



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

CITY COUNCIL MEETING AGENDA
Monday, December 18, 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, December 18, 2023 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

PROCLAMATIONS/PRESENTATIONS:

1. Mayor's Art Award Presentation

PUBLIC FORUM:

COUNCIL REPORTS:

APPROVAL OF MINUTES:

2. Approve Council minutes for Monday, December 4, 2023 Worksession and Regular meetings.

VERIFIED CLAIMS:

3. Approve the verified claims for the period November 28, 2023 to December 11, 2023 in the total amount of \$2,784,560.96.

ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

4. Review and acknowledge minutes for Boards & Commissions:

November 7, 2023 Arts & Culture Commission meeting
November 8, 2023 Library Board meeting
November 21, 2023 Golf Board meeting

CONSENT AGENDA:

5. Consider approving final payment for CP 2022-1, Highway 2 Lighting Project in the amount of \$118, 151.12 and Balancing Change Order 2.
6. Consider amending Chapter 30, Article 149 Stormwater Protection Ordinance
7. Consider entering into Advertising Agreements with businesses at Yanmar Arena.

- [8.](#) Consider adopting a resolution to authorize an operating transfer from the Capital Project Fund-2022 Infrastructure/ARPA Fund to the Capital Project Fund-Municipal State Aid Maintenance Fund.
- [9.](#) Consider adopting a resolution approving updated City-wide fee schedule
- [10.](#) Consider adopting a Resolution Establishing 2024 Compensation for City of Grand Rapids Exempt & Non-Exempt Non-Represented Employees.
- [11.](#) Consider adopting a resolution authorizing the City to make application to the Minnesota Dept. of Iron Range Resources and Rehabilitation Development Partnership grant program for the Downtown Organization Project.
- [12.](#) Consider approving temporary liquor licenses for Itasca Curling Association for January, February and March events.
- [13.](#) Consider adopting a resolution authorizing an application to the Minnesota Department of Iron Range Resources Housing Grant Program.
- [14.](#) Consider sale of Pokegama Golf Course Carts
- [15.](#) Approve 2024 Taxi license for Rapid Taxi, contingent upon receipt of required documentation and fees.
- [16.](#) Approve 2024 Theatre License for Mann Theatres Inc.
- [17.](#) Consider approving temporary liquor licenses for MacRostie Art Center events
- [18.](#) Consider adopting the Earned Sick and Safe Time Policy
- [19.](#) Consider authorizing Staff to solicit quotations for replacing overhead door at Yanmar Arena
- [20.](#) Consider approving final payment in the amount of \$37,425.35 for the Dasher Board Contract on the Civic Center Project
- [21.](#) Consider approving final payment in the amount of \$193,467.00 for Work Scope 1 on the Civic Center Project
- [22.](#) Consider renewing the Consulting Services Contract with Madden Galanter Hansen, LLP, Attorneys at Law, for labor relations.

SET REGULAR AGENDA:

FINANCE:

- [23.](#) Consider approving resolutions adopting the 2023 Tax Levy Payable 2024, 2024 General Fund Budgets, 2024 Special Revenue Budgets and 2024 Enterprise Budgets.

CITY COUNCIL:

- [24.](#) Consider appointing applicants to Boards & Commissions

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 8, 2024 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
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

COUNCIL PRESENTATION

AGENDA DATE: December 18, 2023
AGENDA ITEM: Mayor's Art Award Presentation
PREPARED BY: Kim Gibeau

BACKGROUND:

Four business were nominated by the members of the Grand Rapids Arts & Culture Commission as being great 'stewards' of promoting the arts in our city. Those nominations were put on the City Facebook page and the public was able to vote for their favorite. Jenn Gorman, with the Night Makers Market, won the largest number of votes for her mobile Night Makers Market. If you are not familiar with the Night Makers Market...a few times a month anywhere from 10-25 local artisans set up a 'pop up' location where they can sell their handmade creations. Jenn created this 'mobile shop idea' - she advertises for these events and lines up locations for the pop up art fair to happen etc...She also, is an artist herself.

Her pop-up locations are always bustling with folks who come out to mingle and check out the latest and greatest artistic creations. Her advocacy in exposing local artists to the public to sell their handmade wares are always fun and it is not easy work. Her organization and clear passion for all things creative have won her the 2023 Mayor's Art Award!

Other nominations were, Rapids Brewing for hosting Night Makers Market as well as local music offering the public a venue to enjoy some arts.

Grand Itasca, for having a lot of local art hung al around the beautiful GICH campus for patients and the public to enjoy.

Frame Up for preserving art and selling local art-



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

CITY COUNCIL WORKSESSION MINUTES
Monday, December 04, 2023
6:15 PM

Mayer Christy called the meeting to order at 6:35 PM.

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

STAFF: Tom Pagel, Chad Sterle, Barb Baird, Matt Wegwerth, Chery Pierzina, Dan Swenson, Will Richter, Andy Morgan, Erik Scott, Dale Anderson, Travis Cole, Jon Peterson

BUSINESS:

1. Review Public Works Equipment

Matt Wegwerth, Public Works Director / City Engineer, recommended purchases of a Motor Grader, UTV and Snowplow Truck Chassis.

2. MPCA Climate Resiliency Grant

Dan Swenson, Assistant Community Development Director, explained the grant purpose for ordinance provisions and the amount requested of \$20,000.

REVIEW OF REGULAR AGENDA:

Upon review, no additions or changes were noted.

There being no further business, the meeting adjourned at 6:52 PM.

Respectfully submitted:

A handwritten signature in black ink that reads "Amanda Mitchell". The signature is written in a cursive style.

Amanda Mitchell, Administrative Assistant



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

CITY COUNCIL MEETING MINUTES
Monday, December 04, 2023
6:45 PM

Mayer Christy called the meeting to order at 6:58 PM.

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

STAFF: Tom Pagel, Chad Sterle, Barb Baird, Matt Wegwerth, Chery Pierzina, Dan Swenson, Will Richter, Andy Morgan, Erik Scott, Dale Anderson, Travis Cole, Jon Peterson

PUBLIC FORUM:

No one from the public wished to speak.

COUNCIL REPORTS:

Councilor Adams mentioned the upcoming annual RAMS Dinner on Dec. 14th, inviting others to join him.

APPROVAL OF MINUTES:

1. Approve Council minutes for Monday, November 27, 2023, Worksession & Regular meetings.

Motion made by Councilor Connelly, Seconded by Councilor Adams to approve Council minutes as presented. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

VERIFIED CLAIMS:

2. Approve the verified claims for the period November 21, 2023, to November 27, 2023, in the total amount of \$341,706.95.

Motion made by Councilor Adams, Seconded by Councilor MacGregor to approve the verified claims as presented. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

CONSENT AGENDA:

3. Consider authorizing quotes and the purchase of a UTV for the Public Works Department

4. Consider authorizing quotes and the purchase of a Motor Grader for the Public Works Department
5. Consider the purchase of a Snowplow Truck Chassis for the Public Works Department
6. Consider approving the purchase of one (1) Axon Squad Camera, six (6) Axon Tasers five (5) Axon Body Cameras with associated licenses.
7. Consider adopting a resolution accepting a \$6,600 grant from the Minnesota Board of Firefighter Training and Education for the Grand Rapids Fire Department.

Adopted Resolution 23-88

8. Consider approving a Grant Application to MPCA
9. Consider approving change orders for Civic Center/Yanmar Arena.
- 9a. Consider approving Temporary Liquor permit for MacRostie Art Center event, scheduled for January 5th, 2024.

Motion made by Councilor Connelly, Seconded by Councilor Adams to approve the Consent agenda as read. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

SET REGULAR AGENDA:

Motion made by Councilor Connelly, Seconded by Councilor MacGregor to approve the Regular agenda as presented. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

ADMINISTRATION:

10. Consider appointment of Thomas Beaudry to the position of Director of Golf.

Ms. Pierzina presented background information on vacant Director of Golf position and recommendation to appoint Thomas Beaudry.

Motion made by Councilor Adams, Seconded by Councilor Connelly to appoint Thomas Beaudry to the position of Director of Golf. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

ARENA, PARKS & RECREATION:

11. Consider entering into a Cleaning Services Agreement with Northwoods Cleaning Company at Yanmar Arena.

Motion made by Councilor Connelly, Seconded by Councilor Adams to approve Cleaning Services Agreement with Northwoods Cleaning Company at Yanmar Arena. Voting Yea:

Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

PUBLIC HEARINGS: Truth in Taxation 7:00 PM

12. Conduct a Public Hearing on 2023 Levy Payable in 2024 and 2024 budget at 7:00 p.m.as stated in the Truth in Taxation Statements

Tom Pagel, City Administrator, presented tax information.

- Proposed tax levy and budget for 2024.
- Items which may impact your property taxes
- What taxes pay.
- Residential Estimated Market Values (EMV's)
- State Rebate

Dan Swenson, Ass. Comm. Dev. Director discussed role of County Assessor.

Motion made by Councilor Adams, Seconded by Councilor Connelly to open the public hearing. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

John Illies, 1229 Horseshoe Lake Rd., voicing his concern and complaint about the increase of taxes.

Bill Kirkpatrick, 716 NW 3rd Ave., concerns with the rise of property taxes. Wants to know what can be done to get a tax freeze for retired and fixed income citizens and how to help in lowering property taxes.

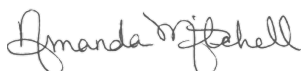
Renee Ducharme, 706 SW 5th Ave., concerns over the value of her home increasing significantly.

Motion made by Councilor Sutherland, Seconded by Councilor Connelly to close the public hearing. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

Comments concerning the public hearing made by Mayor Christy, Councilor Connelly, Councilor Sutherland, Dan Swenson, Councilor MacGregor

There being no further business, the meeting adjourned at 8:00 PM.

Respectfully submitted:



Amanda Mitchell, Administrative Assistant

DATE: 12/13/2023
 TIME: 15:51:20
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/18/2023

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
0519650	ESRI INC	29,300.00
1915248	SHI INTERNATIONAL CORP	1,948.80
	TOTAL	31,248.80
CITY WIDE		
0715808	GOVCONNECTION INC	1,137.11
1309146	MACROSTIE ART CENTER	4,500.00
1915248	SHI INTERNATIONAL CORP	487.20
1920240	CHAD B STERLE	5,136.68
2023400	TWISTED METALS	425.00
	TOTAL CITY WIDE	11,685.99
ADMINISTRATION		
0914540	INNOVATIVE OFFICE SOLUTIONS LL	216.56
1301020	MADDEN GALANTER HANSEN, LLP	480.00
	TOTAL ADMINISTRATION	696.56
BUILDING SAFETY DIVISION		
0118100	ARAMARK UNIFORM SERVICES	60.82
0301685	CARQUEST AUTO PARTS	3.95
0401804	DAVIS OIL INC	77.75
0701650	GARTNER REFRIGERATION CO	280.45
0907850	INFINITY GRAPHIX & DESIGNS	175.00
0920060	ITASCA COUNTY TREASURER	2,150.11
1901535	SANDSTROM'S INC	47.49
	TOTAL BUILDING SAFETY DIVISION	2,795.57
COMMUNITY DEVELOPMENT		
0920060	ITASCA COUNTY TREASURER	106.71
	TOTAL COMMUNITY DEVELOPMENT	106.71
FIRE		
0118100	ARAMARK UNIFORM SERVICES	31.68
0401804	DAVIS OIL INC	70.87
0409730	IIA LIFTING SERVICES INC	2,386.54
0513231	EMERGENCY APPARATUS	118.38

DATE: 12/13/2023
 TIME: 15:51:20
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 12/18/2023

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FIRE		
0601346	FAIRVIEW HEALTH SERVICES	377.00
0920059	ITASCA COUNTY SHERIFFS DEPT	1,410.00
0920060	ITASCA COUNTY TREASURER	120.39
0920450	ITL PATCH COMPANY, INC	336.00
1105445	DR MICHAEL KELLER, PHD	650.00
1200500	L&M SUPPLY	17.61
TOTAL FIRE		5,518.47
INFORMATION TECHNOLOGY		
0221650	BURGGRAF'S ACE HARDWARE	3.00
0301420	CALIFORNIA DIGEST TECHNOLOGY	394.00
TOTAL INFORMATION TECHNOLOGY		397.00
PUBLIC WORKS		
0102525	ABNER SALES LP	7,275.00
0103325	ACHESON TIRE INC	45.00
0218115	BRAUN INTERTEC CORPORATION	4,310.00
0221650	BURGGRAF'S ACE HARDWARE	101.91
0301685	CARQUEST AUTO PARTS	108.52
0315455	COLE HARDWARE INC	83.56
0401420	DAKOTA FLUID POWER, INC	321.52
0401804	DAVIS OIL INC	487.95
0601690	FASTENAL COMPANY	118.82
0612225	FLEETPRIDE INC	587.10
0800040	H & L MESABI	6,140.00
0801836	HAWKINSON SAND & GRAVEL	320.40
0920060	ITASCA COUNTY TREASURER	545.53
1200500	L&M SUPPLY	307.60
1301213	MARTIN'S SNOWPLOW & EQUIP	1,127.01
1618555	PROFESSIONAL TURF & RENOVATION	8,626.20
1800655	R & R SPECIALTIES INC	268.20
1801610	RAPIDS PLUMBING & HEATING INC	529.45
1920555	STOKES PRINTING & OFFICE	645.70
2018560	TROUT ENTERPRISES INC	75.00
2209421	VIKING ELECTRIC SUPPLY INC	352.68
2501525	YANMAR COMPACT EQUIPMENT NORTH	1,971.68
TOTAL PUBLIC WORKS		34,348.83
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	91.63

DATE: 12/13/2023
 TIME: 15:51:20
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 12/18/2023

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FLEET MAINTENANCE		
0315455	COLE HARDWARE INC	17.05
1801615	RAPIDS WELDING SUPPLY INC	105.54
TOTAL FLEET MAINTENANCE		214.22
POLICE		
0218118	STEVEN ELDOR BREITBARTH	640.00
0301685	CARQUEST AUTO PARTS	740.47
0920057	ITASCA COUNTY SHERIFFS DEPT	55.50
0920060	ITASCA COUNTY TREASURER	3,533.75
1920233	STREICHER'S INC	377.94
TOTAL POLICE		5,347.66
RECREATION		
0601690	FASTENAL COMPANY	109.99
1200500	L&M SUPPLY	177.98
2500050	ITASCA COUNTY FAMILY YMCA INC	2,000.00
TOTAL RECREATION		2,287.97
CENTRAL SCHOOL		
0218745	ASHLEY BRUBAKER	243.27
0718010	CITY OF GRAND RAPIDS	7,500.00
1801610	RAPIDS PLUMBING & HEATING INC	991.00
1901535	SANDSTROM'S INC	100.93
TOTAL		8,835.20
AIRPORT		
0221650	BURGGRAF'S ACE HARDWARE	102.40
0301685	CARQUEST AUTO PARTS	21.94
0321505	CUMMINS INC	982.93
0718010	CITY OF GRAND RAPIDS	300.00
0907850	INFINITY GRAPHIX & DESIGNS	115.00
0920060	ITASCA COUNTY TREASURER	100.05
1401650	NARDINI FIRE EQUIPMENT CO INC	1,878.00
TOTAL		3,500.32

DATE: 12/13/2023
 TIME: 15:51:20
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 12/18/2023

VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER		
GENERAL ADMINISTRATION		
0221650	BURGGRAF'S ACE HARDWARE	65.93
0315455	COLE HARDWARE INC	320.62
0701650	GARTNER REFRIGERATION CO	286.00
0718010	CITY OF GRAND RAPIDS	11,000.00
0805640	HERC-U-LIFT INC	551.25
1421155	NUCH'S IN THE CORNER	24.00
1800655	R & R SPECIALTIES INC	1,455.70
1801610	RAPIDS PLUMBING & HEATING INC	135.00
TOTAL GENERAL ADMINISTRATION		13,838.50
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE	89.99
0718010	CITY OF GRAND RAPIDS	400.00
0920060	ITASCA COUNTY TREASURER	61.31
1200500	L&M SUPPLY	25.99
TOTAL		577.29
DOMESTIC ANIMAL CONTROL FAC		
0718010	CITY OF GRAND RAPIDS	500.00
0920060	ITASCA COUNTY TREASURER	132.82
TOTAL		632.82
ELECTRIC VEHCL CHG STATIONS		
1911545	SKOGLUND ELECTRIC LLC	17,879.68
TOTAL		17,879.68
GENERAL CAPITAL IMPRV PROJECTS		
2022-1 HIGHWAY 2 LIGHTING		
1405530	NEO ELECTRICAL SOLUTIONS LLC	118,151.12
TOTAL 2022-1 HIGHWAY 2 LIGHTING		118,151.12
MUNICIPAL ST AID MAINTENANCE		
7TH AVE SE OVERLAY		

DATE: 12/13/2023
 TIME: 15:51:20
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 12/18/2023

VENDOR #	NAME	AMOUNT DUE

MUNICIPAL ST AID MAINTENANCE		
	7TH AVE SE OVERLAY	
0920060	ITASCA COUNTY TREASURER	1,098,157.07
	TOTAL 7TH AVE SE OVERLAY	1,098,157.07
GR/COHASSET IND PK INFRAST		
2000522	TNT CONSTRUCTION GROUP, LLC	48,243.14
	TOTAL	48,243.14
PARK ACQUISITION & DEVELOPMENT		
	MS RIVER PARK	
0305510	CENTRAL LANDSCAPE SUPPLY INC	204.40
	TOTAL MS RIVER PARK	204.40
CAPITAL EQPT REPLACEMENT FUND		
	CAPITAL OUTLAY-CIVIC CENTER	
0301685	CARQUEST AUTO PARTS	0.00
	TOTAL CAPITAL OUTLAY-CIVIC CENTER	0.00
CAPITAL OUTLAY-POLICE		
0116610	APPLIED CONCEPTS INC	13,422.50
0421480	DTM FLEET SERVICE LLC	2,105.28
0920057	ITASCA COUNTY SHERIFFS DEPT	820.55
	TOTAL CAPITAL OUTLAY-POLICE	16,348.33
AIRPORT CAPITAL IMPRV PROJECTS		
	AP 2023-1 N BLDG TAXILANE REHB	
2000522	TNT CONSTRUCTION GROUP, LLC	307,693.84
	TOTAL AP 2023-1 N BLDG TAXILANE REHB	307,693.84
2021 INFRASTRUCTURE BONDS		
	CP2020/FD-1 NEW FIRE HALL	
0210425	BJK INC	4,960.00
	TOTAL CP2020/FD-1 NEW FIRE HALL	4,960.00

DATE: 12/13/2023
 TIME: 15:51:20
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 12/18/2023

VENDOR #	NAME	AMOUNT DUE
2021	INFRASTRUCTURE BONDS	
2023-5	LIBRARY FACADE RPR PJT	
0514145	ENCOMPASS, INC	3,935.25
TOTAL 2023-5 LIBRARY FACADE RPR PJT		3,935.25
CIVIC CENTER CAPITAL IMP PJT		
IRA CIVIC CENTER RENOVATION		
0114200	ANDERSON GLASS	1,489.23
0205153	BECKER ARENA PRODUCTS INC	37,425.35
0221650	BURGGRAF'S ACE HARDWARE	352.86
0315495	COMMERCIAL REFRIGERATION	59,603.92
0701650	GARTNER REFRIGERATION CO	4,875.00
0801670	HART ELECTRIC	7,606.73
0900054	ICS CONSULTING LLC	71,037.67
1201683	LARSON ELEVATOR COMPANY	1,139.05
1801610	RAPIDS PLUMBING & HEATING INC	171.50
1801613	RAPIDS PRINTING	192.00
2000522	TNT CONSTRUCTION GROUP, LLC	232,056.82
2112400	ULINE, INC	1,239.47
TOTAL IRA CIVIC CENTER RENOVATION		417,189.60
STORM WATER UTILITY		
0718010	CITY OF GRAND RAPIDS	500.00
0920060	ITASCA COUNTY TREASURER	328.18
1621125	PUBLIC UTILITIES COMMISSION	2,200.00
TOTAL		3,028.18
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$2,157,822.52
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0104095	DALE ADAMS	77.29
0113105	AMAZON CAPITAL SERVICES	211.83
0309600	CIRCLE K/HOLIDAY	236.32
0315515	COMPUTERSHARE TRUST CO, NA	525.00
0605191	FIDELITY SECURITY LIFE	106.54
0718015	GRAND RAPIDS CITY PAYROLL	407,062.93
0718070	GRAND RAPIDS STATE BANK	65.00
0815440	HOLIDAY STATIONSTORES LLC	137.50
1201402	LAKE COUNTRY POWER	52.76
1215250	LOFFLER COMPANIES INC	200.84
1301145	MARCO TECHNOLOGIES, LLC	72.60
1301146	MARCO TECHNOLOGIES, LLC	214.13

DATE: 12/13/2023
 TIME: 15:51:20
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 12/18/2023

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1305046	MEDIACOM LLC	156.90
1309199	MINNESOTA ENERGY RESOURCES	488.31
1309332	MN STATE RETIREMENT SYSTEM	2,184.00
1321750	MUTUAL OF OMAHA	499.08
1516220	OPERATING ENGINEERS LOCAL #49	124,374.00
1601305	THOMAS J. PAGEL	1,073.34
1601750	PAUL BUNYAN COMMUNICATIONS	1,637.30
1621130	P.U.C.	42,207.74
1721095	QUADIENT, INC	50.00
1901820	WILLIAM SAW	25.71
1903555	ERIK SCOTT	96.94
1909500	TONY SIMONSON	202.86
1921620	SUPERIOR USA BENEFITS CORP	195.00
2100265	U.S. BANK	1,050.00
2209705	VISIT GRAND RAPIDS INC	35,116.19
2301700	WM CORPORATE SERVICES, INC	3,689.54
2305300	MATTHEW WEGWERTH	687.75
2305825	WEX INC	4,041.04

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$626,738.44

TOTAL ALL DEPARTMENTS \$2,784,560.96



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

ARTS & CULTURE COMMISSION
MEETING MINUTES
Tuesday, November 07, 2023
3:45 PM

CALL TO ORDER:

The meeting was called to order by Commission Chair Hedlund at 3:47pm.

ROLL CALL:

PRESENT

Commissioner Ed Zabinski
Commissioner Jennifer Gorman
Commissioner Kari Hedlund
Commissioner Myrna Peterson
Commissioner Aaron Squadroni
Commissioner Amanda Lamppa
Commissioner Derek Fox

ABSENT

Commissioner Angie Miskovich

City Staff Present: City Engineer/Public Works Director Matt Wegwerth

MacRostie Staff Present: Program Manager Emily Carlson

SETTING THE AGENDA:

Motion made by Commissioner Squadroni, Seconded by Commissioner Gorman to accept item 4A) Blanket Exercise to the Agenda. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Squadroni, Commissioner Lamppa and Commissioner Fox.

CORRESPONDENCE:

None.

APPROVE MINUTES:

1. Approve Minutes from October 3, 2023

Motion made by Commissioner Squadroni, Seconded by Commissioner Gorman to approve the October 3, 2023 Minutes. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Squadroni, Commissioner Lamppa and Commissioner Fox.

FINANCIALS:

2. Approve October 2023 Financials

Motion made by Commissioner Lamppa, Seconded by Commissioner Peterson to approve the October Financials. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Squadroni, Commissioner Lamppa and Commissioner Fox.

BUSINESS:

3. Review NW Neighborhood Art Project
 - 1) Review Additional Information
 - 2) Discuss Awarding

The Commission requested to pause this discussion. There may be a future park renovation in the works and possible funding which may affect the art placement. Emily Carlson, MacRostie Project Manager will draft a letter to the artists to let them know that the NW Neighborhood Art Project has been paused until January when the Commission has more information.

4. Mayor's Art Award
 - 1) Discuss/Score Nominations from Social Media
 - 2) Discuss Art Award-Twisted Metals Estimate

1) There were approximately 403 responses to the Mayor's Art Award voting on Facebook. The winner of this year's award will be the Night Makers Market.

2) As per the estimate, Twisted Metals will make metal pinecones and powdercoat. The Commission will order five (this year's) and for the next four year's awards as it's less costly. Including the plaques from Treasure Bay, the total cost should be roughly between \$500 to \$550.00. The Award could be presented at a December City Council Meeting.

Motion made by Commissioner Peterson, Seconded by Commissioner Lamppa to order Art Award Pinecones from Twisted Metals and the corresponding plaques from Treasure Bay Printing up to a cost of \$550.00. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Squadroni, Commissioner Lamppa and Commissioner Fox.

4A) Commissioner Peterson explained that she thought that the Blanket Exercise would benefit not only the City Council, but the Human Rights Commission and the Arts & Culture Commission. It would be put on through Welcoming Communities, be approximately \$250.00 per group and takes approximately 2 hours.

UPDATES:

5. Pokegama Band Map - Karen Noyce

Karen Noyce spoke at Indigenous People's day. During the discussion, it was suggested that she continue to update the Commission on her research and progress. When needed, the Commission stated that it would help fund her Public-Permanent Map (sculpture) Project and that this should also be presented to the Human Rights Commission due to the Native Cultural aspects in the area.

6. Nightmaker's Market

Commissioner Gorman requested that the Arts & Culture Commission donate funds for the art supplies for the Night Makers Market Event on December 1st, 2023. After discussion a motion was made to make a donation.

Motion made by Commissioner Zabinski, Seconded by Commissioner Peterson to donate \$500.00 to the Grand Rapids Arts for arts supplies at the Jingle & Mingle Event on December 1, 2023. Voting Yea: Commissioner Zabinski, Commissioner Hedlund, Commissioner Peterson, Commissioner Squadroni, Commissioner Lamppa and Commissioner Fox. Voting Abstaining: Commissioner Gorman

ANNOUNCEMENTS:

None.

SET AGENDA FOR NEXT MEETING:

BUSINESS:

- 3) NW Neighborhood Art Project
- 4) Grand Rapids Area Library Foundation - Art Donation
- 5) Remaining Budget Funds

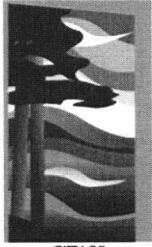
UPDATES:

- 6) Blanket Exercise
- 7) Band Map - Karen Noyce
- 8) Night Maker's Market
- 9) Commission Terms

ADJOURN:

The meeting was adjourned at 4:40pm.

Respectfully submitted by Cynthia Lyman, Administrative Assistant



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

GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, November 08, 2023

5:00 PM

CALL TO ORDER: NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, November 8, 2023 at 5:00 PM.

Chair Martin called the meeting to order at 5:00 PM.

CALL OF ROLL:

All board members present.

APPROVAL OF AGENDA:

Motion to: approve agenda with the addition of item 4A: Consider appointing Christa Roerick to the position of Reference Librarian on an interim basis for up to 12 hours per week – effective 10-30-2023.

Mover: Richards

Secunder: Blocker

Result: Passed 9-0

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

None

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 10-11-2023.

Motion to: approve minutes as presented.

Mover: Kee

Secunder: Teigland

Result: Passed 9-0

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider approval of Bill List as presented.

Motion to: approve payment of Bill List as presented.

Mover: Richards

Secunder: Dobbs

Result: Passed 9-0 via roll-call vote

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations as listed on Donation Resolution 2023-13.

Motion to: approve consent agenda as presented

Mover: Richards

Secunder: Dobbs

Result: Passed 9-0 via roll-call vote

REGULAR AGENDA:

4. Consider resolution setting 2024 Library calendar (revised)

Motion to: approve 2024 Library calendar as revised

Mover: Blocker

Secunder: Barr

Result: Passed 9-0

4A. Consider appointing Christa Roerick to the position of Reference Librarian on an interim basis for up to 12 hours per week – effective 10-30-2023.

Motion to: appoint Christa Roerick to the position of Reference Librarian on an interim basis for up to 12 hours per week at a rate of \$26.54 / hour – effective 10-30-2023.

UPDATES:

Friends

By Teigland – pause in accepting donations; next sale is 11-20-2023.

Foundation

By Barr – next meeting to be determined

STAFF REPORTS:

Carried over until the December meeting.

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:25 PM.

NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 13, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 11/01/2023
 TIME: 12:38:01
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/08/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	112.48
0118660	ARROWHEAD LIBRARY SYSTEM	25.20
0201428	BAKER & TAYLOR LLC	3,016.95
0201651	BARKING DOG EXHIBITS	368.00
0212124	BLACKSTONE PUBLISHING	352.87
0305485	CENGAGE LEARNING INC	942.05
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	137.92
0914540	INNOVATIVE OFFICE SOLUTIONS LL	95.48
1205850	LEXIS NEXIS	382.31
1605665	PERSONNEL DYNAMICS LLC	688.50
1901535	SANDSTROM'S INC	210.01
2018680	TRU NORTH ELECTRIC LLC	643.28
2114356	UNIQUE MANAGEMENT SERVICES	198.05
T001426	SUSAN HAWKINSON	11.95
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$8,885.05
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.32
0113105	AMAZON CAPITAL SERVICES	62.02
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,686.25
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	59.77
1309335	MINNESOTA REVENUE	67.40
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	323.02
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,573.43
2209665	VISA	1,033.38
2301700	WM CORPORATE SERVICES, INC	141.62
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$56,915.33
TOTAL ALL DEPARTMENTS		\$65,800.38

RESOLUTION NO. 2023-13
A RESOLUTION ACCEPTING DONATIONS

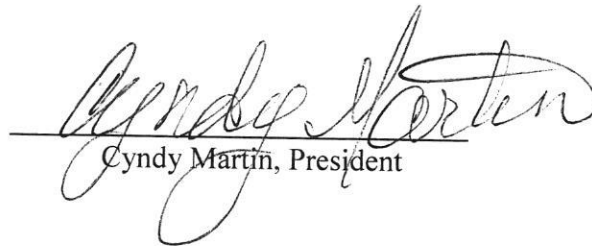
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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


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

Library Foundation – \$1,453.51 (\$368.00 Story Walk supplies; \$1,085.51 Large Print Collection Enhancement)

Adopted this 8th day of November 2023



Cyndy Martin, President



Deb Kee, Secretary

Board member
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2023-12 revised
SETTING 2024 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2024:

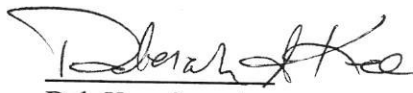
H	January 1	New Year's Holiday	Closed
H	January 15	Martin Luther King Day	Closed
H	February 19	President's Day	Closed
H	May 27	Memorial Day	Closed
H	June 19	Juneteenth	Closed
H	July 4	Independence Day	Closed
H	September 2	Labor Day	Closed
H	November 11	Veteran's Day	Closed
H	November 28	Thanksgiving	Closed
H	November 29	Day after thanksgiving	Closed
H	December 24	Christmas Holiday	Closed
H	December 25	Christmas Holiday	Closed

The Library Board will meet the in City Council Chambers the second Wednesday of the month at 5 p.m.

Adopted this 8th day of November 2023.


Cyndy Martin, President

Attest:


Deb Kee, Secretary

Board member
voted in favor thereof:

seconded the foregoing resolution and the following

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.



POKEGAMA GOLF COURSE BOARD MEETING MINUTES

**Tuesday, November 21, 2023
 7:30 AM**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Pokegama Golf Course Board will be held on Tuesday November 21, 2023 , at 7:30 AM at Pokegama Golf Course, 3910 Golf Course Road, Grand Rapids, Minnesota. Rick McDonald called the meeting to order at 7:30AM.

ROLL CALL: Rick McDonald, John Bauer, John Ryan, Tom Lagergren, Roger Mischke

PUBLIC INPUT: None

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 Board members present.)

The Agenda was approved as presented. Motion by John Ryan, second by Tom Lagergren. Motion Approved

APPROVE MINUTES:

1. Approve Golf Board Minutes for October 17, and October 31, 2023 Golf Board Meetings .
 John Ryan made a motion to approve the Minutes. Tom Lagergren Second. Motion Approved

CLAIMS AND FINANCIAL STATEMENTS:

2. A review of the financials took place. Tom Lagergren made a motion to approve the claims in the amount of \$66,472.99 Second by Roger Mischke Motion Approved.

VISITORS: No visitors

REPORTS: Rick McDonald reported that the Director of Golf selection committee has selected three highly qualified candidates for second interviews. These interview will be held the week of November 27. The committee expects to have a new Director of Golf named by mid-December.

BUSINESS:

3. Set 2024 Rates. Motion by Tom Lagergren and second by John Bauer to approve the 2024 Rates as presented in the attached document: 2024 Daily Fee and Season Pass proposed rates.
4. Review 2024 CIP Director of Golf Bob Cahill presented three changes to the 2024 CIP that was approved by the Golf Board at the October 31, 2023 Special Meeting. Those changes are as follows:
 1. Revise Asphalt Seal Coating/Parking Lot striping \$10,000 (was \$5,000)
 2. Add Clubhouse flooring replacement \$15,000
 3. Revise Golf Cart Loan repayment. \$50,000/year for 5 years ending 2028.

Motion by Rick McDonald Second by John Bauer to approve the revised 2024 Debt Schedule/C
Schedule as presented. Motion Approved

CORRESPONDENCE AND OPEN DISCUSSION: None

ADJOURN: Motion made by John Bauer Second by Tom Lagergren Motion Carried.

Minutes respectfully submitted by Bob Cahill

Daily Rates	2023
Daily Green Fee Walking	Sales tax not included
18 holes	43.00
9 holes	26.00
Daily Green Fee Juniors Ages 10-18	
18 holes	20.00
9 holes	12.00
Electric Cart Fees	
18 holes per rider	24.00
9 holes per rider	12.00
League Green Fees	
9 holes	18.00
18 holes	26.00
Senior Fee Wednesdays Only Ages 55 +	
18 holes w/cart	43.00
9 holes w/cart	26.00
Twilight Rates/Times	
Twilight walk 6 PM Daily	18.00
Twilight 18 hole walk 3 PM Saturday & 4 PM Sunday	26.00
Twilight 9 hole walk 3 PM Saturday & 4 PM Sunday	\$18.00
Family Golf (per walking adult) 3 PM sat, 4 pm Sun	18.00
Friday Couples Golf	
Cart fee for season pass golfer	9.00
Non Pass golfer includes cart & green fee	19.00
Driving Range	
Small Bucket	5.00
Medium Bucket	8.00
Large Bucket	10.00

CITY OF GRAND RAPIDS								
	2023	2024	2025	2026	2027	2028		
Debt Obligation New Clubhouse	\$14,862	\$14,862	\$14,862	\$0	0			
Debt Obligation Irrigation Controls	\$13,036	\$13,036	\$0	\$0	0			
Equipment								
Toro utility Cart		15,000						
Toro Z Turn	20,000							
Toro Wide Area mower			60,000					
Toro outcross tractor					70,000			
Toro Sprayer					45,000			
Toro Greens Mower (approved for 2022 purchase but has not arrived yet)								
Big Yellow Rock Eater	18,000							
Projects								
Forward tees Project								
Bunker Sand		20,000						
Cart Path Improvements			80,000					
Tree thinning project		20,000						
Ashphalt Seal Coating/Parking Lot striping		10,000						
Other CIP								
Clubhouse flooring replacement		15,000						
Outdoor Patio Furniture	2,000	25,000	25,000	25,000				
Food & Beverage Equipment Compressors			10,000					
Septic System Lift Pumps			8,000					
Golf Cart Replacement (50)		50,000	50,000	50,000	50,000	50,000	50,000	
Total CIP Expense								
TOTAL	117,898.00	182,898.00	184,861.00	145,000.00				
January 1, 2023 Cash Balance	\$221,000							
Estimated December 31, 2023 PGC Cash Balance	\$289,426							
April 15, 2024 Golf Cart Purchase TBPaid by City	\$300,000							
Estimated Sale value of 22, 2011 Club Car DC electric(\$	\$24,200							
Estimated sale value of 15, 2016 Club Car Precedent (\$	\$30,000							
Total value of carts TB sold	\$54,200							
2024 Golf Course Cart purchase payment to City 5 year	\$50,000							
The purchase of 50 new carts eliminates the purchase of needed new cart batteries fo both 2011's and 2016's								
300 Batteries @ \$200/battery \$60,000								



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider approving final payment for CP 2022-1, Highway 2 Lighting Project in the amount of \$118, 151.12 and Balancing Change Order 2.

PREPARED BY: Matt Wegwerth

BACKGROUND:

CP 2022-1, Highway 2 Lighting Project is complete and ready for final payment. Attached is the final pay request in the amount of \$118,151.12 and Balancing Change Order 2.

REQUESTED COUNCIL ACTION:

Make a motion approving final payment for CP 2022-1, Highway 2 Lighting in the amount of \$118,151.12 and Balancing Change Order 2.

Contract Number: 129-010-005
 Final Pay Request Number: 5

Project Number	Project Description
2022-1	Highway 2 Lighting

Contractor: Neo Electrical Solutions 2180 Jack Breault Drive Hudson, WI 54016	Vendor Number: Up To Date: 11/15/2023
--	--


Contract Amount		Funds Encumbered	
Original Contract	\$354,458.65	Original	\$354,458.65
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$354,458.65	Total	\$354,458.65


Work Certified To Date	
Base Bid Items	\$351,183.65
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$351,183.65

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
2022-1	\$105,886.25	\$351,183.65	(\$12,264.87)	\$233,032.53	\$118,151.12	\$351,183.65

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$105,886.25	\$351,183.65	\$0.00	\$233,032.53	\$118,151.12	\$351,183.65
Percent: Retained: \$0.00%			Percent Complete: 99.08%		
Amount Paid this Final Pay Request: \$118,151.12					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By 
 City Engineer
 Date 12/13/2023

Approved By Neo Electrical Solutions
 Contractor  Jon Reger, VP
 Date 12/13/2023

Project No. : 2022-1
 Final Pay Request No. : 5
 Contract No.: 129-010-005

**Certificate of Final Contract Acceptance
Final Voucher Number: 5**

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 12/13/2023 Signature *[Signature]* City Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$351,183.65 and agrees to the amount of \$118,151.12 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Neo Electrical Solutions By *[Signature]*

And _____ And _____ State of _____

On This _____ Day _____, _____, Before me appeared _____ To me known to _____

(Individual Acknowledgment)

_____ be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

_____ And Jon Reager, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and Vice President of the Neo Electrical Solutions

LLC Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Vice President and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in St. Croix County, WISCONSIN

Seal Expires 03/07/24 Signature *Rachael Baillargeon*



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

City of Grand Rapids

Contract No: 129-010-005
Final Pay Request No. 5

**City of Grand Rapids
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 129-010-005
Contractor: Neo Electrical Solutions
Date Certified: 11/15/2023
Payment Number: 5

Whereas; Contract No. 129-010-005 has in all things been completed, and the City Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of City of Grand Rapids and authorize final payment as specified herein.

State of _____

I, _____, City of Grand Rapids within and for said city do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20__

At _____,

Signed By _____

City of Grand Rapids

(SEAL)

Contract Payment Summary					
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request	
1	2023-08-01	\$176,897.80	\$8,844.89		\$168,052.91
2	2023-08-15	\$54,828.00	\$2,741.40		\$52,086.60
3	2023-09-12	\$13,487.60	\$674.38		\$12,813.22
4	2023-10-11	\$84.00	\$4.20		\$79.80
5	2023-11-15	\$105,886.25	(\$12,264.87)		\$118,151.12

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SP 3103-70		\$351,183.65	\$0.00	\$233,032.53	\$118,151.12	\$351,183.65

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1	Local - SA	\$118,151.12	\$354,458.65	\$354,458.65	\$351,183.65

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
2022-1	1	2011.601	AS BUILT	LUMP SUM	\$3,150.00	1	0	\$0.00	1	\$3,150.00
2022-1	2	2011.601	CONSTRUCTION SURVEYING	LUMP SUM	\$3,360.00	1	0	\$0.00	1	\$3,360.00
2022-1	3	2021.501	MOBILIZATION	LUMP SUM	\$10,000.00	1	0	\$0.00	1	\$10,000.00
2022-1	4	2104.502	REMOVE LIGHT FOUNDATION (P)	EACH	\$500.00	27	0	\$0.00	27	\$13,500.00
2022-1	5	2104.502	REMOVE LIGHTING UNIT (P)	EACH	\$300.00	26	0	\$0.00	26	\$7,800.00
2022-1	6	2104.502	REMOVE SERVICE EQUIPMENT (P)	EACH	\$300.00	2	0	\$0.00	2	\$600.00
2022-1	7	2104.502	REMOVE SIGN (P)	EACH	\$275.00	1	0	\$0.00	1	\$275.00
2022-1	8	2104.502	REMOVE SIGN PANEL (P)	EACH	\$55.00	6	0	\$0.00	6	\$330.00
2022-1	9	2104.503	REMOVE OVERHEAD CABLE (P)	L F	\$1.00	1180	0	\$0.00	1180	\$1,180.00
2022-1	10	2104.503	REMOVE UNDERGROUND WIRE (P)	L F	\$1.00	3275	0	\$0.00	0	\$0.00
2022-1	11	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (P)	LIN FT	\$6.30	20	0	\$0.00	20	\$126.00
2022-1	12	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH) (P)	L F	\$6.30	529	0	\$0.00	529	\$3,332.70
2022-1	13	2104.504	REMOVE BITUMINOUS PAVEMENT (P)	S Y	\$47.25	6	0	\$0.00	6	\$283.50
2022-1	14	2104.518	REMOVE CONCRETE SIDEWALK (P)	S F	\$3.45	1998	0	\$0.00	1998	\$6,893.10
2022-1	15	2105.607	COMMON EXCAVATION (P)	CU YD	\$185.00	25	0	\$0.00	25	\$4,625.00
2022-1	16	2211.607	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$210.00	24	0	\$0.00	24	\$5,040.00
2022-1	17	2231.604	BITUMINOUS PATCH SPECIAL (P)	SQ YD	\$260.00	6	0	\$0.00	6	\$1,560.00
2022-1	18	2521.618	4" CONCRETE WALK (P)	SQ FT	\$21.00	1998	0	\$0.00	1998	\$41,958.00
2022-1	19	2545.502	LIGHT FOUNDATION DESIGN E MODIFIED (P)	EACH	\$1,125.00	18	0	\$0.00	18	\$20,250.00
2022-1	20	2545.502	LIGHTING UNIT TYPE SPECIAL 1 (P)	EACH	\$5,778.00	8	8	\$46,224.00	8	\$46,224.00
2022-1	21	2545.502	LIGHTING UNIT TYPE SPECIAL 2 (P)	EACH	\$6,000.00	10	8.75	\$52,500.00	10	\$60,000.00
2022-1	22	2545.502	SERVICE CABINET (P)	EACH	\$7,300.00	1	0	\$0.00	1	\$7,300.00
2022-1	23	2545.502	EQUIPMENT PAD (P)	EACH	\$1,850.00	1	0	\$0.00	1	\$1,850.00
2022-1	24	2545.503	2" NON-METALLIC CONDUIT (DIRECTIONAL BORE) (P)	LIN FT	\$13.00	4925	0	\$0.00	4925	\$64,025.00
2022-1	25	2545.503	UNDERGROUND WIRE 1/C 2 AWG (P)	LIN FT	\$4.30	300	0	\$0.00	300	\$1,290.00
2022-1	26	2545.503	UNDERGROUND WIRE 1/C 6 AWG (P)	LIN FT	\$1.25	10250	0	\$0.00	10250	\$12,812.50
2022-1	27	2545.503	UNDERGROUND WIRE 1/C 8 AWG (P)	LIN FT	\$1.00	5125	0	\$0.00	5125	\$5,125.00
2022-1	28	2563.601	TRAFFIC CONTROL	LUMP SUM	\$8,400.00	1	0.09	\$756.00	1	\$8,400.00
2022-1	29	2564.618	SIGN (P)	SQ FT	\$191.00	11	0	\$0.00	11	\$2,101.00
2022-1	30	2564.618	SIGN PANEL (P)	SQ FT	\$215.00	12.44	0	\$0.00	12.44	\$2,674.60
2022-1	31	2575.602	SITE RESTORATION (P)	EACH	\$242.00	36	0	\$0.00	36	\$8,712.00
2022-1	32	2545.503	UNDERGROUND WIRE 1/C 6 AWG (P)	LIN FT	\$1.25	5125	5125	\$6,406.25	5125	\$6,406.25
Base Bid Totals:								\$105,886.25		\$351,183.65

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
2022-1		\$105,886.25	\$351,183.65

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:									\$0.00		\$0.00

Contract Change Totals			
Number	Description	Effective Date	Amount

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total	\$351,183.65
-----------------------	---------------------



SP/SAP(s)	SAP 129-010-005	MN Project No.:	SP 3103-70	Change Order No.	2
-----------	-----------------	-----------------	------------	------------------	---

Project Location	Along US Highway 2 From 12 th Avenue NW to 3 rd Avenue NW				
Local Agency	City of Grand Rapids	Local Project No.	CP 2022-1		
Contractor	Neo Electrical Solutions	Contract No.	129-010-005		
Address/City/State/Zip	2180 Jack Breault Drive / Hudson / WI / 54016				
Total Change Order Amount \$	\$0.00				

This is a Balancing Change Order. A Balancing Change Order is an accounting devised used to adjust the Contract Amount to equal the As-Built Amount.

Contract Amount: Original = \$354,458.65, Revised = \$351,183.65

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)					
Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
Net Change this Change Order					\$0.00

Due to this change, the contract time: (check one)	
<input type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved by City Engineer:
Print Name: Matt Wegwerth

Date:
Phone: 218.326.7626

Approved by Contractor:
Print Name:

Date:
Phone:



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider amending Chapter 30, Article 149 Stormwater Protection Ordinance

PREPARED BY: Matt Wegwerth

BACKGROUND:

Several changes are proposed to the 30-149, Stormwater Protection Ordinance to meet the requirements of our MS4-MPCA permit. The additions/changes are summarized below:

- Updated definitions
- Updated salt storage requirements
- Changes to linear projects
- Changes to allowable infiltration areas

REQUESTED COUNCIL ACTION:

Make a motion to adopt an Ordinance amending Chapter 30, Article 149 Stormwater Protection Ordinance and authorize publication in summary form.

**CITY OF GRAND RAPIDS
ORDINANCE 23-xx-xx**

**AN ORDINANCE AMENDING CHAPTER 30, ARTICLE 149 STORMWATER
PROTECTION**

WHEREAS, upon review, it was determined that Article 149, Subsection (b)(1): Clarified the permit name under which the City operates, which is the Small Municipal Separate Storm Sewer Systems General Permit (MS4 permit); and

WHEREAS, it was determined that Subsection (b)(6): Terms have been added to this section to improve clarity to land developers and establish a clear definition to commonly misunderstood language; and

WHEREAS, it was determined Subsection (d)(3)c.i: Additional salt storage requirements were added as required by the MS4 permit; and

WHEREAS, it was determined Subsection (e)(3)d.1: Added “waste control” as a requirement to be included with SWPPP sheets; and

WHEREAS, it was determined Subsection (f)(2)e.: This section was not fully in compliance with the 2020 MS4 permit language. It has been updated to regain compliance and now differentiates between a linear and non-linear site; and

WHEREAS, it was determined Subsection (f)(2)j.: This section was added to allow the City Engineer to grant a variance to redevelopment sites have an existing, functional, BMP; and

NOW THEREFORE, be it ordained by the Council of the City of Grand Rapids, in the State of Minnesota, that the Grand Rapids Municipal Code be amended as shown on the attached exhibit A.

PASSED AND ADOPTED BY THE CITY OF GRAND RAPIDS COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Dale Adams	_____	_____	_____	_____
Tasha Connelly	_____	_____	_____	_____
Michelle Toven	_____	_____	_____	_____
Molly McGregor	_____	_____	_____	_____
Dale Christy	_____	_____	_____	_____

Presiding Officer

Attest

Dale Christy, Mayor, City of Grand Rapids

Kimberly Gibeau, City Clerk City of Grand Rapids

Exhibit A

30-149 Stormwater Protection

(a) *Statutory authorization.* This section is adopted pursuant to the authorization and policies contained in Minn. Stat. chs. 103B, 105, 462, and 497, Minnesota Rules, parts 6120.2500-6120.3900, and Minnesota Rules chapters 8410 and 8420.

(b) *Scope.*

- (1) The purpose of this article is to satisfy SWPPP obligations for a regulatory mechanism to control stormwater pollution and illegal discharges under the [Small Municipal Separate Storm Sewer Systems General Permit](#)~~statewide general permit for small MS4s~~. This section sets forth minimum requirements for stormwater management to diminish threats to public health, safety, public and private property and natural resources of the community by establishing standards that will:
 - a. Protect life and property from dangers associated with flooding;
 - b. Protect public and private property from damage resulting from runoff or erosion;
 - c. Ensure site design minimizes the generation of stormwater and maximizes pervious areas for stormwater treatment;
 - d. Promote regional stormwater management by watershed;
 - e. Protect, maintain and/or restore water quality from nutrients, pathogens, toxics and debris;
 - f. Promote infiltration and groundwater recharge;
 - g. Promote water quality treatment for new development, redevelopment, and linear construction projects.
- (2) No person shall develop any land for residential, commercial, industrial, or institutional uses without having provided the stormwater management measures set forth herein to control or manage runoff from such development. All water entering the storm drain system generated on any developed and undeveloped lands, unless explicitly exempted by the city, shall be protected from illegal disposal/discharge and illegal connections.
- (3) A separate permit may be needed if the standards in this section are not incorporated into the review of other city permits.
- (4) Except where a waiver is granted, any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision proposing a land disturbing activity, requiring a land alteration or building permit within the city shall submit to the city for review and comment on the stormwater pollution prevention plan (SWPPP) and site plan. No land shall be disturbed until the plan is reviewed by the city and conforms to the standards set forth herein and applicable permits have been issued.
- (5) The provisions of the waste controls and illicit discharge and inspections and enforcement subsections of this section apply to all areas within the city at all times.
- (6) The definitions of terms in this section correspond to [regulatory requirements in the most current version of the Small Municipal Separate Storm Sewer Systems General Permit](#)~~the definitions in the most current MPCA NPDES construction permit~~.
 - a. [Animal: A dog, cat or other animal kept for amusement or companionship.](#)
 - b. [Construction Activity: activities including clearing, grading, and excavating, that result in land disturbance of equal to or greater than one acre, including the](#)

disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one acre.

- c. Fully Reconstructed: Areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and other pavement rehabilitation projects that do not expose the underlying soils beneath the structure, pavement, or activity are not considered fully reconstructed. Maintenance activities such as catch basin repair/replacement, utility repair/replacement, pipe repair/replacement, lighting, and pedestrian ramp improvements are not considered fully reconstructed.
- d. Immediately: at once, without delay.
- e. Linear Project: Construction of new or fully reconstructed roads, trails, sidewalks, or rail lines that are not part of a common plan of development or sale.
- f. Owner/Custodian: Any person who harbors, feeds, boards, possesses, keeps or has custody of an animal.
- g. Soil/defile: to make unclean from excrement
- h. Waste: solid matter expelled from the bowels of the pet; excrement

(c) *Erosion and sediment control.* Erosion and sediment control, at a minimum, shall meet the requirements and provisions defined in the most current Minnesota Pollution Control Agency (MPCA) National Pollution Discharge Elimination System (NPDES) General Stormwater Permit for Construction Activities, also referred to as the NPDES construction permit.

(d) *Waste controls and illicit discharge.*

(1) *Illegal disposal.*

- a. No person shall throw, deposit, place, leave, maintain, or keep or permit to be thrown, placed, left, maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles, or accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin conduit or drainage structure, business place, or upon any public or private plot of land in the city, so that the same might be or become a pollutant, except in containers, recycling bags, or other lawfully established waste disposal facility.
- b. No person shall intentionally dispose of grass, leaves, dirt, or other landscape debris into a water resource buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, wetland, flood control channel, canal, storm drain or any fabricated natural conveyance.

(2) *Illicit discharges and connections.*

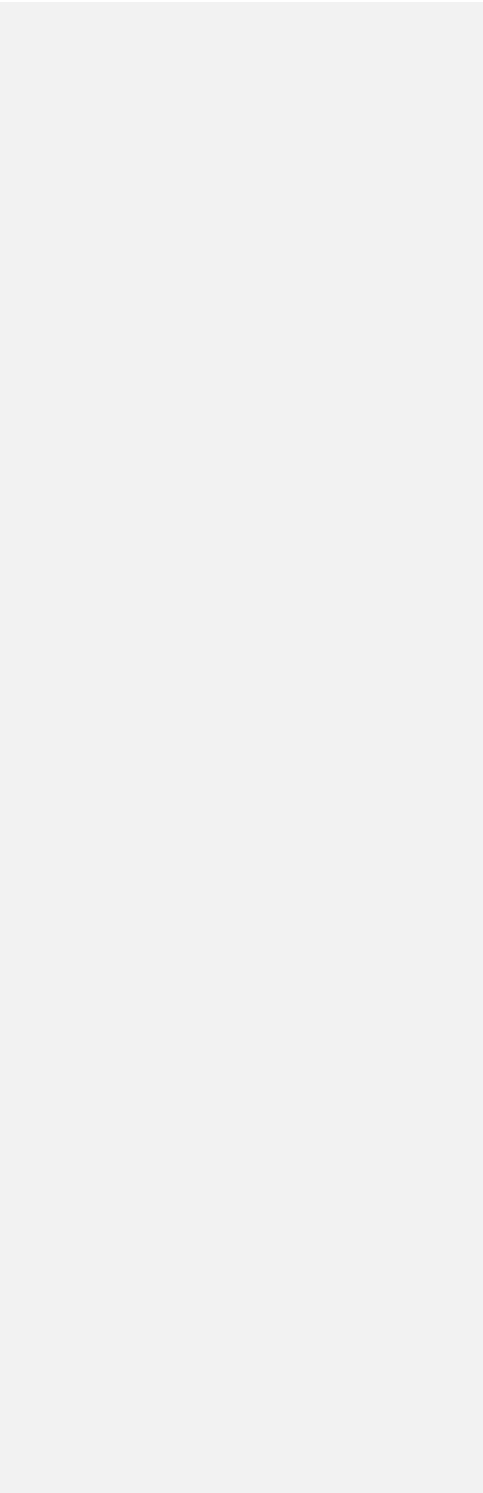
- a. No person shall cause any illicit discharge to enter the municipal stormwater system unless such discharge: (1) consists of non-stormwater that is authorized by an NPDES point source permit obtained from the MPCA; or (2) is associated with firefighting activities.
- b. No person shall use any illicit connection to intentionally convey non-stormwater to the city stormwater system.

(3) *Good housekeeping provisions.* Any owner or occupant of property within the city shall comply with the following good housekeeping requirements:

- a. No person shall leave, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets, storm drain system, or waters of the state as defined by the MPCA, may occur. This section shall apply to both actual and potential discharges.
- b. Runoff of water from residential property shall be minimized to the maximum extent practicable. Runoff of water from the washing down of paved areas in commercial or industrial property is prohibited unless necessary for health or safety purposes and not in violation of any other provisions in city codes.
- c. Storage of materials, machinery, and equipment.
 1. Objects, such as motor vehicle parts, containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff or discharge to a stormwater system.
 2. Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain or collect leaks, spills, or discharges without discharge to the stormwater system.
 3. Any storage of materials that are exposed to the environment such as; salt, salt/sand or sand, that are susceptible to runoff or discharge into a stormwater system, public or private, shall be covered in a manner that will eliminate the leaching of chemicals and/or sediment and must apply for stormwater permit for inspection and monitoring.
 - i. Designated salt storage areas must be located indoors or covered and on an impervious surface at any commercial, institutional, and non-NPDES permitted industrial facilities. Implementation of practices

to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and/or containment) must be performed at all facilities listed above.

d. Debris and residue shall be removed, as noted below:



1. All motor vehicle parking lots and private streets shall be swept, at a minimum of once a year in the spring to remove debris. Such debris shall be collected and properly disposed;
2. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries, which is located in an area susceptible to runoff, shall be removed as soon as possible and disposed of properly. Household hazardous waste shall not be placed in a trash container.

(4) Animal Waste

- a. No owner or custodian of any animal shall cause or allow such animal to soil, defile or defecate on any public property or upon any street, sidewalk, public way, play area or common grounds owned jointly by the members of a homeowners' or condominium association, or upon private property other than that of the owner, unless such owner immediately removes and disposes of all feces deposited by such animal in a sanitary manner.
- b. It is unlawful for any person owning, keeping or harboring an animal to cause or permit said animal to be on any public or private property, not owned or possessed by such person without having in his/her immediate possession a device for the removal of feces and depository for the transmission of excrement to a proper receptacle located on the property owned or possessed by such person.
- c. It is unlawful for any person in control of, causing or permitting any animal to be on any public or private property, if private property included add: not owned or possessed by such person to fail to remove feces left by such animal and dispose of it properly as described in section (d).
- d. Proper disposal of animal waste shall be limited to burial where lawfully permitted, flushing in the toilet, bagging for disposal in the owner or keeper's waste receptacle, and bagging for disposal in a waste receptacle designated for animal waste in a public park or park area.
- e. Disposal of animal waste in storm drains is prohibited.
- f. Disposal of animal waste in public compost is prohibited.
- g. The provisions of this section shall not apply to the ownership or use of any properly identified service animals, animals when used for police activities, or tracking animals when used by or with the permission of the appropriate authorities.
- h. Any peace officer or community service officer is responsible for issuing the citations.

(5) Industrial or construction activity discharges. Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit will be required in a form acceptable to the city prior to the allowing of discharges to the storm sewer system. All facilities that have stormwater discharges associated with industrial activity, including construction activity must adhere to the following guidelines:

- a. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the storm sewer system or watercourses through the use of structural and non-structural BMPs.

b. Any person responsible for a property or premises, which is, the source of an illicit discharge, shall be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm sewer system. These BMPs shall be part of a stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

(6) *Notification of spills.* Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into the storm sewer system, or water of the state said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the city no later than the next business day.

(7) *Access to buildings for inspection, monitoring and/or dye testing.*

- a. The city shall be permitted to enter and inspect all buildings under this article as often as may be necessary to determine compliance with this article.
- b. Facility operators shall allow the city ready access to all parts of the premises for the purposes of inspection, sampling, dye testing, examination and copying of records that relate to the discharge of stormwater.
- c. The city shall have the right to set up at any building such devices as are necessary to conduct monitoring, sampling and/or dye testing of the facility's stormwater discharge.
- d. The city has the right to require the discharger to install monitoring equipment as necessary.
- e. Unreasonable delays in allowing the city access to a facility is a violation of this article.

f. If the city has been refused access to any part of the premises from which stormwater is discharged, and is able to demonstrate probable cause to believe that there may be a violation of this section, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this article or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the city may seek issuance of a search warrant from any court of competent jurisdiction.

(8) Suspension of storm sewer system access.

- a. Suspension due to illicit discharges in emergency situations. The city may, without prior notice, suspend storm sewer system discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the storm sewer system or waters of the state. If the violator fails to comply with a suspension order issued in an emergency, the city may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or waters of the state, or to minimize danger to persons.
- b. Suspension due to the detection of illicit discharge. Any person discharging to the storm sewer system in violation of this article may have their storm sewer system access terminated if such termination would abate or reduce an illicit discharge. A person commits an offense if the person reinstates storm sewer system access to premises terminated pursuant to this section, without the prior approval of the city.

(e) Site design.

(1) Applicability.

- a. A city approved stormwater pollution prevention plan (SWPPP) and stormwater permit shall be required prior to any construction or grading activity that meets any of the criteria immediately below, unless otherwise exempted in this section.
 1. Construction or grading activity involving between 5,000 square feet and one acre of land disturbance area. Construction or grading activity involving under 5,000 square feet of land disturbance shall only be required to submit a stormwater permit application (no SWPPP).
 2. When any land disturbance project proposes to disturb between 5,000 square feet and one acre of land area, a land alteration permit is required. Additionally, the applicant shall prepare a stormwater management plan which will be reviewed by the city engineer, or their designee to determine if permanent stormwater management is required.
 3. Any construction or grading activity, regardless of size, that the city determines is likely to cause an adverse impact to an environmentally sensitive area or other property.
- b. Construction or grading activity that is greater than or equal to one acre of land disturbance and is subject to NPDES construction stormwater general permit regulations is considered in compliance with this section with an approved NPDES coverage card. Applicant must submit a stormwater permit application to the city and provide proof of NPDES coverage and the approved SWPPP prior to construction. NPDES compliance shall be maintained through the duration of the

project. Instances of noncompliance with NPDES regulations are subject to the city's enforcement procedures described in subsection (h).

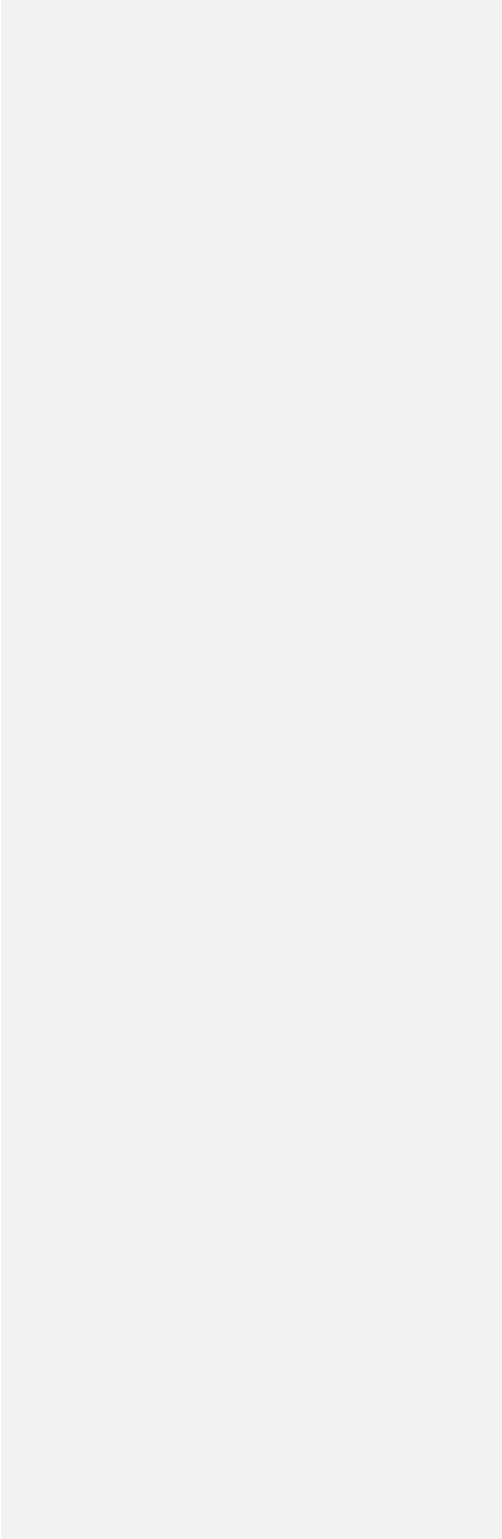
(2) Exemptions.

- a. The following activities shall be exempt from all of the requirements of this section:
1. Emergency work necessary to protect life, limb, or property.
 2. Routine agricultural activity such as tilling, planting, harvesting, and associated activities. Other agricultural activities are not exempt including activities such as construction of structures.

(3) Stormwater permit review process.

- a. **Application review.** The applicant shall not commence any construction activity subject to this section until a permit (herein referred to as "stormwater permit") has been authorized by the city. As deemed necessary, a review of the stormwater permit application shall be done and the city will provide written notice within 15 business days of the receipt of a complete stormwater permit application from the applicant in accordance with Minn. Stat. § 15.99. The city will work with the necessary state, county, and local agencies to complete the review as appropriate. The city shall review the information in the stormwater permit application including proposed stormwater practices, hydrologic models, and design methodologies for compliance with this section. The city may require additional information, as necessary, prior to authorization of a permit.
- b. **Stormwater permit authorization.** The city may issue approval authorizing the project or activity. The approval shall be valid for one year. Approval will be in written or electronic format from the city to the applicant.
- c. **Stormwater permit denial.** If the city determines the application does not meet the requirements of this section the application will be denied. If the application is denied, the applicant will be notified of the denial in written or electronic format, including reasons for the denial. Once denied, a new application shall be resubmitted for approval before any activity may begin. All building permits shall be suspended until the applicant has an authorized stormwater permit.
- d. **Stormwater pollution prevention plan (SWPPP) information requirements.** The minimum information shown in the applicant's plan shall be consistent with the following:
1. Plan shall meet the erosion ~~and~~ sediment ~~and~~ waste control requirements in the most recent version of the NPDES construction stormwater general permit issued by the MPCA and shall include a fully completed application.
 2. The SWPPP shall be prepared by an individual who has received training by an accredited governmental agency, professional organization, or educational institution for and has working knowledge and experience in erosion prevention, sediment control, permanent stormwater management and the MN NPDES/SDS construction stormwater permit. This individual shall sign the SWPPP with a certification statement that the individual meets the requirements of this clause.
- e. **Modification of permitted plans.** The applicant must amend an approved plan to

include additional requirements such as additional or modified stormwater best management practices (BMPs) designed to correct problems whenever:



1. There is a change in design, construction, operation, maintenance, weather or seasonal conditions that has a significant effect on the discharge of pollutants to surface water or underground water.
2. Inspections or investigations by site operators, local, state or federal officials indicate the plans are not effective in eliminating or significantly minimizing the discharge of pollutants to surface water or underground water or that the discharges are causing water quality standard exceedances.
3. The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with the activity on the permitted site.

f. Stormwater permit completion. Before work under the stormwater permit is deemed complete:

1. The permittee must submit as-builts, a long-term maintenance plan and information demonstrating that the stormwater facilities conform to design specifications as deemed necessary by the city engineer or designee.
2. All soil disturbing activities at the site have been completed and all soils are stabilized by a uniform perennial vegetative cover with a density of 70 percent of its expected final growth density over the entire pervious surface area, or other equivalent means necessary to prevent soil failure under erosive conditions.
3. A final certificate of occupancy has been provided by the city, as applicable according to the building permit issued for the development.

(4) *Site design considerations.*

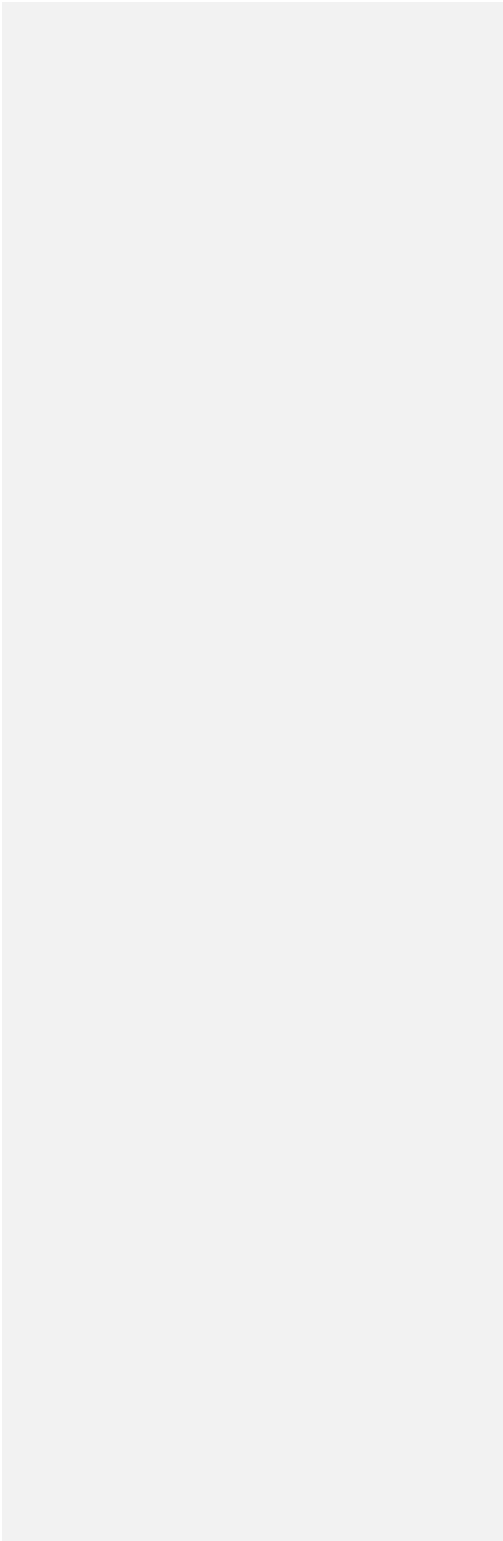
a. Design process.

1. New and redevelopment projects that disturbs more than 5,000 square feet of land area shall be designed to incorporate erosion control and stormwater management features and to meet the minimum requirements outlined in the most recent version of the NPDES construction stormwater general permit.
2. Whenever possible, new development projects shall be designed using the better site design techniques of the current version of the Minnesota Stormwater Manual. Better site design involves techniques applied early in the design process to preserve natural areas, reduce impervious cover, distribute runoff and use pervious areas to more effectively treat stormwater runoff. Site design should address open space protection, impervious cover minimization, and runoff distribution and minimization, and runoff utilization.

(5) *Inspections and maintenance.*

- a. Applicant responsibilities. The applicant is responsible for inspections, maintenance, and record keeping during construction for all stormwater BMPs on
- b. Right of entry. The issuance of a stormwater permit, land alteration permit or NPDES construction stormwater general permit constitutes a right-of-entry for the

the site.



city or its agent to enter upon the construction site. The applicant shall allow the city and their authorized representatives, upon presentation of credentials, to:

1. Enter upon the permitted site for the purpose of obtaining information, examination of records, conducting investigations or surveys;
2. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations;
3. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the applicable permit(s);
4. Inspect the stormwater pollution control measures;
5. Sample and monitor any items or activities pertaining to stormwater pollution control measures.

c. City inspections. The city reserves the right to conduct inspections on a regular basis to ensure that both temporary and permanent stormwater management and erosion and sediment control measures are properly installed and maintained prior to construction, during construction, and at the completion of the project.

(6) Maintenance schedule.

- a. Generally. All nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow access unless another time frame is specified below.
- b. Perimeter control devices. All perimeter control devices and inlet protection devices must be repaired, replaced, or supplemented when they become nonfunctional or the sediment reaches one-half the height of the device. These repairs must be made within 24 hours of discovery, or as soon as field conditions allow access.
- c. Sedimentation basins. Temporary and permanent sedimentation basins must be drained and the sediment removed when the depth of the sediment collected in the basin reaches one-half the storage volume. Drainage and removal must be completed within 72 hours of discovery.
- d. Surface waters. The permittee must remove all deltas and sediment deposited in surface waters, including drainageways, catch basins, and other drainage systems. Areas where sediment removal results in exposed soil must be re-stabilized. The removal and stabilization must take place within seven days of discovery unless precluded by legal, regulatory, or physical access constraints. The permittee is responsible for contacting all local, regional, state, and federal authorities and receiving any applicable permits, prior to conducting any work in surface waters.
- e. Sediment tracking. All sediment that escapes the site or that is tracked onto paved surfaces must be removed within 12 hours of discovery.

(f) Post construction stormwater management.

- (1) The purpose of this section is to prevent or reduce water pollution within the city after construction has been completed. This section establishes standards for new

development, redevelopment, and linear construction projects in order to minimize the stormwater pollution, soil erosion, and sedimentation.

(2) The applicant shall consider reducing the need for stormwater management performance standards by incorporating the use of natural topography and land cover. It shall also:

- a. Minimize impact to significant natural features;
- b. Review the site for wetlands, wooded areas of significance, and rare and endangered species habitat. These areas should not be developed;
- c. Minimize impervious surface coverage to the maximum extent practicable;
- d. In designated shoreland areas the development shall meet the impervious surface requirements of the shoreland ordinance regardless of conveyance systems;
- e. Volume control. Designer shall be required to provide soil boring analysis to determine the infiltration rate prior to approval of plans. The design shall meet the following requirements depending on the type of project in accordance with the MS4 NPDES permit:

1. New development. For new, nonlinear developments that create ~~more than~~ one or more acres of new impervious surface on sites without restrictions, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1.1 inches of runoff from all impervious surfaces on the site;

2. ~~Redevelopment. Redevelopment projects (including-excluding linear projects), on sites without restrictions that create one or more acres of new and fully reconstructed impervious surfaces shall capture and retain on site 1.1 inches of runoff from the sum of the new and fully reconstructed impervious surface.~~

3. Linear Projects. For linear projects, the water quality volume must be calculated as the larger of 1.1 inch times the new impervious surface or 0.55 inches times the sum of the new and the fully reconstructed impervious surface.

2. ~~or 0.5 inches times the sum of the new and fully reconstructed impervious surface, whichever is larger.~~

- f. Rate control. For post-construction rate control modeling a minimum curve number of 84 shall be used on all disturbed/graded soil areas, due to soil compaction impacts, unless soil protection/compaction remediation specifications have been incorporated into the proposal (plan set, stormwater management plan, etc.) and are approved by the city engineer. Atlas 14 shall be used in all rate-control estimates.

1. New construction. Projects shall have no increase in runoff from the predevelopment peak runoff rates for the two-, ten-, and 100-year 24-hour storm events.

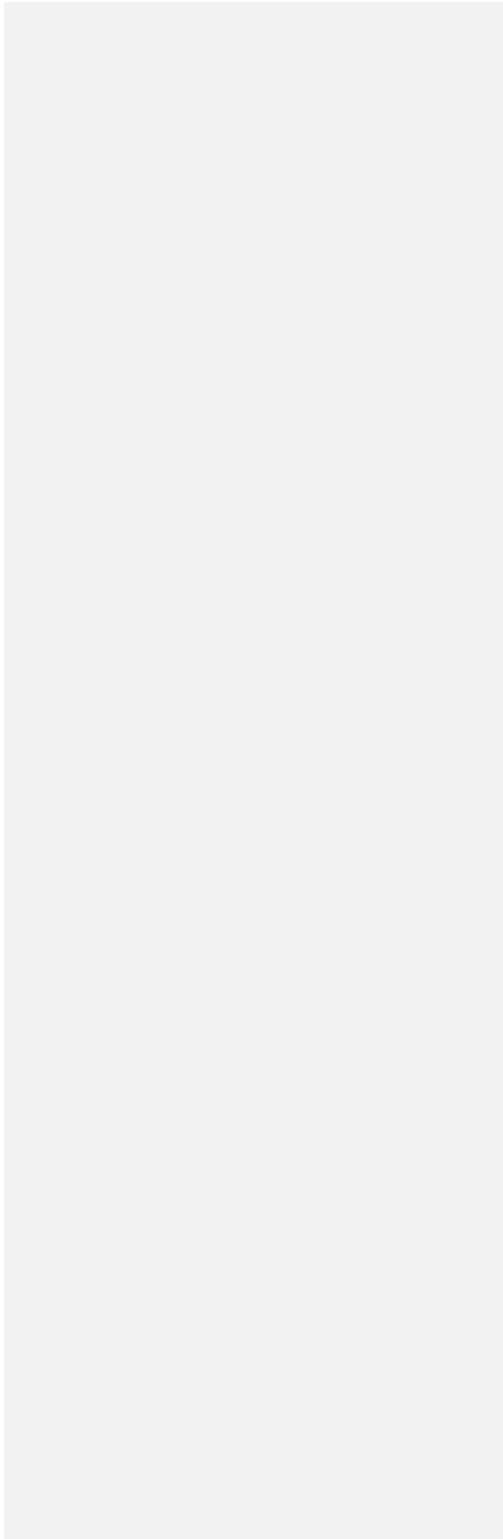
2. Redevelopment. Projects shall have no increase in runoff from the pre-project peak runoff rates for the two-, ten-, and 100-year 24-hour storm events.

- g. Water quantity/flood control.

1. The low building elevation shall be set to the higher of the following:

Formatted: Indent: Left: 1.45", No bullets or numbering

i. Where an effective base flood elevation (BFE) has been established and is included in the city's FIRM, the low floor elevation adjacent to the surface water body shall be established in accordance with the city's floodplain ordinance. The ordinance establishes the regulatory flood protection elevation (low floor elevation) at not less than one foot above the BFE plus any increase due to encroachment of the floodway.



the 100-

ii. The low floor elevation shall be two feet or more above

year/24-hour event as determined by a technical evaluation by a qualified engineer or hydrologist.

2. An emergency overflow shall be incorporated into the site design at or above the BFE or modeled high water level to convey a 100-year discharge away from buildings to the next downstream water body. Existing, natural or manmade emergency overflows shall be analyzed as part of the design process. The lowest opening shall be set at least 1.5 feet above the emergency overflow elevation of the adjacent water body, unless the analysis shows that adequate storage volume exists within the basin to provide a reasonable level of protection from potential flooding. Where a natural overflow does not exist, the designer shall consider the possibility of long duration events, such as multiple-year wet cycles and high runoff volume events (e.g., snowmelt events that last for many weeks) when evaluating high water elevations and outlets from landlocked basins.

h. Infiltration systems pose a risk of contaminating ground water; therefore they are prohibited when the system would be constructed in the following areas:

- 1. Discharges from vehicle fueling areas**
- 2. Shallow bedrock and shallow water table**
- 3. Discharges from industrial facilities where infiltration is prohibited**
- 4. Sites where high levels of contaminants may be mobilized**
- 5. Area with hydrologic soil group D soils**
- 6. Areas near active karst**
- 7. Areas within a Drinking Water Supply Management Area (DWSMA)**
- 8. Areas in soils with very high infiltration rates**
- 9. Areas in vulnerable groundwater areas**

i. Treatment design sequencing for sites with restrictions (as found in the MIDS design sequence flowchart).

Applicant shall fully attempt to comply with the appropriate performance goals described above. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site. If full compliance is not possible due to any of the factors listed below, the applicant must document the reason. If site constraints or restrictions limit the full treatment goal, the following treatment design sequence shall be followed:

Applicant shall document the treatment sequence starting with alternative #1. If alternative #1 cannot be met, then alternative #2 shall be analyzed. Applicants must document the specific reasons why alternative #1 cannot be met based on the factors listed below. If alternative #2 cannot be met then alternative #3 shall be met. Applicants must document the specific reasons why alternative #2 cannot be met based on the factors listed below. When all of the conditions are fulfilled within an alternative, this sequence is completed;

Volume reduction techniques considered shall include infiltration, reuse and rainwater harvesting, and canopy interception and evapotranspiration and/or additional techniques included in the MIDS calculator and the Minnesota

Stormwater Manual;

Higher priority shall be given to BMPs that include volume reduction. Secondary preference is to employ filtration techniques, followed by rate control BMPs. Factors to be considered for each alternative will include:

1. Karst geology;
2. Shallow bedrock;
3. High groundwater;
4. Hotspots or contaminated soils;
5. Drinking water source management areas or within 200 feet of drinking water well;
6. Zoning, setbacks or other land use requirements;

more above the 100-

ii. The low floor elevation shall be two feet or

7. Excessive cost;
8. Poor soils (infiltration rates that are too low or too high, problematic urban soils).

Alternative #1:

Applicant attempts to comply with the following conditions:

1. Achieve at least 0.55-inch volume reduction from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site;
2. Remove 75 percent of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site;
3. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

Alternative #2:

Applicant attempts to comply with the following conditions:

1. Achieve volume reduction to the maximum extent practicable;
2. Remove 60 percent of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site;
3. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

Alternative #3:

Off-site treatment—Mitigation equivalent to the performance of 1.1 inches of volume reduction for new development or redevelopment as described above in this section, (including banking or cash) can be performed off-site to protect the receiving water body. Off-site treatment shall be achieved in areas selected in the following order of preference:

1. Locations that yield benefits to the same receiving water that receives runoff from the original construction activity;
2. Locations within the same department of natural resource (DNR) catchment area as the original construction activity;
3. Locations within the next adjacent DNR catchment area upstream;
4. Locations anywhere within the community's jurisdiction.

Impervious surface area calculations shall include all disturbed/graded soil areas, due to soil compaction impacts, unless soil protection/compaction remediation specifications have been incorporated into the proposal (plan set, stormwater management plan, etc.) and are approved by the city engineer.

Designers shall be required to provide estimates of BMP-site specific infiltration rates to the city engineer for approval prior to site plan review. For information on estimation of infiltration rates, see the Minnesota Stormwater Manual (<http://stormwater.pca.state.mn.us>).

The MIDS design sequence flowchart can be found in the Minnesota Stormwater Manual: <http://stormwater.pca.state.mn.us/index.php/Flexible> treatment options.

All volume control practices and site design specifications shall conform to the current version of the Minnesota Stormwater Manual.

j. Exceptions: A fully reconstructed site that is already being treated by a previously permitted and functional BMP may not necessitate additional stormwater runoff treatment for volume and rate control. Written permission from the City Engineer must be obtained prior to receiving this exemption.

(3) *Storm sewer sizing.*

- a. All stormwater sizing must be sized at a minimum to maintain predevelopment peak runoff rates for the ten-year, 24-hour storm event.
- b. Low areas must have an acceptable overland drainage route with the proper transfer capacity when the storm event is exceeded.
- c. All stormwater detention or retention facilities shall be designed to safely pass the 100-year, 24-hour event.

(4) *Better site design.* Whenever possible, projects shall be designed using better site design techniques early in the design process to preserve natural areas, reduce impervious cover, distribute runoff and use pervious area more effectively to treat stormwater runoff. The applicant shall attempt to limit the impervious surface of the developed site or subdivision by incorporating the following design considerations, consistent with zoning, subdivision, and PUD requirements:

- a. Open space protection and restoration.
 1. Maximizing open space while incorporating smaller lot sizes to conserve natural areas and reduce the amount of stormwater runoff generated at the site.
 2. Conservation of natural vegetation wherever practical.
 3. Reforestation.
 4. Reestablishment of prairies and wetlands.
 5. Increase buffers around streams, steep slopes, and wetlands to protect from flood damage and provide additional water quality treatment.
- b. Reduction of impervious cover.
 1. Reduce new impervious area through redevelopment of existing sites and use existing roadways, trails, etc.
 2. Minimize street widths, parking space size, driveway length, sidewalk width.
 3. Reduce impervious structure footprint.
 4. Use shared parking facilities consistent with zoning requirements.
 5. Install semi-permeable/permeable or porous paving.

c. Distribution and minimization of runoff.

- 1. Utilize vegetated areas for stormwater treatment.**
- 2. Look for vegetated areas that can filter sheet flow, removing sediment and**

other pollutants, and increasing the time of concentration.

3. Disconnect impervious areas by allowing runoff from small impervious areas to be directed to pervious areas where it can be infiltrated or filtered.
4. All runoff from downspouts, driveways and other impervious areas shall be directed to pervious surfaces, where feasible, or unless the applicant can demonstrate that the practice is likely to result in groundwater contamination.
5. Eliminate curb and gutter where practicable, and use vegetated swales or equivalent.
6. Encourage infiltration and soil storage of runoff through grass channels, soil compost amendment, vegetated swales, rain gardens, etc.
7. Plant vegetation that does not require irrigation beyond natural rainfall and runoff from site.

(5) *Regional ponding.* If the city determines the site is not suitable for on-site treatment, off-site stormwater management and associated fees may be established, provided that provisions are made to manage stormwater by an off-site facility, and provided that all of the following conditions for the off-site facility are met:

- a. The facility is in place or the city has knowledge of future regional ponding on site;
- b. The facility is designed and adequately sized to provide a level of stormwater control that at least meets the ordinance standards;
- c. The city is satisfied that the facility has a legally obligated entity responsible for its long-term operation and maintenance.

(6) *Accepted alternatives to stormwater pond treatments.* Alternative treatments may be installed and shall be reviewed and approved by the city. Alternative treatments are included but are not limited to those stated in the Minnesota Stormwater Manual.

(7) *Maintenance of private stormwater facilities.* All private stormwater facilities shall be maintained by the owner in proper condition consistent with the performance standards for which they were originally designed.

- a. All settled materials from sumps, grit chambers, and other devices, including settled solids, shall be removed and properly disposed of on an annual basis. One- to five-year waivers from this requirement may be granted by the city when the owner presents evidence that the facility has additional capacity to remove settled solids in accordance with the original design capacity.
- b. Ponds shall be inspected at least once every five years to determine if settled materials should be removed. Settled materials shall be removed and properly disposed of when the pond is no longer functioning at the original design capacity.
- c. A maintenance plan must be provided that defines who will conduct the maintenance, the type of maintenance and the maintenance intervals of a private stormwater facility before the facility is approved.
- d. All stormwater facilities must be designed to minimize the need for maintenance, to provide easy vehicle and personnel access for maintenance purposes, and be structurally sound. It shall be the responsibility of the applicant to obtain any necessary easements or other property interests to allow access to the facilities for inspection or maintenance.

- e. The city shall have the right to request and review inspection and maintenance records and shall have the right to perform an inspection of stormwater facilities at any time if the city has probable cause to believe that the facilities are not being properly maintained or inspected. A charge based on current wages will be assessed to the owner for any inspections or maintenance that needs to be performed.

(g) Fees. Fees associated with this section shall be set by a duly adopted resolution by city council.

(h) Inspections and enforcement.

- (1) *City inspections and enforcement.* The city may conduct inspections on a regular basis to monitor erosion and sediment control practices. In all cases the inspectors will attempt to work with the builder or developer to maintain proper erosion and sediment control at all sites. A charge based on current wages will be assessed for any inspections that are necessary. In cases where cooperation is withheld, construction stop work orders may be issued by the city until erosion and sediment control measures meet the requirements of this section.
- (2) *Construction stop order.* The city may issue construction stop orders until stormwater management measures meet specifications. A second stormwater management inspection must then be scheduled and passed before the final inspection will be done.
- (3) *Perimeter breach.* If stormwater management measures malfunction and breach the perimeter of the site, enter streets, other public areas, or water bodies, the applicant shall immediately notify the city and initiate corrective measures within 48 hours. If in the discretion of the city, the applicant does not repair the damage caused by the stormwater runoff, the city can do the remedial work required and charge the cost to the applicant.
- (4) *Actions to ensure compliance.* The city can take the following action in the event of a failure by applicant to meet the terms of this section:
 - a. Withhold inspections or issuance of final certificates or approvals.
 - b. Revoke any applicable permit issued by the city to the applicant.
 - c. Conduct remedial or corrective action on the development site or adjacent site affected by the failure.
 - d. Charge applicant for all costs associated with correcting the failure or mitigating damage from the failure. If payment is not made within 30 days, payment will be made from the applicant's financial securities.
 - e. Bring other actions against the applicant to recover costs of remediation or meeting the terms of this section, which are not covered by financial securities.
 - f. Any person, firm or corporation failing to comply with or violating any of these regulations, shall be deemed guilty of a misdemeanor and be subject to a fine of \$1,000.00 or imprisonment of 90 days or both. Each day that a separate violation exists shall constitute a separate offense.
- (5) *Financial securities.* The applicant shall provide security for the performance of the work described and delineated on the approved stormwater pollution prevention plan and related remedial work in an amount listed on the departmental fee schedule for each parcel of disturbed property. This amount shall apply to the maximum acreage of soil that will be simultaneously exposed during the project's construction. The form of the securities shall be one or a combination of the following to be determined by the city:

a. Cash deposit.

b. Securing deposit. Deposit, either with the city, a responsible escrow agent, or trust company, at the option of the city:

1. An irrevocable letter of credit or negotiable bonds of the kind approved for securing deposits of public money or other instruments of credit from one or more financial institutions, subject to regulation by the state and federal government wherein said financial institution pledges funds are on deposit and guaranteed for payment. The security deposit shall have an expiration date of not less than one year after approval of the stormwater permit.

This security shall save the city free and harmless from all suits or claims for damages resulting from the negligent grading, removal, placement or storage of rock, sand, gravel, soil or other like material within the city.

2. Blanket financial security deposit (for licensed contractors for multiple residential permits within a construction season.) Licensed contractors working within the city can provide a cash deposit or letter of credit, dated one year from the first application, to cover a permit. Upon completion of a parcel permit the contractor can transfer the letter of credit to another parcel permit. The contractor must notify the city of each new construction area by remitting an application. This financial security deposit will be held by the city until parcel work sites are substantially complete.

- (6) *Maintaining the financial security.* If at any time during the course of the work this amount falls below 50 percent of the required deposit or the dated letter of credit expires, the developer shall make another deposit in the amount necessary to restore the cash deposit or letter of credit to the required amount. If the developer does not bring the financial security back up to the required amount within seven days after notification by the city that the amount has fallen below 50 percent of the required amount the city may:

- a. Withhold inspections. Withhold the scheduling of inspections and/or the issuance of a certificate of occupancy.
- b. Revocation of permits. Revoke any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.

- (7) *Proportional reduction of the financial security.* When more than one-third of the applicant's maximum exposed soil area achieves final stabilization, the city can reduce the total required amount of the financial security by one-third. When more than two-thirds of the applicant's maximum exposed soil area achieves final stabilization, the city can reduce the total required amount of the financial security to two-thirds of the initial amount. This reduction in financial security will be determined by the city staff.

- (8) *Action against the financial security.* The city may access financial security for remediation actions if any of the conditions listed below exist. The city shall use the security to finance remedial work undertaken by the city, or a private contractor under contract to the city, and to reimburse the city for all direct cost incurred in the process of remedial work including, but not limited to, staff time and attorney's fees.

- a. Abandonment. The developer ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.
- b. Failure to implement SWPPP. The developer fails to conform to the grading plan and/or the SWPPP as approved by the city.

- c. Failure to perform. The techniques utilized under the SWPPP fail within one year of installation.
- d. Failure to reimburse city. The developer fails to reimburse the city for corrective action taken.

(9) Emergency action. If circumstances exist such that noncompliance with this section poses an immediate danger to the public health, safety and welfare, as determined by the city, the city may take emergency preventative action. The city shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the city may be recovered from the applicant's financial security.

(10) Returning the financial security. The security deposited for faithful performance of the SWPPP and any related remedial work shall be released after the completion of the installation of all stormwater pollution control measures as shown on the grading and/or the SWPPP and approval/acceptance of city staff.

(11) Notification of failure of the SWPPP. The city may notify the permit holder of the failure of the SWPPP's measures.

- a. Initial contact. The initial contact will be to the party or parties listed on the application and/or the SWPPP as contacts. Except during an emergency action, 48 hours after notification by the city of the failure of erosion control measures, or non-compliance of the permit, the city at its discretion, may begin corrective work. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. If after making a good faith effort to notify the responsible party or parties, the city has been unable to establish contact, the city may proceed with corrective work. There are conditions when time is of the essence in controlling erosion. During such a condition the city may take immediate action, and then notify the applicant as soon as possible.
- b. Erosion off-site. If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within 48 hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the city, may more than seven calendar days go by without corrective action being taken. If in the discretion of the city, the permit holder does not repair the damage caused by the erosion, the city may do the remedial work required. When restoration to wetlands and other resources are required, the applicant should be required to work with the appropriate agency to ensure that the work is done properly.
- c. Erosion into streets, wetlands or water bodies. If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.
- d. Failure to do corrective work. When an applicant fails to conform to any provision of this policy within the time stipulated, the city may take the following actions.
 1. Issue a stop work order, withhold the scheduling of inspections, and/or the issuance of a certificate of occupancy.
 2. Revoke any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.
 3. Correct the deficiency or hire a contractor to correct the deficiency. The

issuance of a permit constitutes a right-of-entry for the city or its contractor to enter upon the construction site for the purpose of correcting deficiencies in erosion control.

4. Require reimbursement to the city for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within 30 days after costs are incurred by the city, payment will be made from the applicant's financial securities as described in subsection (8) above.
5. If there is an insufficient financial amount in the applicant's financial securities as described in subsection (8) above then the city may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the city, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minn. Stat. § 429.081 to challenge the amount or validity of assessment.

(12) Enforcement.

- a. Penalties. Any person, firm, or corporation failing to comply with or violating any of these regulations, may be deemed guilty of a misdemeanor and be subject to a \$1,000.00 fine or 90 days imprisonment or both. All land use and building permits must be suspended until the applicant has corrected the violation. Each day that a separate violation exists shall constitute a separate offense.

(13) Abrogation and greater restrictions. It is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this section imposes greater restrictions, the provisions of this section shall prevail. All other ordinances inconsistent with this section are hereby repealed to the extent of the inconsistency only.

In the event that there is a governing entity that has a more restrictive requirement, the more stringent requirement is required.

(Ord. No. 07-10-11, §§ A—G, 10-9-2007; Ord. No. 08-02-01, §§ A—G, 2-11-08; Ord. No. 09-04-03, §§ A—G, 4-27-2009; Ord. No. 10-04-03, 4-12-2010; Ord. No. 17-05-04, Exh. A, 5-8-2017)

Cross reference— Stormwater utility, § 70-201 et seq.

30-149 Stormwater Protection

(a) Statutory authorization. This section is adopted pursuant to the authorization and policies contained in Minn. Stat. chs. 103B, 105, 462, and 497, Minnesota Rules, parts 6120.2500–6120.3900, and Minnesota Rules chapters 8410 and 8420.

(b) Scope.

(1) The purpose of this article is to satisfy SWPPP obligations for a regulatory mechanism to control stormwater pollution and illegal discharges under the Small Municipal Separate Storm Sewer Systems General Permit. This section sets forth minimum requirements for stormwater management to diminish threats to public health, safety, public and private property and natural resources of the community by establishing standards that will:

- a) Protect life and property from dangers associated with flooding;
- b) Protect public and private property from damage resulting from runoff or erosion;
- c) Ensure site design minimizes the generation of stormwater and maximizes pervious areas for stormwater treatment;
- d) Promote regional stormwater management by watershed;
- e) Protect, maintain and/or restore water quality from nutrients, pathogens, toxics and debris;
- f) Promote infiltration and groundwater recharge;
- g) Promote water quality treatment for new development, redevelopment, and linear construction projects.

(2) No person shall develop any land for residential, commercial, industrial, or institutional uses without having provided the stormwater management measures set forth herein to control or manage runoff from such development. All water entering the storm drain system generated on any developed and undeveloped lands, unless explicitly exempted by the city, shall be protected from illegal disposal/discharge and illegal connections.

(3) A separate permit may be needed if the standards in this section are not incorporated into the review of other city permits.

(4) Except where a waiver is granted, any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision proposing a land disturbing activity, requiring a land alteration or building permit within the city shall submit to the city for review and comment on the stormwater pollution prevention plan (SWPPP) and site plan. No land shall be disturbed until the plan is reviewed by the city and conforms to the standards set forth herein and applicable permits have been issued.

(5) The provisions of the waste controls and illicit discharge and inspections and enforcement subsections of this section apply to all areas within the city at all times.

(6) The definitions of terms in this section correspond to regulatory requirements in the most current version of the Small Municipal Separate Storm Sewer Systems General Permit.

- a) Animal: A dog, cat or other animal kept for amusement or companionship.
- b) Construction Activity: activities including clearing, grading, and excavating, that result in land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one acre.
- c) Fully Reconstructed: Areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and other pavement rehabilitation projects that do not expose the underlying soils beneath the structure, pavement, or activity are not considered fully reconstructed. Maintenance activities such as catch basin repair/replacement, utility repair/replacement, pipe repair/replacement, lighting, and pedestrian ramp improvements are not considered fully reconstructed.
- d) Immediately: at once, without delay.
- e) Linear Project: Construction of new or fully reconstructed roads, trails, sidewalks, or rail lines that are not part of a common plan of development or sale.
- f) Owner/Custodian: Any person who harbors, feeds, boards, possesses, keeps or has custody of an animal.
- g) Soil/defile: to make unclean from excrement
- h) Waste: solid matter expelled from the bowels of the pet; excrement

(c) Erosion and sediment control. Erosion and sediment control, at a minimum, shall meet the requirements and provisions defined in the most current Minnesota Pollution Control Agency (MPCA) National Pollution Discharge Elimination System (NPDES) General Stormwater Permit for Construction Activities, also referred to as the NPDES construction permit.

(d) Waste controls and illicit discharge.

(1) Illegal disposal.

- a) No person shall throw, deposit, place, leave, maintain, or keep or permit to be thrown, placed, left, maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles, or accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin conduit or drainage structure, business place, or upon any public or private plot of land in the city, so that the same might be or become a pollutant, except in containers, recycling bags, or other lawfully established waste disposal facility.
- b) No person shall intentionally dispose of grass, leaves, dirt, or other landscape debris into a water resource buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, wetland, flood control channel, canal, storm drain or any fabricated natural conveyance.

(2) Illicit discharges and connections.

- a) No person shall cause any illicit discharge to enter the municipal stormwater system unless such discharge: (1) consists of non-stormwater that is authorized by an NPDES point source permit obtained from the MPCA; or (2) is associated with firefighting activities.

- b) No person shall use any illicit connection to intentionally convey non-stormwater to the city stormwater system.

(3) Good housekeeping provisions. Any owner or occupant of property within the city shall comply with the following good housekeeping requirements:

- a) No person shall leave, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets, storm drain system, or waters of the state as defined by the MPCA, may occur. This section shall apply to both actual and potential discharges.
- b) Runoff of water from residential property shall be minimized to the maximum extent practicable. Runoff of water from the washing down of paved areas in commercial or industrial property is prohibited unless necessary for health or safety purposes and not in violation of any other provisions in city codes.
- c) Storage of materials, machinery, and equipment.
 1. Objects, such as motor vehicle parts, containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff or discharge to a stormwater system.
 2. Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain or collect leaks, spills, or discharges without discharge to the stormwater system.
 3. Any storage of materials that are exposed to the environment such as; salt, salt/sand or sand, that are susceptible to runoff or discharge into a stormwater system, public or private, shall be covered in a manner that will eliminate the leeching of chemicals and/or sediment and must apply for stormwater permit for inspection and monitoring.
 - i. Designated salt storage areas must be located indoors or covered and on an impervious surface at any commercial, institutional, and non-NPDES permitted industrial facilities. Implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and/or containment) must be performed at all facilities listed above.
- d) Debris and residue shall be removed, as noted below:
 1. All motor vehicle parking lots and private streets shall be swept, at a minimum of once a year in the spring to remove debris. Such debris shall be collected and properly disposed;
 2. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries, which is located in an area susceptible to runoff, shall be removed as soon as possible and disposed of properly. Household hazardous waste shall not be placed in a trash container.

(4) Animal Waste

- a) No owner or custodian of any animal shall cause or allow such animal to soil, defile or defecate on any public property or upon any street, sidewalk, public way, play area or common grounds owned jointly by the members of a homeowners' or condominium

association, or upon private property other than that of the owner, unless such owner immediately removes and disposes of all feces deposited by such animal in a sanitary manner.

- b) It is unlawful for any person owning, keeping or harboring an animal to cause or permit said animal to be on any public or private property, not owned or possessed by such person without having in his/her immediate possession a device for the removal of feces and depository for the transmission of excrement to a proper receptacle located on the property owned or possessed by such person.
- c) It is unlawful for any person in control of, causing or permitting any animal to be on any public or private property, if private property included add: not owned or possessed by such person to fail to remove feces left by such animal and dispose of it properly as described in section (d).
- d) Proper disposal of animal waste shall be limited to burial where lawfully permitted, flushing in the toilet, bagging for disposal in the owner or keeper's waste receptacle, and bagging for disposal in a waste receptacle designated for animal waste in a public park or park area.
- e) Disposal of animal waste in storm drains is prohibited.
- f) Disposal of animal waste in public compost is prohibited.
- g) The provisions of this section shall not apply to the ownership or use of any properly identified service animals, animals when used for police activities, or tracking animals when used by or with the permission of the appropriate authorities.
- h) Any peace officer or community service officer is responsible for issuing the citations.

(5) Industrial or construction activity discharges. Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit will be required in a form acceptable to the city prior to the allowing of discharges to the storm sewer system. All facilities that have stormwater discharges associated with industrial activity, including construction activity must adhere to the following guidelines:

- a) The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the storm sewer system or watercourses through the use of structural and non-structural BMPs.
- b) Any person responsible for a property or premises, which is, the source of an illicit discharge, shall be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm sewer system. These BMPs shall be part of a stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

(6) Notification of spills. Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into the storm sewer system, or water of the state said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall

immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the city no later than the next business day.

(7) Access to buildings for inspection, monitoring and/or dye testing.

- a) The city shall be permitted to enter and inspect all buildings under this article as often as may be necessary to determine compliance with this article.
- b) Facility operators shall allow the city ready access to all parts of the premises for the purposes of inspection, sampling, dye testing, examination and copying of records that relate to the discharge of stormwater.
- c) The city shall have the right to set up at any building such devices as are necessary to conduct monitoring, sampling and/or dye testing of the facility's stormwater discharge.
- d) The city has the right to require the discharger to install monitoring equipment as necessary.
- e) Unreasonable delays in allowing the city access to a facility is a violation of this article.
- f) If the city has been refused access to any part of the premises from which stormwater is discharged, and is able to demonstrate probable cause to believe that there may be a violation of this section, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this article or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the city may seek issuance of a search warrant from any court of competent jurisdiction.

(8) Suspension of storm sewer system access.

- a) Suspension due to illicit discharges in emergency situations. The city may, without prior notice, suspend storm sewer system discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the storm sewer system or waters of the state. If the violator fails to comply with a suspension order issued in an emergency, the city may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or waters of the state, or to minimize danger to persons.
- b) Suspension due to the detection of illicit discharge. Any person discharging to the storm sewer system in violation of this article may have their storm sewer system access terminated if such termination would abate or reduce an illicit discharge. A person commits an offense if the person reinstates storm sewer system access to premises terminated pursuant to this section, without the prior approval of the city.

(e) Site design.

(1) Applicability.

- a) A city approved stormwater pollution prevention plan (SWPPP) and stormwater permit shall be required prior to any construction or grading activity that meets any of the criteria immediately below, unless otherwise exempted in this section.

1. Construction or grading activity involving between 5,000 square feet and one acre of land disturbance area. Construction or grading activity involving under 5,000 square feet of land disturbance shall only be required to submit a stormwater permit application (no SWPPP).
 2. When any land disturbance project proposes to disturb between 5,000 square feet and one acre of land area, a land alteration permit is required. Additionally, the applicant shall prepare a stormwater management plan which will be reviewed by the city engineer, or their designee to determine if permanent stormwater management is required.
 3. Any construction or grading activity, regardless of size, that the city determines is likely to cause an adverse impact to an environmentally sensitive area or other property.
- b) Construction or grading activity that is greater than or equal to one acre of land disturbance and is subject to NPDES construction stormwater general permit regulations is considered in compliance with this section with an approved NPDES coverage card. Applicant must submit a stormwater permit application to the city and provide proof of NPDES coverage and the approved SWPPP prior to construction. NPDES compliance shall be maintained through the duration of the project. Instances of noncompliance with NPDES regulations are subject to the city's enforcement procedures described in subsection (h).

(2) Exemptions.

- a) The following activities shall be exempt from all of the requirements of this section:
1. Emergency work necessary to protect life, limb, or property.
 2. Routine agricultural activity such as tilling, planting, harvesting, and associated activities. Other agricultural activities are not exempt including activities such as construction of structures.

(3) Stormwater permit review process.

- a) Application review. The applicant shall not commence any construction activity subject to this section until a permit (herein referred to as "stormwater permit") has been authorized by the city. As deemed necessary, a review of the stormwater permit application shall be done and the city will provide written notice within 15 business days of the receipt of a complete stormwater permit application from the applicant in accordance with Minn. Stat. § 15.99. The city will work with the necessary state, county, and local agencies to complete the review as appropriate. The city shall review the information in the stormwater permit application including proposed stormwater practices, hydrologic models, and design methodologies for compliance with this section. The city may require additional information, as necessary, prior to authorization of a permit.
- b) Stormwater permit authorization. The city may issue approval authorizing the project or activity. The approval shall be valid for one year. Approval will be in written or electronic format from the city to the applicant.

- c) Stormwater permit denial. If the city determines the application does not meet the requirements of this section the application will be denied. If the application is denied, the applicant will be notified of the denial in written or electronic format, including reasons for the denial. Once denied, a new application shall be resubmitted for approval before any activity may begin. All building permits shall be suspended until the applicant has an authorized stormwater permit.
 - d) Stormwater pollution prevention plan (SWPPP) information requirements. The minimum information shown in the applicant's plan shall be consistent with the following:
 - 1. Plan shall meet the erosion, sediment, and waste control requirements in the most recent version of the NPDES construction stormwater general permit issued by the MPCA and shall include a fully completed application.
 - 2. The SWPPP shall be prepared by an individual who has received training by an accredited governmental agency, professional organization, or educational institution for and has working knowledge and experience in erosion prevention, sediment control, permanent stormwater management and the MN NPDES/SDS construction stormwater permit. This individual shall sign the SWPPP with a certification statement that the individual meets the requirements of this clause.
 - e) Modification of permitted plans. The applicant must amend an approved plan to include additional requirements such as additional or modified stormwater best management practices (BMPs) designed to correct problems whenever:
 - 1. There is a change in design, construction, operation, maintenance, weather or seasonal conditions that has a significant effect on the discharge of pollutants to surface water or underground water.
 - 2. Inspections or investigations by site operators, local, state or federal officials indicate the plans are not effective in eliminating or significantly minimizing the discharge of pollutants to surface water or underground water or that the discharges are causing water quality standard exceedances.
 - 3. The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with the activity on the permitted site.
 - f) Stormwater permit completion. Before work under the stormwater permit is deemed complete:
 - 1. The permittee must submit as-builts, a long-term maintenance plan and information demonstrating that the stormwater facilities conform to design specifications as deemed necessary by the city engineer or designee.
 - 2. All soil disturbing activities at the site have been completed and all soils are stabilized by a uniform perennial vegetative cover with a density of 70 percent of its expected final growth density over the entire pervious surface area, or other equivalent means necessary to prevent soil failure under erosive conditions.
 - 3. A final certificate of occupancy has been provided by the city, as applicable according to the building permit issued for the development.
- (4) Site design considerations.
- a) Design process.

1. New and redevelopment projects that disturbs more than 5,000 square feet of land area shall be designed to incorporate erosion control and stormwater management features and to meet the minimum requirements outlined in the most recent version of the NPDES construction stormwater general permit.
2. Whenever possible, new development projects shall be designed using the better site design techniques of the current version of the Minnesota Stormwater Manual. Better site design involves techniques applied early in the design process to preserve natural areas, reduce impervious cover, distribute runoff and use pervious areas to more effectively treat stormwater runoff. Site design should address open space protection, impervious cover minimization, and runoff distribution and minimization, and runoff utilization.

(5) Inspections and maintenance.

- a) Applicant responsibilities. The applicant is responsible for inspections, maintenance, and record keeping during construction for all stormwater BMPs on the site.
- b) Right of entry. The issuance of a stormwater permit, land alteration permit or NPDES construction stormwater general permit constitutes the right-of-entry for the city or its agent to enter upon the construction site. The applicant shall allow the city and their authorized representatives, upon presentation of credentials, to:
 1. Enter upon the permitted site for the purpose of obtaining information, examination of records, conducting investigations or surveys;
 2. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations;
 3. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the applicable permit(s);
 4. Inspect the stormwater pollution control measures;
 5. Sample and monitor any items or activities pertaining to stormwater pollution control measures.
- c) City inspections. The city reserves the right to conduct inspections on a regular basis to ensure that both temporary and permanent stormwater management and erosion and sediment control measures are properly installed and maintained prior to construction, during construction, and at the completion of the project.

(6) Maintenance schedule.

- a) Generally. All nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow access unless another time frame is specified below.
- b) Perimeter control devices. All perimeter control devices and inlet protection devices must be repaired, replaced, or supplemented when they become nonfunctional or the sediment reaches one-half the height of the device. These repairs must be made within 24 hours of discovery, or as soon as field conditions allow access.
- c) Sedimentation basins. Temporary and permanent sedimentation basins must be drained and the sediment removed when the depth of the sediment collected in the basin

reaches one-half the storage volume. Drainage and removal must be completed within 72 hours of discovery.

- d) Surface waters. The permittee must remove all deltas and sediment deposited in surface waters, including drainageways, catch basins, and other drainage systems. Areas where sediment removal results in exposed soil must be re-stabilized. The removal and stabilization must take place within seven days of discovery unless precluded by legal, regulatory, or physical access constraints. The permittee is responsible for contacting all local, regional, state, and federal authorities and receiving any applicable permits, prior to conducting any work in surface waters.
- e) Sediment tracking. All sediment that escapes the site or that is tracked onto paved surfaces must be removed within 12 hours of discovery.

(f) Post construction stormwater management.

(1) The purpose of this section is to prevent or reduce water pollution within the city after construction has been completed. This section establishes standards for new development, redevelopment, and linear construction projects in order to minimize the stormwater pollution, soil erosion, and sedimentation.

(2) The applicant shall consider reducing the need for stormwater management performance standards by incorporating the use of natural topography and land cover. It shall also:

- a) Minimize impact to significant natural features;
- b) Review the site for wetlands, wooded areas of significance, and rare and endangered species habitat. These areas should not be developed;
- c) Minimize impervious surface coverage to the maximum extent practicable;
- d) In designated shoreland areas the development shall meet the impervious surface requirements of the shoreland ordinance regardless of conveyance systems;
- e) Volume control. Designer shall be required to provide soil boring analysis to determine the infiltration rate prior to approval of plans. The design shall meet the following requirements depending on the type of project in accordance with the MS4 NPDES permit:
 1. New development. For new, nonlinear developments that create one or more acres of new impervious surface on sites without restrictions, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1.1 inches of runoff from all impervious surfaces on the site;
 2. Redevelopment. Redevelopment projects (excluding linear projects), on sites without restrictions that create one or more acres of new and fully reconstructed impervious surfaces shall capture and retain on site 1.1 inches of runoff from the sum of the new and fully reconstructed impervious surface.
 3. Linear Projects. For linear projects, the water quality volume must be calculated as the larger of 1.1 inch times the new impervious surface or 0.55 inches times the sum of the new and the fully reconstructed impervious surface.
- f) Rate control. For post-construction rate control modeling a minimum curve number of 84 shall be used on all disturbed/graded soil areas, due to soil compaction impacts, unless soil protection/compaction remediation specifications have been incorporated

into the proposal (plan set, stormwater management plan, etc.) and are approved by the city engineer. Atlas 14 shall be used in all rate-control estimates.

1. New construction. Projects shall have no increase in runoff from the predevelopment peak runoff rates for the two-, ten-, and 100-year 24-hour storm events.
 2. Redevelopment. Projects shall have no increase in runoff from the pre-project peak runoff rates for the two-, ten-, and 100-year 24-hour storm events.
- g) Water quantity/flood control.
1. The low building elevation shall be set to the higher of the following:
 - i. Where an effective base flood elevation (BFE) has been established and is included in the city's FIRM, the low floor elevation adjacent to the surface water body shall be established in accordance with the city's floodplain ordinance. The ordinance establishes the regulatory flood protection elevation (low floor elevation) at not less than one foot above the BFE plus any increase due to encroachment of the floodway.
 - ii. The low floor elevation shall be two feet or more above the 100-year/24-hour event as determined by a technical evaluation by a qualified engineer or hydrologist.
 2. An emergency overflow shall be incorporated into the site design at or above the BFE or modeled high water level to convey a 100-year discharge away from buildings to the next downstream water body. Existing, natural or manmade emergency overflows shall be analyzed as part of the design process. The lowest opening shall be set at least 1.5 feet above the emergency overflow elevation of the adjacent water body, unless the analysis shows that adequate storage volume exists within the basin to provide a reasonable level of protection from potential flooding. Where a natural overflow does not exist, the designer shall consider the possibility of long duration events, such as multiple-year wet cycles and high runoff volume events (e.g., snowmelt events that last for many weeks) when evaluating high water elevations and outlets from landlocked basins.
- h) Infiltration systems pose a risk of contaminating ground water; therefore they are prohibited when the system would be constructed in the following areas:
1. Discharges from vehicle fueling areas
 2. Shallow bedrock and shallow water table
 3. Discharges from industrial facilities where infiltration is prohibited
 4. Sites where high levels of contaminants may be mobilized
 5. Area with hydrologic soil group D soils
 6. Areas near active karst
 7. Areas within a Drinking Water Supply Management Area (DWSMA)
 8. Areas in soils with very high infiltration rates
 9. Areas in vulnerable groundwater areas
- i) Treatment design sequencing for sites with restrictions (as found in the MIDS design sequence flowchart).

Applicant shall fully attempt to comply with the appropriate performance goals described above. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site. If full compliance is not possible due to any of the factors listed below, the applicant must document the reason. If site constraints or restrictions limit the full treatment goal, the following treatment design sequence shall be followed:

Applicant shall document the treatment sequence starting with alternative #1. If alternative #1 cannot be met, then alternative #2 shall be analyzed. Applicants must document the specific reasons why alternative #1 cannot be met based on the factors listed below. If alternative #2 cannot be met then alternative #3 shall be met. Applicants must document the specific reasons why alternative #2 cannot be met based on the factors listed below. When all of the conditions are fulfilled within an alternative, this sequence is completed;

Volume reduction techniques considered shall include infiltration, reuse and rainwater harvesting, and canopy interception and evapotranspiration and/or additional techniques included in the MIDS calculator and the Minnesota Stormwater Manual;

Higher priority shall be given to BMPs that include volume reduction. Secondary preference is to employ filtration techniques, followed by rate control BMPs. Factors to be considered for each alternative will include:

1. Karst geology;
2. Shallow bedrock;
3. High groundwater;
4. Hotspots or contaminated soils;
5. Drinking water source management areas or within 200 feet of drinking water well;
6. Zoning, setbacks or other land use requirements;
7. Excessive cost;
8. Poor soils (infiltration rates that are too low or too high, problematic urban soils).

Alternative #1:

Applicant attempts to comply with the following conditions:

1. Achieve at least 0.55-inch volume reduction from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site;
2. Remove 75 percent of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site;
3. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

Alternative #2:

Applicant attempts to comply with the following conditions:

1. Achieve volume reduction to the maximum extent practicable;
2. Remove 60 percent of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site;
3. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

Alternative #3:

Off-site treatment—Mitigation equivalent to the performance of 1.1 inches of volume reduction for new development or redevelopment as described above in this section, (including banking or cash) can be performed off-site to protect the receiving water body. Off-site treatment shall be achieved in areas selected in the following order of preference:

1. Locations that yield benefits to the same receiving water that receives runoff from the original construction activity;
2. Locations within the same department of natural resource (DNR) catchment area as the original construction activity;
3. Locations within the next adjacent DNR catchment area upstream;
4. Locations anywhere within the community's jurisdiction.

Impervious surface area calculations shall include all disturbed/graded soil areas, due to soil compaction impacts, unless soil protection/compaction remediation specifications have been incorporated into the proposal (plan set, stormwater management plan, etc.) and are approved by the city engineer.

Designers shall be required to provide estimates of BMP-site specific infiltration rates to the city engineer for approval prior to site plan review. For information on estimation of infiltration rates, see the Minnesota Stormwater Manual (<http://stormwater.pca.state.mn.us>).

The MIDS design sequence flowchart can be found in the Minnesota Stormwater Manual: [http://stormwater.pca.state.mn.us/index.php/Flexible treatment options](http://stormwater.pca.state.mn.us/index.php/Flexible%20treatment%20options).

All volume control practices and site design specifications shall conform to the current version of the Minnesota Stormwater Manual.

- j) Exceptions: A fully reconstructed site that is already being treated by a previously permitted and functional BMP may not necessitate additional stormwater runoff treatment for volume and rate control. Written permission from the City Engineer must be obtained prior to receiving this exemption.

(3) Storm sewer sizing.

- a) All stormwater sizing must be sized at a minimum to maintain predevelopment peak runoff rates for the ten-year, 24-hour storm event.
- b) Low areas must have an acceptable overland drainage route with the proper transfer capacity when the storm event is exceeded.

- c) All stormwater detention or retention facilities shall be designed to safely pass the 100-year, 24-hour event.

(4) Better site design. Whenever possible, projects shall be designed using better site design techniques early in the design process to preserve natural areas, reduce impervious cover, distribute runoff and use pervious area more effectively to treat stormwater runoff. The applicant shall attempt to limit the impervious surface of the developed site or subdivision by incorporating the following design considerations, consistent with zoning, subdivision, and PUD requirements:

- a) Open space protection and restoration.
 1. Maximizing open space while incorporating smaller lot sizes to conserve natural areas and reduce the amount of stormwater runoff generated at the site.
 2. Conservation of natural vegetation wherever practical.
 3. Reforestation.
 4. Reestablishment of prairies and wetlands.
 5. Increase buffers around streams, steep slopes, and wetlands to protect from flood damage and provide additional water quality treatment.
- b) Reduction of impervious cover.
 1. Reduce new impervious area through redevelopment of existing sites and use existing roadways, trails, etc.
 2. Minimize street widths, parking space size, driveway length, sidewalk width.
 3. Reduce impervious structure footprint.
 4. Use shared parking facilities consistent with zoning requirements.
 5. Install semi-permeable/permeable or porous paving.
- c) Distribution and minimization of runoff.
 1. Utilize vegetated areas for stormwater treatment.
 2. Look for vegetated areas that can filter sheet flow, removing sediment and other pollutants, and increasing the time of concentration.
 3. Disconnect impervious areas by allowing runoff from small impervious areas to be directed to pervious areas where it can be infiltrated or filtered.
 4. All runoff from downspouts, driveways and other impervious areas shall be directed to pervious surfaces, where feasible, or unless the applicant can demonstrate that the practice is likely to result in groundwater contamination.
 5. Eliminate curb and gutter where practicable, and use vegetated swales or equivalent.
 6. Encourage infiltration and soil storage of runoff through grass channels, soil compost amendment, vegetated swales, rain gardens, etc.
 7. Plant vegetation that does not require irrigation beyond natural rainfall and runoff from site.

(5) Regional ponding. If the city determines the site is not suitable for on-site treatment, off-site stormwater management and associated fees may be established, provided that provisions are made to manage stormwater by an off-site facility, and provided that all of the following conditions for the off-site facility are met:

- a) The facility is in place or the city has knowledge of future regional ponding on site;
- b) The facility is designed and adequately sized to provide a level of stormwater control that at least meets the ordinance standards;
- c) The city is satisfied that the facility has a legally obligated entity responsible for its long-term operation and maintenance.

(6) Accepted alternatives to stormwater pond treatments. Alternative treatments may be installed and shall be reviewed and approved by the city. Alternative treatments are included but are not limited to those stated in the Minnesota Stormwater Manual.

(7) Maintenance of private stormwater facilities. All private stormwater facilities shall be maintained by the owner in proper condition consistent with the performance standards for which they were originally designed.

- a) All settled materials from sumps, grit chambers, and other devices, including settled solids, shall be removed and properly disposed of on an annual basis. One- to five-year waivers from this requirement may be granted by the city when the owner presents evidence that the facility has additional capacity to remove settled solids in accordance with the original design capacity.
- b) Ponds shall be inspected at least once every five years to determine if settled materials should be removed. Settled materials shall be removed and properly disposed of when the pond is no longer functioning at the original design capacity.
- c) A maintenance plan must be provided that defines who will conduct the maintenance, the type of maintenance and the maintenance intervals of a private stormwater facility before the facility is approved.
- d) All stormwater facilities must be designed to minimize the need for maintenance, to provide easy vehicle and personnel access for maintenance purposes, and be structurally sound. It shall be the responsibility of the applicant to obtain any necessary easements or other property interests to allow access to the facilities for inspection or maintenance.
- e) The city shall have the right to request and review inspection and maintenance records and shall have the right to perform an inspection of stormwater facilities at any time if the city has probable cause to believe that the facilities are not being properly maintained or inspected. A charge based on current wages will be assessed to the owner for any inspections or maintenance that needs to be performed.

(g) Fees. Fees associated with this section shall be set by a duly adopted resolution by city council.

(h) Inspections and enforcement.

(1) City inspections and enforcement. The city may conduct inspections on a regular basis to monitor erosion and sediment control practices. In all cases the inspectors will attempt to work with the builder or developer to maintain proper erosion and sediment control at all sites. A charge based on current wages will be assessed for any inspections that are necessary. In cases where cooperation is withheld, construction stop work orders may be issued by the city until erosion and sediment control measures meet the requirements of this section.

(2) Construction stop order. The city may issue construction stop orders until stormwater management measures meet specifications. A second stormwater management inspection must then be scheduled and passed before the final inspection will be done.

(3) Perimeter breach. If stormwater management measures malfunction and breach the perimeter of the site, enter streets, other public areas, or water bodies, the applicant shall immediately notify the city and initiate corrective measures within 48 hours. If in the discretion of the city, the applicant does not repair the damage caused by the stormwater runoff, the city can do the remedial work required and charge the cost to the applicant.

(4) Actions to ensure compliance. The city can take the following action in the event of a failure by applicant to meet the terms of this section:

- a) Withhold inspections or issuance of final certificates or approvals.
- b) Revoke any applicable permit issued by the city to the applicant.
- c) Conduct remedial or corrective action on the development site or adjacent site affected by the failure.
- d) Charge applicant for all costs associated with correcting the failure or mitigating damage from the failure. If payment is not made within 30 days, payment will be made from the applicant's financial securities.
- e) Bring other actions against the applicant to recover costs of remediation or meeting the terms of this section, which are not covered by financial securities.
- f) Any person, firm or corporation failing to comply with or violating any of these regulations, shall be deemed guilty of a misdemeanor and be subject to a fine of \$1,000.00 or imprisonment of 90 days or both. Each day that a separate violation exists shall constitute a separate offense.

(5) Financial securities. The applicant shall provide security for the performance of the work described and delineated on the approved stormwater pollution prevention plan and related remedial work in an amount listed on the departmental fee schedule for each parcel of disturbed property. This amount shall apply to the maximum acreage of soil that will be simultaneously exposed during the project's construction. The form of the securities shall be one or a combination of the following to be determined by the city:

- a) Cash deposit.
- b) Securing deposit. Deposit, either with the city, a responsible escrow agent, or trust company, at the option of the city:
 1. An irrevocable letter of credit or negotiable bonds of the kind approved for securing deposits of public money or other instruments of credit from one or more financial institutions, subject to regulation by the state and federal government wherein said financial institution pledges funds are on deposit and guaranteed for payment. The security deposit shall have an expiration date of not less than one year after approval of the stormwater permit.
 2. This security shall save the city free and harmless from all suits or claims for damages resulting from the negligent grading, removal, placement or storage of rock, sand, gravel, soil or other like material within the city.

3. Blanket financial security deposit (for licensed contractors for multiple residential permits within a construction season.) Licensed contractors working within the city can provide a cash deposit or letter of credit, dated one year from the first application, to cover a permit. Upon completion of a parcel permit the contractor can transfer the letter of credit to another parcel permit. The contractor must notify the city of each new construction area by remitting an application. This financial security deposit will be held by the city until parcel work sites are substantially complete.

(6) Maintaining the financial security. If at any time during the course of the work this amount falls below 50 percent of the required deposit or the dated letter of credit expires, the developer shall make another deposit in the amount necessary to restore the cash deposit or letter of credit to the required amount. If the developer does not bring the financial security back up to the required amount within seven days after notification by the city that the amount has fallen below 50 percent of the required amount the city may:

- a) Withhold inspections. Withhold the scheduling of inspections and/or the issuance of a certificate of occupancy.
- b) Revocation of permits. Revoke any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.

(7) Proportional reduction of the financial security. When more than one-third of the applicant's maximum exposed soil area achieves final stabilization, the city can reduce the total required amount of the financial security by one-third. When more than two-thirds of the applicant's maximum exposed soil area achieves final stabilization, the city can reduce the total required amount of the financial security to two-thirds of the initial amount. This reduction in financial security will be determined by the city staff.

(8) Action against the financial security. The city may access financial security for remediation actions if any of the conditions listed below exist. The city shall use the security to finance remedial work undertaken by the city, or a private contractor under contract to the city, and to reimburse the city for all direct cost incurred in the process of remedial work including, but not limited to, staff time and attorney's fees.

- a) Abandonment. The developer ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.
- b) Failure to implement SWPPP. The developer fails to conform to the grading plan and/or the SWPPP as approved by the city.
- c) Failure to perform. The techniques utilized under the SWPPP fail within one year of installation.
- d) Failure to reimburse city. The developer fails to reimburse the city for corrective action taken.

(9) Emergency action. If circumstances exist such that noncompliance with this section poses an immediate danger to the public health, safety and welfare, as determined by the city, the city may take emergency preventative action. The city shall also take every reasonable action

possible to contact and direct the applicant to take any necessary action. Any cost to the city may be recovered from the applicant's financial security.

(10) Returning the financial security. The security deposited for faithful performance of the SWPPP and any related remedial work shall be released after the completion of the installation of all stormwater pollution control measures as shown on the grading and/or the SWPPP and approval/acceptance of city staff.

(11) Notification of failure of the SWPPP. The city may notify the permit holder of the failure of the SWPPP's measures.

- a) Initial contact. The initial contact will be to the party or parties listed on the application and/or the SWPPP as contacts. Except during an emergency action, 48 hours after notification by the city of the failure of erosion control measures, or non-compliance of the permit, the city at its discretion, may begin corrective work. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. If after making a good faith effort to notify the responsible party or parties, the city has been unable to establish contact, the city may proceed with corrective work. There are conditions when time is of the essence in controlling erosion. During such a condition the city may take immediate action, and then notify the applicant as soon as possible.
- b) Erosion off-site. If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within 48 hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the city, may more than seven calendar days go by without corrective action being taken. If in the discretion of the city, the permit holder does not repair the damage caused by the erosion, the city may do the remedial work required. When restoration to wetlands and other resources are required, the applicant should be required to work with the appropriate agency to ensure that the work is done properly.
- c) Erosion into streets, wetlands or water bodies. If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.
- d) Failure to do corrective work. When an applicant fails to conform to any provision of this policy within the time stipulated, the city may take the following actions.
 1. Issue a stop work order, withhold the scheduling of inspections, and/or the issuance of a certificate of occupancy.
 2. Revoke any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.
 3. Correct the deficiency or hire a contractor to correct the deficiency. The issuance of a permit constitutes a right-of-entry for the city or its contractor to enter upon the construction site for the purpose of correcting deficiencies in erosion control.
 4. Require reimbursement to the city for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within 30 days after costs are

incurred by the city, payment will be made from the applicant's financial securities as described in subsection (8) above.

5. If there is an insufficient financial amount in the applicant's financial securities as described in subsection (8) above then the city may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the city, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minn. Stat. § 429.081 to challenge the amount or validity of assessment.

(12) Enforcement.

- a) Penalties. Any person, firm, or corporation failing to comply with or violating any of these regulations, may be deemed guilty of a misdemeanor and be subject to a \$1,000.00 fine or 90 days imprisonment or both. All land use and building permits must be suspended until the applicant has corrected the violation. Each day that a separate violation exists shall constitute a separate offense.

(13) Abrogation and greater restrictions. It is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this section imposes greater restrictions, the provisions of this section shall prevail. All other ordinances inconsistent with this section are hereby repealed to the extent of the inconsistency only.

In the event that there is a governing entity that has a more restrictive requirement, the more stringent requirement is required.

(Ord. No. 07-10-11, §§ A—G, 10-9-2007; Ord. No. 08-02-01, §§ A—G, 2-11-08; Ord. No. 09-04-03, §§ A — G, 4-27-2009; Ord. No. 10-04-03, 4-12-2010; Ord. No. 17-05-04, Exh. A, 5-8-2017)

Cross reference— Stormwater utility, § 70-201 et seq.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider entering into an Advertising Agreement with a business at Yanmar Arena.

PREPARED BY: Dale Anderson, Director of Parks & Recreation

BACKGROUND:

Advertising is a great source of revenue at the Arena. The following business wishes to enter into an Agreement to have dasher board ads and/or a wall sign:

- Northview Bank

REQUESTED COUNCIL ACTION:

Make a motion to enter into an Advertising Agreement with a business at Yanmar Arena.

AGREEMENT FOR RENTAL OF ADVERTISING SIGN

WHEREAS, the City of Grand Rapids, acting through Yanmar Arena, Lessor, owns a multi-purpose facility; and

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

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

NOW, THEREFORE, IT IS HEREBY AGREED by Yanmar Arena only, Lessor, and **Northview Bank**, Lessee, that the Lessee shall lease for a period of 2 (two) years according to the terms set forth herein and upon the following terms and conditions:

1. Signs will be placed on the interior walls and/or dasherboard of Yanmar Arena only, and Lessor shall have the final decision as to exact location of each sign. The choice of each sign and location shall be on a "FIRST COME, FIRST SERVED" basis. Lessor reserves the right to take into consideration actual placement of signs to insure maximum utilization of all advertising areas on the interior walls and/or dasherboard of Yanmar Arena.
2. The Lessee shall pay to the Lessor in consideration of the sign and/or dasherboard, the sum of \$1,200.00 in cash to the Lessor at the commencement of the rental term as set forth below.
3. The Lease term for the advertising space shall be as follows: January 1, 2024, to December 31, 2025. This contract will be automatically be renewed by the Lessor and Lessee yearly unless the Lessee provides written notice to the Lessor of their intent not to renew said lease. This written notice must be provided no later than December 1 of the year prior to the Lessee's cancellation. For example, if the lease has been automatically renewed for a third year, which would end December 31, 2025, the Lessee must notify the Lessor in writing no later than December 1, 2025, for cancellation effective December 31, 2025.
4. Lessee shall have the first right to rent the advertising signs to Lessee for successive years. Although the signed contract is due within 30 days, lessee will be invoiced and payment in full is due January 15, 2024. The Lessor reserves the right to sell sign space if the payment is not received by January 15, 2024.
5. The Advertising logo and design to be used on the signs shall be provided by the Lessee and subject to approval by the Lessor. The Lessor will not unreasonably withhold its approval of any design submitted by Lessee; however, Lessor reserves the right to set standards for the substance and appearance of any advertising to be placed in Yanmar Arena pursuant to this Agreement.
6. The expense of setup and art work of the sign shall be borne by the Lessee.

- 7. This agreement shall not be changed unless done so in writing by the Lessee.
- 8. The Lessee’s advertising space cannot be sublet or resold.
- 9. All signs and materials are the property of the Lessor.
- 10. All maintenance of the signs will be the responsibility of Yanmar Arena.
- 11. Lease rates and terms are \$1,200.00 per year for 2024 and 2025 for two dasherboard advertisements.

BY: _____
Lessee

DATE: _____

CITY OF GRAND RAPIDS (Lessor)

BY: _____
Mayor

DATE: _____

Tom Pagel, City Administrator

Dated this _____ day of _____, 20____.

AGREEMENT FOR RENTAL OF ADVERTISING SIGN

WHEREAS, the City of Grand Rapids, acting through Yanmar Arena, Lessor, owns a multi-purpose facility; and

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

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

NOW, THEREFORE, IT IS HEREBY AGREED by Yanmar Arena only, Lessor, and **Minnesota Power**, Lessee, that the Lessee shall lease for a period of 2 (two) years according to the terms set forth herein and upon the following terms and conditions:

1. Signs will be placed on the interior walls and/or dasherboard of Yanmar Arena only, and Lessor shall have the final decision as to exact location of each sign. The choice of each sign and location shall be on a "FIRST COME, FIRST SERVED" basis. Lessor reserves the right to take into consideration actual placement of signs to insure maximum utilization of all advertising areas on the interior walls and/or dasherboard of Yanmar Arena.
2. The Lessee shall pay to the Lessor in consideration of the sign and/or dasherboard, the sum of \$1,600.00 in cash to the Lessor at the commencement of the rental term as set forth below.
3. The Lease term for the advertising space shall be as follows: January 1, 2024, to December 31, 2025. This contract will be automatically be renewed by the Lessor and Lessee yearly unless the Lessee provides written notice to the Lessor of their intent not to renew said lease. This written notice must be provided no later than December 1 of the year prior to the Lessee's cancellation. For example, if the lease has been automatically renewed for a third year, which would end December 31, 2025, the Lessee must notify the Lessor in writing no later than December 1, 2025, for cancellation effective December 31, 2025.
4. Lessee shall have the first right to rent the advertising signs to Lessee for successive years. Although the signed contract is due within 30 days, lessee will be invoiced and payment in full is due January 15, 2024. The Lessor reserves the right to sell sign space if the payment is not received by January 15, 2024.
5. The Advertising logo and design to be used on the signs shall be provided by the Lessee and subject to approval by the Lessor. The Lessor will not unreasonably withhold its approval of any design submitted by Lessee; however, Lessor reserves the right to set standards for the substance and appearance of any advertising to be placed in Yanmar Arena pursuant to this Agreement.
6. The expense of setup and art work of the sign shall be borne by the Lessee.

- 7. This agreement shall not be changed unless done so in writing by the Lessee.
- 8. The Lessee’s advertising space cannot be sublet or resold.
- 9. All signs and materials are the property of the Lessor.
- 10. All maintenance of the signs will be the responsibility of Yanmar Arena.
- 11. Lease rates and terms are \$1,600.00 per year for 2024 and 2025 for penalty box advertisements.

BY: Lori C. Melton for Minnesota Power
 Lessee

DATE: 12/12/23

CITY OF GRAND RAPIDS (Lessor)

BY: _____
 Mayor

DATE: _____

 Tom Pagel, City Administrator

Dated this _____ day of _____, 20____.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider adopting a resolution to authorize an operating transfer from the Capital Project Fund-2022 Infrastructure/ARPA Fund to the Capital Project Fund-Municipal State Aid Maintenance Fund.

PREPARED BY: Barb Baird

BACKGROUND:

On August 1, 2023, the City received the final State Aid Maintenance payment for project CP 2003-18, the 21st Street SW Extension Project. With the Iron Range Rehabilitation Board and ARPA funds the City received too much reimbursement money. The excess funds will be used on the City's portion of the County Roundabout Project costs.

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution to authorize an operating transfer from the Capital Project Fund-2022 Infrastructure/ARPA Fund to the Capital Project Fund-Municipal State Aid Maintenance Fund in the amount of \$180,727.00

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

RESOLUTION NO. 23-

A RESOLUTION AUTHORIZING AN OPERATING TRANSFER FROM THE CAPITAL PROJECT FUND- 2022 INFRASTRUCTURE/ARPA FUND TO THE CAPITAL PROJECT FUND-MUNICIPAL STATE AID MAINTENANCE IN THE AMOUNT OF \$180,727

WHEREAS, on August 1, 2023, the City received the final State Aid Maintenance payment for project CP 2003-18, the 21st Street SW Extension Project, and

WHEREAS, with Iron Range Rehabilitation Board and ARPA funds the City received too much reimbursement, and

WHEREAS, the excess funds will be used on the County Roundabout Project, and

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer from the Capital Project Fund-2022 Infrastructure/ARPA Fund to the Capital Project Fund-Municipal State Aid Maintenance in the amount of \$180,727.

Adopted this 18th day of December 2023.

Dale Christy, Mayor

Attest:

Kim Gibeau, City Clerk

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



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider adopting a resolution approving updated City-wide fee schedule

PREPARED BY: Kimberly Gibeau

BACKGROUND:

The City of Grand Rapids periodically reviews fee schedules and updates as necessary. City staff has completed this review and adjusted fees listed for City Wide. The updated fee schedule is attached as Exhibit A to the resolution. Changes of note:

- Itasca Calvary Cemetery fees

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution approving updated City-wide fee schedule.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 23 -

A RESOLUTION AMENDING THE GRAND RAPIDS CITY-WIDE FEE SCHEDULE FOR CITY SERVICES

WHEREAS, Minnesota Law establishes that all municipalities establish fees that are commensurate with service, and that they be fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed; and

WHEREAS, consistent with Minnesota Law, the Grand Rapids City Council establishes the rates to be applied, or charges for, specific areas of service, provided by the City, through the adoption and periodic amendment of a fee schedule; and

WHEREAS, from time to time, staff reviews the department fee schedule to ensure consistency with fees charged, for City services provided; and

NOW THEREFORE, BE IT RESOLVED, that the Grand Rapids City Council hereby amends the Grand Rapids’ City Wide Fee Schedule for City Services as noted in “Exhibit A.”

Adopted this 18th day of December, 2023.

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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

DEPARTMENTAL FEE SCHEDULE FOR CITY SERVICES

Effective Date: 12/18/2023

Item 9.

CITY WIDE FEES	
Photo copy – material provided by the person making request	\$1.00 1 st page - .10 cents each additional page
Data Charges:	
Hourly Rate (charged by ¼ hour)	\$20.00
911 Call Transcript	\$25.00/hour
Physical Copies - up to 100 pages	\$0.25/page
Physical Copies - 101 pages or more	\$0.10/page
CD/DVD	\$5.00/disk
Flash Drive (4-8GB)	\$10.00
Flash Drive (16-32GB)	\$15.00
Notary Service	\$1.00
Certification Service	\$5.00/instance
3.5" x 5" Photo Prints	\$10.00 base plus \$0.25/photo
8" x 12" Photo Prints	\$10.00 base plus \$0.25/photo
ADMINISTRATION DEPARTMENT	
Amusements (theatre)	\$75.00 per screen per year
Circus	\$75.00 event
Fortune Telling	\$35.00 per day
Rollerskating License	\$200.00 per year
Intoxicating Liquor	
Private On-Sale	
Investigation Fee	\$150.00
Annual License Fee	\$2,500.00
Annual On-Sale Wine	\$550.00
Sunday On-Sale	\$200.00
Limited Season On-Sale	\$100.00 For licensees with service of less than thirty (30) days in a seasonal period less than six (6) months in duration.
Club On-Sale	
Club with under 200 members	\$300.00
201- 500 members	\$500.00
501- 1,000 members	\$650.00
1,001 – 2,000 members	\$800.00
More than 2,000	\$1,000.00
Sunday On-Sale	\$150.00
Private Off-Sale	\$150.00
Temporary On-Sale	\$20.00
Convention Facilities Transfer On-Sale	
City issued on-sale license	\$25.00
Adjacent municipality	\$100.00

Non-intoxicating malt liquor 3.2	
Annual on-sale	\$275.00
Annual off-sale	\$100.00
Temporary on-sale	\$25.00
Brewer Taprooms/Brewpubs	
Taproom/Brewpub Annual On-Sale	\$350.00 includes Sunday sales
Brewer Annual Off-sale (Growlers)	\$200.00
Synthetic Drug Establishments	\$600.00 annually
Sidewalk Café	\$25.00
Taxicabs	\$25.00 each vehicle
Fireworks	350.00 – tents, etc.) 100.00 – retail buildings (in store)
Peddlers, Solicitors and Transient Merchant <small>(Resolution No. 06-110)</small>	\$150.00 per year
Permit to keep Chickens	\$20.00 per year
AIRPORT	
Landing Fees	\$1.00 per 1,000 lbs
CENTRAL SCHOOL BUILDING	
Monthly Rental Fees	
Garden Level	\$Varies by Suite
1 st Floor	\$12.31 *
2 nd Floor	\$11.88 *
CIVIC CENTER	
Ice time	\$180.00/per hour
	\$75.00 per hour – Miner’s Pavilion (non-GRAHA)
Dryfloor space East Venue	\$700.00 per day – receptions/parties
	\$1,300.00 per day - commercial
	\$1,850.00 – Wedding Receptions
West Venue	\$600.00 per day – receptions/parties
	\$1,200.00 per day – commercial
Miner’s Pavilion	\$20.00 per hour – sports
	\$100.00 half day event
	\$200.00 full day event
Lobby space	\$30.00 per hour (minimum 2 hours)
Tables	\$9.00 each
Chairs	\$1.00 each
Linens	TBD
Staging	\$20.00 per 4’ x 8’ section
Skate Sharpening	\$5.00
Public Skating	\$2.00 children & seniors

	\$3.00 adults	Item 9.
Open Hockey	\$7.00	
Wall Advertising	\$600.00 per year	
In-Ice Advertising	\$1,250.00 per year	
Resurfacers Advertising	\$300 - \$1,500.00 per year	
Dasher Advertising	\$800.00 per year for 1, \$1,200.00 per year for 2	
Scoreboard Advertising	\$700.00 per year	
Banner Advertising	\$750.00 per year	
Wall Sign & 1 Dasher	\$1,200.00 per year	
Wall Sign & 2 Dashers	\$1,600.00 per year	
COMMUNITY DEVELOPMENT		
Building Permits		
\$1.00 - \$500.00	\$23.50 *	
\$501.00 - \$2,000.00	\$23.75 * for the first \$500.00 plus \$3.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	
\$2,001.00 - \$25,000.00	\$70.00 * for the first \$2,000.00 plus \$14.20* for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00	
\$25,001.00 to \$50,000.00	\$391.65* for the first \$25,000.00 plus \$10.20* for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	
\$50,001.00 to 4100,000.00	\$650.20* for the first \$50,000.00 plus \$7.10* for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	
\$100,001.00 to \$500,000.00	\$1,003.70* for the first \$100,000.00 plus \$5.66* for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	
\$500,001.00 to \$1,000,000.00	\$3,266.10* for the first \$500,000.00 plus \$4.80* for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	
\$1,000,001.00 and up	\$5,664.85* for the first \$1,000,000.00 plus \$3.18* for each additional \$1,000.00 or fraction thereof	
	Projects valued at greater than \$5,000,000.00 the City may, at its own discretion, negotiate this component of the building permit fee with the project owner/developer.	
Annual building Permit (as per MN Rule 1300.0120, Subparts 2 and 3)	\$505.00*	
Plan Review Fee	65% of the Permit fee	
Plan Review Fee (Similar Plans)	25% of the Permit fee	
State Surcharge	(As per MN Statute 16B.70)	
Other Inspections and Fees:		
1. Outside of normal business hours	\$55.55/hour*	
2. Re-inspection fees	\$55.55/hour*	

3. Inspections for which no fee is specifically indicated	\$55.55/hour*				Item 9.
4. Additional plan review required by changes, additions, or revisions to plans	\$55.55/hour*				
5. Investigation Fee	\$55.55/hour*				
6. Work commencing without building permit.	Investigative Fee/Double building permit fee. (as per MN Rule 1300.0160, Subpart 8).				
7. For use of outside consultants for plan checking and inspections or both.	Actual costs, including administrative and overhead				
8. Investigating and resolving Property Maintenance Code violations	\$55.55/hour*				
Flat fees for small Residential projects	Base Permit Fee	Plan Check Fee	State Surcharge Fee	Total Fee	
Re-roofing	\$60.00		\$1.00	\$61.00	
Garage Door	\$40.00		\$1.00	\$41.00	
Siding Replacement	\$60.00		\$1.00	\$61.00	
All Regulated Signs-requiring structural review.	\$57.88	\$37.62	\$1.00	\$96.50	
Detached Steps/Deck over 30" high (non-enclosed)	\$40.30	\$26.20	\$1.00	\$67.50	
Attached Steps/Deck (non-enclosed)	\$79.70	\$51.80	\$1.00	\$132.50	
Covered porch (non-enclosed)	\$113.03	\$73.47	\$1.00	\$186.50	
Fence over 6 feet in height	\$57.88	\$37.62	\$1.00	\$96.50	
Retaining Wall -Over 4 feet in height	\$57.88	\$37.62	\$1.00	\$67.50	
Egress Windows (new)	\$40.30	\$26.20	\$1.00	\$67.50	
Residential Window replacement	\$60.00		\$1.00	\$61.00	
Furnace-Replacement	\$40.30	\$26.20	\$1.00	\$67.50	
Water Heater/Softener	\$40.30	\$26.20	\$1.00	\$67.50	
Replace sink, toilet, faucet, tub (minor repairs)	\$14.50		\$1.00	\$15.50	
Residential & Commercial Demolitions	\$40.00*		\$1.00	\$41.00	
Fireplaces -& free standing stoves (Gas or Wood)	\$54.85*	\$35.65	\$1.00	\$91.50	
Emergency Number Sign	\$75.00 each				
Comprehensive Plan	\$15.15* each				
Comprehensive Plan Appendix	\$25.25* each				
Zoning Letter	\$35.35* each				
Zoning Map	\$15.15*each				
Zoning Ordinance	\$30.30* each				
Subdivision Ordinance	\$5.05* each				
Zoning Permit (Residential)	\$55.55*				
Zoning Permit (Commercial)	\$65.65*/hour (actual cost)				
Fill Permit	\$75.75*				
Sign permit (for signs not requiring structural review)	\$55.55*				92

Conditional Use Permit	\$505.00*	Item 9.
Conditional Use Permit-General Sales and Service with a building footprint greater than 70,000 s.f. (Res. 07-35)	Total Actual Cost Incurred by the City (\$3,500 deposit required via escrow agreement)	
Environmental Assessment Worksheet preparation, review and processing	Total Actual Cost Incurred by the City (\$10,000 deposit required via escrow agreement)	
Subdivision	\$2,525.00*	
Minor Subdivision (Res: 13-71)	\$1,200.00	
Payment in Lieu of Commercial Land Dedication	\$135.00 per Worker	
Planned Unit Development	\$2,525.00*	
Rezoning or zoning Text Amendment	\$505.00*	
Variance	\$252.50*	
Right-of-Way/Easement	\$505.00*	
Rental Permit Fees (Annually)		
1 unit residential	\$100.00	
Duplex residential (2 units)	\$150.00	
Multi-Unit Residential Buildings		
3 – 6 units	\$200.00/building	
7 – 10 units	\$300.00/building	
11 – 12 units	\$360.00/building	
13 – 24 units	\$500.00/building	
25 units & up	\$700.00/building	
Other fees charged when incurred:		
Re-inspection fee for 3 rd and each additional inspection require for compliance	\$100.00/each	
Complaint-based inspection (with validated violation)	\$100.00/each	
Late Rental Registration Penalty	\$100.00/each	
Reinstatement Fee of Suspended Rental License	\$500.00/each	
First-time Rental Registration Fee (Rental Initiation Fee)	\$400.00/each	<i>Not including first year registration.</i>
Failure to Transfer Ownership of Penalty	\$100.00/each	
Operating without a License Penalty	\$500.00/each	
Appeal (Rate applies to each structure involved in the appeal.)	\$200.00/each	
Failure to Designate a Local Manager	\$100.00/each	
ENGINEERING DEPARTMENT		
Right of Way Improvement permit	\$50.00	
After-the-Fact ROW Permit	Two times original permit fee	
Bench Pad	\$900.00	
Small Wireless Facility Fees		
Permit Application Fee	\$1,000.00/unit (new structure); \$500 (existing structure)	

Co-location Rent	\$175.00 per year per site	Item 9.	
Monthly Fee for Electrical Service per radio node less than or equal to 100 max watts	\$73.00 per radio node		
Monthly Fee for Electrical Service per radio node over 100 max watts	\$182.00 per radio node		
Stormwater Permit Application			
Residential	\$25.00		
Commercial/Industrial (0 ac – 1 ac)	\$100.00		
Commercial/Industrial (1 ac – 3+ ac)	\$175.00		
Commercial/Industrial (3+ ac)	\$300.00		
Stormwater Pollution Prevention Deposit			
Residential	\$500.00		
Commercial/Industrial	\$1,000.00/\$100,000 or project cost		
Stormwater Utility Rates		As of 5/1/2020	As of 1/1/2021 As of 1/1/2022
Single-Family	\$8.00	\$8.50	\$8.75
Multi-Family	\$29.24	\$31.07	\$31.98
Commercial	\$44.78	\$47.58	\$48.98
Industrial	\$44.78	\$47.58	\$48.98
Institutional	\$39.72	\$42.20	\$43.44
City Map	\$10.00		
Prints:			
24/24	\$3.50 each		
24/36	\$5.00 each		
36x48	\$10.00		
Aerials contours (hard copies)	\$40.00 first copy - \$5.00 additional copy of same		
Aerial electronic photos (1 photo 160 acres)	\$150.00		
Aerial prints 8 ½ x 11 with property and utility	\$10.00 per parcel		
GIS Technician	\$32.47/Hour		
FINANCE DEPARTMENT			
Assessment Certificates	\$15.00		
Fax	\$2.00 first page (10¢ each additional page)		
Worthless Check	\$30.00		
FIRE DEPARTMENT			
Fire report	See City wide fees relative to photo copies		
Itasca Cty false alarm ordinance – 4 th false alarm and up	\$500.00		
Yearly Day Care/Foster Care	\$50.00		
Inspection fees	\$50.00		

Inspection Fees:	
First Fire Inspection	.00
Second Inspection only if violation isn't fixed or substantial progress is not made on violations	\$125.00
Each additional inspection	\$100.00 increments up to \$500.00
Complaint based inspections (considered a first inspection)	.00
Requested fire inspection	\$50.00/hour (\$50.00 minimum)
Storage of Flammable Liquids:	
Bulk storage of flammable liquids	\$150.00/year
Bulk storage of liquefied petroleum (LP)	\$150.00/year
Each station dispensing liquefied petroleum (LP)	\$50.00/year
Above or underground fuel tank installation	\$50.00
Underground tank removal	\$50.00
Hotel Inspection Fees:	
Base fire inspection fee (includes one follow-up inspection)	\$435.00
• Up to 35 rooms	\$6.00/room
• 36 to 100 rooms	\$7.00/room
• 101 or more rooms	\$8.00/room
Follow-up inspection fee (if more than one)	\$225.00

ITASCA CALVARY CEMETERY		
Standard Grave	Resident	Non-Resident
Grave Site Purchase	\$350.00	\$600.00
Casket Burial		
Interment/Grave Excavation	\$600.00	\$600.00
Interment/Grave (after hours & Saturdays)	\$900.00	\$900.00
Interment (holidays & Sundays)	\$1,250.00	\$1,250.00
Disinterment	\$1,500.00	\$1,500.00
Re-Interment	\$600.00	\$600.00
Cremaains Burial		
Interment	\$150.00	\$150.00
Interment (after hours, weekends, holidays)	\$250.00	\$250.00
Disinterment	\$200.00	\$200.00
Infant Grave		
¼ Grave Site Purchase	\$190.00	\$310.00
Interment	\$170.00	\$170.00
Interment (after hours, weekends & holidays)	\$270.00	\$270.00
Disinterment	\$350.00	\$350.00
Stone Setting Fee		
Single	\$75.00	\$75.00
Double	\$100.00	\$100.00
Forms		
2" Border	\$100.00	\$150.00

4" Border	\$150.00	\$200.00	Item 9.
Military	VA Designates price		
PARKS AND RECREATION			
User Fees (softball, baseball & soccer leagues)	\$10.00 per player		
Veteran's Park Pavilions	\$25.00 per day per pavilion (no fee for non-profit)		

POLICE DEPARTMENT	
Pound Fee	\$10.00/day
Disposal of Animals:	
Dog	100% of Vet Charges
Cat	100% of Vet Charges
Vehicle Tow Fees	Rate charged by towing company to the City.
Funeral Escort	\$50.00
CBD Parking Permits	\$25.00 annually
Golf Cart Permit Fee	\$25.00 annually
False Alarm	N/C 1 st through 3 rd false alarm \$50.00 4 th false alarm \$75.00 5 th false alarm \$100.00 6 th false alarm \$125.00 7 th false alarm \$150.00 8 th false alarm \$175.00 9 th false alarm \$500.00 10 th false alarm \$500.00 all calls after 10 th
POLICE ADMINISTRATIVE PENALTIES	
Alcohol – Consuming Alcohol in unauthorized places	\$60.00
Animals:	
Vicious animal	\$50.00
All other animal violations	\$25.00
Registration of a Dangerous Dog (Res. 06-61)	\$500.00
Fireworks:	
Illegal Use, Possession	\$250.00
Miscellaneous:	
Curfew	\$25.00
Failure to apply for license	\$100.00
Golf cart and all terrain vehicle violations	\$60.00
Illegal dumping	\$50.00
Noise complaints	\$50.00
Noise complaints second violation in 12 months	\$100.00
Park ordinance violations	\$25.00

Public nuisance	\$100.00	Item 9.
Snowmobile Violations	\$60.00	
Skateboard violations	\$40.00	
Trespassing	\$50.00	
Display for sale vehicles (Ord. 23.7-D1)	\$50.00	
Parking:		
Fire Lane	\$50.00	
Blocking Fire Hydrant	\$50.00	
Failure to pay all parking fines after 30 days	50.00	
Traffic:		
Exhibition Driving (Prohibited)	\$60.00	
Speed (1-10 mph over posted limit)	\$60.00*	(as required by State Statute 5-21-09)
Stop Signs Violation	\$60.00*	(as required by State Statute 5-21-09)
Unreasonable Acceleration	\$60.00*	(as required by State Statute 5-21-09)
Mufflers 169.69 (Add) Hitching 169.46 (Add) Unsafe Equipment 169.47 Headphones/TV Screen 169.471 Use of Wireless Comm. Device 169.475 Vehicle Lighting 169.48 Headlamps 169.49 Rear lamps 169.50 Clearance & Marker Lamps 169.51 Projecting load; light or flag 169.52 Slow moving vehicle, no sign 169.522 Lights for parked vehicles 169.53 Lights on all vehicles 169.53 Auxiliary lights 169.56 Vehicle Signals 169.57 Identification lamps 169.58 Warning Lights 169.59 Distribution of light 169.60 Composite Beam 169.61 Number of lamps 169.63 Prohibited lights 169.64 Specs for lightning & other devices 169.65 Brakes 169.67 Horn, siren 169.68 Motor vehicle noise limits 169.693 Rear view mirror 169.70 Windshield 169.71 Tire surface; metal studs 169.72 Tires considered unsafe 169.723/169.724 Bumpers, safeguards 169.73 Wheel flaps on truck & trailer 169.733 Automobile fenders 169.734	\$60.00*	(as allowed by State Statute 5-21-09)

Safety glass 169.74 Flares, flags or reflectors required 169.75		Item 9.
Citation Hearing Fee	\$30.00	
Weapons:		
Discharge of Display of Pellet/Guns	\$50.00	
PUBLIC WORKS		
Equipment Hourly rates: **		
Pickups	\$25.00	
Trucks / Plows	\$45.00	
Heavy equipment	\$80.00	
Mowing Equipment	\$25.00	
Chipper, compressor, steamer	\$25.00	
Lawn movers/weed eaters	\$15.00	
Ice Resurfacer (Zamboni)	\$175.00	
Materials: **		
Cold Mix	\$130.00/ton	
Sand	\$15.00/yard	
Straight Salt	\$75.00/yard	
Treated Salt	\$90.00/yard	
Paint	\$13.37/gal.	
Magnesium Chloride	\$1.50/gal.	
Mailbox installation	\$275.00 (includes post and mailbox)	
<p>** Rates apply to contract services provided for Intergovernmental agencies such as Itasca County, MNDOT, ICC, School District 318, and the DNR. Hourly wage and benefits to be included in addition to listed hourly equipment rates. The only exception is the fee for the ice resurfacer</p>		



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider adopting a Resolution Establishing 2024 Compensation for City of Grand Rapids Exempt & Non-Exempt Non-Represented Employees.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

We have collective bargaining agreements with five bargaining units where we have agreed to 2024 wage increases. In the past, we have tried to keep pay increases consistent to avoid compression issues amongst the different classifications. Attached is a resolution indicating the recommended increases for the City of Grand Rapids' Exempt and Non-Exempt Non-Represented employees. The recommended increases include a 2.75% cost of living adjustment as well as some longevity pay recommendations.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution establishing 2024 compensation for City of Grand Rapids Exempt & Non-Exempt Non-Represented Employees.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION No. 23-
ESTABLISHING COMPENSATION FOR
CITY OF GRAND RAPIDS
NON-REPRESENTED EMPLOYEES

WHEREAS, the Grand Rapids City Council has established that employment with the City of Grand Rapids should be attractive from a career perspective and that the compensation and benefit plan for the City of Grand Rapids' non-represented employees shall be founded on the principle of equitable and adequate compensation and benefits; and further, that said compensation and benefit plan shall be as competitive as possible in the judgment of the City in order to attract and retain people of the highest caliber so that the citizens of Grand Rapids can be assured that their best interests are being served; and

WHEREAS, the City of Grand Rapids' past practices provide that adjustments to salary schedules are generally made on January 1st and are based on such factors as changes in the cost-of-living, labor markets, recruiting experience, financial condition of the city, reclassification studies, etc.; and

WHEREAS, the City has ratified all contracts with the City's bargaining units through December 31, 2024; and

WHEREAS, the City has not adjusted salaries for non-represented employees for the period January 1, 2024 through December 31, 2024; and

WHEREAS, the City Administrator has evaluated all Department Heads and has determined that they all have either met or exceeded their job requirements; and

NOW, THEREFORE IT BE RESOLVED that the exempt and non-exempt non-represented staff receive a cost of living adjustment of 2.75% of their base salary as well as other adjustments as indicated on the attached spreadsheet. Fire Officers and paid on-call hourly Firefighters receive a cost of living adjustment of 2.75%. Hospital Security full and part-time personnel will receive a 2.75% cost of living adjustment as well as other adjustments as indicated on the attached spreadsheet. All increases will be effective January 1, 2024.

BE IT FINALLY RESOLVED that regular City employees who are in collective bargaining agreements with the City, part-time, temporary and seasonal employees, and elected officials are specifically excluded from this resolution. Pay increases for union employees are governed by their collective-bargaining agreements, and all other 2024 salary increases will have already been approved by the City Council.

Adopted this 18th day of December, 2023.

Dale Christy, Mayor

ATTEST:

Kimberly Gibeau, City Clerk

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

Proposed 2024 Salary Adjustments

Department	Name	Grade	2024 Years		2023 Actual	2024 Proposed
				in position		
Golf	Cody Alleman	6		6	48,763.42	50,104.41
Police/Hospital Security	Marvin Anderson	7		0	47,923.20	49,241.09
Police/Hospital Security	Christina Davis	7		2	49,230.10	51,918.84
Police/Hospital Security	August Stoval	7		1	47,930.98	50,583.96
Police/Hospital Security	Jared Anderson	7		6	54,426.70	57,258.35
Police/Hospital Security	Gary DeGrio	8		9	63,787.90	67,000.74
Building Safety Div	Shawn Graeber	8		2	60,023.26	61,673.90
Building Safety Div	Lance Kushel	8		2	60,023.26	61,673.90
Community Development	Paul Martinetto	10		1	66,798.78	68,635.75
Information Technology	Jamey Serich	10		1	66,798.77	68,635.74
Information Technology	Lasha Karels	11		12	81,621.12	83,865.70
Library	Amy Dettmer	11		16	81,621.12	83,865.70
Golf	Bob Cahill	13		35	93,448.16	96,017.98
Golf	Tom Beaudry	13		0	0.00	96,017.90
Finance	Laura Pfeifer	13		13	93,448.11	96,017.93
Public Works	Kevin Koetz	13		4	83,596.19	85,895.09
Library	Will Richter	13		5	85,483.20	87,833.99
Community Development	Jon Peterson	13		2	87,505.52	89,911.92
Parks & Recreation	Dale Anderson	13		24	93,448.08	96,017.90
Ass. Comm. Dev.	Dan Swenson	14		1	96,988.94	99,656.14
Information Technology	Erik Scott	14		15	99,989.45	102,739.16
Administration	Chery Pierzina	14		1	99,989.45	102,739.16
Police	Jeremy Nelson	15		2	96,545.66	99,200.67
Police	Kevin Ott	15		3	99,205.81	101,933.97
Fire	Travis Cole	15		4	96,545.66	99,200.67
Finance	Barb Baird	15		15	106,988.71	109,930.90
Community Development	Rob Mattei	15		22	106,988.71	109,930.90
Public Works/Eng	Matt Wegwerth	16		5	106,464.62	109,392.40
Administration	Chad Sterle	16		6	113,690.63	116,817.12
Police	Andrew Morgan	16		2	109,205.82	112,208.98
Administration	Tom Pagel	18		11	134,670.08	138,373.51



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

REQUEST FOR COUNCIL ACTION

- AGENDA DATE:** December 18, 2023
- AGENDA ITEM:** Consider adopting a resolution authorizing the City to make application to the Minnesota Dept. of Iron Range Resources and Rehabilitation Development Partnership grant program for the Downtown Organization Project.
- PREPARED BY:** Rob Mattei, Director of Community Development

BACKGROUND:

The Grand Rapids Economic Development Authority (GREDA), with assistance provided by the Blandin Foundation and the MN Department of Iron Range Resources and Rehabilitation, has completed a community planning process that featured active public participation to combine local knowledge and leadership with professional expertise and guidance in the preparation of an updated Downtown Plan. The Downtown Plan articulates an up-to-date vision and implementation strategy focused on the core concept of activation through physical design, investment strategies, economic niche and business mix and downtown organization.

The planning process brought to light that Grand Rapids lacks the organizational capacity to support a vibrant downtown. The establishment of that organizational capacity is a key objective of the Downtown Plan, and, therefore, a necessary first step in the short- and long-term implementation of the Plan. The proposed project involves funding professional assistance to review successful peer markets and guide/facilitate the development of an appropriate organization structure, leadership, goals, and budget for the first 3-5 years of operation.

A vibrant Downtown, through an organized and engaged group of downtown business owners, property owners, public and non-profit entities will serve to attract new talent, business investment and strengthen existing businesses in the heart of the City. The businesses in this area serve a retail trade-area population of 49,000 residents in Itasca, Aitkin and Cass and St. Louis counties.

Furthermore, according to a data source subscription obtained by VGR, the City and Itasca County that extracts cell phone data within geofenced areas, downtown Grand Rapids is the most visited point of interest in Itasca County, attracting over 85,000 unique visitors traveling from further than 50 miles away, in 2021.

The new organization will need to raise funds and recruit volunteer leadership and appropriate staff, consultants, and/or contract with partner organizations to ensure that organizational goals can be accomplished. To be successful on an ongoing basis, the organization must create systems to measure progress and impact in achieving goals. With this information, the organization can refine and adjust their strategies as needed. The organization also needs to establish and implement systems for communicating regularly with business and property owners, funders, community stakeholders and potential downtown investors. It is also essential to build the capacity to communicate effectively with area residents, visitors, and potential visitors, and support a range of events as a sponsor or partner.

GREDA has already secured a \$55,000 grant from the Blandin Foundation for this project. They are seeking a \$15,000 grant from the IRRR Development Partnership Grant Program.

The total budget for the project is as follows:

Revenue:	
<i>Blandin Foundation</i>	<i>\$55,000</i>
<i>IRRR Development Partnership (not secured)</i>	<i>15,000</i>
<i>GREDA</i>	<i>15,000</i>
Total:	\$85,000
Expenses:	
<i>Consultant Fees</i>	<i>\$62,550</i>
<i>Tour (transportation, food, and lodging)</i>	<i>18,200</i>
<i>GREDA (in-kind)</i>	<i>4,250</i>
Total:	\$85,000

REQUESTED COUNCIL ACTION:

Make a motion to adopt the resolution authorizing the City to make application to the Minnesota Dept. of Iron Range Resources and Rehabilitation Development Partnership grant program for the GREDA Downtown Organization Project.

CITY OF GRAND RAPIDS, MINNESOTA
RESOLUTION NO. 23-

STATE OF MINNESOTA)
COUNTY OF ITASCA)
CITY OF GRAND RAPIDS)

**RESOLUTION AUTHORIZING THE CITY TO MAKE APPLICATION TO THE
MINNESOTA DEPT. OF IRON RANGE RESOURCES AND REHABILITATION
DEVELOPMENT PARTNERSHIPS GRANT PROGRAM FOR THE GRAND RAPIDS
EDA DOWNTOWN ORGANIZATION PROJECT**

WHEREAS THE Grand Rapids City Council approves of the above application,
because it supports community and economic development that is consistent with the
Comprehensive Plan.

NOW THEREFORE BE IT RESOLVED that the City Council of Grand Rapids,
Minnesota does hereby adopt this resolution.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. _____ was declared duly passed and adopted this
18th day of December, 2023

Mayor

Attest: _____
City Clerk



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider approving temporary liquor licenses for Itasca Curling Association for January, February and March events.

PREPARED BY:

BACKGROUND:

Itasca Curling Association has submitted temporary liquor license applications for events scheduled in January, February and March of 2024. Staff is recommending approval.

REQUESTED COUNCIL ACTION:

Make a motion to approve temporary liquor licenses for Itasca Curling Association for January, February and March events.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider adopting a resolution authorizing an application to the Minnesota Department of Iron Range Resources Housing Grant Program.

PREPARED BY: Rob Mattei, Director of Community Development

BACKGROUND:

The Grand Rapids Economic Development Authority (GREDA) and the City of Grand Rapids are working with Oppidan, Inc., a Minnesota housing developer, to plan for their development of a 4-story, 132-unit workforce housing project on a GREDA owned 15-acre site.

The city of Grand Rapids is experiencing significant growth. Several companies are opening new facilities or expanding existing facilities in the city and expect to create upwards of 500 jobs in the coming years. ASV/Yanmar is expanding their existing facility and is planning to add hundreds of new jobs in the next five years. L&M Fleet Supply estimates the addition of 50 jobs with the build out of their warehouse/distribution facility. Lastly, the IRRR and the City are working with a business planning to purchase the Ainsworth site to build out a new cannabis cultivation, manufacturing, and distribution facility that could create between 300-400 jobs.

In addition to that projected economic growth, the city is also facing a detrimental lack of housing supply. Rental vacancy, across the market is 0% and there are no new rental housing projects under construction or in planning today, outside of Oppidan's 132-unit project. The businesses that are expanding their footprint in Grand Rapids cannot be successful in growing their workforce without an influx of housing supply in the coming years. Oppidan's project will help meet the needs of the growing workforce.

However, the project has a sizeable gap in its capital stack and cannot move forward without subsidy. The City of Grand Rapids, alongside Oppidan, will pursue grant funding from the Minnesota Workforce Housing Development Program and from the IRRR Housing Fund. This grant request seeks a contribution towards the project in the amount of \$750,000.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution authorizing an application to the Minnesota Department of Iron Range Resources Housing Grant Program.

CITY OF GRAND RAPIDS, MINNESOTA
RESOLUTION NO. 23-

STATE OF MINNESOTA)
COUNTY OF ITASCA)
CITY OF GRAND RAPIDS)

**RESOLUTION AUTHORIZING THE CITY TO MAKE APPLICATION TO THE
MINNESOTA DEPT. OF IRON RANGE RESOURCES AND REHABILITATION
HOUSING GRANT PROGRAM FOR THE GRAND RAPIDS OPPIDAN WORKFORCE
HOUSING PROJECT**

WHEREAS THE Grand Rapids City Council approves of the above application, because it supports community and economic development that is consistent with the Comprehensive Plan.

NOW THEREFORE BE IT RESOLVED that the City Council of Grand Rapids, Minnesota does hereby adopt this resolution.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. _____ was declared duly passed and adopted this 18th day of November, 2023

Mayor

Attest: _____
City Clerk



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023
AGENDA ITEM: Consider sale of Pokegama Golf Course Carts
PREPARED BY: Bob Cahill

BACKGROUND:

The purchase of 50 new club car golf carts was approved by Council November 22, 2022. These carts are scheduled for a March 15 delivery. A portion of the funding for the carts is to come from the sale of 37 of our current fleet of carts.

We are keeping 10 of our 2016 Club Car Precedent carts to increase our rental fleet to 60 carts and we are keeping 3 of our 2011 carts to be used as utility carts for our maintenance crew.

A minimum of two quotes will be brought back to the Council in early 2024 for approval to sell the carts.

REQUESTED COUNCIL ACTION:

Make a motion to approve the Sale of 15, 2016 Club Car Precedent Electric Golf carts, and 22, 2011 DC Electric Club Car carts. Proceeds from the sale will be applied toward the purchase of the 50 new Club Car carts.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Approve 2024 Taxi license for Rapid Taxi, contingent upon receipt of required documentation and fees.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Rapid Taxi is required to renew licensing each year. The Grand Rapids Police Department conducts taxi inspections and each vehicle is required to be compliant prior to licensing.

REQUESTED COUNCIL ACTION:

Make a motion to approve 2024 taxi cab licensing for Rapid Taxi contingent upon receipt of documentation and fees.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Approve 2024 Theatre License for Mann Theatres Inc.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Mann Theatres is required to submit applications to renew licenses for each screen within the theatre. Mann has 8 screens that they wish to renew.

REQUESTED COUNCIL ACTION:

Make a motion to approve 2024 Theatre License for Mann Theatres 8 screens.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider approving temporary liquor licenses for MacRostie Art Center events

PREPARED BY: Kimberly Gibeau

BACKGROUND:

State Statute allows businesses that meet criteria to obtain temporary liquor licenses for alcohol service at events. Each qualifying business is allow to obtain licenses for a total of 12 days of service in variations of 1 – 4 days.

MacRostie Art Center has submitted applications for the months of February – June, 2024, and paid required fees. Applications are attached for review.

REQUESTED COUNCIL ACTION:

Make a motion to approve temporary license for MacRostie Art Center as presented and authorize submittal to State of MN AGED department for issuance.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023
AGENDA ITEM: Consider adopting the Earned Sick and Safe Time Policy
PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

Effective Jan. 1, 2024, Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work at least 80 hours annually in the state. Sick and safe time can be used when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking. Earned Sick and Safe Leave (ESST) is paid time off available to all employees, including paid on-call firefighters, temporary, seasonal, and part-time employees.

The attached policy meets the provisions of law and has been reviewed by Human Resources, the Finance Department, and our labor attorney.

To review Minnesota's ESST requirements, see [Minnesota Statutes 181.032](#) and [181.9445-181.9448](#).

REQUESTED COUNCIL ACTION:

Make a motion to adopt the Earned Sick and Safe Time Policy effective January 1, 2024.

CITY OF GRAND RAPIDS

EARNED SICK AND SAFE LEAVE POLICY

January 1, 2024

Earned Sick and Safe Leave

“Earned Sick and Safe Leave” (ESST) is paid time off available to all employees, including paid on-call firefighters, temporary, seasonal, and part-time employees, performing work for at least 80 hours in a year for the City of Grand Rapids.

For the purposes of this policy, a year is defined as the City’s fiscal year, or the 12-month period beginning in January and ending in December. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the City of Grand Rapids. Paid Sick and Safe Leave hours will not be counted as hours worked for the purposes of any overtime calculation. In no circumstance shall Earned Sick and Safe Leave hours exceed 80 hours in any fiscal year. Unused Earned Sick and Safe Leave is not transferrable, nor may an employee donate it to another employee.

Employees may have additional rights under other local, state, or federal laws, such as family and medical leave, disability, labor relations, workers compensation, and other laws.

FULL-TIME EMPLOYEES

For full-time and probationary employees, the City of Grand Rapids provides flexible time off (FTO) that meets or exceeds the requirements of the law. Therefore, full-time and probationary employees, please be advised that the first 48 hours of flexible time off (FTO) leave a full-time and/or probationary employee uses in a fiscal year will be cross-designated as ESST.

If the full-time and/or probationary employee chooses to use FTO hours for reasons other than those outlined in this policy as ESST eligible hours, the full-time and/or probationary employee will not be provided with additional ESST hours. While full-time and/or probationary employees may use FTO hours for an ESST purpose, the employee will not be provided with additional ESST hours once available FTO hours have been exhausted.

Full-time and/or probationary employees with secondary positions with the City of Grand Rapids, such as paid on-call firefighters, shall not receive additional FTO or ESST hours beyond the FTO hours received as a full-time employee.

PAID ON-CALL FIREFIGHTERS, TEMPORARY, SEASONAL, AND PART-TIME EMPLOYEES

At the beginning of each fiscal year, beginning January 1, 2024, 80 hours of Earned Sick and Safe Leave hours will be available for paid on-call firefighters, temporary, seasonal, and part-time employees’ immediate use. Paid on-call firefighters, temporary, seasonal, and part-time employees are not eligible to carryover unused Earned Sick and Safe Leave into the following year.

CITY OF GRAND RAPIDS

EARNED SICK AND SAFE LEAVE POLICY

Earned Sick and Safe Leave Use

The Earned Sick and Safe Leave hours may be used in the smallest increment of time tracked by the City's payroll system (1/4 hour or quarter hour) for the following circumstances:

- The employee's mental or physical illness, injury, or health condition; need for diagnosis, care, or treatment; or need for preventative care;
- A family member's mental or physical illness, injury, or health condition; need for diagnosis, care, or treatment; or need for preventative care;
- Absence due to domestic abuse, sexual assault, or stalking of the employee or a family member, provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;
- Closure of the employee's workplace due to weather or public emergency or an employee's need to care for a family member due to closure of the family member's school or place of care due to weather or public emergency;
- The employee's inability to work or telework because the employee is:
 - Prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and
- When determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease, whether or not they have actually contracted a communicable disease.

For Earned Sick and Safe Leave purposes, "family member" includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling

CITY OF GRAND RAPIDS

EARNED SICK AND SAFE LEAVE POLICY

- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one non-family individual annually designated by the employee

Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable (such as for a scheduled medical appointment), the City of Grand Rapids requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe Leave, as soon as practicable, by providing a written notice to the immediate supervisor, department head, and human resources.

When an employee uses Earned Sick and Safe Leave for more than three consecutive days, the City of Grand Rapids may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The City of Grand Rapids will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

In accordance with state law, the City of Grand Rapids will not require an employee using Earned Sick and Safe Leave to find a replacement worker to cover the hours the employee will be absent.

Retaliation prohibited

The City of Grand Rapids shall not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee because they have exercised or attempted to exercise their rights under the Earned Sick and Safe Leave law, including, but not limited to, requesting, or using Earned Sick and Safe Leave. Employees have the right to file a complaint with the Minnesota Department of Labor and Industry or bring a civil

CITY OF GRAND RAPIDS

EARNED SICK AND SAFE LEAVE POLICY

action if the City of Grand Rapids has denied Earned Sick and Safe Leave or if they have been retaliated against for requesting or using Earned Sick and Safe Leave.

Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the City of Grand Rapids may use. Additionally, it is unlawful to report or threaten to report a person or a family member's actual or suspected citizenship or immigration status for exercising or attempting to exercise any right under the Earned Sick and Safe Leave law.

Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the City's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their City employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the City of Grand Rapids and the employee is rehired within 180 days of separation, Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use Earned Sick and Safe Leave at the commencement of reemployment.

This policy may be revised or updated at any time. In the effect this policy is updated or revised, employees shall receive an updated copy of the policy. Employees will be provided with the notice of ESST rights, in the form attached hereto, on or before January 1, 2024. Employees hired after January 1, 2024 will receive said notice upon hire.

The Earned Sick and Safe Leave Policy shall supersede any conflicting provisions in the City of Grand Rapids Personnel Policies.

Approved by City of Grand Rapids City Council on _____.



Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. “Earned Sick and Safe Leave” (ESST) is paid time off available to all employees, including paid on-call firefighters, temporary, seasonal, part-time, and probationary employees, performing work for at least 80 hours in a year for the City of Grand Rapids.

At the beginning of each fiscal year, beginning January 1, 2024, 80 hours of Earned Sick and Safe Leave hours will be available for paid on-call firefighters, temporary, seasonal, and part-time employees’ immediate use.

For full-time and probationary employees, the City of Grand Rapids provides flexible time off (FTO) that meets or exceeds the requirements of the law. Therefore, full-time and probationary employees, please be advised that the first 48 hours of flexible time off (FTO) leave a full-time and/or probationary employee uses in a fiscal year will be cross-designated as ESST.

A year for purposes of the employee’s earned sick and safe time accrual is defined as the City’s fiscal year, or the 12-month period beginning in January and ending in December. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the City of Grand Rapids. Paid Sick and Safe Leave hours will not be counted as hours worked for the purposes of any overtime calculation.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee’s earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee’s mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee’s family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee’s workplace due to weather or public emergency or closure of their family member’s school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventative care or another permissible reason they know of in advance, the employee should inform their immediate supervisor, department head, and human resources, as far in advance as possible, but at least seven days in advance. In situations where an employee cannot provide advance notice, the employee should contact their immediate supervisor, department head, and human resources, as soon as they know they will be unable to work.

In accordance with state law, the City of Grand Rapids will not require an employee using Earned Sick and Safe Leave to find a replacement worker to cover the hours the employee will be absent.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduugaan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ອະກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለአብዛኛዎቹ ሰራተኛዎች አስፈላጊ መረጃ ያያዝ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ ለንዲሰጡት ክፍሉን በዘው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လၢ်တၢ်လၢ်ဖိတခါအံၤလၢ်ယုၢ်တၢ်ဂၢ်တၢ်ကျိၤအကါဒိၣ်လၢ်အဘၣ်ယးဒီးန့ၣ်တၢ်ဖဲတၢ်မၤန့ၣ်လၢ်. တၢ်န့ၣ်တၢ်ဒီးလၢ်အဘၣ်တကၤလၢ်တၢ်ကဒီးန့ၣ်တၢ်ဂၢ်တၢ်ကျိၤလၢ်ကျိၣ်တခါအံၤအဂီၢ်တက့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

177.50 EARNED SICK AND SAFE TIME ENFORCEMENT.

Subdivision 1. **Definitions.** The definitions in section 181.9445 apply to this section.

Subd. 2. **Individual remedies.** An action to recover damages under section 181.944 for violation of sections 181.9445 to 181.9448 must be commenced within three years of the violation that caused the injury to the employee.

Subd. 3. **Grants to community organizations.** The commissioner may make grants to community organizations for the purpose of outreach to and education for employees regarding their rights under sections 181.9445 to 181.9448. The community-based organizations must be selected based on their experience, capacity, and relationships in high-violation industries. The work under such a grant may include the creation and administration of a statewide worker hotline.

Subd. 4. **Report to legislature.** (a) The commissioner must submit an annual report to the legislature, including to the chairs and ranking minority members of any relevant legislative committee. The report must include but is not limited to:

(1) a list of all violations of sections 181.9445 to 181.9448, including the employer involved, and the nature of any violations; and

(2) an analysis of noncompliance with sections 181.9445 to 181.9448, including any patterns by employer, industry, or county.

(b) A report under this section must not include an employee's name or other identifying information, any health or medical information regarding an employee or an employee's family member, or any information pertaining to domestic abuse, sexual assault, or stalking of an employee or an employee's family member.

Subd. 5. **Contract for labor or services.** It is the responsibility of all employers to not enter into any contract or agreement for labor or services where the employer has any actual knowledge or knowledge arising from familiarity with the normal facts and circumstances of the business activity engaged in, or has any additional facts or information that, taken together, would make a reasonably prudent person undertake to inquire whether, taken together, the contractor is not complying or has failed to comply with this section. For purposes of this subdivision, "actual knowledge" means information obtained by the employer that the contractor has violated this section within the past two years and has failed to present the employer with credible evidence that such noncompliance has been cured going forward.

History: 2023 c 53 art 13 s 4

181.032 REQUIRED STATEMENT OF EARNINGS BY EMPLOYER; NOTICE TO EMPLOYEE.

(a) At the end of each pay period, the employer shall provide each employee an earnings statement, either in writing or by electronic means, covering that pay period. An employer who chooses to provide an earnings statement by electronic means must provide employee access to an employer-owned computer during an employee's regular working hours to review and print earnings statements, and must make statements available for review or printing for a period of three years.

(b) The earnings statement may be in any form determined by the employer but must include:

(1) the name of the employee;

(2) the rate or rates of pay and basis thereof, including whether the employee is paid by hour, shift, day, week, salary, piece, commission, or other method;

(3) allowances, if any, claimed pursuant to permitted meals and lodging;

(4) the total number of hours worked by the employee unless exempt from chapter 177;

(5) the total number of earned sick and safe time hours accrued and available for use under section 181.9446;

(6) the total number of earned sick and safe time hours used during the pay period under section 181.9447;

(7) the total amount of gross pay earned by the employee during that period;

(8) a list of deductions made from the employee's pay;

(9) any amount deducted by the employer under section 268B.14, subdivision 3, and the amount paid by the employer based on the employee's wages under section 268B.14, subdivision 1;

(10) the net amount of pay after all deductions are made;

(11) the date on which the pay period ends;

(12) the legal name of the employer and the operating name of the employer if different from the legal name;

(13) the physical address of the employer's main office or principal place of business, and a mailing address if different; and

(14) the telephone number of the employer.

(c) An employer must provide earnings statements to an employee in writing, rather than by electronic means, if the employer has received at least 24 hours notice from an employee that the employee would like to receive earnings statements in written form. Once an employer has received notice from an employee that the employee would like to receive earnings statements in written form, the employer must comply with that request on an ongoing basis.

(d) At the start of employment, an employer shall provide each employee a written notice containing the following information:

(1) the rate or rates of pay and basis thereof, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission, or other method, and the specific application of any additional rates;

(2) allowances, if any, claimed pursuant to permitted meals and lodging;

(3) paid vacation, sick time, or other paid time-off accruals and terms of use;

(4) the employee's employment status and whether the employee is exempt from minimum wage, overtime, and other provisions of chapter 177, and on what basis;

(5) a list of deductions that may be made from the employee's pay;

(6) the number of days in the pay period, the regularly scheduled pay day, and the pay day on which the employee will receive the first payment of wages earned;

(7) the legal name of the employer and the operating name of the employer if different from the legal name;

(8) the physical address of the employer's main office or principal place of business, and a mailing address if different; and

(9) the telephone number of the employer.

(e) The employer must keep a copy of the notice under paragraph (d) signed by each employee acknowledging receipt of the notice. The notice must be provided to each employee in English. The English version of the notice must include text provided by the commissioner that informs employees that they may request, by indicating on the form, the notice be provided in a particular language. If requested, the employer shall provide the notice in the language requested by the employee. The commissioner shall make available to employers the text to be included in the English version of the notice required by this section and assist employers with translation of the notice in the languages requested by their employees.

(f) An employer must provide the employee any written changes to the information contained in the notice under paragraph (d) prior to the date the changes take effect.

History: *1Sp1985 c 13 s 291; 1996 c 386 s 11; 2006 c 253 s 13; 1Sp2019 c 7 art 3 s 11; 2023 c 53 art 12 s 1; 2023 c 59 art 1 s 4*

NOTE: The amendment to this section by Laws 2023, chapter 59, article 1, section 4, is effective January 1, 2026. Laws 2023, chapter 59, article 1, section 4, the effective date.

related to section 181.939, the division must contact the employer within two business days and investigate the complaint within ten days of receipt of the complaint.

Subd. 2. **Report.** The division shall report to the legislature annually on the type and number of employee complaints under subdivision 1, the rate of resolution of complaints, and the rate of repeat complaints against employers.

History: 1992 c 438 s 3; 2003 c 128 art 11 s 8; 2014 c 239 art 4 s 4; 2023 c 53 art 1 s 13

181.9436 POSTING OF LAW.

The Division of Labor Standards shall develop, with the assistance of interested business and community organizations, an educational poster stating employees' rights under sections 181.939 to 181.9448. The department shall make the poster available, upon request, to employers for posting on the employer's premises.

History: 1992 c 438 s 4; 2003 c 128 art 11 s 9; 2023 c 53 art 1 s 14; art 11 s 33; art 12 s 3

181.944 INDIVIDUAL REMEDIES.

In addition to any other remedies provided by law, a person injured by a violation of sections 181.172, paragraph (a) or (d), 181.939 to 181.943, and 181.9445 to 181.9448 may bring a civil action to recover any and all damages recoverable at law, together with costs and disbursements, including reasonable attorney's fees, and may receive injunctive and other equitable relief as determined by a court.

History: 1987 c 359 s 5; 1990 c 577 s 7; 2014 c 239 art 4 s 5; 2023 c 53 art 13 s 5

181.9445 DEFINITIONS.

Subdivision 1. **Definitions.** For the purposes of section 177.50 and sections 181.9445 to 181.9448, the terms defined in this section have the meanings given them.

Subd. 2. **Commissioner.** "Commissioner" means the commissioner of labor and industry or authorized designee or representative.

Subd. 3. **Domestic abuse.** "Domestic abuse" has the meaning given in section 518B.01.

Subd. 4. **Earned sick and safe time.** "Earned sick and safe time" means leave, including paid time off and other paid leave systems, that is paid at the same hourly rate as an employee earns from employment that may be used for the same purposes and under the same conditions as provided under section 181.9447, but in no case shall this hourly rate be less than that provided under section 177.24 or an applicable local minimum wage.

Subd. 5. **Employee.** "Employee" means any person who is employed by an employer, including temporary and part-time employees, who performs work for at least 80 hours in a year for that employer in Minnesota. Employee does not include:

- (1) an independent contractor; or
- (2) an individual employed by an air carrier as a flight deck or cabin crew member who:
 - (i) is subject to United States Code, title 45, sections 181 to 188;
 - (ii) works less than a majority of their hours in Minnesota in a calendar year; and
 - (iii) is provided with paid leave equal to or exceeding the amounts in section 181.9446.

Subd. 6. **Employer.** "Employer" means a person who has one or more employees. Employer includes an individual, a corporation, a partnership, an association, a business trust, a nonprofit organization, a group of persons, the state of Minnesota, a county, town, city, school district, or other governmental subdivision. In the case of an employee leasing company or professional employer organization, the taxpaying employer, as described in section 268.046, subdivision 1, remains the employer. In the case of an individual provider within the meaning of section 256B.0711, subdivision 1, paragraph (d), the employer includes any participant within the meaning of section 256B.0711, subdivision 1, paragraph (e), or participant's representative within the meaning of section 256B.0711, subdivision 1, paragraph (f). In the event that a temporary employee is supplied by a staffing agency, absent a contractual agreement stating otherwise, that individual shall be an employee of the staffing agency for all purposes of section 177.50 and sections 181.9445 to 181.9448. Employer does not include the United States government.

Subd. 7. **Family member.** "Family member" means:

(1) an employee's:

(i) child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;

(ii) spouse or registered domestic partner;

(iii) sibling, stepsibling, or foster sibling;

(iv) biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;

(v) grandchild, foster grandchild, or stepgrandchild;

(vi) grandparent or stepgrandparent;

(vii) a child of a sibling of the employee;

(viii) a sibling of the parents of the employee; or

(ix) a child-in-law or sibling-in-law;

(2) any of the family members listed in clause (1) of a spouse or registered domestic partner;

(3) any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and

(4) up to one individual annually designated by the employee.

Subd. 8. **Health care professional.** "Health care professional" means any person licensed, certified, or otherwise authorized under federal or state law to provide medical or emergency services, including doctors, physician assistants, nurses, advanced practice registered nurses, mental health professionals, and emergency room personnel.

Subd. 9. **Sexual assault.** "Sexual assault" means an act that constitutes a violation under sections 609.342 to 609.3453 or 609.352.

Subd. 10. **Stalking.** "Stalking" has the meaning given in section 609.749.

Subd. 11. **Year.** "Year" means a regular and consecutive 12-month period, as determined by an employer and clearly communicated to each employee of that employer.

History: 2023 c 53 art 12 s 4

181.9446 ACCRUAL OF EARNED SICK AND SAFE TIME.

(a) An employee accrues a minimum of one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year. Employees may not accrue more than 48 hours of earned sick and safe time in a year unless the employer agrees to a higher amount.

(b)(1) Except as provided in clause (2), employers must permit an employee to carry over accrued but unused sick and safe time into the following year. The total amount of accrued but unused earned sick and safe time for an employee must not exceed 80 hours at any time, unless an employer agrees to a higher amount.

(2) In lieu of permitting the carryover of accrued but unused sick and safe time into the following year as provided under clause (1), an employer may provide an employee with earned sick and safe time for the year that meets or exceeds the requirements of this section that is available for the employee's immediate use at the beginning of the subsequent year as follows: (i) 48 hours, if an employer pays an employee for accrued but unused sick and safe time at the end of a year at the same hourly rate as an employee earns from employment; or (ii) 80 hours, if an employer does not pay an employee for accrued but unused sick and safe time at the end of a year at the same or greater hourly rate as an employee earns from employment. In no case shall this hourly rate be less than that provided under section 177.24, or an applicable local minimum wage.

(c) Employees who are exempt from overtime requirements under United States Code, title 29, section 213(a)(1), as amended through January 1, 2024, are deemed to work 40 hours in each workweek for purposes of accruing earned sick and safe time, except that an employee whose normal workweek is less than 40 hours will accrue earned sick and safe time based on the normal workweek.

(d) Earned sick and safe time under this section begins to accrue at the commencement of employment of the employee.

(e) Employees may use earned sick and safe time as it is accrued.

History: 2023 c 53 art 12 s 5

181.9447 USE OF EARNED SICK AND SAFE TIME.

Subdivision 1. **Eligible use.** An employee may use accrued earned sick and safe time for:

(1) an employee's:

(i) mental or physical illness, injury, or other health condition;

(ii) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or

(iii) need for preventive medical or health care;

(2) care of a family member:

(i) with a mental or physical illness, injury, or other health condition;

(ii) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or

(iii) who needs preventive medical or health care;

(3) absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:

(i) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;

(ii) obtain services from a victim services organization;

(iii) obtain psychological or other counseling;

(iv) seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or

(v) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;

(4) closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency;

(5) the employee's inability to work or telework because the employee is: (i) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and

(6) when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For the purposes of this subdivision, a public emergency shall include a declared emergency as defined in section 12.03 or a declared local emergency under section 12.29.

Subd. 2. Notice. An employer may require notice of the need for use of earned sick and safe time as provided in this paragraph. If the need for use is foreseeable, an employer may require advance notice of the intention to use earned sick and safe time but must not require more than seven days' advance notice. If the need is unforeseeable, an employer may require an employee to give notice of the need for earned sick and safe time as soon as practicable. An employer that requires notice of the need to use earned sick and safe time in accordance with this subdivision shall have a written policy containing reasonable procedures for employees to provide notice of the need to use earned sick and safe time, and shall provide a written copy of such policy to employees. If a copy of the written policy has not been provided to an employee, an employer shall not deny the use of earned sick and safe time to the employee on that basis.

Subd. 3. Documentation. (a) When an employee uses earned sick and safe time for more than three consecutive days, an employer may require reasonable documentation that the earned sick and safe time is covered by subdivision 1.

(b) For earned sick and safe time under subdivision 1, clauses (1), (2), (5), and (6), reasonable documentation may include a signed statement by a health care professional indicating the need for use of earned sick and safe time. However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation for the purposes of this paragraph may include a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose covered by subdivision 1, clause (1), (2), (5), or (6).

(c) For earned sick and safe time under subdivision 1, clause (3), an employer must accept a court record or documentation signed by a volunteer or employee of a victims services organization, an attorney, a police officer, or an antiviolence counselor as reasonable documentation.

(d) For earned sick and safe time to care for a family member under subdivision 1, clause (4), an employer must accept as reasonable documentation a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose as reasonable documentation.

(e) An employer must not require disclosure of details relating to domestic abuse, sexual assault, or stalking or the details of an employee's or an employee's family member's medical condition as related to an employee's request to use earned sick and safe time under this section.

(f) Written statements by an employee may be written in the employee's first language and need not be notarized or in any particular format.

Subd. 4. Replacement worker. An employer may not require, as a condition of an employee using earned sick and safe time, that the employee seek or find a replacement worker to cover the hours the employee uses as earned sick and safe time.

Subd. 5. Increment of time used. Earned sick and safe time may be used in the smallest increment of time tracked by the employer's payroll system, provided such increment is not more than four hours.

Subd. 6. Retaliation prohibited. (a) An employer shall not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against a person because the person has exercised or attempted to exercise rights protected under this act, including but not limited to because the person requested earned sick and safe time, used earned sick and safe time, requested a statement of accrued sick and safe time, informed any person of his or her potential rights under sections 181.9445 to 181.9448, made a complaint or filed an action to enforce a right to earned sick and safe time under this section, or is or was participating in any manner in an investigation, proceeding, or hearing under this chapter.

(b) It shall be unlawful for an employer's absence control policy or attendance point system to count earned sick and safe time taken under sections 181.9445 to 181.9448 as an absence that may lead to or result in retaliation or any other adverse action.

(c) It shall be unlawful for an employer or any other person to report or threaten to report the actual or suspected citizenship or immigration status of a person or their family member to a federal, state, or local agency for exercising or attempting to exercise any right protected under sections 181.9445 to 181.9448.

(d) A person need not explicitly refer to sections 181.9445 to 181.9448 or the rights enumerated herein to be protected from retaliation.

Subd. 7. Pay and benefits. (a) During any use of earned sick and safe time, the employer must maintain coverage under any group insurance policy, group subscriber contract, or health care plan for the employee

and any dependents, as if the employee was not using earned sick and safe time, provided, however, that the employee must continue to pay any employee share of the cost of such benefits.

(b) An employee returning from a leave under this section is entitled to return to employment at the same rate of pay the employee had been receiving when the leave commenced, plus any automatic adjustments in the employee's pay scale that occurred during the leave period. The employee returning from a leave is entitled to retain all accrued preleave benefits of employment and seniority as if there had been no interruption in service, provided that nothing under this section prevents the accrual of benefits or seniority during the leave pursuant to a collective bargaining or other agreement between the employer and employees.

Subd. 8. **Part-time return from leave.** An employee, by agreement with the employer, may return to work part time during the leave period without forfeiting the right to return to employment at the end of the leave, as provided under this section.

Subd. 9. **Notice and posting by employer.** (a) Employers must give notice to all employees that they are entitled to earned sick and safe time, including the amount of earned sick and safe time, the accrual year for the employee, the terms of its use under this section, and a copy of the written policy for providing notice as provided under subdivision 2; that retaliation against employees who request or use earned sick and safe time is prohibited; and that each employee has the right to file a complaint or bring a civil action if earned sick and safe time is denied by the employer or the employee is retaliated against for requesting or using earned sick and safe time.

(b) Employers must supply employees with a notice in English and the primary language of the employee, as identified by the employee, that contains the information required in paragraph (a) at commencement of employment or January 1, 2024, whichever is later.

(c) The means used by the employer must be at least as effective as the following options for providing notice:

(1) posting a copy of the notice at each location where employees perform work and where the notice must be readily observed and easily reviewed by all employees performing work;

(2) providing a paper or electronic copy of the notice to employees; or

(3) a conspicuous posting in a web-based or app-based platform through which an employee performs work.

The notice must contain all information required under paragraph (a).

(d) An employer that provides an employee handbook to its employees must include in the handbook notice of employee rights and remedies under this section.

(e) The Department of Labor and Industry shall prepare a uniform employee notice form for employers to use that provides the notice information required under this section. The commissioner shall prepare the uniform employee notice in the five most common languages spoken in Minnesota. Upon the written request of an employer who is subject to this section, the commissioner shall provide a copy of the uniform employee notice in any primary language spoken by an employee in the employer's place of business. If the commissioner does not provide the copy of the uniform employee notice in response to a request under this paragraph, the employer who makes the request is not subject to a penalty for failing to provide the required notice under this subdivision for violations that arise after the date of the request.

Subd. 10. **Employer records.** (a) Employers shall retain accurate records documenting hours worked by employees and earned sick and safe time taken and comply with all requirements under section 177.30.

(b) An employer must allow an employee to inspect records required by this section and relating to that employee at a reasonable time and place.

Subd. 11. **Confidentiality and nondisclosure.** (a) If, in conjunction with this section, an employer possesses:

- (1) health or medical information regarding an employee or an employee's family member;
- (2) information pertaining to domestic abuse, sexual assault, or stalking;
- (3) information that the employee has requested or obtained leave under this section; or

(4) any written or oral statement, documentation, record, or corroborating evidence provided by the employee or an employee's family member, the employer must treat such information as confidential.

Information given by an employee may only be disclosed by an employer if the disclosure is requested or consented to by the employee, when ordered by a court or administrative agency, or when otherwise required by federal or state law.

(b) Records and documents relating to medical certifications, recertifications, or medical histories of employees or family members of employees created for purposes of section 177.50 or sections 181.9445 to 181.9448 must be maintained as confidential medical records separate from the usual personnel files. At the request of the employee, the employer must destroy or return the records required by sections 181.9445 to 181.9448 that are older than three years prior to the current calendar year.

(c) Employers may not discriminate against any employee based on records created for the purposes of section 177.50 or sections 181.9445 to 181.9448.

History: 2023 c 53 art 12 s 6

181.9448 EFFECT ON OTHER LAW OR POLICY.

Subdivision 1. **No effect on more generous sick and safe time policies.** (a) Nothing in sections 181.9445 to 181.9448 shall be construed to discourage employers from adopting or retaining earned sick and safe time policies that meet or exceed, and do not otherwise conflict with, the minimum standards and requirements provided in sections 181.9445 to 181.9448.

(b) Nothing in sections 181.9445 to 181.9448 shall be construed to limit the right of parties to a collective bargaining agreement to bargain and agree with respect to earned sick and safe time policies or to diminish the obligation of an employer to comply with any contract, collective bargaining agreement, or any employment benefit program or plan that meets or exceeds, and does not otherwise conflict with, the minimum standards and requirements provided in this section.

(c) Nothing in sections 181.9445 to 181.9448 shall be construed to preempt, limit, or otherwise affect the applicability of any other law, regulation, requirement, policy, or standard that provides for a greater amount, accrual, or use by employees of paid sick and safe time or that extends other protections to employees.

(d) Nothing in sections 181.9445 to 181.9448 shall be construed or applied so as to create any power or duty in conflict with federal law.

(e) Employers who provide earned sick and safe time to their employees under a paid time off policy or other paid leave policy that may be used for the same purposes and under the same conditions as earned sick and safe time, and that meets or exceeds, and does not otherwise conflict with, the minimum standards and requirements provided in sections 181.9445 to 181.9448 are not required to provide additional earned sick and safe time.

(f) The provisions of sections 181.9445 to 181.9448 may be waived by a collective bargaining agreement with a bona fide building and construction trades labor organization that has established itself as the collective bargaining representative for the affected building and construction industry employees, provided that for such waiver to be valid, it shall explicitly reference sections 181.9445 to 181.9448 and clearly and unambiguously waive application of those sections to such employees.

(g) Sections 181.9445 to 181.9448 do not prohibit an employer from establishing a policy whereby employees may donate unused accrued sick and safe time to another employee.

(h) Sections 181.9445 to 181.9448 do not prohibit an employer from advancing sick and safe time to an employee before accrual by the employee.

Subd. 2. Termination; separation; transfer. Sections 181.9445 to 181.9448 do not require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for accrued earned sick and safe time that has not been used. If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, the employee is entitled to all earned sick and safe time accrued at the prior division, entity, or location and is entitled to use all earned sick and safe time as provided in sections 181.9445 to 181.9448. When there is a separation from employment and the employee is rehired within 180 days of separation by the same employer, previously accrued earned sick and safe time that had not been used must be reinstated. An employee is entitled to use accrued earned sick and safe time and accrue additional earned sick and safe time at the commencement of reemployment.

Subd. 3. Employer succession. (a) When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned sick and safe time accrued but not used when employed by the original employer, and are entitled to use all earned sick and safe time previously accrued but not used.

(b) If, at the time of transfer of the business, employees are terminated by the original employer and hired within 30 days by the successor employer following the transfer, those employees are entitled to all earned sick and safe time accrued but not used when employed by the original employer, and are entitled to use all earned sick and safe time previously accrued but not used.

History: 2023 c 53 art 12 s 7

BONE MARROW, ORGAN, AND BLOOD DONATION LEAVE

181.945 LEAVE FOR BONE MARROW DONATIONS.

Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms have the meanings given to them in this subdivision.

(b) "Employee" means a person who performs services for hire for an employer, for an average of 20 or more hours per week, and includes all individuals employed at any site owned or operated by an employer. Employee does not include an independent contractor.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider authorizing Staff to solicit quotations for replacing overhead door at Yanmar Arena

PREPARED BY: Glen Hodgson

BACKGROUND:

When the scope of the Civic Center project was being developed, Staff considered including the replacement of the north “Zamboni door.” Because there were so many technical and financial unknowns at that time, Staff decided to postpone door replacement.

The condition of the door has continued to deteriorate. In fact, emergency repairs were needed in early December to keep the door marginally operational. Additionally, we are nearing completion of project construction with adequate funds remaining in the project contingency.

In accordance with the City Procurement Policy, Staff is requesting Council authorization to solicit quotations to replace the door. A minimum of two quotes from local installers will be obtained.

REQUESTED COUNCIL ACTION:

Make a motion authorizing Staff to solicit quotations for the replacement of the north overhead door at Yanmar Arena.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider approving final payment in the amount of \$37,425.35 for the Dasher Board Contract on the Civic Center Project

PREPARED BY: Glen Hodgson

BACKGROUND:

The contract for Dasher Board Construction is complete and ready for final payment. Both Dale Anderson and I recommend approval of this final payment.

The amount of this final payment is \$37,425.35.

Original Contract Amount = \$291,869.30.

Final Contract Amount = \$274,493.89.

No balancing change order is required for this contract. Previous change orders have brought the final contract amount to the number stated above.

REQUESTED COUNCIL ACTION:

Make a motion approving final payment in the amount of \$37,425.35 for the Dasher Board contract on the Civic Center Project.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider approving final payment in the amount of \$193,467.00 for Work Scope 1 on the Civic Center Project

PREPARED BY: Glen Hodgson

BACKGROUND:

The contract for Work Scope 1 (Glued Laminated Trusses and Wood Decking) with TNT Construction Group is complete and ready for final payment. Final payment has been recommended by ICS, and I concur with that recommendation.

The amount of this final payment is \$193,467.00.

Original Contract Amount = \$3,859,400.00

Final Contract Amount = \$3,869,340.00

No balancing change order is required for this contract. Previous change orders have brought the final contract amount to the number stated above.

REQUESTED COUNCIL ACTION:

Make a motion approving final payment in the amount of \$193,467.00 for Work Scope 1 on the Civic Center Project.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider renewing the Consulting Services Contract with Madden Galanter Hansen, LLP, Attorneys at Law, for labor relations.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The Agreement with Madden Galanter Hansen, LLP, Attorneys at Law, is effective through December 31, 2023. Attached please find a proposed updated Agreement for 2024 with updated rates. The updated rates reflect a \$15.00 per hour increase over the 2023 rates and are consistent with the public sector rates they charge to other cities and counties.

REQUESTED COUNCIL ACTION:

Make a motion to renew the attached Consulting Services Contract with Madden Galanter Hansen, LLP, Attorneys at Law, for labor relations.

CONSULTING SERVICES CONTRACT

This Agreement, by and between the City of Grand Rapids, hereinafter referred to as “City” and Madden Galanter Hansen, LLP, Attorneys at Law, 7760 France Avenue South, Suite 290, Bloomington, Minnesota 55435-5834, hereinafter referred to as “Consultant.”

RECITALS

WHEREAS, the City is required under the Minnesota Public Employment Labor Relations Act (PELRA) to undertake the negotiations of contracts with employees represented by exclusive representatives (unions); and

WHEREAS, the City has determined that retaining a consultant to assist in its negotiations with the unions best fulfills its obligations with respect to labor negotiations.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements contained within the Contract, the City and the Consultant agree as follows:

A. Scope of Services

1. Representation, with the labor negotiating team, in labor negotiations as chief management negotiator including:
 - a. Analysis of existing contract language and administration problems;
 - b. Preparation of management negotiations strategy;
 - c. Management spokesperson for “at the table” labor negotiations;
 - d. Preparation of management proposals and timely drafting of final labor bargaining agreement and finalization;
 - e. Pre-labor negotiation briefings, settlement summaries and appropriate status reports for the City Board information and action as necessary or as requested.
2. Management representation in grievance matters and counseling with management staff in initial grievance steps. Handling of grievance arbitrations.
3. Representation of the City in unit determination hearings.
4. Labor relations advice and personnel matters and data practices issues with the City on an ongoing basis.

B. Consideration and Terms of Payment

1. Consideration for all services performed shall be as follows:

Providing of labor negotiation services, travel and other labor relation services, other than arbitration, administrative hearing and litigation representation, billed in tenths of an hour at the rate of \$~~200~~215.00 per hour. Arbitration and administrative hearing representation, if requested by the City, shall be at the rate of \$~~210~~225.00 per hour. These rates are in effect through December 31, ~~2023~~2024.

2. Consultant will also be reimbursed for expenses, including mileage consistent with the amount set forth by the IRS per mile, photocopying charges at \$.15 per page, charges for facsimile transmissions at the rate of \$.50 per page, and reimbursement of long distance telephone charges.
3. The Consultant will submit invoices on a periodic basis to the City for payment for services performed. Payment shall be made within thirty days after receipt of invoices for services performed.

C. Changes

The City and Consultant may, from time to time, require changes in the terms of this Contract. Any such changes that are mutually agreed to by the parties shall be incorporated as written amendments to this Agreement and attached hereto.

D. Duration

The terms of this Agreement shall be applicable for a period commencing January 1, ~~2023~~2024 through December 31, ~~2023~~2024. The contract may also be terminated by either party after giving thirty days written notice.

E. Independent Contractor

It is agreed by the parties that at all times and for all purposes hereunder, that the Consultant is an independent contractor and not an employee of the City.

F. Insurance

The Consultant agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts of omission of Consultant and out of Consultant's performance or failure to adequately perform its obligations pursuant to this Agreement.

The Consultant further agrees, in order to protect itself and the City under the indemnity provisions set forth above, the Consultant will maintain at all times general, professional, and auto liability policies on an occurrence basis. All such policies shall provide limits not less than the tort liability limitations set forth in Minnesota Statutes Section 466.04. If applicable, the Consultant also agrees to maintain Workers Compensation insurance in the statutory amounts. Certificates of insurance showing the coverage listed here shall be during the term of this contract, have and keep in force liability insurance coverage provided to the City prior to the effective date of this contract. All policies shall provide that they shall not be canceled, materially changes, or not renewed without thirty days prior notice thereof to the City. This provision shall act as a condition subsequent; failure to abide by this provision shall be deemed as a substantial breach of contract.

G. **Data Practices**

The City shall disclose private and/or confidential data to Consultant as necessary for purposes of legal advice and consultation. Consultant agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, pertaining to privacy or confidentiality. Consultant understands that all of the data created, collected, received, stored, used, maintained or disseminated by the Consultant in performing those functions that the City would perform as a government entity, is subject to the requirements of Chapter 13 and the Consultant must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Consultant to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

IN WITNESS WHEREOF, the parties have caused the Contract to be duly executed intending to be bound thereby.

City of Grand Rapids

Dated: _____

By: _____

Its _____

Madden Galanter Hansen, LLP



Dated: _____: 12/11/2023

By:
Susan K. Hansen
Its Partner

CONSULTING SERVICES CONTRACT

This Agreement, by and between the City of Grand Rapids, hereinafter referred to as “City” and Madden Galanter Hansen, LLP, Attorneys at Law, 7760 France Avenue South, Suite 290, Bloomington, Minnesota 55435-5834, hereinafter referred to as “Consultant.”

RECITALS

WHEREAS, the City is required under the Minnesota Public Employment Labor Relations Act (PELRA) to undertake the negotiations of contracts with employees represented by exclusive representatives (unions); and

WHEREAS, the City has determined that retaining a consultant to assist in its negotiations with the unions best fulfills its obligations with respect to labor negotiations.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements contained within the Contract, the City and the Consultant agree as follows:

A. Scope of Services

1. Representation, with the labor negotiating team, in labor negotiations as chief management negotiator including:
 - a. Analysis of existing contract language and administration problems;
 - b. Preparation of management negotiations strategy;
 - c. Management spokesperson for “at the table” labor negotiations;
 - d. Preparation of management proposals and timely drafting of final labor bargaining agreement and finalization;
 - e. Pre-labor negotiation briefings, settlement summaries and appropriate status reports for the City Board information and action as necessary or as requested.
2. Management representation in grievance matters and counseling with management staff in initial grievance steps. Handling of grievance arbitrations.
3. Representation of the City in unit determination hearings.
4. Labor relations advice and personnel matters and data practices issues with the City on an ongoing basis.

B. Consideration and Terms of Payment

1. Consideration for all services performed shall be as follows:

Providing of labor negotiation services, travel and other labor relation services, other than arbitration, administrative hearing and litigation representation, billed in tenths of an hour at the rate of \$215.00 per hour. Arbitration and administrative hearing representation, if requested by the City, shall be at the rate of \$225.00 per hour. These rates are in effect through December 31, 2024.

2. Consultant will also be reimbursed for expenses, including mileage consistent with the amount set forth by the IRS per mile, photocopying charges at \$.15 per page, charges for facsimile transmissions at the rate of \$.50 per page, and reimbursement of long distance telephone charges.
3. The Consultant will submit invoices on a periodic basis to the City for payment for services performed. Payment shall be made within thirty days after receipt of invoices for services performed.

C. Changes

The City and Consultant may, from time to time, require changes in the terms of this Contract. Any such changes that are mutually agreed to by the parties shall be incorporated as written amendments to this Agreement and attached hereto.

D. Duration

The terms of this Agreement shall be applicable for a period commencing January 1, 2024 through December 31, 2024. The contract may also be terminated by either party after giving thirty days written notice.

E. Independent Contractor

It is agreed by the parties that at all times and for all purposes hereunder, that the Consultant is an independent contractor and not an employee of the City.

F. Insurance

The Consultant agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts of omission of Consultant and out of Consultant's performance or failure to adequately perform its obligations pursuant to this Agreement.

The Consultant further agrees, in order to protect itself and the City under the indemnity provisions set forth above, the Consultant will maintain at all times general, professional,

and auto liability policies on an occurrence basis. All such policies shall provide limits not less than the tort liability limitations set forth in Minnesota Statutes Section 466.04. If applicable, the Consultant also agrees to maintain Workers Compensation insurance in the statutory amounts. Certificates of insurance showing the coverage listed here shall be during the term of this contract, have and keep in force liability insurance coverage provided to the City prior to the effective date of this contract. All policies shall provide that they shall not be canceled, materially changes, or not renewed without thirty days prior notice thereof to the City. This provision shall act as a condition subsequent; failure to abide by this provision shall be deemed as a substantial breach of contract.

G. Data Practices

The City shall disclose private and/or confidential data to Consultant as necessary for purposes of legal advice and consultation. Consultant agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, pertaining to privacy or confidentiality. Consultant understands that all of the data created, collected, received, stored, used, maintained or disseminated by the Consultant in performing those functions that the City would perform as a government entity, is subject to the requirements of Chapter 13 and the Consultant must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Consultant to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

IN WITNESS WHEREOF, the parties have caused the Contract to be duly executed intending to be bound thereby.

City of Grand Rapids

Dated: _____

By: _____

Its _____

Madden Galanter Hansen, LLP



Dated: 12/11/2023

By: _____

Susan K. Hansen
Its Partner



REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023

AGENDA ITEM: Consider approving resolutions adopting the 2023 Tax Levy Payable 2024, 2024 General Fund Budgets, 2024 Special Revenue Budgets and 2024 Enterprise Budgets.

PREPARED BY: Barb Baird

BACKGROUND:

The City Council and staff have been working on the 2024 budgets since early 2023. The 2023 tax levy payable in 2024 and City budgets were discussed at the public forum on Monday, December 4, 2023. The City had an 8.52% increase over last year's levy amount. The Certified Levy for 2023 Tax Levy Payable 2024 is \$9,336,352.

We are requesting the Council adopt the resolutions listed to approve a tax levy for 2023 payable in 2024 and the 2024 budgets for the General Fund, Special Revenue Funds and Enterprise Funds.

REQUESTED COUNCIL ACTION:

Make a motion to approving resolutions adopting the following:

- 2023 Tax Levy Payable 2024, the 2024 General Fund Revenue and Expenditures Budget,
- 2024 Special Revenue Fund Budgets for the Library, Cemetery, Grand Rapids Economic Development Authority, Civic Center, Grand Rapids/Itasca County Airport, Police Forfeiture Fund, Haz-Mat Response Fund, Domestic Animal Control Facility, and Central School,
- 2024 Enterprise Fund Budgets for Pokegama Golf Course and Storm Water Utility Fund.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO. 23-

A RESOLUTION APPROVING THE FINAL 2023 TAX LEVY PAYABLE IN 2024

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, levies the following sums of money for the current year 2023 collectible in 2024, upon the taxable property in the City of Grand Rapids, for the following purposes:

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

CERTIFIED TO COUNTY AUDITOR \$9,336,352

Adopted this 18th day of December 2023.

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO. 23-

A RESOLUTION ADOPTING THE 2024
GENERAL FUND REVENUE AND EXPENDITURE BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopts the following General Fund Revenue and Expenditure budget for 2024:

REVENUES

Taxes	\$5,805,969
Payment in Lieu of Taxes	918,000
Licenses and Permits	357,285
Intergovernmental	2,922,491
Charges for Services	1,697,781
Fines and Forfeits	69,000
Miscellaneous Revenue	<u>72,200</u>

TOTAL REVENUE \$11,842,726

EXPENDITURES

Administration	\$ 700,487
Building Safety Division	481,897
Community Development	607,576
Council/Boards	132,295
Finance	627,910
Fire	854,617
Fleet Maintenance	298,721
Information Technology	425,756
Police	3,949,755
Public Works	2,463,761
Recreation	338,333
City Wide	368,062
Transfers	506,067
Fund Balance Payback	<u>87,500</u>

TOTAL EXPENDITURES \$11,842,726

Adopted this 18th day of December 2023.

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO. 23-

A RESOLUTION ADOPTING THE 2024 SPECIAL REVENUE FUND
PUBLIC LIBRARY REVENUE AND EXPENDITURES BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopts the following Special Revenue Fund-Public Library revenue and expenditures budget for 2024:

REVENUES:	
Taxes	\$825,128
Intergovernmental	128,000
Charges for Services	28,081
Fines & Forfeits	0
Miscellaneous	<u>5,800</u>
TOTAL REVENUES	<u>\$987,009</u>
EXPENDITURES:	
Personnel	\$718,449
Supplies and Materials	90,500
Other Charges and Services	<u>178,060</u>
TOTAL EXPENDITURES	<u>\$987,009</u>
Revenue over Expenditures	<u>\$ 0</u>

Adopted this 18th day of December 2023.

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO 23-

A RESOLUTION ADOPTING THE 2024 SPECIAL REVENUE FUND
CEMETERY REVENUE AND EXPENDITURES BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopted the following Special Revenue Fund – Cemetery revenue and expenditures budget for 2024:

REVENUES:

Taxes	\$238,199
Charges for Services	36,000
Miscellaneous	<u>1,300</u>
Total Revenue	<u>\$275,499</u>

EXPENDITURES:

Personnel	\$222,209
Supplies & Materials	15,600
Other Charges	<u>37,690</u>
Total Expenditures	<u>\$275,499</u>

EXCESS REVENUE OVER EXPENDITURES \$ 0

Adopted this 18th day of December 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.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO 23-

A RESOLUTION ADOPTING THE SPECIAL REVENUE FUND
ECONOMIC DEVELOPMENT AUTHORITY 2024 REVENUE AND EXPENDITURES BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopts the following Special Revenue Fund – Economic Development Authority revenue and expenditures budget for 2024:

REVENUES:

Miscellaneous	\$ 100
Fund Balance Usage	<u>16,050</u>
Total Revenue	<u>\$ 16,150</u>

EXPENDITURES:

Supplies & Materials	\$ 150
Other Charges	<u>16,000</u>
Total Expenditures	<u>\$ 16,150</u>
Excess Revenue over Expenditures	<u><u>\$ 0</u></u>

Adopted this 18th day of December 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.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO 23-

A RESOLUTION ADOPTING THE 2024 SPECIAL REVENUE FUND-CIVIC CENTER REVENUE AND EXPENDITURES BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopt the following Special Revenue Fund – Civic Center revenue and expenditures budget for 2024:

REVENUES:

Miscellaneous	<u>\$ 669,000</u>
Total Revenue	<u>\$ 669,000</u>

EXPENDITURES:

Other Charges	229,000
Debt Service	<u>440,000</u>
Total Expenditures	<u>\$ 669,000</u>

EXCESS REVENUE OVER EXPENDITURES \$ 0

Adopted this 18th day of December 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.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO 23-

A RESOLUTION ADOPTING THE 2024 REVENUE AND EXPENDITURES BUDGET FOR THE GRAND RAPIDS/ITASCA COUNTY AIRPORT

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopts the following revenue and expenditures budget for the Grand Rapids/Itasca County Airport for 2024:

REVENUES:

Intergovernmental	\$ 86,231
Charges for Services	8,000
Miscellaneous Revenue	136,150
Other Sources	<u>47,625</u>
Total Revenue	<u>\$278,006</u>

EXPENDITURES:

Personnel	\$ 112,006
Supplies & Materials	46,500
Other Charges	<u>119,500</u>
Total Expenditures	<u>\$278,006</u>

EXCESS REVENUE OVER EXPENDITURES \$ 0

Adopted this 18th day of December 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.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO 23-

A RESOLUTION ADOPTING THE 2024 SPECIAL REVENUE FUND
POLICE DESIGNATED FORFEITURES REVENUE AND EXPENDITURES BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopts the following Special Revenue Fund – Police Designated Forfeitures revenue and expenditures budget for 2024:

REVENUES:

Intergovernmental	\$ 500
Fund Balance Usage	<u>2,000</u>
Total Revenue	\$ 2,500

EXPENDITURES:

Supplies & Materials	2,500
Other Charges	<u>0</u>
Total Expenditures	\$ <u>2,500</u>

EXCESS REVENUE OVER EXPENDITURES \$ 0

Adopted this 18th day of December 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.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO 23-

A RESOLUTION ADOPTING THE 2024 SPECIAL REVENUE FUND
STATE HAZMAT RESPONSE TEAM REVENUE AND EXPENDITURES BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopts the following Special Revenue Fund – State Hazmat Response Team revenue and expenditures budget for 2024:

REVENUES:

Intergovernmental	<u>\$60,000</u>
Total Revenue	<u>\$60,000</u>

EXPENDITURES:

Personnel	\$32,190
Supplies & Materials	10,810
Other Charges	<u>17,000</u>
Total Expenditures	<u>\$60,000</u>
EXCESS REVENUE OVER EXPENDITURES	<u>\$ 0</u>

Adopted this 18th day of December 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.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO. 23-

A RESOLUTION ADOPTING THE 2024 SPECIAL REVENUE FUND DOMESTIC ANIMAL CONTROL FACILITY REVENUE AND EXPENDITURES BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopts the following Special Revenue Fund-Domestic Animal Control Facility revenue and expenditures budget for 2024:

REVENUES:	
Fines & Fees	\$ 40,250
Operating Transfer In	<u>37,950</u>
TOTAL REVENUES	\$ <u>78,200</u>
EXPENDITURES:	
Personnel	\$ 56,040
Supplies and Materials	4,000
Other Charges and Services	<u>18,160</u>
TOTAL EXPENDITURES	\$ <u>78,200</u>
EXCESS REVENUE OVER EXPENDITURES	\$ <u>0</u>

Adopted this 18th day of December 2023.

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO 23-

A RESOLUTION ADOPTING THE 2024 SPECIAL REVENUE FUND
CENTRAL SCHOOL REVENUE AND EXPENDITURES BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopted the following Special Revenue Fund – Central School revenue and expenditures budget for 2024:

REVENUES:

Miscellaneous	\$ 60,100
Operating Transfer-In	<u>64,650</u>
 Total Revenue	 \$ <u>124,750</u>

EXPENDITURES:

Supplies & Materials	\$ 1,300
Other Charges	118,050
Capital Outlay	<u>5,400</u>
 Total Expenditures	 \$ <u>124,750</u>

EXCESS REVENUE OVER EXPENDITURES \$ 0

Adopted this 18th day of December 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.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO. 23-

A RESOLUTION ADOPTING THE 2024 ENTERPRISE FUND-
POKEGAMA GOLF COURSE
REVENUE AND EXPENSE BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopts the following Enterprise Fund Pokegama Golf Course revenue and expense budget for 2024:

REVENUES:	
Charges for Services	\$913,498
Miscellaneous Revenue	<u>52,668</u>
Total Revenues	<u>\$966,166</u>
EXPENSES:	
Personnel	\$379,438
Supplies and Materials	108,750
Other Charges and Services	282,600
Depreciation Expense	<u>117,000</u>
Total Expenses	<u>\$887,788</u>
Net Income/(Loss)	<u>\$ 78,378</u>

Adopted this 18th day of December 2023.

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION NO 23-
A RESOLUTION ADOPTING THE 2024 ENTERPRISE FUND-
STORM WATER UTILITY
REVENUE AND EXPENSE BUDGET

BE IT RESOLVED, that the City Council of the City of Grand Rapids, County of Itasca, Minnesota, adopts the following Enterprise Fund Storm Water Utility revenue and expense budget for 2024:

REVENUES:	
Licenses & Permits	\$ 1,500
Charges for Services	850,000
Miscellaneous	<u>500</u>
 Total Revenues	 <u>\$852,000</u>
EXPENSES:	
Personnel	\$347,581
Supplies and Materials	102,000
Other Charges and Services	363,235
Depreciation Expense	<u>50,088</u>
 Total Expenses	 <u>\$862,904</u>
 Net Income/(Loss)	 <u>\$ (10,904)</u>

Adopted this 18th day of December 2023.

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 18, 2023
AGENDA ITEM: Consider appointing applicants to Boards & Commissions
PREPARED BY: Kimberly Gibeau

BACKGROUND:

Several Boards & Commissions have terms expiring on December 31, 2023. Each year, Councilmembers review and interview applicants, including incumbents seeking reappointment. Below is a list of applicants for various boards & commissions, with applications attached.

Arts & Culture Commission: 3 term expirations, 1 unexpired term vacancy, 4 applicants
 Interviews/Recommendations: Councilor Tasha Connelly

Derek Fox, Incumbent	Jennifer Gorman, Incumbent
Myrna Peterson, Incumbent	Sara Slaubaugh

Library Board: 3 term expirations, 2 Resident, 1 Non-Resident, 6 applicants
 Interviews/Recommendations: Councilor MacGregor

Elias Blocker, Incumbent, Non-Resident	Lisa Lassen, Incumbent, Non-Resident
Ellen Teigland, Incumbent, Non-Resident	Susan Zeige, Resident
Sara Slaubaugh, Resident	Beau Casteel, Resident

Police Community Advisory Board: 3 term expirations, 1 unexpired vacancy, 3 Non-Resident, 1 Resident
 Interviews/Recommendations: Councilor Tasha Connelly

Stephen Connolly, Incumbent, Non-Resident	Dan Butterfield, Incumbent, Non-Resident
Pam Dowell, Incumbent, Resident	Jessica Malmquist, Non-Resident
Susan Lehto, Non-Resident	Amy Blomquist, Resident
Dana Butler, Resident	

REQUESTED COUNCIL ACTION:

Make a motion to appoint individuals to Boards & Commissions, with noted term expiration dates.

Submission information

Form: [Boards and Commissions Application](#) [1]
 Submitted by Visitor (not verified)
 Wed, 08/09/2023 - 9:29am
 205.149.156.154

CONTACT INFORMATION**Full Name**

Amy M Blomquist [REDACTED]

Phone [REDACTED]**Email**
[REDACTED]**Address:**
[REDACTED]**BOARDS AND COMMISSIONS**

Please select all Boards & Commissions on which you would like to serve.

Boards & Commissions

POLICE COMMUNITY ADVISORY BOARD73|HUMAN RIGHTS COMMISSION

BACKGROUND INFORMATION**Occupation:**

Community Engagement Coordinator

Qualifications:

- 25+ years serving people in poverty and current continued employment
- Minnesota Reading Corps
- 11 years as a Mental Health Practitioner for NorthHomes Children and Family Services
- House parent for Bright Horizons Group Home for several years
- Educational Autism Para for Cedar Grove Elementary School in Panama City Florida.

I served on the Itasca County Housing Authority Board as the Resident Commissioner for 3 years until I moved out of Public Housing.

Additional Comments:

My son in law is a nationalized Mexican immigrant. I am a parent to 2 mixed sons and a step parent to two step children one black and one mixed. I love so much of our community and the idea of having a voice for all important issues. I have attended a meeting of the commission and had ideas and information that I realized I may be able to positively contribute to this agenda.

City Relationships:

Yes

If yes to previous question:

My cousin is married to Mayor Christy.

Residency:

No

DATA AUTHORIZATION:

- Phone Number
- Email Address
- Work number if provided

AGREE:

- I agree to inform the City Clerk's office of any change indicated above.
- I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this application.
- I understand and agree that as a member of a City of Grand Rapids Commission/Board that I will be utilizing my private email address for official City business. I further understand that pursuant to Minnesota Statutes Chapter 13 (Data Practices), that upon request from City Administration that I must provide emails relative to City business to fulfill all data practice requests. Failure to do so could be deemed a Misdemeanor pursuant to Minnesota Law.
- I agree that by submitting this application, I am stating that the statements and information provided are true and correct to the best of my knowledge.

Source URL:<https://cityofgrandrapidsmn.com/node/791/submission/1059>

Links

[1] <https://cityofgrandrapidsmn.com/bc/webform/boards-and-commissions-application>



APPLICATION FOR CITY BOARDS AND COMMISSIONS

Return to:
City Administration Office
420 N. Pokegama Avenue
Grand Rapids, MN 55744
218-326-7600

Personal Information:

Name: <i>Susan Zeige</i>	Date: <i>October 16, 2023</i>
Address: [Redacted]	Day Phone: [Redacted]
Employer: <i>J</i>	Evening Phone:
Occupation: <i>Retired</i>	E-Mail: [Redacted]

Please rank in order the Boards/Commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|---|--|
| <input type="checkbox"/> Arts & Culture Commission | <input type="checkbox"/> Parks, Recreation & Civic Center Board |
| <input checked="" type="checkbox"/> Economic Development Authority <i>(1)</i> | <input checked="" type="checkbox"/> Planning Commission <i>(2)</i> |
| <input type="checkbox"/> Golf Course Board | <input type="checkbox"/> Police Community Advisory Board |
| <input type="checkbox"/> Human Rights Commission | <input type="checkbox"/> Public Utilities Commission |
| <input checked="" type="checkbox"/> Library Board <i>(3)</i> | |

Do you have special qualifications that you feel would help you be particularly effective on a City Board or Commission? (i.e. work experience, volunteer experience, education, hobbies, etc?)

I served on the Grand Rapids City Council for seven years, and was mayor for five of those years. I previously sat on the Planning Commission and Library Board.

How did you become interested in serving on a Board or Commission?

I love to make a difference and be involved in the community. Friends have encouraged me as well to get involved on a city board or commission.

Are you related to any City employee or elected official? YES NO

If yes, to whom and how are you related? _____

I have proven myself as a leader, and would love the opportunity to serve again.

Are you a Resident or Non-Resident ?

Do you own property or own a business within the Grand Rapids city limits?

YES NO If yes, please explain: Home

Data Authorization:

If appointed, I, Susan Zeige, authorize the City of Grand Rapids to release the following private data upon request made to the City (check all that apply).

Home Phone # 

Work Phone# _____

Cell Phone # 

I also authorize the City of Grand Rapids to release such authorized private data referenced above to members of the general public, City staff, Mayor and City Council members upon request for such data. The person(s) receiving such private data must use it only for lawful purposes.

This authorization shall be modified or cancelled only upon written notice to the City Clerk, City of Grand Rapids.

I agree to inform the City Clerk's office of any change indicated above.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

I recognize and agree that I will be issued a City of Grand Rapids official email and will utilize it for official business of Boards & Commissions only.

October 16, 2023
Date

Susan Zeige
Signature

Kim Gibeau

From: Grand Rapids Minnesota <grandrapids-mn@municodeweb.com>
Sent: Monday, November 6, 2023 8:28 AM
To: Kim Gibeau
Subject: Application for Boards & Commissions

Submitted on Monday, November 6, 2023 - 8:27am

Submitted by anonymous user: 205.149.158.42

Submitted values are:

CONTACT INFORMATION

Full Name Jessica Malmquist

Phone Number [REDACTED]

Email [REDACTED]

Address: [REDACTED]

BOARDS AND COMMISSIONS

Please select all Boards & Commissions on which you would like to serve.

Boards & Commissions POLICE COMMUNITY ADVISORY BOARD

BACKGROUND INFORMATION

Occupation: North Homes Children and Family Services DHS Program Director

Qualifications:

I grew up in the Grand Rapids area. I attended college at ICC and Bemidji State University. I have a Bachelors degree in Psychology. I have worked for North Homes Children and Family services for 16 years in multiple positions with the company. I am currently the Program Director for the Itaskin Center and Cottage programs. I work with at risk children in addressing their mental health concerns. I enjoy being a support for youth and staff. I have three children that are 18, 11 and 9 years old. I enjoy reading, cooking and spending time with my kids.

Additional Comments:

I am interested in providing insight into youth with mental health and providing support to law enforcement to safely address concerns. I would like to continue to help with keeping the community safe.

City Relationships: No

If yes to previous question:

Residency: No

DATA AUTHORIZATION:

- Phone Number
- Email Address

AGREE:

- I agree to inform the City Clerk's office of any change indicated above.
- I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this application.
- I understand and agree that as a member of a City of Grand Rapids Commission/Board that I will be utilizing my private email address for official City business. I further understand that pursuant to Minnesota Statutes Chapter 13 (Data Practices), that upon request from City Administration that I must provide emails relative to City business to fulfill all data practice requests. Failure to do so could be deemed a Misdemeanor pursuant to Minnesota Law.

- I agree that by submitting this application, I am stating that the statements and information provided are and correct to the best of my knowledge.

The results of this submission may be viewed at:

https://link.edgepilot.com/s/b635a929/urE9WXxUTkCdb1dDX_MZvQ?u=https://cityofgrandrapidsmn.com/node/791/submission/1127

Kim Gibeau

From: Grand Rapids Minnesota <grandrapids-mn@municodeweb.com>
Sent: Wednesday, November 1, 2023 6:06 PM
To: Kim Gibeau
Subject: Application for Boards & Commissions

Submitted on Wednesday, November 1, 2023 - 6:05pm

Submitted by anonymous user: 66.171.41.7

Submitted values are:

CONTACT INFORMATION

Full Name Sara Slaubaugh
Phone Number [REDACTED]
Email [REDACTED]
Address: [REDACTED]

BOARDS AND COMMISSIONS

Please select all Boards & Commissions on which you would like to serve.

Boards & Commissions

- ARTS & CULTURE COMMISSION
- LIBRARY BOARD

BACKGROUND INFORMATION

Occupation: Direct Support Professional

Qualifications:

I worked at a library as a teenager

I enjoy reading and utilize the library

I would like to be more engaged within the Grand Rapids community

Additional Comments: I was encouraged to apply by my Director, Lisa Lassen

City Relationships: No

If yes to previous question:

Residency: Yes

DATA AUTHORIZATION:

- Phone Number
- Email Address
- Work number if provided

AGREE:

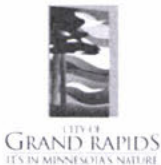
- I agree to inform the City Clerk's office of any change indicated above.
- I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this application.
- I understand and agree that as a member of a City of Grand Rapids Commission/Board that I will be utilizing my private email address for official City business. I further understand that pursuant to Minnesota Statutes Chapter 13 (Data Practices), that upon request from City Administration that I must provide emails relative to City

business to fulfill all data practice requests. Failure to do so could be deemed a Misdemeanor pursuant to Minnesota Law.

- I agree that by submitting this application, I am stating that the statements and information provided are true and correct to the best of my knowledge.

The results of this submission may be viewed at:

<https://link.edgepilot.com/s/cb8e410f/bhQkH-2iEOXB409wMVR5w?u=https://cityofgrandrapidsmn.com/node/791/submission/1126>



APPLICATION FOR CITY BOARDS AND COMMISSIONS

Return to:
City Administration Office
420 N. Pokegama Avenue
Grand Rapids, MN 55744
218-326-7600

Personal Information:

Name: <u>Susan Lehto</u>	Date: <u>6-5-2023</u>
Address: [REDACTED]	[REDACTED]
Employer: <u>Retired</u>	[REDACTED]
Occupation: <u>Teacher</u>	E-Mail: [REDACTED]

Please rank in order the Boards/Commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | | |
|---|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Arts & Culture Commission | Civic Center Advisory Board | <input type="checkbox"/> |
| <input type="checkbox"/> Economic Development Authority | Planning Commission | <input type="checkbox"/> |
| <input type="checkbox"/> Golf Course Board | Police Community Advisory Board | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> Human Rights Commission | Public Utilities Commission | <input type="checkbox"/> |
| <input type="checkbox"/> Library Board | | |

Do you have special qualifications that you feel would help you be particularly effective on a City Board or Commission? (i.e. work experience, volunteer experience, education, hobbies, etc?) I have an interest in public safety and have served on the Human Rights commission in the past.

How did you become interested in serving on a Board or Commission? A friend referred me.

Are you related to any City employee or elected official? YES NO
If yes, to whom and how are you related? _____

Are you a Resident or Non-Resident ?

Do you own property or own a business within the Grand Rapids city limits?

YES NO If yes, please explain: _____

Data Authorization:

If appointed, I, Susan Lehto, authorize the City of Grand Rapids to release the following private data upon request made to the City (check all that apply).

Home Phone # [REDACTED]

Work Phone# _____

Cell Phone # [REDACTED]

I also authorize the City of Grand Rapids to release such authorized private data referenced above to members of the general public, City staff, Mayor and City Council members upon request for such data. The person(s) receiving such private data must use it only for lawful purposes.

This authorization shall be modified or cancelled only upon written notice to the City Clerk, City of Grand Rapids.

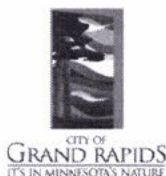
I agree to inform the City Clerk's office of any change indicated above.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

I, Susan Lehto, as a member of a City of Grand Rapids Commission/Board do understand that as a Commission/Board member I will be utilizing my private email address for official City business. I further understand that pursuant to *Minnesota Statutes Chapter 13* (Data Practices), that upon request from City Administration that I must provide emails relative to City business to fulfill all Data Practices requests. Failure to do so could be deemed a Misdemeanor pursuant to Minnesota Law.

6-5-2023
Date

Susan Lehto
Signature



APPLICATION FOR CITY BOARDS AND COMMISSIONS

Return to:
 City Administration Office
 420 N. Pokegama Avenue
 Grand Rapids, MN 55744
 218-326-7600

Personal Information:

Name: Dana Butler	Date: 11/15/23
Address: [REDACTED]	Day Phone: [REDACTED]
Employer: Self	Evening Phone: [REDACTED]
Occupation: Therapist	E-Mail: [REDACTED]

Please rank in order the Boards/Commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|---|---|
| <input type="checkbox"/> Arts & Culture Commission
<input type="checkbox"/> Economic Development Authority
<input type="checkbox"/> Golf Course Board
<input type="checkbox"/> Human Rights Commission
<input type="checkbox"/> Library Board | Parks, Recreation & Civic Center Board
Planning Commission
Police Community Advisory Board
Public Utilities Commission |
|---|---|

Do you have special qualifications that you feel would help you be particularly effective on a City Board or Commission? (i.e. work experience, volunteer experience, education, hobbies, etc?) As a therapist I work a great deal with communities who have contact with police such as parents and children in CPS cases. I also do a great deal of mental health consultation in settings where LE are contacted for support.

How did you become interested in serving on a Board or Commission?
 I served on the PCAB for a brief period of time earlier this year but had to step down due to health concerns. Those concerns have subsided and I am interested in ensuring our community is healthy.

Are you related to any City employee or elected official? YES NO
 If yes, to whom and how are you related? _____

Are you a Resident or Non-Resident ?

Do you own property or own a business within the Grand Rapids city limits?
YES NO If yes, please explain: I own a home and I own Embrace Mental Health

Data Authorization:

If appointed, I, Dana Butler, authorize the City of Grand Rapids to release the following private data upon request made to the City (check all that apply).

Home Phone # _____

Work Phone#  _____

Cell Phone # _____

I also authorize the City of Grand Rapids to release such authorized private data referenced above to members of the general public, City staff, Mayor and City Council members upon request for such data. The person(s) receiving such private data must use it only for lawful purposes.


This authorization shall be modified or cancelled only upon written notice to the City Clerk, City of Grand Rapids.

I agree to inform the City Clerk's office of any change indicated above.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

I recognize and agree that I will be issued a City of Grand Rapids official email and will utilize it for official business of Boards & Commissions only.

11/15/23
Date


Signature

Kim Gibeau

From: Grand Rapids Minnesota <grandrapids-mn@municodeweb.com>
Sent: Monday, November 20, 2023 1:47 PM
To: Kim Gibeau
Subject: Application for Boards & Commissions

Submitted on Monday, November 20, 2023 - 1:47pm

Submitted by anonymous user: 107.119.45.39

Submitted values are:

CONTACT INFORMATION

Full Name Beau Casteel
Phone Number [REDACTED]
Email [REDACTED]
Address: [REDACTED]

BOARDS AND COMMISSIONS

Please select all Boards & Commissions on which you would like to serve.

Boards & Commissions LIBRARY BOARD

BACKGROUND INFORMATION

Occupation: ESP

Qualifications:

I have 6 years experience working in education as well as having utilized the Grand Rapids public library for different needs such as checking out books, passport photos, and printing import papers.

Additional Comments:

Ive been interested in volunteering on a public board for the past couple years and heard this position was available

City Relationships: No

If yes to previous question:

Residency: Yes

DATA AUTHORIZATION: Phone Number

AGREE:

- I agree to inform the City Clerk's office of any change indicated above.
- I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this application.
- I understand and agree that as a member of a City of Grand Rapids Commission/Board that I will be utilizing my private email address for official City business. I further understand that pursuant to Minnesota Statutes Chapter 13 (Data Practices), that upon request from City Administration that I must provide emails relative to City business to fulfill all data practice requests. Failure to do so could be deemed a Misdemeanor pursuant to Minnesota Law.
- I agree that by submitting this application, I am stating that the statements and information provided are true and correct to the best of my knowledge.

The results of this submission may be viewed at:

<https://link.edgepilot.com/s/d0c6adab/1302ogzRgUO3TxH7T0WjLg?u=https://cityofgrandrapidsmn.com/node/791/submission/1138>