,551.49
	TOTAL RROAD CROSSING PJT	44,941.20
2004-2B	MULTI USE TRAIL	
	0801535 HAMMERLUND CONSTRUCTION INC	3,616.65
	1900225 SEH-RCM	9,235.80
	TOTAL 2004-2B MULTI USE TRAIL	12,852.45
19TH AVE NW	RAIL XING IMPROV	
2010-03	19TH AVE NW	
	1900225 SEH-RCM	7,223.64
	1920240 STERLE LAW OFFICE	130.00
	TOTAL 2010-03 19TH AVE NW	7,353.64
2011	INFRASTRUCTURE BONDS	
	2014-1 NE 1ST AVENUE	
	1900225 SEH-RCM	360.00
	TOTAL 2014-1 NE 1ST AVENUE	360.00
2004-3	SE 4TH STREET	
	1900225 SEH-RCM	8,610.04
	1920240 STERLE LAW OFFICE	292.50
	TOTAL 2004-3 SE 4TH STREET	8,902.54
2009-4	FOREST HILLS AVE	
	0218115 BRAUN INTERTEC CORPORATION	562.98
	1900225 SEH-RCM	11,622.00
	TOTAL 2009-4 FOREST HILLS AVE	12,184.98
2011-4	HORSESHOE/ISLEVIEW	
	1900225 SEH-RCM	2,081.81

## COUNCIL BILL LIST - JANUARY 10, 2011

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/10/11

VENDOR #	NAME	AMOUNT DUE
-----		
2011	INFRASTRUCTURE BONDS	
2011-4	HORSESHOE/ISLEVIEW	
T000679	PATRICIA BORCHERT	4,698.00
TOTAL 2011-4 HORSESHOE/ISLEVIEW		6,779.81

STORM WATER UTILITY

0218115	BRAUN INTERTEC CORPORATION	1,500.00
0401804	DAVIS OIL	1,870.86
1621125	PUBLIC UTILITIES COMMISSION	3,798.94
1801340	RAILROAD MANAGEMENT COMPANY	109.81
2018225	TREASURE BAY PRINTING INC	840.04
TOTAL		8,119.65

FLEET MAINTENANCE FUND

0100046	ASV, INC.	237.76
0103325	ACHESON TIRE COMPANY INC	752.60
0121721	AUTO VALUE - GRAND RAPIDS	243.17
0301685	CARQUEST AUTO PARTS	368.09
0315455	COLE HARDWARE INC	130.54
0601690	FASTENAL COMPANY	26.48
0805640	HERC-U-LIFT	200.45
0904227	INDENTIFIX	1,356.60
1109500	KIMBALL MIDWEST	0.00
1201850	LAWSON PRODUCTS INC	491.34
1301015	MACQUEEN EQUIPMENT INC	249.51
1301025	MAKI BODY & GLASS	290.50
1309355	MINNESOTA TORO	1,073.97
1309725	MITCHELL1	1,608.00
1415030	NORD AUTO PARTS	174.88
1415484	NORTHERN LIGHTS TRUCK	118.66
1415640	NORTRAX EQUIPMENT COMPANY	77.74
1618563	PRO BLAST TECHNOLOGY	2,785.00
1801615	RAPIDS WELDING SUPPLY INC	93.25
1901333	ST JOSEPH EQUIPMENT INC	63.74
2000400	T J TOWING	304.05
2609350	ZIEGLER INC	295.80
TOTAL		10,942.13

LODGING TAX

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## CITY OF GRAND RAPIDS DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/10/11

VENDOR #	NAME	AMOUNT DUE
<hr/>		
LODGING TAX		
1920240	STERLE LAW OFFICE	65.00
	TOTAL	65.00
		473,649.73
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114210	D. ANDERSON - CHANGE FUND	6,180.00
0212545	BILL BLOCK	60.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	31,984.00
0214900	THE BANK OF NEW YORK MELLON	748,667.80
0218100	BRENT BRADLEY	48.16
0301328	ROBERT CAHILL	17.49
0308341	CHILDREN'S HOSPITALS & CLINICS	27.23
0308349	CHILDRENS HEALTH CARE	88.40
0315454	TRAVIS COLE	247.50
0405305	LYNN DEGRIO	30.00
0504610	RON EDMINSTER	137.50
0612224	FLEET SERVICES	3,294.54
0709455	SHAWN GILLEN	235.35
0709456	SHAWN J GILLEN	950.00
0712550	GLOBE DRUG/MEDICAL EQUIP	9.03
0715561	MATTHEW GOOKINS	60.00
0717996	GRAND ITASCA CLINIC	282.82
0718015	GRAND RAPIDS CITY PAYROLL	380,331.90
0718070	GRAND RAPIDS STATE BANK	138,693.95
0718229	GREENWAY JOINT RECREATION ASSC	188.50
0805358	JACKIE HEINRICH	30.00
0815464	SARA HOLUM	60.00
0900081	IKON OFFICE SOLUTION	720.06
0920014	ITASCA CHIROPRACTIC CENTER	18.45
0920036	ITASCA COUNTY ATTORNEY OFFICE	12,807.00
0920055	ITASCA COUNTY RECORDER	46.00
0920060	ITASCA COUNTY TREASURER	34,090.89
1201130	LABORATORY MEDICINE SPECIALIST	84.86
1201402	LAKE COUNTRY POWER	27.84
1205090	LEAGUE OF MINNESOTA CITIES	180.00
1301262	BRIAN MATTSON	125.00
1305210	MESABI RANGE COMMUNITY &	300.00
1309079	S.MILLER - PETTY CASH FUND	69.44
1309098	MINNESOTA DEPT OF ADMN	277.81
1309113	MINNESOTA DEPT OF AGRICULTURE	10.00
1309199	MINNESOTA ENERGY RESOURCES	7,813.95
1309335	MINNESOTA SALES & USE TAX	931.93
1315295	CHAD MOEN	30.00
1405550	NEOPOST INC	50.00

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INVOICES DUE ON/BEFORE 01/10/11

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1415035	NORTH COUNTRY BUSINESS PROD	2,192.70
1520720	KEVIN OTT	30.00
1601305	THOMAS J. PAGEL	28.50
1609561	PIONEER TELEPHONE	7.13
1609925	PIZZA WORKS	95.41
1621125	PUBLIC UTILITIES COMMISSION	6,571.21
1621130	P.U.C.	31,321.47
1723221	QWEST	410.89
1809149	MICHAEL RICE	775.00
1901334	SAINT LUKES ANESTHESIA ASSOC	56.98
1901338	ST. LUKES HOSPITAL	556.37
1901342	SAINT LUKES GASTROLOGY ASSOC	139.72
1901359	ST. MARYS MEDICAL CENTER	196.21
1901820	WILLIAM SAW	30.00
2000100	TASC	29.70
2000490	TDS Metrocom	1,718.74
2205637	VERIZON WIRELESS	1,721.88
2209665	VISA	1,194.13
2209735	VITREORETINAL SURGERY P.A.	13.29
2305447	WELLS FARGO BANK NA	1,125.00
2601126	ED ZABINSKI	56.00
T000680	DANIEL JENSEN	760.00
T000683	CECILIA COPELAND	454.00
TOTAL PRIOR APPROVAL		1,418,691.73
TOTAL ALL DEPARTMENTS		1,892,341.46