



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

CITY COUNCIL MEETING AGENDA
Monday, January 10, 2022
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, January 10, 2022 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

ORGANIZATIONAL MEETING:

1. Adopt 2022 City Council By-laws
2. Designate a Councilmember to serve as Mayor Pro-Tem for 2022
3. Designate the Herald Review as official newspaper for the City of Grand Rapids for 2022
4. Appoint Council representatives to Boards & Commissions
5. Appoint Council representatives to selected agencies
6. Consider appointing the following financial institutions as depository designations for 2022, and delegate the Finance Director or Finance Director's Designee authorization for electronic funds transfers.

PUBLIC FORUM:

COUNCIL REPORTS:

APPROVAL OF MINUTES:

7. Approve Council minutes for Monday, December 20, 2021 Worksession and Regular meetings.

VERIFIED CLAIMS:

8. Approve the verified claims for the period December 15, 2021 to January 3, 2022 in the total amount of \$1,013,913.19.

ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

9. Acknowledge minutes for:

November 16, 2021 and December 7, 2021 Golf Board meetings
November 3, 2021 PUC Meeting
November 10, 2021 Library Board Meeting

CONSENT AGENDA:

- [10.](#) Consider adopting a resolution accepting a \$100 donation from Morris and Sherry Beighley for the Grand Rapids Police Department's Public Safety Education Fund.
- [11.](#) Consider accepting the resignation of Jeff Madsen, PT Hospital Security.
- [12.](#) Consider accepting the retirement of Mark Greiner, Firefighter.
- [13.](#) Consider renewing the Consulting Services Contract with Madden Galanter Hansen, LLP, Attorneys at Law, for labor relations.
- [14.](#) Void Lost Accounts Payable Check and Issue a Replacement Check
- [15.](#) Approve payment for Tall Timber Days band The Dweebs
- [16.](#) Approve agreement with Trackman A/S for Virtual Golf Simulator
- [17.](#) Consider approval of temporary liquor license for MacRostie Art Center event on February 4, 2022.
- [18.](#) Void Lost Payroll Check and Issue a Replacement Check
- [19.](#) Consider adopting a resolution approving an operating transfer from the Capital Projects fund-2021 Infrastructure Bonds to the Capital Projects Fund-Grand Rapids Arts & Culture Projects.
- [20.](#) Consider approving computer agreements for 2022 with Harris Computer Systems for \$26,343.18.
- [21.](#) Consider adopting a resolution accepting a \$450,000 grant from the Blandin Foundation for the Minnesota Autonomous Rural Transit Initiative.
- [22.](#) Consider authorizing staff to apply for amended HMEP grant from the MN Department of Public Safety
- [23.](#) Consider adopting a resolution accepting a \$1,000 donation from Todd and Janet Jaranson on behalf of Lonza and a \$100 from Morris and Sherry Beighley to the Grand Rapids Fire Department to purchase tools and safety equipment.
- [24.](#) Consider accepting the resignation of Janell Hecimovich from the position of Police Officer.

SET REGULAR AGENDA:

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 24, 2022 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

PROCEDURE OF THE CITY COUNCIL
OF GRAND RAPIDS, MINNESOTA
(COUNCIL BY-LAWS)

Amended by City Council
Revised – 4/26/2021

TABLE OF CONTENTS

1. MEETINGS3

 A. Open Meeting3

 B. Quorum3

 C. Council Meetings.....3

 1. Regular Meeting3

 2. Special Meetings.....3

 3. Council Worksessions.....4

 4. Closed Meetings 4-5

 5. Organization Meetings..... 5-6

 D. Presiding Officer.....6

 E. Voting7

 F. Rules of Order.....7

 G. Minutes8

 H. Meeting Schedule8

 I. Order of Business..... 8-9

 J. Agenda..... 9-10

 K. Consent Agenda..... 10-11

 L. Agenda Materials.....12

 M. Attendance12

2. PUBLIC HEARINGS ON IMPROVEMENTS AND ASSESSMENTS12

 A. General Procedure.....12

 B. Rules for Public Procedure 13-14

3. MAYORAL AND COUNCIL APPOINTMENT PROCESS14

4. MAYORAL BOARD/COMMISSION APPOINTMENT & COUNCIL APPROVAL
PROCESS 14-15

5. COUNCIL COMMITTEES..... 15-16

6. COUNCIL REPRESENTATIVES16

7. SPECIAL APPOINTMENTS.....16

8. CONFLICT OF INTEREST STATEMENT 16-17

9. SUSPENSION OR AMENDMENT OF THESE RULES17

10. CITY COUNCIL SALARY INCREASES.....17

Appendix A. – Simplified Rules..... A-1

Brief Explanation of Motions and Terms A-2

Appendix B – Grid Sheet – Board/Commission/Appointments..... A-3

Appendix C – Mayoral and Council Appointment Procedure..... A-4

Appendix D – Mayoral Board/Commission Appointment and Council Approval Process.....A-5

PROCEDURES OF THE CITY COUNCIL
OF GRAND RAPIDS, MINNESOTA

1. **MEETINGS:**

A. **OPEN MEETINGS:**

All Council and Council committee meetings, including special and adjourned meetings, with the exception of closed meetings as defined, shall be open to the public. All meetings and notices of meetings are subject to MN. STAT. 471.705 Minnesota Open Meeting Law.

B. **QUORUM:**

A simple majority (3) of the Council shall constitute a quorum for the valid transaction of any scheduled business to come before the Council.

C. **COUNCIL MEETINGS:**

1. **REGULAR MEETINGS:** The City Council shall meet on the 2nd and 4th Monday of each month at 5:00 p.m., except in December when the meetings will be on the 1st and 2nd Monday.
 - a. Meetings falling on a holiday will be scheduled for Tuesday of that week.
 - b. All meetings, including special, recessed, and continued meetings, shall be held in the City Hall Council Chambers unless otherwise designated.
2. **SPECIAL MEETINGS:** Special meetings of the Council may be called by the Mayor or by any two Council members by written request filed with the City Administrator at least three days before the meeting. The City Clerk shall notify each member of the time, place and purpose of the meeting by written notice, at least one day before the special meeting.
 - a. Special meetings may be held without prior written notice to Council members when:
 - 1) All Council members are present at the meeting that the date and time are set for the special meeting or;
 - 2) Consent in writing or by phone to the City Clerk (consent shall be filed with the Clerk prior to the beginning of the meeting).
3. **COUNCIL WORKSESSION:** A Council Worksession will be a special meeting regularly scheduled from 4:00 p.m. to 5:00 p.m. on the second and fourth Monday of each month unless otherwise scheduled.

- 4. **CLOSED MEETINGS:** The state open meeting law allows certain matters to be discussed by the Council in a closed meeting.
 - a. **RESOLUTION:** The meeting shall be closed by motion of the Council at a public meeting. The motion shall include the time, place and the nature of the subject to be discussed.
 - b. **NOTICE:** The City Clerk shall give advance notice of a closed meeting in the same manner as advance notice of other Council meetings.
 - 1. If the closed meeting is held during other meetings of the Council, the notice will state the approximate time that the closed meeting is scheduled.
 - 2. If a meeting must be held under urgent or emergency circumstances which make it impractical to give the customary advance notice, the City Clerk shall make a reasonable, good faith effort to give advance notice to the local news media by other means.
 - c. **SCHEDULE:** If the meeting is held on the same day as a regular Council meeting, it shall be scheduled prior to or immediately following the regular worksession or meeting, whichever is suitable at time of scheduling.
 - d. **ATTENDANCE:** Shall be limited to Council members, the City Attorney (s), City Administrator, and other resource persons designated by the Council, Administrator and/or City Attorney and approved by the Council. A written roll of all persons present at the closed meeting shall be made available to the public after the closed meeting.
 - e. **CLOSED MEETING TO DISCUSS LITIGATION:** The City Attorney shall make a reasonable effort to informally convey information to the news media regarding the subject matter of the meeting.
 - f. **CLOSED MEETING TO DISCUSS STRATEGY FOR LABOR NEGOTIATIONS:** The proceedings at the closed meetings shall be recorded at the expense of the governing body and shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body.

a. **MINUTES OF CLOSED MEETINGS:**

1. Minutes for Litigation Matters. Minutes will be prepared, listing persons attending the meeting and the discussion during the meeting. The minutes shall be retained by the attorney for the City and available for Council member review until:
 - a) The earliest date when the City Attorney determines that public disclosure would no longer impair the public interest;
 - b) All matters discussed have become part of public record;
 - c) The matter in controversy is concluded; or
 - d) When a majority of the entire City Council approves release of the minutes.
2. Minutes to discuss strategy for labor negotiations. A closed meeting for labor negotiations can also be recorded, and be considered as private data until one of the above (a-d) has been determined. The recording will be kept on file by the Clerk.

5. **ORGANIZATIONAL MEETING:** The Council shall conduct an Organizational Meeting concurrent with the first Regular Council Meeting in January of each year, to:

- a. Adopt Council By-Laws. When there are proposed changes to By-Laws during the calendar year, such proposed changes shall be identified in a request for council action at the meeting prior to the meeting it is discussed and considered for approval.
- b. Appoint the Mayor Pro-Tem.
- c. Designate the depositories of City funds.
- d. Designate the official newspaper.
- e. Mayoral Appointment and Council approval (Appendix D)
 - Economic Development Authority
 - Civic Center/Park & Recreation Advisory Board
 - Housing and Redevelopment Authority
 Council appointments (Appendix C)
 - Public Utilities Commission
 - Grand Rapids Cable Commission
- f. Appoint Special Council representatives.
 - Coalition of Greater Minnesota Cities
 - City/County Committee
 - Western Mesabe Mine Pit Board
 - Range Association of Municipalities & Schools
 - League of Minnesota Cities

- Natural Gas Joint Powers Board
- Greenway Joint Recreation Association
- Arts and Culture Commission – Shall be advisory only.

D. PRESIDING OFFICER:

1. The Mayor shall preside at all meetings of the Council.
2. In the absence of the Mayor the Mayor Pro-Tem shall preside.
3. In the absence of the Mayor and the Mayor Pro-Tem the Clerk shall call the meeting to order. The first order of business shall be to select a presiding officer. The Clerk shall preside until the Council members present choose a member to act as presiding officer.
4. The presiding officer shall preserve order, enforce the rules of procedure and determine without debate all questions of procedure and order, subject to the final decision of the Council on an appeal.
5. The presiding officer may make motions, second motions or speak on any questions, except that on demand of any Council member he/she shall vacate the chair and designate a Council member to preside temporarily.
6. Any member may appeal to the full Council a ruling of the presiding officer.
 - a. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his/her ruling, but no other Council member shall participate in the discussion.
 - b. The appeal shall be sustained if it is approved by a majority of the members present exclusive of the presiding officer.

E. VOTING:

1. The votes of the Council will be taken by voice vote.
2. Votes will be considered unanimous unless otherwise noted.
3. Council members may ask for a roll call vote by the Clerk on any motion or resolution.
4. The Clerk shall ask for a verification roll call if the vote of a Council member is not clear on a voice vote.
5. A majority vote of all Council members shall be necessary for approval of any ordinance unless a larger majority is required by

Minnesota State Statute. Except, as otherwise provided by Statutes, a majority vote of a quorum shall prevail in all other cases.

F. **RULES OF ORDER:** The proceedings of the Council shall be conducted in accordance with Appendix A – Simplified Rules and Section 1 D-6.

G. **MINUTES:**

1. Minutes are the official record of the City Council once approved.
2.
 - a. The Clerk shall keep permanent electronic minute files to record at length all Ordinances passed by the Council.
 - b. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records and can be accurately identified from the description given in the minutes.
 - c. The minutes of each Council meeting shall be kept by a recorder designated by the City Administrator or by the City Clerk in the absence of the City Administrator.
3. The minute recorder shall not participate in Council discussions except when called upon by the presiding officer.
4. The minutes of each meeting shall be typed, signed by the Clerk, and copies delivered to each Council member via Council agenda packet when the minutes are placed on the agenda for approval.
 - a. The proceedings of all Regular Council meetings may be recorded. The recording of each meeting shall be clearly marked denoting type of meeting (regular, special, joint for example), date and time. The recording shall be kept in a secure storage area in chronological order and maintained for the length of time required for data storage and maintenance. Access to recordings shall be open to the public but shall be under the supervision of the Administrator's Office and may not be played back on a machine with an erasure feature. Copies of recordings may be made available for a fee as set by the Administrator's Office. (This does not apply to tapes of closed meetings until they are made public as provided in Section I-C 3 subsections 1 & 2).
 - b. At the next regular meeting, following delivery, approval of the minutes shall be considered by the Council.
 - 1) The minutes need not be read aloud.
 - 2) The presiding officer shall call for any additions or corrections.

- 3) If there is no objection to an addition or correction, it will be made without a vote of the Council.
 - 4) If there is an objection, the Council shall vote upon the addition or correction by roll call vote.
 - 5) Council shall take formal action to approve the minutes as distributed and/or amended.
5. Publishing of Minutes. The City Clerk shall prepare a summary of the minutes of each Council meeting for publication after the official minutes are approved by Council with the exception of minutes of closed meetings. The summary shall include formal actions of the Council and at the City Clerk’s discretion, Council discussion and department head reports.

H. MEETING SCHEDULE:

- 1. Each meeting of the Council shall convene at the time and place appointed.
- 2. Council business shall be conducted in the order of the prepared agenda, unless Council members agree to change the order to accommodate the public.
- 3. The first regular meeting of the month will typically be scheduled the second Monday of the month at 5:00 p.m.
- 4. If all business has not been completed the meeting may be continued to another date and time to complete the scheduled agenda without further notice being required.
- 5. The second regular meeting of the month will typically be scheduled the fourth Monday of the month at 5:00 p.m.
- 6. Working sessions of the Council will generally be scheduled at 4:00 p.m. on the day of Regular Council Meetings or as deemed necessary by the Council.
- 7. Public hearings will normally be scheduled at 6:00 p.m. at the Council’s discretion.

I. ORDER OF BUSINESS:

- 1. Call to Order.
- 2. Call of Roll.
- 3. Presentations/Proclamations
- 4. Approval of Minutes.
- 5. Approval of Verified Claims
- 6. Public Forum and Correspondence.

- 7. Council Reports
- 8. Consent Agenda.
- 9. Setting of Regular Agenda
- 10. Acknowledge receipt of Board/Commission minutes.
- 11. Civic Center/Park & Recreation
- 12. Community Development/Economic Development.
- 13. Engineer.
- 14. Finance Department
- 15. Fire Department
- 16. Grand Rapids Library.
- 17. Pokegama Golf Course
- 18. Police Department
- 19. Public Works.
- 20. Administration.
- 21. Public Hearings when scheduled.
- 22. Adjourn (or Recess)

Notes:

- a. The order of business may be varied by the presiding officer with the consent of the Council.
- b. All public hearings will be conducted at the times scheduled and advertised in the notice of the hearing.
- c. Only by majority approval, and when necessary, will business be acted upon by the Council unless scheduled on the agenda.
- d. Care will be taken to place items of general public concern on the evening agenda.

J. AGENDA:

- 1. An agenda will be prepared for all Council meetings and Council committee meetings in accordance with provisions of Minnesota Statute 471.705.
- 2. The agenda for special meetings will be set by the presiding officer, or by the Council members calling that meeting three days prior to the meeting at the time of notice and call or at the time of call for an emergency meeting of the Council.
- 3. The agenda will clearly describe the subject matter under consideration by the Council and any action required.
- 4. The City Clerk, City Administrator and/or Mayor shall prepare the agenda for all Council meetings.
- 5. Requests for action or consideration of an item must be presented to the City Administrator and/or Mayor, no later than noon of the business day Wednesday, prior to the Regular Council meeting.

- 6.. City Council members may place an item (items) on the agenda prior to any meeting, by following step five above.
- 7. The agenda, along with information material, will be delivered to each Council member, City Attorney and given to all media formally requesting such notice as provided by Minnesota Statute 471.705, on the Thursday preceding the Monday-meeting, or at least three (3) days prior to the Regular Council meeting.

K. CONSENT AGENDAS:

- 1. A consent agenda allows the Council to consider several items at one time.
- 2. Only one motion is needed to approve all of the items at one time.
- 3. An item on the consent agenda shall be removed for consideration by the request of any one Council member, City staff, or the public and put on the regular agenda for discussion and consideration. This statement shall precede the consent agenda on all printed agendas and shall be announced by the presiding officer prior to consideration of the consent agenda.
- 4. Consent Agendas may be used for approval of the following; except that the City Administrator has the discretion to place other items on the consent agenda if deemed appropriate.

ADMINISTRATION:

- Resolutions supporting projects from other communities when requested by municipal bodies.
- Resolutions to authorize Clerk to publish ordinances in summary.
- Appointment of election judges.
- Approve budgeted equipment purchases.
- Establish Public Hearings

FINANCE:

- Issuance of duplicate checks that have been lost; and waive bond requirements.
- Fund Transfers, as authorized through Budget process.
- Establish Public Hearings.

LICENSES/PERMITS/CONTRACTS:

- Licenses and permits, including temporary 3.2 beer license and special On-Sale liquor permits for events at the IRA Civic Center, Grand Rapids Sports Complex, and Central School.
- Gambling license applications requiring Council action
- Fire Contracts, recreation contracts, dog pound contracts, and miscellaneous yearly contracts.

PERSONNEL:

- Accept resignations and authorize advertisements for replacement of positions.
- Approval of job descriptions, except Department Heads, and authorize advertisement of positions when position has previously been approved by Council.
- Appointment (ratification) of part-time employees if these personnel costs have been included in the budget.

PROJECTS:

- Receive petitions and place on file.
- Establish dates for public hearings. (This includes, but not limited to: improvements, rezoning and vacation requests, bond issues, etc.)
- Approve plans and specifications.
- Authorize advertisement for bids/quotes.
- Award of bids and quotes when Council has previously approved solicitation.
- Receive and file project construction feasibility reports.
- Approve contract change orders.
- Accept projects and approve final estimate payments.

- L. **AGENDA MATERIALS:** The Clerk shall make available to the public the agenda material that is presented to the Council. At least one copy of this material shall be available to the public in the Council Chambers and copies provided to the media as requested. Agenda material shall be available to the public by 8:00 a.m. on Friday preceding the regular scheduled meeting at no charge.

M. ATTENDANCE:

1. Department Heads may leave the Council Meetings upon completion of their portions of the agenda.
2. Department Heads may not need to attend Council Meetings if they are not requested to do so or if they have no relevant items on the agenda.
3. The Council may, at its discretion, excuse any staff member from attendance at a meeting during their regular working day.

2. PUBLIC HEARINGS ON IMPROVEMENTS AND ASSESSMENTS:

A. GENERAL PROCEDURE:

1. Opening comments by Mayor.
2. Clerk's statement regarding notices.
3. Mayor opens hearing on proposed improvement or assessment.
4. Engineer describes improvement and/or assessment procedures.
5. General statement of financing.
6. Public comments.
 - a. Those favoring improvements are heard.
 - b. Those opposing improvements are heard.
 - c. If public wishes to be heard, but does not want to speak, paper is to be provided at the Clerk's table which may be used to write their position. These will be read aloud at the conclusion of comments from the floor. Letters received before the hearing will be read by the presiding officer at this time.
7. Formal action by declaration of the presiding officer to close the hearing.
8. Council takes action ordering or abandoning the proposed improvement or in the case of assessments, takes action in regard to the assessments.
9. The Council may continue the public hearing to receive more information and action may then be taken.

B. RULES FOR PUBLIC PROCEDURE:

It is the Council's intention that everyone be heard on proposed improvements or assessment hearings. The following procedure will be used for receiving public input.

1. Individual will raise hand, and when recognized by the presiding officer, stand and state their name and address, using the microphone.
2. The person will then state their position and reason for the position. A time limit may be set by Council. No one will be allowed to speak a second time until everyone has been heard once.
3. The person should address all statements and questions to the presiding officer. The presiding officer will then refer any questions that are to be answered by staff, or project proposer.

3. MAYOR AND COUNCIL APPOINTMENT PROCESS:

Minnesota Statutes (various) authorize the City Council and Mayor to establish Boards and Commissions to advise the City Council and Mayor or to operate some programs and facilities. These Boards and Commissions are for the purpose of facilitating the orderly conduct of City business and to provide an opportunity to receive public input into the various functions and programs of the City.

The following Boards and Commissions created by the Council, require appointments to be approved by the Council according to Appendix C.

- A. Greater Grand Rapids Cable TV Commission, to provide oversight and review of the Cable TV franchise and to advise the City Council.
- B. Pokegama Golf Course Board, to operate Pokegama Golf Course and to advise the Council on the management of this municipal enterprise. (Municipal Code Chapter 2, Article V, Division 4, Sec. 2.241-2.247).
- C. Human Rights Commission, purpose is to secure for all citizens freedom from discrimination. (added 1-24-05) Municipal Code Chapter 2, Article V, Division 6, Sec. 2.301-2.304).
- D. Library Board, to provide library services to City residents. (Municipal Code Chapter 34, Mn. Statute Chapter 134.07).
- E. Planning Commission, to advise the Council on planning and zoning for the orderly development of Grand Rapids. (Municipal Code Chapter 30, Article II, Sec. 30.31-30.32, Mn. Statute 462.354).
- F. Police Community Advisory Board, to enhance communication between residents, Police Department and the City Council. (Municipal Code Chapter 2, Division 8, Sec. 2-351, Ordinance No. 15-02-02)

- G. Public Utilities Commission, to operate electric, water and sewer service enterprises and to operate certain public buildings. (MN Statute 412.341, and Minnesota Special Laws 1999, Chapter 195, Special Laws 2014, Chapter 224—S.F. No. 2609).
- H. Property Maintenance and Building Codes Board of Appeals to hear appeal's regarding a decision of the code official or notice or order issued under the Property Maintenance or Building Code (Ordinance No.'s 05-02-03 and 05-02-04).
- I. Arts & Culture Commission, to assist Grand Rapids in becoming a community in which arts and culture activities are recognized as vital components of community life; are valued and promoted for their economic benefits; represent an integral part of the communities' educational mission; and cooperate with other community organizations to enhance Grand Rapids' culture identity and quality of life in the community, the surrounding region and beyond.
- J. Joint Natural Gas Board, City Ordinance 12-08-10 authorized Gorhams' Incorporated to develop a natural gas distribution system within the City and a Rate Agreement dated August 13, 2012 formalized having rates regulated by the City under Mn Statutes 216B.02. A Joint Powers Agreement between the City and Harris Township, dated June 12, 2013, established a joint City/Township board to regulated natural gas rates.
- K. Greenway Joint Recreation Association, established by Minnesota Statute provides for one council member to be a board member as a result of ISD 316 being located within the City limits of Grand Rapids.

APPOINTMENT POLICY: It will be the policy of the City Council to:

1. Offer appointment to the best-qualified citizens to our Boards and Commission who will enhance the diversity of the Board and Commission. When candidates are viewed as equal in strength, preference should be given to resident, property owners, or business owners, prior to a non-resident.
2. Advertise all vacancies to Boards and Commissions: (This ad should include a brief description of the Board or Commission, time and days of meetings, how often meetings are held, the number of vacancies and any special requirements.) In addition, staff will notify organizations and association in the community, such as the Downtown Business Association, The Grand Rapids Chamber Association, etc., of such vacancies.
3. Consider all appointments by the process presented in Appendix C. Board/Commission members who have completed their term are encouraged and eligible to reapply for appointment to their current Board or Commission or to apply for appointment on another Board or Commission to a vacancy on another Board or Commission.
4. For residency requirements, see Appendix B.

- 5. Provide training and encouragement for active participation in all Board/Commission business through the employment of high quality staff or consultants to support them and to facilitate open communication.
- 6. Keep all applications active during the year for appointment to vacancies should they occur. The Council reserves the right to appoint any qualified candidates even though they did not apply as a result of an advertisement. There is no implied guarantee of appointment or re-appointment to any Board or Commission.

4. MAYOR BOARD/COMMISSION APPOINTMENT AND COUNCIL APPROVAL PROCESS:

Minnesota Statutes (various) authorizes the Mayor to appoint and the Council to approve memberships on various Boards and Commissions created by the Mayor and Council. The following Boards and Commissions, created by the Mayor and Council, require a Mayoral appointment with approval of the Council according to Appendix D.

- A. Economic Development Authority (EDA), to provide a tool for economic stimulation in Grand Rapids. (GR Res. No. 93-130 Mn. Statute 469.090-469.108).
- B. Housing and Redevelopment Authority, to provide affordable housing for all residents. (Mn. Statute Chapter 469).
- C. Civic Center/Park & Recreation Advisory Board, to advise the Council on Recreation and Park programs and facility development. (Municipal Code Chapter 2, Division 3, Sec. 2-181-2.189; Mn. Statute 412.501; 471.15). Will also serve as the City representative on the Greenway Joint Recreation Board.

Appendix D provides the process by which these appointments will take place.

5. COUNCIL COMMITTEES:

- A. The Council may at any time appoint a special or standing committees consisting of no more than two Council members and support staff.
- B. Committee members, excluding staff, will be chosen by consensus of the Mayor and Council based upon interest expressed by individual members. Staff appointments will be made by the Mayor in consultation with the City Administrator.
- C. Council committees may be special (limited) or standing (on-going). Standing committees will be appointed at the annual/organizational meetings.
- D. Council committees are formed to provide Council review, oversight, clarification and information to staff members.

- E. Council committees provide a forum for staff and Council members to share information or new ideas.
- F. Council committees may carry out staff supervision as directed by Council.
- G. Council committees may be established to conduct specific tasks as directed by Council.
- H. Council committees are not to set policy but may make recommendations for policy or procedures to full Council.
- I. Council committee meetings may be called by the Council, committee members, the Mayor, the City Administrator, or at the request of a Department Head, commission, or board chairperson to discuss specific topics.
- J. Council committees shall have a prepared agenda and follow rules of public notification. Each committee will designate a presiding officer and have an agenda prepared at least three (3) days before the meeting.
- K. Council committees shall keep minutes of all meetings. The original shall be filed with the City Clerk. A copy is to be given to the City Administrator and distributed to all Council members. These minutes should include committee name, date, time, location, person calling the meeting, persons present, and a brief summary of topics discussed. City staff will be assigned to record minutes.

6. **COUNCIL REPRESENTATIVES:**

- A. Council representation on various City Boards and Commissions will be determined by consensus of the Mayor and Council based upon interest expressed by individual members.
- B. Council representatives will be determined at the organizational meeting of the Council or when a vacancy occurs.
- C. Council representatives will act as liaison between the Boards and Commissions and the Council.
- D. Council representatives may help interpret previous Council action or policy to the various Boards and Commissions.
- E. Council representatives should bring back to the Council concerns or issues as requested by the Board or Commission and are encouraged to bring issues to the Council’s attention, which may be of interest to the Council as a whole.
- F. Council representatives shall be voting members of City Boards and Commissions.

7. **SPECIAL APPOINTMENTS:**

From time to time Councilmembers may be designated to serve as the official representative of the Council on community, regional or statewide boards. These will be determined by consensus of the Council and Mayor based upon interest expressed by

individual members. Each appointee is expected to regularly inform the Council of activities and issues of concern to the City.

8. CONFLICT OF INTEREST STATEMENT:

With certain exceptions, Minnesota laws forbid any Mayor or Councilmember to have a personal financial interest in or to benefit from the making of any sale, lease or contract with the City.

Exceptions are:

- A. The designation of a bank in which the Mayor or Council member is interested as the official depository for city funds if the official discloses interest;
- B. The designation of an official newspaper in which a City official is interested when it is the only newspaper complying with statutory or charter requirements relating to official publications;
- C. A contract with a cooperative association in which a City official is a shareholder, but not an officer or manager;
- D. A contract for which competitive bids are not required.
- E. A contract with a volunteer fire department for the payment of compensation or retirement benefits to its members.

If however, a Mayor or Council member is simply an employee of a firm and receives no commission, bonuses, or other remuneration directly from its contracts, and is not a stockholder, the Council may enter into a contract with the organization for which the officer works regardless of the amount of the contract.

9. SUSPENSION OR AMENDMENT OF THESE RULES:

These rules, or any of them, may be temporarily suspended by a majority vote of all the Council members, (unless governed by Minnesota State Statute) and shall not be repealed or amended except by a majority vote of the whole Council after notice has been given at a preceding Council meeting.

10. CITY COUNCIL SALARY INCREASES:

In an even calendar year, prior to the general election, the City Council shall establish the salary of the Mayor and Councilmembers to be effective January 1st of the following odd calendar year. The method to determine the salary will be to take the existing salaries and increase them based on the Consumer Price Index (CPI) as published on the Federal Reserve Band of Minneapolis website. Typically, this will require the CPI for the two previous years. If pay increases are missed, the salaries shall be increased according to the CPI index in all years of no increases.

Appendix A – Simplified Rules

Motions (In Precedence Order)	Motion Maker Needs Recognition?	Motion Needs A Second	Motion Is Debatable	Motion Is Amendable	Vote Required To Pass	Applies To What Other Motion?	Special Notes And Comments
10. Adjourn	Yes	Yes	No	No	Majority	None	Highest Precedence
9. Recess	Yes	Yes	No	Yes	Majority	None	
8. Appeal (1)	No	Yes	Yes	No	Majority	Decisions of Chair	Members can challenge decision by the chair
8. Point of Order	No	No	No	No	Chair Decides	None	To point out an error
8. Parliamentary Inquiry (1)	No Yes	No Yes	No No	No No	Chair Decides 2/3 rds	None None	To ask a question Cannot apply to minority rights
8. Division (1)	No	No	No	No	Chair Decides	All Votes	A second vote on votes that are close
7. Lay On Table	Yes	Yes	No	No	Majority	Main, amend, appeal	Also called postpone temporarily
6. Close Debate (1)	Yes	Yes	No	No	2/3 rds	All Debatable Motions	Also called previous questions & vote immediately
5. Limit Debate (1)	Yes	Yes	No	Yes (3)	2/3 rds	All Debatable Motions	To limit debate to a set period
4. Postpone Definitely	Yes	Yes	Yes (2)	Yes (3)	Majority	Main Motions	To set aside to next meeting
3. Refer to Committee	Yes	Yes	Yes (2)	Yes (3)	Majority	Main Motions	To allow a small group to study
2. Amend (1)	Yes	Yes	Yes	Yes	Majority	All amendable Motions	You may amend an amendment
1. Main	Yes	Yes	Yes	Yes	Majority	None	Lowest Precedence

(1) Indicates possible to precedence order. exception

(2) Limited to the sense that debate is only on the merits of that specific motion.

(3) Restricted to the variable part of the motion.

APPENDIX A (Continued)

A BRIEF EXPLANATION OF COMMONLY USED MOTIONS AND TERMS

1. Main Motion – to bring business before the organization. “I move that the Student Government pay D.E. Sikkink \$100 for his speech.”
2. Amend – to change motions so they more closely express the will of the group. “I move to amend the motion by striking out the word \$100 and inserting \$10.”
3. Vote Immediately – to stop discussion and to get a vote. “I move to vote immediately on the amendments.” (Also called Close Debate and Previous questions.)
4. Parliamentary Inquiry – to let a member ask questions. “Mr. Or Ms. Chairperson, can we have a secret ballot on this amendment?”
5. Point of Order – to call attention to a mistake in procedure. “Mr. Or Ms. Chairperson, there was no second for that motion to amend.”
6. Division – a request for the chairperson to use a more accurate method of voting. “Mr. Or Ms. Chairperson, I call for a division on that last vote.”
7. Appeal – to get a vote by the group on some procedural decision made by the chairperson. “I appeal your decision on not allowing a secret ballot.”
8. Refer to Committee – to allow for study and investigation by a smaller group. “I move to refer the main motion to a committee of three appointed by the chair.”
9. Postpone Definitely – to consider at a definite future time. (No later than the next meeting.) “I move to postpone this main motion definitely to our next regular meeting.”
10. Postpone Temporarily – to consider at an unspecified time. “I move to postpone this main motion temporarily.”
11. A quorum is the minimum number of members who must be present in order to transact legal business.
12. Precedence refers to the rank of motions. When a motion has been made, any motion of higher order may be proposed but no motion of lower order may be proposed (there are a few exceptions).
Motions are discussed and acted upon in inverse order to their proposal (the last motion made will be acted on first, etc.) See Appendix A-1

Board/Commission	Independent	Advisory	Appointing Body	Number of Members	Term Length	Meeting Date/Time	Meeting Place	State Statute	Staff Rep.	City Ordinance	Residency Requirement
Arts & Culture Commission	X		Council	9	3 year 2 term rule	1 st Tuesday 3:15 p.m.	City Hall		Asst. Library Director	13-02-04	No
Economic Development Authority	X		Council	7 (2 Council Reps.)	6 years	2 nd & 4 th Thursday 4:00 p.m.	City Hall	358c	Community Development Director	Res. 93-130, 86-82 and 94-164	4 residents or City property owners & up to 3 non-residents
Golf Course Board	X		Council	5	3 years 2 term/6 year rule	3 rd Tuesday noon	City Hall	471.15-71.19	Director of Golf	Chapter 2 of Municipal Code	4 City Res. & 1 may be non-res. - Ordinance 09-01-01
Civic Center /Park & Recreation Advisory Board		X	Council	7	3 years	3 rd Wednesday 4:30 p.m.	Civic Center		Park & Rec/Civic Center Manager	5	5 residents & 2 non-residents
Cable Commission	X		1 Council		Council appointment	1 st Monday (every three months)	ICTV		None	Resolution Joint Powers	Yes
Housing & Redevelopment Authority	X		Council	7	5 years 2 term rule	3 rd Wednesday 4:00 p.m.	HRA	Mun. Hsg. Redev. Act 469	HRA Manager		State Statute 469.003 Yes
Library Board	X		Council	9	3 years 3 term rule	2 nd Wednesday 4:00 p.m.	Library	134	Library Director	2.02	4 non-res and 5 residents § 134.09
Planning Commission		X	Council	7	4 years	1 st Thursday 4:00 p.m.	City Hall		Community Development Director	23.18	Yes Planning Comm. By-Laws
International Property Maintenance and Building Codes Board of Appeals	X		Council	3 plus 2 alternates	4 years		City Hall	MN Rules 1300.0230 Building Code	Rob Mattei	05-02-03 and 05-02-04	No
Police Community Advisory Board		X	Council	9	3 years	1st Friday on even months 7:30 a.m.	City Hall		Police Chief	15-02-02	5 residents & 4 non-residents This was changed on 4/11/2016.
Public Utilities Commission	X		Council	5	4 years	2 nd Wednesday 4:00 p.m.	PUC Service Center	412.341	Public Utilities Manager		No
Human Rights Commission	X		Council	9	3 years	Last Wednesday Feb. – May- Aug. – Nov.	City Hall		Human Resources Director	Ordinance 04-05-09	No

APPENDIX D

MAYORAL BOARD/COMMISSION APPOINT AND COUNCIL APPROVAL PROCESS

DATE	ACTION	RESPONSIBILITY
By November 1	The Administrator's office shall present in writing to the Mayor and Council a prepared list of Board and Commission members whose terms expire the following March and shall identify whether the member has been notified of the expiration of their term. This list shall identify Board, name, date first appointed and eligibility for reappointment (as defined in Council By-Laws)	Staff & Mayor/Council
In Mid-November	An informal Council review by council members who sit on the various boards and commissions to consider offering reappointment to eligible Board/Commission members.	Mayor/Council
In Late November	Letters to eligible and ineligible Board/Commission member(s) will be prepared and sent.	Staff/Mayor
In Mid-December	The Administrator's office will prepare a Respondent's List for reappointment to help determine vacancies and present to Mayor and Council for approval to prepare a vacancy list and authorize position vacancy advertisement.	Staff/Mayor/Council
In Mid-January early February	Mayor and Council will review responses to position vacancy advertisement.	Mayor/Council
First Meeting in February	Mayor and Council discuss candidates for Board and Commission appointments and through consensus designate a candidate for consideration by the Mayor for appointment. Mayor may appoint or reject the designated candidate. The Council shall then vote upon approval of the candidate appointed by the Mayor.	Mayor/Council



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Designate the Herald Review as official newspaper for the City of Grand Rapids

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Scenic Range News and Herald Review each submitted requests to be designated as the Official City Newspaper. Unfortunately, based on Minnesota State Statute, Scenic Range News does not meet necessary criteria.

REQUESTED COUNCIL ACTION:

Make a motion to designate the Herald Review as the official newspaper for the City of Grand Rapids.



December 1, 2021
City of Grand Rapids
Ms. Kim Johnson Gibeau
420 N Pokegama Ave
Grand Rapids, MN 55744

Dear Ms. Kim Johnson Gibeau:

It has been an honor to serve as your legal newspaper in the past and we hope to continue the relationship.

Please accept this bid for consideration of the Scenic Range NewsForum to be the legal publication of record for City of Grand Rapids. The below rates will be honored for all legal proceedings effective issue dated January 6, 2022.

The Scenic Range will be offering a discounted rate to municipalities that have named us the "Official Legal Newspaper" for them. The 2022 legal rate will be \$7.00 per column inch for the first run and any subsequent runs will be \$5.00 per column inch.

Municipalities that name us the legal publication will receive the discounted rate of \$6 per column inch for the first run and \$4.00 for subsequent runs.

The rate for display advertising is \$5.00 per column inch for black ink and \$7.00 per column inch for full color advertising.

The Scenic Range offers much more than a newspaper. We also offer a full printshop and mail service for newsletters and other marketing type programs.

It would be an honor to continue serving as the legal publication in our community.

Respectfully,

Tony Fragnito
Publisher

A handwritten signature in blue ink, appearing to read "Tony Fragnito", is written over a horizontal line.

HeraldReview

21 NE 5th Street, Suite 101, PO Box 220, Grand Rapids, MN 55744
Phone 218.326.6623 Fax 218.326.6627

December 21st, 2021

City of Grand Rapids
420 N. Pokegama Ave.
Grand Rapids, MN 55744

Dear Honorable Mayor and Council Members,

We ask to be named the official newspaper for the City of Grand Rapids. We look forward to continuing our work with the City of Grand Rapids to keep your citizens informed. We offer to print the proceedings of your board, statements and any and all legal notices requiring publication during the year 2022. We will have to increase our rates 6 percent over 2021 rates due to the increase of newspaper stock, ink and labor costs at this time.

All proceedings of your board, statements and legal notices will be posted online. Display and Classified notices will also be in the Grand Rapids Manney's Shopper at no extra charge.

In our proposal, we are including the legal newspaper status for 2022 approved by the Minnesota Secretary of State. We will also include the Statement of Ownership, Management and Circulation on file with the United States Postal Service, which shows proof of guaranteed distribution of the Grand Rapids Herald Review.

We confirm that the Grand Rapids Herald Review meets the "Qualified Newspaper" standards as described by the League of Minnesota Cities.

Thank you for giving us the opportunity to serve your community. We also look forward to your input in the coming year to provide your community with complete and accurate information on a timely basis. If there is any way we can be of further service to you, please let us know.

Sincerely,



Brett Holum
General Manager/Publisher

HeraldReview

21 NE 5th Street, Suite 101, PO Box 220, Grand Rapids, MN 55744
Phone 218.326.6623 Fax 218.326.6627

December 21st, 2021

2022 Legal Display rates:

First run.....\$12.19 per column inch (\$7.47 per square inch) includes publication in the Grand Rapids Herald Review and Grand Rapids Manney's Shopper plus online posting with grandrapidsmn.com, with an average of over 350,000 page views per month.

Additional runs \$10.92 per column inch (\$6.77 per square inch)

Sincerely,

Brett Holum
General Manager/Publisher

Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



Must be filed between September 1 and December 31, each year

Filing Fee: \$25.00

Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

Grand Rapids Herald Review
21 NE 5th Street, Suite 101
Grand Rapids, MN 55744

2. **IF CHANGED**, list the new name and/or address of known office of issue:

Name of Newspaper:

Street Address:
(Must be a complete street address or rural route and rural route box number)

City: State: Zip Code:

3. County of Known Office of Issue: (Required)

4. Legal Newspaper Phone Number: (Required)
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Contact Name Daytime Phone Number

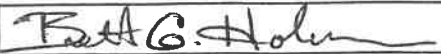
6. Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address:

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

	<input type="text" value="11/22/2021"/>
Signature of Authorized Representative (Required)	Date



**UNITED STATES
POSTAL SERVICE®**

**Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)**

1. Publication Title Grand Rapids Herald Review		2. Publication Number 2 2 5 - 7 2 0	3. Filing Date 09/30/2021
4. Issue Frequency Twice Weekly		5. Number of Issues Published Annually 104	6. Annual Subscription Price \$70.00
7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) P.O. Box 220, Grand Rapids, MN 55744			Contact Person Brett Holum
			Telephone (include area code) 218-326-6623

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer)
P.O. Box 220, Grand Rapids, MN 55744

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)
Publisher (Name and complete mailing address)

Brett Holum, P.O. Box 220, Grand Rapids, MN 55744

Editor (Name and complete mailing address)

Britta Arendt, P.O. Box 220, Grand Rapids, MN 55744

Managing Editor (Name and complete mailing address)

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
Adams Publishing Group, LLC	29088 Airpark Drive, Easton, MD 21061

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box None

Full Name	Complete Mailing Address
Wilmington Trust, NA	1100 North Market St. Wilmington, DE 19890

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)
The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:
 Has Not Changed During Preceding 12 Months
 Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title Grand Rapids Herald Review		14. Issue Date for Circulation Data Below 09/19/2021	
15. Extent and Nature of Circulation		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)		4958	5064
b. Paid Circulation (By Mail and Outside the Mail)	(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	236	220
	(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	144	146
	(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	3799	4550
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	0	0
c. Total Paid Distribution [Sum of 15b (1), (2), (3), and (4)]		4179	4916
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)	(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541	17	15
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	5	5
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	0	0
	(4) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)	134	128
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))		156	148
f. Total Distribution (Sum of 15c and 15e)		4335	5064
g. Copies not Distributed (See Instructions to Publishers #4 (page #3))		623	0
h. Total (Sum of 15f and g)		4958	5064
i. Percent Paid (15c divided by 15f times 100)		96.4	97.0

* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.



Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)

16. Electronic Copy Circulation	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies	186	212
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)	4365	5128
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a)	4521	5276
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100)	96.5	97.1

I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

If the publication is a general publication, publication of this statement is required. Will be printed Publication not required.

in the 10-3-2021 issue of this publication.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner

Date

Ruth G. Holm

9-22-21

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Appoint Council representatives to Boards & Commissions

PREPARED BY: Kimberly Gibeau

BACKGROUND:

The City has Boards & Commissions that require Mayor appointments and Council appointments.

Appendix D: Mayoral Board/Commission appointment and Council approval process.

- Civic Center, & Parks Advisory Board & Greenway Park & Rec Joint Board (1)
- GREDA (2)
- HRA (1)

Appendix C: Mayor & Council Board/Commission appointment process.

- PUC (1)
- Cable Commission (1 + alternate)
- Human Rights Commission (1)

REQUESTED COUNCIL ACTION:

Make a motion to appoint Council representatives to City Boards & Commissions for 2022 calendar year.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Appoint Council representatives to selected agencies

PREPARED BY: Kimberly Gibeau

BACKGROUND:

The Council has a long-standing relationship with a number of organizations and appoints representatives to facilitate the City’s interest in many different policy arenas.

<u>Agency</u>	<u># of Representatives</u>
Range Area Municipalities and Schools	1 + alternate
Western Mesabi Mine Pit Board	2
City/County Co-op	2
Joint Gas Board	1
Fire Relief Association	1 + a City Staff member
Coalition of Greater MN Cities	1
League of MN Cities	1
Arrowhead Regional Development Commission	1

REQUESTED COUNCIL ACTION:

Make a motion to appoint Council representatives and staff to select agencies for 2022 calendar year.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Consider appointing the following financial institutions as depository designations for 2022, and delegate the Finance Director or Finance Director's Designee authorization for electronic funds transfers.

PREPARED BY: Barb Baird

BACKGROUND:

We are recommending the City of Grand Rapids designate the following institutions as depositories for 2022:

- Deerwood Bank
- First National Bank of Coleraine
- Grand Rapids State Bank
- Park State Bank
- RBC Wealth Management
- Wells Fargo Bank of Minnesota
- Woodland Bank

REQUESTED COUNCIL ACTION:

Make a motion to appoint the following financial institutions as depository designations for 2022: Deerwood Bank, First National Bank of Coleraine, Grand Rapids State Bank, Park State Bank, RBC Wealth Management, Wells Fargo Bank of Minnesota, Woodland Bank and delegate the Finance Director or Finance Director's designee authorization for electronic funds transfer.



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

CITY COUNCIL WORKSESSION MINUTES
Monday, December 20, 2021
4:30 PM

Mayor Christy called the meeting to order at 4:31 PM

ROLL CALL:

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

Staff present: Tom Pagel, Chad Sterle, Will Richter, Steve Schaar

BUSINESS:

1. Discuss Cities Climate Cuacus

Councilor Toven provided background information regarding recent climate changes and the impact to our local community. Plan is to pass a resolution in January 2022.

REVIEW OF REGULAR AGENDA:

Noted addition of Item #31, Opioid Settlement Resolution

ADJOURN:

There being no further business, the meeting adjourned at 4:48 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



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

CITY COUNCIL MEETING MINUTES
Monday, December 20, 2021
5:00 PM

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

CALL OF ROLL:

PRESENT: Mayor Dale Christy, Councilor Dale Adams, Councilor Michelle Toven, Councilor Rick Blake, Councilor Tasha Connelly **ABSENT:** None

Staff present: Tom Pagel, Chad Sterle, Will Richter, Barb Baird, Rob Mattei, Steve Schaar

PRESENTATION:

1. Presentation for 2021 Mayor's Arts Award

Mayor Christy read nomination of recipients into the official record. Award presented to Katie Marshall and Sam Miltich.

PUBLIC FORUM:

No one wished to speak.

COUNCIL REPORTS:

Mayor Christy acknowledges the following: receipt of Airport grant infrastructure bill; Pat Fidely has won the MN Friends of Library Award; Annual RAMS board meeting is next week. Noted addition to Consent as #26a.

APPROVAL OF MINUTES:

2. Approve Council minutes for Monday, December 6, 2021 Worksession and Regular meetings.

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

VERIFIED CLAIMS:

3. Approve the verified claims for the period November 30, 2021 to December 14, 2021 in the total amount of \$1,257,131.08.

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

CONSENT AGENDA:

4. Consider receiving feasibility report and call for a hearing related to CP 2003-18, 21st Street SW Extension.

Adopted Resolution 21-108

5. Consider approving a change order with SEH for the Grand Rapids/Cohasset Industrial Redevelopment project
6. Consider the retirement and salvage of a public works asset.
7. Approve 2022 Taxi license for Rapid Taxi, contingent upon receipt of required documentation and fees.
8. Approve 2022 Theatre License for Mann Theatres Inc.
9. Consider authorizing the Fire Department to purchase turnout gear from MES in 2021 to be paid in 2022 budget
10. Approve the official City meeting calendar for 2022.
11. Consider adopting a resolution accepting a donation of \$100.00 from UPM Blandin Paper Co, a donation of \$100 from MN State Patrol Troopers Association toward Grand Rapids Police Shop with a Hero Program

Adopted Resolution 21-109

12. Consider adopting a resolution authorizing the Itasca County Auditor to assess the delinquent Storm Water Utility charges to the property tax statement of delinquent tax owners.

Adopted Resolution 21-110

13. Consider approving final payment and balancing change order for CP 2014-2
14. Void Lost Accounts Payable Check and Issue a Replacement Check
15. Consider amending “City Employees as Paid-On-Call Firefighters” policy.
16. Consider authorizing the Police Department to sell five (5) city owned / forfeited vehicles at the Minnesota DNR online auction.
17. Consider entering into Advertising Agreements with businesses at the IRA Civic Center.
18. Consider final pay applications and change orders for new Fire Hall.
19. Authorize publication of Ordinance 21-12-08 in summary form

20. Consider hiring Warming House Attendants.
21. Consider adopting a resolution establishing 2022 compensation for City of Grand Rapids Exempt & Non-Exempt Non-Represented Employees.

Adopted Resolution 21-111

22. Consider approval of the Grand Rapids Autonomous Vehicle Master Services Agreement with May Mobility
23. Consider entering into an agreement with Loren Solberg
24. Consider an agreement with John Dimich
25. Consider an employment agreement with Bob Cahill
26. Consider approving correction to Hospital Security Services Agreement Addendum #1
- 26a. Authorize Councilor Dale Adams to vote as Council Representative for Board of Directors for RAMS Board.

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

SET REGULAR AGENDA:

Motion made by Councilor Adams, Seconded by Councilor Connelly to approve Regular Agenda as presented. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

ADMINISTRATION:

27. Consider adopting a resolution establishing the official polling places for Grand Rapids Precincts One, Two, Three and Four

Motion made by Councilor Connelly, Seconded by Councilor Toven adopting Resolution 21-112, designating official polling places for 2022. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

28. Consider vacating one seat on the Arts & Culture Commission and appoint members to the Arts & Culture Commission

Current members Ed Zabinski and Anne-Marie Erickson have submitted a request for reappointment to another term. Commission Chair, Kayla Aubid, has relocated and no longer lives in the area. Staff is requesting that her seat be vacated and authorize filling the vacancy.

Motion made by Councilor Blake, Seconded by Councilor Adams to vacate the seat currently held by Kayla Aubid, and reappoint Ed Zabinski and Anne-Marie Erickson to three (3) year terms, expiring December 31, 2024. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

29. Consider changing status of Assistant Superintendent at the Pokegama Golf Course from Seasonal to Full-time.

Motion made by Councilor Connelly, Seconded by Councilor Toven approving change to Assistant Superintendent position from seasonal to full-time. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

30. Consider approving resolutions adopting the 2021 Tax Levy Payable 2022, 2022 General Fund Budgets, 2022 Special Revenue Budgets and 2022 Enterprise Budgets.

Motion made by Councilor Blake, Seconded by Councilor Connelly to adopt Resolutions 21-113, 21-114, 21-115, 21-116, 21-117, 21-118, 21-119, 21-120, 21-121, 21-122, 21-123, 21-124, and 21-125, adopting City budgets for 2022. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

31. Consider adopting a resolution approving Memorandum of Agreement between the State of Minnesota and Local Governments and Authorizing participation in national opioid settlement.

Motion made by Councilor Toven, Seconded by Councilor Blake to adopt Resolution 21-126, participation in Opioid Settlement. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Connelly

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:28 m.

Respectfully submitted:

Kimberly Gibeau

Kimberly Gibeau, City Clerk

DATE: 01/06/2022
 TIME: 10:56:34
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/10/2022

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
1600200	PDQ.COM CORP	900.00
T001405	JOHN MEADE	11,613.64
	TOTAL	12,513.64
CITY WIDE		
0801661	HARRIS	26,343.18
1309090	SUPERONE FOODS NORTH	119.95
1901500	SAMMY'S PIZZA	350.28
1920555	STOKES PRINTING & OFFICE	15.99
	TOTAL CITY WIDE	26,829.40
ADMINISTRATION		
1215630	LOREN SOLBERG CONSULTING, LLC	1,600.00
	TOTAL ADMINISTRATION	1,600.00
BUILDING SAFETY DIVISION		
0315455	COLE HARDWARE INC	14.96
0601690	FASTENAL COMPANY	33.45
0701650	GARTNER REFRIGERATION CO	2,079.36
1901535	SANDSTROM'S INC	111.57
	TOTAL BUILDING SAFETY DIVISION	2,239.34
COUNCIL/COMMISSION/BOARDS		
0315105	COALITION OF GREATER MN CITIES	19,268.00
1205090	LEAGUE OF MINNESOTA CITIES	11,094.00
1801500	RAMS	950.00
	TOTAL COUNCIL/COMMISSION/BOARDS	31,312.00
FINANCE		
0914540	INNOVATIVE OFFICE SOLUTIONS LL	246.07
	TOTAL FINANCE	246.07
FIRE		
0103325	ACHESON TIRE INC	50.00

DATE: 01/06/2022
 TIME: 10:56:34
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 01/10/2022

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FIRE		
0118100	ARAMARK UNIFORM SERVICES	27.56
0121721	AUTO VALUE - GRAND RAPIDS	818.92
0504825	EDWARDS OIL INC	307.82
1200500	L&M SUPPLY	236.55
TOTAL FIRE		1,440.85
PUBLIC WORKS		
0100046	ASV HOLDINGS INC	6,305.34
0104799	ADVANCED SERVICES INC	1,639.50
0120725	ATTACHMENTS DIRECT LLC	1,535.02
0121721	AUTO VALUE - GRAND RAPIDS	209.51
0221650	BURGGRAF'S ACE HARDWARE	41.97
0301655	CARGILL INCORPORATED	6,520.52
0301685	CARQUEST AUTO PARTS	164.51
0315455	COLE HARDWARE INC	141.23
0401420	DAKOTA FLUID POWER, INC	72.75
0514802	ENVIROTECH SERVICES INC	20,883.30
0518366	ERICKSON'S ITASCA LUMBER INC	141.00
0601690	FASTENAL COMPANY	-24.00
0701510	GAMETIME	7,545.23
0800040	H & L MESABI	585.00
0801836	HAWKINSON SAND & GRAVEL	819.72
1000080	J T SERVICES	16,275.00
1200500	L&M SUPPLY	38.90
1301213	MARTIN'S SNOWPLOW & EQUIP	2,150.58
1303039	MCCOY CONSTRUCTION & FORESTRY	239.14
1315690	MORTON SALT	3,881.55
1415545	NORTHLAND LAWN & SPORT, LLC	76.19
1421155	NUCH'S IN THE CORNER	96.00
1621125	PUBLIC UTILITIES COMMISSION	3,244.91
1800655	R & R SPECIALTIES INC	207.70
1801610	RAPIDS PLUMBING & HEATING INC	487.40
1801899	RAYS SPORT & CYCLE	479.79
2300765	W.W. WALLWORK INC	995.73
TOTAL PUBLIC WORKS		74,753.49
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	477.30
0315455	COLE HARDWARE INC	9.99
0401420	DAKOTA FLUID POWER, INC	9,095.00
0415529	DONDELINGER FORD	322.07
0601690	FASTENAL COMPANY	58.83

DATE: 01/06/2022
 TIME: 10:56:34
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 01/10/2022

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FLEET MAINTENANCE		
0904227	IDENTIFIX INC	1,428.00
1500700	OSI ENVIRONMENTAL BR 50	50.00
1605740	PETROCHOICE HOLDINGS INC	1,549.57
TOTAL FLEET MAINTENANCE		12,990.76
POLICE		
0121725	AUTOMOTIVE ELECTRIC LLC	562.44
0221650	BURGGRAF'S ACE HARDWARE	44.99
0301685	CARQUEST AUTO PARTS	36.83
0409501	JOHN P. DIMICH	4,583.37
0513233	EMERGENCY AUTOMOTIVE TECH INC	9,346.78
0601346	FAIRVIEW HEALTH SERVICES	4,727.30
0712225	GLEN'S ARMY NAVY STORE INC	1,639.40
1200500	L&M SUPPLY	1,699.49
1301025	MAKI BODY & GLASS	1,272.70
1309149	MN CHIEFS OF POLICE ASSOC	406.00
1309167	MN BUREAU OF CRIMINAL	390.00
1315630	ASHLEY MORAN	1,817.70
1415048	NORTH COUNTRY VET CLINIC	175.60
1601625	PARABEN CORPORATION	210.85
1618125	PRAXAIR DISTRIBUTION INC	84.08
1801611	RAPIDS RADIO LLC	312.50
1909650	SIRCHIE FINGER PRINT INC	600.45
1913344	HEATH SMITH	908.85
1920233	STREICHER'S INC	132.97
1920555	STOKES PRINTING & OFFICE	21.54
TOTAL POLICE		28,973.84
RECREATION		
0920068	ITASCA DRIFTSKIPPERS	2,500.00
TOTAL RECREATION		2,500.00
CENTRAL SCHOOL		
0218745	ASHLEY BRUBAKER	350.17
0701650	GARTNER REFRIGERATION CO	3,890.32
0718010	CITY OF GRAND RAPIDS	4,500.00
1401650	NARDINI FIRE EQUIPMENT CO INC	225.00
TOTAL		8,965.49

DATE: 01/06/2022
 TIME: 10:56:35
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 01/10/2022

VENDOR #	NAME	AMOUNT DUE
AIRPORT		
0221650	BURGGRAF'S ACE HARDWARE	34.98
0315455	COLE HARDWARE INC	25.37
0504825	EDWARDS OIL INC	609.18
0518350	RUTH ERICKSON	1,162.67
1401650	NARDINI FIRE EQUIPMENT CO INC	686.40
1612045	PLAGEMANN'S LANDSCAPING INC	3,000.00
	TOTAL	5,518.60
CIVIC CENTER		
GENERAL ADMINISTRATION		
0114200	ANDERSON GLASS	359.17
0118230	ARENA WAREHOUSE, LLC	4,458.15
0221650	BURGGRAF'S ACE HARDWARE	332.75
0701650	GARTNER REFRIGERATION CO	10,874.94
1800655	R & R SPECIALTIES INC	632.50
1801610	RAPIDS PLUMBING & HEATING INC	153.00
1901535	SANDSTROM'S INC	1,015.56
	TOTAL GENERAL ADMINISTRATION	17,826.07
POLICE DESIGNATED FORFEITURES		
0124550	AXON ENTERPRISE INC	30,239.98
	TOTAL	30,239.98
CEMETERY		
0100046	ASV HOLDINGS INC	63.42
0121721	AUTO VALUE - GRAND RAPIDS	10.17
	TOTAL	73.59
DOMESTIC ANIMAL CONTROL FAC		
0118100	ARAMARK UNIFORM SERVICES	30.00
0221650	BURGGRAF'S ACE HARDWARE	34.99
0701650	GARTNER REFRIGERATION CO	721.00
	TOTAL	785.99

DATE: 01/06/2022
 TIME: 10:56:35
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 01/10/2022

VENDOR #	NAME	AMOUNT DUE
GENERAL CAPITAL IMPRV PROJECTS		
MAY MOBILITY		
1612745	PLUM CATALYST LLC, THE	3,750.00
	TOTAL MAY MOBILITY	3,750.00
2020 INFRASTRUCTURE BONDS		
2019 STREET IMP PROJECT		
0301705	CASPER CONSTRUCTION INC	71,258.71
	TOTAL 2019 STREET IMP PROJECT	71,258.71
PIR-PERMANENT IMPRV REVOLV FND		
NO PROJECT		
2215650	VORONYAK BUILDERS INC	21,758.00
	TOTAL NO PROJECT	21,758.00
STORM WATER UTILITY		
0513233	EMERGENCY AUTOMOTIVE TECH INC	254.62
0801836	HAWKINSON SAND & GRAVEL	595.30
1309495	MINUTEMAN PRESS	715.40
1621125	PUBLIC UTILITIES COMMISSION	2,200.00
	TOTAL	3,765.32
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$359,341.14
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	3,943.70
0104095	DALE ADAMS	66.08
0113105	AMAZON CAPITAL SERVICES	854.17
0201354	B. BAIRD-PETTY CASH FUND	1.65
0305530	CENTURYLINK QC	58.15
0309600	CIRCLE K/HOLIDAY	1,224.48
0609700	CARL EDWARD FISCHER	250.00
0718010	CITY OF GRAND RAPIDS	11,993.75
0718015	GRAND RAPIDS CITY PAYROLL	537,537.30
0900060	ICTV	75.00
0920055	ITASCA COUNTY RECORDER	46.00
1105530	KENNEDY & GRAVEN, CHARTERED	740.00
1121150	ROBERT KUBECZKO	250.00
1201402	LAKE COUNTRY POWER	37.50
1301146	MARCO TECHNOLOGIES, LLC	2,205.87

DATE: 01/06/2022
 TIME: 10:56:35
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 01/10/2022

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR	APPROVAL	
PRIOR APPROVAL		
1305046	MEDIACOM LLC	136.90
1305065	MEDTOX LABORATORIES INC	24.85
1309098	MINNESOTA MN IT SERVICES	453.21
1309199	MINNESOTA ENERGY RESOURCES	5,331.95
1309332	MN STATE RETIREMENT SYSTEM	15,000.00
1309335	MINNESOTA REVENUE	252.00
1325445	RANDY MYHRER	15,000.00
1405850	NEXTERA COMMUNICATIONS LLC	453.52
1415479	NORTHERN DRUG SCREENING INC	55.00
1601305	THOMAS J. PAGEL	1,023.09
1601750	PAUL BUNYAN COMMUNICATIONS	2,108.36
1621125	PUBLIC UTILITIES COMMISSION	2,647.37
1621130	P.U.C.	51,271.42
2000490	TDS Metrocom	579.20
2114360	UNITED PARCEL SERVICE	86.03
2114750	UNUM LIFE INSURANCE CO OF AMER	269.18
2305825	WEX INC	596.32
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF		\$654,572.05
TOTAL ALL DEPARTMENTS		\$1,013,913.19

Pokegama Golf Course Special Board Meeting
Tuesday, December 7, 2021
7:30AM at PGC

Meeting called to order at 7:30AM by Brad Gallop

Roll Call: Bob Cahill, Brad Gallop, Pat Pollard, Kelly Kirwin, Rick McDonald, John Bauer

Brad Gallop called the meeting to order at 7:36AM.

Pat made a motion to approve a \$7,500 payment to Trackman Inc. for the down payment for the rendering of Pokegama Golf Course that will take place next summer. Rick Second. Motion Carried.

Andrew Gesme and Keith Anderson are donating the \$15,000 for the mapping and rendering of Pokegama Golf Course by Trackman Inc. Pokegama Golf Course will be 1 of 3 Minnesota courses that will be available on all Trackman indoor golf simulators throughout the country. This is an incredible gift from these two families to make this possible for Pokegama Golf Course.

Pat made a motion to approve a basic 6% increase to PGC season pass rates for 2022. The motion includes the other minor adjustments recommended by the group to green fees, Senior fees on Wednesdays and driving range buckets. John Second. Motion Carried.

Meeting adjourned at 8:00AM.

Minutes respectfully submitted by Kelly Kirwin

Pokegama Golf Course Board Meeting
Tuesday, November 16, 2021
7:30AM at PGC

Meeting called to order at 7:30AM by Brad Gallop

Roll Call: Bob Cahill, Brad Gallop, Pat Pollard, Kelly Kirwin, Steve Ross, Rick McDonald, John Bauer

Minutes: **Rick made a motion to approve the Minutes, Pat second, Motion Carried.**

Financials: **Pat made a motion to approve the bills in the amount of \$47,875.89. John second. Motion Carried.**

Report from Steve Ross: We are awaiting quotes for seal coating and a quote from Hawkinson for cart path project. Steve and Cody have looked at locations for 8 green tees and assessed the improved irrigation options for several of the current front tees and future green tee locations. Steve also asked that we continue to have a discussion throughout the winter regarding starting wages for his summer crew. Maintenance Building project is moving forward.

Report from Bob Cahill: Review of 2022 operational budget and CIP. Asphalt and sealant project are included. **Pat made a motion to approve the 2022 Budget proposed with one adjustment to increase part-time salaries from \$127,000 to \$137,000. John second. Motion carried.**

Pat made a motion to approve the CIP. Rick second, Motion carried.

Meeting adjourned at 8:45AM.

Minutes respectfully submitted by Kelly Kirwin



GRAND RAPIDS PUBLIC UTILITIES COMMISSION SPECIAL MEETING MINUTES

Wednesday, November 03, 2021

9:00 AM

CALL TO ORDER: Pursuant to due notice and call thereof, a Special Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, November 3, 2021 at 9:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

1. Acknowledge the proper posting of the special meeting date, time, and purpose.

CALL OF ROLL:

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

Also present: Julie Kennedy

No public present.

BUSINESS:

2. Wholesale power negotiations update.

Kennedy provided an update on the current wholesale power negotiations.

ADJOURNMENT:

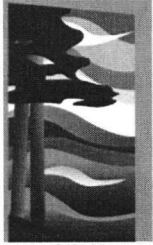
By call of the chair, the regular meeting was declared adjourned at 9:28 AM.

The next Regular Meeting of the Commission is scheduled for Wednesday, November 17, 2021 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Special Meeting/Work Session is scheduled for Tuesday, November 30, 2021 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

Respectfully submitted: Carrie Jo Kruger, Administrative/HR Assistant.

Carrie Jo Kruger



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

GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, November 10, 2021

5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, November 10, 2021 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

CALL OF ROLL:

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

Absent: Thouin

Staff: Will Richter, Director

APPROVAL OF AGENDA:

Mover: Richards

Secunder: Martin

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

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

APPROVAL OF MINUTES:

1. Review and approve Library Board minutes 10-13-2021

Mover: Teigland

Secunder: Kee

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

COMMUNICATIONS:

None received

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Consider Approval of Financial Report and Claims (Bill List)

Mover: Richards

Seconder: Blocker

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

CONSENT AGENDA (Roll Call Vote Required):

3. Resolution 2021-07 Accepting Donations

Mover: Martin

Seconder: Blocker

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

REGULAR AGENDA:

4. Authorize City Staff to purchase two computer bundles (5 each) and monitors from Tech Soup at a cost not to exceed \$4,999.

Mover: Richards

Seconder: Blocker

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

5. Discuss Potential Riverfest Layout (Motion to approve Riverfest layout concept).

Mover: Martin

Seconder: Blocker

Result: Approved 8-0 via roll-call vote

6. Resolution 2021-06 Setting 2022 Library Calendar

Mover: Blocker

Seconder: Richards

Result: Approved via roll-call vote.

UPDATES:

Friends (by Ellen Teigland)

November 6 book sale at Community Presbyterian resulted in a \$850 profit for the Friends.

Foundation (by Lisa Tabbert)

Foundation members volunteered at Second Harvest Food Bank.

Foundation is in the process of updating its Bylaws.

Lisa is working with Nicole (Library Staff) on a new thank you card.

STAFF REPORTS:

7. Staff Reports and Library Statistics

Informational – no action taken.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR December 8, 2021, AT 5:00 PM.

VENUE: City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, MN 55744

ATTEST: Lisa Tabbert, Library Board Secretary

A handwritten signature in cursive script that reads "Lisa Tabbert". The signature is written in black ink and is positioned below the typed name and title.

DATE: 11/02/2021
 TIME: 16:00:27
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/10/2021

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	774.07
0118345	ARIDAN BOOKS INC	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	27.30
0201428	BAKER & TAYLOR LLC	3,520.53
0212124	BLACKSTONE PUBLISHING	276.60
0315455	COLE HARDWARE INC	23.96
0405500	DEMCO INC	217.56
0502705	EBSCO SUBSCRIPTION SERVICE	31.96
0609525	FINDAWAY WORLD LLC	936.01
0701650	GARTNER REFRIGERATION CO	475.39
0718010	CITY OF GRAND RAPIDS	1,663.64
0914325	INGRAM ENTERTAINMENT INC.	114.27
1305203	APG MEDIA OF MINNESOTA, LLC	205.95
1415377	NORTHERN BUSINESS PRODUCTS INC	258.35
1605665	PERSONNEL DYNAMICS LLC	328.14
1800149	RCB COLLECTIONS	3.17
1821700	MICHAEL RUSSELL	1,380.00
1901535	SANDSTROM'S INC	24.60
1915248	SHI INTERNATIONAL CORP	698.72

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,080.22

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.61
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	40,042.60
1209516	LINCOLN NATIONAL LIFE	45.60
1301146	MARCO TECHNOLOGIES, LLC	189.47
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309335	MINNESOTA REVENUE	33.73
1401450	JOHN NALAN	392.22
1405850	NEXTERA COMMUNICATIONS LLC	74.44
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	246.40
1621130	P.U.C.	2,906.07
2209665	VISA	399.50
2301700	WM CORPORATE SERVICES, INC	133.48

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 53,732.02

TOTAL ALL DEPARTMENTS 64,812.24

Board member
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2021-06
SETTING 2022 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 2022:

H	Fri	December 31 (2021)	New Year's Holiday	Closed
H	Mon	January 17	Martin Luther King Day	Closed
H	Mon	February 21	President's Day	Closed
H	Mon	May 30	Memorial Day	Closed
H	Mon	July 4	Independence Day	Closed
H	Mon	September 5	Labor Day	Closed
H	Fri	November 11	Veteran's Day	Closed
H	Thurs	November 24	Thanksgiving	Closed
H	Fri	November 25	Day after thanksgiving	Closed
H	Fri	December 23	Christmas Holiday	Closed
H	Mon	December 26	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 13th day of October 2021.

Jean MacDonell, President

Attest:

Lisa Tabbert, 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.

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2021-07
A RESOLUTION ACCEPTING DONATIONS

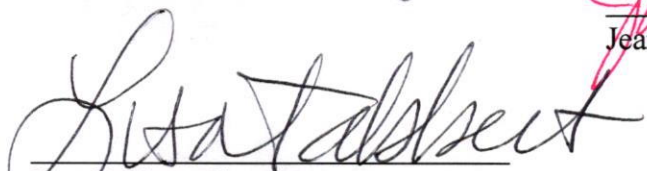
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

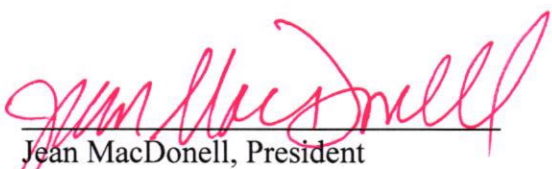
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

Libby and Dennis Devere - \$150.00 – for materials with dyslexic friendly font
Arrowhead Library System - \$565.83 - Summer Reading Support
Kathy McCarty (in memory of Faye Chessmen - \$50.00 (undesignated))

Adopted this 10th day of November, 2021


Lisa Tabbert, Secretary


Jean MacDonell, President

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

ITEM # _____



REQUEST FOR CITY COUNCIL CONSIDERATION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Consider adopting a resolution accepting a \$100 donation from Morris and Sherry Beighley for the Grand Rapids Police Department's Public Safety Education Fund.

PREPARED BY: Andy Morgan

BACKGROUND:

Grand Rapids Police Department received a \$100 donation from Morris and Sherry Beighley for the Department's Public Safety Education Fund. The donation from this community partner was unsolicited and is greatly appreciated.

ATTACHMENTS:

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution accepting a \$100 donation from Morris and Sherry Beighley for the Grand Rapids Police Department's Public Safety Education Fund.

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

RESOLUTION NO. 22-

A RESOLUTION ACCEPTING \$100 DONATION FROM MORRIS & SHERRY BEIGHLEY FOR THE GRAND RAPIDS POLICE DEPARTMENT’S PUBLIC SAFETY EDUCATION FUND

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

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

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

- Morris & Sherry Beighley have donated \$100.00 to the Grand Rapids Police Department’s Public Safety Education Fund.

Adopted this 10th day of January, 2022

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Consider accepting the resignation of Jeff Madsen, PT Hospital Security.

PREPARED BY: Lynn DeGrio

BACKGROUND:

Jeff Madsen, part-time Hospital Security Officer, has submitted his notice of resignation effective December 21, 2021. Jeff has been employed by the City of Grand Rapids since December 13, 2018. We thank Jeff for his three years of service.

REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation of Jeff Madsen, PT Hospital Security Officer, effective December 21, 2021.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Consider accepting the retirement of Mark Greiner, Firefighter.

PREPARED BY: Lynn DeGrio

BACKGROUND:

Mark Greiner, Firefighter, has submitted his notice of retirement effective January 3, 2022. Mark was hired on January 1, 2011. Mark has been employed in public service for more than 30 years and is currently an Investigator with the Itasca County Sheriff's Office. In the past 11 years as Firefighter, Mark has managed to balance his work and personal life, but has found it to be increasingly more difficult due to the demands of both jobs.

We would like to thank Mark for his 11 years of service to the Grand Rapids Fire Department (GRFD), and the work he has done as a member of the Fire Relief Association. We wish him the best in his ongoing career at the Itasca County Sheriff's Office.

REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation of Mark Greiner, Firefighter, effective January 3, 2022 with gratitude for his 11 years of service with the GRFD.

Mark L Greiner
5 NE 20TH Street
Grand Rapids, MN 55744

December 20, 2021

City of Grand Rapids
Grand Rapids Fire Department
18 NE 5th Street
Grand Rapids, MN 55744

Dear Chief Travis Cole,

Please accept this as my formal retirement notification as a Fire Fighter with the Grand Rapids Fire Department effective January 3, 2022.

During my time at the Grand Rapids Fire Department, I have been fortunate for the opportunity to grow and learn more about being a fire fighter and team member of the Grand Rapids Fire Department. More importantly, to be a better public servant to our community as I've done over the past 30 years of my career.

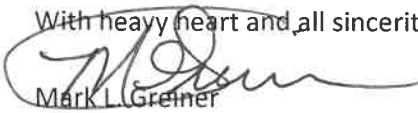
Your guidance and support over the past 11 years have prepared me to be a better responder to all emergency situations that we encounter within our communities. This decision does not come easily and was a very difficult decision to make. With hours of communications with my wife and family, we have decided this is the best course of action for me and my family's future.

Due to my personal career changes to Investigator over the past 5 years, it has been extremely hard for me to maintain the percentage requirements. Especially after the policy change of not getting credit for calls of service while on duty. Furthermore, I'm on call every 3 weeks for 7 days, 24 hours around the clock losing 121 days of the year to gain attendance credit. For these reasons it is very difficult to manage work schedules, Fire department requirements and more importantly family time effectively without stress.

I hope that we will have opportunities to collaborate in the future as we work together on protecting our communities with honor and respect.

Please let me know how I can be of help during the transition period. I wish you and the Grand Rapids Fire Department the very best going forward. I wish all the best to my Grand Rapids Fire Department Family, "God bless those that chose to serve and protect."

With heavy heart and all sincerity,



Mark L Greiner



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

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

PREPARED BY: Lynn DeGrio

BACKGROUND:

The Agreement with Madden Galanter Hansen, LLP, Attorneys at Law, is effective through December 31, 2021. Attached please find a proposed updated Agreement for 2022 with updated rates. The updated rates reflect a \$10.00 per hour increase over the 2021 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 \$~~180~~190.00 per hour. Arbitration and administrative hearing representation, if requested by the City, shall be at the rate of \$~~190~~200.00 per hour. These rates are in effect through December 31, ~~2021~~2022.

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, ~~2021~~2022 through December 31, ~~2021~~2022. 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: _____

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 \$190.00 per hour. Arbitration and administrative hearing representation, if requested by the City, shall be at the rate of \$200.00 per hour. These rates are in effect through December 31, 2022.

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, 2022 through December 31, 2022. 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: _____

By: _____

Susan K. Hansen
Its Partner



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Void Lost Accounts Payable Check and Issue a Replacement Check

PREPARED BY: Laura Pfeifer

BACKGROUND:

Accounts payable check #146877 issued to Advanced Services, Inc. on July 27, 2021 for \$3,466.00 is lost. Laura Walsh on behalf of Advanced Services, Inc. has completed an Affidavit of Lost Check.

REQUESTED COUNCIL ACTION:

Make a motion to void lost Accounts Payable check #146877, issue a new check and waiving bond requirements for the check issued to Advanced Services, Inc. in the amount of \$3,466.00.

AFFIDAVIT

RECEIVED

DEC 17 2021

STATE OF) Minnesota

CITY OF GRAND RAPIDS

) SS

COUNTY OF) Itasca

Laura Walsh, being first duly sworn on oath, states that he/she resides at

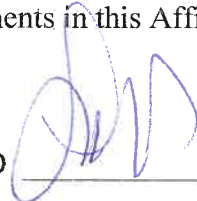
6532 My 2 Circuit NW 5520, _____, _____ and

that he/she is the payee named in a check number **46873-146877**, issued to **Advanced Services, Inc.**, drawn by **City of Grand Rapids** dated **July 27, 2021**, for the sum of **\$3,466.00**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

Accounts Payable lost check

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

SIGNED _____

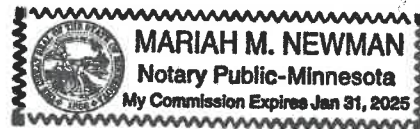


Subscribed and sworn to before me

This 10th day of December 2021



Notary Public





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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Approve payment for Tall Timber Days band The Dweebs

PREPARED BY: Kim Gibeau

BACKGROUND:

In August 2021, the City Council approved a performance contract with The Dweebs for August 6, 2022 during the annual Tall Timber Days event. The contract requires payment of \$900 deposit and balance of \$5,100 to be paid to Michael Blue Productions, LLC. The deposit will be paid upon approval of this request and the balance will be hand delivered to artist no later than just prior to performance on August 6, 2022.

REQUESTED COUNCIL ACTION:

Make a motion to issue check in the amount of \$900 for performance deposit and authorize payment of balance of \$5,100.00 to be paid on August 6, 2022 to Michael Blue Productions LLC.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Approve agreement with Trackman A/S for Virtual Golf Simulator

PREPARED BY: Kim Gibeau

BACKGROUND:

On December 6, 2021, the City Council accepted donations to be used for a golf simulator program at Pokegama Golf Course. Staff is seeking approval of agreement between Trackman A/S and Pokegama Golf Course and approval of payment.

REQUESTED COUNCIL ACTION:

Make a motion to approve agreement with Trackman A/S for Virtual Golf Simulator at Pokegama Golf Course and authorize payment as stated in agreement.

VIRTUAL GOLF COURSE

This agreement will serve to define the general terms and conditions applicable to the relationship between **TrackMan A/S** ("TrackMan") and **Pokegama Golf Course** ("you" or the "Customer") (individually a "Party" and collectively the "Parties", "we" or "us"), whereby TrackMan agrees to prepare and develop a virtual version (the "Rendering") of the Customer's golf course located at **3910 Golf Course Rd. Grand Rapids, MN 55744** (the "Facility") and make the Rendering available to the Customer's members as further described below.

TrackMan undertakes specifically to:

- (a) source the necessary information to create the Rendering (including a drone flyover of the course at the Facility, if data is not available in public records);
- (b) if requested by the Customer, create a data package consisting of 3 pictures per hole (top-down, tee-shot view and looking down from the side) to facilitate the Customer's creation of new course guides, web materials etc.; and

(collectively the "Services")

against your agreement to:

- (a) grant TrackMan access to the Facility, if there is a need to carry out a drone flyover of the course in order to create the Rendering;
- (b) conduct a simple photo survey of the golf course (½ day work by any golf shop staff, see guideline in Appendix A) and provide simple course details to support creation of the Rendering; and
- (c) payment of the Contract Sum (see section 3)

Initials

1. Time schedule. TrackMan expects to complete all work required for the Services to be considered delivered on **10.1.2022** ("Completion Date"). The Completion Date is valid for 30 calendar days from the date of this agreement. Beyond that time, TrackMan and the Customer must agree on a new Completion Date.

It usually takes 6-8 weeks to build, test and release the Rendering after (i) the drone flyover has taken place, and (ii) the photo survey has been completed. The ability to hire a qualified drone pilot and agree on proper date for droning with the Customer may therefore affect the Completion Date. TrackMan and the Customer will use commercially reasonable efforts to ensure that key actions and deliverables are completed according to the agreed time schedule.

On Completion Date, TrackMan will share the Rendering in order to allow the Customer to provide feedback. After TrackMan has taken the feedback and made one or more changes, the Customer is allowed one final round of feedback. Based hereon, TrackMan will make final edits and the Rendering will be completed. The Services shall be deemed delivered (the "Delivery") to the Customer upon TrackMan's written notification to the Customer that the Services have been made available.

2. License type.

The Customer hereby grants TrackMan a royalty free license to (i) use the Rendering, including the name of the Facility, in all TrackMan apps, software programs and commercial services, including but not limited to the TrackMan Basic Range App, TrackMan Simulator, the TrackMan Tournament platform, and any type of Broadcast use. This provides TrackMan with the option (but not the obligation) to make the Rendering available to users of TrackMan products, worldwide.

The license is non-terminable for an initial term of 20 years from the Time of Completion (the Initial Term"). The Initial Term is automatically extended with periods of 12 months at the end of the Initial Term and on each annual anniversary hereafter. The license may only be terminated by the Customer without cause with 3 months' prior written notice to TrackMan with effect as of the end of the Initial Term or the end of any subsequent extension period, as the case may be.

3. Terms of Payment.

Stand-Alone: In consideration of the Services, the Customer shall pay to TrackMan a contract sum of **USD 15,000** in total, payable in two tranches as follows:

- **USD 7,500** (the "Sign-On Fee") due for payment not later than 14 days after the date of this agreement; and
- **USD 7,500** due for payment not later than 14 days after the date of Delivery.

All amounts are exclusive of any VAT, taxes or duties (e.g. sales tax or import duties). If the Customer is required to make any tax deduction or withholding from any payment to TrackMan under this agreement, the amount of the payment due from the Customer shall be increased to such amount which is necessary to ensure that TrackMan receives a net amount, which (after making the required tax deduction or withholding) equal to the payment which would have been due if no tax deduction or withholding had been required.

In the event of delayed payments interest at a rate of 1 % per commenced month shall accrue on the outstanding amount.

4. Consequences of termination. Any rights granted by the Customer to TrackMan under section 2, if any, shall terminate and TrackMan shall remove the Rendering from all TrackMan apps and TrackMan software not later than on the effective date of any termination in accordance with section 2, unless otherwise agreed by the Parties.

5. Confidentiality. All information and any physical material provided by TrackMan to the Customer, including information in connection with the execution and completion of the Services shall be considered confidential information of TrackMan, except for information which (i) at the time of the disclosure is in public domain or (ii) after disclosure is published or otherwise becomes part of the public domain through no default or breach of this agreement. The Customer agrees to treat any confidential information of TrackMan as strictly confidential and not to disclose such information except as required by law or as otherwise permitted under this agreement. The Customer's confidentiality obligation shall survive termination of this agreement (whatever the cause).

6. General limitations of liability. TrackMan shall in no event be liable for any loss or damage arising, directly or indirectly, from the use of the Services provided by TrackMan, including any product liability, and/or for any indirect or consequential loss or damages of any nature whatsoever, including but not limited to loss of profits, loss of interest or other losses sustained by the Customer or third parties arising out of the use or inability to use the Services.

TrackMan's aggregate liability whether in contract, warranty, tort or otherwise, arising out of or connected with the performance or non-performance of this agreement shall in no event exceed the amount paid by the Customer pursuant to this agreement.

7. Force Majeure. The following circumstances shall be considered as grounds for relief if they impede the performance of this agreement or make performance unreasonably onerous: industrial disputes and any other circumstances beyond the control of the parties such as fire, war, acts of God, mobilization or military call up of a comparable scope, seizure, currency restrictions, shortage or failure of transport, general shortage of materials, restrictions in use of power and defects or delays in deliveries by subcontractors and labour disputes.

Notwithstanding the above, either party shall be entitled to immediately terminate this agreement by notice in writing to the other party if performance of this agreement is delayed more than 3 months by reason of any grounds of relief as described above. In case of termination: (a) TrackMan shall immediately cease all further work; (b) TrackMan shall leave the Facility; and (c) TrackMan shall remain entitled to the Sign-On Fee.

8. Termination for cause. Either Party shall at any time be entitled to terminate the agreement by prior written notice with immediate effect in the event that:

- (a) the other Party is in material default of its obligations under the agreement (including, for the avoidance of doubt, of any and all default of a payment obligation) and fails to fully remedy the default within 14 calendar days following receipt of written notice describing in reasonable detail such default; or
- (b) the other Party has filed for insolvency, is declared bankrupt, or is adjudicated or found to be, insolvent or stops or suspends payments of its respective debts or is unable to or admits inability to pay its respective debts as they fall due or proposes or enters into any voluntary arrangement or any composition or other arrangement for the benefit of its creditors generally or proceedings are commenced in relation to such Party under any law regulation or procedure relating to reconstruction or adjustment of debt.

9. Indemnification. Under no circumstances shall TrackMan be liable for any act, omission, contract, debt or other obligation of any kind of the Customer or any salesman, employee, agent or other person acting for or on behalf of the Customer. The Customer shall indemnify and hold TrackMan harmless from any and all claims, liabilities, losses, damages or expenses (including reasonable attorneys, fees and costs) arising directly or indirectly from, as a result of, or in connection with, the Customer's operation of its business.

10. Sub-contractors. TrackMan is entitled to use subcontractors, provided that TrackMan shall be responsible for the acts or defaults of any subcontractor as if they were acts or defaults of TrackMan and TrackMan shall ensure that its subcontractors perform all work in a good and workmanlike manner consistent with the work of TrackMan's direct employees.

11. Assignment. The agreement and the rights and obligations thereunder may not be assigned, in whole or in part, by the Customer without the consent of TrackMan or by operation of law.

12. Governing law and Venue. This agreement shall be governed by and constructed in accordance with the laws of Denmark, excluding its provisions concerning private international law. The District Court in Copenhagen (in Danish: *Københavns Byret*) shall have exclusive jurisdiction with respect to any dispute arising out of or in connection with this Agreement.

Notwithstanding the above, TrackMan shall have the right to commence enforcement procedures concurrently with or in addition to proceedings in Denmark or without commencing proceedings in Denmark.

If you are in agreement with all of the above terms, please sign where indicated below and return a full-executed copy to me for our records.

Sincerely,
TrackMan A/S

Sebastian Eldrup Jorgensen
Business Development

Agreed and accepted on behalf of **Pokegama Golf Course**:

Date: _____

Dale Christy
Mayor

APPENDIX A – PHOTO SURVEY SPECIFICATIONS

VIRTUAL GOLF COURSE

Instructions on gathering the required ground level photographic images in order to create lifelike Renderings of golf courses for visualization and simulation purposes. No specialized equipment is required, and the imagery can be gathered using a modern mobile phone camera or small compact. Please upload photos to a Dropbox, OneDrive or use WeTransfer.

On each hole, we need photos from the following positions:

- Hole sign tee and unique detail such as steps, fences etc.
- Back tee looking towards fairway
- Each tee: straight ahead, 40 degree left, 40 degrees right, photo from rear tee facing away from the hole showing the area behind the tee
- Start of fairway looking towards green
- From fairway looking towards the green
- From green approach looking towards green (keeping bunkers in view as possible)
- Each green area showing bunkering, green slopes and terrain slopes and vegetation surrounding it.
- Other areas of interest such as distinctive trees, water hazards, streams, rivers and surrounding vegetation etc.
- Each bunker on the course from varied angles to best show the structure and shape
- Multiple photos of the different grasses on the course and native grass areas

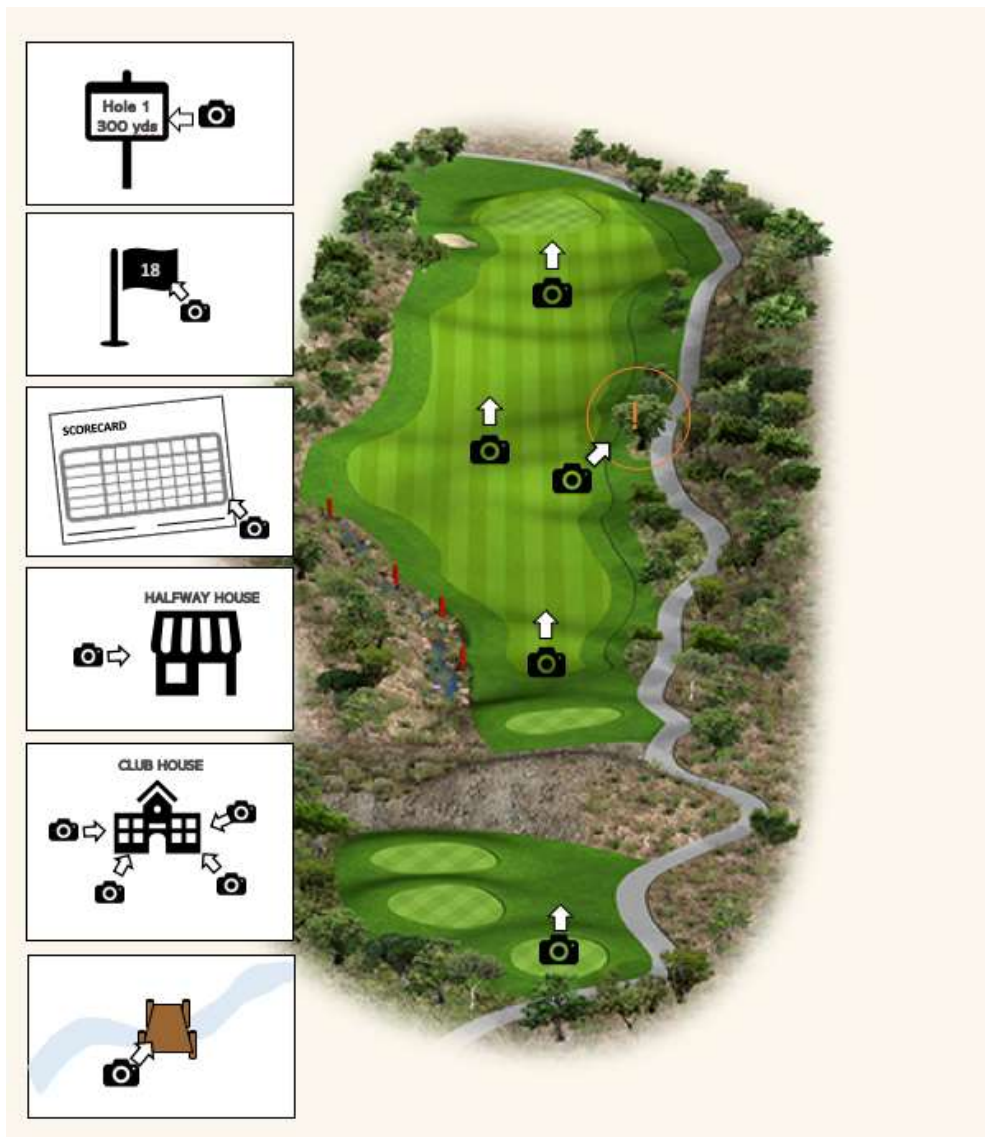
Additional photos:

- Scorecard displaying distances and par etc
- Close up photo of the green flag
- Any buildings on the course or adjacent to it, such as rest huts, halfway house etc and any other features or signage
- Clubhouse pictures, 'face on' from front, both sides, back, plus any other photographs which might help us in regard to smaller details. If the clubhouse is complicated with many different roofs and buildings take as many photographs as possible to highlight the different sections of the building. Please also include angles you will see while playing the course.
- Panorama of the course showing as much as possible only distant terrain such as hills, mountains, ocean - whatever surrounds the course. These we will stitch together to form a 360-degree panorama of the surrounding area. Avoid obstructions, close vegetation and course features as much as possible.

It's not necessary to take these panorama photos all from one place as it's likely that the surrounding vegetation will obscure certain directions if done this way. It's best to take photos of the distance terrain whenever there is a clear view and then we can piece them together in Photoshop later

Photo Survey specification (Range):

- Photos taken from each end of the range - Straight ahead
- Photos taken at +/- 50 yard intervals along the hitting areas as above
- Photos of the general vegetation along the side and end of the range
- Photos of any notable manmade objects on the range such as yardage markers or netting etc



The TrackMan course creation team works tirelessly to build the most stunning and accurate courses. The course build will include the clubhouse (as seen from the course, not interior etc) and any important buildings on the golf course itself such as the 'half-way house'.

Other structures such as bridges, decorative walls, ball washers, benches, on course 'rest rooms' etc. will be represented by generic structures unless otherwise agreed beforehand. Buildings around the outside of the course will also be represented by generic models unless the buildings are agreed to be important to the history and image of the club.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Consider approval of temporary liquor license for MacRostie Art Center event on February 4, 2022.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

MacRostie Art Center has submitted an application for a 1 – 4 day temporary liquor license for a First Friday event on February 4, 2022. Fees and insurance have been received.

REQUESTED COUNCIL ACTION:

Make a motion to approve temporary liquor license for MacRostie Art Center event on February 4, 2022.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: MacRostie Art Center
Date organized: 11/1966
Tax exempt number: 23-7105948

Address: 405 NW 1st Ave
City: Grand Rapids
State: Minnesota
Zip Code: 55744

Name of person making application: Katie Marshall
Business phone: 218-326-2697
Home phone: 218-326-2046

Date(s) of event: Friday, February 4, 2022
Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: Heidi Holtan
City: Grand Rapids
State: Minnesota
Zip Code: 55744

Organization officer's name: Erin Whight
City: Grand Rapids
State: Minnesota
Zip Code: 55744

Organization officer's name: Aaron Olson-Reiners
City: Grand Rapids
State: Minnesota
Zip Code: 55744

Organization officer's name: Mikayla Kromy
City: Grand Rapids
State: Minnesota
Zip Code: 55744

Location where permit will be used. If an outdoor area, describe.

Galleries and studios at MacRostie Art Center, 405 NW 1st Avenue, Grand Rapids, MN 55744

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Scottsdale Insurance Company, \$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Grand Rapids
City or County approving the license

\$ 20.00
Fee Amount

1-3-2022
Date Fee Paid

[Signature]
Signature City Clerk or County Official

1-10-2022
Date Approved

2-4-22
Permit Date

kgibeau@ci.grand-rapids.mn.us
City or County E-mail Address

218-326-7600
City or County Phone Number

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



CERTIFICATE OF LIABILITY INSURANCE

DATE: 12/17/2021
 Item 17.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Itasca Reliable Insurance Agency 1121 E US Hwy 169 PO Box 825 Grand Rapids MN 55744	CONTACT NAME: Sharon Thibault, CIC,CISR PHONE (A/C, No, Ext): (218) 326-8518 FAX (A/C, No): (218) 326-9557 E-MAIL ADDRESS: sharont@itascareliableinsurance.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Employers Mutual Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED MacRostie Art Center 405 NW 1st Avenue Grand Rapids MN 55744	

COVERAGES **CERTIFICATE NUMBER:** 2021 Liability Certificat **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6D3-50-01-22	07/01/2021	07/01/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Grand Rapids 420 Pokegama Ave N Grand Rapids MN 55744	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Void Lost Payroll Check and Issue a Replacement Check

PREPARED BY: Laura Pfeifer

BACKGROUND:

Payroll check #84242 issued to Sherrie Lundquist on December 3, 2021 for \$529.80 is lost. Sherrie Lundquist has completed an Affidavit of Lost Check.

REQUESTED COUNCIL ACTION:

Make a motion to void lost Payroll check #84242, issue a new check and waiving bond requirements for the check issued to Sherrie Lundquist in the amount of \$529.80.

AFFIDAVIT


STATE OF) Minnesota

) SS

COUNTY OF) Itasca

SHERRIE LUNDQUIST, being first duly sworn on oath, states that he/she resides at **202 HEARDING AVE, COLERAINE, MN, 55722** and that he/she is the payee named in a check number **84242**, issued to **SHERRIE LUNDQUIST**, drawn by **CITY OF GRAND RAPIDS PAYROLL** dated **12/03/2021**, for the sum of **\$529.80**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

I am making this Affidavit in conjunction with my request that the **CITY OF GRAND RAPIDS PAYROLL** issue a duplicate check. I understand that I make this Affidavit under oath and that I may be subject to criminal penalty if my statements in this Affidavit are false.

SIGNED 

Subscribed and sworn to before me

This 5 day of January, 2022


Notary Public





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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Consider adopting a resolution approving an operating transfer from the Capital Projects fund-2021 Infrastructure Bonds to the Capital Projects Fund-Grand Rapids Arts & Culture Projects.

PREPARED BY: Barb Baird

BACKGROUND:

The Arts & Culture road map (GRMN Creates) was developed by the Arts & Culture Commission and was adopted into the City's Comprehensive Plan in the spring of 2015. At the September 11, 2017 City Council meeting, the City Council approved the Art Adopting and Acquisition Policy. The policy states that the City Council will fund public art by earmarking 1.5% of funding from public works programs.

The CP2021-2, 5th Street SW included the Arts & Culture funding at \$4,167 as part of the project costs and financing.

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution approving an operating transfer from the Capital Projects fund-2021 Infrastructure Bonds to the Capital Projects Fund-Grand Rapids Arts & Culture Projects in the amount of \$4,167, as of December 31, 2021.

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

RESOLUTION NO. 22-

A RESOLUTION AUTHORIZING AN OPERATING TRANSFER FROM THE CAPITAL PROJECT FUND-2021 INFRASTRUCTURE BONDS TO THE CAPITAL PROJECT FUND- GRAND RAPIDS ARTS & CULTURE PROJECTS IN THE AMOUNT OF \$4,167 AS OF DECEMBER 31, 2021

WHEREAS, the arts and culture roadmap (GRMN Creates) was developed by the Arts and Culture Commission and was adopted into the City’s Comprehensive Plan in the spring of 2015, and

WHEREAS, at the September 11, 2017 City Council meeting, the Council approved the Art Adoption and Acquisition Policy, and

WHEREAS, the policy states that the City of Grand Rapids will fund public art by earmarking 1.5% of funding from public works programs, 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-2021 Infrastructure Bonds to the Capital Project Fund-Grand Rapids Arts & Culture Projects in the amount of \$4,167, as of December 31, 2021.

Adopted this 10th day of January 2022.

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: January 10, 2022

AGENDA ITEM: Consider approving computer agreements for 2022 with Harris Computer Systems for \$26,343.18.

PREPARED BY: Barb Baird

BACKGROUND:

The City of Grand Rapids has had a software maintenance agreement with Harris Computer Systems (formerly Municipal Software Inc., MSI) since 1991 for accounting and time tracking software support. The amount of the agreements for 2022 total \$26,343.18. This includes the general software maintenance, TimeClock Plus for payroll and hosting the Employee Self-Service Portal for payroll.

REQUESTED COUNCIL ACTION:

Make a motion approving computer agreements for 2022 with Harris Computer Systems for \$26,343.18.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 10, 2022

AGENDA ITEM: Consider adopting a resolution accepting a \$450,000 grant from the Blandin Foundation for the Minnesota Autonomous Rural Transit Initiative.

PREPARED BY: Rob Mattei, Director of Community Development

BACKGROUND:

On September 13, 2021, the City Council authorized a grant application to the Blandin Foundation for the Minnesota Autonomous Rural Transit Initiative (MARTI) project. The Blandin Foundation Board approved the request for \$450,000 in December. The attached resolution approves the acceptance of this grant.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution accepting a \$450,000 grant from the Blandin Foundation for the Minnesota Autonomous Rural Transit Initiative.

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

CITY OF GRAND RAPIDS, MINNESOTA
RESOLUTION NO. 22-

A RESOLUTION ACCEPTING A \$450,000.00 GRANT FROM THE BLANDIN FOUNDATION FOR THE MINNESOTA AUTONOMOUS RURAL TRANSIT INITIATIVE PROJECT

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

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$450,000.00 grant award from the Blandin Foundation for the Minnesota Autonomous Rural Transit Initiative project.

Adopted this 10th day of January 2022.

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: _____, 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: 1/10/2022

AGENDA ITEM: Consider authorizing staff to apply for amended HMEP grant from the MN Department of Public Safety

PREPARED BY: Travis Cole

BACKGROUND:

The Grand Rapids Fire Department previously went to council on 9/27/2021 to apply for a HMEP grant for Hazardous Materials Response Team, which is an 80/20 match. The State Fire Marshal has asked teams going to the 2022 Cold Zone conference to amend the HMEP grant to include this conference. The twenty percent funding match is accounted for within the Hazmat team contract budget from the State and does not affect its regular budget.

REQUESTED COUNCIL ACTION:

Make a motion to authorize staff to amend the HMEP grant from the Department of Public Safety and authorize the required signatures for the grant.



Grant Contract Agreement

Page 1 of 2

Minnesota Department of Public Safety (“State”) State Fire Marshal Division 445 Minnesota Street, Suite 145 St. Paul, Minnesota 55101-2190	Grant Program: 2020 Hazardous Materials Emergency Preparedness Grant Contract Agreement No.: A-HMEP-2020-GRARAPFD-008
Grantee: City of Grand Rapids 420 North Pokegama Avenue Grand Rapids, MN 55744-2662	Grant Contract Agreement Term: Effective Date: 07/01/2021 Expiration Date: 06/30/2022
Grantee’s Authorized Representative: Grand Rapids Fire Department ATTN: Chief Travis Cole 420 North Pokegama Avenue Grand Rapids, MN 55744-2662 Phone: 218-360-9702 E-mail: tcole@ci.grand-rapids.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 9,850.00 Matching Requirement \$ 2,463.00
State’s Authorized Representative: John Kreuser State Fire Marshal Division 445 Minnesota St., Suite 145 St. Paul, Minnesota 55101-2190 Phone: 612-619-8964 E-Mail: John.Kreuser@state.mn.us	Federal Funding: CFDA 20.703 FAIN: 693JK31940023HMEP State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2020 Hazardous Materials Emergency Preparedness Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at State Fire Marshal Division, 445 Minnesota Street, Suite 145, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2020 Hazardous Materials Emergency Preparedness Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-HMEP-2020-GRARAPFD-008/ PO# 3000077029

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

2020 (HMEP) Hazardous Materials Emergency Preparedness

EXHIBIT A

Organization: Grand Rapids Fire Department

A-HMEP-2020-GRARAPFD-008

Budget Summary (Report)

Training: Cold Zone Conference		
Budget Category	Award	Match
(TRNG) Travel (Lodging & Per Diem)		
Hotels for Cold Zone	\$2,300.00	\$0.00
Per Diem for Cold Zone	\$650.00	\$0.00
Total	\$2,950.00	\$0.00
(TRNG) Personnel		
Cold Zone Personnel Wage Match	\$0.00	\$1,488.00
Total	\$0.00	\$1,488.00
(TRNG) Tuition / Registration Fees		
Cold Zone registration fees	\$3,000.00	\$0.00
Total	\$3,000.00	\$0.00
Total	\$5,950.00	\$1,488.00
Training: Cold Zone Conference 2022		
Budget Category	Award	Match
(TRNG) Travel (Lodging & Per Diem)		
Per Diem for Cold Zone	\$900.00	\$0.00
Total	\$900.00	\$0.00
(TRNG) Personnel		
2022 Cold Zone Personnel Wage Match	\$0.00	\$975.00
Total	\$0.00	\$975.00
(TRNG) Tuition / Registration Fees		
Cold Zone 2022 registration fees	\$3,000.00	\$0.00
Total	\$3,000.00	\$0.00
Total	\$3,900.00	\$975.00
Total	\$9,850.00	\$2,463.00

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

RESOLUTION NO. 22-

A RESOLUTION ACCEPTING A \$9,850 GRANT FROM THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY, THROUGH THE STATE FIRE MARSHAL DIVISION FOR YEAR 2021 & 2022 COLD ZONE CONFERENCE WITH A REQUIRED LOCAL MATCH OF \$2,463 FOR THE GRAND RAPIDS FIRE DEPARTMENT

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

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

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

- The Minnesota Department of Public Safety through the State Fire Marshal Division has granted the Grand Rapids Fire Department a \$9,850 grant for the 2021 and 2022 Cold Zone Conference with a local match requirement of \$2,463.

Adopted this 10th day of January 2022.

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: 1/10/2022

AGENDA ITEM: Consider adopting a resolution accepting a \$1,000 donation from Todd and Janet Jaranson on behalf of Lonza and a \$100 from Morris and Sherry Beighley to the Grand Rapids Fire Department to purchase tools and safety equipment.

PREPARED BY: Travis Cole

BACKGROUND:

The Fire Department received a donations from Todd and Janet Jaranson on behalf of Lonza. This donation was a thank you from them for our fire department assisting with a fire that occurred at their business. Morris and Sherry Beighley donated \$100 to the fire department out of the kindness of their hearts to show appreciation for what our department does for our communities.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution accepting a \$1,000 donation from Todd and Janet Jaranson on behalf of Lonza and a \$100 from Morris and Sherry Beighley to the Grand Rapids Fire Department to purchase tools and safety equipment.

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

RESOLUTION NO. 22-

A RESOLUTION ACCEPTING A \$1,000 DONATION FROM TODD & JANET JARANSON ON BEHALF OF LONZA and A \$100 FROM MORRIS & SHERRY BEIGHLEY TO THE GRAND RAPIDS FIRE DEPARTMENT TO PURCHASE TOOLS & SAFETY EQUIPMENT

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

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

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

- Todd & Janet Jaranson on behalf of Lonza have donated \$1,000 and Morris & Sherry Beighley have donated \$100 for use by the Grand Rapids Fire Department to purchase tools and safety equipment.

Adopted this 10th day of January 2022.

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: January 10, 2022

AGENDA ITEM: Consider accepting the resignation of Janell Hecimovich from the position of Police Officer.

PREPARED BY: Lynn DeGrio

BACKGROUND:

Janell Hecimovich has submitted her letter of resignation from the position of Police Officer with the Grand Rapids Police Department effective January 7, 2022.

Janell was hired on June 28, 2016 as an Administrative Assistant in the Police Department. She later added the Communications Specialist position to her title. On October 1, 2021 Janell was appointed to the position of Police Officer.

In her letter of resignation, Janell indicated that she is extremely grateful for the opportunities the City has provided. It has been a pleasure for her to get to know and work with the different departments and employees. The City has provided Janell with an environment for personal growth and continued improvement. We thank Janell for her years of service to the City of Grand Rapids and wish her the very best in her future endeavors.

Janell has indicated that she is willing to work on a part-time as-needed basis as a Hospital Security Officer until March 1, 2022, which would be very beneficial for the City.

We would also like to begin the process of filling the vacancy. We will post the position, conduct interviews, and will come back to the City Council with a request to create an eligibility list.

REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation of Janell Hecimovich from the position of Police Officer effective January 7, 2022, re-hire her as a part-time Hospital Security Officer until March 1, 2022 at a rate of \$21.23 per hour, and authorize City staff to begin the process of creating an eligibility list to fill the vacancy.