



## **CITY COUNCIL MEETING AGENDA**

### **Monday, September 25, 2023**

### **5:00 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, September 25, 2023 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**PROCLAMATIONS/PRESENTATIONS:**

1. Walk and Bike to School Day Proclamation

**PUBLIC FORUM:**

**COUNCIL REPORTS:**

**APPROVAL OF MINUTES:**

2. Approve minutes from the September 11, 2023 Worksession and Council Meeting.

**VERIFIED CLAIMS:**

3. Approve the verified claims for the period September 6, 2023 to September 18, 2023 in the total amount of \$2,684,840.76 of which \$14,526.25 are debt service payments.

**CONSENT AGENDA:**

4. Consider accepting the low quote from Keller Fence to install a new outfield fence to accommodate girls fastpitch softball at the Grand Rapids Sports Complex.
5. Consider Voiding Lost Accounts Payable Check and Issue a Replacement Check
6. Consider authorizing the police department to apply for and accept a 2023-2024 Toward Zero Deaths (TZD) grant from the Minnesota Department of Public Safety- Office of Traffic Safety in the amount of \$52,800.00 and consider adopting a resolution to accept the same.
7. Consider hiring a Civic Center PT Maintenance employee
8. Consider approving four new policies for the Grand Rapids Police Department to comply with MN POST Boards mandated polices
9. Consider authorizing Human Resources to begin the process of advertising and hiring for the open position of Security Officer.

- [10.](#) Consider entering into an Advertising Agreement with a business at the IRA Civic Center.
- [11.](#) Consider approving Policy 325 Naloxone policies for the Grand Rapids Police Department
- [12.](#) Consider change orders related to the IRA Civic Center Project

SET REGULAR AGENDA:

CIVIC CENTER & PARKS:

- [13.](#) Consider passing a resolution accepting donations from the City of Cohasset, Harris Township, and the Greater Pokegama Lake Association for financial assistance with the July 4th Fireworks Display.

FINANCE:

- [14.](#) Consider approving a resolution adopting the 2023 proposed levy/collectable 2024.

POLICE:

- [15.](#) Consider adopting a resolution to accept a \$1,800 donation from the Itasca County Agricultural Association, for the Grand Rapids Police Reserve Unit, for volunteer services at 2023 Itasca County Fair .
- [16.](#) Consider adopting a resolution to accept a \$1,000 donation to Grand Rapids Police Department from Paul Bunyan Communications.

PUBLIC HEARINGS: (scheduled to begin no earlier than 5:00 PM)

- [17.](#) Consider conducting a public hearing for final special assessments related to CP 2003-18, 21<sup>st</sup> Street SW Extension

ENGINEERING PUBLIC WORKS:

- [18.](#) Consider approving a resolution adopting final special assessments related to CP 2003-18, 21<sup>st</sup> Street SW Extension

PUBLIC HEARINGS: (scheduled to begin no earlier than 5:00 PM)

- [19.](#) Conduct a public hearing to consider the establishment of TIF District 1-14 and approval of a tax abatement; L&M Supply Distribution Center

COMMUNITY DEVELOPMENT:

- [20.](#) Consider adopting a resolution approving a modification to the development program for the Municipal Development District 1 and the establishment of Tax Increment Financing District No. 1-14: L&M, and a Tax Increment Plan therefore.
- [21.](#) Consider the adoption of a resolution granting a property tax abatement for certain property in the City.

- [22.](#) Consider the adoption of a resolution authorizing interfund loan for advance of certain costs in connection with Tax Increment Financing District No. 1-14: L&M

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 9, 2023 AT 5:00 PM

Hearing Assistance Available: This facility is 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: Aurimy Groom, Administrative Assistant

# Proclamation

## WALK AND BIKE TO SCHOOL DAY

- WHEREAS: Children's lives are safer when communities prioritize pedestrian and bicycle safety; and
- WHEREAS: A lack of physical activity can play a role in health problems among children, and being able to walk or bike to school offers an opportunity to build physical activity into daily routines; and
- WHEREAS: Increasing the number of children safely walking and biking to school can reduce traffic congestion, improve air quality, and reduce asthma attacks; and
- WHEREAS: Safe Routes to School interventions have been shown to reduce the rate of pedestrian injury by 44 percent; and
- WHEREAS: Not every parent or caregiver can drive their student to school, and busing shortages have schools reimagining their transportation plans; and
- WHEREAS: Safe Routes to School programs may help encourage more parents and children to consider walking or biking to school instead of using a bus or a car; and
- WHEREAS: Active kids learn better, and Safe Routes to School programs help students better focus in the classroom; and
- WHEREAS: Studies have shown that after 20 minutes of physical activity, students tested better in reading, spelling, and math, and were more likely to read above their grade level; and
- WHEREAS: More than 500 schools across Minnesota have been awarded funding through MnDOT planning, infrastructure, or non-infrastructure grants to implement Safe Routes to School programs; and
- WHEREAS: Walk and Bike to School Days are special events to make walking and biking more visible, fun, and rewarding for children; encourage parents and students to make walking and biking to school a habit; and allow decision-makers to witness the value of walkable and bikeable communities.

NOW THEREFORE, BE IT RESOLVED, that I, Dale Christy, Mayor of the City of Grand Rapids, Minnesota, do hereby proclaim Wednesday, October 4<sup>th</sup>, 2024 WALK AND BIKE TO SCHOOL DAY.

IN WITNESS WHEREOF, I have hereto subscribed my name and the seal of the City of Grand Rapids, Minnesota, this 25th day of September, Two thousand twenty-three.

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Dale Christy, Mayor  
City of Grand Rapids





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

## **CITY COUNCIL WORKSESSION MINUTES**

**Monday, September 11, 2023**

**4:30 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Worksession meeting of the Grand Rapids City Council will be held on Monday, September 11, 2023 at 4:30 PM in the City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Councilor Dale Adams called the meeting to order at 4:30PM.

### **ROLL CALL:**

**PRESENT:** Councilor Dale Adams, Councilor Tasha Connelly, Councilor Molly MacGregor, Councilor Tom Sutherland

**ABSENT:** Mayor Dale Christy

**STAFF:** Chad Sterle, Barb Baird, Julie Kennedy

### **BUSINESS:**

#### **1. Indigenous People's Day - Bernadine Joselyn, Human Rights Commission**

Bernadine Joselyn and Joan Gunderman from the Grand Rapids Human Rights Commission presented the Schedule of Events for Indigenous People's Day on October 9th, 2023 at the Central School Grounds and 1st Ave NW from noon until 9pm.

The Event will begin with Speakers and Recognition of Native Veterans and will feature Vendors, Exhibits, Music, Family Activities, Presentations, a Community Banquet, Film Screening of "Thunderheart" and end with a Concert at the MacRostie Art Center.

### **REVIEW OF REGULAR AGENDA:**

**2.** During the Review of the Agenda for the Regular Meeting, the City Council discussed moving Agenda Item #12 to "Consider a motion to approve a purchase agreement for the real property identified as Parcel ID #91-550-0340", to the Consent Agenda. Public Utilities General Manager, Julie Kennedy was available to discuss this item prior to the Regular Meeting.

Motion made by Councilor MacGregor, Seconded by Councilor Connelly to move Agenda Item #12, "Consider a motion to approve a purchase agreement for the real property identified as Parcel

ID #91-550-0340", to the Consent Agenda. Voting Yea: Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland.

ADJOURN:

There being no further business, the meeting adjourned at 4:55 pm.

Respectfully submitted by Cynthia Lyman, Administrative Assistant.



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

## **CITY COUNCIL MEETING MINUTES**

**Monday, September 11, 2023**

**5:00 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, September 11, 2023 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Councilor Dale Adams called the meeting to order at 5:03 PM.

### **CALL OF ROLL:**

**PRESENT:** Councilor Dale Adams, Councilor Tasha Connelly, Councilor Molly MacGregor and Councilor Tom Sutherland

**ABSENT:**  
Mayor Dale Christy

**STAFF:** Chad Sterle, Barb Baird, Julie Kennedy, Will Richter

### **PUBLIC FORUM:**

Beth George, from ICTV extended an invitation to the City Council for ICTV's 40th Birthday Party a week from this Friday (September 22, 2023).

### **COUNCIL REPORTS:**

Councilor Connelly thanked all who worked behind the scenes from sponsors, city staff and volunteers that made the 3rd Annual Riverfest a success that was attended by approximately 3,000 last Saturday.

Councilor Adams in remembrance of 9-11 stated his appreciation and support for all areas of Community Services such as our Fire and Police Departments. He also stated that he was proud that we have a Veterans' Response Crisis Team.

Councilor Sutherland reiterated his support for past, current and future veterans in the Public Services.

### **APPROVAL OF MINUTES:**

1. Approve Council minutes for Monday, August 28, 2028 Regular meeting and summary of August 28, 2023 Closed meeting.

Motion made by Councilor Connelly, Seconded by Councilor Sutherland to approve the Council Minutes for Monday August 28, 2023, Regular Meeting and the summary of August

28, 2023 Closed Meeting. Voting Yea: Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland.

#### VERIFIED CLAIMS:

2. Approve the verified claims for the period August 22, 2023 to September 5, 2023 in the total amount of \$1,420,845.21.

Motion made by Councilor Sutherland, Seconded by Councilor MacGregor to approve the Verified Claims as presented. Voting Yea: Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland.

#### CONSENT AGENDA:

3. Adopt a Resolution Accepting a State Grant in the amount of \$111,668.43 for the North Taxilane Reconstruction Project at the Grand Rapids/Itasca County Airport and authorize the Mayor and City Clerk to execute.

##### **Adopted Resolution 23-60**

4. Consider authorizing the retirement and sale of surplus assets to be sold at auction
5. Consider authorizing the Police Department to sell three (3) city owned police squads through Mid State Auto online auction.
6. Consider authorizing a supplemental letter agreement with SEH for the stormwater protection ordinance review
7. Consider entering into an agreement with Grand Rapids GM for EV charging sites
8. Adopt a Resolution Accepting a State Grant in the amount of \$3,439.00 for the Crack Seal Project at the Grand Rapids/Itasca County Airport and authorize the Mayor and City Clerk to execute.

##### **Adopted Resolution 23-61**

9. Consider establishing new eligibility list for Firefighter Trainee.
10. Consider accepting quote for compressor replacement in east venue of IRA Civic Center
11. Consider approving change order 11 for electrical work at IRA Civic Center.
12. Consider a motion to approve a purchase agreement for the real property identified as Parcel ID #91-550-0340.

Motion made by Councilor Connelly, Seconded by Councilor MacGregor to approve the Consent Agenda as amended to include Item #12. Voting Yea: Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland.

#### SET REGULAR AGENDA:

Item #12 was approved for the Consent Agenda, there are no items on the Regular Agenda.

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:15pm.

NEXT REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 25, 2023, AT 5:00 PM

Hearing Assistance Available: This facility is 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.

Respectfully submitted by Cynthia Lyman

DATE: 09/21/2023  
 TIME: 10:38:42  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/25/2023

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
0801661	HARRIS	6,869.67
	TOTAL	6,869.67
CITY WIDE		
0801661	HARRIS	2,289.90
1915248	SHI INTERNATIONAL CORP	2,064.00
T001486	JAMES D MICHAUD	5,100.00
T001487	JOAN GUNDERMAN	323.94
	TOTAL CITY WIDE	9,777.84
SPECIAL PROJECTS-NON BUDGETED		
0221650	BURGGRAP'S ACE HARDWARE	212.94
0301638	TIM CARDA	4,680.00
0315455	COLE HARDWARE INC	203.86
0601690	FASTENAL COMPANY	63.99
1200500	L&M SUPPLY	27.97
1201730	LATVALA LUMBER COMPANY INC.	24.92
1205250	LEFTYS TENT & PARTY RENTAL	3,305.91
1415544	NORTHLAND PORTABLES	3,132.00
1800140	RC RENTALS LLC	155.00
1801615	RAPIDS WELDING SUPPLY INC	562.50
1901500	SAMMY'S PIZZA	138.33
1911545	SKOGLUND ELECTRIC LLC	15,238.72
2209421	VIKING ELECTRIC SUPPLY INC	339.60
	TOTAL SPECIAL PROJECTS-NON BUDGETED	28,085.74
SPECIAL PROJECTS-BUDGETED		
2500050	ITASCA COUNTY FAMILY YMCA INC	15,000.00
	TOTAL SPECIAL PROJECTS-BUDGETED	15,000.00
ADMINISTRATION		
0718060	GRAND RAPIDS HERALD REVIEW	122.67
1205090	LEAGUE OF MINNESOTA CITIES	30.00
1301020	MADDEN GALANTER HANSEN, LLP	260.00
	TOTAL ADMINISTRATION	412.67

DATE: 09/21/2023  
 TIME: 10:38:43  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 09/25/2023

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
BUILDING SAFETY DIVISION		
0118100	ARAMARK UNIFORM SERVICES	60.82
0221650	BURGGRAF'S ACE HARDWARE	72.96
0920060	ITASCA COUNTY TREASURER	332.31
1901535	SANDSTROM'S INC	361.11
TOTAL BUILDING SAFETY DIVISION		827.20
COMMUNITY DEVELOPMENT		
0920060	ITASCA COUNTY TREASURER	150.47
TOTAL COMMUNITY DEVELOPMENT		150.47
FINANCE		
0718060	GRAND RAPIDS HERALD REVIEW	137.80
0914540	INNOVATIVE OFFICE SOLUTIONS LL	147.39
1205090	LEAGUE OF MINNESOTA CITIES	30.00
TOTAL FINANCE		315.19
FIRE		
0100010	5 STAR PEST CONTROL &	525.00
0118100	ARAMARK UNIFORM SERVICES	31.68
0920060	ITASCA COUNTY TREASURER	175.20
1015327	JOHNSON CONTROLS DULUTH MN	1,270.00
1200500	L&M SUPPLY	129.51
1301014	MACQUEEN EMERGENCY GROUP	956.71
1309279	MN DEPT OF NATURAL RESOURCES	3,065.60
1901535	SANDSTROM'S INC	39.94
TOTAL FIRE		6,193.64
INFORMATION TECHNOLOGY		
1405735	NETWRIX CORPORATION	1,559.25
TOTAL INFORMATION TECHNOLOGY		1,559.25
PUBLIC WORKS		
0103325	ACHESON TIRE INC	135.00
0112700	AL'S RESTORATION LLC	5,960.00
0221650	BURGGRAF'S ACE HARDWARE	208.27
0301685	CARQUEST AUTO PARTS	88.37

DATE: 09/21/2023  
 TIME: 10:38:43  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 09/25/2023

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
PUBLIC WORKS		
0315455	COLE HARDWARE INC	10.99
0409125	DIAMOND VOGEL	930.15
0421125	JOHN P DUBOVICH	468.00
0601690	FASTENAL COMPANY	814.45
0718215	GREEN AGAIN LAWN & AERATION	4,985.00
0801825	HAWKINSON CONSTRUCTION CO INC	2,104.44
0801836	HAWKINSON SAND & GRAVEL	3,087.10
0920060	ITASCA COUNTY TREASURER	2,003.48
1200500	L&M SUPPLY	54.99
1309332	MN STATE RETIREMENT SYSTEM	976.40
1415544	NORTHLAND PORTABLES	131.00
1415545	NORTHLAND LAWN & SPORT, LLC	70.20
1421155	NUCH'S IN THE CORNER	48.00
1813125	RMB ENVIRONMENTAL	27.23
TOTAL PUBLIC WORKS		22,103.07
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	45.79
0914200	INDUSTRIAL LUBRICANT COMPANY	502.50
TOTAL FLEET MAINTENANCE		548.29
POLICE		
0100031	A&B MISHAPS	173.03
0103325	ACHESON TIRE INC	35.00
0104085	ADAMS ARMS HOLDINGS, LLC	1,216.99
0205725	BETZ EXTINGUISHER COMPANY	20.00
0221650	BURGGRAF'S ACE HARDWARE	179.86
0301685	CARQUEST AUTO PARTS	328.36
0712225	GLEN'S ARMY NAVY STORE INC	40.95
0914540	INNOVATIVE OFFICE SOLUTIONS LL	146.90
0920060	ITASCA COUNTY TREASURER	4,785.35
1200500	L&M SUPPLY	239.97
1809153	RICK'S ELECTRIC & DATA INC	100.00
2000400	T J TOWING	252.50
TOTAL POLICE		7,518.91
GENERAL FUND-LIQUOR/CHART GAMB		
1415544	NORTHLAND PORTABLES	131.00
1609545	PINCHED, LLC	256.75



DATE: 09/21/2023  
 TIME: 10:38:43  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 09/25/2023

VENDOR #	NAME	AMOUNT DUE
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GENERAL FUND-LIQUOR/CHART GAMB		

TOTAL	387.75
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CENTRAL SCHOOL

1901535	SANDSTROM'S INC	168.47
2018680	TRU NORTH ELECTRIC LLC	220.67
T001485	STORY ART & MUSEUM	1,710.81

TOTAL	2,099.95
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AIRPORT

0920060	ITASCA COUNTY TREASURER	261.82
1201410	LAKE COUNTRY SEAMLESS GUTTERS	4,282.00
1601685	PARSONS ELECTRIC LLC	928.00

TOTAL	5,471.82
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CIVIC CENTER

GENERAL ADMINISTRATION

0221650	BURGGRAF'S ACE HARDWARE	488.84
1800656	R & R RENTAL INC	42.90
2209421	VIKING ELECTRIC SUPPLY INC	426.04

TOTAL GENERAL ADMINISTRATION	957.78
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STATE HAZ-MAT RESPONSE TEAM

0601690	FASTENAL COMPANY	153.72
0920060	ITASCA COUNTY TREASURER	55.95

TOTAL	209.67
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DATE: 09/21/2023  
 TIME: 10:38:43  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 09/25/2023

VENDOR #	NAME	AMOUNT DUE
CEMETERY		
0920060	ITASCA COUNTY TREASURER	63.12
1200500	L&M SUPPLY	60.93
TOTAL		124.05
DOMESTIC ANIMAL CONTROL FAC		
0920060	ITASCA COUNTY TREASURER	266.96
TOTAL		266.96
GO STATE-AID BONDS 2012B		
0315515	COMPUTERSHARE TRUST CO, NA	14,526.25
TOTAL		14,526.25
TIF 1-4 OAKWD TERRACE		
1105530	KENNEDY & GRAVEN, CHARTERED	690.00
TOTAL		690.00
GENERAL CAPITAL IMPRV PROJECTS		
1115550	KOOTASCA COMMUNITY ACTION INC	258,450.34
TOTAL		258,450.34
2022-1 HIGHWAY 2 LIGHTING		
0218115	BRAUN INTERTEC CORPORATION	667.50
1405530	NEO ELECTRICAL SOLUTIONS LLC	64,899.82
TOTAL 2022-1 HIGHWAY 2 LIGHTING		65,567.32
MAY MOBILITY		
1612745	PLUM CATALYST LLC, THE	3,500.00
TOTAL MAY MOBILITY		3,500.00

DATE: 09/21/2023  
 TIME: 10:38:43  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 09/25/2023

VENDOR #	NAME	AMOUNT DUE
GR/COHASSET IND PK INFRAST		
2000522	TNT CONSTRUCTION GROUP, LLC	188,869.43
TOTAL		188,869.43
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
0301685	CARQUEST AUTO PARTS	575.26
0308745	CHUCK'S AUTO SALVAGE INC	152.00
TOTAL CAPITAL OUTLAY-PUBLIC WORKS		727.26
CAPITAL OUTLAY-POLICE		
0221650	BURGGRAF'S ACE HARDWARE	425.90
0701480	GALLS LLC	99.94
1920150	STATT LLC	895.00
2309725	WITMER PUBLIC SAFETY GROUP INC	267.98
TOTAL CAPITAL OUTLAY-POLICE		1,688.82
2021 INFRASTRUCTURE BONDS		
2023-5 LIBRARY FACADE RPR PJT		
0514145	ENCOMPASS	3,292.72
TOTAL 2023-5 LIBRARY FACADE RPR PJT		3,292.72
CIVIC CENTER CAPITAL IMP PJT		
IRA CIVIC CENTER RENOVATION		
0118230	ARENA WAREHOUSE, LLC	39,842.41
0205153	BECKER ARENA PRODUCTS INC	6,924.25
0315495	COMMERCIAL REFRIGERATION	169,926.50
0715808	GOVCONNECTION INC	7,477.76
0801670	HART ELECTRIC	126,603.52
1301018	MAD MATTER, INC	2,625.00
1801610	RAPIDS PLUMBING & HEATING INC	268,126.96
2000522	TNT CONSTRUCTION GROUP, LLC	470,810.75
2008225	THELEN HEATING & ROOFING INC	209,885.40
TOTAL IRA CIVIC CENTER RENOVATION		1,302,222.55
2022 INFRASTRUCTURE/ARPA		
FOREST LK UTILITY EXTENSIONS		

DATE: 09/21/2023  
 TIME: 10:38:43  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 09/25/2023

VENDOR #	NAME	AMOUNT DUE
2022	INFRASTRUCTURE/ARPA	
	FOREST LK UTILITY EXTENSIONS	
0301705	CASPER CONSTRUCTION INC	16,047.10
	TOTAL FOREST LK UTILITY EXTENSIONS	16,047.10
21ST	STREET IMPROVEMENTS	
0218115	BRAUN INTERTEC CORPORATION	500.00
	TOTAL 21ST STREET IMPROVEMENTS	500.00
2023	INFRASTRUCTURE BONDS	
CP2015-1	SYLVAN BAY OVR/UTIL	
0218115	BRAUN INTERTEC CORPORATION	2,960.00
1000080	J T SERVICES	9,395.00
2000522	TNT CONSTRUCTION GROUP, LLC	151,160.88
	TOTAL CP2015-1 SYLVAN BAY OVR/UTIL	163,515.88
	STORM WATER UTILITY	
0301685	CARQUEST AUTO PARTS	12.24
0401425	DAKOTA SUPPLY GROUP	386.36
0801825	HAWKINSON CONSTRUCTION CO INC	1,103.70
0920060	ITASCA COUNTY TREASURER	641.63
1621125	PUBLIC UTILITIES COMMISSION	2,200.00
2000522	TNT CONSTRUCTION GROUP, LLC	8,600.00
	TOTAL	12,943.93
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$2,141,421.52
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	4,076.18
0113105	AMAZON CAPITAL SERVICES	51.62
0305530	CENTURYLINK QC	259.00
0315454	TRAVIS COLE	92.00
0315543	CONSTELLATION NEWENERGY -GAS	340.59
0504820	EDWARDS LAPLANT CONSTRUCTION	500.00
0717988	SHAWN GRAEBER	58.00
0718015	GRAND RAPIDS CITY PAYROLL	300,932.41
0718070	GRAND RAPIDS STATE BANK	65.00
0900060	ICTV	100.00
0920055	ITASCA COUNTY RECORDER	92.00
1121695	LANCE KUSCHEL	58.00

DATE: 09/21/2023  
 TIME: 10:38:43  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 09/25/2023

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1205095	LEAGUE OF MN INSURANCE TRUST	1,000.00
1209527	JOHN R. LINDER	34.00
1215250	LOFFLER COMPANIES INC	715.10
1300032	MCFOA TREASURER	50.00
1301145	MARCO TECHNOLOGIES, LLC	72.60
1301146	MARCO TECHNOLOGIES, LLC	314.60
1309098	MINNESOTA MN IT SERVICES	460.71
1309110	MN DEPT OF ADMINISTRATION	500.00
1309265	MN DEPT OF LABOR & INDUSTRY	170.00
1309332	MN STATE RETIREMENT SYSTEM	2,184.00
1315650	ANDY MORGAN	317.68
1405435	JEREMY NELSON	46.00
1415026	MICHELLE NORRIS	58.00
1516220	OPERATING ENGINEERS LOCAL #49	121,170.00
1520720	KEVIN OTT	155.61
1601305	THOMAS J. PAGEL	1,361.58
1621130	P.U.C.	29,360.13
1903557	TROY SCOTT	149.00
2100265	U.S. BANK	500.00
2209665	VISA	9,989.14
2209705	VISIT GRAND RAPIDS INC	63,329.84
2301700	WM CORPORATE SERVICES, INC	3,156.45
T001484	ROUND 2 DEVELOPMENT LLC	1,700.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$543,419.24

TOTAL ALL DEPARTMENTS \$2,684,840.76



CITY OF  
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IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider accepting the low quote from Keller Fence to install a new outfield fence to accommodate girls fastpitch softball at the Grand Rapids Sports Complex. Also consider accepting a donation from Thunder Fastpitch to cover the expense of the project.

**PREPARED BY:** Dale Anderson, Director of Parks & Recreation

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### BACKGROUND:

For years, our girls high school fastpitch team as well as our summer teams have desired 'their own' field with a permanent 200' fence. As participation in adult slow-pitch softball leagues has dwindled in recent years, I feel the time is right to convert one of our 4 fields into a permanent fastpitch field. Our local club, Thunder Fastpitch has agreed to reimburse us for the project with partial payment now and the remaining balance by the end of next summer.

I received two quotes, one from Keller Fence Company and the other from Iron Oakes Fencing. I am recommending that we accept the low quote of \$8,175.00 from Keller Fence Company.

### REQUESTED COUNCIL ACTION:

Make a motion to accept the low quote from Keller Fence to install a new outfield fence to accommodate girls fastpitch softball at the Grand Rapids Sports Complex. Also consider accepting a donation from Thunder Fastpitch to cover the expense of the project.



(218) 328-5504 P.O. Box 781 Grand Rapids MN 55744  
1-800-241-2309

Fax: (218) 328-5509

**PROPOSAL**

To: Dale Anderson  
City of Grand Rapids Park & Rec  
Director

Date: 8-24-23  
Proposal# Sports Cplx Revised  
FOB  
Terms: per city std

**Regarding: Sports Complex Outfield Fence**

Keller Fence Company-North proposes to furnish and install the following:

380LF of 5'h 9ga galvanized chain link fence with 1 5/8" top and bottom rails. Outfield fence installed 210LF from home plate. Materials are as follows: 2 1/2"x9' termial posts, 2"x9' line posts, 1 5/8" top and bottom rails. All pipe WT-20. All posts driven.

**FOR THE SUM OF:**

**\$8,175.00**

*The above quotation is good for a period of ten (10) days from the date of this proposal. Keller Fence Company-North appreciates the opportunity to quote this project and hope it merits your favorable review. If you have any questions or need additional information do not hesitate to call us at the above number.*

PROPOSAL ACCEPTED BY:

DATE:

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Windorski", written over a horizontal line.

Scott Windorski



# Iron Oakes Fencing

29208 Eden Loop Road 218-247-7219 Phone  
Bovey, MN 55709 218-259-8490 Mobile

# JOB ESTIMATE

Date: 23-Aug-23

Grand Rapids Parks & Recreation  
ATT Dale Anderson, Director

Date of original estimate:

Phone 326-7604

danderson@grandrapidsmn.gov

Install 380' of 5' high outfield fence in an arc at the East Elementary site in Grand Rapids, MN

## ITEMIZED ESTIMATE: TIME AND MATERIALS

## AMOUNT

### Materials and Installation:

Line posts 2" OD x 9' x SS20 galvanized steel; Terminal posts 2 1/2" OD x 10' x SS20 galv steel; Top and bottom rail 1 5/8" OD x SS20 galv steel; Fabric 2" x 6' x 9 ga x KK galvanized chain link.

Gates: none

Posts driven 48", 10' 0" or less on center. There will be a bottom rail with the chain link fabric tie-wired to the rail at the bottom diamond. The outfield fence will be an arc, equidistant from home plate at 210'.

### All materials and labor:

8,421.00

## TOTAL ESTIMATED JOB COST

\$8,421.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise. We will contact Gopher One Call to locate underground utilities; the customer is responsible for locating any private utility lines such as LP gas, wiring to garage from house, etc.

**Payment Requirements: One half down, balance upon completion. Once signed, this estimate becomes a contract.**

*Ed Torconi*

(Iron Oakes Representative)

8-23-23

(Date)

(Customer Signature)

(Date)

(Customer Signature)

(Date)





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider Voiding Lost Accounts Payable Check and Issue a Replacement Check

**PREPARED BY:** Laura Pfeifer

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### BACKGROUND:

Accounts payable check #152401 issued to Betty Gigante on February 21, 2023 for \$1,100.00 is lost. Betty Gigante has completed an Affidavit of Lost Check for the lost check.

### REQUESTED COUNCIL ACTION:

Make a motion to void lost accounts payable check #152401, issue a new check and waive bond requirements for the check issued to Betty Gigante in the amount of \$1,100.00.

AFFIDAVIT

STATE OF ) Minnesota

) SS

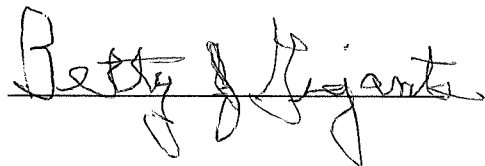
COUNTY OF ) Itasca

**Betty Gigante**, being first duly sworn on oath, states that he/she resides at **3056 Bluffs Drive, Richland, WA, 99354** and that he/she is the payee named in a check number **152401**, issued to **Betty Gigante**, drawn by **City of Grand Rapids** dated **February 21, 2023**, for the sum of **\$1,100.00**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

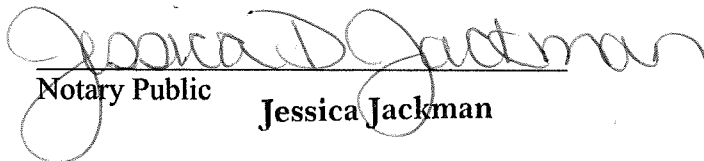
**Accounts Payable lost check**

I am making this Affidavit in conjunction with my request that the **City of Grand Rapids** issue a duplicate check. I understand that I make this Affidavit under oath and that I may be subject to criminal penalty if my statements in this Affidavit are false.

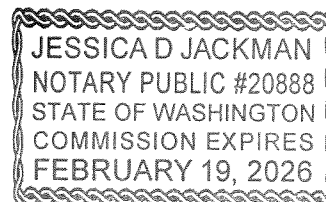
SIGNED



Subscribed and sworn to before me

This 20<sup>th</sup> day of Sept, 2023


Notary Public  
Jessica Jackman





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 9/25/2023

**AGENDA ITEM:** Consider authorizing the police department to apply for and accept a 2023-2024 Toward Zero Deaths (TZD) grant from the Minnesota Department of Public Safety- Office of Traffic Safety in the amount of \$52,800.00 and consider adopting a resolution to accept the same.

**PREPARED BY:** Captain Kevin Ott

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### BACKGROUND:

The purpose of the TZD grant is to provide funding for additional enforcement activities targeted toward distracted driving, speed, seat belt violations and impaired driving during the fiscal year of 2023-2024. The goal is to reduce the number and severity of vehicle crashes in Grand Rapids and throughout Itasca County. The Grand Rapids Police Department is a member of the TZD-Itasca County Coalition consisting of community members, public health, court services and others committed to reducing deaths on our roadways. The TZD grant is a very important piece of funding for these efforts, and we have been a grant recipient for over 25 years.

The Police Department was notified by the Department of Public Safety that our grant proposal will be funded in the award amount of \$52,800.00 along with a match requirement of \$900.00 for equipment. This grant also includes \$3,200.00 of funding for law enforcement training. Typically, the Grand Rapids Police Department receives 50%-60% of the total grant dollars as we have acted as the fiscal agent for Itasca County Law Enforcement agencies. This is a partnership which includes the Itasca County Sheriff's Office, Bovey Police Department, Coleraine Police Department, Nashwauk Police Department, Keewatin Police Department, Deer River Police Department and the Minnesota State Patrol.

### REQUESTED COUNCIL ACTION:

Make a motion to authorize the police department to apply for and accept a 2023-2024 Toward Zero Deaths (TZD) grant from the Minnesota Department of Public Safety- Office of Traffic Safety in the amount of \$52,800.00 and adopt a resolution accepting the same.

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

RESOLUTION NO. 23-

A RESOLUTION ACCEPTING A \$52,800.00 GRANT FROM THE MINNESOTA  
DEPARTMENT OF PUBLIC SAFETY- OFFICE OF TRAFFIC SAFETY FOR THE  
GRAND RAPIDS POLICE DEPARTMENT

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:

- The Minnesota Department of Public Safety- Office of Traffic Safety has granted the Grand Rapids Police Department a \$52,800.00 Toward Zero Death Enforcement Grant for the period October 1, 2023 through September 30, 2024.

Adopted this 25<sup>th</sup> day of September 2023.

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Dale Christy, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider hiring a Civic Center PT Maintenance employee

**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### BACKGROUND:

Dale Anderson is proposing the hiring of Joseph Opsahl as a Civic Center PT Maintenance employee to work from September 26, 2023 through May 30, 2024, at a pay rate of \$15.00 per hour. This is included in the 2023 and 2024 Civic Center and Park and Recreation budgets.

### REQUESTED COUNCIL ACTION:

Make a motion to hire Joseph Opsahl as a Civic Center PT Maintenance worker from September 26, 2023 through May 30, 2024, at \$15.00 per hour.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider approving four new policies for the Grand Rapids Police Department to comply with MN POST Boards mandated policies

**PREPARED BY:** Captain Jeremy Nelson

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### BACKGROUND:

The Minnesota POST Board (Peace Officer Standards and Training Board) establishes law enforcement licensing and training requirements and sets standards for law enforcement agencies and officers throughout the state.

The POST Board currently has fifteen (15) Mandated Policies that all law enforcement agencies in Minnesota must have. In addition to these, there are four (4) additional mandated policies that are mandated only if the subject matter applies to the agency, (Body Worn Cameras and Automated License Plate Readers). The POST Board mandates that such policies are the “same as” or “substantially similar” to the provided model policies.

The Grand Rapids Police Department is required to have 17 of the mandated policies as the other two do not apply to our organization.

The POST Board recently added a new mandated policy, the Public Assembly and First Amendment Activity.

When GRPD purchased and installed our new in squad cameras earlier this year, they came equipped with Automated License Plate Readers.

In reviewing the GRPD Policy manual, we are needing to update following two policies.

1. Professional Conduct of Peace Officers Policy.
2. Domestic Abuse Response and Arrest Policy.

In reviewing the GRPD Policy manual, we are needing to add following two policies

1. Public Assembly and First Amendment Activity Policy
2. Automated License Plate Reader Policy.

All of these policies were taken directly from the POST Board model policies and MN State Statutes. Making such a change ensures that we are compliant with the licensing authority.

**REQUESTED COUNCIL ACTION:**

Make a motion to approve Public Assembly and First Amendment Activity Policy, Professional Conduct of Peace Officers Policy, Domestic Abuse Response and Arrest Policy, and the Automated License Plate Reader Policy to be added to the Grand Rapids Police Department Policy Manual.

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## **Public Assembly and First Amendment Activity**

### **411.1 PURPOSE AND SCOPE**

The First Amendment to the Constitution of the United States of America states, "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech or of the press, or the right of the people peaceably to assemble and to petition the Government for a redress of grievances."

The Bill of Rights in Article 1 of the Minnesota Constitution addresses the rights of free speech and the liberty of the press. However, neither the state nor federal constitutions protect criminal activity or threats against citizens, businesses, or critical infrastructure.

The Grand Rapids Police Department supports all people's fundamental right to peaceably assemble and their right to freedom of speech and expression.

The purpose of this policy is to provide guidelines to the Grand Rapids Police Department personnel regarding the application and operation of acceptable law enforcement actions addressing public assemblies and First Amendment Activity.

#### **411.1.1 POLICY**

The Grand Rapids Police Department will uphold the constitutional rights of free speech and assembly while using the minimum use of physical force and authority required to address a crowd management or crowd control issue.

The policy of the Grand Rapids Police Department ("department") regarding crowd management and crowd control is to apply the appropriate level of direction and control to protect life, property, and vital facilities while maintaining public peace and order during a public assembly or First Amendment activity. Department personnel must not harass, intimidate, or discriminate against or unreasonably interfere with persons engaged in the lawful exercise of their rights.

This policy concerning crowd management, crowd control, crowd dispersal, and police responses to violence and disorder applies to spontaneous demonstrations, crowd event situations, and planned demonstration or crowd events regardless of the permit status of the event.

This policy is to be reviewed annually.



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*Public Assembly and First Amendment Activity***411.1.2 DEFINITIONS**

- A. Chemical Agent Munitions: Munitions designed to deliver chemical agents from a launcher or hand thrown.
- B. Control Holds: Control holds are soft empty hand control techniques as they do not involve striking.
- C. Crowd Management: Techniques used to manage lawful public assemblies before, during, and after an event. Crowd management can be accomplished in part through coordination with event planners and group leaders, permit monitoring, and past event critiques.
- D. Crowd Control: Techniques used to address unlawful public assemblies.
- E. Deadly Force: Force used by an officer that the officer knows, or reasonably should know, creates a substantial risk of causing death or great bodily harm.  
(Reference: (law enforcement agency's) Use of Force Policy, MN Statutes [609.06](#) and [609. 066](#))
- F. Direct Fired Munitions: Less-lethal impact munitions that are designed to be direct fired at a specific target.
- G. First Amendment Activities: First Amendment activities include all forms of speech and expressive conduct used to convey ideas and/or information, express grievances, or otherwise communicate with others and include both verbal and non-verbal expression. Common First Amendment activities include, but are not limited to, speeches, demonstrations, vigils, picketing, distribution of literature, displaying banners or signs, street theater, and other artistic forms of expression. All these activities involve the freedom of speech, association, and assembly and the right to petition the government, as guaranteed by the United States Constitution and the [Minnesota State Constitution](#).  
  
The government may impose reasonable restrictions on the time, place, or manner of protected speech, provided the restrictions are justified without reference to the content of the regulated speech, that they are narrowly tailored to serve a significant governmental interest, and that they leave open ample alternative channels for communication of the information.
- H. Great Bodily Harm: Bodily injury which creates a high probability of death, or which causes serious, permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm. (Reference: (law enforcement agency's) Use of Force Policy, MN Statutes [609.06](#) and [609. 066](#))
- I. Legal Observers – Individuals, usually representatives of civilian human rights agencies, who attend public demonstrations, protests and other activities. The following may be indicia of a legal observer: Wearing a green National Lawyers' Guild issued or authorized Legal Observer hat and/or vest (a green NLG hat and/or black vest with green labels) or wearing a blue ACLU issued or authorized legal observer vest.
- J. Less-lethal Impact Munitions. Impact munitions which can be fired, launched, or otherwise propelled for the purpose of encouraging compliance, overcoming resistance or preventing serious injury without posing significant potential of causing death.
- K. Media: Media means any person who is an employee, agent, or independent contractor of any newspaper, magazine or other periodical, book publisher, news agency, wire service, radio or television station or network, cable or satellite station or network, or

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***Public Assembly and First Amendment Activity***

audio or audiovisual production company, or any entity that is in the regular business of news gathering and disseminating news or information to the public by any means, including, but not limited to, print, broadcast, photographic, mechanical, internet, or electronic distribution. For purposes of this policy, the following are indicia of being a member of the media: visual identification as a member of the press, such as by displaying a professional or authorized press pass or wearing a professional or authorized press badge or some distinctive clothing that identifies the wearer as a member of the press.

**411.2 Law Enforcement Procedures**

**A. Uniform:** All officers responding to public assemblies must at all times, including when wearing protective gear, display their agency name and a unique personal identifier in compliance with this department's uniform policy. The chief law enforcement officer must maintain a record of any officer(s) at the scene who is not in compliance with this requirement due to exigent circumstances.

**B. Officer conduct:**

1. Officers shall avoid negative verbal engagement with members of the crowd. Verbal abuse against officers does not constitute a reason for an arrest or for any use of force against such individuals.
2. Officers must maintain professional demeanor and remain neutral in word and deed despite unlawful or anti-social behavior on the part of crowd members.
3. Officers must not take action or fail to take action based on the opinions being expressed.
4. Officers must not interfere with the rights of members of the public to observe and document police conduct via video, photographs, or other methods unless doing so interferes with on-going police activity.
5. Officers must not use a weapon or munition unless the officer has been trained in the use and qualified in deployment of the weapon/munition.
6. This policy does not preclude officers from taking appropriate action to direct crowd and vehicular movement; enforce ordinances and statutes; and to maintain the safety of the crowd, the general public, law enforcement personnel, and emergency personnel.

**411.3 Responses to Crowd Situations**

**A. Lawful assembly.** Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest, or otherwise express their views and opinions through varying forms of communication including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting and loitering.

**B. Unlawful assembly**

1. The definition of an unlawful assembly has been set forth in Minnesota Statute [§609.705](#).
2. The mere failure to obtain a permit, such as a parade permit or sound permit, is not

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*Public Assembly and First Amendment Activity*

a sufficient basis to declare an unlawful assembly

3. The fact that some of the demonstrators or organizing groups have engaged in violent or unlawful acts on prior occasions or demonstrations is not grounds for declaring an assembly unlawful.
4. Whenever possible, the unlawful behavior of a few participants must not result in the majority of peaceful protestors being deprived of their First Amendment rights, unless other participants or officers are threatened with dangerous circumstances.
5. Unless emergency or dangerous circumstances prevent negotiation, crowd dispersal techniques must not be initiated until after attempts have been made through contacts with the police liaisons and demonstration or crowd event leaders to negotiate a resolution of the situation so that the unlawful activity will cease, and the First Amendment activity can continue.

**C. Declaration of Unlawful Assembly**

1. If the on-scene supervisor/incident commander has declared an unlawful assembly, the reasons for the declaration and the names of the decision maker(s) must be recorded. The declaration and dispersal order must be announced to the assembly. The name(s) of the officers announcing the declaration should be recorded, with the time(s) and date(s) documented.
2. The dispersal order must include:
  - a) Name, rank of person, and agency giving the order
  - b) Declaration of Unlawful Assembly and reason(s) for declaration
  - c) Egress or escape routes that may be used
  - d) Specific consequences of failure to comply with dispersal order
  - e) How long the group has to comply
3. Whenever possible, dispersal orders should also be given in other languages that are appropriate for the audience. Officers must recognize that not all crowd members may be fluent in the language(s) used in the dispersal order.
4. Dispersal announcements must be made in a manner that will ensure that they are audible over a sufficient area. Dispersal announcements—must be made from different locations when the demonstration is large and noisy. The dispersal announcements should be repeated after commencement of the dispersal operation so that persons not present at the original broadcast will understand that they must leave the area. The announcements must also specify adequate egress or escape routes. Whenever possible, a minimum of two escape/egress routes shall be identified and announced.

**D. Crowd Dispersal**

1. Crowd dispersal techniques should not be initiated until officers have made repeated announcements to the crowd, or are aware that repeated announcements have been made, asking members of the crowd to voluntarily disperse, and informing them that, if they do not disperse, they will be subject to arrest.
2. Unless an immediate risk to public safety exists or significant property damage is occurring, sufficient time will be allowed for a crowd to comply with officer commands before action is taken.
3. If negotiations and verbal announcements to disperse do not result in voluntary

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***Public Assembly and First Amendment Activity***

movement of the crowd, officers may employ additional crowd dispersal tactics, but only after orders from the on-scene supervisor/incident commander. The use of these crowd dispersal tactics shall be consistent with the department policy of using the minimal officer intervention needed to address a crowd management or control issue.

4. If, after a crowd disperses pursuant to a declaration of unlawful assembly and subsequently participants assemble at a different geographic location where the participants are engaged in non-violent and lawful First Amendment activity, such an assembly cannot be dispersed unless it has been determined that it is an unlawful assembly, and a new declaration of unlawful assembly has been made.

**411.4 Tactics and Weapons to Disperse or Control a Non-Compliant Crowd**

Nothing in this policy prohibits officers' abilities to use appropriate force options to defend themselves or others as defined in the (law enforcement agency's) Use of Force policy.

**411.4.1 Use of Batons**

1. Batons must not be used for crowd control, crowd containment, or crowd dispersal except as specified below.
2. Batons may be visibly displayed and held in a ready position during squad or platoon formations.
3. When reasonably necessary for protection of the officers or to disperse individuals in the crowd pursuant to the procedures of this policy, batons may be used in a pushing, pulling, or jabbing motion. Baton jabs must not be used indiscriminately against a crowd or group of persons but only against individuals who are physically aggressive or actively resisting arrest. Baton jabs should not be used in a crowd control situation against an individual who is attempting to comply but is physically unable to disperse or move because of the press of the crowd or some other fixed obstacle.
4. Officers must not strike a person with any baton to the head, neck, throat, kidneys, spine, or groin, or jab with force to the armpit unless the person has created an imminent threat of great bodily harm to another.
5. Batons shall not be used against a person who is handcuffed except when permissible under this department's Use of Force policy and state law.

**411.4.2 Restrictions on Crowd Control and Crowd Dispersal**

1. Canines. Canines must not be used for crowd control, crowd containment, or crowd dispersal.
2. Fire Hoses. Fire hoses must not be used for crowd control, crowd containment, or crowd dispersal.
3. Electronic Control Weapons (ECWs) must not be used for crowd control, crowd containment, or crowd dispersal.
4. Motorcycles and police vehicles must not be used for crowd dispersal, but may be used for purposes of observation, visible deterrence, traffic control, transportation, and area control during a crowd event.
5. Skip Fired Specialty Impact Less-Lethal Munitions (Wooden Dowels and Stinger Grenades) may be used as a last resort if other crowd dispersal techniques have failed or have been deemed ineffective.
6. Direct Fired munitions may never be used indiscriminately against a crowd or group of

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*Public Assembly and First Amendment Activity*

persons even if some members of the crowd or group are violent or disruptive.

- a) Except for exigent circumstances, the on-scene supervisor/incident commander must authorize the deployment of Direct Fired munitions. Direct Fired munitions must be used only against a specific individual who is engaging in conduct that poses an immediate threat of loss of life or serious bodily injury to them self, officers, or the general public; or is creating an imminent risk to the lives or safety of other persons through the substantial destruction of property.
  - b) Officers shall not discharge a Direct Fired munitions at a person's head, neck, throat, face, left armpit, spine, kidneys, or groin unless deadly force would be justified.
  - c) When circumstances permit, the on-scene supervisor/incident commander must make an attempt to accomplish the policing goal without the use of Direct Fired munitions as described above, and, if practical, an audible warning shall be given to the subject before deployment of the weapon.
7. Aerosol Hand-held Chemical Agents must not be used in a demonstration or crowd situation or other civil disorders without the approval of the on-scene supervisor/incident commander.
  - a) Aerosol, hand-held, pressurized, containerized chemical agents that emit a stream shall not be used for crowd management, crowd control, or crowd dispersal during demonstrations or crowd events. Aerosol hand-held chemical agents may not be used indiscriminately against a crowd or group of persons, but only against specific individuals who are engaged in specific acts of serious unlawful conduct or who are actively resisting arrest.
  - b) Officers shall use the minimum amount of the chemical agent necessary to overcome the subject's resistance.
  - c) When possible, persons should be removed quickly from any area where hand held chemical agents have been used. Officers must monitor the subject and pay particular attention to the subject's ability to breathe following the application of a chemical agent.
  - d) A subject who has been sprayed with a hand-held chemical agent shall not be left lying on their stomach once handcuffed or restrained with any device.
8. Chemical munitions use in a crowd situation is subject to the following:
  - a) Chemical munitions must be used only when:
    - 1) a threat of imminent harm or serious property damage is present, or other crowd dispersal techniques have failed or did not accomplish the policing goal as determined by the incident commander,
    - 2) sufficient egress to safely allow the crowd to disperse exists, and
    - 3) The use of chemical munitions is approved by the on-scene supervisor/incident commander, and
  - b) When feasible, additional announcements should be made prior to the use of chemical munitions in a crowd situation warning of the imminent use of chemical munitions.
  - c) Deployment of chemical munitions into a crowd must be avoided to prevent unnecessary injuries.

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***Public Assembly and First Amendment Activity***

- d) CN chemical munitions are prohibited.
- e) The use of each chemical munition must be recorded (time, location), and the following information must be made available by the department on request :
  - 1) the name of each chemical munition used in an incident,
  - 2) the location and time of use for each munition deployment,
  - 3) access to the safety data sheet (SDS) for chemical munition
- f) Where extensive use of chemical munitions would reasonably be anticipated to impact nearby residents or businesses, agencies should consider proactively notifying impacted individuals of safety information related to the munitions use as soon as possible, even if after the event.
- g) When chemical munitions are used, an emergency responder will be on standby at a safe distance near the target area when feasible.
- h) Chemical munitions are subject to the same procedural requirements as outlined in the (law enforcement department)'s UOF policy.

**411.5 Arrests**

- 1. If the crowd has failed to disperse after the required announcements and sufficient time to disperse, officers may encircle the crowd or a portion of the crowd for purposes of making multiple simultaneous arrests.
- 2. Persons who make it clear (e.g., by non-violent civil disobedience) that they seek to be arrested may be arrested and must not be subjected to other dispersal techniques, such as the use of batons or chemical agents. Persons refusing to comply with arrest procedures may be subject to the reasonable use of force.
- 3. Arrests of non-violent persons shall be accomplished by verbal commands and persuasion, handcuffing, lifting, carrying, the use of dollies and/or stretchers, and/or the use of soft empty hand control holds.
- 4. Officers must document any injuries reported by an arrestee, and as soon as practical, officers must obtain professional medical treatment for the arrestee.
- 5. Juveniles arrested in demonstrations shall be handled consistent with department policy on arrest, transportation, and detention of juveniles.
- 6. Officers arresting a person with a disability affecting mobility or communication must follow the department policy on arrest, transportation, and detention of persons with disabilities.

**411.6 Handcuffs**

- 1. All persons subject to arrest during a demonstration or crowd event shall be handcuffed in accordance with department policy, orders, and training bulletins.
- 2. Officers should be cognizant that flex-cuffs may tighten when arrestees hands swell or move, sometimes simply in response to pain from the cuffs themselves. When arrestees complain of pain from overly tight flex cuffs, officers must examine the cuffs and ensure proper fit.
- 3. Arrestees in flex-cuffs must be monitored to prevent injury.
- 4. Each unit involved in detention and/or transportation of arrestees with flex-cuffs should have a flex-cuff cutter and adequate supplies of extra flex-cuffs readily available.

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*Public Assembly and First Amendment Activity***411.7 Media**

- A. The media have a First Amendment right to cover public activity, including the right to record video or film, livestream, photograph, or use other mediums.
- B. The media must not be restricted to an identified area, and must be permitted to observe and must be permitted close enough access to view the crowd event and any arrests. An onsite supervisor/incident commander may identify an area where media may choose to assemble.
- C. Officers will not arrest members of the media unless they are physically obstructing lawful efforts to disperse the crowd, or efforts to arrest participants, or engaged in criminal activity.
- D. The media must not be targeted for dispersal or enforcement action because of their media status.
- E. Even after a dispersal order has been given, clearly identified media must be permitted to carry out their professional duties unless their presence would unduly interfere with the enforcement action.

**411.8 Legal Observers**

- 1. Legal observers, including unaffiliated self-identified legal observers and crowd monitors, do not have the same legal status as the media, and are subject to laws and orders similar to any other person or citizen.
- 2. Legal observers and monitors must comply with all dispersal orders unless the on-site supervisor/incident commander chooses to allow such an individual legal observers and monitors to remain in an area after a dispersal order.
- 3. Legal observers and crowd monitors must not be targeted for dispersal or enforcement action because of their status.

**411.9 Documentation of Public Assembly and First Amendment Activity**

- A. The purpose of any visual documentation by (law enforcement agency) of a public assembly or first amendment activity must be related only to:
  - 1) Documentation of the event for the purposes of debriefing,
  - 2) Documentation to establish a visual record for the purposes of responding to citizen complaints or legal challenges, or
  - 3) Creating visual records for training purposes.
- B. If it is the policy of Grand Rapids Police Department to videotape and photograph, it must be done in a manner that minimizes interference with people lawfully participating in First Amendment activities. Videotaping and photographing of First Amendment activities must take place only when authorized by the on-site supervisor/incident commander.
- C. Individuals should not be singled out for photographing or recording simply because they appear to be leaders, organizers, or speakers.
- D. Unless evidence of criminal activity is provided, videos or photographs of demonstrations shall not be disseminated to other government agencies, including federal, state, and local law enforcement agencies. If videos or photographs are disseminated or shared with another law enforcement agency, a record should be created and maintained noting the date and recipient of the information.
- E. If there are no pending criminal prosecutions arising from the demonstration or if the video recording or photographing is not relevant to an Internal Affairs or citizen complaint investigation or proceedings or to civil litigation arising from police conduct at the

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## *Public Assembly and First Amendment Activity*

demonstration, the video recording and/or photographs shall be destroyed in accordance with department policies.

- F. This directive shall not prohibit department members from using these videos or footage from such videos as part of training materials for officers in crowd control and crowd dispersal techniques and procedures.

### References:

Minn. Rules 6700.1615

[First Amendment US Constitution](#)

[Minnesota Constitution](#)

[609.705](#) Unlawful Assembly

[609.71](#) Riot

[609.066](#) Authorized Use of Force by Peace Officers

[609.06](#) Authorized Use of Force

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## Domestic Abuse Response and Arrest Policy

### 319.1 POLICY

It is the policy of the Grand Rapids Police Department to recognize domestic abuse as a serious problem in today's society. This agency's policy is to protect victims of domestic abuse by ensuring its peace officers understand the laws governing this area.

Peace officers will utilize this policy in response to calls when there may be domestic abuse. This policy prescribes courses of action peace officers should take in response to a domestic call. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

### 319.2 DEFINITIONS

For the purposes of this policy, the words and phrases in this section have the meanings given to them, unless another intention clearly appears.

**A. *Domestic Abuse*** has the meaning given it in Minn. Stat. 518B.01, subd. 2(a), which states:

"Domestic abuse" means the following, if committed against a family or household member by a family or household member:

- (1) physical harm, bodily injury, or assault;
- (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or
- (3) Threats of violence, within the meaning of section [609.713, subdivision 1](#); criminal sexual conduct, within the meaning of section [609.342](#), [609.343](#), [609.344](#), [609.345](#), or [609.3451](#); or interference with an emergency call within the meaning of section [609.78, subdivision 2](#).

**B. Domestic Abuse Program** means a public or private intervention project or advocacy program which provides support and assistance to the victims of domestic abuse.

**C. Child** means a person under the age of 18.

**D. Family or Household Member** has the meaning given it in Minn. Stat. 518B.01, subd. 2(b)(1)-(7): spouses, former spouses, parents and children, persons related by blood, and persons who are presently residing together or who have resided together in the past, persons who have a child in common regardless of whether they have been married or have lived together at any time, and persons involved in a significant romantic or sexual relationship. It also includes a man and a woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

**E. Domestic Call** means a request for assistance to a law enforcement agency regarding domestic abuse or any other crime against a family of household member.

**F. Qualified domestic violence-related offense (QDVRO)** has the meaning given it in Minn. Stat. 609.02, subd. 16 and includes a violation of or an attempt to violate a domestic abuse order for protection; first or second degree murder; first through fifth degree assault; domestic assault; female genital mutilation; domestic assault by strangulation; first through fourth degree criminal sexual conduct; malicious punishment of a child; threats of violence; violation of harassment restraining order; stalking; interference with an emergency call; nonconsensual dissemination of private sexual images; and violation of domestic abuse no contact order; and similar laws of other states, the United States, the District of Columbia, tribal lands, and United States territories.

If a person arrested for a domestic crime has a prior QDVRO, the new offense may be chargeable as a higher-level crime. (See Enhancement Table appended hereto.)

**G. Order for Protection (OFP)** is an order issued under Minn. Stat. 518B.01 by a judge in civil court upon the request of the petitioner. Any family or household member of the abuser (called a respondent) may ask the court for an OFP. The relief granted to the petitioner may include an order for the respondent to stop domestic abuse, no direct or indirect contact with petitioner, temporary custody of minor children, temporary financial support, and/or counseling for the respondent. Other forms or relief are also available. Violating an OFP is a crime.

**H. Domestic Abuse No Contact Order (DANCO)** is an order issued under Minn. Stat. 629.75 by a judge in criminal court limiting contact between a defendant

and a victim of domestic abuse. DANCOs may be issued as pretrial condition of release and/or as a probationary condition of sentence.

**I. Harassment Restraining Order (HRO)** is an order issued under Minn. Stat. 609.748 by a judge in civil court when a petitioner requests a court order preventing another person from having contact with him/her. These orders generally prohibit all contact of any kind (including, but not limited to, phone calls, letters, e-mail, social media and contact through a third party) and may limit the respondent's ability to come within a certain distance of the petitioner's home, work or school. This type of order can be issued no matter what the relationship between the individuals involved. Violating an HRO is a crime.

**J. Harassment** has the meaning given to it in Minn. Stat. 609.748, subd. 1(a): a single incident of physical or sexual assault or repeated incidents of intrusive or unwanted acts, words or gestures that have a substantial adverse effect or are intended to have a substantial adverse effect on the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target.

**K. Stalking** has the meaning given to it in Minn. Stat. 609.749, subd. 1: engaging in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim.

### 319.3 PROCEDURE

#### 319.3.1 DISPATCHING THE CALLS

**1. Receiving the Domestic Call:** Upon receiving a domestic call, the dispatcher will assign domestic calls a high priority and should assign at least two officers to the call. If only one officer is available, all reasonable attempts should be made to obtain another officer to assist the officer.

**2. Information to be Obtained:** The dispatcher receiving a domestic call should attempt to elicit from the caller and should communicate to the responding peace officers as much of the following information as possible:

- the nature of the incident,
- the address of the incident, including apartment number, if applicable,
- the telephone numbers where the caller can be reached,
- whether weapons are involved or present in the dwelling,
- whether someone is injured and the nature of the injury,

- information about the suspect including whether the suspect is present, description, direction of flight, mode of travel, etc.,
- the relationship between the caller and the suspect,
- whether there has been prior calls involving these individuals,
- whether there is an order for protection (OFP), harassment restraining order (HRO) or criminal pre-trial or probationary domestic abuse no contact order (DANCO),
- whether children are present at the scene, and
- whether there are non-English speaking people, or people with mobility impairments or hearing impairments at the scene.

If the caller is the victim, the dispatcher should attempt to keep the caller on the telephone as long as possible and should tell the caller that help is on the way, and when the caller can expect the peace officers to arrive.

If the caller is a witness to an incident in progress, the dispatcher should attempt to keep the caller on the phone and should relay ongoing information provided by the caller to the responding peace officers.

If the responding peace officers are some distance away, and the dispatcher cannot remain on the telephone with the call/victim, the dispatcher should attempt to call back periodically to check on the progress of events, and call again when the officers arrive at the scene. If the dispatcher finds that a victim/caller who was recently available suddenly cannot be reached by phone or there is a persistent busy signal, the dispatcher should relay that information to the officers.

### **319.3.2 RESPONDING TO THE CALLS**

1. **Driving to the Scene:** The peace officers should respond directly and without unreasonable delay to the scene.
2. **Initial Contact with Occupants:** Upon arriving at the scene of a domestic call, the responding officers should identify themselves as peace officers; explain their presence, and request entry into the home. The officers should ask to see the person who is the alleged victim. The officers should separate parties prior to taking statements. If the person who called the law enforcement agency is someone other than the subject of the call, the officer should not reveal the caller's name. The officer should ensure all of the occupants are safe.

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### 3. Entry

- Refused Entry – If refused entry, the officers should be persistent about seeing and speaking alone with the subject of the call. If access to the subject is refused the officers should request the dispatcher to contact the caller.
- Forced Entry – If access is still refused and the officers have reason to believe that someone is in imminent danger the officers are permitted to force entry.
- Search Warrant Entry – If the officers are refused entry and have no legal grounds for forced entry and have reasonable grounds to believe a crime has been committed, the officers should contact the appropriate authority to obtain a search warrant.

4. First Aid: After securing the scene, the responding peace officers shall provide the necessary first aid.

### 319.3.3 ARREST DECISIONS

1. Making Arrests: After securing the scene and providing any first aid, the peace officers will conduct an assessment of the lethality of the situation based on the totality of the circumstances and begin a criminal investigation to determine if there is probable cause to believe a crime has been committed based on the evidence and not solely upon the victim's desire to make an arrest. The officers should collect relevant physical evidence including weapons which may have been used, take photographs of the scene or any injuries and take statements from the involved parties and witnesses. Some of the evidence and statements include:

- photos of the scene,
- condition of clothing,
- property damage,
- evidence of physical injury including strangulation,
- excited utterances of the victim and the suspect,
- demeanor of the victim and the suspect,
- medical records including the victim's statements to paramedics, nurses and doctors,
- recorded interviews of witnesses including children who may have been present,
- evidence of any prior domestic abuse – related convictions including dates, and
- any existing OFPs, HROs or DANCOs.

NOTE: When determining probable cause, the peace officers should consider their observations and any statements made by the parties

involved and any witnesses. Prior convictions may provide the basis for enhancement to a gross misdemeanor or felony charges (see D below).

**2. Factors Not to be Considered in Making the Arrest:**

- ownership, tenancy rights of either party, or the fact the incident occurred in a private place,
- belief that the victim will not cooperate with criminal prosecution or that the arrest may not lead to a conviction,
- verbal assurances that the abuse will stop,
- disposition of previous police calls involving the same victim or suspect,
- denial by either party that the abuse occurred when there is evidence of domestic abuse,
- lack of a court order restraining or restricting the suspect,
- concern about reprisals against the victim,
- adverse financial consequences that might result from the arrest, or
- chemical dependency or intoxication of the parties.

**3. Predominant Aggressor and Dual Arrests:** The agency shall discourage dual arrest. Where there are allegations that each party assaulted the other, the peace officer shall determine whether there is sufficient evidence to conclude that one of the parties is the predominant aggressor based on the following criteria and the officer's judgment:

- comparative extent of any injuries inflicted,
- fear of physical injury because of past or present threats,
- actions taken in self-defense or to protect oneself,
- the history of domestic abuse perpetrated by one party against the other, or
- the existence or previous existence of an order for protection.

**4. Victim Request Not to Prosecute:** If the officer finds probable cause to believe a domestic abuse offense has been committed and intends to arrest but the victim requests no arrest or prosecution, the officer should inform the victim that the decision to arrest is the officer's and the decision to prosecute lies with the prosecutor.

### 319.3.4 AUTHORITY AND TYPES OF ARREST

**1. Warrantless Probable Cause Arrest for Fifth Degree Assault or**

**Domestic Assault:** Although the general rule is that officers may not make probable cause arrests for misdemeanors unless the offense occurs in their presence (or a citizen who saw the crime requests an arrest) domestic assault is an exception. A peace officer may arrest a person anywhere without a warrant, including at the person's residence, if the peace officer has probable cause to believe that the person has, within the preceding 72 hours, assaulted, threatened with a dangerous

weapon, or placed in fear of immediate bodily harm any person covered by the “family or household member” definition, even if the assault did not take place in the presence of the peace officer (Minn. Stat.629.341). A peace officer acting in good faith and exercising due care in making an arrest pursuant to this statute is immune from civil liability that might result from the officer’s action.

NOTE: An arresting officer may not issue a citation in lieu of arrest and detention to an individual charged with assaulting the individual’s spouse or other individual with whom the charged person resides (Minn. Stat. 629.72).

## **2. Level of Arrest for Fifth Degree Assault and Domestic Assault:**

**Misdemeanor, Gross Misdemeanor and Felony:** Assault in the Fifth Degree and Domestic Assault are deemed misdemeanor offenses.

However, changes in the statutes have greatly increased the potential for arrests for these crimes at the gross misdemeanor and felony level.

- a) *Gross Misdemeanors:* Minn. Stat. 609.224, subd. 2(a), Assault in the Fifth Degree, provides for an enhancement to a gross misdemeanor violation when the offense is against the same victim within ten years of a previous qualified domestic violence-related offense conviction or adjudication of delinquency in Minnesota, or any similar law of another state.

If the charge is Domestic Assault (Minn. Stat. 609.2242) and the current victim is a family or household member and the crime occurs within ten years of a previous qualified domestic violence-related offense conviction or adjudication of delinquency of any of the above offenses against any family or household member, the same gross misdemeanor enhancement applies. The prior conviction need not be against a member of the same family or household.

If there is a prior conviction for assault or terroristic threats against any person within two years, a gross misdemeanor may also be charged.

- b) *Felonies:* If a person commits Assault in the Fifth Degree against the same victim within ten years of the first of any combination of two or more previous qualified domestic violence-related offense convictions or adjudications of delinquency, Assault in the Fifth Degree becomes a felony. The same enhancement applies to Assault in the Fifth Degree against any victim occurring within three years of the first of two or more of these convictions.

Domestic assault against a family or household member is also enhance able under the same circumstances except that the prior convictions may be against any family or household member. According to Minn. Stat. 609.2247, subd. 2., whoever assaults a family or household member by strangulation is guilty of a felony.

**3. Stalking** The acts which constitute stalking according to Minn. Stat. 609.749 include several which are frequently applicable to domestic abuse situations even when no actual assault occurred.

- a) *Gross Misdemeanors*: A person who stalks another by committing any of the following acts is guilty of a gross misdemeanor:
1. directly or indirectly, or through third parties, manifests a purpose or intent to injure the person, property, or rights of another by the commission of an unlawful act;
  2. follows, monitors, or pursues another, whether in person or through any available technological or other means;
  3. returns to the property of another if the actor is without claim of right to the property or consent of one with authority to consent;
  4. repeatedly makes telephone calls, or induces a victim to make telephone calls to the actor, whether or not conversation ensues;
  5. makes or causes the telephone of another to repeatedly or continuously ring;
  6. repeatedly mails or delivers or causes the delivery by any means, including electronically, of letters, telegrams, messages, packages, through assistance devices for the visually or hearing impaired, or any communication made through any available technologies or other objects; or
  7. knowingly makes false allegations against a peace officer concerning the officer's performance of official duties with intent to influence or tamper with the officer's performance of official duties.

Also, according to Minn. Stat. 609.749., subd.1a., the State does not have to prove the actor intended to cause the victim to feel frightened, threatened, oppressed, persecuted or intimidated. The intent of the defendant is immaterial. Obtaining a complete domestic abuse history is usually the key to making the determination that the current act, under the circumstances, constitutes the crime of stalking.

- b) *Felony/Felony Enhancements*: A person who commits any offense described in 3.a) (see above) against a victim under the age of 18, if the actor is more than 36 months older than the victim, and the act is committed with sexual or aggressive intent, is guilty of a felony.

Any of the above gross misdemeanors is enhance able to a felony if committed within ten years of a previous QDRVO conviction or adjudication of delinquency OR if committed against a juvenile OR if committed while possessing a dangerous weapon.

In addition, it is a felony to engage in a pattern of stalking conduct with respect to a single victim or one or more members of a single household which



the actor knows or has reason to know would cause a reasonable person under the circumstances to feel terrorized or to fear bodily harm and which does cause this reaction on the part of the victim. According to Minn. Stat. 609.749, subd. 5, a “pattern of stalking conduct” means two or more acts (convictions are not necessary) within a five-year period that constitute any of the following offenses: murder, manslaughter, threats of violence, fifth-degree assault, domestic assault, violation of domestic abuse orders for protection, violation of harassment restraining orders, certain trespass offenses, interference with an emergency call, obscene or harassing telephone calls, letter, telegram, or package opening or harassment, burglary, damage to property, criminal defamation, first- to fifth-degree criminal sexual conduct, and violations of domestic abuse no contact orders.

The stalking statute makes it more important than ever to document not just the facts of the current police call but also the history of abuse or stalking.

- c) Venue (Minn. Stat. 609.749, subp. 1b.): If a suspect commits acts of stalking in different counties, the acts may be consolidated and prosecuted in any county in which one of the acts was committed. If the conduct that constitutes stalking is done through use of a wireless or electronic communication device, the conduct can be prosecuted in the county where either the suspect or victim resides.

**4. Probable Cause Warrantless Arrest:** The domestic abuse arrest statute (Minn. Stat. 629.72) provides an officer may not issue a citation in lieu of arrest in harassment/stalking, domestic abuse, violation of an order for protection, or violation of a domestic abuse no contact order cases. According to Minn. Stat. 629.34, subd.1(c)(5) an officer may also make a warrantless probable cause arrest even if the offense did not occur in the officer’s presence if the officer has reasonable cause to believe the offense was a gross misdemeanor or felony (no 72 hour restriction).

**5. Probable Cause Felony Arrests for Other Crimes:** At a domestic call peace officers shall consider whether other felonies have been committed including but not limited to, burglary, felony assault, threats of violence, kidnapping, false imprisonment, and witness tampering.

**NOTE:** An Assault 5 may be chargeable as burglary in the first degree even if the home is also the offender’s if the entry is made without consent of the victim and in violation of an OFP barring the offender from the premises.

**6. Violation of Court Orders:** The peace officer shall verify whether any of the following orders exist before or during an arrest. The peace officer or someone acting at the officer’s direction may make this verification. Methods of verification include personally seeing a copy of the order or obtaining

verification from the court or law enforcement agency that has the actual order. The police report shall include identifying information of the specific court order violated, including county of origin, the file number, and the provision allegedly violated.

- a) *Order for Protection (OFP)*: A peace officer shall arrest and take into custody without a warrant a person who the peace officer has probable cause to believe has violated any condition of an OFP granted pursuant to Minn. Stat. 518B.01, subds. 6, 7, and 9. Such an arrest shall be made even if the violation of the order did not take place in the presence of the peace officer, if the officer can verify the existence of the order.

**NOTE:** Minn.Stat. 518B.01, subd. 18(a)(2), states that an OFP is not voided even if the respondent was invited back to the residence by the petitioner, and there is no hour limitation for a warrantless arrest for a violation of an OFP.

A violation of an OFP is a misdemeanor but is enhanceable to a gross misdemeanor if the offense occurs within ten years of discharge from sentence for conviction of violation of an OFP or for any conviction of assault, terroristic threats, violation of a harassment order or harassment/stalking. It is enhanceable as a felony if it occurs within ten years of discharge of the first of two or more such convictions.

OFPs and DANCOS can be verified on the State MNJIS system, also known as the Hot Files. HROs are not in the Hot Files system at this time but are still enforceable.

- b) *Harassment Restraining Order (HRO)*: A peace officer shall arrest and take into custody a person who the peace officer has probable cause to believe has violated a harassment restraining order pursuant to Minn. Stat. 609.748, subds. 4 and 5, if the officer can verify the existence of the order.

**NOTE:** A person who violates an HRO is guilty of a misdemeanor if the violator knows of the order. This offense is enhanceable to a gross misdemeanor if it occurs within ten years of a previous qualified domestic violence-related offense conviction or adjudication of delinquency. Per Minn. Stat. 609.748, subd. 6, (d), it is enhanceable to a felony if the person knowingly violates the order:

(1) within 10 years of the first of two or more previous qualified domestic violence-related offense convictions or adjudications of delinquency;

- (2) because of the victim's or another's actual or perceived race, color, religion, sex, sexual orientation, disability (as defined in section 363A.03), age, or national origin;
- (3) by falsely impersonating another;
- (4) while possessing a dangerous weapon;
- (5) with intent to influence or otherwise tamper with a juror or a judicial proceeding or with intent to retaliate against a judicial officer, as defined in section 609.414, or a prosecutor, defense attorney, or officer of the court, because of that person's performance of official duties in connection with a judicial proceeding; or
- (6) against a victim under the age of 18, if the respondent is more than 36 months older than the victim.

- c) *Domestic Abuse No Contact Order (DANCO)* (Minn. Stat. 629.75): A peace officer shall arrest without a warrant and take into custody a person whom the peace officer has probable cause to believe has violated a DANCO, even if the violation of the order did not take place in the presence of the peace officer, if the existence of the order can be verified by the officer.

The pretrial DANCO is sometimes continued at the time of sentencing with a new, probationary DANCO issued as a condition of probation. This DANCO may be valid for the full probationary period indicated in the order.

The court may rescind a DANCO at any time. However, a victim's production of a copy of an apparently valid court order, absent contrary evidence, provides prima facie basis for arrest whenever there is probable cause to believe a violation of the order has occurred.

- 7. **Other Misdemeanors:** At a domestic call, the peace officer shall consider whether other crimes have been committed including but not limited to trespassing, criminal damage to property, disorderly conduct, witness tampering, or assault

### 319.3.5 ASSISTANCE, STAYING AT THE SCENE, CRIME VICTIM RIGHTS, AND SERVICES

- 1. **Staying at the Scene:** If no arrest is made peace officers should remain at the scene of the disturbance until they believe that the likelihood of further imminent abuse has been eliminated. If a domestic abuse intervention program is available the peace officer should make contact for immediate intervention.

NOTE: Minn. Stat. 629.342 provides that when a peace officer does not make an arrest, the peace officer must provide immediate assistance to the

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victim including obtaining necessary medical treatment and providing the victim with the notice of rights pursuant to Minn. State. 629.341, subd. 3.

- 2. Assistance to Non-English Speaking Victims or Victims with Communication Disabilities:** The peace officer shall use the resource list established by the law enforcement agency to contact a person to assist in those cases where the participants in the domestic call, including the witnesses, are non-English speaking, are hearing-impaired, or have other communication disabilities. The officer should avoid the use of friends, family or neighbors serving as the primary interpreter for the investigation.
- 3. Notice of Crime Victims Rights:** The peace officer shall give the victim of a domestic call a copy of the agency's crime victim notification form.

NOTE: It is important to routinely review these forms to ensure that they are current, in compliance with the law, and contain the name of the local domestic abuse program. The Department of Public Safety, Office of Justice Programs, produces the crime victim's rights notice and serves as the contact for the victim's rights information.

- 4. Services:** The peace officer should contact the local domestic abuse program by phone as soon as possible on all arrest situations and provide the name and address of the victim and a brief factual account of events associated with the action. This section shall not apply if prohibited by the Minnesota Government Data Practices Act (Minn. Stat. 13.82, subd. 10,).

### 319.3.5 CHILDREN

- 1. Child Victims:** If a child is present at the scene of a domestic call or is the victim of domestic abuse, the peace officer should determine whether the child has been subjected to physical abuse, sexual abuse, or neglect, and comply with the requirements of Minn. Stat. 626.556, Reporting of Maltreatment of a Minor. The officers shall also attempt to verify whether there has been an Order for Protection (Minn. Stat. 260C.201). If the child has been injured, the officer should escort the child to the nearest hospital for treatment.

### 319.3.6 REPORTS AND FORMS

- 1. Written Report:** Peace officers shall make a report after responding to a domestic call. If the officer did not arrest or seek an arrest warrant even though arrest was authorized, a detailed explanation of the

reasons for the officer's decision not to arrest must be documented. The report should include the following:

- detailed statements from the victim, suspect and witnesses;
- description of injuries;
- information about past abuse;
- description of the scene;
- predominant aggressor;
- existence of language barriers;
- presence of elderly victims or those with disabilities; and
- documentation of evidence.

### 319.3.7 FURTHER INVESTIGATION

1. If there is an arrest, the arresting officer shall determine the defendant's criminal record, and if there is evidence of a previous conviction, the peace officer should advise the prosecutors of any enhanced criminal sanctions which may be available.
2. Notwithstanding the fact that the officer has decided not to arrest one of the participants in the domestic call, the peace officer shall thoroughly document all relevant information in the report and shall refer the report to the appropriate prosecutor for review and consideration of criminal charges.

#### Enhancements Table

Conviction means a plea of guilty or verdict of guilty accepted by the court (Minn. Stat. § 609.02, subd. 5).

Discharge from Offense means the time between conviction and the end of 5 years following discharge from sentence for that offense.

QDVRO means a "Qualified Domestic Violence Related Offense" which includes a violation of or an attempt to violate a domestic abuse order for protection; first or second-degree murder; first through fifth-degree assault; domestic assault; female genital mutilation; domestic assault by strangulation; first through fourth-degree criminal sexual conduct; malicious punishment of a child; terroristic threats; violation of harassment restraining order; stalking; interference with an emergency call; nonconsensual dissemination of private sexual images; and violation of domestic abuse no contact order (DANCO); and similar laws of other states, the United States, the District of Columbia, tribal lands, and United States territories. (Minn. Stat. 609.02, subd. 16)

# Grand Rapids Police Department

## Grand Rapids Policy Manual

Item 8.

Offense	Victim of Offense	Time Limit	Prior Conviction	Offense Level
Assault 5	Same Victim	w/in 10 years of conviction	QDVRO	Gross Misdemeanor
		w/in 10 years of discharge of 1 <sup>st</sup> of 2 or more convictions	QDVRO	Felony
	Any Victim	w/in 3 years of conviction	QDVRO	Gross Misdemeanor
		w/in 3 years of 1 <sup>st</sup> of 2 or more convictions	QDVRO	Felony
Domestic Assault	Family/Household Member (as defined in Minn. Stat. 518B.01, subd. 2.)	w/in 10 years of conviction	QDVRO	Gross Misdemeanor
		w/in 10 years of 1 <sup>st</sup> of 2 or more convictions for Domestic Assault or Assault 5	QDVRO	Felony
Malicious Punishment	Any Victim	w/in 5 years of discharge	Assault 1-5, Domestic Assault, Malicious Punishment, Criminal Sexual Conduct 1-4, or Terroristic Threats	Felony
Violation of Order for Protection or Harassment Restraining Order	Any Victim	w/in 10 years of conviction	QDVRO	Gross Misdemeanor
		w/in 10 years of discharge of 1 <sup>st</sup> of 2 or more convictions	QDVRO	Felony
Stalking	Any Victim	w/in 10 years of conviction	QDVRO	Felony
Interference w/ Privacy	Any Victim	None	Interference w/ Privacy or Stalking	Gross Misdemeanor

**Policy  
447****Grand Rapids Police Department**  
Grand Rapids Policy Manual

## **Automated License Plate Readers (ALPR)**

### **447.1 PURPOSE AND SCOPE**

This procedure shall be applicable to the squad(s) equipped with of Automated License Plate Reader (ALPR) technology and is intended to provide guidance on the use of the ALPR and the data collected by the system (Minn. Stat. § 626.8472).

#### **447.1.2 POLICY**

The policy of the Grand Rapids Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this office. Because such data may contain confidential information, it is not open to public review.

#### **447.1.3 ADMINISTRATION**

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Grand Rapids Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Captains. The Captains will assign members under their command to administer the day-to-day operation of the ALPR equipment and data.

### **447.2 OPERATIONS**

Use of an ALPR is restricted to the purposes outlined below. Office members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not necessary before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene,

particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents.

- (d) No member of this office shall operate ALPR equipment or access ALPR data without first completing office-approved training.
- (e) No ALPR operator may access confidential office, state or federal data unless authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the Minnesota Justice Information Services (MNJIS) and National Law Enforcement Telecommunications System (NLETS) databases before taking enforcement action that is based solely upon an ALPR alert.

#### **447.3 RESTRICTIONS, NOTIFICATIONS AND AUDITS**

The Grand Rapids Police Department will observe the following guidelines regarding ALPR use (Minn. Stat. § 13.824):

- (a) Data collected by an ALPR will be limited to:
  - 1. License plate numbers.
  - 2. Date, time and location of data captured.
  - 3. Pictures of license plates, vehicles and areas surrounding the vehicle captured.
- (b) ALPR data may only be matched with the Minnesota license plate data file, unless additional sources are needed for an active criminal investigation.
- (c) ALPRs shall not be used to monitor or track an individual unless done so under a search warrant or because of exigent circumstances.
- (d) The Bureau of Criminal Apprehension shall be notified within 10 days of any installation or use and of any fixed location of an ALPR.

#### **447.4 DATA COLLECTION AND RETENTION**

##### **A. ALPR Data Collection and Retention**

All data collected by an automated license plate reader are private data on individuals or nonpublic data unless the data are public under section 13.82, subdivision 2, 3, or 6, or are active criminal investigative data under section 13.82, subdivision 7.

The Grand Rapids Police Department Captains are responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with office procedures.

ALPR data not related to an active criminal investigation must be destroyed no later than 60 days from the date of collection with the following exceptions (Minn. Stat. § 13.824):



1. Exculpatory evidence - Data must be retained until a criminal matter is resolved if a written request is made from a person who is the subject of a criminal investigation asserting that ALPR data may be used as exculpatory evidence.
2. Address Confidentiality Program - Data related to a participant of the Address Confidentiality Program must be destroyed upon the written request of the participant. ALPR data already collected at the time of the request shall be destroyed and future related ALPR data must be destroyed at the time of collection. Destruction can be deferred if it relates to an active criminal investigation.

All other ALPR data should be retained in accordance with the established records retention schedule in AXON evidence.com.

#### **447.5 LOG OF USE**

A public log of ALPR use will be maintained that includes (Minn. Stat. § 13.824):

- (a) Specific times of day that the ALPR collected data.
- (b) The aggregate number of vehicles or license plates on which data are collected for each period of active use and a list of all state and federal public databases with which the data were compared.
- (c) For each period of active use, the number of vehicles or license plates related to:
  1. A vehicle or license plate that has been stolen.
  2. A warrant for the arrest of the owner of the vehicle.
  3. An owner with a suspended or revoked driver's license or similar category.
  4. Active investigative data.
- (d) For an ALPR at a stationary or fixed location, the location at which the ALPR actively collected data and is installed and used.

A publicly accessible list of the current and previous locations, including dates at those locations, of any fixed ALPR or other surveillance devices with ALPR capability shall be maintained. The list may be kept from the public if the data is security information as provided in Minn. Stat. § 13.37, Subd. 2.

#### **447.6 ACCOUNTABILITY**

All saved data will be closely safeguarded and protected by both procedural and technological means. The Grand Rapids Police Department will observe the following safeguards regarding access to and use of stored data (Minn. Stat. § 13.824; Minn. Stat. § 13.05):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be

accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or office-related civil or administrative action.
- (c) Biennial audits and reports shall be completed pursuant to Minn. Stat. § 13.824, Subd. 6.
- (d) Breaches of personal data are addressed as set forth in the Protected Information Policy (Minn. Stat. § 13.055).
- (e) All queries and responses, and all actions, in which data are entered, updated, accessed, shared or disseminated, must be recorded in a data audit trail.
- (f) Any member who violates Minn. Stat. § 13.09 through the unauthorized acquisition or use of ALPR data will face discipline and possible criminal prosecution (Minn. Stat. § 626.8472).

#### **447.7 RELEASING ALPR DATA AMONG LAW ENFORCEMENT AGENCIES**

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, if they have a legitimate, specific and documented purpose, using the following procedures (Minn. Stat. § 13.824):

- (a) The agency makes a written request for the ALPR data that includes:
  - 1. The name of the agency.
  - 2. The name of the person requesting.
  - 3. The intended purpose of obtaining the information.
  - 4. A record of the factual basis for the access and any associated case number, complaint or incident that is the basis for the access.
  - 5. A statement that the request is authorized by the head of the requesting law enforcement agency or his/her designee.
- (b) The request is reviewed by a Captain or Shift Sergeant and approved before the request is fulfilled.
  - 1. A release must be based on a reasonable suspicion that the data is pertinent to an active criminal investigation and documented.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

**447.8 NOTIFICATION TO BUREAU OF CRIMINAL APPREHENSION**

Notify the Bureau of Criminal Apprehension of that installation or use and of any fixed location of a stationary automated license plate reader within ten days of the installation or current use of an automated license plate reader or the integration of automated license plate reader technology into another surveillance device.

**447.9 BIENNIAL AUDIT REQUIREMENT**

The Department is required to arrange for an independent, biennial audit of records to determine whether the data are properly classified, how the data is used, whether the data was destroyed pursuant to statutory guidelines, and to verify compliance with the required data access policies. A report summarizing the results of each audit must be provided to the commissioner of Administration and the Legislature within 30 days of the audit's completion.



#### 445.6 ADMINISTERING ACCESS TO PORTABLE AUDIO/VIDEO RECORDING DATA

- (a) Data subjects. Under Minnesota law, the following are considered data subjects for purposes of administering access to Portable Audio/Video Recorder data:
  - 1. Any person or entity whose image or voice is documented in the data.
  - 2. The officer who collected the data.
  - 3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.
- (b) Portable Audio/Video Recorder data is presumptively private. Portable Audio/ Video Recorder recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:
  - 1. Portable Audio/Video Recorder data pertaining to people is presumed private, as is Portable Audio/Video Recorder data pertaining to businesses or other entities.
  - 2. Some Portable Audio/Video Recorder data is classified as confidential (see C. below).
  - 3. Some Portable Audio/Video Recorder data is classified as public (see D. below).
- (c) Confidential data. Portable Audio/Video Recorder data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classifications listed below.
- (d) Public data. The following Portable Audio/Video Recorder data is public:
  - 1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
  - 2. Data that documents the use of force by a peace officer that result in substantial bodily harm.
  - 3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted [if practicable]. In addition, any data on undercover officer must be redacted.
  - 4. Data that documents the final disposition of a disciplinary action against a public employee.
  - 5. However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, sub. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

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*Portable Audio/Video Recorders*

- (e) Access to Portable Audio/Video Recorder data by non-employees. Officers shall refer members of the media or public seeking access to Portable Audio/Video Recorder data to Grand Rapids Police Department Records Division, who shall process the request in accordance with the MGDPA and other governing laws. In particular:
  - 1. An individual shall be allowed to review recorded Portable Audio/Video Recorder data about him- or herself and other data subjects in the recording, but access shall not be granted:
    - (a) If the data was collected or created as part of an active investigation.
    - (b) To portions of the data that the office would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. § 13.82, subd. 17.
  - 2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction.
    - (a) Data on other individuals in the recording who do not consent to the release must be redacted.
    - (b) Data that would identify undercover officers must be redacted.
    - (c) Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.
- (f) Access by peace officer and law enforcement employees. No employee may have access to the department's Portable Audio/Video Recorder data except for legitimate law enforcement or data administration purposes:
  - 1. Officers may view stored Portable Audio/Video Recorder video only when there is a business need for doing so. When preparing written reports, members should review their recordings as a resource (See the Officer Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report
    - (a) Officers are prohibited from reviewing Portable Audio/Video Recorder footage following a police-citizen critical incident that results in great bodily harm or death to a citizen prior to giving a voluntary statement to the investigating authority.
    - (b) Under rare circumstances, when a given fact-set calls for clarification of a critical incident, and with unanimous agreement of the Chief or his/ her designee, the investigating authority, and the prosecuting authority, an involved officer may be authorized to review video prior to or during an investigatory interview of an incident. In the event that pre-statement Portable Audio/Video Recorder footage viewing is authorized, the Chief or his/her designee shall make pre-statement review authorization and the reason for the authorization publicly available upon request.

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*Portable Audio/Video Recorders*

2. Office personnel shall document their reasons for accessing stored Portable Audio/Video Recorder data in the Evidence.com cloud at the time of each access. Office personnel are prohibited from accessing Portable Audio/Video Recorder data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading data recorded or maintained by this agency to public and social media websites.
  3. Employees seeking access to Portable Audio/Video Recorder data for nonbusiness reasons may make a request for it in the same manner as any member of the public.
- (g) Other authorized disclosures of data. Officers may display portions of Portable Audio/Video Recorder footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,
1. Portable Audio/Video Recorder data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.
  2. Portable Audio/Video Recorder data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

**445.6.1 SPECIAL CONSIDERATIONS OF DATA PRIOR TO RELEASE**

Prior to release of data, a supervisor shall determine if a file is appropriate for release if it contains subjects who may have rights under the MGDPA limiting public disclosure of information about them. These individuals include:

- (a) Victims and alleged victims of criminal sexual conduct.
- (b) Victims of child abuse or neglect.
- (c) Vulnerable adults who are victims of maltreatment.
- (d) Undercover officers.
- (e) Informants.
- (f) When the video is clearly offensive to common sensitivities.
- (g) Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly.
- (h) Individuals who called 911 and services subscribers whose lines were used to place a call to the 911 system.
- (i) Mandated reporters.

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**Portable Audio/Video Recorders**

- (j) Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness.
- (k) Juveniles who are or may be delinquent or engaged in criminal acts.
- (l) Individuals who make complaints about violations with respect to the use of real property.
- (m) Officers and employees who are the subject of a complaint related to the events captured on video.
- (n) Other individuals whose identities the officer believes may be legally protected from public disclosure.

Prior to release of Portable Audio/Video Recorder data, the Records Division will consult with the officer/investigator to ensure that any of the above listed persons are potentially on any footage captured by the Portable Audio/Video Recorder.

**445.7 DATA SECURITY SAFEGUARDS**

- (a) All safeguards in place by Evidence.com will meet or exceed required security parameters. In addition:
- (b) Personally owned devices, including but not limited to computers and mobile devices, shall not be programed or used to access or view agency Portable Audio/Video Recorder data.
- (c) Officers shall not intentionally edit, alter, or erase any Portable Audio/Video Recorder recording unless otherwise expressly authorized by the Chief or his/her designee.
- (d) As required by Minn. Stat. § 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its Portable Audio/Video Recorder program.

**445.8 OFFICE USE OF DATA**

- (a) Supervisors will randomly review Portable Audio/Video Recorder usage by each officer to ensure compliance with this policy
- (b) In addition, supervisors and other assigned personnel may access Portable Audio/Video Recorder data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.
- (c) Nothing in this policy limits or prohibits the use of Portable Audio/Video Recorder data as evidence of misconduct or as a basis for discipline.
- (d) Officers should contact their supervisors to discuss retaining and using Portable Audio/Video Recorder footage for training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by-case basis. Field training officers may utilize Portable Audio/Video Recorder data with trainees for the purpose of providing coaching and feedback on the trainees' performance.



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*Portable Audio/Video Recorders***445.9 DATA RETENTION**

- (a) All Portable Audio/Video Recorder data shall be retained for a minimum period of 90 days. There are no exceptions non-evidentiary data.
- (b) Data documenting the discharge of a firearm by an officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.
- (c) Certain kinds of BWC or portable audio/video records data must be retained for six years:
  - 1. Data that documents the use of deadly force by an officer, or force of a sufficient type or degree to require a use of force report or supervisory review.
  - 2. Data documenting circumstances that have given rise to a formal complaint against an officer.
- (d) Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.
- (e) Subject to Part F (below), all other Portable Audio/Video Recorder footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.
- (f) Upon written request by a Portable Audio/Video Recorder data subject, the office shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 365 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.
- (g) Unintentionally recorded data will not be retained only after the following review.
  - (1) A sergeant is notified by the employee who collected the material.
  - (2) The sergeant will then approach a Police Captain and the Police Chief who will then review the request based on the material, referencing definitions provided in 445.1.1 and considering if the material poses any legitimate law enforcement value. Ultimately, the Police Chief will authorize not retaining the recorded data.

**445.10 COMPLIANCE**

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of Portable Audio/Video Recorder data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09 and/or Minn. State Statute 262.8473.

# Policy 1001

## Grand Rapids Police Department Grand Rapids Policy Manual

### PROFESSIONAL CONDUCT OF PEACE OFFICERS POLICY

#### 1001.1 POLICY

It is the policy of the Grand Rapids Police Department to investigate circumstances that suggest an officer has engaged in unbecoming conduct, and impose disciplinary action when appropriate.

#### 1001.2 PROCEDURE

This policy applies to all officers of this agency engaged in official duties whether within or outside of the territorial jurisdiction of this agency. Unless otherwise noted this policy also applies to off duty conduct. Conduct not mentioned under a specific rule but that violates a general principle is prohibited.

##### 1001.2.1 Principle One

Peace officers shall conduct themselves, whether on or off duty, in accordance with the Constitution of the United States, the Minnesota Constitution, and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

1. **Rationale:** Peace officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining the scope of their enforcement powers. Peace officers may only act in accordance with the powers granted to them.
2. **Rules**
  - a) Peace officers shall not knowingly exceed their authority in the enforcement of the law.
  - b) Peace officers shall not knowingly disobey the law or rules of criminal procedure in such areas as interrogation, arrest, detention, searches, seizures, use of informants, and preservation of evidence, except where permitted in the performance of duty under proper authority.
  - c) Peace officers shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Minnesota.
  - d) Peace officers, whether on or off duty, shall not knowingly commit any criminal offense under any laws of the United States or any state or local jurisdiction.
  - e) Peace officers will not, according to MN STAT 626.863, knowingly allow a person who is not a peace officer to make a representation of being a peace officer or perform any act, duty or responsibility reserved by law for a peace officer.

##### 1001.2.1 PRINCIPLE TWO

Peace officers shall refrain from any conduct in an official capacity that detracts from the public's faith in the integrity of the criminal justice system.

1. **Rationale:** Community cooperation with the police is a product of its trust that officers will act honestly and with impartiality. The peace officer, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust.

2. **Rules**

- a) Peace officers shall carry out their duties with integrity, fairness and impartiality.
- b) Peace officers shall not knowingly make false accusations of any criminal, ordinance, traffic or other law violation. This provision shall not prohibit the use of deception during criminal investigations or interrogations as permitted under law.
- c) Peace officers shall truthfully, completely, and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.
- d) Peace officers shall take no action knowing it will violate the constitutional rights of any person.
- e) Peace officers must obey lawful orders but a peace officer must refuse to obey any order the officer knows would require the officer to commit an illegal act. If in doubt as to the clarity of an order the officer shall, if feasible, request the issuing officer to clarify the order. An officer refusing to obey an order shall be required to justify his or her actions.
- f) Peace officers learning of conduct or observing conduct that is in violation of any law or policy of this agency shall take necessary action and report the incident to the officer's immediate supervisor who shall forward the information to the CLEO. If the officer's immediate supervisor commits the misconduct the officer shall report the incident to the immediate supervisor's supervisor.

### 1001.2.3 PRINCIPLE THREE

Peace officers shall perform their duties and apply the law impartially and without prejudice or discrimination.

1. **Rationale:** Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Peace officers must refrain from fostering disharmony in their communities based upon diversity and perform their duties without regard to race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.

2. **Rules**

- a) Peace officers shall provide every person in our society with professional, effective and efficient law enforcement services.
- b) Peace officers shall not allow their law enforcement decisions to be influenced by race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.

### 1001.2.4 PRINCIPLE FOUR

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Peace officers shall not, whether on or off duty, exhibit any conduct which discredits themselves or their agency or otherwise impairs their ability or that of other officers or the agency to provide law enforcement services to the community.

**1. Rationale:** A peace officer's ability to perform his or her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Peace officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by the public.

**2. Rules**

- a) Peace officers shall not consume alcoholic beverages or chemical substances while on duty except as permitted in the performance of official duties, and under no circumstances while in uniform, except as provided for in c).
- b) Peace officers shall not consume alcoholic beverages to the extent the officer would be rendered unfit for the officer's next scheduled shift. A peace officer shall not report for work with the odor of an alcoholic beverage on the officer's breath.
- c) Peace officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. When medications are prescribed, the officer shall inquire of the prescribing physician whether the medication will impair the officer in the performance of the officer's duties. The officer shall immediately notify the officer's supervisor if a prescribed medication is likely to impair the officer's performance during the officer's next scheduled shift.
- d) Peace officers, whether on or off duty, shall not engage in any conduct which the officer knows, or should reasonably know, constitutes sexual harassment as defined under Minnesota law, including but not limited to; making unwelcome sexual advances, requesting sexual favors, engaging in sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
- e) Peace officers shall not commit any acts which constitute sexual assault or indecent exposure as defined under Minnesota law. Sexual assault does not include a frisk or other search done in accordance with proper police procedures.
- f) Peace officers shall not commit any acts which, as defined under Minnesota law, constitute (1) domestic abuse, or (2) the violation of a court order restraining the officer from committing an act of domestic abuse or harassment, having contact with the petitioner, or excluding the peace officer from the petitioner's home or workplace.
- g) Peace officers, in the course of performing their duties, shall not engage in any sexual contact or conduct constituting lewd behavior including but not limited to, showering or receiving a massage in the nude, exposing themselves, or making physical contact with the nude or partially nude body of any person, except as pursuant to a written policy of the agency.

- h) Peace officers shall avoid regular personal associations with persons who are known to engage in criminal activity where such associations will undermine the public trust and confidence in the officer or agency. This rule does not prohibit those associations that are necessary to the performance of official duties or where such associations are unavoidable because of the officer's personal or family relationships.

#### 1001.2.5 PRINCIPLE FIVE

Peace officers shall treat all members of the public courteously and with respect.

1. **Rationale:** Peace officers are the most visible form of local government. Therefore, peace officers must make a positive impression when interacting with the public and each other.
2. **Rules**
  - a) Peace officers shall exercise reasonable courtesy in their dealings with the public, other officers, superiors and subordinates.
  - b) No peace officer shall ridicule, mock, deride, taunt, belittle, willfully embarrass, humiliate, or shame any person to do anything reasonably calculated to incite a person to violence.
  - c) Peace officers shall promptly advise any inquiring citizen of the agency's complaint procedure and shall follow the established agency policy for processing complaints.

#### 1001.2.6 PRINCIPLE SIX

Peace officers shall not compromise their integrity nor that of their agency or profession by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments or by using their status as a peace officer for personal, commercial or political gain.

1. **Rationale:** For a community to have faith in its peace officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual officer or the agency.
2. **Rules**
  - a) Peace officers shall not use their official position, identification cards or badges for: (1) personal or financial gain for themselves or another person; (2) obtaining privileges not otherwise available to them except in the performance of duty; and (3) avoiding consequences of unlawful or prohibited actions.
  - b) Peace officers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced without approval of the chief law enforcement officer.
  - c) Peace officers shall refuse favors or gratuities which could reasonably be interpreted as capable of influencing official acts or judgments.
  - d) Unless required for the performance of official duties, peace officers shall not, while on duty, be present at establishments that have the primary purpose of providing

sexually oriented adult entertainment. This rule does not prohibit officers from conducting walk-throughs of such establishments as part of their regularly assigned duties.

e) Peace officers shall:

- not authorize the use of their names, photographs or titles in a manner that identifies the officer as an employee of this agency in connection with advertisements for any product, commodity or commercial enterprise;
- maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration while acting in an official capacity;
- not make endorsements of political candidates while on duty or while wearing the agency's official uniform.

This section does not prohibit officers from expressing their views on existing, proposed or pending criminal justice legislation in their official capacity.

#### 1001.2.7 PRINCIPLE SEVEN

Peace officers shall not compromise their integrity, nor that of their agency or profession, by taking or attempting to influence actions when a conflict of interest exists.

1. **Rationale:** For the public to maintain its faith in the integrity and impartiality of peace officers and their agencies officers must avoid taking or influencing official actions where those actions would or could conflict with the officer's appropriate responsibilities.

##### 2. Rules

- a) Unless required by law or policy a peace officer shall refrain from becoming involved in official matters or influencing actions of other peace officers in official matters impacting the officer's immediate family, relatives, or persons with whom the officer has or has had a significant personal relationship.
- b) Unless required by law or policy a peace officer shall refrain from acting or influencing official actions of other peace officers in official matters impacting persons with whom the officer has or has had a business or employment relationship.
- c) A peace officer shall not use the authority of their position as a peace officer or information available to them due to their status as a peace officer for any purpose of personal gain including but not limited to initiating or furthering personal and/or intimate interactions of any kind with persons with whom the officer has had contact while on duty.
- d) A peace officer shall not engage in any off-duty employment if the position compromises or would reasonably tend to compromise the officer's ability to impartially perform the officer's official duties.

#### 1001.2.8 PRINCIPLE EIGHT

Peace officers shall observe the confidentiality of information available to them due to their status as peace officers.

1. **Rationale:** Peace officers are entrusted with vast amounts of private and personal information or access thereto. Peace officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information and to

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maintain public faith in the officer's and agency's commitment to preserving such confidences.

### **2. Rules**

- a) Peace officers shall not knowingly violate any legal restriction for the release or dissemination of information.
- b) Peace officers shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger or embarrass victims, witnesses or complainants.
- c) Peace officers shall not divulge the identity of persons giving confidential information except as required by law or agency policy.

### **1001.3 APPLICATION**

Any disciplinary actions arising from violations of this policy shall be investigated in accordance with MN STAT 626.89, Peace Officer Discipline Procedures Act and the law enforcement agency's policy on Allegations of Misconduct as required by *MN RULES* 6700.2000 to 6700.2600.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider authorizing Human Resources to begin the process of advertising and hiring for the open position of Security Officer.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### BACKGROUND:

Due to an employee termination in March 2023, the Police Department has an open full-time Security Officer position at the hospital. This position is budgeted in the 2023 budget. Filling this position will allow us to return to staffing levels of five (5) full-time and four (4) part-time Security Officers.

### REQUESTED COUNCIL ACTION:

Make a motion to authorize Human Resources to begin the process of advertising and hiring for the open position of Security Officer.





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider entering into an Advertising Agreement with a business at the IRA Civic Center.

**PREPARED BY:** Dale Anderson, Director of Parks & Recreation

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### BACKGROUND:

Advertising is great source of revenue at the Civic Center. The following businesses wish to enter into Agreements to have dasher board ads and/or a back-lit wall signs:

- Rapid Garage Door & Awning

### REQUESTED COUNCIL ACTION:

Make a motion to enter into an Advertising Agreement with a business at the IRA Civic Center.

# AGREEMENT FOR RENTAL OF WALL LIGHTED SIGN

Item 10.

WHEREAS, the City of Grand Rapids, ("Lessor") owns a multi-purpose facility known as the IRA Civic Center; and

WHEREAS it will be beneficial to certain business to acquire the privilege of using the advertising signs contained on the interior walls and/or dasherboard in the IRA Civic Center for a certain period of years; and


WHEREAS the Lessor desires to lease the available advertising sign to certain Lessees.

NOW, THEREFORE, the **City of Grand Rapids** as Lessor, and Rapid Garage Door & Awning as Lessee, agree as follows:

1. The Lessor shall lease to the Lessee, advertising sign(s) placed on the interior walls and/or dasherboard of the IRA Civic Center. Lessor shall have the final decision as to exact location of each sign. The choice of each sign and location shall be on a "FIRST COME, FIRST SERVED" basis. Lessor reserves the right to take into consideration actual placement of signs to insure maximum utilization of all advertising areas on the interior walls and/or dasherboard of the IRA Civic Center.
2. The Lessee shall pay to the Lessor in consideration of the sign and/or dasherboard, the sum of \$600 for one sign on an interior wall or dasherboard, for each calendar year of the term, in the form of a cashier's check to the Lessor. The Lease term for the advertising space shall be as follows: January 1, 2024, to December 31, 2025. This contract will be automatically renewed for successive one-year terms unless either party provides written notice to the other of their intent not to renew said lease no later than December 1 of the year of cancellation. For example, if the lease has been automatically renewed for a third year, which would end December 31, 2026, the Lessee must notify the Lessor in writing no later than December 1, 2026, for cancellation effective December 31, 2026.
3. Lessor shall have the first right to rent the advertising signs to Lessee for successive one-year terms (each, a "Renewal Term"). Although the signed contract for a Renewal Term is due within 30 days, Lessee will be invoiced and payment in full is due February 28 of that Renewal Term. The Lessor reserves the right to sell sign space and terminate this Agreement if the payment is not received by February 28 of such Renewal Term.
4. The Advertising logo and design to be used on the signs shall be provided by the Lessee and subject to approval by the Lessor. The Lessor will not unreasonably withhold its approval of any design submitted by Lessee; however, Lessor reserves the right to set standards for the substance and appearance of any advertising to be placed in the IRA Civic Center pursuant to this Agreement.
5. If during the initial term or any Renewal Term, Lessee changes its name, logo, artwork, or designs, Lessee and Lessor shall cooperate to install such replacement signage in a timely manner. Lessee may terminate this Agreement at any time with written notice, but Lessee will not receive a refund for any annual fee already paid unless Lessee's termination is due to Lessor's breach of this Agreement.

6. The expense of setup and artwork of the sign shall be borne by the Lessee.
7. This agreement shall not be changed unless done so in writing by the Lessee.
8. The Lessee's advertising space cannot be sublet or resold.
9. During the initial term or a Renewal Term, all signs and materials are the property and responsibility of the Lessor. Upon termination of the Agreement, Lessor shall remove the sign and permit Lessee to pick it up.
10. All maintenance of the signs will be the responsibility of the Lessor.
11. Lease rates are \$1200 per year for 2024 and 2025 for a two 4' x 8' advertising signs.

Rapid Garage Door & Awning

BY:   
Lessee

DATE: 9/18/2023

CITY OF GRAND RAPIDS (Lessor)

BY: \_\_\_\_\_  
Mayor

DATE: \_\_\_\_\_

\_\_\_\_\_  
Tom Pagel, City Administrator

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider approving Policy 325 Naloxone policies for the Grand Rapids Police Department

**PREPARED BY:** Chief Andy Morgan

---

### **BACKGROUND:**

In the 2023 legislative session, the Minnesota Legislature mandated the carrying of naloxone hydrochloride to select service provider groups in the state. Naloxone is more commonly recognized as Narcan and is administered as a nasal mist. Medicine quickly enters the body through blood vessels located in a patient's nose with the intention of temporarily reversing an opioid overdose.

Law Enforcement (Minn. Stat. § 151.37, subd. 12) was identified as a mandated group and now required to carry Naloxone.

Opioid abuse has grown in Northern Minnesota. This sadly includes Grand Rapids and Itasca County. GRPD is committed to serving this community and those experiencing medical emergencies such as opioid overdoses.

Grand Rapids Police Department Policy 325 Intranasal Naloxone was created from documents provided by League of Minnesota Cities and Minnesota Department of Health. Approving this Policy 325 would ensure GRPD's compliance to recently passed legislation.

### **REQUESTED COUNCIL ACTION:**

Make a motion to approve Grand Rapids Police Policy 325 Intranasal Naloxone



# Naloxone Standing Order and Protocol

## FOR MANDATED GROUPS INCLUDING SCHOOLS, LAW ENFORCEMENT, CORRECTIONS, AND OTHER GROUPS WHO CARRY NALOXONE

### Introduction

In the 2023 legislative session, the Minnesota Legislature mandated the carrying of naloxone hydrochloride, an opiate or opioid antagonist<sup>1</sup> that reverses opioid overdoses, to select groups in the state, expanding access to the medication as an intervention to prevent opioid overdose deaths in Minnesota.<sup>2</sup> The mandates were for the following:

- Schools (Minnesota Statutes, section 121A.224, subdivision 1)
- Corrections Minn. Stat. § 241.021, subd. 1)
- Law Enforcement (Minn. Stat. § 151.37, subd. 12)
- Site-based or group housing support settings (Minn. Stat. § 121A.224, subd. 12)
- Sober homes (Minn. Stat. § 254B.181, subd. 1)

### Purpose

There are two purposes for this document:

- The first purpose is to provide a standing order under Minn. Stat. § 151.37, subd. 12(b)(1), that will authorize the mandated groups to obtain and distribute naloxone per their individual mandates.
- The second purpose is to provide a protocol under Minn. Stat. § 148.235, subd. 8, for practitioners in the mandated groups to administer naloxone by appropriately trained personnel within their settings.

**Record keeping:** Entities who are using this document must keep a copy of it on site at all locations where naloxone may be used.

### Naloxone

Naloxone is a medication that temporarily blocks the effects of an opioid (prescription opioids, heroin,

<sup>1</sup> While naloxone is commonly known as an “opioid antagonist,” Minnesota Statutes, section 151.37, refers to “opiate antagonists.” According to the Centers for Disease Control and Prevention, the term “opiate” refers to natural opioids such as heroin, morphine and codeine, while “opioid” refers to all natural, semisynthetic, and synthetic opioids. While an opiate is therefore a subset of the larger group of opioids, for the purpose of the antagonists referred to in this protocol, these terms are used interchangeably. <https://www.cdc.gov/opioids/basics/terms.html>

<sup>2</sup> 2023 Minn. Laws, Chapter. 61, Article 5, sections 1 through 12.

fentanyl, fentanyl analogs, and other synthetic opioid street drugs) during an opioid overdose emergency. Naloxone only works on opioids, however other drugs (e.g., cocaine, methamphetamine) have been found in Minnesota to be laced (cut or contaminated) with opioids. Opioids can cause respiratory depression (slow or troubled breathing) to the point that breathing stops. Naloxone is indicated for a suspected opioid overdose.

Naloxone may be administered intranasally with a nasal spray, intramuscularly with a syringe, or with an autoinjector.

## Standing Order to Obtain, Distribute, and Dispense Naloxone

- This standing order authorizes the above-referenced groups, in accordance with Minn. Stat. § 151.37, subd. 12, to maintain, dispense, or distribute supplies of nasal naloxone to anyone who is at risk, or knows anyone who is at risk, of a drug overdose.
- For the purposes of this document, the following definitions apply:
  - “Naloxone kit” refers to one box containing two Narcan® Nasal Spray Devices (4 mg/0.1mL) with information pamphlet containing step-by-step instructions.
  - “Dispense” means to give a naloxone kit to an individual who is at risk for, or who knows someone who is at risk for, an opioid overdose for subsequent use.
  - “Distribute” means to give naloxone kits to other organizations that, in turn, administer, or dispense naloxone.
  - “Administer” means to give naloxone directly to another individual whom the person believes in good faith to be suffering a drug overdose (Minn. Stat. § 604A.04, subd. 2(b)).

## Condition Specific Protocol

- This protocol allows staff, nurses working in schools, volunteers, and clients of mandated groups who are trained in administering naloxone to administer, dispense, and distribute naloxone to anyone who is at risk, or knows anyone who is at risk, of drug overdose in accordance with Minn. Stat. §§ 151.37, subd. 12, and 604A.04.

## Educational Requirement

Eligible entities using this condition-specific protocol to administer naloxone must have persons complete training in opioid overdose reversal that, at a minimum, includes the following:

- Opioid overdose prevention and recognition.
- Indications, contraindications, and precautions related to using naloxone.
- Naloxone administration techniques, specific to the route (nasal) to be used within the specific agency, program, or school.
- Providing rescue breathing as necessary along with administering naloxone.
- The necessity of calling 911 for the care of all potential overdose victims.



## Protocol for Administering Naloxone Hydrochloride

**Indications for Usage:** Naloxone is indicated for the reversal of opioid overdose, induced by natural or synthetic opioids, relative to respiratory depression or unresponsiveness. Use if someone is found unresponsive and the cause is unknown, or it is suspected to be a drug overdose, or you observe the signs and symptoms listed below.

### Storage

Naloxone kits should be stored at room temperature with limited exposure to natural light.

### Signs of Symptoms of Opioid Overdose in a person of any age:

- Unresponsive or unconscious
- Breathing is very slow, irregular, or has stopped
- Blue skin tinge or yellow or gray in darker skin tones-usually lips and fingertips show first
- Face is very pale color from normal skin tone
- Body is limp
- Pulse (heartbeat) is slow, erratic, or not readily detectable
- Vomiting
- Making choking, gurgling, or snoring sounds

**Contraindications** – Naloxone is contraindicated in individuals known to be hypersensitive to naloxone hydrochloride, or to any of the other ingredients in naloxone.

**Safety** - The safety profile of naloxone is remarkably high when given to individuals who are not opioid intoxicated or opioid dependent, naloxone produces no clinical effects, even at high doses. Moreover, although rapid opioid withdrawal in opioid-tolerant individuals may be unpleasant, it is not life threatening.

**Precaution** - While naloxone is life saving for suspected opioid overdose, there are other health conditions that may have similar symptoms in emergency situations, such as diabetic ketoacidosis, electrolyte imbalance, hypothermia, meningitis, apnea, stroke, and subdural hematoma, for which naloxone will not help the person. Furthermore, naloxone's overdose reversing effects are temporary, and overdose symptoms may return, which is why **911 must be called as soon as possible**.

### Other considerations:

- Pre-existing cardiac disease or seizure disorder.
- Person is suspected to be physically dependent on opioids, including newborns of mothers with opioid dependence (reversal of opioid effect will precipitate acute abstinence syndrome)
- Use in Pregnancy:
  - Teratogenic Effects: Pregnancy category C, no adequate or well- controlled studies in pregnant women.
  - Non-teratogenic Effects: Pregnant women known or suspected to have opioid

dependence often have associated fetal dependence. Naloxone crosses the placenta and may precipitate fetal withdrawal symptoms.

- Naloxone should only be used in pregnant women with opioid dependence in situations of life-threatening overdose.
- Nursing Mothers: Caution should be exercised when administering to nursing women due to transmission in human milk.
- Geriatric Use: Caution should be exercised for potential decreased hepatic, renal, and cardiac function, as well as concomitant disease and other pharmacotherapies.

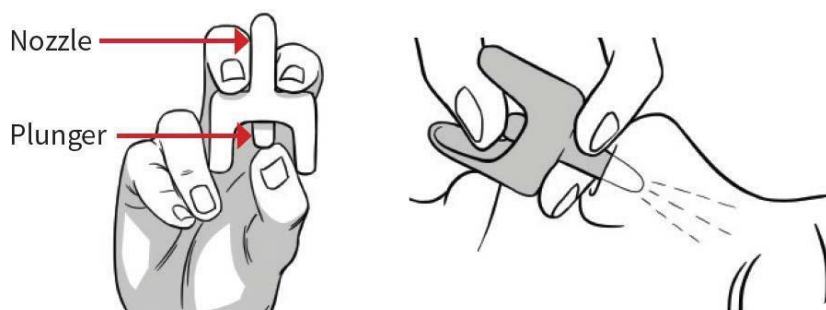
## Standardized Procedure for Naloxone Administration

**Step 1:** Confirm signs and symptoms of potential opioid overdose.

**Step 2:** Call 9-1-1 and administer naloxone as follows:

### Single-Step Intranasal Naloxone

- Peel back the package to remove the device.
- Hold the device with your thumb on the bottom of the plunger and 2 fingers on the nozzle.
- Place and hold the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose.
- Press the plunger firmly to release the dose into the patient's nose.
- Repeat if there is no response after 3 minutes.



### Supply

One (1) box containing two (2) Narcan® Nasal Spray Devices (4 mg/0.1mL)

### Naloxone Adverse Reactions

- Adverse reactions are related to precipitating opioid withdrawal. They include fever, hypertension, tachycardia, agitation, restlessness, diarrhea, nausea/vomiting, myalgias, diaphoresis, abdominal cramping, yawning, and sneezing.



- These symptoms may appear within minutes of naloxone administration and subside in approximately 2 hours.
- The severity and duration of the withdrawal syndrome is related to the dose of naloxone and the degree of opioid dependence.
- Adverse effects beyond opioid withdrawal are rare.

## Authorization

This document is issued by the Medical Director of the Minnesota Department of Health, effective on the date below. It authorizes recipients to obtain and distribute naloxone, and other components of a naloxone kit to those who may assist an individual suffering opioid-related overdose, as described in this standing order and condition-specific protocol.

**The authorizations in this document shall remain in effect until August 24, 2024.**

It is expected that this standing order will sunset when the over-the-counter formula of naloxone becomes available and the necessity for a standing order will no longer be required.

**Name of Physician:** Ruth Lynfield

**License No.:** 40312

**NPI No.:** 1285960302

**Signature:**



**Date:** August 25, 2023

**Order Effective Date:** August 25, 2023

**Order Expiration Date:** August 24, 2024

Minnesota Department of Health  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5414  
[www.health.state.mn.us](http://www.health.state.mn.us)

08/21/2023

# Itasca County Substance Use and Overdose Profile

UPDATED 2/6/2023

## Drug Overdose Deaths

### Itasca County Drug Overdose Deaths by Year

Drug overdose deaths have increased among Itasca County residents since 2018.

Year	Yearly Deaths
2011	7
2012	4
2013	5
2014	7
2015	5
2016	5
2017	4
2018	4
2019	11
2020	11
2021	12

Source: Minnesota death certificates

### Itasca County Overdose Death by Year

In 2021, Opioids were the drug involved in the greatest number of overdose deaths among Itasca County residents.

Substance	Number of Deaths
Opioids*	5
Benzodiazepines	2
Cocaine	0
Psychostimulants (includes meth)	3

Source: Minnesota death certificates

Note: Opioids include prescription opioids, heroin, and synthetic opioids. Overdose deaths may involve more than one drug. As a result, the number of deaths associated with each drug type

may total more than the number of overdose deaths. They also include unintentional overdoses, suicide, and homicide.

## Nonfatal Overdose

### Itasca County ER Visits for Nonfatal Opioid Overdose by Year

Emergency room visits for nonfatal opioid overdoses have increased among Itasca County residents. Opioid overdoses can sometimes be reversed by administering naloxone.

Year	Number of ER Visits
2016	8
2017	21
2018	12
2019	12
2020	20
2021	21

Source: Minnesota Hospital Discharge Data

### Itasca County ER Visits for Nonfatal Overdose by Opioid

Emergency room visits for nonfatal overdose among Itasca County residents have increased for heroin from 2020 to 2021.

Year	Opioids (excluding heroin)	Heroin	Stimulants	Cocaine
2016	4	4	6	0
2017	10	11	9	0
2018	4	8	1	0
2019	5	7	3	0
2020	12	8	2	1
2021	10	11	0	0

Source: Minnesota Hospital Discharge Data

Note: Opioids excluding heroin includes commonly prescribed opioids and synthetic opioids.

### Itasca County ER Visits for Opioid Overdose by Age Group

In 2020, ages 25-34 years old had the greatest number of ER visits for opioid-involved overdose among Itasca County residents.

Age	Number of ER Visits
1-14 years	0
15-24 years	2
25-34 years	11
35-44 years	5
45-54 years	0
55-64 years	1
65+ years	2

Source: Minnesota Hospital Discharge Data

## Itasca County ER Visits for Opioid Overdose by Gender

Males had more ER visits for opioid-involved overdoses among Itasca County residents in 2020.

Gender	Percentage of ER Visits	Number of ER Visits
Males	38.1%	13
Females	61.9%	8

Source: Minnesota Hospital Discharge Data

## Opioid Prescriptions Dispensed

### Itasca County Number of Opioids Prescribed by Year

The total number of opioid prescriptions has been decreasing among Itasca County residents since 2016.

Year	Number of Opioids Prescribed
2016	39,986
2017	36,326
2018	32,844
2019	30,136
2020	29,008
2021	28,801

Source: Minnesota Pharmacy Prescription Monitoring Program

### Itasca County Opioid Prescription Rate by Year

In Itasca County, the opioids prescription rate has also been decreasing since 2016 and is higher than the statewide average.

Year	Minnesota Opioid Prescription Rate	Itasca County Opioid Prescription Rate
2016	615.6	885.4
2017	550.1	804.4
2018	482.0	728.1
2019	438.4	667.8
2020	397.7	640.8
2021	386.9	639.0

Source: Minnesota Pharmacy Prescription Monitoring Program

Note: The prescription rate is measured as the number of prescriptions dispensed based on patient county divided by the total number of people living in a county to create a rate per 1,000 people.

## Itasca County Health Care Visits for Opioid Dependence

The rate of health care visits for opioid dependence among Itasca County residents has been decreasing since 2016.

Year	Minnesota Health Care Visits	Itasca County Health Care Visits
2016	2.3	4.1
2017	2.6	2.2
2018	2.6	1.2
2019	2.4	1.4

Source: Minnesota Hospital Discharge Data

## Use and Misuse Among Youth

### Itasca County Opioid Use by Grade Level

The percentage of students attending schools in Itasca County that in the past 12 months used prescription pain medications without a prescription or differently than how a doctor intended has increased for 11<sup>th</sup> graders.

Year	Grade 8	Grade 9	Grade 11
2013	0.8%	3.6%	2.3%

## ITASCA COUNTY SUBSTANCE USE AND OVERDOSE PROFILE

Year	Grade 8	Grade 9	Grade 11
2016	2.5%	4.4%	4.5%
2019	4.4%	5.4%	2.8%
2022	4.1%	5.4%	6.0%

Source: Minnesota Student Survey

## Substance Use Disorder Treatment

### Itasca County Substance Use Disorder Treatment by Year and Substance Type

Among people from Itasca County that were admitted to substance use disorder treatment anywhere in Minnesota in 2020, methamphetamines were the primary substance used at admission followed by alcohol.

Year	Alcohol	Methamphetamine	Opioids	Crack/Cocaine
2010	345	42	80	5
2011	326	35	95	*
2012	309	60	140	*
2013	256	120	134	5
2014	244	129	120	*
2015	251	140	130	7
2016	270	264	135	*
2017	216	250	114	*
2018	239	272	125	8
2019	227	272	95	*
2020	184	186	52	*

Source: Substance Use in Minnesota

Note: Opioids includes heroin and other opiates.

Minnesota Department of Health  
Drug Overdose Prevention – Injury and Violence Prevention Section  
PO Box 64882  
St. Paul, MN 55164-0882  
[health.drugodprev@state.mn.us](mailto:health.drugodprev@state.mn.us)  
[www.health.state.mn.us/opioiddashboard](http://www.health.state.mn.us/opioiddashboard)

x close

# Focus on New Laws: Peace Officers Required to Carry and Be Trained on Use of Medication to Reverse Opioid Overdoses

September 18, 2023  
**As of Aug. 1, 2023, peace officers are required to carry and receive training on opiate antagonists to treat opioid overdose and the state is providing reimbursement for the medication via a newly launched portal.**

In the 2023 legislative session, the Legislature passed a bill that requires peace officers to carry and be trained on the use of opiate antagonists to treat opioid overdoses. The bill also requires the state to provide reimbursement for the medication as an intervention to prevent overdoses in Minnesota.

Click **"Save,"** then select the location and name for the file on your computer.

## Training requirement

Chapter 52, the omnibus public safety and judiciary bill, creates Minnesota Statute 626.84, which requires chief law enforcement officers (CLEOs) to provide training for peace officers employed by the chief's agency on:

- Identifying persons who are suffering from narcotics overdoses.
- The proper use of opiate antagonists to treat a narcotics overdose.

## Carry and supply requirement

Each on-duty peace officer who is assigned to respond to emergency calls must have two unexpired opiate antagonist doses readily available when their shift begins. If a peace officer depletes their supply of opiate antagonists during their shift, they shall replace the doses from the agency's supply so long as replacing the doses will not compromise the agency's ability to respond to emergency calls.

A CLEO must authorize peace officers employed by the agency to perform administrative tasks, such as obtaining opiate antagonist when an officer believes a person is suffering a narcotics overdose.



CITY OF  
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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 9-25-23

**AGENDA ITEM:** Consider change orders related to the IRA Civic Center Project

**PREPARED BY:** Tom Pagel, City Administrator

---

### BACKGROUND:

Attached are 5 proposed change orders for the Civic Center project.

Please note that some elements of these change orders provide for work associated with renovations of the east lobby. As you know, east lobby renovations have been “on hold” until some of the larger, potential impacts on the project contingency were resolved. Those impacts are now better quantified, so it is timely to proceed with parts of the east lobby renovations. I should also point out that not all the proposed renovation work in the east lobby will be completed this fall. The work that can be scheduled for this fall is limited to electrical improvements, new flooring, and interior painting. Other work will be delayed until next spring because there is simply not enough time to get all the work done prior to the October opening of the east venue.

Each change order is briefly described below. Both the scope and cost of these change orders is substantial, so if you or the Council desire additional information, I will gladly answer any questions that may arise.

Change Order 12 for Work Scope 8 (Electrical) with Hart Electric:

- Has 3 components
- “Component 1” provides for additional audio controls in the upper lobby. This additional work will give the Civic Center Staff much more flexibility in customizing audio feeds to the multi-purpose rooms while maintaining audio options in other areas of the upper lobby. This work increases Hart’s contract by \$5,748.93.
- “Component 2” provides for connecting HVAC duct-flow detectors that currently exist in the east venue to the new alarm system being installed in the west venue. This work is consistent with the overall objective of having systems for “one building” rather than



separate systems for the east and west venues. This work increases Hart's contract by \$5,841.22.

- "Component 3" provides for electrical power and lighting improvements for the east lobby renovation. This work increases Hart's contract by \$8,406.20.
- In total, this change order increases Hart's contract by \$19,996.35.

Change Order 9 for Work Scope 7 (Mechanical) with Rapids Plumbing and Heating (RPH):

- Has 3 components
- "Component 1" provides for plumbing and HVAC modifications related to the remodeling of the north restrooms. (The restrooms are being converted from Men/Women to "family restrooms.") This work increases the RPH contract by \$6,081.05.
- "Component 2" provides for additional ductwork related to the relocation and structural reinforcement for RTU (roof-top unit) #2. This work increases the RPH contract by \$5,693.50.
- "Component 3" provides for furnishing and installing an ADA-compliant sink in the private suit. This work increases the RPH contract by \$1,614.63.
- In total, this change order increases RPH's contract by \$13,389.18.

Change Order 17 for Work Scope 3 (General Construction) with TNT Construction Group:

- Has 4 components
- "Component 1" provides for modifying one of the original ADA "bump-outs" to serve as the new press box. The principal work elements for TNT are more substantial wall construction, full-width countertop and trim, and features to allow power and data connections. This work increases TNT's contract by \$11,689.00.
- "Component 2" provides for various insulation and vapor barrier improvements. These changes will enhance the efficacy of the "building envelope." This work increases TNT's contract by \$12,441.00.
- "Component 3" provides for the construction of masonry and concrete stoops at all 3 of the emergency exit doorways on the west side of the building. The stoops will improve the functionality of the exits and will "tie-in" to future parking lot improvements. This work increases TNT's contract by \$22,880.00.
- "Component 4" provides for interior-only painting in the east lobby as a part of the overall east lobby renovation. This work increases TNT's contract by \$18,881.00.
- In total, this change order increases TNT's contract by \$65,891.00.

Change Order 18 for Work Scope 3 (General Construction) with TNT Construction Group:

- Is a part of the 2023 renovation in the east lobby.
- Provides for the installation of epoxy floor coatings in the lobby, adjacent rest rooms, east concessions, and other small spaces.
- Please note that this epoxy flooring is the same material that is being installed in the upper lobby.

- This work increases TNT's contract by \$61,275.00.

Finally, we have Change Order 4 for the dasher board contract with Becker Arena Products:

- This is a materials-only change order.
- At the Staff's request, Becker is proposing to furnish "polycarbonate lexan panels" to be installed as protective covers over advertising on the dasher boards.
- Arena staff will install the materials at the appropriate time.
- This change order increases Becker's contract by \$6,131.78.

The total net change to the project cost for all 4 of these change orders is an increase of \$166,683.31. Although this is a significant amount, sufficient funds remain in the project contingency to cover these costs.

**REQUESTED COUNCIL ACTION:**

Make a motion to approve the attached change orders.



ICS  
104 Park Ave N, Suite 201  
Park Rapids, Minnesota 56470  
Phone: (763) 354-2670

Project: S19041C - IRA Civic Center- Grand Rapids  
1401 NW 3rd Ave  
Grand Rapids, Minnesota 55744

## DRAFT

### Contract Change Order #009: CE #054 - PR 38 North Restrooms Renovation | CE #062 - PR 45 RTU 2 structural reinforcement | CE #071 - PR51 Private Suite Sink

<b>CONTRACT COMPANY:</b>	<b>Rapids Plumbing and Heating</b> 25767 US Hwy 2 Grand Rapids, Minnesota 55744	<b>CONTRACT FOR:</b>	SC-S19041C-007:WS 07 - Mechanical - Rapids P & H
<b>DATE CREATED:</b>	9/21/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	09/26/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	Multiple bundled changes	<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$13,389.18

**DESCRIPTION:**

CE #054 - PR 38 North Restrooms Renovation

See the attached PR. Provide a Quote with a detailed cost breakdown.

CE #062 - PR 45 RTU 2 structural reinforcement

See the attached PR. Provide a Quote with a detailed cost breakdown. PR 45R is attached.

CE #071 - PR51 Private Suite Sink

See the attached PR.

**ATTACHMENTS:**

[Image \(115\).jpg](#) [Image \(115\).jpg](#) [Image \(115\).jpg](#) [17073.3 - RFP 51 - Party Room 216 - Sink.pdf](#) [17073.30 - RFP 45R RTU-2.pdf](#) [17073.30 - RFP 45 RTU-2.pdf](#) [17073.30 - RFP 38 Family Toilet Room Remodel.pdf](#)

**CHANGE ORDER LINE ITEMS:****CCO #009**

#	Cost Code	Description	Type	Amount
1	5--5.07 - Work Scope 07	PR 38 North Restrooms Renovation	Other	\$ 6,081.05
2	5--5.07 - Work Scope 07		Other	\$ 5,693.50
3	5--5.07 - Work Scope 07	PR51 Private Suite Sink	Other	\$ 1,614.63
<b>Subtotal:</b>				\$13,389.18
<b>Grand Total:</b>				\$13,389.18



The original (Contract Sum)	\$ 836,440.00
Net change by previously authorized Change Orders	\$ 161,745.18
The contract sum prior to this Change Order was	\$ 998,185.18
The contract sum would be changed by this Change Order in the amount of	\$ 13,389.18
The new contract sum including this Change Order will be	\$ 1,011,574.36
The contract time will not be changed by this Change Order by 0 days	

<b>ICS</b> 104 Park Ave N, Suite 201 Park Rapids, Minnesota 56470	<b>Rapids Plumbing and Heating</b> 25767 US Hwy 2 Grand Rapids Minnesota 55744	<b>City of Grand Rapids</b> 420 North Pokegama Ave Grand Rapids Minnesota 55744	<b>City of Grand Rapids</b> 420 North Pokegama Ave Grand Rapids Minnesota 55744
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SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
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88



ICS  
104 Park Ave N, Suite 201  
Park Rapids, Minnesota 56470  
Phone: (763) 354-2670

Project: S19041C - IRA Civic Center- Grand Rapids  
1401 NW 3rd Ave  
Grand Rapids, Minnesota 55744

**DRAFT****Contract Change Order #012: CE #070 - PR 50 Upper Lobby audio controls | CE #072 - PR 52 Fire Alarm (duct detectors) system clarifications | CE #073 - PR 53 East Lobby Renovations**

<b>CONTRACT COMPANY:</b>	Hart Electric 1959 Highway 37 Hibbing, Minnesota 55746	<b>CONTRACT FOR:</b>	SC-S19041C-008:WS 08 Electrical - Hart Electric
<b>DATE CREATED:</b>	9/21/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	09/26/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	Multiple bundled changes	<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$19,996.35

**DESCRIPTION:**

CE #070 - PR 50 Upper Lobby audio controls

See the attached PR. Provide a Quote with a detailed cost breakdown.

CE #072 - PR 52 Fire Alarm (duct detectors) system clarifications

See the attached PR. Provide a Quote with a detailed cost breakdown.

CE #073 - PR 53 East Lobby Renovations

See the attached PR. Provide a Quote with a detailed cost breakdown.

**ATTACHMENTS:**

[Estimate 1536.pdf](#) [IRA Civic Center RFP #52 Pricing.pdf](#) [IRA Civic Center RFP #50 Pricing.pdf](#) [Estimate 1535.pdf](#) [Estimate 1533.pdf](#) [17073.3 - RFP 52 - Duct Smoke Detectors.pdf](#) [17073.3 - RFP 50 - Multi Purpose Room Sound System.pdf](#) [17073.3 - RFP 53 - Lower Level Lobby Remodel.pdf](#)

**CHANGE ORDER LINE ITEMS:****CCO #012**

#	Cost Code	Description	Type	Amount
1	5--5.08 - Work Scope 08	PR 50 Upper Lobby audio controls	Other	\$ 5,748.93
2	5--5.08 - Work Scope 08	PR 52 Fire Alarm (duct detectors) system clarifications	Other	\$ 5,841.22
3	5--5.08 - Work Scope 08	PR 53 East Lobby Renovations	Other	\$ 8,406.20
<b>Subtotal:</b>				\$19,996.35
<b>Grand Total:</b>				<b>\$19,996.35</b>



The original (Contract Sum)	\$ 917,315.00
Net change by previously authorized Change Orders	\$ 36,933.63
The contract sum prior to this Change Order was	\$ 954,248.63
The contract sum would be changed by this Change Order in the amount of	\$ 19,996.35
The new contract sum including this Change Order will be	\$ 974,244.98
The contract time will not be changed by this Change Order by 0 days	

ICS  
104 Park Ave N, Suite 201  
Park Rapids, Minnesota 56470

Hart Electric  
1959 Highway 37  
Hibbing Minnesota 55746

City of Grand Rapids  
420 North Pokegama Ave  
Grand Rapids Minnesota  
55744

City of Grand Rapids  
420 North Pokegama Ave  
Grand Rapids Minnesota  
55744

SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
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90



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Phone: (763) 354-2670

Project: S19041C - IRA Civic Center- Grand Rapids  
1401 NW 3rd Ave  
Grand Rapids, Minnesota 55744

**DRAFT****Contract Change Order #018: CE #078 - PR 56 Additional Epoxy Flooring**

<b>CONTRACT COMPANY:</b>	TNT Construction Group, LLC 40 County Road 63 Grand Rapids, Minnesota 55744	<b>CONTRACT FOR:</b>	SC-S19041C-003:Work Scope 03 - General Construction - TNT
<b>DATE CREATED:</b>	9/22/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>	Dale Anderson	<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	09/26/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	PR 56 Additional Epoxy Flooring	<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$61,275.00

**DESCRIPTION:**

CE #078 - PR 56 Additional Epoxy Flooring

See the attached PR. Provide a Quote with a detailed cost breakdown.

**ATTACHMENTS:**[DCS RFP #56.pdf](#) [TNT RFP #56.pdf](#) [17073.3 - RFP 56 - Epoxy Flooring.pdf](#)**CHANGE ORDER LINE ITEMS:****CCO #018**

#	Cost Code	Description	Type	Amount
1	5--5.03 - Work Scope 03		Other	\$ 61,275.00
<b>Subtotal:</b>				\$61,275.00
<b>Grand Total:</b>				<b>\$61,275.00</b>

The original (Contract Sum)	\$ 2,370,100.00
Net change by previously authorized Change Orders	\$ 253,987.12
The contract sum prior to this Change Order was	\$ 2,624,087.12
The contract sum would be changed by this Change Order in the amount of	\$ 61,275.00
The new contract sum including this Change Order will be	\$ 2,685,362.12
The contract time will not be changed by this Change Order by 0 days	

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Park Rapids, Minnesota 56470

TNT Construction Group,  
LLC  
40 County Road 63  
Grand  
Rapids Minnesota 55744

City of Grand Rapids  
420 North Pokegama Ave  
Grand Rapids Minnesota  
55744

City of Grand Rapids  
420 North Pokegama Ave  
Grand Rapids Minnesota  
55744

SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
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## CHANGE ORDER #4 Rev1

**Date:** September 15<sup>th</sup>, 2023

**Rink:** IRA Civic Center

**Job Name/Location:** Grand Rapids, MN

**Contact:** Dale Anderson

**Job Number:** 065622-1-1

We hereby agree to make the change(s) specified below:

### Ad Panels:

Becker Arena Products will furnish only 67 (ea) .118" thick x 96"w x 33"h polycarbonate lexan panels and all flathead hi-lo ad panel screws required. Predrilling, countersinking, and installation is not included. To deliver with the contracted dasher system.

**TOTAL ADD THIS CHANGE ORDER**

**\$6,131.78**

**Accept** \_\_\_\_\_

**NOTE: This value does not include any other adds or deducts that have been presented through other change orders. All change orders will be recorded before final invoicing.**

**TYPICAL LEAD TIME FOR THIS CHANGE ORDER ONCE RETURNED SIGNED** \_\_\_\_\_

Note: this change order becomes part of and in conformance with the existing contract

**WE AGREE hereby to make the change(s) specified above.**

Date \_\_\_\_\_

\_\_\_\_\_  
BECKER ARENA PRODUCTS AUTHORIZED SIGNATURE

**ACCEPTED-** The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

**Confidential:** This document contains proprietary and confidential information that is owned and is of significant value to Becker Arena Products, Inc. No unauthorized use, disclosure or reproduction of any of this information is permitted without the prior written consent of Becker Arena Products, Inc.



**DEPENDING ON THE SCOPE OF CHANGES THIS CHANGE ORDER MAY HAVE AN IMPACT ON  
YOUR DELIVERY TIMELINE AND PRICE. PLEASE RETURN SIGNED WITHIN 24 HOURS TO  
ACCOMMODATE YOUR REQUESTED CHANGES.**

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Project: S19041C - IRA Civic Center- Grand Rapids  
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## DRAFT

### Contract Change Order #017: CE #050 - PR 34 New Press Box | CE #060 - PR 44 Insulation and Vapor barrier clarifications | CE #068 - PR 48 Stoop at west egress (exterior) doors | CE #073 - PR 53 East Lobby Renovations

<b>CONTRACT COMPANY:</b>	<b>TNT Construction Group, LLC</b> 40 County Road 63 Grand Rapids, Minnesota 55744	<b>CONTRACT FOR:</b>	SC-S19041C-003:Work Scope 03 - General Construction - TNT
<b>DATE CREATED:</b>	9/21/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	09/26/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	Multiple bundled changes	<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$65,891.00

#### DESCRIPTION:

CE #050 - PR 34 New Press Box

See the attached PR. Provide a Quote with a detailed cost breakdown.

CE #060 - PR 44 Insulation and Vapor barrier clarifications

See the attached PR. Provide a Quote with a detailed cost breakdown. PR 44R is attached with supplemental information.

CE #068 - PR 48 Stoop at west egress (exterior) doors

See the attached PR. Provide a Quote with a detailed cost breakdown.

CE #073 - PR 53 East Lobby Renovations

See the attached PR. Provide a Quote with a detailed cost breakdown.

#### ATTACHMENTS:

[RFP 53 Painting only.pdf](#) [PR 53 Revised.pdf](#) [TNT RFP 44 Proposal.pdf](#) [RFP 44 A.pdf](#) [RFP 44 B.pdf](#) [TNT Revised 3 stoop Proposal.pdf](#) [48463 IRA Civic Center Renovation CO2 SCOPE.pdf](#) [RE IRA Civic Center- Grand Rapids CE #050 - PR 34 New Press Box Status changed from Under Review to Revise and Resubmit.msg](#) [17073.3 - RFP 53 - Lower Level Lobby Remodel.pdf](#) [17073.30 - RFP 48 - West Wall Stoops.pdf](#) [17073.30 - RFP 44R Insulation and Vapor Barrier Clarifications.pdf](#) [17073.30 - RFP 44 Insulation and Vapor Barrier Clarifications.pdf](#) [017073.30 RFP 34 - New Press Box.pdf](#)

#### CHANGE ORDER LINE ITEMS:



CCO #017

#	Cost Code	Description	Type	Amount
1	5--5.03 - Work Scope 03	PR 34 New Press Box	Other	\$ 11,689.00
2	5--5.03 - Work Scope 03	PR 44 Insulation and Vapor barrier clarifications	Other	\$ 12,441.00
3	5--5.03 - Work Scope 03	PR 48 Stoop at west egress (exterior) doors	Other	\$ 22,880.00
4	5--5.03 - Work Scope 03	PR 53 East Lobby Renovations	Other	\$ 18,881.00
Subtotal:				\$65,891.00
Grand Total:				\$65,891.00

The original (Contract Sum)	\$ 2,370,100.00
Net change by previously authorized Change Orders	\$ 253,987.12
The contract sum prior to this Change Order was	\$ 2,624,087.12
The contract sum would be changed by this Change Order in the amount of	\$ 65,891.00
The new contract sum including this Change Order will be	\$ 2,689,978.12
The contract time will not be changed by this Change Order by 0 days	

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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider passing a resolution accepting donations from the City of Cohasset, Harris Township, and the Greater Pokegama Lake Association for financial assistance with the July 4<sup>th</sup> Fireworks Display.

**PREPARED BY:** Dale Anderson, Director of Parks & Recreation

---

### BACKGROUND:

Our partnership with the City of Cohasset, Harris Township, and the Greater Pokegama Lake Association has provided a quality Fireworks Display for years. The resolution is attached for your review.

### REQUESTED COUNCIL ACTION:

Make a motion to pass a resolution accepting donations from the City of Cohasset, Harris Township, and the Greater Pokegama Lake Association for financial assistance with the July 4<sup>th</sup> Fireworks Display.

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

RESOLUTION NO. 23-

A RESOLUTION ACCEPTING A \$5,333 DONATION FROM HARRIS TOWNSHIP,  
A \$5,333 DONATION FROM THE CITY OF COHASSET and  
A \$3,000 DONATION FROM THE GREATER POKEGAMA LAKE ASSOCIATION FOR  
THE JULY 4, 2023 INDEPENDENCE DAY FIREWORKS AT POKEGAMA LAKE

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:

- The Township of Harris has donated \$5,333 for the Independence Day Fireworks at Pokegama Lake.
- The City of Cohasset has donated \$5,333 for the Independence Day Fireworks at Pokegama Lake.
- The Greater Pokegama Lake Association has donated \$3,000 for the Independence Day Fireworks at Pokegama Lake.

Adopted this 25<sup>th</sup> day of September, 2023.

---

Dale Christy, Mayor

Attest:

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Kim Johnson-Gibeau, City Clerk

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 9/25/2023

**AGENDA ITEM:** Consider approving a resolution adopting the 2023 proposed levy/collectable 2024.

**PREPARED BY:** Barb Baird

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### BACKGROUND:

Cities are no longer required to hold a Truth in Taxation hearing, but they are required to hold a single meeting to discuss the budget and levy and at which time the public is allowed to speak. This meeting maybe part of a regular scheduled meeting but must be held after 6:00 p.m. When the City calendar was adopted in December 2022, it was determined that the date for the hearing would be December 4, 2023. The time and dates will be on the parcel specific notices sent out by Itasca County, so they cannot be changed once certified to the County.

The City has to certify a preliminary levy to the County Auditor by October 2, 2023. The final levy adopted by the Council in December can be less than the preliminary levy, but it cannot be more. The Council will continue to work on the budget until its adoption in December.

### REQUESTED COUNCIL ACTION:

Make a motion approving a resolution adopting the 2023 proposed levy/collectable 2024 and setting December 4, 2023 at 7:00 p.m. to discuss the proposed budget, levy and allow for public comment and December 18, 2023 for the subsequent meeting to adopt the final levy and budget.

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

RESOLUTION NO. 23-

A RESOLUTION ADOPTING THE PROPOSED 2023 LEVIES PAYABLE IN 2024 AND THE PROPOSED 2024 OPERATING EXPENDITURE BUDGET

WHEREAS, as a result of legislation passed in the 2009 Legislative session, the requirement to hold a special Truth in Taxation public hearing, continuation hearing, and levy adoption hearing have been repealed, and

WHEREAS, cities are still required to hold a single meeting to discuss the budget and levy and at which time the public is allowed to speak, and

WHEREAS, this meeting may be part of a regularly scheduled meeting, but must occur between the dates of November 24, 2023 and no later than December 28, 2023 and be held at 6:00 p.m. or later and the public must be allowed to speak, and

WHEREAS, the City staff has been working with the City Council to set the 2024 proposed budget and this budget and levy were presented to the City Council on September 18, 2023, and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Grand Rapids, Minnesota that it does establish a proposed operating expenditure budget for the year of 2024 of \$11,814,878, and

BE IT FURTHER RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, that the initial levy for the City of Grand Rapids for 2023 taxes collectible 2024 be as follows:

General Fund	\$5,805,969
Library Fund	825,128
Itasca Calvary Cemetery	238,199
Grand Rapids Economic Development Authority	100,000
Inter-fund Loan Repayment	224,000
Abatement Levies	25,000
2009C Improvement Bonds	303,007
2010A Improvement Bonds	57,510
2010 Debt Study Reduction	(135,000)
2011B Improvement Bonds	58,407
2012A Improvement Bonds	124,414
2013B Reconstruction Bonds	108,145
2014A Reconstruction Bonds	235,700
2016A Reconstruction Bonds	151,129
2017A Reconstruction Bonds	171,398
2018A St. Reconst. & CIP Bonds	141,808
2019A Improvement Bonds	130,914
2020A Reconstruction Bonds	163,696
2021 GO/Abatement Bonds	96,613
2021B Fire Hall GO Bonds	310,315
2023 Improvement Bonds	<u>200,000</u>

TOTAL CERTIFIED TO COUNTY AUDITOR	<u>\$9,336,352</u>
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BE IT FURTHER RESOLVED, this proposed 2023 levy payable in 2024 is 8.52% higher than the final 2022 levy payable 2023 of \$8,603,265 and

BE IT FURTHER RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, that the City certifies to the County Auditor the following dates:

- December 4, 2023 at 7:00 p.m.to discuss the proposed budget and levy and allow for public comment and
- December 18, 2023 for the subsequent meeting for the adoption of the final levy and budget.

Adopted this 25th day of September 2023.

---

Dale Christy, Mayor

---

Kim 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.



**PROJECTED LEVY & TAX RATE**  
**CITY OF GRAND RAPIDS**  
**PREVIOUSLY CERTIFIED LEVIES AND 2023 PROPOSED LEVY**

	2019 Levy Payable 2020	2020 Levy Payable 2021	2021 Levy Payable 2022	2022 Levy Payable 2023	2023 Levy Payable 2024
General Fund	4,931,764	5,197,994	5,243,850	5,828,363	5,805,969
Library Fund	702,687	711,010	759,331	759,331	825,128
Cemetery	200,313	212,812	218,427	226,157	238,199
GREDA Levy	60,000	60,000	60,000	80,000	100,000
Levy Internal Loan-Equip Purchases	179,000	192,000	224,000	224,000	224,000
Abatement Levies-Yanmar	25,000	25,000	15,000	20,000	25,000
Special Levies	-	-	-	-	-
<b>Total Levy Required for Operations</b>	<b>6,098,764</b>	<b>6,398,816</b>	<b>6,520,608</b>	<b>7,137,851</b>	<b>7,218,296</b>
Bonded Indebtedness	1,694,906	1,680,512	2,082,657	1,965,076	2,118,056
<b>GROSS LEVY</b>	<b>7,793,670</b>	<b>8,079,328</b>	<b>8,603,265</b>	<b>9,102,927</b>	<b>9,336,352</b>
Less:					
Fund Balance Contribution	-	-	-	(499,662)	-
<b>CERTIFIED LEVY</b>	<b>7,793,670</b>	<b>8,079,328</b>	<b>8,603,265</b>	<b>8,603,265</b>	<b>9,336,352</b>
	1.36%	3.67%	6.48%	0.00%	8.52%

**2023 ESTIMATED TAX CAPACITY AND PROPOSED LEVY**

TAX CAPACITY	\$13,506,368	CERTIFIED LEVY	9,336,352
Less:			
	-		
Abatement Levy	-	Less:	
TIF Captured tax increment	(523,923)	Fiscal disparities distribution levy	(712,851)
Fiscal Disparities contribution	(1,198,566)		
Taxable tax capacity*	<b>\$11,783,879</b>	Net amount levied to property owners	<b>8,623,501</b>

**2015 - 2023 TAXABLE TAX CAPACITY, CERTIFIED LEVY and CITY TAX RATE**  
**and 2023 ESTIMATED TAXABLE TAX CAPACITY**  
**and 2024 ESTIMATED LEVY and CITY TAX RATE**

TAX YEAR PAYABLE	TAXABLE TAX CAPACITY	NET CERTIFIED LEVY	CITY TAX RATE	CEMETERY TAX RATE	TOTAL TAX RATE
2015	8,067,867	6,393,379	77.206	2.039	79.245
2016	8,140,678	6,450,063	76.794	2.438	79.232
2017	8,171,794	6,717,854	79.890	2.318	82.208
2018	8,142,204	6,716,767	80.054	2.439	82.493
2019	8,329,612	6,937,752	80.847	2.443	83.290
2020	8,475,628	7,073,543	81.094	2.363	83.457
2021	8,851,302	7,386,756	81.050	2.404	83.454
2022	9,421,233	7,777,491	80.234	2.318	82.553
2023	11,129,938	7,975,967	69.630	2.032	71.662
2024	11,783,879	8,623,501	71.159	2.021	73.180

# RECAP SHEET CITY OF GRAND RAPIDS 2024 RECAP OF REVENUES, EXPENDITURES AND LEVY REQUIREMENTS

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Increase/ (Decrease) over 2023	Percent Increase
<b>NON TAX REVENUES:</b>								
Payment in Lieu of Taxes (PILOT)	\$ 913,662	\$ 911,762	914,886	\$ 924,990	\$ 913,000	\$ 918,000	\$ 5,000	0.68%
Licenses and Permits	499,945	450,688	384,777	479,768	307,865	357,285	49,420	16.05%
Local Government Aid (LGA)	1,432,525	1,615,919	1,696,670	1,752,003	1,820,524	2,222,621	402,097	22.09%
Intergovernmental Revenues	677,074	2,130,046	1,353,606	969,334	702,868	699,870	(2,998)	-0.43%
Charges for Services	1,000,863	1,090,118	1,153,571	1,220,830	1,393,169	1,669,931	276,762	19.87%
Fines and Forfeitures	57,981	54,331	73,726	69,678	67,000	69,000	2,000	2.99%
Interest Income	80,846	47,889	43,266	35,748	35,000	35,000	-	0.00%
Miscellaneous	112,671	12,654	71,208	61,426	37,200	37,200	-	0.00%
Other Financing Sources	30,035	16,813	11,081	(245,190)	-	-	-	0.00%
Transfers In	3,500	-	-	-	-	-	-	0.00%
Total non-tax revenues	4,809,122	6,330,220	5,701,791	5,262,587	5,276,626	6,008,907	732,281	13.88%
<b>EXPENDITURES:</b>								
Administration	552,593	614,311	653,438	581,906	604,722	700,487	95,765	15.84%
Building Safety Division	234,860	242,280	348,397	466,599	460,344	481,897	21,553	4.68%
Community Development	552,955	526,418	519,554	549,773	573,911	607,576	33,665	5.87%
Council/Boards	101,137	89,799	99,597	144,153	127,958	132,295	4,337	3.39%
Engineering (Included with PW)	-	-	-	-	-	-	-	-
Finance	534,749	555,535	568,551	570,244	604,067	627,910	23,843	3.95%
Fire	566,058	634,573	688,814	698,937	830,787	854,617	23,830	2.87%
Fleet Maintenance	248,568	245,586	258,882	260,401	290,154	298,721	8,567	2.95%
Information Technology	263,686	270,560	295,899	298,165	331,280	425,756	94,475	28.52%
Police	3,090,709	3,108,162	3,242,231	3,324,122	3,728,351	3,921,925	193,574	5.19%
Public Works	2,152,484	2,231,578	2,500,731	2,464,296	2,383,640	2,463,761	80,121	3.36%
Recreation	81,172	119,827	76,075	93,722	93,432	338,333	244,901	262.12%
City Wide	332,564	1,337,766	527,999	325,763	334,843	368,032	33,189	9.91%
Special Projects-Council	-	-	41,300	96,381	-	-	-	-
Special Projects-Non-Budgeted	-	-	-	-	-	-	-	-
Total Department Expenditures	8,711,535	9,976,395	9,821,468	9,874,462	10,363,490	11,221,309	857,820	8.28%
Transfers Out	-	-	-	-	-	-	-	-
Transfer to Capital Equipment	176,750	132,000	130,622	30,000	346,000	100,000	(246,000)	-71.10%
Vehicle Lease	10,869	10,869	11,300	11,300	57,025	92,167	35,142	61.63%
Transfer to Itasca Historical Soc	150,000	150,000	150,000	150,000	11,126	11,300	174	1.56%
Transfer to Debt Service	20,000	20,000	20,000	20,000	150,000	150,000	-	0.00%
Transfer to Airport	25,677	24,100	37,778	34,657	20,000	20,000	-	0.00%
Transfer to DACF	44,230	27,464	50,716	90,285	36,923	37,950	1,027	2.78%
Transfer to Central School	221,457	6,241	-	90,285	59,950	64,650	4,700	7.84%
Transfers-Other	25,000	25,000	-	30,000	30,000	30,000	-	0.00%
Active Living Contribution	-	-	87,500	87,500	87,500	87,500	-	0.00%
Fund Balance Payback	-	-	-	-	-	-	-	#DIV/0!
Vehicle Fleet Maintenance	-	-	-	-	-	-	-	-
<b>Total Expenditures and Other Uses</b>	<b>9,385,518</b>	<b>10,372,069</b>	<b>10,339,384</b>	<b>10,328,204</b>	<b>11,162,014</b>	<b>11,814,876</b>	<b>652,863</b>	<b>14.27%</b>
Net Levy Required for General Fund	4,809,012	4,931,764	4,963,402	5,328,701	5,885,388	5,805,969	(79,419)	-1.35%
Net Levy for Library	702,687	702,687	711,010	759,331	759,331	825,128	65,797	8.67%
Net Levy for Cemetery	203540	200,313	212,812	226,157	226,157	238,199	12,042	5.32%
GREDA Levy Request	60,000	60,000	60,000	80,000	80,000	100,000	20,000	25.00%
Abatement Levy	25,000	25,000	25,000	20,000	20,000	25,000	5,000	25.00%
Capital Equip Loan	219,000	179,000	192,000	224,000	224,000	224,000	-	0.00%
<b>Total Levy Required for Operations</b>	<b>\$ 6,019,239</b>	<b>\$ 6,098,764</b>	<b>\$ 6,164,224</b>	<b>\$ 6,638,189</b>	<b>\$ 7,194,876</b>	<b>\$ 7,218,296</b>	<b>23,420</b>	<b>0.33%</b>

**CITY OF GRAND RAPIDS  
ADMINISTRATION DEPARTMENT**

**ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGETS**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	361,733	374,396	410,652	382,016	408,938	262,466	451,260
Salary-Overtime	39	1,565	1,517	3,033	-	1,342	-
Salary-Parttime	8,662	27,738	-	-	-	-	-
Contracted Services	5,176	-	-	-	-	-	-
Election Judges	-	12,543	-	15,069	-	-	20,000
PERA	27,782	30,181	30,734	27,861	30,648	19,763	32,675
FICA	22,293	24,347	24,803	22,594	25,354	16,144	27,048
Medicare	5,214	5,694	5,801	5,284	5,930	3,776	6,326
Health Insurance	62,320	66,331	74,222	61,141	70,002	46,484	74,785
Life Insurance	722	830	918	791	692	562	692
Unemployment	-	-	43	-	-	-	-
Workers Compensation	1,864	1,821	2,285	2,266	2,313	1,898	2,805
<b>TOTAL PERSONNEL</b>	<b>495,805</b>	<b>545,446</b>	<b>550,974</b>	<b>520,055</b>	<b>543,877</b>	<b>352,434</b>	<b>615,592</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	371	1,170	1,116	180	1,200	-	1,200
Copy Supplies	99	111	80	145	150	-	150
Computer Supplies	-	-	-	-	-	-	-
Training Supplies	611	-	-	-	-	-	-
Assets between \$700-\$4,999	-	-	-	-	-	-	-
Inventorial Supplies	229	346	1,255	156	500	-	500
Operating Supplies	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES/MATERIALS</b>	<b>1,310</b>	<b>1,627</b>	<b>2,451</b>	<b>481</b>	<b>1,850</b>	<b>-</b>	<b>1,850</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	28,434	28,293	40,778	26,646	35,000	16,576	35,000
Elections	-	18,303	22	8,406	-	-	20,000
Legal	-	3,404	24,429	-	-	1,976	5,000
Legal-Employment Negotiation	9,541	7,550	16,371	13,699	8,000	2,972	8,000
Recording Fees	-	-	-	-	-	-	-
Municipal Code Update	1,855	2,722	10,320	2,995	2,995	-	2,995
Telephone	632	-	-	-	-	-	-
Postage/Freight	1,097	526	413	389	500	-	500
Prof Administrator Expense	-	-	-	-	-	-	-
Seminar/Meetings/Schools	3,612	1,791	86	2,358	4,000	268	3,000
Staff Training	859	24	2,565	2,340	2,500	1,905	2,500
Auto Mileage	-	-	-	-	-	-	-
Publishing & Advertising	5,698	1,170	1,586	801	3,000	-	1,500
City Newsletter	-	-	-	-	-	-	-
General Insurance	1,092	1,319	1,227	1,711	1,500	1,392	1,800
Maintenance Contracts	1,189	1,230	828	1,278	-	-	1,250
Miscellaneous	-	-	46	1	-	2,300	-
Dues & Subscriptions	1,466	904	1,341	746	1,500	738	1,500
Copy Machine Lease	-	-	-	-	-	-	-
<b>TOTAL OTHER CHARGES/SER</b>	<b>55,475</b>	<b>67,236</b>	<b>100,011</b>	<b>61,369</b>	<b>58,995</b>	<b>28,127</b>	<b>83,045</b>
<b>GRAND TOTAL</b>	<b>552,590</b>	<b>614,309</b>	<b>653,437</b>	<b>581,905</b>	<b>604,722</b>	<b>380,561</b>	<b>700,487</b>

**CITY OF GRAND RAPIDS**  
**BUILDING SAFETY DIVISION**  
**ACTUAL 2019 - 2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	ACTUAL YTD 8/31/2023	Proposed 2024 Budget
<b>EXPENDITURES:</b>							
<b>PERSONNEL</b>							
Salary-Fulltime	63,286	97,996	164,794	238,550	243,979	159,771	251,170
Salary-Overtime	395	204	929	1,931	1,000	983	1,000
Salary-Parttime	17,435	-	-	-	-	-	-
PERA	4,703	7,221	12,301	17,910	18,266	12,050	18,805
FICA	4,923	5,702	9,571	14,019	15,189	9,413	15,635
Medicare	1,151	1,333	2,238	3,278	3,552	2,201	3,656
Health Insurance	29,224	32,170	51,666	68,848	76,296	47,752	81,510
Life Insurance	38	68	108	111	103	27	103
Healthcare Savings	1,890	3,387	6,240	4,448		2,912	
Workers Compensation	5,796	7,161	10,385	5,739	5,859	4,871	7,193
<b>TOTAL PERSONNEL</b>	<b>128,841</b>	<b>155,242</b>	<b>258,232</b>	<b>354,835</b>	<b>364,244</b>	<b>239,980</b>	<b>379,072</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Assets between \$700-\$4,999	3,246	1,661	-	-		-	
Inventorial Supplies	1,003	1,268	180	4,752	2,000	4,820	2,000
Operating Supplies	265	2,018	2,606	3,342	1,000	2,354	2,300
Motor Fuels	2,142	1,694	2,391	4,023	2,000	1,660	2,100
Maintenance Supplies	4,831	2,844	1,657	1,928	2,000	1,267	2,000
Uniforms/Clothing/Safety	949	544	390	368	200	450	600
Small Tools	1,565	1,236	1,191	247	800	264	800
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>14,001</b>	<b>11,265</b>	<b>8,414</b>	<b>14,660</b>	<b>8,000</b>	<b>10,814</b>	<b>9,800</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	1,951	93	-	-	600	-	600
Legal	-	-	-	-	200	-	200
Exterminator Service	814	814	839	198	800	267	800
Janitorial Service	1,392	1,778	725	1,701	1,500	-	1,500
Telephone	914	-	-	-	-	-	-
Postage/Freight	-	-	6	16	-	120	100
Seminar/Meetings/Schools	10	-	676	3,436	2,500	4,005	4,500
Auto Mileage	528	-	-	58	800	-	800
Auto License	-	19	-	-	-	-	-
Publishing & Advertising	458	-	-	225	-	-	225
General Insurance	6,984	6,237	5,667	7,969	7,000	8,032	7,000
Electricity	18,460	19,335	22,661	22,861	23,000	13,283	23,700
Garbage Removal	1,421	1,242	1,832	2,498	2,000	1,437	2,600
Heat	6,164	5,474	7,670	11,753	8,000	4,698	8,300
Maintenance Contracts	14,106	10,556	11,262	16,883	16,000	9,105	17,000
Building Maintenance/Repair:	7,035	25,282	26,613	27,759	19,000	8,469	19,000
Vehicle Maintenance/Repairs	1,312	1,585	83	13	1,000	20	1,000
General Eqpt Maint./Repairs	34	389	70	-	2,000	-	2,000
Miscellaneous	474	-	-	-	-	-	-
Dues/Subscriptions/License f	1,489	2,968	3,646	1,735	3,700	2,474	3,700
<b>TOTAL OTHER CHARGES &amp; SEI</b>	<b>63,546</b>	<b>75,772</b>	<b>81,750</b>	<b>97,105</b>	<b>88,100</b>	<b>51,909</b>	<b>93,025</b>
<b>TOTAL EXPENDITURES</b>	<b>206,388</b>	<b>242,279</b>	<b>348,396</b>	<b>466,599</b>	<b>460,344</b>	<b>302,704</b>	<b>481,897</b>

**CITY OF GRAND RAPIDS**  
**CITY WIDE**  
**ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET AND PROPOSED 2024**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
Software Upgrades	-	-	-	8,750	-	-	
Cash (over)/short	-	-	(5)	-	-	-	
Work Comp Deductible	-	-	-	-	-	-	
49er's Health Co-Pay	-	-	-	-	-	-	
Employee Assistance Program	-	270	-	-	-	-	
Computer Replacement	15,807	13,533	16,568	12,147	17,100	14,170	29,600
Miscellaneous	-	-	-	-	-	-	
City Wide - Legal	426	334	-	-	-	138	
Copy Supplies/Postage	-	-	-	-	-	8,159	
City Wide - Maintenance	7,194	4,525	9,524	12,486	7,000	2,791	7,000
Prof Services/COBRA/HRA	47,478	367	592	370	370	252	380
GIS - ELA	12,500	25,000	27,500	32,500	27,500	27,500	32,500
City Work - ELA	14,600	13,800	13,800	14,950	14,950	15,674	15,675
Flex Benefit Plan	876	732	585	780	1,000	573	1,000
Long Term Disability	6,677	6,601	8,162	7,892	10,000	3,612	10,000
City's Add'l 20/80 Ins Deduct	-	-	-	-	-	-	-
Health Insurance Deduct Contrib	-	-	-	-	-	-	-
City Wide Special Events	1,977	418,736	5,616	-	-	-	-
City Wide Cell/Land Phone	31,057	46,509	49,194	49,360	51,000	30,948	50,000
Arts & Culture Expenditures	2,236	1,576	13,492	6,332	7,500	-	7,500
Human Rights Commission	4,790	3,233	10,431	4,995	7,500	675	7,500
Bad Debt Expense	-	-	-	-	-	-	-
Payment to Comonent Unit-EDA	-	711,000	230,000	-	-	-	-
Software Maintenance Contracts	55,663	73,972	70,019	115,611	131,500	117,658	131,000
MC/VISA charges	4,139	8,082	8,200	6,116	8,000	5,016	8,000
Bank Charges	820	435	780	2,323	2,000	1,309	2,500
City Wide Miscellaneous	29	2,327	189	2,550	-	5,250	-
Website Design	-	-	-	-	-	-	-
Bldg Condemnation/Judgements	41,810	44,158	480	3,570	-	-	-
Police & Fire Radio depreciation	-	-	-	-	-	-	-
Retirees Insurance	10,441	-	-	296	19,423	-	20,377
Retirees Ins Contribution	-	-	-	30,000	30,000	-	45,000
	<u>258,520</u>	<u>1,375,190</u>	<u>465,126</u>	<u>311,027</u>	<u>334,843</u>	<u>233,725</u>	<u>368,032</u>

**CITY OF GRAND RAPIDS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	355,294	342,360	356,429	363,678	380,976	202,802	402,900
Salary-Fulltime/Overtime	77	79	60	494	3,000	404	3,000
Salary-Parttime	-	-	-	-	-	-	-
PERA	26,517	25,588	26,628	26,187	28,786	14,223	30,418
FICA	21,029	20,460	21,372	20,916	23,807	11,523	25,166
Medicare	4,918	4,785	4,998	4,892	5,568	2,695	5,885
Health Insurance	76,614	81,942	83,120	78,571	86,787	44,819	92,717
Life Insurance	112	87	92	104	117	145	117
Dental Insurance	-	-	-	-	-	-	-
Unemployment	-	-	-	-	-	-	-
Workers Compensation	1,566	1,458	1,662	2,224	2,270	1,944	2,873
<b>TOTAL PERSONNEL</b>	<b>486,127</b>	<b>476,759</b>	<b>494,361</b>	<b>497,065</b>	<b>531,311</b>	<b>278,556</b>	<b>563,076</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	382	226	590	115	600	188	600
Copy Supplies	134	183	135	154	300	-	300
Printing & Binding	255	1,330	-	-	400	221	400
Computer Supplies	148	-	-	-	200	-	200
Assets between \$700-\$4,999	-	-	-	8,094	-	-	-
Inventorial Supplies	713	3,395	-	340	2,000	730	2,500
Motor Fuels	1,358	993	1,732	1,792	2,500	1,178	2,500
Uniforms/Clothing/Safety	337	110	119	204	400	135	400
Other Supplies/Materials	120	-	1,222	-	300	-	300
<b>TOTAL SUPPLIES/MATERIALS</b>	<b>3,447</b>	<b>6,237</b>	<b>3,799</b>	<b>10,699</b>	<b>6,700</b>	<b>2,453</b>	<b>7,200</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	4,455	6,022	-	17,825	6,000	26	6,000
Legal	2,320	5,069	620	951	2,500	-	2,000
Telephone	879	-	-	-	-	-	-
Postage/Freight	180	6	354	322	300	-	400
Seminar/Meetings/Schools	8,331	5,588	1,690	5,309	7,500	6,222	9,000
Board Member Training	-	-	-	-	300	-	-
Auto Mileage	-	-	-	-	-	-	-
Auto Licenses	-	58	-	-	200	-	200
Publishing & Advertising	1,025	1,282	733	759	1,200	2,095	1,200
General Insurance	11,398	11,913	9,894	12,527	13,000	10,944	13,000
Maintenance Contracts	3,165	1,929	3,486	3,444	2,500	1,429	3,500
Computer Maint/Upgrades	-	-	-	-	400	-	-
Vehicle Maint/Repairs	670	43	-	8	500	-	500
Equipment Rental	-	-	-	-	-	-	-
Miscellaneous	279	138	4,025	155	700	180	700
Dues & Subscriptions	799	638	593	708	800	300	800
<b>TOTAL OTHER CHARGES/SERV</b>	<b>33,501</b>	<b>32,686</b>	<b>21,395</b>	<b>42,007</b>	<b>35,900</b>	<b>21,195</b>	<b>37,300</b>
<b>CAPITAL OUTLAY</b>							
Eqpt/Machinery/Furn/Fix	29,879	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>552,954</b>	<b>515,682</b>	<b>519,555</b>	<b>549,771</b>	<b>573,911</b>	<b>302,204</b>	<b>607,576</b>

**CITY OF GRAND RAPIDS  
COUNCIL  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	42,240	42,240	42,240	42,240	42,240	28,160	42,240
PERA	1,584	1,584	1,716	1,716	1,716	1,111	1,716
FICA	655	655	491	491	491	368	491
Medicare	612	613	612	612	612	408	612
Life Insurance	99	103	108	103	129	58	129
Workers Compensation	66	67	79	69	70	55	81
<b>TOTAL PERSONNEL</b>	<b>45,256</b>	<b>45,262</b>	<b>45,247</b>	<b>45,231</b>	<b>45,258</b>	<b>30,160</b>	<b>45,270</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	65	-	259	-	-	-	-
Copy Supplies	80	24	19	17	-	-	-
Inventorial Supplies	24	-	-	-	-	-	-
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>169</b>	<b>24</b>	<b>278</b>	<b>17</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Community Celebrations	16,500	6,000	16,500	54,800	41,000	40,000	41,000
Legal	-	-	560	-	-	-	-
Telephone	153	-	-	-	-	-	-
Postage/Freight	-	-	-	-	-	-	-
Seminar/Meetings/Schools	4,085	3,149	1,498	3,970	4,000	1,170	4,000
Publishing & Advertising	-	-	-	-	-	66	-
General Insurance	2,218	2,378	2,221	2,528	2,400	2,336	2,400
Maintenance Contracts	916	244	188	123	-	-	125
Gen'l Equipment Maint/Rprs	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Dues & Subscriptions	30,710	31,587	31,920	35,892	34,000	28,764	38,000
Truth in Taxation	1,054	1,156	1,186	1,592	1,300	-	1,500
Volunteer Recognition	76	-	-	-	-	-	-
<b>TOTAL OTHER CHARGES &amp; SERV</b>	<b>55,712</b>	<b>44,514</b>	<b>54,073</b>	<b>98,906</b>	<b>82,700</b>	<b>72,336</b>	<b>87,025</b>
<b>TOTAL EXPENDITURES</b>	<b>101,137</b>	<b>89,800</b>	<b>99,598</b>	<b>144,154</b>	<b>127,958</b>	<b>102,496</b>	<b>132,295</b>

**CITY OF GRAND RAPIDS  
FINANCE DEPARTMENT  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	340,031	362,746	368,190	374,077	391,386	226,378	407,075
Salary-Overtime	-	115	-	-	-	72	-
PERA	25,461	26,708	27,387	27,970	29,286	16,916	30,396
FICA	20,415	21,510	22,035	22,503	24,266	13,656	25,239
Medicare	4,774	5,030	5,154	5,263	5,675	3,194	5,903
Health Insurance	85,848	88,843	91,620	91,716	95,370	60,126	101,887
Life Insurance	123	118	129	30	129	105	129
Unemployment	-	-	-	-	-	-	-
Workers Compensation	2,018	1,769	2,453	1,930	1,970	2,456	2,152
<b>TOTAL PERSONNEL</b>	<b>478,670</b>	<b>506,839</b>	<b>516,967</b>	<b>523,487</b>	<b>548,082</b>	<b>322,902</b>	<b>572,780</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	570	986	550	684	500	297	700
Copy Supplies	201	257	248	326	450	-	450
Printing/Binding	210	193	192	204	250	187	250
Computer Supplies	1,376	2,115	1,507	2,073	1,700	73	2,000
Assets between \$700-\$4,999	-	-	-	-	-	-	-
Inventorial Supplies	106	110	-	-	400	482	400
<b>TOTAL SUPPLIES &amp; MATERIAL</b>	<b>2,463</b>	<b>3,661</b>	<b>2,496</b>	<b>3,286</b>	<b>3,300</b>	<b>1,039</b>	<b>3,800</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	7,710	2,370	4,810	1,100	4,500	7,350	2,750
Auditing/Accounting	32,684	31,664	31,739	33,033	34,500	35,686	36,000
Legal	80	-	-	-	-	46	-
Telephone	184	-	-	-	-	-	-
Postage/Freight	1,346	1,554	1,363	1,247	1,600	-	1,500
Seminar/Meetings/Schools	3,258	170	1,009	716	2,500	-	3,500
Publishing & Advertising	954	1,071	929	962	1,000	863	1,000
General Insurance	1,251	1,419	1,232	1,841	1,500	1,536	2,000
Maintenance Contracts	4,756	5,274	6,466	3,109	5,400	-	3,000
Miscellaneous	-	40	-	4	-	-	-
Dues & Subscriptions	1,393	1,473	1,538	1,456	1,685	1,228	1,580
<b>TOTAL OTHER CHARGES &amp; SE</b>	<b>53,616</b>	<b>45,035</b>	<b>49,086</b>	<b>43,468</b>	<b>52,685</b>	<b>46,710</b>	<b>51,330</b>
<b>CAPITAL OUTLAY</b>							
Computer Equipment	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>534,749</b>	<b>555,535</b>	<b>568,549</b>	<b>570,242</b>	<b>604,067</b>	<b>370,650</b>	<b>627,910</b>



**CITY OF GRAND RAPIDS  
FIRE DEPARTMENT  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	57,545	114,267	131,977	126,139	131,189	86,392	134,797
Salary-Fulltime OT	-	-	-	-	-	-	-
Salary-Parttime	152,808	156,405	149,548	134,795	168,933	70,357	172,040
Salary-Parttime/Overtime	13,364	13,370	20,740	20,755	15,000	11,880	17,000
FICA	13,871	13,401	13,777	12,285	14,330	7,050	14,727
PERA/Fire Pension	-	12,088	14,170	14,469	14,867	9,435	15,276
Fire Pension-St of MN	133,658	137,585	143,391	130,077	130,000	2,000	130,000
Fire Relief-City contribution	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Medicare	3,244	4,108	4,367	4,042	4,569	2,412	4,696
Health Insurance	-	13,743	18,324	18,324	19,074	12,666	20,377
Life Insurance	629	617	636	578	800	380	800
Unemployment	-	801	(484)	-	-	-	-
Workers Compensation	30,335	30,661	32,623	32,767	33,451	31,271	44,744
<b>TOTAL PERSONNEL</b>	<b>410,454</b>	<b>502,046</b>	<b>534,071</b>	<b>499,231</b>	<b>537,213</b>	<b>238,842</b>	<b>559,457</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	495	504	98	281	500	-	500
Copy Supplies	17	5	8	24	200	-	200
Computer Supplies	-	-	-	-	500	-	500
Training Supplies	417	657	309	475	500	612	500
Assets between \$700-\$4,999	3,410	10,349	6,099	1,147	9,000	4,500	7,000
Inventorial Supplies	7,687	7,880	1,363	879	8,000	2,625	7,000
Operating Supplies	8,225	2,182	5,539	7,173	9,000	5,637	7,000
Motor Fuels	7,244	5,413	11,130	12,091	7,500	5,209	10,500
Lubricants	-	74	8	-	400	55	400
Uniforms/Clothing/Safety	15,379	18,232	19,608	17,307	20,000	9,791	22,000
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>42,874</b>	<b>45,296</b>	<b>44,162</b>	<b>39,377</b>	<b>55,600</b>	<b>28,430</b>	<b>55,600</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	-	-	-	-	1,000	-	1,000
Physicals	2,247	4,724	1,050	3,668	2,500	-	2,500
Legal	-	-	-	-	-	-	-
Janitorial	-	-	-	-	600	-	600
Telephone	694	-	-	-	-	-	-
Postage/Freight	115	56	590	19	300	-	300
Seminar/Meetings/Schools	23,785	5,913	9,561	3,973	15,000	9,254	15,000
Community Education/Promo	3,755	340	5,066	4,884	5,000	958	5,000
Auto Mileage-Inspector	-	-	-	-	-	-	-
Auto Licenses	-	-	-	-	-	-	-
Publishing & Advertising	2,046	692	761	-	650	-	650
General Insurance	8,964	9,669	11,982	17,032	8,560	14,136	8,560
Electricity	5,877	5,764	10,917	11,398	10,000	6,863	10,000
Garbage Removal	1,491	1,198	1,467	1,214	1,200	969	1,200
Heat-Natural Gas	3,592	2,797	3,299	2,602	4,500	1,820	4,500
Maintenance Contracts	718	586	188	3,346	9,500	7,108	9,500
Building Maint/Repairs	7,260	6,177	7,321	2,697	4,000	665	4,000
Television Service	-	-	-	1,646	750	1,078	750
Radio Maint/Repair	110	-	-	-	1,000	-	1,000
Vehicle Maint/Repair-Car #118	1,038	1,327	1,897	322	1,000	225	1,000
Air Trailer Repairs & Maintenance	-	645	1,038	1,080	500	1,040	500
Vehicle Maint/Repair-Eng #115	841	1,277	4,571	22,565	4,000	3,391	4,000
Vehicle Maint/Repair-Pickup #117	-	-	107	169	300	30	300
Vehicle Maint/Repair-Ladder #119	12,833	13,494	8,120	14,542	8,000	8,605	8,000
Vehicle Maint/Repair-Rescue #114	15,753	7,118	15,738	30,868	6,000	7,330	6,000
Vehicle Maint/Repair-Engine #113	1,789	4,191	385	3,336	3,000	5,984	3,000
Vehicle Maint/Repair-Engine #21	1,053	3,391	3,442	1,624	3,000	2,562	3,000
Vehicle Maint/Repair-Engine #111	4,795	2,517	6,230	18,015	5,000	3,612	5,000
Gen Equip Maint/Repair & SCBA Ser	7,065	7,220	4,995	3,720	6,000	2,956	6,000
Miscellaneous	-	-	-	-	-	-	-
Dues & Subscriptions	1,295	1,717	1,836	1,521	2,000	1,045	2,000

**CITY OF GRAND RAPIDS  
FIRE DEPARTMENT  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
Copier lease	246	1,049	1,211	1,277	1,200	804	1,200
Depreciation	125,000	150,000	-	-	125,000	-	125,000
Radio Depreciation	5,369	5,369	8,811	8,811	8,414	8,811	10,000
TOTAL OTHER CHARGES & SERV	237,731	237,231	110,582	160,330	237,974	89,247	239,560
<b>CAPITAL OUTLAY</b>							
Equip/Mach/Furn/Fix	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>691,059</u>	<u>784,573</u>	<u>688,815</u>	<u>698,937</u>	<u>830,787</u>	<u>356,518</u>	<u>854,617</u>

**CITY OF GRAND RAPIDS**  
**Fleet Maintenance**

**Actual 2019-2022 Expenditures, 2023 Budget, Year To Date Totals, Proposed 2024 Budget**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	YTD ACTUAL 8/31/2023	PROPOSED 2024 BUDGET
<b>EXPENDITURES:</b>							
<i><b>Personnel</b></i>							
Salary-Fulltime	135,989	139,846	139,201	138,975	153,416	92,366	156,789
Salary-Overtime	3,774	4,265	1,878	5,413	1,000	7,003	1,000
PERA	10,388	10,705	10,082	10,730	11,488	7,447	11,730
FICA	8,404	8,551	8,241	8,376	9,574	5,764	9,783
Medicare	1,966	2,000	1,927	1,959	2,239	1,348	2,288
Health Insurance	29,760	30,260	30,235	32,200	38,148	22,420	40,755
Life Insurance	49	49	49	50	52	76	52
Healthcare Savings	5,040	5,888	4,886	4,448	-	2,912	-
Workers Compensation	3,720	4,035	5,925	3,857	3,938	3,264	4,824
<b>TOTAL PERSONNEL</b>	<b>199,090</b>	<b>205,599</b>	<b>202,424</b>	<b>206,008</b>	<b>219,854</b>	<b>142,601</b>	<b>227,221</b>
<i><b>Supplies &amp; Materials</b></i>							
Office Supplies	181	-	91	15	500	-	500
Assets Between \$700-\$4999	2,967	800	1,595	1,456	4,000	6,465	4,000
Operating Supplies	6,908	3,870	3,159	3,953	6,800	4,318	6,800
Motor Fuel	794	435	662	903	2,200	1,055	2,200
Lubricants	6,295	6,469	6,520	10,379	6,800	7,834	8,000
Uniforms/Clothing	958	1,045	1,019	1,145	1,100	1,197	1,100
Small Tools	3,958	1,527	3,760	6,547	4,500	3,592	4,500
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>22,061</b>	<b>14,146</b>	<b>16,805</b>	<b>24,399</b>	<b>25,900</b>	<b>24,460</b>	<b>27,100</b>
<i><b>Other Charges &amp; Services</b></i>							
Seminars/Mtgs/School	3,244	1,519	1,666	1,527	2,500	220	2,500
General Insurance	535	609	572	835	700	720	700
Electricity	14,950	13,344	11,850	10,625	13,500	8,078	13,500
Hazardous Waste Disposal	1,630	2,351	1,614	1,686	1,700	1,865	1,700
Vehicle Equip Maint/Repair	4,690	4,018	12,145	13,435	22,000	5,843	22,000
Dues & Subscriptions	2,368	4,000	2,360	1,887	4,000	3,280	4,000
<b>TOTAL OTHER CHGS &amp; SERVICES</b>	<b>27,417</b>	<b>25,841</b>	<b>30,206</b>	<b>29,995</b>	<b>44,400</b>	<b>20,006</b>	<b>44,400</b>
<i><b>Capital Outlay</b></i>							
Equip/Mach/Furn/Fixtures	-	-	9,445	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>9,445</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>248,568</b>	<b>245,586</b>	<b>258,881</b>	<b>260,402</b>	<b>290,154</b>	<b>187,066</b>	<b>298,721</b>

**CITY OF GRAND RAPIDS**  
**INFORMATION TECHNOLOGY DEPARTMENT**  
**ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	149,068	155,230	172,455	178,927	181,611	145,037	255,241
Salary-Fulltime Overtime	991	1,853	960	-	-	-	1,000
PERA	11,141	11,649	12,938	13,256	13,620	10,663	19,143
FICA	9,049	9,468	10,469	10,717	11,260	8,663	15,887
Medicare	2,116	2,214	2,449	2,506	2,633	2,026	3,715
Health Insurance	33,648	36,148	36,648	36,648	38,148	31,740	61,132
Life Insurance	49	49	59	50	52	54	77
Workers Compensation	624	646	717	1,069	1,091	950	1,405
<b>TOTAL PERSONNEL</b>	<b>206,686</b>	<b>217,257</b>	<b>236,694</b>	<b>243,173</b>	<b>248,415</b>	<b>199,132</b>	<b>357,601</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	129	75	167	160	300	205	400
Copy Supplies	4	10	5	18	50	-	50
Computer Supplies	-	482	-	-	200	-	500
Assets between \$700-\$4,999	12,286	4,946	9,601	4,343	-	-	5,000
Inventorial Supplies	60	-	-	-	-	57	-
Maint Tools/Supplies	1,401	591	909	1,119	800	1,121	800
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>13,880</b>	<b>6,104</b>	<b>10,681</b>	<b>5,640</b>	<b>1,350</b>	<b>1,383</b>	<b>6,750</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Service/Web Page	3,966	3,994	4,166	7,780	6,000	-	6,000
Legal	-	-	-	-	-	-	-
Telephone	504	-	-	-	-	-	-
Postage	16	-	-	77	50	47	50
Seminar/Meetings/Schools	-	4,804	-	1,907	4,500	587	4,500
Auto Mileage	-	273	289	156	-	859	2,000
Publishing/Advertising	-	-	-	-	-	413	-
General Insurance	694	781	967	1,741	1,310	1,304	-
Garbage Disposal	100	-	211	-	300	-	300
Dept Maintenance Contracts	50	96	46	135	-	-	-
System Maintenance Contracts	20,101	25,396	28,666	22,327	42,000	12,093	26,000
Telephone System Maint/Repair	-	-	24	34	800	-	1,000
Datacenter Maint/Repairs	3,283	4,887	4,329	3,546	7,000	162	7,000
Network Internet Services	6,356	6,910	9,769	11,594	14,500	5,649	14,500
Equipment Maint/Repairs	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Dues/Subscriptions/License Fee	55	60	55	55	55	60	55
<b>TOTAL OTHER CHARGES &amp; SERV</b>	<b>35,125</b>	<b>47,201</b>	<b>48,522</b>	<b>49,352</b>	<b>76,515</b>	<b>21,174</b>	<b>61,405</b>
<b>CAPITAL OUTLAY</b>							
Computer Equipment	7,995	-	-	-	5,000	6,931	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>7,995</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>6,931</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>263,686</b>	<b>270,562</b>	<b>295,897</b>	<b>298,166</b>	<b>331,280</b>	<b>228,620</b>	<b>425,756</b>

**CITY OF GRAND RAPIDS  
POLICE DEPARTMENT  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	1,623,522	1,585,034	1,540,258	1,617,881	1,793,590	1,070,558	1,853,822
Salary-Overtime	65,369	108,302	132,454	125,166	75,000	73,944	125,000
Salary-Overtime TZD Grant	6,201	4,204	5,145	7,742	40,000	8,334	10,000
Salary-Parttime	1,844	821	25,893	-	-	-	-
Contracted Services	5,674	-	1,810	413	4,000	2,600	4,000
PERA	9,435	9,837	10,138	9,832	10,439	5,466	10,575
FICA	7,700	8,033	8,267	8,028	8,676	4,510	8,835
Police Pension	249,076	257,767	265,377	285,034	313,051	190,380	326,798
Medicare	24,052	24,004	24,063	24,639	27,675	16,186	28,838
Health Insurance	394,153	396,441	394,516	406,182	429,165	278,727	458,492
Life Insurance	554	569	583	703	581	421	581
Workers Compensation	71,705	71,648	101,108	120,049	116,959	100,872	120,048
<b>TOTAL PERSONNEL</b>	<b>2,459,285</b>	<b>2,466,660</b>	<b>2,509,612</b>	<b>2,605,669</b>	<b>2,819,136</b>	<b>1,751,998</b>	<b>2,946,989</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	2,458	661	796	764	1,000	926	1,500
Copy Supplies	455	448	434	578	500	600	500
Printing & Binding	1,605	315	691	767	500	141	500
Computer Supplies	83	1,476	-	-	1,500	-	1,000
Assets between \$700-\$4,999	12,014	15,535	5,279	-	-	722	-
Inventorial Supplies	12,611	5,562	1,381	560	3,500	919	3,500
Operating Supplies	3,829	4,827	6,806	5,884	6,500	4,299	6,500
Motor Fuels	43,926	30,843	44,758	52,943	60,000	35,637	65,000
Lubricants	36	-	-	-	-	-	-
Police Reserves Supplies-Donor	2,931	626	3,162	2,784	3,000	659	3,000
Uniforms/Clothing/Safety	20,391	19,050	29,034	23,537	25,000	23,833	26,000
Ammunition	5,924	5,309	7,766	11,412	6,000	4,390	7,000
SWAT	5,720	2,163	3,879	5,778	6,000	4,595	7,000
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>111,983</b>	<b>86,815</b>	<b>103,986</b>	<b>105,009</b>	<b>113,500</b>	<b>76,721</b>	<b>121,500</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	25	-	45	-	-	-	-
Legal	1,201	2,096	560	10,786	2,000	-	2,000
Legal - Prosecutions	55,000	55,000	55,000	55,000	55,000	36,667	55,000
Other Contracted Services	-	-	881	-	-	-	-
Telephone	7,804	50	-	-	-	-	-
Postage/Freight	1,099	876	1,199	920	500	72	500
Seminar/Meetings/Schools	19,683	12,912	26,854	20,436	25,000	19,969	30,000
Hiring Expense/Background	835	-	912	1,343	1,400	2,701	2,000
Subpoena Fees	-	-	-	-	-	-	-
Community Education/Promo	4,247	2,904	2,495	2,610	2,500	1,614	2,500
Auto Licenses	124	113	86	199	200	100	200
Post Brd License Fee Reimburse	450	542	902	542	630	-	720
Publishing & Advertising	-	-	875	2,863	1,500	876	1,500
General Insurance	60,487	64,517	55,106	71,122	80,000	53,491	80,000
Electricity	-	-	1,309	2,268	1,000	1,523	2,500
Heat-Natural Gas	586	455	255	-	1,000	-	500
Maintenance Contracts	2,769	2,119	2,427	2,652	3,000	1,380	3,000
Building Maint/Repairs	560	342	904	624	1,000	41	1,000
Body Worn Cameras	-	-	-	166	70,000	67,521	80,000
Radio Maint/Repair	95	-	-	675	-	-	-
Vehicle Maint/Repair	28,385	19,656	40,939	23,850	20,000	11,474	20,000
Gen Equip Maint/Repair	1,969	1,972	1,704	1,947	3,500	14,176	3,500
General Equipment	665	3,347	4,799	-	2,600	-	2,600
Miscellaneous	-	57	60	-	-	201	-
Dues & Subscriptions	1,668	1,924	2,056	1,788	2,000	1,729	2,000
Copier Lease	1,212	1,212	1,616	1,787	1,700	1,421	1,700
Safety Camp Expenditures	-	-	-	28	-	-	-

**CITY OF GRAND RAPIDS  
POLICE DEPARTMENT  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
Towing Charges	2,990	2,234	3,655	2,122	3,500	1,066	3,000
Out of Town Court Expenses	-	-	-	-	-	-	-
Radio Deprecation	13,538	15,500	16,649	16,420	16,390	16,420	16,420
<b>TOTAL OTHER CHARGES &amp; SEF</b>	<b>205,392</b>	<b>187,828</b>	<b>221,287</b>	<b>220,148</b>	<b>294,420</b>	<b>232,441</b>	<b>310,640</b>
<b>CAPITAL OUTLAY</b>							
Eqpt/Machinery/Furn/Fix	-	-	42,614	-	-	-	-
<b>TOTAL POLICE EXPENDITURES</b>	<b>2,776,660</b>	<b>2,741,303</b>	<b>2,877,500</b>	<b>2,930,825</b>	<b>3,227,056</b>	<b>2,061,160</b>	<b>3,379,129</b>
<b>GRAND ITASCA SECURITY PERSONNEL</b>							
Salary-Fulltime	165,836	170,103	186,048	197,607	265,904	145,666	293,521
Salary-Overtime	9,344	19,524	20,979	25,136	-	11,804	-
Salary-Parttime	24,225	27,572	23,078	26,680	22,369	14,736	22,985
Salary-PT Overtime	494	129	-	966	-	67	-
PERA	14,077	14,161	16,266	16,559	21,620	12,277	22,014
FICA	11,948	13,275	13,686	15,018	17,873	10,562	18,198
Police Pension	-	-	1,107	634	-	-	-
Medicare	2,794	3,105	3,288	3,563	4,180	2,470	4,256
Health Insurance	63,090	69,492	73,296	67,188	97,140	55,320	101,887
Life Insurance	85	92	95	111	181	83	181
Unemployment	8	86	15	-	-	-	-
Workers Compensation	7,157	8,020	13,335	17,503	28,020	18,511	28,020
<b>TOTAL PERSONNEL</b>	<b>299,058</b>	<b>325,559</b>	<b>351,192</b>	<b>370,965</b>	<b>457,287</b>	<b>271,496</b>	<b>491,062</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	-	-	-	-	200	-	200
Copy Supplies	-	1	1	1	-	-	-
* Assets between \$700-\$4,999	-	862	1,224	-	-	-	-
Inventorial Supplies	-	-	-	252	-	3,024	3,024
Operating Supplies	10	-	-	1,558	-	-	-
Uniforms/Clothing/Safety	2,836	6,707	3,586	4,098	3,000	1,868	3,000
Taser Cartridges/Mace	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>2,846</b>	<b>7,570</b>	<b>4,811</b>	<b>5,910</b>	<b>3,200</b>	<b>4,892</b>	<b>6,224</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Administrative Costs/Prof Svcs	-	-	-	-	36,583	-	39,285
Supervisor Costs	-	-	-	-	-	-	-
Other Contracted Services	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-
Legal	155	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-
Postage/Freight	9	12	10	6	-	-	-
Seminar/Meetings/Schools	658	-	-	113	-	-	-
Hiring Expense/Background	4,142	3,379	6,826	5,726	2,500	-	2,500
Staff Training	-	-	-	-	-	-	-
Publishing & Advertising	458	458	812	819	500	-	500
General Insurance	1,001	1,238	1,069	1,682	1,225	1,536	1,225
Maintenance Contracts	2	9	10	11	-	-	-
Radio Maintenance	1,225	-	-	-	-	-	2,000
<b>TOTAL OTHER CHARGES &amp; SEF</b>	<b>7,650</b>	<b>5,096</b>	<b>8,727</b>	<b>8,357</b>	<b>40,808</b>	<b>1,536</b>	<b>45,510</b>
<b>TOTAL SECURITY EXPENDITURE</b>	<b>309,554</b>	<b>338,225</b>	<b>364,730</b>	<b>385,231</b>	<b>501,295</b>	<b>277,924</b>	<b>542,796</b>
<b>TOTAL POLICE/SECURITY EXPEN</b>	<b>3,086,214</b>	<b>3,079,528</b>	<b>3,242,230</b>	<b>3,316,056</b>	<b>3,728,351</b>	<b>2,339,084</b>	<b>3,921,925</b>

**CITY OF GRAND RAPIDS**  
**PUBLIC WORKS/ENGINEERING DEPARTMENT**  
**ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	715,186	800,646	844,492	776,953	815,599	496,378	854,204
Salary-Overtime	12,726	25,593	23,183	23,452	22,000	16,412	22,000
Salary-Parttime	132,729	72,190	130,419	157,567	92,000	114,143	92,000
Salary-Parttime/Overtime	8,169	3,649	4,037	6,306	4,750	3,583	4,750
Contracted Services	-	-	-	14,786	-	-	-
PERA	55,531	62,451	65,549	59,587	62,925	38,363	65,737
FICA	52,073	53,687	59,349	57,063	57,573	37,433	59,967
Medicare	12,175	12,555	13,878	13,343	13,465	8,753	14,024
Health Insurance	170,211	216,929	209,072	214,205	243,158	142,889	255,789
Life Insurance	248	293	312	288	326	152	327
HealthCare Savings	14,270	22,083	16,923	15,103	-	9,350	-
Unemployment	5,685	11,982	4,611	5,039	7,510	7,571	7,510
Workers Compensation	29,275	41,337	47,777	46,311	46,634	34,677	52,253
<b>TOTAL PERSONNEL</b>	<b>1,208,278</b>	<b>1,323,395</b>	<b>1,419,599</b>	<b>1,390,003</b>	<b>1,365,940</b>	<b>909,703</b>	<b>1,428,561</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	513	375	357	236	800	179	800
Copy Supplies	519	83	436	618	1,200	14	1,200
Printing/Binding	121	-	-	-	100	166	100
Computer Supplies	1,583	-	67	-	1,500	478	1,500
Assets between \$700-\$4,999	6,058	5,430	5,049	-	6,000	1,100	6,000
Inventorial Supplies	393	804	881	-	400	-	400
Operating Supplies	1,128	554	463	688	1,300	318	1,300
Motor Fuels	46,263	30,018	43,271	75,312	50,000	43,698	70,000
Lubricants	127	2,782	881	27	1,000	-	1,000
Maintenance Tools/Sup	1,516	1,673	5,983	2,594	1,500	2,091	1,500
Building Maint Supplies	1,600	515	52	238	1,000	10	1,000
Chemicals	830	346	358	1,032	800	633	800
Uniforms/Clothing/Safety	5,692	6,039	9,247	10,612	5,000	6,926	7,500
Cutting Edges	-	-	-	2,970	-	9,283	-
Sign Repair Materials	18,502	13,856	8,198	13,930	15,000	8,294	15,000
Bituminous/Pot hole patching	23,018	66,805	74,015	25,519	45,000	30,647	45,000
Concrete	108	-	73	2,221	1,000	41	1,000
Granular/Riprap/Dirt	4,806	11,039	1,137	6,785	6,000	4,312	6,000
Small Tools	1,662	1,605	2,503	1,355	2,000	2,390	2,000
Sand/Salt	54,757	50,027	46,149	64,255	60,000	28,254	65,000
Liquid De-Icer	37,882	26,644	29,793	41,732	30,000	16,366	20,000
Grounds Maint/Supplies	27,717	53,304	58,089	40,484	35,000	52,715	35,000
<b>TOTAL SUPPLIES/ MATERIALS</b>	<b>234,795</b>	<b>271,899</b>	<b>287,002</b>	<b>290,609</b>	<b>264,600</b>	<b>207,916</b>	<b>282,100</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	1,313	159	2,986	-	10,000	4,314	10,000
Engineering Fees	7,975	15,648	10,423	5,669	8,000	5,183	8,000
Legal	-	543	2,512	-	2,000	1,000	2,000
Other Contracted Services	102,202	74,860	188,904	89,253	85,000	29,933	90,000
PUC Telephone Chgs	2,194	599	629	149	-	-	-
S/W Trip Haz Repairs	6,393	4,154	15,760	17,887	20,000	1,347	20,000
Postage/Freight	466	350	227	118	1,600	-	1,600
Seminar/Meetings/Schools	8,678	2,668	2,084	5,582	11,000	5,260	11,000
Auto Mileage	1,507	1,127	1,232	1,704	1,500	1,310	1,500
Auto Licenses	-	740	-	635	750	-	750
Publishing & Advertising	1,113	117	1,446	210	700	-	700
General Insurance	20,836	28,592	20,841	20,886	29,500	15,880	29,500
Electricity	36,483	32,314	43,670	56,734	45,000	28,289	50,000
Water	6,884	8,768	12,841	9,263	10,000	12,274	10,000
Garbage Removal	15,078	16,221	15,870	20,117	16,000	12,882	16,000
Heat-Natural Gas	987	867	626	1,096	1,000	721	1,000
Maintenance Contracts	3,252	6,448	3,521	3,121	3,500	2,400	3,500
Building Maint/Repairs	44,810	38,669	20,550	27,122	25,000	22,955	30,000

**CITY OF GRAND RAPIDS  
PUBLIC WORKS/ENGINEERING DEPARTMENT  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
Ground Maint/Repairs	4,978	20,843	12,654	6,458	7,000	7,028	7,000
Irrigation Maint/Repair	1,056	9,375	8,074	4,566	7,500	7,310	7,500
Vehicle Maint/Repair	149,281	106,188	114,776	144,311	115,000	99,366	115,000
Gen Equip Maint/Repair	1	605	334	2,669	300	-	300
Fixture Maint/Repair	442	258	1,054	40	1,000	349	1,000
Equipment Rental	700	11,801	650	-	1,500	260	1,500
Portable Restroom Rental	11,941	3,603	15,917	13,644	15,000	8,641	15,000
Miscellaneous	3,385	92	-	5,685	500	46	500
Dues & Subscriptions	594	844	626	668	750	20	750
Banner Replacement	3,335	-	4,329	4,819	4,000	4,822	4,000
Demo Dump Charges	50	-	415	-	-	750	-
Crack Sealing-ST Aid Maint	53,977	41,411	35,520	63,755	55,000	47,125	60,000
Striping-ROW Paint	13,740	15,698	14,186	14,979	15,000	-	15,000
Fleet Maintenance	-	-	20	-	-	-	-
Facility Maint Charges	-	-	2,561	-	20,000	2,995	-
Street Lighting	115,767	112,585	122,573	119,930	120,000	73,401	120,000
Street Lighting Supplies	-	-	932	-	-	-	-
Street Lighting Maint	89,833	60,479	115,384	141,261	120,000	87,361	120,000
TOTAL OTHER CHGS/SERV	709,251	616,626	794,126	782,330	753,100	483,220	753,100
<b>CAPITAL OUTLAY-PUBLIC WORKS</b>							
Equipment/Mach/Furn & Fix	-	19,654	-	-	-	-	-
Building/Building Improvements	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	19,654	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,152,324</b>	<b>2,231,574</b>	<b>2,500,727</b>	<b>2,462,942</b>	<b>2,383,640</b>	<b>1,600,839</b>	<b>2,463,761</b>



**CITY OF GRAND RAPIDS  
RECREATION DEPARTMENT**

**ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, YEAR TO DATE ACTUAL AND PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>PERSONNEL</b>							
Salary-Fulltime	42,081	43,403	44,535	45,473	46,724	38,567	129,507
Salary-Parttime	14,983	14,122	7,383	21,885	16,010	32,972	92,758
Salary-Parttime Overtime	-	-	-	-	-	-	2,010
Contacted Services	-	-	-	-	-	-	21,528
PERA	3,156	3,255	3,340	3,410	3,614	2,892	14,341
FICA	3,395	3,486	3,138	4,096	3,890	4,365	13,905
Medicare	794	815	734	938	910	1,021	3,281
Health Insurance	8,412	9,037	9,162	9,162	9,537	10,775	40,755
Life Insurance	12	12	13	13	12	21	52
Healthcare Savings	-	-	-	-	-	364	-
Unemployment	-	47	283	-	500	-	1,010
Workers Compensation	2,334	1,752	1,992	2,189	2,235	3,568	8,886
<b>TOTAL PERSONNEL</b>	<b>75,167</b>	<b>75,929</b>	<b>70,580</b>	<b>87,166</b>	<b>83,432</b>	<b>94,545</b>	<b>328,033</b>
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	-	-	-	-	500	-	300
Copy Supplies	1	-	0	1	-	-	-
Inventorial Supplies	192	-	-	-	-	-	-
Operating/Program Supplies	230	303	25	-	-	-	-
Motor Fuels	-	-	-	-	-	-	-
Maintenance Tools/Supplies	26	-	12	-	-	-	-
Activity Passes	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>449</b>	<b>303</b>	<b>37</b>	<b>1</b>	<b>500</b>	<b>-</b>	<b>300</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Legal	-	-	-	-	1,000	-	1,000
Other Contracted Services	-	-	-	-	-	-	-
Telephone	966	-	-	-	-	-	-
Postage/Freight	1	2	1	2	-	-	-
Seminar/Meetings/Schools	-	-	-	-	1,000	-	-
Auto License	-	-	-	-	-	-	-
Publishing & Advertising	9	407	188	-	-	-	-
General Insurance	717	600	329	417	1,000	344	1,000
Maintenance Contracts	635	1,084	1,764	3,068	3,000	1,499	5,000
Computer Maint/Repair	-	-	-	-	-	-	-
Gen Equip Maint/Repair	-	1,383	148	-	-	-	-
Vehicle Maint/Repair	-	-	-	-	-	-	-
Equipment Rental	464	464	471	477	-	255	-
Miscellaneous	-	-	20	-	-	-	-
Dues & Subscriptions	65	37	37	71	500	-	-
Snowmobile Trail Grooming	2,000	2,500	2,500	2,500	3,000	2,500	3,000
<b>TOTAL OTHER CHARGES &amp; SERV</b>	<b>4,857</b>	<b>6,477</b>	<b>5,458</b>	<b>6,534</b>	<b>9,500</b>	<b>4,598</b>	<b>10,000</b>
Land/Land Improvements	700	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>81,173</b>	<b>82,709</b>	<b>76,074</b>	<b>93,701</b>	<b>93,432</b>	<b>99,143</b>	<b>338,333</b>

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
ACTUAL 2019-2022 EXPENDITURES, 2023 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2021 ACTUAL</b>	<b>2022 ACTUAL</b>	<b>2023 BUDGET</b>	<b>YTD ACTUAL 8/31/2023</b>	<b>PROPOSED 2024 BUDGET</b>
<b>REVENUES</b>							
<b>Taxes</b>							
Current	\$ 592,536	\$ 597,651	\$ 605,929	\$ 642,923	\$ 759,331	\$ 376,333	\$ 825,128
Delinquent	4,966	3,003	8,908	4,460		937	
Fiscal Disparities	62,931	63,130	52,442	78,000		40,842	
Total Taxes	660,433	663,784	667,279	725,384	759,331	418,112	825,128
<b>Intergovernmental</b>							
Supplemental Aid	34,162	33,613	33,728	33,956	-	-	
State of Minnesota	206	-	-	707	-	-	
Library Contracts	133,463	144,800	146,043	151,428	128,000	82,720	128,000
Total Intergovernmental	167,831	178,413	179,771	186,092	128,000	82,720	128,000
<b>Charges for Services</b>							
ALS Cross-overs	5,282	8,045	8,045	8,045	5,281	8,045	5,281
Photo Copies	3,676	851	1,579	2,290	2,000	1,670	2,000
Internet	2,837	480	876	1,449	2,000	882	2,000
Library Fees-Proctoring	400	160	130	120	100	40	100
Passport Processing Fee	34,755	10,745	17,185	29,640	18,200	29,085	18,200
Fax Machine Use	1,776	533	367	436	500	431	500
Total Charges for Services	48,726	20,814	28,182	41,980	28,081	40,153	28,081
<b>Fines and Forfeits</b>							
Library Fines	11,135	2,270	220	13	-	86	-
Total Fines and Forfeits	11,135	2,270	220	13	-	86	-
<b>Miscellaneous Revenue</b>							
Donations	18,648	5,728	4,089	12,302	1,500	15,712	1,500
Memorial Books	315	-	-	-	-	60	-
Donations-Children's Library	-	-	-	487	-	-	-
Donations-Library Programs	-	-	330	-	-	-	-
Endowment Fund Income	4,456	2,367	6,981	(4,130)	1,300	1,453	1,300
Donations-ADA Project	-	-	-	-	-	-	-
Grand Rapids Lib Foundation	22,752	7,170	3,400	34,777	-	15,422	-
Meeting Room Receipts	3,517	1,225	-	-	-	-	-
Blandin Grants	-	-	-	-	-	-	-
MIRC	-	-	-	-	-	-	-
Miscellaneous	2,640	1,414	2,311	2,569	-	1,556	-
Energy Rebates	-	-	-	-	-	-	-
Investment Income	5,783	4,557	4,001	2,901	3,000	1,414	3,000
Net (loss)/gain on net Investment	-	-	-	(23,611)	-	-	-
Total Miscellaneous Revenue	58,111	22,461	21,112	25,295	5,800	35,617	5,800
<b>Other Sources</b>							
Insurance Recovery	-	-	-	-	-	-	-
Operating Transfer - In	-	6,241	-	-	4,452	4,452	-
Fund Balance Usage	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>946,236</b>	<b>893,983</b>	<b>896,564</b>	<b>978,765</b>	<b>925,664</b>	<b>581,140</b>	<b>987,009</b>

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
ACTUAL 2019-2022 EXPENDITURES, 2023 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2021 ACTUAL</b>	<b>2022 ACTUAL</b>	<b>2023 BUDGET</b>	<b>YTD ACTUAL 8/31/2023</b>	<b>PROPOSED 2024 BUDGET</b>
<b>EXPENSES</b>							
Operating Transfer Out	-	-	-	-	-	-	-
<b>Personnel</b>							
Salary-Full time	436,190	411,174	398,402	389,447	401,430	257,158	415,796
Salary-Full time overtime	-	-	-	-	-	-	-
Salary-Part Time	23,023	24,748	53,774	71,515	86,060	52,650	91,955
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	8,067	490	4,845	11,393	8,510	115	8,510
PERA	33,584	32,259	35,699	34,401	36,429	22,925	37,816
FICA	27,621	26,777	27,825	28,192	30,224	18,917	31,481
Medicare	6,460	6,263	6,508	6,593	7,069	4,424	7,362
Health Insurance	131,788	144,592	115,625	109,944	114,444	75,996	122,265
Life Insurance	242	176	199	218	232	157	232
Unemployment	-	-	8,787	-	-	-	-
Worker's Comp	2,460	2,443	2,954	2,496	2,548	2,053	3,032
<b>Total Personnel</b>	<b>669,435</b>	<b>648,922</b>	<b>654,619</b>	<b>654,199</b>	<b>686,946</b>	<b>434,395</b>	<b>718,449</b>
<b>Supplies and materials</b>							
Office Supplies	5,856	4,883	3,732	7,754	8,000	2,671	8,000
Copy Supplies	1,637	441	450	637	1,500	878	1,500
Printing/binding	1,185	611	478	528	1,000	157	1,000
Computer Supplies	3,192	1,253	3,522	3,359	3,000	2,652	3,000
Computer Inventory	3,502	883	10,560	365	2,500	836	2,500
Assets between 700 and 4999	11,680	1,099	1,529	13,361	10,000	7,873	10,000
Inventorial Supplies Equip<700	921	943	790	3,514	1,000	624	1,000
Volunteer Prgm Supplies & Mat	483	175	414	3,593	718	5,737	1,000
Operating Supplies	1,187	1,720	2,744	2,812	2,000	2,471	2,000
Books	38,622	36,273	41,791	51,345	39,000	34,320	39,000
Audio/Visual	8,471	6,020	8,787	9,197	9,000	4,998	9,000
Newspapers	2,681	1,236	1,459	1,563	2,000	1,968	2,000
Periodicals	5,697	5,345	5,588	5,561	7,500	45	7,500
Maintenance Tools/Supplies	3,173	1,572	2,061	2,314	3,000	2,096	3,000
Other Supplies/Materials	-	-	90	360	-	-	-
Equipment/Parts	-	-	-	-	-	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-	-
<b>Total supplies and materials</b>	<b>88,287</b>	<b>62,454</b>	<b>83,995</b>	<b>106,264</b>	<b>90,218</b>	<b>67,325</b>	<b>90,500</b>
<b>Services and Charges</b>							
Professional Services	395	-	-	15,501	500	-	500
Accounting Services	1,131	1,163	1,113	1,124	1,500	1,203	1,500
Legal	-	-	-	-	-	-	-
Laundry	902	242	457	726	1,000	511	1,000
Janitorial Services	19,632	15,613	20,400	18,275	20,400	13,600	20,960
Other Contracted Services	25,365	3,935	4,289	16,023	12,000	4,225	12,000
Telephone	5,515	4,570	4,811	4,546	6,000	2,871	6,000
Postage/Freight	3,100	1,256	1,743	3,293	3,500	2,950	3,500
Seminar/Meetings/School	144	20	-	-	-	5,249	16,000
Staff Training	191	-	-	-	-	-	-
Community Ed/Promotion	205	216	216	216	-	216	-
Professional Service-Collections	1,647	367	343	1,877	2,000	664	2,000
Auto Mileage/travel	-	-	-	-	-	254	-

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
ACTUAL 2019-2022 EXPENDITURES, 2023 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2021 ACTUAL</b>	<b>2022 ACTUAL</b>	<b>2023 BUDGET</b>	<b>YTD ACTUAL 8/31/2023</b>	<b>PROPOSED 2024 BUDGET</b>
Publishing and Advertising	458	-	105	420	600	-	600
General Insurance	8,255	8,745	8,043	17,082	9,000	17,000	22,000
Electricity	32,875	27,668	34,158	33,292	35,000	22,499	35,000
Garbage Removal	3,695	1,680	1,766	1,675	2,000	1,222	2,000
Heat-Natural Gas	3,597	4,399	5,031	4,643	8,000	1,490	8,000
Maintenance Contracts	10,224	10,231	10,499	10,501	9,500	6,692	9,500
Building Maintenance/Repairs	6,239	13,796	7,006	17,733	15,000	3,463	15,000
Grounds Maintenance	328	-	-	1,536	1,000	3,683	1,000
Computer Maintenance/Repairs	9,204	8,758	8,766	9,847	9,000	2,648	9,000
On-line Services	2,564	2,564	2,564	1,753	3,000	1,849	3,000
General Equip Maint/Repair	6,861	7,687	5,525	11,624	8,000	5,741	8,000
Equipment Leases	1,445	1,445	1,451	1,445	1,500	1,036	1,500
Miscellaneous	-	852	20	-	-	-	-
Dues & Subscriptions	30	30	30	30	-	-	-
Interlibrary Loan Charges	80	-	-	20	-	30	-
Endowment Fund Expenditures	-	-	-	-	-	-	-
Fund Balance Payback	-	-	-	-	-	-	-
Total Other Services	<u>144,082</u>	<u>115,237</u>	<u>118,335</u>	<u>173,180</u>	<u>148,500</u>	<u>99,097</u>	<u>178,060</u>
Capital Outlay							
Equipment/Mach/Furn/Fixture	7,708	5,536	-	-	-	7,898	
Building/Bldg Improvements	813	-	-	-	-	-	
Total Capital Outlay	<u>8,521</u>	<u>5,536</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,898</u>	<u>-</u>
<b>GRAND TOTAL</b>	<u>910,325</u>	<u>832,149</u>	<u>856,949</u>	<u>933,644</u>	<u>925,664</u>	<u>608,715</u>	<u>987,009</u>
<b>REVENUE/(EXPENDITURES)</b>	<u>\$ 35,911</u>	<u>\$ 61,834</u>	<u>\$ 39,615</u>	<u>\$ 45,121</u>	<u>\$ -</u>	<u>\$ (27,575)</u>	<u>\$ -</u>

**CITY OF GRAND RAPIDS  
CENTRAL SCHOOL  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>REVENUES:</b>							
Leases	\$ 70,858	\$ 73,001	\$ 47,609	\$ 62,361	\$ 56,000	\$ 44,106	\$ 60,000
Late Lease Payments	142	64	42	40	\$ 100	-	100
State of Minnesota-Grant	-	-	-	-	-	-	-
Blandin Foundation	-	-	-	-	-	-	-
Miscellaneous	1,250	350	1,359	125	-	553	-
Interest from Investment-Cap	732	765	431	274	-	204	-
Insurance Recovery	2,244	-	8,293	-	-	-	-
Operating Transfer -In	44,230	27,464	50,716	90,285	59,950	-	64,650
<b>TOTAL REVENUE:</b>	<b>119,456</b>	<b>101,644</b>	<b>108,450</b>	<b>153,085</b>	<b>116,050</b>	<b>44,863</b>	<b>124,750</b>
<b>EXPENDITURES:</b>							
Supplies & Materials:							
Office Supplies	34	12	13	15	-	-	-
Inventorial Supplies	278	115	116	1,006	300	-	500
Maintenance Tools/Supplies	2,167	783	1,553	754	1,500	1,173	800
Total Supplies & Materials:	2,479	910	1,682	1,775	1,800	1,173	1,300
Other Charges & Services:							
Professional Services	810	-	-	-	-	-	-
Accounting/Audit	679	698	668	674	750	722	750
Legal	-	-	-	-	-	-	-
Exterminator	443	443	506	443	500	273	500
Janitorial	13,795	15,204	18,000	16,125	18,000	9,000	18,500
Other Contracted Services	-	-	-	2,551	-	-	-
Management Contract Service	4,653	4,762	2,423	3,932	3,800	2,555	4,000
Telephone	1,441	1,419	1,438	1,402	1,500	1,001	1,500
Postage/Freight	1	1	-	-	-	-	-
Promotions/Advertising/Publishing	240	-	649	450	1,000	-	1,000
General Insurance	11,167	11,650	10,336	17,723	11,500	18,472	18,000
Electricity	20,059	18,964	21,731	21,968	20,000	14,428	22,000
Garbage	5,232	2,829	3,620	3,821	4,500	2,791	4,000
Heat-Natural Gas	13,384	10,267	13,838	19,861	15,000	7,333	17,000
Maintenance Contracts - Elevator	2,764	2,839	1,682	6,375	3,000	1,363	4,500
Building Maint/Repairs	22,745	24,433	35,410	33,357	22,000	9,044	25,000
Fire Alarm & Heating Contracts	7,866	4,202	312	312	7,000	312	1,000
Gen Equip Maint/Repair	100	-	100	25	300	35	300
Miscellaneous	-	-	150	-	-	-	-
Dues/Subscriptions	210	120	120	120	-	20	-
Building Maint/Cap Res	-	-	-	-	-	-	-
Total Other Charges & Services:	105,589	97,831	110,983	129,138	108,850	67,350	118,050
Capital Outlay:							
Bldg Improvement	-	-	-	-	-	-	-
Bldg Imprv-Capital Reserve	5,400	5,400	5,400	5,400	5,400	-	5,400
Total Capital Outlay:	5,400	5,400	5,400	5,400	5,400	-	5,400
<b>TOTAL EXPENDITURES:</b>	<b>113,468</b>	<b>104,141</b>	<b>118,064</b>	<b>136,314</b>	<b>116,050</b>	<b>68,523</b>	<b>124,750</b>
<b>Excess Revenue &gt; Expenditures:</b>	<b>5,988</b>	<b>(2,497)</b>	<b>(9,614)</b>	<b>16,772</b>	<b>-</b>	<b>(23,660)</b>	<b>-</b>

**GRAND RAPIDS/ITASCA COUNTY AIRPORT  
AIRPORT OPERATIONS FUND WORKSHEET  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET AND 2024 PROPOSED BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>REVENUES:</b>							
<b>INTERGOVERNMENTAL</b>							
State Operations Reimb	66,488	30,689	66,231	132,462	66,231	-	66,231
State Project Reimb	-	-	-	-	-	-	-
Federal Project	-	53,472	24,158	27,472	-	45,898	-
Itasca County	20,000	20,000	20,000	20,000	20,000	20,000	20,000
<b>TOTAL INTERGOVERNMENTAL</b>	<b>86,488</b>	<b>104,161</b>	<b>110,389</b>	<b>179,934</b>	<b>86,231</b>	<b>65,898</b>	<b>86,231</b>
<b>CHARGES FOR SERVICES</b>							
Landing Fees	922	993	783	2,441	1,000	2,285	2,500
Gas Sales/Fuel Flowage	6,820	5,212	8,031	6,850	5,000	3,942	5,500
<b>TOTAL CHARGES FOR SERVICES</b>	<b>7,742</b>	<b>6,205</b>	<b>8,814</b>	<b>9,291</b>	<b>6,000</b>	<b>6,227</b>	<b>8,000</b>
<b>MISCELLANEOUS</b>							
Private Lease Rental	20,891	21,190	21,474	21,823	25,000	20,892	24,000
Solar Lease Payment	-	-	-	4,295	14,696	10,925	14,700
Tie Down Area/Old T-Hangar	7,115	7,186	7,258	7,330	7,000	4,319	7,000
Rent-DNR Fire CACHE	833	833	833	833	800	-	800
FBO Rent	20,614	20,821	21,029	21,239	21,250	12,513	21,400
T-Hangar Rent	67,528	64,910	69,515	67,815	68,000	52,575	68,000
ACAR - Maint BLDG	1,200	1,200	1,200	800	-	-	-
Miscellaneous	2,211	-	2,213	-	-	250	-
Energy Rebates	-	-	999	-	-	-	-
Investment Income	2,766	565	262	592	300	-	250
Lease Interest Revenue	-	-	-	3,557	-	-	-
<b>TOTAL MISCELLANEOUS</b>	<b>123,158</b>	<b>116,705</b>	<b>124,782</b>	<b>128,285</b>	<b>137,046</b>	<b>101,474</b>	<b>136,150</b>
<b>OTHER SOURCES</b>							
Sale of Fixed Assets	5,859	4,000	-	-	-	-	-
Insurance Recovery	-	-	5,914	-	-	822	-
Operating Transfers In - City	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Fund Balance Usage	-	-	-	-	11,014	-	27,625
<b>TOTAL OTHER SOURCES</b>	<b>25,859</b>	<b>24,000</b>	<b>25,914</b>	<b>20,000</b>	<b>31,014</b>	<b>20,822</b>	<b>47,625</b>
<b>TOTAL REVENUES</b>	<b>243,247</b>	<b>251,071</b>	<b>269,899</b>	<b>337,510</b>	<b>260,291</b>	<b>194,421</b>	<b>278,006</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL</b>							
Salary-Fulltime	61,788	70,594	50,778	53,027	67,814	36,126	69,824
Salary-Overtime	2,413	3,271	2,709	5,328	1,000	3,957	1,000
Salary-Parttime	12,200	9,614	13,638	7,034	8,000	6,672	8,000
Salary-Parttime Overtime	183	-	23	-	-	218	-
PERA	4,752	5,517	3,976	4,337	5,119	3,012	5,270
FICA	4,598	4,967	3,973	3,871	4,762	2,763	4,887
Medicare	1,075	1,162	929	905	1,114	646	1,143
Health Insurance	10,416	15,651	11,046	19,320	22,889	13,452	18,340
Life Insurance	25	25	26	38	26	31	26
Healthcare Savings	1,764	3,109	1,781	2,669	-	1,747	-
Unemployment	-	-	-	-	-	-	-
Workers Compensation	1,353	1,404	1,714	3,004	3,067	2,379	3,517
<b>TOTAL PERSONNEL</b>	<b>100,567</b>	<b>115,314</b>	<b>90,591</b>	<b>99,533</b>	<b>113,791</b>	<b>71,003</b>	<b>112,006</b>

**GRAND RAPIDS/ITASCA COUNTY AIRPORT  
AIRPORT OPERATIONS FUND WORKSHEET  
ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET AND 2024 PROPOSED BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>SUPPLIES</b>							
Office Supplies	-	6	-	7	-	-	-
Copy Supplies	7	9	15	12	-	-	-
Computer Supplies	-	-	-	-	500	-	500
Assets between \$700-\$4,999	800	-	-	-	-	-	-
Inventorial Supplies	434	233	-	280	1,500	-	1,500
Operating Supplies	-	152	281	333	-	54	-
Motor Fuels	12,936	9,982	9,791	18,417	11,000	13,719	15,000
Lubricants	146	123	46	-	500	-	500
Maintenance Tools/Sup	440	559	703	365	500	121	500
Uniforms/Clothing	125	125	140	250	250	150	250
Other Supplies/Materials	-	45	-	193	250	-	250
Equipment Parts	4	-	-	-	-	-	-
Tires	-	-	-	-	1,000	-	1,000
Small Tools (Shop)	737	515	468	-	1,000	277	1,000
Liquid Deicer	1,093	479	20,239	26,738	23,000	393	26,000
<b>TOTAL SUPPLIES</b>	<b>16,722</b>	<b>12,228</b>	<b>31,682</b>	<b>46,595</b>	<b>39,500</b>	<b>14,714</b>	<b>46,500</b>
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	-	1,520	-	7,500	-	-	-
Accounting Services	792	814	779	815	1,200	842	1,200
Engineering	-	-	-	830	1,500	-	1,500
Legal	1,189	310	5,012	1,924	2,000	-	2,000
Other Contracted Services	1,908	25,043	3,000	1,955	3,500	-	3,500
Telephone	491	569	640	675	1,500	319	1,500
Postage/Freight	71	74	88	73	200	22	200
Seminar/Meetings	41	51	31	89	1,650	-	1,650
Auto Mileage/Travel	-	-	-	506	1,500	328	1,500
Auto Licenses	-	77	-	96	100	-	100
Publishing/Advertising	1,932	-	-	-	200	-	200
General Insurance	22,084	21,278	17,380	12,443	20,000	11,520	20,000
Electricity	14,023	12,965	15,834	13,393	15,000	7,872	15,000
Garbage Removal	2,165	1,242	1,247	1,038	2,000	1,056	2,000
Heat-Natural Gas	4,461	3,191	3,515	5,749	4,000	3,522	5,500
Maintenance Contract	98	107	159	131	-	-	-
Building Maint/Repair	5,747	21,302	18,162	13,967	10,000	106,508	15,000
Grounds Maint/Repair	10,343	20,542	11,782	9,687	10,000	7,171	10,000
Pavement Maintenance	-	-	-	23	-	-	-
T Hangar Maintenance	13,786	8,071	6,094	3,856	7,500	1,144	7,500
Computer Maint/Repair	300	300	300	300	500	-	500
Lighting Maint/Repair	2,651	4,360	4,145	2,545	5,000	8,622	5,000
Radio Maint/Repair	50	-	-	-	-	-	-
Vehicle Maint/Repair	7,716	5,764	6,360	5,095	3,500	391	5,000
General Equip Maint/Repair	15,463	18,395	18,699	65,149	15,500	13,188	20,000
Land Rental	1,096	1,129	1,163	-	-	-	-
Miscellaneous	150	-	-	-	-	-	-
Drug Screening	90	-	-	-	-	-	-
Dues/Subscriptions/Lic Fee	198	198	198	219	650	225	650
<b>TOTAL OTHER CHARGES</b>	<b>106,845</b>	<b>147,302</b>	<b>114,588</b>	<b>148,060</b>	<b>107,000</b>	<b>162,731</b>	<b>119,500</b>

**GRAND RAPIDS/ITASCA COUNTY AIRPORT**  
**AIRPORT OPERATIONS FUND WORKSHEET**  
**ACTUAL 2019-2022 EXPENDITURES, 2023 BUDGET AND 2024 PROPOSED BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
CAPITAL OUTLAY							
Equipment	33,140	-	11,239	-		23,379	-
Bldg/Bldg Improvements	-	-	-	-		-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>33,140</b>	<b>-</b>	<b>11,239</b>	<b>-</b>		<b>23,379</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>257,274</b>	<b>274,844</b>	<b>248,101</b>	<b>294,188</b>	<b>260,291</b>	<b>271,826</b>	<b>278,006</b>
Total Operating Revenue	243,247	251,071	269,899	337,510	260,291	194,421	278,006
Total Operating Expenditures	257,274	274,844	248,101	294,188	260,291	271,826	278,006
Revenue over (under) Expenditures	(14,027)	(23,773)	21,798	43,322	-	(77,406)	-



**CITY OF GRAND RAPIDS  
ITASCA CALVARY CEMETERY  
2019 2021 ACTUAL, 2023 ADOPTED BUDGET, YEAR TO DATE AND 2024 PROPOSED BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>TAXES</b>							
Current	\$ 171,881	\$ 170,380	\$ 181,161	\$ 184,731	\$ 226,157	\$ 111,837	\$ 238,199
Delinquent	1,400	826	2,470	1,237		286	
Fiscal Disparities	18,255	17,997	15,679	22,412		12,137	
<b>TOTAL TAXES</b>	<b>191,536</b>	<b>189,203</b>	<b>199,310</b>	<b>208,380</b>	<b>226,157</b>	<b>124,260</b>	<b>238,199</b>
<b>INTERGOVERNMENTAL</b>							
Supplemental Aid	9,910	9,582	10,084	9,757		-	
State of Minnesota (Storm)	-	-	13,539	-		-	
Taconite Credit-Residential	-	-	-	-	-	-	-
<b>TOTAL INTERGOVERNMENTAL</b>	<b>9,910</b>	<b>9,582</b>	<b>23,623</b>	<b>9,757</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CHARGES FOR SERVICES</b>							
Cohasset Cemetery Sexton	4,642	6,413	5,721	5,625	4,500	2,990	5,000
Restitution for Damages	189	131	817	-	-	-	-
Cemetery Lots	14,750	21,000	13,000	16,500	12,000	2,500	13,000
Grave Openings	17,250	28,770	32,370	19,700	18,000	13,670	18,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>36,831</b>	<b>56,314</b>	<b>51,907</b>	<b>41,825</b>	<b>34,500</b>	<b>19,160</b>	<b>36,000</b>
<b>MISCELLANEOUS INCOME</b>							
Miscellaneous Income (Foundations)	420	1,621	1,195	1,670	1,000	-	1,000
Investment Income	932	648	530	587	300	275	300
<b>TOTAL MISC REVENUE</b>	<b>1,352</b>	<b>2,269</b>	<b>1,725</b>	<b>2,257</b>	<b>1,300</b>	<b>275</b>	<b>1,300</b>
<b>OTHER FINANCING SOURCES</b>							
Insurance Recovery	-	-	-	-		-	
Operating Transfer In	-	32,475	82,585	-	3,757	3,757	-
Extraordinary Item	-	-	7,743	-		-	
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>32,475</b>	<b>90,328</b>	<b>-</b>	<b>3,757</b>	<b>3,757</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>239,629</b>	<b>289,843</b>	<b>366,893</b>	<b>262,219</b>	<b>265,714</b>	<b>147,453</b>	<b>275,499</b>
<b>PERSONNEL</b>							
Salary-Full-time	110,269	115,956	120,969	119,174	122,531	77,719	127,422
Salary-Full-time-OT	-	4,642	1,975	5,326	-	329	-
Salary-Parttime	23,970	21,240	28,761	22,680	25,010	17,424	25,010
Salary-Parttime-OT	144	27	281	-	775	394	775
PERA	8,337	8,973	9,146	9,264	9,179	5,854	9,472
FICA	8,108	8,434	8,956	8,573	9,196	5,584	9,499
Medicare	1,896	1,973	2,095	2,005	2,163	1,306	2,233
Health Insurance	26,784	27,234	28,404	28,980	34,333	20,178	36,679
Life Insurance	34	37	39	38	52	43	52
Healthcare Savings	4,536	5,299	4,579	4,003	-	2,621	-
Unemployment	-	-	-	-	-	-	-
Workers Compensation	7,343	7,480	9,749	9,439	9,636	7,487	11,067
<b>Total Personnel</b>	<b>191,421</b>	<b>201,295</b>	<b>214,954</b>	<b>209,482</b>	<b>212,874</b>	<b>138,938</b>	<b>222,209</b>

**CITY OF GRAND RAPIDS  
ITASCA CALVARY CEMETERY  
2019 2021 ACTUAL, 2023 ADOPTED BUDGET, YEAR TO DATE AND 2024 PROPOSED BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>SUPPLIES &amp; MATERIALS</b>							
Office Supplies	-	22	16	21	-	-	-
Copy Supplies	18	19	3	2		-	-
Computer Supplies	-	-	-	-		-	-
Assets between \$700-\$4,999	4,239	6,044	4,395	-	5,000	-	5,000
Operating Supplies	224	394	251	128	1,000	64	1,000
Motor fuels	1,514	2,898	4,225	6,152	3,000	2,932	5,000
Uniform/Clothing/Safety	531	546	518	508	600	624	600
Small Tools	85	978	727	30	1,000	381	1,000
Grounds Maint/Supplies	2,793	2,405	243	595	3,000	739	3,000
Total supplies and materials	9,404	13,306	10,378	7,436	13,600	4,740	15,600
<b>OTHER CHARGES &amp; SERVICES</b>							
Professional Services	-	-	-	-	-	-	-
Auditing/Accounting	792	813	779	787	800	842	800
Legal	-	-	-	-	200	-	-
Recording/Filing fees	1,334	1,426	1,567	1,656	1,850	368	1,850
Other contracted services	266	6,522	3,610	255	5,000	265	3,000
Telephone	1,218	1,343	1,227	1,250	1,700	691	1,500
Postage	18	21	18	26	50	-	50
Seminars/Meetings/School	62	102	62	117	200	-	200
Auto License	-	178	-	39	100	-	100
General Insurance	4,482	4,850	4,001	3,210	4,500	3,016	4,500
Electricity	2,319	2,141	2,344	2,409	2,700	1,547	2,700
Water	462	542	774	530	450	465	500
LP Gas	4,064	4,473	5,394	6,844	5,000	1,307	6,000
Garbage removal	1,124	776	697	729	1,200	492	1,000
Maintenance Contracts	17	21	31	32	100	-	100
Building Maint/Repairs	17	60	49	3,238	3,000	267	3,500
Grounds Maint/Repair	891	121	4,541	55	4,000	488	3,500
Computer Maintenance/Repairs	552	570	400	924	500	-	500
Internet Services	1,582	1,643	1,671	1,643	1,500	1,175	1,500
Vehicle Maint/Repair	225	83	4	80	500	-	500
General Equipment Maint/Repair	6,583	6,489	3,183	3,198	5,500	1,371	5,500
Miscellaneous	100	-	2,620	-	-	-	-
Dues and Subscriptions	339	390	390	390	390	390	390
Total Other Charges & Services	26,447	32,564	33,359	27,410	39,240	12,684	37,690
<b>CAPITAL OUTLAY</b>							
Land Improvements	-	17,750	56	-		-	
Cemetery Lots Repurchased	-	200	300	-		-	
Equip/Machinery/Furn/Fix	-	14,725	82,585	-		5,504	
Total Capital Outlay	-	32,675	82,941	-	-	5,504	-
<b>TOTAL EXPENDITURES</b>	227,272	279,840	341,632	244,329	265,714	161,866	275,499
<b>REVENUE/(EXPENDITURES)</b>	12,357	10,003	25,261	17,891	-	(14,413)	-

**CITY OF GRAND RAPIDS**  
**Grand Rapids Domestic Animal Control Facility**  
**Actual 2019-2022 Expenditures, 2023 Budget, Year to Date and 2024 Proposed Budget**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
<b>Revenue:</b>							
Intergovernmental: County	\$ 3,000	\$ 3,000	\$ 3,262	\$ 3,000	\$ 3,000	\$ 1,500	\$ 3,000
City of Cohasset	-	-	-	-	-	-	\$ -
Itasca County	36,288	35,280	22,530	30,663	37,250	16,126	37,250
City of Bovey	-	-	-	-	-	-	-
City of Coleraine	-	-	-	-	-	-	-
City of Hill City	-	-	-	-	-	-	-
City of LaPrairie	-	-	-	-	-	-	-
Dog License	-	-	-	-	-	-	-
Pound Fees	-	-	-	-	-	-	-
Miscellaneous	101	1	0	10	-	-	-
Operating Transfer - In	25,677	24,100	37,778	34,657	36,923	-	37,950
<b>Total Revenue</b>	<b>65,066</b>	<b>62,381</b>	<b>63,570</b>	<b>68,330</b>	<b>77,173</b>	<b>17,626</b>	<b>78,200</b>
<b>Expenditures:</b>							
<b>Personnel</b>							
Salary-Fulltime	25,400	26,154	24,370	25,730	28,636	18,227	28,786
Salary-Overtime	-	-	-	-	2,000	-	2,000
Salary-Parttime	5,651	4,740	8,295	9,780	8,040	5,760	8,040
Contracted Services	-	-	-	-	-	-	-
PERA	2,273	2,048	1,827	1,929	2,889	1,356	2,889
FICA	1,906	1,895	2,007	2,183	2,398	1,475	2,416
Medicare	446	443	469	510	561	345	565
Health Insurance	8,700	9,037	9,162	9,162	9,537	6,333	10,189
Life Insurance	12	12	13	13	13	8	13
Unemployment	-	13	734	-	-	-	-
Workers Compensation	526	566	709	921	939	772	1,142
<b>Total Personnel</b>	<b>44,914</b>	<b>44,908</b>	<b>47,587</b>	<b>50,228</b>	<b>55,013</b>	<b>34,276</b>	<b>56,040</b>
<b>Supplies &amp; Materials</b>							
Assets between \$700-\$4,999	-	-	-	-	-	-	-
Inventorial Supplies	380	-	330	-	-	-	-
Supplies	962	853	1,141	1,689	1,500	357	1,500
Motor Fuel	1,417	1,125	1,941	2,884	2,500	1,698	2,500
<b>Total Supplies &amp; Materials</b>	<b>2,759</b>	<b>1,978</b>	<b>3,411</b>	<b>4,573</b>	<b>4,000</b>	<b>2,055</b>	<b>4,000</b>
<b>Other Charges &amp; Services</b>							
Professional Services	228	1,046	262	-	500	357	500
Telephone	97	543	584	542	1,080	297	1,080
Seminars/Training	-	-	-	-	-	-	-
General Liability Insurance	3,377	3,575	2,869	2,306	4,500	2,256	4,500
Electric	6,567	5,964	5,793	5,293	5,335	3,554	5,335
Garbage Removal	45	45	45	45	45	45	45
Natural Gas	1,497	1,247	1,616	2,561	3,000	1,431	3,000
Maint Contracts	1,175	938	769	990	700	392	700
Building Maintenance	657	696	1,131	1,220	2,000	163	2,000
General Eqpt Maint/Repairs	250	60	-	28	500	54	500
Facility Maint Charge	500	500	500	500	500	-	500
<b>Total Other Charges &amp; Services</b>	<b>14,393</b>	<b>14,614</b>	<b>13,570</b>	<b>13,484</b>	<b>18,160</b>	<b>8,548</b>	<b>18,160</b>
<b>Total Operating Costs</b>	<b>62,066</b>	<b>61,500</b>	<b>64,568</b>	<b>68,285</b>	<b>77,173</b>	<b>44,879</b>	<b>78,200</b>
<b>REVENUES/(EXPENDITURES)</b>	<b>\$ 3,000</b>	<b>\$ 881</b>	<b>\$ (998)</b>	<b>\$ 44</b>	<b>\$ -</b>	<b>\$ (27,254)</b>	<b>\$ -</b>



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider adopting a resolution to accept a \$1,800 donation from the Itasca County Agricultural Association, for the Grand Rapids Police Reserve Unit, for volunteer services at 2023 Itasca County Fair .

**PREPARED BY:** Chief Andy Morgan

---

### BACKGROUND:

Grand Rapids Police Reserve Unit is comprised of fifteen (15) civilian volunteers that provide several hundred hours of department uniformed presence per year at events such as Tall Timber Days, Car Show, National Night Out, High School Games, 4th July fireworks and the Itasca County Fair. The Grand Rapids Police Reserve Unit is a truly valued aspect of GRPD that seldom receives the credit they deserve.

Itasca County Fair was a great community event and was attended by thousands of people this year. Grand Rapids Police Department partnered with the fair in providing a police presence. Full-time staff and volunteering Reserve Officers assisted in ensuring a safe environment for all to enjoy.

Recognizing the value of the service, the Itasca County Agricultural Association showed appreciation to the Grand Rapids Police Reserve Unit by donating \$1,800.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution to accept a \$1,800 donation from the Itasca County Agricultural Association, for the Grand Rapids Police Reserve Unit, for volunteer services at Itasca County Fair .

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

RESOLUTION NO. 23-

A RESOLUTION ACCEPTING A \$500.00 DONATION FROM  
ITASCA COUNTY AGRICULTURAL ASSOCIATION TO THE GRAND RAPIDS'  
POLICE DEPARTMENT  
RESERVE PROGRAM FOR EXPENDITURES

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 donors as follows:

- Itasca County Agricultural Association has donated \$1,800.00 to the Grand Rapids Police Department for Police Reserve Expenditures

Adopted this 25<sup>th</sup> day of September, 2023

---

Dale Christy, Mayor

Attest:

---

Kimberly Johnson-Gibeau, City Clerk

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider adopting a resolution to accept a \$1,000 donation to Grand Rapids Police Department from Paul Bunyan Communications.

**PREPARED BY:** Police Chief Andy Morgan

---

### BACKGROUND:

Grand Rapids Police Department is committed to exploring and advancing the way we provide a police service to this great community. We often look to acquire and utilize additional tools and technology to enhance our police service.

The Tactical R/C is the first robot designed to be deployed in events involving patrol, tactical, and other major crises. It allows staff to mount an Axon body camera allowing officers to view what the robot sees from a safe distance through their cell phones.

Officer Ashley Moran approached Paul Bunyan Communications regarding their potential support of this technology. Paul Bunyan Communications commitment to community and advancements in technology seems to be a perfect fit. Paul Bunyan Communications has donated \$1,000 towards the purchase of a Tactical R/C Robot.

### REQUESTED COUNCIL ACTION:

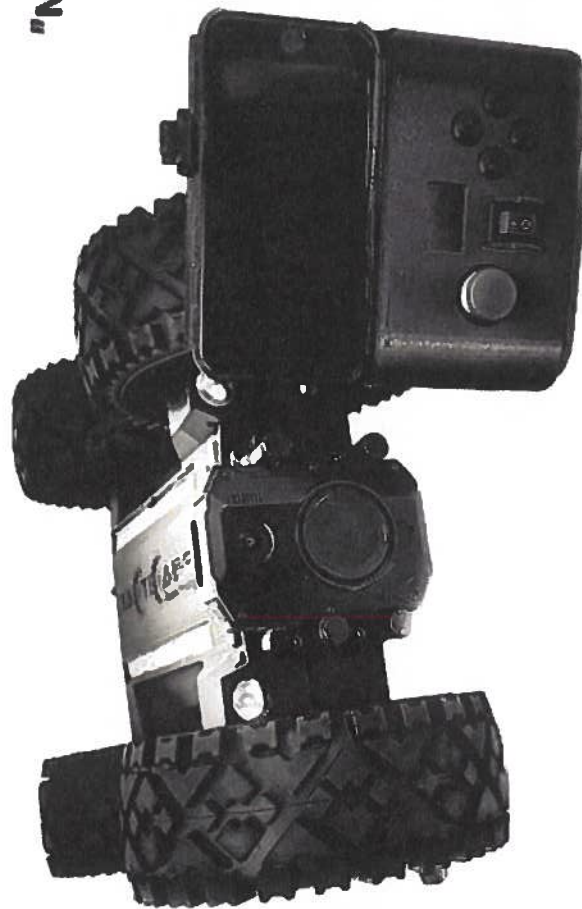
Make a motion to adopt a resolution to accept a \$1,000 donation to Grand Rapids Police Department from Paul Bunyan Communications.



A VISION OF SAFETY

THE ONLY AFFORDABLE ROBOT DESIGNED FOR

PATROL OFFICERS - TACTICAL TEAMS - CRISIS RESPONSE



"NO OFFICER SHOULD HAVE TO RISK THEIR LIFE  
SIMPLY BECAUSE THE TECHNOLOGY THAT  
COULD KEEP THEM SAFE IS TOO EXPENSIVE."

SHAWN MAHANEY - INVENTOR - CEO - FORMER OFFICER

**ONLY**  
**\$3,499**

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

RESOLUTION NO. 23-

A RESOLUTION ACCEPTING A \$1,000.00 DONATION FROM  
PAUL BUNYAN COMMUNICATIONS TO THE GRAND RAPIDS POLICE  
DEPARTMENT FOR EXPENDITURES

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 donors as follows:

- Paul Bunyan Communications has donated \$1,000.00 to the Grand Rapids Police Department.

Adopted this 25<sup>th</sup> day of September, 2023

---

Dale Christy, Mayor

Attest:

---

Kimberly Johnson-Gibeau, City Clerk

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





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider conducting a public hearing for final special assessments related to CP 2003-18, 21<sup>st</sup> Street SW Extension

**PREPARED BY:** Matt Wegwerth

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### BACKGROUND:

CP 2003-18, 21<sup>st</sup> Street SW Extension is complete and proposed final special assessments have been calculated. Prior to adopting the final assessments, a public hearing must be conducted. This hearing has been scheduled for Monday, September 25, 2023, at 5:00 pm, in the City Hall Council Chambers.

### REQUESTED COUNCIL ACTION:

Make a motion conducting a public hearing for final special assessments related to CP 2003-18, 21<sup>st</sup> Street SW Extension

# **21<sup>st</sup> Street SW Extension Project**

## **City Project 2003-18**

**Final Public Hearing**  
**September 25, 2023**

GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE



# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

### September 25, 2023

Item 17.

## AGENDA

1. Agenda
2. Project Overview
3. Special Assessment Policy
4. Q&A

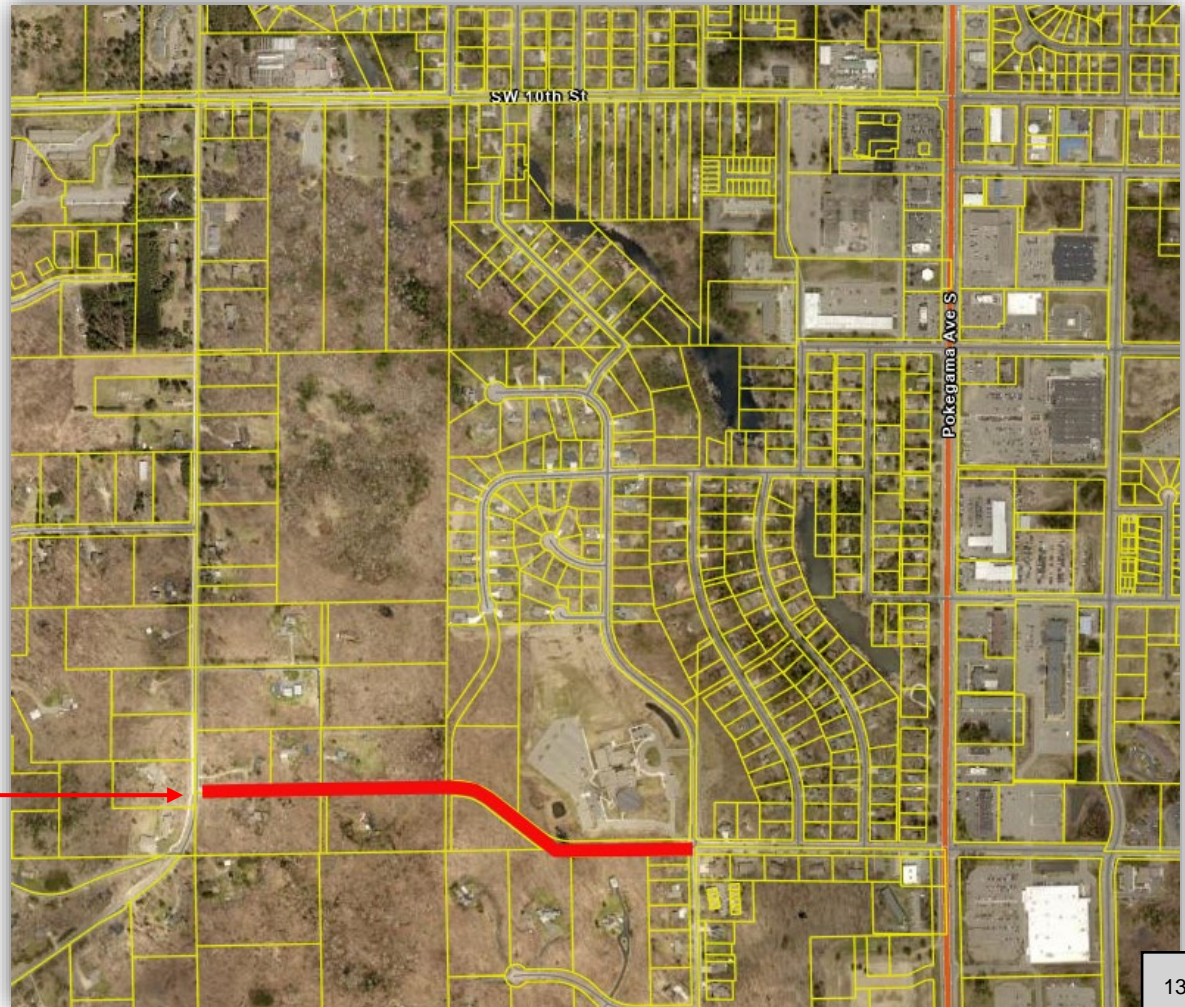
# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

### Project Overview

## Location

21<sup>st</sup> Street SW





# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

### **Project Overview**

Item 17.





# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

## Project Overview

### Costs and Funding Summary

City Project 2003-18				Date: 9/20/2023 13:02	
21st Street SW					
Construction Cost & Funding Summary					
Project Cost					
CONSTRUCTION COST	\$1,943,700	Street Lighting		Assessments Funding	
10% CONTINGENCY	\$0	Construction Cost	\$67,709		
ENGINEERING	\$388,740	Non- Construction	\$20,030	New Roadway Construction - Urban	\$98,839
LEGAL/PUBLISHING/EASE	\$5,000	Total Storm Sewer	\$87,739	New Utility Construction	\$315,492
EASEMENTS	\$35,490			Total	\$414,331
ADMINISTRATION	\$38,874	Sanitary Sewer Main			
COST OF ISSUANCE	\$77,748	Construction Cost	\$104,324	City Assessments (not collectable)	\$243,161
ARTS AND CULTURE	\$29,156	Non- Construction	\$30,862		
Total Project Cost	\$2,518,708	Total Sanitary - GRPU	\$135,186		
% Non-Construction	29.58%			Funding	
		Sanitary Sewer Service		Assessments*	\$ 171,170
		Construction Cost	\$0	GRPU - Sanitary	\$ -
Streets		Non- Construction	\$0	GRPU - Water	\$ -
Construction Cost	\$1,262,162.11	Total Sanitary Services	\$0	LRIP Grant	\$ 1,250,000
Non- Construction	\$373,387			Local	\$ 958,037
Total Streets	\$1,635,549	Water Main		IRRRB Regional Trails	\$ 139,500
		Construction Cost	\$139,143	Total	\$2,518,708
Storm Sewer		Non- Construction	\$41,163		
Construction Cost	\$370,362	Total Water Main	\$180,306	*Assessments will be covered by CARES funds until payme	
Non- Construction	\$109,565				
Total Storm Sewer	\$479,927	Water Services			
		Construction Cost	\$0		
		Non- Construction	\$0		
		Total Water Services	\$0		



# Project Funding

- LRIP Grant = \$1,250,000
- IRRRB Trails Grant = \$139,500
- Municipal State Aid Construction = \$714,877
- Assessments = \$414,331 (243,161 City)\*

\*Initially covered by CARES funds

- Total Project Cost = \$2,518,708

# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

### Special Assessment Policy

Item 17.

CITY OF GRAND RAPIDS  
**SPECIAL ASSESSMENT POLICY**



Date:

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

### Reconstruction Improvements:

The City does not assess for infrastructure that is replaced, rehabilitated or maintained

### New Improvements:

The City will assess 100% of the cost of the improvement



# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

### Special Assessment Policy

Item 17.

When determining the amount assessed, 3 parts are included:

- Benefit Boundary
- Assessment Rates
- Assessment Lengths

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

# 21<sup>st</sup> Street SW Extension Project Final Public Hearing **Special Assessment Policy**

Item 17.

Benefit  
Boundary





# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

### Special Assessment Policy

Item 17.

#### Urban Residential Property Assessments

- *New Construction Projects* – use the TCI method (typical construction items) to determine the cost of a typical residential street project and then assess **100%** of that cost to those properties in the project benefit area.



# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

Item 17.

### Special Assessment Policy

Special  
Assessment  
Policy

Urban  
Residential  
Street Rate  
Calculations

Residential Street TCI Assessment Calculation					
Total Length of Project in feet	1400.00				
Standard 32' Wide Street					
Description	Unit	Quantity Per LF	Total Quantity	Opinion of Cost Unit Price	Total Opinion of Cost
Remove Curb & Gutter	LF	0.00	0.00	\$5.00	\$0
Remove Bituminous Pavement	SY	0.00	0.00	\$3.50	\$0
Sawcut Bituminous	LF/LF	0.21	298.20	\$2.00	\$596
Common Excavation	CY/LF	0.65	907.20	\$5.40	\$4,899
Aggregate Base Class 5 (road)	CY/LF	0.65	907.20	\$36.00	\$32,659
B618 Concrete Curb & Gutter	LF/LF	2.00	2800.00	\$21.40	\$59,920
Type 61 Bituminous Wear (1")	TON/LF	0.19	259.00	\$107.00	\$27,713
Type 31 Bituminous Base (3")	TON/LF	0.53	744.80	\$92.00	\$68,522
4" Concrete Sidewalk w/4" agg base	SF/LF	0.56	778.40	\$5.90	\$4,593
Sod, Type Lawn (includes 3" topsoil)	SY/LF	1.33	1866.20	\$3.43	\$6,401
Mobilization	LS	0.00	1.00	\$7,577.79	\$7,578
Contractor Staking	LS	0.00	1.00	\$1,400.00	\$1,400
Traffic Control	LS	0.00	1.00	\$900.00	\$900
Residential TCI Cost					\$215,181
Non Construction Cost					\$42,139
Total Project TCI Cost					\$257,320
100% Assessed					\$257,320
Total Assessable Footage					4728.00
Assessment Rate per Foot					<b>\$54.4246</b>
Total Reconstruction Assessable Footage					1,776
Total Assessment Rural Reconstruct					96,662



# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

### Special Assessment Policy

Item 17.

Assessment  
Length  
Determination

Typically the  
narrower  
dimension of  
the parcel





# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

## Special Assessment Policy

Item 17.

### Individual Assessment Notice

9/20/2023

**PROPOSED FINAL ASSESSMENT**  
*City Project No. 2003-18 SW 21st Street Extension*

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

The following details provide information about the property being assessed and how those assessments were calculated.  
The amounts shown are based on actual construction costs.

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**Property Owner**

CITY OF GRAND RAPIDS  
420 N POKEGAMA AVE  
GRAND RAPIDS MN 55744  
OR CURRENT PROPERTY OWNER

**County Tax ID Number**

91-032-1167

**Property Description**

N 40' OF THE E 1/2 OF NE NE LESS E 257.80'  
SECTION: 32 TOWNSHIP: 55 RANGE: 25

**Proposed Total Assessment**

\$ 9,125.82

**Proposed Assessment Calculations**

Type of Construction	Rate of Assessment	Assessible Ft/Acre/Unit	Multiplier	Assessed Amount
URBAN RESIDENTIAL NEW STREET	\$ 54.4246	39.9997	1.00	\$2,176.97
          MISCELLANEOUS CONSTRUCTION UTILITY ASSESSMENT				          \$6,048.85
<b><u>Proposed Total Assessment</u></b>				9,125.82



# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

### **Special Assessment Policy**

Item 17.

#### How Assessments Get Paid

- When Project is complete you will receive a final assessment notice.
- You have 30 days to prepay all or a portion of your assessment with no interest.
- If you elect to not prepay, assessments are then spread over 15 years and will appear on your 2024 property tax statement.
- Terms of 15 years, 4.13% annual interest (approx. rate)



# 21<sup>st</sup> Street SW Extension Project

## Final Public Hearing

Item 17.

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### Schedule

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Council orders Feasibility Report	June 28, 2021
City staff holds Neighborhood Meeting	Not held due to COVID
Council to accept Feasibility Report and call for Public Hearing	December 20, 2021
Council to hold Public Hearing and order plans	January 24, 2022
Council to consider accepting plans and authorize Ad for Bid	February 28, 2022
Council to consider awarding a construction contract	April 11, 2022
Construction	May – August 2022
<b>Final Assessment Public Hearing</b>	<b>September 25, 2023</b>
Assessments levied to County for 2024	November 2023



21<sup>st</sup> Street SW Extension Project  
Final Public Hearing  
September 25, 2023

Item 17.

Questions?





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider approving a resolution adopting final special assessments related to CP 2003-18, 21<sup>st</sup> Street SW Extension

**PREPARED BY:** Matt Wegwerth

---

### BACKGROUND:

CP 2003-18, 21<sup>st</sup> Street SW Extension is complete and proposed final special assessments have been calculated and a public hearing has been held. Approval of the attached resolution is necessary to finalize assessments. City staff recommend approving final assessments.

### REQUESTED COUNCIL ACTION:

Make a motion approving a resolution adopting final special assessments related to CP 2003-18, 21<sup>st</sup> Street SW Extension

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

RESOLUTION NO. 23-\_\_

**A RESOLUTION ADOPTING ASSESSMENTS FOR  
21<sup>st</sup> Street SW Extension; City Project 2003-18**

WHEREAS, pursuant to proper notice duly given as required by law, that on September 25<sup>th</sup> 2023, the Council has met and heard and passed upon all objections to the proposed assessments for Grand Rapids City Project 2003-18, 21<sup>st</sup> Street SW Extension project; and

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

1. Such proposed assessment, a copy of which is on file in the City Clerk's Office, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2024, and shall bear interest at rate of 4.13 percent per annum from the date of the adoption of this resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2023.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days of the adoption of this resolution; and may, at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 26, or interest will be charged through December 31 of the succeeding year.
4. Senior and disabled citizens may apply to have special assessments deferred. Interest shall accrue on any deferral at a rate of 4.13 percent per annum from the date of adoption of this resolution.
5. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the proper tax lists of the County, and such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Council this 25<sup>th</sup> day of September, 2023.

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

ATTEST:

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

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Conduct a public hearing to consider the establishment of TIF District 1-14 and approval of a tax abatement; L&M Supply Distribution Center

**PREPARED BY:** Rob Mattei, Director of Community Development

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**BACKGROUND:**

Staff will present the attached PowerPoint presentation as background for the public hearing.

**REQUESTED COUNCIL ACTION:**



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

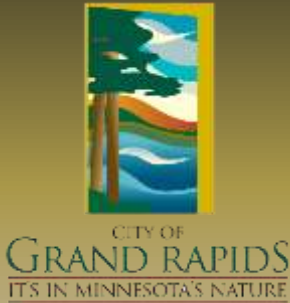
# **City Council Public Hearing Tax Increment Finance (TIF) Redevelopment District 1-14**

**SE 7<sup>th</sup> Ave. Distribution, LLC**



**September 25, 2023**

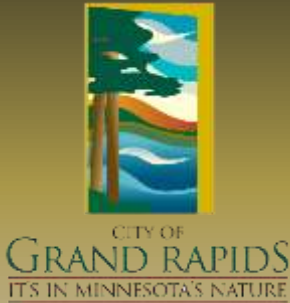
# Project Background



## Company Background

- **L&M Supply, Inc. is a privately held retail company with 12 stores located across Northern Minnesota, Wisconsin, and the upper peninsula of Michigan. L&M was founded in 1959 in Grand Rapids and is currently led by the third generation of family owners.**
- **Presently, L&M Fleet Supply employs 245 in the Grand Rapids area, including 62 administrative/professional, 81 in distribution and 102 in retail.**
- **L&M also operates an e-commerce platform where items are shipped to online customers across the United States. L&M has established itself as a strong competitor in the e-commerce space, especially when it comes to serving home heating and outdoor recreation customers with both small parcel and LTL delivery methods.**
- **With continued same-store sales growth, the addition of new stores across the northland and plans for future expansion of retail locations, L&M has exhausted their current distribution space, which is in their prior retail space in LaPrairie.**
- **Coupled with the supply chain challenges of needing to buy in larger quantities and hold them until the selling season, increased distribution capability is critical.**

# Project Background



**SE 7<sup>th</sup> Ave. Distribution, LLC (Developer), a Minnesota limited liability company related to L&M Supply Inc., filed an application for Business Assistance on June 30th requesting Tax Increment Financing (TIF) in the amount of \$2,178,210 and \$2,073,572 of City tax abatement.**

- **Project Scope**

- **The proposed project involves the Developer's construction of a new, 210,000 square foot, state of the art distribution center to serve their expanding network of retail stores.**
- **Location – 45-acres of Industrial zoned property, generally located on the east side of 7th Ave. SE (aka Airport Rd.) at its intersection with 29th Street S. GREDA has secured purchase agreements with three private landowners, which will be sold to L&M at a discounted price.**



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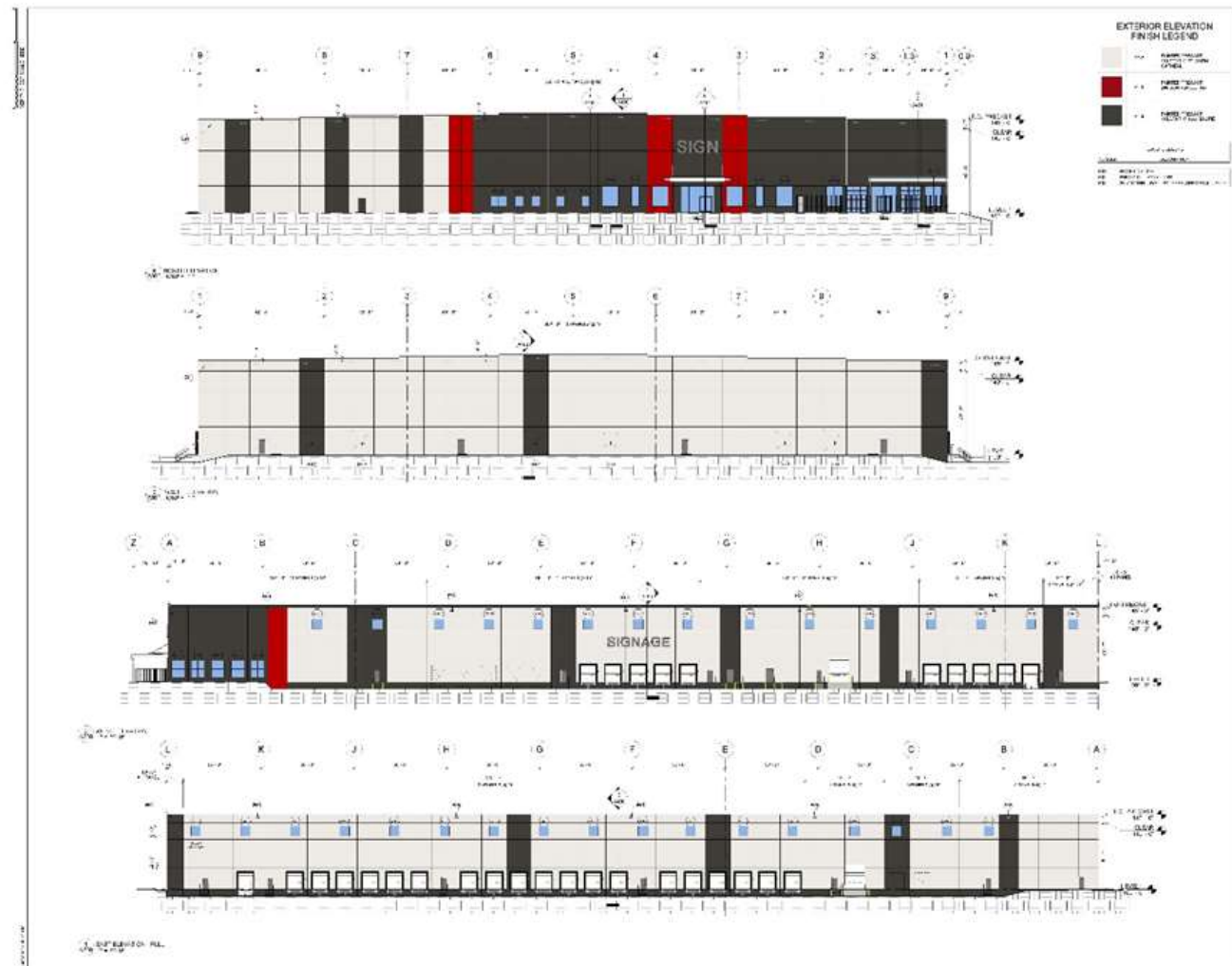




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# Project Background



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PHONE: 616.454.1234  
WWW.RYANARCHITECTS.COM

**VAA**  
Muskegon  
Bechtel

**PROJECT INFORMATION**  
**PROJECT OFFICE**  
GRAND RAPIDS, MI  
50000

**PRELIMINARY  
NOT FOR CONSTRUCTION**

**EXTERIOR ELEVATIONS**

**A30**

# Project Background

## Project Timeline

Timeline	Description
5/2024	Start of Construction
8/2024	Purchase Equipment
12/2024	Complete Construction
3/2025	Begin Operations

# Project Background



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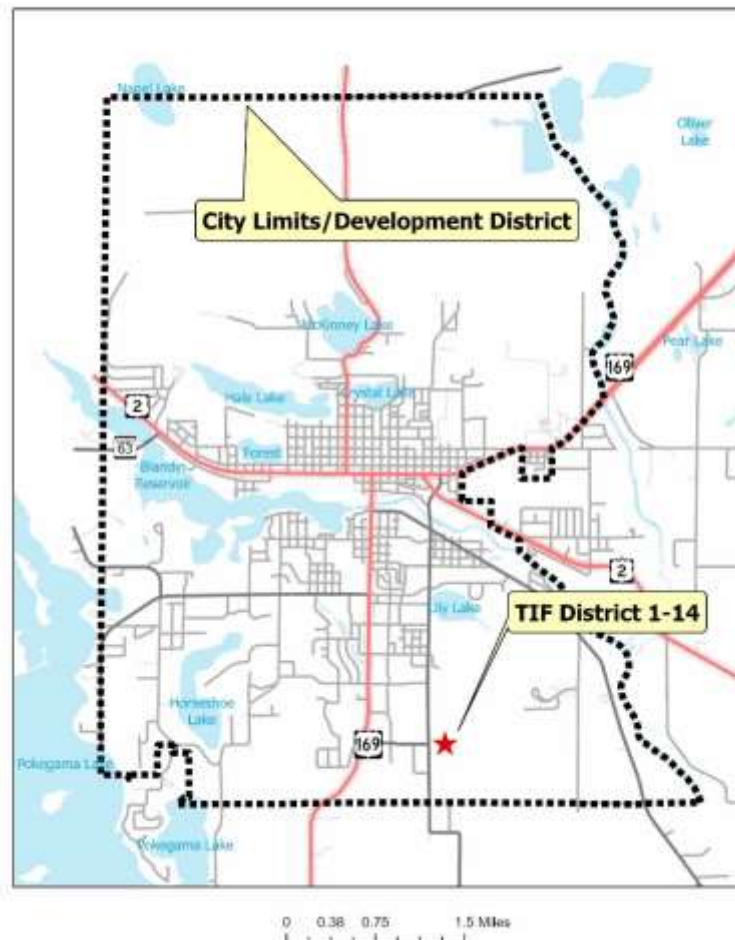
**Employment** – The L&M Distribution Center Project will retain the 81 FTE positions currently employed in the existing distribution facility in LaPrairie. In addition, the project will create the following 31 full-time positions within the first two years of operation:

Positions	# of Positions	Hourly Cash Wage w/out Benefits	Hourly Value of Benefits	Total Hourly Compensation
DC General Manager	1	\$45.00	\$26.00	\$71.00
DC Supervisor	4	\$22.00	\$15.00	\$37.00
Specialized Equipment Operators	6	\$19.00	\$14.00	\$33.00
General Pallet Movers	4	\$19.00	\$14.00	\$33.00
Warehouse Workers	10	\$18.00	\$14.00	\$32.00
DC Admin	3	\$18.00	\$14.00	\$32.00
WMS Supervisor	1	\$22.00	\$15.00	\$37.00
Human Resources Lead	1	\$25.00	\$16.00	\$41.00
Director	1	\$60.00	\$28.00	\$88.00
<b>Average:</b>		<b>\$21.55</b>	<b>\$15.06</b>	<b>\$36.61</b>

# Project Background



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# Project Background



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- **Project Location** – The project is proposed to be located on a 47-acre industrial zoned area.
- **91-033-1410, 91-033-1430, 91-033-1406, 91-033-4120**

TIF District 1-14



0 115 230 460 690 920  
Feet



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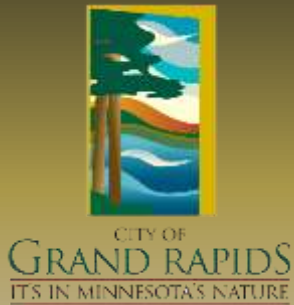
## ■ Project Cost/Sources/Uses of Funds

- The following represents the anticipated sources of funds and their proposed use. (Not all sources of economic development assistance shown have been applied for or secured, to date)

Expense Description	MN IRRR	MN DEED/GRED A	Equity	Bank	City	Itasca County	Total
Property Acquisition		486,500	121,600	364,900			973,000
Site Work Construction			1,189,600	3,568,800			4,758,400
Building Construction			2,632,700	24,856,400	4,251,800	1,401,100	33,141,800
Purchase of M&E	2,500,000	2,000,000		10,452,000			14,952,000
FFE and Software			537,500	1,612,500			2,150,000
<b>Total Project Cost</b>	<b>\$2,500,000</b>	<b>\$2,486,500</b>	<b>\$4,517,400</b>	<b>\$40,854,600</b>	<b>4,251,800</b>	<b>1,401,100</b>	<b>\$56,001,400</b>

- In addition, MN DEED has proposed the Job Creation Fund program which would provide rebates to L&M for building construction expenses and per job created. The estimate value of the job creation rebates is \$850,000 over 7 years.





# Project Background

## Current and Future Assessed Value Estimate:

	Current (Itasca County Assessor)	Future (Itasca County Assessor)
Land Value (47 acres)	\$464,600	\$1,367,600
Building Value	\$203,300	\$16,609,400
Total Value	\$667,900	\$17,977,000
Annual Property Taxes (Pay 2023 Rate)	\$8,510	\$729,942



# TIF Business Assistance

- **The proposed TIF district would be an Economic Development District which has a maximum term of 9 years.**
- **The proposed Tax Abatement would commence upon completion of the TIF district term and would continue until the amount of the request is provided. The maximum term for the Abatement is 15 years if the City is the only political subdivision that approves an abatement. The developer has made a request to Itasca County for an abatement, as well. If that is approved, the maximum term of the Abatement can extend to 20 years.**
- **In Minnesota, TIF can be used for two purposes:**
  - **To finance public infrastructure that is related to the development, or**
  - **To induce or cause a development or redevelopment that otherwise would not occur. (The economics of the development won't work without the assistance, for reasons such as; added cost of building acquisition and renovation, development costs won't allow for market rate rents, added cost of site cleanup, etc.)**
  - **For this project, it will be used to induce or cause development as no public infrastructure is needed.**

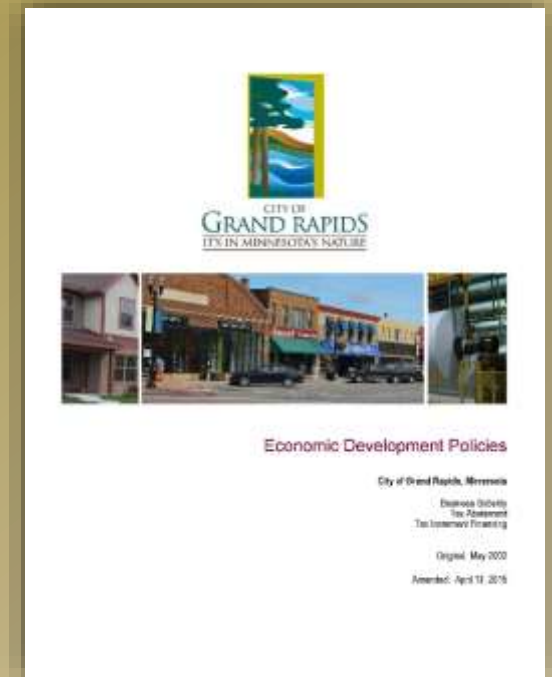




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# TIF Business Assistance

- **The Public Purpose Objectives, within the City's *Economic Development Policies*, which this project aligns with are:**
  - **To retain local jobs and/or increase the number and diversity that offer stable employment and/or attractive wages and benefits.**
  - **To enhance and/or diversify the City's economic base.**
  - **To encourage additional unsubsidized private (re)development**
  - **To accomplish other public policies which may be adopted, projects that are consistent with those community values and objectives described within the Comprehensive Plan.**
- **Staff completed the Review Worksheet in the Policy, which assigns a score based upon the Projects economic impact under the established criteria. (see attached) This Project's score is 52, which puts it in the High category.**





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# TIF Business Assistance

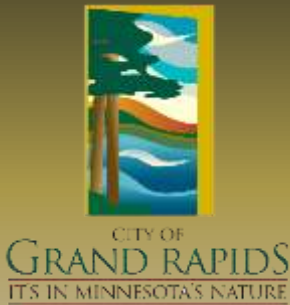
- **TIF But-for Test**

- Under Minnesota statute, before a City can establish a TIF district for a project, the developer must demonstrate and the City must verify that, but-for the use of TIF, the project would not occur in the foreseeable future.

- **TIF Basics:**



- Important to note that the property taxes collected currently are still received and retained by the City during the term of the TIF and Tax Abatement
  - Only the increase in taxes resulting from the new development (increment) is delayed until the TIF and Tax Abatement commitment is satisfied.
  - Upon that satisfaction, all property taxes resume full distribution to the taxing entities.



# TIF Business Assistance

- **TIF Need Analysis** – the City's fiscal consultant Ehlers has analyzed and evaluated the Developer's updated project budget and pro forma based upon industry standards and market ranges for rate of return, as well as development costs and revenues. (Ehlers memo attached)
  - Based upon that analysis, it was determined that TIF and Tax Abatement assistance in the requested amount is required to achieve a market rate least of \$8.00/square foot triple net. The rents, otherwise, are insufficient to pay for the principal and interest on the first mortgage.
  - Bases upon this finding, the proposed development would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.



# TIF Business Assistance

- **TIF Plan**

- **When approving a TIF Plan, the City Council must find (among other things) that:**
  - **The proposed development would not reasonably be expected to occur solely through private investment in the reasonably foreseeable future; and**
  - **The increased market value of the site that could reasonably be expected to occur without the use of TIF would be less than the increase estimated to result from the proposed development.**
- **The Draft Resolution, TIF Plan and its Appendix C address these required findings and describe the basis of the determined need for this public assistance to advance the public purpose objectives previously outlined.**
- **The proposed TIF involves pay-as-you-go financing, which means the Developer will pay the costs of creating the private improvements with their funds, and the increments, as they are generated by the new development, will be used to reimburse the developer for these costs over time.**

## Process

**At their September 14 meeting, GREDA reviewed the application and adopted a resolution supporting a modification to the Development Program for the City's Development District No. 1, establishing TIF District 1-14 and adopting a TIF Plan**

**The City Council is holding this public hearing on September 25, 2023, to consider this request for TIF and Tax Abatement Business Assistance. Actions that will be considered immediately following the Public Hearing will include consideration of three resolutions:**

- 1. Modification to the Development Program for Municipal Development District 1 and the proposed establishment of Tax Increment Financing District No. 1-14: L&M Supply; and**
- 2. Approval of tax abatement for L&M Supply after decertification of the TIF District**
- 3. Approval establishing an inter fund loan in connection with the TIF District.**

**The adoption of a resolution approving a Development Contract with SE 7<sup>th</sup> Ave, Distribution and awarding the sale of, and providing the form, terms, covenants and directions for the issuance of its tax increment revenue note, will be considered at an upcoming meeting.**



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Item 19.

# Questions?

Adoption Date: September 25, 2023

# City of Grand Rapids Itasca County, Minnesota

## MODIFICATION TO THE DEVELOPMENT PROGRAM

Municipal Development District No. 1

&

## Tax Increment Financing (TIF) Plan

Establishment of Tax Increment Financing District No. 1-14: L&M  
(an economic development district)



Prepared by:

Ehlers  
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Roseville, Minnesota 55113

**BUILDING COMMUNITIES. IT'S WHAT WE DO.**

# TABLE OF CONTENTS

<b>Modification to the Development Program for Municipal Development District No. 1</b>	<b>1</b>
FOREWORD	1
<b>Tax Increment Financing Plan for Tax Increment Financing District No. 1-14: L&amp;M</b>	<b>2</b>
FOREWORD	2
STATUTORY AUTHORITY	2
STATEMENT OF OBJECTIVES	2
DEVELOPMENT PROGRAM OVERVIEW	3
DESCRIPTION OF PROPERTY IN THE DISTRICT AND PROPERTY TO BE ACQUIRED	3
DISTRICT CLASSIFICATION	4
DURATION & FIRST YEAR OF DISTRICT'S TAX INCREMENT	5
ORIGINAL TAX CAPACITY, TAX RATE & ESTIMATED CAPTURED NET TAX CAPACITY VALUE/INCREMENT & NOTIFICATION OF PRIOR PLANNED IMPROVEMENTS	6
SOURCES OF REVENUE/BONDS TO BE ISSUED	7
USES OF FUNDS	8
FISCAL DISPARITIES ELECTION	9
ESTIMATED IMPACT ON OTHER TAXING JURISDICTIONS	9
SUPPORTING DOCUMENTATION	11
DISTRICT ADMINISTRATION	12
<b>Appendix A: Map of Municipal Development District No. 1 and the TIF District</b>	
<b>Appendix B: Estimated Cash Flow for the District</b>	
<b>Appendix C: Findings Including But/For Qualifications</b>	



# Modification to the Development Program for Municipal Development District No. 1

## FOREWORD

The following text represents a Modification to the Development Program for Municipal Development District No. 1. This modification represents a continuation of the goals and objectives set forth in the Development Program for Municipal Development District No. 1. Generally, the substantive changes include the establishment of Tax Increment Financing District No. 1-14: L&M.

For further information, a review of the Development Program for Municipal Development District No. 1, is recommended. It is available from the Community Development Director at the City of Grand Rapids. Other relevant information is contained in the tax increment financing plans for the tax increment financing districts located within Municipal Development District No. 1.

# Tax Increment Financing Plan for Tax Increment Financing District No. 1-14: L&M

## FOREWORD

The City of Grand Rapids (the "City"), staff and consultants have prepared the following information to expedite the establishment of Tax Increment Financing District No. 1-14: L&M (the "District"), an economic development tax increment financing district, located in Municipal Development District No. 1.

## STATUTORY AUTHORITY

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes ("M.S.")*, Sections 469.124 - 469.133, inclusive, as amended, and *M.S.*, Sections 469.174 to 469.1794, inclusive, as amended (the "TIF Act"), to assist in financing public costs related to this project.

This section contains the Tax Increment Financing Plan (the "TIF Plan") for the District. Other relevant information is contained in the Modification to the Development Program for Municipal Development District No. 1.

## STATEMENT OF OBJECTIVES

The District currently consists of four (4) parcels of land and adjacent roads and internal rights-of-way. The District is being created to facilitate the development of a state of the art distribution center for L&M Supply, Inc. with the anticipation of creating 35-50 new jobs in the City. The City has not entered into an agreement but they anticipate entering into an agreement with L&M Supply, Inc. Development is likely to occur the fall of 2023 with completion anticipated by the end of 2024. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Municipal Development District No. 1.

The activities contemplated in the Modification to the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Municipal Development District No. 1 and the District.

## DEVELOPMENT PROGRAM OVERVIEW

Pursuant to the Development Program and authorizing state statutes, the City is authorized to undertake the following activities in the District:

1. Property to be Acquired – The City currently owns one (1) parcel of property within the District and has a purchase agreement for two additional parcels. The remaining property located within the District may be acquired by the City and is further described in this TIF Plan.
2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S., Chapter 117* and other relevant state and federal laws.
3. Upon approval of a developer's plan relating to the project and completion of the necessary legal requirements, the City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.
4. The City may perform or provide for some or all necessary acquisition, construction, relocation, demolition, and required utilities and public street work within the District.
5. The City proposes both public and private infrastructure within the District. The proposed reuse of private property within the District will be for a warehouse distribution facility, and there will be continued operation of Municipal Development District No. 1 after the capital improvements within Municipal Development District No. 1 have been completed.

## DESCRIPTION OF PROPERTY IN THE DISTRICT AND PROPERTY TO BE ACQUIRED

The District encompasses all property and adjacent roads rights-of-way and abutting roadways identified by the parcels listed below.

Parcel number	Address	Owner
91-033-1410	Unassigned	T. Moyer Trustee
91-033-1430	2804 Airport Rd.	E. Karpan
91-033-4120	Unassigned	MIMAR Dev.
91-033-1406	Unassigned	City of GR

Please also see the map in Appendix A for further information on the location of the District.

The City may acquire any parcel within the District including interior and adjacent street rights of way. Any properties identified for acquisition will be acquired by the City only in order to accomplish one or more of the following: storm sewer improvements; provide land for needed public streets, utilities and facilities; carry out land acquisition, site improvements, clearance and/or development to accomplish the uses and objectives set forth in this plan. The City may acquire property by gift, dedication, condemnation or direct purchase from willing sellers in order to achieve the objectives of this TIF Plan. Such acquisitions will be undertaken only when there is assurance of funding to finance the acquisition and related costs.

## DISTRICT CLASSIFICATION

The City, in determining the need to create a tax increment financing district in accordance with *M.S., Sections 469.174 to 469.1794*, as amended, inclusive, finds that the District, to be established, is an economic development district pursuant to *M.S., Section 469.174, Subd. 12*.

The District is in the public interest because it will meet the statutory requirement of discouraging commerce, industry, or manufacturing from moving their operations to another state or municipality; resulting in increased employment in the State; and resulting in preservation and enhancement of the tax base of the State.

Pursuant to *M.S., Section 469.176, Subd. 4c*, revenue derived from tax increment from an economic development district may not be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if more than 15% of the buildings and facilities (determined on the basis of square footage) are used for a purpose other than:

1. The manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property;
2. Warehousing, storage, and distribution of tangible personal property, excluding retail sales;
3. Research and development related to the activities listed in items (1) or (2);

4. Telemarketing if that activity is the exclusive use of the property; or
5. Tourism facilities;
6. Space necessary for and related to the activities listed in items (1) to (5); or
7. A workforce housing project that satisfies the requirements of *M.S., Section 469.176, Subd. 4c(d)*.

The facilities in the District meet the conditions of Purposes 2, and 6.

The District is being created to assist in the construction of a warehouse and distribution facility for L&M Supply, Inc. The proposed facility will be used for warehouse and distribution for providing product to retail stores and related activities.

Pursuant to *M.S., Section 469.176, Subd. 7*, the District does not contain any parcel or part of a parcel that qualified under the provisions of *M.S., Sections 273.111, 273.112, or 273.114 or Chapter 473H* for taxes payable in any of the five calendar years before the filing of the request for certification of the District.

## **DURATION & FIRST YEAR OF DISTRICT'S TAX INCREMENT**

Pursuant to *M.S., Section 469.175, Subd. 1, and M.S., Section 469.176, Subd. 1*, the duration of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 8 years after receipt of the first increment by the City. The date of receipt by the City of the first tax increment is expected to be 2026.

Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2034, or when the TIF Plan is satisfied. If increment is received in 2025, the term of the District will be 2033. The City reserves the right to decertify the District prior to the legally required date.

## ORIGINAL TAX CAPACITY, TAX RATE & ESTIMATED CAPTURED NET TAX CAPACITY VALUE/INCREMENT & NOTIFICATION OF PRIOR PLANNED IMPROVEMENTS

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2023 for taxes payable 2024.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2026) the amount by which the original value has increased or decreased as a result of:

1. Change in tax exempt status of property;
2. Reduction or enlargement of the geographic boundaries of the District;
3. Change due to adjustments, negotiated or court-ordered abatements;
4. Change in the use of the property and classification;
5. Change in state law governing class rates; or
6. Change in previously issued building permits.

In any year in which the current Net Tax Capacity (NTC) value of the District declines below the ONTC, no value will be captured and no tax increment will be payable to the City.

The original local tax rate for the District will be the local tax rate for taxes payable 2024, assuming the request for certification is made before June 30, 2024. The rates for 2024 were not available at the time the District was established. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4 and M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Municipal Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The City requests 100% of the available increase in tax capacity be used for repayment of the obligations of the City and current expenditures, beginning in the tax year payable 2026. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

Project Tax Capacity	
Project estimated Tax Capacity upon completion	589,874
Original estimated Net Tax Capacity	12,608
Fiscal Disparities	(119,898)
Estimated Captured Tax Capacity	<b>697,164</b>
Original Local Tax Rate	138.9000% Pay 2023
Estimated Annual Tax Increment	<b>\$968,361</b>
Percent Retained by the City	100%

Note: Tax capacity includes a 5.00% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 9. The tax capacity of the District in year one is estimated to be \$399,250.

Pursuant to *M.S., Section 469.177, Subd. 4*, the City shall, after a due and diligent search, accompany its request for certification to the County Auditor or its notice of the District enlargement pursuant to *M.S., Section 469.175, Subd. 4*, with a listing of all properties within the District or area of enlargement for which building permits have been issued during the eighteen (18) months immediately preceding approval of the TIF Plan by the municipality pursuant to *M.S., Section 469.175, Subd. 3*. The County Auditor shall increase the original net tax capacity of the District by the net tax capacity of improvements for which a building permit was issued.

The City has reviewed the area to be included in the District and found no parcels for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.

## SOURCES OF REVENUE/BONDS TO BE ISSUED

The total estimated tax increment revenues for the District are shown in the table below:

SOURCES	
Tax Increment	\$4,702,945
Interest	470,295
<b>TOTAL</b>	<b>\$5,173,240</b>

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The City reserves the right to issue bonds (as defined in the TIF Act) or incur other indebtedness as a result of the TIF Plan. As presently proposed, the projects within the District will be financed by pay-as-you-go notes and interfund loans. Any refunding amounts will be deemed a budgeted cost without a formal modification to this TIF Plan.

This provision does not obligate the City to incur debt.

The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The City may issue bonds secured in whole or in part with tax increments from the District in a maximum principal amount of \$4,419,674. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

## USES OF FUNDS

Currently under consideration for the District is a proposal to facilitate the development of a state of the art distribution center for L&M Supply, Inc. with the anticipation of creating 35-50 new jobs. The City has determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described herein.

The City has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table.

USES	
Land/Building Acquisition	\$ 500,000
Site Improvements/Preparation	2,500,000
Affordable Housing	-
Utilities	-
Other Qualifying Improvements	949,379
Administrative Costs (up to 10%)	470,295
<b>PROJECT COSTS TOTAL</b>	<b>\$4,419,674</b>
Interest	753,567
<b>PROJECT AND INTEREST COSTS TOTAL</b>	<b>\$5,173,241</b>

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in the Sources of Revenue section.



Estimated capital and administrative costs listed above are subject to change among categories by modification of the TIF Plan without hearings and notices as required for approval of the initial TIF Plan, so long as the total capital and administrative costs combined do not exceed the total listed above. Further, the City may spend up to 20% of the tax increment revenues from the District for activities (described in the table above) located outside the boundaries of the District but within the boundaries of the Municipal Development District No. 1 (including administrative costs, which are considered to be spend outside the District), subject to all other terms and conditions of this TIF Plan.

## FISCAL DISPARITIES ELECTION

Pursuant to *M.S., Section 469.177, Subd. 3*, the City may elect one of two methods to calculate fiscal disparities.

The City will choose to calculate fiscal disparities by clause b (inside).

## ESTIMATED IMPACT ON OTHER TAXING JURISDICTIONS

The estimated impact on other taxing jurisdictions assumes that the redevelopment contemplated by the TIF Plan would occur without the creation of the District. However, the City has determined that such development or redevelopment would not occur "but for" tax increment financing and that, therefore, the fiscal impact on other taxing jurisdictions is \$0. The estimated fiscal impact of the District would be as follows if the "but for" test was not met:

Impact on Tax Base			
Entity	2022/Pay 2023 Total Net Tax Capacity	Estimated Captured Tax Capacity (CTC) upon completion	Percent of CTC to Entity Total
Itasca County	80,862,977	697,164	<b>0.8622%</b>
City of Grand Rapids	11,091,835	697,164	<b>6.2854%</b>
ISD 318 (Itasca County)	57,027,369	697,164	<b>1.2225%</b>

Impact on Tax Rates				
Entity	Pay 2023 Extension Rate	Percent of Total	CTC	Potential Taxes
Itasca County	48.5890%	34.98%	697,164	\$ 338,745
City of Grand Rapids	71.9080%	51.77%	697,164	501,317
ISD 318 (Itasca County)	18.1760%	13.09%	697,164	126,717
Other	0.2270%	0.16%	697,164	1,583
	<b>138.9000%</b>	<b>100.00%</b>		<b>\$ 968,361</b>

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the Pay 2023 rate. The total net capacity for the entities listed above are based on Pay 2023 figures. The District will be certified under the Pay 2024 rates, which were unavailable at the time this TIF Plan was prepared.

Pursuant to *M.S., Section 469.175 Subd. 2(b)*:

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$4,702,945;
- (2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is expected. With any addition of new residents or businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The probable impact of the District on fire protection is not expected to be significant. Typically, new buildings generate few calls, if any, and are of superior construction. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The impact of the District on public infrastructure is expected to be minimal. The development is not expected to significantly impact any traffic movements in the area. The current infrastructure for sanitary sewer, storm sewer and water will be able to handle the additional volume generated from the proposed development. Based on the development plans, there are no additional costs associated with street maintenance, sweeping, plowing, lighting and sidewalks.

The probable impact of the issuance of any general obligation tax increment bonds payable from tax increment revenues from the District on the City's ability to issue debt for general fund purposes is expected to be minimal. It is not anticipated that there will be any general obligation debt issued in relation to this project, therefore there will be no impact on the City's ability to issue future debt or on the City's debt limit.

- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$615,412;
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$1,645,150;
- (5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S., Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

No requests for additional information from the county or school district regarding the proposed development for the District have been received.

## SUPPORTING DOCUMENTATION

Pursuant to *M.S., Section 469.175, Subd. 1 (a), clause 7* this TIF Plan must contain identification and description of studies and analyses used to make the determination set forth in *M.S., Section 469.175, Subd. 3, clause (b)(2)* and the findings are required in the resolution approving the District.

- (i) In making said determination, reliance has been placed upon (1) written representation made by the Developer to such effects; and (2) City staff awareness of the feasibility of developing the project site within the District, which is further outlined in the city council resolution approving the establishment of the District and Appendix C.

- (ii) A comparative analysis of estimated market value both with and without establishment of the District and the use of tax increments has been performed. Such analysis is included with the cashflow in Appendix B and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the District and the use of tax increments.

## **DISTRICT ADMINISTRATION**

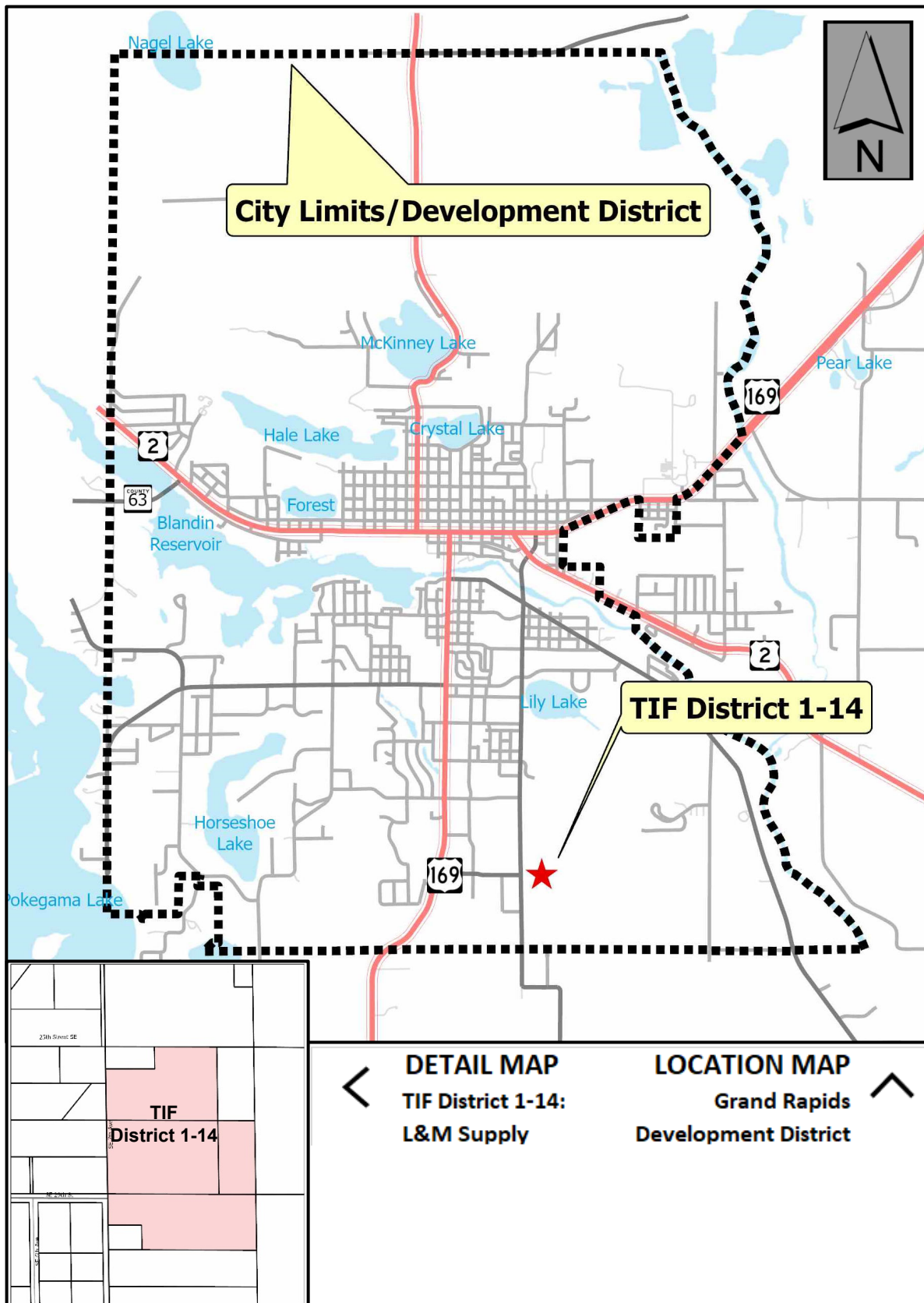
Administration of the District will be handled by the Community Development Director.

## **Appendix A: Map of Municipal Development District No. 1 and the TIF District**

# Tax Increment Financing District No. 1-14: L&M Supply

## Municipal Development District No. 1 in the City of Grand Rapids, MN

The boundaries of Municipal Development District No. 1 are coterminous with the City limits.



## Appendix B: Estimated Cash Flow for the District

## Proposed L&M Distribution Center - 5% Inflation

City of Grand Rapids, MN

210,000 SF warehouse / distribution facility



### ASSUMPTIONS AND RATES

DistrictType:	Economic Development
District Name/Number:	TIF 1-14
County District #:	TBD
First Year Construction or Inflation on Value	2024
Existing District - Specify No. Years Remaining	
Inflation Rate - Every Year:	5.00%
Interest Rate:	4.00%
Present Value Date:	1-Feb-26
First Period Ending	1-Aug-26
Tax Year District was Certified:	Pay 2023
Cashflow Assumes First Tax Increment For Development:	2026
Years of Tax Increment	9
Assumes Last Year of Tax Increment	2034
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	Inside(B)
Incremental or Total Fiscal Disparities	Incremental
Fiscal Disparities Contribution Ratio	20.7700% Pay 2023
Fiscal Disparities Metro-Wide Tax Rate	169.9670% Pay 2023
Maximum/Frozen Local Tax Rate:	138.900% Pay 2023
Current Local Tax Rate: (Use lesser of Current or Max.)	138.900% Pay 2023
State-wide Tax Rate (Comm./Ind. only used for total taxes)	33.0030% Pay 2023
Market Value Tax Rate (Used for total taxes)	0.09300% Pay 2023

#### Tax Rates

Exempt Class Rate (Exempt)	0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)	
First \$150,000	1.50%
Over \$150,000	2.00%
Commercial Industrial Class Rate (C/I)	2.00%
Rental Housing Class Rate (Rental)	1.25%
Affordable Rental Housing Class Rate (Aff. Rental)	
First \$100,000	0.75%
Over \$100,000	0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)	
First \$500,000	1.00%
Over \$500,000	1.25%
Homestead Residential Class Rate (Hmstd. Res.)	
First \$500,000	1.00%
Over \$500,000	1.25%
Agricultural Non-Homestead	1.00%

### BASE VALUE INFORMATION (Original Tax Capacity)

Map ID	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	91-033-1410	T. Moyer Trustee	Unassigned	92,100		92,100	100%	92,100	Pay 2023	Res. V Land	1,151	C/I	1,842	
2	91-033-1430	E. Karpan	2804 Airport Rd.	102,500	203,300	305,800	100%	305,800	Pay 2023	Res. 1 Unit	2,961	C/I Pref.	5,366	
3	91-033-4120	MIMAR Dev.	Unassigned	109,000		109,000	100%	109,000	Pay 2023	Res. V Land	1,363	C/I	2,180	
4	91-033-1406	City of GR	Unassigned	161,000		161,000	100%	161,000	Pay 2023	Exempt	-	C/I	3,220	
				464,600	203,300	667,900		667,900			5,475		12,608	

Note:

1. Base values are for pay 2023 based upon Review of Pay 2023 tax statements in August 2023.
2. Located in SD # 318.



## Proposed L&M Distribution Center - 5% Inflation

City of Grand Rapids, MN  
210,000 SF warehouse / distribution facility



PROJECT INFORMATION (Project Tax Capacity)													
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2024	Percentage Completed 2025	Percentage Completed 2026	Percentage Completed 2027	First Year Full Taxes Payable
1	Warehouse	95	95	210,000	20,000,000	C/I Pref.	399,250	2	100%	100%	100%	100%	2026
<b>TOTAL</b>					<b>20,000,000</b>		<b>399,250</b>						
Subtotal Residential				0	0		0						
Subtotal Commercial/Ind.				210,000	20,000,000		399,250						

Note:

- On May 1, 2023 the County Assessor provided an estimated completed market value of \$17,977,000.

TAX CALCULATIONS								
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Taxes Per Sq. Ft./Unit
Warehouse	399,250	82,924	316,326	439,377	140,944	131,022	18,600	3.48
<b>TOTAL</b>	<b>399,250</b>	<b>82,924</b>	<b>316,326</b>	<b>439,377</b>	<b>140,944</b>	<b>131,022</b>	<b>18,600</b>	

Note:

- Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.
- If tax increment is received in 2025, then the district will be one year shorter.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	729,942
less State-wide Taxes	(131,022)
less Fiscal Disp. Adj.	(140,944)
less Market Value Taxes	(18,600)
less Base Value Taxes	(13,875)
<b>Annual Gross TIF</b>	<b>425,501</b>

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	667,900
New Market Value - Est.	20,000,000
Difference	19,332,100
Present Value of Tax Increment	3,879,615
Difference	15,452,485
Value likely to occur without Tax Increment is less than:	15,452,485



## Proposed L&M Distribution Center - 5% Inflation

City of Grand Rapids, MN

210,000 SF warehouse / distribution facility

### TAX INCREMENT CASH FLOW

% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
100%	399,250	(12,608)	(80,306)	306,336	138.900%	425,501	212,751	(766)	(21,198)	190,786	187,045	0.5	#VALUE!	08/01/26
							212,751	(766)	(21,198)	190,786	370,423	1	2026	02/01/27
100%	419,213	(12,608)	(84,452)	322,153	138.900%	447,470	223,735	(805)	(22,293)	200,637	559,488	1.5	2027	08/01/27
							223,735	(805)	(22,293)	200,637	744,845	2	2027	02/01/28
100%	440,173	(12,608)	(88,805)	338,760	138.900%	470,537	235,269	(847)	(23,442)	210,980	935,936	2.5	2028	08/01/28
							235,269	(847)	(23,442)	210,980	1,123,279	3	2028	02/01/29
100%	462,182	(12,608)	(93,376)	356,197	138.900%	494,758	247,379	(891)	(24,649)	221,840	1,316,404	3.5	2029	08/01/29
							247,379	(891)	(24,649)	221,840	1,505,742	4	2029	02/01/30
100%	485,291	(12,608)	(98,176)	374,507	138.900%	520,190	260,095	(936)	(25,916)	233,243	1,700,909	4.5	2030	08/01/30
							260,095	(936)	(25,916)	233,243	1,892,249	5	2030	02/01/31
100%	509,555	(12,608)	(103,216)	393,731	138.900%	546,893	273,446	(984)	(27,246)	245,216	2,089,467	5.5	2031	08/01/31
							273,446	(984)	(27,246)	245,216	2,282,818	6	2031	02/01/32
100%	535,033	(12,608)	(108,508)	413,917	138.900%	574,931	287,466	(1,035)	(28,643)	257,788	2,482,097	6.5	2032	08/01/32
							287,466	(1,035)	(28,643)	257,788	2,677,468	7	2032	02/01/33
100%	561,785	(12,608)	(114,064)	435,113	138.900%	604,372	302,186	(1,088)	(30,110)	270,988	2,878,816	7.5	2033	08/01/33
							302,186	(1,088)	(30,110)	270,988	3,076,216	8	2033	02/01/34
100%	589,874	(12,608)	(119,898)	457,368	138.900%	635,284	317,642	(1,144)	(31,650)	284,849	3,279,644	8.5	2034	08/01/34
							317,642	(1,144)	(31,650)	284,849	3,479,084	9	2034	02/01/35
<b>Total</b>							<b>4,719,937</b>	<b>(16,992)</b>	<b>(470,295)</b>	<b>4,232,651</b>				
<b>Present Value From 02/01/2026</b>							<b>3,879,615</b>	<b>(13,967)</b>	<b>(386,565)</b>	<b>3,479,084</b>				

## Appendix C: Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-14: L&M as required pursuant to *Minnesota Statutes (M.S.), Section 469.175, Subd. 3* are as follows:

1. *Finding that Tax Increment Financing District No. 1-14: L&M is an economic development district as defined in M.S., Section 469.174, Subd. 12.*

Tax Increment Financing District No. 1-14: L&M is a contiguous geographic area within the City's Municipal Development District No. 1, delineated in the TIF Plan, for the purpose of financing economic development in the City through the use of tax increment. The District is in the public interest because it will facilitate the development of a state of the art distribution center for L&M Supply, Inc. with the anticipation of creating 35-50 new jobs in the City which will increase employment in the State and preserve and enhance the tax base of the State.

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of Tax Increment Financing District No. 1-14: L&M permitted by the TIF Plan.*

*The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future:* This finding is supported by the fact that the development proposed in this plan is warehouse and distribution facility that meets the City's objectives for economic development. The cost of land acquisition, and related site improvements necessary to maximize development potential, makes development of the facility infeasible without City assistance. The Developer was asked for and provided a tax increment application and letter as justification that the developer would not have gone forward without tax increment assistance.

*The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax*

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*increments for the maximum duration of the District permitted by the TIF Plan:* The City supported this finding on the grounds that the project includes a state of the art warehouse and distribution facility that will increase the City's tax base and create between 35-50 jobs. The City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
  - b. If the proposed development occurs, the total increase in market value will be \$19,332,100 (see Appendix B of the TIF Plan)
  - c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$3,879,615 (see Appendix B of the TIF Plan).
  - d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$15,452,485 (the amount in clause b less the amount in clause c) without tax increment assistance.
3. *Finding that the TIF Plan for Tax Increment Financing District No. 1-14: L&M conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The City Council reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the Tax Increment Financing Plan for Tax Increment Financing District No. 1-14: L&M will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of Municipal Development District No. 1 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State of Minnesota, increased tax base of the State, and add a high-quality development to the City.

## MEMORANDUM

**TO:** Board Members, Grand Rapids Economic Development Authority

**FROM:** Rebecca Kurtz and Jessica Cook, Ehlers

**DATE:** September 5, 2023

**SUBJECT:** TIF and Tax Abatement for the L&M Supply Project

SE 7<sup>th</sup> Ave Distribution LLC (the “Developer”) has applied to the City of Grand Rapids (the “City”) and the Grand Rapids EDA (“GREDA”) to receive \$2,178,210 of tax increment financing assistance and \$2,073,572 of City tax abatement assistance (together, the “Assistance”) for the construction of an approximately 210,000 square foot state of the art distribution center. The Developer will be leasing the facility to L&M Supply, Inc., a related company. The total amount of assistance requested from the City and GREDA is \$4,251,782 over 29 years.

The project will be located on four parcels near the 2800 block of Airport Road. Per the County Assessor, the completed project will have an estimated market value of approximately \$18 million. The project is anticipated to retain 81 jobs and create 35-50 new jobs in the City.

The proposed project is a distribution facility that meets the qualifications of an economic development TIF District. An economic development TIF district provides up to nine years of tax increment assistance. In addition, it is proposed that the City consider tax abatement assistance to begin after completion of the TIF district. The City may provide up to 20 years of tax abatement, provided the School District or County do not participate in the abatement. The Developer is in discussions with the County regarding their participation in the tax abatement, and it is anticipated that the School District will not participate in tax abatement.

### Developer’s Request

Ehlers evaluated the need for Assistance by analyzing the Developer’s sources and uses budget and cash flow projection. Based on our review, we have affirmed the Developer’s request is justified. The Developer has agreed to move forward with the project at this level of assistance.

The following table depicts the Developer’s proposed sources and uses for the project. The sources include the tax increment financing and City tax abatement assistance with a combined present value of \$4,251,782. In addition, it assumes County tax abatement of \$1,401,135 along with funding from the Department of Employment and Economic Development and the Iron Range Resources and Rehabilitation. The sources and uses budget excludes the City’s and GRPUC’s utility improvements.

L&M GREENFIELD DISTRIBUTION FACILITY SOURCES AND USES OF FUNDS		
SOURCES OF FUNDS		
	Bank Mortgage	\$ 27,672,205
	Bank Equipment	\$ 13,602,003
	TIF City of GR	\$ 2,178,120
	Tax Abatement City of GR	\$ 2,073,572
	Tax Abatement Itasca County	\$ 1,401,135
	IRRR Funding	\$ 2,500,000
	DEED MIF	\$ 1,000,000
	DEED JEP	\$ 2,000,000
	Equity	\$ 3,000,000
	<b>TOTAL SOURCES OF FUNDS</b>	<b>\$ 55,427,035</b>
USES OF FUNDS		
	Land	\$ 424,852
	Building	\$ 33,141,825
	Site Improvements	\$ 4,758,355
	Phase 1 Equipment	\$ 4,961,535
	Phase 2 Equipment	\$ 9,990,468
	Furniture/Fixtures	\$ 500,000
	Computer Hardware & Equipment	\$ 1,000,000
	Computer Software	\$ 650,000
	Development Financing	
	<b>TOTAL USES OF FUNDS</b>	<b>\$ 55,427,035</b>

## Project Analysis and Return on Investment

Based on our review, we have identified the project's key metrics:

1. Total Development Cost (the "TDC") – The estimated TDC, excluding equipment, is \$40.2 million or \$191 per square foot.
2. First Mortgage – The Mortgage is about 50% of the project costs and the bank loan for equipment is approximately an additional 25% of the project.
3. TIF and City Abatement – The proposed \$4,251,782 of Assistance represents approximately 7.7% of the total project cost. Depending on the project type, Assistance for commercial projects is commonly in the range of 10% of the total project cost.
4. The proposed lease rate is \$8.00 triple net, which is commensurate with the market.



5. The rents are insufficient to pay for the principal and interest on the first mortgage. The project is anticipated to have a deficit of over \$400,000 per year, demonstrating a financial gap. The proposed Assistance, on an annual basis, is less than \$400,000 per year.

We conclude that Assistance in the amount of \$4,251,782 plus interest can be justified for this project. The proposed development will not reasonably be expected to occur solely through private investment within the reasonably near future.

### Form of GREDA and City Assistance

Assistance would be provided through issuance of a PAYGO Note in an amount up to \$4,251,782. Payments on the Note would be made from 90% of the tax increment, followed by the tax abatement. Payments would be first applied to interest, at the rate of 6.5%, and then to reductions in principal. The term of the Note would run from August 1, 2026, through February 1, 2055. In the initial 9 years, the Note would be paid from tax increment. The balance of the Note would be paid with City's abatement of the increase in taxes over the current tax capacity of 11,726. The first abatement payment would be August 1, 2035, and end with the shorter of the full payment of the Note or February 1, 2055.

The estimated present value of the Assistance generated by the project total \$3,344,116, which is less than the amount requested. However, if the actual assessed value ends up being higher than \$18 million or if the value increases over time, the TIF and tax abatement generated will also increase. The Developer has requested and justified \$4,251,782 in assistance. It is proposed that the Note be in the amount of the requested assistance, which would allow the Developer to receive the benefit of higher assessed values. Under no circumstances are the City or GREDA obligated to pay the Developer more than 90% of the TIF and the tax abatement.

Should you have any questions, please do not hesitate to contact Rebecca Kurtz at 651-697-8516 or Jessica Cook at 651-697-8546.

**EXHIBIT B**  
**BUSINESS ASSISTANCE REVIEW WORKSHEET**  
**FOR COMMERCIAL/INDUSTRIAL PROJECTS**  
TO BE COMPLETED BY APPLICANT AND CITY STAFF

**A. The project meets which of the following objectives as set forth in Section C of the Business Assistance policy:**

(Each worth 2 Points)

**Points**

- ☒ 1. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- ☒ 2. To enhance and/or diversify the City's economic base.
- ☒ 3. To encourage additional unsubsidized private (re)development.
- ☐ 4. To remove blight and/or encourage (re)development of commercial and industrial areas.
- ☐ 5. To create housing opportunities for senior and low to moderate income families.
- ☐ 6. To provide a diversity of housing adjacent to cultural, recreational, economic, natural, education, and transportation systems.
- ☐ 7. To promote neighborhood stabilization and revitalization by the removal of blight and the upgrading of existing housing stock in residential areas.
- ☒ 8. To accomplish other public policies which may be adopted, in particular projects that are consistent with those community values and objectives described within the Comprehensive Plan.

**B. Ratio of Private to Public Investment in Project:**

**Points:** 4

\$ <u>45.3M</u>	Private Investment	5:1	<u>5</u>
\$ <u>10.4M</u>	Public Investment (including other public sources)	4:1	<u>4</u>
<u>4.4</u>	<b>Ratio Private : Public Financing</b>	3:1	<u>3</u>
		2:1	<u>2</u>
		Less than 2:1	<u>1</u>

**C. Job Creation:**

**Points:** 5

<u>53</u>	Net new living wage jobs (total FTE)	50+	<u>5</u>
		40+	<u>4</u>
		25+	<u>3</u>
		15+	<u>2</u>
		Less than 15	<u>1</u>



**D. Job Creation:**

81 Net living wage retained jobs (total FTE)

**Points: 4**50+ 425+ 310+ 2Less than 10 1**E. Project Investment:**

\$18M Value of Capital Investment  
(future taxable)

**Points: 5**Over \$2 million 5\$1 - \$2 million 4\$0.5 - \$1million 3\$0.1 – \$0.5 million 2Less than \$0.1 million 1**F. Wage Level of Jobs Created:**

Average hourly wage (including non-mandated benefits)  
of *new* living wage jobs \$36.60/hr

**Points: 5**Over \$22/hour 5\$20-22/hour 4\$16-19/hour 3\$13-15/hour 2Under \$13/hour 1**G. Ratio Of Business Assistance To New Jobs Created:**

\$ 4,251,782 Business assistance requested  
53 Number of net *new* jobs created  
\$ 80,200 of business assist. per net *new* job created

**Points: 1**\$10,000 or less 5\$10,000 or less 4\$15,000 or less 3\$25,000 or less 2Over \$50,000 1**H. Project size:**

The project will result in the construction  
of 210,000 square feet

**Points: 5**50,000+ 530,000+ 415,000+ 35,000+ 25,000 or less 1**I. Business Growth Potential:**

           High  
  x   Moderate  
           Low

**Points: 3**531

**J. Likelihood that the project will result in unsubsidized, spin-off development:****Points:** 5

<u>  x  </u>	High	<u>  5  </u>
<u>      </u>	Moderate	<u>  3  </u>
<u>      </u>	Low	<u>  1  </u>

**K. Impact on tax rate? All things being equal, how much would the City's tax rate hypothetically increase if the project were to proceed with the requested business assistance?****Points:** 5

<input checked="" type="checkbox"/>	.01%-.02%	<u>  5  </u>
<input type="checkbox"/>	.03%-.04%	<u>  4  </u>
<input type="checkbox"/>	.05%-.06%	<u>  3  </u>
<input type="checkbox"/>	.07%-.09%	<u>  2  </u>
<input type="checkbox"/>	.10%-.12%	<u>  1  </u>

**Sub-Total Points** 42 **of a possible 65 points.****Bonus Points****Bonus Points:**10The project will be 100% *pay-as-you-go* financing  5  

If the business has demonstrated a clear and ongoing commitment to the City of Grand Rapids community by providing living wage jobs to their employees and City of Grand Rapids residents.

  5  **Total Points:** 52

Overall project analysis:

High	51 - 75 points
Moderate	31 - 50 points
Low	21 - 30 points
Not Eligible	0 - 20 points

Commissioner Hodnik introduced the following resolution and moved for its adoption:

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
CITY OF GRAND RAPIDS  
ITASCA COUNTY  
STATE OF MINNESOTA**

**RESOLUTION NO. 23-12**

**SUPPORTING (I) THE MODIFICATION OF THE  
DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT  
DISTRICT NO. 1; THE CREATION OF TAX INCREMENT  
FINANCING DISTRICT NO. 1-14: L & M SUPPLY WITHIN  
MUNICIPAL DEVELOPMENT DISTRICT NO. 1; AND THE  
ADOPTION OF A TAX INCREMENT FINANCING PLAN  
THEREFOR AND (II) A PROPERTY TAX ABATEMENT FOR  
CERTAIN PROPERTY IN THE CITY**

WHEREAS, on August 10, 2023, the Board of Commissioners (the “Board”) of the Grand Rapids Economic Development Authority (the “Authority”) approved purchase agreements to acquire certain property located within the City of Grand Rapids, Minnesota (the “City”) and the Authority also intends to acquire additional property from the City (together, the “Property”); and

WHEREAS, on September 25, 2023, the City Council (the “City Council”) of the City will consider adopting a Modification to the Development Program (the “Development Program Modification”) for the City’s Municipal Development District No. 1 (the “Development District”) and a Tax Increment Financing Plan (the “TIF Plan” and together with the Development Program Modification, the “Plans”) for Tax Increment Financing District No. 1-14: L & M (an economic development district) (the “TIF District”), located within the Development District which includes the Property, all in accordance with Minnesota Statutes, Sections 469.124 through 469.133 and Sections 469.174 through 469.1794, all as amended (the “TIF Act”); and

WHEREAS, L & M Supply, Inc., a Minnesota corporation, SE 7th Ave Distribution LLC, or an affiliate thereof or entity related thereto (collectively, the “Developer”), has requested a land write down, tax increment financing assistance and tax abatement assistance from the Authority in the City in connection with the proposed acquisition of the Property from the Authority and the development of an approximately 210,000 square foot warehouse and distribution center thereon (the “Project”); and

WHEREAS, the proposed Plans have been presented to the Board and the Board has reviewed the Plans and the Developer’s proposal for the Project and information regarding the proposed tax increment financing assistance, land write down, and tax abatement assistance; and

WHEREAS, also on September 25, 2023, the City Council will consider granting a property tax abatement (the “Abatement”) for the Property to begin following the decertification of the TIF District, pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the “Abatement Act”); and

WHEREAS, the Authority will consider providing a land write down to the Developer and the City will consider providing tax increment financing assistance and abatement assistance to the Developer for the Project pursuant to a Development Assistance Agreement, by and between the City and the Developer

(the "Agreement").

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Grand Rapids Economic Development Authority as follows:

1. The Authority supports the Plans and the use of a portion of the tax increment generated from the TIF District and the Abatement to assist the Developer with financing a portion of the extraordinary development costs of the Project.
2. The Authority supports the creation of the TIF District and the adoption of the Plans; provided, however, that final authorization of tax increment financing assistance for the Project contemplated in the TIF Plan is solely within the discretion of the City Council following all proceedings required pursuant to the TIF Act.
3. The Authority supports granting the Abatement from the Property; provided, however, that final authorization of abatement assistance for the Project contemplated in the Agreement is within the discretion of the City Council following all proceedings required pursuant to the Abatement Act and following the review and approval by the Board of the Agreement.

Approved this September 14, 2023 by the Board of Commissioners of the Grand Rapids Economic Development Authority.

Sholom R. Blake  
Sholom R. Blake (Sep 15, 2023 10:49 CDT)  
 President

ATTEST:

Tasha Connelly  
Tasha Connelly (Sep 15, 2023 14:36 CDT)  
 Secretary

Commissioner Sutherland seconded the foregoing resolution and the following voted in favor thereof: Sutherland, Connelly, Bruns, Blake, Hodnik; and the following voted against same: None, 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:** September 25, 2023

**AGENDA ITEM:** Consider adopting a resolution approving a modification to the development program for the Municipal Development District 1 and the establishment of Tax Increment Financing District No. 1-14: L&M, and a Tax Increment Plan therefore.

**PREPARED BY:** Rob Mattei, Director of Community Development

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### BACKGROUND:

Following the public hearing, the City Council may consider the facts presented, the public testimony and the recommendation of the Grand Rapids Economic Development Authority in considering the draft resolution.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution approving a modification to the development program for the Municipal Development District 1 and the establishment of Tax Increment Financing District No. 1-14: L&M, and a Tax Increment Plan therefore.

**CITY OF GRAND RAPIDS, MINNESOTA**

**RESOLUTION NO. 22-\_\_\_\_\_**

**RESOLUTION APPROVING A MODIFICATION OF THE  
DEVELOPMENT PROGRAM FOR MUNICIPAL  
DEVELOPMENT DISTRICT NO. 1, THE ESTABLISHMENT OF  
TAX INCREMENT FINANCING DISTRICT NO. 1-14: L&M, AND  
A TAX INCREMENT FINANCING PLAN THEREFOR**

BE IT RESOLVED By the City Council (the “City Council”) of the City of Grand Rapids, Minnesota (the “City”) as follows:

Section 1.     Background.

1.01. The City has previously established Municipal Development District No. 1 (the “Development District”) within the City and has approved a Development Program therefor (the “Development Program”) in accordance with Minnesota Statutes, Sections 469.124 through 469.133, as amended (the “City Development District Act”).

1.02. The City has proposed to establish Tax Increment Financing District No. 1-14: L&M (the “TIF District”), an economic development district within the Development District, and adopt a Tax Increment Financing Plan therefor (the “TIF Plan”), all pursuant to the City Development District Act and Minnesota Statutes, Sections 469.174 through 469.1794, as amended (the “TIF Act”). To that end, the City has caused to be prepared a Modification to the Development Program (the “Development Program Modification”) and a Tax Increment Financing Plan for the TIF District (the “TIF Plan”). Copies of the Development Program Modification and the TIF Plan are on file with the City.

1.03. On September 14, 2023, the Board of Commissioners of the Grand Rapids Economic Development Authority (the “Authority”) adopted a resolution supporting the creation of the TIF District and the adoption of the Development Program Modification and the TIF Plan.

1.04. The City and its consultants have performed all actions required by law to be performed prior to the adoption and approval of the Development Program Modification and the TIF Plan, including without limitation notification of the commissioner of Itasca County, Minnesota (the “County”) representing the area included in the TIF District, notification of the County Auditor of the County and Clerk of the Board of Education of Independent School District No. 318 (the “School District”). In addition, on the date hereof, the City Council conducted a public hearing, following notice thereof published in the City’s official newspaper at least 10 but not more than 30 days prior to the date hereof.

1.05. The TIF Plan and certain information and material (collectively, the “Materials”) relating to the TIF Plan and to the activities contemplated therein have heretofore been prepared and submitted to the Council and/or made a part of the City’s files and proceedings on the TIF Plan. The Materials include the tax increment application, project pro forma financial statement, project sources and uses and other information supplied by the Developer, as to the activities contemplated therein, and information constituting or relating to (1) why the assistance satisfies the so-called “but for” test and (2) the bases for the other findings and determinations made in this resolution. The Council hereby confirms, ratifies and adopts the Materials, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein.

1.06. The TIF District is being established to facilitate the acquisition by the Developer of certain property in the TIF District currently owned by the Authority and the City (the “Property”) and the construction and equipping thereon of an approximately 210,000 square foot warehouse and distribution center (the “Facility”) to be owned by the Developer and operated by L & M Supply, Inc., a Minnesota corporation (the “Tenant”), in connection with the expansion of the Tenant’s existing business (collectively, the “Development”). At least 85% of the Facility will be used for manufacturing, warehousing, distribution, or research, with less than 15% of the Facility available for office or other space not related to such functions. Based on representations by the Developer and the Developer, the City finds that the Development will result in increased employment in the State of Minnesota (the “State”), including construction jobs.

1.07. Any tax increment assistance that may be provided to the Developer for the Development pursuant to the Development Assistance Agreement constitutes a business subsidy within the meaning of Minnesota Statutes, Sections 116J.993 to 116J.995, as amended (the “Business Subsidy Act”). The Development Assistance Agreement shall include a business subsidy agreement whereby the Developer shall agree to meet certain job and wage goals in connection with the business subsidy represented by the Abatement as required by the Business Subsidy Act.

1.08. On the date hereof, the City Council conducted a public hearing on the business subsidy that may be provided to the Developer by way of tax increment assistance, following notice thereof published in the City’s official newspaper at least 10 but not more than 30 days prior to the date hereof. The views of all interested persons were heard and considered at the public hearing.

## Section 2. Findings; Development District.

2.01. The boundaries of the Development District are not being expanded and the Development Program is not being modified other than to incorporate the establishment of the TIF District therein; therefore, the City Council reaffirms the findings and determinations originally made in connection with the establishment of the Development District and the adoption of the Development Program therefor. The purposes and development activities set forth in the proposed Development District Modification are hereby expanded to include all development and redevelopment activities occurring within the TIF District.

2.02. It is further specifically found and determined that (i) the land within the Development District would not be made available for redevelopment or development without the public intervention and financial assistance described in the Development Program Modification; (ii) the Development Program Modification will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development and redevelopment of the Development Program by private enterprise; and (iii) the Development Program Modification conforms to the general plan for the development of the City as a whole and otherwise promotes certain public purposes and accomplish certain objectives as specified in the Development Program Modification and the TIF Plan.

## Section 3. Findings; TIF District.

3.01. The City Council hereby finds that the Development within the TIF District is in the public interest and the TIF District is an economic development district, as defined in Section 469.174, subdivision 12 of the TIF Act, because the Development will (i) discourage the Tenant and the Developer from moving their operations out of the State, effectively discouraging commerce and industry from relocating out of the State; (ii) result in increased employment in the City and the State; and (iii) result in capital investment in the City, which will preserve and enhance the City and the State’s tax base.

3.02. The City Council hereby makes the following additional findings:

(a) The City Council further finds that the proposed Development, in the opinion of the City Council, would not occur solely through private investment within the reasonably foreseeable future and, therefore, the use of tax increment financing is deemed necessary. The specific basis for such finding being:

The Developer has represented that it could not proceed with the Development without tax increment assistance to offset the high cost of the land acquisition and site improvements necessary for the Development. The Developer has further represented that the expansion planned in the Development is necessary for the Developer to retain its current operations in the State, as well as to expand its business and increase jobs and the tax base in the State.

(b) The City Council further finds that the TIF Plan conforms to the general plan for the development or redevelopment of the City as a whole. The specific basis for such finding being:

The TIF Plan conforms with the general development plan of the City and will generally complement and serve to implement policies adopted in the City's comprehensive plan. The construction of the Development contemplated on the property is in accordance with the existing zoning or approved zoning variances for the property.

(c) The City Council further finds that the TIF Plan will afford maximum opportunity consistent with the sound needs of the City as a whole for the development of the Development District by private enterprise. The specific basis for such finding being:

The proposed Development will be used by the Developer and the Tenant for warehousing and distributing products and will afford maximum opportunity for the development of the Property to serve the needs of the City. The Development will maximize the potential of an underutilized site and will increase the taxable market valuation of the City and the State, will increase jobs in the City and State, and add a high-quality development to the City. In addition, the project will help expand the City's industrial park.

(d) For purposes of compliance with Section 469.175, subdivision 3(b)(2) of the TIF Act, the City Council hereby finds that the increased market value of the property to be developed within the TIF District that could reasonably be expected to occur without the use of tax increment financing is likely \$0, which is less than the increase in market value estimated to result from the Development (approximately \$19,332,100), after subtracting the present value of the projected tax increments for the maximum duration of the TIF District (approximately \$3,879,615), which is approximately \$15,452,485. Thus, the use of tax increment financing will be a positive net gain to the City, the School District, and the County, and the tax increment assistance does not exceed the benefit which will be derived therefrom.

3.03. The City elects to retain all of the captured tax capacity to finance the costs of the TIF District and the Development District. The City Council elects to calculate the fiscal disparities for the TIF District in accordance with Section 469.177, subdivision 3(b) of the TIF Act, which means that the fiscal disparities contribution will be taken from inside the TIF District.



3.04. The provisions of Sections 3.02 and 3.03 hereof are hereby incorporated by reference into and made a part of the TIF Plan. The findings of the TIF Plan are incorporated herein by reference and made a part hereof.

3.05. The City Council further finds that TIF Plan is intended and in the judgment of the City Council its effect will be to promote the public purposes and accomplish the objectives specified therein. The TIF Plan will increase employment, facilitate the development of a new warehousing and distribution facility and improve the tax base in the City and State. The City Council expressly finds that any private benefit to be received by a private developer is incidental, as the tax increment assistance is provided solely to make the Development financially feasible and thus produce the public benefits described. Therefore, the City Council finds that the public benefits of the TIF Plan exceed any private benefits.

Section 4. Creation of the TIF District and Approval and Adoption of the TIF Plan.

4.01. The TIF District is hereby established and the TIF Plan, as presented to the City Council on this date, including without limitation the findings and statements of objectives contained therein, is hereby approved, ratified, established, and adopted and shall be placed on file in the office of the in the office of the Community Development Director. Approval of the TIF Plan does not constitute approval of any project or a development agreement with any developer. City staff and consultants are authorized and directed to proceed with implementation of the TIF Plan and to transmit the request for certification of the TIF District to the County Auditor in such form and content as the County Auditor may specify and to file a copy of TIF Plan with the Minnesota Commissioner of Revenue and the Office of the State Auditor as required by the TIF Act. The County Auditor is requested to certify the original net tax capacity of the TIF District as described in the TIF Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the Act.

4.02. City staff, advisors, and legal counsel are authorized and directed to proceed with the implementation of the TIF Plan and to negotiate, draft, prepare, and present to the City Council for its consideration all further plans, resolutions, documents, and contracts necessary for this purpose.

Approved this September 25, 2023, by the City Council of the City of Grand Rapids, Minnesota.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider the adoption of a resolution granting a property tax abatement for certain property in the City.

**PREPARED BY:**

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**BACKGROUND:**

Following the public hearing, the City Council may consider the facts presented, the public testimony and the recommendation of the Grand Rapids Economic Development Authority in considering the draft resolution.

**REQUESTED COUNCIL ACTION:**

Make a motion to adopt a resolution granting a property tax abatement for certain property in the City.

**CITY OF GRAND RAPIDS, MINNESOTA**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION GRANTING A PROPERTY TAX ABATEMENT  
FOR CERTAIN PROPERTY IN THE CITY**

BE IT RESOLVED by the by the City Council (the “City Council”) of the City of Grand Rapids, Minnesota as follows:

Section 1. Recitals.

1.01. SE 7<sup>th</sup> Ave Distribution LLC, a Minnesota limited liability company, or an affiliate thereof or an entity related thereto (the “Developer”), plans to purchase certain real property in the City legally described in Exhibit A attached hereto (the “Property”) and currently owned by the Grand Rapids Economic Development Authority (the “Authority”), a body corporate and politic organized and existing under the laws of the State of Minnesota (the “State”) or the City.

1.02. The Developer proposes to acquire the Property from the Authority and construct, improve and equip thereon an approximately 210,000 square foot warehouse and distribution center (the “Project”) to be owned by the Developer and operated by L & M Supply, Inc., a Minnesota corporation (the “Tenant”), in connection with the expansion of the Tenant’s existing business.

1.03. To make the Project financially feasible, the Developer has requested financial assistance from the City in the form of a property tax abatement and tax increment financing assistance and a write down of the land acquisition price from the Authority.

1.04. Pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the “Abatement Act”), the City is authorized to provide a property abatement in certain situations. The Developer has requested abatement for a period of up to twenty (20) years in an amount not to exceed \$3,734,740 (consisting of principal and interest). The proposed abatement will apply to the Developer’s share of real estate taxes which relate to the construction of the Project on the Property by the Developer and not to the real estate taxes on the Property that relate to the existing land and building value (the “Abatement”). The Developer has also requested a property tax abatement on the Property from Itasca County, Minnesota (the “County”).

1.05. On September 14, 2023, the Board of Commissioners of the Authority adopted a resolution supporting the creation of the TIF District and the adoption of the Development Program Modification and the TIF Plan.

1.06. In addition, by separate resolution, the City intends to create an economic development tax increment financing district (the “TIF District”) in accordance with Minnesota Statutes, Sections 469.174 through 469.1794, as amended (the “TIF Act”) to provide additional assistance to the Project..

1.07. The Property consists of the same property comprising the TIF District. Pursuant to Section 469.1813, subdivision 4 of the Act, abatement of taxes on a parcel may not occur while the parcel is located in a tax increment financing district. However, the TIF District will terminate after nine (9) years pursuant to Section 469.176 of the TIF Act. The City may commence abating taxes on the Property in the year following the year the TIF District is decertified.

1.08. The Abatement constitutes a business subsidy within the meaning of Minnesota Statutes,

Sections 116J.993 to 116J.995, as amended (the “Business Subsidy Act”).

1.09. On the date hereof, the City Council conducted a public hearing on the Abatement as well as the business subsidy to be provided to the Developer, following notice thereof published in the City’s official newspaper at least 10 but not more than 30 days prior to the date hereof. The views of all interested persons were heard and considered at the public hearing.

## Section 2. Findings.

2.01. The recitals set forth above are incorporated into this resolution.

2.02. It is hereby found and determined that the benefits to the City from the Abatement will be at least equal to the costs to the City of the Abatement, because (a) based on representations of the Developer, the City believes that the development to be facilitated is not reasonably likely to occur absent the Abatement and (b) the long-term taxes collected from the Property after termination of the Abatement will exceed the amount of the Abatement provided to the Developer.

2.03. It is hereby found and determined that the Abatement is in the public interest because it is expected to result in the following public benefits:

(a) The Abatement will increase the City’s tax base through the creation of an estimated \$17,353,200 increase in taxable market value for the Property;

(b) The Abatement will help an existing business in the County and the State and therefore help preserve tax base in the County and the State;

(c) It will provide additional employment opportunities in the City, the County, and the State of Minnesota; and

(d) The Abatement will increase or preserve tax base by stimulating development helping to maintain values in the area.

## Section 3. Actions Ratified; Abatement Approved.

3.01. The City Council hereby ratifies all actions of the City’s staff and consultants in arranging for approval of this resolution in accordance with the Abatement Act.

3.02. The City Administrator or his assignee is authorized to negotiate and prepare a Development Assistance Agreement, by and between the City, the Authority and the Developer (the “Agreement”), setting forth the terms and conditions under which the City will provide tax abatement assistance and tax increment financing assistance for the Project, to be submitted for consideration by the City Council on a future date. The Agreement shall include a business subsidy agreement whereby the Developer shall agree to meet certain job and wage goals in connection with the business subsidy represented by the Abatement as required by the Business Subsidy Act.

3.03. Subject to the provisions of the Abatement Act and the execution of the Agreement, the Abatement is hereby approved and adopted subject to the following terms and conditions:

(a) The term “Abatement” means a portion of the City’s share of annual real property taxes received by the City with respect to the Property in an amount calculated in each tax-payable year as follows: the City’s tax rate for such tax-payable year multiplied by the

difference between the net tax capacity of the Property as improved by the Project as determined by the City in its sole discretion, as of January 2 of the prior year, less \$12,608 (i.e. the net tax capacity of the Property, as established by the County assessor on January 2, 2022, for taxes payable in 2023).

(b) The City will pay the Abatement in the amount, at the time, and in accordance with the terms and conditions to be set forth in that the Agreement.

(c) In accordance with Section 469.1813, subdivision 8 of the Abatement Act, in no year shall the Abatement, together with all other abatements approved by the City under the Abatement Act and paid in that year exceed the greater of 10% of the net tax capacity of the City for that year or \$200,000 (the "Abatement Cap"). The City may grant other abatements permitted under the Abatement Act after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Cap, the allocation of Abatement Cap to such other abatements is subordinate to the Abatement granted pursuant to this resolution.

(d) Subject to a letter from Independent School District No. 318 declining to participate in the Abatement, the Abatement will have a maximum term of twenty (20) years beginning after the decertification of the TIF District.

(e) In no event shall the total payments of the Abatement to the Developer exceed \$3,734,740 (consisting of both principal and interest) or continue to be paid for more than twenty (20) years.

(f) The Abatement is subject to modification in accordance with the Abatement Act, subject to the terms of the Agreement.

(g) In accordance with Section 469.1815 of the Abatement Act, each year during the term of the Abatement the City will add to its levy the total estimated amount of current year Abatement granted under this resolution.

(h) The City makes no warranties or representations regarding the amount or availability of the Abatement.

Section 4. Effective Date. This resolution is effective upon execution in full of the Agreement.

Adopted on September 25, 2023 by the City Council of the City of Grand Rapids, Minnesota.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**EXHIBIT A****PROPERTY**

The Property includes parcel identification numbers 91-033-1410, 91-033-1430, 91-033-1406, and 91-033-4120 and is legally described as follows:

The South Half of the Northeast Quarter (S ½ NE ¼), Section Thirty-three (33), Township Fifty-five (55) North, Range Twenty-five (25) West of the Fourth Principal Meridian LESS the East 330 feet thereof, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northeast Quarter (SE ¼ NE ¼), Section Thirty-three (33), Township Fifty-five (55) North, Range Twenty-five (25), West of the Fourth Principal Meridian, LESS the following three (3) tracts: Tract 1: South Twenty (20) acres thereof; Tract 2: North 198 feet of West 440 feet thereof; Tract 3: East 330 feet of the North Half thereof, Itasca County, Minnesota.

AND

The North 500 feet of the Northeast Quarter of the Southeast Quarter (NE ¼ SE ¼), Section Thirty-three (33), Township Fifty-five (55) North, Range Twenty-five (25), LESS the South 220 feet of the West 300 feet thereof, County of Itasca, State of Minnesota.

AND

East 330 feet of the South one-half (S½) of the Southeast Quarter, Northeast Quarter (SE¼ NE¼) of Section Thirty-three (33), Township Fifty-five (55), Range Twenty-five (25) west of the Fourth Principal Meridian, County of Itasca, State of Minnesota..



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 25, 2023

**AGENDA ITEM:** Consider the adoption of a resolution authorizing interfund loan for advance of certain costs in connection with Tax Increment Financing District No. 1-14: L&M

**PREPARED BY:** Rob Mattei, Director of Community Development

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### BACKGROUND:

Minnesota Statute 469.178, subdivision 7 of the TIF Act authorizes the City to loan money from any permissible fund to finance expenses that are eligible to be paid by tax increments.

The draft resolution indicates that, should the City or the Grand Rapids Economic Development Authority (GREDA) incur costs related to TIF District 1-14 up to an amount of \$2,000,000, that those costs will be financed on a temporary basis through an interfund loan from the City's or GREDA's funds legally authorized for such purpose. This interloan fund will then be reimbursed through tax increments from the property within the TIF District.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution authorizing interfund loan for advance of certain costs in connection with Tax Increment Financing District No. 1-14: L&M

**CITY OF GRAND RAPIDS, MINNESOTA**

**RESOLUTION NO. 23-\_\_\_\_\_**

**RESOLUTION AUTHORIZING INTERFUND LOAN FOR  
ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX  
INCREMENT FINANCING DISTRICT NO. 1-14: L&M**

BE IT RESOLVED By the City Council of the City of Grand Rapids, Minnesota (the “City”) as follows:

Section 1.     Background.

1.01. On the date hereof, the City Council approved the creation of Tax Increment Financing District No. 1-14: L&M (the “TIF District”), an economic development district within Municipal Development District No. 1 in the City, pursuant to Minnesota Statutes, Sections 469.124 through 469.133, as amended, and Sections 469.174 through 469.1794, as amended (the “TIF Act”), and a tax increment financing plan therefor.

1.02. The City or the Grand Rapids Economic Development Authority (the “EDA”) may incur certain costs related to the TIF District, which costs may be financed on a temporary basis from legally available City or EDA funds.

1.03. Pursuant to Section 469.178, subdivision 7 of the TIF Act, the City and the EDA are authorized to advance or loan money from any fund from which such advances may be legally made in order to finance expenditures that are eligible to be paid with tax increments under the TIF Act.

1.04. The City and the EDA may incur certain costs related to the TIF District, including but not limited to certain administrative costs and EDA land acquisition costs related to the TIF District (collectively, the “Qualified Costs”), in an aggregate amount of up to \$2,000,000, which may be financed on a temporary basis using City or EDA funds legally authorized for such purpose, and to reimburse such funds from tax increments from the TIF District when received (“Tax Increment”).

Section 2.     Interfund Loan.

2.01. The City hereby authorizes the advance of up to \$2,000,000 in legally available City or EDA funds to pay the Qualified Costs, together with interest at the rate stated below, to be reimbursed with Tax Increment. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 and Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted; the interest rate shall be 5.00% and will not fluctuate.

2.02. Principal and interest (“Payments”) on the Interfund Loan shall be paid semi-annually on each February 1 and August 1 (each a “Payment Date”), commencing on the first Payment Date on which the City has received Available Tax Increment (defined below), or on any other dates determined by the City Finance Director, through the date of last receipt of Tax Increment.



2.03. Payments on the Interfund Loan will be made solely from Tax Increment received by the City from Itasca County, Minnesota in the six-month period before any Payment Date, net of the amount paid under any agreement with a private developer or otherwise pledged to the payment of any obligation (the "Available Tax Increment"). Payments shall be applied first to accrued interest, and then to unpaid principal, unless otherwise specified by the City Finance Director. Interest accruing from the Loan Date will be compounded semiannually on February 1 and August 1 of each year and added to principal, unless otherwise specified by the City Finance Director. Payments on this Interfund Loan may be subordinated to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on a parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

2.04. The principal sum and all accrued interest payable under this resolution is pre-payable in whole or in part at any time by the City or the EDA without premium or penalty.

2.05. This resolution is evidence of an internal borrowing by the City and the EDA in accordance with Section 469.178, subdivision 7 of the TIF Act, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. The Interfund Loan shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including without limitation the City or the EDA. Neither the State of Minnesota nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of Available Tax Increment and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on this Interfund Loan or other costs incident hereto. The City and the EDA shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon which may remain unpaid after the termination or expiration of the TIF District.

2.06. The City and the EDA may at any time decide to forgive all or a portion of the outstanding principal amount and accrued interest on the Interfund Loan to the extent permissible under law.

2.07. The City and the EDA may from time to time amend the terms of this resolution to the extent permitted by law, including without limitation amendment to the payment schedule and the interest rate; provided that the interest rate may not be increased above the maximum specified in Section 469.178, subdivision 7 of the TIF Act.

Section 3. Effective Date. This resolution is effective as of the date of its adoption.

Approved this September 25, 2023 by the City Council of the City of Grand Rapids, Minnesota.

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Mayor

ATTEST:

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City Clerk