



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

**CITY COUNCIL MEETING AGENDA**  
**Monday, December 06, 2021**  
**6:30 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids City Council will be held on Monday, December 6, 2021 at 6:30 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**PUBLIC FORUM:**

**COUNCIL REPORTS:**

**APPROVAL OF MINUTES:**

1. Approve Council minutes for Monday, November 22, 2021 Worksession and Regular meetings.

**VERIFIED CLAIMS:**

2. Approve the verified claims for the period November 16, 2021 to November 29, 2021 in the total amount of \$534,410.61.

**ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:**

3. Acknowledge minutes for the following boards and commissions:

October 12th and 26th, 2021 PUC

October 13, 2021 Library Board

October 14, 2021 GREDA

October 18, 2021 Planning Commission

October 19, 2021 Golf Board

September 29th and October 27th, 2021 Human Rights Commission

September 2, 2021 PCA Board

CONSENT AGENDA:

- [4.](#) Consider amending special assessment policy
- [5.](#) Consider adopting a resolution to accept the Corona Virus Local Fiscal Recovery Fund established under the American Rescue Plan Act.
- [6.](#) Approve Public Works PT Eligibility List for Winter Maintenance
- [7.](#) Consider amending the Rental Housing Ordinance.
- [8.](#) Hire Warming House Attendants
- [9.](#) Adopt a resolution accepting donations for Golf Simulator Program
- [10.](#) Consider adopting a resolution accepting a donation of \$5,738.00 from Fairview Health Services, a donation of \$2,778.00 from VFW Post 1720 and donation of \$1,389.00 from an anonymous party to purchase 7 Zoll AED Plus Units
  
- [11.](#) Consider approving donation of retired IT equipment

SET REGULAR AGENDA:

ADMINISTRATION:

- [12.](#) Consider appointments to Boards & Commissions

FIRE:

- [13.](#) Consider approving an amendment to the retirement benefit level of the Grand Rapids Fire Department Relief Association Bylaws

PUBLIC HEARINGS: (scheduled for 7:00 PM)

- [14.](#) Conduct a Public Hearing on 2021 Levy Payable in 2022 and 2022 budget at 7:00 p.m.as stated in the Truth in Taxation Statements

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 20, 2021 AT 5:00 PM

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

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 all City 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.

ATTEST: Kimberly Gibeau, City Clerk



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

**CITY COUNCIL WORKSESSION MINUTES**  
**Monday, November 22, 2021**  
**4:00 PM**

Mayor Christy called the meeting to order at 4:05 PM.

**ROLL CALL:**

**PRESENT:** Mayor Dale Christy, Councilor Dale Adams, Councilor Michelle Toven, Councilor Rick Blake, Councilor Tasha Connelly

**STAFF:** Tom Pagel, Chad Sterle, Steve Schaar, Andy Morgan, Barb Baird, Matt Wegwerth

**DEPARTMENT HEAD REPORT:**

1. Housing & Redevelopment Authority - Diane Larson

Diane Larson, HRA Manager, presented information on HRA activities and plans including the completion of the merger between the Itasca and Grand Rapids HRAs.

**BUSINESS:**

2. Review Assessment Policy Amendments

City Engineer Wegwerth presented background information on current assessment process and growing concerns and justification for new process. Council requests to have this issue brought to a future meeting for consideration.

**REVIEW OF REGULAR AGENDA:**

Police Captain Morgan advised that the Shop with a Hero program has been cancelled for 2021. Item #5 on Consent addresses donation that will be accepted and held until 2022.

No changes or additions are noted.

**ADJOURN:**

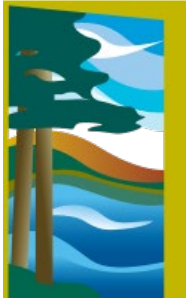
With no further business, the meeting adjourned at 4:38 PM.

Respectfully submitted:

*Kimberly Gibeau*

Kimberly Gibeau, City Clerk





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

**CITY COUNCIL MEETING MINUTES**  
**Monday, November 22, 2021**  
**5:00 PM**

Mayor Christy called the meeting to order at 5:00 pm.

**CALL OF ROLL:**

**PRESENT:** Mayor Dale Christy, Councilor Dale Adams, Councilor Michelle Toven, Councilor Rick Blake, Councilor Tasha Connelly

**STAFF:** Tom Pagel, Chad Sterle, Steve Schaar, Eric Trast, Barb Baird, Will Richter, Travis Cole, Bob Cahill

**PUBLIC FORUM:**

Kelly Chandler, Public Health Manager, provided county Covid update.

**COUNCIL REPORTS:**

Councilor Blake attended CGMC Conference and provided updates.

Councilor Adams provided overview of recent RAMS Meeting.

**APPROVAL OF MINUTES:**

1. Approve minutes for Monday, November 8, 2021 Worksession and Regular meetings.

Motion made by Councilor Toven, Second by Councilor Connelly to approve Council minutes as presented. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

**VERIFIED CLAIMS:**

2. Approve the verified claims for the period November 2, 2021 - November 15, 2021 in the total amount of \$781,236.20.

Motion made by Councilor Adams, Second by Councilor Blake to approve verified claims as presented. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

CONSENT AGENDA:

3. Approve hiring Public Works winter maintenance employees.
4. Approve the extension of Alex Mostad as a part-time maintenance worker
5. Adopt a resolution accepting donations for the Shop with a Hero Event.

**Adopted Resolution 21-101**

6. Approve hiring of PT Seasonal Warming House Attendants
7. Approve Sports Medicine Agreement with Grand Itasca Clinic and Hospital
8. Approve advertising agreements at the IRA Civic Center
9. Consider hiring David Olmsheid through Personnel Dynamics.
10. Correction to Part-time Hospital Security Officer beginning hourly wage.

Motion made by Councilor Adams, Second by Councilor Toven to approve the Consent agenda as presented. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

SET REGULAR AGENDA:

Motion made by Councilor Toven, Seconded by Councilor Connelly. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

COMMUNITY DEVELOPMENT:

11. Consider approval of the final plat of Hawkinson Commercial Development.

Zoning Administrator Eric Trast presented background information and final plat for project.

Motion made by Councilor Blake, Second by Councilor Connelly to adopt **Resolution 21-102**, approving final plat of Hawkinson Commercial Development. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

FINANCE:

12. Consider adopting a resolution awarding the sale of (Public Utilities Commission) General Obligation Utility Revenue Refunding Bonds, Series 2021D in the amount of \$1,225,000.

Rebecca Kurtz, Ehlers, provided overview of bid for bond sales and final sale rating.

Motion made by Councilor Blake, Second by Councilor Adams to adopt **Resolution 21-103**, awarding sale of PUC general obligation utility revenue refunding bonds, Series 2021D in the amount of \$1,255,000.

Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

FIRE:

13. Authorize Fire Department to purchase of two Milwaukee MX Fuel Rocket Tower lights

Fire Chief Cole provided information on lights and needs for purchase.

Motion made by Councilor Toven, Second by Councilor Connelly to approve purchase of two Milwaukee MX Fuel Rocket Tower lights. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

GOLF:

14. Golf Concessionaire Contract Update

Director of Golf, Bob Cahill, provided background on golf simulators and proposed agreement for concessionaires to manage operation of simulators.

Motion made by Councilor Connelly, Second by Councilor Adams to approve contract with Golf Concessionaire. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:50 PM.

Respectfully Submitted:

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk

DATE: 12/01/2021  
 TIME: 11:37:29  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/06/2021

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
0914717	INT'L CODE COUNCIL	270.00
	TOTAL	270.00
CITY WIDE		
1015327	JOHNSON CONTROLS DULUTH MN	520.08
1915248	SHI INTERNATIONAL CORP	216.00
T001403	CARDAMOM STUDIO	300.00
	TOTAL CITY WIDE	1,036.08
BUILDING SAFETY DIVISION		
0118100	ARAMARK UNIFORM SERVICES	52.89
0221650	BURGGRAF'S ACE HARDWARE	239.99
0315455	COLE HARDWARE INC	95.96
1015327	JOHNSON CONTROLS DULUTH MN	210.16
1601753	PAULS LOCKS AND KEYS LLC	277.00
1901535	SANDSTROM'S INC	137.43
	TOTAL BUILDING SAFETY DIVISION	1,013.43
COMMUNITY DEVELOPMENT		
1309495	MINUTEMAN PRESS	306.70
1920240	CHAD B STERLE	80.00
	TOTAL COMMUNITY DEVELOPMENT	386.70
FINANCE		
1415377	NORTHERN BUSINESS PRODUCTS INC	10.38
	TOTAL FINANCE	10.38
FIRE		
0103325	ACHESON TIRE INC	150.00
0118100	ARAMARK UNIFORM SERVICES	55.12
0221650	BURGGRAF'S ACE HARDWARE	132.97
0504825	EDWARDS OIL INC	1,039.07
0601690	FASTENAL COMPANY	337.03
1200500	L&M SUPPLY	2.84
	TOTAL FIRE	1,717.03

DATE: 12/01/2021  
 TIME: 11:37:29  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 12/06/2021

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
0103325	ACHESON TIRE INC	830.00
0120725	ATTACHMENTS DIRECT LLC	528.13
0121721	AUTO VALUE - GRAND RAPIDS	48.42
0221650	BURGGRAF'S ACE HARDWARE	39.29
0301685	CARQUEST AUTO PARTS	64.49
0315455	COLE HARDWARE INC	117.50
0409715	DISPLAY SALES COMPANY	5,507.75
0518366	ERICKSON'S ITASCA LUMBER INC	688.40
0601346	FAIRVIEW HEALTH SERVICES	1,265.00
0601690	FASTENAL COMPANY	758.02
0612083	FLAGSHIP RECREATION	2,216.00
0801820	HAWK CONSTRUCTION INC	3,853.18
1000080	J T SERVICES	3,572.81
1105444	KELLER FENCE COMPANY	1,150.00
1200500	L&M SUPPLY	329.58
1415377	NORTHERN BUSINESS PRODUCTS INC	96.99
1615423	POKEGAMA ELECTRIC INC	447.30
1618555	PROFESSIONAL TURF & RENOVATION	500.00
1621125	PUBLIC UTILITIES COMMISSION	49.74
1901500	SAMMY'S PIZZA	148.02
1920555	STOKES PRINTING & OFFICE	19.57
2209421	VIKING ELECTRIC SUPPLY INC	18.40
	TOTAL PUBLIC WORKS	22,248.59
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	125.69
1415377	NORTHERN BUSINESS PRODUCTS INC	85.25
1920555	STOKES PRINTING & OFFICE	5.99
	TOTAL FLEET MAINTENANCE	216.93
POLICE		
0301685	CARQUEST AUTO PARTS	401.58
0409501	JOHN P. DIMICH	4,583.33
0415529	DONDELINGER FORD	297.13
0513233	EMERGENCY AUTOMOTIVE TECH INC	470.38
1618125	PRAXAIR DISTRIBUTION INC	82.71
1920555	STOKES PRINTING & OFFICE	9.39
2000400	T J TOWING	538.25
	TOTAL POLICE	6,382.77

DATE: 12/01/2021  
 TIME: 11:37:29  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 12/06/2021

VENDOR #	NAME	AMOUNT DUE
CENTRAL SCHOOL		
0118100	ARAMARK UNIFORM SERVICES	55.73
0701650	GARTNER REFRIGERATION CO	4,173.88
0718010	CITY OF GRAND RAPIDS	7,500.00
1901535	SANDSTROM'S INC	-67.39
TOTAL		11,662.22
AIRPORT		
0103325	ACHESON TIRE INC	920.00
0121721	AUTO VALUE - GRAND RAPIDS	249.98
0504825	EDWARDS OIL INC	876.55
0718010	CITY OF GRAND RAPIDS	300.00
1608345	PHILS GARAGE DOOR	381.50
1801550	RAPID GARAGE DOOR COMPANY INC	124.00
TOTAL		2,852.03
CIVIC CENTER		
GENERAL ADMINISTRATION		
0118100	ARAMARK UNIFORM SERVICES	123.30
0221650	BURGGRAF'S ACE HARDWARE	345.82
0315455	COLE HARDWARE INC	14.99
0601690	FASTENAL COMPANY	303.97
0612230	FLEMING GRAY LIMITED	298.50
0718010	CITY OF GRAND RAPIDS	11,000.00
1200500	L&M SUPPLY	284.05
1309495	MINUTEMAN PRESS	168.00
1421155	NUCH'S IN THE CORNER	69.34
1801610	RAPIDS PLUMBING & HEATING INC	949.50
2018225	TREASURE BAY PRINTING	46.75
2209421	VIKING ELECTRIC SUPPLY INC	522.97
TOTAL GENERAL ADMINISTRATION		14,127.19
STATE HAZ-MAT RESPONSE TEAM		
0601690	FASTENAL COMPANY	31.14
TOTAL		31.14
CEMETERY		

DATE: 12/01/2021  
 TIME: 11:37:29  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 12/06/2021

VENDOR #	NAME	AMOUNT DUE
-----		
CEMETERY		
0718010	CITY OF GRAND RAPIDS	400.00
1105444	KELLER FENCE COMPANY	1,480.00
1200500	L&M SUPPLY	12.97
	TOTAL	1,892.97
DOMESTIC ANIMAL CONTROL FAC		
0118100	ARAMARK UNIFORM SERVICES	30.00
0718010	CITY OF GRAND RAPIDS	500.00
	TOTAL	530.00
GENERAL CAPITAL IMPRV PROJECTS		
0405223	MDI	129,440.65
	TOTAL	129,440.65
MAY MOBILITY		
1612745	PLUM CATALYST LLC, THE	3,750.00
	TOTAL MAY MOBILITY	3,750.00
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-IT DEPT		
1915248	SHI INTERNATIONAL CORP	4,562.16
	TOTAL CAPITAL OUTLAY-IT DEPT	4,562.16
STORM WATER UTILITY		
0718010	CITY OF GRAND RAPIDS	500.00
0801820	HAWK CONSTRUCTION INC	7,300.00
1920555	STOKES PRINTING & OFFICE	5.99
	TOTAL	7,805.99
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$209,936.26
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		

DATE: 12/01/2021  
 TIME: 11:37:29  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 12/06/2021

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR	APPROVAL	
PRIOR APPROVAL		
0113105	AMAZON CAPITAL SERVICES	473.90
0212126	RICK BLAKE	454.48
0305530	CENTURYLINK QC	58.15
0309600	CIRCLE K/HOLIDAY	227.05
0718015	GRAND RAPIDS CITY PAYROLL	261,631.73
0900060	ICTV	16,877.00
0920055	ITASCA COUNTY RECORDER	184.00
1301146	MARCO TECHNOLOGIES, LLC	100.65
1309147	MACTA	580.00
1309199	MINNESOTA ENERGY RESOURCES	2,520.56
1309335	MINNESOTA REVENUE	1,798.00
1309357	STATE OF MINNESOTA	64.00
1605734	JON PETERSON	118.99
1621130	P.U.C.	3,317.66
2000490	TDS Metrocom	571.53
2114750	UNUM LIFE INSURANCE CO OF AMER	264.02
2209665	VISA	278.24
2305825	WEX INC	147.46
T001397	CHAD K ANDERSON	14,504.80
T001398	ADAM F. & JESSICA K GLUECK	9,981.64
T001399	TODD C HAMMILL	4,762.80
T001400	TRAVIS LILLIS	3,699.99
T001402	CRYSTAL L SERRATORE	1,857.70
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$324,474.35
TOTAL ALL DEPARTMENTS		\$534,410.61





## GRAND RAPIDS PUBLIC UTILITIES COMMISSION SPECIAL MEETING MINUTES

Tuesday, October 26, 2021

8:00 AM

CALL TO ORDER: Pursuant to due notice and call thereof, a Special Meeting/Work Session of the Grand Rapids Public Utilities Commission was held on Tuesday, October 26, 2021 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

1. President Tom Stanley acknowledged the proper posting of the special meeting/work session date, time and purpose.

### CALL OF ROLL:

PRESENT: President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Blake, Commissioner Luke Francisco, Commissioner Rick Smith.

Others Present: General Manager Julie Kennedy, Business Services Manager Jean Lane, Electric Department Manager Jeremy Goodell, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Chris Flannigan, Administrative/HR Assistant Carrie Kruger, Katherine Eddy, Deanna Eddy.

### BUSINESS:

2. GRPU Summer Internship Program recap and presentation.

Summer Intern Katherine Eddy gave a presentation on her Summer Internship Program with the Grand Rapids Public Utilities.

3. Consider a motion to grant settlement authority to attorney Richard Leighton for a claim involving a sewer backup at 1421 NW 5<sup>th</sup> Street.

Motion made by Commissioner Francisco, Seconded by Secretary Kooda.

Voting Yea: President Stanley, Secretary Kooda, Commissioner Blake, Commissioner Francisco, Commissioner Smith.

4. Consider a motion to approve the verified claims for September & October 2021 in the amount \$148,233.17 (Computer Check Register \$148,233.17 and Manual Check Register \$0.00).

Motion made by Commissioner Blake, Seconded by Commissioner Smith.

Voting Yea: President Stanley, Secretary Kooda, Commissioner Blake, Commissioner Francisco, Commissioner Smith

ADJOURNMENT:

By call of the chair, the Special meeting/work session was declared adjourned at 8:40 AM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.



**GRAND RAPIDS PUBLIC UTILITIES COMMISSION**  
**MEETING MINUTES**  
**Tuesday, October 12, 2021**  
**4:00 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Tuesday, October 12, 2021 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**PRESENT:** President Tom Stanley, Secretary Kathy Kooda, Commissioner Rick Smith.

**ABSENT:** Commissioner Rick Blake with notice, Commissioner Luke Francisco with notice.

**Others Present:** General Manager Julie Kennedy, Business Services Manager Jean Lane, Electric Department Manager Jeremy Goodell, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Chris Flannigan, and Pete Garsow of ICTV

**PUBLIC FORUM:** None present

**APPROVAL OF MINUTES:**

1. Consider a motion to approve the minutes of the September 15, 2021 Regular meeting.

Motion made by Secretary Kooda, Seconded by Commissioner Smith.  
 Voting Yea: President Stanley, Secretary Kooda, Commissioner Smith

**VERIFIED CLAIMS:**

2. Consider a motion to approve the verified claims for September 2021 in the amount \$1,893,594.04 (Computer Check Register \$1,458,874.63 and Manual Check Register \$434,719.41).

Motion made by Commissioner Smith, Seconded by Secretary Kooda.  
 Voting Yea: Secretary Kooda, Commissioner Smith  
 Voting Abstaining: President Stanley

**COMMISSION REPORTS:** No items.

**CONSENT AGENDA:** Any item on the consent agenda shall be removed for consideration by the request of any one Commission member, Utility Staff, or the public and put on the regular agenda for discussion and consideration.

3. Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for September 2021. Approved by consent agenda vote.

4. Consider a motion to authorize the sale and/or disposal of surplus property. Approved by consent agenda vote.
5. Consider a motion to approve final payment for the Solar plus Storage Grading project in the amount of \$8,996.33. Approved by consent agenda vote.
6. Consider a motion to approve the Letter of Agreement with the AFSCME Local 3456 Bargaining Unit regarding Article 17 Section 4 of the Collective Bargaining Agreement retroactive to September 19, 2021. Approved by consent agenda vote.
7. Consider a motion to confirm filling the Customer Service Representative positions with the preferred candidates, Jodi Esler and Cindy Trbojevich. Approved by consent agenda vote.
8. Consider a motion to confirm filling the Lead Customer Service Representative position with the preferred candidate, Paula Hennemann. Approved by consent agenda vote.

Motion made by Secretary Kooda, Seconded by Commissioner Smith, to approve the the Consent Agenda as presented.

Voting Yea: President Stanley, Secretary Kooda, Commissioner Smith

SETTING OF REGULAR AGENDA: This is an opportunity to approve the regular agenda as presented, or add/delete an agenda item by a majority vote of the Commission members present.

Motion made by Commissioner Smith, Seconded by Secretary Kooda, to approve the Regular Agenda, as presented.

Voting Yea: President Stanley, Secretary Kooda, Commissioner Smith

#### ADMINISTRATION:

9. General Manager Kennedy reviewed the October Administration Department Report with the Commission.

#### BUSINESS SERVICES DEPARTMENT:

10. Business Services Manager Lane reviewed the October Business Services Department Report with the Commission.

#### ELECTRIC DEPARTMENT:

11. Electric Department Manager Goodell reviewed the October Electric Department Report with the Commission.

#### WATER AND WASTEWATER DEPARTMENT:

12. Water/Wastewater Department Manager Mattson reviewed the October Water and Wastewater Department Report with the Commission.
13. Consider a motion to adopt Resolution No. 10-12-21-10 Supporting And Authorizing Submission Of An Application To Minnesota Management And Budget Requesting Funds

From The 2022 State Appropriation Funded From State General Bonds For Design And Construction Of The Grand Rapids Public Utilities Water Treatment Plant Renovation Project In Grand Rapids, Minnesota.

Motion made by Commissioner Smith, Seconded by Secretary Kooda.  
Voting Yea: President Stanley, Secretary Kooda, Commissioner Smith

**SAFETY:**

14. General Manager Kennedy reviewed the October Safety Report with the Commission.

**ADJOURNMENT:**

By call of the chair, the regular meeting was declared adjourned at 4:35 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

Pokegama Golf Course

Minutes

Meeting: Tuesday, October 19, 2021 at 7:00 AM at Pokegama Golf Course

Brad Gallop called the meeting to order at 7:00AM

In attendance: Brad Gallop, Pat Pollard, Rick McDonald, Steve Ross, Bob Cahill, John Bauer. Absent Kelly Kirwin. Guest: Stewart Bastian

**Pat made a motion to approve the Minutes from September. Rick Second. Motion Carried.**

**Rick made a motion to approve the bills. John second. Motion Carried**

**Steve Ross Report** The grounds crew has been busy prepping the course for Winter. The irrigation water lines have been compressed out. Most of the leaf cleaning work is completed. The Fairways, Greens and Tees have been aerated. We did a deep tine aeration this season that reaches an 8 inch depth. We plan to alternate this aeration with a core aeration. Carts will be stored at the end of the month.

**Concessions:** Stewart Bastian reported that their food concessions are complete and their beverage service will be on a day to day basis depending upon the weather. Pokegama Grill has a very successful season.

**Bob Cahill Report** Financials: September was another strong month. Annual revenues are now \$102,000 Year to Date ahead of 2020. All of the events and leagues are now completed for the season. Laura Pfeifer, Assistant Finance Director projects a December 31 Cash Balance of \$255,000. The TCF Equipment Lease is now paid in full. \$30,779 is no longer payable on our Debt Schedule. We will be planning to take the low quote for the maintenance building restoration to the council on November 8.

Bob had a hand out that listed project to consider for year 2022 and into the future.

- Ground Water Source Irrigation/Irrigation Expansion
- Forward Tee Repair and New (Red and Green Tee Locations
- Sand Bunker Renovation. Drain tile, Liner , Sand
- New Restroom Hole 12 Tee area
- Continue Cart Path upgrades
- Maintenance Building Repair Restoration

**Rick made a motion to Adjourn. Pat second. Meeting Adjourned.**

Respectfully submitted

Bob Cahill

Substitute Recording Secretary



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

**PLANNING COMMISSION MEETING MINUTES**  
**Monday, October 18, 2021**  
**4:00 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids Planning Commission will be held on Monday, October 18, 2021 at 4:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**APPROVAL OF MINUTES:**

1. Consider approval of the minutes of the September 2, 2021, 4:00 pm regular meeting.

Motion by Commissioner Goggin, second by Commissioner Hubbes to approve the minutes from the September 2, 2021 regular meeting. The following voted in favor thereof: Johnson, MacGregor, Goggin, Hubbes, Gothard. Opposed: None, passed unanimously.

**PUBLIC HEARINGS:**

2. Conduct a public hearing to consider the preliminary plat of Hawkinson Commercial Development.

Commissioner Kachinske joined the meeting at 4:08 p.m.

Zoning Administrator Trast provided the background information.

A preliminary plat entitled "Hawkinson Commercial Development" was submitted by Hawkinson Construction Company, Inc., and developer Mark Hawkinson, Round 2 Development, and filed with the City on September 7, 2021. The property included within the preliminary plat is 22.28 acres in area and generally located south of Home Depot & Applebee's, north of 29th Street SE (of which primary access to the lots will be gained), and also fronting on Hwy. 169 South.

The property, proposed for subdivision, is located within the GB (General Business) zoning district. A request for a Zoning Map Amendment, for any of the proposed lots, is not anticipated, or necessary, for the proposed uses at this time.

The plat petitioner has indicated that the six proposed lots will be developed as follows:

- Lot 1, Block 1: (1.14 acres) Future development undetermined at this time.
- Lot 2, Block 1: (3.02 acres) Convenience Store & Gas Station.

- Lot 3, Block 1: (1.46 acres) Car Wash
- Outlot A (9.75 acres) Future development undetermined at this time.
- Outlot C – east side of 2nd Ave. SE (2.23 acres) Future development undetermined at this time.
- Outlot B – east side of 2nd Ave. SE (2.10 acres) Stormwater retention pond, currently established, proposed to be enlarged.
- 29th Street SE right-of-way (north half) will be dedicated within the subject plat. The street was established through a perpetual easement granted to the city in 2006.
- 2nd Avenue SE right-of-way will be dedicated within the subject plat. The avenue was established through a perpetual easement granted to the city in 2006.

The staff review committee, consisting of the Director of Public Works/City Engineer, Fire Chief, Grand Rapids PUC, Director of Parks and Recreation, and Community Development Department, has reviewed the preliminary plat for technical standards and found that it substantially complies with the City's subdivision requirements. However, there are a few comments identified by the review committee that should be addressed. Those items are as follows:

- PUC Electric Department- Commented that an existing electric line on the very SW corner of the platted property crosses into non-easement proposed piece of the property.
- Community Development Department- Commented that there is Lot Line Easement duplication from Lot 3, into the infrastructure/access easement.
- Public Works/Engineering Department-
  - o Some of the lots have a 10' drainage and utility easement around the perimeter, and others do not or only have it on some lot lines. Why not on all?
  - o The SE corner where the kiosk is located. I see the plat is adjusted for this. Is there an easement for the remaining piece? Who owns this?
- Staff determined this piece would be part of the 2nd Ave. SE R-O-W and not a very small remnant lot.
- The Subdivision Agreement, to be considered at the final plat approval, shall incorporate a parkland dedication fee, in lieu of dedication of land and in accordance with Section 30-266, as requested by the Parks and Recreation Department.

Chair MacGregor stated the public hearing scheduled was to consider the preliminary plat of Hawkinson Commercial Development. Recorder Groom noted all required notices, according to law, had been met and there was correspondence received by Mr. Gary Lillesve.



Motion by Commissioner Johnson, second by Commissioner Goggin to open the public hearing. The following voted in favor thereof: Gothard, Hubbes, Goggin, Kachinske, MacGregor, Johnson. Opposed: None, passed unanimously.

There was no public comment

Motion by Commissioner Kachinske, second by Commissioner Johnson to close the public hearing. The following voted in favor thereof: Johnson, MacGregor, Kachinske, Goggin, Hubbes, Gothard. Opposed: None, passed unanimously.

The Commissioners reviewed the considerations for the record.

1. Has there been a change in the development policies of the community?  
No, this is in keeping with the comprehensive plan.
2. Was there a mistake in the original zoning ordinance?  
No, there was no mistake.
3. Is the Zoning Ordinance up to date?  
Yes, it is up to date.
4. Is the proposed subdivision compatible with adjacent land uses?  
Yes, the surrounding area is retail.
5. Will the proposed subdivision cause undue traffic congestion?  
No, traffic may increase but there will be a private drive to alleviate any congestion.
6. Will the proposed subdivision affect public utilities?  
No, the utilities have been addressed by public utilities.
7. Will the proposed subdivision be detrimental to public health, morals, or general welfare?  
No, it will not.
8. Will the proposed subdivision impede orderly development of other property in the area?  
No, it may enhance orderly development.
9. Will the proposed subdivision cause a decrease in value of adjacent property?  
No, the new development may increase the value of adjacent property.
10. Will the proposed subdivision increase tax revenues?  
Yes, the new development will increase tax revenues.
11. Will the proposed subdivision impose an excessive burden on parks and other public facilities?  
No, it will not.
12. Is the proposed subdivision consistent with the Comprehensive Plan?  
Yes, it is.

Motion by Commissioner Gothard, second by Commissioner Goggin that, based on the findings of fact presented here today, and in the public's best interest, the Planning

Commission does hereby forward to the City Council a recommendation to approve the preliminary plat of Hawkinson Commercial Development; (Contingent upon the applicant making the following corrections/clarifications):

- Those changes suggested by the Review Committee

The following voted in favor thereof: Gothard, Hubbes, Goggin, MacGregor, Kachinske, Johnson. Opposed: None, passed unanimously.

#### GENERAL BUSINESS:

3. Consider a recommendation to the City Council regarding the rezoning of 8.68 acres of land from R-1 (One-Family Residential) to R-4 (Multiple-family Residential- high density).

The St. Joseph's Catholic Church filed an application for a Zoning Map Amendment with the City on September 7, 2021. The application requests the City's consideration of the rezoning of the following described properties from their current R-1 (One-Family Residential) designation to that of R-4 (Multiple-family Residential- high density).

The petition submitted by the Church involves 8.68 acres of land (four outlots, platted in 2010), and is generally located west of the St. Joseph's Catholic Church and School site: 315 SW 21st Street (see map #1). Additionally, map #1 illustrates the subject properties in relation to the existing zoning in the area: RR (Rural Residential) adjacent to the west and south, R-1 (One-Family Residential) to the north and east.

The Zoning Map Amendment, if approved and described by the petitioner in their application, and in addition to the extension of 21st Street SW and public infrastructure, west to Horseshoe Lake Road scheduled for 2022, would make the subject Outlots accessible for the development of various types of multi-family housing options.

The Commissioners reviewed the considerations for the record.

1. Will the change affect the character of neighborhoods?  
Why/Why not? No, it will enhance the neighborhood.
2. Would the change foster economic growth in the community?  
Why/Why not? Yes, it will allow for more housing development.
3. Would the proposed change be in keeping with the spirit and intent of the ordinance?  
Why/Why not? Yes, it is orderly development.
4. Would the change be in the best interest of the general public?  
Why/Why not? Yes, more housing is needed.
5. Would the change be consistent with the Comprehensive Plan?  
Why/Why not? Yes, it is.

Motion by Commissioner Johnson, second by Commissioner Goggin that, based on the findings of fact presented here today, and in the public's best interest, the Planning

Commission does hereby forward to the City Council a recommendation to approve the Zoning Map Amendment, as petitioned by St. Joseph's Catholic Church, described within the Staff Report and as shown in the maps presented here today, from the current R-1 (One-Family Residential) zoning designation to that of R-4 (Multiple-family Residential- high density);

The following voted in favor thereof: Gothard, Hubbes, Goggin, MacGregor, Kachinske, Johnson. Opposed: None, passed unanimously.

4. Consider a recommendation to the City Council regarding amendments to the Zoning Ordinance that would add the *Automotive/Recreational Vehicle (Repair/Service)* use, as a use permitted with restrictions, within the CBD (Central Business District) zoning district.

On October 6, 2021, Keith Still, d.b.a. Jack's Auto Service, submitted a petition requesting a text amendment to the Zoning Ordinance that would allow Automotive/Recreational Vehicle (repair/service), as a permitted use, within the CBD (Central Business District) zoning district.

As stated within his application, Mr. Still desires to add a 2,248 sq. ft., addition to his auto repair/service business located at 403 NW 3rd Avenue. The addition would accommodate two additional service bays, equipment and inventory storage space, office space, and employee breakroom. The project may ultimately add three employee's to the business.

The current auto repair/service business was originally established in the early 1960's at this location, having auto repair services, fueling stations, and car wash services over the years. The subject business/property is located within the CBD (Central Business District), and the existing use is not permitted within the CBD per Section 30-512 Table-1 Permitted Uses.

This use, along with two other long standing auto repair/service businesses in the CBD, is considered a grandfathered Class 1 nonconforming use (Those where the use of the building or land does not conform to the district use regulations of division 4 of this article) which is outlined in Section 30-458 Nonconforming uses of the Municipal Code. As such, the Class 1 nonconforming use may not be structurally altered or enlarged unless the resultant altered or enlarged building or use shall conform in terms of usage to the provisions of this article.

The Commissioners read their considerations for the record.

1. Will the change affect the character of neighborhoods?  
Why/Why not? No, it will improve the existing property.
2. Would the change foster economic growth in the community?  
Why/Why not? Yes, it could create additional jobs.
3. Would the proposed change be in keeping with the spirit and intent of the ordinance?  
Why/Why not? Yes, it will foster orderly development.
4. Would the change be in the best interest of the general public?  
Why/Why not? Yes, it will allow for development and growth.
5. Would the change be consistent with the Comprehensive Plan?  
Why/Why not? Yes, it is.

Motion by Commissioner Kachinske, second by Commissioner Hubbes that, based on the findings of fact presented here today, and in the public’s best interest, the Planning Commission does hereby forward a favorable recommendation to the City Council regarding the draft text amendment adding repair/service under the “Automotive/Recreational Vehicle” subheading, as a use permitted with restrictions within the CBD (Central Business District) zoning district: Section 30-512 Table-1 (Permitted Uses), and that the CBD zoning district is added to the established restriction within subpart (c) of Section 30-564 Uses with Restrictions

The following voted in favor thereof: Johnson, Kachinske, MacGregor, Goggin, Hubbes, Gothard. Opposed: None, passed unanimously.

**PUBLIC INPUT:**

*Individuals may address the Planning Commission about any non-public hearing item or any item not included on the Regular Meeting Agenda. Speakers are requested to come to the podium, state their name and address for the record and limit their remarks to three (3) minutes.*

**REPORTS/ANNOUNCEMENTS/UPDATES:**

**ADJOURNMENT:**

There being no further business the meeting adjourned at 5:09 p.m.

NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 4, 2021 AT 4:00 PM.

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

**ATTEST:**

\_\_\_\_\_  
Aurimy Groom, Recorder



# GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

Thursday, October 14, 2021  
4:00 PM

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Economic Development Authority will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Thursday, October 14th, 2021 at 4:00 p.m.

CALL TO ORDER

CALL OF ROLL

SETTING OF THE REGULAR AGENDA - *This is an opportunity to approve the regular agenda as presented, or to add/delete an agenda item by a majority vote of the Commissioners present .*

APPROVE MINUTES

1. Consider approval of the minutes from the September 23, 2021 regular meeting.

Motion by Commissioner Connelly, second by Commissioner O'Leary to approve the minutes from the September 23, 2021 regular meeting. The following voted in favor thereof: Jackson, Blake, Connelly, O'Leary. Opposed: None, passed unanimously.

APPROVE CLAIMS

2. Consider approval of claims in the amount of \$15,491.16

Motion by Commissioner Jackson, second by Commissioner Connelly to approve the claims in the amount of \$15,491.16. The following voted in favor thereof: O'Leary, Connelly, Blake Jackson. Opposed: None, passed unanimously.

UPDATES

This is Commissioner O'Leary's last meeting, Mr. Mattei thanked him for his service. Commissioner O'Leary thanked staff and his fellow Commissioners for their professionalism.

GREDA Hangar- The appraisal is in from the DNR and it has come in close the number the EDA is asking.

Spec Building- LHB has completed the final draft, there is additional rework that will need to be done on the proforma that Ehlers is working on.

ADJOURN

There being no further business the meeting adjourned at 4:15 p.m.

MEMBERS & TERMS

Rick Blake - 12/31/2022 (with Council term)

Tasha Connelly - 12/31/2022 (with Council term)

Cory Jackson - 3/1/23

Mike Korte - 3/1/22

John O'Leary - 3/1/25

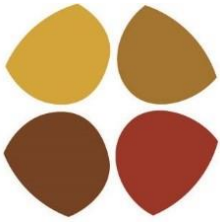
Sholom Blake - 3/1/25

Al Hodnik- 3/1/27

Respectfully Submitted:

---

Aurimy Groom, Recorder



# CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION MEETING MINUTES

Wednesday, September 29, 2021  
4:00 PM

## **MISSION STATEMENT**

*The Mission of the Grand Rapids Human Rights Commission is to promote a community of harmony and respect for the rights and dignity of all.*

**CALL TO ORDER:** Pursuant to due notice and call thereof, the Human Rights Commission will hold a regular meeting on Wednesday, September 29th, 2021 at 4:00PM in City Hall Council Chambers at 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### ROLL CALL:

#### PRESENT

Commissioner Angella Erickson  
Commissioner Bernadine Joselyn  
Chairperson Lea Friesen  
Commissioner Paola Lopez-Cortes  
Commissioner Doug Learmont  
Commissioner Tasha Connelly

Also present; City Attorney, Chad Sterle and Administrative Assistant, Cynthia Lyman

#### ABSENT

Commissioner Glen Hodgson

**SETTING THE AGENDA:** (This is an opportunity to approve the regular agenda as presented or add/delete an Agenda item by a majority vote of the Commission members present.)

**Motion by Commissioner Learmont and second by Commissioner Erickson to accept the agenda for this Commission Meeting.**

### APPROVE MINUTES:

The August 25th, 2021 Commission Meeting Minutes need to be revised, stating that there needed to be content increase. They will be amended and presented for approval at the October 27th, 2021 Commission Meeting.

#### 1. August 25th, 2021 Minutes

Minutes from the August 25th, 2021 were pulled for a revision to add more content. They will be available for approval at the October 27th, 2021 Commission Meeting.

### FINANCIALS:

There is no change from the past month of \$9,727.00.

PUBLIC INPUT (if anyone wishes to address the Commission):

City Attorney, Chad Sterle, stated that in the past we had John Lavalier approach the Board regarding an issue that happened with him and Law Enforcement a handful of years ago and what came out of the discussions with the Board and City Council was the importance that Law Enforcement have training, specifically for seizures and epilepsy. The City then contacted the Minnesota Epilepsy Foundation, the Duluth Office Chair, Lisa Peterson who does a lot of training. They have booked two sessions, October 26th & 28th for all officers, first responders and some city staff. Following the training, at the November 8th, 2021, City Council Meeting, Lisa Peterson will present some commemoration that the City's Law Enforcement has completed the Minnesota Epilepsy Foundation Training.

BUSINESS:

2. Commissioner On-Boarding

Discussion regarding the On-Boarding Packet that Commissioner Erickson put together for new Commissioners. A "Welcome Letter" could be added, the city calendar could be given out separately and the work plan information could also be separate. A couple of documents are not easily legible and City Attorney Chad Sterle has a cleaner copy to give to the Commission.

The terms of service should be added, a summary of references such as the State Human Rights document as a legal basis for the work that the Commission does along with one of the four drafts that was discussed in the August meeting. The Human Rights Commission should correspond with the City's By-Laws and everything should be copasetic and consistent across the board - especially with existing and prevailing documents.

The On-Boarding documents could also be virtual and/or links to them on the City's website and possible links to the reading list. The City's IT Director, Erik Scott needs to be included in this discussion on website links and making the packet a pdf.

The bottom of the flier handed out should also include contact information such as the Commission Chair's email.

3. Indigenous People's Day Community-Wide Workgroup

Draft Agenda and Preliminary Budget Requests

On Indigenous People's Day, the Human Rights Commission will sponsor two buses to transport students to the Larry Yazzie Performance at the Reif Center. The students of the Indian Education Class from the East Elementary School will be attending. At this time they are not sure about the West Elementary School.

**Motion was made by Commissioner Jocelyn and Commissioner Lopex-Cortez seconded to approve the payment for transportation not to exceed \$500.00 to be spent on transporting youth from Independent School District 318 to attend the Larry Yazzie Event at the Reif Center on October 11th, 2021. All in favor, motion passed.**

There is also an event with performers/dancers being held at the Old Central School from 5-7pm for Indigenous People's Day that the Human Rights Commission would like to sponsor. Commissioner Connelly attached a draft agenda and a preliminary budget request of the event and the Commission is in supporting this event at a cost not to exceed \$3,700.00. There will also be a notice filed that there could be a quorum at this event.



**Motion was made by Commissioner Jocelyn and seconded by Commission Chair Friesen to participate and sponsor the Indigenous People's Day Event on October 11th 2021, at the Old Central School Grounds, not to exceed \$3,700.00, bus transportation not included. All in favor, motion passed.**

4. Juneteenth Event (2022 Banner)

This Agenda Item was tabled until next month as the vendor needs to be established yet and more information is needed such as character size etc for the banner. Discussed from the August 25th Meeting, "Commemorate", choice #9 was the preferred wording. No motion at this time.

5. Training Opportunities

Review Training Attachment from 8-17-21

Review of upcoming Training Opportunities. Commissioner Learmont supplied a handout for an Equity Summit Zoom training on October 27, 2021 from 9am to 11:30am. Those who attend can report back at the next meeting. There is still money available for training, perhaps before the year is done. State meetings are in December, approximately \$80.00, if someone went, they could then report to the group.

6. Human Rights Commission Meeting Timeframe Acknowledgment

This agenda item is to acknowledge and have a mutual understanding of the 90-minute cap on future commission meetings. No motion is needed.

7. Meet & Greet: New City Police Chief Steve Schaar

This agenda item tabled until the next meeting in October, as the newly appointed City Police Chief, Steve Schaar will not be able to address the Commission at this time.

8. Workplan & Budget Review for City Council Meeting 10-25-21

The Human Rights Commission will present the Commission's workplan to the City Council at their Worksession on October 11th, 2021, at 4pm. The deadline to submit the workplan copies to the City Clerk is the Wednesday prior to the Council Meeting. Commissioner Erickson will be the presenter and Commission Chair Friesen will also attend.

9. Report on Resolution Brought to City Council Meeting 9-27-21

The Resolution passed at the City Council Meeting and there were no questions or comments.

**CALLS/COMPLAINTS/INQUIRIES:**

There were no calls, complaints or inquiries.

**SET AGENDA FOR NEXT MEETING:**

3. Meet & Greet New City Police Chief Steve Schaar
4. Commissioner On-Boarding
5. Report on Events from Indigenous People's Day

6. Juneteenth Banner - Response from PW Director/City Engineer Matt Wegwerth
7. Review of Training from Equity Summit  
Discuss November/December Training Opportunities
8. Report on Workplan proposal from the Oct 11th, 2021 City Council Meeting
9. Discussion of Speaker Honorarium
10. Further discussion regarding monthly speakers

ADJOURN:

Meeting adjourned at 5:35pm

Respectfully submitted by Cynthia Lyman

**Police Community Advisory Board Meeting**

September 2, 2021

Grand Rapids Fire Hall

104 SE 11<sup>th</sup> St. Grand Rapids, MN 55744

4:30 – 5:30 pm

**1. Call to Order:** Board Chair Wendy Uzelac called the meeting to order at 4:33 pm.

**2. Roll Call**

Present: Dan Butterfield, Stephen Connolly, Wendy Uzelac, Courtney Kerns, Pam Dowell, Jackie Dowell, Tom Neustrom, Scott Cook, Steve Schaar (GRPD), Jackie Heinrich (GRPD)

Absent: Laurie Turman, Liz Branum, John Nalan, Megan Phillips

**3. Public Comment:** No members of public present for comment; one to observe only.

**4. Correspondence:** Copies of Board member Jim Martinetto's resignation letter handed out.

**5. Approval of the Minutes:** Motion made by Neustrom, seconded by Cook and P. Dowell, to approve minutes from June 3, 2021. Passed unanimously.

**6. Business**

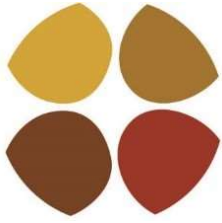
- a. Meeting day of week and time: Motion by Neustrom to keep the current day of week (Thursday) and current time (4:30 p.m.), with only possible adjustment being which Thursday of month. Seconded by P. Dowell. Passed unanimously.
- b. Meeting frequency: Motion to keep to the quarterly schedule, with the ability to call additional meetings as needed, made by Butterfield and seconded by Neustrom. Passed unanimously.
- c. By-law changes: Under Article III, Section F., Board discussed adding the following language to the end: "It is the responsibility of each Board member to understand the duration of their term. It is also their responsibility to reapply at the end of their term if they desire to be considered for re-appointment." Motion to accept changes made by P. Dowell and seconded by Connolly. Passed unanimously. Board decided to add member terms to future meeting minutes, for reference. Proposed changes pertaining to restructuring/renaming Board to Police Advisory Committee tabled pending submission of additional information by P. Dowell. Motion to table by Butterfield, seconded by Cook. Passed unanimously.

**7. Updates**

- a. P. Dowell shared her experiences of doing a Saint Paul Police Department ride-along and visiting the George Floyd Memorial in Minneapolis.
- b. Newly appointed GRPD Chief Steve Schaar provided updates about the expanded Riverfest music event happening September 10-11; police force and reserves and other emergency personnel would be on hand. The GRPD is in the process of restructuring, eliminating the assistant chief position and adding two captains and two sergeants (pending City Council approval). They anticipate adding one patrol officer in the near future. The GRPD budget went

up slightly. New body cams and possibly squad car cams will be implemented. The citizen's police academy will hopefully be conducted next spring. After an inquiry by J. Dowell, Schaar confirmed an officer's presence was requested at the upcoming school board meeting.

**8. Adjournment-** Motion to adjourn at approximately 5:30 made by Neustrom, seconded by Butterfield. Passed unanimously.



# CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION MEETING MINUTES

Wednesday, October 27, 2021  
4:00 PM

---

## *MISSION STATEMENT*

*The Mission of the Grand Rapids Human Rights Commission is to promote a community of harmony and respect for the rights and dignity of all.*

---

**CALL TO ORDER:** Pursuant to due notice and call thereof, the Human Rights Commission will hold a regular meeting on Wednesday, October 27, 2021 at 4:00 PM in City Hall Council Chambers at 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### ROLL CALL:

Commissioner Erickson  
Commission Chair Friesen  
Commissioner Jocelyn  
Commissioner Glen Hodgson  
Commissioner Lopez-Cortes  
Commissioner Learmont  
Commissioner Connelly

Also Present: Police Chief Steve Schaar and City Attorney Chad Sterle

**SETTING THE AGENDA:** (This is an opportunity to approve the regular agenda as presented or add/delete an Agenda item by a majority vote of the Commission members present.)

- Add Item #12, the acknowledgment of Commissioner Glen Hodgson's resignation
- Add Item #13 handout of the Community Exhibit Proposal.

**Motion to accept the Agenda Additions made by Commissioner Jocelyn and second by Commissioner Learmont, all in favor, motion passed.**

### APPROVE MINUTES:

Motion made by Commissioner Jocelyn to accept both the revised August 25th, 2021 minutes and the September 29th, 2021 minutes, second by Commissioner Connelly. All in favor, motion passed.

1. Revised August 25th, 2021 Minutes
2. September 29th, 2021 Minutes

### FINANCIALS:

The Indigenous People's Day Event came in under budget but approximately \$1,500 does not show in these financials yet.

3. Monthly Financial Balance: \$7,773.00

### PUBLIC INPUT (if anyone wishes to address the Commission):

There was no public input.

## BUSINESS:

## 4. Meet &amp; Greet, New City Police Chief Steve Schaar

Police Chief Steve Schaar was welcomed to the Human Rights Commission. He started the meet and greet by saying that he has been at the City of Grand Rapids for 25 years, has been the Assistant Chief for 11 years, so his transition to being the Police Chief was not terrible. With his moving into this position, there was also much internal movement within the police department and they dissolved two positions. They also hired a new police officer who is currently in training.

He replied to the question of what are the biggest challenges he has come across, as being Covid and especially the changes that have happened in the last two years. The mandatory training that the officers must take has increased in cost.

Previous trainings he has attended such as both the Anishinabe and the Muslim training were very good and he learned more than what he knew previously. Most of the training that they attend comes to them through the Minnesota Chief's Association and due to budget constraints, trainings they sign up for need to be beneficial. They must also attend 48 hours of continuing education which entails everything from every day events to first aid and it is always changing depending on current events happening in society.

Commissioner Learmont stated that working together and having mutual support ie the Workplan for 2022, there are potential opportunities for both parties. The best thing to do is have more collaboration and work together. Commissioner Hodgson agreed that this was a good perspective moving forward.

Police Chief Schaar departed at 4:30pm.

## 5. Commissioner On-Boarding:

Commissioner Erickson handed out a draft copy of the "welcome letter" that will have more clarity, with the Commission's expectations and the number of meetings etc. There is good progress on this.

## 6. Report on Indigenous People's Day Events:

Commissioner Connelly reported that the Indigenous Peoples Day event at the Central School Grounds went well. She estimates that there was approximately 40 to 100 people attending the event. It came together well.

Discussion regarding next year's event, possibly vendors with crafts and maybe collaborate with the Anishinabe Leaders, making it a bigger event. The Commission should also do a work session in June with the Anishinabe Leaders.

## 7. Juneteenth Banner - Response from PW Director/City engineer Matt Wegwerth:

Commissioner Connelly gave PW Director/City Engineer Matt Wegwerth the tagline and logo for the banner.

## 8. Review of Training from Equity Summit and Discuss November/December Training Opportunities

Commissioner Jocelyn was told that at the recent Equity Summit Training, there were 200 people participating and that there is a recorded version of the training. True Tuesday group will be presenting at the Rural Equity Summit being held on Nov 30th and Dec 1st, 2021.

9. Report on Workplan Proposal from the Oct 11<sup>th</sup>, 2021 City Council Meeting:  
There was positive feedback regarding the Workplan when presented to the City Council. They appreciated knowing what this commission has been up to.
10. Discussion of Speaker Honorarium:  
Commissioner Friesen stated that she would email Myrna Peterson regarding getting her set-up in the system so she can receive an honorarium for talking to the Commission this summer. City Attorney Chad Sterle stated that the payment should be ratified by the City Council in order for anyone to speak in front of the Commission. At this time it can come out of the budget since the honorarium is not in place. He also said that he would put together a draft policy for the December 29<sup>th</sup>, 2021, Commission meeting.
11. Further Discussion on Monthly Speakers  
Add the Ethnic Calendar into the workplan that Commissioner Jocelyn made.
- Discussed rescheduling the November 24<sup>th</sup>, 2021, Commission meeting due to Commissioner Jocelyn not being able to attend. Consensus is not to reschedule at this time even though there needs to be 4 out of 6 for the quorum for the next meeting before Thanksgiving.
12. Added Agenda Item: Glen Hodgson's resignation has already been approved at the October 25<sup>th</sup>, City Council Meeting. The Commission acknowledged his resignation.
13. Added Agenda Item: Community Exhibit Proposal was given out as part of the Commission packet for the meeting today. The Exhibit by Georgia Fort would potentially be at the MacRostie or Central School in December.

How does this fit into the Commission's purpose and objectives? Commissioner Jocelyn stated that it is increasing awareness, its educational, addressing race and it will be an interaction with artists thus advancing the Mission of the Commission.

Commissioner Erickson stated that there is uncommitted funds from the previous year and this could fit anywhere, not taking money from another place.

**Motion was made by Commissioner Jocelyn to approve \$2,500 for the Exhibit Rental Fee for the Community Exhibit by Georgia Fort, in partnership with the MacRostie Art Center, second by Commissioner Connelly, all in favor, motion passed.**

**CALLS/COMPLAINTS/INQUIRIES:**

**SET AGENDA FOR NEXT MEETING:**

3. Commissioner On-Boarding
4. November/December Training Opportunities
5. Report on Work Plan/Financial Update
6. Calendar Revision
7. CAT Team/Colored Lines Documentary, Focus on Local Issues

**ADJOURN:**

Motion to adjourn meeting at 5:30pm.

Respectfully Submitted by Cynthia Lyman



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

# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

**Wednesday, October 13, 2021**  
**5:00 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday October 13, 2021 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Board Chair MacDonell called the meeting to order at 5:00 pm.

**CALL OF ROLL:**

**Present:** Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

**Absent:** Thouin

**Staff present:** Will Richter, Director

**APPROVAL OF AGENDA:**

**Mover:** Richards

**Seconder:** Blocker

**Result:** Approved by 8-0 roll-call vote.

**PUBLIC COMMENT (if anyone wishes to address the Board):**

None.

**APPROVAL OF MINUTES:**

1. Review and approve 9-8-21 Library Board Minutes

**Mover:** Martin

**Seconder:** Blocker

**Result:** Approved by 8-0 roll-call vote.

**COMMUNICATIONS:**



None.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Summary Bill List
3. Detailed Bill List
4. Schedule of Changes in Revenue, Expenditures, and Fund Balance
5. Revenue and Expenditures YTD
6. Detailed Revenue and Expense Report
7. Library Balance Sheet

Motion to approve financial reports and payment of bills as listen in Board packet.

Mover: Kee

Secunder: Richards

Result: Approved by 8-0 roll-call vote.

CONSENT AGENDA (Roll Call Vote Required):

8. Consider Resolution 2021-05 accepting donations from Bob and Ginny Wickman and ISD #318.

Motion to approve Consent Agenda.

Mover: Kee

Secunder: Martin

Result: Approved by 8-0 roll-call vote.

REGULAR AGENDA:

9. Consider Resolution 2021-06 Setting 2022 Library Calendar

Request by Board Member Richards to make correction to December 26 and bring back to November meeting.

10. Review 2022 Proposed Levy (adopted as Preliminary Levy 9/27/21)

Informational – no action taken.

11. Review index of documents and policies that guide the Library.

Informational – no action taken.

12. Discuss progress of ARPA sub-grant

Review suggested IT purchase of ten (10) refurbished desktops and monitors from Tech Soup.

13. Discuss 2022 Library Board Vacancies

Informational – no action taken.

UPDATES:

14. Friends Update

Ellen Teigland provided Friends update:

9/9 book sale raised \$1,300+

Next book sale is November 6 at Community Presbyterian (books and baked goods)

15. Foundation Update

Lisa Tabbert provided Foundation update:

Foundation is changing bylaws to appropriately reflect new mission and vision.

Foundation members are volunteering at Second Harvest next week.

STAFF REPORTS AND LIBRARY STATISTICS:

16. Staff Reports

Informational – no action taken.

17. Library Statistics

Informational – no action taken.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR November 10, 2021, AT 5:00 PM.

Location: City Council Chambers, 420 N. Pokegama Avenue Grand Rapids, MN 55744

ATTEST: Lisa Tabbert, Library Board Secretary



DATE: 10/04/2021  
 TIME: 12:55:11  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/13/2021

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	558.42
0118100	ARAMARK UNIFORM SERVICES	88.68
0118660	ARROWHEAD LIBRARY SYSTEM	41.18
0201428	BAKER & TAYLOR LLC	3,581.66
0212124	BLACKSTONE PUBLISHING	994.67
0405500	DEMCO INC	644.69
0609525	FINDAWAY WORLD LLC	683.65
0718010	CITY OF GRAND RAPIDS	1,663.64
0914325	INGRAM ENTERTAINMENT INC.	109.57
1015325	JOHNSON CONTROLS FIRE	600.00
1415377	NORTHERN BUSINESS PRODUCTS INC	1,074.81
1605665	PERSONNEL DYNAMICS LLC	328.14
1901535	SANDSTROM'S INC	224.78
1908570	SHOWCASES	308.88

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,902.77

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	12.89
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	19,935.82
1209516	LINCOLN NATIONAL LIFE	45.60
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1401450	JOHN NALAN	166.89
1405850	NEXTERA COMMUNICATIONS LLC	75.14
1415377	NORTHERN BUSINESS PRODUCTS INC	40.98
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	247.76
1605665	PERSONNEL DYNAMICS LLC	218.76
1621130	P.U.C.	3,474.80
2114750	UNUM LIFE INSURANCE CO OF AMER	19.35
2209665	VISA	9.29
2301700	WM CORPORATE SERVICES, INC	133.48

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 33,745.09

TOTAL ALL DEPARTMENTS 44,647.86

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2021-05  
A RESOLUTION ACCEPTING DONATIONS


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

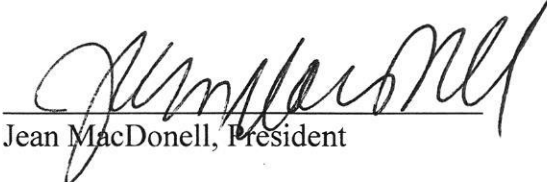
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

***Bob and Ginny Wickman - \$100.00 (undesignated)***  
***ISD #318 - \$300.00 for Summer Celebration***

Adopted this 13th day of October, 2021

  
 Lisa Tabbert, Secretary

  
 Jean MacDonell, President

Board member  
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:  
And the following abstained:  
Whereby the resolution was declared duly passed and adopted.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** December 6, 2021

**AGENDA ITEM:** Consider amending special assessment policy

**PREPARED BY:** Matt Wegwerth

---

### **BACKGROUND:**

At the November 22<sup>nd</sup> work session, changes to the Special Assessment policy were discussed. In general, changes to the policy include the removal of special assessments for reconstruction and mill/overlay projects. Attached is the proposed final assessment policy.

### **REQUESTED COUNCIL ACTION:**

Make a motion amending special assessment policy

**CITY OF GRAND RAPIDS**  
**SPECIAL ASSESSMENT POLICY**



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

**Date:**

- Adopted: November 11, 1993
- Amended: April 26, 2004
- Amended: October 24, 2005
- Amended: December 8, 2008
- Amended: December 6, 2021

# TABLE OF CONTENTS

## SECTION I. – GENERAL

THE THEORY OF SPECIAL ASSESSMENTS  
SPECIAL ASSESSMENT USES  
THE BENEFIT PRINCIPLE

## SECTION II. – PURPOSE, POLICY AND LIMITS

PURPOSE  
POLICY  
LIMITS

## SECTION III. – SPECIFIC POLICIES RELATING TO SPECIAL ASSESSMENTS

ASSESSMENTS  
ASSESSMENT PERIOD  
INTEREST RATE  
PROJECT COST SUMMARY  
TEMPORARY ASSESSMENT RELIEF  
CITY SHARE OF PROJECT COST  
PRIVATE DEVELOPER PROJECTS  
GOVERNMENT OWNED PROPERTIES  
FRONTAGE ROADS  
DELETION OF PROPERTIES  
SERVICE OUTSIDE THE CITY LIMITS  
LATERAL EQUIVALENT  
INTERSECTIONS  
FRONTAGE DEFINITIONS  
USE OF CONNECTION FEES  
TAX FORFEITED PROPERTIES  
TAX EXEMPT PROPERTIES  
IMPROVEMENTS WITHIN A STATE OR COUNTY HIGHWAY  
REAPPORTIONMENT

## SECTION IV. – PROCEDURES

GENERAL

## SECTION V. – METHODS OF DETERMING ASSESSMENTS

NEW IMPROVEMENTS  
RECONSTRUCTION/REHABILITATIVE IMPROVEMENTS

## SECTION VI. – LIFE EXPECTANCY OF IMPROVEMENTS

GENERAL  
LIFE EXPECTANCY

**SECTION VII. – WORK BY OTHERS**

WORK BY PRIVATE DEVELOPERS  
WORK BY PROPERTY OWNERS

**APPENDIX A**

BENEFIT BOUNDARY FOR ASSESSMENTS  
TYPICAL CONSTRUCTION ITEMS (TCI)

**APPENDIX B**

DEFERRAL OF ASSESSMENTS  
BASIS OF AVERAGE RESIDENTIAL PARCEL ASSESSMENT  
GOVERNING CRITERIA ON STRAIGHT DEFERRALS

**APPENDIX C**

MN APPELLATE COURT DECISIONS REGARDING CHAPTER 429, LOCAL  
IMPROVEMENTS, SPECIAL ASSESSMENTS



## SECTION I. – GENERAL

### A. THE THEORY OF SPECIAL ASSESSMENTS

Special assessments are those charges levied against certain parcels of land for the cost of public improvements and for which the City Council has determined that said parcels being assessed will be specifically benefited by the improvement.

### B. SPECIAL ASSESSMENT USES

Special assessments may be used to pay the cost of all or a portion of public improvement projects including the maintenance and/or repair of the City's infrastructure. Improvement projects include, but are not necessarily limited to the construction and/or reconstruction of streets, alleys, curb and gutter, sidewalks, driveway approaches, installation and/or replacement of water mains, sanitary sewers, storm sewers, sewer and water services, street lights, parking lots and parking lot lighting.

### C. THE BENEFIT PRINCIPLE

Special assessments may be levied only upon property receiving a special benefit from the improvement. The rate must be uniform and levied equally upon all property receiving special benefits. Assessments must be confined to property benefited, and the amount of the assessment must not exceed the benefit.

The cost of any improvement, or any part thereof, may be assessed upon property benefited by the improvement, based upon the benefits received, whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from the county state-aid highway fund, the municipal state-aid street fund or the trunk highway fund. The area assessed may be less than but may not exceed the area proposed to be assessed as stated in the notice of hearing on the improvement, except as provided below. The municipality may pay such portion of the cost of the improvement as the council may determine from general ad valorem tax levies or from other revenues or funds of the municipality available for the purpose. The municipality may subsequently reimburse itself for all or any of the portion of the cost of a water, storm sewer, or sanitary sewer improvement so paid by levying additional assessments upon any properties abutting on but not previously assessed for the improvement, on notice of hearing as provided for the assessments initially made. To the extent that such an improvement benefits non-abutting properties which may be served by the improvement when one of more later extensions or improvements are made but which are not initially assessed therefore, the municipality may also reimburse itself by adding all or any of the portion of the cost so paid to the assessments levied for any such later extensions or improvements, provided that notice that such additional amounts will be assessed is included in the notice of hearing on the making of such extensions or improvements. The additional assessments herein authorized by be made whether or not the properties assessed were included in the area described in the notice of hearing on the making of the original improvement.

## SECTION II. – PURPOSE POLICY AND LIMITS

### A. PURPOSE

The purpose of these Special Assessment policies is to set forth the policies and procedures for the determination of benefit and the assessment of cost of the various public improvements which are constructed and installed by the City of Grand Rapids pursuant to the law, the City Charter, and the order of the City Council. These policies shall serve as a guide for this and future City Councils, and for all persons concerned with such matters. It is the intent and purpose of these policies to provide for and insure consistent, uniform, fair and equitable treatment, insofar as is practical, lawful, and possible, of all property owners in regard to the assessment of cost for benefits to property for the various improvement of streets, sidewalks and utilities within the City of Grand Rapids.

### B. POLICY

The City Council of the City of Grand Rapids hereby declares that the Assessment Policies contained herein are the policies that the City of Grand Rapids will follow as nearly as possible and practical. In order to keep the City's share of the cost of improvements to a minimum, and to avoid deferred assessments, no improvements shall be made outside the City limits unless a petition for annexation of the property to the City is signed, or the assessments against the benefited property can be collected by a voluntarily negotiated contract. This section is not intended to change or modify the policies of the Public Utilities Commission.

### C. LIMITS

These assessment policies are designed to serve as a general guide for the City Council in allocating benefits to properties for the purpose of defraying the cost of installing public facilities. The Council reserves the right to vary from these policies if the policies act to create obvious inequities, or where the assignment of benefit to a particular property is difficult because of an extreme and unusual situation, or if such variance is deemed to be in the best interest of the City of Grand Rapids.

## **SECTION III. – SPECIFIC POLICIES RELATING TO SPECIAL ASSESSMENTS**

### **A. ASSESSMENTS**

Special assessments for public improvement projects will be determined by taking into consideration total project costs and an assessment formula based on front footage area or units basis. The total amount of assessments will not exceed the project cost and must be apportioned equally among properties having the same general land use based on benefit. The total assessment against any parcel shall not exceed benefit.

### **B. ASSESSMENT PERIOD**

The standard term of assessment for public improvements shall be fifteen (15) years. The Council may, however, establish a shorter or longer term if it is determined to be in the best interest of the City.

### **C. INTEREST RATE**

The interest rate to be used for special assessments will be equal to the interest rate on the bond issued to finance the project. The City Council shall set the rate in all cases not to exceed the legal maximum as stated in M.S. 429.061.

### **D. PROJECT COST SUMMARY**

The City Engineer shall prepare a project cost summary using information from the project cost data report prepared by the City Finance Department, and with information available in the City Engineer's files. The summary will include all project expenses including, but not limited to:

- Construction Cost Including Materials.
- Publication Costs and Permit Fees.
- Legal Fees.
- Engineering Fees.
- Miscellaneous Expenditure.
- Administration Costs Including Audit Fees.
- Capitalized Interest. Capitalized interest shall be computed at the rate of the bond sale from the date of the bond sale to the date the assessment roll is approved by the City Council, or at the rate specified in Section C above in cases where bonds are not sold to finance a project. Any interest earned on investment of the bond proceeds shall be deducted from the above amount.
- Bond Sale Expenses, Including Bond Attorney Fees, Bond Consult Fees, and Printing Costs.
- Pavement Management Study Costs.
- Comprehensive Sewer Study Costs.
- Other Costs Which Are Deemed Appropriate To The Project.

## **E. TEMPORARY ASSESSMENT RELIEF**

Special assessments for senior citizens and retired disabled homeowners may be deferred pursuant to Chapter 51 of the Grand Rapids Municipal Code. In addition, it shall be the policy of the City of Grand Rapids to defer assessments against those lands which qualify for deferment under Minnesota Agricultural Property Tax Law ("Green Acres" law), M.S. 273.111, as amended. On "New" construction projects, where property ownership does not meet the criteria described above, assessments can be deferred on undeveloped property, in accordance with Appendix B of this policy.

## **F. CITY SHARE OF PROJECT COST**

Generally speaking, the City will not participate in street and utility project costs for new developments (see "H" below). Exceptions to the rule will involve the installation of larger than normal water mains and/or sanitary and storm sewer mains for transmission purposes, or when a larger and stronger than normal street is required. In these instances, the city's participation will be limited to those costs directly attributable to the over sizing. Additionally, it can be expected that the City will be a participant if it owns property in the proposed project area.

## **G. PRIVATE DEVELOPER PROJECTS**

Improvement projects may be petitioned for by private developers. No special assessment for such improvements shall be left pending, and the developer requesting the improvements shall be required to fund and pay the special assessment installments for projects benefiting any such properties. All preliminary engineering work for these improvements will be paid by the developer whether provided by the City or a consultant. A determination will be made by the City as to the suitability of each lot developed for building. Any lot determined to be of low suitability for building shall have the amount of any estimated special assessment paid in advance. The determination of suitability for building shall be at the sole discretion of the City and shall take into consideration but not be limited to such things as site slope, drainage gravity sewer service, water pressure and wetlands.

## **H. GOVERNMENT OWNED PROPERTIES**

Governmental property shall be assessed in accordance with M.S. 435.19. Federal properties may or may not be exempt, assessment status should be determined prior to completion of a feasibility report.

## **I. FRONTAGE ROADS**

Frontage roads along highway or other arterial streets are generally deemed to be of benefit only to properties served, therefore, the entire cost of any such improvement shall be assessed to the benefited property owners. The Council may consider special circumstances to determine benefit and adjust subsequent cost.

## **J. DELETION OF PROPERTIES**

The City shall reserve the right to delete land within the improvement area from the assessment rolls if, in the opinion of the City, the land cannot be developed and/or is not benefited. In that event, no development of that property shall be permitted nor shall any physical connection to the City's water, sewer, storm drainage facilities or streets be made by any development on that property, unless and until an assessment ( or connection fee) is adopted and certified.

#### **K. SERVICE OUTSIDE THE CITY LIMITS**

If the City installs facilities which benefit property which lies outside the corporate limits, that area and the allocable costs shall be included in the original public hearing for the improvement. The City may negotiate a contract with the owner of such property which will provide for payment to the City as if the property were within the City, and assessed for the improvement. Payment will be made upon completion of the project. If a contract cannot be negotiated, the improvement shall be reassessed to the benefiting property at the time of annexation. No physical connection to the City's sanitary sewer, water mains, storm sewer, or streets, will be permitted until an agreement and contract, including satisfaction of costs or assessments, is executed.

#### **L. LATERAL EQUIVALENT**

When a new trunk water distribution line, new trunk sanitary sewage collection line or new storm sewer trunk line which also serves as a lateral must be constructed in an area and oversized for design purposes to serve a larger area beyond the properties receiving lateral benefit, the assessments to abutting property shall be assessed a unit cost which shall be adjusted in accordance with Section V, paragraph A.

#### **M. INTERSECTIONS**

The cost of all improvements in street and alley intersections shall be included as part of the total project assessable costs.

#### **N. FRONTAGE DEFINITIONS**

For the purposes of special assessment using frontage as the basis for the assessments, the following definitions shall apply

- **Rectangular Interior Parcels-** The frontage shall be equal to the dimension of the side of the parcel abutting the improvement.
- **Rectangular Corner Parcels-** The frontage shall be equal to the dimensions of the shorter of the two sides.
- **Irregularly Shaped Interior Parcels-** The frontage shall be equal to the average width of the parcel.
- **Irregularly Shaped Corner Parcels-** The frontage shall be equal to the average width of the parcel. This width shall be the shorter average of the sides.
- **Interior Parcels Less Than 150 Feet in Depth Which Abut Two Parallel Streets-** The frontage for a given type of improvement shall be calculated on only one side of the parcel.

- **End Parcels Less Than 150 Feet in Depth Which Abut Three Streets-** The frontage for a given type of improvement shall be calculated on the same basis as if such parcel was a corner parcel abutting the improvement on two sides only.
- **Interior Parcels Greater Than 150 Feet in Depth Which Abut Two Parallel Streets-** The frontage for an improvement shall be calculated independently for each frontage unless other city regulations prohibit the use of the parcel for anything but a single family residence, in which case, the average width is the total frontage.
- **Parcels Which Have Two Sides Abutting A T-Alley-** For the purposes of alley improvements, the frontage shall be equal to the dimension of the smaller of the two sides abutting the improvement.

#### **O. USE OF CONNECTION FEES**

Connection fees shall be applied to properties that did not pay for their share of an improvement and subsequently want to “hook up” to water, sewer, storm sewer, and streets. These situations usually occur when property is newly annexed or platted. Connection fees for all or a portion of the cost of such improvements will be levied at the time the property is annexed or platted or when the connections are made. The expected life of the improvement shall be considered when calculating each individual connection fee.

#### **P. TAX FORFEITED PROPERTIES**

Properties which have been forfeited for non-payment of taxes are subject to possible reassessment pursuant to Minn. Stat. Sec. 429.071. The amount of special assessments subject to reassessment is determined by Council resolution following sale by the County of the tax forfeited land. Following the sale of a tax forfeited property; the City may conduct an assessment hearing and re-assess the amount remaining unpaid on the original assessment. The assessment terms and conditions will be determined by the City Council. In re-assessing such property, the City will follow the same procedure as for an original assessment under M.S. 429.061 including advance notice and public hearing.

#### **Q. TAX EXEMPT PROPERTIES**

Private cemeteries, churches, hospitals, schools and similar institutions must pay special assessments. Railroads are also exempt from special assessments. The land and property of any not-for-profit or otherwise tax exempt cemetery association shall be exempt from all special assessments.

#### **R. IMPROVEMENTS WITHIN A STATE OR COUNTY HIGHWAY**

City Initiated highway improvements will not be assessed.

#### **S. REAPPORTIONMENT**

Special assessments that have been levied against a tract of land that is subsequently subdivided may be reapportioned pursuant to M.S. 429.071 and Grand Rapids Municipal Code section 22.06.

# SECTION IV. – PROCEDURES

## A. GENERAL

The City shall follow the procedures set forth in Minnesota Statutes Chapter 429.

## SECTION V. – METHODS OF DETERMINING ASSESSMENTS

### A. NEW IMPROVEMENTS

It shall be the policy of the City to assess benefited property by frontage, area or unit. The City may alter or change the method of assessment if such change is more equitable and appropriate. The following shall apply to new improvements.

All facilities which represent new service to areas previously without City service shall be assessed as described below.

- **Sanitary Sewer/Water Main**

Properties zoned CBD, GB, LB, HC, M, AP, and PU, will be assessed 100% of the cost of the improvement regardless of main size.

Properties zoned I-1, I-2, and AG, will be assessed 10% of the cost of the improvement regardless of main size.

All other zoned properties will be assessed 100% of the cost of improvement for an 8 inch diameter main. Lift stations will not be assessed.

If a property owner has constructed a new well or septic system within the past twenty years, and the well and/or septic system is still compliant, the property owner shall receive a credit towards the well/septic upon presentation of a receipt identifying the installation cost of the well/septic. The credit shall be calculated by taking the original cost of installment and straight line depreciating it over a twenty-year period with the credit being the remaining value of the period. Example: Original cost of improvement was \$20,000, the city assessment is levied ten years after the well/septic is installed, the property owner receives a \$10,000 credit towards the assessment.

- **Storm Sewer Systems**

Properties zoned CBD, GB, LB, HC, M, AP, and PU, will be assessed 100% of the cost of the improvement regardless of main size.

Properties zoned I-1, I-2, and AG, will be assessed 10% of the cost of the improvement regardless of main size.

All other zoned properties will be assessed 100% of the cost of improvement. The conversion from an existing rural ditch section to an urban catch basin collection system is considered reconstruction and paid for through the Storm Water Utility.

- **Streets**

Properties zoned CBD, GB, LB, HC, M, AP, and PU, will be assessed One hundred percent (100%) of the cost of street (paving or any other street improvement) and curb and gutter improvements shall be assessed against benefited property on a front foot basis, except as outlined hereafter. The cost of each improvement shall include costs of intersections and related drainage facilities.

Properties zoned I-1, I-2, and AG, will be assessed 10% of the cost of the street (paving or any other street improvement) and curb and gutter improvements shall be assessed



against benefited property on a front foot basis, except as outlined hereafter. The cost of each improvement shall include costs of intersections and related drainage facilities.

Properties zoned R-1, SR-1, R-2, SR-2, R-3, SR-3, R-4, and SR-4, shall be assessed 100% of a typical 32 foot wide urban residential street. See Appendix "A" for typical construction items spreadsheet.

Properties zoned RR and SRR, shall be assessed 100% of a typical 28 foot wide rural residential street. See Appendix "A" for typical construction items spreadsheet.

Where an existing gravel street is being converted to a paved street, the benefitting property owners shall be assessed at a 0% rate for those items that typically exist prior to the improvement. Examples of construction items are: excavation, aggregate base, turf establishment, traffic control, etc. Typical items that should be assessed 100% would be bituminous pavement, and curb & gutter.

- **Sidewalks**

The City may install and assess sidewalk. The project costs shall be assessed to abutting properties on a front foot basis. The City shall assess the cost of new sidewalks as follows:

- New Developments 100%
- Developed Areas 0%

Areas where sidewalks are installed on only one side of the street and it is not anticipated they will be installed on the other side at a later time, the assessment shall be split between the benefitting properties on both sides of the street.

- **Benefit Areas for New Construction**

The delineation of benefit areas related to the assessment of new construction will be determined under the following conditions and not necessarily under the ½ block policy shown in Appendix A.

City Initiated Projects – If a public infrastructure project is initiated by the city council, in general, the following criteria for defining the benefit area should be considered.

Street – Does the parcel have two points of access from existing streets? If the parcel does, then it should be considered for elimination of a street benefit unless circumstances can justify a benefit (i.e. large lot that is able to be subdivided).

Water Main – Does the parcel have two sources of water feeding the main currently serving the parcel? If the parcel does, then it should be considered for elimination of a water main benefit unless circumstances can justify a benefit (i.e. large lot that is able to be subdivided).

Storm Sewer – Is there the potential of storm water run-off from the parcel to the proposed storm sewer? If yes, then the parcel should be included in the benefit area.

Sanitary Sewer – Is the parcel currently served by a sanitary sewer main? If yes, then the parcel should not be included in the benefit area unless circumstances can justify a benefit (i.e. large lot that is able to be subdivided).

After taking the above criteria into consideration, assessable units for each infrastructure shall be calculated in accordance with the assessment policy and “applied” benefit shall be calculated. If a parcel does not abut an infrastructure improvement but meets the criteria described above, and City staff have concerns with the generated “applied” benefit, City staff shall recommend to the City Council that “before/after” appraisals be conducted to determine benefit.

- **Developer Projects**

If a public infrastructure project is initiated/petitioned by a developer, 100% project costs shall be assessed to the developer’s parcels and the developer shall waive all rights to appeal of the project assessments.

## **B. RECONSTRUCTION/REHABILITATIVE IMPROVEMENTS**

The City of Grand Rapids will not assess for infrastructure that is replaced, rehabilitated or maintained. This includes reconstruction of sanitary sewers, watermains, storm sewers, streets, alleys, sidewalks and overlays/seal coats.

## SECTION VI. – LIFE EXPECTANCY OF IMPROVEMENTS

### A. GENERAL

The expected life of improvements shall be considered when any infrastructure component is reconstructed. A straight line pro rata portion shall be assessed to benefited property based on the age of the component and the life expectancy of the component. For example, if an existing component is 17 years old and has a life expectancy of 40 years, 17/40 of the cost of reconstruction shall be assessed subject to the provisions of Section V. If failures are caused by a change in use, the Council at its discretion, may assess one hundred (100%) of the replacement cost to benefiting properties. Credit towards life expectancy shall be effective towards any improvement made after November 11, 1993.

### B. LIFE EXPECTANCY

- **Water Mains: 40 Years**
- **Sanitary Sewer: 40 Years**
- **Storm Sewer: 50 Years**
- **Streets: 38 Years**
- **Sidewalks: 38 Years**
- **Driveway Aprons: 38 Years**

## **SECTION VII. – WORK BY OTHERS**

### **A. WORK BY PRIVATE DEVELOPERS**

Work by private developers shall occur only within the boundaries of private property. Any public utility or street construction work within a public right-of-way shall be done only after an agreement with the City is executed.

### **B. WORK BY PROPERTY OWNERS**

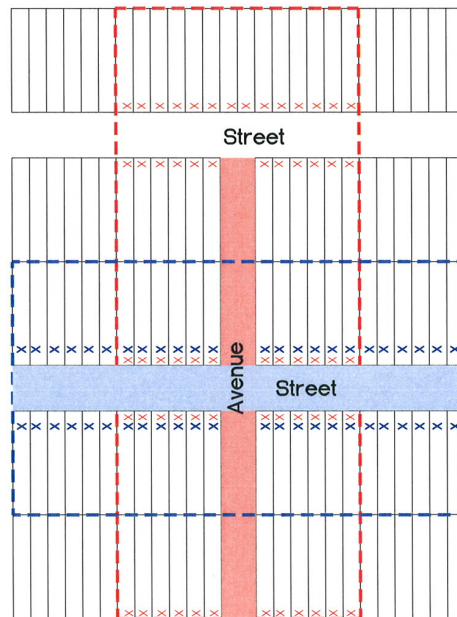
Property owners may not place or have placed any improvement in, nor in any way alter, the public right-of-way, without approval of the City. A permit is required before any work is done in the public right-of-way.

# APPENDIX A

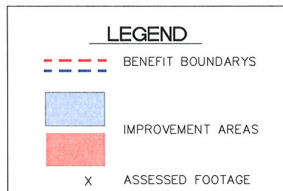
## A. BENEFIT BOUNDARY FOR ASSESSMENTS

Generally improvements made in the right of way along property frontage shall be assessed to that frontage. Improvements made in the right of way along property side yards shall be assessed to the frontage. In determining the frontage to assess these improvements to, consideration shall be given to the length and shape of the block but generally speaking assessments will be spread one half-block on each side of the improved side street. See figure below for basic concept

### TYPICAL BENEFIT BOUNDARY



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



**B. TYPICAL CONSTRUCTION ITEMS (TCI)**

Urban and Rural Residential street assessments will be calculated utilizing the TCI method to determine the typical project cost. Once the typical construction cost is calculated it will be increased by the percentage of non-construction costs to determine the typical project cost. Once the typical project cost is calculated it is divided by the assessable footage resulting in an assessment rate. The following tables shall be used to calculate the typical project cost:

**Urban Residential Table**

Description	Unit/LF	Quantity/LF	Tot Quan.	Unit Price	Total Price
Common Excavation	CY	0.648			
Aggregate Base Class 5	CY	0.648			
B618 Curb & Gutter	LF	2			
Bituminous Wear Course	Ton	0.185			
Bituminous Non-Wear Course	Ton	0.532			
4" Concrete Sidewalk	SF	0.556			
Sodding	SY	1.33			
Mobilization					Note A
Contractor Staking					Note A
Traffic Control					Note A
Total TCI Construction Cost					

**Rural Residential Table**

Description	Unit/LF	Quantity/LF	Tot Quan.	Unit Price	Total Price
Common Excavation	CY	0.555			
Aggregate Base Class 5	CY	0..555			
B618 Curb & Gutter	LF	0			
Bituminous Wear Course	Ton	0.28			
Bituminous Non-Wear Course	Ton	0.35			
4" Concrete Sidewalk	SF	0			
Sodding	SY	.67			
Mobilization					Note A
Contractor Staking					Note A
Traffic Control					Note A
Total TCI Construction Cost					

Note A: These construction item costs will be based on a percentage of TCI Construction Cost to Total Construction Cost.

Total Quantity is calculated by multiplying the established Quantity/LF by the total length of project measured from centerline of beginning intersection to centerline of ending intersection.

Unit Price for feasibility report calculations will be based on opinions of unit price. Final calculation of assessments will be based on Actual Bid unit prices.

The number of front feet assigned to each property shall be in accordance with Section III., paragraph P.

# APPENDIX B

## A. DEFERRAL OF ASSESSMENTS

Straight Deferrals will be granted under the following criteria:

- The assessed property would need to be zoned residential and classified as homestead. Under the straight deferral the property would need to be split creating two parcels with one of the parcels being undeveloped.
- The public improvement would need to be classified as “New Construction” under the current City assessment policy.
- The straight Deferral would be the total amount of the levied assessment on the undeveloped parcel for a maximum deferral length of five years.

The straight Deferral of Assessments on undeveloped property will be determined utilizing the Average Residential Parcel Assessment (ARPA) as a threshold for allowing the deferral. That is, if the total assessment of the developed and undeveloped property is greater than the ARPA, than the undeveloped parcel would be eligible for a deferral. Further defining of ARPA follows.

## B. BASIS OF AVERAGE RESIDENTIAL PARCEL ASSESSMENT (ARPA)

The Average Residential Parcel Assessment (ARPA) calculation will be based on the average size of a residential, homesteaded parcel, within the corporate city limits prior to the execution of the Orderly Annexation Agreement between the City of Grand Rapids and the Township of Grand Rapids. Utilizing the County parcel information within the City GIS system reveals the following average residential parcel dimension:

- Total area within boundary = 748.7 acres
- Total quantity of each = 2.176 parcels
- Average acres per parcel = 0.344 acres/parcel
- Converted to sq. feet = 14,985 square feet

Assessments based on length are typically the shorter of the two lot dimensions. In determining the average residential lot dimensions based on the average residential square footage, the minimum lot dimensions required by the zoning ordinance are averaged as follows:

Zoning	Minimum Lot Dimensions	Ratio of Length to Width
R-1	70' X 120'	1 to 1.71
R-2	50' X 140'	1 to 2.80
	Average	1 to 2.25

Utilizing the following algebraic equation and solving for X results in:

$$\begin{aligned}
 1X * 2.25X &= 14,985 \text{ sq. feet} \\
 X &= 81.61 \text{ feet}
 \end{aligned}$$

This dimension, 81.61 feet, will be the dimension for calculating average residential parcel assessments (ARPA). The ARPA will be calculated using the actual project assessment rates on a per project basis.

### C. GOVERNING CRITERIA ON STRAIGHT DEFERRALS

- **Minimum Limits**

The total assessment of the developed and undeveloped parcel must exceed the ARPA in order to qualify for a deferral on the undeveloped parcel.

- **Termination**

Deferrals on undeveloped parcels will be terminated when one of the following occurs:

The undeveloped parcel is sold, at which time the entire deferred assessment is due.

The undeveloped parcel is divided, at which time the entire deferred assessment is due.

The parcel loses its homestead status, at which time the entire deferred assessment is due.

- **Length**

The length of a Deferral will be limited to the first five years of the levied assessment. Payment of Interest on the deferred assessment may or may not be paid on a yearly basis during the period of deferral.

- **Payback**

Payback schedule for the Deferral will occur under the following schedules:

Deferred assessments from \$1,000 to \$5,000 equal 10-year payback.

Deferred assessments greater than \$5,000 will be 10-years plus one additional year per \$1,000 over \$5,000 not to exceed a 15-year payback.

All paybacks of Deferrals begin in year six (6).



## APPENDIX C

THIS APPENDIX REFERENCES MINNESOTA APPELLATE COURT DECISIONS REGARDING CHAPTER 429. LOCAL IMPROVEMENTS, SPECIAL ASSESSMENTS, SPECIFICALLY 429.051. Apportionment of cost.

IT IS DESIGNED TO BE USED AS A GUIDE FOR THE GRAND RAIPDS CITY COUNCIL, PLANNING AND ZONING DEPARTMENT, ENGINEERING DEPARTMENT, COMMUNITY DEVELOPMENT, AS WELL AS THE PUBLIC AT LARGE.

### M.S. 429.051. Apportionment of cost

[Currentness](#)

The cost of any improvement, or any part thereof, may be assessed upon property benefited by the improvement, based upon the benefits received, whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from the county state-aid highway fund, the municipal state-aid street fund, or the trunk highway fund. The area assessed may be less than but may not exceed the area proposed to be assessed as stated in the notice of hearing on the improvement, except as provided below. The municipality may pay such portion of the cost of the improvement as the council may determine from general ad valorem tax levies or from other revenues or funds of the municipality available for the purpose. The municipality may subsequently reimburse itself for all or any of the portion of the cost of a water, storm sewer, or sanitary sewer improvement so paid by levying additional assessments upon any properties abutting on but not previously assessed for the improvement, on notice and hearing as provided for the assessments initially made. To the extent that such an improvement benefits nonabutting properties which may be served by the improvement when one or more later extensions or improvements are made but which are not initially assessed therefor, the municipality may also reimburse itself by adding all or any of the portion of the cost so paid to the assessments levied for any of such later extensions or improvements, provided that notice that such additional amount will be assessed is included in the notice of hearing on the making of such extensions or improvements. The additional assessments herein authorized may be made whether or not the properties assessed were included in the area described in the notice of hearing on the making of the original improvement.

In any city of the fourth class electing to proceed under a home rule charter as provided in this chapter, which charter provides for a board of water commissioners and authorizes such board to assess a water frontage tax to defray the cost of construction of water mains, such board may assess the tax based upon the benefits received and without regard to any charter limitation on the amount that may be assessed for each lineal foot of property abutting on the water main. The water frontage tax shall be imposed according to the procedure and, except as herein provided, subject to the limitations of the charter of the city.

#### Credits

Laws 1953, c. 398, § 5. Amended by Laws 1955, c. 842, § 1; Laws 1957, c. 40, § 1; Laws 1959, c. 490, § 1; Laws 1961, c. 286, § 1.

#### [Notes of Decisions \(144\)](#)

M. S. A. § 429.051, MN ST § 429.051

Current with all legislation from the 2021 Regular Session and 1st Special Session. The statutes are subject to change as determined by the Minnesota Revisor of Statutes. (These changes will be incorporated later this year.)

#### [Notes Of Decisions \(144\)](#)

#### State funds

Under this section covering assessments for improvements, municipality could levy assessment against property benefitted by improvement based upon benefits received even though municipality was reimbursed for all or part of improvement from county state aid highway fund, municipal state aid street fund, or trunk highway fund. [In re Mackubin St., 1968, 279 Minn. 193, 155 N.W.2d 905 . Municipal Corporations 🔑 436.1](#)

City of fourth class could properly levy special assessment of property benefited by the improvement to a county state-aid street based upon the special benefits received by the property to be assessed even though the cost of the improvement had been paid for out of county state-aid funds. Op.Atty.Gen., 59A-4, March 21, 1962.

### **Municipal funds**

Village council could expend money available for the purpose of the general reserve fund for the payment of the proportionate share of a storm sewer project which would have been, if possible, assessed to benefited owners outside the village limits. Op.Atty.Gen., 408-C, May 27, 1961.

If village should determine that one-half of cost of installing a water and sewage system in new residential area should be paid from funds of municipality and that abutting property owners should be assessed the remaining one-half of the cost, procedure set out in this and following sections should be followed. Op.Atty.Gen., 387-G-1, April 12, 1955.

A city may pay for proportionate costs of improvements as determined by city council. Op.Atty.Gen., 387-B-10, June 29, 1954.

City could pay for water and sewer improvements out of general funds, where no assessments had been made. Op.Atty.Gen., 624-D-11, April 19, 1954.

Village council cannot make improvements to water and sewer systems of village and charge the entire cost thereof to general taxation without making any special assessment. Op.Atty.Gen., 624-D-11, 387-G-4, June 19, 1953.

Under § 429.09 (repealed; see, now, this section), village could pay part of cost of paving three blocks of its main street as council might determine, and leave balance to be paid by assessment against abutting property owners of street. Op.Atty.Gen., 396-G-10, Jan. 25, 1950.

Under § 429.09 (repealed; see, now, this section), if an interceptor sewer which was to be constructed constituted an area between street intersections or between street and alley intersections cost of any portion of such sewer could be paid by municipality. Op.Atty.Gen., 387-G-5, Aug. 26, 1946.

City council has authority to install storm sewers and defray costs thereof by general tax levy rather than by special assessment. Op.Atty.Gen.1942, No. 178, p. 264.

### **Discretion of municipality**

As long as the city provides a reasonable analysis as to how it exercised its discretion in allocating the benefits of public improvement for assessment purposes, that determination is for the city, not the courts. [David E. McNally Development Corp. v. City of Winona, App.2004, 686 N.W.2d 553](#) . [Municipal Corporations](#) 🔑 495

In determining the reach of the benefit from the improvement for assessment purposes, a municipality has substantial discretion as long as its decision is fair. [David E. McNally Development Corp. v. City of Winona, App.2004, 686 N.W.2d 553](#) . [Municipal Corporations](#) 🔑 439

Village could provide the cost of storm sewers installed upon county state aid highway by the sale of bonds pursuant to Chapter 475 without the necessity of securing payments through special assessment of abutting property. Op.Atty.Gen., 387g-1, May 16, 1967.

In making a special assessment for the installation of a new sidewalk or the repair of an old sidewalk, a village, acting within the limits of its statutory authority, has discretion to determine the method and amount by which the benefited property be assessed, and it would not be required that the amount of the assessment correspond exactly to the amount of the special benefit obtained. Op.Atty.Gen., 480a, May 25, 1965.

A village council would not have the authority under this section to levy a special assessment only against those tracts upon which residential or commercial buildings were located and not to levy upon vacant lots which were also benefited by an improvement. Op.Atty.Gen., 471-f, July 2, 1962.

City of the second class could not legally enter into agreement whereby property owner to be benefited by postponed improvement was to be repaid by city at a future date, if and when area was developed, for advances made by the owner to the city to pay the cost of improvement. Op.Atty.Gen., 387-B, Aug. 1, 1955.

Village council had discretionary power to determine that one-half of cost of installing water and sewage system in new residential area be paid from certain funds of village, and to assess abutting property owners for the remaining one-half of the cost. Op.Atty.Gen., 387-G-1, April 12, 1955.

### **Cooperative agreement**

Replacement cost necessary for continued legal use of property impacts market value of property accordingly, for purpose of determining amount which city may assess against property upon which special benefit has been conferred by improvement. [Lunderberg v. City of St. Peter, App.1986, 398 N.W.2d 579](#) , review granted, appeal dismissed. [Municipal Corporations](#) 🔑 467

Village entering into cooperative agreement with Commissioner of Highways for construction of service road, and agreeing to pay part of its cost, may assess a portion of such cost against benefited abutting property. Op.Atty.Gen., 396g-15, July 12, 1957.

Costs of proposed improvement under cooperative agreement with county may be assessed against property benefited. Op.Atty.Gen., 1952, No. 138, p. 262.

### **Annexation**

Pursuant to this section, city could levy special assessment against parcels of land not within the corporate boundaries as of the time of an improvement project, but which by annexation order subsequently became a part of the city, and it would make no difference as to the validity of the assessment that the annexation order was subsequently nullified. Op.Atty.Gen., 387-b-1, June 7, 1967.

A village could assess any part of the cost of acquisition of water and sewer mains against lands in an annexed area where the mains were located by following the procedure prescribed by chapter 429. Op.Atty.Gen., 624d-10, April 5, 1965.

City could not annex territory on condition that property annexed should be assessed for benefits resulting from improvements theretofore made. Op.Atty.Gen., 484-a-1, Dec. 19, 1955.

### **Improvements**

#### **Improvements - In general**

Under the special-benefit standard, a city may impose assessments for local improvements if: (1) the property

receives a special benefit from the improvement; (2) the assessment is uniform upon the same class of property; and (3) the assessment does not exceed the special benefit. [110 Wyman, LLC v. City of Minneapolis, App.2015, 861 N.W.2d 358](#) , review denied. [Municipal Corporations 438](#)

Although the law does not define how property is classified for assessment purposes, the municipality has an obligation to evaluate and determine the reach of the benefit from the improvement. [David E. McNally Development Corp. v. City of Winona, App.2004, 686 N.W.2d 553](#) . [Municipal Corporations 439](#)

Sewer project of the metropolitan waste control commission, designed to carry village's sewage out of village to a new treatment plant, was an "improvement" within statute authorizing local government unit to levy special assessments to pay for local improvements. [In re Village of Burnsville, 1976, 310 Minn. 32, 245 N.W.2d 445](#) . [Municipal Corporations 417\(1\)](#)

Notwithstanding fact that general public may benefit from an improvement, if certain property is specially benefited thereby, the improvement is "local" and the property can be assessed in an amount not exceeding the special benefits conferred. [In re Village of Burnsville, 1976, 310 Minn. 32, 245 N.W.2d 445](#) . [Municipal Corporations 438](#)

Work done upon city streets by the county would not be an "improvement" within the purview of c. 429 and, thus, abutting property owners could not be assessed under the terms of this section. [Op.Atty.Gen., 59a-4, Nov. 25, 1959.](#)

### **Improvements - Street improvements**

Even if existing roadway adequately served property owner's property, municipality would not be precluded from levying special assessment in connection with widened roadway; widening of road improved access to interstate highway and another road, thereby conferring special benefit on property. [EHW Properties v. City of Eagan, App.1993, 503 N.W.2d 135](#) . [Municipal Corporations 439](#)

It is common knowledge that paving necessarily requires drainage, the cost of which may be properly included in the general expense for improvement. [In re Meyer, 1924, 158 Minn. 433, 197 N.W. 970](#) , on rehearing [158 Minn. 433, 199 N.W. 746](#) . [Municipal Corporations 460](#)

Where contract for oiling streets as local improvement had been awarded and work done thereunder, village council had no authority to include in assessment therefor anticipated costs or successive oilings in future years. [Op.Atty.Gen., 396-G-7, 408-C, Sept. 1, 1953.](#)

If highway was trunk highway, commissioner of highways could not be compelled to construct curbs thereon, but if highway was village street or part upon which curb would be located was village street, village had authority to build curbs thereon and assess cost upon property benefited by improvement. [Op.Atty.Gen., 396-E, Sept. 14, 1951.](#)

### **Street improvements**

Even if existing roadway adequately served property owner's property, municipality would not be precluded from levying special assessment in connection with widened roadway; widening of road improved access to interstate highway and another road, thereby conferring special benefit on property. [EHW Properties v. City of Eagan, App.1993, 503 N.W.2d 135](#) . [Municipal Corporations 439](#)

It is common knowledge that paving necessarily requires drainage, the cost of which may be properly included in the general expense for improvement. [In re Meyer, 1924, 158 Minn. 433, 197 N.W. 970](#) , on rehearing [158 Minn. 433, 199 N.W. 746](#) . [Municipal Corporations 460](#)

Where contract for oiling streets as local improvement had been awarded and work done thereunder, village council had no authority to include in assessment therefor anticipated costs or successive oilings in future years. [Op.Atty.Gen., 396-G-7, 408-C, Sept. 1, 1953.](#)

If highway was trunk highway, commissioner of highways could not be compelled to construct curbs thereon, but if highway was village street or part upon which curb would be located was village street, village had authority to build curbs thereon and assess cost upon property benefited by improvement. Op.Atty.Gen., 396-E, Sept. 14, 1951.

### Improvements - Water or sanitary sewer systems

City's determination that only the subdivision immediately benefited from water and sewer line improvements, so that only subdivision lots were included in assessment, did not comply with the requirements of its ordinance that it allocate the cost of improvement to the gross developable area, where all of the expert testimony indicated that gross developable area extended beyond subdivision. [David E. McNally Development Corp. v. City of Winona, App.2004, 686 N.W.2d 553](#) . [Municipal Corporations](#) 🔑 439

City had authority to pass on to users of municipal sewer facilities metropolitan waste control commission sewer availability charges paid by city, recouping its costs by imposing use, availability and/or connection charges, by means of special assessments, or by taxation. [Crown Cork & Seal Co., Inc. v. City of Lakeville, 1981, 313 N.W.2d 196](#) . [Municipal Corporations](#) 🔑 712(7)

A village could assess any part of the cost of acquisition of water and sewer mains against lands in an annexed area where the mains were located by following the procedure prescribed by chapter 429. Op.Atty.Gen., 624d-10, April 5, 1965.

A city could especially assess property benefited by water distribution and storage system which qualified as a local improvement under § 429.021(5). Op.Atty.Gen., 59b-13, July 18, 1962.

A storm sewer is a "water or sanitary sewer improvement" within meaning of provision of this section that municipality may subsequently reimburse itself for all or any of the portion of the cost of a "water or sanitary sewer improvement" by levying additional assessments on any properties abutting on but not previously assessed for the improvement. Op.Atty.Gen., 408-C, April 27, 1957.

City of the fourth class has power to levy special assessments for construction of water mains. Op.Atty.Gen., 624-D-10, Aug. 2, 1954.

Village could lay water main across a railroad crossing with or without consent of railroad, where road which crossed tracks was a continuation of street in village and had been used by public as a public road or highway since 1872, and if railroad property was benefited by improvement, it could be assessed therefor. Op.Atty.Gen., 1950, No. 172, p. 308.

### Sewer systems, improvements

City's determination that only the subdivision immediately benefited from water and sewer line improvements, so that only subdivision lots were included in assessment, did not comply with the requirements of its ordinance that it allocate the cost of improvement to the gross developable area, where all of the expert testimony indicated that gross developable area extended beyond subdivision. [David E. McNally Development Corp. v. City of Winona, App.2004, 686 N.W.2d 553](#) . [Municipal Corporations](#) 🔑 439

City had authority to pass on to users of municipal sewer facilities metropolitan waste control commission sewer availability charges paid by city, recouping its costs by imposing use, availability and/or connection charges, by means of special assessments, or by taxation. [Crown Cork & Seal Co., Inc. v. City of Lakeville, 1981, 313 N.W.2d 196](#) . [Municipal Corporations](#) 🔑 712(7)

A village could assess any part of the cost of acquisition of water and sewer mains against lands in an annexed

area where the mains were located by following the procedure prescribed by chapter 429. Op.Atty.Gen., 624d-10, April 5, 1965.

A city could especially assess property benefited by water distribution and storage system which qualified as a local improvement under § 429.021(5). Op.Atty.Gen., 59b-13, July 18, 1962.

A storm sewer is a “water or sanitary sewer improvement” within meaning of provision of this section that municipality may subsequently reimburse itself for all or any of the portion of the cost of a “water or sanitary sewer improvement” by levying additional assessments on any properties abutting on but not previously assessed for the improvement. Op.Atty.Gen., 408-C, April 27, 1957.

City of the fourth class has power to levy special assessments for construction of water mains. Op.Atty.Gen., 624-D-10, Aug. 2, 1954.

Village could lay water main across a railroad crossing with or without consent of railroad, where road which crossed tracks was a continuation of street in village and had been used by public as a public road or highway since 1872, and if railroad property was benefited by improvement, it could be assessed therefor. Op.Atty.Gen., 1950, No. 172, p. 308.

### **Water or sanitary sewer systems, improvements**

City’s determination that only the subdivision immediately benefited from water and sewer line improvements, so that only subdivision lots were included in assessment, did not comply with the requirements of its ordinance that it allocate the cost of improvement to the gross developable area, where all of the expert testimony indicated that gross developable area extended beyond subdivision. [David E. McNally Development Corp. v. City of Winona, App.2004, 686 N.W.2d 553](#) . [Municipal Corporations](#) 🔑 439

City had authority to pass on to users of municipal sewer facilities metropolitan waste control commission sewer availability charges paid by city, recouping its costs by imposing use, availability and/or connection charges, by means of special assessments, or by taxation. [Crown Cork & Seal Co., Inc. v. City of Lakeville, 1981, 313 N.W.2d 196](#) . [Municipal Corporations](#) 🔑 712(7)

A village could assess any part of the cost of acquisition of water and sewer mains against lands in an annexed area where the mains were located by following the procedure prescribed by chapter 429. Op.Atty.Gen., 624d-10, April 5, 1965.

A city could especially assess property benefited by water distribution and storage system which qualified as a local improvement under § 429.021(5). Op.Atty.Gen., 59b-13, July 18, 1962.

A storm sewer is a “water or sanitary sewer improvement” within meaning of provision of this section that municipality may subsequently reimburse itself for all or any of the portion of the cost of a “water or sanitary sewer improvement” by levying additional assessments on any properties abutting on but not previously assessed for the improvement. Op.Atty.Gen., 408-C, April 27, 1957.

City of the fourth class has power to levy special assessments for construction of water mains. Op.Atty.Gen., 624-D-10, Aug. 2, 1954.

Village could lay water main across a railroad crossing with or without consent of railroad, where road which crossed tracks was a continuation of street in village and had been used by public as a public road or highway since 1872, and if railroad property was benefited by improvement, it could be assessed therefor. Op.Atty.Gen., 1950, No. 172, p. 308.



## Special assessments

### Special assessments - In general

Under “reasonably related” standard in statute authorizing city’s governing body to create a special service district by ordinance, propriety of service charges imposed was to be measured by charges’ proportion to city’s cost of providing such services, rather than by special-benefit standard, which required that the amount of charges could not exceed the benefit to the property assessed. [110 Wyman, LLC v. City of Minneapolis, App.2015, 861 N.W.2d 358](#) , review denied. [Municipal Corporations 466](#)

Statutorily-imposed “reasonably related” special services standard, rather than common law special-benefit standard, applied to landowners’ challenge to charges imposed on property owners in special service district in city’s downtown, for special services provided; services provided, including security, marketing and promotion, graffiti removal, landscaping, and administrative services, were too difficult to measure in terms of benefit to the properties served, as required by special-benefit standard. [110 Wyman, LLC v. City of Minneapolis, App.2015, 861 N.W.2d 358](#) , review denied. [Municipal Corporations 466](#)

For purposes of requirement that special assessments collected under a city’s taxing power not exceed special benefits, “special benefits” should be measured by considering the increase in the market value of the property attributable to the improvement; under this special-benefit standard, (1) the land must receive a special benefit from the improvement being constructed, (2) the assessment must be uniform upon the same class of property, and (3) the assessment may not exceed the special benefit. [American Bank of St. Paul v. City of Minneapolis, App.2011, 802 N.W.2d 781](#) . [Municipal Corporations 438](#)

Cities are statutorily authorized to collect assessments to defray the cost of regulatory services. [American Bank of St. Paul v. City of Minneapolis, App.2011, 802 N.W.2d 781](#) . [Municipal Corporations 412](#)

City’s special assessment for street improvements, which employed a front-footage method based on average cost of projects from prior three-year period, failed to approximate a market analysis, was completely unrelated to the costs of construction of a particular improvement in a particular year, and, thus, was invalid on its face. [Bisbee v. City of Fairmont, App.1999, 593 N.W.2d 714](#) . [Municipal Corporations 469\(1\)](#)

Limitations on a municipality’s power of special assessment are: (1) the land must receive a special benefit from the improvement being constructed; (2) assessment must be uniform upon the same class of property; and (3) assessment may not exceed the special benefit. [Bisbee v. City of Fairmont, App.1999, 593 N.W.2d 714](#) . [Municipal Corporations 407\(2\)](#) ; [Municipal Corporations 437](#) ; [Municipal Corporations 466](#) ; [Municipal Corporations 472](#)

Introduction of the municipality’s assessment roll generally constitutes prima facie proof that the assessment does not exceed special benefit; however, an assessment is void on its face if it fails to even approximate a market-value analysis. [Bisbee v. City of Fairmont, App.1999, 593 N.W.2d 714](#) . [Municipal Corporations 466](#) ; [Municipal Corporations 513\(7\)](#)

Front-footage method of calculating assessments for street improvement projects based on costs of street improvement projects from previous years is arbitrary and prima facie invalid. [Bisbee v. City of Fairmont, App.1999, 593 N.W.2d 714](#) . [Municipal Corporations 469\(1\)](#)

Municipality may levy special assessment when following conditions are satisfied: (a) land must receive special benefit from improvement being constructed; (b) assessment must be uniform upon same class of property; and (c) assessment may not exceed special benefit. [EHW Properties v. City of Eagan, App.1993, 503 N.W.2d 135](#) . [Municipal Corporations 407\(2\)](#) ; [Municipal Corporations 437](#) ; [Municipal Corporations 466](#)

This section authorizing municipality to defer assessment of previous special improvement costs until assessment is made for subsequent extension or improvement is not limited to property within municipality’s jurisdiction at time of original improvement. [Blankenburg v. City of Northfield, App.1990, 462 N.W.2d 417](#) . [Municipal Corporations 475](#)

Test of validity of special assessment is whether improvement for which assessment was levied has increased market value of property against which assessment operates in at least the amount of the assessment. [Continental Sales and Equipment v. Town of Stuntz, 1977, 257 N.W.2d 546](#) . [Municipal Corporations 466](#)

Notwithstanding regularity of tax assessment's adoption, its validity as to balance of benefits and charges remains open question, and assessment void on its face for failure even to approximate market value analysis cannot be made valid by regularity of its adoption. [Continental Sales and Equipment v. Town of Stuntz, 1977, 257 N.W.2d 546](#) . [Municipal Corporations 466](#)

Special assessment for funding sanitary sewer project was invalid to extent that it consisted of lump sum based on taxpayer's present use of its property, at least where there was no attempt to demonstrate relationship between present use and market value of improvement. [Continental Sales and Equipment v. Town of Stuntz, 1977, 257 N.W.2d 546](#) . [Municipal Corporations 466](#)

In order that valid special assessment be levied, land must receive special benefit from improvement being constructed, assessment must be uniform upon the same class of property, and assessment may not exceed the special benefit. [Joint Independent School Dist. No. 287 \(Suburban Hennepin County Area Vocational-Technical Schools\) v. City of Brooklyn Park, 1977, 256 N.W.2d 512](#) . [Municipal Corporations 407\(2\)](#) ; [Municipal Corporations 437](#) ; [Municipal Corporations 439](#)

The only proper test of the validity of an assessment is whether it exceeds the special benefits conferred; it makes no difference when the formula for assessment was adopted or whether it differentiates between land located in different areas. [In re Village of Burnsville, 1976, 310 Minn. 32, 245 N.W.2d 445](#) . [Municipal Corporations 466](#)

In ascertaining special assessment which could be levied on vacant lots for extending city water and sewer service to such lots, value of private sewer and water system on lots could not be deducted from preimprovement value of lots for purposes of determining increase in market value due to special benefits conferred by such extension of city sewer and water service, though there was slight probability that city might close down private system and though it was asserted that city might be prevented from assessing costs of a new system if value of private systems were not deducted from preimprovement value. [Carlson-Lang Realty Co. v. City of Windom, 1976, 307 Minn. 368, 240 N.W.2d 517](#) . [Municipal Corporations 467](#)

Assessment appeal statute provided the exclusive means by which development company could challenge the assessments levied by the city, which included special assessments for aerial mapping, drainage plan, and administration; such assessments were related to the costs of constructing, reconstructing, and maintaining the permitted improvements. [Woodland Development Corp. v. City of Andover, App.2006, 2006 WL 1644039](#) , Unreported. [Municipal Corporations 496.1](#)

Properties abutting on trunk line sewer could be specially assessed in a single assessment computed both on area basis and lateral equivalent front foot basis. [Op.Atty.Gen., 387b-1, Aug. 13, 1965](#).

While the cost of a sanitary trunk sewer could be assessed to the area benefited, the municipality making such an assessment could not in addition thereto assess a portion of the costs on a front foot lateral equivalent basis, but could make a charge for connection or hookup of the sewer in order to defray the cost of improvement. [Op.Atty.Gen., 387-b-1, April 30, 1965](#).

Special assessments may not include interest on contract costs for period between determination of contract costs and actual assessments some years later. [Op.Atty.Gen. 59a-4, April 12, 1961](#).

The fact that certain property within a village was agricultural would not prevent the council from specially assessing the land for local improvements regardless of whether the land had been platted or improved before the assessment. [Op.Atty.Gen., 408c, Sept. 22, 1960](#).

County Auditor has no authority to divide special assessment which has been made in one sum against several



lots as a unit. Op.Atty.Gen., 408-C, June 7, 1957.

Special assessments can be used only to defray the cost of the improvement and cannot legally be utilized for general revenue-raising purposes. Op.Atty.Gen., 408-C, July 11, 1955.

Village could not, in addition to front footage assessment for water supply main, make further assessment for service connection for lead-in pipe from main to lot line. Op.Atty.Gen., 624-D-10, Aug. 6, 1954.

Village could assess benefits for part of cost of grading certain streets by applying bituminous surface and installing curb and gutter, and could pay balance out of general fund. Op.Atty.Gen., 396-G-7, July 14, 1950.

Village could assess part of increased cost of sewer construction due to encountering of rock against benefited realty and could pay balance of cost out of general fund. Op.Atty.Gen., 387-G-1, Nov. 25, 1949.

### Apportionment, special assessments

Assessments on various properties must be roughly proportionate to benefits accruing to each as a result of the improvement. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) . [Municipal Corporations](#) 🗝️ 439

Present use of land, while a consideration, is not dispositive as to relative benefits from improvement. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) . [Municipal Corporations](#) 🗝️ 439

Testimony of city's expert witnesses that highest and best use for taxpayer's property was to subdivide it along its longer side, which testimony was largely if not totally unrefuted by taxpayer's witnesses, gave valid reasons for council's decision to assess the property on such basis, despite fact that no other lot in the area was assessed along its longer side; therefore, trial court erred in finding that the assessment was not uniform in relation to the assessment on lots of roughly the same size in the area. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) . [Evidence](#) 🗝️ 571(1)

Where experienced real estate appraiser determined that market value of joint independent school district's property increased by approximately \$206,000 due to addition of sewer and water utilities and, in arriving at this figure, incorporated not only property's present use but also the possibility that the land would be used for other purposes in the future, lower court properly found that special assessment in amount of \$206,000 did not exceed special benefits, despite district's real estate appraiser's testimony that market value of property was increased by approximately \$62,000, a figure arrived at by incorporating only present use of property. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) .

In order to determine value of a special benefit for purposes of determining validity of special assessment for that benefit, taxing authority must consider what increase there has been in the market value of the land resulting from the improvement and the difference in market value should be calculated by determining what a willing buyer would pay a willing seller for the property before and then after, the improvement has been constructed. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) .

Assessments levied by city for sewer and water improvements were not invalid on theory that they were arbitrary and that city had improperly apportioned cost of improvements between plaintiffs' property and other property benefited by the improvements, where improvement was designed to be capable of future expansion, assessment of areas to which system was to be expanded in the future was deferred until time when those areas were connected to the system by additional improvements and amount deferred was credited against current assessments. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations](#) 🗝️ 466

There would be no statutory authority for a municipality to include amounts which would not be necessary to meet

the surplus requirements of § 475.61 as a separate item of cost in calculating special assessments, and the five percent surplus required by § 475.61 could not be raised by adding an amount to the cost of special assessments for the sole purpose of producing the surplus. Op.Atty.Gen., 36, July 21, 1967.

The placing of a maximum on the amount any one parcel may be assessed, where a larger assessment would be warranted as to certain parcels, would have the effect of disregarding the requirement that apportionment of the cost of improvement be upon the basis of benefit received, and would be improper. Op.Atty.Gen., 387-b-1, June 7, 1967.

Method of determining benefit for purposes of levying special assessments for storm sewer project whereby council used a formula which levied a higher amount per square foot for roof area than for yard on the basis that each parcel within the assessment district was considered for the amount of water runoff, and council assessed parcels zoned commercial but undeveloped in a higher bracket on the theory that when developed they would undoubtedly fall into that category, was reasonable and a valid method of determining special assessment. Op.Atty.Gen., 387b-1, March 13, 1967.

Where proposed municipal sewage treatment plant to be constructed by village would benefit not only school district property, but other property in village as well, assessments levied against each property were required to be proportionate to special benefits resulting to each property from the improvement, as distinguished from general benefits to the whole community, and village council had legislative function to determining whether school district was specially benefited and, if so, amount of assessment to be levied, and school board could not make that determination or voluntarily assume or contract to assume burden of paying a greater amount than amount of assessment levied against it or in excess of special benefits received. Op.Atty.Gen., 387-F-1, Nov. 30, 1956.

Governing body of municipality is not justified in basing special assessments for local improvements on formulae designed to offer special inducements to particular categories of prospective users of the improvements in order to stimulate revenue therefrom, or to otherwise ignore, by whatever means, the rule of "special benefits." Op.Atty.Gen., 408-C, July 11, 1955.

No method for apportionment of the cost of a local improvement by special assessment is valid if rule of special benefits is ignored. Op.Atty.Gen., 408-C, July 11, 1955.

In determining the amount of special street improvement assessments per front foot on land other than land forfeited to state for nonpayment of taxes, the frontage of the tax-forfeited land must be taken into consideration the same as if it were subject to the assessment, and a part of the cost corresponding with the benefits to the tax-forfeited lands must be borne by the village unless and until legislature provides for reimbursement. Op.Atty.Gen.1940, No. 294, p. 376.

### **Special assessments - Apportionment**

Assessments on various properties must be roughly proportionate to benefits accruing to each as a result of the improvement. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) . [Municipal Corporations](#) 🗝️ 439

Present use of land, while a consideration, is not dispositive as to relative benefits from improvement. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) . [Municipal Corporations](#) 🗝️ 439

Testimony of city's expert witnesses that highest and best use for taxpayer's property was to subdivide it along its longer side, which testimony was largely if not totally unrefuted by taxpayer's witnesses, gave valid reasons for council's decision to assess the property on such basis, despite fact that no other lot in the area was assessed along its longer side; therefore, trial court erred in finding that the assessment was not uniform in relation to the assessment on lots of roughly the same size in the area. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) .

## Evidence 🔑 571(1)

Where experienced real estate appraiser determined that market value of joint independent school district's property increased by approximately \$206,000 due to addition of sewer and water utilities and, in arriving at this figure, incorporated not only property's present use but also the possibility that the land would be used for other purposes in the future, lower court properly found that special assessment in amount of \$206,000 did not exceed special benefits, despite district's real estate appraiser's testimony that market value of property was increased by approximately \$62,000, a figure arrived at by incorporating only present use of property. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) .

In order to determine value of a special benefit for purposes of determining validity of special assessment for that benefit, taxing authority must consider what increase there has been in the market value of the land resulting from the improvement and the difference in market value should be calculated by determining what a willing buyer would pay a willing seller for the property before and then after, the improvement has been constructed. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) .

Assessments levied by city for sewer and water improvements were not invalid on theory that they were arbitrary and that city had improperly apportioned cost of improvements between plaintiffs' property and other property benefited by the improvements, where improvement was designed to be capable of future expansion, assessment of areas to which system was to be expanded in the future was deferred until time when those areas were connected to the system by additional improvements and amount deferred was credited against current assessments. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations](#) 🔑 466

There would be no statutory authority for a municipality to include amounts which would not be necessary to meet the surplus requirements of § 475.61 as a separate item of cost in calculating special assessments, and the five percent surplus required by § 475.61 could not be raised by adding an amount to the cost of special assessments for the sole purpose of producing the surplus. Op.Atty.Gen., 36, July 21, 1967.

The placing of a maximum on the amount any one parcel may be assessed, where a larger assessment would be warranted as to certain parcels, would have the effect of disregarding the requirement that apportionment of the cost of improvement be upon the basis of benefit received, and would be improper. Op.Atty.Gen., 387-b-1, June 7, 1967.

Method of determining benefit for purposes of levying special assessments for storm sewer project whereby council used a formula which levied a higher amount per square foot for roof area than for yard on the basis that each parcel within the assessment district was considered for the amount of water runoff, and council assessed parcels zoned commercial but undeveloped in a higher bracket on the theory that when developed they would undoubtedly fall into that category, was reasonable and a valid method of determining special assessment. Op.Atty.Gen., 387b-1, March 13, 1967.

Where proposed municipal sewage treatment plant to be constructed by village would benefit not only school district property, but other property in village as well, assessments levied against each property were required to be proportionate to special benefits resulting to each property from the improvement, as distinguished from general benefits to the whole community, and village council had legislative function to determining whether school district was specially benefited and, if so, amount of assessment to be levied, and school board could not make that determination or voluntarily assume or contract to assume burden of paying a greater amount than amount of assessment levied against it or in excess of special benefits received. Op.Atty.Gen., 387-F-1, Nov. 30, 1956.

Governing body of municipality is not justified in basing special assessments for local improvements on formulae designed to offer special inducements to particular categories of prospective users of the improvements in order to stimulate revenue therefrom, or to otherwise ignore, by whatever means, the rule of "special benefits."

Op.Atty.Gen., 408-C, July 11, 1955.

No method for apportionment of the cost of a local improvement by special assessment is valid if rule of special benefits is ignored. Op.Atty.Gen., 408-C, July 11, 1955.

In determining the amount of special street improvement assessments per front foot on land other than land forfeited to state for nonpayment of taxes, the frontage of the tax-forfeited land must be taken into consideration the same as if it were subject to the assessment, and a part of the cost corresponding with the benefits to the tax-forfeited lands must be borne by the village unless and until legislature provides for reimbursement. Op.Atty.Gen.1940, No. 294, p. 376.

### Appraisal, special assessments

Appraisal method that determined the difference in land and profit before and after the public improvement project was admissible in a special-assessment appeal; methodology yielded fair approximations of both the before and after values of the property. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 502(2)

Appraisal for determining benefit to land should take into account any buildings on the property benefited by a special assessment and not merely look at the value of the bare land. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 466

Market-data approach based on comparable sales, the income-capitalization approach, the reproduction-cost, less depreciation, approach, and the development-cost approach are not exclusive methods for approximating the increase in market value resulting from a public improvement. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 467

In a special-assessment appeal, any valid appraisal method that fairly approximates the increase in the fair market value of property is admissible. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 502(2)

### Special assessments - Appraisal

Appraisal method that determined the difference in land and profit before and after the public improvement project was admissible in a special-assessment appeal; methodology yielded fair approximations of both the before and after values of the property. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 502(2)

Appraisal for determining benefit to land should take into account any buildings on the property benefited by a special assessment and not merely look at the value of the bare land. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 466

Market-data approach based on comparable sales, the income-capitalization approach, the reproduction-cost, less depreciation, approach, and the development-cost approach are not exclusive methods for approximating the increase in market value resulting from a public improvement. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 467

In a special-assessment appeal, any valid appraisal method that fairly approximates the increase in the fair market value of property is admissible. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 502(2)

### Deferred assessment, special assessments

Property owner's due process rights were not violated by municipality's inclusion of deferred costs in special

assessment where notices of feasibility and assessment hearings included statement outlining municipality's intent to assess deferred costs; thus, property owner had opportunity to object to extension of original improvement and to inclusion of deferred costs. [Blankenburg v. City of Northfield, App.1990, 462 N.W.2d 417](#) .  
[Constitutional Law](#) 🔑 4061 ; [Municipal Corporations](#) 🔑 455

If assessment of property for improvement which does not serve property directly but which has benefited the property has been deferred until later time when improvement is extended to directly serve the property, city may recover for benefits not initially assessed by adding amount deferred to later assessment. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations](#) 🔑 458

Assessment of entire cost of trunk sewers against only those properties immediately taken into sewer system was invalid where assessment was made wholly without regard to fact that trunk sewer was designed to serve and, shortly after assessment, served nonassessed property within entire drainage district served by trunk. [Quality Homes, Inc. v. Village of New Brighton, 1971, 289 Minn. 274, 183 N.W.2d 555](#) . [Municipal Corporations](#) 🔑 439

A municipality may not assess abutting properties for full cost of trunk sewer in event the municipality decides to defer assessment of nonabutting property until it is tied into the system. [Quality Homes, Inc. v. Village of New Brighton, 1971, 289 Minn. 274, 183 N.W.2d 555](#) . [Municipal Corporations](#) 🔑 439

Once a city has completed a storm sewer improvement and determines to reimburse itself as provided in this section, for all or any portion of the costs of the improvement by levying additional assessments upon properties abutting on but not previously assessed, the city could proceed directly with the assessment procedure in Section 429.061 without the holding of another hearing on the original improvement pursuant to § 429.031. [Op.Atty.Gen., 387-b-1, June 7, 1967](#).

A municipality could defer the levy of a special assessment as provided in this section in connection with types of improvement therein specified. [Op.Atty.Gen., 387-b-1, June 7, 1967](#).

City could not levy special assessments against a portion of benefited parcel of land and defer the assessment against remainder of parcel until a future date. [Op.Atty.Gen., 387b-1, Sept. 19, 1966](#).

Where majority of property owners residing in first area petitioned city to construct a system of storm sewers for the drainage of the area, and city desired to construct a storm sewer trunk line larger and deeper than was necessary for the drainage of the first area and to pay the additional cost for the increased size and depth of the trunk line sewer through the first area, so that in the future laterals could be extended into second area and third area, city could pay the additional cost for the increased size and depth of the trunk line sewer through the first area and later assess the additional cost against benefited property in the second and third areas to the extent that such property was specially benefited. [Op.Atty.Gen., 408-C, April 27, 1957](#).

### **Special assessments - Deferred assessment**

Property owner's due process rights were not violated by municipality's inclusion of deferred costs in special assessment where notices of feasibility and assessment hearings included statement outlining municipality's intent to assess deferred costs; thus, property owner had opportunity to object to extension of original improvement and to inclusion of deferred costs. [Blankenburg v. City of Northfield, App.1990, 462 N.W.2d 417](#) .  
[Constitutional Law](#) 🔑 4061 ; [Municipal Corporations](#) 🔑 455

If assessment of property for improvement which does not serve property directly but which has benefited the property has been deferred until later time when improvement is extended to directly serve the property, city may recover for benefits not initially assessed by adding amount deferred to later assessment. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations](#) 🔑 458

Assessment of entire cost of trunk sewers against only those properties immediately taken into sewer system was invalid where assessment was made wholly without regard to fact that trunk sewer was designed to serve and,

shortly after assessment, served nonassessed property within entire drainage district served by trunk. [Quality Homes, Inc. v. Village of New Brighton, 1971, 289 Minn. 274, 183 N.W.2d 555](#) . [Municipal Corporations](#) 🔑 439

A municipality may not assess abutting properties for full cost of trunk sewer in event the municipality decides to defer assessment of nonabutting property until it is tied into the system. [Quality Homes, Inc. v. Village of New Brighton, 1971, 289 Minn. 274, 183 N.W.2d 555](#) . [Municipal Corporations](#) 🔑 439

Once a city has completed a storm sewer improvement and determines to reimburse itself as provided in this section, for all or any portion of the costs of the improvement by levying additional assessments upon properties abutting on but not previously assessed, the city could proceed directly with the assessment procedure in Section 429.061 without the holding of another hearing on the original improvement pursuant to § 429.031. Op.Atty.Gen., 387-b-1, June 7, 1967.

A municipality could defer the levy of a special assessment as provided in this section in connection with types of improvement therein specified. Op.Atty.Gen., 387-b-1, June 7, 1967.

City could not levy special assessments against a portion of benefited parcel of land and defer the assessment against remainder of parcel until a future date. Op.Atty.Gen., 387b-1, Sept. 19, 1966.

Where majority of property owners residing in first area petitioned city to construct a system of storm sewers for the drainage of the area, and city desired to construct a storm sewer trunk line larger and deeper than was necessary for the drainage of the first area and to pay the additional cost for the increased size and depth of the trunk line sewer through the first area, so that in the future laterals could be extended into second area and third area, city could pay the additional cost for the increased size and depth of the trunk line sewer through the first area and later assess the additional cost against benefited property in the second and third areas to the extent that such property was specially benefited. Op.Atty.Gen., 408-C, April 27, 1957.

### **Extra-territorial assessment, special assessments**

There is no statutory authority for a village to assess property outside its municipal limits for benefits arising from sewer installation; however, under section 444.075 a municipality could obtain help in paying for facilities beyond its corporate limits by way of contract for use of the facilities with present and future users. Op.Atty.Gen., 624d-11, April 19, 1968.

### **Special assessments - Extra-territorial assessment**

There is no statutory authority for a village to assess property outside its municipal limits for benefits arising from sewer installation; however, under section 444.075 a municipality could obtain help in paying for facilities beyond its corporate limits by way of contract for use of the facilities with present and future users. Op.Atty.Gen., 624d-11, April 19, 1968.

### **Right-of-way, special assessments**

City's right-of-way (ROW) assessment was "tax," rather than fee for services, even though many services provided addressed conditions that, if left unabated, would have become nuisances, and funds collected through ROW assessment were kept in segregated accounts used only to pay for right-of-way maintenance services, where city charter provided assessments were for "the cost of improvements as are of a local character," that "in no case shall the amounts assessed exceed the benefits to the property," and that one basis to appeal ROW assessment was that it "is in an amount in excess of the actual benefits to the property," city code provisions implementing ROW assessment system made repeated reference to property "benefited," city's policy resolution governing ROW assessments recited that "[t]he law requires that the properties assessed must receive a special benefit from the assessment," ROW assessment functioned as revenue measure, benefiting public in general, and each property owner paid annual assessment without regard to whether owner had violated any ordinance or



undertaken any activity requiring regulation. [First Baptist Church of St. Paul v. City of St. Paul, 2016, 884 N.W.2d 355](#) . [Municipal Corporations 405](#) ; [Taxation 2002](#)

### Special assessments - Right-of-way

City's right-of-way (ROW) assessment was "tax," rather than fee for services, even though many services provided addressed conditions that, if left unabated, would have become nuisances, and funds collected through ROW assessment were kept in segregated accounts used only to pay for right-of-way maintenance services, where city charter provided assessments were for "the cost of improvements as are of a local character," that "in no case shall the amounts assessed exceed the benefits to the property," and that one basis to appeal ROW assessment was that it "is in an amount in excess of the actual benefits to the property," city code provisions implementing ROW assessment system made repeated reference to property "benefited," city's policy resolution governing ROW assessments recited that "[t]he law requires that the properties assessed must receive a special benefit from the assessment," ROW assessment functioned as revenue measure, benefiting public in general, and each property owner paid annual assessment without regard to whether owner had violated any ordinance or undertaken any activity requiring regulation. [First Baptist Church of St. Paul v. City of St. Paul, 2016, 884 N.W.2d 355](#) . [Municipal Corporations 405](#) ; [Taxation 2002](#)

### Farmland, special assessments

The fact that certain property within a village was agricultural would not prevent the council from specially assessing the land for local improvements regardless of whether the land had been platted or improved before the assessment. [Op.Atty.Gen., 408c, Sept. 22, 1960.](#)

### Special assessments - Farmland

The fact that certain property within a village was agricultural would not prevent the council from specially assessing the land for local improvements regardless of whether the land had been platted or improved before the assessment. [Op.Atty.Gen., 408c, Sept. 22, 1960.](#)

### Property benefited, special assessments

"Benefit received" from a public improvement, for purposes of statute allowing for apportionment of cost of public improvements based upon the benefits received, is the increase in market value of the benefited land. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations 467](#)

Increase in market value due to public improvement, for purposes of statute allowing for apportionment of cost of public improvements based upon the benefits received, is the difference between what a willing buyer would pay a willing seller for the property before the public improvement and after the improvement. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations 467](#)

Present use of the land is not the controlling factor in determining whether the land has received benefit from a public improvement; rather, the test is whether the land could be used for purposes which would benefit from the improvement. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations 466](#)

Road unit connection charge imposed on developers seeking building permits by city whose power to tax was created and limited by statute could not be upheld as valid special assessment, as road unit connection charge was not assessed on property. [Country Joe, Inc. v. City of Eagan, App.1996, 548 N.W.2d 281](#) , review granted, affirmed [560 N.W.2d 681](#) . [Zoning And Planning 1382\(4\)](#)

Benefit from public improvements was not subject to reduction for fact that value of building was not affected by improvements where utility of building remained constant and benefit derived from improvements inured to land

which was obviously more valuable to developer which intended to develop medium density townhomes.

[Holden v. City of Eagan, App.1986, 393 N.W.2d 526](#) . [Municipal Corporations](#) 🗝️ 466

In action in which landowners appealed only from storm sewer special assessment, evidence that total assessment for three improvements, including storm sewer, did not exceed benefit to the property was insufficient to support finding that benefit to property was greater as result of storm sewer improvement absent evidence of effect that each separate improvement had on market value of the property. [Special Assessment for Maplewood Public Project No. 78-10 by Oxford v. City of Maplewood, Ramsey County, App.1984, 358 N.W.2d 106](#) .

[Municipal Corporations](#) 🗝️ 502(3)

A municipality cannot levy a special assessment that exceeds the special benefit which the property derives from the improvement giving rise to the assessment. [Neighborhood Preservation Ass'n of Detroit Lakes v. City of Detroit Lakes, App.1984, 354 N.W.2d 74](#) . [Municipal Corporations](#) 🗝️ 439

Relative benefits from an improvement are calculated on the market value of the land before and after the improvement; market value may be calculated on the highest and best use of the land. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) . [Municipal Corporations](#) 🗝️ 439

Any special assessment which does not meet requirements that land receive a special benefit from improvement being constructed, that assessment be uniform on same class of property and that assessment not exceed the special benefit is an unconstitutional taking without compensation. [Southview Country Club v. City of Inver Grove Heights, Dakota County, 1978, 263 N.W.2d 385](#) . [Eminent Domain](#) 🗝️ 2.4

Where existing water and sewer mains would meet needs of one presently undeveloped parcel were it to be developed to extent permitted by zoning laws, and other parcel, which if freely developable would clearly benefit from water main improvement and sewer main extension, was integral part of golf course and could not be developed without destroying function of approximately 90 additional acres owned by country club, country club did not derive special benefits from projects which gave rise to assessments and thus assessments levied by city against country club were erroneously affirmed. [Southview Country Club v. City of Inver Grove Heights, Dakota County, 1978, 263 N.W.2d 385](#) . [Municipal Corporations](#) 🗝️ 438

City could have levied assessments for sewer and water improvements against any property benefited by the improvements even if the property was not immediately taken into the system. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations](#) 🗝️ 439

Market value of lot may be increased by potential access to city sewer and water improvement and, therefore, property which has potential of access to such improvement may be assessed for the improvement. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations](#) 🗝️ 439

Although city could have paid extra cost of enlarged trunk sewer out of ad valorem taxes and then assessed such cost against property as sewer service became available to the largely undeveloped land, it was not necessary for city to do so and city properly assessed the undeveloped land for the sewer trunk line where the property involved would benefit more than amount of assessment levied against it. [American Oil Co. v. City of St. Cloud, 1973, 295 Minn. 428, 206 N.W.2d 31](#) . [Municipal Corporations](#) 🗝️ 423

Facts that largely vacant farmland was zoned as single-family residential and that city had no immediate plan for extending sewer service into area did not preclude assessing the land for indirect benefits from installation of sewer trunk line, where the area was of such nature that it would reasonably soon be developed for either residential or industrial use and all of it would require sewer service. [American Oil Co. v. City of St. Cloud, 1973, 295 Minn. 428, 206 N.W.2d 31](#) . [Municipal Corporations](#) 🗝️ 424

With respect to determining whether assessment may be levied against property for establishment of sewer, test is whether improvement has increased the value of property against which assessment operates in at least amount of assessment and, if property is increased in value for any use to which land may be adapted, the assessment, so long as it does not exceed benefit to property, is properly levied. [American Oil Co. v. City of St. Cloud, 1973, 295 Minn. 428, 206 N.W.2d 31](#) . [Municipal Corporations](#) 🗝️ 439



Fact that assessment levied for sewer and water improvements against county fairgrounds was disproportionately small compared to that levied against other property did not render assessment invalid, where benefits were dissimilar and assessment against fairground, which was beyond jurisdiction of the municipality, had been voluntarily assumed. [Imperial Refineries of Minn., Inc. v. City of Rochester, 1969, 282 Minn. 481, 165 N.W.2d 699](#) , appeal dismissed [90 S.Ct. 24, 396 U.S. 4, 24 L.Ed.2d 257](#) , rehearing denied [90 S.Ct. 370, 396 U.S. 950, 24 L.Ed.2d 257](#) . [Municipal Corporations](#) 🔑 472

An assessment for a special local improvement is not void because property involved is not benefited by the improvement, owing to its present particular use, as benefit is presumed to inure not to the present use, but to the property itself. [Village of Edina v. Joseph, 1962, 264 Minn. 84, 119 N.W.2d 809](#) . [Municipal Corporations](#) 🔑 439

Although a special assessment can be made only to extent of special benefits and must be distributed in proportion to the benefits received, a special assessment does not need to correspond in exactness with the benefits received. [Village of Edina v. Joseph, 1962, 264 Minn. 84, 119 N.W.2d 809](#) . [Municipal Corporations](#) 🔑 466

In determining whether abutting property has been benefited by an improvement on account of which a special assessment is levied, test is not whether the property is enhanced in value for the particular purposes to which it is devoted at the time of the assessment but whether it is enhanced in value for any purpose. [Village of Edina v. Joseph, 1962, 264 Minn. 84, 119 N.W.2d 809](#) . [Municipal Corporations](#) 🔑 439

Where a village entered into an agreement with the county for public improvement of the state-aid highway and for the construction of storm sewers, gutters, curbs, sidewalks as well as integration of a sanitary sewer out-fall line with storm sewer system, and the county was to pay for all of the cost of the improvement to the state-aid highway and its pro rata share of the outfall line, and the county was also to take the bids and let all contracts, while the village was to pay for the cost of sewers, gutters, curbs and sidewalks and its pro rata share of the outfall line, the village would be entitled to recover its cost by special assessments levied against the benefited property. [Op.Atty.Gen., 396g-7, May 31, 1960.](#)

Cost of sewer extension cannot be assessed at arbitrary rate of a specified sum per foot, but such assessments must be based upon benefits. [Op.Atty.Gen. 387-G-1, May 26, 1949.](#)

Cost of laying water mains may be assessed against a corner lot upon a frontage basis. [Op.Atty.Gen., 624-D-10, Oct. 20, 1948.](#)

Whether corner lot which had been previously assessed for a main sewer passing on one side of the lot, could be assessed for a lateral sewer passing on other side of lot, depended on whether lot was specially benefited by lateral sewer. [Op.Atty.Gen., 1948, No. 108, p. 186.](#)

Special assessments spread against realty to cover cost of construction of sewer must be on the basis of benefits, and therefore special assessment which imposed on pasture located two blocks away from the sewer, the same assessment as against a lot which fronted on the sewer and which had a residence thereon, was improper. [Op.Atty.Gen., 387-G-1, Sept. 11, 1947.](#)

### **Special assessments - Property benefited**

“Benefit received” from a public improvement, for purposes of statute allowing for apportionment of cost of public improvements based upon the benefits received, is the increase in market value of the benefited land. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 467

Increase in market value due to public improvement, for purposes of statute allowing for apportionment of cost of public improvements based upon the benefits received, is the difference between what a willing buyer would pay a willing seller for the property before the public improvement and after the improvement. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🗝️ 467

Present use of the land is not the controlling factor in determining whether the land has received benefit from a public improvement; rather, the test is whether the land could be used for purposes which would benefit from the improvement. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🗝️ 466

Road unit connection charge imposed on developers seeking building permits by city whose power to tax was created and limited by statute could not be upheld as valid special assessment, as road unit connection charge was not assessed on property. [Country Joe, Inc. v. City of Eagan, App.1996, 548 N.W.2d 281](#) , review granted, affirmed [560 N.W.2d 681](#) . [Zoning And Planning](#) 🗝️ 1382(4)

Benefit from public improvements was not subject to reduction for fact that value of building was not affected by improvements where utility of building remained constant and benefit derived from improvements inured to land which was obviously more valuable to developer which intended to develop medium density townhomes.

[Holden v. City of Eagan, App.1986, 393 N.W.2d 526](#) . [Municipal Corporations](#) 🗝️ 466

In action in which landowners appealed only from storm sewer special assessment, evidence that total assessment for three improvements, including storm sewer, did not exceed benefit to the property was insufficient to support finding that benefit to property was greater as result of storm sewer improvement absent evidence of effect that each separate improvement had on market value of the property. [Special Assessment for Maplewood Public Project No. 78-10 by Oxford v. City of Maplewood, Ramsey County, App.1984, 358 N.W.2d 106](#) .

[Municipal Corporations](#) 🗝️ 502(3)

A municipality cannot levy a special assessment that exceeds the special benefit which the property derives from the improvement giving rise to the assessment. [Neighborhood Preservation Ass'n of Detroit Lakes v. City of Detroit Lakes, App.1984, 354 N.W.2d 74](#) . [Municipal Corporations](#) 🗝️ 439

Relative benefits from an improvement are calculated on the market value of the land before and after the improvement; market value may be calculated on the highest and best use of the land. [Anderson v. City of Bemidji, 1980, 295 N.W.2d 555](#) . [Municipal Corporations](#) 🗝️ 439

Any special assessment which does not meet requirements that land receive a special benefit from improvement being constructed, that assessment be uniform on same class of property and that assessment not exceed the special benefit is an unconstitutional taking without compensation. [Southview Country Club v. City of Inver Grove Heights, Dakota County, 1978, 263 N.W.2d 385](#) . [Eminent Domain](#) 🗝️ 2.4

Where existing water and sewer mains would meet needs of one presently undeveloped parcel were it to be developed to extent permitted by zoning laws, and other parcel, which if freely developable would clearly benefit from water main improvement and sewer main extension, was integral part of golf course and could not be developed without destroying function of approximately 90 additional acres owned by country club, country club did not derive special benefits from projects which gave rise to assessments and thus assessments levied by city against country club were erroneously affirmed. [Southview Country Club v. City of Inver Grove Heights, Dakota County, 1978, 263 N.W.2d 385](#) . [Municipal Corporations](#) 🗝️ 438

City could have levied assessments for sewer and water improvements against any property benefited by the improvements even if the property was not immediately taken into the system. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations](#) 🗝️ 439

Market value of lot may be increased by potential access to city sewer and water improvement and, therefore, property which has potential of access to such improvement may be assessed for the improvement. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations](#) 🗝️ 439

Although city could have paid extra cost of enlarged trunk sewer out of ad valorem taxes and then assessed such cost against property as sewer service became available to the largely undeveloped land, it was not necessary for city to do so and city properly assessed the undeveloped land for the sewer trunk line where the property involved would benefit more than amount of assessment levied against it. [American Oil Co. v. City of St. Cloud, 1973, 295 Minn. 428, 206 N.W.2d 31](#) . [Municipal Corporations](#) 🔑 423

Facts that largely vacant farmland was zoned as single-family residential and that city had no immediate plan for extending sewer service into area did not preclude assessing the land for indirect benefits from installation of sewer trunk line, where the area was of such nature that it would reasonably soon be developed for either residential or industrial use and all of it would require sewer service. [American Oil Co. v. City of St. Cloud, 1973, 295 Minn. 428, 206 N.W.2d 31](#) . [Municipal Corporations](#) 🔑 424

With respect to determining whether assessment may be levied against property for establishment of sewer, test is whether improvement has increased the value of property against which assessment operates in at least amount of assessment and, if property is increased in value for any use to which land may be adapted, the assessment, so long as it does not exceed benefit to property, is properly levied. [American Oil Co. v. City of St. Cloud, 1973, 295 Minn. 428, 206 N.W.2d 31](#) . [Municipal Corporations](#) 🔑 439

Fact that assessment levied for sewer and water improvements against county fairgrounds was disproportionately small compared to that levied against other property did not render assessment invalid, where benefits were dissimilar and assessment against fairground, which was beyond jurisdiction of the municipality, had been voluntarily assumed. [Imperial Refineries of Minn., Inc. v. City of Rochester, 1969, 282 Minn. 481, 165 N.W.2d 699](#) , appeal dismissed [90 S.Ct. 24, 396 U.S. 4, 24 L.Ed.2d 257](#) , rehearing denied [90 S.Ct. 370, 396 U.S. 950, 24 L.Ed.2d 257](#) . [Municipal Corporations](#) 🔑 472

An assessment for a special local improvement is not void because property involved is not benefited by the improvement, owing to its present particular use, as benefit is presumed to inure not to the present use, but to the property itself. [Village of Edina v. Joseph, 1962, 264 Minn. 84, 119 N.W.2d 809](#) . [Municipal Corporations](#) 🔑 439

Although a special assessment can be made only to extent of special benefits and must be distributed in proportion to the benefits received, a special assessment does not need to correspond in exactness with the benefits received. [Village of Edina v. Joseph, 1962, 264 Minn. 84, 119 N.W.2d 809](#) . [Municipal Corporations](#) 🔑 466

In determining whether abutting property has been benefited by an improvement on account of which a special assessment is levied, test is not whether the property is enhanced in value for the particular purposes to which it is devoted at the time of the assessment but whether it is enhanced in value for any purpose. [Village of Edina v. Joseph, 1962, 264 Minn. 84, 119 N.W.2d 809](#) . [Municipal Corporations](#) 🔑 439

Where a village entered into an agreement with the county for public improvement of the state-aid highway and for the construction of storm sewers, gutters, curbs, sidewalks as well as integration of a sanitary sewer out-fall line with storm sewer system, and the county was to pay for all of the cost of the improvement to the state-aid highway and its pro rata share of the outfall line, and the county was also to take the bids and let all contracts, while the village was to pay for the cost of sewers, gutters, curbs and sidewalks and its pro rata share of the outfall line, the village would be entitled to recover its cost by special assessments levied against the benefited property. [Op.Atty.Gen., 396g-7, May 31, 1960.](#)

Cost of sewer extension cannot be assessed at arbitrary rate of a specified sum per foot, but such assessments must be based upon benefits. [Op.Atty.Gen. 387-G-1, May 26, 1949.](#)

Cost of laying water mains may be assessed against a corner lot upon a frontage basis. [Op.Atty.Gen., 624-D-10, Oct. 20, 1948.](#)

Whether corner lot which had been previously assessed for a main sewer passing on one side of the lot, could be assessed for a lateral sewer passing on other side of lot, depended on whether lot was specially benefited by lateral sewer. Op.Atty.Gen., 1948, No. 108, p. 186.

Special assessments spread against realty to cover cost of construction of sewer must be on the basis of benefits, and therefore special assessment which imposed on pasture located two blocks away from the sewer, the same assessment as against a lot which fronted on the sewer and which had a residence thereon, was improper. Op.Atty.Gen., 387-G-1, Sept. 11, 1947.

### Future benefits, special assessments

When determining what land receives a benefit, for assessment purposes, the market value may be calculated upon the best use of the land in the future, and present use, while a consideration, is not dispositive. [David E. McNally Development Corp. v. City of Winona, App.2004, 686 N.W.2d 553](#) . [Municipal Corporations](#) 🔑 439

Special benefit which land must receive from improvement in order to be specially assessed is measured by increase in market value of land resulting from improvement; increase in market value is difference between what willing buyer would pay willing seller for property before improvement and then after municipality completes improvement. [EHW Properties v. City of Eagan, App.1993, 503 N.W.2d 135](#) . [Municipal Corporations](#) 🔑 439

Fact that the property would receive some benefit in the future from sewer improvement although the future development of the property remained uncertain and the property was receiving no benefit at the present time, was too speculative to permit an assessment for the improvement; city is not justified in assessing a property owner for benefits which may not be received for 15 to 20 years, if at all. [Matter of Village of Burnsville Assessments for Improvement No. 70TS-8 for Sanitary Sewer, 1979, 287 N.W.2d 375](#) . [Municipal Corporations](#) 🔑 437

### Special assessments - Future benefits

When determining what land receives a benefit, for assessment purposes, the market value may be calculated upon the best use of the land in the future, and present use, while a consideration, is not dispositive. [David E. McNally Development Corp. v. City of Winona, App.2004, 686 N.W.2d 553](#) . [Municipal Corporations](#) 🔑 439

Special benefit which land must receive from improvement in order to be specially assessed is measured by increase in market value of land resulting from improvement; increase in market value is difference between what willing buyer would pay willing seller for property before improvement and then after municipality completes improvement. [EHW Properties v. City of Eagan, App.1993, 503 N.W.2d 135](#) . [Municipal Corporations](#) 🔑 439

Fact that the property would receive some benefit in the future from sewer improvement although the future development of the property remained uncertain and the property was receiving no benefit at the present time, was too speculative to permit an assessment for the improvement; city is not justified in assessing a property owner for benefits which may not be received for 15 to 20 years, if at all. [Matter of Village of Burnsville Assessments for Improvement No. 70TS-8 for Sanitary Sewer, 1979, 287 N.W.2d 375](#) . [Municipal Corporations](#) 🔑 437

### School district property, special assessments

Special assessments may be made against real estate of the school district specially benefited by improvement consisting of curb and gutter laying and street widening on the opposite side along which the school property was located providing that the assessment did not exceed the amount of special benefit to the school property. Op.Atty.Gen., 408-C, Oct. 1, 1956.

### Special assessments - School district property

Special assessments may be made against real estate of the school district specially benefited by improvement consisting of curb and gutter laying and street widening on the opposite side along which the school property was located providing that the assessment did not exceed the amount of special benefit to the school property. Op.Atty.Gen., 408-C, Oct. 1, 1956.

### Special assessments - State-owned land

If lands forfeited for nonpayment of taxes were owned by state at time of special street improvement assessments, no lien thereon was created by such assessments, and purchaser of the property was not required to pay assessments, and if assessment attached prior to the forfeiture of the property to the state, assessment should have been cancelled by the county auditor, under 282.01 et seq. Op.Atty.Gen.1940, No. 294, p. 376.

Real property owned by the state through forfeiture for nonpayment of taxes is not subject to subsequent special assessment for street improvements by village. Op.Atty.Gen.1940, No. 294, p. 376.

### State-owned land, special assessments

If lands forfeited for nonpayment of taxes were owned by state at time of special street improvement assessments, no lien thereon was created by such assessments, and purchaser of the property was not required to pay assessments, and if assessment attached prior to the forfeiture of the property to the state, assessment should have been cancelled by the county auditor, under 282.01 et seq. Op.Atty.Gen.1940, No. 294, p. 376.

Real property owned by the state through forfeiture for nonpayment of taxes is not subject to subsequent special assessment for street improvements by village. Op.Atty.Gen.1940, No. 294, p. 376.

### Special assessments - Sufficiency of evidence

Trial court's rejection of city's appraisal of benefit in favor of landowners' appraisal, for purposes of determining propriety of special assessment levied against landowners, was supported by evidence, including inadequacy in number and quality of comparables used by city appraiser, inconsistency in city appraiser's valuations for condemnation and benefit reports, and competency of landowners' testimony concerning increase in value of their lots. [Dosedel v. City of Ham Lake, App.1987, 414 N.W.2d 751](#) . [Municipal Corporations](#) 🔑 502(3)

Testimony of taxpayer's professional real estate appraisers was sufficient to overcome city's prima facie case that assessment did not exceed the special benefit. [Tri-State Land Co. v. City of Shoreview, 1980, 290 N.W.2d 775](#) . [Municipal Corporations](#) 🔑 502(3)

Evidence sustained determination that assessment for city and water improvements did not exceed benefits conferred upon the assessed property and did not constitute taking of property for public use without due process. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations](#) 🔑 502(3)

### Sufficiency of evidence, special assessments

Trial court's rejection of city's appraisal of benefit in favor of landowners' appraisal, for purposes of determining propriety of special assessment levied against landowners, was supported by evidence, including inadequacy in number and quality of comparables used by city appraiser, inconsistency in city appraiser's valuations for condemnation and benefit reports, and competency of landowners' testimony concerning increase in value of their lots. [Dosedel v. City of Ham Lake, App.1987, 414 N.W.2d 751](#) . [Municipal Corporations](#) 🔑 502(3)

Testimony of taxpayer's professional real estate appraisers was sufficient to overcome city's prima facie case that assessment did not exceed the special benefit. [Tri-State Land Co. v. City of Shoreview, 1980, 290 N.W.2d 775](#) .

## Municipal Corporations 502(3)

Evidence sustained determination that assessment for city and water improvements did not exceed benefits conferred upon the assessed property and did not constitute taking of property for public use without due process. [Hartle v. City of Glencoe, 1975, 303 Minn. 262, 226 N.W.2d 914](#) . [Municipal Corporations !\[\]\(5eb1325dfdc3f1cad8426726c0db51cd\_img.jpg\) 502\(3\)](#)

### Exemptions

#### Exemptions - In general

[Const. Art. 9, § 1](#) (now, [Art. 10, § 1](#)), exempting public cemeteries from “taxation” did not exempt cemeteries from special assessments for local improvements. [State v. Roselawn Cemetery Ass’n, 1961, 259 Minn. 479, 108 N.W.2d 305](#) . [Municipal Corporations 434\(4\)](#)

Property of public cemetery association was exempt from special assessment for construction of water main by reason of § 306.14 exempting property of any such cemetery association from all public taxes and assessments. [State v. Roselawn Cemetery Ass’n, 1961, 259 Minn. 479, 108 N.W.2d 305](#) . [Municipal Corporations 434\(4\)](#)

Exemptions from special assessments for local improvement are not granted by the Constitution, and must be found, if at all, in statutory enactments. [State v. Crystal Lake Cemetery Ass’n, 1923, 155 Minn. 187, 193 N.W. 170](#) . [Municipal Corporations 434\(1\)](#)

Though churches, church property and houses of worship are exempt from general taxation, they are not exempt from special assessment. [Op.Atty.Gen., 408-C, Aug. 22, 1956](#).

City cannot assess property belonging to county to pay for sanitary sewer system. [Op.Atty.Gen.1928, No. 10, p. 39](#).

#### Exemptions - Federal property

Post office building owned by federal government is exempt from special assessment for street improvement. [Op.Atty.Gen., 408-C, Sept. 21, 1953](#).

#### Federal property, exemptions

Post office building owned by federal government is exempt from special assessment for street improvement. [Op.Atty.Gen., 408-C, Sept. 21, 1953](#).

### Reimbursement

A village may not require as a consideration for the vacation of a street that the property owner bordering a portion of the vacated street pay by special assessments for improvements that have already been put in; however, under this section the village could specially assess such added portion if it determined to reimburse itself for portions of the cost of an improvement paid by the village. [Op.Atty.Gen., 396g-16, Sept. 9, 1965](#).

Municipality may subsequently reimburse itself by assessment against benefited properties not previously included in assessment for improvement. [Op.Atty.Gen., 387f-1, Aug. 12, 1965](#).

This section authorizes assessment of parcels of land at the time when the parcel makes use of the facility thereby reimbursing municipality for expenditure made at the time of the improvement. [Op.Atty.Gen., 408-C, Oct. 1, 1956](#).



## Burden of proof

Special assessment by a municipality, constituting as it does an exercise of the legislative and executive functions of local government, is entitled to a presumption of validity. [Bisbee v. City of Fairmont, App.1999, 593 N.W.2d 714](#) . [Municipal Corporations](#) 🔑 484(1)

In imposing special assessment, any method resulting in fair approximation of increase in market value for each benefited parcel may be used; method which on its face appears to be fair approximation will be presumed valid, with burden resting on objector to show its invalidity. [Continental Sales and Equipment v. Town of Stuntz, 1977, 257 N.W.2d 546](#) . [Municipal Corporations](#) 🔑 466 ; [Municipal Corporations](#) 🔑 484(1)

When a special assessment is regularly made, it is presumed to be lawful and correct, and the burden of proof rests upon the objector to demonstrate its invalidity. [Joint Independent School Dist. No. 287 \(Suburban Hennepin County Area Vocational-Technical Schools\) v. City of Brooklyn Park, 1977, 256 N.W.2d 512](#) . [Municipal Corporations](#) 🔑 484(1)

Levy of a special assessment is a legislative act which, when regularly made, is prima facie valid; presumption of validity may only be rebutted by the taxpayer on a clear showing that the assessment does not bear any reasonable relationship to the value of special benefits. [Nyquist v. Town of Center, Crow Wing County, 1977, 312 Minn. 266, 251 N.W.2d 695](#) . [Municipal Corporations](#) 🔑 484(1)

Until proven to the contrary, city is presumed to have set special assessment legally; thus, introduction of assessment role into evidence constitutes prima facie proof that assessment does not exceed special benefits. [Carlson-Lang Realty Co. v. City of Windom, 1976, 307 Minn. 368, 240 N.W.2d 517](#) . [Municipal Corporations](#) 🔑 513(7)

Presumption that city has set special assessments legally may be overcome by introducing competent evidence that assessment is greater than increase in market value of the properties due to the improvement. [Carlson-Lang Realty Co. v. City of Windom, 1976, 307 Minn. 368, 240 N.W.2d 517](#) . [Municipal Corporations](#) 🔑 513(7)

## Presumptions and burden of proof

Special assessment by a municipality, constituting as it does an exercise of the legislative and executive functions of local government, is entitled to a presumption of validity. [Bisbee v. City of Fairmont, App.1999, 593 N.W.2d 714](#) . [Municipal Corporations](#) 🔑 484(1)

In imposing special assessment, any method resulting in fair approximation of increase in market value for each benefited parcel may be used; method which on its face appears to be fair approximation will be presumed valid, with burden resting on objector to show its invalidity. [Continental Sales and Equipment v. Town of Stuntz, 1977, 257 N.W.2d 546](#) . [Municipal Corporations](#) 🔑 466 ; [Municipal Corporations](#) 🔑 484(1)

When a special assessment is regularly made, it is presumed to be lawful and correct, and the burden of proof rests upon the objector to demonstrate its invalidity. [Joint Independent School Dist. No. 287 \(Suburban Hennepin County Area Vocational-Technical Schools\) v. City of Brooklyn Park, 1977, 256 N.W.2d 512](#) . [Municipal Corporations](#) 🔑 484(1)

Levy of a special assessment is a legislative act which, when regularly made, is prima facie valid; presumption of validity may only be rebutted by the taxpayer on a clear showing that the assessment does not bear any reasonable relationship to the value of special benefits. [Nyquist v. Town of Center, Crow Wing County, 1977, 312 Minn. 266, 251 N.W.2d 695](#) . [Municipal Corporations](#) 🔑 484(1)

Until proven to the contrary, city is presumed to have set special assessment legally; thus, introduction of assessment role into evidence constitutes prima facie proof that assessment does not exceed special benefits. [Carlson-Lang Realty Co. v. City of Windom, 1976, 307 Minn. 368, 240 N.W.2d 517](#) . [Municipal Corporations](#) 🔑 513(7)

Presumption that city has set special assessments legally may be overcome by introducing competent evidence that assessment is greater than increase in market value of the properties due to the improvement. [Carlson-Lang Realty Co. v. City of Windom, 1976, 307 Minn. 368, 240 N.W.2d 517](#) . [Municipal Corporations](#) 🔑 513(7)

### **Admissibility of evidence**

District court has broad discretion in ruling whether to admit an appraisal in a special assessment proceeding. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 502(2)

Reviewing court will not overturn district court's ruling on admissibility of an appraisal in a special assessment proceeding unless it is based on an erroneous interpretation of the law or it constitutes an abuse of discretion. [Eagle Creek Townhomes, LLP v. City of Shakopee, App.2000, 614 N.W.2d 246](#) , review denied. [Municipal Corporations](#) 🔑 508(6)

### **Review**

Determination of benefits and apportionment of assessments for local improvement project is a legislative function and if the question of benefits and apportionment is a matter on which reasonable men may differ, the determination by the legislative body or council must be sustained. [Quality Homes, Inc. v. Village of New Brighton, 1971, 289 Minn. 274, 183 N.W.2d 555](#) . [Municipal Corporations](#) 🔑 484(2)



Councilor introduced the following resolution and moved for its adoption:

**CITY OF GRAND RAPIDS**

**RESOLUTION NO. 21-**

**A RESOLUTION TO ACCEPT THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

**WHEREAS**, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs;

**WHEREAS**, as a result of the Pandemic cities have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19.

**WHEREAS**, city revenues, businesses and nonprofits in the city have faced economic impacts due to the Pandemic.

**WHEREAS**, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

**WHEREAS**, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

**WHEREAS**, an additional \$19,429.47 has been allocated to the City of Grand Rapids (“City”) pursuant to the ARPA (“Allocation”).

**WHEREAS**, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

**WHEREAS**, the City, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance.

**WHEREAS**, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000.

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

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.

2. City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City's share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.
3. City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Council for future expenditures that may be reimbursed with ARPA funds.

Adopted by the City Council of Grand Rapids, Minnesota this 6th day of December, 2021.

\_\_\_\_\_  
Dale Christy, Mayor

Attested:

\_\_\_\_\_  
Kimberly Gibeau, City Clerk

Councilor 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.

ITEM # \_\_\_\_\_



## REQUEST FOR CITY COUNCIL CONSIDERATION

**AGENDA DATE:** December 6, 2021  
**AGENDA ITEM:** Consider adopting a resolution to accept the Corona Virus Local Fiscal Recovery Fund established under the American Rescue Plan Act.  
**PREPARED BY:** Barb Baird

---

### BACKGROUND:

Congress adopted the American Rescue Plan in March of 2021 (ARPA) which included \$65 billion in recovery funds for cities across the country. ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses. The City of Grand Rapids has been allocated \$593,316.04 pursuant to the ARPA allocation. On November 22, 2021 the City was notified of an additional \$19,429.47 that was allocated for use. The City of Grand Rapids is expected to receive the second allocation in 2022. The ARPA funds need to be incurred or obligated by 12/31/2024 and spent by 12/31/2026.

### ATTACHMENTS:

Resolution to accept ARPA

### REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution to accept the additional funding for Corona Virus Local Fiscal Recovery Fund established under the American Rescue Plan Act in the amount of \$19,429.47.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** December 6, 2021

**AGENDA ITEM:** Approve Public Works PT Eligibility List for Winter Maintenance

**PREPARED BY:** Cynthia Lyman

---

**BACKGROUND:**

The Public Works Department utilizes part-time intermittent employees to facilitate snow removal during the winter snowplowing season. These part-time employees will work on an “as needed” basis. Public Works would like to add Kelly Morris to their eligibility list for the 2021-2022 Winter Maintenance Season, as per the 30 days off protocol after his retirement from the city. Kelly’s wage rate will be \$21.00 per hour effective 12-6-21 with an end date of 4-30-21.

**REQUESTED COUNCIL ACTION:**

Make a motion to approve Kelly Morris as an eligible part-time winter maintenance worker for the 2021-2022 maintenance season.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** December 6, 2021

**AGENDA ITEM:** Consider amending the Rental Housing Ordinance.

**PREPARED BY:** Nathan Morlan

---

### **BACKGROUND:**

Minor language amendments are required in the Rental Housing Ordinance to clarify the types of occupancies regulated by the Ordinance.

### **REQUESTED COUNCIL ACTION:**

Make a motion to amend the Rental Housing Ordinance.

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

ORDINANCE NO. 22-02-21

**AN ORDINANCE ADDING CHAPTER 28 OF THE GRAND RAPIDS MUNICIPAL CODE**

WHEREAS, in July of 2017, the City Council appointed a Residential Rental Licensing and Inspection Taskforce (Taskforce) to provide oversight, input and direction in the development of a study examining the necessity for enacting an ordinance requiring the licensing and regular inspection of rental housing units; and

WHEREAS, the purpose of such an ordinance is to promote and, if necessary, compel proper maintenance of rental housing to ensure safe and sanitary living environment for the occupants and to enhance the value and livability of neighborhoods; and

WHEREAS, the Taskforce conducted an open public process of outreach, fact finding and measurement of benefit and cost before submitting their report and recommendation to the City Council in the *Residential Rental Housing Licensing and Inspection Ordinance Feasibility Study*, dated May 30, 2018; and

WHEREAS, the Taskforce's general finding was that the benefits of a rental registration and inspection program far exceed the community costs and, therefore recommended to the City Council that they move forward with drafting and adopting such an ordinance; and

WHEREAS, the City Council has reviewed an updated budget for the implementation of such an ordinance and has given further consideration to the Taskforce's recommendation; and

WHEREAS, the City Council finds that the establishment of a rental licensing and inspection ordinance is necessary to protect the health, safety and welfare of the public; and prevent deterioration and blight conditions that adversely affect the quality of life in the City.

NOW, THEREFORE, the City Council of Grand Rapids does hereby ordain that the Grand Rapids Municipal Code be amended as follows to include Chapter 28, entitled "Grand Rapids Rental Housing Code":

CHAPTER 28 - GRAND RAPIDS RENTAL HOUSING CODE

ARTICLE I – IN GENERAL

Sec. 28-1. - Purpose.

The city recognizes the need for an organized, systematic inspection program of residential rental units within the City of Grand Rapids in order to ensure that rental units meet city and state housing safety, health, fire, building and zoning codes, and to provide a more effective system for compelling the correction of code violations and the proper maintenance of rental property within the city. Further, the most effective system to provide for rental inspections is the creation of a program requiring the registration of all residential rental units within the city so that an orderly inspection schedule can be undertaken by the city building inspection and fire departments. This registration program is intended to protect and promote the health, safety and general welfare of the entire community.

Sec. 28-2. - Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

*Dwelling unit* means any structure or building, or portion thereof, including a "manufactured home (mobile home)" which is intended to be used for living or sleeping by human occupants, including bathroom and kitchen facilities permanently installed.

*Family* means an individual or two or more persons related by blood, marriage or adoption, living together as a single housekeeping unit in a dwelling unit; or a group of not more than four persons who need not be related by blood, marriage or adoption, living together as a single housekeeping unit in a dwelling unit.

- (1) For purposes of this chapter "related" shall be interpreted herein to include any owner of record and an owner's natural children, adopted children, foster children, spouse, other blood relations, any significant other and any other dependent minors, residing with that owner as a family unit; "significant other" means romantic partner;
- (2) For purposes of this chapter "related" shall also be interpreted herein to include a tenant's natural children, adopted children, foster children, spouse, other blood relations, any significant other and any other dependent minors, residing with the tenant as a family unit; "significant other" means romantic partner.

*Person* means any natural person, the person's heirs, executors, administrators, or assigns, and also includes a firm, partnership or corporation, it's or their successors or assigns, or the agent of any of the aforesaid.

*Rental charge* means any compensation, either monetary or "in lieu of" payments, such as but not limited to utilities, upkeep, repair, or the provision of services.

*Rental property* means a rental unit occupied by a person or persons in the status of tenant(s), and shall include "lease to buy, contract for deed, installment sale purchases", and other similar arrangements whereby nonpayment of a periodic payment or nonperformance of a periodic service means the occupants may be evicted without the necessity of either a statutory mortgage foreclosure procedure, a statutory termination of contract for deed procedure or a statutory repossession procedure. A contract for deed is exempt from this chapter if the contract is properly recorded at the Itasca County Recorder's Office.

*Rental unit* means any room or group of rooms located within a dwelling unit and forming a single habitable unit.

*Tenant*, except as otherwise provided herein, means any person who occupies and uses as their primary residence a dwelling unit furnished that person for payment of a rental charge to another.

Sec. 28-3. - Applicability and exceptions.

- (a) The provisions of this chapter shall apply to all rental property and rental units, including rented single-family dwellings and duplexes, manufactured homes, and rented units in owner-occupied dwellings. The provisions of this chapter shall not apply to that portion of the rental property rented by a family member.
- (b) The provisions of this chapter shall not apply to jails, hospitals, parish houses, manses and rectories, dwelling units in a cooperative or owner occupied condominium building, hotels,

motels, or facilities licensed by the State of Minnesota and inspected by the State Fire Marshall's Division, nor to any dormitory owned and operated by an educational institution.

Sections 28-4 – 28-30. Reserved

## ARTICLE II – REGISTRATION

### Sec. 28-31. - Registration permit required.

No person shall occupy, allow to be occupied, or to let another for occupancy, any rental property in the City of Grand Rapids, without first having obtained a registration permit from the city under the terms of this article. Dwelling units constructed or converted to rental usage after the effective date of this chapter shall not be occupied for human habitation prior to inspection and issuance of a registration permit by the city. The payment of fees set forth in this article will be a prerequisite to this required permitting. An application for registration shall be made upon forms furnished by the city for such purpose and shall require the minimum information required under section 28-34.

### Sec. 28-32. - Resident agent required.

No registration permit shall be issued or renewed for a nonresident owner of a rental unit unless such owner designates in writing in the permit application the name of a local resident agent who is responsible for management, maintenance and upkeep of the unit(s) and who is authorized to receive service of notice of ordinance violations, orders or process pursuant to law. The resident agent must reside within a four-hour drive of the corporate city limits of the City of Grand Rapids.

### Sec. 28-33. - Manner of registration; registration permit expiration and renewal; and, first-time rental registration fee.

- (a) A registration permit shall be issued annually and expire on December 31, following the issuance therefore. Permit renewal applications for the following year, along with the required fees, shall be filed on or before November 15 of the current year. On or before October 1, the city shall mail notice of registration renewal and renewal application forms to the property owner or designated agent. The renewal application may be in such abbreviated form as deemed sufficient by the building official to verify current information on file concerning ownership and the rental unit(s).
- (b) Upon receipt of a completed renewal application form and payment of the applicable fee, the city will schedule an inspection pursuant to Article III of this chapter. Issuance of a permit prior to inspection is not a determination that the rental unit complies with code requirements
- (c) The city shall not register a rental unit or allow it to be occupied as a rental unless the permittee has paid all property taxes assessed to the property and the property is not delinquent in any other obligation to the City of Grand Rapids, including payment of the first-time rental registration fee in subsection (e).
- (d) Except as otherwise provided in this article, any application for the renewal of an expired registration permit shall be processed as a new permit application and the rental unit must comply with all applicable laws.
- (e) First-time rental registration fee. Any rental property not currently registered pursuant to this article on the effective date of this chapter, shall be subject to a first-time rental registration fee at the time it is initially registered as a rental unit. The first-time rental registration fee



includes the initial annual rental license fee. The payment of the first-time rental registration fee will be a prerequisite to the required registration and shall be in the amount set by the city council in the city's fee schedule ordinance as the same may be amended from time to time.

- (f) Late fee. Failure to timely file a renewal application shall result in a late fee being assessed in an amount set by the city council in the city's fee schedule resolution, as the same may be amended from time to time.

Sec. 28-34. - Application for registration permit; register of occupancy.

- (a) The owner of each rental unit shall make written application to the city for registration of the rental unit(s). A new owner shall be required to register units within ten days after acquiring them. Application for registration shall be made upon forms furnished by the city and shall specifically set forth the following information:

- (1) The name, address and telephone number of the owner of the rental unit(s); if a partnership, the name of the partnership, and the name, address and telephone number of the managing partner; if a corporation, the name and address of the corporation, and the names and addresses of all shareholders who own ten percent or more of the corporation's stock.
- (2) In the case of a non-resident owner, the name, address and telephone number of a designated local resident agent.
- (3) Name, address and telephone number of parties, if the rental unit is being sold by a contract for deed.
- (4) The street address of each rental unit.
- (5) Number and types of rental units within a dwelling.
- (6) The maximum number of occupants permitted for each rental unit as determined by the standards referenced in section 28-38 of this article.
- (7) At least one emergency telephone number, and address of the person authorized to make or order made repairs and/or service to the building, to provide required services necessary to protect the health, safety and welfare of the occupants or is able to contact the person so authorized.
- (8) A detailed site drawing to scale showing designated off-street parking areas for each existing rental property consisting of five units or less, which areas comply with the off-street parking requirements of this article and Chapter 30, Article VI, Divisions 7 & 8, as the same may be amended from time to time, which Divisions are adopted herein by reference and incorporated as if fully set forth herein.

An incomplete application may be rejected by the city.

- (b) Every permit holder, or their resident agent, shall maintain a current register of all tenants and other persons with a lawful right of occupancy to each rental unit. The register shall be kept current at all times and shall be available for inspection by the city at all times. Failure to maintain a current register or to allow the city inspection of the register may result in suspension of the registration permit.
- (c) The city shall be promptly notified of any change of the resident agent, and any change in the names, addresses, and other information concerning the persons listed in the last registration application filed with the city.

Sec. 28-35. - Transferability of registration permits.

No permit shall be transferable to another person or to another rental unit without registration of such transfer with the city. Every person holding a valid registration permit shall give notice in writing to the city within five days after having transferred or otherwise disposed of a rental unit. Such notice shall include the name, address and telephone number of the new owner and, if applicable, a resident agent in control of the rental unit. The new owner or resident agent shall have ten days to re-register the units after acquiring them. If any change in the number of rental units or in the type or occupancy as originally registered is contemplated, a new registration application and inspection is required along with payment of an additional permit fee to cover additional rental units. Failure to register transfer of ownership shall be subject to a failure to transfer fee.

Sec. 28-36. - Posting of registration.

Each registration permit issued by the city shall be displayed in a conspicuous spot near the front entrance and shall be visible to all residents. Only one registration need be posted for each separate apartment building. Failure to post a permit shall not be grounds for suspension or revocation of that permit, but such violation shall subject the permittee to a \$50.00 penalty for issuance of a new registration permit.

Sec. 28-37. - Fees.

Fees for permits, renewals, inspections, penalties, reinstatement and appeals, shall be in the amount set by the city council from time to time in the city fee schedule resolution, a copy of which shall be on file in the offices of the city clerk and building official. The permit fee is non-refundable in the event of discontinuance of use, sale, or the revocation or suspension of a permit.

Whenever any person fails to pay the registration fees or other fees associated with this article, the city may assess these fees against the property for which they were assessed and such assessed fees shall be certified as other taxes are certified.

Sec. 28-38. - Registration standards and conditions.

The following minimum standards and conditions shall be met in order to hold a registration permit. Failure to comply with any of these standards and conditions shall be adequate grounds for the denial, refusal to renew, revocation, or suspension of a registration permit.

- (1) Permit holder shall have paid the required permit fee(s);
- (2) Rental units shall not exceed the maximum number of rental units permitted by the zoning code;
- (3) The rental unit shall not be under condemnation as hazardous or unfit for human habitation;
- (4) Every rental unit shall be maintained in accordance with the minimum standards set forth in the applicable codes adopted by the city including but not limited to the International Property Maintenance Code; Fire Code; International Building Code and International Residential Code, as the same may be amended from time to time, as adopted. No rental registration permit may be issued unless each rental unit for which it is issued meets all minimum applicable housing, building, fire, and zoning standards.
- (5) All single-family dwellings and duplexes that were unlicensed or not used as rental properties on the effective date of this chapter and subsequently registered or converted to registered rental unit(s), shall provide the off-street parking spaces required under this

article. The number of required off-street parking spaces shall be determined by the city zoning official at the time of registration

- (6) All rental units existing or registered on the effective date of this chapter may be registered or continue to be registered even though the property does not conform to the off-street parking requirements of this article. However, if the number of bedrooms, or number of rooms occupied as bedrooms, is increased, the off-street parking requirements of this article shall apply to the entire registered property. If the registration for the nonconforming rental is revoked or lapses for any period of time, all nonconforming use rights related to off-street parking requirements shall terminate.

Sections 28-39 – 28-50. Reserved

### ARTICLE III - INSPECTIONS

Sec. 28-51. - Inspections; enforcement generally.

- (a) The city fire department, with the assistance of the police and community development department's personnel, shall make inspections necessary to the enforcement of this chapter. The city building official shall adopt a policy with guidelines for the systematic inspection of all rental units and priorities for the use of available inspection resources. Guidelines shall be based upon the following factors and any other factors, which promote an efficient inspection program:
- (1) Receipt of a completed renewal or new rental application form and payment of the applicable fee(s).
  - (2) Property inspections shall be conducted on each rental unit at least every three years. Rentals that require three or more inspections to complete a compliance order, or have substantiated complaints, will move to a one-year inspection schedule until brought into compliance and prove that compliance is maintained. Inspection fees will be applied per the city's fee schedule ordinance as the same may be amended from time to time.
  - (3) Property identified as having an excessive number of housing code violations or a history of noncompliance or slow compliance with housing inspection orders. If excessive code violations exist for a rental property, the building official will be required to research all rental properties held by that person to determine if immediate inspections are required for any additional properties.
  - (4) Geographic distribution and concentration of rental units or dwellings.
  - (5) Rental dwellings with delinquent property taxes.
  - (6) Rental units for which no registration permit has been applied.
  - (7) Sales of rental property.
  - (8) Rental units for which a written complaint is received.
  - (9) Reason to believe a rental ordinance violation exists.
- (b) The building official may elect to issue a renewal permit pending completion of an inspection, or in the opinion of the building official and based upon and warranted by the rental history of the registered premises, decide to issue a renewal permit and postpone an inspection until the next renewal or [sooner] as compliance issues and conditions warrant. Issuance of a permit prior to inspection is not a determination that the rental unit complies with code requirements.

- (c) In order to compel the compliance with the registration requirements, the building official or designated staff will have the authority to enter any structure, at reasonable times and upon five days written notice to the property owner(s), to determine if said structure is operated as a rental property as defined in section 28-2 or to enforce this chapter, or both. In addition to those cases where emergency conditions endangering a person or property exist, where either the Grand Rapids Police Department, Grand Rapids Community Development Department or the Grand Rapids Fire Department has responded to a property and/or structure, the building official or designated staff will have the authority to enter any such property and/or structure at any time by or at the request of the police department or the community development department to enforce any provisions of this chapter.

Sec. 28-52. - Inspection access.

All premises registered pursuant to this chapter shall be made available for inspection by the city at any reasonable time. The city shall provide reasonable advance notice to the owner, or to the resident agent in the case of a non-resident owner. If denied access at any reasonable time while attempting to inspect, the city may suspend or revoke the registration permit upon written notice to the occupant, owner and resident agent, and subject to the right of appeal as provided in section 28-76. The suspension or revocation shall remain in effect until inspection has been permitted and any violations found are corrected.

Sections 28-53-28-70. Reserved

ARTICLE IV – ADMINISTRATION AND ENFORCEMENT

Sec. 28-71. - Determination of noncompliance; notice.

- (a) Whenever an inspection reveals that any rental unit(s) fails to meet the registration standards of this chapter, the building official or designated staff shall give a notice and compliance order to the owner and resident agent, and to the occupant as the case may require, specifying the reasons why the rental unit(s) fails to meet the registration standards and, shall include a copy of the inspection report if applicable. The order shall set forth the violations and order the owner or resident agent, or the occupant as the case may require, to correct such violations. The compliance order shall:
- (1) Be in writing;
  - (2) Describe the location and nature of the violations;
  - (3) Establish a reasonable time for correction of such violations, not to exceed 90 days, unless such time is extended by written agreement with the building official; and
  - (4) Include information describing how an appeal may be filed.
- (b) A copy of the compliance order shall be prominently posted on the rental unit. Every occupant of the rental unit shall give the owner or resident agent or their contractor access to the rental unit at all reasonable times for the making of repairs or alterations as are necessary to effect compliance with an order.
- (c) At the end of the period allowed for the correction of violations specified in the compliance order, the premises shall be re-inspected to determine whether corrective actions have been sufficient to bring the violation(s) into compliance. If the premises are in compliance at the time of the re-inspection, a registration permit may be newly issued if the prior permit was suspended or revoked.

Sec. 28-72. - Emergency cases; summary action.

Whenever a violation of this chapter poses imminent peril to life, health, or property, the building official may require immediate compliance, and if necessary take appropriate action to protect that life, health or property, including declaration that the dwelling or dwelling unit, is a hazardous building and unfit for human habitation and treated consistent with the provisions of the housing code and Minn. Stat. §§ 463.15 and 463.16 relating to hazardous buildings. Notice of summary condemnation shall be posted at the rental unit(s) or areas affected and shall indicate the units or areas affected. No person shall remove the posted notice other than the building official or their designated representative.

Sec. 28-73. - Trash removal for rental properties.

- (a) Rental properties must have regularly scheduled weekly trash pick-up and have adequate number and size of containers so that garbage is not overflowing or lying about.
- (b) If the trash has not been removed within seven days of the normally scheduled pick-up, the trash will be removed under emergency abatement procedures.
- (c) If the lack of trash removal becomes a recurring problem, refuse service will be authorized by the city and will be assessed on the property's tax bill or to its utility bill.

Sec. 28-74. - No retaliation.

No permittee or resident agent will evict, threaten or evict or take any other punitive action against any tenant by reason of good faith calls made by such tenant to enforcement agencies and/or city officials relating to criminal activity, suspected criminal activity, suspicious occurrences, public safety concerns or property maintenance concerns. This section will not prohibit the eviction of tenants from a dwelling unit for unlawful conduct of a tenant or invitee or violation of any rules, regulations or lease terms other than a prohibition against contacting enforcement agencies.

Sec. 28-75. - Permit suspension, revocation, denial and non-renewal.

- (a) The building official may revoke, suspend, deny or decline to renew any registration permit issued under this chapter upon any of the following grounds.
  - (1) False statements on any application or other information or report required by this chapter to be given by the applicant or permittee.
  - (2) Failure to pay any application, penalty, re-inspection or reinstatement fee required by this chapter and city council fee ordinance or resolution.
  - (3) Failure to correct deficiencies noted in notices of violation in the time specified in the notice.
  - (4) Any other violation of this chapter.
  - (5) Any violation of the City of Grand Rapids Disorderly House Ordinance, section 42-103.
- (b) The building official may, for good cause, authorize additional time to correct the defects that cause the violation.
- (c) If the defects create an imminent hazard to health or safety, the building official may proceed immediately for denial, non-renewal, revocation, or suspension of a permit.
- (d) A decision to revoke, suspend, deny or not renew a permit will be preceded by written notice to the permittee or resident agent of the alleged grounds therefore and the applicant or permittee will be given an opportunity for a hearing before the housing appeals board before

final action to revoke, suspend, deny or not renew a permit. The notice shall include information describing how an appeal may be filed.

- (e) Upon a decision to revoke, deny or not renew a permit, no new application for the same rental unit(s) will be accepted for a period of time specified in the building official's written decision, not exceeding one year. Such new applications must be accompanied by a reinstatement fee, in addition to all other fees required by this chapter.
- (f) A written decision to revoke, suspend, deny or not renew a permit or application will specify the rental unit(s), if more than one occur together in a dwelling structure, to which it applies. Written notice of a suspension, revocation, non-renewal or denial of a permit and the reasons therefore shall be mailed to the owner or resident agent and posted in a conspicuous place on the premises, and both notices shall order the vacation of the affected rental units within a reasonable time. Thereafter, and until a permit is reissued or reinstated, no rental units becoming vacant as specified may be re-let or occupied. Revocation, suspension or non-renewal of a permit will not excuse the owner from compliance with all terms of this chapter for as long as any units in the dwelling structure are occupied. Failure to comply with all terms of this chapter during the term of revocation, suspension or non-renewal is a misdemeanor and grounds for extension of the term of such revocation or suspension or continuation of non-renewal, or for a decision not to reinstate the permit, notwithstanding any limitations on the period of suspension, revocation or non-renewal specified in the building official's written decision or the provisions of subsection (d) of this section.
- (g) Rental units within a structure which are in compliance with the registration standards may continue on condition that units and other portions of the dwelling in noncompliance do not create an immediate hazard to the health and safety of the persons in the occupied units.
- (h) A reinstatement fee will be charged to the owner of a rental unit the registration of which has been revoked. Before a registration permit is re-issued, any violations or deficiencies must be corrected prior to inspection and any outstanding fees must be paid in full.

Sec. 28-76. - Right of appeal.

- (a) Any person aggrieved by a decision of the building official, by a compliance order, or a decision to deny, suspend, revoke or not renew a permit, may appeal to the housing appeals board by filing a written notice of appeal with the building officials office within ten business days after receipt of such order or notice. The appeal shall contain a statement setting forth the grounds for the appeal and be accompanied by the applicable fee. The timely filing of a written appeal shall stay all proceedings until the appeals process is completed, unless such stay would cause imminent peril to life, health or property.
- (b) The housing appeals board shall meet as needed, or at the call of the chair, to hear appeals. A hearing shall be held within 30 days after filing of an appeal. The city clerk shall provide the appellant five business days written notice of the time and place of the hearing. If necessary to do so, the board may postpone a hearing to a later date, not to exceed 60 days after the filing of an appeal.
- (c) The board shall hear all relevant evidence and argument. The board may admit evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs. The housing appeals board will give due regard to the frequency and seriousness of violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and will issue a decision to deny, not renew, suspend or revoke a permit only upon written findings. The board shall tape record the hearing and keep a record of documentary evidence submitted.

- (d) The board shall issue its decision in writing 15 days after the close of the hearing. The decision shall either deny or uphold the decision of the building official or may grant a registration permit upon such terms and conditions as the board deems necessary to accomplish the purposes of this article. A copy of the decision shall be mailed to the appellant. Notice of the final decision also shall be mailed to each occupant.
- (e) The decision of the board may be appealed by filing an appeal or appropriate writ with the Itasca County District Court within 15 days after the issuance of the board's written decision.

Sec. 28-77. - Vacation.

When an application for a registration permit has been denied, or a registration permit has been revoked, suspended, or not renewed, the city building official shall order the dwelling or the affected dwelling units therein vacated, giving tenants a reasonable time to arrange new housing and to move their possessions.

Sec. 28-78. - Administrative modification.

Whenever there are practical difficulties or unnecessary hardships in carrying out the strict enforcement of this chapter, the building official, and similarly the housing appeals board, may waive or modify compliance standards, providing there is otherwise substantial compliance with these provisions, and such waiver or modification will not be detrimental to the public health and safety of the occupants of the rental unit(s) and, without impairing the intent of this chapter.

Sec. 28-79. - Notices.

Whenever a notice is required to be sent or served under this chapter, notice shall be deemed sufficient if sent by first class mail to the owner or resident agent at the address(es) specified in the last permit application filed with the city, and said notice shall also be posted on the rental unit or dwelling.

Sec. 28-80. - Applicable laws.

Registration permits will be subject to all of the ordinances of the City of Grand Rapids and the State of Minnesota relating to rental dwellings, and this chapter shall not be construed or interpreted to supersede or limit any other such applicable ordinance or law.

Sec. 28-81. - Severability.

If any article, section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this chapter.

Sec. 28-82. - Violations and penalties.

- (a) Violations of the provisions of this chapter will be enforced by any one, all or any combination of the following penalties or remedies:
  - (1) A violation of any of the terms of this chapter shall be guilty of a misdemeanor and, upon conviction, shall be punished by not more than 90 days in jail, or a fine of not more than \$1,000 or both.
  - (2) Violations may be enforced as administrative offenses pursuant to section 1-13 of the Grand Rapids City Code. (3) This chapter may also be enforced by injunction, abatement, mandamus or any other appropriate remedy in any court of competent jurisdiction.

(b) Each violation of this chapter shall constitute a separate offense.

This Ordinance shall become effective after is passage and publication.

ADOPTED AND PASSED BY THE City Council of the City of Grand Rapids on the 22<sup>nd</sup> day of February 2021

\_\_\_\_\_  
Dale Christy, Mayor

Attest:

\_\_\_\_\_  
Kim Gibeau, City Clerk

Councilor \_\_\_\_\_ seconded the foregoing resolution and the following voted in favor thereof: \_\_\_\_\_; and the following voted against same:

\_\_\_\_\_





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** Dec. 6, 2021  
**AGENDA ITEM:** Hire Warming House Attendants  
**PREPARED BY:** Dale Anderson, Director of Parks & Recreation

---

### BACKGROUND:

The following will be hired as PT Seasonal Warming Hose Attendants. They will work from Dec. 7, 2021 – March 31, 2022 at a wage of \$15.00 per hour.

Rocky Ritter  
Katelyn Meyer

### REQUESTED COUNCIL ACTION:

Make a motion to hire PT Seasonal Warming House Attendants.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** December 6, 2021

**AGENDA ITEM:** Adopt a resolution accepting donations for Golf Simulator Program

**PREPARED BY:** Kim Gibeau

---

### **BACKGROUND:**

Andrew Gesme and an anonymous donor have each donated \$3,750 towards the Golf Simulator program at the Pokegama Golf Course.

### **REQUESTED COUNCIL ACTION:**

Make a motion to adopt a resolution accepting donations in the total amount of \$7500 for golf simulator program and authorize payment.

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

RESOLUTION NO. 21-

A RESOLUTION ACCEPTING A DONATION OF \$3,750 FROM AN ANONYMOUS DONOR AND \$3,750 DONATION FROM ANDREW GESME TO THE POKEGAMA GOLF COURSE TO BE USED FOR THE DEVELOPMENT OF THE TRACKMAN VIRTUAL VERSION OF THE POKEGAMA GOLF COURSE

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

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

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

- A donation of \$3,750 from an Anonymous donor and a \$3,750 donation from Andrew Gesme to the Pokegama Golf Course to be used for the development of the Trackman Virtual version of the Pokegama Golf Course.

Adopted this 6<sup>th</sup> day of December, 2021

---

Dale Christy, Mayor

Attest:

---

Kimberly 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.

ITEM # \_\_\_\_\_



## REQUEST FOR CITY COUNCIL CONSIDERATION

**AGENDA DATE:** December 6, 2021

**AGENDA ITEM:** Consider adopting a resolution accepting a donation of \$5,738.00 from Fairview Health Services, a donation of \$2,778.00 from VFW Post 1720 and donation of \$1,389.00 from an anonymous party to purchase 7 Zoll AED Plus Units

**PREPARED BY:** Steven Schaar

### **BACKGROUND:**

Officer Ashley Moran approached the above organizations and groups in search of donations to purchase new Zoll Plus (Automated External Defibrillator) AEDs to replace expired AEDs.

To give you some background, all of our officers are trained as Emergency Medical Responders (EMR'S) and respond to all medicals within the city. They have extensive training for medical emergencies including the use of AED'S.

Currently we use three different types of AED'S in our department, with all being at the end of their life expectancy. Our goal is to replace these over time and all being the same Zoll Plus AED model.

We are pleased to announce that we received the above donations from the above identified community partners.

### **ATTACHMENTS:**

### **REQUESTED COUNCIL ACTION:**

Make a motion adopting a resolution accepting a donation of \$5,738.00 from Fairview Health Services, a donation of \$2,778.00 from VFW Post 1720 and donation of \$1,389.00 from an anonymous party to purchase 7 Zoll AED Plus Units



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

RESOLUTION NO. 21-

A RESOLUTION ACCEPTING GRANTS OF \$5,738.00 FROM FAIRVIEW HEALTH SERVICES-GRAND ITASCA CLINIC & HOSPITAL, \$2,816.00 FROM PONTI PETERSON VFW POST #1720 AND \$1,389.00 FROM ANONYMOUS DONOR TO THE GRAND RAPIDS' POLICE DEPARTMENT FOR SEVEN ZOLL AED PLUS UNITS

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:

- Fairview Health Services-Grand Itasca Clinic & Hospital has donated \$5,738.00 to the Grand Rapids Police Department for four Zoll AED Plus units.
- Ponti-Peterson VFW Post #1720 has donated \$2,816.00 to the Grand Rapids Police Department for two Zoll AED Plus units.
- Howard Christman has donated \$1,389.00 to the Grand Rapids Police Department for one Zoll AED Plus unit.

Adopted this 6<sup>th</sup> day of December, 2021

\_\_\_\_\_  
Dale Christy, Mayor

Attest:

\_\_\_\_\_  
Kimberly 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.

**2021 Equipment Disposal/Donation list**

<b>Library</b>					
Make	QTY	Type	Serial Number		
Lenovo	1	PC	MJZZWDZ	Donation	PCs For People
Lenovo	1	PC	MJ680MV	Donation	PCs For People
Lenovo	1	PC	MJVXZME	Donation	PCs For People
Lenovo	1	PC	MJ06RYE	Donation	PCs For People
Lenovo	1	PC	MJDLNHH	Donation	PCs For People
Lenovo	1	PC	MJZZHBP	Donation	PCs For People
Lenovo	1	PC	MJ091Z1	Donation	PCs For People
Lenovo	1	PC	MJXXXXF	Donation	PCs For People
Lenovo	1	PC	MJ27T09	Donation	PCs For People
Lenovo	1	PC	MJ02WNY	Donation	PCs For People
Lenovo	1	PC	MJ680LT	Donation	PCs For People
BenQ	10	Monitor	Multiple	Donation	PCs For People
<b>City</b>					
ELO 3200L IDS	1	PC	G12C008536	Donation	Itasca Curling Assoc.
Lenovo	1	PC	MJ07CNWZ	Donation	Itasca Curling Assoc.
Lenovo	1	PC	MJ06P19D	Donation	PCs For People
Lenovo	1	PC	MJ06P19L	Donation	PCs For People
Lenovo	1	PC	MJ08VTVL	Donation	PCs For People
Lenovo	1	PC	MJ05XJAS	Donation	PCs For People
Lenovo	1	PC	MJ05XJ7F	Donation	PCs For People
Lenovo	1	PC	MJ05XJ7A	Donation	PCs For People
Lenovo	1	PC	MJ06P19L	Donation	PCs For People
Lenovo	1	PC	MJ05XJAS	Donation	PCs For People
Lenovo	1	PC	MJ06P199	Donation	PCs For People
Lenovo	1	PC	MJ05XJ7D	Donation	PCs For People
Lenovo	1	Laptop	PF0K04TA	Donation	PCs For People
Lenovo	1	PC	MJ05XJ7B	Donation	PCs For People
Lenovo	1	PC	MJ06P19R	Donation	PCs For People
Lenovo	1	Laptop	PF01UBPH	Donation	PCs For People
Lenovo	1	PC	MJ05XJ7K	Donation	PCs For People
HP	1	Laptop	5CB2092XQS	Donation	PCs For People
HP	1	Laptop	5CB2092XQQ	Donation	PCs For People
HP	1	Laptop	CND645C5DB	Donation	PCs For People
HP	1	Laptop	CND6374FFS	Donation	PCs For People
HP	1	Laptop	CND6374B9T	Donation	PCs For People
GETAC	1	Laptop	RG439S1343	Donation	Hibbing Community College - Police Academy
GETAC	1	Laptop	RG439S1337	Donation	Hibbing Community College - Police Academy
GETAC	1	Laptop	RG439S1341	Donation	Hibbing Community College - Police Academy
GETAC	1	Laptop	RG439S1342	Donation	Hibbing Community College - Police Academy
GETAC	1	Laptop	RG439S1344	Donation	Hibbing Community College - Police Academy
GETAC	1	Laptop	RG439S1339	Donation	Hibbing Community College - Police Academy
GETAC	1	Laptop	RG439S1346	Donation	Hibbing Community College - Police Academy
GETAC	1	Laptop	RG439S1345	Disposal/Recycling	



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 12/06/2021

**AGENDA ITEM:** Consider approving donation of retired IT equipment

**PREPARED BY:** Erik Scott

---

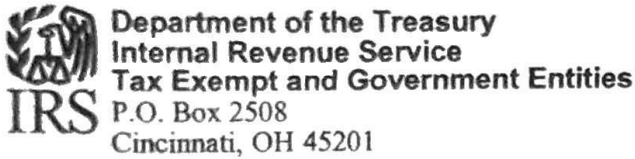
### **BACKGROUND:**

As we replace equipment, we need to find the most responsible way to dispose of retired electronics. By making this donation, these computers will continue to be useful and not enter the waste stream. PCs for People will refurbish and distribute the computers back into the community with the goal of equal access to technology in Minnesota. Any items that cannot be refurbished will be responsibly recycled.

### **REQUESTED COUNCIL ACTION:**

Make a motion to approve donation of IT equipment listed in attachment.





ITASCA CURLING ASSOCIATION INC  
PO BOX 863  
GRAND RAPIDS, MN 55744

Date:  
09/22/2020  
Employer ID number:  
84-3390890  
Person to contact:  
Name: Hope Crouch  
ID number: 17156  
Telephone: (877) 829-5500  
Accounting period ending:  
September 30  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
October 16, 2019  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
29053077316030

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

**Office of the Minnesota Secretary of State**  
**Minnesota Nonprofit Corporation/Articles of Incorporation**  
*Minnesota Statutes, Chapter 317A*



The individual(s) listed below who is (are each) 18 years of age or older, hereby adopt(s) the following Articles of Incorporation:

**ARTICLE 1 - CORPORATE NAME:**

**Itasca Curling Association, Inc.**

**ARTICLE 2 - REGISTERED OFFICE AND AGENT(S), IF ANY AT THAT OFFICE:**

Name

Address:

**Ramona Sjostrand**

**902 Hale Lake Pointe Road Grand Rapids MN 55744 USA**

**ARTICLE 3 - INCORPORATOR(S):**

Name:

Address:

**Ramona Sjostrand**

**27524 South Bay Lane Cohasset MN 55721**

**DURATION: PERPETUAL**

If you submit an attachment, it will be incorporated into this document. If the attachment conflicts with the information specifically set forth in this document, this document supersedes the data referenced in the attachment.

***By typing my name, 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.***

**SIGNED BY: Julie Gothard**

**MAILING ADDRESS: None Provided**

**EMAIL FOR OFFICIAL NOTICES: monarob@paulbunyan.net**

## Office of the Minnesota Secretary of State Certificate of Incorporation

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name: Itasca Curling Association, Inc.

File Number: 1111670500026

Minnesota Statutes, Chapter: 317A

This certificate has been issued on: 10/16/2019



Steve Simon  
Secretary of State  
State of Minnesota

**ARTICLES OF INCORPORATION  
OF  
ITASCA CURLING ASSOCIATION, INC.**

The undersigned incorporator, being a natural person of full age, in order to form a corporation under Minnesota Statutes, Chapter 317A, hereby adopts the following Articles of Incorporation:

**ARTICLE I.**

The name of the corporation is Itasca Curling Association, Inc.

**ARTICLE II.**

The location of the registered office and agent of this corporation shall be Ramona Sjostrand, 902 Hale Lake Pointe Road, Grand Rapids, MN 55744.

**ARTICLE III.**

The name and address of the incorporator of this corporation is Ramona Sjostrand, 27524 South Bay Lane, Cohasset, MN 55721.

**ARTICLE IV.**

The period of duration of corporate existence of this corporation shall be perpetual.

**ARTICLE V.**

This corporation shall have no corporate stock.

**ARTICLE VI.**

This corporation is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or **corresponding** section of any future federal tax code.

**ARTICLE VII.**

This corporation shall not afford pecuniary gain, incidentally or otherwise, to its members and there shall be no personal liability of members for corporate obligations.

**ARTICLE VIII.**

The number of directors constituting the first Board of Directors shall be ~~Six~~<sup>11</sup> and the tenure in office of such first Board of Directors shall be one (1) year or until successors are elected and qualified. The name and address of each such first director is:

1. Ramona Sjostrand – 27524 South Bay Lane, Cohasset, MN 55721;
2. Amber Heinle – 2830 River Road, Grand Rapids, MN 55744;
3. Andy Arola – 33828 Indian Drive, Grand Rapids, MN 55744;
4. Michael Carson – 920 NW 3<sup>rd</sup> Ave, Grand Rapids, MN 55744;
5. Cheryl Wulff – 303 SE 10<sup>th</sup> Street, Grand Rapids, MN 55744;
6. Paul Bignall – 1520 NW 20<sup>th</sup> Street, Grand Rapids, MN 55744;
7. Sawyer Scherer – 15299 River Road, Grand Rapids, MN 55744;
8. Timothy Oxborough – 20150 Sugar Brook Lane, Cohasset, MN 55721;
9. Maggie Rothstein – 38151 Little Moose Lake Road, Deer River, MN 56636;
10. Clarissa Spicer – 29851 State Highway 38, Grand Rapids, MN 55744; and
11. Joe Kaczor – 23645 Hitchcook Road, Cohasset, MN 55721.

**ARTICLE IX.**

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be

authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) or Section 501 (c) (6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law).

#### ARTICLE X.

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation, in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law) as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the corporation is then located, **exclusively for such purpose**



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** November 22, 2021  
**AGENDA ITEM:** Consider appointments to Boards & Commissions  
**PREPARED BY:** Kimberly Gibeau

---

### **BACKGROUND:**

Several boards and commissions have vacancies and expirations in December 2021 and March 2022. Library Board and Economic Development Authority have applicants that were interviewed by Council members.

### **REQUESTED COUNCIL ACTION:**

Make a motion to appoint members to fill unexpired vacancy on GREDA, term to expire March 1, 2025 and three terms on the Library Board, expiring December 31, 2024.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 12-6-2021

**AGENDA ITEM:** Consider approving an amendment to the retirement benefit level of the Grand Rapids Fire Department Relief Association Bylaws

**PREPARED BY:** Travis Cole

---

### **BACKGROUND:**

The Grand Rapids Fire Department Relief Association account is 160% funded based upon the State Auditor's Schedule I and II SC19 form. The Relief Association Board is requesting that a benefit level increase be made in the amount of \$1,000.00 dollars. This increase will reallocate assets of the fund and maintain a health funding level of 142%. This level fulfills the State Auditors Requirements and is above the recommended minimum funding level of the Relief Association financial investment firm Par McKnight.

### **REQUESTED COUNCIL ACTION:**

Make a motion approving an amendment to the retirement benefit level of the Grand Rapids Fire Department Relief Association Bylaws to \$6500.00 per year of service.





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** December 6, 2021

**AGENDA ITEM:** Conduct a Public Hearing on 2021 Levy Payable in 2022 and 2022 budget at 7:00 p.m.as stated in the Truth in Taxation Statements

**PREPARED BY:** Barb Baird

---

**BACKGROUND:**

Discuss the 2021 Levy Payable in 2022 and 2022 proposed budget at 7:00 p.m. as stated in the Truth in Taxation Statements. Public input will be taken after the presentation.

**REQUESTED COUNCIL ACTION:**

Conduct a Public Hearing 2021 Levy Payable in 2022 and 2022 Budgets at 7:00 p.m. as stated in the Truth in Taxation Statements.

**CITY OF GRAND RAPIDS  
ADMINISTRATION DEPARTMENT**

Item 14.

**ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGETS**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	300,326	361,570	361,733	374,396	408,132	358,528	397,241
Salary-Overtime	-	510	39	1,565	-	1,411	-
Salary-Parttime	14,594	16,591	8,662	27,738	-	-	-
Contracted Services	-	140	5,176	-	-	-	-
Election Judges	100	10,682	-	12,543	-	-	14,000
PERA	23,504	28,239	27,782	30,181	30,610	26,817	29,793
FICA	18,439	22,928	22,293	24,347	25,304	21,626	24,629
Medicare	4,312	5,362	5,214	5,694	5,918	5,058	5,760
Health Insurance	55,741	61,059	62,320	66,331	80,996	68,617	71,284
Life Insurance	722	722	722	830	701	936	692
Dental Insurance	688	-	-	-	-	-	-
Unemployment	-	-	-	-	-	-	-
Workers Compensation	1,491	1,468	1,864	1,821	2,000	2,095	2,200
<b>TOTAL PERSONNEL</b>	<b>419,917</b>	<b>509,271</b>	<b>495,805</b>	<b>545,446</b>	<b>553,661</b>	<b>485,088</b>	<b>545,600</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	1,453	913	371	1,170	1,500	1,116	1,200
Copy Supplies	84	258	99	111	150	-	150
Computer Supplies	51	713	-	-	500	-	-
Computer Software	-	-	-	-	-	-	-
Training Supplies	-	-	611	-	-	-	-
Assets between \$700-\$4,999	-	-	-	-	-	-	-
Inventorial Supplies	89	6,817	229	346	2,000	1,255	500
Operating Supplies	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES/MATERIALS</b>	<b>1,678</b>	<b>8,701</b>	<b>1,310</b>	<b>1,627</b>	<b>4,150</b>	<b>2,371</b>	<b>1,850</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	3,250	385	28,434	28,293	30,000	37,578	30,000
Elections	-	8,049	-	18,303	-	22	14,000
Legal	-	-	-	3,404	-	24,429	-
Legal-Employment Negotiatio	19,623	11,589	9,541	7,550	8,000	15,844	10,000
Recording Fees	-	-	-	-	-	-	-
Municipal Code Update	5,281	3,317	1,855	2,722	5,000	10,320	5,000
Telephone	2,348	2,399	632	-	-	-	-
Postage/Freight	431	859	1,097	526	1,000	204	750
Prof Administrator Expense	-	-	-	-	-	-	-
Seminar/Meetings/Schools	4,005	3,237	3,612	1,791	6,500	86	4,000
Staff Training	-	-	859	24	5,000	2,565	2,000
Auto Mileage	-	-	-	-	-	-	-
Publishing & Advertising	6,653	3,717	5,698	1,170	5,356	1,586	3,000
City Newsletter	-	-	-	-	-	-	-
General Insurance	1,137	2,073	1,092	1,319	2,000	1,551	1,500
Maintenance Contracts	1,237	1,772	1,189	1,230	-	-	-
Miscellaneous	255	50	-	-	-	46	-
Dues & Subscriptions	580	797	1,466	904	2,000	1,341	2,000
Copy Machine Lease	1,944	-	-	-	2,500	-	-
<b>TOTAL OTHER CHARGES/SER</b>	<b>46,745</b>	<b>38,244</b>	<b>55,475</b>	<b>67,236</b>	<b>67,356</b>	<b>95,571</b>	<b>72,250</b>
<b>GRAND TOTAL</b>	<b>468,339</b>	<b>556,216</b>	<b>552,590</b>	<b>614,309</b>	<b>625,167</b>	<b>583,030</b>	<b>619,700</b>

**CITY OF GRAND RAPIDS  
BUILDING SAFETY DIVISION**

Item 14.

**ACTUAL 2017 - 2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	ACTUAL YTD 11/30/2021	Proposed 2022 Budget
<b>EXPENDITURES:</b>							
<b>PERSONNEL</b>							
Salary-Fulltime	90,838	71,709	63,286	97,996	120,128	133,022	231,402
Salary-Overtime	76	228	395	204	1,000	197	1,000
Salary-Parttime	20,054	25,150	17,435	-	-	-	-
PERA	6,779	5,301	4,703	7,221	8,967	9,991	17,313
FICA	6,590	5,945	4,923	5,702	7,510	7,641	14,409
Medicare	1,541	1,390	1,151	1,333	1,756	1,787	3,370
Health Insurance	25,469	27,725	29,224	32,170	48,559	45,300	77,694
Life Insurance	31	31	38	68	62	96	103
Dental Insurance	-	-	-	-	-	-	-
Healthcare Savings	1,260	1,320	1,890	3,387	-	3,524	-
Workers Compensation	3,884	3,589	5,796	7,161	6,182	9,500	10,110
<b>TOTAL PERSONNEL</b>	<b>156,523</b>	<b>142,388</b>	<b>128,841</b>	<b>155,242</b>	<b>194,164</b>	<b>211,057</b>	<b>355,401</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Assets between \$700-\$4,999	-	1,920	3,246	1,661	-	-	-
Inventorial Supplies	237	4,400	1,003	1,268	4,000	180	4,000
Operating Supplies	230	694	265	2,018	1,000	2,423	1,000
Motor Fuels	2,159	2,212	2,142	1,694	1,800	2,187	1,800
Maintenance Supplies	5,095	5,038	4,831	2,844	4,500	1,518	4,500
Uniforms/Clothing/Safety	200	243	949	544	200	375	200
Small Tools	1,647	852	1,565	1,236	800	1,128	800
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>9,569</b>	<b>15,359</b>	<b>14,001</b>	<b>11,265</b>	<b>12,300</b>	<b>7,811</b>	<b>12,300</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	2,595	-	1,951	93	600	-	600
Legal	-	-	-	-	200	-	200
Exterminator Service	789	814	814	814	800	839	800
Janitorial Service	3,590	576	1,392	1,778	1,500	725	1,500
Telephone	3,499	3,574	914	-	-	-	-
Postage/Freight	2	-	-	-	-	-	-
Seminar/Meetings/Schools	1,698	700	10	-	1,000	676	1,000
Auto Mileage	835	850	528	-	800	-	800
Auto License	-	32	-	19	-	-	-
Publishing & Advertising	-	-	458	-	-	-	-
General Insurance	5,789	6,203	6,984	6,237	7,000	7,172	7,000
Electricity	20,876	18,967	18,460	19,335	23,000	19,248	23,000
Garbage Removal	1,260	1,548	1,421	1,242	3,000	1,425	2,000
Heat	5,907	6,238	6,164	5,474	11,000	4,891	8,000
Maintenance Contracts	13,477	13,891	14,106	10,556	15,000	7,366	15,000
Building Maintenance/Repair	19,874	16,452	7,035	25,282	14,000	25,768	14,000
Vehicle Maintenance/Repairs	934	293	1,312	1,585	1,000	83	1,000
General Eqpt Maint./Repairs	287	76	34	389	2,000	70	2,000
Miscellaneous	-	-	474	-	-	-	-
Dues/Subscriptions/License f	110	260	1,489	2,968	3,700	2,968	3,700
<b>TOTAL OTHER CHARGES &amp; SEI</b>	<b>81,521</b>	<b>70,474</b>	<b>63,546</b>	<b>75,772</b>	<b>84,600</b>	<b>71,230</b>	<b>80,600</b>
<b>TOTAL EXPENDITURES</b>	<b>247,612</b>	<b>228,221</b>	<b>206,388</b>	<b>242,279</b>	<b>291,064</b>	<b>290,099</b>	<b>448,301</b>

**CITY OF GRAND RAPIDS  
COMMUNITY DEVELOPMENT DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	302,816	332,929	355,294	342,360	348,456	308,147	367,382
Salary-Fulltime/Overtime	142	-	77	79	3,000	20	3,000
Salary-Parttime	-	-	-	-	-	-	-
PERA	22,498	24,364	26,517	25,588	26,359	23,004	27,778
FICA	17,065	19,421	21,029	20,460	21,790	18,463	22,964
Medicare	3,991	4,542	4,918	4,785	5,096	4,318	5,371
Health Insurance	68,527	75,579	76,614	81,942	88,378	76,192	88,377
Life Insurance	112	112	112	87	87	160	92
Dental Insurance	1,375	-	-	-	-	-	-
Unemployment	-	-	-	-	-	-	-
Workers Compensation	1,293	1,081	1,566	1,458	1,700	1,521	1,700
<b>TOTAL PERSONNEL</b>	<b>417,820</b>	<b>458,028</b>	<b>486,127</b>	<b>476,759</b>	<b>494,866</b>	<b>431,824</b>	<b>516,663</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	916	409	382	226	800	538	700
Copy Supplies	131	147	134	183	300	-	300
Printing & Binding	544	403	255	1,330	400	-	500
Computer Supplies	-	-	148	-	500	-	300
Assets between \$700-\$4,999	2,700	-	-	-	-	-	-
Inventorial Supplies	1,695	913	713	3,395	2,000	-	2,000
Motor Fuels	838	941	1,358	993	1,500	1,419	1,500
Uniforms/Clothing/Safety	-	390	337	110	500	119	500
Other Supplies/Materials	-	197	120	-	200	1,222	300
<b>TOTAL SUPPLIES/MATERIALS</b>	<b>6,824</b>	<b>3,400</b>	<b>3,447</b>	<b>6,237</b>	<b>6,200</b>	<b>3,298</b>	<b>6,100</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	3,250	-	4,455	6,022	4,500	-	4,500
Legal	2,415	1,957	2,320	5,069	3,000	80	3,000
Telephone	3,868	4,695	879	-	-	-	-
Postage/Freight	513	197	180	6	500	11	500
Seminar/Meetings/Schools	7,059	6,109	8,331	5,588	8,500	1,690	8,500
Board Member Training	-	-	-	-	300	-	300
Auto Mileage	-	-	-	-	-	-	-
Auto Licenses	52	32	-	58	200	-	200
Publishing & Advertising	753	754	1,025	1,282	1,100	733	1,200
General Insurance	15,352	14,352	11,398	11,913	13,000	12,518	12,500
Maintenance Contracts	3,460	2,334	3,165	1,929	3,300	1,882	3,000
Computer Maint/Upgrades	438	1,213	-	-	400	-	400
Vehicle Maint/Repairs	496	442	670	43	500	-	500
Equipment Rental	1,442	-	-	-	-	-	-
Miscellaneous	401	117	279	138	500	3,841	800
Dues & Subscriptions	620	929	799	638	1,000	473	800
<b>TOTAL OTHER CHARGES/SERV</b>	<b>40,117</b>	<b>33,131</b>	<b>33,501</b>	<b>32,686</b>	<b>36,800</b>	<b>21,228</b>	<b>36,200</b>
<b>CAPITAL OUTLAY</b>							
Eqpt/Machinery/Furn/Fix	-	-	29,879	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>464,760</b>	<b>494,559</b>	<b>552,954</b>	<b>515,682</b>	<b>537,866</b>	<b>456,350</b>	<b>558,963</b>

**CITY OF GRAND RAPIDS  
COUNCIL  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	42,240	42,240	42,240	42,240	42,240	38,720	42,240
PERA	1,584	1,584	1,584	1,584	1,584	1,573	1,716
FICA	655	655	655	655	655	450	491
Medicare	612	612	612	613	612	561	612
Life Insurance	89	94	99	103	123	99	129
Workers Compensation	57	51	66	67	80	72	80
<b>TOTAL PERSONNEL</b>	<b>45,238</b>	<b>45,236</b>	<b>45,256</b>	<b>45,262</b>	<b>45,294</b>	<b>41,476</b>	<b>45,269</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	-	-	65	-	-	259	-
Copy Supplies	59	147	80	24	-	-	-
Inventorial Supplies	-	-	24	-	-	-	-
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>59</b>	<b>147</b>	<b>169</b>	<b>24</b>	<b>-</b>	<b>259</b>	<b>-</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Community Celebrations	3,500	-	16,500	6,000	6,000	16,500	41,000
Legal	-	-	-	-	-	-	-
Telephone	785	765	153	-	-	-	-
Postage/Freight	-	-	-	-	-	-	-
Seminar/Meetings/Schools	2,313	2,683	4,085	3,149	4,500	1,291	4,000
Publishing & Advertising	-	-	-	-	-	-	-
General Insurance	2,973	2,243	2,218	2,378	2,400	2,805	2,400
Maintenance Contracts	799	935	916	244	-	-	-
Gen'l Equipment Maint/Rprs	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Dues & Subscriptions	30,980	31,302	30,710	31,587	35,000	31,920	32,000
Truth in Taxation	922	896	1,054	1,156	1,100	-	1,100
Volunteer Recognition	144	1,591	76	-	1,000	-	1,000
<b>TOTAL OTHER CHARGES &amp; SERV</b>	<b>42,417</b>	<b>40,416</b>	<b>55,712</b>	<b>44,514</b>	<b>50,000</b>	<b>52,516</b>	<b>81,500</b>
<b>TOTAL EXPENDITURES</b>	<b>87,714</b>	<b>85,799</b>	<b>101,137</b>	<b>89,800</b>	<b>95,294</b>	<b>94,251</b>	<b>126,769</b>

4

**CITY OF GRAND RAPIDS  
FINANCE DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	319,285	334,400	340,031	362,746	363,738	319,208	372,932
Salary-Overtime	-	-	-	115	-	-	-
PERA	23,856	24,807	25,461	26,708	27,280	23,713	27,970
FICA	18,777	19,940	20,415	21,510	22,552	19,092	23,122
Medicare	4,391	4,663	4,774	5,030	5,274	4,465	5,408
Health Insurance	68,590	82,840	85,848	88,843	97,117	83,985	97,117
Life Insurance	123	123	123	118	123	144	129
Dental Insurance	688	-	-	-	-	-	-
Vision Insurance	-	-	-	-	-	-	-
Unemployment	-	-	-	-	-	-	-
Workers Compensation	1,666	1,561	2,018	1,769	2,200	2,244	2,200
<b>TOTAL PERSONNEL</b>	<b>437,375</b>	<b>468,334</b>	<b>478,670</b>	<b>506,839</b>	<b>518,284</b>	<b>452,850</b>	<b>528,877</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	339	299	570	986	600	304	500
Copy Supplies	167	423	201	257	450	-	450
Printing/Binding	201	205	210	193	300	192	250
Computer Supplies	1,318	1,502	1,376	2,115	1,600	1,489	1,700
Assets between \$700-\$4,999	-	2,837	-	-	-	-	-
Inventorial Supplies	250	-	106	110	500	-	400
<b>TOTAL SUPPLIES &amp; MATERIAL</b>	<b>2,275</b>	<b>5,266</b>	<b>2,463</b>	<b>3,661</b>	<b>3,450</b>	<b>1,985</b>	<b>3,300</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	5,825	1,375	7,710	2,370	7,700	4,810	4,500
Auditing/Accounting	31,312	32,426	32,684	31,664	34,500	31,739	34,500
Legal	-	-	80	-	200	-	200
Telephone	851	700	184	-	-	-	-
Postage/Freight	1,245	1,334	1,346	1,554	2,000	-	2,000
Seminar/Meetings/Schools	1,622	1,975	3,258	170	3,000	1,009	2,500
Publishing & Advertising	829	849	954	1,071	1,000	929	1,000
General Insurance	1,328	1,235	1,251	1,419	1,400	1,562	1,400
Maintenance Contracts	4,495	5,022	4,756	5,274	4,500	3,767	5,400
Miscellaneous	-	-	-	40	-	-	-
Dues & Subscriptions	1,287	1,485	1,393	1,473	1,465	1,517	1,475
<b>TOTAL OTHER CHARGES &amp; SE</b>	<b>48,793</b>	<b>46,401</b>	<b>53,616</b>	<b>45,035</b>	<b>55,765</b>	<b>45,333</b>	<b>52,975</b>
<b>CAPITAL OUTLAY</b>							
Computer Equipment	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>488,443</b>	<b>520,001</b>	<b>534,749</b>	<b>555,535</b>	<b>577,499</b>	<b>500,169</b>	<b>585,152</b>

**CITY OF GRAND RAPIDS  
FIRE DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	54,624	57,329	57,545	114,267	130,522	117,507	127,678
Salary-Fulltime OT	-	-	-	-	-	-	-
Salary-Parttime	136,969	117,128	152,808	156,405	159,575	132,240	163,955
Salary-Parttime/Overtime	18,855	13,961	13,364	13,370	15,000	18,275	15,000
FICA	13,071	11,683	13,871	13,401	13,602	12,320	13,943
PERA	-	-	-	12,088	15,171	12,270	14,469
Fire Pension-St of MN	129,622	129,511	133,658	137,585	126,000	143,391	130,000
Fire Relief-City contribution	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Medicare	3,058	2,733	3,244	4,108	4,424	3,873	4,446
Health Insurance	-	-	-	13,743	19,423	16,797	19,423
Life Insurance	662	654	629	617	764	588	800
Unemployment	-	-	-	801	-	-	-
Workers Compensation	28,569	25,845	30,335	30,661	31,300	29,930	31,300
<b>TOTAL PERSONNEL</b>	<b>390,429</b>	<b>363,844</b>	<b>410,454</b>	<b>502,046</b>	<b>520,781</b>	<b>492,191</b>	<b>526,014</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	-	914	495	504	500	-	500
Copy Supplies	125	610	17	5	200	-	200
Computer Supplies	-	59	-	-	500	-	500
Training Supplies	311	311	417	657	500	309	500
Assets between \$700-\$4,999	5,212	8,993	3,410	10,349	9,000	1,200	9,000
Inventorial Supplies	16,521	11,554	7,687	7,880	8,000	1,126	8,000
Operating Supplies	10,581	6,202	8,225	2,182	9,000	4,781	9,000
Motor Fuels	5,962	6,500	7,244	5,413	7,500	10,019	7,500
Lubricants	61	568	-	74	400	8	400
Uniforms/Clothing/Safety	21,403	30,458	15,379	18,232	20,000	19,608	20,000
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>60,176</b>	<b>66,169</b>	<b>42,874</b>	<b>45,296</b>	<b>55,600</b>	<b>37,050</b>	<b>55,600</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	-	-	-	-	1,000	-	1,000
Physicals	1,929	5,379	2,247	4,724	2,500	1,050	2,500
Legal	-	-	-	-	-	-	-
Janitorial	-	-	-	-	600	-	600
Telephone	1,453	1,425	694	-	-	-	-
Postage/Freight	205	177	115	56	300	-	300
Seminar/Meetings/Schools	10,310	9,079	23,785	5,913	20,000	9,561	15,000
Community Education/Promo	4,194	4,794	3,755	340	5,000	5,066	5,000
Auto Mileage-Inspector	-	-	-	-	-	-	-
Auto Licenses	-	-	-	-	-	-	-
Publishing & Advertising	948	987	2,046	692	650	69	650
General Insurance	14,512	9,556	8,964	9,669	17,000	14,388	17,000
Electricity	5,322	5,071	5,877	5,764	5,000	8,403	5,000
Garbage Removal	1,359	1,199	1,491	1,198	1,200	1,285	1,200
Heat-Natural Gas	3,544	3,845	3,592	2,797	4,500	2,146	4,500
Maintenance Contracts	805	900	718	586	500	-	500
Building Maint/Repairs	4,171	4,183	7,260	6,177	9,000	4,623	4,000
Radio Maint/Repair	-	-	110	-	1,000	-	1,000
Vehicle Maint/Repair-Car #118	675	622	1,038	1,327	1,000	1,839	1,000
Air Trailer Repairs & Maintenance	-	23	-	645	500	1,038	500
Vehicle Maint/Repair-Eng #115	601	1,514	841	1,277	4,000	4,571	4,000
Vehicle Maint/Repair-Pickup #117	117	-	-	-	300	107	300
Vehicle Maint/Repair-Ladder #119	8,546	4,549	12,833	13,494	8,000	6,435	8,000
Vehicle Maint/Repair-Rescue #114	6,836	13,857	15,753	7,118	6,000	13,555	6,000
Vehicle Maint/Repair-Engine #116	2,540	1,892	1,789	4,191	5,000	385	5,000
Vehicle Maint/Repair-Engine #113	2,598	2,520	1,053	3,391	3,000	3,442	3,000
Vehicle Maint/Repair-Engine #111	6,154	4,931	4,795	2,517	5,000	6,230	5,000
Gen Equip Maint/Repair & SCBA Ser	3,970	7,323	7,065	7,220	6,000	4,679	6,000
Miscellaneous	-	-	-	-	-	-	-
Dues & Subscriptions	1,431	1,868	1,295	1,717	2,000	1,394	2,000
Copier lease	-	-	246	1,049	-	982	-

**CITY OF GRAND RAPIDS  
FIRE DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
Depreciation	100,000	125,000	125,000	150,000	150,000	-	125,000
Radio Depreciation	5,414	5,369	5,369	5,369	8,414	8,811	8,414
TOTAL OTHER CHARGES & SERV	187,634	216,063	237,731	237,231	267,464	100,059	232,464
<b>CAPITAL OUTLAY</b>							
Equip/Mach/Furn/Fix	-	23,170	-	-	-	-	-
TOTAL CAPITAL OUTLAY							
<b>TOTAL EXPENDITURES</b>	<b>638,240</b>	<b>669,246</b>	<b>691,059</b>	<b>784,573</b>	<b>843,845</b>	<b>629,300</b>	<b>814,078</b>



**CITY OF GRAND RAPIDS  
Fleet Maintenance**

**Actual 2017-2020 Expenditures, 2021 Budget, Year To Date Totals, Proposed 2022 Budget**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	YTD ACTUAL 11/30/2021	PROPOSED 2022 BUDGET
<b>EXPENDITURES:</b>							
<i><b>Personnel</b></i>							
Salary-Fulltime	137,139	135,807	135,989	139,846	142,774	119,841	143,542
Salary-Overtime	1,074	1,638	3,774	4,265	1,000	1,619	1,000
PERA	10,272	10,065	10,388	10,705	10,689	8,671	10,747
FICA	8,520	8,379	8,404	8,551	8,914	7,075	8,962
Medicare	1,993	1,960	1,966	2,000	2,085	1,655	2,096
Health Insurance	27,840	29,480	29,760	30,260	38,847	27,585	38,847
Life Insurance	49	49	49	49	49	47	52
Healthcare Savings	3,360	3,520	5,040	5,888	-	4,482	
Workers Compensation	3,230	3,018	3,720	4,035	4,000	5,506	5,033
<b>TOTAL PERSONNEL</b>	<b>193,478</b>	<b>193,916</b>	<b>199,090</b>	<b>205,599</b>	<b>208,358</b>	<b>176,481</b>	<b>210,278</b>
<i><b>Supplies &amp; Materials</b></i>							
Office Supplies	137	21	181	-	500	91	500
Assets Between \$700-\$4999	-	-	2,967	800	4,000	-	4,000
Operating Supplies	6,815	5,830	6,908	3,870	6,800	2,933	6,800
Motor Fuel	1,954	815	794	435	2,200	580	2,200
Lubricants	4,746	6,895	6,295	6,469	6,800	4,869	6,800
Uniforms/Clothing	955	1,049	958	1,045	1,000	1,019	1,000
Small Tools	3,964	5,446	3,958	1,527	4,500	3,634	4,500
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>18,571</b>	<b>20,056</b>	<b>22,061</b>	<b>14,146</b>	<b>25,800</b>	<b>13,125</b>	<b>25,800</b>
<i><b>Other Charges &amp; Services</b></i>							
Seminars/Mtgs/School	1,848	1,356	3,244	1,519	2,500	1,628	2,500
General Insurance	618	560	535	609	700	726	700
Electricity	13,003	13,578	14,950	13,344	13,500	7,561	13,500
Hazardous Waste Disposal	1,393	1,663	1,630	2,351	1,700	1,564	1,700
Vehicle Equip Maint/Repair	16,279	9,017	4,690	4,018	22,000	3,516	22,000
Dues & Subscriptions	3,876	3,940	2,368	4,000	4,000	2,302	4,000
<b>TOTAL OTHER CHGS &amp; SERVICES</b>	<b>37,017</b>	<b>30,114</b>	<b>27,417</b>	<b>25,841</b>	<b>44,400</b>	<b>17,297</b>	<b>44,400</b>
<b>TOTAL EXPENDITURES</b>	<b>249,066</b>	<b>244,086</b>	<b>248,568</b>	<b>245,586</b>	<b>278,558</b>	<b>206,903</b>	<b>280,478</b>

**CITY OF GRAND RAPIDS  
INFORMATION TECHNOLOGY DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	137,728	141,683	149,068	155,230	156,854	149,242	176,750
Salary-Fulltime Overtime	1,129	966	991	1,853	500	960	-
PERA	10,318	10,601	11,141	11,649	11,802	11,197	13,256
FICA	8,315	8,596	9,049	9,468	9,756	9,067	10,959
Medicare	1,945	2,011	2,116	2,214	2,282	2,121	2,563
Health Insurance	6,761	33,340	33,648	36,148	38,847	33,594	38,847
Life Insurance	49	49	49	49	49	61	52
Dental Insurance	344	-	-	-	-	-	-
Workers Compensation	579	478	624	646	700	656	750
<b>TOTAL PERSONNEL</b>	<b>167,168</b>	<b>197,724</b>	<b>206,686</b>	<b>217,257</b>	<b>220,790</b>	<b>206,897</b>	<b>243,176</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	358	121	129	75	400	167	300
Copy Supplies	3	9	4	10	50	-	50
Computer Supplies	53	163	-	482	200	-	200
Assets between \$700-\$4,999	13,954	12,020	12,286	4,946	10,000	9,601	7,000
Inventorial Supplies	-	-	60	-	-	-	-
Maint Tools/Supplies	75	451	1,401	591	1,000	819	800
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>14,444</b>	<b>12,764</b>	<b>13,880</b>	<b>6,104</b>	<b>11,650</b>	<b>10,586</b>	<b>8,350</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Service/Web Page	2,147	14,112	3,966	3,994	8,800	4,166	9,000
Legal	-	-	-	-	-	-	-
Telephone	2,563	2,447	504	-	-	-	-
Postage	-	-	16	-	50	-	50
Seminar/Meetings/Schools	-	2,116	-	4,804	4,500	-	4,500
Auto Mileage	-	-	-	273	600	289	-
General Insurance	572	690	694	781	-	1,221	1,310
Garbage Disposal	-	530	100	-	500	139	300
Dept Maintenance Contracts	493	59	50	96	-	-	-
System Maintenance Contracts	15,031	19,819	20,101	25,396	27,000	28,666	39,000
Telephone System Maint/Repair	-	686	-	-	1,000	-	800
Datacenter Maint/Repairs	22,254	3,157	3,283	4,887	7,000	3,951	7,000
Network Internet Services	6,818	6,235	6,356	6,910	11,500	8,399	14,400
Equipment Maint/Repairs	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Dues/Subscriptions/License Fee	50	55	55	60	55	55	55
<b>TOTAL OTHER CHARGES &amp; SERV</b>	<b>49,926</b>	<b>49,906</b>	<b>35,125</b>	<b>47,201</b>	<b>61,005</b>	<b>46,886</b>	<b>76,415</b>
<b>CAPITAL OUTLAY</b>							
Computer Equipment	-	-	7,995	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>7,995</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>231,538</b>	<b>260,394</b>	<b>263,686</b>	<b>270,562</b>	<b>293,445</b>	<b>264,370</b>	<b>327,941</b>
1010100001450 Cmptr Rplcmnt		17,851	15,807	13,533	15,000		8,000
1010100002027 City Wide Maint		5,633	7,194	4,525	7,000		7,000
1010100004000 Maint Contracts		50,701	55,663	73,972	87,000		89,000

**CITY OF GRAND RAPIDS  
POLICE DEPARTMENT**

Item 14.

**ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	1,487,227	1,595,059	1,623,522	1,585,034	1,634,254	1,323,766	1,691,222
Salary-Overtime	76,607	71,261	65,369	108,302	75,000	86,285	75,000
Salary-Overtime TZD Grant	13,913	12,342	6,201	4,204	40,000	4,673	40,000
Salary-Parttime	-	-	1,844	821	31,255	25,893	-
Contracted Services	2,782	10,625	5,674	-	4,000	1,810	4,000
PERA	8,408	8,810	9,435	9,837	10,509	9,044	10,029
FICA	6,859	7,259	7,700	8,033	8,688	7,377	8,290
Police Pension	221,241	233,866	249,076	257,767	270,259	221,364	295,184
Medicare	21,705	23,828	24,052	24,004	25,817	20,121	26,190
Health Insurance	256,424	385,728	394,153	396,441	426,035	360,159	437,027
Life Insurance	572	557	554	569	579	739	581
Dental Insurance	6,331	-	-	-	-	-	-
Unemployment	-	-	-	-	-	-	-
Workers Compensation	53,853	50,744	71,705	71,648	70,284	92,604	102,180
<b>TOTAL PERSONNEL</b>	<b>2,155,923</b>	<b>2,400,079</b>	<b>2,459,285</b>	<b>2,466,660</b>	<b>2,596,680</b>	<b>2,153,835</b>	<b>2,689,704</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	937	1,042	2,458	661	1,000	592	1,000
Copy Supplies	374	497	455	448	750	419	750
Printing & Binding	968	1,487	1,605	315	1,000	691	1,000
Computer Supplies	216	1,313	83	1,476	1,500	-	1,500
Assets between \$700-\$4,999	4,207	3,510	12,014	15,535	4,950	5,279	4,950
Inventorial Supplies	7,275	2,349	12,611	5,562	3,500	1,333	3,500
Operating Supplies	5,940	4,427	3,829	4,827	6,500	5,503	6,500
Motor Fuels	38,381	45,629	43,926	30,843	45,000	36,904	45,000
Lubricants	-	16	36	-	-	-	-
Police Reserves Supplies-Don:	1,950	2,684	2,931	626	3,000	3,162	3,000
Uniforms/Clothing/Safety	22,326	20,136	20,391	19,050	25,000	28,430	25,000
Ammunition	4,719	4,941	5,924	5,309	6,000	6,823	6,000
SWAT	5,851	4,896	5,720	2,163	6,000	540	6,000
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>93,144</b>	<b>92,927</b>	<b>111,983</b>	<b>86,815</b>	<b>104,200</b>	<b>89,676</b>	<b>104,200</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	1,478	1,485	25	-	-	45	-
Legal	2,265	3,798	1,201	2,096	2,000	560	2,000
Legal - Prosecutions	55,000	55,000	55,000	55,000	55,000	50,417	55,000
Telephone	27,216	27,467	7,804	50	-	881	-
Postage/Freight	1,317	774	1,099	876	500	357	500
Seminar/Meetings/Schools	31,882	19,685	19,683	12,912	30,000	22,354	25,000
Hiring Expense/Background	1,479	-	835	-	-	912	-
Subpeona Fees	141	-	-	-	500	-	500
Staff Training	-	-	-	-	-	-	-
Community Education/Promo	3,560	4,736	4,247	2,904	2,500	2,495	2,500
Auto Licenses	178	158	124	113	200	86	200
Post Brd License Fee Reimbur:	540	810	450	542	630	902	630
Publishing & Advertising	274	-	-	-	-	250	-
General Insurance	47,164	57,911	60,487	64,517	65,000	69,707	65,000
Electricity	-	-	-	-	-	950	-
Heat-Natural Gas	299	626	586	455	1,000	255	1,000
Maintenance Contracts	2,513	2,440	2,769	2,119	3,000	1,752	18,000
Building Maint/Repairs	94	129	560	342	2,000	904	1,000
Computer Maint/Sheriff Office	8,500	-	-	-	-	-	-
Radio Maint/Repair	-	336	95	-	500	-	500
Vehicle Maint/Repair	18,190	17,993	28,385	19,656	20,000	28,858	20,000
Gen Equip Maint/Repair	3,527	1,944	1,969	1,972	3,500	1,518	3,500
General Equipment	755	1,409	665	3,347	2,600	4,799	2,600
Miscellaneous	-	-	-	57	-	60	-
Dues & Subscriptions	1,889	1,986	1,668	1,924	2,050	2,056	-
Copier Lease	1,120	1,616	1,212	1,212	1,700	1,616	-

12/2/2021

10

**CITY OF GRAND RAPIDS  
POLICE DEPARTMENT**

Item 14.

**ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
Towing Charges	4,510	3,800	2,990	2,234	6,000	3,655	6,000
Out of Town Court Expenses	-	-	-	-	-	-	-
Radio Deprecation	15,654	15,500	13,538	15,500	16,390	16,649	16,390
<b>TOTAL OTHER CHARGES &amp; SEF</b>	<b>229,545</b>	<b>219,603</b>	<b>205,392</b>	<b>187,828</b>	<b>215,070</b>	<b>212,038</b>	<b>224,070</b>
<b>CAPITAL OUTLAY</b>							
Eqpt/Machinery/Furn/Fix	-	42,942	-	-	-	40,333	-
<b>TOTAL POLICE EXPENDITURES</b>	<b>2,478,612</b>	<b>2,755,551</b>	<b>2,776,660</b>	<b>2,741,303</b>	<b>2,915,950</b>	<b>2,495,882</b>	<b>3,017,974</b>
<b>GRAND ITASCA SECURITY PERSONNEL</b>							<b>REVISED 9/27/2021</b>
Salary-Fulltime	103,008	123,819	165,836	170,103	180,776	160,022	210,520
Salary-Overtime	4,829	2,320	9,344	19,524	-	15,687	-
Salary-Parttime	15,202	16,113	24,225	27,572	20,884	17,553	21,228
Salary-PT Overtime	-	298	494	129	-	-	-
PERA	8,088	9,451	14,077	14,161	15,125	14,041	17,381
FICA	7,295	8,667	11,948	13,275	12,503	11,579	14,368
Police Pension	-	21	-	-	-	686	-
Medicare	1,706	2,029	2,794	3,105	2,924	2,762	3,360
Health Insurance	32,607	50,010	63,090	69,492	80,148	67,188	77,695
Life Insurance	51	61	85	92	150	88	150
Dental Insurance	831	-	-	-	-	-	-
Unemployment	-	-	8	86	-	-	-
Workers Compensation	3,535	3,578	7,157	8,020	9,902	11,662	11,587
<b>TOTAL PERSONNEL</b>	<b>177,152</b>	<b>216,367</b>	<b>299,058</b>	<b>325,559</b>	<b>322,412</b>	<b>301,268</b>	<b>356,289</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	-	-	-	-	500	-	500
Copy Supplies	144	-	-	1	-	-	-
* Assets between \$700-\$4,999	1,402	1,474	-	862	1,000	525	1,000
Inventorial Supplies	-	-	-	-	800	-	800
Operating Supplies	2	306	10	-	800	-	500
Uniforms/Clothing/Safety	4,198	4,569	2,836	6,707	3,000	1,876	3,000
Taser Cartridges/Mace	-	-	-	-	-	-	300
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>5,746</b>	<b>6,349</b>	<b>2,846</b>	<b>7,570</b>	<b>6,100</b>	<b>2,401</b>	<b>6,100</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Administrative Costs/Prof Svcs	-	165	-	-	25,793	-	28,503
Supervisor Costs	-	-	-	-	-	-	-
Other Contracted Services	-	-	-	-	-	-	-
Professional Services	1,100	-	-	-	-	-	-
Legal	-	-	155	-	-	-	-
Telephone	-	-	-	-	-	-	-
Postage/Freight	5	7	9	12	-	-	-
Seminar/Meetings/Schools	-	111	658	-	-	-	-
Hiring Expense/Background	681	790	4,142	3,379	-	750	-
Staff Training	-	-	-	-	1,000	-	1,000
Publishing & Advertising	-	229	458	458	-	812	-
General Insurance	867	1,040	1,001	1,238	1,225	1,353	1,225
Maintenance Contracts	1	-	2	9	-	-	-
Radio Maintenance	-	-	1,225	-	-	-	-
<b>TOTAL OTHER CHARGES &amp; SEF</b>	<b>2,655</b>	<b>2,342</b>	<b>7,650</b>	<b>5,096</b>	<b>28,018</b>	<b>2,915</b>	<b>30,728</b>
<b>TOTAL SECURITY EXPENDITURE</b>	<b>185,553</b>	<b>225,058</b>	<b>309,554</b>	<b>338,225</b>	<b>356,530</b>	<b>306,584</b>	<b>393,117</b>
<b>TOTAL POLICE/SECURITY EXPEN</b>	<b>2,664,165</b>	<b>2,980,609</b>	<b>3,086,214</b>	<b>3,079,528</b>	<b>3,272,480</b>	<b>2,802,466</b>	<b>3,411,091</b>

**CITY OF GRAND RAPIDS  
PUBLIC WORKS/ENGINEERING DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	641,636	687,312	715,186	800,646	775,188	738,309	736,698
Salary-Overtime	8,099	9,363	12,726	25,593	18,000	13,210	22,000
Salary-Parttime	110,083	113,965	132,729	72,190	92,000	109,944	92,000
Salary-Parttime/Overtime	4,539	6,149	8,169	3,649	4,750	3,863	4,750
PERA	50,143	52,976	55,531	62,451	59,577	56,910	57,090
FICA	46,186	49,472	52,073	53,687	54,820	51,066	52,681
Medicare	10,799	11,567	12,175	12,555	12,821	11,941	12,321
Health Insurance	163,844	151,678	170,211	216,929	230,556	207,945	233,002
Life Insurance	295	226	248	293	292	335	319
Dental Insurance	688	-	-	-	-	-	-
HealthCare Savings	12,096	9,018	14,270	22,083	-	19,377	-
Unemployment	7,493	6,311	5,685	11,982	7,510	-	7,510
Workers Compensation	34,369	24,507	29,275	41,337	26,211	48,682	49,755
<b>TOTAL PERSONNEL</b>	<b>1,090,271</b>	<b>1,122,545</b>	<b>1,208,278</b>	<b>1,323,395</b>	<b>1,281,725</b>	<b>1,261,583</b>	<b>1,268,126</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	1,009	136	513	375	800	323	800
Copy Supplies	475	553	519	83	1,200	327	1,200
Printing/Binding	47	58	121	-	100	-	100
Computer Supplies	1,559	32	1,583	-	1,500	67	1,500
Assets between \$700-\$4,999	-	-	6,058	5,430	9,500	5,049	6,000
Inventorial Supplies	-	470	393	804	400	881	400
Operating Supplies	905	231	1,128	554	2,500	463	1,300
Motor Fuels	36,073	44,717	46,263	30,018	45,000	32,293	45,000
Lubricants	121	755	127	2,782	1,000	881	1,000
Maintenance Tools/Sup	1,020	1,211	1,516	1,673	1,500	5,223	1,500
Building Maint Supplies	801	195	1,600	515	1,000	52	1,000
Chemicals	590	525	830	346	800	358	800
Uniforms/Clothing/Safety	3,361	3,818	5,692	6,039	4,200	8,437	4,200
Tires/Cutting Edges	-	-	-	-	-	-	-
Sign Repair Materials	16,863	13,595	18,502	13,856	15,000	7,707	15,000
Bituminous/Pot hole patching	25,059	44,661	23,018	66,805	38,000	73,196	45,000
Concrete	304	789	108	-	1,000	73	1,000
Granular/Riprap/Dirt	18,252	2,839	4,806	11,039	6,000	637	6,000
Small Tools	1,605	2,445	1,662	1,605	1,500	2,433	1,500
Sand/Salt	51,840	46,251	54,757	50,027	50,000	19,610	55,000
Turf Rehab	-	-	-	-	-	-	-
Liquid De-Icer	27,945	27,642	37,882	26,644	28,000	10,668	30,000
Grounds Maint/Supplies	27,796	29,266	27,717	53,304	30,000	56,654	35,000
<b>TOTAL SUPPLIES/ MATERIALS</b>	<b>215,625</b>	<b>220,191</b>	<b>234,795</b>	<b>271,899</b>	<b>239,000</b>	<b>225,330</b>	<b>253,300</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	13,928	-	1,313	159	10,000	2,986	10,000
Engineering Fees	-	26,054	7,975	15,648	8,000	9,323	8,000
Legal	-	60	-	543	2,000	2,512	2,000
Other Contracted Services	104,886	69,934	102,202	74,860	80,000	184,398	85,000
PUC Telephone Chgs	7,907	7,846	2,194	599	-	579	-
S/W Trip Haz Repairs	6,840	23,817	6,393	4,154	7,500	15,760	10,000
Postage/Freight	562	528	466	350	1,600	-	1,600
Seminar/Meetings/Schools	10,891	9,706	8,678	2,668	11,000	1,937	11,000
Auto Mileage	464	842	1,507	1,127	1,500	980	1,500
Auto Licenses	-	608	-	740	500	-	500
Publishing & Advertising	626	795	1,113	117	700	1,446	700
General Insurance	30,821	20,414	20,836	28,592	29,500	33,117	29,500
Electricity	32,701	35,066	36,483	32,314	35,000	31,201	35,000
Water	3,417	2,677	6,884	8,768	6,000	12,118	6,000
Heat-LP Gas	-	-	-	-	-	-	-
Garbage Removal	10,764	17,924	15,078	16,221	15,000	13,158	16,000
Heat-Natural Gas	1,922	856	987	867	1,000	486	1,000
Maintenance Contracts	7,795	3,139	3,252	6,448	3,500	2,400	3,500

12

**CITY OF GRAND RAPIDS  
PUBLIC WORKS/ENGINEERING DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
Computer Maint/Upgrades	6,438	2,913	-	-	-	-	-
Building Maint/Repairs	40,082	20,529	44,810	38,669	25,000	23,644	25,000
Ground Maint/Repairs	5,788	4,378	4,978	20,843	7,000	16,449	7,000
Irrigation Maint/Repair	12,503	7,714	1,056	9,375	7,500	7,690	7,500
Vehicle Maint/Repair	107,184	106,617	149,281	106,188	115,000	98,348	115,000
Gen Equip Maint/Repair	-	59	1	605	300	334	300
Fixture Maint/Repair	182	1,356	442	258	1,000	1,054	1,000
Equipment Rental	310	45	700	11,801	1,500	650	1,500
Portable Restroom Rental	12,118	12,930	11,941	3,603	12,500	12,040	12,500
Miscellaneous	52	172	3,385	92	500	-	500
Dues & Subscriptions	955	644	594	844	1,000	630	1,000
Banner Replacement	5,166	2,761	3,335	-	4,000	4,329	4,000
Demo Dump Charges	101	-	50	-	-	415	-
Crack Sealing-ST Aid Maint	48,791	94,532	53,977	41,411	55,000	35,520	60,000
Striping-ROW Paint	8,307	10,392	13,740	15,698	15,000	14,186	15,000
Facility Maint Charges	-	-	-	-	20,000	2,030	20,000
Street Lighting	135,272	121,952	115,767	112,585	120,000	97,491	120,000
Street Lighting Supplies	-	-	-	-	-	932	-
Street Lighting Maint	148,765	111,972	89,833	60,479	120,000	66,563	120,000
<b>TOTAL OTHER CHGS/SERV</b>	<b>765,539</b>	<b>719,232</b>	<b>709,251</b>	<b>616,626</b>	<b>718,100</b>	<b>694,705</b>	<b>731,600</b>
<b>CAPITAL OUTLAY-PUBLIC WORKS</b>							
Equipment/Mach/Furn & Fix	-	-	-	19,654	-	-	-
Building/Building Improvements	-	9,859	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>9,859</b>	<b>-</b>	<b>19,654</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>2,071,434</b>	<b>2,071,827</b>	<b>2,152,324</b>	<b>2,231,574</b>	<b>2,238,825</b>	<b>2,181,618</b>	<b>2,253,026</b>

**CITY OF GRAND RAPIDS  
RECREATION DEPARTMENT**

**ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE ACTUAL AND PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	66,766	57,618	42,081	43,403	44,364	38,563	45,474
Salary-Parttime	10,239	17,594	14,983	14,122	18,010	3,828	18,010
Salary-Parttime Overtime	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
PERA	5,007	4,303	3,156	3,255	3,437	2,892	3,521
FICA	4,442	4,390	3,395	3,486	3,867	2,560	3,936
Medicare	1,039	1,027	794	815	904	599	921
Health Insurance	15,315	12,460	8,412	9,037	9,712	8,399	9,712
Life Insurance	25	18	12	12	13	12	12
Dental Insurance	172	-	-	-	-	-	-
Unemployment	-	-	-	47	500	-	500
Workers Compensation	2,469	2,103	2,334	1,752	2,600	1,822	2,035
<b>TOTAL PERSONNEL</b>	<b>105,473</b>	<b>99,513</b>	<b>75,167</b>	<b>75,929</b>	<b>83,407</b>	<b>58,674</b>	<b>84,119</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	72	45	-	-	500	-	500
Copy Supplies	2	3	1	-	-	-	-
Inventorial Supplies	178	24	192	-	-	-	-
Operating/Program Supplies	434	666	230	303	2,000	25	-
Motor Fuels	1	-	-	-	-	-	-
Maintenance Tools/Supplies	-	115	26	-	-	-	-
Activity Passes	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>687</b>	<b>853</b>	<b>449</b>	<b>303</b>	<b>2,500</b>	<b>25</b>	<b>500</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Legal	-	-	-	-	1,000	-	1,000
Other Contracted Services	1,060	-	-	-	-	-	-
Telephone	2,170	2,087	966	-	-	-	-
Postage/Freight	11	9	1	2	200	-	-
Seminar/Meetings/Schools	-	2,792	-	-	1,000	-	1,000
Auto License	-	16	-	-	-	-	-
Publishing & Advertising	450	-	9	407	-	-	-
General Insurance	1,325	1,240	717	600	1,500	418	1,000
Maintenance Contracts	889	668	635	1,084	1,000	1,761	1,000
Computer Maint/Repair	-	-	-	-	-	-	-
Gen Equip Maint/Repair	-	-	-	1,383	-	-	-
Vehicle Maint/Repair	90	270	-	-	-	148	-
Equipment Rental	1,363	373	464	464	1,000	455	-
Miscellaneous	1,490	-	-	-	-	20	-
Dues & Subscriptions	63	63	65	37	500	37	500
Snowmobile Trail Grooming	2,000	2,000	2,000	2,500	3,000	2,500	3,000
<b>TOTAL OTHER CHARGES &amp; SERV</b>	<b>10,911</b>	<b>9,518</b>	<b>4,857</b>	<b>6,477</b>	<b>9,200</b>	<b>5,340</b>	<b>7,500</b>
Land/Land Improvements	-	25,540	700	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>117,071</b>	<b>135,424</b>	<b>81,173</b>	<b>82,709</b>	<b>95,107</b>	<b>64,039</b>	<b>92,119</b>

1 Bike Share Program

**CITY OF GRAND RAPIDS  
CITY WIDE  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET AND PROPOSED 2022**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
Personnel/Ins Contingency	-	-	-	-	-	-	
Cash (over)/short	-	17	-	-	-	-	
Work Comp Deductible	-	-	-	-	-	-	
49er's Health Co-Pay	11,674	3,297	-	-	-	-	
Employee Assistance Program	1,870	-	-	270	-	-	
Computer Replacement	11,340	17,851	15,807	13,533	15,000	16,568	8,000
Miscellaneous	59	-	-	-	-	-	
City Wide - Legal	126,000	-	426	334	-	-	
Copy Supplies/Postage	-	-	-	-	-	11,164	
City Wide - Maintenance	3,397	5,633	7,194	4,525	7,000	9,508	7,000
Prof Services/COBRA/HRA	12,374	36,918	47,478	367	-	562	370
GIS - ELA	12,750	12,500	12,500	25,000	25,000	27,500	27,500
City Work - ELA	13,800	13,800	14,600	13,800	13,800	13,800	13,800
Flex Benefit Plan	800	828	876	732	1,000	390	1,000
Long Term Disability	4,612	4,240	6,677	6,601	5,000	7,475	6,600
City's Add'l 20/80 Ins Deduct	49,837	3,717	-	-	-	-	
Health Insurance Deduct Contrib	113,050	-	-	-	-	-	
City Wide Special Events	7,146	8,434	1,977	418,736	-	5,146	
City Wide Cell/Land Phone	-	-	31,057	46,509	46,800	43,847	50,000
Arts & Culture Expenditures	40,319	383	2,236	1,576	7,500	9,553	7,500
Human Rights Commission	3,389	5,994	4,790	3,233	7,500	5,258	7,500
Bad Debt Expense	-	-	-	-	-	-	
Payment to Comonent Unit-EDA	-	300,000	-	711,000	-	-	
Software Maintenance Contracts	50,316	50,701	55,663	73,972	87,000	68,240	95,395
MC/VISA charges	3,941	3,234	4,139	8,082	4,100	7,208	7,000
Bank Charges	500	920	820	435	1,000	610	800
City Wide Miscellaneous	6,350	1,231	29	2,327	-	189	-
Website Design	-	-	-	-	-	-	-
Bldg Condemnation/Judgements	19,788	6,984	41,810	44,158	-	480	-
Police & Fire Radio depreciation	-	-	-	-	-	-	-
Retirees Insurance	-	15,894	10,441	-	-	-	-
Retirees Ins Contribution	-	-	-	-	-	-	30,000
	<u>493,312</u>	<u>492,576</u>	<u>258,520</u>	<u>1,375,190</u>	<u>220,700</u>	<u>227,497</u>	<u>262,465</u>



**CITY OF GRAND RAPIDS  
ITASCA CALVARY CEMETERY**

**2017 - 2020 ACTUAL, 2021 ADOPTED BUDGET, YEAR TO DATE AND 2022 PROPOSED BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>TAXES</b>							
Current	\$ 162,009	\$ 166,445	\$ 171,881	\$ 170,380	\$ 212,812	\$ 103,964	\$ 218,427
Delinquent	1,638	810	1,400	826	-	338	-
Fiscal Disparities	14,714	17,327	18,255	17,997	-	14,426	-
<b>TOTAL TAXES</b>	<b>178,361</b>	<b>184,582</b>	<b>191,536</b>	<b>189,203</b>	<b>212,812</b>	<b>118,729</b>	<b>218,427</b>
<b>INTERGOVERNMENTAL</b>							
Supplemental Aid	10,466	10,579	9,910	9,582	-	-	-
Taconite Credit-Residential	-	-	-	-	-	-	-
<b>TOTAL INTERGOVERNMENTAL</b>	<b>10,466</b>	<b>10,579</b>	<b>9,910</b>	<b>9,582</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CHARGES FOR SERVICES</b>							
Cohasset Cemetery Sexton	3,629	3,788	4,642	6,413	4,650	5,501	4,500
Restitution for Damages	239	193	189	131	-	706	-
Cemetery Lots	12,250	10,440	14,750	21,000	12,500	12,000	12,500
Grave Openings	24,970	20,895	17,250	28,770	18,000	27,770	18,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>41,088</b>	<b>35,316</b>	<b>36,831</b>	<b>56,314</b>	<b>35,150</b>	<b>45,977</b>	<b>35,000</b>
<b>MISCELLANEOUS INCOME</b>							
Miscellaneous Income (Foundations)	1,440	3,033	420	1,621	1,000	250	1,000
Investment Income	550	649	932	648	650	274	500
<b>TOTAL MISC REVENUE</b>	<b>1,990</b>	<b>3,682</b>	<b>1,352</b>	<b>2,269</b>	<b>1,650</b>	<b>524</b>	<b>1,500</b>
<b>OTHER FINANCING SOURCES</b>							
Insurance Recovery	-	-	-	-	-	7,743	-
Operating Transfer In	-	-	-	32,475	-	82,585	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,475</b>	<b>-</b>	<b>90,328</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>231,904</b>	<b>234,159</b>	<b>239,629</b>	<b>289,843</b>	<b>249,612</b>	<b>255,558</b>	<b>254,927</b>
<b>PERSONNEL</b>							
Salary-Full-time	112,241	114,701	110,269	115,956	106,866	102,140	115,636
Salary-Full-time-OT	1,033	373	-	4,642	-	262	-
Salary-Parttime	20,291	18,371	23,970	21,240	23,010	28,761	23,010
Salary-Parttime-OT	114	239	144	27	775	281	775
PERA	8,960	8,856	8,337	8,973	8,002	7,682	8,865
FICA	8,243	8,169	8,108	8,434	8,100	7,718	8,644
Medicare	1,928	1,911	1,896	1,973	1,905	1,805	2,032
Health Insurance	24,723	26,532	26,784	27,234	33,020	28,404	34,960
Life Insurance	37	37	34	37	44	39	52
Dental Insurance	-	-	-	-	-	-	-
Healthcare Savings	2,967	3,168	4,536	5,299	-	4,579	-
Unemployment	-	-	-	-	-	-	-
Workers Compensation	5,895	5,336	7,343	7,480	7,900	9,749	9,963
<b>Total Personnel</b>	<b>186,433</b>	<b>187,693</b>	<b>191,421</b>	<b>201,295</b>	<b>189,622</b>	<b>191,419</b>	<b>203,937</b>

**CITY OF GRAND RAPIDS**  
**ITASCA CALVARY CEMETERY**  
**2017 - 2020 ACTUAL, 2021 ADOPTED BUDGET, YEAR TO DATE AND 2022 PROPOSED BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	-	5	-	22	-	16	
Copy Supplies	7	4	18	19	-	-	
Computer Supplies	-	400	-	-	-	-	
Assets between \$700-\$4,999	8,388	4,007	4,239	6,044	5,000	4,395	5,000
Inventorial Supplies	278	-	-	-	-	-	
Operating Supplies	2,510	371	224	394	2,000	251	1,000
Motor fuels	1,749	4,292	1,514	2,898	3,000	4,044	3,000
Uniform/Clothing/Safety	503	527	531	546	600	500	600
Small Tools	89	540	85	978	1,000	727	1,000
Turf Rehab	-	-	-	-	-	-	
Grounds Maint/Supplies	2,843	2,927	2,793	2,405	3,000	243	3,000
Total supplies and materials	16,367	13,073	9,404	13,306	14,600	10,177	13,600
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	-	-	-	-	-	-	
Auditing/Accounting	770	770	792	813	800	779	800
Legal	-	-	-	-	200	-	200
Recording/Filing fees	1,518	1,150	1,334	1,426	1,850	1,475	1,850
Other contracted services	271	1,722	266	6,522	8,900	3,610	4,900
Telephone	1,747	1,319	1,218	1,343	1,700	1,105	1,700
Postage	19	14	18	21	50	-	50
Seminars/Meetings/School	82	138	62	102	200	62	200
Auto License	-	16	-	178	100	-	100
Publishing & Advertising	-	-	-	-	-	-	
General Insurance	4,467	4,791	4,482	4,850	4,500	5,522	4,500
Electricity	2,293	2,282	2,319	2,141	2,700	1,891	2,700
Water	334	431	462	542	450	721	450
LP Gas	3,587	8,927	4,064	4,473	8,000	4,253	5,000
Garbage removal	976	1,348	1,124	776	1,200	578	1,200
Maintenance Contracts	22	24	17	21	100	-	100
Building Maint/Repairs	41	88	17	60	3,000	49	2,000
Grounds Maint/Repair	2,332	4,567	891	121	3,800	4,541	3,800
Computer Maintenance/Repairs	400	687	552	570	500	400	500
Internet Services	960	1,294	1,582	1,643	1,500	1,534	1,500
Vehicle Maint/Repair	3	339	225	83	-	4	
General Equipment Maint/Repair	4,533	3,771	6,583	6,489	5,500	2,892	5,500
Miscellaneous	-	-	100	-	-	2,620	
Dues and Subscriptions	339	339	339	390	340	390	340
Total Other Charges & Services	24,693	34,017	26,447	32,564	45,390	32,424	37,390
<b>CAPITAL OUTLAY</b>							
Land Improvements	-	-	-	17,750	-	56	
Cemetery Lots Repurchased	-	-	-	200	-	300	-
Equip/Machinery/Furn/Fix	495	135	-	14,725	-	82,585	-
Total Capital Outlay	495	135	-	32,675	-	82,941	-
<b>TOTAL EXPENDITURES</b>	<b>227,988</b>	<b>234,918</b>	<b>227,272</b>	<b>279,840</b>	<b>249,612</b>	<b>316,961</b>	<b>254,927</b>
<b>REVENUE/(EXPENDITURES)</b>	<b>3,917</b>	<b>(759)</b>	<b>12,357</b>	<b>10,003</b>	<b>-</b>	<b>(61,403)</b>	<b>-</b>

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
ACTUAL 2017-2020 EXPENDITURES, 2021 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 BUDGET</u>	<u>YTD ACTUAL 11/30/2021</u>	<u>PROPOSED 2022 BUDGET</u>
<b>REVENUES</b>							
<b>Taxes</b>							
Current	\$ 569,504	\$ 589,054	\$ 592,536	\$ 597,651	\$ 711,010	\$ 347,728	\$ 759,331
Delinquent	5,745	2,901	4,966	3,003	-	1,220	
Fiscal Disparities	51,725	61,320	62,931	63,130	-	48,252	
<b>Total Taxes</b>	<u>626,974</u>	<u>653,275</u>	<u>660,433</u>	<u>663,784</u>	<u>711,010</u>	<u>397,200</u>	<u>759,331</u>
<b>Intergovernmental</b>							
Supplemental Aid	36,789	37,441	34,162	33,613	-	-	
State of Minnesota	-	10,020	206	-	-	-	
Library Contracts	132,011	131,961	133,463	144,800	128,000	85,827	128,000
<b>Total Intergovernmental</b>	<u>168,800</u>	<u>179,422</u>	<u>167,831</u>	<u>178,413</u>	<u>128,000</u>	<u>85,827</u>	<u>128,000</u>
<b>Charges for Services</b>							
ALS Cross-overs	5,282	5,282	5,282	8,045	5,282	8,045	5,282
Photo Copies	2,706	3,149	3,676	851	2,000	1,329	2,000
Internet	3,784	3,442	2,837	480	2,000	759	2,000
Library Fees-Proctoring	565	540	400	160	200	130	100
Passport Processing Fee	26,300	36,815	34,755	10,745	15,750	14,630	18,200
Fax Machine Use	908	1,219	1,776	533	500	331	500
<b>Total Charges for Services</b>	<u>39,545</u>	<u>50,447</u>	<u>48,726</u>	<u>20,814</u>	<u>25,732</u>	<u>25,224</u>	<u>28,082</u>
<b>Fines and Forfeits</b>							
Library Fines	12,432	11,309	11,135	2,270	-	220	
<b>Total Fines and Forfeits</b>	<u>12,432</u>	<u>11,309</u>	<u>11,135</u>	<u>2,270</u>	<u>-</u>	<u>220</u>	<u>-</u>
<b>Miscellaneous Revenue</b>							
Donations	3,304	15,688	18,648	5,728	1,500	2,889	1,500
Memorial Books	-	985	315	-	-	-	
Donations-Children's Library	1,774	1,181	-	-	-	330	
Donations-Library Programs	180	-	-	-	-	-	
Endowment Fund Income	4,680	(1,915)	4,456	2,367	1,300	1,353	1,300
Donations-ADA Project	-	4,000	-	-	-	-	
Grand Rapids Lib Foundation	20,939	13,225	22,752	7,170	8,000	3,400	
Meeting Room Receipts	4,358	4,140	3,517	1,225	2,000	-	2,000
Blandin Grants	-	-	-	-	-	-	
MIRC	-	-	-	-	-	-	
Miscellaneous	3,049	1,674	2,640	1,414	1,000	1,992	
Energy Rebates	-	450	-	-	-	-	
Investment Income	3,415	4,092	5,783	4,557	3,000	2,529	3,000
<b>Total Miscellaneous Revenue</b>	<u>41,698</u>	<u>43,520</u>	<u>58,111</u>	<u>22,461</u>	<u>16,800</u>	<u>12,493</u>	<u>7,800</u>
<b>Other Sources</b>							
Insurance Recovery	3,057	-	-	-	-	-	
Operating Transfer - In	-	-	-	6,241	-	-	
Fund Balance Usage	-	-	-	-	-	-	
<b>Total Revenues</b>	<u>892,505</u>	<u>937,973</u>	<u>946,236</u>	<u>893,983</u>	<u>881,542</u>	<u>520,965</u>	<u>923,213</u>

**EXPENSES**

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
ACTUAL 2017-2020 EXPENDITURES, 2021 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 BUDGET</u>	<u>YTD ACTUAL 11/30/2021</u>	<u>PROPOSED 2022 BUDGET</u>
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	407,393	431,071	436,190	411,174	360,052	347,126	387,168
Salary-Full time overtime	-	-	-	-	-	-	-
Salary-Part Time	29,400	25,278	23,023	24,748	25,407	43,561	80,820
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	12,144	8,384	8,067	490	8,510	3,883	8,510
PERA	32,306	33,828	33,584	32,259	28,909	31,088	35,099
FICA	25,648	27,966	27,621	26,777	23,898	24,051	29,015
Medicare	5,998	6,540	6,460	6,263	5,589	5,625	6,786
Health Insurance	74,948	133,360	131,788	144,592	116,541	106,463	116,541
Life Insurance	228	243	242	176	172	198	232
Dental Insurance	1,423	-	-	-	-	-	-
Unemployment	-	-	-	-	-	-	-
Worker's Comp	2,668	2,140	2,460	2,443	2,628	2,705	3,018
Total Personnel	<u>592,158</u>	<u>668,810</u>	<u>669,435</u>	<u>648,922</u>	<u>571,706</u>	<u>564,701</u>	<u>667,190</u>
Supplies and materials							
Office Supplies	6,105	8,679	5,856	4,883	8,000	3,336	8,500
Copy Supplies	1,413	1,178	1,637	441	1,500	201	1,500
Printing/binding	770	773	1,185	611	1,000	373	1,000
Computer Supplies	2,391	4,567	3,192	1,253	3,000	3,159	3,000
Computer Inventory	1,466	2,696	3,502	883	3,000	6,238	2,500
Assets between 700 and 4999	-	10,804	11,680	1,099	12,000	1,529	12,000
Inventorial Supplies Equip<700	784	2,164	921	943	1,000	524	1,000
Volunteer Prgm Supplies & Mat	489	663	483	175	500	80	500
Operating Supplies	1,192	1,567	1,187	1,720	2,000	1,776	2,000
Books	46,719	42,533	38,622	36,273	39,000	38,284	39,000
Audio/Visual	13,627	8,174	8,471	6,020	9,000	7,415	9,000
Newspapers	2,399	2,525	2,681	1,236	1,500	1,459	2,000
Periodicals	6,206	6,275	5,697	5,345	7,500	5,588	7,500
Maintenance Tools/Supplies	2,933	3,241	3,173	1,572	3,000	1,683	3,000
Other Supplies/Materials	-	-	-	-	-	90	-
Equipment/Parts	-	-	-	-	-	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-	-
Total supplies and materials	<u>86,493</u>	<u>95,839</u>	<u>88,287</u>	<u>62,454</u>	<u>92,000</u>	<u>71,736</u>	<u>92,500</u>
Services and Charges							
Professional Services	395	7,085	395	-	500	-	500
Accounting Services	880	1,100	1,131	1,163	1,500	1,113	1,500
Legal	-	-	-	-	-	-	-
Laundry	657	709	902	242	1,000	398	1,000
Janitorial Services	20,400	20,400	19,632	15,613	20,400	18,736	20,400
Other Contracted Services	17,690	13,448	25,365	3,935	77,836	2,089	26,323
Telephone	5,293	5,280	5,515	4,570	6,000	4,081	6,000
Postage/Freight	3,055	2,967	3,100	1,256	3,500	1,070	3,500
Seminar/Meetings/School	846	523	144	20	-	-	-
Staff Training	235	-	191	-	-	-	-
Community Ed/Promotion	379	295	205	216	-	216	-
Professional Service-Collections	1,862	1,638	1,647	367	2,000	3	2,000
Auto Mileage/travel	-	60	-	-	-	-	-

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
ACTUAL 2017-2020 EXPENDITURES, 2021 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 BUDGET</u>	<u>YTD ACTUAL 11/30/2021</u>	<u>PROPOSED 2022 BUDGET</u>
Publishing and Advertising	1,526	1,213	458	-	600	105	600
General Insurance	8,056	8,508	8,255	8,745	9,000	10,175	9,000
Electricity	31,817	33,701	32,875	27,668	34,000	29,270	35,000
Garbage Removal	4,011	4,153	3,695	1,680	2,000	1,499	2,000
Heat-Natural Gas	3,779	2,939	3,597	4,399	12,000	3,221	8,000
Maintenance Contracts	9,215	9,843	10,224	10,231	9,500	6,736	9,500
Building Maintenance/Repairs	45,633	16,234	6,239	13,796	15,000	6,896	15,000
Grounds Maintenance	2,134	1,312	328	-	1,000	-	1,000
Computer Maintenance/Repairs	8,540	8,174	9,204	8,758	9,000	8,766	9,000
On-line Services	2,957	2,564	2,564	2,564	3,500	2,564	3,500
General Equip Maint/Repair	12,168	4,952	6,861	7,687	8,000	2,175	8,000
Equipment Leases	804	1,869	1,445	1,445	1,500	1,331	1,500
Miscellaneous	-	-	-	852	-	-	-
Dues & Subscriptions	88	30	30	30	-	30	-
Interlibrary Loan Charges	185	28	80	-	-	-	200
Endowment Fund Expenditures	-	-	-	-	-	-	-
Fund Balance Payback	-	-	-	-	-	-	-
<b>Total Other Services</b>	<u>182,605</u>	<u>149,025</u>	<u>144,082</u>	<u>115,237</u>	<u>217,836</u>	<u>100,473</u>	<u>163,523</u>
<b>Capital Outlay</b>							
Equipment/Mach/Furn/Fixture	-	-	7,708	5,536	-	-	-
Building/Bldg Improvements	-	20,041	813	-	-	-	-
<b>Total Capital Outlay</b>	<u>-</u>	<u>20,041</u>	<u>8,521</u>	<u>5,536</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>GRAND TOTAL</b>	<u>861,255</u>	<u>933,715</u>	<u>910,325</u>	<u>832,149</u>	<u>881,542</u>	<u>736,910</u>	<u>923,213</u>
<b>REVENUE/(EXPENDITURES)</b>	<u>\$ 31,250</u>	<u>\$ 4,258</u>	<u>\$ 35,911</u>	<u>\$ 61,834</u>	<u>\$ -</u>	<u>\$ (215,945)</u>	<u>\$ 0</u>

**GRAND RAPIDS/ITASCA COUNTY AIRPORT  
AIRPORT OPERATIONS FUND WORKSHEET  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET AND 2022 PROPOSED BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>REVENUES:</b>							
<b>INTERGOVERNMENTAL</b>							
State Operations Reimb	66,671	66,488	66,488	30,689	66,488	66,231	66,488
State Project Reimb	-	-	-	-	-	15,528	
Federal Project	-	-	-	53,472	-	-	
Itasca County	20,000	20,000	20,000	20,000	20,000	20,000	20,000
<b>TOTAL INTERGOVERNMENTAL</b>	<b>86,671</b>	<b>86,488</b>	<b>86,488</b>	<b>104,161</b>	<b>86,488</b>	<b>101,759</b>	<b>86,488</b>
<b>CHARGES FOR SERVICES</b>							
Landing Fees	831	847	922	993	902	627	900
Gas Sales/Fuel Flowage	5,750	4,797	6,820	5,212	5,000	6,963	5,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>6,581</b>	<b>5,644</b>	<b>7,742</b>	<b>6,205</b>	<b>5,902</b>	<b>7,590</b>	<b>5,900</b>
<b>MISCELLANEOUS</b>							
Private Lease Rental	17,769	18,974	20,891	21,190	20,000	21,474	25,000
Tie Down Area/Old T-Hangar	6,974	7,044	7,115	7,186	7,000	6,048	7,000
Rent-DNR Fire CACHE	833	833	833	833	800	833	800
FBO Rent	20,208	20,410	20,614	20,821	20,400	17,524	20,400
T-Hangar Rent	62,110	69,095	67,528	64,910	68,000	67,025	68,000
ACAR - Maint BLDG	100	1,200	1,200	1,200	1,200	1,100	1,200
Solar Lease Payment	-	-	-	-	-	-	14,550
Miscellaneous	1,634	-	2,211	-	-	2,213	
Investment Income	1,783	2,159	2,766	565	1,950	262	500
<b>TOTAL MISCELLANEOUS</b>	<b>111,411</b>	<b>119,715</b>	<b>123,158</b>	<b>116,705</b>	<b>119,350</b>	<b>116,478</b>	<b>137,450</b>
<b>OTHER SOURCES</b>							
Sale of Fixed Assets	-	-	5,859	4,000	-	-	
Insurance Recovery	-	-	-	-	-	5,914	
Operating Transfers In - City	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Fund Balance Usage	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES</b>	<b>20,000</b>	<b>20,000</b>	<b>25,859</b>	<b>24,000</b>	<b>20,000</b>	<b>25,914</b>	<b>20,000</b>
<b>TOTAL REVENUES</b>	<b>224,664</b>	<b>231,847</b>	<b>243,247</b>	<b>251,071</b>	<b>231,740</b>	<b>251,742</b>	<b>249,838</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL</b>							
Salary-Fulltime	49,872	63,255	61,788	70,594	55,809	42,307	62,797
Salary-Overtime	1,489	2,093	2,413	3,271	1,000	594	1,000
Salary-Parttime	8,514	6,087	12,200	9,614	8,000	13,638	8,000
Salary-Parttime Overtime	94	8	183	-	-	23	-
PERA	3,796	4,801	4,752	5,517	4,223	3,219	4,752
FICA	3,654	4,337	4,598	4,967	4,018	3,327	4,451
Medicare	855	1,014	1,075	1,162	940	778	1,041
Health Insurance	10,077	10,318	10,416	15,651	15,539	10,119	23,038
Life Insurance	25	25	25	25	17	24	26
Healthcare Savings	1,233	1,232	1,764	3,109	-	1,639	-
Unemployment	-	-	-	-	-	-	-
Workers Compensation	1,043	935	1,353	1,404	1,500	1,568	1,500
<b>TOTAL PERSONNEL</b>	<b>80,651</b>	<b>94,105</b>	<b>100,567</b>	<b>115,314</b>	<b>91,046</b>	<b>77,235</b>	<b>106,605</b>

**GRAND RAPIDS/ITASCA COUNTY AIRPORT  
AIRPORT OPERATIONS FUND WORKSHEET  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET AND 2022 PROPOSED BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>SUPPLIES</b>							
Office Supplies	5	-	-	6	-	-	
Copy Supplies	7	20	7	9	-	-	
Printing/Binding	-	-	-	-	-	-	
Computer Supplies	-	-	-	-	500	-	500
Assets between \$700-\$4,999	-	-	800	-	-	-	
Inventorial Supplies	1,459	501	434	233	1,500	-	1,500
Operating Supplies	377	630	-	152	-	275	
Motor Fuels	9,687	9,524	12,936	9,982	11,000	5,752	11,000
Lubricants	295	91	146	123	500	46	500
Maintenance Tools/Sup	226	759	440	559	500	703	500
Uniforms/Clothing	35	128	125	125	-	140	125
Other Supplies/Materials	170	4	-	45	250	-	250
Equipment Parts	-	-	4	-	-	-	
Tires	-	-	-	-	1,000	-	1,000
Small Tools (Shop)	468	538	737	515	1,000	423	1,000
Liquid Deicer	235	403	1,093	479	23,000	20,239	23,000
<b>TOTAL SUPPLIES</b>	<b>12,963</b>	<b>12,598</b>	<b>16,722</b>	<b>12,228</b>	<b>39,250</b>	<b>27,578</b>	<b>39,375</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	14,563	-	-	1,520	-	-	
Accounting Services	770	770	792	814	1,200	779	1,200
Engineering	865	-	-	-	1,500	-	1,500
Legal	914	266	1,189	310	2,000	2,972	2,000
Other Contracted Services	400	20,100	1,908	25,043	3,500	-	3,500
Telephone	974	1,054	491	569	1,500	565	1,500
Postage/Freight	54	97	71	74	200	-	200
Seminar/Meetings	-	1,063	41	51	1,650	31	1,650
Auto Mileage/Travel	-	-	-	-	1,500	-	1,500
Auto Licenses	-	32	-	77	44	-	44
Publishing/Advertising	-	-	1,932	-	200	-	200
General Insurance	19,430	22,087	22,084	21,278	20,000	21,989	20,000
Electricity	6,709	13,400	14,023	12,965	15,000	13,366	15,000
Garbage Removal	3,499	2,094	2,165	1,242	2,000	1,108	2,000
Heat-Natural Gas	2,733	3,683	4,461	3,191	4,000	2,425	4,000
Maintenance Contract	90	142	98	107	-	-	
Building Maint/Repair	4,393	13,924	5,747	21,302	6,500	16,050	8,914
Grounds Maint/Repair	19,169	7,268	10,343	20,542	10,000	11,207	10,000
Pavement Maintenance	-	-	-	-	-	-	
T Hangar Maintenance	4,607	3,966	13,786	8,071	5,000	5,603	5,000
Computer Maint/Repair	300	300	300	300	500	300	500
Lighting Maint/Repair	5,049	10,539	2,651	4,360	5,000	463	5,000
Radio Maint/Repair	-	-	50	-	-	-	
Vehicle Maint/Repair	1,907	3,374	7,716	5,764	3,000	6,237	3,000
General Equip Maint/Repair	26,701	7,010	15,463	18,395	15,500	11,104	15,500
Land Rental	1,033	1,064	1,096	1,129	1,000	-	1,000
Miscellaneous	-	-	150	-	-	-	
Drug Screening	76	31	90	-	-	-	
Dues/Subscriptions/Lic Fee	197	198	198	198	650	198	650
T-hangar Pay Back Plan	-	-	-	-	-	-	
City/County Hngr Loan Repay	7,000	-	-	-	-	-	
<b>TOTAL OTHER CHARGES</b>	<b>121,434</b>	<b>112,462</b>	<b>106,845</b>	<b>147,302</b>	<b>101,444</b>	<b>94,396</b>	<b>103,858</b>

**GRAND RAPIDS/ITASCA COUNTY AIRPORT  
AIRPORT OPERATIONS FUND WORKSHEET  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET AND 2022 PROPOSED BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
CAPITAL OUTLAY							
Bldg/Bldg Improvements	-	-	-	-	-	-	-
Equipment	-	42,670	33,140	-	-	11,239	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>42,670</b>	<b>33,140</b>	<b>-</b>	<b>-</b>	<b>11,239</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>215,048</b>	<b>261,835</b>	<b>257,274</b>	<b>274,844</b>	<b>231,740</b>	<b>210,448</b>	<b>249,838</b>
Total Operating Revenue	224,664	231,847	243,247	251,071	231,740	251,742	249,838
Total Operating Expenditures	215,048	261,835	257,274	274,844	231,740	210,448	249,838
Revenue over (under) Expenditures	9,616	(29,988)	(14,027)	(23,773)	(0)	41,293	-



**CITY OF GRAND RAPIDS**  
**Grand Rapids Domestic Animal Control Facility**  
**Actual 2017-2020 Expenditures, 2021 Budget and 2022 Proposed Budget**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>Revenue:</b>							
Intergovernmental: County	-	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,512	\$ 3,000
City of Cohasset	4,428	-	-	-	-	-	-
Itasca County	25,000	35,278	36,288	35,280	36,500	16,605	36,500
City of Bovey	2,100	-	-	-	-	-	-
City of Coleraine	2,100	-	-	-	-	-	-
City of Hill City	-	-	-	-	-	-	-
City of LaPrairie	1,050	-	-	-	-	-	-
Dog License	-	-	-	-	-	-	-
Pound Fees	1,310	1,094	-	-	-	390	-
Miscellaneous	30	73	101	1	-	0	-
Operating Transfer - In	20,200	23,540	25,677	24,100	31,776	-	35,589
<b>Total Revenue</b>	<b>56,218</b>	<b>59,985</b>	<b>65,066</b>	<b>62,381</b>	<b>71,276</b>	<b>19,507</b>	<b>75,089</b>
<b>Expenditures:</b>							
<b>Personnel</b>							
Salary-Fulltime	21,168	24,202	25,400	26,154	26,780	21,830	27,446
Salary-Overtime	-	-	-	-	2,000	-	2,000
Salary-Parttime	5,301	5,423	5,651	4,740	5,494	7,035	8,040
Contracted Services	-	-	-	-	-	-	-
PERA	1,974	2,203	2,273	2,048	2,571	1,637	2,811
FICA	1,621	1,819	1,906	1,895	2,125	1,774	2,324
Medicare	379	425	446	443	497	415	544
Health Insurance	7,800	8,250	8,700	9,037	9,162	8,399	9,162
Life Insurance	12	12	12	12	12	12	13
Unemployment	-	-	-	13	-	-	-
Workers Compensation	472	436	526	566	610	649	724
<b>Total Personnel</b>	<b>38,727</b>	<b>42,770</b>	<b>44,914</b>	<b>44,908</b>	<b>49,251</b>	<b>41,750</b>	<b>53,064</b>
<b>Supplies &amp; Materials</b>							
Assets between \$700-\$4,999	-	-	-	-	-	-	-
Inventorial Supplies	-	-	380	-	-	330	-
Supplies	1,021	817	962	853	1,500	1,076	1,500
Motor Fuel	1,716	1,647	1,417	1,125	2,000	1,696	2,000
<b>Total Supplies &amp; Materials</b>	<b>2,737</b>	<b>2,464</b>	<b>2,759</b>	<b>1,978</b>	<b>3,500</b>	<b>3,102</b>	<b>3,500</b>
<b>Other Charges &amp; Services</b>							
Professional Services	367	419	228	1,046	1,000	262	1,000
Telephone	592	593	97	543	1,080	539	1,080
Seminars/Training	-	-	-	-	500	-	500
General Liability Insurance	3,573	3,730	3,377	3,575	4,500	3,630	4,500
Electric	6,403	6,524	6,567	5,964	6,200	4,957	6,200
Garbage Removal	45	45	45	45	45	45	45
Natural Gas	1,267	1,277	1,497	1,247	1,500	1,078	1,500
Maint Contracts	292	191	1,175	938	700	301	700
Building Maintenance	1,686	810	657	696	2,000	772	2,000
General Eqpt Maint/Repairs	30	661	250	60	500	-	500
Facility Maint Charge	500	500	500	500	500	500	500
<b>Total Other Charges &amp; Services</b>	<b>14,754</b>	<b>14,750</b>	<b>14,393</b>	<b>14,614</b>	<b>18,525</b>	<b>12,084</b>	<b>18,525</b>
<b>Total Operating Costs</b>	<b>56,218</b>	<b>59,984</b>	<b>62,066</b>	<b>61,500</b>	<b>71,276</b>	<b>56,935</b>	<b>75,089</b>
<b>REVENUES/(EXPENDITURES)</b>	<b>\$ (0)</b>	<b>\$ 1</b>	<b>\$ 3,000</b>	<b>\$ 881</b>	<b>\$ -</b>	<b>\$ (37,428)</b>	<b>\$ -</b>

**CITY OF GRAND RAPIDS  
CENTRAL SCHOOL  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>REVENUES:</b>							
Leases	\$ 63,108	\$ 56,201	\$ 70,858	\$ 73,001	\$ 70,000	\$ 42,390	\$ 60,000
Late Lease Payments	5	188	142	64	200	15	\$ 100
State of Minnesota-Grant		-	-	-	-	-	
Blandin Foundation		-	-	-	-	-	
Cookbook Sales	19	14	-	-	-	-	
Miscellaneous	286	572	1,250	350	500	360	
Interest from Investment-Cap	233	316	732	765	400	277	
Insurance Recovery	-	-	2,244	-	-	8,293	
Operating Transfer -In	63,839	56,361	44,230	27,464	45,020	-	\$ 56,450
<b>TOTAL REVENUE:</b>	<b>127,490</b>	<b>113,652</b>	<b>119,456</b>	<b>101,644</b>	<b>116,120</b>	<b>51,334</b>	<b>116,550</b>
<b>EXPENDITURES:</b>							
<b>Supplies &amp; Materials:</b>							
Office Supplies	11	15	34	12	-	-	
Inventorial Supplies	-	153	278	115	-	116	150
Maintenance Tools/Supplies	2,534	2,678	2,167	783	2,100	1,310	1,500
<b>Total Supplies &amp; Materials:</b>	<b>2,545</b>	<b>2,846</b>	<b>2,479</b>	<b>910</b>	<b>2,100</b>	<b>1,426</b>	<b>1,650</b>
<b>Other Charges &amp; Services:</b>							
Professional Services	-	-	810	-	-	-	
Accounting/Audit	770	660	679	698	800	668	800
Legal	-	-	-	-	-	-	
Exterminator	380	443	443	443	500	443	500
Janitorial	11,595	13,786	13,795	15,204	14,500	13,500	18,000
Management Contract Service	5,400	4,726	4,653	4,762	4,500	1,901	4,500
Telephone	1,453	1,458	1,441	1,419	1,500	1,315	1,500
Postage/Freight	1	2	1	1	-	-	
Promotions/Advertising/Publishing	1,998	240	240	-	1,000	649	1,000
General Insurance	10,317	11,331	11,167	11,650	11,500	13,079	11,500
Electricity	18,431	20,860	20,059	18,964	21,000	18,540	20,000
Garbage	6,100	6,384	5,232	2,829	6,100	3,037	5,500
Heat-Natural Gas	11,493	14,968	13,384	10,267	15,000	8,609	14,000
Maintenance Contracts - Elevator	2,652	2,598	2,764	2,839	2,800	1,682	2,900
Building Maint/Repairs	41,048	20,073	22,745	24,433	21,000	27,053	21,000
Fire Alarm & Heating Contracts	7,568	7,646	7,866	4,202	8,000	312	8,000
Gen Equip Maint/Repair	100	-	100	-	300	100	300
Miscellaneous	-	-	-	-	-	-	
Dues/Subscriptions	120	120	210	120	120	120	
Property Taxes	-	-	-	-	-	-	
Building Maint/Cap Res	-	-	-	-	-	-	
<b>Total Other Charges &amp; Services:</b>	<b>119,425</b>	<b>105,295</b>	<b>105,589</b>	<b>97,831</b>	<b>108,620</b>	<b>91,007</b>	<b>109,500</b>
<b>Capital Outlay:</b>							
Bldg Improvement	-	-	-	-	-	-	-
Bldg Imprv-Capital Reserve	5,400	5,400	-	5,400	5,400	-	5,400
<b>Total Capital Outlay:</b>	<b>5,400</b>	<b>5,400</b>	<b>-</b>	<b>5,400</b>	<b>5,400</b>	<b>-</b>	<b>5,400</b>
<b>TOTAL EXPENDITURES:</b>	<b>127,369</b>	<b>113,541</b>	<b>108,068</b>	<b>104,141</b>	<b>116,120</b>	<b>92,432</b>	<b>116,550</b>
<b>Excess Revenue &gt; Expenditures:</b>	<b>121</b>	<b>111</b>	<b>11,388</b>	<b>(2,497)</b>	<b>-</b>	<b>(41,098)</b>	<b>-</b>

Capital Outlay-Building improvement-capital reserve - Lease Agreement requires 5% of the projected operations cost be transferred in the Capital Reserve Funds annually

**CITY OF GRAND RAPIDS  
CIVIC CENTER DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>REVENUES:</b>							
<b>INTERGOVERNMENTAL</b>							
State of Minnesota	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CHARGES FOR SERVICES</b>							
Open Skating	2,001	2,842	2,446	817	2,500	2,431	2,500
Concessions-Lower Level	92,579	92,079	84,974	51,598	-	-	-
Concessions-Upper Level	8,759	8,249	3,661	5,617	-	-	-
Concessions-Sports Complex	13,840	-	-	-	-	-	-
<b>TOTAL CHARGES FOR SERVICE</b>	<b>117,180</b>	<b>103,170</b>	<b>91,081</b>	<b>58,032</b>	<b>2,500</b>	<b>2,431</b>	<b>2,500</b>
<b>MISCELLANEOUS REVENUE</b>							
Rent-Ice-Other	70,723	76,765	88,249	93,414	481,821	64,972	496,000
GRAHA	130,417	142,546	171,909	118,795	-	138,961	-
ISD 318	142,326	150,578	159,792	140,369	-	155,186	-
Rent-MUP	-	75	-	-	-	-	-
Rent-Summer Ice	39,942	49,929	39,265	12,768	60,000	38,397	62,000
Ice Rent - Tournaments	84,724	64,373	59,819	48,596	-	23,730	*
Rent - Dry Floor	34,525	34,338	36,248	6,000	40,000	12,380	5,000
Rent - Dry Floor MUP	-	1,885	300	600	500	1,996	1,000
Rent - Table/Chair	7,079	6,351	6,469	577	7,000	2,924	1,000
Advertising Signs	68,835	72,184	70,184	66,321	72,000	51,142	67,000
Zamboni Advertising	6,000	4,500	4,500	5,000	6,000	3,488	4,000
Skate Sharpening	1,222	1,277	1,284	1,073	1,500	223	1,000
Contributions	-	-	-	-	-	-	-
Miscellaneous	411	27	139	1,216	-	2,411	-
Rebates	2,404	2,471	1,986	858	-	365	-
Vending Machines	4,242	3,465	3,506	1,380	-	-	-
Video Game Vending	1,197	1,070	966	428	1,000	218	500
Candy Vending	2,813	3,359	2,774	1,468	-	-	-
ATM Commissions	1,573	1,712	1,743	923	1,800	-	-
Pro Shop	954	1,109	943	473	-	-	-
Pro Shop non-taxable	-	-	-	-	-	-	-
Commissions-Vending	185	148	-	-	-	-	-
Investment Income	26	23	-	-	-	1	-
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>599,596</b>	<b>618,185</b>	<b>650,076</b>	<b>500,259</b>	<b>671,621</b>	<b>496,391</b>	<b>637,500</b>
<b>OTHER SOURCES</b>							
Sale of Genl Fixed Assets	14,075	-	-	-	-	-	-
Insurance Recovery	7,000	5,493	-	-	-	41,244	-
Operating Transfer in	145,067	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES</b>	<b>166,142</b>	<b>5,493</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,244</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>\$ 882,918</b>	<b>\$ 726,848</b>	<b>\$ 741,157</b>	<b>\$ 558,291</b>	<b>\$ 674,121</b>	<b>\$ 540,067</b>	<b>\$ 640,000</b>
<b>EXPENDITURES:</b>							
Operating Transfer Out	-	-	-	-	-	-	-

**CITY OF GRAND RAPIDS  
CIVIC CENTER DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
Salary-Fulltime	169,812	175,172	179,197	97,017	101,711	74,051	105,566
Salary-Fulltime/Overtime	189	-	462	5,669	-	-	-
Salary-Parttime	84,788	88,601	89,289	58,019	91,616	48,648	91,616
Salary-Parttime/Overtime	1,908	2,186	671	249	2,010	196	2,010
Contracted Services - Police	1,028	1,688	798	3,222	2,010	298	2,010
PERA	14,605	14,919	15,721	9,363	9,862	7,751	9,958
FICA	15,595	16,058	16,190	9,635	12,111	7,293	12,350
Police Pension	167	260	136	571	356	53	356
Medicare	3,661	3,779	3,798	2,299	2,862	1,710	2,917
Health Insurance	49,474	50,630	51,852	29,093	27,111	22,854	29,135
Life Insurance	80	80	80	72	37	36	39
Dental Insurance	172	-	-	-	-	-	-
Healthcare Savings	2,940	3,080	4,410	2,925	-	2,342	-
Reemployment Insurance	27	236	1,732	1,820	1,010	-	1,010
Workers Compensation	5,562	4,397	5,509	5,941	5,950	6,516	7,277
<b>Total Personnel</b>	<b>350,008</b>	<b>361,086</b>	<b>369,845</b>	<b>225,895</b>	<b>256,646</b>	<b>171,745</b>	<b>264,244</b>
Office Supplies	468	123	52	31	500	37	500
Copy Supplies	9	22	11	10	-	-	-
Assets Between \$700 - \$4,999	1,920	-	2,259	-	2,000	-	-
Inventorial Supplies	1,972	866	434	-	500	209	-
Operating Supplies	12,539	11,606	11,954	7,744	12,000	6,838	8,000
MUP Supplies	-	-	-	2,698	-	-	-
Dry Floor Event Supplies	130	451	794	763	1,500	1,338	1,500
Motor Fuels	444	491	621	207	700	371	400
Maintenance Tools/Sup	1,800	1,088	1,159	836	1,500	1,496	1,200
Uniforms/Clothing/Safety	1,285	500	1,539	713	1,500	500	1,500
Concessions Supplies	53,928	55,621	48,170	27,145	-	-	-
Vending Supplies	6,710	7,360	6,560	3,322	-	-	-
Pro Shop Supplies	-	2,181	-	-	-	-	-
Concessions Sup-GR Sports	9,896	-	-	-	-	-	-
Curling Operating Supplies	-	-	-	-	-	-	-
<b>Total Supplies &amp; Materials:</b>	<b>91,100</b>	<b>80,309</b>	<b>73,553</b>	<b>43,469</b>	<b>20,200</b>	<b>10,789</b>	<b>13,100</b>
Professional Service	2,154	-	1,027	-	-	-	-
Accounting/Auditing Services	1,690	700	1,718	1,746	11,700	11,001	11,700
Legal	-	-	-	-	-	-	-
Other Contract Services	9,026	13,950	8,865	5,608	9,000	4,332	5,600
Facilities Maintenance Charge	3,500	3,500	3,500	-	-	-	-
Telephone	5,383	5,692	4,739	4,661	5,000	3,821	5,000
Postage/Freight	72	142	105	119	100	-	-
Seminar/Meetings/Schools	306	732	726	82	1,000	718	1,000
Auto Mileage	-	-	-	-	-	-	-
Auto Licenses	-	16	-	39	-	-	-
Publishing & Advertising	2,234	510	-	350	500	-	350
General Insurance	7,884	8,754	9,343	9,656	9,000	10,219	9,700
Electricity	133,257	130,713	132,390	110,428	135,000	121,463	105,000
Water	5,128	5,679	5,820	4,161	5,900	4,403	4,500
Sewer	5,129	5,862	5,755	3,340	5,900	4,255	3,500
Garbage Removal	6,719	6,960	8,079	6,824	8,000	3,331	7,000
Heat-Natural Gas	29,033	37,171	39,210	31,944	40,000	16,581	35,000
Maintenance Contracts	989	164	142	124	200	-	-
Building Maint/Repairs	36,098	37,963	39,414	24,388	40,000	30,010	25,000

**CITY OF GRAND RAPIDS  
CIVIC CENTER DEPARTMENT  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
Computer Maintenance/Repair	1,000	1,103	1,000	1,000	1,000	1,000	1,000
Gen Equip Maint/Repair	50,984	20,121	41,386	39,258	30,000	97,349	30,000
MC/VISA Bank Charges	390	670	573	302	600	399	
Miscellaneous Expense	-	-	-	-	-	47	
Cash Short and Over	(79)	(144)	(220)	(70)	-	(1)	
Dues & Subscriptions	948	828	800	832	1,000	487	1,000
Advertising Production	782	1,141	493	427	1,000	427	1,000
Summer Ice Programming	3,456	3,748	2,943	513	3,000	18	3,000
Marketing	-	350	710	-	-	-	1,000
Copy Machine Lease	1,363	373	356	364	400	355	400
Loan Repayment	567	431	373	315	14,583	-	14,583
<b>Total Other Charges &amp; Services:</b>	<b>308,013</b>	<b>287,129</b>	<b>309,247</b>	<b>246,411</b>	<b>322,883</b>	<b>310,216</b>	<b>265,333</b>
Eqpt/Machinery/Furn/Fix	-	-	-	-	-	-	-
Building/Bldg Improvements	158,057	-	-	-	-	-	-
	158,057	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>907,177</b>	<b>728,524</b>	<b>752,645</b>	<b>515,775</b>	<b>599,729</b>	<b>492,749</b>	<b>542,677</b>
<b>Excess Revenue &gt; Expenditu</b>	<b>\$ (24,259)</b>	<b>\$ (1,676)</b>	<b>\$ (11,488)</b>	<b>\$ 42,516</b>	<b>\$ 74,392</b>	<b>\$ 47,317</b>	<b>\$ 97,323</b>

**CITY OF GRAND RAPIDS  
POKEGAMA GOLF COURSE  
ACTUAL 2017-2020 REVENUE, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	220 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>REVENUE</b>							
<b>CHARGES FOR SERVICES</b>							
Family Passes	59,933	66,196	64,418	51,840	55,000	60,480	60,480
Family Plus One Child	-	-	-	-	-	-	-
Family Plus Two Or More Childre	-	-	-	-	-	-	-
Piggy Back	2,600	2,920	3,120	3,576	3,500	2,576	2,576
Single Passes	73,676	68,613	69,192	71,428	72,000	89,946	89,946
Single Plus One Child	-	-	-	-	-	-	-
Single Plus Two Or More Childre	-	-	-	-	-	-	-
Young Adult Passes	3,289	3,889	2,892	11,866	8,000	13,262	13,262
Junior Passes	4,554	5,908	5,811	9,858	9,000	7,632	7,632
Multi Play Passes	15,229	16,491	13,565	24,927	20,000	18,500	18,382
PCC Golf Fees	602	2,584	2,969	4,089	3,000	4,157	3,400
18 Hole Green Fees	20,874	23,616	21,315	33,495	33,000	50,026	46,000
9 Hole Green Fees	9,120	7,543	8,541	17,985	23,214	34,816	28,974
League Play	10,771	13,132	11,223	4,649	11,500	12,610	12,610
Weekend 18 Hole	52,485	51,724	55,010	68,055	65,000	88,998	87,165
Weekend 9 Hole	17,687	15,662	15,696	22,848	20,000	27,312	26,736
WD/WE Spring/Fall Green Fees	74,609	72,196	85,330	101,724	78,000	61,092	60,000
Lodging Green Fees	7,285	4,494	3,385	72	-	1,440	1,440
Tournament Green Fees	42,298	46,663	46,010	25,527	20,000	36,386	36,000
Misc Increases in Green Fees	-	-	-	-	-	-	-
Pull Cart Rental	401	341	360	502	500	446	400
Driving Range Passes	6,650	7,885	9,143	4,687	9,000	10,328	10,000
Family Driving Range Passes	4,250	4,144	5,439	4,464	5,500	6,417	6,417
Small Bucket of Balls	2,917	3,463	3,426	4,694	3,500	5,209	5,000
Medium Bucket of Balls	2,326	2,805	2,508	2,844	2,500	4,414	4,200
Large Bucket of Balls	6,777	7,022	7,388	10,250	8,000	13,010	11,000
Cart Rental-9 Hole	26,633	28,428	23,763	31,486	32,000	41,088	40,000
Cart Rental-18 Hole	60,980	64,491	63,526	87,325	80,000	94,635	90,000
Personal Cart Rental	3,600	3,290	1,794	2,990	2,500	6,695	6,500
Power Cart Rental (Seasonal)	27,508	30,435	34,844	32,623	30,000	44,880	44,880
3.35%(2.5%) Credit Card Charge	2,741	2,552	2,495	1,841	1,800	2,586	2,489
<b>TOTAL CHARGES FOR SERVICES</b>	<b>539,796</b>	<b>556,487</b>	<b>563,163</b>	<b>635,645</b>	<b>596,514</b>	<b>738,940</b>	<b>715,489</b>
<b>MISCELLANEOUS REVENUE</b>							
Tee Sign Sponsorships	-	-	2,000	2,000	2,000	-	2,000
Pro Shop Rent	-	5,346	5,433	5,521	5,300	5,609	5,600
Concessionaire Lease	18,000	18,000	18,000	4,000	18,000	18,000	18,000
CAM rent-Concessionaire	7,024	7,508	7,570	6,021	5,000	5,973	5,000
Clubhouse Activity Fee	2,000	500	500	500	1,000	-	-
Locker Rent Revenue	234	234	515	47	-	374	350
Miscellaneous	1,124	-	-	-	-	107	-
Contributions	1,000	-	-	-	-	115,400	-
Investment Income	1,307	1,754	2,740	2,346	500	1,503	700
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>30,688</b>	<b>33,342</b>	<b>36,758</b>	<b>20,435</b>	<b>31,800</b>	<b>146,966</b>	<b>31,650</b>
<b>OTHER FINANCING SOURCES</b>							
Insurance Recovery	945	24,744	-	-	-	-	-
Sale of Capital Assets	5,750	895	-	-	-	-	-
Operating Transfer In	-	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>6,695</b>	<b>25,639</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>\$ 577,179</b>	<b>\$ 615,468</b>	<b>\$ 599,921</b>	<b>\$ 656,080</b>	<b>\$ 628,314</b>	<b>\$ 885,906</b>	<b>\$ 747,139</b>

**CITY OF GRAND RAPIDS  
GOLF COURSE DEPARTMENT  
ACTUAL 2017-2020 EXPENSES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>EXPENSES</b>							
<b>PERSONNEL</b>							
Salary-Fulltime	\$ 103,437	\$ 71,306	\$ 73,510	\$ 75,821	\$ 88,729	\$ 77,126	\$ 90,947
Salary-Fulltime/Overtime	-	-	-	-	-	-	-
Salary-Parttime	114,068	112,329	131,094	130,631	117,000	132,393	136,289
Salary-Parttime/Overtime	1,391	3,055	4,211	5,343	5,000	5,372	5,000
Contracted Service	1,400	1,800	2,000	3,147	1,800	2,000	1,800
PERA	11,187	8,490	8,838	9,288	9,917	9,859	10,661
FICA	13,147	11,455	12,785	12,970	13,065	13,187	14,400
Medicare	3,075	2,679	2,990	3,033	3,056	3,084	3,367
Health Insurance	27,934	18,670	18,824	20,074	21,423	18,797	21,423
Life Insurance	49	25	25	25	25	24	26
Dental Insurance	688	-	-	-	-	-	-
OPEB	1,038	-	-	-	-	-	-
Unemployment	3,966	16,640	8,385	5,387	9,000	-	5,000
Workers Compensation	2,566	2,745	1,695	1,911	2,000	2,157	2,409
<b>TOTAL PERSONNEL</b>	<b>283,946</b>	<b>249,194</b>	<b>264,357</b>	<b>267,630</b>	<b>271,015</b>	<b>263,999</b>	<b>291,321</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	1,288	1,280	1,695	611	1,500	1,271	1,500
Copy Supplies	7	18	12	14	-	-	-
Printing/Binding	1,133	1,226	2,364	11	2,000	771	2,000
Computer Supplies	-	790	-	-	-	-	-
Assets between \$700-\$2,499	-	1,003	1,813	-	-	-	-
Inventorial Supplies	1,678	1,513	2,397	1,140	2,400	8,684	3,000
Operating Supplies	6,955	5,713	3,133	5,166	5,000	5,088	5,000
Motor Fuels	10,499	11,322	12,250	8,452	11,000	12,415	13,000
Lubricants	149	197	969	421	1,000	269	1,000
Maintenance-Equip/Parts	5,508	5,350	6,594	4,558	6,500	5,537	6,500
Safety Supplies	-	411	543	463	500	22	500
Other Supplies/Materials	9	-	-	-	-	-	-
Equipment Parts	9,005	10,008	16,011	12,206	15,000	26,652	25,000
Turf Rehab	4,597	3,829	5,525	1,884	4,000	9,814	7,500
Flowers	2,950	3,074	2,659	1,435	1,500	3,891	4,000
Small Tools	-	60	-	172	200	293	200
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>43,778</b>	<b>45,794</b>	<b>55,965</b>	<b>36,533</b>	<b>50,600</b>	<b>74,706</b>	<b>69,200</b>

**CITY OF GRAND RAPIDS  
GOLF COURSE DEPARTMENT  
ACTUAL 2017-2020 EXPENSES, 2021 BUDGET, YEAR TO DATE, PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	ACTUAL YTD 11/30/2021	PROPOSED 2022 BUDGET
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	-	-	-	-	-	78	
Auditing/Accounting Services	15,459	10,959	11,004	11,049	9,375	4,602	9,375
Legal Services	1,007	-	161	-	-	-	
Exterminator Service	-	-	-	118	150	224	150
Laundry/Linen Service	569	407	788	618	750	664	750
Janitorial Service	1,368	1,373	1,069	961	750	641	750
Other Contracted Services	52,218	54,130	54,365	56,234	57,000	52,171	57,600
Telephone	3,894	3,589	3,465	4,312	3,500	3,997	3,500
Postage/Freight	409	546	238	132	100	-	100
Seminar/Meetings/Schools	-	998	-	145	500	165	500
Promotions	17	-	-	-	-	-	
SNAG Expenses	3,311	-	-	-	-	-	
Auto License	-	16	-	19	-	-	
Publishing & Advertising	4,736	7,500	3,928	2,838	3,000	3,087	3,000
General Insurance	7,486	7,460	7,816	7,386	8,400	7,161	8,400
Electricity	22,870	23,290	22,775	22,473	22,000	25,837	24,000
Garbage Removal	2,146	1,876	2,690	2,214	2,500	2,377	2,800
Septic/Sewer	2,139	12,214	2,290	3,482	4,000	11,470	10,000
Heat-Natural Gas	2,644	2,843	2,893	2,595	2,700	1,861	2,700
Maintenance Contract	10,624	9,285	8,588	8,391	7,500	7,745	7,500
Building Maint/Repairs	540	1,607	7,750	915	2,000	4,760	4,500
Computer Maintenance	1,679	2,295	1,989	1,669	1,000	324	1,000
Golf Simulator Expenses	-	-	-	-	-	420	
Irrigation Maint/Supplies	271	3,515	1,184	6,632	2,000	6,757	10,000
Genl Equip Maint/Repairs	3,377	6,969	2,301	4,644	4,000	6,900	7,000
Fixture/Furniture Maint	3,327	1,680	1,144	433	1,500	206	1,500
Fertilizer/Chemicals	28,018	29,723	26,685	35,889	35,000	39,639	35,000
Tree Maintenance	3,511	3,693	4,108	7,945	4,000	8,451	5,000
Course Improvements	14,180	-	7,647	806	2,000	-	2,000
Equipment Rental	900	-	-	-	-	2,220	
Winter Storage	1,755	1,800	1,800	1,800	1,800	1,800	1,800
MC/VISA Bank Charges	16,744	16,691	12,767	16,777	15,000	18,000	18,000
Miscellaneous	25	1	10	88	-	(7)	
Permits & Dues	284	304	337	386	-	66	
Dues & Subscriptions	2,975	3,035	3,642	3,769	3,800	3,474	3,800
Property Tax	3,955	3,311	3,551	3,609	3,700	3,652	3,700
4th of July Expenses	204	709	709	-	-	220	
Clubhouse Loan Repayment	-	-	-	-	-	-	26,877
Golf Cart Maint/Repairs	18,918	-	-	20,488	2,000	-	2,000
Equipment Loan Repayment	-	-	-	-	-	-	
Interest Exp (Equip & Clbhs)	1,205	5,444	4,983	5,081	3,674	3,674	1,949
Bad Debt Expense	-	649	495	-	-	-	
Depreciation Expense	114,448	122,506	105,594	102,948	103,000	101,429	113,000
Transfer Out-Adm	3,500	3,500	3,500	-	-	-	
Loss on Retirement -Fixed Asse	-	-	-	-	-	-	
<b>TOTAL OTHER CHRGS &amp; SERV</b>	<b>350,713</b>	<b>343,918</b>	<b>312,266</b>	<b>336,846</b>	<b>306,699</b>	<b>324,065</b>	<b>368,251</b>
<b>TOTAL EXPENSES</b>	<b>678,438</b>	<b>638,906</b>	<b>632,588</b>	<b>641,009</b>	<b>628,314</b>	<b>662,769</b>	<b>728,772</b>
<b>REVENUE/(EXPENSES)</b>	<b>\$ (101,258)</b>	<b>\$ (23,438)</b>	<b>\$ (32,667)</b>	<b>\$ 15,071</b>	<b>\$ -</b>	<b>\$ 223,136</b>	<b>\$ 18,367</b>



**CITY OF GRAND RAPIDS  
STORM WATER UTILITY**

**ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE ACTUAL AND PROPOSED 2022 BUDGET**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	YTD ACTUAL 11/30/2021	PROPOSED 2022 BUDGET
<b>Revenues:</b>							
<b>Licenses &amp; Permits</b>							
SW Permit Application Fee	\$ 1,425	\$ 2,075	\$ 2,350	\$ 2,825	\$ 2,000	\$ 2,275	\$ 2,000
<b>Total Licenses &amp; Permits</b>	<b>1,425</b>	<b>2,075</b>	<b>2,350</b>	<b>2,825</b>	<b>2,000</b>	<b>2,275</b>	<b>2,000</b>
<b>Intergovernmental</b>							
Itasca County Grant	-	11,433	-	-	-	-	-
Public Utilities	-	-	-	-	-	-	-
<b>Total Intergovernmental</b>	<b>-</b>	<b>11,433</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Charges for Services</b>							
Charges for Service	588,361	697,344	687,777	741,694	912,133	613,110	845,000
<b>Total Charges for Service</b>	<b>588,361</b>	<b>697,344</b>	<b>687,777</b>	<b>741,694</b>	<b>912,133</b>	<b>613,110</b>	<b>845,000</b>
<b>Special Assessments:</b>							
Current	1,544	2,040	5,562	1,344	-	354	-
Delinquent	382	391	739	459	-	248	-
Penalties & Interest	110	122	201	164	-	52	-
<b>Total Special Assessments</b>	<b>2,036</b>	<b>2,553</b>	<b>6,501</b>	<b>1,967</b>	<b>-</b>	<b>654</b>	<b>-</b>
<b>Miscellaneous:</b>							
Miscellaneous	-	-	-	-	-	-	-
Investment Income	2,577	1,568	1,213	1,298	-	1,725	-
<b>Total Miscellaneous</b>	<b>2,577</b>	<b>1,568</b>	<b>1,213</b>	<b>1,298</b>	<b>-</b>	<b>1,725</b>	<b>-</b>
<b>Operating Transfer In</b>	<b>-</b>	<b>33,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUES:</b>	<b>594,398</b>	<b>747,973</b>	<b>697,841</b>	<b>747,784</b>	<b>914,133</b>	<b>617,764</b>	<b>847,000</b>
<b>Expenditures:</b>							
<b>Personnel</b>							
Salary-Fulltime	188,089	186,683	210,130	171,410	210,000	125,293	210,000
Salary-Overtime	5,569	8,928	7,360	5,524	5,000	3,132	5,000
Salary-Parttime	24,902	12,559	24,786	17,367	20,000	6,919	20,000
Salary-Parttime Overtime	972	985	3,934	1,053	1,000	230	1,000
PERA	14,676	14,578	16,441	13,464	16,078	9,852	16,078
FICA	13,128	12,621	14,720	11,432	14,632	7,907	14,632
Medicare	3,073	2,954	3,444	2,676	3,422	1,851	3,422
Health Insurance	45,102	86,163	74,310	61,497	88,959	39,880	72,102
Life Insurance	54	129	114	87	113	103	86
Healthcare Savings	4,704	8,582	10,510	7,680	-	5,779	-
Workers Compensation	8,643	17,453	16,151	9,111	19,833	8,166	18,120
<b>TOTAL PERSONNEL</b>	<b>308,910</b>	<b>351,635</b>	<b>381,901</b>	<b>301,301</b>	<b>379,037</b>	<b>209,111</b>	<b>360,440</b>
<b>Supplies &amp; Materials</b>							
Office Supplies	134	240	-	-	-	-	-
Copy Supplies	36	92	5	-	-	6	-
Printing & Binding	10	29	7	-	1,000	-	1,000
Computer Supplies	-	-	-	-	-	-	-
Assets Between \$700-\$4,999	-	-	-	-	-	-	-
Motor Fuels	27,536	33,512	48,916	31,033	45,000	24,516	45,000
Uniforms/Clothing/Safety	208	270	346	262	500	250	500
Bituminous	660	5,040	3,186	4,215	5,000	13,735	10,000
Concrete	116	167	108	-	2,000	657	10,000
Granular/Riprap/Dirt	2,928	854	1,219	3,212	3,000	-	3,000
Small Tools	238	80	48	170	500	66	500
Grounds Maint/Supplies	6,173	2,654	5,176	13,471	5,000	7,589	5,000
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>38,039</b>	<b>42,938</b>	<b>59,011</b>	<b>52,363</b>	<b>62,000</b>	<b>46,820</b>	<b>75,000</b>
<b>Other Charges &amp; Services</b>							
Professional Services	3,521	5,313	2,801	-	3,000	5,930	3,000
Accounting Services	1,600	500	1,405	1,430	1,600	1,390	1,600
GIS Fees - ELA	14,000	-	-	-	-	-	-
City Works ELA	9,200	9,200	9,200	9,200	9,200	9,200	9,200
Engineering Fees	480	-	3,885	2,681	4,000	11,370	7,500

12/2/2021

32

**CITY OF GRAND RAPIDS  
STORM WATER UTILITY**  
ACTUAL 2017-2020 EXPENDITURES, 2021 BUDGET, YEAR TO DATE ACTUAL AND PROPOSED 2022 BUDGET

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	YTD ACTUAL 11/30/2021	PROPOSED 2022 BUDGET
Legal	-	-	-	-	-	-	-
Contracted Services	161,488	206,982	142,704	78,840	150,000	86,264	200,000
Telephone	1,192	1,280	978	1,167	1,200	982	1,200
Postage	3,224	3,151	3,250	2,591	5,000	643	5,000
Seminars/Mtgs/Schools	619	1,655	981	531	3,500	2,203	3,500
Auto Mileage	-	-	-	-	-	-	-
Auto Licenses	-	16	-	39	55	-	55
Publishing & Advertising	637	536	149	449	500	-	500
General Insurance	7,478	16,268	12,774	7,941	7,200	7,322	7,750
Water	-	-	-	-	-	-	-
Maintenance Contracts	13	6	5	6	-	-	-
Building Maint/Repair	-	-	1,222	-	-	-	-
Vehicle Maint/Repair	68,190	14,196	28,677	35,107	37,000	24,179	37,000
PUC Billing Fee	26,400	26,400	26,400	27,401	26,400	19,800	26,400
NPDES Funding-(City Works)	-	400	477	-	4,000	-	4,000
Easements	-	-	-	-	-	1,086	-
Miscellaneous	34	284	-	75,873	-	46	-
Dues & Subscriptions	760	760	783	780	783	780	785
Demo Dump Charges	-	2,430	-	1,997	-	-	-
CIP Loan Repayment-Sweeper	-	1,241	-	-	45,000	-	50,000
Interest Expense	-	-	327	-	-	-	-
Depreciation Expense	44,053	63,660	63,878	63,878	52,361	48,189	50,057
Loss on Retirement-FA	-	6,309	-	-	-	-	-
Operating Transfer Out/Capital	-	-	-	-	122,297	-	4,013
<b>TOTAL CHARGES &amp; SERVICES</b>	<b>342,888</b>	<b>360,587</b>	<b>299,895</b>	<b>309,911</b>	<b>473,096</b>	<b>219,386</b>	<b>411,560</b>
<b>TOTAL EXPENDITURES</b>	<b>689,837</b>	<b>755,160</b>	<b>740,808</b>	<b>663,575</b>	<b>914,133</b>	<b>475,317</b>	<b>847,000</b>
Revenue > Expenditures	\$ (95,439)	\$ (7,187)	\$ (42,967)	\$ 84,209	\$ 1	\$ 142,447	\$ -

This may be going up. PU is reviewing.  
Proposed fee change