



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

CITY COUNCIL MEETING AGENDA
Monday, April 24, 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, April 24, 2023 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

PUBLIC FORUM:

COUNCIL REPORTS:

APPROVAL OF MINUTES:

1. Consider approval of Council minutes for the Monday, April 10, 2023 Worksession and Regular meetings.

VERIFIED CLAIMS:

2. Approve the verified claims for the period April 4, 2023 to April 17, 2023 in the total amount of \$1,325,193.49.

CONSENT AGENDA:

3. Consider allowing the Police Department to sell a Glock 42 and Glock 17 to a licensed dealer.
4. Consider adoption of a resolution and approving a grant agreement with the Minnesota Department of Iron Range Resources and Rehabilitation for CP 2022-5, Forest Lake Redevelopment Project
5. Consider adopting a resolution approving reimbursement of expenditures for CP 2023-05, Library Façade Repair Project
6. Consider adopting a resolution accepting low base and alternate bid in the amount of \$367,974.00 from Building Restoration Corporation for CP 2023-05, Library Façade Repair Project.
7. Consider adopting a resolution awarding a contract at the Grand Rapids / Itasca County airport for the Hangar Utilities Project
8. Consider approving revised/updated Assistant Community Development Director job description and authorization to post the position

- [9.](#) Consider hiring Public Works Summer Maintenance I employees.
- [10.](#) Consider approving Seasonal Golf Employees
- [11.](#) Consider approving golf course purchase of a CIP Z-Turn Rough Mower
- [12.](#) Consider approving golf course CIP purchase of verticut reels.
- [13.](#) Consider adopting a resolution awarding a contract at the Grand Rapids / Itasca County airport for the North Taxilane Reconstruction Project
- [14.](#) Consider authorizing quotes, awarding a contract and authorize a downpayment at the GPZ Airport - Terminal building to replace existing shingles.
- [15.](#) Consider approving a construction administration contract with SEH for AP 2023-1, North Taxilane Reconstruction
- [16.](#) Consider making a motion to re-hire staff for Public Works for the 2023 Spring/Summer Maintenance Season.
- [17.](#) Consider renewing the Memorandum of Understanding between Minnesota North College, Itasca and the Grand Rapids Police Department.
- [18.](#) Consider authorizing Mayor Christy to sign a Professional Services Proposal with Encompass Inc. to perform construction phase administration and observation services for the repairs to the exterior façade at the Grand Rapids Area Library.
- [19.](#) Consider an Agreement with Tall Timber Days
- [20.](#) Consider change orders related to the IRA Civic Center project

SET REGULAR AGENDA:

ADMINISTRATION:

- [21.](#) Consider appointing Jeremy Nelson to the position of Police Captain and adjusting salaries

CITY COUNCIL:

- [22.](#) Consider unappointing Emily Naparalla from the Grand Rapids Economic Development Authority.

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

- [23.](#) Conduct a Public Hearing to consider the rezoning of a 5.1-acre parcel of land from PU (Public Use) to R-2 (One and Two Family Residential)
- [24.](#) Conduct a public hearing to consider the vacation of a platted alley right of way and public utility easement located in Block 5, Second Division and Block 9, Houghton's Second Addition.

COMMUNITY DEVELOPMENT:

- [25.](#) Consider the recommendation of the Planning Commission regarding adoption of an ordinance, amending the Official Zoning Map, by rezoning 5.1 acres of land from PU (Public Use) to R-2 (One and Two Family Residential).
- [26.](#) Consider the adoption of a resolution either approving or denying the vacation of a platted alley right of way and public utility easement located in Block 5, Second Division and Block 9, Houghton's Second Addition.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR MAY 8, 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



CITY OF
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CITY COUNCIL WORKSESSION MINUTES
Monday, April 10, 2023
4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Worksession (or Special) meeting of the Grand Rapids City Council will be held on Monday, April 10, 2023 at 4:00 PM in the City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Mayor Christy called the meeting to order at 4:00pm.

ROLL CALL:

PRESENT: Mayor Dale Christy, Councilor Dale Adams, Councilor Tasha Connelly and Councilor Molly MacGregor

ABSENT:
 Councilor Tom Sutherland

CITY STAFF: Tom Pagel, Barb Baird, Chad Sterle and Laura Pfeifer

BUSINESS:

1. Financial Presentation by Rebecca Petersen, Redpath & Company, Ltd.

Rebecca Peterson, CPA, gave her 2022 Audit Review presentation for the City of Grand Rapids. It consisted of the audited financial statements, the Audit Management Letter, Report on Comprehensive and Internal Controls and State Legal compliance. The reports will be finalized when the Public Utilities financial information is completed and it will be available upon request.

REVIEW OF REGULAR AGENDA:

Upon review, there are no changes or additions.

ADJOURN:

There being no further business, the meeting adjourned at 4:35pm.

Respectfully submitted by:

Cynthia Lyman, Administrative Assistant.



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CITY COUNCIL MEETING MINUTES
Monday, April 10, 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, April 10, 2023 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

CALL OF ROLL:

PRESENT: Mayor Dale Christy, Councilor Dale Adams, Councilor Tasha Connelly and Councilor Molly MacGregor.

ABSENT: Councilor Tom Sutherland

STAFF: Tom Pagel, Chad Sterle, Andy Morgan, Rob Mattei, Barb Baird, Will Richter and Dom DeGuseppi

PUBLIC FORUM:

There were several residents that addressed the City Council, voicing their opinion on the changes in waste pick up.

Beth George - 333 NE 8th St

- No parking on one side of the street
- no curb cuts, very steep and will be difficult in the winter
- inconsistent between Highway 38 and city streets
- action taken without community input or review, poor decision

Sue Bigwood - 223 NE 8th St

- extremely difficult in winter
- few driveways for parking so difficult to locate garbage cans
- steep slopes

Jennifer Vail-Storrs - 1106 NW 4th Ave

- voiced the same opinion as the other residents and also said that the streets will be littered with garbage and recycling bins and they are not aesthetically pleasing

Mayor Christy thanked the residents for coming forward and said that they will discuss and look at options.

COUNCIL REPORTS:

Councilor MacGregor let the City Council know that she had joined the Welcoming Communities Cohort. They meet monthly and she will bring any information back to the City Council.

APPROVAL OF MINUTES:

1. Consider approval of Council minutes for the Monday, March 27th, 2023 Worksession and Regular meetings.

Motion was made by Councilor Connelly and Second by Councilor Adams to approve both the worksession and regular meeting minutes as presented. Voting Yea; Mayor Christy, Councilor Adams, Councilor Connelly and Councilor MacGregor.

VERIFIED CLAIMS:

2. Approve the verified claims for the period March 21, 2023 to April 3, 2023 in the total amount of \$1,468,096.17

Motion made by Councilor Adams, Second by Councilor MacGregor to approve the verified claims as presented. Voting Yea; Mayor Christy, Councilor Adams, Councilor Connelly and Councilor MacGregor.

ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

3. Review and acknowledge minutes for the following meetings:

- ~February 2nd, 2023 Planning Commission meeting
- ~February 8th, 2023 Library Board meeting
- ~February 8th, 2023 PUC meeting
- ~February 9th, 2023 GREDA meeting
- ~February 22nd, 2023 Human Rights meeting
- ~February 22nd, 2023 PUC special meeting
- ~March 9th, 2023 GREDA meeting

The City Council reviewed and acknowledged the minutes.

CONSENT AGENDA:

4. Consider adopting a resolution calling for a Public Hearing on a proposal to adopt an amendment to the 2021-2025 Capital Improvement Plan.

Adopt Resolution 23-24

5. Consider purchasing AccuBatch brine equipment from Cargill Salt
6. Consider approving an amendment to Supplemental Letter Agreement 2022-5 with SEH for CP 2022-5, Forest Lake Utilities.
7. Consider authorizing advertisement for bids for the Hangar Utility project at the GPZ Airport

8. Consider entering into agreements with Paul Bunyan Communications.
9. Consider approving contract for Radius Sand Cleaner demo
10. Consider accepting the Grand Rapids Economic Development Authority's Annual Report for the year 2022
11. Consider a request by the police department to apply and accept a grant from the Minnesota Office of Traffic Safety for 4 child safety seats.
12. Consider a proposal from Twin Ports Testing for asbestos abatement/remediation.
13. Consider change orders related to the IRA Civic Center

Motion made by Councilor Connelly, Second by Councilor MacGregor to approve the consent agenda as presented. Voting Yea; Mayor Christy, Councilor Adams, Councilor Connelly and Councilor MacGregor.

SET REGULAR AGENDA:

Motion made by Councilor Adams and Second by Councilor MacGregor to approve the regular agenda as presented. Voting Yea; Mayor Christy, Councilor Adams, Councilor Connelly and Councilor MacGregor.

COMMUNITY DEVELOPMENT:

14. Consider approval of the preliminary plat of Forest Lake Addition

Motion made by Councilor Connelly, Second by Councilor Adams to approve the preliminary plat of the Forest Lake Addition as recommended by the Planning Commission. Voting Yea; Mayor Christy, Councilor Adams, Councilor Connelly and Councilor MacGregor.

POLICE:

15. Consider adopting a resolution accepting a GRPD Canine Program donation from the McCumsey family.

The City Council thanked Josiah for his hard work raising the \$1,150.00 for the GRPD Canine Program. Mayor Christy requested a photo after the meeting with the McCumsey Family.

Motion made by Councilor MacGregor, Second by Councilor Connelly to adopt **Resolution 23-25** accepting a GRPD Canine Donation of \$1,150.00 from the McCumsey family. Voting Yea; Mayor Christy, Councilor Adams, Councilor Connelly and Councilor MacGregor.

CITY COUNCIL:

16. Consider appointments to Boards & Commissions

Motion made by Councilor Connelly, Second by Councilor MacGregor to appoint the following members to the following Commissions:

Arts & Culture Commission: Angie Miskovich and Derek Fox

Economic Development Authority: Emily Naparalla

Voting Yea; Mayor Christy, Councilor Adams, Councilor Connelly and Councilor MacGregor

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:40pm.

Respectfully submitted by:

Cynthia Lyman, Administrative Assistant

NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 24, 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.

DATE: 04/20/2023
 TIME: 08:23:15
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/24/2023

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
CITY WIDE		
0715808	GOVCONNECTION INC	98.64
1805195	REDPATH AND COMPANY, LLC	5,823.00
TOTAL CITY WIDE		5,921.64
SPECIAL PROJECTS-NON BUDGETED		
0508450	EHLERS AND ASSOCIATES INC	3,500.00
TOTAL SPECIAL PROJECTS-NON BUDGETED		3,500.00
SPECIAL PROJECTS-BUDGETED		
2500050	ITASCA COUNTY FAMILY YMCA INC	15,000.00
TOTAL SPECIAL PROJECTS-BUDGETED		15,000.00
ADMINISTRATION		
1215630	LOREN SOLBERG CONSULTING, LLC	1,980.35
1301020	MADDEN GALANTER HANSEN, LLP	420.00
TOTAL ADMINISTRATION		2,400.35
BUILDING SAFETY DIVISION		
0118100	ARAMARK UNIFORM SERVICES	52.89
0701650	GARTNER REFRIGERATION CO	1,225.77
0920060	ITASCA COUNTY TREASURER	209.25
1901535	SANDSTROM'S INC	124.41
TOTAL BUILDING SAFETY DIVISION		1,612.32
COMMUNITY DEVELOPMENT		
0920060	ITASCA COUNTY TREASURER	88.77
1920555	STOKES PRINTING & OFFICE	13.87
TOTAL COMMUNITY DEVELOPMENT		102.64
FINANCE		
1805195	REDPATH AND COMPANY, LLC	21,822.21
TOTAL FINANCE		21,822.21

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 04/24/2023

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FIRE		
0118100	ARAMARK UNIFORM SERVICES	27.50
0401804	DAVIS OIL INC	311.50
0920060	ITASCA COUNTY TREASURER	83.75
1901535	SANDSTROM'S INC	360.08
2112400	ULINE, INC	712.05
	TOTAL FIRE	1,494.88
PUBLIC WORKS		
0104799	ADVANCED SERVICES INC	378.00
0121721	AUTO VALUE - GRAND RAPIDS	42.57
0401420	DAKOTA FLUID POWER, INC	224.70
0401804	DAVIS OIL INC	3,973.82
0601690	FASTENAL COMPANY	677.25
1421700	NUSS TRUCK GROUP INC	94.01
1911545	SKOGLUND ELECTRIC LLC	2,394.06
1920555	STOKES PRINTING & OFFICE	24.09
	TOTAL PUBLIC WORKS	7,808.50
FLEET MAINTENANCE		
0415529	DONDELINGER FORD	1,103.44
0914200	INDUSTRIAL LUBRICANT COMPANY	697.50
0920060	ITASCA COUNTY TREASURER	646.22
1500700	OSI ENVIRONMENTAL BR 50	768.34
	TOTAL FLEET MAINTENANCE	3,215.50
POLICE		
0103200	ACEK9	77.00
0118625	ARROW EMBROIDERY/PHOTO EXPRESS	429.84
0121721	AUTO VALUE - GRAND RAPIDS	162.99
0415529	DONDELINGER FORD	320.77
0712225	GLEN'S ARMY NAVY STORE INC	1,167.00
0920060	ITASCA COUNTY TREASURER	4,110.15
1605665	PERSONNEL DYNAMICS LLC	145.80
1801570	APS COMPANIES	5.50
1909650	SIRCHIE ACQUISITION CO, LLC	64.08
1920233	STREICHER'S INC	107.98
	TOTAL POLICE	6,591.11

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INVOICES DUE ON/BEFORE 04/24/2023

VENDOR #	NAME	AMOUNT DUE
CENTRAL SCHOOL		
0118100	ARAMARK UNIFORM SERVICES	55.73
1805195	REDPATH AND COMPANY, LLC	721.86
1901535	SANDSTROM'S INC	91.80
	TOTAL	869.39
AIRPORT		
0121680	AUSTIN'S-MILLER'S ROOFING	19,980.00
0401804	DAVIS OIL INC	58.00
0920060	ITASCA COUNTY TREASURER	147.43
1209735	LITTLE FALLS MACHINE INC	3,186.95
1500700	OSI ENVIRONMENTAL BR 50	291.66
1805195	REDPATH AND COMPANY, LLC	842.17
	TOTAL	24,506.21
CIVIC CENTER		
GENERAL ADMINISTRATION		
0118100	ARAMARK UNIFORM SERVICES	114.22
0205153	BECKER ARENA PRODUCTS INC	502.89
0221650	BURGGRAF'S ACE HARDWARE	225.31
1200500	L&M SUPPLY	151.99
1201730	LATVALA LUMBER COMPANY INC.	198.17
1421155	NUCH'S IN THE CORNER	11.00
1801517	RANGE CORNICE & ROOFING CO	486.00
1801550	RAPID GARAGE DOOR COMPANY INC	139.00
1805195	REDPATH AND COMPANY, LLC	1,082.79
	TOTAL GENERAL ADMINISTRATION	2,911.37
STATE HAZ-MAT RESPONSE TEAM		
2112400	ULINE, INC	76.00
	TOTAL	76.00
CEMETERY		
0205725	BETZ EXTINGUISHER COMPANY	70.00
0920060	ITASCA COUNTY TREASURER	56.80
1805195	REDPATH AND COMPANY, LLC	842.17

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/24/2023

VENDOR #	NAME	AMOUNT DUE
CEMETERY		
	TOTAL	968.97
DOMESTIC ANIMAL CONTROL FAC		
0118100	ARAMARK UNIFORM SERVICES	30.00
0920060	ITASCA COUNTY TREASURER	161.16
	TOTAL	191.16
GENERAL CAPITAL IMPRV PROJECTS		
MAY MOBILITY		
1301895	MAY MOBILITY, INC	162,908.33
	TOTAL MAY MOBILITY	162,908.33
GR/COHASSET IND PK INFRAST		
0218370	ROBERT BRINK	720.00
2000522	TNT CONSTRUCTION GROUP, LLC	535,676.83
	TOTAL	536,396.83
AIRPORT CAPITAL IMPRV PROJECTS		
AP 2023-4 HANGAR UTILITIES		
0718060	GRAND RAPIDS HERALD REVIEW	330.18
	TOTAL AP 2023-4 HANGAR UTILITIES	330.18
2021 INFRASTRUCTURE BONDS		
CP2020/FD-1 NEW FIRE HALL		
1415534	NORTHLAND FIRE & SAFETY INC	1,015.00
	TOTAL CP2020/FD-1 NEW FIRE HALL	1,015.00
CIVIC CENTER CAPITAL IMP PJT		
IRA CIVIC CENTER RENOVATION		
0218115	BRAUN INTERTEC CORPORATION	1,440.00
	TOTAL IRA CIVIC CENTER RENOVATION	1,440.00

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/24/2023

VENDOR #	NAME	AMOUNT DUE
2023	INFRASTRUCTURE BONDS	
	CP2015-1 SYLVAN BAY OVR/UTIL	
1000080	J T SERVICES	20,460.00
	TOTAL CP2015-1 SYLVAN BAY OVR/UTIL	20,460.00
PIR-PERMANENT IMPRV	REVOLV FND	
	NO PROJECT	
1805195	REDPATH AND COMPANY, LLC	5,274.39
	TOTAL NO PROJECT	5,274.39
STORM WATER UTILITY		
0315455	COLE HARDWARE INC	4.75
0401804	DAVIS OIL INC	2,299.43
0514798	ENVIRONMENTAL EQUIPMENT AND	77.44
0920060	ITASCA COUNTY TREASURER	1,048.34
1303039	MCCOY CONSTRUCTION & FORESTRY	279.97
1415484	NORTHERN LIGHTS TRUCK	340.98
1805195	REDPATH AND COMPANY, LLC	962.48
	TOTAL	5,013.39
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$831,830.37
CHECKS ISSUED-PRIOR	APPROVAL	
	PRIOR APPROVAL	
0100053	AT&T MOBILITY	4,171.01
0104095	DALE ADAMS	77.29
0113105	AMAZON CAPITAL SERVICES	211.58
0205640	LEAGUE OF MN CITIES INS TRUST	29.36
0305530	CENTURYLINK QC	259.00
0309600	CIRCLE K/HOLIDAY	195.70
0312104	TONY CLAFTON	289.87
0315515	COMPUTERSHARE TRUST CO, NA	1,050.00
0315543	CONSTELLATION NEWENERGY -GAS	1,117.51
0504615	JUSTIN EDMUNDSON	456.00
0612100	PATRICK FLAHERTY	289.87
0718015	GRAND RAPIDS CITY PAYROLL	284,762.52
0718070	GRAND RAPIDS STATE BANK	710.30
0920055	ITASCA COUNTY RECORDER	46.00
1121140	KEVIN KUBECZKO	289.87
1205095	LEAGUE OF MN INSURANCE TRUST	1,000.00
1215250	LOFFLER COMPANIES INC	447.80
1301145	MARCO TECHNOLOGIES, LLC	80.73
1301146	MARCO TECHNOLOGIES, LLC	208.67

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/24/2023

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR	APPROVAL	
PRIOR APPROVAL		
1305046	MEDIACOM LLC	136.90
1305065	MEDTOX LABORATORIES INC	79.14
1309098	MINNESOTA MN IT SERVICES	453.21
1309266	MN DEPT OF LABOR & INDUSTRY	100.00
1309332	MN STATE RETIREMENT SYSTEM	2,184.00
1309375	MINNESOTA UNEMPLOYMENT COMP FD	2,443.88
1415479	NORTHERN DRUG SCREENING INC	28.00
1516220	OPERATING ENGINEERS LOCAL #49	119,568.00
1621130	P.U.C.	38,343.65
1721095	QUADIENT, INC	1,000.00
2018555	CHAD TROUMBLY	58.00
2209665	VISA	5,913.99
2209705	VISIT GRAND RAPIDS INC	24,764.87
2301700	WM CORPORATE SERVICES, INC	2,596.40

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$493,363.12

TOTAL ALL DEPARTMENTS \$1,325,193.49



CITY OF
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REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider allowing the Police Department to sell a Glock 42 and Glock 17 to a licensed dealer.

PREPARED BY: Captain Andy Morgan

BACKGROUND:

Police Contract Section 13.3 states, "Upon leaving employment with the City, the Officer will return the firearm to the Employer. An officer separating in good standing with the City would have the option to purchase their service firearm from a licensed dealer. A determination of "good standing" shall be made by the Employer."

After over twenty-six (26.5) years with Grand Rapids Police Department, Chief Steven Schaar will retire on April 30, 2023. He has been issued the following firearms.

Make / Model	Caliber	Serial Number
Glock 42	0.380	ABAH960
Glock 17	9mm	BTWP335

This action is allowed by contract and has been a well-established common practice within the department.

Grand Rapids Police Department has made contact with a local licensed dealer and awaiting Council approval.

REQUESTED COUNCIL ACTION:

Make a motion to all the Police Department to sell a Glock 42 and Glock 17 to a licensed dealer.



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REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24th, 2023

AGENDA ITEM: Consider adoption of a resolution and approving a grant agreement with the Minnesota Department of Iron Range Resources and Rehabilitation for CP 2022-5, Forest Lake Redevelopment Project

PREPARED BY: Matt Wegwerth

BACKGROUND:

At their February 27th, 2023 regular meeting the City Council authorized an application to the IRRR for a development infrastructure grant for the Forest Lake Development Project. The request has been approved by IRRR in the amount of \$300,000. The attached resolution accepts the grant and authorizes execution of the grant agreement.

The proposed project involves the installation of water, sanitary sewer and roadway for 23 residential lots at the former Forest Lake Elementary School site.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution and approving a grant agreement with the Minnesota Department of Iron Range Resources and Rehabilitation for CP 2022-5 Forest Lake Redevelopment Project

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

RESOLUTION NO. 23-

A RESOLUTION ACCEPTING A \$300,000 GRANT FROM THE IRON RANGE RESOURCES AND REHABILITATION (IRRR) FOR CP 2022-5, FOREST LAKE REDEVELOPMENT PROJECT

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 \$300,000 grant from the Iron Range Resources and Rehabilitation (IRRR) for CP 2022-5, Forest Lake Redevelopment Project and furthermore authorizes the Mayor to execute the associated grant agreement.

Adopted this 24th day of April 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.



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REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider adopting a resolution approving reimbursement of expenditures for CP 2023-05, Library Façade Repair Project

PREPARED BY: Will Richter, Director of Library Services

BACKGROUND:

Last summer, the City contracted with Encompass, Inc. to investigate water intrusion issues at the library. Based on a written report - including a list of recommended repairs - the Council authorized Encompass Inc. to develop specifications and obtain bids for recommended repairs at the library. The bid process is complete and the project is ready to move forward contingent on Council approval.

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution approving reimbursement of expenditures for CP 2023-05, Library Façade Repair Project.

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

RESOLUTION NO.23-__

**A RESOLUTION INTENDING TO REIMBURSE EXPENDITURES FOR THE
Library Façade Repair Project
City Project 2023-05**

WHEREAS, the City Council authorized exterior façade evaluation of the Library, and accepted the recommendations of an engineering report; and

WHEREAS, the City Council ordered bid specification and authorized the solicitation of bids by Encompass Engineering, Inc.; and

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

1. Such improvement is hereby ordered as proposed in accordance with the Exterior Envelope Review and Library Façade Repair Project Manual and referred to therein.
2. The Facilities Maintenance Manager is hereby designated as the City's representative for this improvement and he or his designee shall prepare plans and specifications for the making of such improvement.
3. The City reasonably intends to make expenditures for Library Façade Repair Project, City Project 2023-05, and reasonably intends to reimburse itself for such expenditures from the proceeds of debt to be issued by the city in the maximum principal amount of \$550,000.00.
4. The Council shall let the contract for all or part of such improvement, or otherwise as authorized by Minn. Stat. 429.041, subd. 2, no later than January 1th, 2024.

Adopted by the Council this 24th day of April, 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

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

RESOLUTION NO. 23-__

**A RESOLUTION ACCEPTING BID FOR
Library Façade Repair Project
City Project 2023-05**

WHEREAS, pursuant to an advertisement for the Library Façade Repair Project, which includes repairs to exterior masonry, windows, sealant joints, claddings, lintels, parapets, and flashings. Bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

Bidder	Base Bid	Alternate Bid + Bond	Total Bid
Advanced Masonry Restoration	\$474,095.00	\$80,430.00	\$554,525.00
Building Restoration Corporation	\$292,524.00	\$75,450.00	\$367,974.00
American Masonry Restoration	\$456,530.00	\$111,020.00	\$567,550.00
Restoration Services, Inc.	\$569,005.00	\$193,650.00	\$762,655.00

WHEREAS, the Facility Maintenance Manager is recommending awarding the base and alternate bids in the amount of \$367,974.00 to Building Restoration Corporation, and;

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

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

The Mayor and Administrator are hereby authorized and directed to enter into a contract with Building Restoration Corporation in the name of the City of Grand Rapids for City Project 2023-05, Library Façade Repair Project, for a total contract amount of \$367,974.00 and in accordance to the plans and specifications therefore approved by the City Council and on file in the Office of the City Clerk.

Adopted by the Council this 24th day of April, 2023.

Dale Christy, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk

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

Bid Review & Recommendation

April 7, 2023

Jon Peterson
Building Official/Facilities Maintenance Manager
City of Grand Rapids

RE: City of Grand Rapids Library – Exterior Repair Project Bid Submittals
140 NE 2nd Street
Grand Rapids, Minnesota 55744
Encompass Project No. 22-8040-001

Encompass has reviewed the bid submitted Building Restoration Corporation for the above stated project. The review process included discussions with Project Manager, Mark Bailey, to confirm their bid is complete for the scope of work indicated in the bid documents, and that there are no questions regarding conflicting information, ambiguities, or omissions in the bid documents.

Encompass does not have any not have any objections to the bid submitted by Building Restoration Corporation for the above stated project. As the low bid contractor, we recommend that they be awarded the contract for the work.

Sincerely,



Ben Sandvig, P.E.
Senior Project Engineer

BID SUMMARY							
CITY OF GRAND RAPIDS LIBRARY - EXTERIOR REPAIRS							
MARCH 2023							
BASE BID ITEM See Summary of Work for general description	Estimated Qty.	UNITS	AMR	BRC	AMER MAS	RSI	Notes
1	1	Lump Sum	\$ 59,900.00	\$ 52,000.00	\$ 40,200.00	\$ 45,000.00	
2	1	Lump Sum	\$ 10,100.00	\$ 7,050.00	\$ 11,135.00	\$ 12,000.00	
3	1	Lump Sum	\$ 157,380.00	\$ 54,650.00	\$ 98,750.00	\$ 165,000.00	
4	2	EACH	\$ 3,500.00	\$ 5,270.00	\$ 4,000.00	\$ 3,000.00	
5	1	Lump Sum	\$ 26,100.00	\$ 21,250.00	\$ 33,555.00	\$ 18,000.00	
6	1	Lump Sum	\$ 61,400.00	\$ 38,400.00	\$ 38,750.00	\$ 70,000.00	
7	75	EACH	\$ 4,175.00	\$ 2,850.00	\$ 3,000.00	\$ 5,625.00	
8	1800	Square Feet	\$ 40,115.00	\$ 37,800.00	\$ 38,380.00	\$ 63,000.00	
9	1	Lump Sum	\$ 11,955.00	\$ 8,750.00	\$ 3,700.00	\$ 22,000.00	
10	1	Lump Sum	\$ 5,575.00	\$ 3,588.00	\$ 7,000.00	\$ 1,800.00	
11	40	Hours	\$ 4,910.00	\$ 4,600.00	\$ 3,400.00	\$ 3,580.00	
12	1	Lump Sum	\$ 35,720.00	\$ 33,720.00	\$ 116,740.00	\$ 80,000.00	
13	1	Lump Sum	\$ 53,265.00	\$ 22,596.00	\$ 57,920.00	\$ 80,000.00	
BASE BID			\$ 474,095.00	\$ 292,524.00	\$ 456,530.00	\$ 569,005.00	

ALTERNATE BID ITEM	QTY.	UNITS	AMR	BRC	AMER MAS	RSI	Notes
1	1	Lump Sum	\$ 72,330.00	\$ 72,450.00	\$ 101,890.00	\$ 175,000.00	Work item to be evaluated during the project for inclusion, if needed
2	1	Lump Sum	\$ 8,100.00	\$ 3,000.00	\$ 9,130.00	\$ 18,650.00	Optional item
BASE BID + ALTERNATES			\$ 554,525.00	\$ 367,974.00	\$ 567,550.00	\$ 762,655.00	

UNIT PRICING	UNITS	AMR	BRC	AMER MAS	RSI
Remove and Replace Sealant	LF	\$ 26.33	\$ 14.00	\$ 12.00	\$ 15.00
Brick Replacement	EA	\$ 55.67	\$ 42.00	\$ 40.00	\$ 50.00
Tuckpointing	SF	\$ 22.28	\$ 21.00	\$ 23.00	\$ 26.00



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider adopting a resolution accepting low base and alternate bid in the amount of \$367,974.00 from Building Restoration Corporation for CP 2023-05, Library Façade Repair Project.

PREPARED BY: Will Richter, Director of Library Services

BACKGROUND:

The City has an agreement with Encompass Inc. to develop specs and obtain bids for CP 2023-05, Library Façade Repair Project. Below is a summary of the bids.

Bidder	Base Bid	Alternate Bid + Bond	Total Bid
Advanced Masonry Restoration	\$474,095.00	\$80,430.00	\$554,525.00
Building Restoration Corporation	\$292,524.00	\$75,450.00	\$367,974.00
American Masonry Restoration	\$456,530.00	\$111,020.00	\$567,550.00
Restoration Services, Inc.	\$569,005.00	\$193,650.00	\$762,655.00

City Staff recommend accepting the low base and alternate bid of \$367,974.00 and entering into an agreement with Building Restoration Corporation.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution accepting low base and alternate bid of \$367,974.00 from Building Restoration Corporation for CP 2023-05, Library Façade Repair Project.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24th, 2023

AGENDA ITEM: Consider adopting a resolution awarding a contract at the Grand Rapids / Itasca County airport for the Hangar Utilities Project

PREPARED BY: Matt Wegwerth

BACKGROUND:

The GPZ airport recently advertised the AP2023-4 Hangar Utilities Project. The project includes the extension of water and sanitary sewer to 10 future hangar sites. Three bids were received, summarized below:

<u>Contractor</u>	<u>Base Bid</u>
TNT Construction Group, LLC	\$263,800.00
Casper Construction, Inc.	\$267,000.00
LinnCo, Inc.	\$381,757.90
Engineer's Estimate	\$274,844.35

This project is funded by a grant from the IRRRB.

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution awarding a contract at the Grand Rapids / Itasca County airport for the Hangar Utilities Project to TNT Construction Group, LLC in the amount of \$263,800.00



Building a Better World
for All of Us®

April 24, 2023

RE: City of Grand Rapids, MN
Airport Utilities Extension & Grading
AP 2023-4
SEH No. GRANR 171212

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

Dear Mayor and Council Members:

Bids on the referenced project were opened in person at the City of Grand Rapids Council Chambers on April 18, 2023 at 9:00 AM. The bids received are summarized with the Engineer's estimate as follows:

<u>Contractor</u>	<u>Base Bid</u>
TNT Construction Group, LLC	\$263,800.00
Casper Construction, Inc.	\$267,000.00
LinnCo, Inc.	\$381,757.90
Engineer's Estimate	\$274,844.35

SEH has reviewed the bids and recommends that the City award a contract to TNT Construction Group, LLC for their low bid amount of \$263,800.00.

If you require further information or have any questions, please do not hesitate to call me at 218.322.4513.

Sincerely,

Sara Christenson, PE (MN)
Project Civil Professional Engineer

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 SE 4th Avenue, Suite 200, Grand Rapids, MN 55744-4304

218.322.4500 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

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

RESOLUTION NO. 23-__

**A RESOLUTION ACCEPTING BID FOR
Hangar Utilities Project
City Project AP2023-4**

WHEREAS, pursuant to an advertisement for the Hangar Utilities Project, which includes the installation of water, sanitary sewer to future hangar lots. Bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

Bidder	Base Bid
Engineer Estimate	\$274,844.35
TNT Construction Group, LLC	\$263,800.00
Casper Construction, Inc.	\$267,000.00
LinnCo, Inc.	\$381,757.90

WHEREAS, the City Engineer is recommending the Base Bid be awarded to TNT Construction Group, LLC.;

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

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

The Mayor and Administrator are hereby authorized and directed to enter into a contract with TNT Construction Group, LLC. in the name of the City of Grand Rapids for Grand Rapids Project AP2023-4, Hangar Utilities Project, for a total contract amount of \$263,800.00 and in accordance to the plans and specifications therefore approved by the City Council and on file in the Office of the City Clerk.

Adopted by the Council this 24th day of April, 2023.

Dale Christy, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk

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



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider approving revised/updated Assistant Community Development Director job description and authorization to post the position

PREPARED BY: Chery Pierzina

BACKGROUND:

The City has had an unfilled position, Zoning Administrator, in the Community Development Department, since February 2023 after the devastating loss of Eric Trast. After discussion with leadership and with the mindset of succession planning, we have revised the Zoning Administrator title and job description to Assistant Community Development Director. This revision will cover both positions, the Zoning Administrator as well as the Assistant Community Development Director and will allow the successful applicant adequate time for mentorship with Robb Mattei.

REQUESTED COUNCIL ACTION:

Make a motion to (1) adopt the revised title and job description, formerly known as Zoning Administrator, to Assistant Community Development Director with a pay grade of 13 and current salary range of \$73,536 to \$93,448; and (2) authorize City staff to begin the process of filling the Assistant Community Development Director position.

City of Grand Rapids Job Description

Job Title: Assistant Community Development Director
Department: Community Development
FLSA Status: Exempt
Approved by: City Council
Approved Date:

Summary: Under the direction and supervision of the Director of Community Development, the Assistant Community Development Director plans, assists, and coordinates activities and operations of the Community Development Department. Provides highly responsible and complex administrative support and technical advice and assistance to the Director of Community Development. Represents the Community Development Department in the absence of the Director of Community Development.

Essential Duties and Responsibilities including the following: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Under the direction of the Director of Community Development, participates in overseeing and coordinating the day-to-day operations of the Community Development Department, including planning, zoning, enforcement of development codes and economic development.
- Assists the Director of Community Development in providing staff support to the Planning Commission and the Grand Rapids Economic Development Authority (GREDA).
- Assists the Director of Community Development in conducting planning and economic development research and analysis; preparing staff reports for the City Council, the Planning Commission and GREDA, and providing recommendations regarding various Community Development matters.
- Implements and administers a variety of Planning and Zoning Community Development functions. Prepares a variety of studies, reports, and related information for decision-making purposes and presents that information to the Planning Commission and City Council.
- Coordinates the periodic review and updating the City's Comprehensive Plan, area specific plans, and development codes within the Municipal Code to ensure updates meet City goals and follow state and federal regulations and oversees special annual projects and reports.

- Provides assistance and information to developers, internal customers, and the public on matters relating to development requirements, the planning process, and procedures, and interprets and communicates code regulations.
- Provides administrative support, including drafting documents and other correspondence. Summarizes information from maps, reports, field and file investigations, and books.
- Assists the Director of Community Development in pursuing economic development funding opportunities; maintains positive relationships with and knowledge of programs offered by philanthropic foundations and economic development organizations at the local, state, and federal level; prepares and administers grant applications and contracts.
- Assists the Director of Community Development in responding to requests for information from businesses, and housing developers interested in investing, developing, locating, or expanding in Grand Rapids; assesses the level of impact a proposed development would provide and develop comprehensive proposals consistent with the City's Economic Policies outlining business assistance that could be provided together with other economic development organizations.
- Assists the Director of Community Development in implementing all aspects of the GREDA annual work plan; prepares agenda materials, attends GREDA meetings, and co-presents the agenda.
- Coordinates and promotes department's work with other City divisions, local, regional, and state agencies, and organizations by providing technical assistance, knowledge of projects and procedures, communicating goals and objectives, and working to resolve issues.
- Assists the Director of Community Development with annual and long-range planning, budget estimates, staffing levels and department needs, and monitors budget expenditures.
- Serves as a liaison to various City commissions, committees, and community organizations by attending meetings, representing the City, presenting projects, and providing direction and information; provides oversight to ensure appropriate information is provided.
- Performs other duties of a similar nature or level.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Community Development operations, policies, and procedures.
- Principles of planning, zoning, economic development, and community development.
- Regulations governing community development activities.
- State statutes, City codes and ordinances relative to area of responsibility.
- Project management and program administration principles.

Analytical - Collects and researches data.

Problem Solving - Gathers and analyzes information skillfully.

Technical Skills - Strives to continuously build knowledge and skills.

Customer Service - Responds promptly and positively to customer needs; Responds to requests for service and assistance; Meets commitments.

Verbal Communication - Listens and gets clarification; Responds well to questions; Able to present information in a public forum.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Strategic Thinking - Develops strategies to achieve organizational goals.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

Education and/or Experience

A bachelor's degree from an accredited college or university with major course work in urban or regional planning, geography, public administration, business administration, or a related field, or

Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Experience: The ideal candidate would have experience at a city or county government in a planning and/or economic development position, with prior experience in business or finance in the private sector.

License or Certificate:

Must possess and maintain appropriate State of Minnesota driver's license.

Must possess or be able to attain within three years of hire a Certification from the National Development Council as an Economic Development Finance Professional.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to interpret local, state and federal ordinances related to land use. Ability to gather and present data in one on one or small group settings.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to calculate rates, ratios, and percentages. Ability to make arithmetic computations using whole numbers, fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of MS Office products: Access, Excel, Word software. It is preferred that this individual possess, or have the ability to obtain, a working knowledge of geographic information system (GIS) software. Ability to use GIS to create standard mapping or geographical references such as maps and site plan drawings.

Other Skills and Abilities: Independent decision-making skills.

Physical Demands: This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider hiring Public Works Summer Maintenance I employees.

PREPARED BY: Dale Anderson, Director of Parks & Recreation

BACKGROUND:

I am proposing the hiring Kodi Miller and Jack Hoover as Public Works Summer Maintenance I employees to work ballfields from April 25, 2023 through September 30, 2023 at a pay rate of \$15.00 per hour. This is included in the 2023 Public Works budget.

REQUESTED COUNCIL ACTION:

Make a motion to hire Public Works Summer Maintenance I employees.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023
AGENDA ITEM: Consider approving Seasonal Golf Employees
PREPARED BY: Bob Cahill

BACKGROUND: SEE ATTACHED.

Please refer to the attached list of 2023 Seasonal Employees for Pokegama Golf Course. The list includes Maintenance, Cashiers, and Outdoor Services Employees. Most of these employees will be working fewer than 20 hours per week. (that is why there are so many) And some will only be working early in the season. Wages are based upon years of service/experience in the area they are employed. Most employees will end their seasonal employment in mid to late August with the arrival of High school, tech school, and College education opportunities.

REQUESTED COUNCIL ACTION:

Make a motion to approve the attached list of 2023 Seasonal Employees at Pokegama Golf Course. Employment to begin no sooner than April 25 and end no later than November 13. Employment to be funded from the 2023 Pokegama Golf Course operating budget.

EmplNum	EmplName	EmplFName	DeptCd	StatusCd	2023 PayRate	2023 PAY RATE
0345	BARIL	KENT W	030	PT	MAINTENANCE	\$ 18.00
0365	SKELLY	KIRK P	030	PT	CASHIER	\$ 16.00
3332	HENRICHSEN	BLAKE A	030	PT	MAINTENANCE	\$ 15.00
3334	HUSON	SHARI L	030	PT	CASHIER	\$ 16.00
3335	HUSON	WILLIAM E	030	PT	OUTDOOR SERVICE	\$ 14.50
3337	PETERMEIER	EMMA J	030	PT	LEAD CASHIER	\$ 18.00
3349	JENSEN	PAUL R	030	PT	MAINTENANCE	\$ 15.00
3356	PETERMEIER	KATHLEEN B	030	PT	CASHIER	\$ 15.50
3363	CARLSTROM	BELLA C	030	PT	CASHIER	\$ 15.00
3364	LEPAK	ROBERT J	030	PT	OUTDOOR SERVICE	\$ 16.00
3365	HEBEISEN	MACKENZIE R	030	PT	CASHIER	\$ 15.00
3366	PUDDICOMBE	KADA A	030	PT	CASHIER	\$ 15.00
3367	JANECKE	MADISON E	030	PT	CASHIER	\$ 15.00
3368	LAGERGREN	ZACHARY T	030	PT	MAINTENANCE	\$ 15.00
3371	BRUEMMER	EVAN C	030	PT	MAINTENANCE	\$ 15.00
3373	HENRICHSEN	DYLAN J	030	PT	MAINTENANCE	\$ 15.00
3375	WHEELER	BRENT A	030	PT	MAINTENANCE	\$ 14.50
3377	ALLEMAN	CASSIDY K	030	PT	MAINTENANCE	\$ 14.50
3378	AUNAN	ERIK T	030	PT	OUTDOOR SERVICE	\$ 14.50
3380	GARSKI	JACOB J	030	PT	MAINTENANCE	\$ 14.50
3385	LANGLOIS	NATHAN M	030	PT	MAINTENANCE	\$ 14.50
3386	LARSON	MADELINE J	030	PT	CASHIER	\$ 14.50
3389	VANOUS	PERRY L	030	PT	MAINTENANCE	\$ 15.50
3391	LAPLANT	REBECCA L	030	PT	CASHIER	\$ 14.00
9200	ROSS	ANTHONY N	030	PT	MAINTENANCE	\$ 15.00
	SELEDIC	NEIL		PT	MAINTENANCE	\$ 15.00
	ROHDE	FRANK		PT	MAINTENANCE	\$ 15.00
	ZAFFKE	REID		PT	MAINTENANCE	\$ 14.00
	GUNDERSON	CALEB		PT	MAINTENANCE	\$ 14.00
	SELEDIC	HUNTER		PT	MAINTENANCE	\$ 14.50
	SWEENEY	JIM		PT	MAINTENANCE	\$ 14.00
	PETERS	MIA		PT	OUTDOOR SERVICE	\$ 14.00
	BIRT	BREYDEN		PT	OUTDOOR SERVICE	\$ 14.00
	CARLSON	THOMAS		PT	OUTDOOR SERVICE	\$ 15.00
	ROSSMAN	BRENT		PT	MAINTENANCE	\$ 15.00



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider approving golf course purchase of a CIP Z-Turn Rough Mower

PREPARED BY: Bob Cahill

BACKGROUND: SEE ATTACHED.

The 2023 Golf Course approved CIP budget includes \$20,000 for a Toro ZTurn Rough Mower. The current Minnesota State Contract Price for this unit is attached. The unit is called the Toro Professional 6000 Series with a quoted price of \$17,783.59 delivered. The Pokegama Golf Board approved the purchase of this budgeted unit at the April 18, 2023, Regular monthly meeting.

REQUESTED COUNCIL ACTION:

Make a motion to approve the purchase and payment of the attached Minnesota State Contract quote of \$17,783.59 for the Toro Professional 6000 Series rough mower. Pricing includes sales tax, delivery, and set-up. This unit is on the 2023 Pokegama Golf Course CIP budget approved by Council in December 2022.



**MTI Distributing
Equipment Quote
28-Mar-23**



City of Grand Rapids/Pokegama GC

Quote Expiration Date: 4/27/2023

Qty	Model Number	Description	2023 MN State Contract Price Each	2023 MN State Contract Price Extended
1	72968	New TORO PROFESSIONAL 6000 SERIES , 31 hp Kawasaki Gas Engine, 72" Side Discharge Turbo Force Deck & MyRide Seat Suspension	\$16,639.62	\$16,639.62
			Subtotal	\$16,639.62
			Sales Tax 6.875%	\$1,143.97
			Total	\$17,783.59

Pricing is valid as long as 2023 MN State Contract remains valid

Net 30 Terms with qualified credit

Equipment delivery and set-up at no additional charge

All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Ryan Pannhoff
Outside Sales Representative

ryan.pannhoff@mtidistributing.com

630-742-9058

Matt Arntzen
Inside Sales Representative

matt.arntzen@mtidistributing.com

800-492-9972



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider approving golf course CIP purchase of verticut reels

PREPARED BY: Bob Cahill

BACKGROUND: SEE ATTACHED.

The golf course is requesting the council to approve the purchase of a set of verticut reels and associated assembly kit as an alternative to purchasing the Toro Verticut unit at twice the price.

In year 2022 the golf course had a council approved CIP equipment item titled Toro Verticutter with a price tag of \$16,000. This tractor mounted verticutter did not perform the way we were hoping when we demoed it last fall. The John Deere Tractor that the Golf Course has did not have quite enough PTO horse power to be able to turn the blades fast enough. This option of buying a set of verticut reels for a Toro mower that the golf course owns makes sense and should do the job we want it to do. Attached is the quote for the verticut reels from R & R Equipment for \$6,472.98 including tax and delivery. We will also need to purchase a lift arm assembly kit for \$1,500 plus tax and shipping to be able to use these reels with a mower we currently own.

REQUESTED COUNCIL ACTION:

Make a motion to approve the purchase and payment of the R & R verticut reel set for \$6,472.98 inclusive of tax and delivery. And include in the motion the purchase of the lift arm assembly kit for the price of \$1,500 plus tax and shipping. This is a 2022 CIP item that was budgeted for \$16,000. The total price we will be paying is approximately \$8,200. Funds are from the golf course CIP Fund.



R&R PRODUCTS, INC.

3334 East Milber Street
Tucson, AZ 85714
PH (520) 889 3593
FAX (520) 294 1045

Page 1 of 1

Preliminary Quotation

Item 12.

Quotation No: R26615 Rev: 1 Customer No: 55744P Your Reference:
Print Date: 4/18/23 Quotation Dt: Expiration Dt: Your RFQ No:
Ship Via: FED EX GROUND Payment Terms: 30 Days Net

Billing Address:
POKEGAMA COUNTRY CLUB R
ATTN: FINANCE
420 NORTH POKEGAMA AVENUE
GRAND RAPIDS, MN 55744-9699
UNITED STATES

Delivery Address:
POKEGAMA COUNTRY CLUB R
ATTN: GOLF COURSE MAINTENANCE
3910 GOLF COURSE RD
GRAND RAPIDS, MN 55744-9699
UNITED STATES

Part No	Description	Qty	UM	Unit Price	Disc%	Ext. Price
R150192	Complete Standard Verti-Cut Unit	3	EA	\$2,000.15	0.00	\$6,000.45
Sub-Total						\$6,000.45
SALES TAX CHARGE CORRECTION						472.53
Total						\$6,472.98

-STATE AND LOCAL TAX RATES MAY APPLY
-FREE GROUND FREIGHT ON ORDERS OVER \$150.00 WHEN SHIPPED WITHIN THE CONTINENTAL USA

Accepted By _____



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24th, 2023

AGENDA ITEM: Consider adopting a resolution awarding a contract at the Grand Rapids / Itasca County airport for the North Taxilane Reconstruction Project

PREPARED BY: Matt Wegwerth

BACKGROUND:

The GPZ airport recently advertised the AP2023-1 North Taxilane Reconstruction Project. The project includes the replacement and construction of the north taxilane. Two bids were received, summarized below:

<u>Contractor</u>	<u>Base Bid</u>
TNT Construction Group, LLC	\$496,216.55
Hawkinson Construction Co. Inc.	\$542,886.15
Engineer's Estimate	\$502,087.50

This project is funded with grants from the FAA, State of Minnesota and local shares. The local share is split with the County, and the City's share is estimated at \$43,639.83 (approximately 7% of total project cost).

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution awarding a contract at the Grand Rapids / Itasca County airport for the North Taxilane Reconstruction Project to TNT Construction Group, LLC in the amount of \$496,216.55.

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

RESOLUTION NO. 23-__

**A RESOLUTION ACCEPTING BID FOR
North Taxilane Reconstruction Project
City Project AP2023-1**

WHEREAS, pursuant to an advertisement for the North Taxilane Reconstruction Project, which includes the replacement and construction of new pavement. Bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

Bidder	Base Bid
Engineer Estimate	\$502,087.50
TNT Construction Group, LLC	\$496,216.55
Casper Construction, Inc.	\$542,886.15

WHEREAS, the City Engineer is recommending the Bid be awarded to TNT Construction Group, LLC.;

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

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

The Mayor and Administrator are hereby authorized and directed to enter into a contract with TNT Construction Group, LLC. in the name of the City of Grand Rapids for Grand Rapids/Itasca County Airport Project AP2023-1, North Taxilane Reconstruction Project, for a total contract amount of \$496,216.55 and in accordance to the plans and specifications therefore approved by the City Council and on file in the Office of the City Clerk.

Adopted by the Council this 24th day of April, 2023.

Dale Christy, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk

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



TO: Matt Wegwerth, City Engineer & Public Works Director
 City of Grand Rapids, Minnesota

FROM: Lindsay Reidt, PE

DATE: April 18, 2023

RE: Construction Contract Award Recommendation
 SEH No. GRAIT 171290

PROJECT SCOPE:

The 2023 project for the Grand Rapids-Itasca County Airport includes reconstruction of the taxilane pavements. The taxilanes will be reconstructed full depth and full width in the north end of the building area. A bid alternate was also included for an extension to one taxilane in the north building area.

BID RESULTS – 2023 Reconstruction:

At 2:00 p.m. on Tuesday, April 18, 2023, two bids were received for the above-referenced project. The bids ranged from a low of \$496,216.55 to a high of \$542,886.15. The low bid received was submitted by TNT Construction Group, LLC, of Grand Rapids, MN in the amount of \$496,216.55.

Contractor	Base Bid	Alternate 1	Total Bid
TNT Construction Group, LLC	\$ 402,800.00	\$ 93,416.55	\$ 496,216.55
Hawkinson Construction Co., Inc	\$ 431,613.35	\$ 111,272.80	\$ 542,886.15

SEH RECOMMENDATION:

Based on the outcome of the bids and the company reputation, it is our recommendation that the City of Grand Rapids award the 2023 North Taxilane Reconstruction project to TNT Construction Group, LLC, contingent on reception of the FAA and MnDOT Aeronautics grant. Award is recommended for the base bid and alternate.

In reliance on our experience with TNT Construction Group, LLC and/or materials and information provided by the contractor, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

PROJECT COST SUMMARY:

The following table summarizes the costs of the components for this year’s federal AIG and state grant:

Project	Project Component	Estimated Total Cost	Federal Eligibility (Estimated)	Funding Split*		
				FAA	State	Local
2023 North Taxilane Reconstruction	Taxilane Reconstruction (TNT Const.)	\$ 402,800.00	70%	\$ 253,764.00	\$ 84,588.00	\$ 64,448.00
	Alternate 1 - Taxilane Extension (TNT Const.)	\$ 93,416.55	100%	\$ 84,074.90	\$ -	\$ 9,341.66
(AIG/BIL Funding)	Final Design (Eligible)	\$ 30,300.00	100%	\$ 27,270.00	\$ -	\$ 3,030.00
	Final Design (Ineligible)	\$ 9,800.00	0%	\$ -	\$ 6,860.00	\$ 2,940.00
	Estimated Construction Admin. (Eligible)	\$ 50,100.00	100%	\$ 45,090.00	\$ -	\$ 5,010.00
	Estimated Construction Admin. (Ineligible)	\$ 6,700.00	0%	\$ -	\$ 4,690.00	\$ 2,010.00
	Administration (estimated)	\$ 5,000.00	100%	\$ 4,500.00	\$ -	\$ 500.00
				\$ 414,698.90	\$ 96,138.00	\$ 87,279.66

*If 100% federally eligible, then funding split is 90% FAA, 10% local.

If percent eligible is other than 100%, that portion is eligible at the rates above and the remainder is eligible at 70% State and 30% local.

The total project cost is \$598,116.55. The eligible portions of the project are anticipated to be funded by a 90 percent FAA grant and a 10 percent local match. Portions of the project work that are not eligible for federal funding would be funded with a MnDOT grant at 70 percent, with 30 percent of the costs covered locally. Since the final FAA and MnDOT eligibility determination is made once the grant application is submitted, there may be some changes in the final local share.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24th, 2023

AGENDA ITEM: Consider authorizing quotes, awarding a contract and authorize a downpayment at the GPZ Airport - Terminal building to replace existing shingles.

PREPARED BY: Matt Wegwerth

BACKGROUND:

City staff recently received quotes to remove and replace existing asphalt shingles on the Terminal building at the Grand Rapids / Itasca County Airport. Two quotes were received, summarized below:

<u>Contractor</u>	<u>Bid Amount</u>
Miller's Roofing	\$79,920.00
TNT Construction Group LLC	\$ 89,900.00

The project will be funded 50% by the County and 50% by the Airport, per the Joint Powers Agreement. Down payment in the amount of \$19,980.00 will be necessary at time of approval.

REQUESTED COUNCIL ACTION:

Make a motion to authorize quotes, awarding a contract and authorizing a downpayment to Miller's Roofing at the Grand Rapids / Itasca County airport for the reroof of the terminal building in the amount of \$79,920.00.



PROPOSAL

Item 14.



Minnesota
LICENSE#
BC704141



218-969-0606

PROPOSAL SUBMITTED TO EOC Dispatch Roof	Attn: John P.	JOB ADDRESS 1500 SE 7th Ave
PHONE NUMBER(S) 218-398-5072		Grand Rapids, MN 55744
EMAIL jpeterson@grandrapidsmn.gov		MAILING ADDRESS 420 N Pokegama Ave
DATE OF PLANS End of June 2023		Grand Rapids, MN 55744

Total Square 162	Entire Building	Brand Tamko Titan XT
Square Shingles 162	Tear off 1-Layer	Color Rustic Evergreen
Square Rubber -	of Shingles	Color - mil
Drip Edge SAVE	900' starter feet	Color Green
Iceshield 1,550	9 feet up + valleys	Caulk 24 tubes
Tarpaper 12	rolls <input checked="" type="checkbox"/> Synthetic <input type="checkbox"/> 15#	Hip & Ridge 227 feet
W Formed Valley Tin 100	feet	Nails 12-Boxes Length 1 1/4 / 1 3/4 "
* 8-6" Rigtlet		* STORM NAIL *
- chimney flashing(s)	70' NEW side wall flashing	- elect. mass flashing(s)
1 chimney pipe(s)	- unit(s)	2 satellite(s)
- skylight flashing(s)	5 NEW sewer pipe vent flashing(s)	- roof -
96' end wall flashing	- fan vent flashing(s)	244 ' of vented ridge

Special Instructions: **Cut and Install all new step flashing + Rigtlet on both sidewalls. SAVE Vented ridge at the endwall and top of 2nd story roof.**

*ALL MATERIALS ARE OWNED BY AUSTIN'S MILLER'S ROOFING & SIDING, LLC.
 *15% SURCHARGE IF CONTRACT IS CANCELED AFTER THREE BUSINESS DAYS.
 P.S. Damaged roof sheeting will not exceed \$ **6.00** per square foot overcharge. Date: **10/3/22**
 PAYMENT DUE WITHIN 30 DAYS OF COMPLETION. SERVICE CHARGE TO BE ASSESSED THEREAFTER AT 1.5% PER MONTH, ADDED TO ALL ACCOUNTS NOT PAID BY EACH STATEMENT DATE. AFTER 90 DAYS OF THE COMPLETION DATE, A LIEN WILL BE TAKEN ON THE PROPERTY UNTIL PAID IN FULL.

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
Seventy nine thousand nine hundred twenty + 00/100 dollars (\$ 79,920.00)

Payment to be made as follows:
\$19,980.00 Downpayment and \$19,980.00 By June 1st 2023
\$39,960.00 Upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

Authorized Signature **[Signature]** **4/18/23**

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature **X**

Date of acceptance: **X**

Signature **X**



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24th, 2023

AGENDA ITEM: Consider approving a construction administration contract with SEH for AP 2023-1, North Taxilane Reconstruction

PREPARED BY: Matt Wegwerth

BACKGROUND:

This agreement allows for SEH to perform construction administration for AP 2023-1, North Taxilane Reconstruction project.

REQUESTED COUNCIL ACTION:

Make a motion approving a construction administration contract with SEH for AP 2023-1, North Taxilane Reconstruction

Contract Amendment No. 1 Between

The City of Grand Rapids (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)

Dated: April 19, 2023

The Contract between the Owner and Consultant dated January 9, 2023 shall be amended to include construction administration, observation, and closeout for the 2023 North Taxilanes Reconstruction at the Grand Rapids-Itasca County Airport (Grand Rapids, MN).

Unless specifically modified by this Amendment, the original contract provisions remain in effect. A description of the additional services is included in Attachments A-I and A-II.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$56,800.

Detailed estimates of labor cost and expenses is enclosed (Attachments B-I and B-II).

APPROVED:

City of Grand Rapids

Short Elliott Hendrickson Inc.



Shawn McMahon,
PE

Title: _____

4.19.23 _____

Date

Date

Attest Title: _____

ATTACHMENT A
SUMMARY
2023 North Taxilanes Reconstruction
GRAND RAPIDS-ITASCA COUNTY AIRPORT (GPZ)
CITY OF GRAND RAPIDS, MN

This scope of work consists of construction administration services for North Taxilanes Reconstruction. The taxilanes will be constructed to accommodate FAA design standards for taxilanes.

Additional pavement will be reconstructed between the edge of the taxilane and existing hangars. This portion of work is not included in the FAA grant, these items are eligible for MnDOT state funding only.

Compensation by the Owner to the Consultant shall be a lump sum amount as follows:

2023 North Taxilanes Reconstruction – FAA Eligible Items	\$50,100.00
2023 North Taxilanes Reconstruction – MnDOT-Eligible Items	\$ 6,700.00
Total Contract Amount	\$56,800.00

A description of the services to be provided is included in Attachments A-I, A-II.

A detailed estimate of labor cost and expenses is included in Attachments B-I, B-II.

PROJECTED DATES

The anticipated dates are:

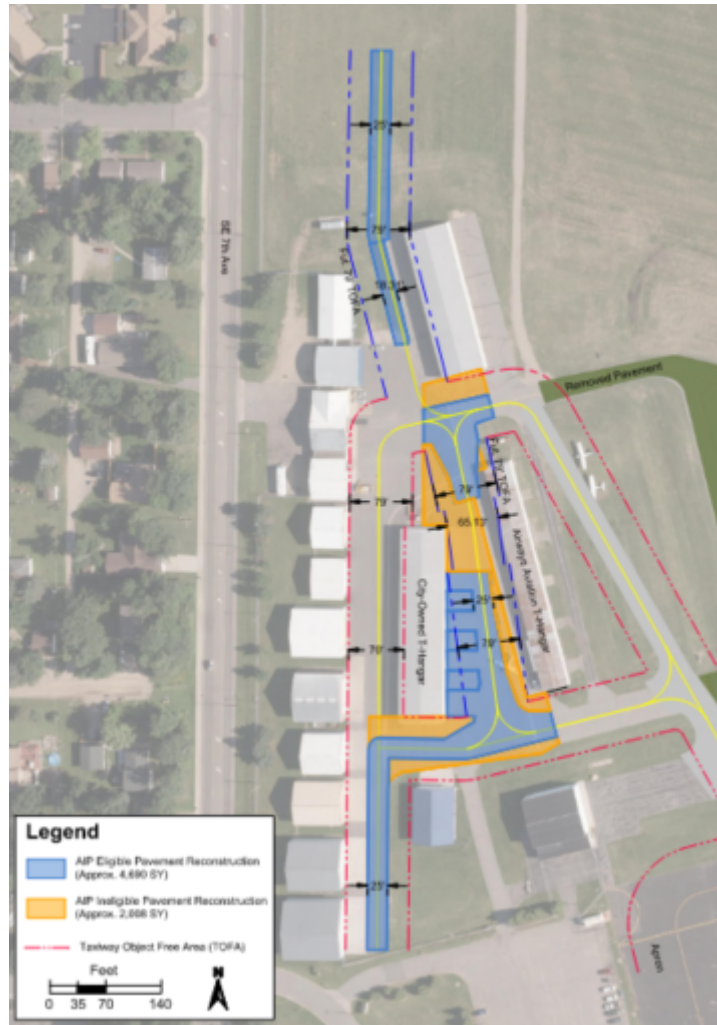
April 18, 2023	Bid Opening
April 24, 2023	Contract Award Recommendation
May 1, 2023	Grant Request Submittal
August/September 20213	Construction

ATTACHMENT A-1
Grand Rapids-Itasca County Airport (GPZ)
2023 North Taxilanes Reconstruction
Scope of Work
Schedule A (FAA Eligible Tasks)
(Construction Administration, Observation, Closeout)

PROJECT SCOPE:

This project consists of pavement reconstruction of the north taxilane pavement. The previous pavement maintenance project was completed in this area of the airport in 1990. The areas of reconstruction include approximately 4,700 square yards of FAA eligible pavement in the north building area. The work will include reconstruction of the existing pavement areas. The north building area taxilanes are in poor condition with a PCI rating of 20, or less. The pavement needs reconstruction. The existing pavement and base materials will be removed and replaced with new materials meeting current design standards and specifications.

A taxilane extension to the north may also be included with this project.



This proposal will provide engineering services associated with the construction phase of the project. The time of substantial completion for construction is 28 calendar days. It is anticipated that work will be performed during the weekdays, with occasional work on Saturday. Materials are expected to be ordered upon receipt of the grant and construction is anticipated to start dependent on the schedule of the materials.

SCOPE OF SERVICES:

Services to be provided under this proposal include professional engineering for construction observation, management and administration. Specific tasks to be performed by SEH include the following:

1. Establish Survey Control. SEH will provide survey control for the project. Control points for horizontal and vertical control will be established and provided to the Contractor.
2. Preconstruction Activities. A preconstruction conference will be held prior to beginning construction to outline and discuss project requirements, administration procedures, and other construction related information. SEH will administer the preconstruction conference, issue notifications, and record meeting minutes.
3. Submittal and Shop Drawing Review. SEH will review product and material data, shop drawings, mix design, samples, and other items required to be submitted by the contractor.
4. Construction Observation. SEH will provide construction observation for the duration of construction. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports.
5. Pay Estimates. SEH will prepare partial pay estimates and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
6. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.
7. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the City for their records.
8. As-Built ALP Update. The Airport Layout Plan Sheet will be updated and routed to the City, MnDOT and FAA as needed.
9. FAA Project Closeout Report. The Consultant will prepare a "Project Closeout Report" as required by the FAA and using "Sponsors Guide to Quality Project Closeout Report Requirements" (FAA Publication).
10. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the City, Contractor, FAA, Mn/DOT, and other regulatory agencies and utilities.

Subconsultants performing work under this proposal include the following:

1. Braun Intertec, Inc. Quality assurance testing for compaction and paving work will be performed by Braun Intertec of St. Cloud, Minnesota.

ATTACHMENT A-2
Grand Rapids-Itasca County Airport (GPZ)
2023 North Taxilanes Reconstruction
Scope of Work
Schedule B (FAA Ineligible Tasks)
(Construction Administration, Observation, Closeout)

General – Schedule B reflects the same overall project description as Schedule A, but specifically focuses on the portion of the tasks that are not federally eligible and required to complete the federally ineligible portions of work. These tasks include the construction administration effort required to construct the taxilanes outside the federally eligible areas.

SCOPE OF SERVICES:

Services to be provided for under this proposal include professional engineering for construction observation, management and administration. Specific tasks to be performed by SEH include the following:

1. Construction Observation. SEH will provide construction observation for the duration of construction. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports.
2. Pay Estimates. SEH will prepare multiple partial pay estimates and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
3. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.
4. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the City for their records.
5. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the City, Contractor, FAA, Mn/DOT, and other regulatory agencies and utilities.

ATTACHMENT B-I
ESTIMATED FEES AND EXPENSES
2023 North Taxilanes Reconstruction
Construction Observation, Administration and Closeout
Grand Rapids-Itasca County Airport

Task No.	Task Description	Project Manager	Project Engineer	Airport Planner	Administrative Assistant	
1	Establish Survey Control	0	2	0	0	
2	Preconstruction Activities	2	4	0	0	
3	Submittal and Shop Drawing Review	0	4	0	0	
4	Construction Observation	2	140	0	0	
5	Pay Estimates	2	2	0	4	
6	Final Inspection/Punchlist	2	2	0	0	
7	Record Drawings	1	2	0	0	
8	As-Built ALP Update	0	2	10	0	
9	FAA Project Close-out Report	1	4	0	2	
10	Project Management	4	2	0	2	
	Total hours per labor category	14	164	10	8	

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	14	\$77.88	\$1,090.29
Project Engineer	164	\$47.04	\$7,715.02
Airport Planner	10	\$38.74	\$387.43
Admin Technician	8	\$34.40	\$275.18
Total Direct Labor Costs:	196		\$9,467.92
Direct Salary Costs plus Overhead (72%)			\$16,284.82
Total Labor Costs			\$25,752.74
Fixed Fee on Labor Costs (15%)			\$3,862.91

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	2000	\$0.65	\$1,300.00
Construction Auto Allowance	20	\$16.00	\$320.00
Per Diem	20	\$131.00	\$2,620.00
Quality Assurance Testing (Braun Intertec)	1	\$14,930.00	\$14,930.00
Equipment Usage	196	\$5.80	\$1,136.80
Reproductions / Miscellaneous	1	\$200.00	\$200.00
Total Expenses			\$20,506.80

SUMMARY:

Total Labor Costs + Expenses + Fees	\$50,122.45
Estimated Total	\$50,100.00

ATTACHMENT B-II
ESTIMATED FEES AND EXPENSES
2023 North Taxilanes Reconstruction – FAA Ineligible Items
Construction Observation, Administration and Closeout
Grand Rapids-Itasca County Airport

Task No.	Task Description	Project Manager	Project Engineer	Administrative Assistant		
1	Construction Observation	1	24	0		
2	Pay Estimates	1	2	1		
3	Final Inspection/Punchlist	0	1	0		
4	Record Drawings	0	2	0		
5	Project Management	2	1	1		
	Total hours per labor category	4	30	2		

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	4	\$77.88	\$311.51
Project Engineer	30	\$47.04	\$1,411.28
Admin Technician	2	\$34.40	\$68.79
Total Direct Labor Costs:		36	\$1,791.59
Direct Salary Costs plus Overhead (72%)			\$3,081.54
Total Labor Costs			\$4,873.13
Fee (15%)			\$730.97

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	500	\$0.65	\$325.00
Construction Auto Allowance	4	\$16.00	\$64.00
Per Diem	4	\$131.00	\$524.00
Equipment Usage	36	\$5.80	\$208.80
Total Expenses			\$1,121.80

SUMMARY:

Total Labor Costs + Expenses + Fees	\$6,725.90
Estimated Total	\$6,700.00

March 23, 2023

Proposal QTB174390

Lindsay Reidt, PE
SEH, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for Construction Materials Testing Services
2023 Taxilane Reconstruction and Extension
Grand Rapids/Itasca County Airport
1700 7th Avenue Southeast
Grand Rapids, Minnesota

Dear Ms. Reidt:

Braun Intertec Corporation respectfully submits this proposal to provide quality control observation and testing services during site grading, aggregate base placement, and asphalt paving for the taxilane reconstruction and extension project at the Grand Rapids/Itasca County Airport in Grand Rapids, Minnesota.

We have completed the geotechnical evaluation for this project, so we have a unique understanding of the site and construction challenges. We can aid the construction team by applying this experience and transferring our knowledge developed during the design phase which will provide professional continuity to the construction. Our work on the project to date gives us familiarity with the project team and design development which allows us to understand some of the considerations used when developing the project's design.

Our Understanding of Project

We understand the project will consist of the reconstruction of the taxilanes north of the GA Apron and construction of a taxilane extension north of the existing pavements. The pavement section of the reconstructed taxilanes will consist of recompacted subgrade (P-152), geotextile fabric, 8 inches of aggregate base course (P-208), and 3 inches of asphalt mix pavement (MnDOT 2360). The pavement section of the taxilane extension will consist of recompacted subgrade (P-152), geotextile fabric, 24 inches of granular subbase (P-154), 6 inches of aggregate base course (P-208), and 4 inches of asphalt mix pavement (MnDOT 2360).

Available Project Information

This proposal is based on our review of the documents described below. We will submit a revised scope of services and cost if the project changes.

- 90% Draft Plans of the typical sections of the taxilanes prepared by SEH, dated January 23, 2023.
- Project sketch showing the proposed reconstruction and extension areas prepared by SEH, dated January 2023.
- Geotechnical reports prepared by Braun Intertec Corporation under project numbers B2211652 and B2300692.

Scope of Services

Services are performed under the direction of a licensed professional engineer. Observation and testing services will be performed on a full-time or an on-call, as-needed basis as requested and scheduled by you or your on-site project representative. After reviewing available information to determine compliance with project plans and/or specifications and other design or construction documents, our scope of services for the project will be limited to the tasks defined below.

Soil Related Services

- Measure the in-place dry density, moisture content and relative compaction of recompact subgrade, granular subbase, and aggregate base course placed for pavement support for compliance with the project documents. This task includes performing laboratory Proctor tests to provide maximum dry densities from which the relative compaction of fill can be determined, as well as the use of a nuclear density gauge to measure in-place dry densities and moisture contents.
- Sample and test granular subbase and aggregate base materials for compliance with the project documents. This task includes laboratory gradations.

Bituminous Related Services

- Perform full-time bituminous paving observation during placement of bituminous pavement.
- Perform verification testing in accordance with MNDOT 2360 specifications.

Consulting, Project Communication and Reporting Services

- Project management, including scheduling of our field personnel.
- Review observation and test reports and communicating with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.
- Transmit test results to the project team on a weekly basis.

Scheduling Assumptions

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- It will take 6 trips to complete the compaction testing by nuclear density gauge method for the project.
- We have provided 2 trips for sample pick up for proctors and gradations of the subgrade and aggregate materials during placement.
- Bituminous paving will be completed in 3 days for the project.
- We assume the project engineer of record will review and approve contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of **\$14,930**. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays

will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of our Agreement for Professional Services dated July 2, 2008.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Aaron Tast at 320.980.3504 or email at atast@braunintertec.com.

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, PE
Project Engineer



Aaron M. Tast
Aviation Account Leader, Senior Project Manager



Joseph C. Butler, PE
Business Unit Leader, Senior Engineer

Attachments:
Estimated Cost Tabulation

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date



The Science You Build On.

Project Proposal

QTB174390

2023 Taxilane Reconstruction/Extension

Client:

Short Elliott Hendrickson, Inc.
Lindsay Reidt
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Grand Rapids/Itasca County-Gordon Newstrom
Airport
1700 Seventh Avenue Southeast
Grand Rapids, MN

Service Description:

Construction Materials Testing
Grand Rapids Itasca County Airport
Grand Rapids, MN

	Description	Quantity	Units	Unit Price	Extension
Phase 1	MnDOT Testing				
Activity 1.1	Soil Testing				\$4,095.00
207	Compaction Testing - Nuclear	21.00	Hour	90.00	\$1,890.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Granular Borrow	2.00	Trips	3.50	7.00
	Aggregate Base	2.00	Trips	3.50	7.00
	Subgrade	2.00	Trips	3.50	7.00
1308	Nuclear moisture-density meter charge, per hour	21.00	Each	15.00	\$315.00
1861	CMT Trip Charge	8.00	Each	50.00	\$400.00
209	Sample pick-up	5.00	Hour	90.00	\$450.00
1318	Moisture Density Relationship (Proctor)	4.00	Each	185.00	\$740.00
1162	Sieve Analysis with 200 wash, per sample	2.00	Each	150.00	\$300.00
Activity 1.2	Pavement Testing				\$6,870.00
222	Bituminous Verification Testing	36.00	Hour	110.00	\$3,960.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Bituminous Plant	3.00	Trips	8.00	24.00
	Bituminous Density	3.00	Trips	4.00	12.00
1861	CMT Trip Charge	6.00	Each	50.00	\$300.00
2689	MnDOT Bituminous Verification, per sample	3.00	Each	750.00	\$2,250.00
1542	Thickness and Density of Bituminous Core	6.00	Each	60.00	\$360.00
Activity 1.3	Project Management				\$3,965.00
238	Project Assistant	4.00	Hour	90.00	\$360.00
226	Project Manager	8.00	Hour	155.00	\$1,240.00
228	Senior Project Manager	8.00	Hour	180.00	\$1,440.00
1862	PM Trip Charge	1.00	Each	175.00	\$175.00
1230	MnDOT Final Report	1.00	Each	750.00	\$750.00
Phase 1 Total:					\$14,930.00

Proposal Total:	\$14,930.00
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CITY OF
GRAND RAPIDS
 IT'S IN MINNESOTA'S NATURE

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider making a motion to re-hire staff for Public Works for the 2023 Spring/Summer Maintenance Season.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The Public Works Department hires part-time workers for the Spring/Summer Maintenance Season to work on all city owned property such as parks, athletic fields, rights-of-way, the Itasca Calvary Cemetery, and the Itasca County Airport.

Currently, there are three (3) returning hires: Marlon Lewandowski, Joy Gould, and Alan Waller. The start of employment for these re-hires will be May 1, 2023, and will continue until October 31, 2023. All costs associated with their employment have been included in the 2023 budget.

REQUESTED COUNCIL ACTION:

Make a motion to hire 1) Marlon Lewandowski for 2023 Spring/Summer maintenance season between the timeframe of May 1, 2023, through October 31, 2023, with a rate of pay of \$18.00 per hour; 2) Joy Gould for 2023 Spring/Summer maintenance season between the timeframe of May 1, 2023, through October 31, 2023, with a rate of pay of \$18.75 per hour; 3) Alan Waller for 2023 Spring/Summer maintenance season between the timeframe of May 1, 2023, through October 31, 2023, with a rate of pay of \$16.25 per hour.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider renewing the Memorandum of Understanding between Minnesota North College, Itasca and the Grand Rapids Police Department.

PREPARED BY: Captain Andy Morgan

BACKGROUND:

The Grand Rapids City Police Department and the College have a long history of cooperation regarding their shared mutual interests in a strong, safe, and vibrant community. The Minnesota Legislature passed legislation, Minn. Stat. § 135A.15, 2015 Minn. Laws, Ch. 69, Art. 4, Sec. 2, addressing campus sexual assault that, among other things, requires postsecondary institutions and local law enforcement agencies to enter into a memorandum of understanding that delineates responsibilities and requires certain information sharing, in accordance with applicable state and federal privacy laws, about certain crimes.

This MOU replaces the recently expired MOU between the same above-mentioned parties.

City attorney Chad Sterle approved this agreement.

Memorandum of Understanding has been attached.

REQUESTED COUNCIL ACTION:

Make a motion to renew the Memorandum of Understanding between Minnesota North College, Itasca and the Grand Rapids Police Department.



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into on April 7, 2023, by Minnesota North College, Itasca and the Grand Rapids Police Department.

The City Police Department and the College have a long history of cooperation regarding their shared mutual interests in a strong, safe, and vibrant community. The Minnesota Legislature passed legislation, Minn. Stat. § 135A.15, 2015 Minn. Laws, Ch. 69, Art. 4, Sec. 2, addressing campus sexual assault that, among other things, requires postsecondary institutions and local law enforcement agencies to enter into a memorandum of understanding that delineates responsibilities and requires certain information sharing, in accordance with applicable state and federal privacy laws, about certain crimes.

The College is responsible for investigating complaints of discrimination, harassment, and sexual assault, domestic violence, dating violence, and stalking.

The City Police Department and the College agree that crime occurring on campus, and in certain areas off campus, is a serious problem that warrants the parties' continued cooperation, collaboration, and communication to assist crime victims and to ensure appropriate prosecution of responsible persons when a crime affecting a College student or employee occurs within the municipal boundary of the City of Grand Rapids.

The purpose of this MOU is to acknowledge shared interests between the City Police Department and the College and to promote and maintain a continued harmonious working relationship and cooperative effort between the parties. It is not intended to make one entity responsible or liable for the actions or omissions of any personnel from the other entity, and any such liability or responsibility is expressly denied by the parties. Additionally, this MOU is not intended to have one entity direct the activities of the other entity.

The Grand Rapids Police Department and Minnesota North College, Itasca agree as follows:

1. To cooperate, to the extent permitted by law, regarding incidents of sexual violence involving a College student-victim or student-suspect. For purposes of this MOU sexual violence means a continuum of conduct that includes sexual assault, sexual battery, dating and relationship violence, stalking, as well as aiding acts of sexual violence. Nothing in this MOU shall be construed as requiring PD to share information with the College if PD reasonably believes that doing so would jeopardize its criminal investigation.

a. The College and PD will communicate regularly during their respective investigations, to the extent permitted by law. The parties recognize the need to balance the interests of the criminal process and the College's obligations under state and federal law.

b. If necessary to prevent interference with its criminal investigation, PD will provide the College a summary of sexual violence involving a College student-victim. PD will provide College with the victim's name and basic information about the incident upon the written consent of the victim(s), in accordance with Minnesota law. In some cases, the College may need to take immediate interim action to protect the victim(s) and keep the campus safe. However, upon PD's request, College will delay taking action to the extent reasonably possible to prevent interference with the criminal investigation. Upon such notice by PD, the College will limit information regarding the incident to only those administrative units with a need to know to protect the campus community. In such cases, PD will notify College when it has completed its initial investigation and notification to the parties by College will not interfere with the criminal investigation.

c. When College receives a report of sexual violence, it will inform the victim of its coordination with PD and will make the victim aware of the victim's right to make a criminal report, if the victim desires. If the victim requests, the College will coordinate and assist the victim in contacting PD.

d. If requested, the College will provide PD with copies of policies and procedures and the College's Sexual Violence prevention brochure regarding the College's administrative complaint process, protective measures, campus resources, and information provided to victims regarding preservation of evidence. PD agrees that its investigators will strive to provide this information to student-victims interviewed in cases involving sexual violence, when requested to do so by the victim.

e. Upon request, the parties will provide one another with information and records to the extent allowed or required by law and in accordance with applicable policy.

2. Collection of Crime Statistics. The College is required by federal law to collect and publish statistics for reports of certain crimes, including crimes that occur on and around campus. As part of that obligation, the College must request crime statistics from PD annually. PD agrees to cooperate with the College and undertake reasonable efforts to respond to the College's request for crime statistics in a timely manner.

3. Emergency Notification and Crime Alerts.

a. The parties acknowledge that the College is required by federal law to have an emergency notification process to alert the campus community about significant emergencies or dangerous situations that pose an immediate threat to the health or safety of students or employees occurring on campus. The College is also required by federal law to issue timely warnings to alert the campus community about crimes that pose a serious or continuing threat to safety when a crime is ongoing or may be repeated.

b. If PD is aware of a significant emergency, dangerous situation, or ongoing crime that poses an immediate threat to the health and safety of the College’s students, faculty or staff, PD will notify the College so that the College can determine whether an emergency notification or timely warning should be issued by the College.

- 4. The parties agree to meet periodically, as needed, to discuss matters relating to this MOU.
- 5. This MOU shall remain in effect until December 31, 2025. The parties shall endeavor to examine this MOU as the end date approaches to ensure compatibility and effectiveness with any changes in laws, policies, or circumstances.
- 6. Either party may terminate the MOU prior written notice without necessity of demonstrating cause; provided, however, that either party may terminate this MOU immediately upon written agreement to the other party in the event that such action is necessary for significant health or safety issues or to comply with applicable law.
- 7. This MOU may be modified only in writing and must be signed by both parties.
- 8. Each party is responsible for its own acts and behavior and the results thereof. College’s liability is governed by the Minnesota Tort Claims Act, Minn. Stat. §3.736, and other applicable law.
- 9. The City and the College must comply with the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13, as it applies to this MOU.

The undersigned have executed this Memorandum of Understanding this 7th day of April 2023.

Name and Title _____

Grand Rapids Police Department

Name and Title _____

Minnesota North College, Itasca



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: 04/24/2023

AGENDA ITEM: Consider authorizing Mayor Christy to sign a Professional Services Proposal with Encompass Inc. to perform construction phase administration and observation services for the repairs to the exterior façade at the Grand Rapids Area Library.

PREPARED BY: Jon Peterson

BACKGROUND:

The past summer, Encompass, Inc. investigated water intrusion issues at the library, developed bid specifications, and obtained quotes for the exterior façade repairs at the library. Because this is a technical specialty repair city staff and the Library Board are recommending hiring Encompass, Inc. to provide construction management services for the construction phase of the project. City Council approval is needed for the mayor to sign a Professional Services Proposal with Encompass, Inc.

REQUESTED COUNCIL ACTION:

Make a motion to authorize the Mayor to sign a professional Services Proposal with Encompass, Inc. to perform construction phase administration and observation services for proposed repairs to the exterior façade at the Grand Rapids Area Library.



March 29, 2023

Jon Peterson
Facility Maintenance Manager
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744-2662
jpeterson@ci.grand-rapids.mn.us

Re: **Professional Services Proposal: Exterior Facade Repair Construction Phase**
Grand Rapids Area Library
140 NE 2nd Street
Grand Rapids, MN 55744

Dear Mr. Peterson:

In accordance with your request, we are pleased to present our proposal to perform construction phase administration and observation services for proposed repairs to the exterior facade at the Grand Rapids Area Library.

SCOPE OF PROPOSED SERVICES

Encompass, Inc. proposes to provide the following services:

Construction Administration/Observation

- Assist the City in generating a contract between the City and the selected contractor.
- Review relevant project coordination and detail issues with the City and contractor.
- Address contractor questions.
- Review material submittals, change orders, contractor's payment applications, shop drawings, field-test data; and respond to contractor's RFI's.
- Provide periodic site observation to determine if observed work is being conducted in general compliance with the restoration drawings and specifications. The estimated construction schedule is approximately 7 to 9 weeks. We anticipate performing 6 to 8 site visits during construction and (1) after construction has been completed.
- Facilitate project meetings and communications between the contractor and owner for progress and status throughout the project.
- Work with contractor to address unforeseen conditions and to determine appropriate construction details to suit requirements of the project.
- Review the work to determine the status of scope completion and verify satisfactory completion of punch-list items.

COST OF PROFESSIONAL SERVICES

The cost to perform construction phase administration and observation services for proposed repairs to the exterior facade at the Grand Rapids Area Library will be performed on an hourly basis at the rates listed below and will not exceed **\$19,500**, with total cost estimate shown below:

\$19,500 Construction Admin/Observation
\$4,000 Travel Expenses Estimate
\$23,500 TOTAL

BASIS OF PAYMENT

Basis of Payment for the services outlined above shall be per hour of service rendered at the rates below. In addition to hourly service, all direct project expenses shall be billed at cost. Expenses could include, but not limited to, cost of printing and reproduction of documents, food and lodging, and automobile mileage at the rate of \$.655 per mile. An estimate of the anticipated project expenses is included in the total price above. Invoicing for professional engineering services will be made monthly. Hourly rates for professional services, by classification, are:

- 1. Principal Engineer \$225.00
- 2. Associate Principal \$210.00
- 3. Senior Project Engineer \$195.00
- 3. Licensed Project Engineer \$185.00
- 4. Degreed Engineer \$170.00
- 5. Senior Construction Consultant \$165.00
- 6. Technician II \$140.00
- 7. Technician I \$125.00

WARRANTY

No warranty is implied or intended. Encompass does not warranty the work performed by others. We do not warranty the work of contractors and/or subcontractors.

LIMITATION OF LIABILITY

The liability of Encompass (including its employees) for any actions, damages, claims, demands, judgments, losses, costs, or expenses arising out of or resulting from Encompass' or its employee's negligent acts, errors, or omissions is limited to an amount equal to the fees paid by Client to Encompass for professional services rendered pursuant to this Proposal, including any claims for contribution or indemnity.

MOLD DISCLAIMER

Evaluation and/or abatement of any fungal growth is outside the scope of our proposed services.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive, or exemplary damages.

MINNESOTA STATUTORY LIEN NOTICE

- Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

ENTIRE AGREEMENT

Upon Client's acceptance, this Proposal represents and contains the entire agreement and understanding between Encompass and the Client with respect to the subject matter of this Proposal and supersedes any and all prior oral and written agreements and understandings.

MODIFICATIONS

The accepted Proposal may be modified only by a written instrument executed by both parties.

Thank you for the opportunity to present this proposal. We will be pleased to review the scope of this proposal with you at your convenience. If this proposal meets with your approval, please indicate your acceptance by signing below and returning one copy to Encompass, Inc. Upon receipt of your acceptance, we will coordinate commencement with you. A City of Grand Rapids contract or purchase order may be provided in lieu of a signed proposal.

Respectfully submitted,

ENCOMPASS, INC.



Curt Isernhagen, P.E.
Principal



**ENCOMPASS, INC.
PROPOSAL ACCEPTANCE**

**GRAND RAPIDS AREA LIBRARY
PROFESSIONAL ENGINEERING SERVICES
EXTERIOR FACADE REPAIR CONSTRUCTION PHASE
PROPOSAL DATED: MARCH 29, 2023**

We accept the scope, terms and conditions of this proposal as described herein.

CITY OF GRAND RAPIDS

Mr. Dale Christy
Mayor
City of Grand Rapids

Date: _____

* A City of Grand Rapids contract or purchase order may be provided in lieu of a signed proposal

AGREEMENT

This Agreement is between the City of Grand Rapids (“City”) and Grand Rapids Community Celebration, Inc., a 501 (c) (3) registered with the State of Minnesota, AKA Tall Timber Days (“TTD”), to jointly operate Tall Timber Days (“Event”) in the downtown area of Grand Rapids, Minnesota.

WHEREAS, TTD has operated over 40 years and has a positive impact on the community’s tourism, industries like hotels, restaurants, small businesses; and

WHEREAS, the City has been an informal partner of TTD for over 40 years; and

WHEREAS, The City and TTD, desire to formalize an agreement identifying responsibilities.

NOW, THEREFORE, in exchange for the promises and other consideration set forth below, the parties agree as follows:

1. Scope of Work.
 - a. The name of the Event is “Tall Timber Days”.
 - b. The Event shall occur yearly on the first full weekend of August.
 - c. The Event shall be held downtown along with a parade route that utilizes 3rd Avenue NE, 5th or 6th Street NE, and 2nd Avenue NW.

2. Responsibilities
 - a. The City shall provide the following items at no-cost to TTD:
 - i. Provide the venue.
 - ii. Provide public safety through Police Department and Police Reserves.
 - iii. Provide temporary traffic control.
 - iv. Create temporary fencing around the beer garden.
 - v. Provide bleachers.
 - vi. Deliver power carts to Central School.
 - vii. Fill lumberjack pool with 5,000 gallons of water.
 - viii. Provide garbage/refuse removal.
 - ix. Contract with the bands.
 - x. Clean up and sweep streets and parking lots after event.
 - xi. Shall allow a banner on the south wall of City Hall from June 1 through July 30th, 2023, with a maximum dimension of 10 feet wide x 20 feet high. The banner must identify the City as a partner and contain the City logo/brand.
 - xii. Shall provide insurance for the Event.
 - b. TTD shall provide all other items at no-cost to City.

3. Financials
 - a. The City shall:
 - i. Not receive any proceeds from the Event with the exception of fees for the bands.
 - b. TTD shall:
 - i. Reimburse the City for the band fees.

- 4. Hold harmless
 - a. The City and TTD, agree to hold the City of Grand Rapids, its officers, agents, employees, successors and assigns, harmless and to indemnify them against any and all claims or liability for any claims, actions, causes of action, suits, or demands of any sort for damages on account of personal injuries related to or arising out of the use of the premises by the above-named parties or any of its agents, employees, officers, or independent contractors.
 - b. The City and TTD, must maintain Worker Compensation Policies covering all of their employees, and will ensure that subcontractors, and all other personnel who are involved in the installation, operation and or maintenance of the equipment provided by the Producer do as well. Volunteers are exempt from this agreement.

IN WITNESS WHEREOF the parties have signed this Agreement as of the date set forth below.

City of Grand Rapids:

By: _____

Name: Dale Christy, Mayor

By: _____

Name: Kim Gibeau, City Clerk

Tall Timber Days:

By: _____

Name: _____



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: 4-24-23
AGENDA ITEM: Consider an Agreement with Tall Timber Days
PREPARED BY: Tom Pagel, City Administrator

BACKGROUND:

The City has been a partner with Tall Timber Days for over 40 years. It has been an amazing event that attracts many visitors to the City on an annual basis. In discussions with the organization, it was determined that we should formalize both parties duties in an agreement. The attached agreement formalizes the responsibilities of each party.

REQUESTED COUNCIL ACTION:

Make a motion to approve an agreement with Tall Timber Days.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: 4-23-24

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

PREPARED BY: Tom Pagel, City Administrator

BACKGROUND:

Attached are change orders related to the IRA Civic Center project. The change orders provide detail and justification.

REQUESTED COUNCIL ACTION:

Make a motion to approve change orders related to the IRA Civic Center project.

MAVO

SYSTEMS

Environmental/Specialty Contracting Services

PROPOSAL

DATE: **May 18, 2023**

PROPOSAL SUBMITTED TO: ICS	DESCRIPTION OF WORK: Asbestos flooring
ADDRESS:	
CITY, STATE, ZIP:	SITE LOCATION: IRA Civic Center
ATTENTION: Sean Lewis	ADDRESS: 1401 NW 3rd Avenue
PHONE NO: 218.766.5779	CITY, STATE, ZIP: Grand Rapids, MN

Mavo Systems, Inc. proposes the following scope of work including labor, materials, equipment, OSHA air sampling, disposal and insurance to perform the following scope of work:

Scope of Work:
 Provide services to remove asbestos flooring from mezzanine area. There is approximately 540 sf of loose floortile and mastic to remove. All work will be performed using non-friable removal methods compliant with all federal, state and local regulations governig asbestos abatement.

Lump Sum Price: \$3,140.00

Notes:

Terms of Payment: Net 30 days

Payment(s) to be made as follows:

In the event payment(s) are not made as outlined herein, the undersigned agrees to pay all costs of collection and attorney's fees incurred by Mavo Systems, Inc. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All material is guaranteed to be specified. The Work will be performed with due professional care, in a workmanlike, professional, timely and diligent manner and in accordance with standards of care, skill and diligence consistent with recognized and sound industry practices, procedures and techniques. This warranty excludes all implied warranties. All agreements contingent upon strikes, accidents or delays beyond our control.

Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation. Owner agrees to supply Mavo Systems, Inc. with 110 volt power and potable water to complete the cleaning process. Mavo Systems adheres to all state tax laws. If applicable, sales tax will be added/charged.

Authorized Signature *John Kraskey* Note: This proposal may be withdrawn by us if not accepted within 60 days
 John Kraskey - Project Mgr

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature required prior to work performance

Date of Acceptance: Signature

MAVO SYSTEMS, INC.
 2385 Becks Road
 Duluth, MN 55810

OFFICE NO.: (218) 626-1586
 FAX NO.: (218) 626-1384

EMAIL ADDRESS: JKRASKEY@MAVO.COM



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 #005: CE 015 - PR 11 Glass Railing Change to Lower, CE 017 FWO; 1st Level Ceiling Demolition Labor, CE 019 - PR 14 Chase Wall at Toilet 109/Elevator Hoistway, CE 025 PR 19: (RFI 30) Existing slab/footing conditions at elevator shaft

CONTRACT COMPANY:	TNT Construction Group, LLC 40 County Road 63 Grand Rapids, Minnesota 55744	CONTRACT FOR:	SC-S19041C-003:Work Scope 03 - General Construction - TNT
DATE CREATED:	4/14/2023	CREATED BY:	Sean Lewis (ICS - Park Rapids, MN)
CONTRACT STATUS:	Draft	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:	Sean Lewis (ICS - Park Rapids, MN)	REVIEWED BY:	
DUE DATE:	04/25/2023	REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
REFERENCE:	Bundled PR 15, 17, 19, and 25	CHANGE REASON:	Existing Condition
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$16,954.00

DESCRIPTION:
 CE 015 - PR 11 Glass Railing Change to Lower
 See the attached PR 11. Provide a Quote with detailed cost breakdown.
 CE 017 FWO; 1st Level Ceiling Demolition Labor
 CE 019 - PR 14 Chase Wall at Toilet 109/Elevator Hoistway
 See the attached PR 14. Provide a Quote with a detailed cost breakdown.
 CE 025 PR 19: (RFI 30) Existing slab/footing conditions at elevator shaft

ATTACHMENTS:
[TNT RFP 14.pdf](#) [Bedrock Flint.pdf](#) [Grand Rapids IRA Civic Center Reno PR11 04.05.2023 United Glass.pdf](#) [2302035 - IRA Civic Ctr Reno Railings - Calcs \(04-04-23\) For Stamp-SS.pdf](#) [PR 11.pdf](#) [17073.30 - RFP 14 Toilet 109 Chase Wall.pdf](#) [17073.30 - RFP 11 Glass Railing Adjustment.pdf](#)

CHANGE ORDER LINE ITEMS:
CCO #005

#	Cost Code	Description	Type	Amount
1	5--5.03 - Work Scope 03	PR 11 Glass Railing Credit	Other	(\$1,070.00)
2	5--5.03 - Work Scope 03	PR 14 Chase Wall at Toilet 109	Other	\$ 1,111.00
3	5--5.03 - Work Scope 03	PR 3: 1st Level Ceilings Demo FWO/T&M	Other	\$ 12,719.00
4	5--5.03 - Work Scope 03	PR 19/FWO (RFI 30) Existing footing conditions at elevator shaft	Other	\$ 4,194.00
Subtotal:				\$16,954.00
Grand Total:				\$16,954.00



The original (Contract Sum)	\$ 2,370,100.00
Net change by previously authorized Change Orders	\$ 67,981.78
The contract sum prior to this Change Order was	\$ 2,438,081.78
The contract sum would be changed by this Change Order in the amount of	\$ 16,954.00
The new contract sum including this Change Order will be	\$ 2,455,035.78
The contract time will not be changed by this Change Order by 0 days	

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



TNT Construction Group

40 County Road 63, Grand Rapids, Minnesota 55744 Phone: 218-326-1881 Fax: 218-326-9296

Proposal/Change order

- Today's Date 4-5-23
- Proposal submitted to: ICS
- Project name: IRA Civic Center Bid Pack 2
- Project Location: Grand Rapids MN
- Description of work: PR 11
- Date of drawings: N/A
- Addendums

Proposal Includes,

United Glass DEDUCT - 1,070.00

We propose hereby to furnish equipment, material, and labor for the sum of:
Deduct One Thousand Seventy Dollars 00/100 (Bid Total:\$ -1,070.00)

Signed and prepared by: 
Project Manager/Estimator, Clay Witkofsky
clay@tnt-cg.com

218-398-2141 Mobile. 218-326-1881 Office. 218-326-9296 Fax.
Hammerlund Inc. UNION CONTRACTOR
40 County Road 63, Grand Rapids, MN 55744
Web site: <http://hammerlundconstruction.com>

Note: Proposal may be withdrawn if not accepted within _____ days.

Acceptance of proposal: Signed _____ Date: _____



NORTHERN MN
1402 Progress Pkwy Suite C
Eveleth, MN 55734

April 5, 2023

To: Estimating

Attention: Project Manager

Quotation Prepared By: Paul Winberg/cell#(612)212-5479/email: pwinberg@unitedglassinc.com

Project Name and Location: Grand Rapids IRA Civic Center RENO BP #2

We are pleased to submit our proposal as follows:

THIS PROPOSAL INCLUDES THE FOLLOWING ARCHITECTURAL SECTIONS:

- **Section** 057313 Tempered Glass Railings

****HEIGHT REDUCTION OF VIEWING PLATFORM GLASS FROM 42" TO 32"*****

HC Viewing Platforms Glass Railings

Furnish and Install TWO Glass Railings with Top Cap and Assist Railing
Base Shoe Mounting
9/16" Clear Tempered Laminate Glazing with Polished Vertical Edges
Finish: Brushed Stainless

**FURNISHED-INSTALLED-TAXES INCLUDED
DEDUCT FROM BASE BID \$1,070.00 (ONE THOUSAND SEVENTY DOLLARS AND 00/100)**

ALL ABOVE OPTIONS: All work to be performed during normal working hours

Excludes: Demolition, Glazing Film, Aluminum Door Hardware, Floor X-Ray, Floor Trenching, High/Low Voltage, Power Supply, EPT, Engineering, Hollow Metal Doors/Frames & Hardware, Wood Doors/Frames & Hardware, Special or Field Testing, Thermal Modeling, Mock-ups, Building Membrane and Opening Wraps, Card Readers, Push Button Release, Motion Sensors, Pocket Sliding Doors, Barn Door Sliding Doors, Glass Washing both sides, Metal Cleaning, Interior Snap Trims, Break Metal, Mullion Covers, Boarding Up, Temporary Enclosures, Extended Warranties on Glass and Material, UL Fire/Smoke Rated Glass Doors and Frames, Fire-Rated Glazing Tape For Wood Fire-Rated Doors and Hollow Metal Fire-Rated Frames, Lead Glass Doors/Frames, BR (Bullet Resistant Glazing), Smoke Curtains, Permits, Side Walk Permits, Side Walk Tunnels, Automatic Door and Operators, Metal Framed Bobrick Style Mirrors, Wood Framed Mirrors, Frame Less Mirrors, Channel Set Mirrors, Clip Set Mirrors, Back-Lit Mirrors, Anti-Fog Back-Lit Mirrors, Back Painted Glass, Glass Markerboards, Glass Magnetic Markerboards

Price valid for 30 days - No Final Cleaning – Union Contractor

1. It is understood that if you accept this proposal on your own contract from, all of the terms and the conditions of our proposal become part of your own contract from with the same force and effect as if this proposal were signed by you.
2. Progress payments of 90% of materials furnished and labor performed during the month is to be paid on or before the 10th of the following month. Final payment of the balance in full within 30 days from completion of our contract.
3. No caulking or cleaning of glass, metal construction, spandrels, or surrounding areas.
4. We are not responsible for glass, metal or other materials broken or damaged unless caused directly by us.
5. Work will be executed as promptly as possible but subject, however, to failure or delay occasioned by others not furnishing us approved and guaranteed shop drawings establishing our material sizes: improper performance by another trade; strikes, lockouts, or other labor difficulties; accidents, delays of carriers, failure of usual sources of supply of fuel, material or labor, governmental interference or regulation, fires, and other causes unavoidable or beyond our control; and we shall be absolved from responsibility or penalty for failure of delivery or delay or delay arising from any such causes or conditions.
6. Clerical errors are subject to correction, notwithstanding prior acceptance. If the error is one of substance rather than form, and acceptance of the proposal of the proposal occurs before it is corrected, such acceptance may be withdrawn if correction renders the proposal unacceptable.
7. This proposal, if accepted, is subject to the approval of our Credit Department, and if not accepted within ten days, it is subject to revision.
8. This proposal is based upon performing the work during our regular work hours of our regular workweek and additional charges will be made on any overtime when ordered by you.
9. We assume no responsibility for color variation in metal construction or for stains or corrosions occurring after installation. All warranties of products are those of the manufacturer and are not made by United Glass, Inc., which will deliver the goods "as is" and "with all faults".
10. We shall not be required to install materials under unfavorable weather conditions as defined in manufacturer's instructions or as determined by accepted and established standard glazing practice for our industry.
11. We will not accept any charges unless we have previously issued written authorization covering same.
12. We will not accept any charges or additions to the contract without written authorization providing for equitable adjustment to the contract.
13. We are to afford adequate use of the hoist without charge during our regular work hours of our work week.
14. You agree to pay a monthly service charge of 1% (annual rate 12%) on any sums that are not paid as agreed, and all our cost of collection, including reasonable attorney's fees.

To accept this quotation, sign here, date and return: _____



SERVICE ORDER

EQUAL OPPORTUNITY EMPLOYER № 16158

40 County Road 63 • Grand Rapids, MN 55744

TO: ICS

PHONE 326 <u>218-326-4184</u>	DATE OF ORDER <u>4-3-23</u>
ORDER TAKEN BY <u>Clay W</u>	CUSTOMER ORDER NUMBER
<input type="checkbox"/> DAY WORK	<input checked="" type="checkbox"/> CONTRACT TM
<input checked="" type="checkbox"/> EXTRA	
JOB NAME/NUMBER <u>Ira Civic Center 22168</u>	
JOB LOCATION <u>IRA</u>	
JOB PHONE <u>218-244-7234</u>	STARTING DATE <u>4-3-23</u>

TERMS:

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
				Tear down suspended ceilings on First level locker rooms and official and office.
TOTAL MATERIAL				

HR.	EQUIPMENT	RATE	AMOUNT	HRS.	LABOR	RATE	AMOUNT
6	Various Hand Tools	—	—	6	MAX # CP	87	534.00
				6	Tony A CP	89	534.00
				2	Scott Randall ^{sup}	124	248.00
				2	Craig Bundy ^{CP}	89	178.00
TOTAL EQUIPMENT							
TOTAL LABOR						1494	00

DATE COMPLETED _____

WORK ORDERED BY _____

SIGNATURE _____

I hereby acknowledge the satisfactory completion of the above described work.

THANK YOU!

TOTAL EQUIP.	
TAX	
TOTAL	1494 00

TNT CONSTRUCTION GROUP LLC
 Grand Rapids, MN (218) 326-4184

SERVICE ORDER

EQUAL OPPORTUNITY EMPLOYER No 16015

40 County Road 63 • Grand Rapids, MN 55744

TO: ICS

PHONE <u>218-326-4184</u>	DATE OF ORDER <u>4-6-23</u>
ORDER TAKEN BY <u>Clay W</u>	CUSTOMER ORDER NUMBER
<input type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT
<input checked="" type="checkbox"/> EXTRA TIME	
JOB NAME/NUMBER <u>IRA Civic Center 22168</u>	
JOB LOCATION <u>1st floor "locker Room Ceilings</u>	
JOB PHONE <u>218-244-7234</u>	STARTING DATE <u>4-6-23</u>

TERMS:

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
				Continued Tear down of the Plaster Ceilings in Downstairs Locker Room
TOTAL MATERIAL				

HR.	EQUIPMENT	RATE	AMOUNT	HRS.	LABOR	RATE	AMOUNT
	Dumpster Fee's	1500	00	8	DAN M CP	89	712 00
8	Various Hand Tools			8	MATT G LB	89	712 00
				8	Nathan Sale CP	89	712 00
				2.5	Levi LB	89	222 50
				0.5	Craig B CP	105	262 50
				2	Scott Randall sup	124	248 00
TOTAL LABOR						289	00
TOTAL MATERIALS							
TOTAL EQUIP.						1500	00
TAX							
TOTAL						4369	00

DATE COMPLETED _____

TOTAL EQUIPMENT _____

WORK ORDERED BY _____

SIGNATURE _____

I hereby acknowledge the satisfactory completion of the above described work.

THANK YOU!

TNT CONSTRUCTION GROUP LLC
 Grand Rapids, MN (218) 326-4184
 40 County Road 63 • Grand Rapids, MN 55744

SERVICE ORDER

EQUAL OPPORTUNITY EMPLOYER № 16017

TO: ICS

PHONE <u>218-326 4184</u>	DATE OF ORDER <u>4-10-23</u>
ORDER TAKEN BY <u>Clay W</u>	CUSTOMER ORDER NUMBER
<input type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT
<input checked="" type="checkbox"/> EXTRA	
JOB NAME/NUMBER <u>IRA Civic Center 22168</u>	
JOB LOCATION <u>1st Floor locker Room Ceilings</u>	
JOB PHONE <u>218-244-7234</u>	STARTING DATE <u>4-10-23</u>

TERMS:

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
				Finished Tearing down Ceilings in 1st floor locker Rooms + Did extensive Cleanup of the Area.
TOTAL MATERIAL				

HR.	EQUIPMENT	RATE	AMOUNT	HRS.	LABOR	RATE	AMOUNT
	Dumpster Fees	-	-	8	DAN M CP	89	712 00
6	Various Hand Tools	-	-	8	MATT G LB	89	712 00
				8	NATES CP	89	712 00
				2	Scott R SR	124	248 00

DATE COMPLETED	TOTAL EQUIPMENT	TOTAL LABOR	TOTAL MATERIALS
WORK ORDERED BY:	THANK YOU!		TOTAL EQUIP.
SIGNATURE			TAX
<i>I hereby acknowledge the satisfactory completion of the above described work.</i>		TOTAL <u>2384 00</u>	



TNT Construction Group

40 County Road 63, Grand Rapids, Minnesota 55744 Phone: 218-326-1881 Fax: 218-326-9296

Proposal/Change order

- Today's Date 4-5-23
- Proposal submitted to: ICS
- Project name: IRA Civic Center Bid Pack 2
- Project Location: Grand Rapids MN
- Description of work: RFP 14
- Date of drawings: N/A
- Addendums

about 30 SF new CMU

Proposal Includes, Block pricing per RFP 14

Bedrock Flint	1010.00
TNT 10%	101.00

We propose hereby to furnish equipment, material, and labor for the sum of:
One Thousand One Hundred Eleven Dollars 00/100 (Bid Total: \$ 1,111.00)

Signed and prepared by: 
Project Manager/Estimator, Clay Witkofsky

clay@tnt-cg.com
218-398-2141 Mobile. 218-326-1881 Office. 218-326-9296 Fax.
Hammerlund Inc. UNION CONTRACTOR
40 County Road 63, Grand Rapids, MN 55744
Web site: <http://hammerlundconstruction.com>

Note: Proposal may be withdrawn if not accepted within _____ days.

Acceptance of proposal: Signed _____ Date: _____

RFP Request for Proposal

Item 20.



Project Name IRA Civic Center - Grand Rapids

Project No 017073.30

Location Grand Rapids, MN

Owner City of Grand Rapids

Const. Manager ICS

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal within ten days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER, CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

RFP No 14

RFP Date	RFP Title
4/3/2023	Toilet 109 Chase Wall

RFP Description


A2.1 Level 1 Floor Plan:

- 1/A2.1: Modify floor plan to create a chase wall at the water closet in Rm Toilet 109
2. Wall Types: Add Wall Type 12A. Move east wall of Rm 109 6" to the west.

A2.6 Enlarged Plans and Int Elevations

1. 1/A2.6: Modify enlarged plan to create a chase wall. Move door to accommodate the required 4" clearance at jamb and add dimensions for clarity. Move east wall of Rm 109 6" to the west.

RFP Attachments

- 1  017073.30 IRA Civic Center_RFP 14.pdf
- 2
- 3

RFP Cost	RFP Status	RFP Approved Date	RFP Requested By
----------	------------	-------------------	------------------

Owner Contractor Architect Existing Condition

BFI

mat. \$ 145
Labor. \$ 865

TNT CONSTRUCTION GROUP LLC

Grand Rapids, MN (218) 326-4184
40 County Road 63 • Grand Rapids, MN 55744



SERVICE ORDER

EQUAL OPPORTUNITY EMPLOYER

№ 16029

TO: ICS

TERMS:

PHONE: 218-326-4184 DATE OF ORDER: 4-14-23

ORDER TAKEN BY: Clay W CUSTOMER ORDER NUMBER:

DAYWORK CONTRACT EXTRA

JOB NAME/NUMBER: IRA Civic 20168

JOB LOCATION: IRA Civic

JOB PHONE: 218-244-7234 STARTING DATE: 4-14-23

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
				Cut More Floor to Tie Into Existing Footing + Also Move Shoring
TOTAL MATERIAL				

HR.	EQUIPMENT	RATE	AMOUNT	HRS.	LABOR	RATE	AMOUNT
5	Chop SAW	90	450.00	2	Scott R sup	124	248.00
5	Demo Hammer	70	350.00	5	Matt G LB	89	445.00
5	247 CAT SKID	125	625.00	5	Kyle Lammie CAP	89	445.00
				2	Tony A corp	89	178.00
				2	Craig Bundy corp	105	210.00
TOTAL EQUIPMENT					TOTAL LABOR /526.00		
TOTAL MATERIALS				TOTAL LABOR /526.00			

DATE COMPLETED

WORK ORDERED BY:

SIGNATURE _____

I hereby acknowledge the satisfactory completion of the above described work.

THANK YOU!

TOTAL EQUIP.	/525.00
TAX	
TOTAL	3051.00



SERVICE ORDER

EQUAL OPPORTUNITY EMPLOYER

No 16030

TO: Ics

TERMS:

PHONE: 241-326-4184 DATE OF ORDER: 4-17-23

ORDER TAKEN BY: Clay W CUSTOMER ORDER NUMBER:

DAY WORK CONTRACT EXTRA

JOB NAME/NUMBER: 22168 Ics

JOB LOCATION: Elevator Shaft Footing

JOB PHONE: 218-244-7234 STARTING DATE: 4-17-23

QTY.	MATERIAL	PRICE	AMOUNT		DESCRIPTION OF WORK
					<u>Cut floor and Footing</u>
					<u>Extra Amount in order</u>
					<u>to Tie IN</u>
TOTAL MATERIAL					

HR.	EQUIPMENT	RATE	AMOUNT		HRS.	LABOR	RATE	AMOUNT	
<u>3</u>	<u>Demo Hammer</u>	<u>90</u>	<u>270</u>	<u>00</u>	<u>1</u>	<u>Scott R sup</u>	<u>124</u>	<u>124</u>	<u>00</u>
<u>1</u>	<u>Concret SAW</u>	<u>90</u>	<u>90</u>	<u>00</u>	<u>3</u>	<u>MATT G LB</u>	<u>89</u>	<u>267</u>	<u>00</u>
<u>1</u>	<u>247 CAT SKID</u>	<u>125</u>	<u>125</u>	<u>00</u>	<u>3</u>	<u>Kyle L Cwp</u>	<u>89</u>	<u>267</u>	<u>00</u>
						TOTAL LABOR	<u>658</u>	<u>658</u>	<u>00</u>

DATE COMPLETED TOTAL EQUIPMENT

TOTAL EQUIP.	<u>485</u>	<u>00</u>
TAX		
TOTAL	<u>1143</u>	<u>00</u>

WORK ORDERED BY:

SIGNATURE: *I hereby acknowledge the satisfactory completion of the above described work.*

THANK YOU!



720 Innovation Drive
Shakopee, Minnesota, USA 55379
Tel: 952-890-2690
beckerarena.com

CHANGE ORDER

Date: April 6th, 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:

Item #1:

- Add 2 external dasher posts – 1 for each radius access gate.
- Reduce back wall glass from 18” to 16” for an overall panel and glass height of 3’-8”.
- Raise the height of all access gate thresholds from 3” to 9” high.
- ¾” Black HDPE closure angle in lieu of ¼” Aluminum

TOTAL ADD THIS CHANGE ORDER

\$510.00

Accept_____

Item #2:

- Add 4 (ea) cast-in-place marsh peg inserts at goal frame locations
- Add 4 (ea) marsh pegs
- Field route goal line inserts during installation

TOTAL ADD THIS CHANGE ORDER

\$853.00

Accept_____

Item #3:

- Add approximately 13 Lineal feet total of side and back walls to replace the existing wood framing in the “bump-out” location behind the timekeepers’ box.
- Panels to be of the same galvanized steel-framed construction and HDPE cladding as the contracted dasher panels.
- Includes 16” shielding above the panels

TOTAL ADD THIS CHANGE ORDER

\$8,592.00

Accept_____

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.



720 Innovation Drive
Shakopee, Minnesota, USA 55379
Tel: 952-890-2690
beckerarena.com

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 4-20-23

BECKER ARENA PRODUCTS AUTHORIZED SIGNATURE

<p>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.</p>	<p>DATE: _____</p> <p>_____</p> <p>AUTHORIZED SIGNATURE</p>
--	--

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider appointing Jeremy Nelson to the position of Police Captain and adjusting salaries

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

In March, City Council approved appointing a new Chief of Police, and approved advertising and interviewing for the open Captain position.

City leadership has conducted interviews for the position of Police Captain. The hiring committee for this position recommends appointing Jeremy Nelson to the position of Police Captain.

Jeremy Nelson began his career with the City of Grand Rapids Police Department in October 2011. Jeremy has served in various positions within the Police Department, such as Patrol Officer, Investigator, and his most recent role as Sergeant, since 2021. Jeremy is involved in our community, as well as surrounding communities. He is a leader. He has built strong connections in the community, and he is trusted. Jeremy has prior experience with the Hill City Police Department and Aitkin County Sheriff's Office. He currently serves as a school board member and fire chief.

In addition, to avoid salary compression, city administration wishes to adjust the salary for our current Police Captain, Kevin Ott and upcoming Chief of Police, Andy Morgan.

REQUESTED COUNCIL ACTION:

Make a motion to 1) Appoint Jeremy Nelson to the position of Police Captain effective June 1, 2023, with an annual salary of \$96,545.66, and a six-month probationary period; 2) approve the revised salary for Police Captain Kevin Ott to \$99,205.75 effective June 1, 2023; 3) approve the revised salary for upcoming Chief of Police Andy Morgan to \$109,205.75 effective June 1, 2023.



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

GRAND RAPIDS POLICE DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

April 10, 2023

Chery Pierzina
 Human Resource Officer
 City of Grand Rapids

Chery,

This serves as my letter of interest for the Police Captain position with the police department. I feel that I am very well qualified for this position as I have considerable training and experience in public safety administration, as well as having the respect of my fellow officers.

I have been employed full time with the Grand Rapids Police Department since October of 2011. As of May 1, 2023, I will have 19 years of continuous law enforcement experience including one year as Chief of Police for the City of Hill City. Since joining the Grand Rapids Police Department in 2011, I have been a patrol officer, investigator, and a sergeant.

I have also served as the Fire Chief in Hill City for the past 14 years and feel that that position has given me great experience in Public Safety administration that will benefit me as a Captain, and the Grand Rapids Police Department. As Fire Chief, I am responsible for the hiring and training of new firefighters and EMR's, budgeting, maintaining relationships with the 7 townships that we serve, equipment purchasing and maintenance, along with incident management and command.

For 5 of my 6 years with the Aitkin County Sheriff's Office, I was a narcotic detection K9 handler, which consisted of having to manage the care and training of the K9 along with being available to and working with other deputies and law enforcement agencies in the area.

From 1997 to 2004, I had the privilege of being an Explorer and a Reserve Officer with the Police Department. I have seen the police department grow and develop into one of the best law enforcement agencies in the state, with great officers and leadership.

I have a Bachelor of Science degree, in Criminal Justice, through Bemidji State University. I have also completed several different leadership trainings, including the MN BCA Supervision and Management program, CLEO and

Command Academy, the Patrol Online Leadership series, and fire officer training, which have provided me with the educational component of being an effective leader.

In my former role as an Investigator, and in my current role as a Sergeant, I am very proud of the relationships I built and the collaboration created between myself and other law enforcement agencies not only in Itasca County, but across the state and federally. I am also proud of the relationships with other agencies, such as Child Protection, the County and City Attorney's offices, Support within Reach, and many others, that I have developed. I have also been able to do presentations for different businesses, programs, such as the YMCA childcare and Invest Early, and clubs, such as Rotary, on different law enforcement issues. I have also been on the Itasca County Radio User's Board for numerous years, and currently serve as president of the board.

I feel that community involvement and increasing the relationship between the public and law enforcement is one of the most important aspects in law enforcement currently. I have been involved in and helped organize, many events, such as National Night Out, Shop with a Hero, Polar Plunge, and daycare visits, that strengthen the community relationship with GRPD. I participated in the Lunch Buddies program for 3 years at Murphy Elementary and have been a DARE instructor for 9 years at the middle school and West Elementary. I have been instrumental in the organization of the DARE fundraiser, to be able to take the 5th Graders to a Twins Game. I also currently serve as the committee chairman for Boy Scout Troop 4041 in Grand Rapids.

My latest endeavor into public service has been with my election to the ISD. 002 School Board in Hill City. Although I have only been a part of this for 3 months, I have learned a lot about budgeting and personnel management from a different perspective than I am used to.

I have an in-depth understanding of the responsibilities expected with this position and I know that I will be able to exceed those expectations.

Thank you for this opportunity.



Jeremy Nelson

JEREMY NELSON

GOAL:

To obtain the position of Captain with the Grand Rapids Police Department, and thereby using my training, experience, and leadership skills in public safety to continue and improve on the exceptional quality service that the Grand Rapids Police Department provides to the citizens and visitors to the area on a daily basis.

EDUCATION:

- Grand Rapids High School – Diploma – 2000
- Itasca Community College – Associate of Arts Degree – 2001
- Bemidji State University – Bachelor of Science Degree in Criminal Justice – 2003
- Hibbing Community College – Law Enforcement Skills Program – Summer 2003

WORK EXPERIENCE:

- **Grand Rapids Police Department** – Sergeant 10/2021 to Present, Investigator 12/2016 to 10/2021, Patrol Officer – 10/2011 to 12/2016
 - DARE Officer, President of Itasca County Radio User Board, Assists in organizing community events, General patrol duties; including traffic enforcement, responding to calls, investigation of crimes, enforcement of MN State laws and City ordinances, preparing reports, and testifying in court. Supervise two patrol staff, chaplain program, order equipment, approve cases, and building and maintaining community relationships.
- **Aitkin County Sheriff's Office** – Deputy Sheriff - 08/2005 to 10/2011
 - Patrol Deputy, Narcotic Detection K-9 Handler (2006-2011), Member Northeast Regional Radio User Board
- **Hill City Police Department** – Police Chief – 06/2004 to 08/2005
 - Responsible for budgeting, scheduling, hiring and supervision of 3 part time officers, and general patrol work and investigations, general day to day operations of police department
- **Hill City Police Department** - Police Officer (Part time) 05/04 to 06/04 and 11/2011 to Present
 - General patrol work
- **Hill City Fire Department** - Fire Chief – 01/09 to Present, Firefighter 05/03 to Present.
 - Incident command, budgeting, hiring and supervision of 25 officers and firefighters, fire prevention activities, incident reporting, applying for and administrating state and federal grants, general day-to-day operations, facility/equipment management, building and maintaining relationships with City Council, Township boards, and other public safety and private organizations.
- **MN DNR Forestry** – Smokechaser – 04/2001 to 05/2019
 - Wildland firefighting, tracked vehicle operator, incident commander type 5
- **North Homes Inc** – Youth Counselor – 2003 to 2004
 - Day to day programming for youth on shelter/evaluation side of IJC.
- **Kmart** – Loss Prevention Associate/ Sales Associate - 1998 to 2003
 - Detection and apprehension of internal and external theft issues.

VOLUNTEER/COMMUNITY INVOLVEMENT EXPERIENCE:

- I.S.D. #002 School Board Member

- Hill City First Responders - 2001 – Present
- Polar Plunge presented by Law Enforcement 2011 to Present
- Shop with a Hero – 2012 to Present
- Boy Scout Troop 4041 Committee Chairman
- Fraternal Order of Police
- Volunteer DNR Firearms Safety Instructor
- DARE Fundraiser
- Lunch Buddies – through 4H
- Grand Rapids Police Reserves – 2002 to 2005
- Grand Rapids Police Explorers – 1997 to 2002

LICENSES:

MN POST License #17512 – 05/01/2004 to Present, First Responder/EMR #510312 – 2001 to Present

MEMBERSHIPS:

Minnesota Fire Chief's Association, FOP Lodge #24, Eagles Club, MPPOA, Northwoods Quad's ATV club

LEADERSHIP TRAININGS:

MN BCA Supervision and Management Certificate, CLEO and Command Academy, Certified Fire Officer 1, Patrol Online – Supervision and Leadership Series.

SUMMARY OF SPECIALIZED TRAININGS:

Datamaster Operator, Crisis Intervention Training, Armer Radio System trainer, BCA Basic Arson Investigation, DARE Officer, Reid Interview and Interrogation, Narcotic Interdiction, First Responder/EMR, Firefighter 1&2, Hazmat Operations, Death Investigation, LIDAR certified, Death Notification Training, Street Crimes Seminar, Domestic Violence Investigations, Stalking in the 21st Century, Sexual Assault Investigations, Immigration 101, Alzheimer's Training, High Risk Warrants, Death Investigations, Missing Persons, First Witness Forensic Interviewing, EVOC Instructor, Certified Fire Instructor 1, ARMER Subscriber APX Programming, Aride, OPUE, MSP Mobile Field Force Training, MN Fire Marshal Fire Investigation 1&2, BCA Financial Crimes Task Force Conference, Medical Examiner Annual Forensic Science Seminar, BCA Missing Person Conference, BCA Death Investigation Conference, De-escalation Trainings, Background Investigations, and Hate Crime Investigations.

AWARDS:

2016 Kiwanis Noon Club Service Officer Award

April 12, 2023

To Whom It May Concern:

I can honestly say, this recommendation is one of the easiest I have ever been asked to write.

I have known Jeremy for several years through our working relationship with the city council and as a community member.

I've worked closely with Jeremy and have had opportunities to observe him both professionally and as a community member. He is a respected member of both our community and our fire department. His ability to communicate, mentor and motivate has helped develop and maintain our fire department numbers and contributes to their growth. He is the "stabilizer" in the group of very diverse personalities.

Jeremy communicates effectively and timely with the city council in all matters. His budget reports are always current, clear and demonstrate the knowledge and awareness of both current and future needs.

Jeremy has built strong connections with our surrounding townships. His trusted reputation and his ability to communicate has helped develop a strong working relationship that benefits both our fire department and area townships.

I have no hesitation in recommending Jeremy for any position in leadership. The qualities he brings will be a benefit to any organization he chooses to be a part of.

Feel free to contact me if you have any questions.

Respectfully submitted.



Lin M Benson

Hill City City Council

218-259-5878

Itasca County Sheriff's Office



JOE DASOVICH, SHERIFF

04/12/2023

To Whom It May Concern,

I am writing this letter to give my support to Jeremy Nelson for the position of Captain for the Grand Rapids Police Department. Jeremy is an active member of the DARE team for the Itasca County community. DARE requires incredible amounts of community interaction and the relationships built through DARE are lifelong. Jeremy's passion for the DARE program even extends to his family with his wife and children also volunteering for the organization. I think family buy-in is essential and the Nelson's seems to have a great support structure for each other.

He is an informal, but effective, leader and police officers and deputies all take to Jeremy's style of leadership.

I want to circle back and just reiterate how much of this career is building healthy relationships. I see Jeremy having coffee in the Sheriff's Office with several different employees and they all seem to really enjoy his company. Jeremy embodies the values needed to be successful in moving both law enforcement and the Grand Rapids Fire Department into the future. It is by working together that we are going to make lasting changes. Building a strong team to encourage that transition is essential, and I already feel a different culture at the Itasca Chief's meeting with Kevin and Andy representing the Police Department. Adding Jeremy to the GRFP will be another solid foundational choice for our community.

In closing, I want to express my whole-hearted support for Jeremy!

Sheriff Joe Dasovich

RE: Letter of Recommendation – Jeremy Nelson

To Whom It May Concern:

My name is Todd Webb and I have been a prosecuting attorney since 1991. In my career, I have worked as the Moorhead City Prosecutor, the Clay County Attorney and in my current position as the First Assistant Itasca County Attorney – Criminal Division. I continue to be privileged to work with Federal, State, County and City law enforcement officers to provide effective investigation and prosecution of crime. With this experience in mind, I recommend Jeremy Nelson for the position of Police Captain.

It is my pleasure of working with Jeremy. Jeremy has impressed me with his diligence and knowledge of the law. Jeremy is a pro-active cop who uncovers crime rather than merely responds to calls for service. Jeremy has the critical-thinking skills and administrative experience that is necessary for this type of position. Jeremy is able to constructively discuss issues and is effective while working under stress. Jeremy has played a significant role in moving GRPD in the right direction.

Although his work would be missed out on the street, Jeremy would make an excellent Police Captain.

Sincerely,



Todd S. Webb



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24th, 2023

AGENDA ITEM: Consider unappointing Emily Naparalla from the Grand Rapids Economic Development Authority.

PREPARED BY: Rob Mattei, Director of Community Development

BACKGROUND:

At the April 10th regular meeting Emily Naparalla was appointed to the Grand Rapids Economic Development Authority (GREDA), however due to pending business with GREDA it recommended that she be unappointed until her business has been completed.

REQUESTED COUNCIL ACTION:

Make a motion unappointing Emily Naparalla from the Grand Rapids Economic Development Authority.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Conduct a Public Hearing to consider the rezoning of a 5.1-acre parcel of land from PU (Public Use) to R-2 (One and Two Family Residential)

PREPARED BY: Rob Mattei, Director of Community Development

BACKGROUND:

Staff will present the attached PowerPoint presentation as background for this item.

REQUESTED COUNCIL ACTION:

Conduct a Public Hearing to consider the rezoning of a 5.1-acre parcel of land from PU (Public Use) to R-2 (One and Two Family Residential)



CITY OF
GRAND RAPIDS
ITS IN MINNESOTA'S NATURE

Item 23.

Public Hearing

Zoning Map Amendment

Forest Lake Addition Subdivision

PU (Public Use)
to
R-2 (One and Two Family)

April 24, 2023



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Zoning Map Amendment

- **Petitioner: Grand Rapids Economic Development Authority (property owner)**
- **Requested Zoning Map Amendment: rezoning from current PU (Public Use) to that of R-2 (One and Two Family Residential)**
- **Subject Properties: 5.1 acres – site of the former Forest Lake Elementary School, being re-platted (subdivided) as Forest Lake Addition. The property lies within 6th St. N. and 8th Street N. and 7th Ave. W. and 8th Ave. W.**
- **Present Use: Vacant Land**
- **Intended Use: The property is being subdivided to create 22 single family home sites.**



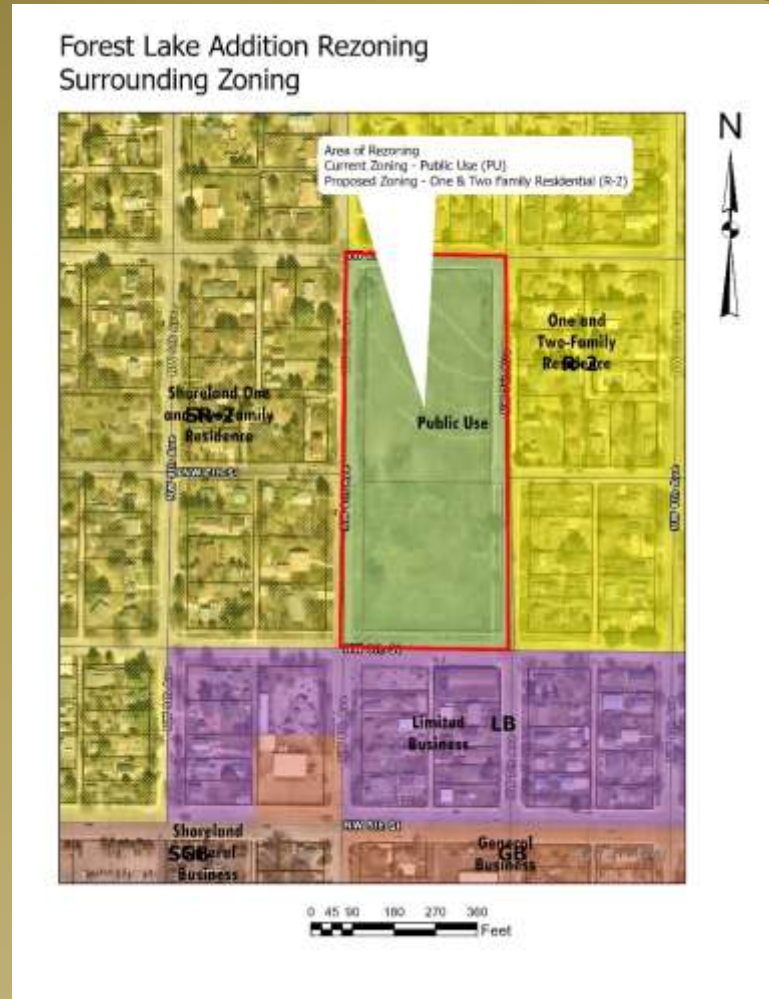
CITY OF
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Zoning Map Amendment

Item 23.

Surrounding Zoning:

R-2 (One and Two Family Residential) adjacent to the east and north, SR-2 (Shoreland One and Two Family Residential) to the west. LB (Limited Business) to the south.





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Zoning Map Amendment

Section 30-512 Table-1 Permitted Uses

A sample listing of the uses permitted by right in the requested R-2 zoning district are as follows:

- **Single family detached, twin homes, two family attached, rooming houses for 6 or fewer roomers, daycare/nurseries- 14 or fewer persons, accessory buildings, neighborhood parks, and public athletic facilities.**

A sampling of other uses permitted in R-2 with additional restrictions includes:

- **Bed and breakfast accommodations, emergency housing facilities, group and foster homes for 6 or fewer residents, senior housing with services, churches, daycare/nurseries- 15 or more persons and elementary and secondary schools.**



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Zoning Map Amendment

Section 30-512 Table 2A *Development Regulations*

Yard and Bulk Requirement comparison between requested zoning and existing:

	R-2 (requested)	PU (existing)
Min. Lot Size	gross area-7,000 s.f. area (unit)-5,000 s.f., width- 50 ft.	gross area- 1 acre width- 50 ft.
Min. Yard Setbacks	front-30 ft., int. side-6-9 ft., street side-15 ft., rear- 30 ft.	front-30 ft., int. side-10 ft., street side-15 ft., rear- 30 ft.
Max. Lot Coverage	building-30%	building-N/A, total surface-N/A, GUOS-N/A
Building Size	max. height- 30 ft., min. dimension- 24 ft.	max. height- 60 ft., min. dimension- N/A.



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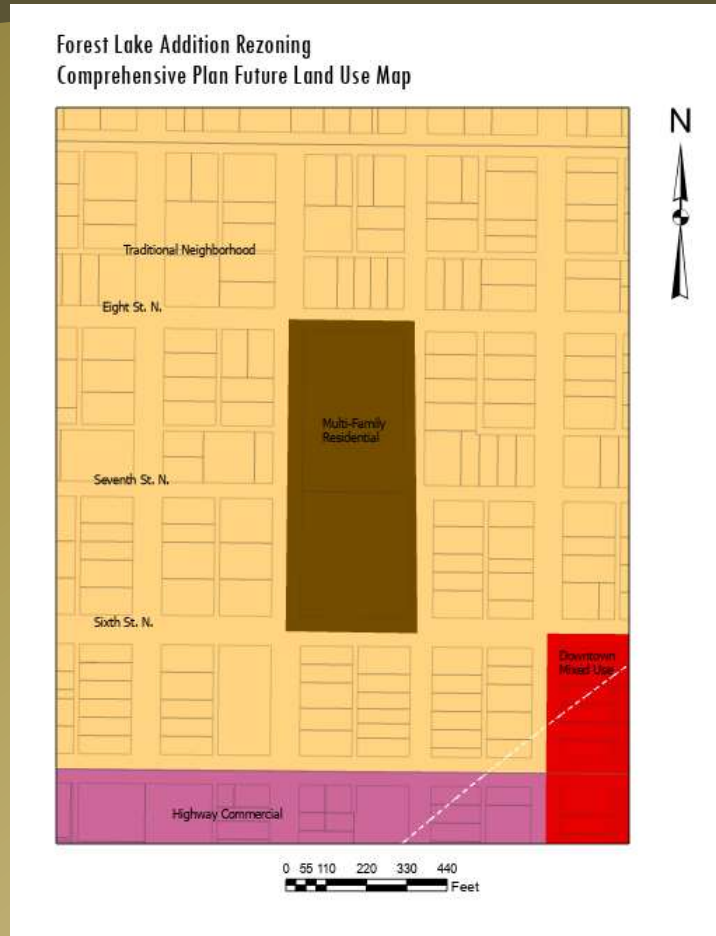
Zoning Map Amendment

Comprehensive Plan Future Land Use Map:

The Future Land Use map contained within the 2020 Comprehensive Plan shows the subject properties located within an area indicated as future “Multi-Family Residential”, which was a “future land use”. This designation was intended to provide the full array of opportunity for housing types, as Multi-Family zoning permits both multi-family and single-family development.

Primary Land Uses: Apartments, condos, and townhouses.

Secondary Land Uses: Parks, recreational or community amenities, assisted living, manufactured home communities.



**It should be noted that the Future Land Use Map is intended to show the long-range desired future condition of an area, on a generalized basis, and is less geographically specific.*



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Zoning Map Amendment

Comprehensive Plan:

Chapter 4 – Land Use

Goal 4: Protect and enhance the character, amenities, variation, and livability of residential areas. A range of residential land uses allows for lifecycle housing choices and options within a variety of housing markets. Grand Rapids' housing options stretch across the entire residential land use transect, from rural to dense multi-family.

- a. **Integrate a range of housing types while retaining the character of distinct neighborhoods.** Introducing new housing types to the area can provide opportunities to increase housing options and can improve livability; however, potential impacts to existing neighborhood character must be considered. Allowing for some variety of housing within neighborhoods will promote inclusive and economically integrated neighborhoods. A variety of housing options can be achieved while enhancing neighborhood character.

Implementation Strategy	On-Going Action	Short Term Action	Long Term Action	Responsible Parties
Development and Land Use Regulation: Zoning	Continue to evaluate rezoning proposals for compatibility with surrounding existing and planned uses and connections to infrastructure systems.	Pursue zoning amendments for use and development standards as warranted. Examples include updates to building height requirements.	Continue to utilize evaluation criteria through the rezoning process. Update the criteria as needed.	Primary: Community Development, Engineering Secondary: Planning Commission



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Zoning Map Amendment

Comprehensive Plan:

Chapter 4 – Land Use

Chapter 4 - Land Use

Key Development Sites
Some key development and redevelopment parcels that were addressed during the planning process include the following sites.

Forest Lake Elementary School Site
The former Forest Lake Elementary School site is located on the west side of downtown Grand Rapids. The location of the site makes it a target for either future single-family or multi-family residential use due to its proximity to the downtown and surrounding traditional neighborhood uses.

Former Ainsworth Industrial Site
The former Ainsworth site currently sits vacant along the western portion of the community, with rail access and proximity to US Highway 2. The site contains existing buildings and infrastructure that can be modified to accommodate a range of future uses. The site and existing buildings are large and may warrant the accommodation of multiple uses.

Grand Itasca Clinic and Hospital
The area surrounding the existing Grand Itasca Clinic and Hospital provides opportunity for increased development intensity surrounding the medical campus. A combination of neighborhood mixed use and multi-family residential future land uses have been identified surrounding the clinic and hospital.



City Owned Parcels Downtown
The City of Grand Rapids currently owns parcels of land in the southeast portion of Downtown. These parcels are located a few blocks to the east of US Highway 169 and to the north of the Grand Rapids Area Library. Both sites are currently vacant and are poised for a range of development opportunities.

Industrial Parks
The future land use map shows several additions to the City's industrial parks and other industrial expansion areas. The industrial areas were addressed to make sure that sufficient land was ready for both routine industrial expansion and the potential for a large facility looking for a shovel ready site.

Housing and Neighborhood Diversity
The planning process was cognizant of the City's and region's changing demographics, changes in industries and potential changes in in-migration patterns. The future land use map and categories were created to support a range of housing types and to accommodate a variety of interconnected neighborhoods.

Future Development Considerations
The future land use map and corresponding categories serve as the legal basis for zoning decisions within the City. While these components serve as the foundation for decision making, there are other considerations that should be included throughout the development process. The following considerations can simply be used during the development review process or the City may choose to develop/modify policy and regulations to require the consideration of these elements through the development process.

Residential Development
The maintenance of a healthy, affordable and vibrant housing stock is a key consideration for cities throughout the State of Minnesota. Grand Rapids is home to existing vibrant neighborhoods where a range of quality, type and affordability must be maintained for future residents. The future land use plan uses four residential land use categories to guide future residential development – from large lot single-family to multi-family developments. As the City continues to pursue residential growth to maintain a range of options for future and current residents, the quality and character of the residential development should be considered.



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Zoning Map Amendment

Planning Commission Considerations:

The Planning Commission reviewed the proposed zoning map amendment at their April 6th meeting.

Based upon their review of these considerations and their findings of fact, the Planning Commission approved a motion recommending approval of the proposed zoning map amendment.

The Planning Commissions Findings of Fact are incorporated into the draft Ordinance to be considered following this public hearing.

PLANNING COMMISSION
Considerations
ZONING MAP AMENDMENT

1. Will the change affect the character of neighborhoods?
Why/Why not?
2. Would the change foster economic growth in the community?
Why/Why not?
3. Would the proposed change be in keeping with the spirit and intent of the ordinance?
Why/Why not?
4. Would the change be in the best interest of the general public?
Why/Why not?
5. Would the change be consistent with the Comprehensive Plan?
Why/Why not?



CITY OF
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Item 23.

Questions?



CITY OF
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REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Conduct a public hearing to consider the vacation of a platted alley right of way and public utility easement located in Block 5, Second Division and Block 9, Houghton's Second Addition.

PREPARED BY: Rob Mattei, Director of Community Development

BACKGROUND:

Staff will present the attached PowerPoint presentation as background for this item.

REQUESTED COUNCIL ACTION:

Conduct a public hearing to consider the vacation of a platted alley right of way and public utility easement located in Block 5, Second Division and Block 9, Houghton's Second Addition.



CITY OF
GRAND RAPIDS
ITS IN MINNESOTA'S NATURE

Public Hearing

Vacation of Platted Right of Way and Public Easements

within

**Block 5 of Grand Rapids Second Division
and
Block 9 of Houghton's Second Addition**

April 24, 2023



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

Public Vacation Request

- **Petitioner: Grand Rapids Economic Development Authority**
- **Requested Vacation: The N/S alley in Block 5, Grand Rapids Second Division and two utility easements recorded as document numbers 375506 and 183430 (former Forest Lake School Site)**

Petitioner's Stated Reason for Request: sufficient easements and right of way are being dedicated within the proposed plat of Forest Lake Addition. Existing easements and alley right of way will no longer be needed and should be vacated to clear title to the property.



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Public Vacation Request

Item 24.

Requested Vacations:

Alley and Utility Easement Vacations



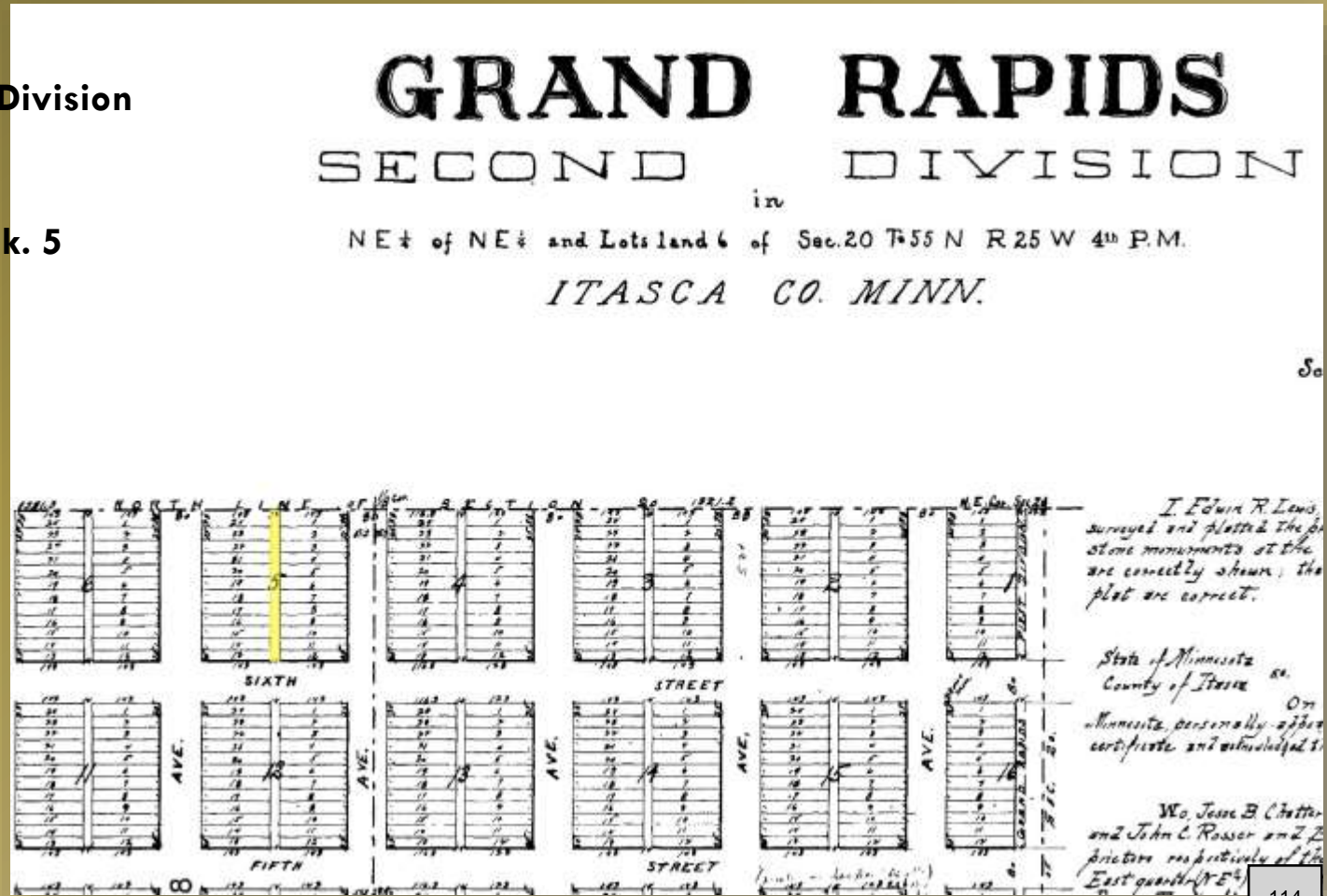


CITY OF
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Public Vacation Request

Grand Rapids Second Division

- Platted 1890
- N/S Alley within Blk. 5





CITY OF
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Public Vacation Request

Staff Review Committee:

- **The Engineering Department/Public Works Department have no objections to the petitioned vacations.**
- **Staff review committee consists of: Engineering/Public Works Department, Community Development Department, Fire Department and the Grand Rapids Public Utilities Commission.**



CITY OF
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IT'S IN MINNESOTA'S NATURE

Public Vacation Request

Planning Commission Considerations:

The Planning Commission reviewed this requested vacation at their April 6 meeting.

Based upon their review of the list of considerations, the Planning Commission made findings that supported their recommendation to the City Council, which was for approval of the request.

Their findings of fact are incorporated into the draft resolution to be considered following the public hearing.

PLANNING COMMISSION

Considerations

RIGHT-OF-WAY VACATIONS

1. Is the right-of-way needed for traffic purposes?
Why/Why not?

2. Is the right-of-way needed for pedestrian purposes?
Why/Why not?

3. Is the right-of-way needed for utility purposes?
Why/Why not?

4. Would vacating the right-of-way place additional land on the tax rolls?
Why/Why not?

5. Would vacating the right-of-way facilitate economic development in the City?
Why/Why not?



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Questions?



CITY OF
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REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider the recommendation of the Planning Commission regarding adoption of an ordinance, amending the Official Zoning Map, by rezoning 5.1 acres of land from PU (Public Use) to R-2 (One and Two Family Residential).

PREPARED BY: Rob Mattei, Director of Community Development

BACKGROUND:

After the public hearing on this matter, the City Council will want to consider the public testimony received and review the recommendation put forward by the Planning Commission.

The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, and adopt the ordinance as prepared, or the Council can make its own findings to support its reasons for approving or denying the Zoning Map Amendment.

REQUESTED COUNCIL ACTION:

Make a motion regarding adoption of an ordinance, amending the Official Zoning Map, by rezoning 5.1 acres of land from PU (Public Use) to R-2 (One and Two Family Residential) and authorize its publication in summary form.

Council member _____ introduced the following Ordinance and moved for its adoption:

ORDINANCE NO. 23-_____

AN ORDINANCE OF THE CITY OF GRAND RAPIDS, MINNESOTA, APPROVING THE REZONING OF A 5.1 ACRE PARCEL OF LAND FROM PU (PUBLIC USE) TO R-2 (ONE AND TWO FAMILY RESIDENTIAL)

WHEREAS, on April 6, 2023, the Planning Commission approved a motion forwarding a favorable recommendation to the City Council regarding the rezoning of property legally described as,

Lots 1 through 18, Block 9, HOUGHTON'S SECOND ADDITION TO GRAND RAPIDS, including vacated "T" alley situated within said Block 9 and including all of adjoining vacated Seventh Street North between the limits of Seventh Avenue West and Eighth Avenue West, according to the recorded plat thereof, Itasca County, Minnesota; and

All of Block 5 in GRAND RAPIDS SECOND DIVISION, according to the recorded plat thereof, Itasca County, Minnesota.

from its current zoning designation of PU (Public Use) to R-2 (One and Two Family Residential), and

WHEREAS, the City Council conducted a public hearing on that request at their regular meeting on April 24, 2023 and all were heard, and

WHEREAS, the City Council did concur with the recommendations of the Planning Commission, and determined that the Zoning Map Amendment would be in the best interest of the community.

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

That the property legally described above and as shown on the attached "Exhibit A", is rezoned from its current designation of PU (Public Use) to R-2 (One and Two Family Residential) based on the following findings of fact:

- The proposed rezoning would not have an adverse effect on the character of neighboring area as it will allow for housing that is like the existing, surrounding, neighborhood.
- The change would foster economic growth by allowing for the development of new housing.
- The change would be in keeping with the spirit and intent of the Zoning Ordinance by fostering development that is consistent with and complimentary of the surrounding neighborhood.
- The change would be in the best interest of the general public by supporting the development of new housing , which is much needed in the City.
- That the change would be consistent with the Comprehensive Plan, as this zoning change supports the stated intended redevelopment of the site into housing.

This Ordinance shall become effective after its passage and publication.

Adopted by the City Council this 24th day of April 2023.

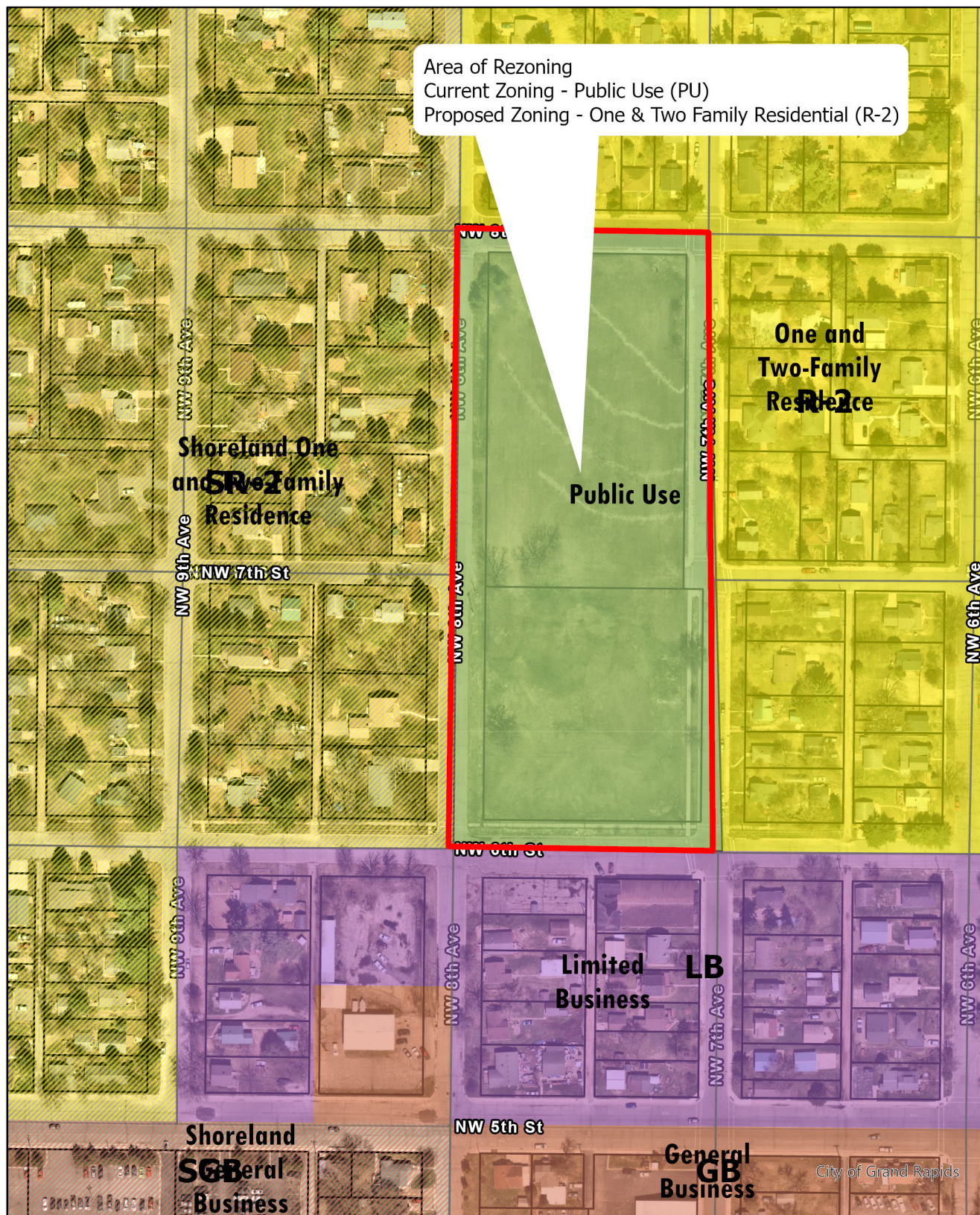
Dale Christy, Mayor

ATTEST:

Kim Gibeau, City Clerk

Council member _____ seconded the foregoing Ordinance and the following voted in favor thereof _____; and the following voted against same _____; whereby the Ordinance was declared duly passed and adopted.

Forest Lake Addition Rezoning Surrounding Zoning





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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 24, 2023

AGENDA ITEM: Consider the adoption of a resolution either approving or denying the vacation of a platted alley right of way and public utility easement located in Block 5, Second Division and Block 9, Houghton's Second Addition.

PREPARED BY: Rob Mattei, Director of Community Development

BACKGROUND:

After the public hearing on this matter, the City Council will want to consider the public testimony received and review the recommendation put forward by the Planning Commission.

The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, and adopt the resolution as prepared, or the Council can make its own findings to support its reasons for approving or denying the requested vacations.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution either approving or denying the vacation of a platted alley right of way and public utility easement located in Block 5, Second Division and Block 9, Houghton's Second Addition.

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

RESOLUTION NO. 23-__

A RESOLUTION FOR THE VACATING OF THE N/S ALLEY IN BLOCK 5 OF GRAND RAPIDS SECOND DIVISION AND TWO UTILITY EASEMENTS RECORDED AS DOCUMENTS 183430 AND 375506

WHEREAS, the City Planning Commission, at their regular meeting on April 6, 2023 reviewed the vacation request for an alley and two public utility easements described as:

N/S alley in Block 5, Grand Rapids Second Division, Itasca County, Minnesota and public easements for utilities established in Itasca County Records #183430 and #375506.

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

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

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

WHEREAS, the Grand Rapids City Council conducted a public hearing on April 24, 2023, to consider the vacation of retained public utility easements described above; and

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

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

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

- The easements are not needed for traffic purposes, as they were designated for utility purposes.
- The easements are not needed for pedestrian purposes.
- The easements are not needed for utility purposes, as replacement easements will be dedicated within the proposed plat of Forest Lake Addition.
- Vacating the easements will not put additional land on the tax rolls, as new easements will be established within the proposed subdivision of Forest Lake Addition.
- Vacating the easements would facilitate economic development in the City, by allowing for additional development to take place on the property after its vacation.

AND BE IT FURTHER RESOLVED, that;

1. The City Council instructs the City Clerk to submit a copy of this resolution to the Itasca County Assessor, Itasca County Recorder, and the Itasca County Auditor upon approval of the final plat of Forest Lake Addition.

Adopted by the City Council this 24th day of April 2023.

Dale Christy, Mayor

ATTEST:

Kim Gibeau, City Clerk

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

This document was drafted by:
Rob Mattei, Director of Community Development
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744