



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

CITY COUNCIL MEETING AGENDA
Monday, January 27, 2025
5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids City Council will be held on Monday, January 27, 2025 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

POSITIVE HAPPENINGS IN THE CITY:

PUBLIC FORUM:

COUNCIL REPORTS:

APPROVAL OF MINUTES:

1. Approve Council minutes for Monday, January 13, 2025 Regular Meeting and January 13, 2025 Closed Meeting summary.

VERIFIED CLAIMS:

2. Approve the verified claims for the period of January 7, 2025 to January 21, 2025 in the total amount of \$3,433,461.81 of which \$2,468,926.25 are debt service payments.

ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

3. Acknowledge minutes for:
 - ~ November 21, 2024 PCA Board meeting
 - ~ November 27, 2024 PUC Meeting
 - ~ December 3, 2024 Arts & Culture meeting

CONSENT AGENDA:

4. Consider approving the final pay estimate for CP 2023-1, N Taxilane Reconstruction in the amount of \$19,928.03, change order 2 and balancing change order 3.
5. Consider Voiding Lost Accounts Payable Check and Issue a Replacement Check.
6. Consider 2025 Pay and Classification Change for Non-Represented Part-Time and Trainee Hospital Security Officers.
7. Consider authorizing staff to seek proposals for a City Prosecutor.

8. Consider approving revised job descriptions for positions at Public Works.
9. Consider Employee Status Change for a Hospital Security Officer from part-time to full-time.
10. Consider approving the purchase of an ASV broom from Yanmar CE
11. Consider approving a resolution calling for a public hearing relating to the issuance of street reconstruction bonds.
12. Consider authorizing the Police Department to enter into a Joint Powers Agreement with 1,000 Lakes SWAT.
13. Consider approving an invoice from Hart Electric for electric heating mats and controls under slab on north end of Yanmar Arena.

SET REGULAR AGENDA:

ADMINISTRATION:

14. Consider appointment of Kiara Rantala to the position of Police Officer with the Grand Rapids Police Department.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 10, 2025 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



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CITY COUNCIL CLOSED MEETING SUMMARY
Monday, January 13, 2025
4:00 PM

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

PRESENT: Mayor Tasha Connelly, Councilor Molly MacGregor, Councilor Rick Blake, Councilor Dan Mertes. ABSENT: Councilor Tom Sutherland.

STAFF: Tom Pagel, Chad Sterle, Andy Morgan, Kevin Ott, Jeremy Nelson, Chery Pierzina, Kimberly Gibeau.

BUSINESS:

Mayor Connelly stated the reason for the meeting and called for a motion to close.

Motion made by Councilor Blake, Second by Councilor MacGregor to close the meeting. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

1. Discuss contract negotiations for Prosecuting Attorney Services.

Attorney Sterle provided background relative to current status of prosecution services, including recent resignation of our new attorney and options for coverage. Recommended temporary contract and request for proposal.

Following discussion, staff will bring proposed contract for prosecution service coverage to the next Council meeting on January 27, 2025 and begin the process for Request for Proposals.

Motion made by Councilor MacGregor, Second by Councilor Blake to close the closed meeting. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

There being no further business, the meeting adjourned at 4:41 PM.

Respectfully submitted:

Kimberly Gibeau
 Kimberly Gibeau, City Clerk



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CITY COUNCIL MEETING MINUTES
Monday, January 13, 2025
5:00 PM

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

CONDUCT SWEARING IN FOR COUNCILMEMBERS:

Attorney Chad Sterle conducted oath of office for Mayor Connelly and Councilmembers Dan Mertes and Rick Blake.

PRESENT: Mayor Tasha Connelly, Councilor Molly MacGregor, Councilor Rick Blake, Councilor Dan Mertes. **ABSENT:** Councilor Tom Sutherland.

STAFF: Tom Pagel, Chad Sterle, Rob Mattei, Dan Swenson, Laura Pfeifer, Chery Pierzina, Will Richter, Kevin Ott, Andy Morgan, Jeremy Nelson

PROCLAMATIONS/PRESENTATIONS:

1. Designate a Councilmember to serve as Mayor Pro-Tem for 2025.

Motion made by Councilor MacGregor, Second by Mayor Connelly to appoint Councilor Rick Blake as Mayor Pro-tem for the calendar year 2025. Voting Yea: Councilor MacGregor, Councilor Blake, Councilor Mertes, Mayor Connelly

2. Designate an official newspaper for the City of Grand Rapids for 2025.

Motion made by Councilor Blake, Second by Councilor MacGregor to designate the Grand Rapids Herald Review as the official newspaper for the City of Grand Rapids. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

3. Appoint Council Representatives to Boards & Commissions

Mayor Connelly makes the following recommendations for Council representative appointments to Boards and Commissions:

Joint Greenway Park & Recreation: Councilor Dan Mertes and alternate Councilor Tom Sutherland

Civic Center Advisory Board: Councilor Dan Mertes

EDA: Councilors Rick Blake and Dan Mertes

PUC: Councilor Rick Blake

Cable Commission: Councilor Tom Sutherland and alternate Mayor Tasha Connelly

Human Rights Commission: Councilor Molly MacGregor

Motion made by Councilor Blake, Second by Councilor MacGregor to confirm appointments as recommended. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

4. Appoint Council representatives to selected agencies

Mayor Connelly makes the following recommendations for representations:

RAMS Board: Councilor Blake and alternate Councilor Sutherland

WMMPB: Councilor Mertes and alternate Councilor Sutherland

City/County Co-Op Committee: Mayor Connelly and Councilor Sutherland

Joint Gas Board: Councilor MacGregor

CGMC: Councilor Blake and alternate Mayor Connelly

LMC: Councilor MacGregor

ARDC: Councilor MacGregor

Range Mayor's Association: Mayor Connelly

Highway 169 Coalition - Mayor Connelly and City Administrator Pagel

Lobbyist - Council Representatives: Councilors Blake and Sutherland and City Administrator Pagel

Motion made by Councilor Mertes, Second by Councilor MacGregor to approve appointments as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

5. Adopt the official City Calendar for 2025

Motion made by Councilor Blake, Second by Councilor MacGregor to approve the Official City Meeting Calendar for 2025. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

6. Consider appointing the following financial institutions as depository designations for 2025, and delegate the Finance Director or Finance Director's Designee authorization for electronic funds transfers.

Motion made by Councilor MacGregor, Second by Councilor Blake appoint financial institutions as depository designations for 2025 and delegate the Finance Director and Finance Director's Designee authorization for electronic funds transfers. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

POSITIVE HAPPENINGS IN THE CITY:

Mayor Connelly acknowledged service of volunteers for boards and commissions as well as all staff employed by the City. Welcome to Councilor Dan Mertes.

PUBLIC FORUM:

No one from the public wished to speak.

COUNCIL REPORTS:

Councilor MacGregor provided quick summary of current interests for the Western Mesabi Mine Planning Board.

APPROVAL OF MINUTES:

7. Approve Council minutes for Monday, December 16, 2024 Regular meeting.

Motion made by Councilor Blake, Second by Councilor MacGregor to approve Council minutes as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

VERIFIED CLAIMS:

8. Approve the verified claims for the period December 10, 2024 to January 6, 2025 in the total amount of \$1,346,823.40.

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

ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

9. Acknowledged the following minutes for Boards & Commissions:

- ~ September 5, 2024 Planning Commission
- ~ September 25, 2024 Human Rights Commission
- ~ November 12, 2024 Arts & Culture Commission
- ~ November 14, 2024 GREDA Meeting
- ~ November 21, 2024 GREDA Meeting
- ~ December 11, 2024 Library Board Meeting

CONSENT AGENDA:

10. Consider renewing the Consulting Services Contract with Madden Galanter Hansen, PLLC, Attorneys at Law, for labor relations.
11. Consider correction to the Job Title of the Part-Time Library Public Services Clerk Resignation and Job Posting.
12. Consider hiring Dennis Gibbons as Regular Part-Time Arena Attendant II.
13. Consider hiring temporary Library employee through Personnel Dynamics.

14. Consider accepting feasibility report and ordering plans and specifications for CP 2024-1, Sylvan Bay Phase 2 Project
15. Consider authorizing the Police Department to enter contract with service provider Angie Baratto MA, LPCC.
16. Consider authorizing the Police Department to enter into contract with service provider Steven E. Breitbarth, M. Div., LMFT.
17. Consider adopting a resolution approving reimbursement of expenditures for CP 2024-1, Sylvan Bay Phase 2 Project.

Adopted Resolution 25-01

18. Consider adopting a resolution authorizing a Safe Routes to School application

Adopted Resolution 25-02

19. Consider approving the disposal of (5) five retired squad vehicles
20. Consider approval of marketing agreement with Club Prophet Systems
21. Consider approving new PepperBall policy for the Grand Rapids Police Department
22. Consider renewing support agreement with AVI Systems.
23. Consider approving the General Liability insurance coverage through the League of Minnesota Cities Insurance Trust.
24. Consider authorizing staff to request quotes for miscellaneous right-of-way work
25. Consider approving computer maintenance agreements for 2025 with Harris Computer Systems for \$34,985.79.
26. Consider accepting the resignation of Ashlee Lehner from the Arts & Culture Commission
27. Consider approving a resolution protecting the right of voters regarding the provision of utility service.

Adopted Resolution 25-03

28. Consider adopting a resolution authorizing an application to the MN Department of Iron Range Resources (IRRR) Public Works grant program for the IEDC Forge project.

Adopted Resolution 25-04

29. Consider approving the purchase of a John Deere Large Surface Mower
30. Consider approving resolutions Amending 2025 Special Revenue-Yanmar Arena Budget and 2025 Enterprise Fund-Pokegama Golf Course Budget.

Adopted Resolutions 25-05 & 25-06

- 31. Consider authorizing staff to solicit quotes for the annual stormwater basin cleaning project
- 32. Consider adopting a resolution setting a public hearing on the proposed vacation of a platted utility easement in the plat of Airport South Industrial Park – Phase 1.

Adopted Resolution 25-07

- 33. Consider authorizing the Police Department to host “The Best Backup” seminar offered by the Breach Point Company at a cost not to exceed \$6,412.

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

SET REGULAR AGENDA:

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

POLICE:

- 34. Consider adopting a resolution accepting a \$500 donation from Greenway Lions Club to support Grand Rapids Police Shop with a Hero Program.

Motion made by Councilor MacGregor, Second by Councilor Mertes to **adopt Resolution 25-08**, accepting donations for Shop with a Hero program. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

There being no further business, the meeting adjourned at 5:34 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk

DATE: 01/23/2025
 TIME: 11:25:24
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/27/2025

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
CITY WIDE		
0100072	AVI SYSTEMS INC	9,500.00
0309805	CIVICPLUS LLC	2,995.00
0401740	DATEL CONSULTING GROUP LLC	267.00
TOTAL CITY WIDE		12,762.00
ADMINISTRATION		
1205090	LEAGUE OF MINNESOTA CITIES	75.00
1301020	MADDEN GALANTER HANSEN, LLP	64.50
1805230	REESE RUBBER STAMP COMPANY	35.00
1900225	SEH	690.00
TOTAL ADMINISTRATION		864.50
BUILDING SAFETY DIVISION		
0118100	VESTIS GROUP INC	73.29
TOTAL BUILDING SAFETY DIVISION		73.29
COUNCIL/COMMISSION/BOARDS		
2305711	WESTERN MESABI MINE PLANNING	900.00
TOTAL COUNCIL/COMMISSION/BOARDS		900.00
FINANCE		
1309178	MINNESOTA GFOA TREASURER	140.00
1309330	MINNESOTA SOCIETY OF CPA'S	380.00
1309332	MN STATE RETIREMENT SYSTEM	5,879.19
TOTAL FINANCE		6,399.19
FIRE		
0100010	5 STAR PEST CONTROL &	300.00
0118661	ARROWHEAD REGIONAL FIRE FIGHTR	75.00
0301685	CARQUEST AUTO PARTS	5.30
TOTAL FIRE		380.30
INFORMATION TECHNOLOGY		
1600200	PDQ.COM CORP	4,016.25

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INVOICES DUE ON/BEFORE 01/27/2025

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
INFORMATION TECHNOLOGY		
	TOTAL INFORMATION TECHNOLOGY	4,016.25
PUBLIC WORKS		
0301685	CARQUEST AUTO PARTS	95.70
0315455	COLE HARDWARE INC	17.60
0315501	COMPASS MINERALS AMERICA, INC.	5,544.32
0421725	DUTCH ROOM INC	167.00
0601690	FASTENAL COMPANY	906.57
0920060	ITASCA COUNTY TREASURER	38.97
1209735	LITTLE FALLS MACHINE INC	8,546.66
1301026	MAIN STREET DESIGN INC	3,896.93
1303039	MCCOY CONSTRUCTION & FORESTRY	158.22
1315690	MORTON SALT	9,004.54
1415544	NORTHLAND PORTABLES	255.00
1421155	NUCH'S IN THE CORNER	78.00
1800655	R & R SPECIALTIES INC	394.95
1900225	SEH	650.00
1920555	STOKES PRINTING & OFFICE	40.04
2018560	TROUT ENTERPRISES INC	1,650.00
	TOTAL PUBLIC WORKS	31,444.50
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	226.14
0601690	FASTENAL COMPANY	160.98
	TOTAL FLEET MAINTENANCE	387.12
POLICE		
0116610	APPLIED CONCEPTS INC	150.00
0221650	BURGGRAF'S ACE HARDWARE	435.82
0415525	DONDELINGER DODGE	236.22
0421725	DUTCH ROOM INC	50.31
0718060	GRAND RAPIDS HERALD REVIEW	934.80
0809105	HIBBING CHRYSLER CENTER	87.00
0920059	ITASCA COUNTY SHERIFFS DEPT	10,000.00
0920060	ITASCA COUNTY TREASURER	38.97
1200500	L&M SUPPLY	19.99
1309032	MID STATES ORGANIZED CRIME	150.00
1415030	NAPA SUPPLY OF GRAND RAPIDS	23.30
1920233	STREICHER'S INC	1,612.93
	TOTAL POLICE	13,739.34

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INVOICES DUE ON/BEFORE 01/27/2025

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
RECREATION		
1901535	SANDSTROM'S INC	1,254.97
	TOTAL RECREATION	1,254.97
CENTRAL SCHOOL		
0221650	BURGGRAF'S ACE HARDWARE	8.99
1901535	SANDSTROM'S INC	75.85
	TOTAL	84.84
AIRPORT		
0315455	COLE HARDWARE INC	93.89
0318885	CRYOTECH DEICING TECHNOLOGY	23,750.70
0918550	IRON OAKES FENCE, LLC	750.00
1405530	NEO ELECTRICAL SOLUTIONS LLC	698.46
1608345	PHILS GARAGE DOOR	733.50
	TOTAL	26,026.55
CIVIC CENTER		
GENERAL ADMINISTRATION		
0221650	BURGGRAF'S ACE HARDWARE	62.95
0315455	COLE HARDWARE INC	71.62
0315495	COMMERCIAL REFRIGERATION	2,811.95
0805640	HERC-U-LIFT INC	162.15
1201430	LAKE SUPERIOR CUTTING EDGE LLC	250.00
1415482	NORTHERN FIRE SUPPRESSION INC	1,131.10
2000522	TNT CONSTRUCTION GROUP, LLC	3,480.00
2018225	TREASURE BAY PRINTING	239.00
	TOTAL GENERAL ADMINISTRATION	8,208.77
CEMETERY		
1200500	L&M SUPPLY	5.99
	TOTAL	5.99
GO ST RECON & CIP 2018A		

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INVOICES DUE ON/BEFORE 01/27/2025

VENDOR #	NAME	AMOUNT DUE

GO ST RECON & CIP 2018A		
2100265	U.S. BANK	146,568.75
	TOTAL	146,568.75
GO & ABATEMENT BOND 2019A		
2100265	U.S. BANK	109,840.00
	TOTAL	109,840.00
GO STREET RECONST BONDS 2020A		
2100265	U.S. BANK	155,931.25
	TOTAL	155,931.25
GO & ABATEMENT BOND 2021B		
2100265	U.S. BANK	323,775.00
	TOTAL	323,775.00
GO STREET RECONST BONDS 2023A		
2100265	U.S. BANK	135,075.00
	TOTAL	135,075.00
GO IMP BONDS 2009C		
0315515	COMPUTERSHARE TRUST CO, NA	374,672.50
	TOTAL	374,672.50
GO IMP, CIP & REFUNDING 2010A		
0315515	COMPUTERSHARE TRUST CO, NA	67,356.25
	TOTAL	67,356.25

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INVOICES DUE ON/BEFORE 01/27/2025

VENDOR #	NAME	AMOUNT DUE

GO IMP & RFNDING BONDS 2011B		
0315515	COMPUTERSHARE TRUST CO, NA	78,566.25
	TOTAL	78,566.25
GO IMPROVEMENT BONDS 2012A		
0315515	COMPUTERSHARE TRUST CO, NA	165,562.50
	TOTAL	165,562.50
GO IMPRV RECONST BONDS 2013B		
2100265	U.S. BANK	315,643.75
	TOTAL	315,643.75
GO IMP BONDS 2014A		
2100265	U.S. BANK	228,405.00
	TOTAL	228,405.00
GO IMPRV RECONST BONDS 2016A		
2100265	U.S. BANK	157,780.00
	TOTAL	157,780.00
GO IMPRV RECONST BONDS 2017A		
2100265	U.S. BANK	162,612.50
	TOTAL	162,612.50
TIF 1-8 LAKEWOOD APTS		
1201450	LAKEWOOD HEIGHTS APTS LLC	21,666.82
	TOTAL	21,666.82

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 01/27/2025

VENDOR #	NAME	AMOUNT DUE

TIF 1-6 OLD HOSPITAL BONDS		
2100265	U.S. BANK	47,137.50
	TOTAL	47,137.50
TIF 1-7 BLK 37 REDEVELOPMENT		
0718070	GRAND RAPIDS STATE BANK	7,193.66
	TOTAL	7,193.66
TIF 1-6 OLD HOSP HSING PAYGO		
0717989	GRAND PLAZA HOUSING	26,546.81
	TOTAL	26,546.81
TIF 1-10 RIVER HILLS APT		
1809793	RIVER HILLS OF GR LLC	35,938.44
	TOTAL	35,938.44
TIF 1-11 SAWMILL INN REDEVELOP		
0718068	GRAND RAPIDS SAWMILL	56,688.72
	TOTAL	56,688.72
TIF 1-13 UNIQUE OPPORTUNITIES		
2114354	UNIQUE OPPORTUNITIES	23,498.37
	TOTAL	23,498.37
MUNICIPAL ST AID MAINTENANCE		
	7TH AVE SE OVERLAY	
1900225	SEH	945.00
	TOTAL 7TH AVE SE OVERLAY	945.00

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INVOICES DUE ON/BEFORE 01/27/2025

VENDOR #	NAME	AMOUNT DUE
CAPITAL EQPT REPLACEMENT FUND		
	CAPITAL OUTLAY-POLICE	
1920150	STATT LLC	975.00
	TOTAL CAPITAL OUTLAY-POLICE	975.00
AIRPORT CAPITAL IMPRV PROJECTS		
	AP 2023-1 N BLDG TAXILANE REHB	
2000522	TNT CONSTRUCTION GROUP, LLC	19,928.03
	TOTAL AP 2023-1 N BLDG TAXILANE REHB	19,928.03
TAXIWAY A RECONSTRUCTION		
1900225	SEH	37,680.00
	TOTAL TAXIWAY A RECONSTRUCTION	37,680.00
2021 INFRASTRUCTURE BONDS		
	CP2020/FD-1 NEW FIRE HALL	
0210425	BJK INC	1,721.00
1321527	MUNICIPAL EMERGENCY SERVICES	1,500.00
	TOTAL CP2020/FD-1 NEW FIRE HALL	3,221.00
YANMAR ARENA CAPITAL IMP PJT		
	IRA CIVIC CENTER RENOVATION	
1900225	SEH	1,529.10
	TOTAL IRA CIVIC CENTER RENOVATION	1,529.10
2025 INFRASTRUCTURE BONDS		
	2024-1 SYLVAN BAY-PHASE 2	
0218115	BRAUN INTERTEC CORPORATION	7,945.00
1900225	SEH	41,724.65
	TOTAL 2024-1 SYLVAN BAY-PHASE 2	49,669.65
STORM WATER UTILITY		
0301685	CARQUEST AUTO PARTS	26.76
1205090	LEAGUE OF MINNESOTA CITIES	1,125.00
	TOTAL	1,151.76
TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$2,862,106.22		

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 01/27/2025

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL	APPROVAL	
PRIOR APPROVAL		
0100053	AT&T MOBILITY	4,188.68
0113105	AMAZON CAPITAL SERVICES	229.55
0119700	ASSOCIATION OF MN BUILDING	2,800.00
0301650	JEFF CARLSON	925.00
0305530	CENTURYLINK QC	259.00
0309600	CIRCLE K/HOLIDAY	930.80
0315543	CONSTELLATION NEWENERGY -GAS	4,396.32
0409655	TIMOTHY DIRKES	925.00
0504615	JUSTIN EDMUNDSON	925.00
0514730	ENTERPRISE FM TRUST	31,087.68
0605191	FIDELITY SECURITY LIFE	93.50
0609700	CARL EDWARD FISCHER	300.00
0718015	GRAND RAPIDS CITY PAYROLL	308,099.52
0718070	GRAND RAPIDS STATE BANK	65.00
0821715	SAMUEL HUSSMAN	925.00
0900060	ICTV	1,613.89
0920055	ITASCA COUNTY RECORDER	224.00
1201402	LAKE COUNTRY POWER	53.25
1201827	LAW ENFORCEMENT EXECUTIVE	2,385.00
1205090	LEAGUE OF MINNESOTA CITIES	20.00
1215250	LOFFLER COMPANIES INC	669.62
1301100	MOLLY MACGREGOR	98.00
1301145	MARCO TECHNOLOGIES, LLC	115.73
1301146	MARCO TECHNOLOGIES, LLC	325.15
1301262	BRIAN MATTSON	925.00
1309098	MINNESOTA MN IT SERVICES	460.71
1309256	MN MANAGEMENT & BUDGET	4,400.00
1309332	MN STATE RETIREMENT SYSTEM	2,070.00
1309357	STATE OF MINNESOTA	48.00
1309375	MINNESOTA UNEMPLOYMENT COMP FD	2,994.55
1315630	ASHLEY MORAN	925.00
1415026	MICHELLE NORRIS	925.00
1415479	NORTHERN DRUG SCREENING INC	95.00
1516220	OPERATING ENGINEERS LOCAL #49	125,555.00
1520720	KEVIN OTT	76.77
1615500	SHAUN POMPLUN	1,029.00
1618600	BRYCE PRUDHOMME	925.00
1621130	P.U.C.	52,831.91
1815225	JEFF DAVID ROERICK	925.00
1901325	ST CLOUD STATE UNIVERSITY	495.00
1901820	WILLIAM SAW	925.00
1903557	TROY SCOTT	925.00
1913344	HEATH SMITH	925.00
1921620	SUPERIOR USA BENEFITS CORP	159.00
2000100	TASC	35.55
2100265	U.S. BANK	500.00

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INVOICES DUE ON/BEFORE 01/27/2025

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2209665	VISA	7,936.74
2301700	WM CORPORATE SERVICES, INC	3,446.17
2305300	MATTHEW WEGWERTH	167.50
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$571,355.59
TOTAL ALL DEPARTMENTS		\$3,433,461.81



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

**POLICE COMMUNITY ADVISORY
 BOARD MEETING MINUTES**
Thursday, November 21, 2024
4:00 PM

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

SPECIAL MEETING:

CALL TO ORDER: Pursuant to due notice and call thereof, the Police Community Advisory Board will hold a regular meeting on Thursday November 21, 2024 at 4:00 PM in City Hall Council Chambers at 420 North Pokegama Avenue, Grand Rapids.

Meeting called to order at 4:04 PM

ROLL CALL:

PRESENT

Board Member Dan Butterfield
 Board Chair Stephen Connolly
 Board Member Tom Neustrom
 Board Member Wendy Uzelac
 Board Member Nikki Roberts
 Board Member Jessica Malmquist

ABSENT

Board Member Cassey Casteel

PUBLIC INPUT (if anyone wishes to address the Board): This is your opportunity to approach the Police Community Advisory Board and publicly comment and/or share a concern about your specific issue. We ask that you approach the podium and provide your name and address for the record. A timer will be set for 5 minutes of comment. We ask that members of the public not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the following proceedings of the board. This is not a dialog, debate, or back and forth with the board but if there is something that needs to be followed up on after the meeting, we and/or City staff will do so and report back to the Police Community Advisory Board if necessary.

Larrisa Lawson of Grand Rapids, MN. 55744

Spoke of interest on being on the Police Advisory Board.

SETTING THE AGENDA:

Motion by Board Member Neustrom second by Board Member Butterfield to approve the agenda as presented. All were in favor.

CORRESPONDENCE:

None

APPROVE MINUTES:

Motion by Board Member Butterfield, second by Board Member Neustrom to approve the minutes for September 19th, 2024. The following voted in favor thereof: Yea: Butterfield, Neustrom, Connelly, Roberts, Uzelac, Malmquist. Opposed: None.

1. Approval of the Minutes of September 19, 2024.

Motion made by Board Member Butterfield, Seconded by Board Member Neustrom to approve the minutes for September 19, 2024. Voting Yea: Board Member Butterfield, Board Chair Connelly, Board Member Neustrom, Board Member Casteel, Board Member Roberts, Board Member Uzelac, and Board Member Malmquist.

BUSINESS:

2. Explanation of PCAB Secretary Roles/Duties

Board Member Castell joined the meeting at 5:00PM.

Duties include that in the absences of the Chair and the Vice Chair the duties of the chair shall be performed by the secretary. All other duties will be completed by Police Department Staff.

3. Juvenile Justice

Discussion regarding the process of handling juvenile case files regarding possible placement whether that be criminal or environment.

4. Homeless Population and City Policies and Procedures pertaining to this.

Discussion regarding housing for homeless individuals in the area. Grace House currently is under construction (working towards additional bed space). Offers area hotels for housing currently.

5. Policy on being notified of community events

By contacting the Grand Rapids Police Department when your event will be taking place. We can then provide officers to assist with traffic or help in other areas of your event.

6. Upcoming Event:

-Shop With a Hero

Shop with a Hero December 15, 2024 on Sunday at Walmart starting at 9:00 AM in the garden center.

UPDATES:

Brooks Bachmann new hire as Grand Rapids Police Officer and Sean Smallen returned a an Officer.

TZD truck that GRPD received is out and working on the road. A huge thank you to Captain Ott for his time and efforts to making this happen.

ANNOUNCEMENTS:

Lights in the Pines 2nd year of making the Holidays brighter starts December 6th an 7th and continues every weekend until Christmas. Cost to drive through this year is \$10.00 a car.

Next meeting will be election of officers.

Setting of Dates for the year

SET AGENDA FOR NEXT MEETING:

Next regular meeting is scheduled for January 16th 2025.

ADJOURN:

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

ATTEST:

MEETINGS AND ATTENDANCE

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

BOARD MEMBERS AND TERM EXPIRATION

	Dan Butterfield	12/31/2026	Wendy Uzelac	12/31/2025
	Stephen Connolly	12/31/2026	Cassey Casteel	12/31/2024
	Tom Neustrom	12/31/2025	Nicolette	
Roberts	12/31/2024		Jessica Malmquist	12/31/2024



GRAND RAPIDS PUBLIC UTILITIES COMMISSION

MEETING MINUTES

Wednesday, November 27, 2024

4:00 PM

President Stanley called the meeting to order at 4:10PM

CALL OF ROLL:

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

OTHERS: Julie Kennedy, Jean Lane, Steve Mattson, Mike LeClaire, Chad Troumbly, Megan Sjostrand

PUBLIC FORUM:

No one from the public was present.

APPROVAL OF MINUTES:

1. Consider a motion to approve the October 9, 2024 Work Session Minutes, the October 30, 2024 Special Meeting Minutes and October 30, 2024 Joint Meeting with City Council Minutes.

Motion made by Commissioner Smith, Seconded by Commissioner Adams to approve the October 9, 2024 Work Session Minutes, the October 30, 2024 Special Meeting Minutes and October 30, 2024 Joint Meeting with City Council Minutes. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

VERIFIED CLAIMS:

2. Consider a motion to approve \$1,090,762.31 verified claims for October and November 2024.

Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve \$1,090,762.31 verified claims for October and November 2024. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

COMMISSION REPORTS:

None.

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

President Stanley requested item #7 be removed from the consent agenda and placed on the regular agenda. Motion made by Secretary Francisco, Seconded by Commissioner Saxhaug to approve the consent agenda as amended with item #7 now being item #20a.

3. Consider a motion to confirm filling the Wastewater Operations Director vacancy with the preferred candidate, Mr. Stephen Langer; and

Consider a motion to declare a Maintenance II vacancy exists and authorize the internal posting and external advertising, if needed, for the position.

Approved on consent agenda.

4. Consider a motion to confirm the hiring of Vicki Probst as a temporary part-time Administrative Assistant-Customer Service Representative.

Approved on consent agenda.

5. Consider a motion to ratify the procurement contract with Saiger's Steam Clean for ceramic and epoxy floor cleaning for \$5,067.62.

Approved on consent agenda.

6. Consider a motion to authorize the disposal of surplus computer and related accessories property.

Approved on consent agenda.

7. ~~Consider a motion to authorize the sale of surplus vehicles to Enterprise or at an auction.~~

Removed from consent agenda and moved to section #20a for further discussion.

8. Consider a motion to approve the 2024 December semi-annual write off of \$9,337.68 uncollectible accounts receivable.

Approved on consent agenda.

9. Consider a motion to ratify the procurement contract with Greenshades Software LLC for \$2,067.50 to provide professional services for end-of-year payroll processes.

Approved on consent agenda.

10. Consider a motion to ratify the Master Services Agreement, the Digital Estate Roadmapping Statement of Work, and the Intune Statement of Work with Emergent Software for professional services for IT project management for an amount not to exceed \$16,500.

Approved on consent agenda.

11. Consider a motion to ratify the procurement contract with InGensa, Inc. in the amount of \$4,500 for professional services for project management of the building security upgrade project.

Approved on consent agenda.

12. Consider a motion to ratify the procurement contract with Minnesota Power for the Tioga Substation System Impact Study for \$5000.

Approved on consent agenda.

13. Consider a motion to approve the procurement contract with Their Well Company for the rehabilitation of well number 4 for \$30,800 and authorize the General Manager to sign the contract.

Approved on consent agenda.

14. Consider a motion to ratify the procurement contract with Tech Sales Co for the purchase of a magnetic flow meter for the salt brine system at the WTP for \$4,183.52.

Approved on consent agenda.

15. Consider a motion to ratify the procurement contract with Martin's Snowplow and Equipment for a snow plow for truck 71 for the WWTP for \$11,564.44.

Approved on consent agenda.

16. Consider a motion to approve the procurement contract with Baldwin Supply Company for one gearbox for the custom screw conveyor in the WWT solids process building for \$33,978.48 and authorize the General Manager to sign the contract.

Approved on consent agenda.

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

Motion made by Commissioner Adams, Seconded by Commissioner Smith to approve the regular agenda as presented with the addition of #20a. Voting Yea: Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

SAFETY REPORT:

17. Review Safety Monthly Report

Reviewed Safety Monthly Report

ADMINISTRATION:

18. Review the proposed dates and times for the 2025 Commission meetings.

Reviewed the proposed dates and times for the 2025 Commission meetings.

BUSINESS SERVICES DEPARTMENT:

19. Consider a motion to approve the 2024 audit statement of work with Clifton Larson Allen (CLA LLP) for \$31,800, plus a 5% technology and client support fee, and to authorize the General Manager and a Commissioner to sign the contract.

Motion made by Secretary Francisco, Seconded by Commissioner Adams to approve the 2024 audit statement of work with Clifton Larson Allen (CLA LLP) for \$31,800, plus a 5% technology and client support fee, and to authorize the General Manager and a Commissioner to sign the contract. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

ELECTRIC DEPARTMENT:

- 20. Review Electric Utility Monthly Report

Reviewed Electric Utility Monthly Report

- 20 a. Consider a motion to authorize the sale of surplus vehicles to Enterprise or at an auction.

Motion made by Commissioner Adams, Seconded by Commissioner Saxhaug to authorize the sale of surplus vehicles to Enterprise or at an auction. Voting Yea: President Stanley, Secretary Francisco, Commissioner Saxhaug, Commissioner Smith, Commissioner Adams

WATER AND WASTEWATER DEPARTMENT:

- 21. Review Water Utility Monthly Report

Reviewed Water Utility Monthly Report

- 22. Review Wastewater Utility Monthly Report

Reviewed Wastewater Utility Monthly Report

DEPARTMENT HEAD REPORT:

- 23. Information Systems Department Head Presentation

Information Systems Department Manager Mike LeClaire gave the Department Head Presentation

ADJOURNMENT:

There being no further business, the meeting adjourned at 4:47 PM.

Respectfully submitted,



Megan Sjostrand



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

ARTS & CULTURE COMMISSION
MEETING MINUTES
Tuesday, December 03, 2024
3:45 PM

CALL TO ORDER:

The meeting was called to order by Commission Chair Hedlund at 3:45pm.

ROLL CALL:

PRESENT

- Commissioner Ed Zabinski
- Commissioner Jennifer Gorman
- Commissioner Kari Hedlund
- Commissioner Myrna Peterson
- Commissioner Amanda Lamppa
- Commissioner Sara Slaubaugh
- MacRostie Interim Liaison, Art Shop Manager, Caleb Christiansen

ABSENT

- Commissioner Aaron Squadroni
- Commissioner Angie Miskovich
- Commissioner Derek Fox
- City Administrator Tom Pagel

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

None

SETTING THE AGENDA:

Motion made by Commissioner Peterson, Seconded by Commissioner Gorman to add Agenda Items 4A, Children's Light Drawings and 4B, Commissioner Terms. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Lamppa, Commissioner Slaubaugh

CORRESPONDENCE:

None.

APPROVE MINUTES:

1. November 12, 2024

Motion made by Commissioner Gorman, Seconded by Commissioner Zabinski to approve the November 12, 2024, Minutes. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Lamppa, Commissioner Slaubaugh

FINANCIALS:

2. No Change from October to November Financials

Motion made by Commissioner Gorman, Seconded by Commissioner Peterson to approve that there were no changes to the November Financials. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Lamppa, Commissioner Slaubaugh

BUSINESS:

3. Mayor's Art Award

The Mayor's Art Award voting was recently closed and Caleb Christiansen told the Arts & Culture Commission that the Itasca Life Options was the winner. Chair Hedlund will talk to the Mayor and Commissioner Slaubaugh will let Itasca Life Options know that they won. The Arts & Culture Commission is hoping to present the award at the last City Council meeting in December.

Motion made by Commissioner Peterson, Seconded by Commissioner Zabinski to accept the results of the social media voting for the Mayor's Art Award as Itasca Life Options and pay for their name plaque to be affixed on their blue pinecone award. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Lamppa, Commissioner Slaubaugh

4. MacRostie Invoice

City Administrator Tom Pagel received the MacRostie invoice for 2024 administrative services of \$4,500.00.

Motion made by Commissioner Zabinski, Seconded by Commissioner Lamppa to pay invoice #665 billed to the Arts & Culture Commission from the MacRostie Art Center for 2024 Administrative Duties for \$4,500.00. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Lamppa, Commissioner Slaubaugh

- 4A. Children's Light Drawings

The Commission would like to do some research on the possible costs of having children's art as Christmas Decorations in 2025. This has the potential of being an annual event.

- 4B. Commissioner's Terms

Commissioners Squadroni and Miskovich have terms that are expiring. They need to renew via email the City Clerk if they haven't already. Commissioner Zabinski's term is also expiring but can't serve another term. The Arts & Culture Commission thanked him for his service through the years. Therefore, the Arts & Culture Commission will be short at least one commissioner and needs to reach out to other possible entities such as the Reif, the School District, the GR Arts Board or the Business Community for possible contacts to fill the vacancy.

UPDATES:

5. NE Neighborhood Art Project

At this time there are no updates.

6. Blandin Mural

Commissioner Gorman is working on collaborating with District 318 for the printing of the murals. She will have a conversation with them and may find ways to get kids involved.

ANNOUNCEMENTS:

Commissioner Chair Hedlund announced that she would like to have a worksession in February that would replace the regular meeting. The purpose would be to go over, condense and/or edit down some of the Commission's original goals, objectives and principles.

Commissioner Peterson let the Commission know that Lights in the Pines was doing well as sales were 900. She also said that there is a Mobility Mania event planned to take place at the Judy Garland Festival on June 21st. The event will try to break the record of dancing wheelchairs to the music of "Somewhere Over the Rainbow". She would like to add this to the January Agenda and there may be a request for sponsorship from the Arts and Culture Commission.

SET AGENDA FOR NEXT MEETING:

BUSINESS:

3. Children's Light Drawings
4. Commissioner Terms
5. February Worksession Planning

UPDATES:

6. NE Neighborhood Art Project
7. Blandin Mural
8. Mobility Mania Event at Judy Garland Festival

ADJOURN:

Motion made by Commissioner Zabinski, Seconded by Commissioner Gorman to adjourn at 4:37pm. Voting Yea: Commissioner Zabinski, Commissioner Gorman, Commissioner Hedlund, Commissioner Peterson, Commissioner Lamppa, Commissioner Slaubaugh

Commissioner Hedlund thanked Commissioner Zabinski for all of his years of service.
Respectfully submitted by Cynthia Lyman



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27th, 2025

AGENDA ITEM: Consider approving the final pay estimate for CP 2023-1, N Taxilane Reconstruction in the amount of \$19,928.03, change order 2 and balancing change order 3.

PREPARED BY: Matt Wegwerth

BACKGROUND:

Attached is the final pay estimate, change order 2 in the amount of \$15,180.00 and balancing change order 3. Change order 2 is for the extension of valley gutter to provide adequate drainage and balancing change order 3 is an accounting device to adjust the contract amount to equal the as built amount. The original contract amount was \$496,216.55 and the final contract amount is \$489,983.25. Approval of these items will close out the project.

REQUESTED COUNCIL ACTION:

Make a motion to approve the final pay estimate for CP 2023-1, N Taxilane Reconstruction in the amount of \$19,928.03, change order 2 and balancing change order 3.



**Application for Payment
(Unit Price Contract)
No. 3**

Eng. Project No.: GRAIT 171290

Location: Grand Rapids-Itasca County Airport

Contractor TNT Construction Group, LLC

Contract Date April 24, 2023

40 County Road 63

Pay This Amount	19,928.03
-----------------	-----------

Grand Rapids, MN 55744

Contract Amount \$ 496,216.55

Contract for 2023 North Taxilanes Reconstruction

Application Date 11/13/24

For Period Ending 10/16/24

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
Base Bid - Schedule A (Eligible) - Taxilanes Reconstruction						
C-105	Mobilization	LS	1	1	54,672.00	\$54,672.00
C-100	Contractor Quality Control Program	LS	1	1	7,500.00	\$7,500.00
70-08	Traffic Provisions / Airport Security &	LS	1	1	4,250.00	\$4,250.00
50-07	Construction Layout & Staking	LS	1	1	6,500.00	\$6,500.00
C-102	Maintenance & Restoration of Haul	LS	1	1	2,000.00	\$2,000.00
C-102	Silt Fence (Type Preassembled),	LF	1635	1635	3.75	\$6,131.25
C-102	Inlet Protection (Type B), Including	EA	1	1	140.00	\$140.00
P-101	Remove Bituminous Pavement (Full	SY	3625	3659	1.95	\$7,135.05
P-101	Sawing Bituminous Pavement (Full	LF	470	690	4.00	\$2,760.00
P-101	Remove Concrete Valley Gutter	LF	375	363	5.00	\$1,815.00
P-152	Unclassified Excavation (EV)	CY	1720	1770	16.00	\$28,320.00
P-152	Subgrade Over-Excavation (EV)	CY	260	357	15.50	\$5,533.50
P-152	Subgrade Preparation	SY	4045	3845	0.75	\$2,883.75
P-208	Aggregate Base Course (CV)	CY	890	990	60.00	\$59,400.00
P-401	Bituminous Surface Course (PG 58-	TON	355	327	126.00	\$41,202.00
P-603	Bituminous Tack Coat	GAL	200	166	5.00	\$830.00
P-401	Bituminous Base Course (PG 58-28)	TON	355	243	126.00	\$30,618.00
P-401	Bituminous Patching Special	SY	25	42	100.00	\$4,200.00
32 16 20	Concrete Valley Gutter	LF	375	364	33.00	\$12,012.00
P-620	Pavement Markings (Yellow)	SF	35	0	5.00	
T-905	Select Topsoil Borrow (Obtained Off-	CY	100	50	0.01	\$0.50
T-901	Turf Establishment (Brillion), Including	LS	1	1	8,000.00	\$8,000.00
Base Bid - Schedule B (Ineligible) - Taxilanes Reconstruction						
P-101	Remove Bituminous Pavement (Full	SY	1935	1956	1.95	\$3,814.20
P-101	Sawing Bituminous Pavement (Full	LF	250	369	4.00	\$1,476.00
P-101	Remove Concrete Valley Gutter	LF	200	194	5.00	\$970.00
P-152	Unclassified Excavation (EV)	CY	920	920	16.00	\$14,720.00
P-152	Subgrade Over-Excavation (EV)	CY	140	191	15.50	\$2,960.50
P-152	Subgrade Preparation	SY	2160	2055	0.75	\$1,541.25
P-208	Aggregate Base Course (CV)	CY	475	533	60.00	\$31,980.00
P-401	Bituminous Surface Course (PG 58-	TON	190	175	126.00	\$22,050.00
P-603	Bituminous Tack Coat	GAL	105	89	5.00	\$445.00
P-401	Bituminous Base Course (PG 58-28)	TON	190	130	126.00	\$16,380.00
P-401	Bituminous Patching Special	SY	15	23	100.00	\$2,300.00
32 16 20	Concrete Valley Gutter	LF	200	195	33.00	\$6,435.00
Alternate 1 - Schedule C (Eligible) - Taxilane Extension						

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
50-07	Construction Layout & Staking	LS	1	1	1,200.00	\$1,200.00
C-102	Silt Fence (Type Preassembled),	LF	710	658	3.75	\$2,467.50
P-101	Sawing Bituminous Pavement (Full	LF	170	294	4.00	\$1,176.00
P-152	Unclassified Excavation (EV)	CY	1160	1160	15.50	\$17,980.00
P-152	Subgrade Over-Excavation (EV)	CY	175	175	15.50	\$2,712.50
P-152	Subgrade Preparation	SY	1135	1068	0.75	\$801.00
P-154	Select Granular Borrow (CV)	CY	755	712	28.00	\$19,936.00
P-208	Aggregate Base Course (CV)	CY	175	178	70.00	\$12,460.00
P-401	Bituminous Surface Course (PG 58-	TON	120	125	126.00	\$15,750.00
P-603	Bituminous Tack Coat	GAL	50	50	5.00	\$250.00
P-401	Bituminous Base Course (PG 58-28)	TON	120	138	126.00	\$17,388.00
P-620	Pavement Markings (Yellow)	SF	190	0	5.00	
T-905	Select Topsoil Borrow (Obtained Off-	CY	30	25	0.01	\$0.25
T-901	Turf Establishment (Brillion), Including	LS	1	1	2,500.00	\$2,500.00
Total Contract Amount						\$485,596.25
Change Order No. 1 - Bituminous Surface Course Mix Changes						(\$10,793.00)
Change Order No. 2 - Additional Concrete Valley Gutter						\$15,180.00
Total Contract Amount + Change Orders						\$489,983.25

Application for Payment (continued)

Total Contract Amount	\$ <u>496,216.55</u>	Total Amount Earned	\$ <u>489,983.25</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: <u>307,693.84</u>	AFP No. 6: _____	GROSS AMOUNT DUE	\$ <u>489,983.25</u>
AFP No. 2: <u>162,361.38</u>	AFP No. 7: _____	LESS <u>0</u> % RETAINAGE	\$ _____
AFP No. 3: _____	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ <u>489,983.25</u>
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ <u>470,055.22</u>
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ <u>19,928.03</u>

CONTRACTOR'S AFFIDAVIT

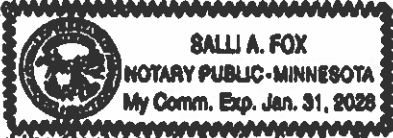
The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2023 North Taxilanes Reconstruction, Grand Rapids-Itasca County Airport, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date 1/2, 2025 TNT Construction Group, LLC
(Contractor)

COUNTY OF Hasca)
STATE OF Minnesota) SS By [Signature] Project Manager
(Name and Title)

Before me on this 2nd day of January, 2025, personally appeared _____
_____ known to be, who being duly sworn did depose and say that he is the _____ (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires 1/31/28



[Signature]
(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due

[Signature]

Short Elliott Hendrickson Inc.
By Lindsay Reidt
Date 1/6/25

[Signature]

City of Grand Rapids
By MATT WEGWERTIT
Date 1/14/2025



Building a Better World
for All of Us®

CHANGE ORDER

Grand Rapids-Itasca County Airport (GPZ)

November 13, 2024

OWNER

DATE

AIP No. 3-27-0037-029-2023

2

OWNER'S PROJECT NO.

CHANGE ORDER NO.

2023 North Taxilanes Reconstruction

GRAIT 171290/172841 71.50

PROJECT DESCRIPTION

SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

After the surface course of bituminous pavement was paved in the summer of 2024, during rain events, two large puddles formed at the interfaces of the new and existing pavements at the north end of the project site. It was decided that the best solution was to extend the concrete valley gutter to the north and along the new taxilane extension.

Purpose of Change Order:

The existing pavements adjacent to the new pavements had variable grades and elevations which made tying into them while maintaining adequate drainage difficult. These puddles would not drain themselves and relied on the sun and wind to dry them up. These puddles were up to 1" dep and would create large areas of ice during the winter.

Basis of Cost: Actual Estimated

Attachments (list supporting documents)

1. Change Order Memorandum
2. Change Order Signature Form (This document)
3. Engineer's Estimate of Probable Costs
4. Contractor's Pricing
5. Sponsor's Cost Reasonableness Letter
6. Plan Drawings of Additional Concrete Valley Gutter

Contract Status

Original Contract

Time

Cost

Net Change Prior C.O.'s 0 to 2

28 Days

\$496,216.55

Change this C.O.

0 Days

(\$10,793.00)

Revised Contract

0 Days

\$15,180.00

28 Days

\$500,603.55

Recommended for Approval: Short Elliott Hendrickson Inc. by

Lindsay Reidt
Lindsay Reidt, PE (Lic. MN)

Shane Feltus PM
BY TNT Construction

Mark [Signature]
BY Grand Rapids-Itasca County Airport

Project Manager
TITLE

PUBLIC WORKS DIR
TITLE

[https://sehinc.azure.sharepoint.com/teams/airportplanninganddesign/shared documents/general/c reporting/outstate/direct/ph 3/docs/changes/calco 02 - soil correction/working docs/2-co-2 signature form.docx](https://sehinc.azure.sharepoint.com/teams/airportplanninganddesign/shared%20documents/general%20reporting/outstate/direct%20ph%203/docs/changes/calco%20-%20soil%20correction/working%20docs/2-co-2%20signature%20form.docx)



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MEMORANDUM

TO: Gaven O’Hair, PE, FAA Program Manager

FROM: Lindsay Reidt, PE (Lic. MN)

DATE: November 13, 2024

RE: Change Order 2 - 2023 North Taxilanes Reconstruction, Grand Rapids-Itasca County Airport (GPZ)
SEH No. GRAIT 171290/172841 14.00

The following information is requested as part of Appendix B of Airport Standard Operating Procedures 7.00 Standard Operating Procedures for Airport Improvement Program Construction Project Change Orders, and according to FAA Order 5100.38.

1. **General Change Order Information:** Change Order No. 2 is for costs related to installing additional concrete valley gutter to improve surface drainage of existing pavements.
2. **Airport Name:** Grand Rapids-Itasca County Airport (GPZ) – Grand Rapids, Minnesota
3. **AIP Grant Number:** 3-27-0037-029-2023
4. **Project Description:** Reconstruction of north hangar area taxilane pavement – 2023 North Taxilanes Reconstruction.
5. **Contract Identifier:** TNT Construction
6. **Change Order Sequence Number:** Change Order No. 2
7. **Description of Construction Change Order:** After the surface course of bituminous pavement was paved in the summer of 2024, during rain events, two large puddles formed at the interfaces of the new and existing pavements at the north end of the project site. It was decided that the best solution was to extend the concrete valley gutter to the north and along the new taxilane extension.
8. **Justification for the Construction Change Order:** The existing pavements adjacent to the new pavements had variable grades and elevations which made tying into them while maintaining adequate drainage difficult. These puddles would not drain themselves and relied on the sun and wind to dry them up. These puddles were up to 1" dep and would create large areas of ice during the winter.
9. **Cost Reasonableness:** The cost proposal provided by TNT Construction is considered reasonable using unit price comparative analysis or bid pricing. The work under this change order will be a lump sum addition.
10. **Consequences of Change Order Attachment:**
 - a. **Contract Time and Schedule:** There are no additional days of contract time allocated for the change.
 - b. **Contract Amount:** The following table summarizes the original contract value, cost breakdown, and the cumulative contract value to-date:

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Memorandum
November 13, 2024
Page 2

Table 1 – Consequences of Change Order Attachment (Construction)

Contract Status	Time	Cost
<i>Original Contract</i>	<i>28 Days</i>	<i>\$496,216.55</i>
<i>Net Change Prior to Change Order 2</i>	<i>0 Days</i>	<i>(\$10,793.00)</i>
<i>Changes for Change Order 2</i>	<i>0 Days</i>	<i>\$15,180.00</i>
Revised Construction Contract	28 Days	\$500,603.55

- c. **Additional Effects:** Change Order No. 2 does not affect other costs such as engineering, construction management, or inspection.
11. **Conformance to AIP Standards and Regulations:** All changes included in this change order include the following:
- All FAA design and construction standards have been met.
 - Procurement standards for this project are unchanged.
 - The changes do not affect the contractor's requirement to abide by the Buy American provisions.
 - No DBE requirements are affected.
12. **Supporting Documentation:** Additional documentation provided:
- Change Order Memorandum (This document)
 - Change Order Signature Form
 - Engineer's Estimate of Probable Costs
 - Plan Drawings of Additional Concrete Valley Gutter
13. **Sketches/Diagrams/Drawings:** Additional plan and profile drawings for the additional concrete valley gutter. Included as an attachment in this packet.
14. **Revised CSPP:** The changes included in this change order do not require a modification to the Airfield CSPP.
15. **Other Information as Requested by FAA Specialist:** None have been noted.

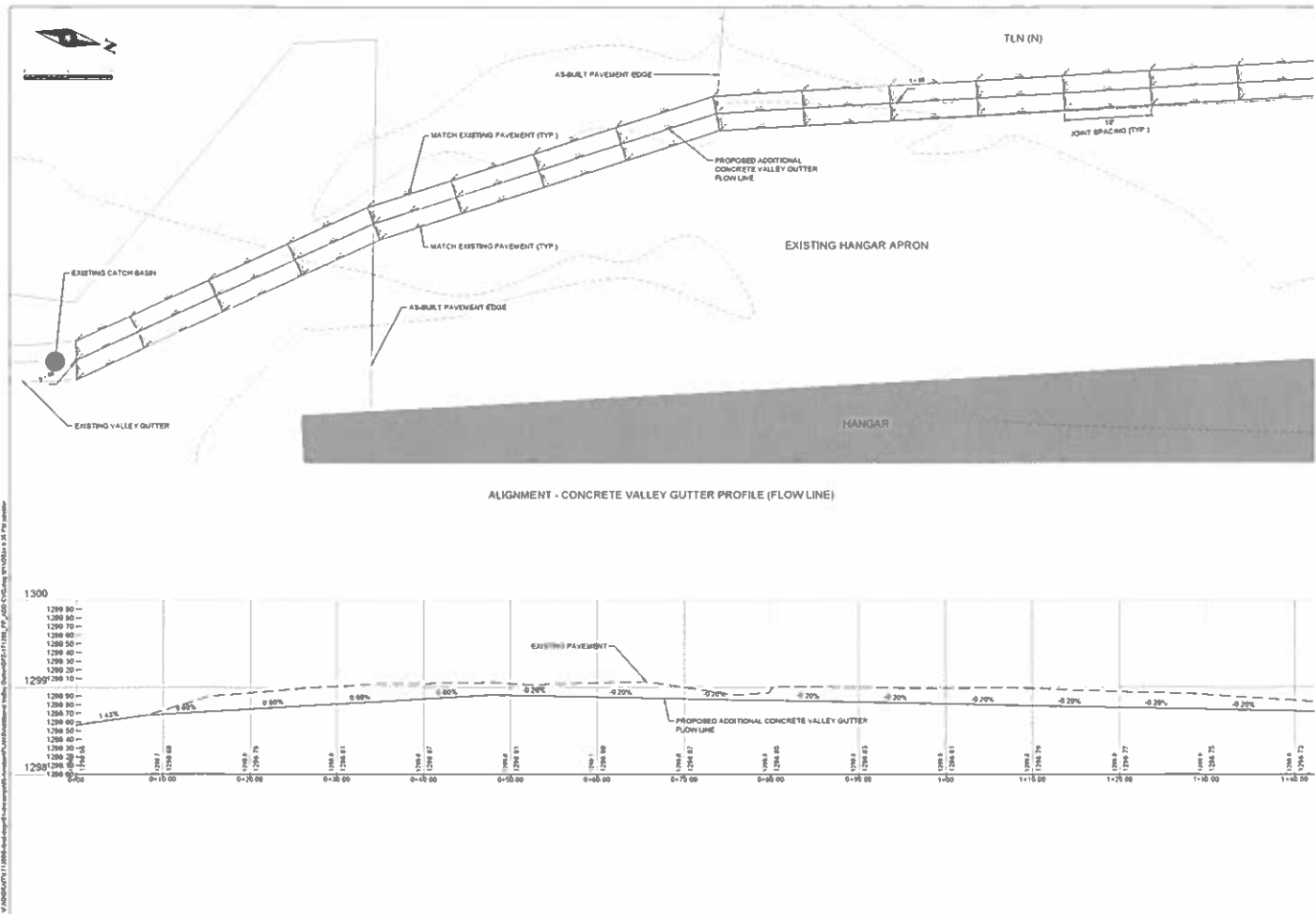
Attachments:

- Change Order Memorandum (This document)
- Change Order Signature Form
- Engineer's Estimate of Probable Costs
- Plan Drawings of Additional Concrete Valley Gutter

**GRAND RAPIDS-ITASCA COUNTY AIRPORT (GPZ)
GRAND RAPIDS, MINNESOTA
ENGINEER'S OPINION OF PROBABLE COST
2023 NORTH TAXILANES RECONSTRUCTION
CHANGE ORDER NO. 02 - ADDITIONAL CONCRETE VALLEY GUTTER
SEH NO. GRAIT 171290/172841**

Taxilanes Reconstruction

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	ESTIMATED TOTAL
	Mobilization	LS	1	\$1,500.00	\$1,500.00
	Construction Layout and Staking	LS	1	\$1,000.00	\$1,000.00
P-101	Remove Bituminous Pavement (Full Depth)	SY	105	\$6.00	\$630.00
P-101	Sawing Bituminous Pavement (Full Depth)	LF	240	\$4.00	\$960.00
32 16 20	Concrete Valley Gutter	LF	230	\$50.00	\$11,500.00
ESTIMATED TOTAL					\$15,590.00



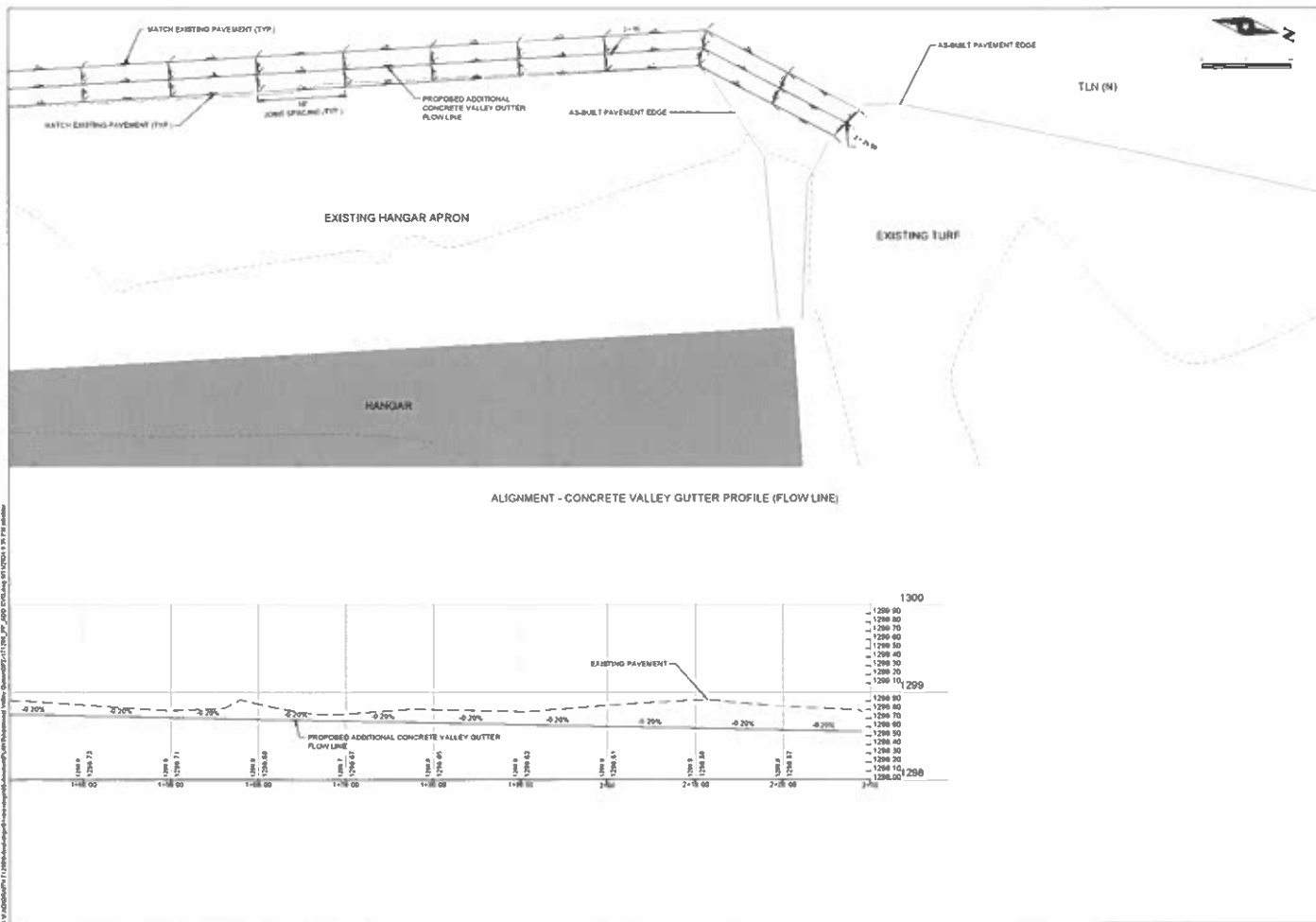
SEH

ORLANDO RAVENHAWK COUNTY AIRPORT
 2023 MODERNIZATION
 RECONSTRUCTION
 GRAND HANGAR, WAREHOUSE 1A

PROJECT NO. 2023-001
 SHEET NO. C4.04
 DATE: 08/15/23

1" = 100'

1" = 10'



SEH

GRAND RAPIDS/HASC COUNTY AIRPORT
2023 NORTH AVIATION
RECONSTRUCTION
GRAND RAPIDS, MICHIGAN

PROJECT NO. 2023-011
SHEET NO. C4.05

**STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER**

SP	A3101-101	AIP Proj. No.	3-27-0037-029-2023	CO No.	3
Project Location Grand Rapids – Itasca County Airport					
Local Agency City of Grand Rapids			Local Project No.		
Contractor TNT Construction Group, LLC			Contract No. 1		
Address/City/State/Zip 501 West County Road #63, Grand Rapids, MN 55744					
Total Change Order Amount \$ \$6,233.30					

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions:

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

Contract Amount = \$496,216.55 Final Amount = \$489,983.25

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>					
Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
P-101	REMOVE BIT PAVEMENT, FULL DEPTH	SY	\$1.95	+34	+\$66.30
P-101	SAWING BIT PAVEMENT, FULL DEPTH	LF	\$4.00	+220	+\$880.00
P-101	REMOVE CONCRETE VALLEY GUTTER	LF	\$5.00	-12	-\$60.00
P-152	UNCLASSIFIED EXCAVATION (EV)	CY	\$16.00	+50	\$800.00
P-152	SUBGRADE OVER-EXCAVATION (EV)	CY	\$15.50	+97	+\$1,503.50
P-152	SUBGRADE PREPARATION	SY	\$.75	-200	-\$150.00
P-208	AGGREGATE BASE COURSE (CV)	CY	\$60.00	+100	+\$6,000.00
P-401	BIT SURFACE COURSE (PG 58-28)	TON	\$126.00	-28	-\$3,528.00
P-603	BIT TACK COAT	GAL	\$5.00	-34	-\$170.00
P-401	BIT BASE COURSE (PG 58-28)	TON	\$126.00	-112	-\$14,112.00
P-401	BIT PATCHING SPECIAL	SY	\$100.00	+17	+\$1,700.00
32 16 20	CONCRETE VALLEY GUTTER	LF	\$33.00	-11	-\$363.00
P620	PAVEMENT MARKING	SF	\$5.00	-35	-\$175.00
T-905	SELECT TOPSOIL BORROW	CY	\$.01	-50	-\$0.50
P-101	REMOVE BIT PAVEMENT, FULL DEPTH	SY	\$1.95	+21	+\$40.95
P-101	SAWING BIT PAVEMENT, FULL DEPTH	LF	\$4.00	+119	+\$476.00
P-101	REMOVE CONCRETE VALLEY GUTTER	LF	\$5.00	-6	-\$30.00
P-152	SUBGRADE OVER-EXCAVATION (EV)	CY	\$15.50	+51	+\$790.50
P-152	SUBGRADE PREPARATION	SY	\$.75	-105	-\$78.75

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

P-208	AGGREGATE BASE COURSE (CV)	CY	\$60.00	+58	+\$3,480.00
P-401	BIT SURFACE COURSE (PG 58-28)	TON	\$126.00	-15	-\$1,890.00
P-603	BIT TACK COAT	GAL	\$5.00	-16	-\$80.00
P-401	BIT BASE COURSE (PG 58-28)	TON	\$126.00	-60	-\$7,560.00
P-401	BIT PATCHING SPECIAL	SY	\$100.00	+8	+\$800.00
32 16 20	CONCRETE VALLEY GUTTER	LF	\$33.00	-5	-\$165.00
C-102	SILT FENCE	LF	\$3.75	-52	-\$195.00
P-101	SAWING BIT PAVEMENT, FULL DEPTH	LF	\$4.00	+124	+\$496.00
P-152	SUBGRADE PREPARATION	SY	\$.75	-67	-\$50.25
P-154	SELECT GRANUALR BORROW	CY	\$28.00	-43	-\$1,204.00
P-208	AGGREGATE BASE COURSE (CV)	CY	\$70.00	+3	+\$210.00
P-401	BIT SURFACE COURSE (PG 58-28)	TON	\$126.00	+5	+\$630.00
P-401	BIT BASE COURSE (PG 58-28)	TON	\$126.00	+18	+\$2,268.00
P-620	PAVEMENT MARKING	LF	\$5.00	-190	-\$950.00
T-905	SELECT TOPSOIL BORROW	CY	\$.01	-5	-\$0.05
	CHANGE ORDER 1				-\$10,793.00
	CHANGE ORDER 2				\$15,180.00
Net Change					-\$6,233.30

***Group/Funding category is required for Federal Aid projects*

Approved by Project Engineer:  Date: 1-14-2025
 Print Name: **Matt Wegwerth, PE** Phone: (218) 326-7625

Approved by Contractor: Shane Feltus PM Date: 1/8/2025
 Print Name: **Shane Feltus** Phone: (218) 244-7954

Distribution: Project Engineer (Original), Contractor (copy), DSAE (copy for funding review)

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: Federal Funding State Aid Funding Local funds

District State Aid Engineer: _____ Date: _____



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider Voiding Lost Accounts Payable Check and Issue a Replacement Check.

PREPARED BY: Laura Pfeifer

BACKGROUND:

Accounts payable check #158312 issued to MacQueen Emergency Group on October 29, 2024 for \$2,130.00 is lost. An authorized representative of payee has completed the required Affidavit of Lost Check.

REQUESTED COUNCIL ACTION:

Make a motion to void lost accounts payable check #158312, issue a new check and waive bond requirements for the check issued to MacQueen Emergency Group in the amount of \$2,130.00.

AFFIDAVIT

STATE OF) Minnesota

) SS

COUNTY OF) Itasca

MacQueen Emergency Group, being first duly sworn on oath, states that he/she resides at **1125 7th Street SE, St. Paul, MN, 55106** and that he/she is the payee named in a check number **158312**, issued to **MacQueen Emergency Group**, drawn by **City of Grand Rapids** dated **October 29, 2024**, for the sum of **\$2,130.00**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

Accounts Payable lost check

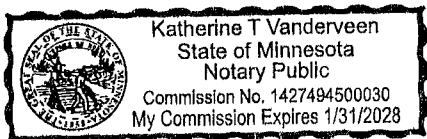
I am making this Affidavit in conjunction with my request that the **City of Grand Rapids** issue a duplicate check. I understand that I make this Affidavit under oath and that I may be subject to criminal penalty if my statements in this Affidavit are false.

SIGNED Madd Z. P. [Signature]

Subscribed and sworn to before me

This 17 day of January, 2025

[Signature]
Notary Public





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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider 2025 Pay and Status Change for Non-Represented Part-Time and Trainee Hospital Security Officers.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

In December, the City Council approved 2025 wage increases of 3.0% cost of living adjustment (COLA) and adopted a Resolution Establishing Compensation for City of Grand Rapids Non-Represented Employees. A few non-represented Part-Time and Trainee Hospital Security Officers were inadvertently left off the proposed 2025 salary adjustment worksheet.

We are requesting approval for the following to receive their 2025 wage increase of 3.0% cost of living adjustment. In addition, we are requesting authorization to reclassify two of the staff from the classification of Trainee (8GT) to the classification of Part-Time (8GI) as follows:

2025 3% COLA

Gregg Deutsch, Part-Time Hospital Security Officer, classified as 8GI, 2025 3% COLA increase, effective January 1, 2025.

Robert Sanders, Part-Time Hospital Security Officer, classified as 8GI, 2025 3% COLA increase, effective January 1, 2025.

Heather McNally, Hospital Security Officer Trainee, classified as 8GT, 2025 3% COLA increase, effective January 5, 2025, which is her hire date.

2025 3% COLA AND RECLASSIFICATION

Ricky Moen, from Trainee, 8GT, to Part-Time Hospital Security Officer, 8GI, and 2025 3% COLA increase, effective January 1, 2025.

Conley Janssen, from Trainee, 8GT, to Part-Time Hospital Security Officer, 8GI, and 2025 3% COLA increase, effective January 1, 2025.

REQUESTED COUNCIL ACTION:

Make a motion to approve a 2025 3% COLA increase for staff as listed above; and approve the 2025 3% COLA increase and reclassification of position for staff as listed above.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider authorizing staff to seek proposals for a City Prosecutor.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The City of Grand Rapids contracted prosecution services with Paul Shaffer, Attorney at Law, beginning in January 2025. Attorney Shaffer has terminated his contract with the City and will provide services to the City until January 31, 2025.

We are requesting statewide authorization to Request for Proposals (RFP) for City Prosecution Attorney Services.

If authorized, we will advertise for City Prosecution Attorney Services through February 24, 2025, and bring proposals to City Council for review. It is our intent to have a recommendation for a City Prosecutor at the March 24, 2025, City Council meeting.

REQUESTED COUNCIL ACTION:

Make a motion to authorize City staff to seek statewide proposals for City Prosecution Attorney Services.

The City of Grand Rapids is Requesting Proposals for City Prosecutor Attorney Services

The City of Grand Rapids is soliciting proposals from qualified attorney's or qualified law firm(s) to represent the City in prosecution matters. Preference will be given to those submittals demonstrating experience in this area of municipal criminal law. The successful applicant or firm shall possess sufficient resources to ensure that the demands for the City's legal needs will be met on a timely basis. The relationship would be on a contractual basis. The City would prefer to award a four or five-year contract for these services.

Included in this RFP is a more detailed description of the services to be provided, an outline of the proposal requirements, a description of the proposal review process, and a description of required contract ethics.

In order to ensure a fair review and selection process, firms or individuals submitting proposals are specifically requested not to make other contacts to the City staff or council members regarding these proposals. If there are questions regarding this process, they should be directed to:

Chery Pierzina, Human Resources Officer, City of Grand Rapids, 420 N Pokegama Avenue, Grand Rapids, MN 55744, (218) 326-7606 or cpierzina@grandrapidsmn.gov.

Failure to comply with this request may result in disqualification of the proposal.

BACKGROUND

The City of Grand Rapids is located in Itasca County. Set apart by a progressive attitude and abundance resources, Grand Rapids, MN, is the emerging economic focus of Northcentral Minnesota. Growth and development for the City is projected over the next several years based on recent approvals to the City's Comprehensive Plan that permits the introduction of municipal services for a portion of the community. The current population is approximately 11,271. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, all hiring and firing decisions, policy making, development and growth planning, and overall direction of the City. In addition to providing general government services, the City offers a full range of other services including fire protection, building and other safety inspections, planning and zoning, parks, street maintenance, snow removal, infrastructure maintenance and repair, and others.

SECTION ONE: SCOPE OF CRIMINAL LEGAL SERVICES

CRIMINAL PROSECUTION SERVICES COVERED BY CONTRACT - The services and qualifications that are required by the City for criminal prosecution services covered by a contract include, but are not limited to, the following areas:

1. Prosecution of all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including but not limited to traffic violations, DWI cases, theft and City code violations.
2. Provide advice, consultation and training where required to the City's enforcement staff in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
3. Provide consultation, and prosecution where necessary, on zoning code, building code or other nuisance issues.
4. Prepare criminal complaints where facts warrant.
5. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
6. Prepare appropriate pre-trial notices as required.
7. Seek such additional investigation as required.

8. Negotiate and enter plea bargains where deemed advisable.
9. Represent the City at all pre-trial motions.
10. Perform all legal research and prepare briefs when required.
11. Try all jury and court cases.
12. Examine, evaluate and provide representation for all appeals to Appellate Courts.

SECTION TWO: INSTRUCTIONS TO PROPOSERS AND FIRMS

Proposals should be submitted to *Chery Pierzina, Human Resources Officer, City of Grand Rapids, 420 N Pokegama Avenue, Grand Rapids, MN 55744, (218) 326-7606 or cpierzina@grandrapidsmn.gov* .

Proposals should be received no later than 4:00 p.m. on February 24, 2025.

One hard copy and one electronic copy of each proposal should be submitted.

All proposals submitted must provide complete information as indicated in this request. Any other information that the proposer wishes to include for evaluation and consideration by the City as part of the proposal may also be included.

Questions regarding this request should be directed to *Chery Pierzina, Human Resources Officer, City of Grand Rapids, 420 N Pokegama Avenue, Grand Rapids, MN 55744, (218) 326-7606 or cpierzina@grandrapidsmn.gov*.

In order to ensure a fair review and selection process, law firms submitting proposals are specifically requested not to make other contacts with the City staff or Council members regarding their proposals.

SECTION THREE: REQUIRED CONTENTS FOR PROPOSALS

1. Title Page

Show the RFP subject: Provision of Prosecuting Attorney Services, the name of the qualified proposer or the name of the proposer's firm, local address, telephone number, name of contact person, and the date.

2. General Information

- Provide a brief background history of the qualified proposer or firm, and number of attorneys employed. An organizational chart or description of office organization would be helpful.

- Designate the primary contact, and identify who would be working in more specialized areas. Describe the current principal responsibilities for the individual designated as lead attorney.
- Include a current resume for each attorney who will be primarily assigned to the City of Grand Rapids. This information should include relevant academic training and degrees, description of prior experience in law areas described in the scope of services, number of years with the firm, areas of responsibility with the firm, and other background or experience which may be helpful in evaluating your proposal.
- Provide information as to how many attorneys are knowledgeable about municipal law and related fields as described in the scope of services.
- Indicate the location of the primary office and attorneys assigned to service this account. Provide the address, phone number(s), cell-phone number(s), e-mail address, and FAX number(s) of the firm.
- Provide information regarding the number of paralegals by their specialties, and the number and position titles of support personnel, specifically those who may be providing services to the City of Grand Rapids.
- Provide an assessment of the availability of the prosecutor and other professional staff to be assigned to a contract with the City of Grand Rapids. This includes availability of back-up attorneys in case of illness, turnover, or other loss of personnel.

3. Police

Demonstrate knowledge of policing and police services in our community. The City of Grand Rapids Police Department has 24-full-time personnel, which includes 21 sworn positions.

4. References

Provide a reference list of three (3) recent (within five years) municipal clients. If municipal clients are not available, other major clients may be submitted. Particular attention will be given to municipal client references.

All Proposals shall include the following information:

FEES - Identify in your proposal the amount the proposer or firm proposes to charge. Please clearly note if you are proposing a monthly/yearly flat fee, an hourly fee schedule or some combination of the two, for the following:

RETAINER – Please quote a retainer fee or other contract fee arrangement to be charged for prosecution services and the items noted herein that are to be covered by the retainer. Also state separately the rate for any other cost items proposed to be itemized and billed (i.e. mileage, photocopying, Zuercher, fees, overhead factor, etc.). Clearly note

any “retainer” items listed above that your firm will not provide as part of the retainer duties and prefer to bill on an hourly basis. Please be specific.

HOURLY BILLING – In addition, please quote the dollar amount of fixed and/or hourly fees and costs the proposer or firm will charge for providing the legal services to the City of Grand Rapids covered by your proposal that fall outside the duties covered by the Retainer. For the hourly fees portion of your proposal, please identify the hourly rate of each attorney and support personnel. Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence, personal conference.

The City requires detailed monthly billing statements that shall include but are not limited to the following items:

1. Itemize the date of services
2. Identify the attorney and/or support personnel providing the services.
3. List the time spent for each service or activity by tenths of an hour.
4. Provide a detailed description of the services performed.
5. State the fees for those services.
6. Itemize all associated costs and expenses related to the services performed.

CONFLICT OF INTEREST STATEMENT

- Indicate whether the proposer or the firm currently represents or has represented any client where representation may conflict with your ability to serve as City Prosecutor for the City of Grand Rapids.
- Indicate if the proposer or the firm currently represents any real estate developers doing business with, or anticipating doing business with, the City of Grand Rapids.
- Indicate whether you currently represent any other local units of government having jurisdiction within, or contiguous to the City of Grand Rapids.
- Indicate what procedures you or the firm would utilize to identify and resolve conflicts of interest.

SECTION FOUR: SELECTION PROCESS/PROPOSAL EVALUATION AND CONTRACT AWARD

The City intends to award a contract to the proposer or firm best qualified to perform the work for the City, cost and other factors considered. We anticipate that the initial proposals received will be reduced to a ‘short list’ of two or three proposers or firms who will be interviewed by the city.

The actual selection of the proposer or firm and contract award will be made by the City Council. The City of Grand Rapids reserves the right to reject any and all proposals or

to request additional information from all proposers. Once a contract is awarded, the term of contract duration shall be subject to ongoing review and evaluation by the City Council and City Administrator.

The City will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

SECTION FIVE: CONTRACT ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any City employee or council member, or for any City employee or council member to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
3. The proposer or the firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
4. The proposer or the firm shall not accept any client or project that places it in a conflict of interest with its representation of the City of Grand Rapids. If such a conflict of interest is subsequently discovered, the City shall be promptly notified.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider approving revised job descriptions for positions at Public Works.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

Recently, job descriptions at Public Works have been reviewed. During the review, it was discovered that many of these job descriptions did not have the same requirements for a CDL. In some cases, the job description stated there was a CDL requirement but did not designate what type of CDL the position required, either Class A or Class B. To keep CDL requirements within Public Works consistent within the department, several job descriptions have been revised. These positions include:

Director of PW – City Engineer
 Airport Maintenance Lead
 Building Maintenance
 Cemetery/Airport Maintenance Worker
 Maintenance and Plant Operator
 Maintenance Worker I
 Maintenance Worker II
 Mechanic
 Lead Mechanic
 ROW Leadperson

A red-lined version and final version of the job descriptions is attached.

REQUESTED COUNCIL ACTION:

Make a motion to approve the revised job descriptions, effective January 27, 2025, for the positions listed above.

City of Grand Rapids Job Description

Job Title: **Director of Public Works / City Engineer**
Department: Public Works and Engineering
FLSA Status: Exempt
Approved By: City Council
Approved Date: April 22, 2019

Summary: Performs complex advanced technical, difficult professional and administrative work managing, organizing, directing and coordinating the activities of the departments, supervising the design, construction, and administration of capital improvement projects, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personnel within the departments.

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

- Effectively manages all functions of the Public Works Department including road right-of-way maintenance, city parks maintenance, athletic field maintenance, fleet maintenance, facilities/grounds maintenance.
- Performs a variety of engineering administrative tasks including, but not limited to, review of plans and specifications for bidding, project and contract management for construction projects and preparation of assessment rolls.
- Consults with the City Administrator on matters concerning major departmental activities; furnishes technical advice on planning issues; prepares memoranda and correspondence concerning activities of the departments.
- Initiates and maintains inter-departmental and intra-governmental relationships; including acting as a City liaison with State/Federal/County agencies, consulting engineers and architects.
- Manages the City fleet maintenance division including the equipment replacement plan and the City facilities maintenance plan encompassing 12-17 city-owned buildings/facilities.
- Manages the City map system; address, general City, Public Utilities, records, sewer, water, zoning, etc.
- Reviews preliminary budgets and adjusts items for conformance to anticipated needs.
- Authorizes or approves departmental expenditures, including conferring with suppliers and sellers and places orders for equipment, materials, and supplies.

- Reviews utility permits, right-of-way permits, franchise utility permits, etc.
- Attends city council meetings to present budgets, activity reports, and plans for future activities. Research, author and recommend Department policy to the city council for approval.
- Assesses departmental training needs. Administers staff training as appropriate.

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

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and

supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others.

Managing People - Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Promotes a harassment-free environment; Builds a diverse workforce.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; Takes independent actions and calculated risks; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Qualifications

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

Education and/or Experience

Bachelor's degree in engineering and extensive experience supervising construction activities, or equivalent combination of education and experience.

Minnesota professional engineer license

Ability to maintain licensure through ongoing continuing education

~~Valid commercial driver's license in State of Minnesota~~

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to understand and apply governmental accounting practices in maintenance of financial records. Ability to develop and facilitate a budget.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software. Ability to operate standard office equipment and related hardware and software. Ability to operate standard accounting software.

Physical Demands This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, climbing or balancing and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires distance vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), exposure to toxic or caustic chemicals and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Airport Maintenance Lead
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~August 26, 2019~~ January 27, 2025

Summary

Responsible for day-to-day maintenance and operation of the Grand Rapids / Itasca County Airport. Performs intermediate skilled work in the maintenance of City buildings to maintain a neat, safe, clean, and sanitary environment, providing routine maintenance, operation and repair of the heating, ventilating, and air conditioning (HVAC) systems in assigned city owned buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director.

Essential Duties and Responsibilities ~~include the following.~~

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

- Plans, organizes, assigns, schedules, enforces safety regulations related to airport functions.
- Establishes criteria and coordinates procedures for the safety and security of the public and operations and maintenance of the airport.
- Plans the use of equipment according to the nature and priority of assigned projects; confers with the GRPW Fleet Division regarding equipment repairs and performance, scheduled maintenance and repair programs and related dealers.
- Monitors weather conditions and determines when to call personnel in for snow and ice control and removal.
- Selects and orders materials in accordance to City purchasing policies.
- Prepares and updates maintenance policies, programs and procedural manuals.
- Performs public relations duties associated with the airport.
- Conducts routine and special inspections of all assigned facilities; coordinates the maintenance of equipment and buildings including radio and electronic navigations aids; assists in the preventative maintenance of equipment; schedules maintenance work as necessary.
- Inspects airport pavements, fences and gates, lighting and facilities as required by the airport operations manual.
- Conducts snow removal operations.
- Maintains airport grounds and facilities to include airfield lighting maintenance, mowing and landscaping, pavement maintenance, building maintenance, light carpentry and plumbing, painting and janitorial duties.
- Supervises part-time seasonal employees.
- Documents daily activities and maintains a variety of records. Prepares reports related to airport inspection, maintenance and wildlife hazard control activities.

- Issues Notices-to-Airmen (NOTAMs) through the Federal Aviation Administration advising pilots and aircraft operators of any condition of hazard that may affect safe aircraft operations on or near airport.
- Perform custodial duties as necessary.
- Responds to all official emergencies and disasters of all assigned facilities. For emergency purposes, the Airport Maintenance Lead is on-call year round and twenty-four (24) hours a day, including such times as he/she may be on authorized leave.
- ~~Services and maintains City building boilers, HVAC systems and related equipment as assigned.~~
- Provides routine maintenance, operation and repair functions to the building, HVAC systems, fixtures, furnishings which may require minor semi-skilled and skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled, semi-skilled and skilled trades work to provide for safe, efficient, and proper custodial care of the public's property.
- Performs other duties and responsibilities as assigned by Public Works Director / ~~Airport Manager~~ ~~City Engineer~~.

Minimum Qualifications

Education and/or Experience

High school diploma or GED and moderate experience working in building maintenance, or equivalent combination of education and experience.

- Valid driver's license in the State of Minnesota.
- **Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License preferred.**
- Satisfactory completion of a background examination and drug testing.

Preferred Qualifications:

- Associates / Technical degree
- Boiler's second class C license
- ~~Class B driver's license endorsement~~

Desirable Education and Experience

Knowledge, Skills, Abilities and Competencies Required

- Considerable knowledge of the materials, methods and techniques commonly used in construction and maintenance activities, particularly those applying to airports.
- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.
- Considerable knowledge of the hazards of safety precautions of the work place.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools ~~property~~ **properly** and safely.
- Ability to understand and follow written and oral instructions.

- Ability to establish effective working relationships.

Essential Functions

- Must be capable of tolerating long and potentially stressful shifts of work with may include working in adverse weather conditions.
- Must have significant practical judgement in order to deal with unexpected, potentially dangerous situations.
- Must be able to communicate effectively with the public, federal and state agencies, understand oral and written directives, recognize hazardous materials, prepare reports, and supervise subordinates through radio communications as well as verbal and written directives.
- Must be able to operate equipment necessary for the operations and maintenance of the airport. ~~and obtain a CDL within twelve (12) months of employment~~

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently walking, sitting, pushing or pulling and lifting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to vibration, frequently requires exposure to outdoor weather conditions, exposure to extreme cold (non weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: **Building Maintenance Worker**
Department: Community Development/Facilities Maintenance
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~August 12, 2019~~ January 27, 2025

Summary

Performs intermediate semiskilled work in the maintenance of City buildings to maintain a neat, safe, clean, and sanitary environment, providing routine maintenance, operation and repair of the heating, ventilating, and air conditioning (HVAC) systems in assigned city owned buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the ~~Facilities Maintenance Manager~~ **Building Official/Facility Maintenance Manager**.

Essential Duties and Responsibilities ~~include the following.~~

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

- Services and maintains City building boilers, HVAC systems and related equipment. Also assist in the maintenance of Central School, Fire Hall, Library or other city owned buildings as assigned.
- Purchases necessary materials for work projects, and maintain inventory of cleaning supplies.
- Changes and recycles light bulbs and fluorescent tubes.
- Implements and manages the Library and City Hall recycling program.
- Cleans rain gutters; and maintain clean and safe sidewalk area for City Hall and Library.
- Removes litter from around buildings and grounds.
- Provides routine maintenance, operation and repair functions to the building, HVAC systems, fixtures, furnishings which may require minor semi-skilled and skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled, semi-skilled and skilled trades work to provide for safe, efficient, and proper custodial care of the public's property.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of buildings and equipment maintenance.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Performs other duties and responsibilities as assigned by Facilities Maintenance Manager.
- May serve on various employee committees, as required and assigned.
- Assists with set up for City Council meetings and various public and staff meetings as scheduled by the Administration Department.
- Manages cleaning of facilities.
- **Performs other duties and responsibilities as assigned.**

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential function at a satisfactory level.

Education and/or Experience

High school diploma or GED and moderate experience working in building maintenance, or equivalent combination of education and experience. Associates/Technical degree preferred. Forklift certification.

- Special Boiler Engineer certification or able to attain within one (1) year.
- Desire to have knowledge in building constructions and practices.
- Valid driver's license in the State of Minnesota.
- ~~Class A Commercial Driver's License or able to attain within one (1) year.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Desirable Education and Experience

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.
- Skill in operation of listed tools and equipment.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools property and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships.

Tools and Equipment Used

All types of hand tools, power tools and equipment including ladders and scaffolding. Computer skills.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently walking, sitting, pushing or pulling and lifting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to vibration, frequently requires exposure to outdoor weather

conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Cemetery/Airport Maintenance Worker
Department: Airport/Cemetery
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~June 10, 2013~~—January 27, 2025

Summary

Performs work under the supervision of the Cemetery Grounds/Burial Services Sexton and all required services related to cemetery business, providing burial services, operating equipment, and related work as apparent or assigned. Works under the supervision of the **Public Works Director and the Building/Airport Maintenance Worker Lead** as defined by applicable rules, regulations, and policies of the Airport to the safety standards required.

Essential Duties and Responsibilities ~~include the following.~~

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

- Coordinate dis-interments, interments and re-interments. Be responsible for paperwork communications with funeral homes or families concerned.
- Plan, organize, and coordinate the cemetery burial services.
- Locate all grave sites for public sale and for interment.
- Work Memorial Day weekend.
- Plan work week around funerals.
- Schedule work week to minimize overtime.
- Raise and lower flags for the burial of Veterans.
- Snow removal and maintenance activities at the Airport, **as requested.**
- Conducts routine and special inspections of all assigned Airport facilities.
- Assists in preventive maintenance of all equipment.
- **Performs other duties and responsibilities as assigned.**

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

High school diploma or GED and moderate experience working in construction maintenance, with heavy equipment, at a cemetery, or equivalent combination of education and experience.

- Valid driver's license in the State of Minnesota.
- **Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.**
- **Satisfactory completion of a background examination and drug testing.**

Desirable Education and Experience

- Considerable knowledge of the materials, methods, and techniques commonly used in cemeteries and maintenance activities.
- Considerable knowledge of the hazards and safety precautions of the work place.
- Some skill operating standard office equipment and related hardware and software.
- Ability to plan, organize, layout, direct, supervise, and evaluate complete projects.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to keep records and to prepare work and timely reports.
- Ability to generate and maintain applicable maps, records, reports and documents.
- Ability to operate standard lawn and snow maintenance equipment.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to work with people in stressful or emotional environments.
- Must be capable of tolerating long and potentially stressful shifts of work which may include working in adverse weather conditions.
- Must have significant practical judgment in order to deal with unexpected situations.
- Must be able to communicate effectively with the public, understand oral and written directives, recognize hazardous materials, prepare reports, and supervise subordinates through both verbal and written directives.
- Must be able to operate equipment necessary for the operations and maintenance of the cemetery.

Physical Demands

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires walking, sitting and using hands to finger, handle or feel and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Maintenance and Plant Operator
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~June 25, 2012~~ January 27, 2025

Summary

Performs intermediate semiskilled work in the maintenance and operation of the facility and grounds, and related work as apparent or assigned. Work is performed under the limited supervision of the Facilities Maintenance Manager.

Essential Duties and Responsibilities ~~include the following.~~

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

- Oversees the repair and maintenance of facility equipment, including air handlers, compressors, ice resurfacer, energy systems, and filtration systems.
- Oversees the maintenance of dasher boards, ice resurfacer, ice edger and building as needed and as assigned.
- Oversees the maintenance and cleanliness of locker rooms, hallways, seats, entrances and spectator and other public areas regularly.
- Implements an ice-resurfacer training program to maintain an adequate supply of back-up operators.
- Schedules off-season maintenance and preventative maintenance projects, and secure competitive bids for facility maintenance and repair projects.
- Assumes responsibility for the cleanliness and security of the facility, equipment and mechanical areas.
- Remains knowledgeable on current and new methods of building maintenance.
- Cautiously reviews current building maintenance duties as requested.
- Determines work procedures, prepares work schedules, and expedites workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Lays out daily work schedules and assigns tasks to appropriate individuals, crews or combination of crews, and coordinates the completion of same.
- Maintains an accurate inventory of building tools, machine, cleaning supplies, and related building equipment.

- Maintains records on all maintenance and repairs to facility machinery and equipment.
- Performs other duties and responsibilities as assigned.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

High school diploma or GED and considerable experience working in facilities maintenance, or equivalent combination of education and experience.

- Forklift license.
- Class 2C boiler's license.
- ~~Valid commercial driver's license.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Desirable Education and Experience

- Knowledge of the operation, preventative maintenance and repair of air conditioning, ventilation, heating and ice-making machinery.
- Knowledge of the operation, maintenance and repair of ammonia and freon refrigeration systems.
- Knowledge of the functions, operations and equipment of a multi-purpose sports facility.
- Knowledge of first aid and safety practices and all applicable safety standards for public facilities.
- Skill in diagnosing mechanical problems and making or supervising necessary repairs.
- Skill in the operation of listed tools and equipment.
- Some skill using standard office equipment and related hardware and software.
- Ability to create and maintain effective records of service.
- Ability to work from blueprints, sketches, shop drawings and electrical diagrams.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and the public.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to understand, follow and transmit written and oral directions.
- Ability to train and supervise employees.

Tools and Equipment Used

Zamboni ice resurfacers, ice surface edger, fork lift, bucket truck, hydraulic lift, HVAC computer control program, electric hand tools and miscellaneous hand tools used in maintenance and repair, snow blower, snow plow, pickup truck, 15 passenger van; lawn and landscaping equipment, including tractors, mowers, airifier, chain saw, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for

turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to extreme cold (nonweather), frequently requires exposure to wet, humid conditions (non- weather) and working near moving mechanical parts and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Maintenance Worker I
Department: Public Works
FLSA Status: Non-Exempt
Approved By: City Council
Approved Date: ~~June 25, 2012~~ January 27, 2025

Summary

Performs semiskilled work in a variety of maintenance work, operating a variety of trucks and equipment as needed in the construction and maintenance of the City roads, rights-of-way, parks, athletic fields and buildings, responding to after-hour or emergency requests, and related work as apparent or assigned. Work is performed under the moderate supervision of the **Public Works Superintendent and the** Public Works Director.

Essential Duties and Responsibilities ~~include the following.~~

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

- Maintains the infrastructure, right of ways, snow plowing and snow removal, park and athletic field maintenance for city owned properties and sites.
- Completes road construction, right of way maintenance, traffic control, street weeping or public utilities work.
- Conducts ice or snow control.
- Responds to and completes facility or other building maintenance.
- Maintains and repairs crosswalks, street signs, markers, and fences.
- Operates all vehicles and equipment owned by the City, including, but not limited to, dump trucks, pickups, graders, loaders, backhoe, mowers, forklift, snowplow equipment and the street sweeper.
- Repairs concrete or asphalt sidewalks and street pavement hazards.
- Performs various tasks related to the maintenance of and best practices for storm water management.
- Conducts snow removal operations in accordance with the City's Snow and Ice Control Policy.
- Maintains grounds and facilities to include mowing and landscaping, pavement maintenance, building maintenance, light carpentry, painting, and janitorial duties.
- Documents daily activities.
- Provides excellent customer service to the citizens of Grand Rapids.
- Drives truck to transport crew and equipment to work site.
- Drives snow removal equipment, consisting of a truck or loader equipped with adjustable snowplow and blower unit.
- Operates mowers, trimmers, chainsaws, and other turf maintenance equipment to cut grass, landscape and trim trees around City facilities and parks.
- **Performs other duties and responsibilities as assigned.**

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Maintain a skill level which will provide the ability to operate all vehicles and equipment owned by the City of Grand Rapids in a safe manner and in accordance with the manufacturers operating manuals i.e., motorized vehicles including 35000 GVW dump trucks, pickups grader, loader, backhoe, snowplow equipment, common hand and power tools, plate compactors, shovels and wrenches.
- Be available to work night shifts, if required.
- Ability to understand and perform all jobs relating to road right-of-way maintenance, including but not limited to storm sewer maintenance, pavement maintenance, curb/gutter maintenance, sidewalk maintenance, street sweeping, snow and ice control, traffic control and facility maintenance.
- Ability to understand and perform all jobs relating to park and athletic field maintenance, including but not limited to turf renovation, field/court maintenance, irrigation systems, mowing, play equipment maintenance and skating rink maintenance.
- If assigned to streets, employees must have the:
 - Ability to understand and perform storm sewer maintenance, snow plowing, knowledge and ability to conduct of safe operations, manhole maintenance, patching and blacktopping, general winter maintenance, streets inventory, sanding or street sweeping.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: dump trucks, one-way brooms, water trucks, air compressors, sidewalk blowers/trackless and other miscellaneous equipment.
- If assigned to parks, employee must have the:
 - The ability to perform turf renovation, field or court maintenance, irrigation, manhole maintenance and repairs, watering, knowledge and ability to conduct safe operations, storm sewer maintenance, mowing, shelter building and maintenance, monitoring of play equipment areas, ability to winterize, tree and shrub maintenance, skating rink maintenance, general summer maintenance, general winter maintenance and other miscellaneous duties.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: gang mowers, 72" rotary mowers, one ton dump trucks, utility tractors, ball diamond groomers, one-way brooms, single axle dump trucks, water trucks, sickle bar mower, blade tractor, tractor loader and other miscellaneous equipment.

Education and/or Experience

- High school diploma or GED, or equivalent combination of education and experience.

- ~~Must be able to obtain Class A commercial driver's license within six (6) months.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.
- Department and organization specific training will be provided and must be completed within six (6) months of hire and on an ongoing basis.
- Experience working in maintenance, public works, utilities, turf, tree or grounds maintenance preferred.
- ~~Valid commercial driver's license in the State of Minnesota.~~

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Maintenance Worker II

Department: Public Works

FLSA Status: Non-Exempt

Approved By: City Council

Approved Date: ~~June 25, 2012~~ January 27, 2025

Summary

Performs intermediate semiskilled work in a variety of maintenance work, operating a variety of trucks and equipment as needed in the construction and maintenance of the City roads, rights-of-way, parks, athletic fields and buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the **Public Works Superintendent and the Public Works Director**.

Essential Duties and Responsibilities ~~include the following.~~

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

- Maintains the infrastructure, right of ways, snow plowing and snow removal, park and athletic field maintenance for city owned properties and sites.
- Completes road construction, right of way maintenance, traffic control, street weeping or public utilities work.
- Conducts ice or snow control.
- Responds to and completes facility or other building maintenance.
- Maintains and repairs crosswalks, street signs, markers, and fences.
- Operates all vehicles and equipment owned by the City, including, but not limited to, dump trucks, pickups, graders, loaders, backhoe, mowers, forklift, snowplow equipment and the street sweeper.
- Repairs concrete or asphalt sidewalks and street pavement hazards.
- Performs various tasks related to the maintenance of and best practices for storm water management.
- Conducts snow removal operations in accordance with the City's Snow and Ice Control Policy.
- Maintains grounds and facilities to include mowing and landscaping, pavement maintenance, building maintenance, light carpentry, painting, and janitorial duties.
- Documents daily activities.
- Provides excellent customer service to the citizens of Grand Rapids.
- Drives truck to transport crew and equipment to work site.
- Drives snow removal equipment, consisting of a truck or loader equipped with adjustable snowplow and blower unit.
- Operates mowers, trimmers, chainsaws, and other turf maintenance equipment to cut grass, landscape and trim trees around City facilities and parks.
- **Performs other duties and responsibilities as assigned.**

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Maintain a skill level which will provide the ability to operate all vehicles and equipment owned by the City of Grand Rapids in a safe manner and in accordance with the manufacturers operating manuals i.e., motorized vehicles including 35000 GVW dump trucks, pickups grader, loader, backhoe, snow plow equipment, common hand and power tools, plate compactors, shovels and wrenches.
- Be available to work night shifts, if required.
- Ability to understand and perform all jobs relating to road right-of-way maintenance, including but not limited to storm sewer maintenance, pavement maintenance, curb/gutter maintenance, sidewalk maintenance, street sweeping, snow and ice control, traffic control and facility maintenance.
- Ability to understand and perform all jobs relating to park and athletic field maintenance, including but not limited to turf renovation, field/court maintenance, irrigation systems, mowing, play equipment maintenance and skating rink maintenance.
- skating rink maintenance.
- If assigned to streets, employees must have the:
 - Ability to understand and perform storm sewer maintenance, snow plowing, knowledge and ability to conduct of safe operations, manhole maintenance, patching and blacktopping, general winter maintenance, streets inventory, sanding or street sweeping.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: dump trucks, one way brooms, water trucks, air compressors, sidewalk blowers/trackless and other miscellaneous equipment.
- If assigned to parks, employee must have the:
 - The ability to perform turf renovation, field or court maintenance, irrigation, manhole maintenance and repairs, watering, knowledge and ability to conduct safe operations, storm sewer maintenance, mowing, shelter building and maintenance, monitoring of play equipment areas, ability to winterize, tree and shrub maintenance, skating rink maintenance, general summer maintenance, general winter maintenance and other miscellaneous duties.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: gang mowers, 72” rotary mowers, one ton dump trucks, utility tractors, ball diamond groomers, one way brooms, single axle dump trucks, water trucks, sickle bar mower, blade tractor, tractor loader and other miscellaneous equipment.

Education and/or Experience

- High school diploma or GED and moderate experience working in maintenance, public works, utilities, turf, tree or grounds maintenance, or equivalent combination of education and experience.
- ~~Must be able to obtain Class A commercial driver's license within six (6) months.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.
- Department and organization specific training will be provided and must be completed within six (6) months of hire and on an ongoing basis.
- ~~Valid commercial driver's license in the State of Minnesota.~~

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Public Works Mechanic
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~August 9, 2021~~ January 27, 2025

Summary

Performs intermediate technical work maintaining the vehicles and mechanical equipment of the department, and related work as apparent or assigned. Work is performed under the limited supervision of the Lead Mechanic, Public Works Superintendent, and the Public Works Director.

Essential Duties and Responsibilities ~~include the following.~~

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

- Plans, carries out and evaluates preventative maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and Maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metal and performs body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates the status of mechanical equipment and vehicles, and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Be available to work night shift if required.
- Perform other work as directed by the Public Works Director.

Education and/or Experience

Associates/Technical degree in auto mechanics, or related field and moderate experience working in heavy machinery maintenance and mechanics, conducting small or large engine repair, or equivalent combination of education and experience.

- Certified MNDOT inspector within six (6) months of hire.
- Ability to obtain and maintain certifications through initial and ongoing continuing education.
- ~~Valid commercial driver's license in the State of Minnesota.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Ability to analyze and repair all kinds of equipment.
- Ability to read and comprehend technical manuals.
- Ability to make decisions as to the extent of repair needed.
- Ability to create and keep various records related to services rendered.
- Ability to operate standard vehicles, tools and equipment related to public municipalities.
- General skill operating standard office equipment and related hardware and software.
- General skill operating standard accounting software.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators and welding; price trends and grades of quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

Tools and Equipment Used

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles including welding equipment; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile and portable radio.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, using hands to finger, handle or feel and lifting, frequently requires reaching with hands and arms and occasionally requires walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions; work requires close vision, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; no special hearing perception is required; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: **Lead Mechanic**
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: ~~June 25, 2012~~ January 27, 2025

Summary

Performs difficult technical work maintaining city mobile equipment and related machinery, maintaining interior aspects of the city garage, supervising and directing the work of others, creating and maintaining applicable records, and related work as apparent or assigned. Work is performed under the general direction of the **Public Works Superintendent and the Director of Public Works**. Limited oversight is exercised over the Mechanic.

Essential Duties and Responsibilities ~~include the following:~~

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

- Maintains all vehicles which are part of the City of Grand Rapids fleet.
- Repairs all city-owned vehicles within the scope of personnel and time available.
- Schedules repairs or servicing done at private establishments.
- Maintains inventory of shop tools and equipment.
- Responsible for purchase of shop tools and equipment.
- Orders and is responsible for all fuel, lubricants, batteries and other supplies required to maintain the vehicles and machines of the Public Wors Department.
- Responsible for maintenance of all records ordering documents, and other garage record-keeping.
- Responsible for maintenance of all records, ordering documents, and other garage record-keeping.
- Establish and direct a preventative maintenance program.
- Directs work and determines priority of projects.
- Orders shop supplies.
- Perform other work as directed by the Public Works Director.

Education and/or Experience

Associates/Technical degree in auto mechanics, or related field and considerable experience working in heavy machinery maintenance and mechanics, conducting small or large engine repair, or equivalent combination of education and experience.

- Certified truck inspector within six (6) months of hire.

- Department and organization specific training will be provided and must be completed within six (6) month of hire and on an ongoing basis.
- ~~Valid commercial driver's license in the State of Minnesota.~~
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Thorough knowledge of standard electrical schematics.
- Thorough knowledge of standard mechanical repair guides, processes, rules, standards and regulations.
- Thorough knowledge of standard business correspondence related to mechanical repair and work order completion.
- General knowledge of budgeting and expense reporting.
- Thorough skill operating standard tools of the trade.
- Thorough skill operating specialized equipment after an initial training period.
- General skill creating and keeping records of service.
- General skill operating standard office equipment and related hardware and software.
- General skill operating standard accounting software.
- Ability to compute rates, ratios and percentages.
- Ability to keep inventory and order supplies as needed.
- Ability to learn and use a variety of mechanical and public works equipment, tools and materials.
- Ability to initiate and maintain records.
- Ability to establish and maintain effective working relationships with staff, vendors and the general public.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires walking, speaking or hearing, stooping, kneeling, crouching or crawling and lifting and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts,

exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

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

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

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City of Grand Rapids Job Description

POSITION TITLE: ~~Public Works Leadperson~~

REPORTABILITY: ~~Public Works Director~~

SUPERVISES: ~~Maintenance I, II, III and Seasonal Personnel~~

Job Title: **ROW Leadperson**

Department: Public Works

FLSA Status: Non-exempt

Approved by: City Council

Approved date: January 27, 2025

POSITION PURPOSE:

Summary

Under the direction of the **Public Works Superintendent and the Public Works Director** the **ROW Leadperson** is responsible for coordinating and implementing maintenance activities in the Road-Right of Way (ROW), Storm ~~Sewer~~ **Water** Utility and the Parks and Athletic Field Maintenance Divisions of the Public Works Department. **The ROW Leadperson supervises Maintenance I, II, III and seasonal personnel.**

EQUIPMENT/JOB LOCATION

~~The Leadperson works on the job site; operates all trucks and heavy equipment in various situations. He/she works outside in all weather conditions and will work in difficult terrain and sever/dangerous weather.~~

ESSENTIAL FUNCTIONS OF THE JOB:

Essential Duties and Responsibilities

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

- The **ROW Leadperson** reports to the **Public Works Superintendent and the Public Works Director** and coordinates and supervises the various activities of the Public Works Department.
- ~~Examines all of the City's Infrastructure to determine what maintenance is required, types of materials necessary and the amount of work to be involved, and recommends a plan of action to the Public Works Director.~~
- ~~The Leadperson oversees and trains all of the maintenance personnel on the proper operation of all equipment and job tasks required to perform their job responsibilities.~~
- The ROW Leadperson works on the job site; operates all trucks and heavy equipment in various situations and works outside in all weather conditions and will work in difficult terrain and sever/dangerous weather.
- Attendance during regularly scheduled work hours and outside regular business hours as

necessary.

- Effective and respectful communication and interactions with other employees, individuals from other organizations and the public.
- Must be available at various hours to adequately serve the public and direct emergency type maintenance activities.
- Performs other related function as assigned or apparent.

ADDITION JOB FUNCTIONS:

- ~~Must be available at various hours to adequately serve the public and direct emergency type maintenance activities.~~
- ~~Performs other related function as assigned or apparent.~~

Education and/or Experience

- Must possess a high school diploma or GED, with three or more years of experience as a supervisor for construction and maintenance of streets or other public facilities.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge, Skills, Abilities and Competencies Required

- ~~Must possess a high school diploma or GED, with three or more years of experience as a supervisor for construction and maintenance of streets or other public facilities.~~
- ~~Must possess a valid Minnesota Commercial Driver's License to be maintained through out employment; and satisfactory completion of a background examination and drug testing.~~
- Must comply with organizational and department policies.
- Knowledgeable in materials, methods, techniques and equipment used in the construction, maintenance and repair of the ROW, Storm Sewer Utility and the Parks and Athletic Field Maintenance Divisions of the Public Works Department.
- Ability to lead and perform through proper delegation.
- ~~Ability to evaluate operational performance, human resources and effectiveness of maintenance programs through proper data collection and analysis.~~
- Ability to work with the **Public Works Superintendent**, the Public Works Director, subordinates and the public.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Director of Public Works / City Engineer
Department: Public Works and Engineering
FLSA Status: Exempt
Approved By: City Council
Approved Date: January 27, 2025

Summary: Performs complex advanced technical, difficult professional and administrative work managing, organizing, directing and coordinating the activities of the departments, supervising the design, construction, and administration of capital improvement projects, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personnel within the departments.

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

- Effectively manages all functions of the Public Works Department including road right-of-way maintenance, city parks maintenance, athletic field maintenance, fleet maintenance, facilities/grounds maintenance.
- Performs a variety of engineering administrative tasks including, but not limited to, review of plans and specifications for bidding, project and contract management for construction projects and preparation of assessment rolls.
- Consults with the City Administrator on matters concerning major departmental activities; furnishes technical advice on planning issues; prepares memoranda and correspondence concerning activities of the departments.
- Initiates and maintains inter-departmental and intra-governmental relationships; including acting as a City liaison with State/Federal/County agencies, consulting engineers and architects.
- Manages the City fleet maintenance division including the equipment replacement plan and the City facilities maintenance plan encompassing 12-17 city-owned buildings/facilities.
- Manages the City map system; address, general City, Public Utilities, records, sewer, water, zoning, etc.
- Reviews preliminary budgets and adjusts items for conformance to anticipated needs.
- Authorizes or approves departmental expenditures, including conferring with suppliers and sellers and places orders for equipment, materials, and supplies.

- Reviews utility permits, right-of-way permits, franchise utility permits, etc.
- Attends city council meetings to present budgets, activity reports, and plans for future activities. Research, author and recommend Department policy to the city council for approval.
- Assesses departmental training needs. Administers staff training as appropriate.

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

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and

supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others.

Managing People - Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Promotes a harassment-free environment; Builds a diverse workforce.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; Takes independent actions and calculated risks; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Qualifications

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

Education and/or Experience

Bachelor's degree in engineering and extensive experience supervising construction activities, or equivalent combination of education and experience.

Minnesota professional engineer license

Ability to maintain licensure through ongoing continuing education

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to understand and apply governmental accounting practices in maintenance of financial records. Ability to develop and facilitate a budget.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software. Ability to operate standard office equipment and related hardware and software. Ability to operate standard accounting software.

Physical Demands This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, climbing or balancing and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires distance vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), exposure to toxic or caustic chemicals and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Airport Maintenance Lead

Department: Public Works

FLSA Status: Non-exempt

Approved By: City Council

Approved Date: January 27, 2025

Summary

Responsible for day-to-day maintenance and operation of the Grand Rapids / Itasca County Airport. Performs intermediate skilled work in the maintenance of City buildings to maintain a neat, safe, clean, and sanitary environment, providing routine maintenance, operation and repair of the heating, ventilating, and air conditioning (HVAC) systems in assigned city owned buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director.

Essential Duties and Responsibilities

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

- Plans, organizes, assigns, schedules, enforces safety regulations related to airport functions.
- Establishes criteria and coordinates procedures for the safety and security of the public and operations and maintenance of the airport.
- Plans the use of equipment according to the nature and priority of assigned projects; confers with the GRPW Fleet Division regarding equipment repairs and performance, scheduled maintenance and repair programs and related dealers.
- Monitors weather conditions and determines when to call personnel in for snow and ice control and removal.
- Selects and orders materials in accordance to City purchasing policies.
- Prepares and updates maintenance policies, programs and procedural manuals.
- Performs public relations duties associated with the airport.
- Conducts routine and special inspections of all assigned facilities; coordinates the maintenance of equipment and buildings including radio and electronic navigations aids; assists in the preventative maintenance of equipment; schedules maintenance work as necessary.
- Inspects airport pavements, fences and gates, lighting and facilities as required by the airport operations manual.
- Conducts snow removal operations.
- Maintains airport grounds and facilities to include airfield lighting maintenance, mowing and landscaping, pavement maintenance, building maintenance, light carpentry and plumbing, painting and janitorial duties.
- Supervises part-time seasonal employees.
- Documents daily activities and maintains a variety of records. Prepares reports related to airport inspection, maintenance and wildlife hazard control activities.

- Issues Notices-to-Airmen (NOTAMs) through the Federal Aviation Administration advising pilots and aircraft operators of any condition of hazard that may affect safe aircraft operations on or near airport.
- Perform custodial duties as necessary.
- Responds to all official emergencies and disasters of all assigned facilities. For emergency purposes, the Airport Maintenance Lead is on-call year round and twenty-four (24) hours a day, including such times as he/she may be on authorized leave.
- Provides routine maintenance, operation and repair functions to the building, HVAC systems, fixtures, furnishings which may require minor semi-skilled and skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled, semi-skilled and skilled trades work to provide for safe, efficient, and proper custodial care of the public's property.
- Performs other duties and responsibilities as assigned by Public Works Director/City Engineer.

Education and/or Experience

High school diploma or GED and moderate experience working in building maintenance, or equivalent combination of education and experience.

- Valid driver's license in the State of Minnesota.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License preferred.
- Satisfactory completion of a background examination and drug testing.

Preferred Qualifications:

- Associates / Technical degree
- Boiler's second class C license

Knowledge, Skills, Abilities and Competencies Required

- Considerable knowledge of the materials, methods and techniques commonly used in construction and maintenance activities, particularly those applying to airports.
- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.
- Considerable knowledge of the hazards of safety precautions of the work place.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships.
- Must be capable of tolerating long and potentially stressful shifts of work with may include working in adverse weather conditions.
- Must have significant practical judgement in order to deal with unexpected, potentially dangerous situations.

- Must be able to communicate effectively with the public, federal and state agencies, understand oral and written directives, recognize hazardous materials, prepare reports, and supervise subordinates through radio communications as well as verbal and written directives.
- Must be able to operate equipment necessary for the operations and maintenance of the airport.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently walking, sitting, pushing or pulling and lifting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to vibration, frequently requires exposure to outdoor weather conditions, exposure to extreme cold (non weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: **Building Maintenance Worker**
Department: Community Development/Facilities Maintenance
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: January 27, 2025

Summary

Performs intermediate semiskilled work in the maintenance of City buildings to maintain a neat, safe, clean, and sanitary environment, providing routine maintenance, operation and repair of the heating, ventilating, and air conditioning (HVAC) systems in assigned city owned buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Official/Facility Maintenance Manager.

Essential Duties and Responsibilities

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

- Services and maintains City building boilers, HVAC systems and related equipment. Also assist in the maintenance of Central School, Fire Hall, Library or other city owned buildings as assigned.
- Purchases necessary materials for work projects, and maintain inventory of cleaning supplies.
- Changes and recycles light bulbs and fluorescent tubes.
- Implements and manages the Library and City Hall recycling program.
- Cleans rain gutters; and maintain clean and safe sidewalk area for City Hall and Library.
- Removes litter from around buildings and grounds.
- Provides routine maintenance, operation and repair functions to the building, HVAC systems, fixtures, furnishings which may require minor semi-skilled and skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled, semi-skilled and skilled trades work to provide for safe, efficient, and proper custodial care of the public's property.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of buildings and equipment maintenance.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Performs other duties and responsibilities as assigned by Facilities Maintenance Manager.
- May serve on various employee committees, as required and assigned.
- Assists with set up for City Council meetings and various public and staff meetings as scheduled by the Administration Department.
- Manages cleaning of facilities.
- Performs other duties and responsibilities as assigned.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential function at a satisfactory level.

Education and/or Experience

High school diploma or GED and moderate experience working in building maintenance, or equivalent combination of education and experience. Associates/Technical degree preferred. Forklift certification.

- Special Boiler Engineer certification or able to attain within one (1) year.
- Desire to have knowledge in building constructions and practices.
- Valid driver's license in the State of Minnesota.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Desirable Education and Experience

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.
- Skill in operation of listed tools and equipment.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools property and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships.

Tools and Equipment Used

All types of hand tools, power tools and equipment including ladders and scaffolding. Computer skills.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently walking, sitting, pushing or pulling and lifting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to vibration, frequently requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure

to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Cemetery/Airport Maintenance Worker
Department: Airport/Cemetery
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: January 27, 2025

Summary

Performs work under the supervision of the Cemetery Grounds/Burial Services Sexton and all required services related to cemetery business, providing burial services, operating equipment, and related work as apparent or assigned. Works under the supervision of the Public Works Director, Public Works Superintendent, and Airport Maintenance Worker Lead as defined by applicable rules, regulations, and policies of the Airport to the safety standards required.

Essential Duties and Responsibilities

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

- Coordinate dis-interments, interments and re-interments. Be responsible for paperwork communications with funeral homes or families concerned.
- Plan, organize, and coordinate the cemetery burial services.
- Locate all grave sites for public sale and for interment.
- Work Memorial Day weekend.
- Plan work week around funerals.
- Schedule work week to minimize overtime.
- Raise and lower flags for the burial of Veterans.
- Snow removal and maintenance activities at the Airport, as requested.
- Conducts routine and special inspections of all assigned Airport facilities.
- Assists in preventive maintenance of all equipment.
- Performs other duties and responsibilities as assigned.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

High school diploma or GED and moderate experience working in construction maintenance, with heavy equipment, at a cemetery, or equivalent combination of education and experience.

- Valid driver's license in the State of Minnesota.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Desirable Education and Experience

- Considerable knowledge of the materials, methods, and techniques commonly used in cemeteries and maintenance activities.
- Considerable knowledge of the hazards and safety precautions of the work place.
- Some skill operating standard office equipment and related hardware and software.
- Ability to plan, organize, layout, direct, supervise, and evaluate complete projects.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to keep records and to prepare work and timely reports.
- Ability to generate and maintain applicable maps, records, reports and documents.
- Ability to operate standard lawn and snow maintenance equipment.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to work with people in stressful or emotional environments.
- Must be capable of tolerating long and potentially stressful shifts of work which may include working in adverse weather conditions.
- Must have significant practical judgment in order to deal with unexpected situations.
- Must be able to communicate effectively with the public, understand oral and written directives, recognize hazardous materials, prepare reports, and supervise subordinates through both verbal and written directives.
- Must be able to operate equipment necessary for the operations and maintenance of the cemetery.

Physical Demands

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires walking, sitting and using hands to finger, handle or feel and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the

risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Maintenance and Plant Operator
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: January 27, 2025

Summary

Performs intermediate semiskilled work in the maintenance and operation of the facility and grounds, and related work as apparent or assigned. Work is performed under the limited supervision of the Facilities Maintenance Manager.

Essential Duties and Responsibilities

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

- Oversees the repair and maintenance of facility equipment, including air handlers, compressors, ice resurfacer, energy systems, and filtration systems.
- Oversees the maintenance of dasher boards, ice resurfacer, ice edger and building as needed and as assigned.
- Oversees the maintenance and cleanliness of locker rooms, hallways, seats, entrances and spectator and other public areas regularly.
- Implements an ice-resurfacer training program to maintain an adequate supply of back-up operators.
- Schedules off-season maintenance and preventative maintenance projects, and secure competitive bids for facility maintenance and repair projects.
- Assumes responsibility for the cleanliness and security of the facility, equipment and mechanical areas.
- Remains knowledgeable on current and new methods of building maintenance.
- Cautiously reviews current building maintenance duties as requested.
- Determines work procedures, prepares work schedules, and expedites workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Lays out daily work schedules and assigns tasks to appropriate individuals, crews or combination of crews, and coordinates the completion of same.
- Maintains an accurate inventory of building tools, machine, cleaning supplies, and related building equipment.

- Maintains records on all maintenance and repairs to facility machinery and equipment.
- Performs other duties and responsibilities as assigned.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

High school diploma or GED and considerable experience working in facilities maintenance, or equivalent combination of education and experience.

- Forklift license.
- Class 2C boiler's license.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Desirable Education and Experience

- Knowledge of the operation, preventative maintenance and repair of air conditioning, ventilation, heating and ice-making machinery.
- Knowledge of the operation, maintenance and repair of ammonia and freon refrigeration systems.
- Knowledge of the functions, operations and equipment of a multi-purpose sports facility.
- Knowledge of first aid and safety practices and all applicable safety standards for public facilities.
- Skill in diagnosing mechanical problems and making or supervising necessary repairs.
- Skill in the operation of listed tools and equipment.
- Some skill using standard office equipment and related hardware and software.
- Ability to create and maintain effective records of service.
- Ability to work from blueprints, sketches, shop drawings and electrical diagrams.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and the public.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to understand, follow and transmit written and oral directions.
- Ability to train and supervise employees.

Tools and Equipment Used

Zamboni ice resurfer, ice surface edger, fork lift, bucket truck, hydraulic lift, HVAC computer control program, electric hand tools and miscellaneous hand tools used in maintenance and repair, snow blower, snow plow, pickup truck, 15 passenger van; lawn and landscaping equipment, including tractors, mowers, airifier, chain saw, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to extreme cold (nonweather), frequently requires exposure to wet, humid conditions (non- weather) and working near moving mechanical parts and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Maintenance Worker I

Department: Public Works
 FLSA Status: Non-Exempt
 Approved By: City Council
 Approved Date: January 27, 2025

Summary

Performs semiskilled work in a variety of maintenance work, operating a variety of trucks and equipment as needed in the construction and maintenance of the City roads, rights-of-way, parks, athletic fields and buildings, responding to after-hour or emergency requests, and related work as apparent or assigned. Work is performed under the moderate supervision of the Public Works Superintendent and the Public Works Director.

Essential Duties and Responsibilities

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

- Maintains the infrastructure, right of ways, snow plowing and snow removal, park and athletic field maintenance for city owned properties and sites.
- Completes road construction, right of way maintenance, traffic control, street weeping or public utilities work.
- Conducts ice or snow control.
- Responds to and completes facility or other building maintenance.
- Maintains and repairs crosswalks, street signs, markers, and fences.
- Operates all vehicles and equipment owned by the City, including, but not limited to, dump trucks, pickups, graders, loaders, backhoe, mowers, forklift, snowplow equipment and the street sweeper.
- Repairs concrete or asphalt sidewalks and street pavement hazards.
- Performs various tasks related to the maintenance of and best practices for storm water management.
- Conducts snow removal operations in accordance with the City's Snow and Ice Control Policy.
- Maintains grounds and facilities to include mowing and landscaping, pavement maintenance, building maintenance, light carpentry, painting, and janitorial duties.
- Documents daily activities.
- Provides excellent customer service to the citizens of Grand Rapids.
- Drives truck to transport crew and equipment to work site.
- Drives snow removal equipment, consisting of a truck or loader equipped with adjustable snowplow and blower unit.
- Operates mowers, trimmers, chainsaws, and other turf maintenance equipment to cut grass, landscape and trim trees around City facilities and parks.

- Performs other duties and responsibilities as assigned.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Maintain a skill level which will provide the ability to operate all vehicles and equipment owned by the City of Grand Rapids in a safe manner and in accordance with the manufacturers operating manuals i.e., motorized vehicles including 35000 GVW dump trucks, pickups grader, loader, backhoe, snowplow equipment, common hand and power tools, plate compactors, shovels and wrenches.
- Be available to work night shifts, if required.
- Ability to understand and perform all jobs relating to road right-of-way maintenance, including but not limited to storm sewer maintenance, pavement maintenance, curb/gutter maintenance, sidewalk maintenance, street sweeping, snow and ice control, traffic control and facility maintenance.
- Ability to understand and perform all jobs relating to park and athletic field maintenance, including but not limited to turf renovation, field/court maintenance, irrigation systems, mowing, play equipment maintenance and skating rink maintenance.
- If assigned to streets, employees must have the:
 - Ability to understand and perform storm sewer maintenance, snow plowing, knowledge and ability to conduct of safe operations, manhole maintenance, patching and blacktopping, general winter maintenance, streets inventory, sanding or street sweeping.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: dump trucks, one-way brooms, water trucks, air compressors, sidewalk blowers/trackless and other miscellaneous equipment.
- If assigned to parks, employee must have the:
 - The ability to perform turf renovation, field or court maintenance, irrigation, manhole maintenance and repairs, watering, knowledge and ability to conduct safe operations, storm sewer maintenance, mowing, shelter building and maintenance, monitoring of play equipment areas, ability to winterize, tree and shrub maintenance, skating rink maintenance, general summer maintenance, general winter maintenance and other miscellaneous duties.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: gang mowers, 72" rotary mowers, one ton dump trucks, utility tractors, ball diamond groomers, one-way brooms, single axle dump trucks, water trucks, sickle bar mower, blade tractor, tractor loader and other miscellaneous equipment.

Education and/or Experience

- High school diploma or GED, or equivalent combination of education and experience.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.
- Department and organization specific training will be provided and must be completed within six (6) months of hire and on an ongoing basis.
- Experience working in maintenance, public works, utilities, turf, tree or grounds maintenance preferred.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Maintenance Worker II

Department: Public Works

FLSA Status: Non-Exempt

Approved By: City Council

Approved Date: January 27, 2025

Summary

Performs intermediate semiskilled work in a variety of maintenance work, operating a variety of trucks and equipment as needed in the construction and maintenance of the City roads, rights-of-way, parks, athletic fields and buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Superintendent and the Public Works Director.

Essential Duties and Responsibilities

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

- Maintains the infrastructure, right of ways, snow plowing and snow removal, park and athletic field maintenance for city owned properties and sites.
- Completes road construction, right of way maintenance, traffic control, street weeping or public utilities work.
- Conducts ice or snow control.
- Responds to and completes facility or other building maintenance.
- Maintains and repairs crosswalks, street signs, markers, and fences.
- Operates all vehicles and equipment owned by the City, including, but not limited to, dump trucks, pickups, graders, loaders, backhoe, mowers, forklift, snowplow equipment and the street sweeper.
- Repairs concrete or asphalt sidewalks and street pavement hazards.
- Performs various tasks related to the maintenance of and best practices for storm water management.
- Conducts snow removal operations in accordance with the City's Snow and Ice Control Policy.
- Maintains grounds and facilities to include mowing and landscaping, pavement maintenance, building maintenance, light carpentry, painting, and janitorial duties.
- Documents daily activities.
- Provides excellent customer service to the citizens of Grand Rapids.
- Drives truck to transport crew and equipment to work site.
- Drives snow removal equipment, consisting of a truck or loader equipped with adjustable snowplow and blower unit.
- Operates mowers, trimmers, chainsaws, and other turf maintenance equipment to cut grass, landscape and trim trees around City facilities and parks.
- Performs other duties and responsibilities as assigned.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Maintain a skill level which will provide the ability to operate all vehicles and equipment owned by the City of Grand Rapids in a safe manner and in accordance with the manufacturers operating manuals i.e., motorized vehicles including 35000 GVW dump trucks, pickups grader, loader, backhoe, snow plow equipment, common hand and power tools, plate compactors, shovels and wrenches.
- Be available to work night shifts, if required.
- Ability to understand and perform all jobs relating to road right-of-way maintenance, including but not limited to storm sewer maintenance, pavement maintenance, curb/gutter maintenance, sidewalk maintenance, street sweeping, snow and ice control, traffic control and facility maintenance.
- Ability to understand and perform all jobs relating to park and athletic field maintenance, including but not limited to turf renovation, field/court maintenance, irrigation systems, mowing, play equipment maintenance and skating rink maintenance.
- skating rink maintenance.
- If assigned to streets, employees must have the:
 - Ability to understand and perform storm sewer maintenance, snow plowing, knowledge and ability to conduct of safe operations, manhole maintenance, patching and blacktopping, general winter maintenance, streets inventory, sanding or street sweeping.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: dump trucks, one way brooms, water trucks, air compressors, sidewalk blowers/trackless and other miscellaneous equipment.
- If assigned to parks, employee must have the:
 - The ability to perform turf renovation, field or court maintenance, irrigation, manhole maintenance and repairs, watering, knowledge and ability to conduct safe operations, storm sewer maintenance, mowing, shelter building and maintenance, monitoring of play equipment areas, ability to winterize, tree and shrub maintenance, skating rink maintenance, general summer maintenance, general winter maintenance and other miscellaneous duties.
 - Ability to operate in a safe and efficient manner to provide preventative maintenance on some or all of the following equipment: gang mowers, 72” rotary mowers, one ton dump trucks, utility tractors, ball diamond groomers, one way brooms, single axle dump trucks, water trucks, sickle bar mower, blade tractor, tractor loader and other miscellaneous equipment.

Education and/or Experience

- High school diploma or GED and moderate experience working in maintenance, public works, utilities, turf, tree or grounds maintenance, or equivalent combination of education and experience.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.
- Department and organization specific training will be provided and must be completed within six (6) months of hire and on an ongoing basis.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: Public Works Mechanic
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: January 27, 2025

Summary

Performs intermediate technical work maintaining the vehicles and mechanical equipment of the department, and related work as apparent or assigned. Work is performed under the limited supervision of the Lead Mechanic, Public Works Superintendent, and the Public Works Director.

Essential Duties and Responsibilities

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

- Plans, carries out and evaluates preventative maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and Maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metal and performs body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates the status of mechanical equipment and vehicles, and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Be available to work night shift if required.
- Perform other work as directed by the Public Works Director.

Education and/or Experience

Associates/Technical degree in auto mechanics, or related field and moderate experience working in heavy machinery maintenance and mechanics, conducting small or large engine repair, or equivalent combination of education and experience.

- Certified MNDOT inspector within six (6) months of hire.
- Ability to obtain and maintain certifications through initial and ongoing continuing education.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Ability to analyze and repair all kinds of equipment.
- Ability to read and comprehend technical manuals.
- Ability to make decisions as to the extent of repair needed.
- Ability to create and keep various records related to services rendered.
- Ability to operate standard vehicles, tools and equipment related to public municipalities.
- General skill operating standard office equipment and related hardware and software.
- General skill operating standard accounting software.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators and welding; price trends and grades of quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

Tools and Equipment Used

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles including welding equipment; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile and portable radio.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, using hands to finger, handle or feel and lifting, frequently requires reaching with hands and arms and occasionally requires walking, speaking or hearing,

climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions; work requires close vision, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; no special hearing perception is required; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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

City of Grand Rapids Job Description

Job Title: **Lead Mechanic**
Department: Public Works
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: January 27, 2025

Summary

Performs difficult technical work maintaining city mobile equipment and related machinery, maintaining interior aspects of the city garage, supervising and directing the work of others, creating and maintaining applicable records, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Superintendent and the Director of Public Works. Limited oversight is exercised over the Mechanic.

Essential Duties and Responsibilities

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

- Maintains all vehicles which are part of the City of Grand Rapids fleet.
- Repairs all city-owned vehicles within the scope of personnel and time available.
- Schedules repairs or servicing done at private establishments.
- Maintains inventory of shop tools and equipment.
- Responsible for purchase of shop tools and equipment.
- Orders and is responsible for all fuel, lubricants, batteries and other supplies required to maintain the vehicles and machines of the Public Works Department.
- Responsible for maintenance of all records ordering documents, and other garage record-keeping.
- Responsible for maintenance of all records, ordering documents, and other garage record-keeping.
- Establish and direct a preventative maintenance program.
- Directs work and determines priority of projects.
- Orders shop supplies.
- Perform other work as directed by the Public Works Director.

Education and/or Experience

Associates/Technical degree in auto mechanics, or related field and considerable experience working in heavy machinery maintenance and mechanics, conducting small or large engine repair, or equivalent combination of education and experience.

- Certified truck inspector within six (6) months of hire.
- Department and organization specific training will be provided and must be completed within six (6) month of hire and on an ongoing basis.

- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A Commercial Driver's License (CDL) preferred.
- Satisfactory completion of a background examination and drug testing.

Knowledge, Skills, Abilities and Competencies Required

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Thorough knowledge of standard electrical schematics.
- Thorough knowledge of standard mechanical repair guides, processes, rules, standards and regulations.
- Thorough knowledge of standard business correspondence related to mechanical repair and work order completion.
- General knowledge of budgeting and expense reporting.
- Thorough skill operating standard tools of the trade.
- Thorough skill operating specialized equipment after an initial training period.
- General skill creating and keeping records of service.
- General skill operating standard office equipment and related hardware and software.
- General skill operating standard accounting software.
- Ability to compute rates, ratios and percentages.
- Ability to keep inventory and order supplies as needed.
- Ability to learn and use a variety of mechanical and public works equipment, tools and materials.
- Ability to initiate and maintain records.
- Ability to establish and maintain effective working relationships with staff, vendors and the general public.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires walking, speaking or hearing, stooping, kneeling, crouching or crawling and lifting and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme heat (non-

weather), exposure to the risk of electrical shock, working with explosives, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

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

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

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

City of Grand Rapids Job Description

Job Title: ROW Leadperson
Department: Public Works
FLSA Status: Non-exempt
Approved by: City Council
Approved date: January 27, 2025

Summary

Under the direction of the Public Works Superintendent and the Public Works Director, the ROW Leadperson is responsible for coordinating and implementing maintenance activities in the Road-Right of Way (ROW), Storm Water Utility and the Parks and Athletic Field Maintenance Divisions of the Public Works Department. The ROW Leadperson supervises Maintenance I, II, III and seasonal personnel.

Essential Duties and Responsibilities

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

- The ROW Leadperson reports to the Public Works Superintendent and the Public Works Director and coordinates and supervises the various activities of the Public Works Department.
- The ROW Leadperson works on the job site; operates all trucks and heavy equipment in various situations and works outside in all weather conditions and will work in difficult terrain and sever/dangerous weather.
- Attendance during regularly scheduled work hours and outside regular business hours as necessary.
- Effective and respectful communication and interactions with other employees, individuals from other organizations and the public.
- Must be available at various hours to adequately serve the public and direct emergency type maintenance activities.
- Performs other related function as assigned or apparent.

Education and/or Experience

- Must possess a high school diploma or GED, with three or more years of experience as a supervisor for construction and maintenance of streets or other public facilities.
- Maintain throughout employment, at least a Class B Commercial Driver's License (CDL) in the State of Minnesota, or the ability to obtain within six (6) months of hire; Class A

Commercial Driver's License (CDL) preferred.

- Satisfactory completion of a background examination and drug testing.

Knowledge, Skills, Abilities and Competencies Required

- Must comply with organizational and department policies.
- Knowledgeable in materials, methods, techniques and equipment used in the construction, maintenance and repair of the ROW, Storm Sewer Utility and the Parks and Athletic Field Maintenance Divisions of the Public Works Department.
- Ability to lead and perform through proper delegation.
- Ability to work with the Public Works Superintendent, the Public Works Director, subordinates and the public.

Physical Demands

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently requires walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires climbing or balancing and repetitive motions; work requires distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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

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

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



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider Employee Status Change for a Hospital Security Officer from part-time to full-time.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

On October 28, 2024, the City Council approved a structure change for Hospital Security staff was approved, as well as revised job descriptions, and appointments to open Hospital Security Officer positions. At this meeting, Heather McNally was appointed to the position of part-time Hospital Security Officer.

Heather McNally initially applied for the position of full-time Hospital Security Officer. After some consideration, Heather determined she would initially rather work as a part-time Hospital Security Officer for the time being. Heather is currently working on a part-time basis and is now available to work full-time. The interview committee is recommending changing the status of Heather McNally from part-time Hospital Security Officer to full-time Hospital Security Officer, which is classified as a Class 7, 8GR, effective January 31, 2025, with an hourly rate of pay of \$24.3801. Heather has previously completed and passed all pre-employment conditions of employment, when she was appointed to the part-time position.

Heather is very involved in our community. She's been part of the Police Reserves, always going above and beyond. Some of the skills she brings to the table include OSHA compliance, First Aid, CPR, taser, tactical, and CJIS. She is an excellent communicator and truly cares about making a difference in our community.

Because of this employee status change, we will have an open PT Hospital Security Officer position. We are requesting authorization for Human Resources to begin the process of posting, advertising, interviewing, and hiring for the open position of PT Hospital Security Officer.

REQUESTED COUNCIL ACTION:

Make a motion to change the employment status of Heather McNally from part-time to full-time Hospital Security Officer, Class 7, 8GR, effective January 31, 2025, with an hourly rate of pay of \$24.3801, and authorize Human Resources to begin the process of posting, advertising, interviewing and hiring for the open position of PT Hospital Security Officer.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27th, 2025

AGENDA ITEM: Consider approving the purchase of an ASV broom from Yanmar CE

PREPARED BY: Matt Wegwerth

BACKGROUND:

The public works department would like to purchase a replacement broom for an ASV. The city currently operates 3 ASV's for sidewalk and trail maintenance and utilizes blades and brooms for attachments. One of the existing brooms, purchased in 2006, has worn out and parts are becoming difficult to find. The new broom would fit on all existing ASV's and will be purchased with State Aid Maintenance funds.

Yanmar CE - \$8,606.00

Bobcat of Duluth - \$11,480

REQUESTED COUNCIL ACTION:

Make a motion approving the purchase and payment of an ASV 72-inch angled broom from Yanmar CE NA in the amount of \$8,606.00.

YANMAR CE NA
840 LILY LANE
GRAND RAPIDS MN 55744
US

Phone:
Fax:

800-205-9911
218-327-9123

Item 10.

Invoice: 722430

Pro-forma Invoice

Page: 1 of 1
Date: 12/3/2024

Sold To:

CITY OF GRAND RAPIDS
420 NORTH POKEGAMA AVE
GRAND RAPIDS MN 55744 US

Ship To:

CITY OF GRAND RAPIDS
500 SE 4TH STREET
GRAND RAPIDS MN 55744
US

Fax: 218-326-7608

Email ap@ci.grand-rapids.mn.us

PO Number: QUOTE ONLY
Sales Rep: HOUSE ACCOUNT

Terms: NET 30 DAYS

F.O.B.: FACTORY

Ship Via: CUSTOMER PICK UP

USD

Line	Part Number/Description/Rev	Quantity	Doc Unit Price	Ext Price
1	0405-456 BROOM, ANGLE, 72 INCH, ASV-BRANDED	1.00 EA	8,606.00000 /1	8,606.00 -

-----Kit Components-----

Part Number/Description/Rev

Qty. Per Parent

Line(s) Subtotal: 8,606.00
Miscellaneous Charges: 0.00
Total Taxes: 0.00
Deposit Balance: 0.00
Rounding: 0.00 USD
Total: 8,606.00 USD



Bobcat®

of Duluth, Inc.

4610 W Arrowhead Rd
 Duluth, MN 55811
 (218)727-7377
 (218)727-8889 FAX

Customer: City of Grand Rapids	Date: 12/3/2024
Address:	Tel: 218-326-7412
City: Grand Rapids State: MN Zip Code: 55744	Fax:

Stock/SN	Make	Model	Description	Quantity	Price
	Virnig	VAB72	72" Straight Broom	1	\$ 8,450.00
			7 Pin Connector	1	\$ 830.00
			Replacement Wafers	1	\$ 1,210.00
	Virnig	VAB-HA	Optional Hyd Angle Option	1	\$ 2,200.00
These would have to be ordered					
					\$ 12,690.00

Trade In Equipment		
Stock/ SN	Description	Allowance
Less: Amount Owed to:		
Net Trade In Allowance:		0

Manufacturers Warranty	Taxable Sub Total	\$12,690.00
Years	Sales Tax 0.000%	\$0.00
Hours	Fees and Taxes	
(Whichever Occurs First)	2Yr Orange Protection	
	UCC FEE	
Financing / Rebates	KTAC Insurance	
Interest Rate	Net	\$12,690.00
Length of Term	Cash Down	
Monthly Payment	Balance to Pay or Finance	-\$12,690.00

Acceptance of Order \$11,480.00

Buyers Signature:	Sellers Name: Bobcat of Duluth
Title:	Sales Rep: Lance Raatsi
Date:	Date:



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider approving a resolution calling for a public hearing relating to the issuance of street reconstruction bonds.

PREPARED BY: Tom Pagel, City Administrator

BACKGROUND:

The city recently reconstructed portions of 3rd Avenue NE and adjacent street under CP 2010-1. To pay for the improvements, the city must issue GO Reconstruction Bonds. In order to issue the bonds, the city must conduct a public hearing. In order to conduct a public hearing the city must pass the attached resolution calling for the public hearing.

REQUESTED COUNCIL ACTION:

Make a motion to approve a resolution calling for a public hearing relating to the issuance of street reconstruction bonds.

CITY OF GRAND RAPIDS, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION CALLING A PUBLIC HEARING
RELATING TO THE ISSUANCE OF STREET
RECONSTRUCTION BONDS**

BE IT RESOLVED by the City Council (“Council”) of the City of Grand Rapids, Itasca County, Minnesota (“City”).

Section 1. Background; Findings.

1.01. The Council has found and determined that certain streets in the City are in need of reconstruction, repair and improvement.

1.02. The City is authorized by Minnesota Statutes, Section 475.58, subdivision 3b (the “Act”), to prepare a plan for reconstruction or overlay of streets in the City over the next five years, including a description of the affected streets and estimated costs (the “Plan”), and to issue general obligation bonds to finance the cost of street reconstruction activities described in the Plan.

1.03. Pursuant to the Act, the City is required to hold a public hearing regarding the Plan and issuance of the bonds thereunder.

1.04. The City now finds that it is necessary to prepare a Plan setting forth proposed street reconstruction projects in the City for the years 2025-2029, and to provide for the issuance of general obligation bonds to finance a portion of the costs of the street reconstruction projects described in the Plan (the “Costs”) in an amount not to exceed \$4,000,000 (the “Bonds”), and further finds and determines that it is in the best financial interests of the City that the City hold a public hearing on the Plan and the issuance of Bonds as provided in the Act.

Section 2. Public Hearing Authorized.

2.01. The City hereby authorizes its staff and consultants to prepare the Plan for street reconstruction projects in the City over the five-year period in accordance with the Act, and to place a copy of the Plan on file with the City Clerk by no later than the date of publication of the hearing notice.

2.02. As required by the Act, a public hearing on the Plan and the issuance of the Bonds to finance the Costs will be conducted at City Hall on February 10, 2025, commencing at 5:00 P.M. The City Administrator is authorized and directed to cause notice of the hearing to be published in substantially the form attached hereto as Exhibit A not less than ten (10) nor more than twenty-eight (28) days prior to the date of the hearing.

Section 3. Miscellaneous.

3.01. As provided in the Act, the Bond will not be issued without the approval of a majority of the voters at a special election if within thirty (30) days after approval of the Plan and authorization of the issuance of the Bonds, a petition requesting such an election signed by a number of voters equal to five percent (5%) of the votes cast in the last previous City general election, is filed with the City Clerk.

Section 4. Declaration of Official Intent to Reimburse Expenditures.

4.01. The Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; the City expects to incur certain expenditures with respect to projects that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of tax exempt bonds.

4.02. The City has determined to make a declaration of official intent (the “Declaration”) to reimburse certain costs with respect to construction of street improvements, water utility improvements and sanitary sewer utility improvements in connection with the City’s 3rd Avenue/ 7th Street NE Project (the “Project”) from proceeds of tax-exempt bonds in an estimated principal amount of \$5,200,000 (the “Tax-Exempt Bonds”) in accordance with the Reimbursement Regulations.

4.03. All reimbursed expenditures will be capital expenditures, costs of issuance of the Tax-Exempt Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

4.04. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Tax-Exempt Bonds, except for the following expenditures: (a) costs of issuance of Tax-Exempt Bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4.05. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the Tax-Exempt Bonds described herein are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of the Tax-Exempt Bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such expenditures.

4.06. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted by the City Council of the City of Grand Rapids, Minnesota, this 27th day of January, 2025.

Mayor

Attest:

City Clerk

EXHIBIT A

CITY OF GRAND RAPIDS
ITASCA COUNTY, MINNESOTA

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Grand Rapids, Minnesota will conduct a public hearing at the City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota on Monday, February 10, 2025, commencing at approximately 5:00 P.M., to consider the City’s Street Reconstruction Plan for the years 2025-2030 (the “Plan”) and the issuance of general obligation street reconstruction bonds in an estimated aggregate principal amount not to exceed \$4,000,000 (the “Bonds”). A draft copy of the Plan is on file with the City Clerk and is available for public inspection at City Hall during regular business hours.

The Plan proposes to finance the construction of street reconstruction projects by the issuance of the Bonds under the provisions of Minnesota Statutes, Section 475.58, subdivision 3b. The Bonds will not be issued without approval of the voters at a special election if within thirty (30) days after adoption of the resolution approving the Plan and authorizing issuance of the Bonds, a petition requesting such an election is signed by a number of voters equal to five percent (5%) of the votes cast in the last previous general City election and is filed with the City Clerk.

Any person wishing to express a view about the Plan may present written or oral testimony at the public hearing.

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

/s/ Tom Pagel
City Administrator

Published: January 29, 2025.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider authorizing the Police Department to enter into a Joint Powers Agreement with 1,000 Lakes SWAT.

PREPARED BY: Police Chief Andy Morgan

BACKGROUND:

The Police Department has a long history and commitment to the area 1,000 Lakes Multi-jurisdictional Special Weapons and Tactics Team (SWAT). SWAT is comprised of licensed and non-licensed law enforcement personnel from multiple area jurisdictions and is responsible for providing emergency response services and personnel in the event of natural disaster, civil disturbance, catastrophic incidents or those situations where regular patrol officer resources would not be sufficient to resolve a situation.

Grand Rapids Police Department currently has six (6) licensed members assigned to SWAT. This SWAT commitment is a secondary assignment to their standard responsibilities with GRPD.

This JPA has no significant change to how we have operated for years. The Joint Powers Agreement will not need to be addressed annually. The JPA allows any participating agency the ability to withdraw from this agreement upon sixty (30) days written notice.

Please see attached JPA which has been reviewed by City Attorney Sterle.

REQUESTED COUNCIL ACTION:

Make a motion authorizing the Police Department to enter into a Joint Powers Agreement with 1,000 Lakes SWAT.

1000 Lakes Multi-jurisdictional Special Weapons and Tactics (SWAT) Team

Joint Powers Agreement

THIS AGREEMENT was made and entered into by and between the City of Grand Rapids, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "Grand Rapids," the County of Itasca, a political subdivision of the State of Minnesota, hereinafter referred to as "Itasca County"; pursuant to the authority conferred upon the parties by Minnesota Statutes Section 471.59, to establish a Special Weapons and Tactics Team, hereinafter referred to as "1000 Lakes SWAT", with the authority and responsibility to provide emergency law enforcement response to the participating jurisdictions in the event of situations where regular patrol officer resources would not be sufficient to resolve a situation, civil disturbances, natural disasters or catastrophic incidents.

WITNESSETH:

WHEREAS, local law enforcement entities within the above-named participating jurisdictions are all empowered by Minnesota Statutes to provide emergency law enforcement response services and have legal authority to send emergency response equipment and personnel to the other participating jurisdictions; and

WHEREAS, the individual law enforcement entities are of insufficient size and are insufficiently equipped and trained to adequately respond to infrequent and unpredictable natural disasters, civil disturbances, catastrophic incidents, or those situations where regular patrol officer resources would not be sufficient to resolve a situation; and

WHEREAS, the combination of said law enforcement entities provides an adequate size of force and would permit adequate training of and equipment for an emergency response team; and

WHEREAS, Grand Rapids and Itasca County desire to make available to each other members of their respective law enforcement agencies to form and constitute one emergency response team to serve the respective participating jurisdictions; and

WHEREAS, Minnesota Statutes Section 471.59 authorizes the participating jurisdictions to enter into a Joint Powers Agreement to provide the aforementioned emergency response mutual aid.

NOW, THEREFORE, pursuant to the authority granted by Minnesota Statutes Section 471.59, it is agreed by and between the parties as follows:

1. The 1000 Lakes SWAT, comprised of licensed and non-licensed law enforcement personnel from each of the participating jurisdictions, is hereby created to provide emergency response services and personnel to each of the participating jurisdictions in the event of natural disaster, civil disturbance, catastrophic incidents or those situations where regular patrol officer resources would not be sufficient to resolve a situation; and

2. The purpose of 1000 Lakes SWAT shall be to establish, train, equip, and operate a pool of trained and experienced Law Enforcement Officers, Corrections Officers, Records Officers, Communications Officers, and Medics from among the officers of the participating jurisdictions, who, as a team, shall be available to each of the participating jurisdictions the event of an emergency beyond the capability of the local law enforcement entity, for the enforcement of law, the protection of lives and property and the alleviation of suffering and the maintenance of order.

3. If an emergency arises in any of the participating jurisdictions, the applicable law enforcement agencies may call upon 1000 Lakes SWAT for assistance.

4. The immediate control and management of the 1000 Lakes SWAT shall be under the control of the Team Commander and consistent with the rules, regulations, policies, and management guidelines established and approved by the Chief Law Enforcement Officers of the participating jurisdictions. Rules, regulations, and policies shall be established for the training and operation of 1000 Lakes SWAT, including the establishment of a team organizational structure. The rules, regulations, and policies shall also be consistent with the policies and procedures of each participating law enforcement agency. The rules, regulations and policies shall further provide for the acquisition and disposition of property of the team as shall be suitable and convenient for the performance of the purposes of the team. The Team Commander shall make annual reports of 1000 Lakes SWAT activities to the participating law enforcement agencies.

5. Any contract entered by the team and purchases made shall conform to the requirements of law applicable to the participating jurisdiction.

6. Each participating jurisdiction shall, in accordance with the rules, regulations, and policies of the team, from time to time, commit to the team such number of personnel as the jurisdiction shall deem consistent within its capabilities, which contingent of personnel shall then be subject to the direction of the Team Commander. Such contingent, during both training sessions and actual service in the event of a natural disaster, civil disturbance, catastrophic incidents, or those situations where regular patrol officer resources would not be sufficient to resolve a situation; shall be deemed employees of, and in the course of their duty and employment by the jurisdiction committing them to 1000 Lakes SWAT.

7. Each participating jurisdiction shall be responsible for the wages of their respective employees during training and actual service, together with the use of such

existing equipment, vehicles, communications, storage space, and facilities, which it may determine to be feasible.

8. In the event of a call for assistance, the 1000 Lakes SWAT shall promptly dispatch an adequate number of members of the team to assist in the emergency or to render stand-by services. Provided that no law enforcement agency of any of the said participating jurisdictions shall be obligated to send its team member (s) beyond its boundaries if to do so would leave such jurisdictions without adequate personnel available within its limits for law enforcement service at any incident which may subsequently arise therein. In extreme emergencies however, every effort will be made to redistribute emergency team membership and equipment so as to make it available for any additional emergency which may arise during the initial emergency call.

9. In an emergency, the 1000 Lakes SWAT personnel and equipment will be under the command of the Team Commander but shall work cooperatively with law enforcement personnel of the jurisdictional body within whose boundaries the emergency is situated.

10. The Chief Law Enforcement Officer, or designee, from any participating law enforcement agency shall have the right to withdraw or limit the participation of their 1000 Lakes SWAT members from an emergency situation if the participation of that member(s) is contrary to the practices and procedures established by that law enforcement agency, or, if to obligate such members would leave such jurisdiction without adequate personnel available within its limits for law enforcement service at any incident which may subsequently arise therein.

11. The Team Commander shall establish liaison with the Bureau of Criminal Apprehension, the Minnesota State Patrol, the Civil Air Patrol, the National Guard, Emergency Management, or other departments necessary to carry out the purposes of this agreement.

12. Each of the participating jurisdictions herein shall maintain insurance policies covering their own equipment and personnel while engaged in furnishing assistance as part of 1000 Lakes SWAT under this agreement, and each will maintain general public liability insurance protecting itself against the claims of third parties.

13. No party to the Agreement nor any 1000 Lakes SWAT member from such jurisdiction shall be liable to any other party or to any other person on account of the failure of the participating jurisdictions to furnish its emergency response equipment or personnel to a call for assistance in any other jurisdiction.

14. No liability shall be incurred by a jurisdiction that has summoned assistance under this Agreement for damage to or destruction of emergency response equipment of a jurisdiction rendering such assistance unless such damage or destruction is caused by the negligent or malicious conduct of any officer or employee of the jurisdiction that has summoned such assistance.

15. Each participating jurisdiction shall fully indemnify and hold harmless the other members against all claims, losses, and damage. Liability, suits, judgments, costs, and expenses by reason of the action or inaction of the employees assigned to 1000 Lakes SWAT. This agreement to indemnify and hold harmless does not constitute a waiver by any member of limitations on liability provided by Minnesota Statutes, Chapter 466.

16. This Agreement shall remain in full force and effect until it shall be terminated in the manner provided herein.

17. The Agreement may be terminated upon agreement of the parties. Any party hereto may withdraw from this Agreement by 30 days written notice to the other participating jurisdictions.

18. Upon termination or withdrawal, all property shall be disposed of as the remaining parties shall agree, and all surpluses remaining after payments or performance of all obligations arising out of this Agreement or the operation of 1000 Lakes SWAT shall be paid to the remaining parties in equal shares.

19. Other law enforcement agencies from within the participating jurisdictions or from the adjoining jurisdictions may become members of 1000 Lakes SWAT by agreement with the participating jurisdictions and by executing an addendum to this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the authority of their respective governing bodies.

COUNTY OF ITASCA, MINNESOTA

BY: _____
Joseph Dasovich, Sheriff

CITY OF GRAND RAPIDS, MINNESOTA

BY: _____
Andrew Morgan, Chief of Police



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider approving an invoice from Hart Electric for electric heating mats and controls under slab on north end of Yanmar Arena.

PREPARED BY: Tom Pagel, City Administrator

BACKGROUND:

To eliminate ice buildup and the potential of slip and falls with the public a heated slab was installed outside the north wall of Yanmar Arena where the ice resurfacer enters and exits the building to resurface the outdoor pavilion. The attached invoice is for the supply and installation of the heating pads.

REQUESTED COUNCIL ACTION:

Make a motion to approve payment of the attached invoice with Hart Electric for the installation of heating mats and controls in an amount of \$9,937.00.

Hart Electric

10963 Meadowlark Lane
 Hibbing, MN 55746

RECEIVED

DEC 02 2024

CITY OF GRAND RAPIDS

Invoice

Date	Invoice #
11/26/2024	470316

Bill To
City of Grand Rapids 420 North Pokegama Avenue Grand Rapids MN 55744

P.O. No.	Terms	Project
	Net 30 days	

Quantity	Description	Rate	Amount
	RE: Install electric heating mats in 16x21slab, and provide snow melting controls.		
	Material	4,141.00	4,141.00
	Labor	5,760.00	5,760.00
	State Fee	36.00	36.00
	5-7 week lead time for electric mats		

THANK YOU AND HAPPY HOLIDAYS FROM ALL OF US AT HART ELECTRIC!	Total	\$9,937.00
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CITY OF
GRAND RAPIDS
 IT'S IN MINNESOTA'S NATURE

REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider appointment of Kiara Rantala to the position of Police Officer with the Grand Rapids Police Department.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

City Council authorized Human Resources to post, interview, and hire for a Police Officer position. From our posting, the City received four (4) applications. The interview committee interviewed three (3) applicants and are recommending the appointment of Kiara Rantala to the position of Police Officer, subject to successful completion and passing of a background check, drug testing, physical examination, and pre-employment psychological testing. A start date will be determined at a later date, based on the results of the pre-employment testing.

Kiara Rantala is from the Greenway/Coleraine area. She received her associates degree at MN North – Hibbing Campus and is currently working for the Coleraine Police Department. She is EMR and CPR certified. Based on the current Law Enforcement Labor Services (LELS) Agreement, the Memorandum of Understanding approved at the March 13, 2023, City Council Meeting, and the Memorandum of Agreement approved at the February 12, 2024, City Council Meeting, Kiara will be starting as a new Police Officer with a starting wage of \$32.34 per hour and will follow the schedule for a new Police Officer for placement on the Flexible Time Off (FTO) table.

Kiara is enthusiastic and eager to get started with her career and will be an asset to the Grand Rapids Police Department.

REQUESTED COUNCIL ACTION:

Make a motion to appoint Kiara Rantala to the position of Police Officer, subject to successful completion and passing of a background check, drug testing, physical examination, and psychological testing, with a start date to be determined at a later date, based on the results of the pre-employment testing, with salary and FTO placement as listed above.



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

ADMINISTRATION DEPARTMENT

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

January 21, 2025

Ms. Kiara Rantala

Dear Kiara,

Please consider this letter as a conditional offer of employment for the position of Police Officer for the City of Grand Rapids Police Department. Following is an outline of the terms and conditions of your pending employment.

Upon your signed and returned agreement with the terms and conditions stated herein, your appointment to the position of Police Officer will be presented to the City Council at their subsequent City Council Meeting on January 27, 2025, and is subject to the successful completion of a background check, pre-employment medical exam, psychological exam, and drug screening.

Should you accept this conditional offer, the starting date of your employment is to be determined (TBD), based on the length of time necessary to successfully complete and pass the background check and all other conditions of employment. The starting hourly salary will be \$32.34, based on the current LELS Agreement, Memorandum of Understanding approved by City Council on March 13, 2023, and Memorandum of Agreement approved by City Council on February 12, 2024.

- You will need to successfully complete and pass a *Driver's License Check*. Please sign and return the Authorization for Driver's License Check form to me.
- You will need to successfully complete and pass a medical examination with Dr. Jay Sonder with Occupational Medicine at Grand Itasca Clinic and Hospital, located at 1601 Golf Course Road. To schedule an appointment, please call (218) 326-7344. If you happen to reach the main switchboard at Grand Itasca, please request to be transferred to Occupational Medicine.

- You will need to successfully complete and pass a psychological evaluation. Your psychological evaluation will be scheduled virtually with Dr. Michael Keller, out of Cambridge, MN. I will reach out to you regarding his availability. Please allow two (2) hours for the evaluation.
- You will need to successfully complete and pass drug screening at Northern Drug Screening. Please stop by Northern Drug Screening located at 111 NE 10th Avenue in Grand Rapids, MN for a pre-employment drug screening. They are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Please let them know you need a pre-employment drug screening for the City of Grand Rapids.
- Your hourly rate of pay will be \$32.34 and your official start date will be determined upon successful completion and passing of the above-mentioned items.

I will be scheduling some time for a meeting with you to discuss your transition to the City and look forward to talking with you. Detailed information about your benefits and the City will be provided to you during this meeting.

- Start Date:* Your first date of employment will be subject to the successful completion of the above conditions.
- Compensation:* Based on the current LELS Agreement and Memorandum of Understanding, your beginning hourly wage will be \$32.34 per hour or \$70,630.56 annually.
- Representation:* Law Enforcement Labor Services (LELS) – See attached Bargaining Agreement.
- Benefits:* See attached copy of our current Benefit Summary.
- Health Insurance:* The City of Grand Rapids pays 100% of the premium for family coverage. Your coverage will begin on the 1st of the month following 30 days of employment.
- Flexible Time Off:* Upon employment, you will accrue FTO at 4.62 hours for each 80-hour pay period based on the City FTO schedule and Memorandum of Understanding approved by City Council on March 13, 2023.

On behalf of the City of Grand Rapids, welcome and congratulations! We look forward to working with you.

If you have any questions, feel free to give me a call at (218) 326-7606 or (218) 256-8747.

Please sign below to indicate agreement with the terms and conditions of employment. Please provide me with a signed copy of this offer letter by no later than Friday, January 24, 2025, by 12:00 noon.

Kiara Rantala 1-22-25
Kiara Rantala Date

Sincerely,
Chery Pierzina
Chery Pierzina
Human Resources Officer

cc: Personnel File
Payroll