



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

## **CITY COUNCIL MEETING AGENDA**

**Monday, June 12, 2023**

**5:00 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids City Council will be held on Monday, June 12, 2023 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**PROCLAMATIONS/PRESENTATIONS:**

1. Police- Conduct Oath of Office for Jeremy Nelson, Police Captain
2. Police- Conduct Oath of Office for Tim Dirkes, Police Sergeant
3. Juneteenth Proclamation

**PUBLIC FORUM:**

**COUNCIL REPORTS:**

**APPROVAL OF MINUTES:**

4. Approve Council minutes for Monday, May 22, 2023 Worksession & Regular meetings, Closed meeting summary for Monday, May 22, 2023, March 6, 2023 Special Worksession and May 30, 2023 Special meeting.

**VERIFIED CLAIMS:**

5. Approve the verified claims for the period May 16, 2023 to June 5, 2023 in the total amount of \$1,782,075.42.

**ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:**

6. Acknowledge Minutes for City Boards & Commissions:
  - ~ January 19, 2023 PCA Board meeting
  - ~ March 30, 2023 PCA Board meeting

**CONSENT AGENDA:**

7. Consider approving temporary liquor licenses for MacRostie Art Center events

- [8.](#) Consider adopting a resolution authorizing the 2023 budgeted operating transfers for Special Revenue Funds-Cemetery and Library.
- [9.](#) Consider adopting a resolution appointing Responsible Authority and Compliance Officer for Data Access for the City of Grand Rapids
- [10.](#) Consider approving the final pay estimate for CP 2022-4, 7th Avenue SE Overlays in the amount of \$12,128.95 and balancing change order 1.
- [11.](#) Consider approving Grant Amendment #A01 with MnDOT related to the Grand Rapids Airport.
- [12.](#) Consider the termination of part-time employee from the Police Department
- [13.](#) Consider approving Seasonal Golf Employees
- [14.](#) Consider renewal of annual spring and fall preventative maintenance inspection agreements with Gartner Refrigeration Company for City Hall, Old Central School, Library, Fire Hall, and the Animal Shelter.
- [15.](#) Consider donating the remaining six (6) Grand Rapids Police Kodak EasyShare Z712 IS digital cameras to the Upward Bound program
- [16.](#) Consider making a motion to hire staff for Public Works for the 2023 Spring/Summer Maintenance Season.
- [17.](#) Consider a Art Loan Agreement with Tom Page
- [18.](#) Consider a resolution requesting State Bond funding for Central School
- [19.](#) Consider approving the School Resource Officer Agreement for the 2023-2024 school year with Independent School District #318
- [20.](#) Consider change orders related to the IRA Civic Center Project

SET REGULAR AGENDA:

ADMINISTRATION:

- [21.](#) Consider amending job descriptions and approve MOU modifying Appendix A-1, Classification Changes.

GOLF:

- [22.](#) Consider approving a resolution accepting a donation for the Pokegama Golf Course from the Don Walter family.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 26, 2023 AT 5:00 PM

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

MEETING PROTOCOL POLICY: Please be aware that the Council has adopted a Meeting Protocol Policy which informs attendees of the Council's desire to conduct all City meetings in an orderly manner which welcomes all civil input from citizens and interested parties. If you are unaware of the policy, copies (orange color) are available in the wall file by the Council entrance.

ATTEST: Kimberly Gibeau, City Clerk



## *Grand Rapids Police Department Oath of Office*

“I, Jeremy Nelson, do solemnly promise that,  
I will support the Constitution of the United States,  
the Constitution of the State of Minnesota and the  
laws thereof;  
and that I will faithfully, honestly and impartially  
perform the duties of the “Police Captain” for the  
City of Grand Rapids  
according to the Constitution and laws of this State.”







## *Grand Rapids Police Department Oath of Office*

“I, Tim Dirkes, do solemnly promise that,  
I will support the Constitution of the United States,  
the Constitution of the State of Minnesota and the  
laws thereof;  
and that I will faithfully, honestly and impartially  
perform the duties of the “Police Sergeant” for the  
City of Grand Rapids  
according to the Constitution and laws of this State.”





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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Juneteenth Proclamation

**PREPARED BY:** Cynthia Lyman

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**BACKGROUND:**

On behalf of the Human Rights Commission, please recognize the Proclamation for the Commemoration of the Juneteenth Independence Day.

**REQUESTED COUNCIL ACTION:**

Make a motion to recognize the Proclamation commemorating Juneteenth.

# PROCLAMATION

## A PROCLAMATION COMMEMORATING JUNETEENTH

WHEREAS, Juneteenth is the oldest celebration of the emancipation of African-American slaves, and is so named for the June 19, 1866 adoption of Black Independence Day in Galveston, Texas; and

WHEREAS, news of the end of slavery did not reach the frontier areas of the United States until months after the conclusion of the Civil War, more than 2 ½ years after President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863;

WHEREAS, Juneteenth celebrates America's commitment to liberty and equality in accordance with the Constitution of the United States; and

WHEREAS, Juneteenth Independence Day began as a holiday in the State of Texas and is now celebrated in 47 States and the District of Columbia as a special day of observance in recognition of the emancipation of all slaves in the United States; and

WHEREAS, the faith and strength of character demonstrated by former slaves and the descendants of former slaves remain an example for all people of the United States, regardless of background, religion, or race; and

WHEREAS, in the GROW Grand Rapids 2040 Comprehensive Plan, a comprehensive system of community values and guiding principles were identified describing what is right, good and desirable and provides a foundation for making Grand Rapids a positive place to live for ALL people;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids, Itasca County, Minnesota, recognizes the historical significance of Juneteenth Independence Day and supports the continued nationwide celebration of Juneteenth to provide an opportunity for the people of the United States to learn more about the past and to better understand the experiences that have shaped our collective histories.

IN WITNESS WHEREOF, I have hereto  
Subscribed my name and seal of the  
City of Grand Rapids, Minnesota, this 12<sup>th</sup>  
Day of June, Two thousand and twenty-  
three.

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Dale Christy, Mayor  
City of Grand Rapids



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## **CITY COUNCIL WORKSESSION MINUTES**

**Monday, March 06, 2023**

**4:00 PM**

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

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

STAFF: Tom Pagel, Chad Sterle, Dale Anderson, Laura Pfeifer, Barb Baird, Will Richter, Matt Wegwerth

### **BUSINESS:**

#### **1. Discuss Civic Center Funding, Franchise Fees & Future Budgets**

Conducted review of funding, tax and expenses that apply and future options. Mr. Wegwerth introduced recommendations for funding street projects, with a focus on franchise fees added to utility billing for all property within the city limits.

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

Respectfully submitted:

A handwritten signature in black ink that reads "Kimberly Gibeau". The signature is written in a cursive, flowing style.

Kimberly Gibeau, City Clerk



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## **CITY COUNCIL CLOSED MEETING MINUTES**

**Monday, May 22, 2023**

**4:00 PM**

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

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

STAFF: Chad Sterle, Kimberly Gibeau

### **BUSINESS:**

Mayor Christy noted that the purpose of the meeting was to complete the performance review for Tom Pagel, City Administrator and asks for a motion to close the meeting

Motion made by Councilor Adams, Second by Councilor Connelly to close the meeting. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

#### **1. Conduct annual performance review for Tom Pagel, City Administrator**

Council reviewed previous closed meeting discussion and confirmed the goals set for City Administrator for 2023. Upon conclusion of discussion, the following motion was made.

Motion made by Councilor Sutherland, Second by Councilor Adams to close the closed meeting. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

There being no further business, the meeting adjourned at 4:25 PM.

Respectfully submitted:

*Kimberly Gibeau*

Kimberly Gibeau, City Clerk



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## **CITY COUNCIL WORKSESSION MINUTES**

**Monday, May 22, 2023**

**Immediately Following the Closed Meeting**

Mayor Christy called the meeting to order at 4:30 PM.

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

**STAFF:** Tom Pagel, Chad Sterle, Matt Wegwerth, Rob Mattei, Barb Baird, Will Richter, Andy Morgan

### **BUSINESS:**

1. Review 7<sup>th</sup> Avenue SE / River Road Construction Project

City Engineer Matt Wegwerth provided background information on project and update on current status.

2. Discuss Mesaba Metalics resolution and request for support.

Mayor Christy and Mr. Pagel provided background information on the request and recommend adding letter of support to Consent agenda as 15a for consideration.

### **DEPARTMENT HEAD REPORT:**

3. Public Works / Engineering Department Head Report

Mr. Wegwerth provides updates on engineering and public works departments. A complete report is available in the Administration Department.

- |                            |  |
|----------------------------|--|
| ~ Staffing                 | ~ Equipment purchase allowing making own brine |
| ~ GIS Projects             | ~ Art and Event project assistance             |
| ~ Winter Maintenance       | ~ 2023 Proposed projects                       |
| ~ Downtown Sidewalk Repair |  |

Upon review, item 15a, approving letter of support is added to the Consent agenda. No other changes or additions are noted.

There being no further business, the meeting adjourned at 5:07 PM.

Respectfully submitted:

*Kimberly Gibeau*  
 Kimberly Gibeau, City Clerk





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## **CITY COUNCIL MEETING MINUTES**

**Monday, May 22, 2023**

**5:00 PM**

Mayor Christy called the meeting to order at 5:15 PM.

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

**STAFF:** Tom Pagel, Chad Sterle, Matt Wegwerth, Barb Baird, Will Richter, Rob Mattei, Andy Morgan

**PUBLIC FORUM:** No one from the public wished to speak.

### **APPROVAL OF MINUTES:**

1. Approve Council minutes for Monday, May 8, 2023 Regular meeting.

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

### **VERIFIED CLAIMS:**

2. Approve the verified claims for the period May 2, 2023 to May 15, 2023 in the total amount of \$953,029.85.

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

### **ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:**

3. Consider approving the following minutes for Boards & Commissions:

- \* April 12, 2023 Library Board meeting
- \* April 18, 2023 Golf Board Meeting

Acknowledged.

## CONSENT AGENDA:

4. Consider accepting the resignation of Dana Butler from the Police Community Advisory Board and authorize filling the vacancy.
5. Consider approving temporary liquor license for ICTV event on September 22, 2023.
6. Consider making a motion to re-hire and hire staff for Public Works for the 2023 Spring/Summer Maintenance Season.
7. Consider renewal of annual service agreement with SVL for library chiller.
8. Consider approving seasonal liquor license for Grand Rapids Speedway.
9. Consider approving Seasonal Golf Employees
10. Consider approving a credit card application and credit card for Home Depot and authorize the necessary signatures.
11. Consider change orders related to the IRA Civic Center Project
12. Consider adopting a resolution approving a Maintenance and Operations grant agreement with the State of Minnesota for the GPZ Airport

### **Adopted Resolution 23-36**

13. Consider adopting a resolution accepting \$500,00 grant from MN Department of Iron Range and Rehabilitation of the Civic Center Renovation Project.

### **Adopted Resolution 23-37**

14. Consider establishing 2023 goals for City Administrator Tom Pagel
15. Consider authorizing the Mayor to sign a contract from Building Restoration Corporation for the Library Façade Repair Project.
- 15a. Consider a authorizing the Mayor to sign a letter of support for Mesabi Metallics.

Motion made by Councilor Adams, Second by Councilor MacGregor to approve the Consent agenda as amended, with the addition of item #15a. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

## SET REGULAR AGENDA:

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

**ENGINEERING PUBLIC WORKS:**

16. Consider purchasing a TYMCO 500X Street Sweeper from Environmental Equipment and Services, Inc.

Motion made by Councilor Adams, Second by Councilor MacGregor to approve the purchase of TYMCO 500X street sweeper as presented. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

**CITY COUNCIL:**

17. Consider appointing member to Pokegama Golf Course Board

Councilor Dale Adams has reviewed the applications and conducted interviews of individuals that expressed interest. As this time, Councilor Adams recommends appointment of Tom Lagergren.

Motion made by Councilor Adams, Second by Councilor Connelly to appoint Tom Lagergren to the Pokegama Golf Board, term to expire December 31, 2026. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor MacGregor, Councilor Sutherland

There being no further business, the meeting adjourned at 5:27 PM.

Respectfully submitted:

  
Kimberly Gibeau, City Clerk



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## **CITY COUNCIL SPECIAL MEETING MINUTES**

**Tuesday, May 30, 2023**

**7:30 AM**

Mayor Christy called the meeting to order at 7:30 AM.

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

STAFF: Matt Wegwerth

### **BUSINESS:**

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

Matt Wegwerth explained current status of Public Works summer staffing needs and requested appointment of five part-time temporary employees.

Motion made by Councilor Connelly, Second by Councilor Sutherland to approving re-hire and new hire for Public Works maintenance season. Voting Yea: Mayor Christy, Councilor Adams, Councilor Connelly, Councilor Sutherland

There being no further business, the meeting adjourned at 7:32 AM.

Respectfully submitted:

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk

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 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/12/2023

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
CITY WIDE		
1405215	NEARMAP US, INC	5,250.00
	TOTAL CITY WIDE	5,250.00
ADMINISTRATION		
1215630	LOREN SOLBERG CONSULTING, LLC	1,908.22
1301020	MADDEN GALANTER HANSEN, LLP	360.00
	TOTAL ADMINISTRATION	2,268.22
BUILDING SAFETY DIVISION		
0118100	ARAMARK UNIFORM SERVICES	98.42
0315455	COLE HARDWARE INC	59.99
0701650	GARTNER REFRIGERATION CO	1,259.39
0920060	ITASCA COUNTY TREASURER	1,869.56
1901535	SANDSTROM'S INC	40.10
	TOTAL BUILDING SAFETY DIVISION	3,327.46
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS HERALD REVIEW	375.05
	TOTAL COMMUNITY DEVELOPMENT	375.05
FINANCE		
0914540	INNOVATIVE OFFICE SOLUTIONS LL	482.00
	TOTAL FINANCE	482.00
FIRE		
0118100	ARAMARK UNIFORM SERVICES	27.56
0513231	EMERGENCY APPARATUS	20,518.21
1200500	L&M SUPPLY	278.50
1301014	MACQUEEN EMERGENCY GROUP	272.90
1321527	MUNICIPAL EMERGENCY SERVICES	6,451.54
	TOTAL FIRE	27,548.71
PUBLIC WORKS		
0103325	ACHESON TIRE INC	65.00

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INVOICES DUE ON/BEFORE 06/12/2023

VENDOR #	NAME	AMOUNT DUE
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GENERAL FUND		
PUBLIC WORKS		
0221650	BURGGRAF'S ACE HARDWARE	334.24
0301645	CARLSON'S MUFFLER SHOP	180.00
0301685	CARQUEST AUTO PARTS	70.33
0305510	CENTRAL LANDSCAPE SUPPLY INC	2,819.60
0315455	COLE HARDWARE INC	301.78
0315481	CAR, INC	12,750.00
0401500	DAMBERG.SCOTT.GERZINA.WAGNER	2,400.00
0421125	JOHN P DUBOVICH	486.00
0501650	EARL F ANDERSEN	2,866.14
1200500	L&M SUPPLY	894.99
1201420	LAKE STATES CONSTRUCTION LLC	6,270.00
1201730	LATVALA LUMBER COMPANY INC.	39.63
1205110	LEASE LANDSCAPING INC	3,000.00
1303039	MCCOY CONSTRUCTION & FORESTRY	8,172.22
1415484	NORTHERN LIGHTS TRUCK	35.96
1415545	NORTHLAND LAWN & SPORT, LLC	743.17
1615505	POMP'S TIRE SERVICE INC	1,490.50
1801610	RAPIDS PLUMBING & HEATING INC	1,981.00
1801615	RAPIDS WELDING SUPPLY INC	103.00
1911545	SKOGLUND ELECTRIC LLC	1,907.05
1915751	SOUTHERN SOURCE INDUSTRIES INC	499.95
TOTAL PUBLIC WORKS		47,410.56
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	104.42
0601690	FASTENAL COMPANY	428.10
1801615	RAPIDS WELDING SUPPLY INC	100.38
1915751	SOUTHERN SOURCE INDUSTRIES INC	589.27
TOTAL FLEET MAINTENANCE		1,222.17
POLICE		
0205725	BETZ EXTINGUISHER COMPANY	60.00
0221650	BURGGRAF'S ACE HARDWARE	89.90
0301685	CARQUEST AUTO PARTS	39.51
0409501	JOHN P. DIMICH	4,583.33
0415525	DONDELINGER DODGE	283.14
0601346	FAIRVIEW HEALTH SERVICES	156.00
0701480	GALLS LLC	61.99
0715808	GOVCONNECTION INC	721.55
0718195	GREAT ENGRAVINGS	45.00
1200500	L&M SUPPLY	18.98
1309091	SUPERONE FOODS SOUTH	22.89

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CITY OF GRAND RAPIDS  
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INVOICES DUE ON/BEFORE 06/12/2023

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
POLICE		
1618125	PRAXAIR DISTRIBUTION INC	88.94
1920233	STREICHER'S INC	527.99
1920555	STOKES PRINTING & OFFICE	18.49
TOTAL POLICE		6,717.71
CENTRAL SCHOOL		
0118100	ARAMARK UNIFORM SERVICES	55.73
0218745	ASHLEY BRUBAKER	395.97
0221525	BUNES SEPTIC SERVICE INC	120.00
0701650	GARTNER REFRIGERATION CO	462.48
2018680	TRU NORTH ELECTRIC LLC	450.00
TOTAL		1,484.18
AIRPORT		
0121680	AUSTIN'S-MILLER'S ROOFING	19,980.00
0221650	BURGGRAF'S ACE HARDWARE	73.08
1105444	KELLER FENCE COMPANY	1,453.00
1303039	MCCOY CONSTRUCTION & FORESTRY	1,792.63
1405530	NEO ELECTRICAL SOLUTIONS LLC	870.94
2018680	TRU NORTH ELECTRIC LLC	925.45
TOTAL		25,095.10
CIVIC CENTER		
GENERAL ADMINISTRATION		
0118100	ARAMARK UNIFORM SERVICES	114.22
0701650	GARTNER REFRIGERATION CO	407.34
TOTAL GENERAL ADMINISTRATION		521.56
STATE HAZ-MAT RESPONSE TEAM		
0312110	CLAREY'S SAFETY EQUIPMENT INC	230.00
1301014	MACQUEEN EMERGENCY GROUP	188.29
TOTAL		418.29

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CITY OF GRAND RAPIDS  
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INVOICES DUE ON/BEFORE 06/12/2023

VENDOR #	NAME	AMOUNT DUE
-----		
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE	15.98
0315455	COLE HARDWARE INC	89.99
0401804	DAVIS OIL INC	1,044.63
0421455	DULUTH NEWS TRIBUNE	389.88
1200500	L&M SUPPLY	58.71
TOTAL		1,599.19
DOMESTIC ANIMAL CONTROL FAC		
0118100	ARAMARK UNIFORM SERVICES	30.00
TOTAL		30.00
GENERAL CAPITAL IMPRV PROJECTS		
MAY MOBILITY		
1612745	PLUM CATALYST LLC, THE	20,000.00
TOTAL MAY MOBILITY		20,000.00
MUNICIPAL ST AID MAINTENANCE		
7TH AVE SE OVERLAY		
1100295	KGM CONTRACTORS INC	12,128.95
TOTAL 7TH AVE SE OVERLAY		12,128.95
GR/COHASSET IND PK INFRAST		
2000522	TNT CONSTRUCTION GROUP, LLC	257,498.19
TOTAL		257,498.19
PARK ACQUISITION & DEVELOPMENT		
MS RIVER PARK		
0612083	FLAGSHIP RECREATION	4,081.00
TOTAL MS RIVER PARK		4,081.00
CIVIC CENTER CAPITAL IMP PJT		
IRA CIVIC CENTER RENOVATION		



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INVOICES DUE ON/BEFORE 06/12/2023

VENDOR #	NAME	AMOUNT DUE
CIVIC CENTER CAPITAL IMP PJT		
IRA CIVIC CENTER RENOVATION		
0900054	ICS CONSULTING LLC	67,098.67
1801613	RAPIDS PRINTING	5,690.00
1903330	SCHOOL DISTRICT #318	292.00
TOTAL IRA CIVIC CENTER RENOVATION		73,080.67
2022 INFRASTRUCTURE/ARPA		
21ST STREET IMPROVEMENTS		
2000522	TNT CONSTRUCTION GROUP, LLC	84,767.44
TOTAL 21ST STREET IMPROVEMENTS		84,767.44
2023 INFRASTRUCTURE BONDS		
CP2015-1 SYLVAN BAY OVR/UTIL		
2000522	TNT CONSTRUCTION GROUP, LLC	463,822.45
TOTAL CP2015-1 SYLVAN BAY OVR/UTIL		463,822.45
STORM WATER UTILITY		
0221650	BURGGRAF'S ACE HARDWARE	261.96
0315455	COLE HARDWARE INC	19.98
0401425	DAKOTA SUPPLY GROUP	938.12
0514798	ENVIRONMENTAL EQUIPMENT AND	4,575.19
0718060	GRAND RAPIDS HERALD REVIEW	192.28
1105444	KELLER FENCE COMPANY	740.00
1309035	MID-STATE TRUCK SERVICE INC	3,500.00
1309495	MINUTEMAN PRESS	736.22
1621125	PUBLIC UTILITIES COMMISSION	2,200.00
1809154	RICHARD F RYSAVY	480.00
2300763	WW THOMPSON CONCRETE PRODUCTS	199.60
TOTAL		13,843.35
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$1,052,972.25
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0113105	AMAZON CAPITAL SERVICES	251.62
0305530	CENTURYLINK QC	307.67
0309600	CIRCLE K/HOLIDAY	698.85
0315454	TRAVIS COLE	149.00
0504615	JUSTIN EDMUNDSON	1,252.03
0504820	EDWARDS LAPLANT CONSTRUCTION	75.93

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CITY OF GRAND RAPIDS  
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INVOICES DUE ON/BEFORE 06/12/2023

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0701505	JEREMY GAMBILL	114.00
0717988	SHAWN GRAEBER	382.84
0718015	GRAND RAPIDS CITY PAYROLL	681,297.15
0801820	HAWK CONSTRUCTION INC	10,000.00
0815200	GLEN HODGSON	30.00
0815440	HOLIDAY STATIONSTORES LLC	247.50
0900060	ICTV	8,963.40
0920055	ITASCA COUNTY RECORDER	46.00
1101652	SAMUEL A KARKELA	114.00
1121695	LANCE KUSCHEL	126.00
1201402	LAKE COUNTRY POWER	51.13
1205095	LEAGUE OF MN INSURANCE TRUST	79.07
1215250	LOFFLER COMPANIES INC	447.80
1301146	MARCO TECHNOLOGIES, LLC	95.04
1305725	METROPOLITAN LIFE INSURANCE CO	2,053.42
1309199	MINNESOTA ENERGY RESOURCES	1,648.93
1309302	MN DEPT OF PUBLIC SAFETY	28.50
1309335	MINNESOTA REVENUE	4,024.00
1309358	MN DEPT OF TRANSPORTATION	60.00
1315650	ANDY MORGAN	104.89
1601305	THOMAS J. PAGEL	1,073.34
1601750	PAUL BUNYAN COMMUNICATIONS	1,855.95
1621130	P.U.C.	8,833.07
1903555	ERIK SCOTT	106.11
2000100	TASC	31.50
2018555	CHAD TROUMBLY	347.84
2305825	WEX INC	3,818.61
T001470	KAREN ANDERSEN	387.98

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$729,103.17

TOTAL ALL DEPARTMENTS \$1,782,075.42



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 IT'S IN MINNESOTA'S NATURE

**POLICE COMMUNITY ADVISORY  
 BOARD MEETING MINUTES**  
**Thursday, January 19, 2023**  
**4:00 PM**

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The Purpose of the Grand Rapids Police Community Advisory Board (The Board) shall be to establish and enhance communication between Grand Rapids residents, Police Department and City Council. Together, the Advisory Board and Police Department will identify and focus on public safety issues and collaborate with community leaders, community organizations and stakeholders in developing solutions to multi-faceted community concerns. The Board provides recommendations to the Chief of Police and City Council as to how issues should be addressed.

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Chair Connolly called the meeting to order at 4:05pm.

**ROLL CALL:**

**PRESENT**

Board Member Dan Butterfield  
 Board Member Pam Dowell  
 Board Member Stephen Connolly  
 Board Chair Wendy Uzelac  
 Board Member Jillian Buck  
 Board Member Dana Butler  
 Board Member Richy Pederson  
 Board Member Kerry Clausen

**ABSENT**

Board Member Tom Neustrom

Staff: Kevin Ott, Andy Morgan, and Steve Schaar

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

No one from the Public was present.

**SETTING THE AGENDA:** This is the time to for a Board Member to request addition or removal of a item to the agenda.

Motion made by Board Member Butterfield, Seconded by Board Member Dowell, however vote was never taken.

#### APPROVE MINUTES:

##### 1. Approve of October 20, 2022

Correction to minutes; Addition of statement by Member Butler offered to host any officers who would be interested in learning more about the communities she represents to contact her for a sit-down and visit.

Motion made by Board Member Dowell, Seconded by Board Member Pederson, To approve minutes as amended. Voting Yea: Board Member Butterfield, Board Member Dowell, Board Member Connolly, Board Chair Uzelac, Board Member Buck, Board Member Butler, Board Member Pederson, Board Member Clausen

#### BUSINESS:

##### 2. Election of Officer's for 2023

Chair

Vice Chair

Secretary

Motion made by Board Member Butterfield, Seconded by Board Member Dowell to elect Member Uzelac as Chair. Voting Yea: Board Member Butterfield, Board Member Dowell, Board Member Connolly, Board Chair Uzelac, Board Member Buck, Board Member Butler, Board Member Pederson, Board Member Clausen

Motion made by Board Member Butterfield, Seconded by Board Member Connolly to Elect Member Dana Bulter as Vice Chair. Voting Yea: Board Member Butterfield, Board Member Dowell, Board Member Connolly, Board Chair Uzelac, Board Member Buck, Board Member Butler, Board Member Pederson, Board Member Clausen

Motion made by Board Member Dowell, Seconded by Board Chair Uzelac to Elect Member Dowell as Secretary. Voting Yea: Board Member Butterfield, Board Member Dowell, Board Member Connolly, Board Chair Uzelac, Board Member Buck, Board Member Butler, Board Member Pederson, Board Member Clausen

##### 3. Consider setting meeting schedule.

Board discussed additional meeting for the year, concluding meeting will be conducted 6 times a year. Additional meetings dates are recommended for March 16th, 2023 and September 21st, 2023.

Motion made by Board Member Dowell, Seconded by Board Member Pederson to approve additional meetings as recommended. Voting Yea: Board Member Butterfield, Board Member Dowell, Board Member Connolly, Board Chair Uzelac, Board Member Buck, Board Member Butler, Board Member Pederson, Board Member Clausen

4. GRPD K9 Hangs up his leash

Discussed K-9 retirement and plans for replacement. Board Members made a request for letter of support to Council.

Motion made by Board Member Dowell, Seconded by Board Member Butler to submit a letter of support to Council encouraging K-9 replacement. Voting Yea: Board Member Butterfield, Board Member Dowell, Board Member Connolly, Board Chair Uzelac, Board Member Buck, Board Member Butler, Board Member Pederson, Board Member Clausen

5. Proposed New Officer

Captain Morgan provided background information on current status of new Police Officer hire.

6. Alice Training / School Safety - Robert J Elkington Middle School - January 23, 2023

Captain Morgan discussed presentation provided to Middle School Staff regarding Alice Training.

7. Upcoming Community Presentation

Grand Rapids Hotel / Motel Interdiction Presentation January 31, 2023

Captain Morgan spoke about the upcoming presentation for the local Hotels and Motels regarding safety concerns.

8. Upcoming Community Event

Polar Plunge March 18, 2023

Captain Morgan talked about the upcoming events; Polar Plunge set for March 18th, 2023 and Dare Spaghetti fundraiser set for March 26th, 2023 11-6pm.

9. Officer Wellness Program

Officer Wellness Program was successful and Police Department is requesting council to continue the services.

10. AIM VCET - YTD Snapshot

Board was advised of the AIM VCET and their roll with other County Origination.

11. Public awareness of Police Community Advisory Board.

Board discussed ways to raise public awareness of PCAB, hats, shirts and flyers, etc. Subcommittee created consisting of Members Dowell, Bulter, Uzelac, and Connolly. Meeting date set for January 23, 2023.

Motion made by Board Member Dowell, Seconded by Board Member Butler to approve subcommittee and Members. Voting Yea: Board Member Butterfield, Board Member Dowell, Board Member Connolly, Board Chair Uzelac, Board Member Buck, Board Member Butler, Board Member Pederson, Board Member Clausen

There being no further business, meeting was adjourned at 5:47pm.

Respectfully submitted by:

Jackie Heinrich, Recorder



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

**POLICE COMMUNITY ADVISORY  
 BOARD MEETING MINUTES**  
**Thursday, March 30, 2023**  
**4:00 PM**

---

The Purpose of the Grand Rapids Police Community Advisory Board (The Board) shall be to establish and enhance communication between Grand Rapids residents, Police Department and City Council. Together, the Advisory Board and Police Department will identify and focus on public safety issues and collaborate with community leaders, community organizations and stakeholders in developing solutions to multi-faceted community concerns. The Board provides recommendations to the Chief of Police and City Council as to how issues should be addressed.

---

**CALL TO ORDER:** Pursuant to due notice and call thereof, the Police Community Advisory Board will hold a regular meeting on Thursday, March 30th , 2023 at 4:00PM in City Hall Council Chambers at 420 North Pokegama Avenue, Grand Rapids.

Chair Uzelac called the meeting to order at 4:00pm.

**ROLL CALL:**

**PRESENT**

Board Member Dan Butterfield  
 Board Member Pam Dowell  
 Board Member Stephen Connolly  
 Board Member Tom Neustrom  
 Board Chair Wendy Uzelac  
 Board Member Dana Butler  
 Board Member Richy Pederson

**ABSENT**

Board Member Jillian Buck  
 Board Member Kerry Clausen

Staff Liaison Captain Morgan Present

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

No one from the Public was present.

**SETTING THE AGENDA:**

This is the time for a Board Member to request addition or removal of a item to the agenda.

#### CORRESPONDENCE:

#### APPROVE MINUTES:

Motion was taken to accept the minutes from the January 19th Meeting. Motion made by Board Dowell, Seconded by Board Butterfield. All agreed

#### 1. January 19th, 2023 Minutes

Motion made by Board Member Dowell second by Board Member Butterfield to approve the minutes for January 19th, 2023. Voting Yea Board Members-Connolly, Neustrom, Uzelac, Bulter, Pederson, Dowell and Butterfield. Opposed, None - Motion passed.

#### BUSINESS:

#### 2. 2022 Department report

2022 Department Report - PDF copy will be sent out.

#### 3. Example Of newsletter from Apple Valley Police Digest. Action our sub-committee discussed for support for our GRPD to consider.

Monthly News Letter was discussed 1 x per Month with the hopes to start the News Letter Next Month- putting it on Social Media and Municode.

#### 4. Continued discussion on PCAB garments

Board Member Dowell spoke with Arrow Embroidery about getting garments with PCAB on them. The cost ranges from \$12 - \$40 dollars depending on what you like. Board Member Butterfield stated he would be ok with if there is no cost to the City. Board Member Butler stated clothes help to Advertise. Captain Morgan will be talking to Tom Pagel and HR Chery Peizina regarding the garments and when and where they can be worn. Captain Morgan will be bring the information back to the Board at the next meeting.

#### 5. Print out with Current and Updated Emails and Phone Numbers

The current Emails and Phone were emailed and paper copy was provided

#### 6. Discussing possible Advertising. Along with a photo of PCAB members

#### UPDATES:

Agenda Items before the next meeting

Ride -Along

Student Resources Officers - guest speakers

Dana Butler wanted to welcome anyone in the Police Department and invitation to come to her office to hear about her program.



ANNOUNCEMENTS:

SET AGENDA FOR NEXT MEETING:

ADJOURN:

Meeting adjourn at 5:25 pm

ATTEST:

#### MEETINGS AND ATTENDANCE

The Board shall meet at minimum, four times each year as determined by the chair. A regular meeting may be cancelled by the chair or a majority of the Board. Every Board member shall be required to attend at least 75% of all meetings each calendar year. Board members who are unable to meet the attendance requirements may be removed by a majority vote of the Board. Prior to a vote considering the potential removal of a member, the member shall be afforded an opportunity to explain his or her reason for non-attendance.

#### BOARD MEMBERS AND TERM EXPIRATION

Jillian Buck	12/31/2024	Dan Butterfield	12/31/2023
Stephen Connolly	12/31/2023	Dana Butler	12/31/2024
Pam Dowell	12/31/2023	Kerry Clausen	12/31/2025
Tom Nuestrom	12/31/2025	Richy Pederson	12/31/2024
Wendy Uzelac	12/31/2025		

Next meeting will be May 18, 2023 at 4:00pm.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

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

**PREPARED BY:** Kimberly Gibeau

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### BACKGROUND:

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

MacRostie Art Center has submitted applications for the months of July – December 2023, and paid required fees. Applications are attached for review.

### REQUESTED COUNCIL ACTION:

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



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**

Item 7.

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, July 7, 2023	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> 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 Bruce Bartos	City Grand Rapids	State Minnesota	Zip Code 55744
Organization officer's name	City	State Minnesota	Zip Code

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.

Employers Mutual Casualty 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

*5-19-23*  
Date Fee Paid

*6-12-23*

Date Approved

*7-7-23*

Permit Date

*kgibeau@grandrapidsmn.gov*  
City or County E-mail Address

*218-326-7600*  
City or County Phone Number

Signature City Clerk or County Official

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](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)





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Item 7.

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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, August 4, 2023	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> 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 Bruce Bartos	City Grand Rapids	State Minnesota	Zip Code 55744
Organization officer's name	City	State Minnesota	Zip Code

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

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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.

Employers Mutual Casualty 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  
5-19-23  
Date Fee Paid

6-12-23  
Date Approved  
8-4-23  
Permit Date  
kgibeau@grandrapidsmn.gov  
City or County E-mail Address  
218-326-7600  
City or County Phone Number

Kimberly Gibeau  
Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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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, September 1, 2023	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> 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 Bruce Bartos	City Grand Rapids	State Minnesota	Zip Code 55744
Organization officer's name	City	State Minnesota	Zip Code

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N/A

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**Employers Mutual Casualty Company, \$1,000,000**

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

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 City or County approving the license  
\$ 20.00  
 Fee Amount  
5-19-23  
 Date Fee Paid

9-12-23  
 Date Approved  
9-1-23  
 Permit Date  
Kgibeau@grandrapidsmn.gov  
 City or County E-mail Address  
218-326-7600  
 City or County Phone Number

Kimberly Gibeau  
 Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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Name of organization		Date organized	Tax exempt number
MacRostie Art Center		11/1966	23-7105948
Address	City	State	Zip Code
405 NW 1st Ave	Grand Rapids	Minnesota	55744
Name of person making application		Business phone	Home phone
Katie Marshall		218-326-2697	218-326-2046
Date(s) of event	Type of organization		
Friday, October 6, 2023	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Heidi Holtan	Grand Rapids	Minnesota	55744
Organization officer's name	City	State	Zip Code
Erin Whight	Grand Rapids	Minnesota	55744
Organization officer's name	City	State	Zip Code
Bruce Bartos	Grand Rapids	Minnesota	55744
Organization officer's name	City	State	Zip Code
		Minnesota	

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

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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.

Employers Mutual Casualty Company, \$1,000,000

APPROVAL

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

<i>Grand Rapids</i> City or County approving the license \$20.00 Fee Amount 5-19-23 Date Fee Paid  <i>Kim Gibeau</i> Signature City Clerk or County Official	6-12-23 Date Approved 10-6-23 Permit Date <i>Kgibeau@grandrapidsmn.gov</i> City or County E-mail Address 218-326-7600 City or County Phone Number  Approved Director Alcohol and Gambling Enforcement
--	--

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Address	City	State	Zip Code
405 NW 1st Ave	Grand Rapids	Minnesota	55744
Name of person making application		Business phone	Home phone
Katie Marshall		218-326-2697	218-326-2046
Date(s) of event	Type of organization		
Friday, November 3, 2023	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Heidi Holtan	Grand Rapids	Minnesota	55744
Organization officer's name	City	State	Zip Code
Erin Whight	Grand Rapids	Minnesota	55744
Organization officer's name	City	State	Zip Code
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Employers Mutual Casualty Company, \$1,000,000

**APPROVAL**

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*Grand Rapids*  
City or County approving the license

*\$20.00*  
Fee Amount

*5-19-23*  
Date Fee Paid

*6-12-23*

Date Approved

*11-3-23*

Permit Date

*Kgibeau@grandrapidsmn.gov*  
City or County E-mail Address

*218-326-7600*  
City or County Phone Number

*Kimberly Gibeau*  
Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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Date(s) of event Friday, December 1, 2023	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name Heidi Holtan	City Grand Rapids	State Minnesota	Zip Code 55744
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If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

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Grand Rapids  
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Date Fee Paid  
Kimberly Gibeau  
Signature City Clerk or County Official

6-12-23  
Date Approved  
12-1-23  
Permit Date  
kgibeau@grandrapidsmn.gov  
City or County E-mail Address  
218-326-7600  
City or County Phone Number

Approved Director Alcohol and Gambling Enforcement

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

**AGENDA DATE:** May 8, 2023

**AGENDA ITEM:** Consider adopting a resolution authorizing the 2023 budgeted operating transfers for Special Revenue Funds-Cemetery and Library.

**PREPARED BY:** Barb Baird

---

**BACKGROUND:**

The City Council adopted the 2023 budget on December 19, 2022. That budget included several operating transfers and funding sources for various projects. We are requesting City Council approval for operating transfers. They are as follows:

- \$3,757 from the General Fund to the Cemetery Fund
- \$4,452 from the General Fund to the Library Fund

**REQUESTED COUNCIL ACTION:**

Make a motion adopting a resolution authorizing the 2023 transfers from the General Fund to the following: \$3,757 to the Special Revenue Fund Cemetery and \$4,452 to the Special Revenue Fund Library.

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

RESOLUTION NO. 23-

**A RESOLUTION TO AUTHORIZE THE FOLLOWING BUDGETED OPERATING TRANSFERS FROM THE GENERAL FUND: \$3,757 TO THE SPECIAL REVENUE FUND CEMETERY, AND \$4,452 TO THE SPECIAL REVENUE FUND LIBRARY**

WHEREAS, on December 19, 2022, the Grand Rapids City Council approved the 2023 General Fund Expenditure Budget, which included the following transfers,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorize the following budgeted transfers for 2023:

\$3,757	from the General Fund to the Cemetery Fund,
,	
\$4,452	from the General Fund to the Library Fund

Adopted this 12th day of June, 2023.

---

Dale Christy, Mayor

Attest:

---

Kimberly Gibeau, City Clerk

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider adopting a resolution appointing Responsible Authority and Compliance Officer for Data Access for the City of Grand Rapids

**PREPARED BY:** Kimberly Gibeau

---

### BACKGROUND:

On January 23, 2023, the City adopted the updated Data Practices Procedures. Due to staff changes, a new Compliance Officer must be appointed by resolution.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt the resolution appointing Responsible Authority and Compliance Officer for data practices.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 23-\_\_

**A RESOLUTION APPOINTING RESPONSIBLE AUTHORITY AND COMPLIANCE OFFICER  
FOR DATA ACCESS PROCEDURES FOR THE CITY OF GRAND RAPIDS**

WHEREAS, Minnesota Statutes, section 13.02, Subdivision 16 requires that the City of Grand Rapids appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals, within the City and indicates the City Clerk shall serve in this capacity; and

WHEREAS, Minnesota Statutes, section 13.02, subdivision 13 requires the City to appoint a Compliance Officer to whom person may direct questions or concerns regarding problems in obtaining access to data or other data practices problems; and

WHEREAS, the City last amended the appointments of the Responsible Authority and Compliance on June 12, 2017 and there has since been a change in staffing.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Grand Rapids, Minnesota appoints Kimberly Gibeau, City Clerk, as the Responsible Authority for the purposes of meeting all requirements of MN Statutes, Chapter 13 and with rules as lawfully promulgated by the Commissioner of Administration and appoints Tom Pagel, City Administrator as Compliance Officer.

Adopted by the City Council this 12th day of June 2023.

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

ATTEST:

\_\_\_\_\_  
Kim Gibeau, City Clerk

Councilor 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:** June 12<sup>th</sup>, 2023

**AGENDA ITEM:** Consider approving the final pay estimate for CP 2022-4, 7<sup>th</sup> Avenue SE Overlays in the amount of \$12,128.95 and balancing change order 1.

**PREPARED BY:**

---

**BACKGROUND:**

Attached is the final pay estimate and balancing change order 1. A balancing change order is an accounting device to adjust the contract amount to equal the as built amount. The original contract amount was \$539,472.25 and the final contract amount is \$485,158.10. Approval of these items will close out the project.

**REQUESTED COUNCIL ACTION:**

Make a motion to approve the final pay estimate for CP 2022-4, 7<sup>th</sup> Avenue SE Overlays in the amount of \$12,128.95 and balancing change order 1.

City of Grand Rapids

Page 1 of 3

Contract Number: 128-119-010

Pay Request Number: 3

Project Number GR-128-119-010	Project Description 7th Avenue SE & 10th Street SE
----------------------------------	---


Contractor KGM Contractor, Inc 8211 Hwy 53 Angora, MI 49603	Vendor Number: 1 Up To Date: 05/23/2023
--	--

Contract Amount	Funds Encumbered	
Original Contract	\$538,472.25	Original
Contract Changes	\$0.00	Additional
Revised Contract	\$538,472.25	Total
		\$538,472.25
		N/A
		\$538,472.25

Work Certified To Date	
Base Bid Items	\$485,158.10
Contract Changes	\$
Material On Hand	\$0.00
Total	\$485,158.10

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$485,158.10	\$0.00	\$473,028.15	\$12,128.95	\$485,158.10
		Percent Retained: 0%			Percent Complete: 98.83%

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved

Approved By  Pauline Ruckelshaus VP  
City Engineer  
Date 5/25/2023  
Date 5-24-23

Approved By KGM Contractor, Inc

Contractor

Date

## City of Grand Rapids

Payment Summary			Work Certified Per Request		Amount Retained Per Request		Amount Paid Per Request	
No.	Up To Date							
1	2022-08-31		\$485,150.10			\$24,257.91		\$460,900.18
2	2022-11-10		\$0.00					\$12,128.90
3	2023-05-23		\$0.00					\$12,128.95

Funding Category Name			Work Certified to		Less Amount		Less Previous		Total Amount Paid to Date	
SAP 128-115-010			Date		Retained		Payments		Request	
1			\$293,311.05		\$0.00		\$295,878.27		\$293,311.05	
2			\$181,847.05		\$0.00		\$187,050.86		\$181,847.05	

Accounting Number			Funding Source		Amount Paid (This Request)		Reviewed Contract Amount		Funds Encumbered to Date		Paid Contractor to Date	
119		Municipal (MSAS > 5000)			\$7,332.78		\$324,230.85		\$324,230.85		\$293,311.05	
120		Municipal (MSAS > 5000)			\$4,786.17		\$215,241.40		\$215,241.40		\$191,847.05	

Contract Item Status									
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Amount This Request	Quantity To Request	Amount To Request
Base Bid 1	2071.001		MOBILIZATION	LUMP SUM	\$34,000.00	0	\$0.00	0	\$0.00
Alternate 1	2071.001		MOBILIZATION	LUMP SUM	\$34,000.00	0	\$0.00	0	\$0.00
Base Bid 2	2101.001		CONSTRUCTION SURVEYING	LUMP SUM	\$5,000.00	0.6	\$0.00	0.6	\$3,000.00
Alternate 1	2101.001		CONSTRUCTION SURVEYING	LUMP SUM	\$5,000.00	0.4	\$0.00	0.4	\$2,000.00
Base Bid 3	2104.502		REMOVE CASTING	EACH	\$360.00	3	\$0.00	3	\$1,080.00
Alternate 1	2104.502		REMOVE CASTING	EACH	\$360.00	3	\$0.00	3	\$1,080.00
Base Bid 4	2104.502		SALVAGE CASTING	EACH	\$460.00	6	\$0.00	6	\$2,760.00
Alternate 1	2104.502		SALVAGE CASTING	EACH	\$460.00	7	\$0.00	7	\$3,220.00
Base Bid 5	2104.503		SAVING BITUMINOUS PAVEMENT (FULL DEPTH)	LN FT	\$3.70	788	\$0.00	788	\$2,923.60
Alternate 1	2104.503		SAVING BITUMINOUS PAVEMENT (FULL DEPTH)	LN FT	\$3.70	1423	\$0.00	1423	\$5,285.10
Base Bid 6	2104.504		REMOVE BITUMINOUS PAVEMENT	SO YD	\$0.70	14	\$0.00	14	\$9.80
Alternate 1	2104.504		REMOVE BITUMINOUS PAVEMENT	SO YD	\$0.70	94	\$0.00	94	\$65.80
Base Bid 7	2231.004		BITUMINOUS PATCH SPECIAL 1	SO YD	\$41.00	25	\$0.00	25	\$1,025.00
Alternate 1	2231.004		BITUMINOUS PATCH SPECIAL 1	SO YD	\$41.00	75	\$0.00	75	\$3,075.00
Base Bid 8	2231.004		BITUMINOUS PATCH SPECIAL 2	SO YD	\$36.00	28	\$0.00	28	\$1,008.00
Alternate 1	2231.004		BITUMINOUS PATCH SPECIAL 2	SO YD	\$36.00	45	\$0.00	45	\$1,620.00
Base Bid 9	2231.004		BITUMINOUS PATCH SPECIAL 3	SO YD	\$36.00	0	\$0.00	0	\$0.00
Alternate 1	2231.004		BITUMINOUS PATCH SPECIAL 3	SO YD	\$36.00	0	\$0.00	0	\$0.00
Base Bid 10	2231.004		MLL BITUMINOUS SURFACE (2" P)	SO YD	\$2.70	15737	\$0.00	15737	\$42,543.90
Alternate 1	2231.004		MLL BITUMINOUS SURFACE (2" P)	SO YD	\$2.70	15737	\$0.00	15737	\$42,543.90
Base Bid 11	2232.004		TYPE SP-4.5 WEARING COURSE MIX (4.8)	TON	\$84.00	1383	\$0.00	1383	\$116,112.00
Alternate 1	2232.004		TYPE SP-4.5 WEARING COURSE MIX (4.8)	TON	\$84.00	1383	\$0.00	1383	\$116,112.00
Base Bid 12	2500.509		ADJUST VALVE BOX	EACH	\$360.00	14	\$0.00	14	\$5,040.00
Alternate 1	2500.509		ADJUST VALVE BOX	EACH	\$360.00	3	\$0.00	3	\$1,080.00
Base Bid 13	2500.502		CASTING ASSEMBLY	EACH	\$1,210.00	3	\$0.00	3	\$3,630.00
Alternate 1	2500.502		CASTING ASSEMBLY	EACH	\$1,210.00	4	\$0.00	4	\$4,840.00





# CHANGE ORDER

Item 10.

SP/SAP(s)	SAP 129-119-010	MN Project No.:	N/A	Change Order No.	1
-----------	-----------------	-----------------	-----	------------------	---

Project Location	MSAS 119 - Along 7th Avenue SE from 250' South of the intersection with CSAH 3 to 11th Street SE. MSAS 126 - Along 10th Street SE from US Highway 169 to 7th Avenue SE		
Local Agency	City of Grand Rapids	Local Project No.	2022-4
Contractor	KGM Contractor, Inc	Contract No.	129-119-010
Address/City/State/Zip	9211 Hwy 53 / Angora / MN / 55703		
Total Change Order Amount \$		\$0.00	

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

*Contract Amount: Original = \$539,472.25, Revised=\$485,158.10*

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

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

Approved by City Engineer:

Date:

Print Name:

Phone:



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider approving Grant Amendment #A01 with MnDOT related to the Grand Rapids Airport.

**PREPARED BY:** Kimberly Gibeau

---

**BACKGROUND:**

Amendment is attached for reference and consideration.

**REQUESTED COUNCIL ACTION:**

Make a motion to approve the amendment for Grant Agreement #A01 with MDOT for GPZ.

**AMENDMENT #A01 TO MnDOT GRANT AGREEMENT #1035027**

This Amendment is by and between the state of Minnesota, through its Commissioner of Transportation (“State”), and the **City of Grand Rapids** (“Grantee”).

**Recitals**

1. The State has an agreement with the Grantee identified as MnDOT Agreement Number **1035027** (“Original Agreement”), to provide for **Acquire SRE**.
2. The agreement is being amended to **add additional federal funding**.
3. The State and the Grantee are willing to amend the Original Agreement as stated below.

**Agreement Amendment**

In this Amendment deleted agreement terms will be ~~struck out~~ and the added agreement terms will be **underlined**.

REVISION 1. Article 3. is amended as follows:

3. The Project costs will not exceed ~~\$252,804.00~~ **258,968.00**. The proportionate shares of the Project costs are: Federal: ~~\$202,064.00~~ **208,228.00**, State: ~~\$31,027.40~~, and Recipient: **\$19,712.60**. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for this Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No funds are committed under this Agreement until they are encumbered by the State. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Recipient has complied with all terms of this Agreement and furnished all necessary records.

The terms of the Original Agreement are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments remain in full force and effect.

***THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.***

**STATE ENCUMBRANCE VERIFICATION**  
*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and § 16C.05.*

Signed: \_\_\_\_\_

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

SWIFT Contract/PO No(s). \_\_\_\_\_

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**DEPARTMENT OF TRANSPORTATION**  
  
By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

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

**DEPARTMENT OF TRANSPORTATION  
OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT**

By: \_\_\_\_\_

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

**DEPARTMENT OF TRANSPORTATION  
CONTRACT MANAGEMENT**

By: \_\_\_\_\_

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



U.S. Department  
of Transportation  
Federal Aviation  
Administration

Airports Division  
Great Lakes Region  
Minnesota, North Dakota, South Dakota

FAA DMA ADO  
Dakota-Minnesota Airports  
District Office  
6020 28th Ave S, Ste 102  
Minneapolis, MN 55450-2700

February 20, 2023

Mr. Matt Wegwerth  
City Engineer  
420 N Pokegama Ave  
Grand Rapids, MN 55744

Dear Mr. Wegwerth:

**Grand Rapids/Itasca County Airport**

**City of Grand Rapids**

**AIP Grant No 3-27-0037-022-2019**

**DUNS No 080240526**

**UEI FYCKJLVMF3J6**

**Letter Amendment (Amendment No.1)**

This is in response to your letter dated December 28, 2022, requesting an amendment to the Grant Agreement for the subject AIP project to: (1) revise the project description, and (2) increase the maximum obligation of the United States as set forth in the Grant Agreement accepted by the Sponsor, on August 14, 2019 as amended on February 6, 2023. This letter, together with your letter, effects the amendment, as requested, and commits the Federal Aviation Administration, acting for and on behalf of the United States of America, to delete the project description, as shown in the above referenced Grant Agreement, and to substitute the following project description:

**Acquire Snow Removal Equipment**

Furthermore, this letter commits the Federal Aviation Administration, acting for and on behalf of the United States of America, to increase the maximum obligation of the United States by **\$6,164** from **\$202,064 to \$208,228** to cover the Federal share of the total actual eligible and allowable project costs.

Under the terms of the Grant Agreement, this document is incorporated into and constitutes Amendment No. 1 to the above referenced Grant Agreement. All other terms and conditions of the Grant Agreement remain in full force and effect.

Sincerely,

E. Lindsay Butler-Terry  
Manager



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider the termination of part-time employee from the Police Department

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

---

### BACKGROUND:

Kelly Ewens has worked as a part-time Pound Attendant for the Police Department. Because this employee was last paid in 2020, the Police Department and Human Resources Officer recommend the termination of employment for Kelly Ewens, from the position of Pound Attendant, effective June 12, 2023.

### REQUESTED COUNCIL ACTION:

Make a motion to terminate employment for Kelly Ewens, from the position of Pound Attendant, effective June 12, 2023.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider approving Seasonal Golf Employees

**PREPARED BY:** Bob Cahill

---

**BACKGROUND:**

The Pokegama Golf Staff would like to the following persons to our part time seasonal staff:

Ashley M. Buell, Maintenance \$15.50 hour  
Andrew J. Buell, Maintenance \$15.50 hour  
William Huson Outdoor Service \$14.50 hour

Employee start date is June 13, 2023 with an end date of October 13, 2023.

**REQUESTED COUNCIL ACTION:**

Make a motion to approve seasonal golf employees, funding from the 2023 Pokegama Golf Course operating budget.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider renewal of annual spring and fall preventative maintenance inspection agreements with Gartner Refrigeration Company for City Hall, Old Central School, Library, Fire Hall, and the Animal Shelter.

**PREPARED BY:** Jon Peterson

---

### BACKGROUND:

Gartner Refrigeration will provide time, labor, and parts to perform preventative maintenance inspections, which will verify the operation of the temperature control and mechanical systems. Control apparatuses such as sensors, safeties, actuators, relays, controllers, Vfds, etc., are verified and exercised to determine proper function, and all sequences of operation are exercised, commissioned, and tuned. This ensures proper design functionality and Indoor Air Quality measures are being fulfilled. Findings will be submitted along with needed repairs, deficiencies, and possible Energy Conservation opportunities.

### REQUESTED COUNCIL ACTION:

Make a motion to approve the annual service agreements with Gartner Refrigeration Company for spring and fall Preventive Maintenance Inspections for City Hall, Old Central School, Library, Fire Hall, and the Animal Shelter, and authorize the Mayor to sign.





Preventative Maintenance Inspection  
City of Grand Rapids City Hall  
May 12, 2023

### Existing Conditions:

The City of Grand Rapids has requested a solution for applying a Preventative Maintenance Inspection (PMI) to the City Hall. Onsite is a Honeywell Webs N4 control platform.

### Proposed Improvements:

Gartner Refrigeration will provide time, labor, and parts to perform a controls PMI, which will verify the operation of the temperature control and mechanical systems. Control apparatuses such as sensors, safeties, actuators, relays, controllers, Vfds, etc., are verified and exercised to determine proper function, and all sequences of operation are exercised, commissioned, and tuned. This ensures proper design functionality and Indoor Air Quality measures are being fulfilled. Findings will be submitted along with needed repairs, deficiencies, and possible Energy Conservation opportunities. This solution does not include repair parts. Any required repairs will be quoted, and performed under a separate work order. This is a 1-year proposal, and pricing will be reviewed annually with standard 2-3% increases.

**Spring:** Equipment or devices include roof top units, VAVs, exhaust fans, and pumps

**Price** ..... **\$2,204.00**

**Fall:** Equipment or devices include boilers cleaning and inspection analysis, baseboard radiation, roof top units, VAVs, exhaust fans, and pumps.

**Price** ..... **\$2,204.00**

#### Acceptance Statement:

We have reviewed and accept the terms of your proposal as written. The date of this signing shall be our notice to proceed.

Today's date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Accepted Contract Amount: \$ \_\_\_\_\_

Adam Salmela- Account Manager  
**Gartner Temperature Controls**  
Cell: 218-391-6553  
Office: 218-722-4439  
adam@gartner1.com





Preventative Maintenance Inspection  
City of Grand Rapids Fire Hall  
May 12<sup>th</sup>, 2023

## Existing Conditions:

The City of Grand Rapids has requested a solution for applying a Preventative Maintenance Inspection (PMI) to the Fire Hall. There is a JCI installed control system onsite.

## Proposed Improvements:

Gartner Refrigeration will provide time, labor, and parts to perform a controls PMI, which will verify the operation of the temperature control and mechanical systems. Control apparatuses such as sensors, safeties, actuators, relays, controllers, Vfds, etc., are verified and exercised to determine proper function, and all sequences of operation are exercised, commissioned, and tuned. This ensures proper design functionality and Indoor Air Quality measures are being fulfilled. Findings will be submitted along with needed repairs, deficiencies, and possible Energy Conservation opportunities. This solution does not include repair parts. Any required repairs will be quoted, and performed under a separate work order. Parts included are test gas, (4) neutralizer kits, (2) sets of annual boiler service kits. This is a 1-year proposal, and pricing will be reviewed annually with standard 2-3% increases.

**Spring:** Equipment or devices include condensing units, blower coils, energy recovery ventilator, exhaust fans, gas detection systems.

**Price** ..... **\$1,680**

**Fall:** Equipment or devices include boilers cleaning and inspection analysis, baseboard radiation, unit heaters, pumps, blower coils, energy recovery ventilator, in floor heat, bypass valves, and water heaters.

**Price** ..... **\$3,170**

### Acceptance Statement:

We have reviewed and accept the terms of your proposal as written. The date of this signing shall be our notice to proceed.

Today's date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Accepted Contract Amount: \$ \_\_\_\_\_

Adam Salmela- Account Manager  
**Gartner Temperature Controls**  
Cell: 218-391-6553  
Office: 218-722-4439  
adam@gartner1.com





Preventative Maintenance Inspection  
City of Grand Rapids Animal Shelter  
May 12, 2023

## Existing Conditions:

The City of Grand Rapids has requested a solution for applying a Preventative Maintenance Inspection (PMI) to the Animal Shelter. Onsite is a Honeywell Webs N4 control platform.

## Proposed Improvements:

Gartner Refrigeration will provide time, labor, and parts to perform a controls PMI, which will verify the operation of the temperature control and mechanical systems. Control apparatuses such as sensors, safeties, actuators, relays, controllers, Vfds, etc., are verified and exercised to determine proper function, and all sequences of operation are exercised, commissioned, and tuned. This ensures proper design functionality and Indoor Air Quality measures are being fulfilled. Findings will be submitted along with needed repairs, deficiencies, and possible Energy Conservation opportunities. This solution does not include repair parts. Any required repairs will be quoted, and performed under a separate work order. This is a 1-year proposal, and pricing will be reviewed annually with standard 2-3% increases.

**Spring:** Equipment or devices include furnaces, condensing units, and duct heaters

**Price** ..... **\$392.00**

**Fall:** Equipment or devices include furnaces, condensing units, and duct heaters

**Price** ..... **\$392.00**

### Acceptance Statement:

We have reviewed and accept the terms of your proposal as written. The date of this signing shall be our notice to proceed.

Today's date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Accepted Contract Amount: \$ \_\_\_\_\_

Adam Salmela- Account Manager  
**Gartner Temperature Controls**  
Cell: 218-391-6553  
Office: 218-722-4439  
adam@gartner1.com





Preventative Maintenance Inspection  
City of Grand Rapids Library  
May 12, 2023

### Existing Conditions:

The City of Grand Rapids has requested a solution for applying a Preventative Maintenance Inspection (PMI) to the Library. Onsite is a Honeywell Webs N4 control platform.

### Proposed Improvements:

Gartner Refrigeration will provide time, labor, and parts to perform a controls PMI, which will verify the operation of the temperature control and mechanical systems. Control apparatuses such as sensors, safeties, actuators, relays, controllers, Vfds, etc., are verified and exercised to determine proper function, and all sequences of operation are exercised, commissioned, and tuned. This ensures proper design functionality and Indoor Air Quality measures are being fulfilled. Findings will be submitted along with needed repairs, deficiencies, and possible Energy Conservation opportunities. This solution does not include repair parts. Any required repairs will be quoted, and performed under a separate work order. This is a 1-year proposal, and pricing will be reviewed annually with standard 2-3% increases.

**Spring:** Equipment or devices include a chiller, air handlers, VAVs, exhaust fans, and pumps

**Price** ..... **\$2,530.00**

**Fall:** Equipment or devices include boilers cleaning and inspection analysis, baseboard radiation, air handlers, VAVs, exhaust fans, and pumps.

**Price** ..... **\$2,530.00**

#### Acceptance Statement:

We have reviewed and accept the terms of your proposal as written. The date of this signing shall be our notice to proceed.

Today's date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Accepted Contract Amount: \$ \_\_\_\_\_

Adam Salmela- Account Manager  
**Gartner Temperature Controls**  
Cell: 218-391-6553  
Office: 218-722-4439  
adam@gartner1.com





Preventative Maintenance Inspection  
City of Grand Rapids Old Central School  
May 12, 2023

### Existing Conditions:

The City of Grand Rapids has requested a solution for applying a Preventative Maintenance Inspection (PMI) to the Old Central School. There is a pneumatic control system onsite.

### Proposed Improvements:

Gartner Refrigeration will provide time, labor, and parts to perform a controls PMI, which will verify the operation of the temperature control and mechanical systems. Control apparatuses such as sensors, safeties, actuators, relays, controllers, Vfds, etc., are verified and exercised to determine proper function, and all sequences of operation are exercised, commissioned, and tuned. This ensures proper design functionality and Indoor Air Quality measures are being fulfilled. Findings will be submitted along with needed repairs, deficiencies, and possible Energy Conservation opportunities. This solution does not include repair parts. Any required repairs will be quoted, and performed under a separate work order. Parts included are unit vent filters and compressor oil. This is a 1-year proposal, and pricing will be reviewed annually with standard 2-3% increases.

**Spring:** Equipment or devices include chiller, unit vents, exhaust fans, make up air, and air compressor

**Price** ..... **\$4,124.00**

**Fall:** Equipment or devices include boilers cleaning and inspection analysis, baseboard radiation, unit vents, exhaust fans, make up air, and air compressor

**Price** ..... **\$4,124.00**

#### Acceptance Statement:

We have reviewed and accept the terms of your proposal as written. The date of this signing shall be our notice to proceed.

Today's date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Accepted Contract Amount: \$ \_\_\_\_\_

Adam Salmela- Account Manager  
**Gartner Temperature Controls**  
Cell: 218-391-6553  
Office: 218-722-4439  
adam@gartner1.com





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider donating the remaining six (6) Grand Rapids Police Kodak EasyShare Z712 IS digital cameras to the Upward Bound program

**PREPARED BY:** Chief Andy Morgan

---

### BACKGROUND:

Approximately ten years ago, Grand Rapids Police Department Patrol Staff utilized Kodak EasyShare Z712IS digital cameras to collect photographic evidence in criminal investigations. Each officer was assigned a camera. For the past couple years, the department has utilized City issued cell phones to serve the same purpose. This transition was both successful and necessary.

Department leadership has been in contact with Upward Bound program at Minnesota North College. Upward Bond is a federally funded college and career grant program who serve teenagers in grades 9-12 from seven of our surrounding school districts. Students qualify for the program through being low income and first-generation college students.

A PHOTOGRAPHY Course is offered as an elective. They typically have 10-12 students sharing three (3) digital cameras.

The Grand Rapids Police Department no longer has a need for the drastically outdated digital cameras that have sat unused in a cabinet for over two years. We ask the Council to consider donating the remaining six (6) Grand Rapids Police Kodak EasyShare Z712 IS to the Upward Bound program.

### REQUESTED COUNCIL ACTION:

Make a motion to donate the remaining six (6) Grand Rapids Police Kodak EasyShare Z712 IS to the Upward Bound program.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

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

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

---

### BACKGROUND:

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

We have one (1) additional hire for the 2023 Spring/Summer Maintenance Season:

Rhys Cameron, a new seasonal hire beginning June 13, 2023 through October 31, 2023, with an hourly rate of \$15.00 per hour;

All costs associated with this employment was included in the 2023 budget.

### REQUESTED COUNCIL ACTION:

Make a motion to hire 1) Rhys Cameron for 2023 Spring/Summer maintenance season between the timeframe of June 13, 2023, through October 31, 2023, with a rate of pay of \$15.00 per hour.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 6-12-23

**AGENDA ITEM:** Consider a Art Loan Agreement with Tom Page

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

---

### BACKGROUND:

Attached is an art loan agreement with Tom Page allowing the City to borrow his musical themed art for Grand Rapids Riverfest on September 9<sup>th</sup>. Two of the pieces are full size statues of Bob Dylan and Prince. We believe this art will add ambiance to the festival. There is no cost to the city for this agreement.

### REQUESTED COUNCIL ACTION:

Make a motion to approve the art loan agreement with Tom Page.



## ART LOAN AGREEMENT

This Loan Agreement (Loan) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between Tom Page, 34603 Rebel Beach Road, Cohasset, MN 55721, (Artist) and the City of Grand Rapids (Lessee) as follows:

1. The Lessee is hosting Grand Rapids Riverfest (Event) on September 9<sup>th</sup> 2023 and has a need to install art, particularly paintings and sculptures of various artists ; and
2. Artist has paintings and sculptures of artists that can be loaned to the Lessee from Friday, September 8, 2023, through Sunday, September 10, 2023; and
3. In exchange for use of the Art, Lessee shall:
  - a. Pick up and return delivery of sculptures from Artist's studio;
  - b. Assign a full-time custodian for the paintings while in possession of the Lessee;
  - c. Allow Artist flexibility in providing sculptures of their choice;
  - d. Publicly recognize, through radio and signage, credit to Tom Page, Noah and Julie Wilcox in their collaboration of the Dylan Sculpture; and
  - e. Store paintings and sculptures in a secure location when not on public display.
4. Artist shall in no way be liable or responsible for any accident or damage that may occur during the term of this Loan. Lessee shall indemnify Artist, defend and hold it harmless against any and all liabilities, loss, cost, damage or expense which may accrue to Artist or be claimed against Artist by reason of any act or omission of the Lessee in hosting this event.
5. Lessee shall name Artist as an additional insured by endorsement to its general liability insurance through the League of Minnesota Cities for all liability arising from this Lease.
6. This Lease shall expire at midnight, September 10, 2023, upon termination of the event for which it was created.
7. Artist shall not be compensated by Lessee for the loan of this art work.

IN WITNESS WHEREOF the parties have executed this Lease effective as of the date written above.

TOM PAGE, ARTIST

CITY OF GRAND RAPIDS, LESSEE

By:\_\_\_\_\_

By:\_\_\_\_\_

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

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

By:\_\_\_\_\_

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 6-12-23

**AGENDA ITEM:** Consider a resolution requesting State Bond funding for Central School

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

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### BACKGROUND:

Historic Central School is in need of major repairs estimated at \$7.6 million. To assist in the repairs, city staff are recommending that a State Bond request be submitted to the Minnesota Management and Budget Office. The deadline for submittals is June 16<sup>th</sup>. The resolution authorizing the submittal is attached.

### REQUESTED COUNCIL ACTION:

Make a motion to approve a resolution authorizing the submittal of a State Bond request for Historic Central School.

**RESOLUTION SUPPORTING AND AUTHORIZING SUBMISSION OF AN APPLICATION TO  
MINNESOTA MANAGEMENT AND BUDGET  
REQUESTING FUNDS FROM THE 2024 STATE APPROPRIATION FUNDED FROM STATE GENERAL BONDS  
FOR DESIGN, RENOVATION, CONSTRUCTION AND EQUIPPING THE  
HISTORIC CENTRAL SCHOOL REHABILITATION PROJECT IN GRAND RAPIDS, MINNESOTA.**

**WHEREAS**, Minnesota Statutes section 16A.86 sets out the process by which local governments may request state bond appropriations for capital improvement projects; and

**WHEREAS**, Local governments are invited to submit capital budget requests to Minnesota Management and Budget (MMB) by June 16, 2023; and

**WHEREAS**, the City of Grand Rapids has submitted an application to MMB requesting funds be included in the 2024 bonding bill for the design, renovation, construction and equipping of the Historic Central School; and

**WHEREAS**, the Historic Central School is a regional historic building and public gathering place; and

**WHEREAS**, the City of Grand Rapids has determined that improvements to the Historic Central School will have a positive economic impact on the community, will enrich and better serve residents of our region; and

**WHEREAS**, requests for appropriations funded from state general obligation bonds must be accompanied by a resolution of the governing body of the applicant;

**NOW THEREFORE BE IT RESOLVED** that the City Council of Grand Rapids authorizes the submission of a request for 2024 state appropriations funded from state general obligation bonds to assist with this project of state and regional significance and assigns it the top priority.

Adopted by the City Council of the City of Grand Rapids this 12th day of June, 2023.

Dale Christy, Mayor

ATTEST:



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider approving the School Resource Officer Agreement for the 2023-2024 school year with Independent School District #318

**PREPARED BY:** Chief Andy Morgan

---

### BACKGROUND:

Since 1999, the City of Grand Rapids and School District #318 have had an annual agreement for a School Resource Officer (SRO) at the Grand Rapids Senior High School. In 2006, the District requested an additional SRO for Robert J. Elkington Middle School. Although stationed at the above schools, SRO personnel are responsible for providing police services to all ISD #318 school facilities within the City of Grand Rapids.

At this time, Officer Michelle Norris and Officer Troy Scott will continue as School Resource Officers satisfying the 2023-2024 agreement. The total fees for the 2023-2024 school year is \$155,292.57 for the two SRO positions. Attached for your review is the 2023-2024 SRO agreement, which was approved by ISD #318 at a school board meeting on June 05, 2023.

GRPD is extremely pleased with the opportunity to continue to assist ISD #318 in creating safe environment for our children to learn, grow and excel.

### REQUESTED COUNCIL ACTION:

Make a motion authorizing the Mayor and City Administrator to sign the School Resource Officer Agreement with ISD #318 for the 2023-2024 school year.

CITY OF GRAND RAPIDS  
SCHOOL DISTRICT RESOURCE OFFICER CHARGES

<u>YEAR</u>	<u>EMPLOYEE</u>	<u>WAGE</u>	<u>PERA</u>	<u>MEDICARE</u>	<u>HEALTH</u>	<u>LIFE</u>	<u>DENTAL</u>	<u>WORK COMP</u>	<u>TOTAL</u>
2023	Troy Scott	35.730	6.32	0.518	8.810	0.012	-	3.96	55.3532
2023	Michelle Norris	35.730	6.32	0.518	8.810	0.012	-	3.96	55.3532
2024	Troy Scott	37.170	6.58	0.539	9.338	0.012	-	4.12	57.7571
2024	Michelle Norris	37.170	6.58	0.539	9.338	0.012	-	4.12	57.7571

<u>Hourly Rate per 2080 hours</u>					<u># of Days</u>	<u># of Hours</u>
			2023-2024 School Year		171	1,368
2023 Troy Scott		55.3532				
2023 Michelle Norris		55.3532				
			71	Number of Days Sept-Dec		
			8	Hours per day		
2024 Troy Scott		57.7571	568	Number of Hours Sept-Dec		
2024 Michelle Norris		57.7571				
			100	Number of Days Jan-May		
			8	Hours per day		
			800	Number of Hours Jan-May		
Troy Scott	Sept-Dec 2023	31,440.62				
Michelle Norris	Sept-Dec 2023	31,440.62	Middle School			
Total		62,881.23				

Troy Scott	Jan-May 2024	46,205.67	32,806.03	Sept-Dec 2024	
Michelle Norris	Jan-May 2024	46,205.67	32,806.03	Sept-Dec 2024	
Total		92,411.34	65,612.05	YR 2024	158,023.39

School Year 2023 - 2024 155,292.57



Independent School District 318

2023/2024 School Calendar

August

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Workshop 8/29, 30, 31

September

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Labor Day 9/4  
First student day 9/5

October

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Fall Break

November

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

End Qtr 1 11/3  
Workshop 11/6  
Conferences  
Thanksgiving

December

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Winter Break

January

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

MLK Day 1/15  
End Qtr 2 1/19  
End Sem 1 1/19  
Workshop 1/22

February

M	T	W	TH	F
				1
				2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

President's Day

March

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

End of Qtr 3/21  
Workshop 3/22  
Easter Break

April

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Easter Break

May

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Last student day 5/30  
End Qtr 4 & Sem 2 5/30  
Workshop 5/31  
Memorial Day 5/27

June

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

No School

No School/Staff Day

First/Last Day of School

- No School
- No School/Staff Day
- First/Last Day of School
- Kindergarten ONLY conferences

**SCHOOL DISTRICT 318**  
Administration: 327-5700  
Activities: 327-5765  
Central Enrollment: 327-5707  
Food & Nutrition: 327-5771  
Transportation: 327-5830

**SCHOOLS**  
Bigfork: 743-3444  
Cohasset: 327-5860  
East Rapids: 327-5880  
West Rapids: 327-5870

**Robert J Elkington Middle School**  
Main Office: 327-5800  
Attendance: 327-5804  
**Grand Rapids High School**  
Main Office: 327-5760  
Attendance: 327-5767  
**Area Learning Center:** 327-5750

**Trimester Dates:**  
1st 9/5/23 - 11/3/23  
2nd 11/6/23 - 2/16/24  
3rd 2/19/24 - 5/30/24  
**Graduation Dates:**  
Grand Rapids High School 5/31/24  
Bigfork High School 6/1/24

**SCHOOL RESOURCE OFFICER  
AGREEMENT  
For the School Year 2023 - 2024**

---

This AGREEMENT is made pursuant to Minnesota Statutes section 471.59, by and between the City of Grand Rapids (“City”) and Independent School District 318 (“School District”).

**1. PURPOSE**

The City and School District wish to participate in a School Resource Officer Program. The purpose of this agreement is to set forth the terms and conditions to create, fund and implement the position of Police School Resource Officer.

**2. SERVICES**

The City shall provide the services of two full-time Minnesota P.O.S.T Board licensed peace officers, and related support services and supplies, to assist the School District in establishing and maintaining a School Resource Officer Program for the School District. The officers will have primary responsibility in serving as a resource to faculty, classroom members and school administrators in the prevention and diversion of juvenile problem behavior. The City agrees to provide vehicle, fuel, maintenance and other equipment deemed necessary by the Chief of Police. The School District agrees to provide adequate office space that will allow for cellular connectivity to the countywide law enforcement records system and a telephone at the site of majority assignment.

While present at schools/facilities outside their law enforcement jurisdiction, i.e. Outside Grand Rapids, and not responding to a mutual aid request from another law enforcement agency, if confronted with a criminal or delinquency matter, School Resource Officers will take necessary steps, in accordance with State law and department policy, to contain the situation and turn the matter over to the law enforcement agency having jurisdiction.

Primary responsibility for the resolution of any incident shall remain with the law enforcement agency having jurisdiction unless otherwise requested by that agency. In accordance with the Itasca County Mutual Aid Agreement, School Resource Officers may assist other law enforcement agencies having jurisdiction at any time they are requested to do so. School Resource officers will not conduct routine patrol outside their jurisdiction in relation to the School Resource Officer program without a request from the law enforcement agency having jurisdiction.

### **3. TERM**

This Agreement shall commence on the first day of the teacher workshop on August 30, 2023 and shall end on the last staff day on May 31, 2024. This Agreement may be renewed on an annual basis, as agreed by both parties.

Either party may terminate this agreement for cause on 90 days written notice to the other party. If this agreement is terminated by the School District, the City shall receive from the School District the funds allocated for the program based on services provided through the date of termination.

If School is conducted through distance learning at any point during the 2023/2024 school year, due to COVID-19, ISD 318 payment shall be reduced by fifty percent (50%) during the distance-learning period.

### **4. PAYMENT**

The School District shall pay to the City \$155,292.57 pursuant to Minnesota Statutes Section 126C.44 to partially reimburse the City for the costs incurred by the City for salary, benefits and transportation costs of the Police School Resource Officers in the School District's senior high, middle and secondary schools.

One-half of the sum owing under this contract shall be payable upon the execution of this Agreement. The remaining half of the sum owing under this contract should be payable on the last staff day on May 31, 2024.

### **5. GENERAL PROVISIONS**

The Police School Resource Officers are City employees and shall not be considered employees of the School District for any purpose, including but not limited to salaries, wages, other compensations or fringe benefits, worker's compensation, unemployment compensation, P.E.R.A, Social Security, liability insurance, keeping of personnel records, termination of employment or other contract rights. The officers will report to and be directed by the Chief of Police. Resolution of unforeseen problems arising in this program shall be negotiated by representatives of the School District and the Chief of Police.

### **6. SCHEDULING**

The Chief of Police shall determine the duty hours of the School Resource Officer on school days with input by the School District. The duty hours of the School Resource Officer on school days are flexible and will be primarily coordinated with the school day, and/or activities, but will



be consistent with the City's labor contract with the Police Union. During non-school periods, the Chief of Police will determine the officer's duties and schedule.

## **7. HOLD HARMLESS AND INDEMNIFICATION**

The City of Grand Rapids agrees to and shall defend, indemnify and hold harmless the School District, its officials, officers, agents and employees from and against any and all claims, losses, damages, judgements or liabilities of whatever nature, including any portion thereof, arising from or related to the indemnifying party's acts, omissions or performance under this agreement. It is the intent of the parties that each party be responsible for its own actions occurring under this agreement.

Dated: \_\_\_\_\_

GRAND RAPIDS SCHOOL DISTRICT #318

\_\_\_\_\_  
Business Manager

Dated: \_\_\_\_\_

CITY OF GRAND RAPIDS

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator



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

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

**DRAFT**

**Contract Change Order #009: CE #026 - FWO; Columns Elevation (RFI 33) | CE #034 - 13/A8.1 CMU wall portion demo**

<b>CONTRACT COMPANY:</b>	TNT Construction Group, LLC 40 County Road 63 Grand Rapids, Minnesota 55744	<b>CONTRACT FOR:</b>	SC-S19041C-003:Work Scope 03 - General Construction - TNT
<b>DATE CREATED:</b>	6/05/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	06/13/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	Field Work Orders	<b>CHANGE REASON:</b>	Field Work Order
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$7,932.51

**DESCRIPTION:**

CE #026 - FWO: Columns Elevation (RFI 33)

TNT to proceed with time and materials to cut down the four columns as directed in RFI 33 and upload the signed field work order here.

CE #034 - 13/A8.1 CMU wall portion demo

**ATTACHMENTS:**

[6-1-23.pdf](#) [172377 May 8 Breakdown.xlsx](#) [Mavo extra pier cutting.pdf](#) [RFQ 16 Proposal.pdf](#)

**CHANGE ORDER LINE ITEMS:**

**CCO #009**

#	Cost Code	Description	Type	Amount
1	5--5.03 - Work Scope 03	FWO; Columns Elevation (RFI 33)	Other	\$ 4,354.51
2	5--5.03 - Work Scope 03	13/A8.1 CMU wall portion demo	Other	\$ 3,578.00
Subtotal:				\$7,932.51
Grand Total:				\$7,932.51

The original (Contract Sum)	\$ 2,370,100.00
Net change by previously authorized Change Orders	\$ 116,278.57
The contract sum prior to this Change Order was	\$ 2,486,378.57
The contract sum would be changed by this Change Order in the amount of	\$ 7,932.51
The new contract sum including this Change Order will be	\$ 2,494,311.08
The contract time will not be changed by this Change Order by 0 days	



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

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

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

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

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DA

71

**TNT** CONSTRUCTION  
GROUP LLC

Grand Rapids, MN (218) 326-4184

40 County Road 63 • Grand Rapids, MN 55744

# SERVICE ORDER

EQUAL OPPORTUNITY EMPLOYER

No 16034

TO: ICS

TERMS:

PHONE <u>218-326-4184</u>	DATE OF ORDER <u>6-1-23</u>
ORDER TAKEN BY <u>CLAY</u>	CUSTOMER ORDER NUMBER
<input type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT <input checked="" type="checkbox"/> EXTRA
JOB NAME/NUMBER <u>IRA Civic Center 22157</u>	
JOB LOCATION <u>Outside IRA</u>	
JOB PHONE <u>218-244-7234</u>	STARTING DATE <u>6-1-23</u>

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK			
1	Demo Dumpster		500.00	TEAR Down on Block Wall on North EAST side of <del>the</del> Rink so we can set remaining Truss + gable END			
TOTAL MATERIAL							
HR.	EQUIPMENT	RATE	AMOUNT	HRS.	LABOR	RATE	AMOUNT
2	Fork Lift	185	370.00	8	Kyle L CP	12	736.00
6	Demo Hammer		100.00	8	Jason B CP	12	736.00
2	Concrete Saw		25.00	8	MATT G CP	12	736.00
				3	Scott R Sup	125	375.00
				2	J.J operator		
TOTAL EQUIPMENT				TOTAL LABOR 2583.00			
TOTAL MATERIALS 500.00				TOTAL EQUIP. 495.00			
DATE COMPLETED				TAX			
TOTAL				TOTAL 3578.00			

WORK ORDERED BY:

SIGNATURE

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

## THANK YOU!





*TNT Construction Group*

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

Proposal/Change order

- Today's Date 5-23-23
- Proposal submitted to: ICS
- Project name: IRA Civic Center Bid Pack 2
- Project Location: Grand Rapids MN
- Description of work: RFQ #16 sawing off top of 4 concrete piers
- Date of drawings: N/A
- Addendums

Proposal Includes,

Mavo sawing and demo charges	3,090.00
SEH re-layout charges	868.65
TNT O&P	395.86

We propose hereby to furnish equipment, material, and labor for the sum of:  
Four Thousand Three Hundred Fifty Four Dollars 51/100 (Bid Total:\$ 4,354.51 )

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

[clay@tnt-cg.com](mailto:clay@tnt-cg.com)

218-398-2141 Mobile. 218-326-1881 Office. 218-326-9296 Fax.

Hammerlund Inc. UNION CONTRACTOR

40 County Road 63, Grand Rapids, MN 55744

Web site: <http://hammerlundconstruction.com>

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

Acceptance of proposal: Signed \_\_\_\_\_ Date: \_\_\_\_\_



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

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

## DRAFT

### Contract Change Order #010: CE 033 - PR 23 Room 128 Columns and Beams

<b>CONTRACT COMPANY:</b>	TNT Construction Group, LLC 40 County Road 63 Grand Rapids, Minnesota 55744	<b>CONTRACT FOR:</b>	SC-S19041C-003:Work Scope 03 - General Construction - TNT
<b>DATE CREATED:</b>	6/09/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>	Tom Pagel	<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	06/13/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	CE 033 - PR 23 Room 128 Columns and Beams	<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$19,822.00

#### DESCRIPTION:

CE #033 - PR 23 Room 128 Columns and Beams  
See the attached PR. Provide a Quote with a detailed cost breakdown.

#### ATTACHMENTS:

[JRK STEEL.pdf](#) [NIE.pdf](#) [RFP 23 TNT.pdf](#) [17073.30 - RFP 23 Multi Use Room 128.pdf](#)

#### CHANGE ORDER LINE ITEMS:

##### CCO #010

#	Cost Code	Description	Type	Amount
1	5--5.03 - Work Scope 03	PR 23 Room 128 Columns and Beams	Other	\$ 19,822.00
Subtotal:				\$19,822.00
Grand Total:				\$19,822.00

The original (Contract Sum)	\$ 2,370,100.00
Net change by previously authorized Change Orders	\$ 116,278.57
The contract sum prior to this Change Order was	\$ 2,486,378.57
The contract sum would be changed by this Change Order in the amount of	\$ 19,822.00
The new contract sum including this Change Order will be	\$ 2,506,200.57
The contract time will not be changed by this Change Order by 0 days	

This does not yet reflect CO 9 FYI



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

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

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

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

SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
							75



*TNT Construction Group*

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

Proposal/Change order

- Today's Date 6-2-23
- Proposal submitted to: ICS
- Project name: IRA Civic Center Bid Pack 2
- Project Location: Grand Rapids MN
- Description of work: RFP 23
- Date of drawings: N/A
- Addendums

Proposal Includes, Steel beam work per RFP 23, **EXCLUDES MASONRY WALL**

NIE		8,360.00
JRK steel		4,787.00
TNT O&P		1,315.00
TNT demo and grout labor	52 @ \$92	4,784.00
TNT materials,		576.00

We propose hereby to furnish equipment, material, and labor for the sum of:  
Four Thousand Five Hundred Thirteen Dollars 00/100 (Bid Total: \$ 19,822.00 )

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

[clay@tnt-cg.com](mailto:clay@tnt-cg.com)

218-398-2141 Mobile. 218-326-1881 Office. 218-326-9296 Fax.

Hammerlund Inc. UNION CONTRACTOR

40 County Road 63, Grand Rapids, MN 55744

Web site: <http://hammerlundconstruction.com>

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

Acceptance of proposal: Signed \_\_\_\_\_ Date: \_\_\_\_\_





NORTHERN INDUSTRIAL  
ERECTORS, INC

2500 Glenwood Drive  
PO Box 308  
Grand Rapids, MN 55744  
218-326-8466 FAX 218-326-5045

June 1<sup>st</sup>, 2023

Clay Witkofsky  
TNT Construction

RE: **RFP #23** IRA Civic Center

Clay,

This proposal is for the additional labor and equipment required for the additional steel supports in RFP # 23.

Lump Sum adder: \$ 8,360.00

**Breakdown** of installation changes:

- Forklift 4 hours
- Labor 68 hours

Price Excludes: Demo, grouting, shoring, supply of anchors/epoxy

Comments: Please ensure the fabricator / supplier has included the supply of the anchors required

Regards,

Derek Bostyancic

# Proposal

JRK Steel Inc.



IRA Civic Center - RFP 23 | June 1, 2023

JRKSteel.com

## Overview

### Proposal overview

Project: IRA Civic Center - RFP 23  
 Location: Duluth, MN  
 Valid until: 7/1/2023

## Sections

### Sections included

- 3 - W14 Beams w/ embeds / channel & Epoxy Anchors at post.
- Stiffeners for existing W6 Beam

## Items

### Items included and not included

Included: Priming  
 Included: Standard Delivery  
 Included: Fasteners (JRK Work Only)  
 Not Included: Installation  
 Not Included: Field Measurement

## Price

### Total price

Base Bid: \$4,787.01  
 Tax: add tax if applicable  
 Total: \$4,787.01

## Terms

### Terms & Conditions

- Price is valid for 30 days
- All steel to receive 1 coat of shop primer
- Change orders will not be delivered until approved to bill
- Payment to JRK STEEL INC is the responsibility of the customer & is NOT contingent upon payment from the owner. Payment is due for all materials (Including Joist & Deck) Within 30 days of delivery.
- This price is valid if Shop drawings are approved within 30 days of submittal
- Signed proposal is required if approved

## Signature

Sign and return if approved

brayden@jrksteel.com | 218-576-9809

5900 Main St, Duluth, MN 55807



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

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

**DRAFT****Contract Change Order #001: CE 034 - 13/A8.1 CMU wall portion demo**

<b>CONTRACT COMPANY:</b>	<b>Landwehr Construction</b> 846 South 33rd Street St Cloud, Minnesota 56302	<b>CONTRACT FOR:</b>	SC-S19041C-002:Work Scope 02 - Roof Demo Landwehr
<b>DATE CREATED:</b>	6/05/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>	<b>LOCATION</b>		
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	06/13/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	CE 034 - 13/A8.1 CMU wall portion demo	<b>CHANGE REASON:</b>	Field Work Order
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	(\$3,578.00)
<b>DESCRIPTION:</b> <u>CE 034 - 13/A8.1 CMU wall portion demo</u>			

**ATTACHMENTS:****CHANGE ORDER LINE ITEMS:****CCO #001**

#	Cost Code	Description	Type	Amount
1	5--5.02 - Work Scope 02	13/A8.1 CMU wall portion demo	Other	(\$3,578.00)
<b>Subtotal:</b>				(\$3,578.00)
<b>Grand Total:</b>				(\$3,578.00)

The original (Contract Sum)	\$ 274,900.00
Net change by previously authorized Change Orders	\$ 0.00
The contract sum prior to this Change Order was	\$ 274,900.00
The contract sum would be changed by this Change Order in the amount of	(\$3,578.00)
The new contract sum including this Change Order will be	\$ 271,322.00
The contract time will not be changed by this Change Order by 0 days	

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

Landwehr Construction  
846 South 33rd Street  
St Cloud Minnesota 56302

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

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

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

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

**DRAFT****Contract Change Order #005: CE 014 - PR 10 Fire Alarm Changes and ASI 4 Fire Shutters decommissioning**

<b>CONTRACT COMPANY:</b>	Hart Electric 1959 Highway 37 Hibbing, Minnesota 55746	<b>CONTRACT FOR:</b>	SC-S19041C-008:WS 08 Electrical - Hart Electric
<b>DATE CREATED:</b>	6/05/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>	Jon Peterson	<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	06/13/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	CE 014 - PR 10 Fire Alarm Changes and ASI 4 Fire Shutters decommissioning	<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	(\$798.00)

**DESCRIPTION:**

CE #014 - PR 10 Fire Alarm Changes and ASI 4 Fire Shutters decommissioning

See the attached PR 10 for changes to the Fire Alarm design and system and ASI 4 for Fire Shutters decommissioning. Provide a Quote with a detailed cost breakdown.

**ATTACHMENTS:**

[Estimate 1489.pdf](#) [IRA Civic Center RFP #10 Fire alarm changes pricing.pdf](#) [17073.30 - RFP 10 Fire Alarm Changes-ASI4-FireShutters.pdf](#)

**CHANGE ORDER LINE ITEMS:****CCO #005**

#	Cost Code	Description	Type	Amount
1	5--5.08 - Work Scope 08	PR 10 Fire Alarm changes and ASI 4 Fire Shutters decommissioning	Other	(\$798.00)
<b>Subtotal:</b>				(\$798.00)
<b>Grand Total:</b>				(\$798.00)

The original (Contract Sum)	\$ 917,315.00
Net change by previously authorized Change Orders	(\$8,976.00)
The contract sum prior to this Change Order was	\$ 908,339.00
The contract sum would be changed by this Change Order in the amount of	(\$798.00)
The new contract sum including this Change Order will be	\$ 907,541.00
The contract time will not be changed by this Change Order by 0 days	



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

**Hart Electric**  
1959 Highway 37  
Hibbing Minnesota 55746

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

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

SIGNATURE                      DATE

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SIGNATURE                      DATE

81

10963 Meadowlark Lane  
Hibbing, MN 55746

# Estimate

Name / Address
City of Grand Rapids 420 North Pokegama Avenue Grand Rapids MN 55744

Description	Qty	Cost	Total
RE: CE#14-PR-10 (Deduct \$ 798.00)			
Estimator: Jeff Hart 218 966-6402		<b>Total</b> \$0.00	

E-mail
hartelect@hotmail.com



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

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

**DRAFT****Contract Change Order #004: CE 027 - PR 20 (RFI 35): Existing plumbing in multi use room 128**

<b>CONTRACT COMPANY:</b>	<b>Rapids Plumbing and Heating</b> 25767 US Hwy 2 Grand Rapids, Minnesota 55744	<b>CONTRACT FOR:</b>	SC-S19041C-007:WS 07 - Mechanical - Rapids P & H
<b>DATE CREATED:</b>	6/05/2023	<b>CREATED BY:</b>	Sean Lewis (ICS - Park Rapids, MN)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>	Sean Lewis (ICS - Park Rapids, MN)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	06/13/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>	CE 027 - PR 20 (RFI 35): Existing plumbing in multi use room 128	<b>CHANGE REASON:</b>	Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$891.50

**DESCRIPTION:**

CE #027 - PR 20 (RFI 35): Existing plumbing in multi use room 128  
See the attached PR. Provide a Quote with a detailed cost breakdown.

**ATTACHMENTS:**

[Image \(31\).jpg](#) [17073.30 - RFP 20 Room 128 Hidden Plumbing Conditions.pdf](#)

**CHANGE ORDER LINE ITEMS:****CCO #004**

#	Cost Code	Description	Type	Amount
1	5--5.07 - Work Scope 07	PR 20 (RFI 35): Existing plumbing in multi use room 128	Other	\$ 891.50
<b>Subtotal:</b>				\$891.50
<b>Grand Total:</b>				\$891.50

The original (Contract Sum)	\$ 836,440.00
Net change by previously authorized Change Orders	\$ 123,174.96
The contract sum prior to this Change Order was	\$ 959,614.96
The contract sum would be changed by this Change Order in the amount of	\$ 891.50
The new contract sum including this Change Order will be	\$ 960,506.46
The contract time will not be changed by this Change Order by 0 days	



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

**Rapids Plumbing and Heating**  
25767 US Hwy 2  
Grand Rapids Minnesota 55744

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

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

SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
							84



# Proposal

## Rapids Plumbing & Heating, Inc.

Date: June 2, 2023

To: CMTA  
IRA Civic Center

Rapids Plumbing & Heating is pleased to provide a quote the following project:  
RFP #20

Refer to RFI 35 for the following pricing:  
Item # 1 thru #4

Mat'l-----	\$ 225.00
Tax (8.375%)-----	19.00
10% OH & Profit-----	22.50
Labor (5 HRS @ 125.00/Hr---)	625.00

PRICE                      \$ 891.50    ADD TOTAL

Joel S. Zimmer, President

This quote may be withdrawn if not accepted within 30 days.

25767 US Hwy 2, Grand Rapids, MN 55744 (218-326-0073) Fax (218-326-0835)



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 6-12-23

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

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

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### BACKGROUND:

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

Change Order 1 for Work Scope 2 (roof demolition) is a credit of \$3,578.00 for work that Landwehr did not do. This credit is offset by the same amount in the next change order because TNT completed that work.

Change Order 9 for Work Scope 3 (General Construction) approves a net increase to TNT's contract of \$7,932.51 covering two work items. The first work item involved cutting down 4 existing concrete columns so that roof trusses could be set at the proper elevation. The second work item is the work that was not done by Landwehr.

Change Order 10 for Work Scope 3 (General Construction) approves a net increase to TNT's contract of \$19,822.00. This work involves structural improvements to "Multi-Use Room 128." This structural work will allow us to remove 2 existing steel columns in this room thereby significantly increasing the usefulness of the room.

Change Order 4 for Work Scope 7 (Mechanical) approves a net increase to Rapids Plumbing and Heating of \$891.50. This work involves plumbing changes to Room 128 that will also increase the usefulness of that room.

Change Order 5 for Work Scope 8 (Electrical) is a credit of \$798.00 for work related to fire shutter decommissioning that was removed from Hart Electric's contract.

The total net change to the project cost for these 5 change orders is an increase of \$24,270.01. Sufficient funds remain in the project contingency to cover these costs.

**REQUESTED COUNCIL ACTION:**

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider amending job descriptions and approve MOU modifying Appendix A-1, Classification Changes.

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

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### BACKGROUND:

The position of City Clerk (Administration) and Payroll Clerk/Human Resources Technician (Finance) have evolved over the years, where the incumbent has needed specialized skills and taken on more responsibility from their respective department.

Human Resources Officer Chery Pierzina recommends amending the job description for the City Clerk (Administration) and re-classifying the Clerical Unit position from a Class 4 to Class 6 effective June 12, 2023, and amending the job description for the Payroll Clerk/Human Resources Technician (Finance) and re-classifying the Clerical Unit position from a Class 3 to Class 4 effective June 12, 2023. A copy of the amended job descriptions is attached.

Because of this classification change, a Memorandum of Understanding (MOU) has been drafted for APPENDIX A-1 by moving City Clerk (Administration) from Class 4 to Class 6 and Payroll Clerk/Human Resources Technician (Finance) from Class 3 to Class 4. The MOU has been reviewed by Union stewards and the Union business representative. A copy of the MOU is attached.

### REQUESTED COUNCIL ACTION:

Make a motion to

- 1) Amend the job description for the City Clerk (Administration) and re-classifying the Clerical Unit position from a Class 4 to Class 6 effective June 12, 2023;
- 2) Amend the job description for the Payroll Clerk/Human Resources Technician (Finance) and re-classifying the Clerical Unit position from a Class 3 to Class 4 effective June 12, 2023;

3) Approve the MOU for APPENDIX A-1 by moving City Clerk (Administration) from Class 4 to Class 6 and Payroll Clerk/Human Resources Technician (Finance) from Class 3 to Class 4 effective June 12, 2023;

4) Authorize the wage adjustment for incumbent Kim Gibeau (City Clerk) from \$29.10 per hour to \$36.34 per hour according to the Clerical Union Contract effective June 12, 2023.

5) Authorize the wage adjustment for incumbent Cindy Phillips (Payroll Clerk/Human Resources Technician) from \$27.39 per hour to \$28.85 per hour according to the Clerical Union Contract effective June 12, 2023.

## City of Grand Rapids Job Description

**Job Title:** City Clerk  
**Department:** Administration  
**FLSA Status:** Non-Exempt  
**Approved By:** City Council  
**Approved Date:**

**Summary:** Performs statutory functions of the position, serving as clerk to the City Council, preparing and maintaining official records and files, handling and processing confidential information and materials, preparing reports and, coordinating agenda preparation, administering Elections, ensuring compliance with statutes, ordinances and policies, providing skilled administrative support and related work as apparent or assigned. Work is performed under the guidance of the City Administrator.

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

City Council and Administration:

- Serves as first point of contact between the Public and City Administrator, Mayor and City Council.
- Serves as confidential administrative clerk to City Administrator, Mayor and Council, processing confidential information and materials.
- Coordinates and prepares Council meetings and agenda packets for distribution.
- Ensures compliance relating to meeting notices, public hearings, and mailings for City Council, City Boards and Commissions.
- Attends meetings, records, prepares, finalizes, maintains and publishes permanent meeting minutes, resolutions, ordinances and other records for City Council and various Boards and Commissions.
- Responsible for processing approved contracts and agreements, ensuring full execution and proper record keeping and retention.
- Processes and issues liquor licenses within the City, including temporary licensing for authorized organizations.
- Processes and issues licenses for Transient Merchants, Theaters, Taxi Cabs, Amusements, Charitable Gambling, Community Festivals, Fireworks sales and displays within the city limits.
- Coordinates background checks with local law enforcement and Bureau of Criminal Apprehension for potential license and permit holders.
- Responsible for preparing and submitting annual license revenue reports to the State of Minnesota.
- Provides information, explanation and assistance to the public and City staff on a wide range of city policies and procedures, responding to inquiries and requests from the public regarding city ordinances, city history and Council action.

- Manage and maintain Readerboard and City social media, assisting in the distribution of information.
- Manages and maintains City Website.
- Manages Municode Meeting Management program for City Council, Boards and Commissions.
- Manages web based Municipal Code platform, including City Employee Manual, overseeing codification process upon Council passage.
- Provides training to employees for use of various Municode web based management programs.
- Provides support for Department Heads and staff as needed and assists with projects as requested.
- Work with outside agencies and organizations, assisting with projects, meetings, and various other duties as assigned.
- Attests Mayor's signature on official documents as required and maintains responsibility for City Seal.
- Composes, prepares and edits a variety of correspondence, email, website announcements, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.
- Serves as keeper of official City records and preserves permanent historic documents, maintaining records retention for the City and oversees Laserfiche digital document imaging files.
- Appointed Responsible Authority for official city records under the data practices laws and ensures compliance with Minnesota Data Practices Act.
- Coordinates updating of city's fees.
- Performs all other tasks as assigned.

#### Election Administration:

- Responsible for all election activities, including hiring, supervising and scheduling election judges.
- Establishes and supervises absentee voting process for Health Care Facilities within the City limits.
- Prepares, files and publishes all required legal notices related to elections, ensuring compliance with Federal and State statutes.
- Manages and files affidavits of candidacy, campaign finance report filings and certification of filing.
- Establishes and ensures polling locations in each precinct are available, and ensures official notifications are made to County and State of any changes.
- Manages all election day activities for four polling places.

#### **Education and/or Experience**

- Associates/Technical degree, or equivalent combination of education and experience.
- Preferred experience as a City Clerk or Deputy City Clerk.
- Preferred Municipal Clerk's Certification.
- Notary Public License or obtain within six months of employment.

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

- Thorough knowledge of city organization and operation of municipal government.
- Thorough knowledge of department functions and administrative policies and practices.
- Thorough knowledge of rules of order related to public meetings, public hearings and Open Meeting Law.
- Thorough knowledge and understanding of City Municipal Code.
- Thorough knowledge of election processes, voter registration laws, procedures, rules and regulations.
- Ability to operate standard office equipment including personal computer and knowledge of applicable software programs, including Access Database software; Internet software; Outlook; Excel Spreadsheet software and Word Processing software.
- Ability to research and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with staff and the general public.
- Provide excellent customer service, meeting commitments to the public.
- Possess interpersonal skills, with ability to solve conflict, practice confidentiality, and positive interaction with mutual respect.
- Become a team player; able to balance team and individual responsibilities.
- Ability to operate within approved budget, developing and implementing cost saving measures whenever possible.
- Ability to follow policies and procedures, completing projects on time, and supporting City goals and values.
- Possess organization skills with efficient time management, goal orientation and realistic plan development.
- Ability to adapt, remain professional, dependable and use initiative.
- Ability to apply common sense to work related activities and seek assistance if necessary.

**Physical Demands** This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

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

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



## City of Grand Rapids Job Description

**Job Title:** Payroll Clerk/Human Resources Technician  
**Department:** Finance/Human Resources  
**FLSA Status:** Non-exempt  
**Approved By:** City Council  
**Approved Date:**

**Summary:** Performs intermediate skilled administrative support work in payroll, and accounts receivable, providing administrative support to the Human Resources Officer, compiling data to maintain payroll database systems, and related work as apparent or assigned. Work is performed under the moderate supervision of the Director of Finance and Human Resources Officer.

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

- Processes payroll for all City employees by compiling data from Attendance Enterprise, time sheets and other records; transfers and/or enters data into computer payroll system; reviews wages, deductions and makes corrections to ensure the accuracy of payroll and compliance with various union contracts and issuing payroll checks and maintaining direct deposit transfers.
- Provides payroll information to Accountant for data entry into payroll maintenance system in regards to pay rates, account numbers for payroll distribution, tax withholding information, and various payroll deductions for each employee to update master payroll records.
- Prepares check requests and electronic file transfers for payment of tax withholding, court mandated withholdings, and employee benefits (i.e. union dues, health and dental insurance, life insurance and pension plan).
- Monitors earnings and length of employment of seasonal employees to determine eligibility for participation in the Public Employee Retirement Association pension plan.
- Maintains and updates the Attendance Enterprise program, trains employees on use of system, and troubleshoots any problems with system. Enters data into computer system.
- Generates various reports from payroll records for other governmental agencies, auditors, and City departments, including earning history, tax reports, and W-2s and wage additive information
- Calculates and processes payment of withholdings classified as private data which include wage garnishments and child support deductions.
- Prepares accounts receivable records and billings, including lodging tax.
- Assists the Accountant in the preparation of all bank deposits and reconciliations, except for the payroll accounts.
- Maintains spreadsheet showing step and longevity wage increases for all union employees and notified department heads of upcoming pay increases.

- Develops computer spreadsheets for reconciling employee benefits, monitoring individual COBRA coverage periods; and for recording data for calculating retroactive pay adjustments for various bargaining units.
- Prepares special assessment records and maintains the special assessment systems under the direction of the Finance Director. Answers special assessment related questions from departments and public.
- Assists with benefits administration; processes plan enrollments, changes and terminations; assists with the coordination of open enrollment material distribution; processes death claims.
- Assists with compensation activities; maintains EEO and pay equity records and assist with preparation of compliance reports.
- Participates in maintenance to the human resources module; develops database queries and provides reports as requested.
- Performs other duties and assumes other responsibilities as directed by the Finance Director, Assistant Finance Director, and Human Resource Officer.
- Answers incoming telephone calls and provides information or routes calls as required.
- Assists the Human Resources Officer with administering compensation and benefits, insurance, workers compensation, unemployment, and verification of employment requests.
- Prepares and maintains T Hangar and private land lease contracts, quarterly and annual invoicing, insurance certificates, and updates FAA based aircraft inventory program for the Grand Rapids airport.
- Receives and processes payments for all rental inspection permits, as well as building, zoning, and storm water permits, while maintaining payment records in both databases.

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

#### **Education and/or Experience**

- Graduation from an accredited institution with an Associates Degree in Administrative Office Specialist, with coursework in business, accounting, or related field and moderate experience working in payroll, accounting, human resources, or equivalent combination of education and experience.
- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures and technology; working knowledge of governmental accounting principles and practices.
- Thorough knowledge of applicable accounting and payroll laws, regulations, policies, practices, procedures and guides.
- Thorough knowledge of standard business and payroll accounting correspondence.
- Thorough skill operating standard office equipment and related hardware and software
- Thorough skill operating standard accounting software
- Ability to compute rates, ratios and percentages.
- Ability to perform arithmetic computations using whole numbers, fractions and decimals accurately and quickly.

- Ability to understand and apply governmental accounting policies in maintenance of financial records.
- Basic knowledge of human resources and employee benefits principles, concepts and practices.
- Knowledge of business letter writing and report preparation.
- Knowledge of the principles and practices of computerized records maintenance.
- Skill in communicating clearly and concisely, both verbally and in writing.
- Strong computer skills, including use of HR module, word processing, database, spreadsheet, presentation and email applications, as assigned.
- Skill in providing exemplary customer service with a focus on compliance.
- Skill in auditing and processing a wide variety of personnel and benefits transactions.
- Skill in designing and maintaining accurate and effective filing systems.
- Skill in operating a variety of office equipment.
- Ability to use initiative and independent judgment within established policies and procedural guidelines.
- Ability to perform research, analyze and summarize data in both narrative and numerical form.
- Ability to work under pressures of time constraints and conflicting demands.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and other employees and the general public.
- Ability to maintain confidentiality.
- Ability to read, interpret and apply a variety of complex materials and instructions, including laws and regulations, related to human resource and benefit administration.

**Physical Demands** This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic), must have the ability to attend work on a regular basis.

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

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

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

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the City of Grand Rapids (hereafter "City") and Local 49 of the International Union of Operating Engineers (Clerical) (hereafter "Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement (CBA) in effect January 1, 2023 until December 31, 2025; and

**WHEREAS**, the CBA and Memorandum of Understanding contain the applicable 2023, 2024, and 2025 wage schedules for the clerical positions in the bargaining agreement; and

**WHEREAS**, the City has reviewed and updated the job description for City Clerk and have determined that there should be a class adjustment from a Class 4 to Class 6 along with the Payroll Clerk/Human Resources Technician, which should have a class adjustment from Class 3 to Class 4.

**NOW, THEREFORE, BE IT RESOLVED THAT** all parties hereto, in consideration of their mutual covenants and agreements to be performed, as hereinafter set forth, agree as follows:

1. APPENDIX A-1 Is modified by moving City Clerk (Administration) from Class 4 to Class 6 and Payroll Clerk/Human Resources Technician (Finance) from a Class 3 to Class 4.
2. This MOU or any of its terms may only be amended or modified by a written instrument signed by or on behalf of all of the parties hereto and ratified by the Union and City Council.
3. This MOU constitutes the entire MOU among the parties hereto and no representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU.
4. This Memorandum of Understanding shall be attached to and incorporated into the CBA. This MOU will remain in effect until a subsequent CBA is executed and in effect between the parties.

**IN WITNESS WHEREOF**, the parties hereto have caused this MOU to be executed on the latest date affixed to the signatures hereto.

FOR THE CITY OF GRAND RAPIDS

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

FOR LOCAL 49 INTERNATIONAL  
UNION OF OPERATING  
ENGINEERS

  
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Dan Revier, Area Bus. Rep.

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Tom Pagel, City Administrator



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider approving a resolution accepting a donation

**PREPARED BY:** Laura Pfeifer

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### BACKGROUND:

Don Walter was an avid Pokegama Golfer and loved his time spent at the golf course.

### REQUESTED COUNCIL ACTION:

Make a motion approving a resolution to accept the \$100 donation from the Don Walter family to use towards purchase of a tree and memorial plaque.

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

RESOLUTION NO. 23-

A RESOLUTION ACCEPTING A DONATION OF \$100 FROM DON WALTER FAMILY  
TO THE POKEGAMA GOLF COURSE TOWARDS A MEMORIAL

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 Don Walter Family has donated \$100 to the Pokegama Golf Course towards a tree and plaque memorial.

Adopted this 12<sup>th</sup> day of June, 2023

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Dale Christy, Mayor

Attest:

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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.