



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

CITY COUNCIL MEETING AGENDA
Monday, November 08, 2021
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, November 8, 2021 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

PUBLIC FORUM:

COUNCIL REPORTS:

APPROVAL OF MINUTES:

1. Approve minutes for Monday, October 25, 2021 Worksession and Regular Minutes

VERIFIED CLAIMS:

2. Approve the verified claims for the period October 19, 2021 to November 1, 2021 in the total amount of \$771,901.65.

CONSENT AGENDA:

3. Consider adopting a resolution accepting a \$1,900,600 grant from the U.S. Department of Commerce Economic Development Administration for the Grand Rapids/Cohasset Industrial Park Infrastructure Project.
4. Consider adopting a resolution closing the Debt Service Fund-2013A GO Improvement Refunding Bonds and transfer the remaining balance of approximately \$211,435 to the Capital Project Fund- Permanent Improvement Revolving Fund.
5. Amendment to PW PT Eligibility List for Winter Maintenance
6. Consider establishing new eligibility list for Firefighter Trainee.
7. Consider approving temporary and permanent easements for CP 2003-18, 21st Street SW Extension project and authorize payment.
8. Consider approving Rental Agreement with Grand Rapids Amateur Hockey Association
9. Consider approving the purchase and payment of a light kit and canopy for the Public Works Department
10. Consider adopting a resolution requesting changes to portions of the MSAS street system

- [11.](#) Consider hiring Ben Olson as a Regular Part-time Maintenance employee at the IRA Civic Center.
- [12.](#) Consider the renewal of the Base Life and Accidental Death & Dismemberment insurance through Unum
- [13.](#) Authorize entering into a contract with Paul Bunyan for TV service at the fire hall.

SET REGULAR AGENDA:

ADMINISTRATION:

- [14.](#) Consider nomination and appointment of Council member to Arrowhead Regional Development Commission.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 22, 2021 AT 5:00 PM

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

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

ATTEST: Kimberly Gibeau, City Clerk



CITY OF
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CITY COUNCIL WORKSESSION MINUTES

Monday, October 25, 2021

4:00 PM

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

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

Staff: Chad Sterle, Barb Baird, Steve Schaar

BUSINESS:

1. 2021 Update with Coalition of Greater Minnesota Cities

Loren Solberg and Eric Simonson, representing Coalition of Greater Minnesota Cities, presented overview of recent legislative session, and plans for future. Encouraged Council to work on future goals.

REVIEW OF REGULAR AGENDA:

Upon review, no additions or changes were noted.

DEPARTMENT HEAD REPORT:

2. Finance Department - Barb Baird, Director of Finance

Barb Baird, Director of Finance, provided an overview of Finance Department functions and responsibilities.

ADJOURN:

There being no further business, the meeting adjourned at 4:49 PM.

Respectfully submitted:

Kimberly Gibeau

Kimberly Gibeau, City Clerk



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CITY COUNCIL MEETING MINUTES
Monday, October 25, 2021
5:00 PM

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

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

Staff present: Chad Sterle, Matt Wegwerth, Barb Baird, Steve Schaar, Eric Trast, Bob Cahill

PRESENTATIONS/PROCLAMATIONS:

1. Mayor Christy read the Domestic Violence Awareness Month Proclamation for the record.

PUBLIC FORUM:

Mandy Aalto, representing Advocates Against Domestic Abuse, thanks the City for acknowledging domestic abuse issues and committing to supporting citizens.

Jon Lavalier advises the Council of upcoming training with the Epilepsy Foundation and law enforcement. Although training with law enforcement is not open to the public, two additional trainings will be held at Keisler Wellness Center for members of the public.

COUNCIL REPORTS:

Councilor Adams announces upcoming RAMS meeting.

Councilor Connelly advises of three current vacancies on Human Rights Commission and encourages members of the public to apply.

Mayor Christy acknowledges training for Epilepsy awareness and notes trainings scheduled for the public.

APPROVAL OF MINUTES:

2. Approve minutes for Monday, October 11, 2021 Worksession and Regular meetings.

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

VERIFIED CLAIMS:

3. Consider approving the verified claims for the period October 5, 2021 to October 18, 2021 in the total amount of \$2,669,449.99.

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

ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

4. Acknowledged minutes for recent GREDA, Library Board, Planning Commission, Public Utilities and Golf Board meetings.

CONSENT AGENDA:

5. Approve annual liquor licenses for 2022
6. Accept the resignation of John O’Leary from the Grand Rapids Economic Development Authority
7. Accept resignation of Glen Hodgson from the Human Rights Commission
8. Consider approval of a quitclaim deed transferring title of parcel numbers 91-555-0910 and 91-420-0510 to the Grand Rapids Economic Development Authority (GREDA).
9. Adopt a resolution amending the City Wide fee schedule to include fees for Rental Code Ordinance

Adopted Resolution 21-92

10. Consider approving a resolution committing \$77,071 from the Permanent Improvement Revolving Fund for the Grand Rapids/Cohasset Industrial Park Infrastructure Project.

Adopted Resolution 21-93

11. Consider a request by the police department to apply and accept a grant from AAA- The Auto Club Group in the amount of \$1200.00, and consider adopting a resolution to accept the same.

Adopted Resolution 21-94

12. Consider adopting a resolution accepting a bench donation from the Reisinger Family in honor of Ken Reisinger.

Adopted Resolution 21-95

13. Consider donating playground equipment to the Itasca Family YMCA.

14. Consider approving a resolution authorizing City staff to obtain easements related to CP 2003-18, 21st Street SW Extension.

Adopted Resolution 21-96

15. Approve Public Works Part-Time Winter Maintenance Eligibility List
16. Consider the renewal of the Group Vision Care Plan through Avesis.
17. Consider a request by the police department to donate 17- X26 Tasers to the Hibbing Community College law enforcement program.
18. Consider approving the continuation of general liability insurance through the League of Minnesota Cities Insurance Trust for calendar year 2022.
19. Consider waiving the statutory liability to the extent of the coverage purchased.

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

SET REGULAR AGENDA:

Motion made by Councilor Adams, Second by Councilor Connelly to approve the Regular agenda. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

GOLF:

20. Consider accepting quote for Golf Course Maintenance Building restoration/repair

Bob Cahill, Director of Golf, presented background information on proposed maintenance building repair.

Motion made by Councilor Blake, Second by Councilor Connelly to accept low quote and authorize maintenance building restoration/repair. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

COMMUNITY DEVELOPMENT:

21. Consider approval of the preliminary plat of Hawkinson Commercial Development.

Eric Trast, Zoning Administrator, provides overview of proposed plat and future development.

Motion made by Councilor Toven, Second by Councilor Blake to approve preliminary plat of Hawkinson Commercial Development as presented. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

PUBLIC HEARINGS:

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

Automotive/Recreational Vehicle (Repair/Service) use, as a use permitted with restrictions, within the CBD (Central Business District) zoning district.

Mayor Christy states the reason for the public hearing. Mr. Trast provided background information regarding text amendment request. City Clerk confirms that all required notifications have been made and no written correspondence has been received in the Clerk's office on this matter.

Motion made by Councilor Connelly, Second by Councilor Adams to open the public hearing. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

No one wished to speak, therefore the following motion was made.

Motion made by Councilor Blake, Second by Councilor Connelly to close the public hearing. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

COMMUNITY DEVELOPMENT:

23. Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, adding the *Automotive/Recreational Vehicle (Repair/Service)* use, as a use permitted with restrictions, within the CBD (Central Business District) zoning district.

Motion made by Councilor Connelly, Second by Councilor Adams adopting Ordinance 21-10-07, approving text amendments to use permitted with restrictions within the CBD zoning district. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

PUBLIC HEARINGS:

24. Conduct a Public Hearing to consider the rezoning of 8.68 acres of land from R-1 (One-Family Residential) to R-4 (Multiple-family Residential- high density).

Mayor Christy states the reason for the public hearing. Mr. Trast provided background information regarding request for rezone. City Clerk confirms that all required notifications have been made and no written correspondence has been received in the Clerk's office on this matter.

Motion made by Councilor Adams, Second by Councilor Toven to open the public hearing. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

Jeff Koehn, 1507 Timber Ridge Lane, states that the proposed change benefits everyone with the exception of the neighborhood residents.

Mark Lucarelli, 1702 Timber Ridge Lane, not in favor of rezone. Believes this is a mistake.

Wanda Ulseth, 1508 Timber Ridge Lane, concerned for safety, and this will significantly alter the neighborhood. Decline of property value. Construction traffic. Handling of petition.

Jim Martinetto, 1507 SW 3rd Avenue, traffic concerns.

Michele Chernugal, 1505 Timber Ridge Lane, high density traffic creating an unsafe situation.

Glen Hodgson, 19799 Cardinal Drive, representing St. Joseph's Church, notes that this property was identified as Multi-Family residential in two previous comprehensive plans. Supports progress in housing goals for city.

Mary Ives, 31035 Sunny Beach Road, would provide opportunity for other types of housing in the neighborhood.

Jean Warren, 416 14th Street SW, concerns for traffic.

Mike Ribich, 1514 Timber Ridge Lane, traffic concerns.

Laura Ribich, 1512 Timber Ridge Lane, safety concerns.

Patricia Helms, 1506 Timber Ridge Lane, high density will not benefit the area.

Sue Cerasa, 1606 Timber Ridge Lane, denied rezone request in past. Can't afford the high density in small residential area.

Nick Rothstein, 113 Donovan Drive, traffic concerns.

No one else wished to speak, therefore the following motion was made.

Motion made by Councilor Adams, Second by Councilor Connelly to close the public hearing. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

COMMUNITY DEVELOPMENT:

25. Consider the recommendation of the Planning Commission regarding adoption of an ordinance, amending the Official Zoning Map, by rezoning 8.68 acres of land from R-1 (One-Family Residential) to R-4 (Multiple-family Residential- high density).

Council members discussed reasonable expectations for residents, needs for 21st Street extension, housing needs as the community continues to grow and desire to take more time for reviewing this rezone request.

Attorney Sterle, advises that this request falls under the 60 day rule which requires a decision be made no later than November 5, 2021. The Council has the authority to extend for another 60 days, requiring a final decision no later than early January 4, 2022. No further public hearings are required.

Motion made by Councilor Blake, Second by Councilor Adams to extend petition for another 30 days. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

Motion made by Councilor Toven, Second by Councilor Connelly directing staff to develop findings of fact in support of denying rezone request. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

PUBLIC HEARINGS:

26. Consider conducting a public hearing for final special assessments related to CP 2021-2, 5th Street SW Reconstruction.

Mayor Christy states the reason for the public hearing. Mr. Wegwerth provided background information on the project and the assessment process. City Clerk confirms that all required notifications have been made and no written correspondence has been received in the Clerk's office on this matter.

Motion made by Councilor Connelly, Second by Councilor Adams to open the public hearing. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

No one wished to speak, therefore the following motion was made.

Motion made by Councilor Blake, Second by Councilor Connelly to close the public hearing. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

ENGINEERING PUBLIC WORKS:

27. Consider approving a resolution adopting final special assessments related to CP 2021-2, 5th Street SW Reconstruction.

Motion made by Councilor Blake, Second by Councilor Connelly to adopt Resolution 21-97, adopting final special assessments related to CP 2021-2, 5th Street SW Reconstruction. Voting Yea: Mayor Christy, Councilor Adams, Councilor Toven, Councilor Blake, Councilor Connelly

ADJOURNMENT:

There being no further business, Mayor Christy adjourned the meeting at 7:47 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk

DATE: 11/03/2021
 TIME: 10:04:50
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/08/2021

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
0500050	E3 CONSULTING SERVICES	-261.63
1309335	MINNESOTA REVENUE	261.63
TOTAL		0.00
CITY WIDE		
1309091	SUPERONE FOODS SOUTH	116.69
1901535	SANDSTROM'S INC	364.88
1915248	SHI INTERNATIONAL CORP	2,414.37
TOTAL CITY WIDE		2,895.94
SPECIAL PROJECTS-NON BUDGETED		
1105530	KENNEDY & GRAVEN, CHARTERED	88.00
TOTAL SPECIAL PROJECTS-NON BUDGETED		88.00
SPECIAL PROJECTS-BUDGETED		
0920050	ITASCA COUNTY HISTORICAL	431.00
2500050	ITASCA COUNTY FAMILY YMCA INC	15,000.00
TOTAL SPECIAL PROJECTS-BUDGETED		15,431.00
ADMINISTRATION		
0221650	BURGGRAF'S ACE HARDWARE	21.97
1301020	MADDEN GALANTER HANSEN, LLP	1,785.00
1415377	NORTHERN BUSINESS PRODUCTS INC	69.32
2309545	WINGS & WILLOWS	175.00
TOTAL ADMINISTRATION		2,051.29
BUILDING SAFETY DIVISION		
1801555	RAPID PEST CONTROL INC	66.00
TOTAL BUILDING SAFETY DIVISION		66.00
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS HERALD REVIEW	57.50
1415377	NORTHERN BUSINESS PRODUCTS INC	479.25
TOTAL COMMUNITY DEVELOPMENT		536.75

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/08/2021

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
FINANCE		
1721360	QUILL CORPORATION	46.57
	TOTAL FINANCE	46.57
FIRE		
0118100	ARAMARK UNIFORM SERVICES	110.24
0221650	BURGGRAF'S ACE HARDWARE	1,199.99
0301685	CARQUEST AUTO PARTS	333.26
0315455	COLE HARDWARE INC	21.88
0504825	EDWARDS OIL INC	530.23
0601690	FASTENAL COMPANY	103.36
1200500	L&M SUPPLY	828.77
1309091	SUPERONE FOODS SOUTH	53.75
	TOTAL FIRE	3,181.48
INFORMATION TECHNOLOGY		
0500050	E3 CONSULTING SERVICES	1,046.50
1915248	SHI INTERNATIONAL CORP	2,076.51
	TOTAL INFORMATION TECHNOLOGY	3,123.01
PUBLIC WORKS		
0103325	ACHESON TIRE INC	20.00
0221650	BURGGRAF'S ACE HARDWARE	156.44
0301685	CARQUEST AUTO PARTS	88.73
0315455	COLE HARDWARE INC	44.55
0501650	EARL F ANDERSEN	172.25
0601690	FASTENAL COMPANY	5,116.24
0718215	GREEN AGAIN LAWN & AERATION	7,910.09
0801825	HAWKINSON CONSTRUCTION CO INC	775.44
0801836	HAWKINSON SAND & GRAVEL	805.21
1200500	L&M SUPPLY	29.99
1201730	LATVALA LUMBER COMPANY INC.	473.13
1421155	NUCH'S IN THE CORNER	24.00
1901336	ST LOUIS MRO, INC	50.00
2000522	TNT CONSTRUCTION GROUP, LLC	962.00
2015555	TOONSTRA PSYCHOLOGICAL SERVICE	350.00
2305453	WESCO RECEIVABLES CORP	4,928.00
T001387	CAROL KOLU	140.94
	TOTAL PUBLIC WORKS	22,047.01

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/08/2021

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	35.25
0601690	FASTENAL COMPANY	36.30
1301720	MATCO TOOLS	443.73
1901264	SAFETY KLEEN SYSTEMS INC	279.00
	TOTAL FLEET MAINTENANCE	794.28
POLICE		
0205725	BETZ EXTINGUISHER COMPANY	60.00
0301685	CARQUEST AUTO PARTS	63.77
0409501	JOHN P. DIMICH	4,583.33
0421470	DSC COMMUNICATIONS	786.25
1309332	MN STATE RETIREMENT SYSTEM	2,090.32
1618125	PRAXAIR DISTRIBUTION INC	80.03
1920233	STREICHER'S INC	1,853.64
2000400	T J TOWING	291.25
2015555	TOONSTRA PSYCHOLOGICAL SERVICE	700.00
2018225	TREASURE BAY PRINTING	246.00
	TOTAL POLICE	10,754.59
CENTRAL SCHOOL		
0118100	ARAMARK UNIFORM SERVICES	55.73
0218745	ASHLEY BRUBAKER	149.34
0801820	HAWK CONSTRUCTION INC	3,950.00
1801555	RAPID PEST CONTROL INC	63.25
2018680	TRU NORTH ELECTRIC LLC	100.00
	TOTAL	4,318.32
AIRPORT		
0504825	EDWARDS OIL INC	435.14
2018680	TRU NORTH ELECTRIC LLC	900.00
	TOTAL	1,335.14
CIVIC CENTER		
GENERAL ADMINISTRATION		
0118100	ARAMARK UNIFORM SERVICES	123.30
0118659	ARROWHEAD LOCKSMITH SERVICE	135.00

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/08/2021

VENDOR #	NAME	AMOUNT DUE

CIVIC CENTER		
GENERAL ADMINISTRATION		
0221650	BURGGRAF'S ACE HARDWARE	138.49
0315495	COMMERCIAL REFRIGERATION	1,934.65
0514200	ESC SYSTEMS SOUND & LIFE SAFE	1,988.92
1800655	R & R SPECIALTIES INC	11,546.35
1901535	SANDSTROM'S INC	583.04
1920555	STOKES PRINTING & OFFICE	17.97
	TOTAL GENERAL ADMINISTRATION	16,467.72
CEMETERY		
0100046	ASV HOLDINGS INC	482.29
0221650	BURGGRAF'S ACE HARDWARE	202.89
0315455	COLE HARDWARE INC	41.97
	TOTAL	727.15
DOMESTIC ANIMAL CONTROL FAC		
0118100	ARAMARK UNIFORM SERVICES	30.00
	TOTAL	30.00
TIF 1-6 OLD HOSP HSING PAYGO		
1105530	KENNEDY & GRAVEN, CHARTERED	84.00
	TOTAL	84.00
GENERAL CAPITAL IMPRV PROJECTS		
MAY MOBILITY		
1612745	PLUM CATALYST LLC, THE	3,750.00
	TOTAL MAY MOBILITY	3,750.00
GR/COHASSET IND PK INFRAST		
1900225	SEH	13,038.36
	TOTAL	13,038.36

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/08/2021

VENDOR #	NAME	AMOUNT DUE

CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-FIRE DEPT		
1815700	ROSENBAUER MINNESOTA LLC	291,060.00
TOTAL CAPITAL OUTLAY-FIRE DEPT		291,060.00
CAPITAL OUTLAY-POLICE		
1915248	SHI INTERNATIONAL CORP	1,260.00
TOTAL CAPITAL OUTLAY-POLICE		1,260.00
2021 INFRASTRUCTURE BONDS		
CP2020/FD-1 NEW FIRE HALL		
0701650	GARTNER REFRIGERATION CO	6,021.00
0900055	ICS CONSULTING INC	13,520.00
TOTAL CP2020/FD-1 NEW FIRE HALL		19,541.00
CP 2021-2 5TH STREET SW		
0718060	GRAND RAPIDS HERALD REVIEW	305.90
TOTAL CP 2021-2 5TH STREET SW		305.90
DACF/PD EXPANSION		
0900055	ICS CONSULTING INC	2,905.60
TOTAL DACF/PD EXPANSION		2,905.60
2022 INFRASTRUCTURE/ARPA		
21ST STREET IMPROVEMENTS		
1920240	CHAD B STERLE	960.00
TOTAL 21ST STREET IMPROVEMENTS		960.00
STORM WATER UTILITY		
0301685	CARQUEST AUTO PARTS	40.82
0315455	COLE HARDWARE INC	35.98
0514798	ENVIRONMENTAL EQUIPMENT AND	223.71
0718220	GREENE CONCRETE INC	1,430.00
0801825	HAWKINSON CONSTRUCTION CO INC	367.20
0920120	ITASCA UTILITIES INC	4,898.68

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/08/2021

VENDOR #	NAME	AMOUNT DUE

STORM WATER UTILITY		
1621125	PUBLIC UTILITIES COMMISSION	2,200.00
	TOTAL	9,196.39
CABLE TV COMMISSION		
1105530	KENNEDY & GRAVEN, CHARTERED	138.75
	TOTAL	138.75
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 426,134.25
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0113105	AMAZON CAPITAL SERVICES	378.44
0305530	CENTURYLINK QC	58.15
0315541	TASHA CONNELLY	1,304.12
0405200	CITY OF DEER RIVER	213.70
0605191	FIDELITY SECURITY LIFE	93.50
0718015	GRAND RAPIDS CITY PAYROLL	261,941.47
0900060	ICTV	36,576.49
0914295	JEFFREY INGLE	70.00
0920055	ITASCA COUNTY RECORDER	92.00
0920059	ITASCA COUNTY SHERIFFS DEPT	876.80
1015323	KIM JOHNSON-GIBEAU	66.08
1105225	CITY OF KEEWATIN	3,486.51
1209516	LINCOLN NATIONAL LIFE	1,914.99
1309199	MINNESOTA ENERGY RESOURCES	1,616.21
1309274	MN MUNICIPAL UTILITIES ASSOC	37.50
1309335	MINNESOTA REVENUE	6,315.00
1309338	MN STATE TREAS/BLDG INSPECTOR	6,088.49
1315665	KELLY MORRIS	3,500.00
1325445	RANDY MYHRER	3,500.00
1401705	CITY OF NASHWAUK	4,327.51
1415479	NORTHERN DRUG SCREENING INC	50.00
1601305	THOMAS J. PAGEL	1,023.09
1621130	P.U.C.	11,947.03
2000100	TASC	30.60
2114750	UNUM LIFE INSURANCE CO OF AMER	259.72
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:	\$ 345,767.40
	TOTAL ALL DEPARTMENTS	771,901.65

ITEM # _____



REQUEST FOR CITY COUNCIL CONSIDERATION

AGENDA DATE: November 8, 2021
AGENDA ITEM: Consider adopting a resolution accepting a \$1,900,600 grant from the U.S. Department of Commerce Economic Development Administration for the Grand Rapids/Cohasset Industrial Park Infrastructure Project
PREPARED BY: Rob Mattei, Director of Community Development

BACKGROUND: On July 15, the Economic Development Administration (EDA) notified the City that our grant request of \$1,900,600 to fund approximately 50% of the infrastructure extension to the former Ainsworth industrial site had been awarded.

On July 26th, the City Council authorized the Mayor's signature on the Financial Assistance Award (Form CD-450) which constituted the City's acceptance of the EDA grant award and the terms and conditions of the award.

The attached resolution formally accepts the \$1,900,600.00 infrastructure grant.

ATTACHMENTS:

Draft Resolution for Grant Acceptance

REQUESTED COUNCIL ACTION: Pass a motion adopting a resolution accepting a \$1,900,600.00 grant from the U.S. Department of Commerce Economic Development Administration for the Grand Rapids/Cohasset Industrial Park Infrastructure Project.

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

RESOLUTION NO. 21-

A RESOLUTION ACCEPTING A \$1,900,600.00 GRANT FROM THE US DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ADMINISTRATION FOR THE GRAND RAPIDS/COHASSET INDUSTRIAL PARK INFRASTRUCTURE PROJECT

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

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$1,900,600.00 Infrastructure grant award from the U.S. Department of Commerce Economic Development Administration for the Grand Rapids/Cohasset Industrial Park Infrastructure Project.

Adopted this 8th day of November 2021.

Dale Christy, Mayor

Attest:

Kimberly Gibeau, City Clerk

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



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 8, 2021

AGENDA ITEM: Consider adopting a resolution closing the Debt Service Fund-2013A GO Improvement Refunding Bonds and transfer the remaining balance of approximately \$211,435 to the Capital Project Fund- Permanent Improvement Revolving Fund.

PREPARED BY: Barb Baird

BACKGROUND:

In 2013, the City Council refunded current and crossover Series 2004A and 2005A General Obligation Improvement and Refunding Bonds. All the debt has been paid and there is a balance remaining of \$211,435. The remaining funds may be used for future infrastructure projects.

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution closing the Debt Service Fund-2013A GO Improvement Refunding Bonds and transfer the remaining balance of approximately \$211,435 to the Capital Project Fund- Permanent Improvement Revolving Fund.

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

RESOLUTION NO. 21-

A RESOLUTION CLOSING FUND 364 DEBT SERVICE FUND GENERAL OBLIGATION IMPROVEMENT REFUNDING BONDS 2013A AND TRANSFERRING THE REMAINING BALANCE OF APPROXIMATELY \$211,435 TO FUND 501 CAPITAL FUND-(PIR) PERMANENT IMPROVEMENT REVOLVING FUND

WHEREAS, in 2013, the City refunded current and crossover Series 2004A and 2005A General Obligation Improvement and Refunding Bonds, and

WHEREAS, the final payment on the 2013A bond was made on February 1, 2021, and

WHEREAS, there is a cash balance remaining of approximately \$211,435 in the Debt Service Fund, and

WHEREAS, the remaining funds may be used for future infrastructure projects,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer of approximately \$211,435 from Fund 364 General Obligation Improvement Refunding Bond Fund Series 2013A to Fund 501 Capital Fund-(PIR) Permanent Revolving Fund and close Fund 364.

Adopted this 8th day of November 2021.

Dale Christy, Mayor

Attest:

Kim Gibeau, City Clerk

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



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 8, 2021

AGENDA ITEM: Amendment to PW PT Eligibility List for Winter Maintenance

PREPARED BY: Lynn DeGrio

BACKGROUND:

At the October 25, 2021 City Council meeting, the Council approved a request from the Public Works Department to hire seasonal Winter Maintenance employees. Kelly Morris was on that list and will need to be removed. Kelly retired on October 31, 2021 and will need to wait at least 30 days after retirement to work as a public sector employee.

REQUESTED COUNCIL ACTION:

Make a motion to remove Kelly Morris from the PW PT Eligibility List for Winter Maintenance.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 8, 2021

AGENDA ITEM: Consider establishing new eligibility list for Firefighter Trainee.

PREPARED BY: Lynn DeGrio

BACKGROUND:

At the July 13, 2020 City Council meeting, an eligibility list was created for Firefighter Trainees. We have appointed two of the candidates to open positions, and would like to abolish the list and begin the process of creating a new one.

At this time, we have not received any notices of retirement or resignations, however we anticipate that there may be some in 2022. The process of creating a new list takes a few months, so we would like to begin the process shortly.

REQUESTED COUNCIL ACTION:

Make a motion to abolish the existing eligibility list for Firefighter Trainee and begin the process of creating a new eligibility list.

35.00

CRYSTAL SERRATORE TRUST
91-032-1161

A temporary easement for public infrastructure purposes over, under, and across that part of the described Parcel. The duration of the occupancy will be temporary in nature and there will be no change in ownership of the land. Temporary Easement shall terminate September 30, 2022 or at the end of the project, whichever is later.

The undersigned hereby give The City of Grand Rapids a Temporary Easement for construction as of the date indicated here in.

Crystal Serratore
Signature

10/26/21
Date

LEGEND

-  TEMPORARY EASEMENT
-  PROPERTY BOUNDARY

PARCEL NUMBER	91-032-1161
OWNER	CRYSTAL SERRATORE TRUST
AREA OF PARCEL	316470 SF
ZONING	R-1
AREA OF PROPOSED TEMPORARY EASEMENT	14290 SF



FILE NO.
GRANR 161381

DATE:
9/21/2021

**SERRATORE EASEMENT EXHIBIT
21ST STREET SW
GRAND RAPIDS, MINNESOTA**

**EXHIBIT
NO. 1**





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

ENGINEERING DEPARTMENT

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

OFFER LETTER

September 17, 2021

Crystal Serratore Trust
 321 Timberline Cir, Ste 640
 Grand Rapids, MN 55744

RE: Purchasing Public Service and Infrastructure Easement

Dear Mrs. Serratore,

The City of Grand Rapids hereby submits to you an offer of **\$1,857.70**, which is the amount of the minimum easement value of the above referenced property and/or certain rights therein, as contained in "PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT EXHIBIT" attached hereto, disregarding any change in the before value of the property caused by **21st Street SW Extension** project.

The City's appraisal of market value is based on information compiled from the Itasca County Assessors Office and/or an independent appraiser. This purchase offer does not prohibit you from donating the land necessary to complete this project.

You will have a reasonable length of time to consider the offer (approximately 30 days). To aid in your decision you may want to secure your own appraisal. The City of Grand Rapids will reimburse you a reasonable amount for that appraisal fee, limited to the amount set by law. Reimbursement cannot be made, however, until after your property is acquired.

Minnesota Law also provides that the owner and/or occupants of the property being acquired will be reimbursed for the actual cost of moving personal property. Certain incidental costs incurred in transferring the title will be paid by the City.

If you decide to accept the City's offer, you will be paid upon your providing the City with an executed Public Service and Infrastructure Easement. If the City cannot be vested with good title to the property, or if the offer is unacceptable, the City may acquire said easement in eminent domain proceedings.

Also the City is required to obtain a completed W-9 when it compensates any individual or company more than \$600 in a calendar year. At the end of the year, you will then receive a 1099-S reporting the

proceeds you received from the City. You may need to report some of the proceeds on your tax return. Your tax preparer will know what tax consequences you may have as a result of this income. If you or your accountant would like to further discuss this information, you should contact Barb Baird, Finance Director, at 218.326.7615

Also this is not a purchase of this property, only an easement on the land, you still own the land, but the county will reduce the land value to reflect the easement.

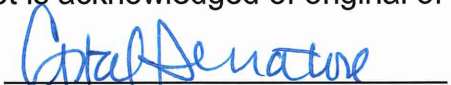
This letter is furnished to inform you of procedures and your rights in this acquisition. It is respectfully requested that you acknowledge its receipt by signing the attached copy in the space provided. Signing this acknowledgment does not in any way commit you to an acceptance of the offer.

Sincerely,

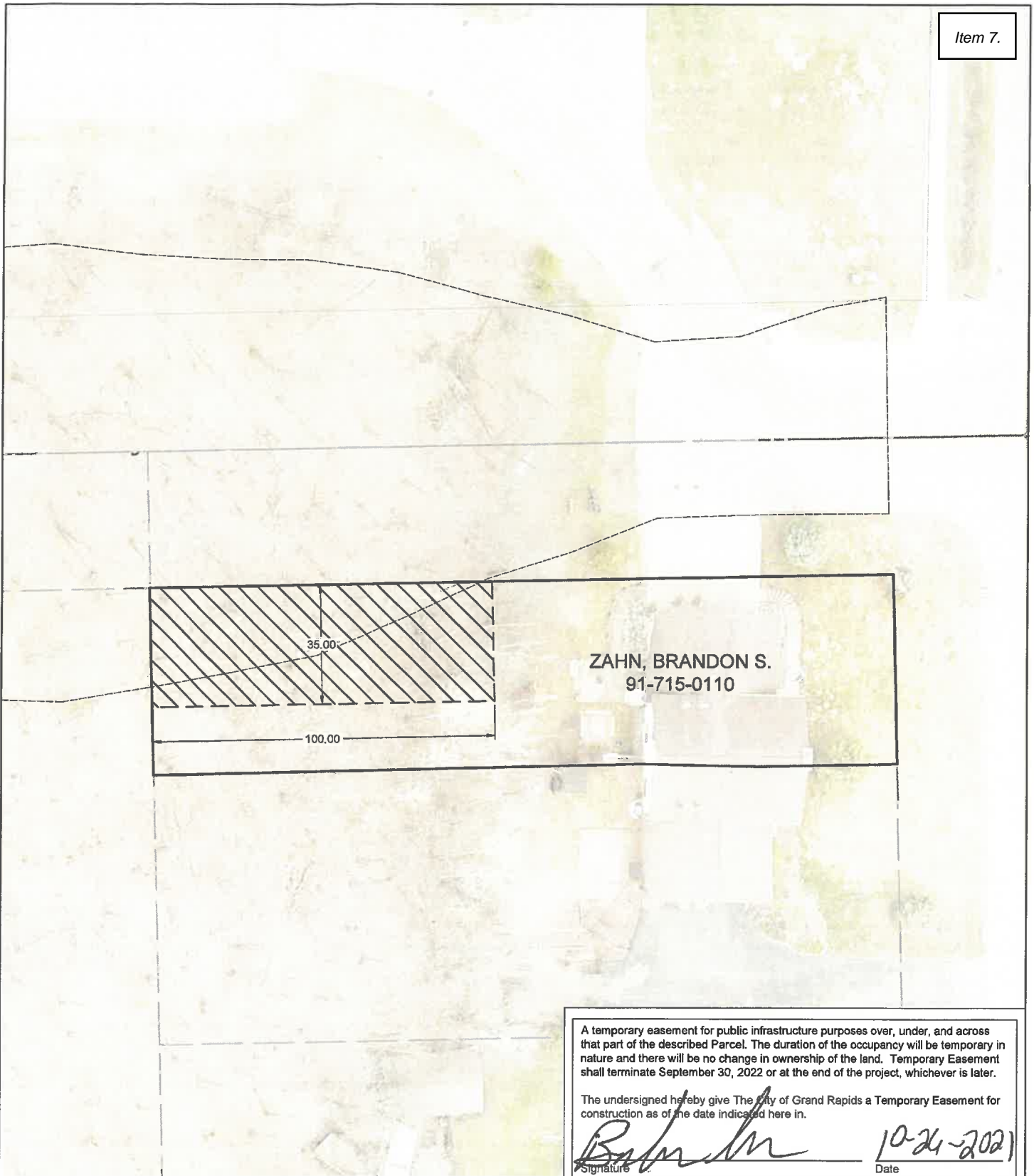


By: Matt Wegwerth, PE
City Engineer

Receipt is acknowledged of original of this letter, enclosures and attachments mentioned herein.



Crystal Serratore Trust



A temporary easement for public infrastructure purposes over, under, and across that part of the described Parcel. The duration of the occupancy will be temporary in nature and there will be no change in ownership of the land. Temporary Easement shall terminate September 30, 2022 or at the end of the project, whichever is later.

The undersigned hereby give The City of Grand Rapids a Temporary Easement for construction as of the date indicated here in.

Brandon S. Zahn 10-26-2021
 Signature Date

LEGEND

	TEMPORARY EASEMENT
	PROPERTY BOUNDARY

PARCEL NUMBER	91-715-0110
OWNER	BRANDON S. ZAHN
AREA OF PARCEL	11947 SF
ZONING	R-2
AREA OF PROPOSED TEMPORARY EASEMENT	3500 SF



FILE NO.
 GRANR 161381
 DATE:
 9/21/2021

**ZAHN EASEMENT EXHIBIT
 21ST STREET SW
 GRAND RAPIDS, MINNESOTA**

**EXHIBIT
 NO. 1**





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

ENGINEERING DEPARTMENT

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

OFFER LETTER

September 21, 2021

Brandon S. Zahn
 2101 SW 3rd Ave
 Grand Rapids, MN 55744

RE: Purchasing Public Service and Infrastructure Easement

Dear Mr. Zahn,

The City of Grand Rapids hereby submits to you an offer of **\$500.00**, which is the amount of the minimum easement value of the above referenced property and/or certain rights therein, as contained in "PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT EXHIBIT" attached hereto, disregarding any change in the before value of the property caused by **21st Street SW Extension** project.

The City's appraisal of market value is based on information compiled from the Itasca County Assessors Office and/or an independent appraiser. This purchase offer does not prohibit you from donating the land necessary to complete this project.

You will have a reasonable length of time to consider the offer (approximately 30 days). To aid in your decision you may want to secure your own appraisal. The City of Grand Rapids will reimburse you a reasonable amount for that appraisal fee, limited to the amount set by law. Reimbursement cannot be made, however, until after your property is acquired.

Minnesota Law also provides that the owner and/or occupants of the property being acquired will be reimbursed for the actual cost of moving personal property. Certain incidental costs incurred in transferring the title will be paid by the City.

If you decide to accept the City's offer, you will be paid upon your providing the City with an executed Public Service and Infrastructure Easement. If the City cannot be vested with good title to the property, or if the offer is unacceptable, the City may acquire said easement in eminent domain proceedings.

Also the City is required to obtain a completed W-9 when it compensates any individual or company more than \$600 in a calendar year. At the end of the year, you will then receive a 1099-S reporting the

proceeds you received from the City. You may need to report some of the proceeds on your tax return. Your tax preparer will know what tax consequences you may have as a result of this income. If you or your accountant would like to further discuss this information, you should contact Barb Baird, Finance Director, at 218.326.7615

Also this is not a purchase of this property, only an easement on the land, you still own the land, but the county will reduce the land value to reflect the easement.

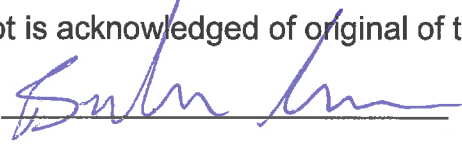
This letter is furnished to inform you of procedures and your rights in this acquisition. It is respectfully requested that you acknowledge its receipt by signing the attached copy in the space provided. Signing this acknowledgment does not in any way commit you to an acceptance of the offer.

Sincerely,



By: Matt Wegwerth, PE
City Engineer

Receipt is acknowledged of original of this letter, enclosures and attachments mentioned herein.



Brandon S. Zahn

PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT

THIS INDENTURE is made and entered into this 1st day of November, 2021, **Adam F. and Jessica K. Glueck, a married couple**, of Grand Rapids, Minnesota, hereinafter referred to as "Grantor," and the CITY OF GRAND RAPIDS, Minnesota, Municipal Corporation, and road authority, hereinafter referred to as "Grantee."

WITNESSETH:

WHEREAS, said Grantor is the owner of real property situated in Itasca County, Minnesota, described as follows, to-wit:

Parcel 91-029-4302
Existing Legal Description (Doc. No. 718264)

THE WEST FOUR HUNDRED FEET (400') OF THE NORTH ONE-HALF (N 1/2) OF SOUTHWEST QUARTER OF SOUTHWEST QUARTER OF SOUTHEAST QUARTER (SW1/4-SW1/4-SE1/4), SECTION TWENTY-NINE (29), TOWNSHIP FIFTY-FIVE (55) NORTH, RANGE TWENTY-FIVE (25), WEST OF THE FOURTH PRINCIPAL MERIDIAN, ITASCA COUNTY, MINNESOTA.

WHEREAS, Grantor has agreed to grant Grantee an easement for public service and infrastructure purposes across said property.

NOW, THEREFORE, said Grantor, for other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby grant and convey an easement unto the CITY OF GRAND RAPIDS, MN, as Grantee, for public service and infrastructure purposes, free and clear of all encumbrances, the below described real estate in the County of Itasca, State of Minnesota, and the said grantor for (himself) (his) (themselves) (their) heirs executors and assigns, does release the City of Grand Rapids, State of Minnesota, its successors and assigns, from all claims for any and all damages resulting to the lands contained within the permanent easement area as hereinafter described by reason of the location, grading, construction, maintenance, and use of public service and infrastructure and upon and the removal of materials from the premises hereby conveyed and from the uses incident thereto, and the City of Grand Rapids, State of Minnesota, shall have the right to use and remove all earth and materials contained within the permanent easement area as hereinafter described and the



Building a Better World
for All of Us[®]

OWNER: Adam and Jessica Glueck
PARCEL(s): 91-029-4302

LEGAL LAND DESCRIPTION OF BURDENED PARCEL – DOC. NO. 718264


The West Four Hundred feet (400') of the North One-half (N 1/2) of Southwest Quarter of Southwest Quarter of Southeast Quarter (SW1/4-SW1/4-SE1/4), Section Twenty-nine (29), Township Fifty-five (55) North, Range Twenty-five (25), West of the Fourth Principal Meridian, Itasca County, Minnesota.

PROPOSED PERMANENT INFRASTRUCTURE EASEMENT

An easement for infrastructure purposes over, under, across and through the South 40.00 feet of the West 400.00 feet of the North Half of Southwest Quarter of Southwest Quarter of Southeast Quarter, Section 29, Township 55 North, Range 25 West of the Fourth Principal Meridian, Itasca County, Minnesota, lying east of the west 40.00 feet thereof.

CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.


Daniel J. Bemboom, PLS
Minnesota License No. 46562

October 6, 2021
Date

City of Grand Rapids
GRANR 161381



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

ENGINEERING DEPARTMENT

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

OFFER LETTER - REVISED

October 20, 2021

Adam F. and Jessica K. Glueck
 1737 Horseshoe Lake Rd
 Grand Rapids, MN 55744

RE: Purchasing Public Service and Infrastructure Easement

Dear Mr. and Mrs. Glueck,

The City of Grand Rapids is in receipt of your email dated October 18, 2021 in which you have countered the City's offer with an offer of \$15,000, plus trees and a retaining wall. Unfortunately, this amount is beyond what the City feels is fair and equitable.

Based on County land values, the City had originally offered you an amount of \$4,028.08 for the easement area. After discussions, the City agreed to increase that offer to \$6,561.64 to be more in line with the neighboring parcels compensation. Additionally, the City has offered to plant coniferous trees to re-establish vegetation and construct a retaining wall to minimize disturbance.

In your email, you have outlined impacts to your property that are above and beyond the physical loss of trees and property. The City recognizes that these are important and have value, but we must be consistent when determining the valuation. That being said, attached to this letter is a revised MDA that outlines additional compensation related to these impacts. The amount is calculated based on front footage of property abutting the project times a cost per foot.

The City of Grand Rapids hereby submits to you an offer of **\$9,981.64**, which is the amount of the minimum easement value of the above referenced property and/or certain rights therein, as contained in "PUBLIC SERVICE AND INFRASTRUCTURE EXHIBIT" attached hereto, disregarding any change in the before value of the property caused by **21st Street SW Extension** project. This is the City's **Final Offer**.

You will have a reasonable length of time to consider the offer (14 calendar days). If we do not have a response from you by November 3, 2021, the City will begin the process of eminent domain.

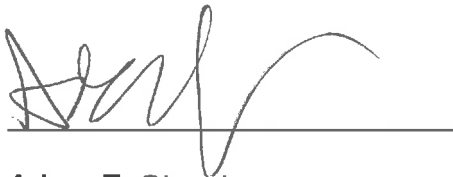
If you decide to accept the City's offer, you will be paid upon providing the City with an executed Public Service and Infrastructure Easement. If the City cannot be vested with good title to the property, or if the offer is unacceptable, the City will begin eminent domain proceedings.

Sincerely,

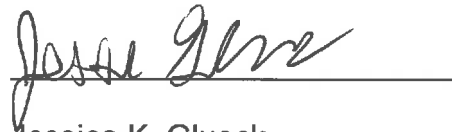


By: Matt Wegwerth, PE
Director of Public Works/City Engineer

Receipt is acknowledged of original of this letter, enclosures and attachments mentioned herein.



Adam F. Glueck



Jessica K. Glueck





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

ENGINEERING DEPARTMENT

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

OFFER LETTER

September 21, 2021

Chad K. and Taylor L. Anderson
 1741 Oakdale Dr
 Grand Rapids, MN 55744

RE: Purchasing Public Service and Infrastructure Easement

Dear Mr. and Mrs. Anderson,

The City of Grand Rapids hereby submits to you an offer of **\$14,504.80**, which is the amount of the minimum easement value of the above referenced property and/or certain rights therein, as contained in "PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT EXHIBIT" attached hereto, disregarding any change in the before value of the property caused by **21st Street SW Extension** project.

The City's appraisal of market value is based on information compiled from the Itasca County Assessors Office and/or an independent appraiser. This purchase offer does not prohibit you from donating the land necessary to complete this project.

You will have a reasonable length of time to consider the offer (approximately 30 days). To aid in your decision you may want to secure your own appraisal. The City of Grand Rapids will reimburse you a reasonable amount for that appraisal fee, limited to the amount set by law. Reimbursement cannot be made, however, until after your property is acquired.

Minnesota Law also provides that the owner and/or occupants of the property being acquired will be reimbursed for the actual cost of moving personal property. Certain incidental costs incurred in transferring the title will be paid by the City.

If you decide to accept the City's offer, you will be paid upon your providing the City with an executed Public Service and Infrastructure Easement. If the City cannot be vested with good title to the property, or if the offer is unacceptable, the City may acquire said easement in eminent domain proceedings.

Also the City is required to obtain a completed W-9 when it compensates any individual or company more than \$600 in a calendar year. At the end of the year, you will then receive a 1099-S reporting the

proceeds you received from the City. You may need to report some of the proceeds on your tax return. Your tax preparer will know what tax consequences you may have as a result of this income. If you or your accountant would like to further discuss this information, you should contact Barb Baird, Finance Director, at 218.326.7615

Also this is not a purchase of this property, only an easement on the land, you still own the land, but the county will reduce the land value to reflect the easement.

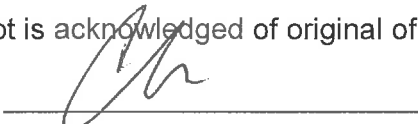
This letter is furnished to inform you of procedures and your rights in this acquisition. It is respectfully requested that you acknowledge its receipt by signing the attached copy in the space provided. Signing this acknowledgment does not in any way commit you to an acceptance of the offer.


Sincerely,



By: Matt Wegwerth, PE
Director of Public Works/City Engineer

Receipt is acknowledged of original of this letter, enclosures and attachments mentioned herein.

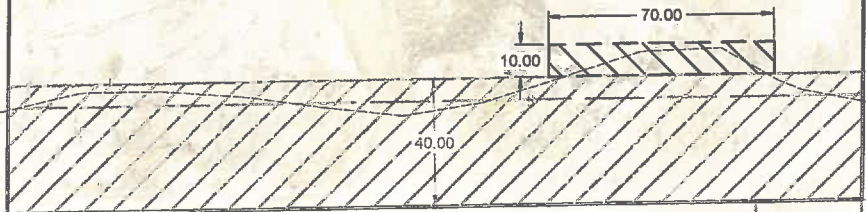


Chad K. Anderson

Taylor L. Anderson

EXTEND SPLITRAIL FENCE ACROSS FRONT OF PROPERTY (MOVED AREA)
FROM RETENTION BASIN.
PLANT (10-12) TREES IN FRONT YARD (CONIFERS OR OTHER)

HAMMILL, TODD C. & TRACY L.
91-029-4310



A temporary easement for public infrastructure purposes over, under, and across that part of the described Parcel. The duration of the occupancy will be temporary in nature and there will be no change in ownership of the land. Temporary Easement shall terminate September 30, 2022 or at the end of the project, whichever is later.

The undersigned hereby give The City of Grand Rapids a Temporary Easement for construction as of the date indicated here in.

[Signature] _____ 10/27/21
Signature Date

LEGEND

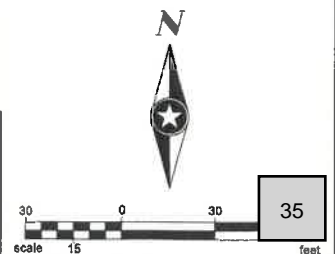


PARCEL NUMBER	91-029-4310
OWNER	TODD C. & TRACY L. HAMMILL
AREA OF PARCEL	88494 SF
ZONING	RR
AREA OF PROPOSED TEMPORARY EASEMENT	700 SF

SEH
FILE NO.
GRANR 161381
DATE:
9/21/2021

**HAMMILL EASEMENT EXHIBIT
21ST STREET SW
GRAND RAPIDS, MINNESOTA**

**EXHIBIT
NO. 2**



Save: 9/21/2021 2:34 PM mhuidec Plot: 9/21/2021 2:36 PM X:\F\J\GRANR\161381\5-final-dspn\51-drawings\10-civil\cad\dwg\exhibit\Hammill_Exhibit2.dwg



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

ENGINEERING DEPARTMENT

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

OFFER LETTER

September 21, 2021

Todd C. and Tracy L. Hammill
 1730 Oakdale Dr
 Grand Rapids, MN 55744

RE: Purchasing Public Service and Infrastructure Easement

Dear Mr. and Mrs. Hammill,

The City of Grand Rapids hereby submits to you an offer of **\$4,762.80**, which is the amount of the minimum easement value of the above referenced property and/or certain rights therein, as contained in "PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT EXHIBIT" attached hereto, disregarding any change in the before value of the property caused by **21st Street SW Extension** project.

The City's appraisal of market value is based on information compiled from the Itasca County Assessors Office and/or an independent appraiser. This purchase offer does not prohibit you from donating the land necessary to complete this project.

You will have a reasonable length of time to consider the offer (approximately 30 days). To aid in your decision you may want to secure your own appraisal. The City of Grand Rapids will reimburse you a reasonable amount for that appraisal fee, limited to the amount set by law. Reimbursement cannot be made, however, until after your property is acquired.

Minnesota Law also provides that the owner and/or occupants of the property being acquired will be reimbursed for the actual cost of moving personal property. Certain incidental costs incurred in transferring the title will be paid by the City.

If you decide to accept the City's offer, you will be paid upon your providing the City with an executed Public Service and Infrastructure Easement. If the City cannot be vested with good title to the property, or if the offer is unacceptable, the City may acquire said easement in eminent domain proceedings.

Also the City is required to obtain a completed W-9 when it compensates any individual or company more than \$600 in a calendar year. At the end of the year, you will then receive a 1099-S reporting the

proceeds you received from the City. You may need to report some of the proceeds on your tax return. Your tax preparer will know what tax consequences you may have as a result of this income. If you or your accountant would like to further discuss this information, you should contact Barb Baird, Finance Director, at 218.326.7615

Also this is not a purchase of this property, only an easement on the land, you still own the land, but the county will reduce the land value to reflect the easement.

This letter is furnished to inform you of procedures and your rights in this acquisition. It is respectfully requested that you acknowledge its receipt by signing the attached copy in the space provided. Signing this acknowledgment does not in any way commit you to an acceptance of the offer.

Sincerely,



By: Matt Wegwerth, PE
Director of Public Works/City Engineer

Receipt is acknowledged of original of this letter, enclosures and attachments mentioned herein.



Todd C. Hammill



Tracy L. Hammill



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

ENGINEERING DEPARTMENT

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

OFFER LETTER

September 21, 2021

Travis and Kristina Lillis
 1723 Oakdale Dr
 Grand Rapids, MN 55744

RE: Purchasing Public Service and Infrastructure Easement

Dear Mr. and Mrs. Lillis,

The City of Grand Rapids hereby submits to you an offer of **\$3,699.99**, which is the amount of the minimum easement value of the above referenced property and/or certain rights therein, as contained in "PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT EXHIBIT" attached hereto, disregarding any change in the before value of the property caused by **21st Street SW Extension** project.

The City's appraisal of market value is based on information compiled from the Itasca County Assessors Office and/or an independent appraiser. This purchase offer does not prohibit you from donating the land necessary to complete this project.

You will have a reasonable length of time to consider the offer (approximately 30 days). To aid in your decision you may want to secure your own appraisal. The City of Grand Rapids will reimburse you a reasonable amount for that appraisal fee, limited to the amount set by law. Reimbursement cannot be made, however, until after your property is acquired.

Minnesota Law also provides that the owner and/or occupants of the property being acquired will be reimbursed for the actual cost of moving personal property. Certain incidental costs incurred in transferring the title will be paid by the City.

If you decide to accept the City's offer, you will be paid upon your providing the City with an executed Public Service and Infrastructure Easement. If the City cannot be vested with good title to the property, or if the offer is unacceptable, the City may acquire said easement in eminent domain proceedings.

Also the City is required to obtain a completed W-9 when it compensates any individual or company more than \$600 in a calendar year. At the end of the year, you will then receive a 1099-S reporting the

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

proceeds you received from the City. You may need to report some of the proceeds on your tax return. Your tax preparer will know what tax consequences you may have as a result of this income. If you or your accountant would like to further discuss this information, you should contact Barb Baird, Finance Director, at 218.326.7615

Also this is not a purchase of this property, only an easement on the land, you still own the land, but the county will reduce the land value to reflect the easement.

This letter is furnished to inform you of procedures and your rights in this acquisition. It is respectfully requested that you acknowledge its receipt by signing the attached copy in the space provided. Signing this acknowledgment does not in any way commit you to an acceptance of the offer.

Sincerely,



By: Matt Wegwerth, PE
Director of Public Works/City Engineer

Receipt is acknowledged of original of this letter, enclosures and attachments mentioned herein.

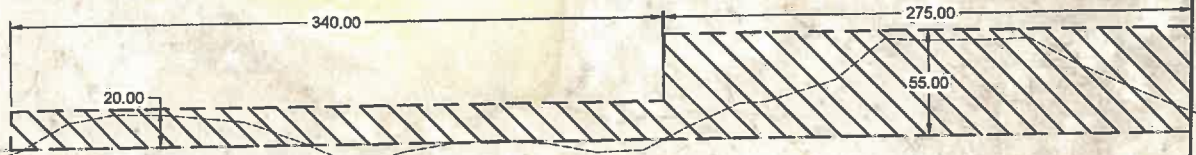


Travis Lillis



Kristina Lillis

LILLIS, TRAVIS & KRISTINA
91-029-4307



A temporary easement for public infrastructure purposes over, under, and across that part of the described Parcel. The duration of the occupancy will be temporary in nature and there will be no change in ownership of the land. Temporary Easement shall terminate September 30, 2022 or at the end of the project, whichever is later.

The undersigned hereby give The City of Grand Rapids a Temporary Easement for construction as of the date indicated here in.

[Signature] 11-3-21
Signature Date

LEGEND

-  TEMPORARY EASEMENT
-  PROPERTY BOUNDARY

PARCEL NUMBER	91-029-4307
OWNER	TRAVIS & KRISTINA LILLIS
AREA OF PARCEL	221349 SF
ZONING	RR
AREA OF PROPOSED TEMPORARY EASEMENT	21923 SF



FILE NO.
GRANR 161381
DATE:
9/21/2021

**LILLIS EASEMENT EXHIBIT
21ST STREET SW
GRAND RAPIDS, MINNESOTA**

**EXHIBIT
NO. 1**





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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 8, 2021

AGENDA ITEM: Consider approving temporary and permanent easements for CP 2003-18, 21st Street SW Extension project and authorize payment.

PREPARED BY: Matt Wegwerth

BACKGROUND:

CP 2003-18, 21st Street SW Extension project includes the construction of new roadway and a multi-use trail connecting Forest Hills Avenue to Horseshoe Lake Road. The property owners have executed the necessary documents which are attached. The total cost for the easements are as follows:

Brandon Zahn - \$500.00
 Crystal Serratore Trust - \$1,857.70
 Adam and Jessica Glueck - \$9,981.64
 Chad K. and Taylor L. Anderson - \$14,504.80
 Todd C. and Tracy L. Hammill - \$4,762.80
 Travis and Kristina Lillis - \$3,699.99

REQUESTED COUNCIL ACTION:

Make a motion to approve a public service and infrastructure temporary and permanent easements related to CP 2003-18, 21st Street SW Extension project and authorize payment in the amount of \$35,306.93.

PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT

THIS INDENTURE is made and entered into this 3rd day of November, 2021, **Chad K. and Taylor L. Anderson, a married couple**, of Grand Rapids, Minnesota, hereinafter referred to as "Grantor," and the CITY OF GRAND RAPIDS, Minnesota, Municipal Corporation, and road authority, hereinafter referred to as "Grantee."

WITNESSETH:

WHEREAS, said Grantor is the owner of real property situated in Itasca County, Minnesota, described as follows, to-wit:

Parcel 91-029-4303
Existing Legal Description (Doc. No. 728952)

THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER (S 1/2 OF SW 1/4 OF SW1/4 OF SE 1/4), SECTION 29, TOWNSHIP FIFTY-FIVE (55) NORTH, RANGE TWENTY-FIVE (25), WEST OF THE FOURTH PRINCIPAL MERIDIAN, ITASCA COUNTY, MINNESOTA.

WHEREAS, Grantor has agreed to grant Grantee an easement for public service and infrastructure purposes across said property.

NOW, THEREFORE, said Grantor, for other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby grant and convey an easement unto the CITY OF GRAND RAPIDS, MN, as Grantee, for public service and infrastructure purposes, free and clear of all encumbrances, the below described real estate in the County of Itasca, State of Minnesota, and the said grantor for (himself) (his) (themselves) (their) heirs executors and assigns, does release the City of Grand Rapids, State of Minnesota, its successors and assigns, from all claims for any and all damages resulting to the lands contained within the permanent easement area as hereinafter described by reason of the location, grading, construction, maintenance, and use of public service and infrastructure and upon and the removal of materials from the premises hereby conveyed and from the uses incident thereto, and the City of Grand Rapids, State of Minnesota, shall have the right to use and remove all earth and materials contained within the permanent easement area as hereinafter described and the right to construct and maintain upon the lands contained within the permanent easement area as herein after described and the right to allow utilities within the easement more particular described as follows, to-wit:
 Rights to be Acquired:

Parcel 91-029-4303
Chad K. and Taylor L. Anderson, a married couple.

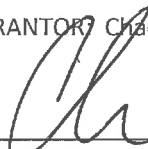
An easement for infrastructure purposes over, under, across and through the North 40.00 feet and the South 80.00 feet of the North 120.00 feet of the West 160.00 feet of the South Half of the Southwest Quarter of the Southwest Quarter of the Southeast Quarter, Section 29, Township 55 North, Range 25, West of the Fourth Principal Meridian, Itasca County, Minnesota, which lies easterly of the following described line COMMENCING at the southwest corner of said Southwest Quarter of the Southeast Quarter; thence North 00 degrees 10 minutes 14 seconds East, assigned bearing, along the west line of said Southwest Quarter of the Southeast Quarter, a distance of 77.77 feet to the point of beginning of the line to be herein described; thence North 21 degrees 30 minutes 37 seconds East 38.40 feet; thence North 14 degrees 30 minutes 47 seconds East 62.36 feet; thence North 10 degrees 55 minutes 35 seconds East 33.27 feet; thence North 08 degrees 12 minutes 15 seconds East 31.27 feet; thence North 00 degrees 10 minutes 14 seconds East 95.37 feet to the north line of said South Half of the Southwest Quarter of the Southwest Quarter of the Southeast Quarter and said described line there terminating.

Containing 36,262 SF, more or less.

Easement shown on attached EXHIBIT No. 1

IN WITNESS WHEREOF, said Grantor has caused this instrument to be executed on the day and year first above written.

GRANTOR: Chad K. and Taylor L. Anderson, a married couple.



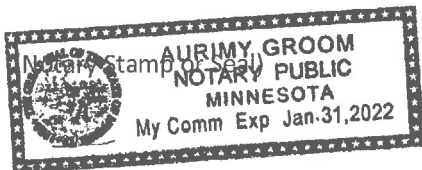
Chad K. Anderson, a married person



Taylor L. Anderson, a married person

STATE OF MINNESOTA)
COUNTY OF Itasca) ss:

The foregoing instrument was acknowledged before me this 3rd day of November, 2021, by Chad K. and Taylor L. Anderson, a married couple, Grantor.

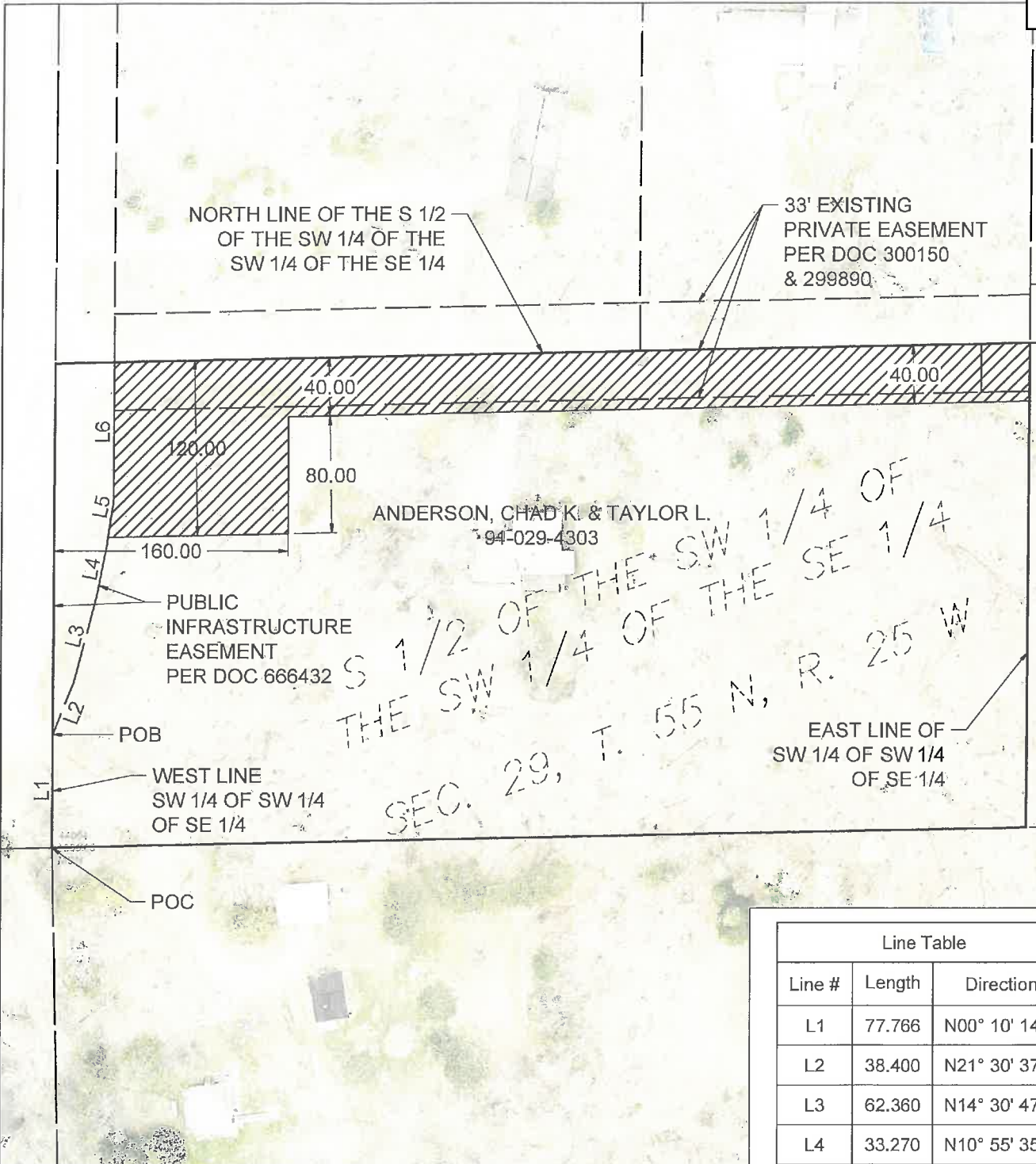




Signature of Person Taking Acknowledgement

This conveyance is entitled to recording without payment of fee pursuant to Minnesota Statutes Section 386.77, it being for the benefit of the City of Grand Rapids, MN.

This instrument was drafted by: Christopher D. Munn, PLS (Lic. 45818, MN), Short Elliott Hendrickson Inc. 21 NE 5th Street, Suite 200, Grand Rapids MN 55744 for the City of Grand Rapids, MN, 420 N Pokegama Avenue, Grand Rapids, MN 55744.



S 1/2 OF THE SW 1/4 OF THE SE 1/4
 THE SW 1/4 OF THE SE 1/4
 SEC. 29, T. 55 N., R. 25 W.

Line Table		
Line #	Length	Direction
L1	77.766	N00° 10' 14"E
L2	38.400	N21° 30' 37"E
L3	62.360	N14° 30' 47"E
L4	33.270	N10° 55' 35"E
L5	9.671	N10° 08' 39"E
L6	95.259	N00° 10' 14"E

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Daniel Bemboom
 DANIEL BEMBOOM, PLS
 Date: 9/14/2021 Lic. No. 46592

LEGEND	
	PERMANENT EASEMENT
	PROPERTY BOUNDARY

PARCEL NUMBER	91-029-4303
OWNER	CHAD K. & TAYLOR L. ANDERSON
AREA OF PARCEL	221147 SF
ZONING	RR
AREA OF PROPOSED PERMANENT EASEMENT	36262 SF

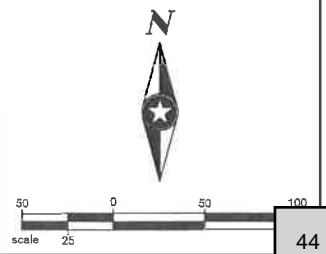
SEH

FILE NO.
GRANR 161381

DATE:
9/15/2021

ANDERSON PERMANENT EASEMENT
21ST STREET SW
GRAND RAPIDS, MINNESOTA

EXHIBIT NO. 1



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PUBLIC SERVICE AND INFRASTRUCTURE EASEMENT

THIS INDENTURE is made and entered into this 3rd day of November, 2021, **Todd C. and Tracy L. Hammill, a married couple**, of Grand Rapids, Minnesota, hereinafter referred to as "Grantor," and the CITY OF GRAND RAPIDS, Minnesota, Municipal Corporation, and road authority, hereinafter referred to as "Grantee."

WITNESSETH:

WHEREAS, said Grantor is the owner of real property situated in Itasca County, Minnesota, described as follows, to-wit:

Parcel 91-029-4310
Existing Legal Description (Doc. No. 742750)

THE NORTH ONE-HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SECTION 29, TOWNSHIP 55 NORTH, RANGE 25, WEST OF THE FOURTH PRINCIPAL MERIDIAN, ITASCA COUNTY, MINNESOTA, EXCEPT THE WEST 400 FEET THEREOF, TOGETHER WITH A RIGHT OF WAY AND EASEMENT FOR ROADWAY PURPOSES AND UTILITY LINES ACROSS THE SOUTH 33 FEET OF THE NORTH ONE-HALF OF THE SOUTHEAST QUARTER OF SAID SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, AND ACROSS THE WEST 33 FEET OF THE SOUTH ONE-HALF OF THE SOUTHWEST QUARTER OF SAID SOUTHWEST QUARTER OF SOUTHEAST QUARTER, EXCEPTING AND RESERVING UNTO PARTIES OF THE FIRST PART, THEIR HEIRS, AND ASSIGNS, A RIGHT OF WAY AND EASEMENT FOR ROADWAY PURPOSES AND UTILITY LINES ACROSS THE NORTH 33 FEET AND THE EAST 33 FEET OF THE PREMISES CONVEYED HEREIN, SAID EASEMENT AND RIGHT OF WAY TO BE IN COMMON WITH PARTIES OF THE SECOND PART, THEIR HEIRS AND ASSIGNS PERPETUALLY.

WHEREAS, Grantor has agreed to grant Grantee an easement for public service and infrastructure purposes across said property.

NOW, THEREFORE, said Grantor, for other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby grant and convey an easement unto the CITY OF GRAND RAPIDS, MN, as Grantee, for public service and infrastructure purposes, free and clear of all encumbrances, the below described real estate in the County of Itasca, State of Minnesota, and the said grantor for (himself) (his) (themselves) (their) heirs executors and assigns, does release the City of Grand Rapids, State of Minnesota, its successors and assigns, from all claims for any and all damages resulting to the lands contained within the permanent easement area as hereinafter described by reason of the location, grading, construction, maintenance, and use of public service and infrastructure and upon and the removal of materials from the premises hereby conveyed and from

the uses incident thereto, and the City of Grand Rapids, State of Minnesota, shall have the right to use and remove all earth and materials contained within the permanent easement area as hereinafter described and the right to construct and maintain upon the lands contained within the permanent easement area as herein after described and the right to allow utilities within the easement more particular described as follows, to-wit: Rights to be Acquired:

Parcel 91-029-4310

Todd C. and Tracy L. Hammill, a married couple.

An easement for infrastructure purposes over, under, across and through the South 40.00 feet of the North Half of the Southwest Quarter of the Southwest Quarter of the Southeast Quarter, Section 29, Township 55 North, Range 25, West of the Fourth Principal Meridian, Itasca County, Minnesota, lying east of the West 400.00 feet thereof.

Containing 10,657 SF, more or less.

Easement shown on attached EXHIBIT No. 1

IN WITNESS WHEREOF, said Grantor has caused this instrument to be executed on the day and year first above written.

GRANTOR: Todd C. and Tracy L. Hammill, a married couple.

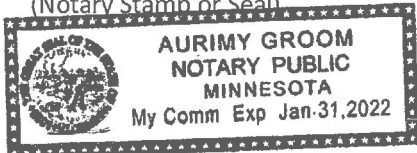
Todd C. Hammill
Todd C. Hammill, a married person

Tracy L. Hammill
Tracy L. Hammill, a married person

STATE OF MINNESOTA)
COUNTY OF Itasca) ss:

The foregoing instrument was acknowledged before me this 3rd day of November, 2021, by Todd C. and Tracy L. Hammill, a married couple, Grantor.

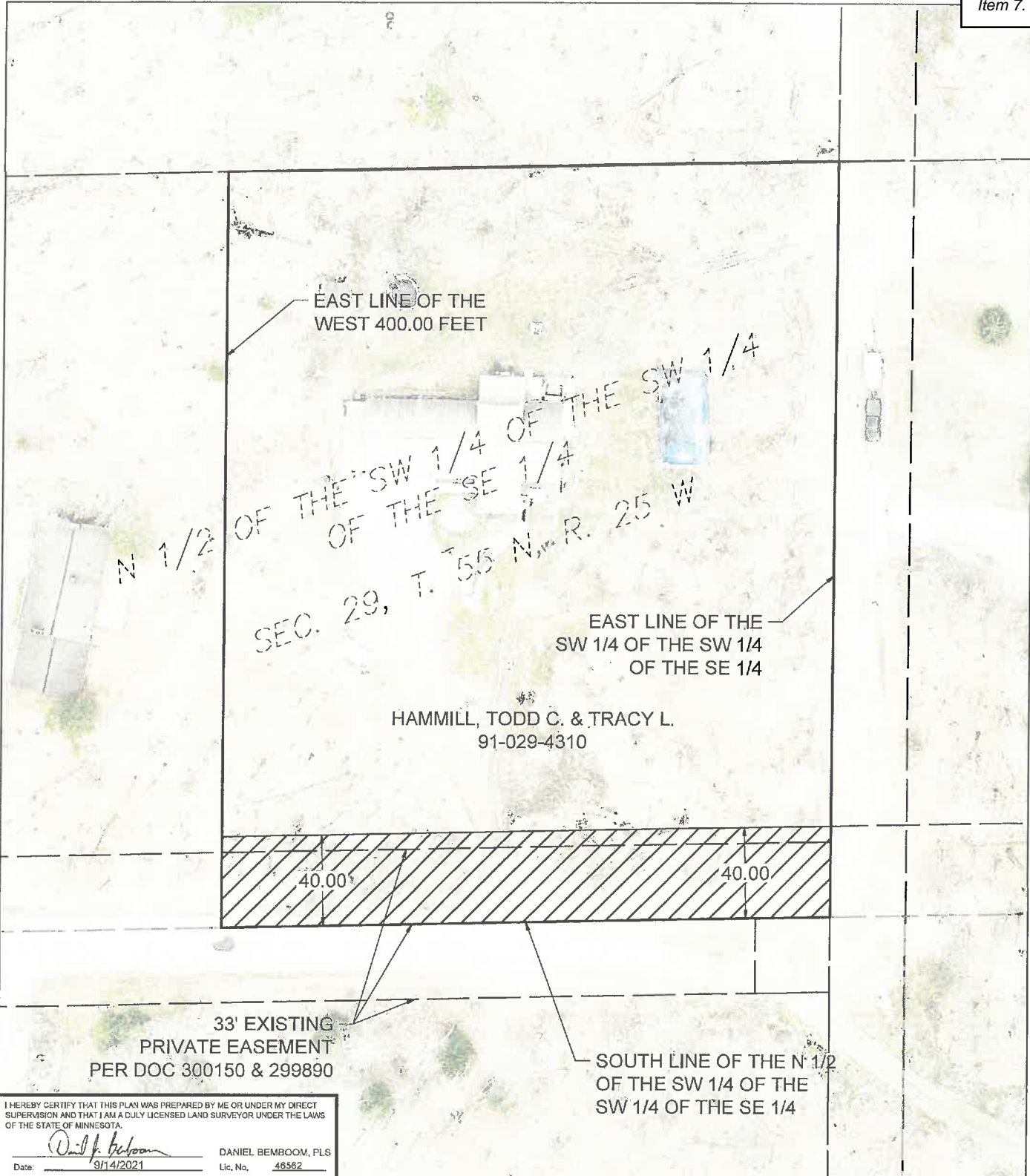
(Notary Stamp or Seal)



Aurimy Groom
Signature of Person Taking Acknowledgement

This conveyance is entitled to recording without payment of fee pursuant to Minnesota Statutes Section 386.77, it being for the benefit of the City of Grand Rapids, MN.

This instrument was drafted by: Christopher D. Munn, PLS (Lic. 45818, MN), Short Elliott Hendrickson Inc. 21 NE 5th Street, Suite 200, Grand Rapids MN 55744 for the City of Grand Rapids, MN, 420 N Pokegama Avenue, Grand Rapids, MN 55744.



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Daniel Bemboom
 Date: 9/14/2021
 DANIEL BEMBOOM, PLS
 Lic. No. 46562

LEGEND

	PERMANENT EASEMENT
	PROPERTY BOUNDARY

PARCEL NUMBER	91-029-4310
OWNER	TODD C. & TRACY L. HAMMILL
AREA OF PARCEL	88494 SF
ZONING	RR
AREA OF PROPOSED PERMANENT EASEMENT	10657 SF

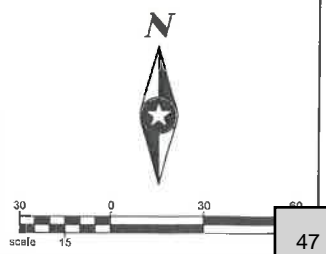
SEH

FILE NO.
 GRANR 161381

DATE:
 9/15/2021

HAMMILL PERMANENT EASEMENT
21ST STREET SW
GRAND RAPIDS, MINNESOTA

EXHIBIT NO. 1



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 8, 2021

AGENDA ITEM: Consider approving Rental Agreement with Grand Rapids Amateur Hockey Association

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Attached is the rental agreement between the City and Grand Rapids Amateur Hockey Association for through calendar year 2023.

REQUESTED COUNCIL ACTION:

Make a motion to approve rental agreement with GRAHA.

RENTAL AGREEMENT

This Agreement is made and executed this 6th day of October, 2021, by and between the City of Grand Rapids ("City"), a municipal corporation, and the Grand Rapids Amateur Hockey Association ("GRAHA"), collectively referred to herein as "Parties."

WHEREAS, City is the owner of premises known as the IRA Civic Center located at 1401 NW Third Avenue in the City of Grand Rapids; and

WHEREAS, City and GRAHA desire to enter into a rental agreement whereby GRAHA would rent the premises from City for purposes of hockey practices and games; and

WHEREAS, the Parties have heretofore operated under informal verbal agreements; and

WHEREAS, it is the desire of the parties to formalize their agreement in writing;

NOW, THEREFORE, the Parties agree as follows:

1. **History:** GRAHA has previously rented the IRA Civic Center from the years 2013-2019 under the following rental amounts:
 - 2013-14 Ice Season – 1,349 hrs. @ \$184,019 (\$66,078 tournaments), Average of \$136.41/hr.
 - 2014-15 Ice Season – 1,321 hrs. @ \$185,395 (\$63,655 tournaments), Average of \$140.34/hr.
 - 2015-16 Ice Season – 1,345 hrs. @ \$196,356 (\$77,190 Tournaments), Average of \$145.99/hr.
 - 2016-17 Ice Season – 1,356 hrs. @ \$198,999 (\$71,965 tournaments), Average of \$146.75/hr. (Miner's Pavilion Opened in February 2017. GRAHA's 4-year average prior to the opening of Miner's Pavilion was 1,342 hours/season. An informal 'Governance of the Multi-Use Pavilion' was developed which stated GRAHA agrees to sustain 1320 hours of indoor ice rental.)
 - 2017-18 Ice Season – 1,301 hrs. @ \$212,402 (\$84,933 tournaments), Average of \$163.26/hr. (During this time an electrical charge error discovered, and the Civic Center electricity billing went from \$61,000 in 2016 to \$133,000 in 2017, which explains the 11% hourly ice rental increase.)
 - 2018-19 Ice Season – 1,284 hrs. @ \$209,385 (\$53,273 tournaments), Average of \$163.07/hr. (During this time the 'Tournament Rate' was eliminated, and City went with a flat rate, giving GRAHA a 0% increase for the 2018-19 ice season.)

2. **Rent:** During the hockey season beginning October 1st every year and continuing until the following March 1st, or upon the completion of the Minnesota Youth State Hockey Tournament, the Parties have agreed to the following rental amounts going forward:
 - (a) For the 2020-2021 ice season GRAHA will be billed by City at an hourly rate of \$173/hr. up to a maximum per ice season of \$218,760. Upon reaching the maximum GRAHA will pay nothing further for use of the premises.
 - (b) For the 2021-2022 ice season GRAHA will be billed by City at an hourly rate of \$178/hr. (a 3% increase from the prior year) up to the same maximum of \$218,760, with no further rate charged after reaching the maximum.

- (c) For the 2022-2023 ice season GRAHA will be billed by City at an hourly rate of \$183/hr. (a 3% increase from the prior year) up to the same maximum of \$218,760, with no further rate charged upon reaching the maximum.
- (d) Rates charged to GRAHA include all district and regional tournament play. However, state tournaments are not included in this agreement and will be billed separately to GRAHA at the appropriate hourly rate for that term.
- (e) City maintains the right to negotiate the fees described above if unexpected expenses are incurred.
3. **Usage:** GRAHA may use the premises only for the purposes described in this Agreement and shall not sublet or otherwise rent the ice to the public or any other outside group.
4. **Rules:** GRAHA shall comply with all rules adopted by City concerning the use of the IRA Civic Center.
5. **Alcohol Usage:** Alcohol is prohibited in and around the IRA Civic Center.
6. **Extensions:** This Agreement may be extended for additional terms upon the agreement of City and GRAHA. Any such renewed term shall be subject to adjustment of the rent provided for in paragraph 2 of this Agreement.

7. **Responsibilities of GRAHA:**

- a. GRAHA shall be responsible for the supervision and cleaning of the Warming Shack, Mondays through Fridays from 4:00 p.m. to 9:00 p.m. during the outdoor skating season.
- b. Should the Civic Center indoor ice arena be booked, GRAHA shall have priority scheduling in the Miner's Pavilion at no charge.
- c. GRAHA shall not do or permit to be done anything which will invalidate or increase the cost of any fire and extended coverage insurance policy covering the premises and will not allow the premises to be used for any immoral, unlawful or objectionable purpose.
- d. GRAHA coaches will be responsible for opening the facility for early bird practice (6:30 a.m.) throughout the season. Designated coaches will be given keys to open the facility and for turning on lights. Coaches agree to only use assigned keys for their scheduled early bird practices and for no other time to enter the facility. It is understood that there will not be City staff present at this time.

Responsibilities of City:

- a. City shall perform all maintenance and make all repairs required to keep the building in good order, condition and repair, unless the need for such maintenance, repair or replacement is caused by the fault or negligence of GRAHA.

8. **Indemnification:** GRAHA agrees to indemnify, defend and hold harmless the City and its officers, agents, officials and employees for any and all third party claims, actions, causes of action, judgments and liens to the extent they arise out of any negligent or wrongful act or omission by GRAHA. Such indemnity shall include attorney's fees and all costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by reason of the enumeration of any insurance coverage required herein. The City shall not provide such indemnification to GRAHA, provided, however, that GRAHA shall be relieved of its indemnification obligation to the extent any injury, damage, death or loss is attributable to the acts or omission of the City. This section shall survive termination of this Agreement.

9. **Termination:** Either party may terminate this Lease without cause by giving the other party thirty (30) days' written notice.

10. **Designated Representative:** Correspondence and/or other communications regarding this Lease shall be addressed to the following individuals, sent by U.S. Mail, postage prepaid, to:

City: Dale Anderson City of Grand Rapids 420 Ave _____ Grand _____ 55744	No.	GRAHA: Attn: David Kuschel _____ Pokagama _____ MN
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11. **General Provisions:**


- a. No promises, agreements, representations, or warranties shall be binding upon either party unless the same is evidenced by a signed writing and made part of this Lease agreement.
- b. This agreement shall be interpreted in accordance with the laws of the State of Minnesota.

CITY OF GRAND RAPIDS:

GRAHA:

By: _____

 Dale Christy, Mayor



 David Kuschel

By: _____
 Tom Pagel, City Administrator

ITEM # _____



REQUEST FOR CITY COUNCIL CONSIDERATION

AGENDA DATE: November 8th, 2021
AGENDA ITEM: Consider approving the purchase and payment of a light kit and canopy for the Public Works Department
PREPARED BY: Cynthia Lyman

BACKGROUND:

The Public Works Department purchased a 2021 John Deere 1600 Turbo S Mower from Northland Lawn and Sport earlier this year. The 2021 John Deere Mower came in under budget but did not come with a canopy or light kit. The Public Works Department would like to purchase these two items and funded them through the remainder of the CIP from the lawn mower purchase. Equipment would be purchased from Northland Lawn and Sport for a total price of \$1,737.91

ATTACHMENTS:

REQUESTED COUNCIL ACTION:

Make a motion to approve the purchase and payment of the canopy and light kit from Northland Lawn and Sport for a total price of \$1,737.91.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 8, 2021

AGENDA ITEM: Consider adopting a resolution requesting changes to portions of the MSAS street system

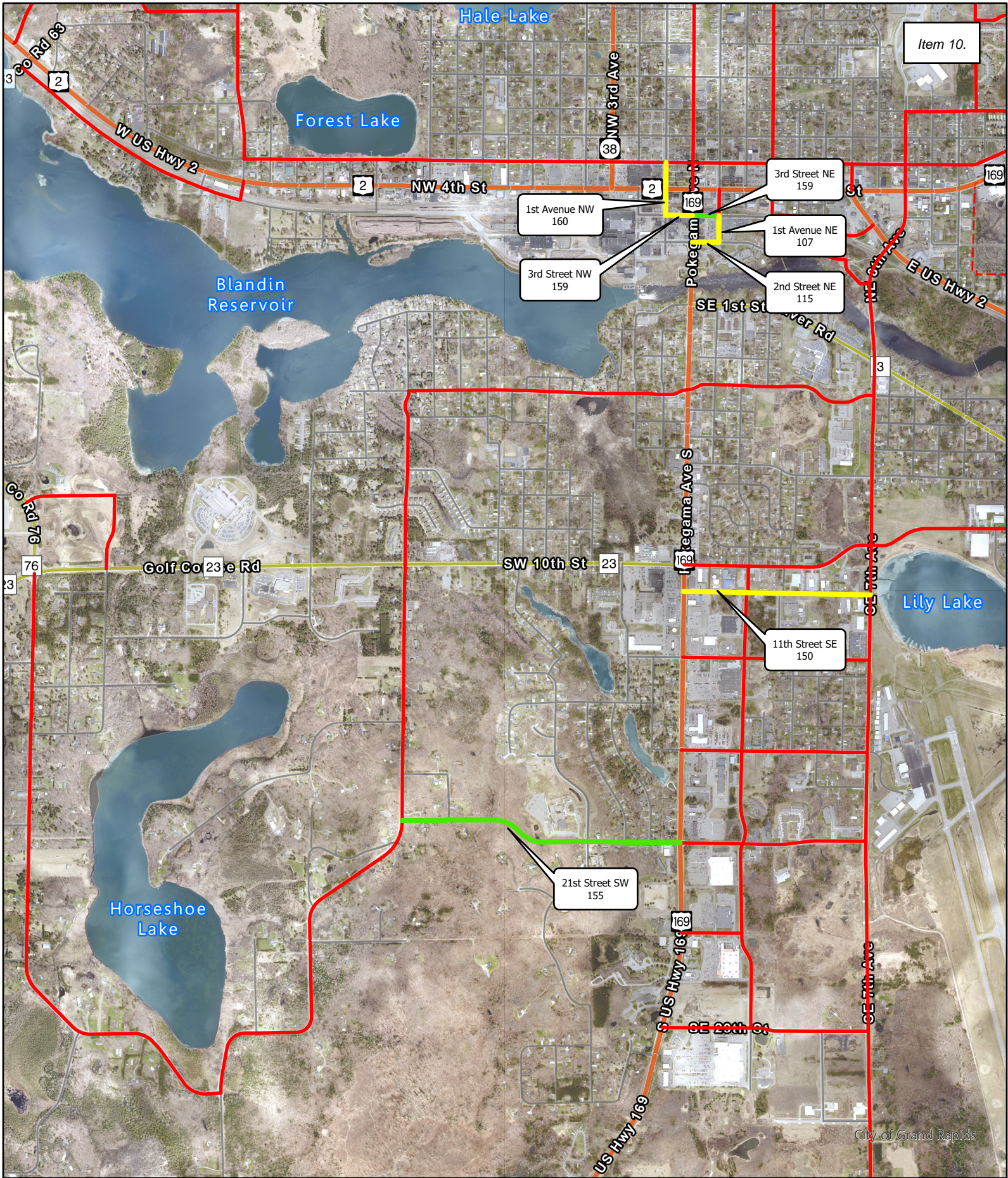
PREPARED BY: Matt Wegwerth

BACKGROUND:

The City of Grand Rapids designates certain streets within its jurisdiction as Municipal State Aid Streets. These routes are reviewed and approved by the Commissioner of Transportation of the State of Minnesota. In order to make changes to these designations, an official request needs to be submitted to the Commissioner. Attached is a resolution and map that outline the changes that will be submitted to the State.

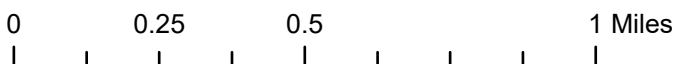
REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution requesting changes to portions of the MSAS street system to the Commissioner of Transportation.



MSAS

- Dedicated
- Proposed Dedication
- Proposed Revocation



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

RESOLUTION NO. 21-

A RESOLUTION REQUESTING THE REVOCATION OF PORTIONS OF THE MSA STREET SYSTEM AND THE DESIGNATION OF NEW MSAS ROUTES

WHEREAS, the City of Grand Rapids is recommending to the Commissioner of Transportation that all or a portion of MSAS routes 107, 115, 150, 159 and 160 be revoked as indicated on the attached drawing and described as follows, to-wit:

- MSAS 107: 1st Avenue NE – from 2nd Street NE to 3rd Street NE
- MSAS 115: 2nd Street NE – from Pokegama Ave to 1st Avenue NE
- MSAS 150: 11th Street SW – from Pokegama Ave to 7th Avenue SE
- MSAS 159: 3rd Street NW – from 1st Avenue NW to Pokegama Ave
- MSAS 160: 1st Avenue NW – from 3rd Street NW to 5th Street NW

WHEREAS, the City of Grand Rapids has determined that the current non-existent MSAS is more efficiently utilized in the proposed locations as shown on the attached drawing and described as follows, to-wit:

- 21st Street SW – from Horseshoe Lk Rd to Pokegama Ave (Highway 169)
- 3rd Street NE – from Pokegama Ave (Highway 169) to 1st Avenue NE

be, and hereby are established, located and designated as Municipal State Aid Streets of said City, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

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

The City of Grand Rapids confirms its desire to revoke all or a portion of MSAS route 107, 115, 150, 159, 160 and designate two routes as Municipal State Aid Streets of the City of Grand Rapids, County of Itasca;

BE IT FURTHER RESOLVED, that the City Engineer is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon his/her approval of the designation of said road(s) or portion thereof, that same be constructed, improved and maintained as a Municipal State Aid Street of the City of Grand Rapids, to be numbered and known as a Municipal State Aid Street.

Adopted by the Council this 8th day of November, 2021.

Dale Christy, Mayor

Attest:

Kim Gibeau, City Clerk

Councilmember seconded the foregoing resolution and the following voted in favor thereof:
; and the following voted against same: ; 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: November 8, 2021

AGENDA ITEM: Consider hiring Ben Olson as a Regular Part-time Maintenance employee at the IRA Civic Center.

PREPARED BY: Dale Anderson, Director of Parks & Recreation

BACKGROUND:

Ben will be working as a Regular Part-time Maintenance employee at the IRA Civic Center beginning November 9, 2021. His wage will be \$16.00 per hour in accordance with the City's Part-Time Pay Range scale.

REQUESTED COUNCIL ACTION:

Make a motion to hire Ben Olson as a Seasonal Maintenance employee at the IRA Civic Center.



Premium Collection Form

EMPLOYER NAME: Grand Rapids BRANCH: _____
 CLIENT ID: 4601-8353-6645 ,BS04 & BS04R

If you have multiple branches, subsidiaries, or locations and offer different benefit plans/premiums for each, please complete a separate form for each group.

PLEASE NOTE: To maintain compliance with federal law, COBRAToday requires that any changes in rates must be submitted to COBRAToday at least 15 days before the effective date. Failure to supply any changes in rates by this deadline will result in a delay of the effective date for the rate change. If received within 15 days of the effective date, implementation will be delayed until the first of the month following the month in which the rates were received. **Under federal law, COBRAToday cannot charge Participants retroactive premium changes.** If you fail to communicate any changes in rates before COBRAToday's deadline, you may have to pay the premium difference to your carrier. COBRAToday will not have any liability for any losses in premium differences due to a Plan Sponsor's failure to communicate rate changes or corrections in a timely manner.

EFFECTIVE DATE: From 1/1/2022 Through 12/31/2022 (Use separate form for different effective dates.)

BENEFIT PLAN INFORMATION: Please supply the exact carrier rates. COBRAToday will add the 2% administration fee if applicable. If Plans are age-rated, attach age-rated tables as provided by the carrier. The carrier information requested below is for informational purposes only. COBRAToday will not notify carriers directly of any COBRA changes unless contracted to do so through our Premium Services Department.

Coverage Type	Plan Name	Employee Only	Employee + Spouse	Employee + 1 Child	Employee + Family	Employee + Children
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Medical (Opt 1): _____ \$ _____ \$ _____ \$ _____ \$ _____
 Is this Plan Self -Funded? No Yes
 Does this Plan replace a former Plan? No Yes Name of former Plan: _____
 COBRA Period Begins: First of the month following qualifying event Day after qualifying event Other (please specify): _____
 Insurance Carrier Name: _____ Carrier Address: _____

Medical (Opt 2): _____ \$ _____ \$ _____ \$ _____ \$ _____
 Is this Plan Self -Funded? No Yes
 Does this Plan replace a former Plan? No Yes Name of former Plan: _____
 COBRA Period Begins: First of the month following qualifying event Day after qualifying event Other (please specify): _____
 Insurance Carrier Name: _____ Carrier Address: _____

Medical (Opt 3): _____ \$ _____ \$ _____ \$ _____ \$ _____
 Is this Plan Self -Funded? No Yes
 Does this Plan replace a former Plan? No Yes Name of former Plan: _____
 COBRA Period Begins: First of the month following qualifying event Day after qualifying event Other (please specify): _____
 Insurance Carrier Name: _____ Carrier Address: _____

Dental: _____ \$ _____ \$ _____ \$ _____ \$ _____
 Is this Plan Self -Funded? No Yes
 Does this Plan replace a former Plan? No Yes Name of former Plan: _____
 COBRA Period Begins: First of the month following qualifying event Day after qualifying event Other (please specify): _____
 Insurance Carrier Name: _____ Carrier Address: _____

Vision: _____ \$ _____ \$ _____ \$ _____ \$ _____
 Is this Plan Self -Funded? No Yes
 Does this Plan replace a former Plan? No Yes Name of former Plan: _____
 COBRA Period Begins: First of the month following qualifying event Day after qualifying event Other (please specify): _____
 Insurance Carrier Name: _____ Carrier Address: _____

HRA: _____ \$ _____ \$ _____ \$ _____ \$ _____
Other: Life Insurance \$ See Attached \$ _____ \$ _____
 FSA Plan Year End Date: _____ Annual Maximum: \$ _____



Authorized Signature: _____ Date: _____

Please fax completed form(s) to 608-663-2753.

TASC • 2302 International Lane • Madison, WI 53704-3140 • 1-800-422-4661 • Fax: 608-663-2753 • www.tasconline.com

The information in this communication is confidential and may only be used by the authorized recipient only for its intended purpose only. Any other use or disclosure is prohibited.

CO-0007-103012

Group Name Number Grand Rapids 4601-8353-6645 ,BS04 & BS04R

Life Carrier UNUM

Employer Paid Base Life Rate: \$0.215 per \$1,000



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 8, 2021

AGENDA ITEM: Consider the renewal of the Base Life and Accidental Death & Dismemberment insurance through Unum

PREPARED BY: Lynn DeGrio

BACKGROUND:

The City of Grand Rapids offers a \$10,000 Base Life and Accidental Death & Dismemberment insurance to all benefited employees. The rates will not be changing this year, but the Premium Collection Form needs to be signed in order to continue providing the coverage. The renewal period is January 1, 2022 to December 31, 2022. This is a budgeted item.

REQUESTED COUNCIL ACTION:

Make a motion to authorize the Mayor to sign the Premium Collection form for Unum Life and Accidental Death & Dismemberment insurance for the renewal period January 1, 2022 to December 31, 2022.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: 11/08/2021

AGENDA ITEM: Authorize entering into a contract with Paul Bunyan for TV service at the fire hall.

PREPARED BY: Travis Cole

BACKGROUND:

The Fire Department has moved into a new fire hall and would like to enter into a service contract with Paul Bunyan TV to provide television service. This TV service will be provided in the kitchen lobby area which provides a safe area for the kids of fire fighters to watch TV while their parent is on a fire call as well as provide news and weather channels for the fire fighters.

REQUESTED COUNCIL ACTION:

Make a motion to authorize the Fire Chief to sign a TV service contract with Paul Bunyan TV at the new fire hall for a monthly fee of \$105 plus taxes and other service charges.



BUSINESS TELEVISION APPLICATION

Local: (218) 444-1234 / (218) 999-1234 Toll-free: (888) 586-3100

Cust # 51158 Agreement #: 800-999-9363

INSTALL DATE: _____ TIME: _____

Name: CITY OF GRAND RAPIDS - Fire Dept.

MAP LOCATION: _____

Address: 104 SE 11TH ST

TOWNSHIP: CITY OF GR

VOICE MAIL: No # RINGS: _____

City: GRAND RAPIDS State MN Zip 55744 -

SERVICE TYPE: FTTH IP Today's Date 10/20/21

SSN / TIN: JOHN Contact #: 218-259-5716

Contact Type: Cell

Residential MDU

PACKAGES A LA CARTE

DIGITAL CONNECTION 1
\$139.00/month*

PBTB Main Service \$117.00/month

DIGITAL CONNECTION 2
\$169.00/month*

ADVANCED SERVICES: PBTB Fusion HD: + \$9.95 / month

DIGITAL CONNECTION 3
\$176.00/month*

ADDITIONAL CHANNEL PACKAGES

One month minimum charge on packages. Prices do not include applicable taxes and regulatory fees.

ULTIMATE CONNECTION 1
\$216.00/month*

11 HBO Premium Movie Channels \$19.95/month

ULTIMATE CONNECTION 2
\$233.00/month*

9 Cinemax Premium Movie Channels \$15.95/month

20 HBO/Cinemax Movie Package \$29.95/month

13 Showtime Premium Movie Channels \$15.95/month

7 Starz/8 Encore Premium Movie Channels \$15.95/month

All Movie Channel Package** \$49.95/month

Music Choice (including local radio stations) \$24.95/month

PBTB Sports Package (NBA Channel not included) \$6.99/month

PBTB Extra Package \$12.00/month

Business PBTB Service (with local svc) (LZPUB2)
\$105/month* (NBA Channel not included)

* Package price does not include taxes and other mandated service charges. There are no substitutions allowed on any Connection package.

IN HOME WIFI* \$ 5.00 / mo.

ADDITIONAL CHARGES

Installation Charge \$85.00

Installation Charge waived w/ 6 mo. service agreement

PBTB HD Installation Charge \$85.00

of Additional IP TV Setups (IF >1) 1 x \$40.00 \$ 40.00

>3 STBs @ \$6.95 each / month = \$ -6.95 / month

Business: >6 STBs - one time charge= x \$100.00 \$ 0.00

DVR Equipment Fee x \$12.95 \$ /month

Advance Payment \$

TOTAL AMOUNT COLLECTED \$

** Excludes adult selections.

SSID: _____ PASSWORD: _____

NOTES: 2 TV'S 1 IN KITCHEN AND 1 IN MAIN MEETING ROOM

Public Viewing
 Eating / Drinking Establishment

Number of TV's: 2 Number of STB's: 1

* All prices subject to change. Some restrictions apply. Internet speeds may vary and are not guaranteed.

- It has been explained to me and I understand that the package price listed on this application and in all other PBTB materials DOES NOT INCLUDE taxes, franchise fees and other mandated charges. I understand that my bill will be larger than the package price due to these other charges. It has also been explained to me and I understand that due to the billing cycle my first bill may be 1 1/2 to 2 times larger than the regular monthly bill. I understand this is to make my account current with the billing process: _____ (customer initial)
- I understand that when I have the service installed that I must pay for a minimum of one month's service regardless of whether I choose to discontinue the service within a month of having the service installed: _____ (customer initial)
- As a consumer of Paul Bunyan Communications you agree that the equipment that will be installed in your home is for use at the location as indicated on the application. You agree to take reasonable care of the equipment and agree to not open the equipment (except to change batteries in remote control devices), take apart, or to alter it in any way. You are responsible for all damage to the equipment, beyond reasonable wear from normal use. _____ (customer initial)
- Your use of the equipment and services you receive are subject to the various policies OF Paul Bunyan Communications. Such policies and practices are subject to change. Monthly fees for use of the equipment and services are billed in advance _____ (customer initial)
- If services are discontinued, all equipment must be returned to Paul Bunyan Communications in working condition. If equipment is not returned, you understand and agree that the costs of the equipment including set top boxes, remote controls, power cords, and any other equipment that is provided to you in order for you to receive the service, will be assessed and will be your responsibility. _____ (customer initial)
- I understand that PBTB On Demand (VOD) and PBTB Pay-Per-View (PPV) content is not available for any publicly viewable location. In an event that there is a purchased event ordered and displayed in such a setting, the customer may be subject to fines. _____ (customer initial)
- I understand that as a subscriber of PBTB services that my location will have access to PBTB On Demand (VOD) movies and events and that I will be responsible for any purchases made. I understand that I can elect to password protect VOD purchases through my interactive program guide and that it is my responsibility to activate this feature. I also understand that some VOD movies and events may not be suitable for all audiences: _____ (customer initial)
- I agree that any transactions or agreements with Paul Bunyan Rural Telephone Cooperative dba Paul Bunyan Communications or its associated companies may be formed by electronic means.
- **AGREEMENT TO BE BOUND:** By applying for services from Paul Bunyan Communications, you acknowledge that you have read and agree to be bound by all acceptable use policies and terms and conditions of service, as they may be amended.
- I authorize Paul Bunyan Communications to investigate my credit in accordance with acceptable law. I agree that I will be responsible for any and all damages or loss and the equipment will be returned immediately upon termination of this service or at anytime upon the request of Paul Bunyan Communications. Payment may be required based on credit check. _____ (customer initial)
- I have read and fully understand the above information. I agree that Paul Bunyan Communications shall not be liable for any loss, damage or expense of any kind.

Signature: _____ Date: _____ App Taken by: CVH SCHEDULED BY (Initials): _____





DVR Customer: Yes No

- NO ACTIVATION FEE -

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

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

By signing this agreement, you understand that the \$85 set up fee for the Broadband connection and / or the first TV will be waived, and wiring for additional Internet jacks and additional TVs will be billed at a rate of \$40 per jack. INITIAL _____

PBTV Customers:

Each TV will need a PBTV Receiver in order to receive PBTV service. Three PBTV receivers are included in the monthly service price. Additional receivers can be ordered for \$ 6.95 per month per receiver, with a maximum number of 8 receivers per household. Set up fees are NOT included in monthly charges. There is a one-time \$40 set-up fee* for each additional television you would like to have PBTV service connected to. INITIAL _____

PBTV DVR Customers:

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

Personal Information

Name: CITY OF GRAND RAPIDS Cust #: 51158 Install Date: _____
Agreement #: 800-999-9363 Contact #: 218-259-5716
Service Address: 104 SE 11TH ST
City: GRAND RAPIDS State: MN Zip: 55744

Promotional Offer Agreement

AGREEMENT TO BE BOUND. Customer agrees to keep the Paul Bunyan Communications Broadband and PBTV services initially installed for a period of at least 6 consecutive months at the service address listed above. If the service at the address above is terminated for any reason, including termination for service agreement violations or non-payment, the customer agrees to pay a \$120 early termination fee. This offer expires December 31, 2021. Service availability depends upon location. Some restrictions apply. Service prices subject to change during term of this free installation offer, with advance notice provided. Internet speeds may vary and are not guaranteed. INITIAL _____

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

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

Signature: _____ Date: _____ App Taken By: CVH
SCHEDULED BY (Initials): _____

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

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

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



DISREGARD THIS PAGE

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service

Requester Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number grid
or
Employer identification number grid

Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
Form 1099-S (proceeds from real estate transactions)
Form 1099-K (merchant card and third party network transactions)
Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
Form 1099-C (canceled debt)
Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 8, 2021

AGENDA ITEM: Consider nomination and appointment of Council member to Arrowhead Regional Development Commission.

PREPARED BY: Kim Gibeau

BACKGROUND:

Councilor Dale Adams currently represents the City of Grand Rapids on the ARDC, and this term will expire in January 2022. Council will nominate a member to serve the next term and appointments will be ratified in January. As indicated in the attachment, Council Adams is eligible to serve again.

REQUESTED COUNCIL ACTION:

Make a motion nominating a member of the Council to serve as a representative on the Arrowhead Regional Development Commission.

Memorandum

To: City of Grand Rapids (Itasca County)
From: Krista Mattila, Board Coordinator
Date: October 28, 2021
Re: Nomination for Itasca County Communities Over 10,000 (City of Grand Rapids)
ARDC Commission Representative

The Arrowhead Regional Development Commission has in its membership, as specified by Article III, Section 3.1 (f) of its By-Laws, *one mayor or councilperson from each municipality of over 10,000 population in each county*. The term for the representative for Communities over 10,000 in Itasca County, Dale Adams, will expire in January 2022. This memo is a request for the City of Grand Rapids to nominate a representative, either the mayor or a councilperson, to the Arrowhead Regional Development Commission. A nomination form and return envelope are enclosed for your convenience. **Please return the form with the appointment of a representative to fill the term January, 2022 – January, 2025 by November 25, 2021 or fax to 218-529-7592. Please also include a brief bio about the Representative. Councilor Adams is eligible to serve again.**

The full commission will ratify appointments of representatives at ARDC's Annual Meeting on Thursday, January 20, 2022. As set forth by Minnesota Statute 462.388, the Regional Development Act of 1969, Please contact Krista Mattila at 218-529-7543 if you have any questions about this process.

The Commission meets four times a year on the 3rd Thursday of January, April, July and October, at various locations in the Region. These positions are unpaid, volunteer positions; however, members are reimbursed for their mileage to and from meetings and reasonable expenses.

ARDC is a multi-purpose planning organization serving the Arrowhead counties of Aitkin, Carlton, Cook, Itasca, Lake, Koochiching and St. Louis by providing local unites of government and citizen groups a means to work cooperatively to identify regional needs, solve problems and foster local leadership. The Commission is a policy-making body comprised of representatives that include counties, municipalities, townships, school boards, and at large interests.

Thank you for your continued interest and support of ARDC's work in the Arrowhead Region.

Sincerely,

Krista Mattila
ARDC Human Resources Manager/Board Coordinator

Enclosed: Nomination Form
Business Reply Envelope

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

221 West First Street
Duluth, MN 55802
218-529-7543 / 800-232-0707
218-529-7592 FAX

COMMUNITES OVER 10,000 REPRESENTATIVE NOMINATION FORM

CITY OF GRAND RAPIDS

I hereby nominate the following person as the Communities Over 10,000 representative on the Arrowhead Regional Development Commission:

Candidate's Name/Title: _____

City of: _____

Address: _____

Phone: _____ Email: _____

Brief Bio (or attach a resume): _____

Civic, Professional, &/Or Community Activities: _____

Nominated By: _____

Street Address: _____

City, State, Zip _____

Phone No. _____ Email: _____

DEADLINE FOR NOMINATIONS TO BE RECEIVED AT ABOVE ADDRESS: November 25, 2021
(Faxes accepted, but please follow up with mailed nomination form.)