



## **CITY COUNCIL MEETING AGENDA**

**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.

**CALL OF ROLL:**

**PUBLIC FORUM:**

**COUNCIL REPORTS:**

**APPROVAL OF MINUTES:**

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

**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

**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

**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.
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

SET REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

- [14.](#) Consider approval of the preliminary plat of Forest Lake Addition

POLICE:

- [15.](#) Consider adopting a resolution accepting a GRPD Canine Program donation from the McCumsey family.

CITY COUNCIL:

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

ADJOURNMENT:

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.

ATTEST: Kimberly Gibeau, City Clerk



CITY OF  
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## **CITY COUNCIL WORKSESSION MINUTES**

**Monday, March 27, 2023**

**4:30 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, March 27, 2023 at 4:30 PM in the City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Mayor Christy called the meeting to order at 4:31 pm.

**ROLL CALL:**

**PRESENT**

Mayor Dale Christy

Councilor Dale Adams

Councilor Tasha Connelly

Councilor Molly MacGregor

**ABSENT**

Councilor Tom Sutherland

**STAFF:** Chad Sterle, Barb Baird, Chery Pierzina, Will Richter, Andy Morgan

**DEPARTMENT HEAD REPORT:**

1. Community Development Department Report

Community Development Director Rob Mattei gave his Year-End Statistics for 2022. In his presentation he compared Permitted Construction from 2005 to 2022 which showed them trending upward. He showed Building Permit totals, comparisons of Commercial/Residential and Government Valuation, New Housing Statistics, 2022 Permit Construction and noted that Building Official Jon Peterson was now certified in State Inspections.

Director Mattei also discussed the Updates to the Economic Development Authority's Downtown Plan replacing the Plan from 2006, Housing Development Activities, housing demands and barriers and current development sites underway.

Commissioner Connelly inquired as to the timeline of filling Eric Trast's position. Director Mattei stated that they are still working with Human Resources on the job description and will be seeking Council approval possibly in April.

**REVIEW OF REGULAR AGENDA:**

Upon review, no changes or additions are noted.

**ADJOURN:**

There being no further business, the meeting adjourned at 5:00pm.

Respectfully submitted,

*Cynthia Lyman*

Cynthia Lyman, Administrative Assistant



CITY OF  
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## **CITY COUNCIL MEETING MINUTES**

**Monday, March 27, 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, March 27, 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 5:04pm.

### **CALL OF ROLL:**

#### **PRESENT**

Mayor Dale Christy  
 Councilor Dale Adams  
 Councilor Tasha Connelly  
 Councilor Molly MacGregor

#### **ABSENT**

Councilor Tom Sutherland

**STAFF:** Rob Mattei, Chad Sterle, Barb Baird, Will Richter, Chery Pierzina, Andy Morgan

### **PUBLIC FORUM:**

No one from the public wished to speak.

### **COUNCIL REPORTS:**

Councilor Adams reported that at the RAMS Meeting, that there may be an increase in LGA tax money if not in 2023, possibly in 2024.

### **APPROVAL OF MINUTES:**

1. Approve Council minutes for Monday March 13, 2023 Worksession and Regular meetings.

Motion was made by Councilor Connelly, Second by Councilor Adams to approve the minutes as presented from March 13th, 2023. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly and Councilor MacGregor.

### **VERIFIED CLAIMS:**

2. Approve the verified claims for the period March 7, 2023 to March 20, 2023 in the total amount of \$1,131,987.74 of which \$307,498.75 is debt service.



Motion was 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.

CONSENT AGENDA:

3. Consider approving an updated Joint Powers Cooperative Agreement with Itasca County for the Grand Rapids/Itasca County Airport
4. Consider adopting a resolution accepting low bid and entering into an agreement with Casper Construction Inc. for CP 2022-3, Forest Lake Utilities.

**Adopted Resolution 23-20.5.** Consider approving a Lease Agreement with the Northeast Higher Education District for use of the City's athletic fields.

6. Consider approving a Lease Agreement with ISD 318 for use of the City's athletic fields.
7. Consider adopting a resolution approving reimbursement of expenditures for CP 2015-1, Sylvan Bay Overlays and Utilities

**Adopted Resolution 23-21**

8. Accept a Minnesota Historical & Cultural Heritage Grant in the amount of \$8,513.00 to acquire a Microfilm Reader/Printer/Scanner and authorize the Mayor and Library Director to sign the Grant Agreement.
9. Consider hiring Glen Hodgson to assist with Building Maintenance on the IRA Civic Center project.
10. Consider authorization to interview and hire Police Captain and Sergeant
11. Consider the request to allow the Public Works Department to sell equipment at auction.
12. Consider adopting a resolution accepting low base bid of \$3,587,517.84 and entering into an agreement with TNT Construction Group for CP 2015-1, Sylvan Bay Overlay & Utilities.

**Adopt Resolution 23-23**

13. Consider the adoption of a resolution authorizing the City to make application to and accept funds from the Minnesota Department of IRRR Development Infrastructure grant program for the Grand Rapids Early Childhood Education Hub

**Adopt Resolution 23-22**

14. Consider Voiding Lost Accounts Payable Check and Issue a Replacement Check
15. Consider approving a temporary liquor license for Klockow Brewing outdoor event.
16. Consider authorizing the Grand Rapids-Itasca County Airport to retire and sell the 2007 Cat Broom.

17. Consider authorizing quotes and awarding a contract at the Grand Rapids / Itasca County airport for the 2023 Crack Seal project
18. Consider authorizing advertisement for bids for the 2023 North Taxilane Reconstruction project at the GPZ Airport

Motion made by Councilor Connelly, Second by Councilor Adams 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 Connelly, Second by Councilor Adams to approve the regular agenda with the exception of having Agenda Item 20 first before Agenda Item 19. Voting Yea: Councilor MacGregor, Mayor Christy, Councilor Connelly and Councilor Adams.

#### PUBLIC HEARINGS: (scheduled to begin no earlier than 5:30 PM)

19. Conduct a Public Hearing to consider the adoption of an Ordinance amending a section of Article VI Zoning within Chapter 30 Land Development Regulations.

Motion made by Councilor Adams, Second by Councilor MacGregor to open the Public Hearing. Voting Yea: Councilor Connelly, Councilor MacGregor, Councilor Adams, Mayor Christy.

Motion made by Councilor Adams, Second by Councilor Connelly to close the Public Hearing. Voting Yea: Councilor MacGregor, Mayor Christy, Councilor Adams and Councilor Connelly.

#### COMMUNITY DEVELOPMENT:

20. Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending and updating a section of Article VI Zoning within Chapter 30 Land Development Regulations.

Motion made by Councilor Adams, Second by Councilor Connelly to Adopt Ordinance 23-03-02; amending and updating a section of Article VI (Zoning) within Chapter 30 Land Development Regulation, and recommending a published summary of the ordinance. Voting Yea: Councilor MacGregor, Councilor Connelly, Councilor Adams and Mayor Christy.

#### ADJOURNMENT:

There being no further business, the meeting adjourned at 5:30pm.

Respectfully submitted:

*Cynthia Lyman*

Cynthia Lyman, Administrative Assistant

DATE: 04/04/2023  
 TIME: 16:25:58  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/10/2023

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
1612075	PLAN IT SOFTWARE LLC	532.80
	TOTAL	532.80
CITY WIDE		
0126725	AZTECA SYSTEMS LLC	17,174.00
0715808	GOVCONNECTION INC	478.34
1612075	PLAN IT SOFTWARE LLC	1,067.20
1900225	SEH	367.50
1915248	SHI INTERNATIONAL CORP	8,368.00
2209705	VISIT GRAND RAPIDS INC	20,000.00
	TOTAL CITY WIDE	47,455.04
BUILDING SAFETY DIVISION		
0118100	ARAMARK UNIFORM SERVICES	52.89
0221650	BURGGRAF'S ACE HARDWARE	52.55
0301685	CARQUEST AUTO PARTS	8.54
0315455	COLE HARDWARE INC	128.97
0914540	INNOVATIVE OFFICE SOLUTIONS LL	4,820.00
1520350	OTIS ELEVATOR COMPANY	3,179.52
1801555	RAPID PEST CONTROL INC	66.00
	TOTAL BUILDING SAFETY DIVISION	8,308.47
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS HERALD REVIEW	71.30
	TOTAL COMMUNITY DEVELOPMENT	71.30
FINANCE		
0914540	INNOVATIVE OFFICE SOLUTIONS LL	111.25
1309495	MINUTEMAN PRESS	187.28
	TOTAL FINANCE	298.53
FIRE		
0118100	ARAMARK UNIFORM SERVICES	27.56
	TOTAL FIRE	27.56

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/10/2023

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
PUBLIC WORKS		
0112450	ALL FLAGS, LLC	121.50
0121721	AUTO VALUE - GRAND RAPIDS	41.99
0301685	CARQUEST AUTO PARTS	234.61
0513233	EMERGENCY AUTOMOTIVE TECH INC	1,909.94
0715808	GOVCONNECTION INC	478.34
0800040	H & L MESABI	600.00
0801836	HAWKINSON SAND & GRAVEL	692.38
1200500	L&M SUPPLY	40.97
1209735	LITTLE FALLS MACHINE INC	1,108.18
1303039	MCCOY CONSTRUCTION & FORESTRY	6,335.18
1315690	MORTON SALT	3,814.79
1415030	NAPA SUPPLY OF GRAND RAPIDS	4.28
1612045	PLAGEMANN'S LANDSCAPING INC	3,900.00
1801899	RAYS SPORT & CYCLE	749.63
1900225	SEH	670.00
TOTAL PUBLIC WORKS		20,701.79
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	1,288.93
0601690	FASTENAL COMPANY	112.55
1801615	RAPIDS WELDING SUPPLY INC	129.19
2209421	VIKING ELECTRIC SUPPLY INC	704.46
TOTAL FLEET MAINTENANCE		2,235.13
POLICE		
0100031	A&B MISHAPS	107.70
0218118	STEVEN ELDOR BREITBARTH	2,760.00
0301685	CARQUEST AUTO PARTS	198.59
0409501	JOHN P. DIMICH	4,583.33
0701650	GARTNER REFRIGERATION CO	218.44
1200500	L&M SUPPLY	41.98
1309090	SUPERONE FOODS NORTH	21.24
1605665	PERSONNEL DYNAMICS LLC	279.45
1618125	PRAXAIR DISTRIBUTION INC	83.01
1721098	QUALIFICATION TARGETS INC	827.68
1801725	RAY ALLEN MANUFACTURING LLC	205.96
TOTAL POLICE		9,327.38

CENTRAL SCHOOL

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/10/2023

VENDOR #	NAME	AMOUNT DUE
CENTRAL SCHOOL		
0218745	ASHLEY BRUBAKER	383.93
TOTAL		383.93
AIRPORT		
0301685	CARQUEST AUTO PARTS	65.44
0315455	COLE HARDWARE INC	20.98
0504825	EDWARDS OIL INC	3,601.02
T001469	SUSAN BURGGRAF	4,365.60
TOTAL		8,053.04
CIVIC CENTER		
GENERAL ADMINISTRATION		
0221650	BURGGRAF'S ACE HARDWARE	86.96
1200500	L&M SUPPLY	99.74
1421155	NUCH'S IN THE CORNER	24.00
1800655	R & R SPECIALTIES INC	1,100.35
TOTAL GENERAL ADMINISTRATION		1,311.05
CEMETERY		
2501525	YANMAR COMPACT EQUIPMENT NORTH	74.06
TOTAL		74.06
GR/COHASSET IND PK INFRAST		
1900225	SEH	22,176.00
2000522	TNT CONSTRUCTION GROUP, LLC	112,700.87
TOTAL		134,876.87
AIRPORT CAPITAL IMPRV PROJECTS		
AP 2023-4 HANGAR UTILITIES		
1900225	SEH	4,637.50
TOTAL AP 2023-4 HANGAR UTILITIES		4,637.50

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/10/2023

VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER CAPITAL IMP PJT		
IRA CIVIC CENTER RENOVATION		
0315495	COMMERCIAL REFRIGERATION	61,907.70
0801670	HART ELECTRIC	47,157.90
0900055	ICS CONSULTING INC	7,536.00
1801610	RAPIDS PLUMBING & HEATING INC	88,350.00
2000522	TNT CONSTRUCTION GROUP, LLC	370,500.00
TOTAL IRA CIVIC CENTER RENOVATION		575,451.60
2022 INFRASTRUCTURE/ARPA		
FOREST LK UTILITY EXTENSIONS		
1900225	SEH	16,226.00
TOTAL FOREST LK UTILITY EXTENSIONS		16,226.00
2023 INFRASTRUCTURE BONDS		
CP2015-1 SYLVAN BAY OVR/UTIL		
1900225	SEH	58,852.14
TOTAL CP2015-1 SYLVAN BAY OVR/UTIL		58,852.14
STORM WATER UTILITY		
0103325	ACHESON TIRE INC	650.00
0126725	AZTECA SYSTEMS LLC	9,925.00
0301685	CARQUEST AUTO PARTS	147.83
0301705	CASPER CONSTRUCTION INC	2,102.50
0514798	ENVIRONMENTAL EQUIPMENT AND	1,411.73
1303039	MCCOY CONSTRUCTION & FORESTRY	953.03
1309495	MINUTEMAN PRESS	699.34
1621125	PUBLIC UTILITIES COMMISSION	2,200.00
2000522	TNT CONSTRUCTION GROUP, LLC	170.00
2009725	TITAN MACHINERY INC	521.24
2018560	TROUT ENTERPRISES INC	3,057.75
TOTAL		21,838.42
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$910,662.61

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/10/2023

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0104095	DALE ADAMS	77.29
0113105	AMAZON CAPITAL SERVICES	1,657.49
0201354	B. BAIRD-PETTY CASH FUND	26.30
0218755	CHARLES BRUEMMER	148.33
0305530	CENTURYLINK QC	48.99
0401804	DAVIS OIL INC	3,987.95
0605191	FIDELITY SECURITY LIFE	93.50
0718015	GRAND RAPIDS CITY PAYROLL	279,940.10
0718070	GRAND RAPIDS STATE BANK	125.00
0815440	HOLIDAY STATIONSTORES LLC	286.00
1005730	SETH JETLAND	426.00
1201402	LAKE COUNTRY POWER	44.81
1205090	LEAGUE OF MINNESOTA CITIES	20.00
1205095	LEAGUE OF MN INSURANCE TRUST	1,000.00
1305725	METROPOLITAN LIFE INSURANCE CO	2,094.50
1309173	MINNESOTA DEPT OF HEALTH	150.00
1309199	MINNESOTA ENERGY RESOURCES	4,193.76
1309291	MN POLLUTION CONTROL AGENCY	310.00
1309304	MN DEPT OF PUBLIC SAFETY	100.00
1321750	MUTUAL OF OMAHA	430.14
1415479	NORTHERN DRUG SCREENING INC	56.00
1601305	THOMAS J. PAGEL	1,073.34
1601750	PAUL BUNYAN COMMUNICATIONS	1,415.84
1800125	RBC WEALTH MANAGEMENT	245,000.00
1903555	ERIK SCOTT	99.56
2000100	TASC	31.50
2305300	MATTHEW WEGWERTH	327.50
2305825	WEX INC	14,269.66

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$557,433.56

TOTAL ALL DEPARTMENTS \$1,468,096.17



CITY OF  
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## PLANNING COMMISSION MEETING MINUTES

Thursday, February 02, 2023

4:00 PM

**CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids Planning Commission will be held on Thursday, February 2, 2023 at 4:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**APPROVAL OF MINUTES:**

1. Consider approval of the November 3, 2022 regular meeting minutes.

Motion by Commissioner Hubbes, second by Commissioner Gothard to approve the minutes from the November 3, 2022 regular meeting. The following voted in favor thereof: Schnell, Johnson, Hubbes, Gothard. Opposed: None, motion passed unanimously.

**PUBLIC HEARINGS:**

**GENERAL BUSINESS:**

2. Consider the election of Planning Commission Officers

Motion by Commissioner Johnson, second by Commissioner Gothard to nominate Commissioner Goggin as president and Commissioner Hubbes as vice president/secretary. The following voted in favor thereof: Gothard, Hubbes, Johnson, Schnell. Opposed: None, motion passed unanimously.

3. Consider initiating the process to review and amend the Section 30-512, Table 2-A of the Zoning Ordinance.

Community Development Director Mattei provided a power point with background information.

Motion by Commissioner Hubbes, second by Commissioner Schnell to initiate the process to review and amend Section 30-512, Table 2-A of the Zoning Ordinance. The following voted in favor thereof: Schnell, Johnson, Hubbes, Gothard. Opposed: None, motion passed unanimously.

**PUBLIC INPUT:**

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



MISCELLANEOUS:

REPORTS/ANNOUNCEMENTS/UPDATES:

The Commissioners welcomed Bill Schnell.

ADJOURNMENT:

There being no further business the meeting adjourned at 4:27 p.m.

NEXT REGULAR MEETING IS SCHEDULED FOR March 2, 2023 AT 4:00 PM.

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

The next regular meeting is scheduled for March 2, 2023.

ATTEST:

Aurimy Groom

DRAFT



# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

**Wednesday, February 08, 2023**

**5:00 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, February 8, 2023 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES:**

1. Consider approval of Library Board Meeting Minutes from 01-11-2023.

**COMMUNICATIONS:**

**FINANCIAL REPORT & CLAIMS** (Roll Call Vote Required):

2. Review Library Financials and consider a motion to approve payment of Bill List as presented.

**CONSENT AGENDA** (Roll Call Vote Required):

3. Consider adopting Resolution 2023-02 accepting donations

**REGULAR AGENDA:**

4. Coalition of Greater MN Cities 2023 Legislative Priorities
5. Update from Encompass Inc.
6. Consider making a recommendation to City Council on hiring of temporary employees.
7. Nature Playscape Concept

**UPDATES:**

Friends

Foundation

STAFF REPORTS:

8. Library Reports & Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR March 8, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION

## MEETING MINUTES

Wednesday, February 08, 2023

4:00 PM

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, February 8, 2023 in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota. The meeting was call to order at 4:03 PM.

### CALL OF ROLL:

#### PRESENT

President Tom Stanley  
 Secretary Luke Francisco  
 Commissioner Nancy Saxhaug  
 Commissioner Rick Smith  
 Commissioner Dale Adams

Also present: General Manager Julie Kennedy, Business Services Manager Jean Lane, Electric Department Manager Chad Troumbly, Water/Wastewater Department Manager Steve Mattson, Administrative/HR Assistant Carrie Jo Kruger and ICTV Representative Pete Garsow.

### PUBLIC FORUM:

None

### APPROVAL OF MINUTES:

1. Consider a motion to approve the January 11, 2023 Regular Commission Minutes and the January 25, 2023 Regular Work Session Minutes.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the January 11, 2023 Regular Commission Minutes and the January 25, 2023 Regular Work Session Minutes.**

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

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

### VERIFIED CLAIMS:

2. Consider a motion to approve \$2,243,538.47 of verified claims for December 2022 and January 2023.

**Motion made by Commissioner Saxhaug, Seconded by Secretary Francisco to approve \$2,243,538.47 of verified claims for December 2022 and January 2023.**

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

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

#### COMMISSION REPORTS:

None

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

**Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the consent agenda as presented.**

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

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

3. Consider a motion to declare a Wastewater Treatment Plant (WWTP) Operator vacancy exists and authorize the internal posting and external advertising, if needed, for the position.

**Approved by consent agenda vote.**

4. Consider a motion to ratify the procurement contract with Procise Solutions, Inc. for IT professional services in an amount not to exceed \$10,000.00.

**Approved by consent agenda vote.**

5. Consider a motion to ratify the procurement contract with Midwest Communications for radio ad spots in the amount of \$5,200.

**Approved by consent agenda vote.**

6. Consider a motion to ratify the procurement contract with Cogsdale for GP Dynamics year end closing assistance services in the amount of \$6,510.00

**Approved by consent agenda vote.**

7. Consider a motion to ratify the procurement contract with Blake Electric for professional services not to exceed \$19,000 to provide Master Electrician support for electrical work performed by GRPU staff.

**Approved by consent agenda vote.**

8. Consider a motion to approve the procurement contract with Altec Industries for the purchase of a Model AT41ME Bucket for \$238,071.00 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

9. Consider a motion to ratify the procurement contract with Tech Sales Co for flow meters for the water treatment plant for \$22,029.95.

**Approved by consent agenda vote.**

10. Consider a motion to approve the procurement contract with Hach Company for three turbidity meters for the water treatment plant for \$26,238 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

11. Consider a motion to ratify the procurement contract with NOS Automation for Alarm Agents for WWT, WW Collection and WTP for \$14,085.20.

**Approved by consent agenda vote.**

12. Consider a motion to approve the procurement contract with MacQueen Equipment for a jetting camera and crawler for \$55,000 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

13. Consider a motion to approve the procurement contract with Vessco Inc. for two bleach tanks for the secondary plant for \$29,730 and authorize the General Manager to sign the contract.

**Approved by consent agenda vote.**

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

**Motion made by Commissioner Saxhaug, Seconded by Commissioner Adams to set the regular agenda as it stands.**

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

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

**SAFETY REPORT:**

14. Review Safety Monthly Report

Commissioner Smith mentioned that the cumulative number for 2022 is wrong. Julie Kennedy will make the correction.

## ADMINISTRATION:

15. Consider a motion to confirm filling the Electric Department Manager position with the preferred candidate, Mr. Chad Troumbly.

**Motion made by Secretary Francisco, Seconded by Commissioner Adams to confirm filling the Electric Department Manager position with the preferred candidate, Mr. Chad Troumbly.**

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

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Adams**

**Voting Abstaining: Commissioner Smith**

16. Consider a motion to adopt Resolution No, 02-08-23-01 Supporting And Authorizing Submission Of An Application To Minnesota Management And Budget Requesting \$2.5M in Funds From The 2023 State Appropriation Funded From State General Bonds For Design And Construction Of The Grand Rapids Public Utilities Water Treatment Plant Renovation Project In Grand Rapids, Minnesota.

**Motion made by Commissioner Smith, Seconded by Commissioner Adams to adopt Resolution 02-08-23-01 as written.**

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

**Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams**

17. Review Administration Monthly Report

General Manager Julie Kennedy mentioned that a legislative portion will be added to future reports.

## BUSINESS SERVICES DEPARTMENT:

18. Review Business Services Monthly Report

Business Services Manager Jean Lane mentioned that Budget/Timeframe items will be added to future reports.

## ELECTRIC DEPARTMENT:

19. Review Electric Utility Monthly Report

General Manager Julie Kennedy presented the report. She added that future reports may include more information about wholesale power rates, with and without true up. Chad Troumbly, Electric Department Manager will be presenting future Electric Department reports.

WATER AND WASTEWATER DEPARTMENT:

20. Review Water Utility Monthly Report

21. Review Wastewater Utility Monthly Report

22. W & WW Department Head Presentation

ADJOURNMENT:

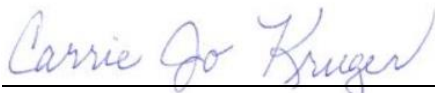
By call of the Chair, the meeting was adjourned at 5:19 PM.

The next Special meeting/Work Session is scheduled for Wednesday, February 22, 2023 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, March 8, 2023 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

*The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC's desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, please contact our office at 218-326-7024 and we will provide you with a copy of the policy.*

Respectfully submitted:



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Carrie Jo Kruger, Administrative/HR Assistant





# GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

**Thursday, February 09, 2023  
4:00 PM**

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Economic Development Authority will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Thursday, February 9, 2023 at 4:00 PM.

CALL TO ORDER

CALL OF ROLL

PRESENT

Commissioner Al Hodnik  
Commissioner Cory Jackson  
Commissioner Mike Korte  
President Sholom Blake  
Commissioner Tasha Connelly  
Commissioner Wayne Bruns

ABSENT

Commissioner Tom Sutherland

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

Approved with addition:

Consider approving a Central School Lease with Embrace Mental Health.

APPROVE MINUTES

1. Consider approval of minutes from the January 26, 2023 regular meeting.

Motion by Commissioner Connelly, second by Commissioner Bruns to approve the minutes from the January 26, 2023 regular meeting. The following voted in favor thereof: Hodnik, Bruns, Connelly, Blake, Jackson, Korte. Opposed: None, motion passed unanimously.

APPROVE CLAIMS

2. Consider approval of claims in the amount of \$150.00

Motion by Commissioner Hodnik, second by Commissioner Bruns to consider approval of claims in the amount of \$150.00. The following voted in favor thereof: Korte, Jackson, Blake, Connelly, Bruns, Hodnik. Opposed: None, motion passed unanimously.

## BUSINESS

3. Consider adopting a resolution supporting a property tax abatement for and business subsidy agreement with Yanmar Compact Equipment North America.

Community Development Director Mattei provided a power point presentation with an overview of the Yanmar Compact Equipment North America tax abatement for business subsidy agreement.

4. Consider authorizing a letter of support for the City's application to the Corridors of Commerce program for TH 2 and TH 169 intersection improvements.

## UPDATES

## ADJOURN

### MEMBERS & TERMS

Tom Sutherland - 12/31/2023 Council Representative

Tasha Connelly - 12/31/2023 Council Representative

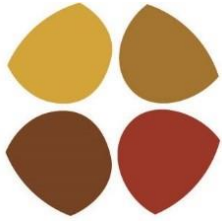
Cory Jackson - 3/1/23

Mike Korte - 3/1/24

Wayne Bruns - 3/1/25

Sholom Blake - 3/1/25

Al Hodnik - 3/1/27



# CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION MEETING MINUTES

Wednesday, February 22, 2023  
4:00 PM

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## MISSION STATEMENT

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

---

CALL TO ORDER: Pursuant to due notice and call thereof, the Human Rights Commission will hold a regular meeting on Wednesday, February 22, 2023 at 4:00PM in City Hall Council Chambers at 420 North Pokegama Avenue, Grand Rapids, Minnesota.

The Human Rights Commission was called to order by Commission Vice Chair Erickson at 4:18pm.

### ROLL CALL:

#### PRESENT

Commissioner Angella Erickson  
Commissioner Bernadine Joselyn  
Commissioner Doug Learmont  
Commissioner Ashley Goodman  
Commissioner Amanda Lussier  
City Attorney Chad Sterle  
Human Resources Officer Chery Pierzina

#### ABSENT

Commissioner Tasha Connelly  
Commissioner Edward Krumpotich  
Commissioner Joan Gunderman

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

City Attorney Chad Sterle introduced City Human Resources Officer Chery Pierzina who will be his replacement as the City Liaison to the Commission.

The topic of the Itasca County Board passing the 2nd Amendment Resolution was discussed.

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

**Motion was made by Commissioner Joselyn and Second by Commissioner Goodman to add three Agenda Items; Church Group w/Human Rights Interests, Workplan Review and the Discussion/Email on Agenda Approval. All in favor, motion passed.**

### PRESENTATION:

1. Monthly Speaker: February

In lieu of the scheduled speaker, who could not come to the meeting, the Commission reflected and discussed the segments from the Community Voices presentation that took place at the Reif Center December 7, 2021.

APPROVE MINUTES:

2. Approve January 25, 2023 Minutes

**Motion made by Commissioner Joselyn and Second by Commissioner Learmont to approve the January, 25, 2023 Minutes. All in favor, motion passed.**

FINANCIALS:

3. Review January 2023 Financials

The Commission reviewed the financials and wondered about the "Carry-Over" that does not appear on the January statement. City staff will check into it and let the Commission know.

BUSINESS:

4. Work Groups

The Commission discussed the work groups and would like to check on the Commissioners that are not currently signed up for one of them. They will check on their interest in a work group to be a part of.

5. Web-based Posts

The Commission discussed the web-based posts. One thing that was brought up was that the posts should use the original slide from January that has the information on it for each posting, with the monthly protected class post. There is no need for a motion as the original motion is sufficient for the entire year of postings.

6. Church Group

Commissioner Learmont followed up on a correspondence from a church group. They were going to come to tonight's meeting, but they did not show up. They would like to set up a work group, but the Commission needs to be careful as to not have Church and State issues.

7. Work Plan

The Commission will be bringing their Work Plan to the Grand Rapids City Council for review. An update will be given after the meeting with the City Council on February 27th. A notice will be posted that there is a possibility of a quorum of the Human Rights Commission at that City Council Meeting.

8. Administrative

Quick discussion of the administrative email that was sent out. It stated that the City Administrative Assistant will be sending out the agenda to the Human Rights Commission Chair for review and approval, one day prior to it being emailed out. The email also stated the deadlines to submit anything for the City Council Meetings, which would be noon on the Wednesday prior to the meeting.

UPDATES:

9. Human Rights Awareness Day

The Human Rights Awareness Day Presentations have gone well. The presentation tied into what the class of 36 eleventh graders is learning right now. There are still thoughts to do a

news story on the presentations, but it has go to through the School District as not to jeopardize future collaborations.

**CALLS/COMPLAINTS/INQUIRIES:**

**SET AGENDA FOR NEXT MEETING:**

**BUSINESS:**

3. Workplan
4. Church Group
5. Work Groups
6. Review Web-Based Posts

**UPDATES:**

7. Workplan Presentation to the City Council
8. Human Rights Awareness Day

**ADJOURN:**

Meeting Adjourned at 5:50pm

Respectfully submitted by Cynthia Lyman



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION REGULAR WORK SESSION MEETING MINUTES

Wednesday, February 22, 2023

8:00 AM

President Stanley called the meeting to order at 8:00 AM.

PRESENT: President Tom Stanley, Secretary Luke Francisco, Commissioner Nancy Saxhaug, Commissioner Rick Smith, Commissioner Dale Adams

STAFF: Julie Kennedy, Jean Lane, Steve Mattson, Chad Troumbly

## BUSINESS:

1. Consider a motion to approve \$1,234,821.24 of verified claims for January and February 2023.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to approve the claims.

Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams.

2. Ancillary Services and Fees Discussion

Business Services Manager Jean Lane provided background on the ancillary services and fees. Commission and staff discussed. Revised fee schedule to be brought to next Commission meeting for consideration.

3. Commission Agenda and Reporting Discussion

No changes proposed at this time.

There being no further business, the meeting adjourned at 9:23 AM.

Respectfully submitted:

Julie Kennedy, General Manager



# GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

**Thursday, March 09, 2023  
4:00 PM**

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Economic Development Authority will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Thursday, March 9, 2023 at 4:00 PM.

CALL TO ORDER

CALL OF ROLL

PRESENT

Commissioner Al Hodnik  
President Sholom Blake  
Commissioner Wayne Bruns  
Commissioner Tom Sutherland

ABSENT

Commissioner Mike Korte  
Commissioner Tasha Connelly

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

Approved without addition.

APPROVE MINUTES

1. Consider approval of the minutes from the February 9th, 2023 regular meeting.

Motion by Commissioner Hodnik, second by Commissioner Bruns to approve the minutes from the February 9, 2023 regular meeting. The following voted in favor thereof: Hodnik, Bruns, Blake, Sutherland. Opposed: None, motion passed unanimously.

APPROVE CLAIMS

2. Consider approval of claims in the amount of \$14,677.49.

Motion by Commissioner Bruns, second by Commissioner Hodnik to approve claims in the amount of \$14,677.49. The following voted in favor thereof: Sutherland, Blake, Bruns, Hodnik. Opposed: None, motion passed unanimously.

BUSINESS

3. Consider authorizing a grant request to the Blandin Foundation

Community Development Director Mattei provided background information.

Motion by Commissioner Hodnik, second by Commissioner Bruns to authorize a grant request to the Blandin Foundation. The following voted in favor thereof: Hodnik, Bruns, Sutherland. Opposed: None, Blake abstained, motion passed.

#### UPDATES

4. Yanmar Compact Equipment North America Expansion

Motion by Commissioner Hodnik, second by Commissioner Bruns to table items 4, 5 and 6. The following voted in favor thereof: Sutherland, Blake, Bruns, Hodnik. Opposed: None, motion passed unanimously.

5. Forest Lake Addition

6. Ongoing efforts in housing and childcare

#### ADJOURN

There being no further business the meeting adjourned at 4:07 p.m.

#### MEMBERS & TERMS

Tom Sutherland - 12/31/2023 Council Representative

Tasha Connelly - 12/31/2023 Council Representative

Cory Jackson - 3/1/23

Mike Korte - 3/1/24

Wayne Bruns - 3/1/25

Sholom Blake - 3/1/25

Al Hodnik - 3/1/27





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 10, 2023

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

**PREPARED BY:** Barb Baird

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### BACKGROUND:

The City of Grand Rapids, Minnesota has issued bonds to finance capital expenditures under a Capital Improvement Plan over a period of five years; and there is a proposal to amend the Plan to allow up to \$625,000 of unspent bond proceeds to fund additional capital projects, pursuant to Minnesota Statutes, Section 475.521. The Plan Amendment does not increase the overall size of the budget and the Plan Amendment makes no other modification to the Plan.

The City Council will hold a public hearing regarding the approval of the amendment on Monday, May 8, 2023, after 5:00 p.m. at City Hall.

The project to be funded with the unspent bond proceeds is:

Grand Rapids Library Project

### REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution calling for a Public Hearing on a proposal to adopt an amendment to the 2021-2025 Capital Improvement Plan on Monday, May 8, 2023 after 5:00p.m. at City Hall.

CITY OF GRAND RAPIDS  
COUNTY OF ITASCA  
STATE OF MINNESOTA

RESOLUTION NO. \_\_\_\_\_

RESOLUTION CALLING FOR A PUBLIC HEARING ON  
A PROPOSAL TO ADOPT AN AMENDMENT TO THE 2021-2025 CAPITAL  
IMPROVEMENT PLAN TO ALLOW UNSPENT BOND PROCEEDS TO FUND  
ADDITIONAL CAPITAL PROJECTS IN THE CITY

WHEREAS, the City of Grand Rapids, Minnesota (the "City") has heretofore issued bonds to finance capital expenditures under a Capital Improvement Plan over a period of five years (the "Plan"); and there is a proposal to amend the Plan to allow up to \$625,000 of unspent bond proceeds to fund additional capital projects, pursuant to *Minnesota Statutes*, Section 475.521 (the "Plan Amendment"). The Plan Amendment does not increase the overall size of the budget. The Plan Amendment makes no other modification to the Plan; and

WHEREAS, the City Council will hold a public hearing concerning the proposal to adopt the Plan Amendment on May 8, 2023; and

NOW, THEREFOR, BE IT RESOLVED by the City Council of the City, that the City Council hereby calls for a public hearing concerning the proposal to adopt the Plan Amendment, such hearing to be held on the date and time set forth in Exhibit A attached hereto. The City Council is hereby directed to cause the notice to be published at least 10 but not more than 28 days before the hearing in the official newspaper of the City.

Member \_\_\_\_\_ moved for the adoption of the foregoing resolution. The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted the same:

whereupon said resolution was declared duly passed and adopted.

Dated this 10<sup>th</sup> day of April 2023.

---

Dale Christy, Mayor

## EXHIBIT A

## CITY OF GRAND RAPIDS, MINNESOTA

NOTICE OF PUBLIC HEARING  
ON A PROPOSAL TO ADOPT AN AMENDMENT TO THE 2021-2025 CAPITAL  
IMPROVEMENT PLAN TO ALLOW UNSPENT BOND PROCEEDS TO FUND  
ADDITIONAL CAPITAL PROJECTS IN THE CITY

NOTICE IS HEREBY GIVEN that the City Council of the City of Grand Rapids, Minnesota (the "City") will meet on Monday, May 8, 2023, at 5:00 p.m., at the Grand Rapids City Hall, 420 N. Pokegama Ave., in Grand Rapids, Minnesota, in part to hold a public hearing concerning the proposal to adopt an amendment to the 2021-2025 Capital Improvement Plan to allow unspent bond proceeds to fund additional capital projects pursuant to *Minnesota Statutes*, Section 475.521. The unspent bond proceeds are in an amount not to exceed \$625,000 and will be used for repairs and improvements to the Library in the City.

A copy of the amendment to the plan is available for inspection in the City Administrator's Office, City Hall, 420 N. Pokegama Ave., Grand Rapids, Minnesota. Questions or comments may be directed to Tom Pagel at 218-326-7600.

All interested persons may appear and be heard at the public hearing either orally or in writing for such meeting or may file written comments with the City Administrator before the hearing.

Dated: April 10, 2023

BY ORDER OF THE CITY COUNCIL OF  
THE CITY OF GRAND RAPIDS,  
MINNESOTA

/s/Tom Pagel  
City Administrator  
City of Grand Rapids, Minnesota

[Submit April 17; Publish April 23]



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 10, 2023

**AGENDA ITEM:** Consider purchasing AccuBatch brine equipment from Cargill Salt

**PREPARED BY:** Matt Wegwerth

### BACKGROUND:

The Public Works Department would like to purchase the necessary equipment to begin making saltwater brine for deicing. In years past, the Public Works Department would purchase liquid magnesium/chloride to be used on local roads for deicing. The cost for this product has increased significantly in recent years which is making it cost prohibitive. The proposed AccuBatch brine making system will allow Public Works staff to produce deicing brine at a much lower cost. Below is a summary of the benefits and the proposed cost savings.

- Estimated \$35,000 annual savings
- Cost of liquid de-icer would be reduced from \$1.92/gal to \$0.47/gal.
- On-demand brine production and lower environmental impacts.

Existing Annual Operating Costs				
Item	Cost	Quantity	Loads	Total
Mag/Chloride	\$ 1.92	4200	6	<b>\$48,384.00</b>
Proposed Annual Operating Costs				
Item	Cost	Quantity	Unit	Total
Salt	\$ 75.05	30	ton	\$ 2,251.50
Power	\$ 0.02	26201	gallon	\$ 524.02
Water	\$ 0.07	26201	gallon	\$ 1,834.06
Additive	\$ 1.90	4000	gallon	\$ 7,600.00
				<b>\$12,209.58</b>

### REQUESTED COUNCIL ACTION:

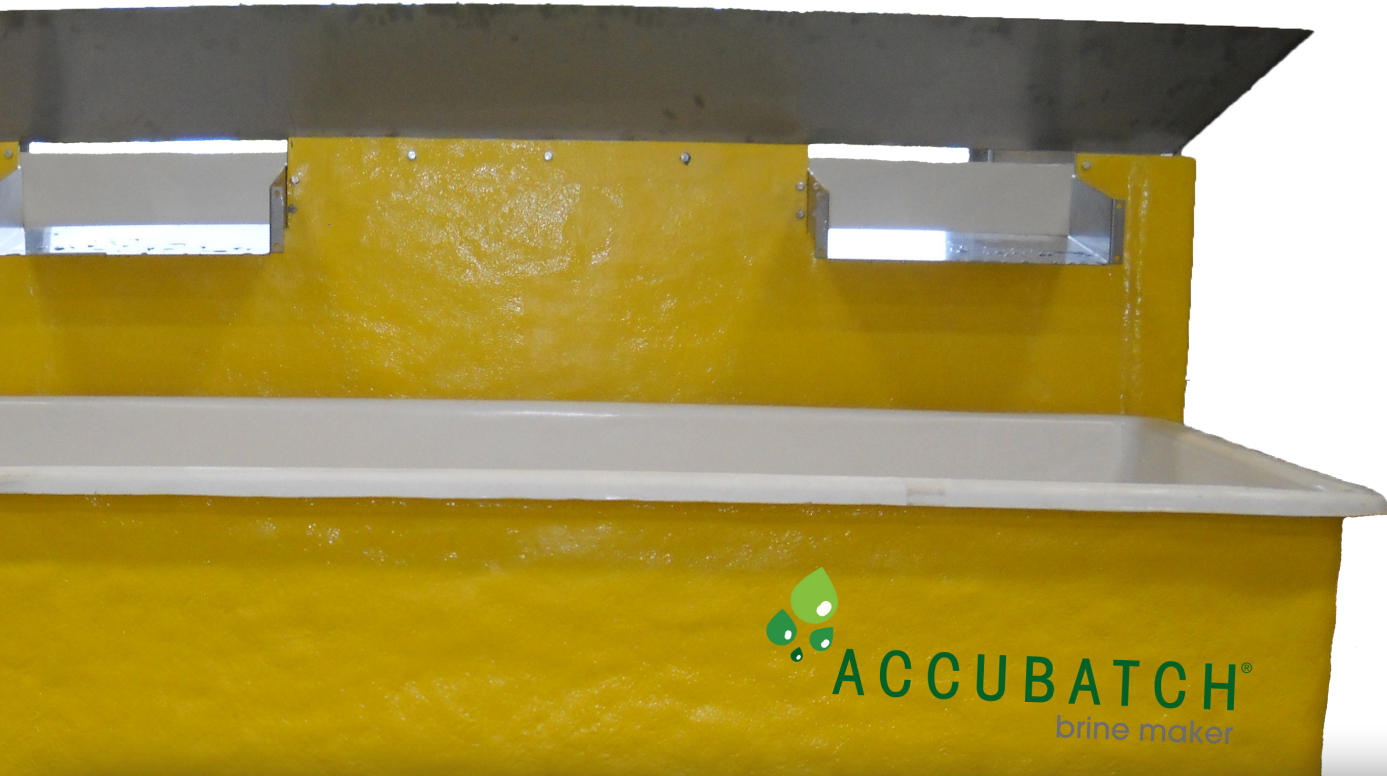
Make a motion to purchase and make payment for the AccuBatch brine maker system from Cargill Salt for \$32,612.00



Cargill Deicing Technology  
24950 Country Club Blvd. Suite 450  
North Olmsted, OH 44070  
phone: 866-900-SALT (7258)

[www.cargilldeicing.com](http://www.cargilldeicing.com)  
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**A SIMPLE WAY TO STAY SAFELY  
AHEAD OF THE STORM.**



**Cargill<sup>®</sup>**



# START WITH THE BASICS – SIMPLE, ACCURATE AND COST-EFFECTIVE BRINE PRODUCTION.

Item 5.

As a highly effective and surprisingly economical solution for combating snow and ice issues on roadways, brine production has become a proven winter maintenance solution. With the release of the AccuBrine® automated brine maker, Cargill Deicing Technology introduced revolutionary technology to the brine making process – and we're ready to do it again with the AccuBatch® brine maker. The AccuBatch® brine maker provides everything you need to start up or recharge your anti-icing program and none of what you don't.

- **Consistently achieve ideal brine concentration via sensor that is only available with the AccuBatch® brine maker- no need to manually check.**
- **Simple plug & play design makes for easy setup and operation.**
- **Easy cleanout process that is quick and efficient.**

As your total solutions provider for all of your winter maintenance needs, we recognize the importance of presenting you with different options of brine making systems. Whether you are looking for the continuous flow design of our AccuBrine® automated brine maker or a smaller production capacity system like the AccuBatch® brine maker that allows you to make brine by the batch, we've got you covered.



## BUDGET-FRIENDLY BRINE PRODUCTION.

The decision to purchase a brine making system can be a very overwhelming task. With so many options to choose from and numerous factors to consider, finding the right fit takes time. Although cost-effective, many entry-level models lack the key features desired to make your brine easily, accurately and without hassle - until now.

AccuBatch® brine maker features:

- **Automatic brine concentration measurement:** This user-friendly brine concentration measurement allows customers to set acceptable concentration ranges and alarms. The system will automatically shut off once target brine concentration is achieved.
- **Ease of cleanout:** Normally a very labor intensive and costly process, cleaning out your AccuBatch® brine maker is fast and easy. Save valuable time and money by keeping your employees focused on their priorities - not the machine.
- **Simple setup:** The simple plug and play design is a semi-automated do-it-yourself operational system. Just hook up the water and power and begin making brine without the setup costs or the need for technical assistance.
- **Production capacity:** The AccuBatch® brine maker is capable of producing up to 800 gallons of brine per batch. Make what you need when you need it.



Item 5.

# DON'T SACRIFICE YOUR NEEDS FOR COST. GET IT ALL IN ONE

It's true that cost can have a major effect on your decision to purchase a brine maker, but it's not the only factor. According to an independent study conducted in 2011 of state government and municipality transportation staff, the following are what many consider to be important features when purchasing a brine maker:

Why choose the AccuBatch® brine maker?	AccuBatch® brine maker
Lower Cost Entry level model	✓
Automatically measure brine concentration No need to babysit brine production	✓
Easy Cleanout Quick, easy and efficient	✓
Plug and Play Design Simple setup, no technical assistance needed	✓
Ease of Operation Simple procedures and machine controls	✓
Durable High-end materials at entry-level price	✓

The AccuBatch® brine maker addresses each of these features with a simple design that allows you to produce your desired amount of brine accurately and efficiently without the need for additional manpower. Its conductivity sensor for accurate concentration and easy cleanout process are offered at a budget-friendly price. Storage is not an issue either as it can be stored outside with no heated structure required. With the AccuBatch® brine maker, there is no need to decide which of these features you can do without.

System Includes:

- Simple controls (on/off/alarms)
- Stainless steel pump
- Durable valves
- Quick disconnect fittings
- Automatic brine concentration measurement







March 28, 2023

Grand Rapids, MN Public Works  
 500 SE 4<sup>th</sup> Street  
 Grand Rapids, MN 55744  
 Kevin Koetz, Public Works Superintendent,  
 Phone: 218-326-7659  
 kkoetz@ci.grand-rapids.mn.us

**RE: AccuBatch® brine maker**

The AccuBatch® brine maker from Cargill Salt – Road Safety is a brine production system that allows for *brine to be manually produced with a temperature compensated conductivity meter for accurate salinity concentration in an entry level machine.* All AccuBatch® brine makers come with:

- Up to 2,400 gallons/hour production levels – *Produce as much or as little brine based on your needs*
- Automatic Salinity control – *System uses patent pending technology to ensure continuous, accurate concentration to +/- 0.2% of your desired salinity*
- Durable rugged design – *Marine grade fiberglass is corrosion resistant and an all-weather long-lasting housing for the control panel*
- Single phase electrical – operates on 208-240V, 30A, single phase power with Type L6-30 receptacle
- Ease of Clean Out – *System is designed to make clean out simple and safe without intensive labor*

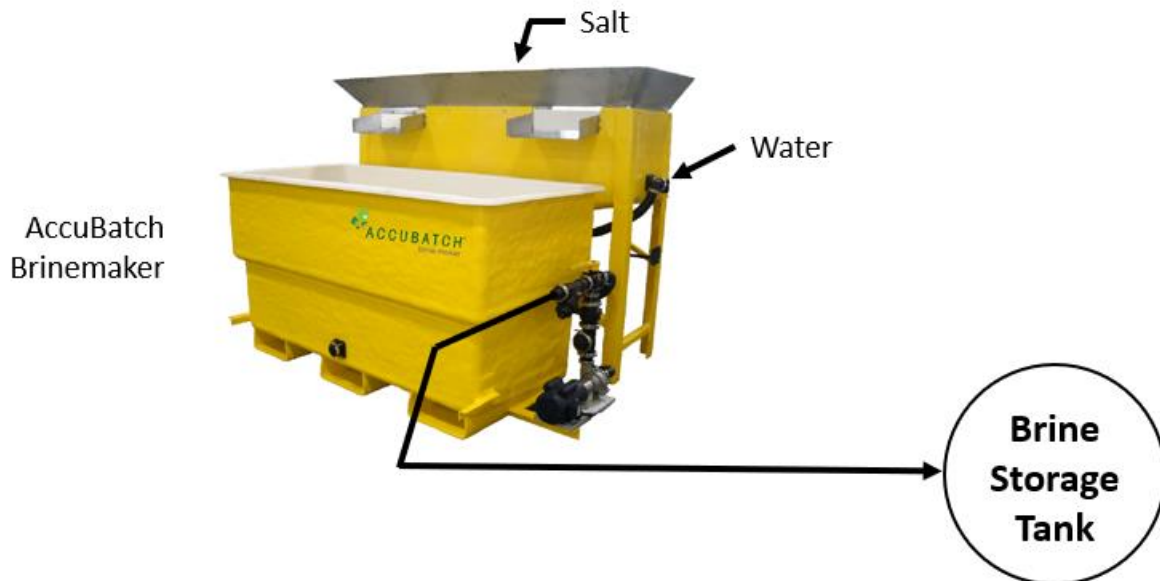


This quote does not constitute an order confirmation. The prices quoted in this letter are valid for a Thirty (30) day timeframe.



Item	Qty	Optional Hardware	Each	Extended
1	1	<b>AccuBatch® brine maker</b> Includes a factory installed stainless steel spill shield. Continuous, automatic salinity measurement & control. Single phase electric system with salt tank, brine tank and control panel. <i>(Sourcewell pricing)</i>	\$30,962.00	\$30,962.00
2	1	AccuBatch Freight	\$1,650.00	\$1,650.00
		<b>TOTAL Purchase of AccuBatch</b>		<b>\$32,612.00</b>

Below is a basic block diagram utilizing (1) brine storage tank and (1) additive tanks, with the ability to circulate product during off-hours. The quoted system allows you to make salt brine to send to storage AND pull brine and additive(s) from storage and send to the Truck Fill at the same time. This is possible since the AccuBrine Blend V2 (Basic Truck Fill) has its own pump/motor and operates independently of the brinemaker.




**Additional Notes & Descriptions:**

- 1) The AccuBatch brine maker is shipped directly to you and installation is as simple as plugging in the unit and hooking up the water and it is ready to begin brine production.
- 2) Taxes, if applicable, are not included in this quotation.
- 3) Unit is single phase electric (208-240V 30A Type L6-30 receptacle).
- 4) Please see attached installation checklist, technical specifications, and literature for more details.
- 5) May require additional storage tank parts and hose to complete project.
- 6) Grand Rapids Sourcewell Member # 25394
- 7) Cargill Sourcewell Contract # 052919-CGI
- 8) Lead time for delivery is up to 180 days

**Terms and Conditions**

The terms and conditions and full limited warranty statement are available upon request. The terms and conditions and full limited warranty statement shall constitute the sole terms and conditions governing any sale of an AccuBrine® automated brine maker entered into by the parties. No terms or conditions, other than those located at <https://www.cargill.com/doc/1432095426022/cargill-salt-terms-and-conditions.pdf>, whether contained in Buyer's purchase order or elsewhere, shall be binding on Seller unless agreed to in writing by Seller. Seller's failure to object to such other terms and conditions shall not be deemed a waiver of those located at [www.cargill.com](https://www.cargill.com).

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Regards,

*Jim Anderson*

Jim Anderson  
 District Manager  
 Cargill Salt – Road Safety  
[jim\\_a\\_anderson@cargill.com](mailto:jim_a_anderson@cargill.com)  
 mobile: 612-812-0051



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 10, 2023

**AGENDA ITEM:** Consider approving an amendment to Supplemental Letter Agreement 2022-5 with SEH for CP 2022-5, Forest Lake Utilities.

**PREPARED BY:** Matt Wegwerth

---

### **BACKGROUND:**

This agreement allows for SEH to perform construction administration for CP 2022-5, Forest Lake Utilities

### **REQUESTED COUNCIL ACTION:**

Make a motion approving an amendment to Supplemental Letter Agreement 2022-5 with SEH for CP 2022-5, Forest Lake Utilities.

# Supplemental Letter Agreement No. 2022-5 Amendment

April 10, 2023

Mayor Christy  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744

RE: Forest Lake Site  
City Project 2022-5  
Utility Design

Dear Mayor Christy,

City Project 2022-5 includes Parcels 91-555-0910 and 91-420-0510 located in Itasca County, Minnesota. It is understood the two parcels are proposed to be split up into approximately 22 single family homes, with an alley located in the center of the existing Parcel 91-55-0910 and then returning to the intersection of 7th Avenue NW and 7th Street NW. Utilities will need to be extended through the site to extend services to the proposed single-family homes.

SEH has completed the design for this project and the City Engineer has now requested that we prepare this Amendment for the Construction Administration of the project area for your consideration. Our estimated work scope and fees for this project are listed below.

## **Utility Design**

The services included in this Amendment are for Construction Services as listed in the Master Agreement in place between the City and SEH.

## **Fee Schedule**

The fees for design will be as listed in the Master Engineering Services Contract for a Reconstruction Project (construction administration fee = 7.5% of actual construction cost). The current estimate of the construction cost is estimated to be \$616,000 which equates to an estimated SEH design fee of \$46,200.

In accordance with the Master Engineering Services Contract between The City of Grand Rapids ("Client") and Short Elliott Hendrickson Inc. ("Consultant"), effective January 4, 2021, this Amendment dated April 10, 2023 authorizes and describes the scope and schedule for the Consultant's work on the project described.

We look forward to working with you on this project. If this Amendment is acceptable, please sign in the space provided and return a copy to us. We will then begin work immediately. Please contact us if you have any questions regarding this supplemental letter agreement.

Sincerely,  
Short Elliott Hendrickson Inc.



Sara Christenson, PE (Lic. MN)  
Client Service Manager/Project Manager

**City of Grand Rapids Authorization:**

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Kim Johnson-Gibeau  
City Clerk

---

Dale Christy  
Mayor of Grand Rapids

C: SEH contract file

X:\FJ\G\GRANR\Common\SLA and Proposals\Forest Lake\SLA 2022-5 Forest Lake - Amendment.docx



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 10<sup>th</sup>, 2023

**AGENDA ITEM:** Consider authorizing advertisement for bids for the Hangar Utility project at the GPZ Airport

**PREPARED BY:** Matt Wegwerth

---

### BACKGROUND:

The Hangar Utility project includes the extension of water and sanitary sewer to the newly established hangar area. Bid opening date is set at 9:00 am, Tuesday April 18. Once opened, bids will be tabulated and brought to council for review and approval.

### REQUESTED COUNCIL ACTION:

Make a motion authorizing advertisement for bids for the Hangar Utility project at the GPZ Airport



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 04/10/2023

**AGENDA ITEM:** Consider entering into agreements with Paul Bunyan Communications.

**PREPARED BY:** Erik Scott

---

### BACKGROUND:

The City has been working on a Smart Streetlight project in conjunction with May Mobility. This project requires internet connections at City Hall and the YMCA for the equipment on the streetlights.

### REQUESTED COUNCIL ACTION:

A motion to enter into agreements with Paul Bunyan Communications for internet services at City Hall and the YMCA and authorize the Mayor to sign necessary documents.





Cust# 51158 Agreement #: 700-999-3865 Contact #: 218-326-7620 Install Date: Time:  
 Name: CITY OF GRAND RAPIDS Contact Type: Business Current Date: 03/31/23  
 Billing Address: 420 N POKEGAMA AVENUE 911 Address: 400 RIVER RD

City: GRAND RAPIDS State: MN Zip: 55744

City: GRAND RAPIDS State: MN Zip: 55744

## BROADBAND

## SMALL BUSINESS

### Package Price

- ☒ 250 Mb\* GZSB \$ 60.00 / mo.  
☐ 1 Gb (1000 Mb)\* GZSB \$ 80.00 / mo.  
☐ 2 Gb (2000 Mb)\* GZSB \$ 150.00 / mo.  
 (1Gbps 6pm - midnight)

☐ CURRENT METRO CUSTOMER

### Static IP Assignment

☐ None ☒ Single +\$10/mo

☐ Managed WIFI\* Calix AP's x \$10.00 / mo. = /mo.  
 Ubiquiti AP's x \$10.00 / mo. = /mo.  
☐ WIFI Gateway /mo.

### Managed WIFI Monthly Total

☐ Installation Fee for Service and 1 AP \$100

☒ (Waived with 6 month service agreement)

# of Additional AP's: x \$50 Each = \$ Additional Install Fees

(DOES NOT INCLUDE WIRING)

SSID: N/A

PASSWORD: N/A

(SSID = Wi-Fi Network Name)

(Password to Connect to Wi-Fi)

\* Internet speeds and wireless coverage may be limited to the network devices you have installed in your home and may require hardware upgrades for the best performance.

e-mail Username:

N/A

(5-15 lowercase letters or numbers - MUST begin with a letter)

@paulbunyan.net

Password:

N/A

(> 5 characters - MUST be different than username)

- NOT FOR RESALE -

## VOICE

Agreement #:

☐ PHONE \$ 20.00 / line ☐ GZ Long Distance

VOICE MAIL: -SELECT- Y / N

# RINGS:

NOTES: INSTALL GZ 250 WITH STATIC IP \*NO PBC WI-FI - HANG ONT IN YMCA  
 SERVER ROOM FOR SMART LIGHT PROJECT

\* All prices subject to change. There are no substitutions allowed on any package. Some restrictions apply.

- It has been explained to me and I understand that the package price listed on this application and in all other PBTv materials DOES NOT INCLUDE taxes, franchise fees and other mandated charges. I understand that my bill will be larger than the package price due to these other charges. It has also been explained to me and I understand that due to the billing cycle my first bill may be 1½ to 2 times larger than the regular monthly bill. I understand this is to make my account current with the billing process: (customer initial)
- I understand that when I have the service installed that I must pay for a minimum of one month's service regardless of whether I choose to discontinue the service within a month of having the service installed: (customer initial)
- As a consumer of Paul Bunyan Communications you agree that the equipment that will be installed in your home is for use at the location as indicated on the application. You agree to take reasonable care of the equipment and agree to not open the equipment (except to change batteries in remote control devices), take apart, or to alter it in any way. You are responsible for all damage to the equipment, beyond reasonable wear from normal use. (customer initial)
- Your use of the equipment and services you receive are subject to the various policies OF Paul Bunyan Communications. Such policies and practices are subject to change. Monthly fees for use of the equipment and services are billed in advance (customer initial)
- I understand that PBTv On Demand (VOD) and PBTv Pay-Per-View (PPV) content is not available for any publicly viewable location. In an event that there is a purchased event ordered and displayed in such a setting, the customer may be subject to fines. (customer initial)
- If services are discontinued, all equipment must be returned to Paul Bunyan Communications in working condition. If equipment is not returned, you understand and agree that the costs of the equipment including set top boxes, remote controls, power cords, and any other equipment that is provided to you in order for you to receive the service, will be assessed and will be your responsibility. (customer initial)
- I agree that any transactions or agreements with Paul Bunyan Rural Telephone Cooperative dba Paul Bunyan Communications or its associated companies may be formed by electronic means.
- AGREEMENT TO BE BOUND: By applying for services from Paul Bunyan Communications, you acknowledge that you have read and agree to be bound by all acceptable use policies and terms and conditions of service, as they may be amended.
- I authorize Paul Bunyan Communications to investigate my credit in accordance with acceptable law. I agree that I will be responsible for any and all damages or loss and the equipment will be returned immediately upon termination of this service or at anytime upon the request of Paul Bunyan Communications. Payment may be required based on credit check. (customer initial)
- I have read and fully understand the above information. I agree that Paul Bunyan Communications shall not be liable for any loss, damage or expense of any kind.

Signature:

Date:

App Taken by:

CVH

SCHEDULED BY (Initials):





DVR Customer: ☐ Yes ☒ No**- NO ACTIVATION FEE -**

Paul Bunyan Communications is proud to bring you the very latest in Telephone, Television, and Internet technology and we thank you for choosing our No Activation Fee Offer.

We are happy to provide you with an easy, inexpensive route to telephone, high speed Internet access, and all-digital television services!

By signing this agreement, you understand that the \$100 set up fee for the Broadband connection and / or the first TV will be waived, and wiring for additional Internet jacks and additional TVs will be billed at a rate of \$40 per jack.

INITIAL \_\_\_\_\_

**PBTB Customers:**

Each TV will need a PBTB Receiver in order to receive PBTB service. Three PBTB Receivers are included in the monthly service price. Additional receivers can be ordered for \$ 5.00 per month per receiver, with a maximum number of 8 receivers per household. Set up fees are NOT included in monthly charges. There is a one-time \$40 set-up fee\* for each additional television you would like to have PBTB service connected to.

INITIAL \_\_\_\_\_

Please fill out the form below, read the promotional agreement, and sign to redeem the offer. Offer valid within 30 days of installation.

**Personal Information**

**Name:** CITY OF GRAND RAPIDS **Cust #:** 51158 **Install Date:** \_\_\_\_\_  
**Agreement #:** 700-999-3865 **Contact #:** 218-326-7620  
**Service Address:** 400 RIVER RD  
**City:** GRAND RAPIDS **State:** MN **Zip:** 55744

**Promotional Offer Agreement**

AGREEMENT TO BE BOUND. Customer agrees to keep the Paul Bunyan Communications Broadband and PBTB services initially installed for a period of at least 6 consecutive months at the service address listed above. If the service at the address above is terminated for any reason, including termination for service agreement violations or non-payment, the customer agrees to pay a \$150 early termination fee. This offer expires December 31, 2023. Service availability depends upon location. Some restrictions apply. Service prices subject to change during term of this free installation offer, with advance notice provided. Internet speeds may vary and are not guaranteed.

INITIAL \_\_\_\_\_

- The PBTB channel line ups are subject to change due to contractual requirements and changes that may occur during the term of this contract. Changes in the contract requirements are at the discretion of the individual network providers.
- I agree that any transactions or agreements with Paul Bunyan Rural Telephone Cooperative dba Paul Bunyan Communications or its associated companies may be formed by electronic means.
- In all other respects, any existing service agreements with Paul Bunyan Communications, Paul Bunyan Net, and Paul Bunyan Television shall remain unchanged.

\* \$40 Set Up fee ONLY if work is done on the initial service install. Otherwise, Set Up fee is \$100 per jack / hook up. Pricing is for standard installations only. Additional charges for special wiring and/or unusual circumstances will apply.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **App Taken By:** CVH  
**SCHEDULED BY (Initials):** \_\_\_\_\_

Paul Bunyan Communications  
1831 Anne St. NW  
Bemidji, MN 56601  
Bemidji: (218) 444-1234 / Grand Rapids: (218) 999-1234

[ Paul Bunyan Net Office]  
(218) 444-4NET or  
(800) 276-8015  
Fax (218) 444-4621

[PBTB Office]  
(218) 444-PBTB or  
(877) 624-4700  
Fax (218) 444-6003





## BUSINESS APPLICATION



Toll-free: (888) 586-3100

Local: (218) 444-1234 / (218) 999-1234

Cust# 51158 Agreement #: 700-999-1141 Contact #: 218-326-7620 Install Date: Time:

Name: CITY OF GRAND RAPIDS Contact Type: Business Current Date: 03/31/23

Billing Address: 420 N POKEGAMA AVENUE 911 Address: 420 N POKEGAMA AVENUE

City: GRAND RAPIDS State: MN Zip: 55744 City: GRAND RAPIDS State: MN Zip: 55744

**BROADBAND** **SMALL BUSINESS**
☒ 250 Mb\* GZSB \$ 60.00 / mo.

☐ 1 Gb (1000 Mb)\* GZSB \$ 80.00 / mo.

☐ 2 Gb (2000 Mb)\* GZSB \$ 150.00 / mo.

☐ CURRENT METRO CUSTOMER

## Static IP Assignment

☐ None ☒ Single +\$10/mo

☐ Managed WIFI\* Calix AP's x \$10.00 / mo.= /mo.

Ubiquiti AP's x \$10.00 / mo.= /mo.

☐ WIFI Gateway /mo.

Managed WIFI Monthly Total /mo.

☐ Installation Fee for Service and 1 AP \$100

☒ (Waived with 6 month service agreement)

# of Additional AP's: x \$50 Each = \$ Additional Install Fees

(DOES NOT INCLUDE WIRING)

SSID: N/A PASSWORD: N/A

(SSID = Wi-Fi Network Name)

(Password to Connect to Wi-Fi)

\* Internet speeds and wireless coverage may be limited to the network devices you have installed in your home and may require hardware upgrades for the best performance.

e-mail Username: N/A

(5-15 lowercase letters or numbers - MUST begin with a letter) @paulbunyan.net

Password: N/A

(&gt; 5 characters - MUST be different than username)

- NOT FOR RESALE -



## VOICE

Agreement #:

☐ PHONE \$ 20.00 / line ☐ GZ Long Distance

VOICE MAIL: -SELECT- Y / N # RINGS:

CITY HALL - SMART LIGHT

NOTES: INSTALL GZ 250 WITH STATIC IP \*NO PBC WI-FI - HANG ONT IN CITY HALL SERVER ROOM FOR SMART LIGHT PROJECT

\* All prices subject to change. There are no substitutions allowed on any package. Some restrictions apply.

- It has been explained to me and I understand that the package price listed on this application and in all other PBTv materials DOES NOT INCLUDE taxes, franchise fees and other mandated charges. I understand that my bill will be larger than the package price due to these other charges. It has also been explained to me and I understand that due to the billing cycle my first bill may be 1 1/2 to 2 times larger than the regular monthly bill. I understand this is to make my account current with the billing process: (customer initial)
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- AGREEMENT TO BE BOUND: By applying for services from Paul Bunyan Communications, you acknowledge that you have read and agree to be bound by all acceptable use policies and terms and conditions of service, as they may be amended.
- I authorize Paul Bunyan Communications to investigate my credit in accordance with acceptable law. I agree that I will be responsible for any and all damages or loss and the equipment will be returned immediately upon termination of this service or at anytime upon the request of Paul Bunyan Communications. Payment may be required based on credit check. (customer initial)
- I have read and fully understand the above information. I agree that Paul Bunyan Communications shall not be liable for any loss, damage or expense of any kind.

Signature:

Date:

App Taken by: CVH

SCHEDULED BY (Initials):





DVR Customer: ☐ Yes ☒ No**- NO ACTIVATION FEE -**

Paul Bunyan Communications is proud to bring you the very latest in Telephone, Television, and Internet technology and we thank you for choosing our No Activation Fee Offer.

We are happy to provide you with an easy, inexpensive route to telephone, high speed Internet access, and all-digital television services!

By signing this agreement, you understand that the \$100 set up fee for the Broadband connection and / or the first TV will be waived, and wiring for additional Internet jacks and additional TVs will be billed at a rate of \$40 per jack.

INITIAL \_\_\_\_\_

**PBTB Customers:**

Each TV will need a PBTB Receiver in order to receive PBTB service. Three PBTB Receivers are included in the monthly service price. Additional receivers can be ordered for \$ 5.00 per month per receiver, with a maximum number of 8 receivers per household. Set up fees are NOT included in monthly charges. There is a one-time \$40 set-up fee\* for each additional television you would like to have PBTB service connected to.

INITIAL \_\_\_\_\_

Please fill out the form below, read the promotional agreement, and sign to redeem the offer. Offer valid within 30 days of installation.

**Personal Information**

Name: CITY OF GRAND RAPIDS

Cust #: 51158

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

Agreement #: 700-999-1141

Contact #: 218-326-7620

Service Address: 420 N POKEGAMA AVENUE

City: GRAND RAPIDS

State: MN

Zip: 55744

**Promotional Offer Agreement**

AGREEMENT TO BE BOUND. Customer agrees to keep the Paul Bunyan Communications Broadband and PBTB services initially installed for a period of at least 6 consecutive months at the service address listed above. If the service at the address above is terminated for any reason, including termination for service agreement violations or non-payment, the customer agrees to pay a \$150 early termination fee. This offer expires December 31, 2023. Service availability depends upon location. Some restrictions apply. Service prices subject to change during term of this free installation offer, with advance notice provided. Internet speeds may vary and are not guaranteed.

INITIAL \_\_\_\_\_

- The PBTB channel line ups are subject to change due to contractual requirements and changes that may occur during the term of this contract. Changes in the contract requirements are at the discretion of the individual network providers.
- I agree that any transactions or agreements with Paul Bunyan Rural Telephone Cooperative dba Paul Bunyan Communications or its associated companies may be formed by electronic means.
- In all other respects, any existing service agreements with Paul Bunyan Communications, Paul Bunyan Net, and Paul Bunyan Television shall remain unchanged.

\* \$40 Set Up fee ONLY if work is done on the initial service install. Otherwise, Set Up fee is \$100 per jack / hook up. Pricing is for standard installations only. Additional charges for special wiring and/or unusual circumstances will apply.

Signature: \_\_\_\_\_

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

App Taken By: CVH

SCHEDULED BY (Initials): \_\_\_\_\_

Paul Bunyan Communications  
1831 Anne St. NW  
Bemidji, MN 56601  
Bemidji: (218) 444-1234 / Grand Rapids: (218) 999-1234

[ Paul Bunyan Net Office]  
(218) 444-4NET or  
(800) 276-8015  
Fax (218) 444-4621

[PBTB Office]  
(218) 444-PBTB or  
(877) 624-4700  
Fax (218) 444-6003





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 10, 2023

**AGENDA ITEM:** Consider approving contract for Radius Sand Cleaner demo

**PREPARED BY:** Bob Cahill

---

**BACKGROUND: SEE ATTACHED.**

Pokegama Golf Course requests council action to approve the attached contract for Demo/Evaluation of Radius Sand Cleaner. (in our 2023 CIP, this piece of equipment is identified as The Big Yellow Rock Eater - \$18,000.)

The Services contract is in the amount of \$3114.00 which is to be paid from golf course funds.

Should we determine, we would like to purchase the piece of equipment, the demo fee plus 50% of the shipping fee will be deducted from the quoted price of \$14,259.

**REQUESTED COUNCIL ACTION:**

Make a motion to approve the attached AGREEMENT FOR EVALUATION OF BARBER SAND CLEANER. Pokegama Golf Course will fund the \$3,114 Demo/Evaluation fee, which includes shipping. This item is included in the 2023 Pokegama Golf Course CIP.

## AGREEMENT FOR EVALUATION OF BARBER SAND CLEANER

This Agreement for one time evaluation of sand cleaning equipment, ("Agreement") is made and effective this TBD day of TBD, 2023.

**BETWEEN:** **Pokegama Golf Course** ("Client"), with its head office located at: 420 North Pokegama Avenue 3910 Golf Course Road Grand Rapids, MN 55744-2662

**AND:** H. Barber and Sons, Inc. ("The Company"), a manufacturing corporation organized and existing under the laws of the State of Connecticut, with its head office located at: 15 Raytkwich Drive, Naugatuck, CT 06770

WHEREAS, Client considers that as a manufacturer of sand cleaning equipment, the Company is willing to provide the Barber RADIUS to the Client for a period hereinafter described in accordance with the provisions of this document; and

WHEREAS, Client finds that the Company is qualified to provide equipment for demonstration and evaluation of **bunker, beach, sand cleaning**, all relevant factors considered, and that such performance will complete this contract.

NOW THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree that:

### **1. SERVICES TO CLIENT**

The Company shall provide the sand cleaning equipment to Client as listed below:

The Company will provide One (1) Barber RADIUS, to the Client for a two (2) week period. Dependent upon shipping, it is anticipated this period will commence TBD, 2023 and end on TBD, 2023. The Official trucker Bill of Lading will validate delivery. The evaluation period will commence the day following delivery. The equipment is to be used at the **Pokegama Golf Course** for **sand cleaning of its bunkers, beach, volleyball court**. The purpose of this contract is for use and evaluation of the Barber RADIUS by the Client in the application of Client's specific sand cleaning. Other than the fact that the Barber RADIUS is successfully used to clean golf course bunkers, beaches, and volleyball courts of its current clients, the Company makes no claims relating to performance, capacity of cleaning or actual cost savings in relation to this evaluation as Client is responsible for operation, maintenance and evaluation of the equipment during the evaluation period. Company makes no representation as to knowledge with laws and regulations relating to such use at Client's location. Client acknowledges that company will arrange shipping of the sand cleaning equipment and that Client is responsible for the proper unloading and loading of the equipment from the shipping vehicle.

### **2. PAYMENT AND INVOICING**

#### **Payment for Services**

The Company will be paid as follows: \$1,500.00 plus round-trip shipping (\$1,614.04) for use of the sand cleaning equipment payable in advance by credit



card. This amount is exclusive of state and local taxes, reporting and payment of which are the



responsibility of the Client. If the Barber RADIUS is not returned following the two (2) week evaluation period (having allowed for appropriate return shipping), the Company will charge the Client with an additional \$1,500.00 for each subsequent two (2) week period and will continue to charge the client accordingly until the Barber RADIUS is returned or until the Client has paid the purchase price in full. If the sand cleaning equipment performs to the expectations of the Client and the Client purchases the Barber RADIUS immediately following the evaluation, the Company will apply the evaluation fee and half of the round trip shipping paid as a credit toward the cost of the unit, reducing the purchase price **\$11,951.98** from the 2023 factory direct price of **\$14,259.00** quoted to **Pokegama Golf Course**. If the client purchases the unit within one year of the Evaluation, the Company will credit 50% of the evaluation fee towards the purchase price of the machine to be quoted at that time.

### 3. STANDARD OF CARE

The Client warrants that its use of sand cleaning equipment will be performed by personnel possessing competency consistent with applicable industry standards and in compliance with the written procedures as set forth in the Operator's Manual for the sand cleaning equipment. The Client will be solely responsible to insuring the proper use and operation by its personnel and incur any and all responsibility for loss or injury relating to their use. The Client agrees to follow guidelines set forth by the Company above.

The Client agrees that it is legally entitled to contract with the Company for sand cleaning equipment at the stated location, within the stated boundaries, at the time and dates indicated on this Contract.

The Company agrees to supply sand cleaning equipment per this Contract and is not responsible for errors and omissions made by the Client. The Client will not hold the Company responsible for errors and omissions regarding the dates and time of Contract, access to the location, conditions of litter collection/disposal, injury or loss relating to improper use by personnel or other information that may or may not be represented to the Company by the Client.

Signed on this, the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

For "The Company", H. Barber and Sons, Inc., Title \_\_\_\_\_

For "The Client", \_\_\_\_\_, Title \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / Security Code \_\_\_\_\_  
MASTER CARD / VISA / AMERICAN EXPRESS (3 or 4 digit)

Cardholder's Signature: \_\_\_\_\_

Cardholder's Printed Name: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 10, 2023

**AGENDA ITEM:** Consider accepting the Grand Rapids Economic Development Authority's Annual Report for the year 2022

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

---

### BACKGROUND:

The Bylaws of the Grand Rapids Economic Development Authority establish that: "GREDA shall prepare an annual report describing its activities and providing an accurate statement of its financial condition, together with additional matters and recommendations it deems advisable for the economic development of the City of Grand Rapids".

The attached GREDA 2022 Annual Report is provided to fulfill that obligation.

### REQUESTED COUNCIL ACTION:

Make a motion to accept the Grand Rapids EDA Annual Report for the year 2022.



# **Grand Rapids Economic Development Authority**

## **2022 Annual Report**



Prepared by:

Rob Mattei  
Director of Community Development  
GREDA Executive Director

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## Mission

The Mission of the Grand Rapids Economic Development Authority (GREDA) is to advance the growth of our local economy through efforts focused on business recruitment, retention and expansion.

As the City's economic development agent, GREDA strives to provide a high level of service, in order to encourage economic investment and prosperity in the City of Grand Rapids and the surrounding region. GREDA works closely with businesses to: identify creative solutions to challenging problems, generate enhanced opportunities for growth, and help them achieve their short- and long-term goals.

## Governance

The Grand Rapids Economic Development Authority is a public body governed by Minnesota Statute chapter 469, and Enabling Resolutions enacted by the City Council of the City of Grand Rapids.

The management of all the affairs, property and business of GREDA is vested in a Board of Commissioners consisting of 7 persons, 2 of which must be members of the City Council. GREDA annually elects its Officers, which include a President, Vice President, Secretary/Treasurer, and Asst. Treasurer. Staff support is provided to GREDA primarily through the Community Development Department, with the Director of Community Development acting as the GREDA Executive Director, and with the Community Development Administrative Assistant acting as the Recorder.

The GREDA Board of Commissioners includes the following volunteers:

Member	Position	Affiliation/Occupation	Term Expires
Sholom Blake	President	Private Business Owner/CPA	3/1/25
Tasha Connelly	Commissioner	City Council/Student Support Specialist	12/31/24 Concurrent with Council Term
Wayne Bruns	Commissioner	Banking Executive	3/1/25
Al Hodnik	Vice President	Ret. Business Executive	3/1/27
Cory Jackson	Secretary/Treas.	Business Financial Officer	3/1/23
Mike Korte	Commissioner	Economic Development Loan Officer	3/1/24
Tom Sutherland	Commissioner	City Council/Conservation Officer	12/31/26 Concurrent with Council Term

\*The Director of City Finance serves as the Asst. Treasurer

Also providing valued service to the GREDA during 2022 was City Council Member Rick Blake.

Article VII, Section 1, of the Bylaws of the Grand Rapids Economic Development Authority establishes that: "GREDA shall prepare an annual report describing its activities and providing an accurate statement of its financial condition, together with additional matters and recommendations it deems advisable for the economic development of the City of Grand Rapids."

This report summarizes GREDA's activities and financial condition for the year ending December 31, 2022.

Respectfully submitted,



Sholom Blake, Grand Rapids EDA President



## Development Property and Leasable Assets

Beginning in 1969, GREDA and its predecessor organization, the Grand Rapids Industrial Park Commission, have invested in the creation of four industrial park areas in Grand Rapids. Those industrial parks have become the home for 24 businesses, providing over 1,000 jobs in our community.

The attraction and location of industrial business in our community is pursued by GREDA within a competitive environment. Communities in the Arrowhead Region, including Grand Rapids, have had to counterbalance weaknesses, such as our distance from major market areas, by providing incentives to businesses for locating in our community. A primary means of providing that incentive involves providing development sites for business location at a competitive rate, most often below actual cost.

GREDA has also actively pursued the development of underutilized properties in the Downtown and Mississippi Riverfront areas. As examples, the GREDA has sold land, which has led to the development of the Glorvigen office building, KAXE Northern Public Radio station, and the Rapids Brewing project. The GREDA also exercised their authority to purchase and sell lands in support of the private redevelopment of Block 37, located at the corner of TH 2 and TH 169. The GREDA currently owns property in Blocks 20 & 21, immediately north of the Library, which they continue to market to developers interested in creating professional office, residential and other compatible uses. The GREDA also owns and markets for sale and development the former North Country Recycling property, a site referred to as the Block 5 Site. More recently, GREDA acquired the VFW/Rose properties within Block 18 downtown, following the fire that destroyed those buildings in March of 2020.

### Land Inventory Summary:

Site Description	Number of Developable Lots (GREDA Owned)	Acreage Total
Industrial Park Two	1	2.38
Industrial Park East	6	8.30
Airport South Industrial Park — Phase 1 & 2	11	17.61
Airport Property (unplatted)	1	22.5
Blocks 20 & 21 Riverfront Dev. Site	1	1.46
Block 5 Riverfront Dev. Site	1	1.8
Block 23 — Third Division Commercial Site	1	0.57
Block 18 — Downtown Site	1	0.16
Totals:	23	54.78

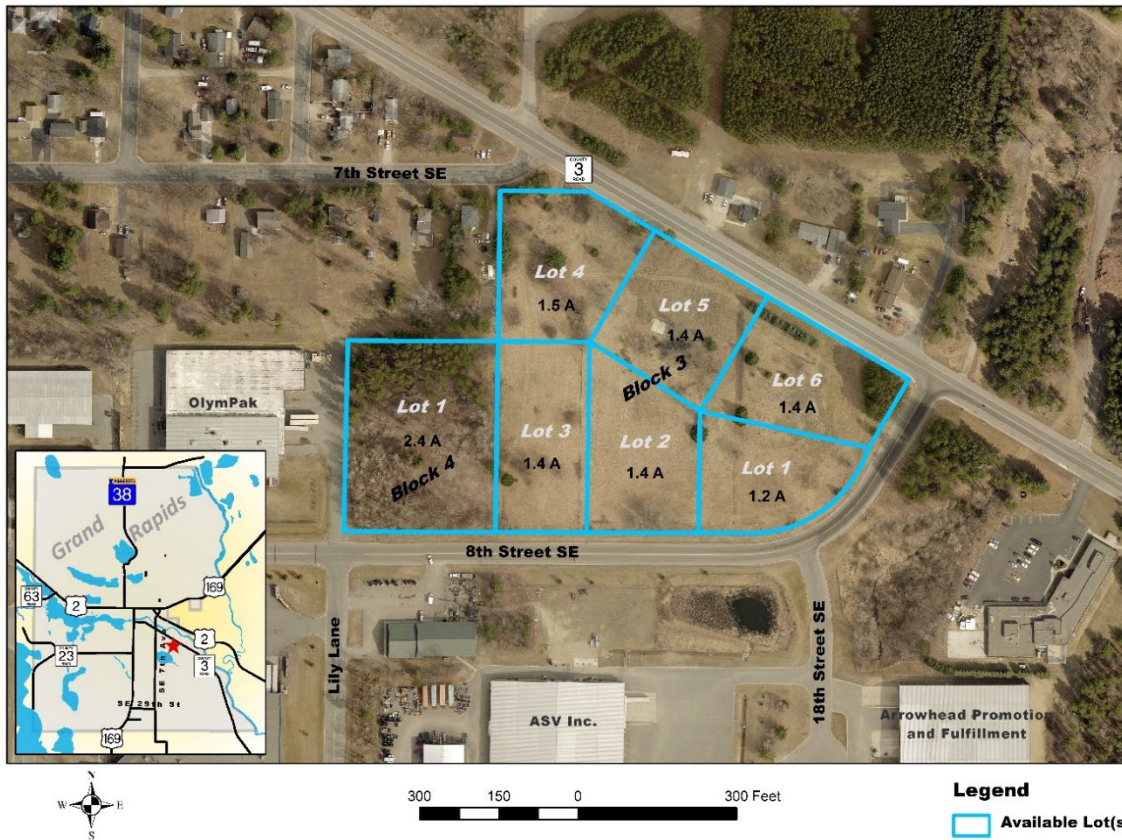
### Central School:

The City redeveloped Central School in 1983 and has since operated it as a multi-tenant leased space for a mixture of commercial retail and office uses. Central School contains 15 suites totaling 10,250 square feet of leasable space. In 2014, the City Council tasked GREDA with the management of leasing. At the time of this report, 59% of the Central School space is occupied.

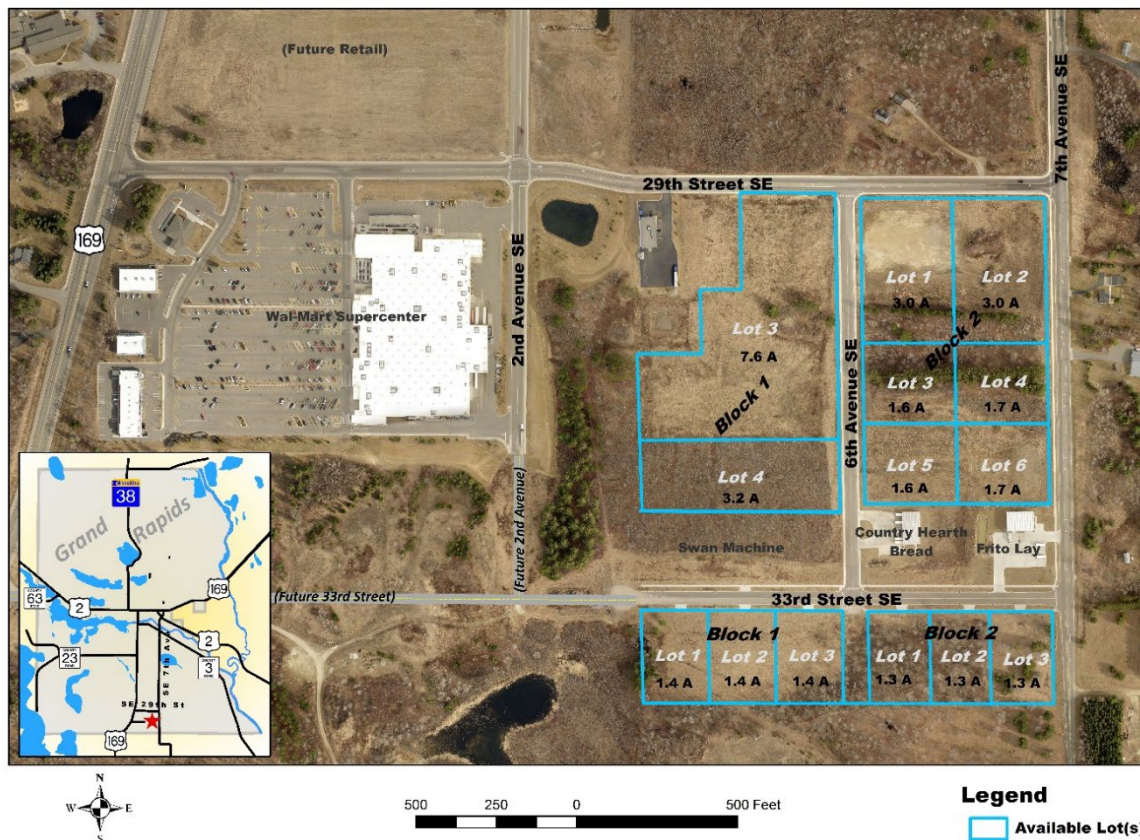




### Grand Rapids Industrial Park East

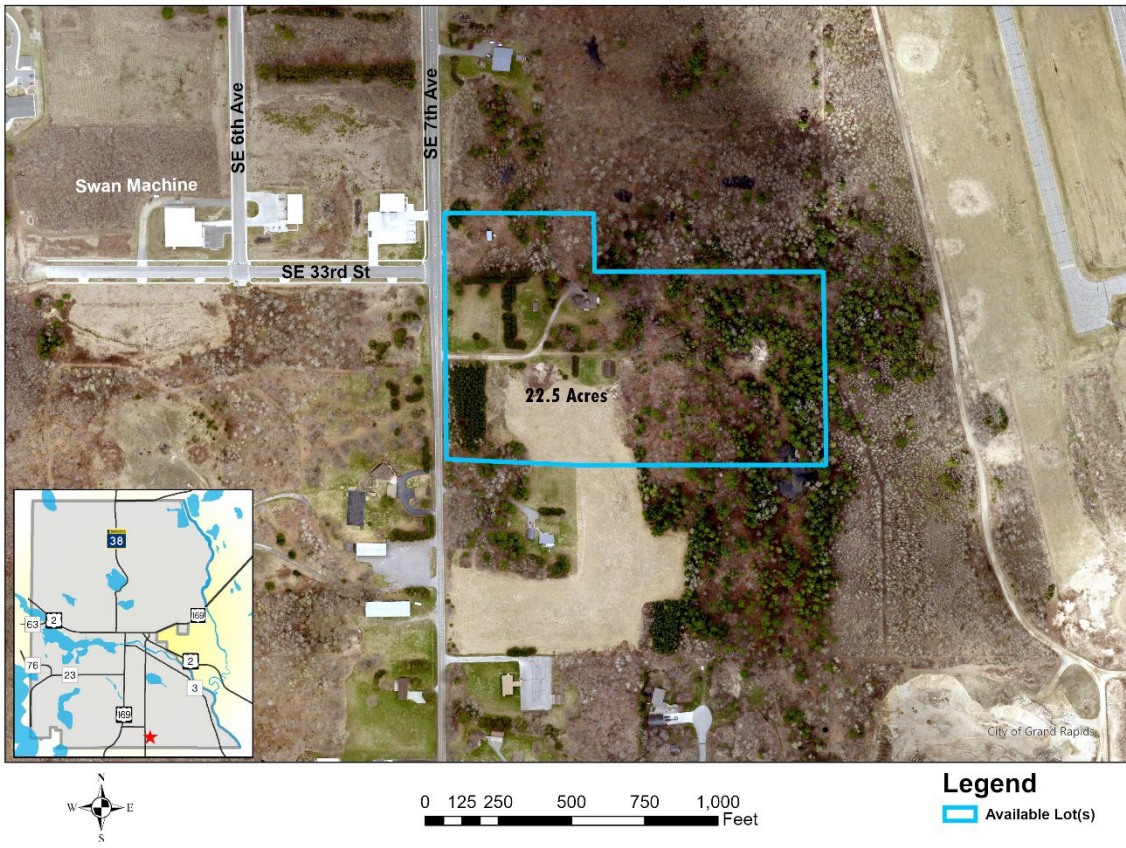


### Grand Rapids Airport South Industrial Park: Phases I & II

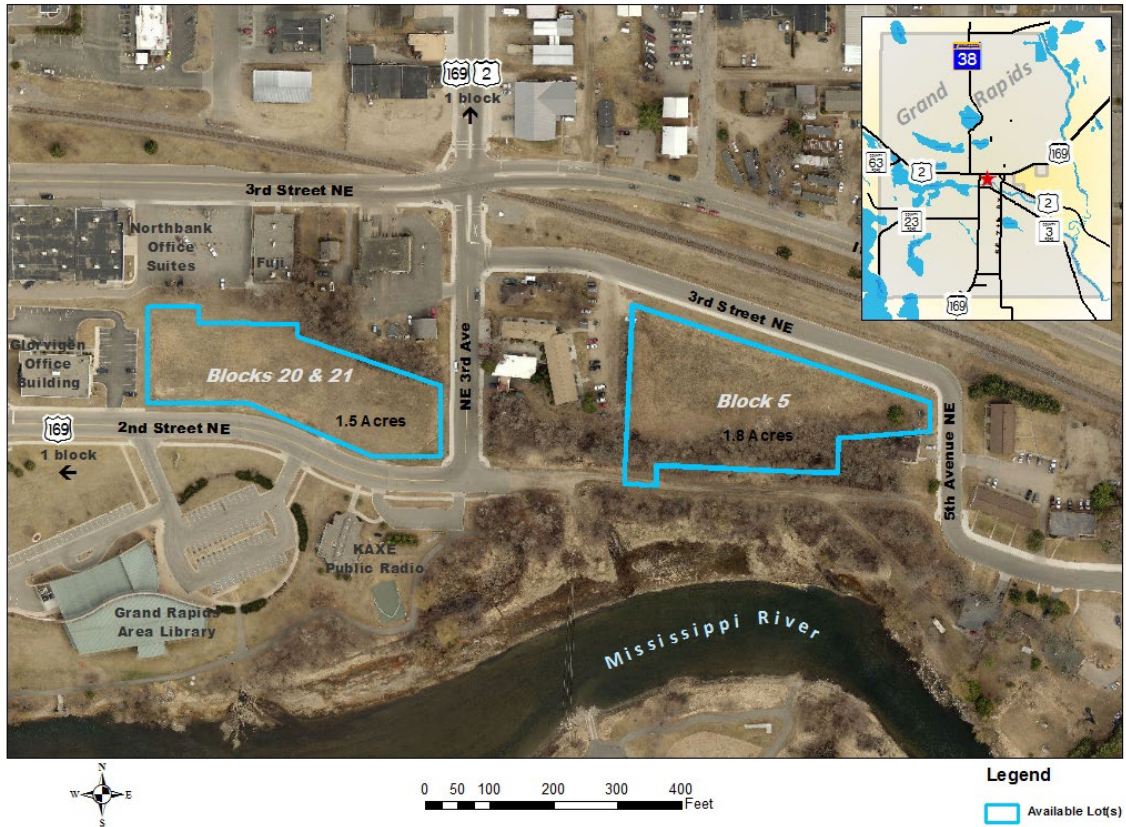




**Grand Rapids Airport Property (unplatted)**

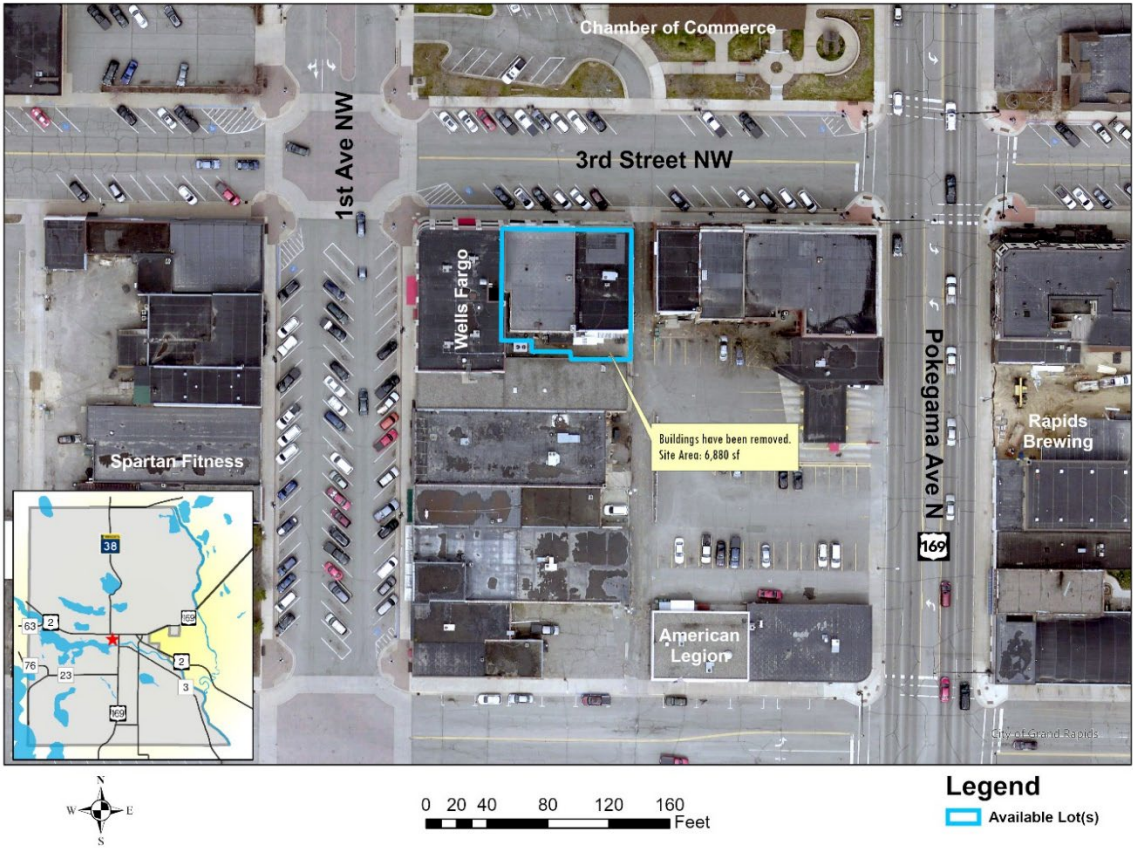


**Grand Rapids "Blocks 20 & 21" and "Block 5" Commercial Sites**

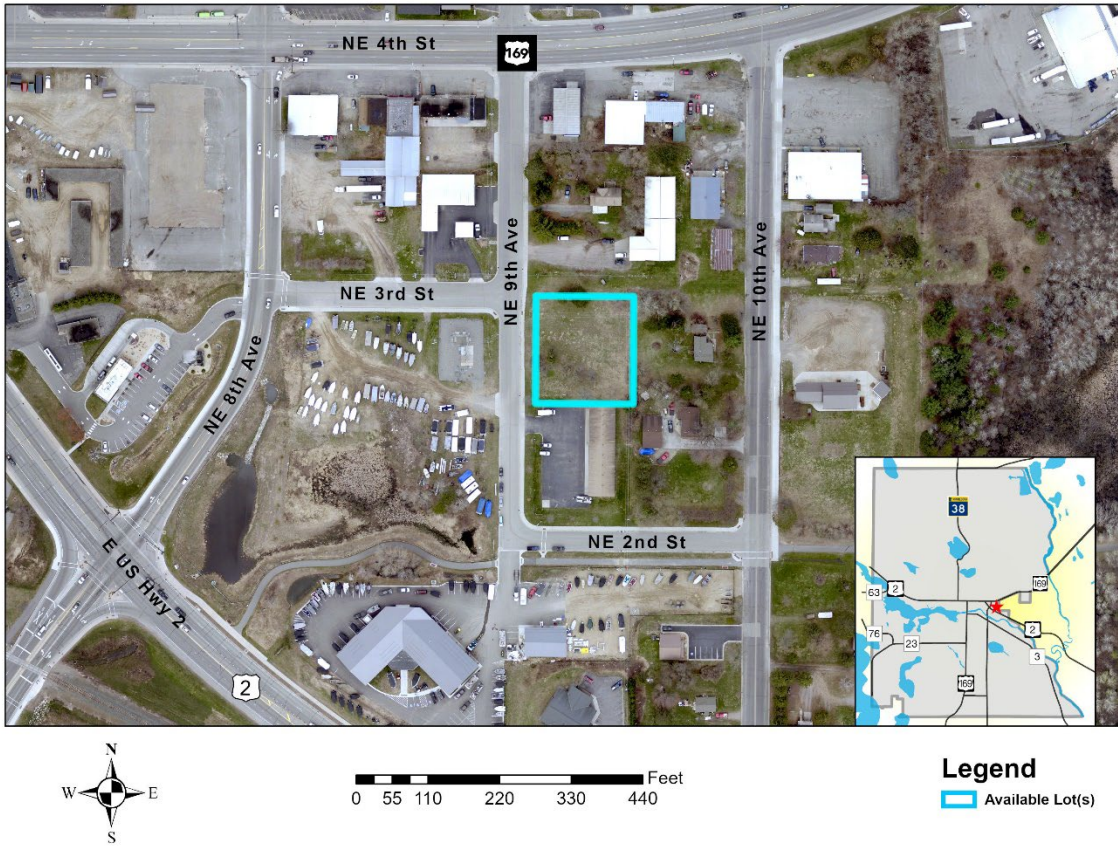




Grand Rapids "Downtown Block 18"



Block 23 Third Division



In order to meet business' needs, GREDA commonly pools their resources together with those of other local, state and federal economic development agencies. Examples of those business assistance programs are listed in the following table:

Source	Program
Federal EDA	<ul style="list-style-type: none"> <li>Public Works Grant</li> <li>Economic Adjustment Grant</li> <li>Economic Development Planning Grant</li> </ul>
Iron Range Resources and Rehabilitation Board	<ul style="list-style-type: none"> <li>Commercial Redevelopment Program</li> <li>Development Infrastructure Program</li> <li>Business Financing</li> </ul>
Department of Employment and Economic Development (DEED)	<ul style="list-style-type: none"> <li>Business Development Public Infrastructure Grant</li> <li>Minnesota Investment Fund</li> <li>Small Cities Development Program</li> <li>Job Creation Fund</li> <li>Redevelopment Grant Program</li> <li>Contamination Investigation and Cleanup</li> <li>Job Skills Partnership Program</li> </ul>
Itasca Economic Development Corporation (IEDC)	<ul style="list-style-type: none"> <li>Building Development Loan Program</li> </ul>
City of Grand Rapids	<ul style="list-style-type: none"> <li>Tax Increment Financing</li> <li>Tax Abatement</li> </ul>

**Commercial Building Improvement Loan (CBIL) Program** - In certain situations, the underwriting standards used by private financial institutions would constrain their willingness or ability to provide a complete, attractive, financing package to a small business seeking to invest in property improvements. GREDA has created and maintains a revolving loan fund, named the Commercial Building Improvement Loan (CBIL) Program, which is intended to leverage private sector investment. The GREDA CBIL Program fills this capital market void by providing below market rate financing to eligible commercial enterprises within the City of Grand Rapids.

The CBIL is intended primarily to help building owners and tenants improve the appearance and function of their existing buildings. Secondary benefits of the CBIL program include: the removal of blight, increased competitiveness, strengthening of the tax base and improved viability of small businesses in the Grand Rapids commercial districts.

Eligible improvements to any retail/commercial building or site are qualified for consideration under the CBIL, within the following business zones: (LB, GB, CBD, SGB, SLB, I-1, SI-1). Program funds may be used for: building construction and expansion, building renovation and remodeling, landscaping and parking lot improvements and signage.

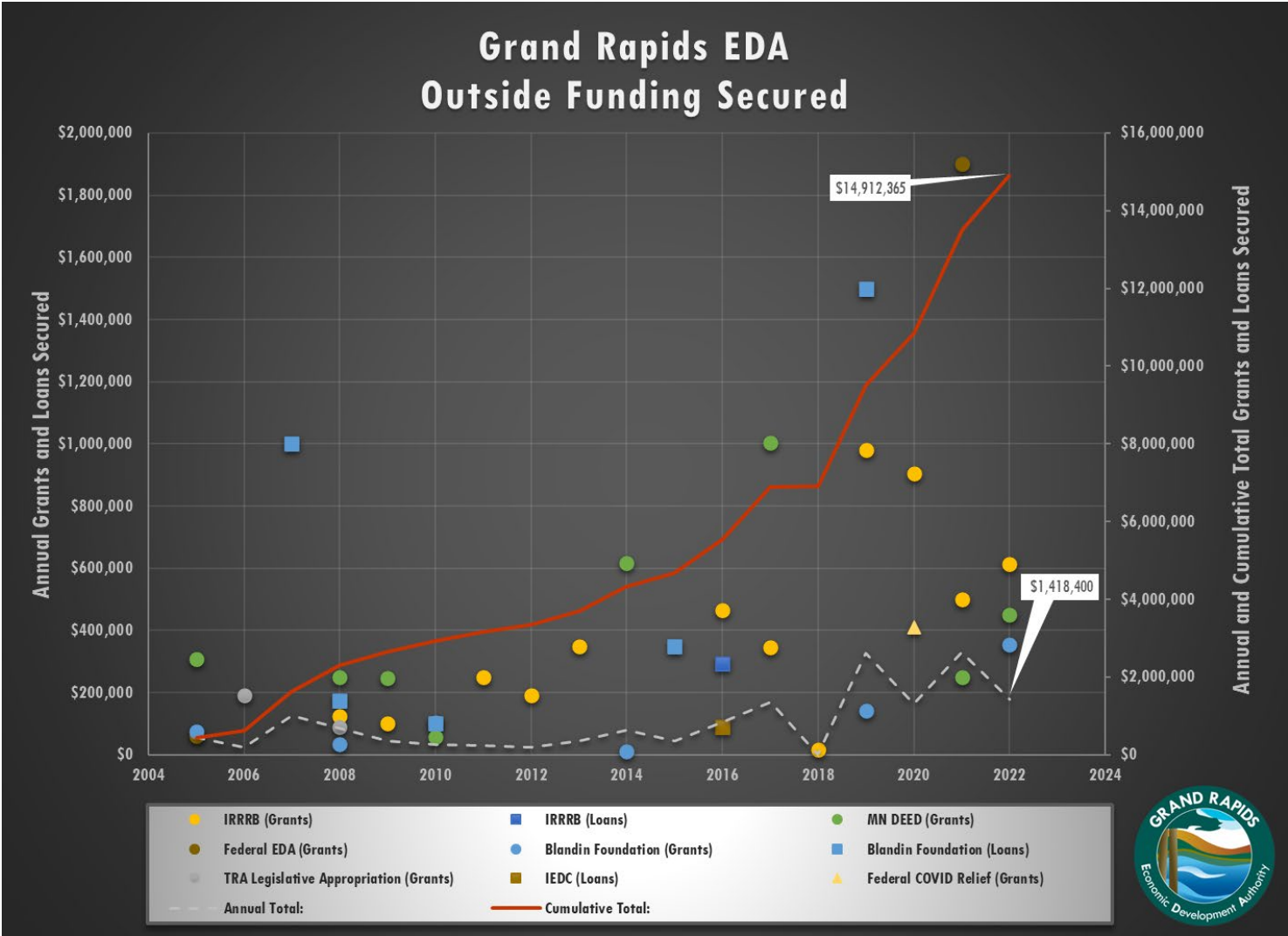
The Commercial Building Improvement Loan Program funds may finance up to 75% of the project cost, or \$40,000, which ever may be less. The interest rate for improvement loans is currently set at two percent (2%), with a maximum term of 5 years. Loans are amortized over a twenty year period with a balloon payment due at the end of the term, with no penalty for early payment.

There currently is a portfolio of nineteen loans with a combined principal loan amount of \$613,693.





The following chart provides a seventeen year history of the outside funding secured by GREDA:

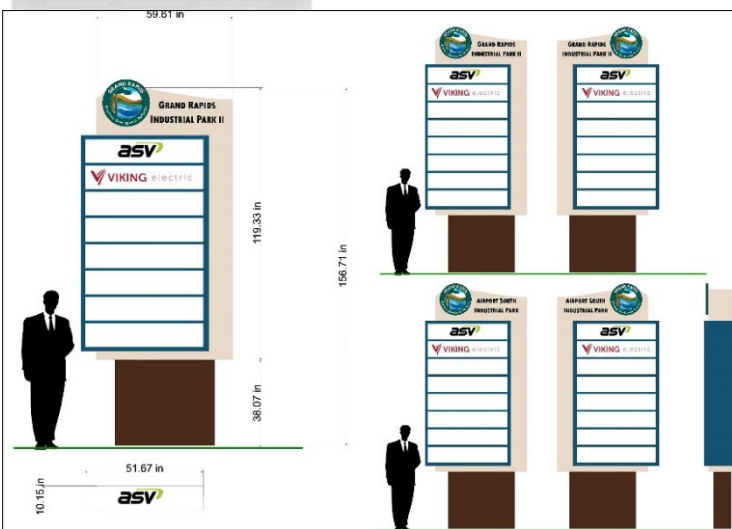
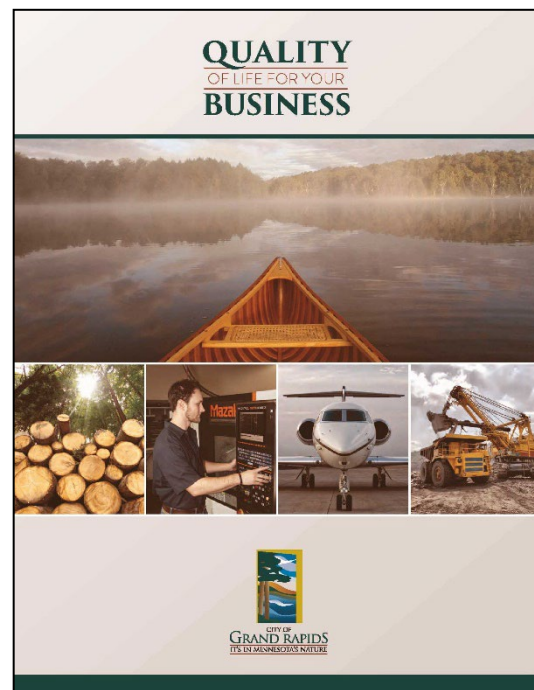
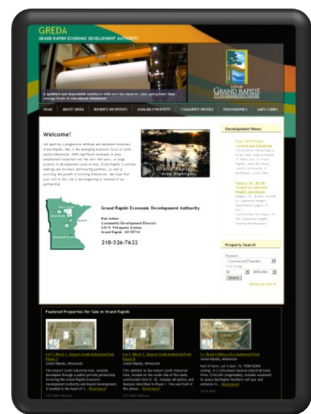


GREDA views regular interaction with resident companies, such as through a Business Retention and Expansion (BRE) program of structured interviews, as an important component of the Grand Rapids area economic development action plan. The importance of BRE is highlighted by a well-known statistic: “up to 80 percent of new jobs and capital investment in any community is generated by existing businesses”.<sup>1</sup>

GREDA supports and is directly involved in renewed efforts between the Grand Rapids Area Chamber of Commerce and Itasca Economic Development Corporation in the expanded implementation of their “Grow Itasca” BRE program. The information collected through the business interviews done by the Grow Itasca group, assist GREDA in better understanding and serving our local business’ needs.

This is not to say, however, that GREDA disregards the value of business attraction efforts, as evidenced by their expanding industrial park areas. With a well-rounded inventory of sites to offer, GREDA has begun to dedicate additional resources to their marketing efforts, including:

- ❖ Updated electronic and printed brochures featuring their property
- ❖ An increased presence on the *northlandconnection.com* regional business portal
- ❖ The GREDA website launched in September 2011 at [www.grandrapidseda.com](http://www.grandrapidseda.com) with updated property listing/mapping functions added in 2018.
- ❖ GREDA twitter account launched October 2012: @GR\_EconDevAuth
- ❖ Industrial Park entrance signs completed in 2022



## ASV/Yanmar Expansion Project

- ❖ For the past two years staff has been in discussions with ASV/Yanmar officials, IRRR and DEED regarding business assistance to support a potential expansion that would add significant employment and capital investment in the Grand Rapids facility over the next four years.
- ❖ Prepared and submitted grant applications to DEED and IRRR.
- ❖ On April 5, 2022, IRRR approved the \$350,000 grant request and \$1,000,000 of low interest financing for equipment.
- ❖ On May 16, 2022, DEED approved a \$450,000 grant to GREDA. GREDA used the funds to provide an equipment loan of the same amount to Yanmar with forgivable terms.
- ❖ Coordinated the review and consideration of a \$234,000 Tax Abatement and worked with Itasca County in their consideration of a \$196,000 Tax Abatement.
- ❖ This project is estimated to add over 300 direct jobs in the next four years and be a \$9.5M capital investment.



## Grand Rapids/Cohasset Industrial Park Infrastructure Project

- ❖ Work has begun on the extension of sanitary sewer and water to the industrial area, which used to be the Ainsworth OSB plant.
- ❖ This \$5.4M infrastructure project is funded with combined funds from the Federal Economic Development Administration, MN DEED, MN IRRR, GRPUC, GREDA, City of Grand Rapids, City of Cohasset and IEDC.



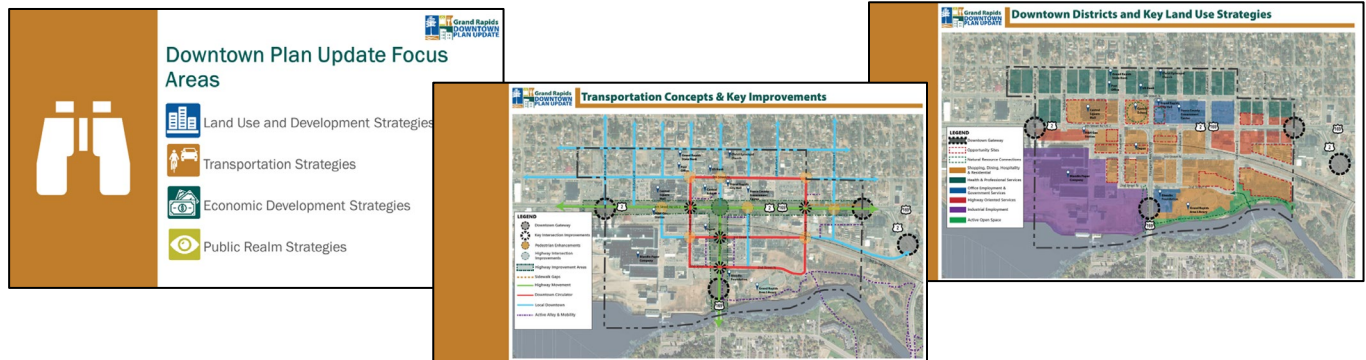
## GREDA Commercial Building Improvement Loan Program

Item 10.

- ❖ The objective of the CBIL is to fill the financing gap between project costs and private debt financing and private equity by making direct, below interest, loans to building owners and leaseholders improve the appearance and function of their buildings.
- ❖ Since the restructuring of the program in 2006, GREDA has provided \$976K loans to 30 projects.
- ❖ The CBIL program can provide up to \$40,000 per project. Loans are amortized over 20 years with a 5-year balloon.
- ❖ The interest rate has been lowered from 4% to 2% through the use of PRI funds from the Foundation.

## Downtown Plan Update Project

- ❖ GREDA is in the final steps of completing a new Downtown Plan. Since July, GREDA's planning consultants have engaged and received input from over 1,000 citizens, visitors, businesses, and property owners through pop-up events, two community surveys, focus group meetings, design charrettes and public meetings.
- ❖ Stemming from the public engagement, GREDA has already applied for a grant to establish both a Downtown Entertainment Loan program as well as a loan program with forgivable terms for upgrades mandated by the State Building Code to older downtown buildings. (Additional detail in this report)



## Plat of Great River Acres

- ❖ GREDA continues to market the 8 remaining single-family home sites and one large multi-family site.
- ❖ Two single-family home sites sold and been developed to date, and there has been interest in the multi-family site.
- ❖ In 2022, GREDA sold one parcel and provided options on four other parcels to a developer to build speculative single-family homes for sale.
- ❖ Properties are listed on [www.grandrapidseda.com](http://www.grandrapidseda.com)



## Cambium Development Project/Downtown Block 18 Site

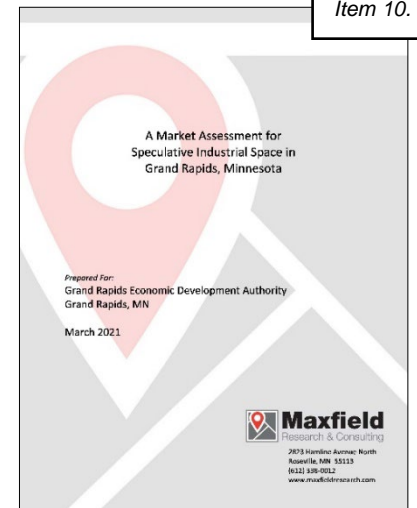
- ❖ GREDA extended its Preliminary Development Agreement with Cambium Development for six months.
- ❖ Cambium is pursuing the purchase the GREDA-owned former site of the VFW and Rose buildings on 3rd St. N. and the development of a multiple story, mixed use, commercial building including a restaurant and hospitality component.
- ❖ GREDA successfully applied for a \$150,000 MN IRRR Development Infrastructure grant for this project.





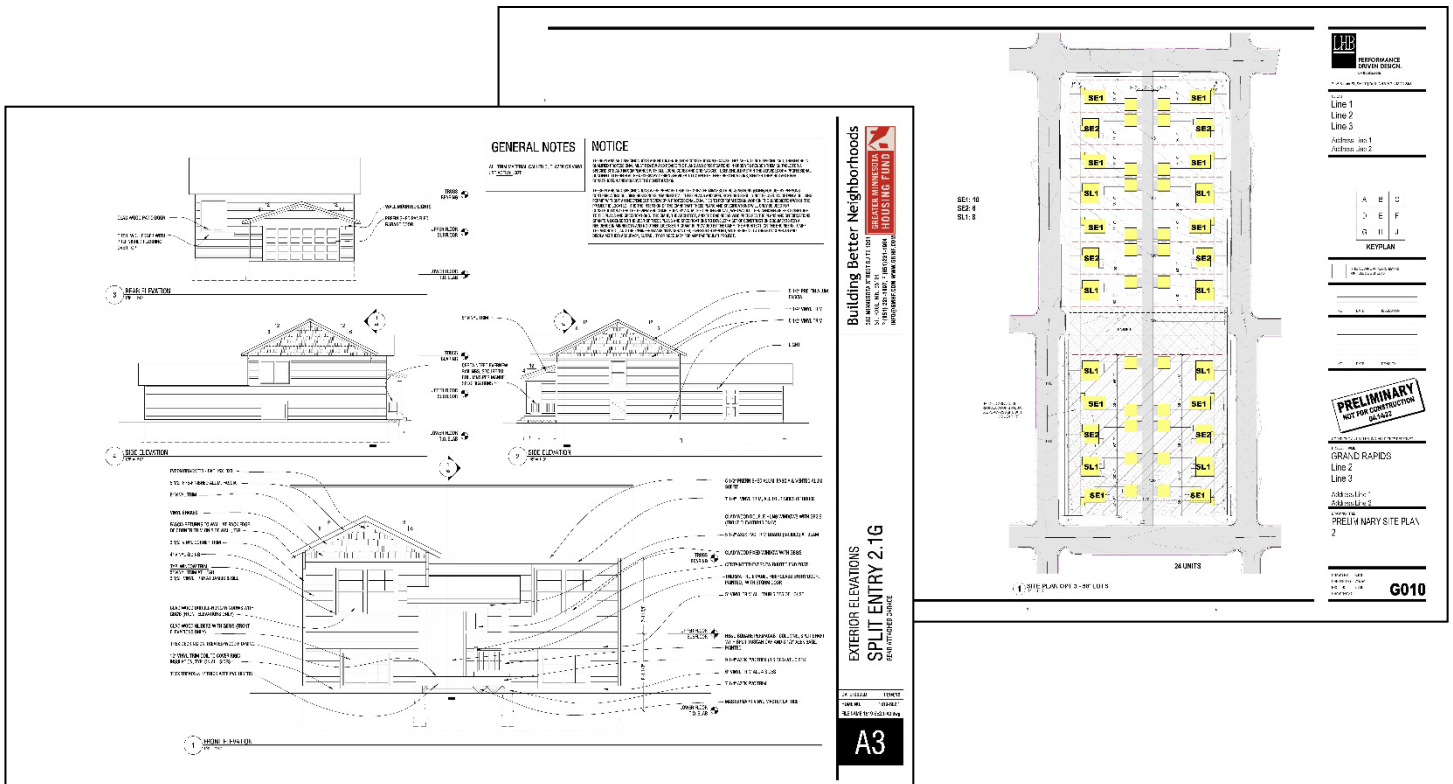
## Industrial Market Analysis

- ❖ GREDA hired Maxfield Research to conduct a market analysis examining the unmet need for additional industrial/warehouse/distribution building space.
- ❖ The research confirmed a need for 80,000 sf of additional new, modern, flexible building space over the next five years. The research also examined lease rates in our competing area and proposed a list of building features that would best capture and serve the demand.
- ❖ GREDA followed this research with an architectural study examining the cost of building a 30,000 sf industrial spec. building.
- ❖ GREDA used this information to prepare a development proforma and proposed financing structure.
- ❖ The conclusion of this work was that traditional public financing, like Tax Abatement are insufficient to close the gap created by the cost of construction and the moderate lease rates in our market.
- ❖ GREDA continues to discuss possible solutions to this situation with IRRR and the Blandin Foundation.



## Single Family Housing – Redevelopment of former Forest Lake School Site

- ❖ GREDA received title to the site of the former Forest Lake School in 2021. Staff is working with the Greater Minnesota Housing Fund and LHB Architects to prepare a design concept and funding structure for redevelopment of the cleared site as affordable, owner-occupied, single-family housing.
- ❖ GREDA is currently developing a new plat entitled Forest Lake Addition, which will include 22 single family home lots.
- ❖ GREDA is working with the Itasca County HRA on their plans to purchase and develop 8 of the lots over two years and forming a Community Land Trust.



## **Multi-Family Housing and Manufactured Housing Community Prospects**

Item 10.

- ❖ GREDA has a preliminary development agreement in place with Oppidan Inc., the developers of the Pillars project. Oppidan is performing due diligence on a proposed 132-unit apartment on a GREDA parcel located north of the West Elementary School in the plat of Great River Acres.
- ❖ Staff is in early conversations with a metro developer considering a concept involving a 76-unit apartment on the GREDA Block 20/21 site, located north of the Library.
- ❖ Staff is working with local investors performing due diligence on a concept for a 60-unit housing community on the former WWTP site.
- ❖ The increased cost of construction and financing presents additional challenges for the development of housing. We are in discussions with other economic development organizations and private businesses about how they might aid us in supporting these projects.

## **DEED Small Cities Development Program (SCDP) Grant**

- ❖ GREDA completed implementation of their third DEED Comprehensive SCDP grant, awarded to the City over the last 10 years.
- ❖ In combination, these three SCDP grants have allowed GREDA to provide an additional \$665K of deferred/forgivable loans of up to \$32,000 to 23 commercial building rehabilitation projects in targeted areas of Grand Rapids.
- ❖ The recently completed SCDP program assisted in the rehabilitation of 10 commercial buildings and 23 owner-occupied single-family homes.



## **Redevelopment Loan Fund**

- ❖ The Blandin Foundation has re-established a \$1,000,000 Program Related Investment (PRI) with GREDA for the Redevelopment Loan Fund.
- ❖ This fund allows timely access to short-term bridge and gap financing for commercial acquisitions and activities that lead the redevelopment of blighted/substandard/underutilized commercial property.
- ❖ The interest on each loan will be within a range of 0% to 0.25% over Prime, depending on project specifics and whether the loan is being made to GREDA or if GREDA is using the funds to make a loan to a private developer.

## **Downtown Entertainment Loan Fund**

- ❖ In 2022, GREDA successfully applied for a 300,000 Blandin Foundation grant to establish a revolving loan program to provide short-term, flexible, financing for larger scale entertainment events/cultural programming held in Downtown Grand Rapids.
- ❖ Loans of up to \$75,000 provided under this program will limit financial risk to hosting entities by forgiving a portion of the principal to ensure a breakeven point is achieved.



**CITY OF GRAND RAPIDS**  
**ECONOMIC DEVELOPMENT AUTHORITY**  
**COMBINING STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2022**  
*With Comparative Totals for the Period Ending December 31, 2021*

<b>Preliminary</b>	<b>2021 ACTUAL TO 12/31/21</b>	<b>YTD ACTUAL TO 12/31/22</b>	<b>2022 ANNUAL BUDGET</b>	
<b>Fund Balance 1/1/XX:</b>	\$ 2,880	\$ 18,096	\$ 18,096	
<b>REVENUES:</b>				
Taxes	30,000	-	-	0%
Supplemental Aid	-	-	-	0%
Miscellaneous	-	-	-	0%
Interest - Investments	95	103	200	52%
Interest - Loans	-	-	-	0%
Mortgage Payment	-	-	-	0%
Fund Balance Usage	-	-	16,050	0%
<b>TOTAL REVENUES</b>	<b>30,095</b>	<b>103</b>	<b>16,250</b>	<b>1%</b>
<b>EXPENDITURES:</b>				
Supplies/Materials	12	148	50	296%
Other Services/Charges	14,867	13,755	16,200	85%
<b>TOTAL EXPENDITURES</b>	<b>14,878</b>	<b>13,903</b>	<b>16,250</b>	<b>86%</b>
<b>REVENUES &gt; EXPENDITURES</b>	<b>15,216</b>	<b>(13,800)</b>	<b>-</b>	
<b>FUND BALANCE</b>				
Fund Balance Usage	15,216	(13,800)	(16,050)	
<b>FUND BALANCE 12/31/XX</b>	<b>\$ 18,096</b>	<b>\$ 4,296</b>	<b>\$2,046</b>	



**CITY OF GRAND RAPIDS  
ECONOMIC DEVELOPMENT AUTHORITY  
CAPITAL PROJECTS FUND**

*Schedule of Changes in Revenue, Expenditures, and Fund Balance  
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2022*

**Preliminary**

<b>FUND BALANCE 1/1/22</b>	\$ 821,105
<b>REVENUES:</b>	
Taxes	57,087
Supplemental Aid	2,689
Blandin Foundation	53,400
Interest-Investments	6,555
Interest-Loans	7,039
Nat'l Gas CIAC Fee	4,037
Rent-Manufacturing Hangar	10,931
Rent-EDA House	25,999
Miscellaneous	2,027
Principal-CBIL Payments	97,198
Principal-EWCL Payments	158,967
Sale of Land Held in Inventory	624,000
<b>TOTAL REVENUES</b>	<b>1,049,927</b>
<b>EXPENDITURES:</b>	
Miscellaneous	36,813
Commercial Building Improvement Loan Program	12,340
Downtown Block 18-21	8,029
Airport South Industrial Parks	83,275
Downtown Plan Project	78,871
Great River Acres	26,059
Manufacturing Hangar	321,802
Blandin Foundation PRI Loan	150,694
DEED Development Programs	9,623
ASV-Yanmar Parts Distribution Center	1,428
<b>TOTAL EXPENDITURES</b>	<b>728,934</b>
<b>2022 REVENUES &gt; EXPENDITURES</b>	<b>320,994</b>
<b>FUND BALANCE 12/31/22</b>	<b>1,142,098 (1)</b>

Please Note:

**(1) The Fund Balance includes designations for Com Bldg Imp Loans of \$169,976**





The GREDA Board of Commissioners recently completed the development of their 2023 Work Plan. The work plan development process first involved a review of the unfinished business from the 2022 Work Plan, and a review of the goals stated within the Economic Development Element of the Comprehensive Plan. From that exercise, the GREDA Commissioners identified a list of potential objectives for 2023. Those potential objectives were examined and ranked by the individual GREDA members, and, through additional group discussion, GREDA approved a list of priorities and a work approach for the issues they will take a lead role in completing and those that they will partner with others on.

In developing the list of priority issues, the GREDA considered the following criteria:

**Community impact:** If the goal is achieved, will the impact be substantial in the community?

**Chances of success:** Is the objective reasonably attainable?

**Resource availability:** Does EDA/City of Grand Rapids possess adequate resources to achieve this goal?

**EDA ownership:** But for the EDA, will any other entity, commission or department achieve this objective?

The resulting work plan is shown on the following four pages of this report.





# Grand Rapids Economic Development Authority

## 2023 Work Plan

* Results of Issue Identification and Ranking			* Desired Outcomes/Work Approach/Schedule			
Issue/Task/Work Item	Role	Term (years) Short 1-2 Med. 3-5 Long 6+	Q1	Q2	Q3	Q4
Continue to work with Voyageur Capital on current and future development.	Lead	M	<ul style="list-style-type: none"> <li>Work with Voyageur Capital toward executing a Contract for Private Development for the buildout of speculative industrial space.</li> </ul>	<ul style="list-style-type: none"> <li>Work with IRRR, DEED and others to support the new industries with low interest financing for equipment and tenant improvements</li> </ul>		<ul style="list-style-type: none"> <li>Complete the public infrastructure buildout.</li> </ul>
Market GREDA Services	Lead	S	<ul style="list-style-type: none"> <li>Communicate the many GREDA successes and raise awareness of GREDA programs.</li> </ul>	<ul style="list-style-type: none"> <li>CBIL program marketing</li> <li>Downtown Entertainment Loan program marketing</li> </ul>	<ul style="list-style-type: none"> <li>Consider comprehensive updates to the GREDA website under a new platform</li> </ul>	
Continue to support the ASV/Yanmar Expansion	Lead	S	<ul style="list-style-type: none"> <li>Provide a recommendation to the City Council regarding ASV/Yanmar's request for a Tax Abatement.</li> <li>Coordinate with the County on a joint Contract for Private Development involving Tax Abatement.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to work on supportive workforce housing development.</li> </ul>		
Provide support for the Huber Project	Support	S	<ul style="list-style-type: none"> <li>Participate in developing and implement a coordinated group effort of area and regional entities to support the successful advancement of the project.</li> </ul>			
Pursue and support initiatives addressing the local workforce/childcare and housing shortages	Lead	S	<ul style="list-style-type: none"> <li>Continue to support private development interest in housing projects by advising the City Council on TIF and Tax Abatement business assistance requests.</li> </ul>	<ul style="list-style-type: none"> <li>Execute development agreements on GREDA housing parcels.</li> </ul>	<ul style="list-style-type: none"> <li>Work with childcare facility developers and IRRR to incentivize/remove financial barriers for projects.</li> </ul>	



* Results of Issue Identification and Ranking			* Desired Outcomes/Work Approach/Schedule			
Issue/Task/Work Item	Role	Term (years) Short 1-2 Med. 3-5 Long 6+	Item 10.			
			Q1	Q2	Q3	Q4
Support the development or redevelopment/infill of strategic commercial sites to achieve growth in the retail sales and service sector.	Lead	L	<ul style="list-style-type: none"> <li>Continue to support private development interest in housing projects by reviewing proposed requests for business assistance.</li> <li>Promote the development of GREDA housing parcels and</li> </ul>	<ul style="list-style-type: none"> <li>Welcome and support investment interest in the redevelopment of infill sites such as the former K-Mart site, former Ray's Sport and Marine, and former Sawmill Inn site.</li> </ul>	<ul style="list-style-type: none"> <li>Identify retail gaps and more actively recruit businesses and developers.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Begin implementation of the updated Downtown Plan.	Partner	S	<ul style="list-style-type: none"> <li>Review strategies within the completed Downtown Plan update.</li> <li>Implement the Downtown Entertainment Loan Program</li> </ul>	<ul style="list-style-type: none"> <li>Explore strategies for a sustainable Central School adaptive reuse.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Consider a Blandin Foundation grant request for the purpose of hiring a consultant to lead downtown business and property owners through steps to establish a downtown program and organization.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Ensure an adequate inventory of industrial sites and facilities exist to accommodate full industrial, warehousing & distribution business expansion and relocation potential.	Lead	L	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Continue to explore funding opportunities that would support the development of a speculative, flexible, industrial/warehousing building in Grand Rapids.</li> <li>Recruit a developer.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Continue to advocate for highway transportation route improvements to improve linkages between Grand Rapids and the interstate, the Duluth port.	Lead	L	<ul style="list-style-type: none"> <li>Have discussions with appropriate agencies, government, and elected officials the prioritization of improvements to the TH2 corridor to Duluth.</li> </ul>	<ul style="list-style-type: none"> <li>Explore working with UWS or others in preparation of a needs study.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Consider ways to support the relocation/renovation of local small businesses and assist with ADA compliance improvement funding options.	Lead	S	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Consider submitting a grant request to the Blandin Foundation to establish a loan program, possibly with some forgivable terms, to address ADA and Minnesota Accessibility Code deficiencies.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



* Results of Issue Identification and Ranking			* Desired Outcomes/Work Approach/Schedule				Item 10.
Issue/Task/Work Item	Role	Term (years) Short 1-2 Med. 3-5 Long 6+	Q1	Q2	Q3	Q4	
Assist with the redevelopment of the Boswell site.	Lead	S		<ul style="list-style-type: none"> <li>Support County efforts to implement energy transition strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Identify energy transition funding state and federal programs that may be applicable to GREDA efforts toward economic diversification.</li> </ul>		
Continue to support our medical service providers to ensure that Grand Rapids maintains and grows its position as a regional hub.	Lead	S	<ul style="list-style-type: none"> <li>Communicate with major providers, Grand Itasca and Essentia, about trends toward a stay-at-home rural health care model and the buildout of services and jobs to support that growth potential.</li> </ul>				
Pursue initiatives that would support existing and new wood product industries/advocate for U.S. EPA rule changes.	Lead	M			<ul style="list-style-type: none"> <li>Research and consider advocacy for U.S. EPA rule changes that would define wood as carbon neutral so it can be used as an alternative fuel source applicable to a future conversion of MP Unit from coal.</li> </ul>		
Consider ways to diversify the membership of the Commission and amend the meeting format to include updates from local partners/organizations.	Lead	S	<ul style="list-style-type: none"> <li>As membership opportunities arise, recruit applicants that further a diverse board.</li> <li>Invite local partner organizations to provide updates, one presentation per quarter.</li> </ul>				





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 04/10/2023

**AGENDA ITEM:** 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.

**PREPARED BY:** Kevin Ott

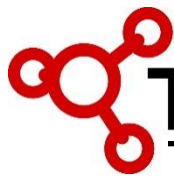
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### BACKGROUND:

In the past, the Grand Rapids Police Department has applied for a grant that provides child safety seats through the Minnesota Office of Traffic Safety (OTS). OTS receives funding for this program through citation fines across the State of Minnesota for drivers who have been cited with illegal or unsafe transportation of children in motor vehicles. Child safety seats in this program must be distributed to low-income families that live in Minnesota and each seat that is distributed will require a one-on-one presentation that includes a thorough educational component for the recipient.

### REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution to apply and accept a grant from the Minnesota Office of Traffic Safety for 4 child safety seats.



February 20, 2023

TPT Proposal #23A0143

Sean Lewis  
ICS  
104 Park Avenue North, Suite 201  
Park Rapids, MN 56470

Re: Asbestos Inspection  
IRA Civic Center  
Grand Rapids, Minnesota

Dear Mr. Lewis,

Twin Ports Testing II, Inc. (TPT) is pleased to present this cost estimate for conducting an Asbestos Survey at the IRA Civic Center located at 1401 NW 3<sup>rd</sup> Street in Grand Rapids, Minnesota. Costs associated with this project will be as follows:

Item	Unit Cost	Total Cost
On-site Sampling	3, 10-hour days @ \$90.00/hour	\$2700.00
Project Management	3 hours @ \$90.00/hour	\$270.00
Asbestos Samples	~125 samples @ \$9.00/sample	\$1125.00
Final Report	8 hours @ \$90.00/hour	\$720.00
Per Diem & Lodging	3 days @ \$250.00/day	\$750.00
Mileage	170 miles @ \$0.75/mile	\$127.50
<b>Total Sampling Cost</b>		<b>\$5692.50</b>

*Note: Same turnaround time is 1-week. If fewer samples are collected, only those analyzed will be billed. If additional samples are collected, they will be billed at the rate above. Only actual time used will be billed.*

If desired, TPT can perform lead paint testing. If this service is requested, the cost for a lead paint inspection is \$2170.00.

TPT estimates that the field work would be completed within 4 days or less. TPT looks forward to working with you on this project. Please feel free to contact me at (715) 394-8802 (office) or (218) 390-0162 (cell) with any questions or concerns you have regarding this cost estimate.

Sincerely,

**Twin Ports Testing II, Inc.**

Tracy Jacobs, CHMM  
IH Services Manager

Grand Rapids IRA Civic Center  
Grand Rapids, Minnesota  
TPT Proposal 23A0143  
February 20, 2023

This cost estimate is subject to the General Conditions of Service, a copy of which is attached hereto and made a part of this proposal. Included as part of these conditions, the project will be billed upon completion and due thirty days after the date on the invoice.

If you agree to accept this proposal, along with the General Conditions of Service, please sign and return to us to use as our authorization to proceed with this project.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 4-10-23

**AGENDA ITEM:** Consider a proposal from Twin Ports Testing for asbestos abatement/remediation.

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

---

### BACKGROUND:

During the removal phase of the IRA Civic Center, asbestos like material was encountered. To keep the project moving and not delayed, Twin Ports testing was utilized to confirm, identify, and remediate/remove the product. Their proposal for this service is attached.

### REQUESTED COUNCIL ACTION:

Make a motion to approve a contract with Twin Ports Testing for asbestos abatement/remediation.





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 4-10-23

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

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

---

### BACKGROUND:

During the removal phase of the project, it was determined that the wall adjacent to the new elevator, needed to be reinforced. In addition, it was also determined that the ceilings in the lower lobby locker rooms needed to be removed and replaced in order to install the new HVAC system. The change orders are attached.

### REQUESTED COUNCIL ACTION:

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



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 #004: CE 006 - PR 3 1st Level HVAC and CE 16 PR 12 Elevator hoistway wall reinforcement**

<b>CONTRACT COMPANY:</b>	TNT Construction Group, LLC 40 County Road 63 Grand Rapids, Minnesota 55744	<b>CONTRACT FOR:</b>	SC-S19041C-003:Work Scope 03 - General Construction - TNT
<b>DATE CREATED:</b>	4/03/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	04/11/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	PR 3 1st Level HVAC and CE 16 PR 12 Elevator hoistway wall reinforcement	<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$41,119.78

**DESCRIPTION:**

CE #006 - PR 3 1st Level HVAC

Please see the attached PR 3. Provide a detailed quote with cost breakdowns. An updated version of this PR is attached to better clarify the ceilings work.

EXCLUDES: Demotion of ceilings (being track as Time & Materials Field Work Order) and new Acoustical Ceilings (scope TBD and contracted via CO later)

CE 16 PR 12 Elevator hoistway wall reinforcement

**ATTACHMENTS:**

[Revised REP 3R steinbreacher.pdf](#) [RFP #3R davis.pdf](#) [Revised 3-24-23.pdf](#) [17073.3 - RFP 3R - 1st Floor HVAC & Lighting.pdf](#) [PR3-1stFloorHVAC & Lighting Updates.pdf](#)

**CHANGE ORDER LINE ITEMS:**

**CCO #004**

#	Cost Code	Description	Type	Amount
1	5--5.03 - Work Scope 03	PR 3	Other	\$ 27,224.00
2	5--5.03 - Work Scope 03	PR 12	Other	\$ 13,895.78
<b>Subtotal:</b>				\$41,119.78
<b>Grand Total:</b>				\$41,119.78



The original (Contract Sum)	\$ 2,370,100.00
Net change by previously authorized Change Orders	\$ 26,862.00
The contract sum prior to this Change Order was	\$ 2,396,962.00
The contract sum would be changed by this Change Order in the amount of	\$ 41,119.78
The new contract sum including this Change Order will be	\$ 2,438,081.78
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 3-17-23
- Proposal submitted to: ICS
- Project name: IRA Civic Center Bid Pack 2
- Project Location: Grand Rapids MN
- Description of work: PR 3 revised
- Date of drawings: N/A
- Addendums

Proposal Includes,

Davis Drywall	22,205.00
Steinbrecher painting	2,544.00
10% O&P TNT	2,475.00

We propose hereby to furnish equipment, material, and labor for the sum of:  
Twenty Seven Thousand Two Hundred Twenty Four Dollars 00/100 (Bid Total:\$ 27,224.00)

Signed and prepared by:   
 Project Manager/Estimator, Clay Witkofsky  
[clay@tnt-cg.com](mailto: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: \_\_\_\_\_

# Proposal

## S&Y Bemidji, Inc.(dba Davis Drywall, Inc.)

1100 Industrial Park Drive SE  
Bemidji, Minnesota 56601  
Telephone 218-444-2532 / Fax 218-444-2583

Submitted to: <b>TNT Construction Group, LLC</b>		Phone / Fax:	Date: <b>9-Mar-23</b>
Address:		Job Name: <b>IRA Civic Center</b>	
City, State, Zip:		Job Location: <b>Grand Rapids, MN</b>	
Architect:	Date of Plans:	Attn: <b>Clay</b>	Job Phone:

We hereby submit specifications and estimates for:

**Labor and material for RFP#3R**

**\*See attached for break down**

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Twenty two thousand two hundred five-----\$22,205.00

Payment to be made as follows:

### Monthly Progress Payments

All Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alterations or deviations 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 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 Workmen's Compensation Insurance.

**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.

Authorized Signature:

**Robert Hanse**

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Date of Acceptance:

Signature:

Section Markup

IRA Civic Center in Grand Rapids

RFP #3R

Bid No. 33

Net Material Total: 3,979.13

Lab. Cost Code	Wage Type	Quantity	Crew Hours	Man Hours	Prod/Hour	Unit Cost	Total Cost
LIGHT GAUGE FRAMING (20LIGHTGA)	Union	-56.00 SF	-4.48	-4.48	12.50	6.80	-380.80
CEILING FRAMING (22CEILING)	Union	856.93 SF	68.55	68.55	12.50	6.80	5,827.12
GYPSUM BOARD (40GYPBD)	Union	856.93 SF	41.55	41.55	20.63	4.12	3,531.59
EIFS (70EIFS)	Union	1,713.86 SF	68.55	68.55	25.00	3.40	5,827.12
FINISH TAPE - 0-8 (FINISH TAPE - 0'-8')	Union	-56.00 SF	-2.24	-2.24	25.00	3.40	-190.40
HAND BOTTOMS (HANG BOTTOMS)	Union	-56.00 SF	-1.79	-1.79	31.25	2.72	-152.32
LAYOUT (LAYOUT)	Union	-9.33 LF	-0.21	-0.21	43.75	1.94	-18.13
Net Labor Total:							14,444.17

	Material	Labor	Subs	Equipment	Other	Total
Net Totals	3,979.13	14,444.17	0.00	0.00	0.00	18,423.30
Stock	0.00	0.00	--	--	--	0.00
Cleanup	0.00	1,444.42	--	--	--	1,444.42
Supervision	--	0.00	--	--	--	0.00
Sub Totals	3,979.13	15,888.58	0.00	0.00	0.00	19,867.71
Escalation	0.00	0.00	0.00	0.00	0.00	0.00
Tax/Burden	8.00%	318.33	0.00	0.00%	0.00	318.33
PerDiem	--	0.00	--	--	--	0.00
Sub Total	4,297.46	15,888.58	0.00	0.00	0.00	20,186.05
Overhead	10.00%	429.75	0.00	0.00%	0.00	2,018.60
Profit	0.00%	0.00	0.00	0.00%	0.00	0.00
Bid total	4,727.21	17,477.44	0.00	0.00	0.00	22,204.65

Grand Total: 22,204.65



**S&Y Bemidji, Inc. (dba Davis Drywall, Inc.)**

1100 Industrial Park Dr SE, Bemidji, MN 56601

Phone: 218-444-2532 Fax: 218-444-2583

**Section Markup****IRA Civic Center in Grand Rapids****RFP #3R**

Bid No. 33

Selected Sections: 05400 COLD FORMED METAL FRAMING, 07240 EIFS, 09100 INTERIOR FRAMING, 09250 DRYWALL, 09255 TAPING

Selected Typical Areas:

Selected Areas: (unassigned)

Estimator:

Job Class:

Wage Type: **Union**

Job Status:

Bid Date/Time: **8/10/2022 2:00:00 PM**Plans Date: **7/22/2022**

Material	Mat. Cost Code	Quantity	Unit Cost	Total Cost
HAT CHANNEL 20ga, 7/8" ( 12' )	20LIGHTGA	739.10 LF	1.02	756.84
TIE WIRE 18 GA (25# HANK), 2'-4" long	22CEILING	0.07 HANKS	65.00	4.61
Cold-Rolled Channel, 1-1/2" ( 20' )	22CEILING	235.66 LF	1.05	248.15
5/8" Tile Backer, DensShield ( 4' x 8' )	40GYPBD	899.78 SF	0.90	809.80
EIFS BASE PRIMUS DM (750 SF PER PLAST. DAY), 1' x 1'	70EIFS	13.18 BAG	31.00	408.69
STANDARD 5 OZ MESH, 4' x 150'	70EIFS	1.57 ROLLS	105.00	164.96
EIFS FINISH (800 SF PER PLAS. DAY), 135 SF	70EIFS	6.35 PAILS	197.50	1,253.66
Drywall Screw (Interior), 1-1/4"	DRYWALL	0.07 BOXES	110.00	7.20
5/8" Firecode Drywall, 4' x 12'	DRYWALL	-58.80 SF	0.49	-28.81
Hanger Wire 9 Ga w/ Clip, 10'-0 long	DW GRID	0.74 PIECE	385.00	286.39
L-Metal, 20ga, 1-1/2" x 1-1/2" ( 10' )	LT GA	335.31 LF	0.75	251.49
ClarkDietrich Slotted MaxTrak 3-5/8" - 2-1/2" Leg - 30mil (20ga), 10'	LT GA	-10.27 LF	5.40	-55.44
ClarkDietrich 3-5/8" ProSTUD - 19mil (20ga), 12'	LT GA	-46.20 LF	2.24	-103.49
Framing Screw (Interior), #7, 7/16"	LT GA	0.00 BOXES	150.00	-0.52
Shot & Pin (Interior), X-GN 20 MX	LT GA	-21.47 EA	0.04	-0.84
ClarkDietrich 3-5/8" ProTRAK 1-1/4" Leg - 19mil (20ga), 10'	LT GA	-10.27 LF	2.00	-20.53
JOINT TAPE (250'),	TAPING	-0.12 ROLLS	3.00	-0.35
GOLD BOND PROFORM LITE-BLUE (4.5 GAL. BOX),	TAPING	-0.18 BOXES	15.00	-2.65

**CHANGE ORDER REQUEST**

**Steinbrecher Painting Company**  
**1408 7th Street North**  
**PO Box 159**  
**Princeton MN 55371**

Change Order # Pending  
 Change Order Date 03/10/2023  
 Submitted By

**TO TNT Construction Group, LLC**  
**40 County Rd 63**  
**Grand Rapids MN 55744**

**PROJECT # 9064271**  
**IRA Civic Center-Grand Rapids**  
**1401 NW 3rd Ave**  
**Grand Rapids MN 55744**

Description of Work	Amount
Labor	2,321.00
26 hours @ \$89.27 per	
Material	223.00
10 gallons primer/finish @ \$22.30 per	

**Notes**

REP 3R: Pricing includes painting the ceiling only in the modified rooms, excluded is wall painting.

904 Square foot are figured

*Requested Amount of Change*

2,544.00



40 County Road 63 • Grand Rapids, MN 55744

TO: ILS

TERMS:

Item 13.

# SERVICE ORDER

EQUAL OPPORTUNITY EMPLOYER № 16115

PHONE	DATE OF ORDER <u>3-17-23</u>	
ORDER TAKEN BY	CUSTOMER ORDER NUMBER	
<input checked="" type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> EXTRA
JOB NAME/NUMBER <u>Civic Center</u>		
JOB LOCATION		
JOB PHONE	STARTING DATE <u>3-17-23</u>	

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK			
12	Bags Grout	22 78	275 76	Grout block of			
	funnel	16 28	16 28	anchors			
TOTAL MATERIAL			292 04				

HR.	EQUIPMENT	RATE	AMOUNT	HRS.	LABOR	RATE	AMOUNT
				67	Luke H	105	735 00
				87	Kyle	87	627 00
				2	Scotty	124	248 00
TOTAL LABOR						1606	00
TOTAL EQUIPMENT							
TOTAL MATERIALS						292	04
TOTAL EQUIP.							
TAX						20	
TOTAL						1918	

DATE COMPLETED

WORK ORDERED BY: **APPROVED**

SIGNATURE \_\_\_\_\_

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

**THANK YOU!**

TOTAL

85

# TNT

CONSTRUCTION  
GROUP LLC



Grand Rapids, MN (218) 326-4184

40 County Road 63 • Grand Rapids, MN 55744

## SERVICE ORDER

Item 13.

EQUAL OPPORTUNITY EMPLOYER

No 16104

TO: IRA Civic Center

PHONE	DATE OF ORDER 3-20-23	
ORDER TAKEN BY	CUSTOMER ORDER NUMBER	
<input checked="" type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> EXTRA
JOB NAME/NUMBER IRA Civic Center		
JOB LOCATION Grand Rapids		
JOB PHONE	STARTING DATE 3-20-23	

TERMS:

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK			
4	E 56" C channel Anchor bolts	283 25	1133 00	Anchor Plates and Prep for grouting wall			
20	#5 20' rebar	18 00	360 00				
40	bags Grout (Pallet)	13 21	528 40				
TOTAL MATERIAL			2021 48				
HR.	EQUIPMENT	RATE	AMOUNT	HRS.	LABOR	RATE	AMOUNT
4	truck + trailer	145	580 00	8	Luke H sm	105	840 00
	to get grout from Bemidji			8	Kyle crp	89	712 00
				4	scottie sup	124	496 00
TOTAL LABOR				2048	00		
TOTAL MATERIALS				2021	48		
TOTAL EQUIP.				580	00		
TAX				138	00		
TOTAL				4788	00		

DATE COMPLETED

WORK ORDERED BY: **APPROVED**

SIGNATURE \_\_\_\_\_

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

**THANK YOU!**

TOTAL

Grand Rapids, MN (218) 326-4184

40 County Road 63 • Grand Rapids, MN 55744

# SERVICE ORDER

Item 13.

**EQUAL OPPORTUNITY EMPLOYER**

**Nº 16123**

TO: IRA Civic Center

**TERMS:**

PHONE	DATE OF ORDER 3-21-23
ORDER TAKEN BY	CUSTOMER ORDER NUMBER
<input checked="" type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT
	<input type="checkbox"/> EXTRA
JOB NAME/NUMBER IRA Civic Center	
JOB LOCATION Grand Rapids	
JOB PHONE	STARTING DATE 3-21-23

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK			
				Grout Wall and place rebers			
TOTAL MATERIAL							
HR.	EQUIPMENT	RATE	AMOUNT	HRS.	LABOR	RATE	AMOUNT
	<del>Asphalt</del>			8	Luke H fm	105	840 00
	Concrete mixer	day	1/5 00	8	Don S cap	89	712 00
				8	Kyle CIP	89	712 00
				4	Scott sup	124	496 00
DATE COMPLETED		TOTAL EQUIPMENT		TOTAL LABOR		2760 00	
				TOTAL MATERIALS			
WORK ORDERED BY: <b>APPROVED</b>				<b>THANK YOU!</b>		TOTAL EQUIP. 115 00	
SIGNATURE _____						TAX 7	
I hereby acknowledge the satisfactory completion of the above described work.						TOTAL 2882	







CITY OF  
**GRAND RAPIDS**  
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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 10, 2023

**AGENDA ITEM:** Consider approval of the preliminary plat of Forest Lake Addition

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

---

**BACKGROUND:**

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

**REQUESTED COUNCIL ACTION:**

Make a motion to approve the preliminary plat of Forest Lake Addition as recommended by the Planning Commission.



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Item 14.

# **Proposed Subdivision Preliminary Plat of Forest Lake Addition**

**April 10, 2023**

# Subdivision



- **Petitioner:** Grand Rapids Economic Development Authority (property owner)
- **Preliminary Plat:** *Forest Lake Addition* – Twenty-three lot subdivision, including one Outlot, totaling 5.1 acres.
- **Past Use of Property:** Forest Lake Elementary School
- **Current use of property:** Vacant Land
- **Proposed Subdivision:**
  - Twenty-Two residential lots ranging in width between 58' – 81', ranging in depth between 127' – 141'
  - Outlot A (to be retained by the City, encompassed by a utility easement)



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# Subdivision

Item 14.

## **Forest Lake Addition:**

**Former site of Forest Lake Elementary School**

### Forest Lake Addition Location





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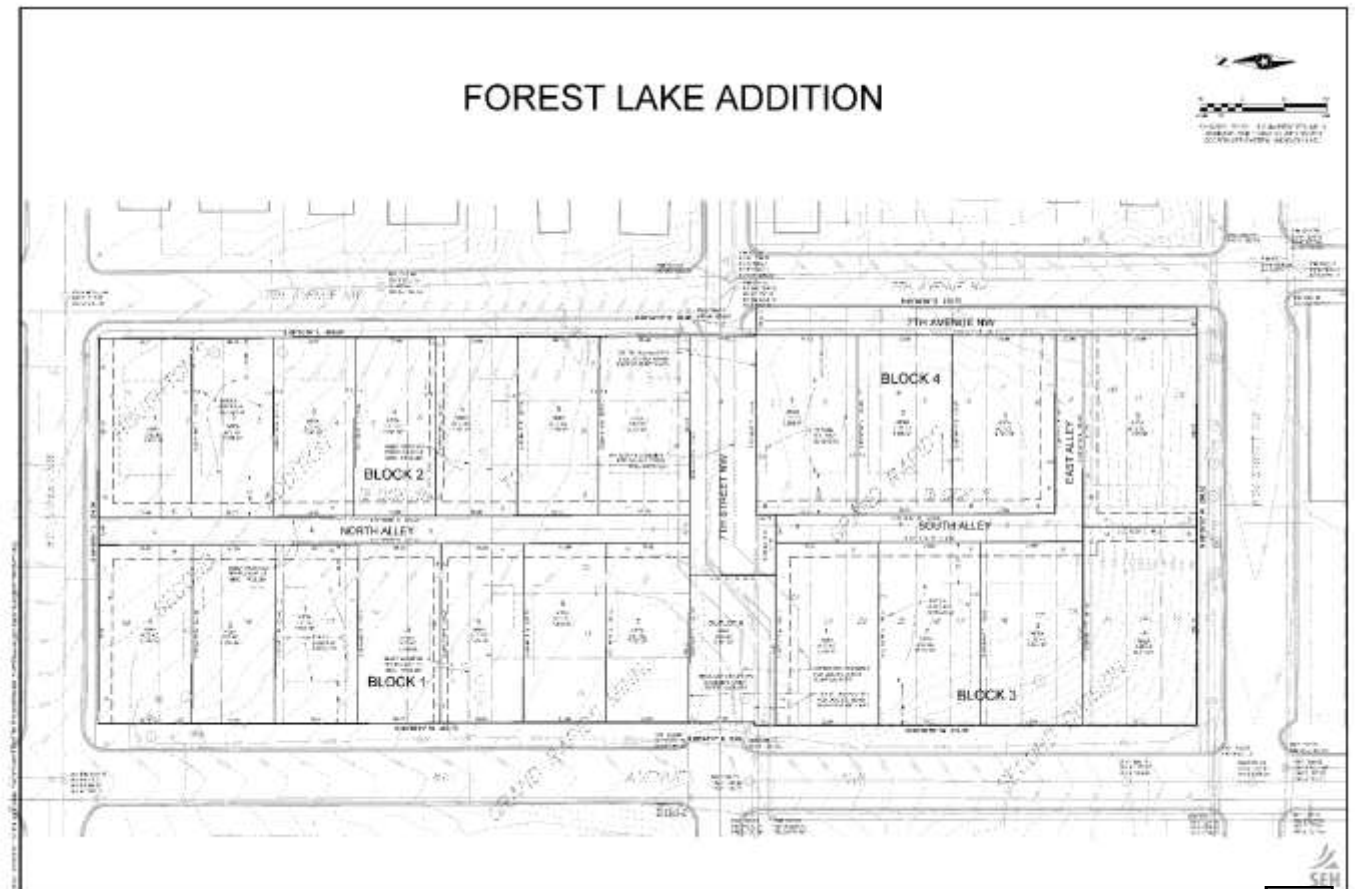
# Subdivision

Item 14.

## Forest Lake Addition

### Review Committee:

- GR PUC
  - GR Public Works  
Dept./Engineering Dept.
  - Fire Dept.
  - Parks & Rec. Dept.
  - Comm. Development  
Dept.
- *All suggestions made by the Review Committee have been incorporated into the preliminary plat being considered.*

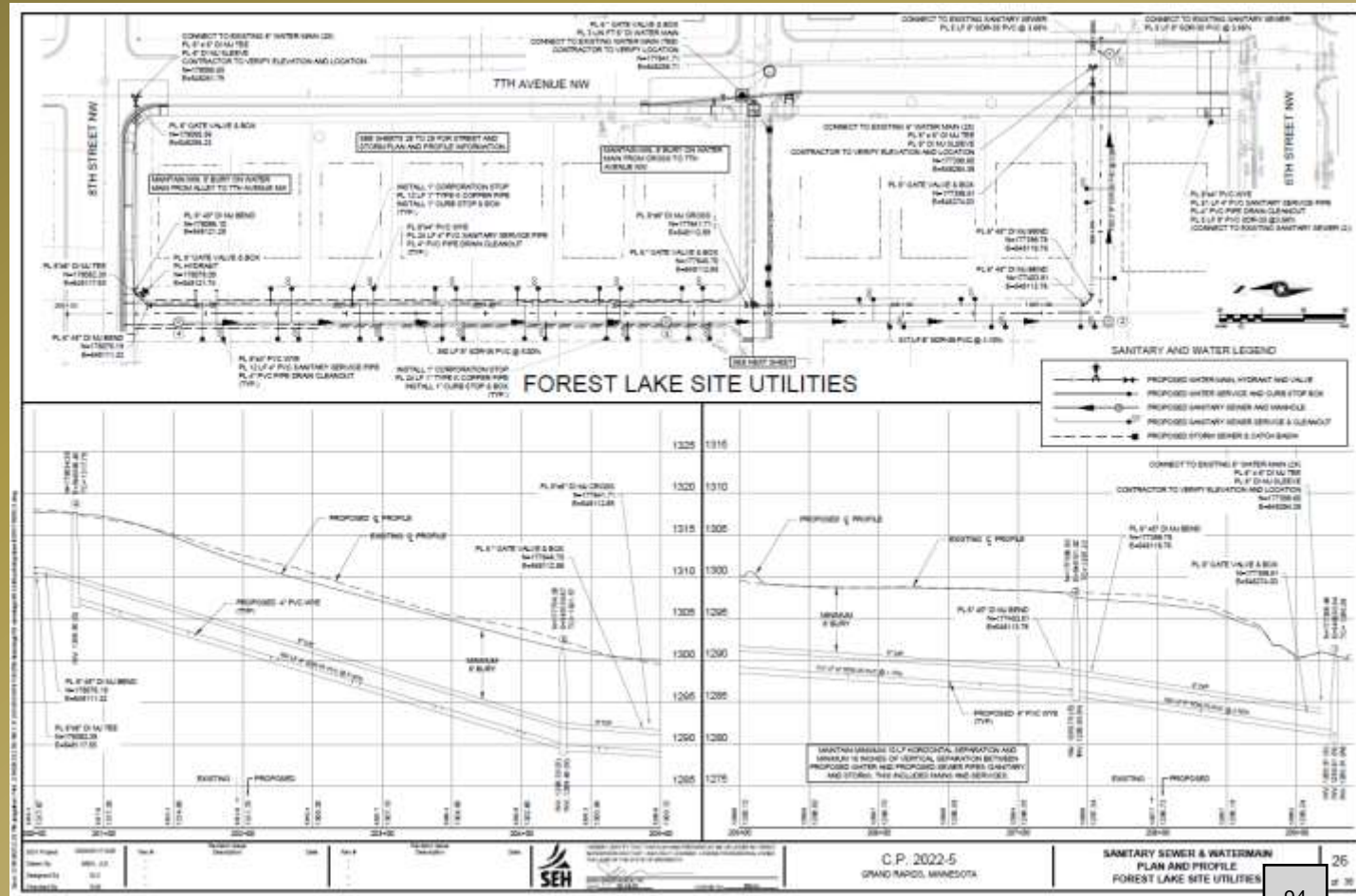




## Forest Lake Addition

### Infrastructure

- Infrastructure, including sanitary sewer, water, electrical services and the proposed alley are planned to be constructed in the summer of 2023.
- This infrastructure is being funded through a combination of ARPA funds and a recently awarded IRRR grant of \$300K.





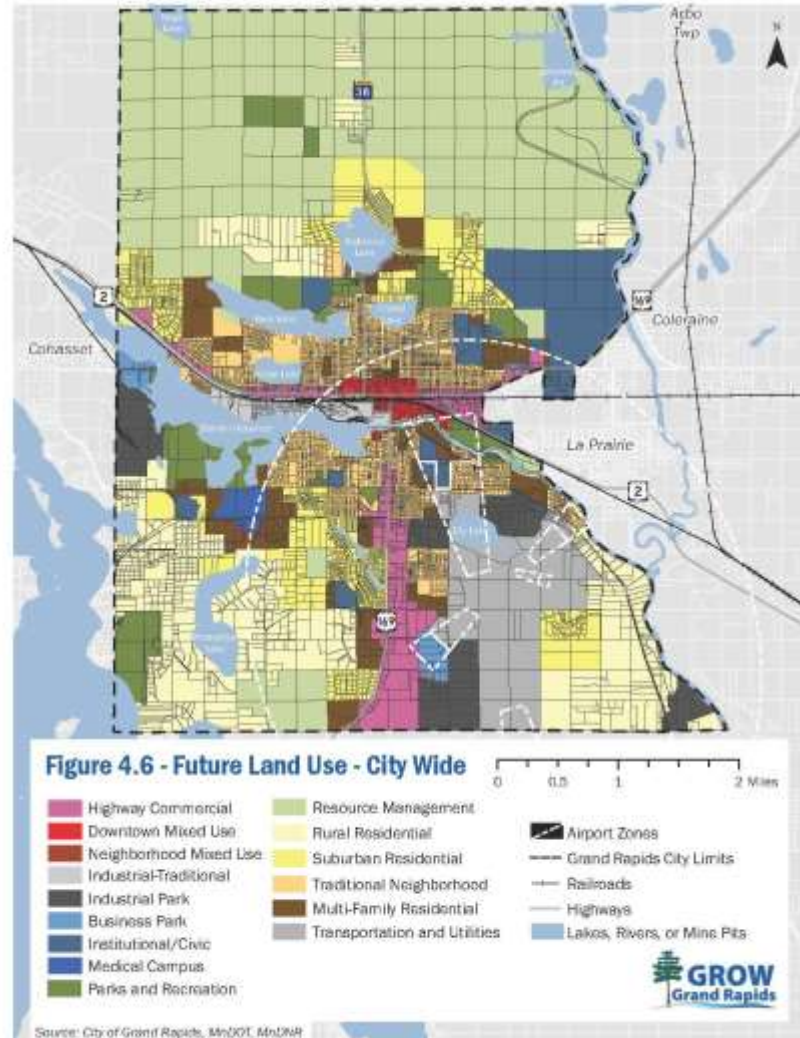
# Subdivision

Item 14.



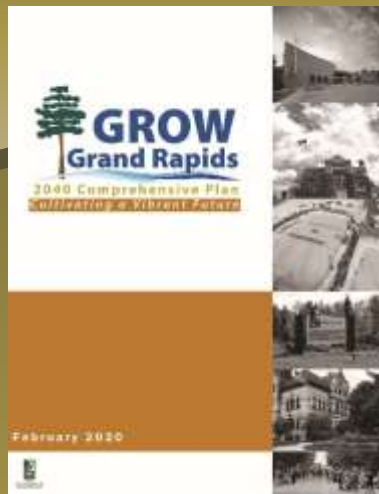
## Comprehensive Plan:

- The 2020 Comprehensive Plan's general vision for land use in the area of this proposed subdivision is that of **Multi-Family Residential**, which includes the potential for both single-family, two-family and multi-family residential uses.



# Subdivision

Item 14.



## Comprehensive Plan:

- The Forest Lake Elementary School site is named as a key development site intended for either single-family or multi-family residential development.
- The Housing Chapter of the Comprehensive Plan has numerous goals that support this plat and the intended use, such as Goal 1d “Support opportunities for owner-occupied single family home development not being met in the market.



# Subdivision

Item 14.



## Planning Commission Considerations:

**The Planning Commission held a public hearing on the preliminary plat on April 6.**

### PLANNING COMMISSION

#### CONSIDERATIONS

#### SUBDIVISIONS

1. Has there been a change in the development policies of the community?
2. Was there a mistake in the original zoning ordinance?
3. Is the Zoning Ordinance up to date?
4. Is the proposed subdivision compatible with adjacent land uses?
5. Will the proposed subdivision cause undue traffic congestion?
6. Will the proposed subdivision affect public utilities?
7. Will the proposed subdivision be detrimental to public health, morals, or general welfare?
8. Will the proposed subdivision impede orderly development of other property in the area?
9. Will the proposed subdivision cause a decrease in value of adjacent property?
10. Will the proposed subdivision increase tax revenues?
11. Will the proposed subdivision impose an excessive burden on parks and other public facilities?
12. Is the proposed subdivision consistent with the Comprehensive Plan?



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Item 14.

# Questions?



CITY OF  
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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 10, 2023

**AGENDA ITEM:** Consider adopting a resolution accepting a GRPD Canine Program donation from the McCumsey family.

**PREPARED BY:** Captain Andy Morgan

---

**BACKGROUND:**

In December of 2022 Grand Rapids Police Department retired Police Canine Radar. A short time later, we announced that the department intended on purchasing another canine.

We purchased a two year old German Shepard and recently named him Murphy. We assigned Officer Justin Edmundson to be our canine handler. They continue their twelve-week training in Ramsey and both are said to be successfully responding to training.

Twelve-year-old Josiah McCumsey has been a long-time supporter of law enforcement and super passionate of services that police canines provide. Josiah took the initiative to fund raise to show his support for the canine program. He approached family, friends, neighbors, church members and amazingly raised \$1,150.00 to donate to the Grand Rapids Police Canine Program.

We ask that the Council recognize the awesome work that Josiah McCumsey has done to assist Grand Rapids Police Department's Canine Program. We ask the council to accept the \$1,150 donation from the McCumsey Family.

**Requested council action:**

Make a motion to adopt a resolution accepting a GRPD Canine Program donation from the McCumsey family.

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

RESOLUTION NO. 23-

A RESOLUTION ACCEPTING A DONATION OF \$1,150 FROM McCUMSEY FAMILY  
TO THE GRAND RAPIDS' POLICE DEPARTMENT'S K-9 PROGRAM

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

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

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

- The McCumsey Family has donated \$1,150 to the Grand Rapids Police Department K-9 program.

Adopted this 10<sup>th</sup> day of April, 2023

---

Dale Christy, Mayor

Attest:

---

Kimberly Gibeau, City Clerk

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





CITY OF  
**GRAND RAPIDS**  
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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 10, 2023

**AGENDA ITEM:** Consider appointments to Boards & Commissions

**PREPARED BY:** Kimberly Gibeau

---

### BACKGROUND:

Economic Development Authority has one vacancy and two applicants and the Arts & Culture Commission has three vacancies with one applicant. Staff have asked Council members to review applicants and recommend appointments.

### REQUESTED COUNCIL ACTION:

Make a motion to appoint members to Grand Rapids Economic Development Authority and Arts & Culture Commission.