

AGENDA
CITY COUNCIL MEETING
March 11, 2015
4:30 P.M.

A. 4:30 Call to Order

B. Open Forum

The public is invited to speak at this time. Open Forum is limited to one half-hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten (10) minutes. Council members may ask questions of the speaker. With the agreement of the Council, such matters taken up during the open forum may be scheduled on the current agenda or a future agenda.

C. 4:35 Approve Consent Agenda

1. Approve Agenda
2. Approve Meeting Minutes
3. Approve Payment of Bills

D. 4:35 North House Annual Update—Greg Wright

E. 5:05 Discuss City Planning Workshop Agenda

F. 5:25 Other items as necessary

G. Council & Staff Reports

H. Attached correspondence:

1. Other Meeting Minutes
2. Upcoming Meeting Schedule

I. 5:45 Adjourn

*CITY OF GRAND MARAIS
MINUTES
February 25, 2015*

Mayor Arrowsmith-DeCoux called the meeting to order at 4:31 p.m.

Members present: Jay Arrowsmith-DeCoux, Dave Mills, Anton Moody, and Tracy Benson

Members absent: Tim Kennedy

Staff present: Mike Roth, Kim Dunsmoor and Chris Hood

Mayor Arrowsmith-DeCoux invited the public to speak during a period of open forum. Open Forum is limited to one half-hour. No person may speak more than 5 minutes or more than once. No one spoke.

Motion by Moody, seconded by Mills to approve the Agenda; February 11, 2015, Minutes; and Payment of Bills. Approved unanimously.

Kerrie Berg, Cook County Soil and Water District Manager, updated the council about the rain gardens. In 2012, two rain gardens were placed in town and are working well with stewards who maintain the gardens and the city cleans the catch basins. In 2014, seven rain gardens were built throughout the county. The City applied for a rain garden grant to help with drainage problems between the Library and the Arrowhead Building. The garden would need to be done this year if the City chooses to move forward with the project using grant funding.

City Administrator Roth forwarded the council a 52 page draft report that was prepared by Clean Energy Resource Team (CERT) for three cities that participated in the Greenstep Cities Program.

Council discussed agenda items for the Joint City County School Tribe Meeting tomorrow: Moving Matters, Highway 61, District Heating, Trails, Comprehensive Plan, Joint Facilities, and Membership.

Mayor Arrowsmith-DeCoux updated the council on the District Heating progress in the past week. Mark Spur, FVB, met one on one with customers in 1 – 1 ½ hour meetings. The hospital would like to see financial incentive in the first year and are considering if they would need redundancies planned in the remodel if they were connected to district heat. The School Board could lease out heat from their boilers if extra demand were needed. Customers had questions about the 25 year commitment, guarantee of full load and infrastructure. They requested case studies of other similar systems. Mark Spur will have proposals to customers before the March deadline.

Council discussed approval of bills procedures and financial reporting. Staff will prepare options for Council consideration.

Council discussed the possibility of changing the time of the meetings and using official email rather than personal email.

Councilor Moody's Report:

- 1) The EDA housing subcommittee is working on a letter requesting a zoning change to allow owner occupied housing in the business park.
- 2) The EDA received the housing study for 2010 – 2019. There is a net loss of people age 18-55 and a net gain of people over 55 years of age.

Mayor Arrowsmith-DeCoux's Report:

- 1) Attended a meeting of women seeking to put together a group of Doula's and get a Doula Trainer. Doula's would work with the clinic and the hospital, go to Duluth and do more home births.
- 2) Attended the Biomass District Heating Meeting.
- 3) Working with North Shore Health Care Foundation regarding the Assisted Living Market Study Grant.

Councilor Mills' Report:

- 1) Attended the YMCA Meeting. They are creating a Diabetes Prevention Program.
- 2) Attended the Northwoods Food Project Meeting. They are conducting a county-wide assessment of where our food comes from and our needs, especially as used in restaurants.

There being no further business, the meeting adjourned at 6:00 p.m.



***Check Detail Register©**

March 2015

Check Amt Invoice Comment

10100 MAIN CHECKING GMSB

Paid Chk# 002885E	3/4/2015	PERA		
G 101-21704	PERA		\$4,263.09	493600
		Total PERA	\$4,263.09	

Paid Chk# 002886E	3/4/2015	MN DEPT OF REVENUE-EFTPS		
G 101-21702	State Withholding		\$1,255.40	8030105
		Total MN DEPT OF REVENUE-EFTPS	\$1,255.40	

Paid Chk# 002887E	3/4/2015	VOYA		
G 101-21720	MN State Retirement DeferComp		\$290.00	650251
		Total VOYA	\$290.00	

Paid Chk# 002888E	3/4/2015	DEPT OT THE TREASURY IRS		
G 101-21717	Medicare		\$855.62	5197
G 101-21701	Federal Withholding		\$2,660.04	5197
G 101-21703	FICA Tax Withholding		\$3,635.42	5197
		Total DEPT OT THE TREASURY IRS	\$7,151.08	

Paid Chk# 002889E	3/4/2015	MII LIFE-FLEX		
G 101-21713	Flex Plan Spending		\$505.24	Feb. 2015
		Total MII LIFE-FLEX	\$505.24	

Paid Chk# 002890E	3/4/2015	MII LIFE- HRA		
E 604-49590-131	Employer Paid Health		\$249.46	FEB 2015
		Total MII LIFE- HRA	\$249.46	

Paid Chk# 002891E	3/4/2015	MII LIFE- HRA		
E 602-49490-131	Employer Paid Health		\$16.69	FEB. 2015
		Total MII LIFE- HRA	\$16.69	

Paid Chk# 072729	3/6/2015	BLUE CROSS/BLUE SHIELD OF MN		
G 101-21706	Health Insurance		\$12,437.00	CI926-VO 8
		Total BLUE CROSS/BLUE SHIELD OF MN	\$12,437.00	

Paid Chk# 072730	3/6/2015	COCA-COLA REFRESHMENTS		
E 609-49750-260	Soft Drinks/Mix For Resale		\$166.36	0608021009
		Total COCA-COLA REFRESHMENTS	\$166.36	

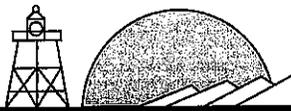
Paid Chk# 072731	3/6/2015	COOK COUNTY AUDITOR-TREASURER		
G 101-20800	Taxes Due (State MN)		\$150.08	8030105 FEBRUARY 2015
		Total COOK COUNTY AUDITOR-TREASURER	\$150.08	

Paid Chk# 072732	3/6/2015	MINNESOTA LIFE		
G 101-21716	MN Mutual Life		\$162.75	0028722
		Total MINNESOTA LIFE	\$162.75	

Paid Chk# 072733	3/6/2015	NCPERS GROUP LIFE INS.		
G 101-21710	NCPERS-Pera		\$16.00	493600
		Total NCPERS GROUP LIFE INS.	\$16.00	

Paid Chk# 072734	3/6/2015	PAUSTIS WINE COMPANY		
E 609-49750-333	Freight and Express		\$55.00	8489134-IN
E 609-49750-251	Liquor For Resale		\$525.91	8489134-IN
		Total PAUSTIS WINE COMPANY	\$580.91	

Paid Chk# 072735	3/6/2015	PHILLIPS WINE & SPIRITS		
------------------	----------	-------------------------	--	--



***Check Detail Register©**

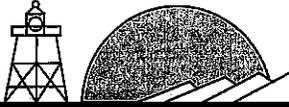


March 2015

			Check Amt	Invoice	Comment
E 609-49750-251	Liquor For Resale		\$721.60	2751943	
E 609-49750-333	Freight and Express		\$20.08	2751943	
Total PHILLIPS WINE & SPIRITS			\$741.68		
<hr/>					
Paid Chk# 072736	3/6/2015	ROHLFING INC.			
E 609-49750-252	Beer For Resale		\$2,074.40	407695	
Total ROHLFING INC.			\$2,074.40		
<hr/>					
Paid Chk# 072737	3/6/2015	SUPERIOR BEVERAGES LLP			
E 609-49750-252	Beer For Resale		\$2,859.25	468598	
Total SUPERIOR BEVERAGES LLP			\$2,859.25		
<hr/>					
Paid Chk# 072738	3/6/2015	WINE MERCHANTS			
E 609-49750-251	Liquor For Resale		\$479.00	7020594	
E 609-49750-333	Freight and Express		\$12.55	7020594	
Total WINE MERCHANTS			\$491.55		
<hr/>					
Paid Chk# 072739	3/6/2015	WIRTZ BEVERAGE MINNESOTA			
E 609-49750-251	Liquor For Resale		\$3,407.65	1080294281	
E 609-49750-333	Freight and Express		\$52.88	1080294281	
Total WIRTZ BEVERAGE MINNESOTA			\$3,460.53		
10100 MAIN CHECKING GMSB			\$36,871.47		

Fund Summary

10100 MAIN CHECKING GMSB	
101 GENERAL FUND	\$26,230.64
602 SEWER	\$16.69
604 ELECTRIC	\$249.46
609 MUNICIPAL LIQUOR FUND	\$10,374.68
	\$36,871.47



CITY OF GRAND MARAIS

03/06/15 12:01 PM

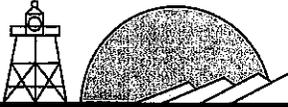
Page 1

Payments

City of Grand Marais

Current Period: March 2015

Batch Name	3122015AP	User Dollar Amt	\$58,216.52		
Payments		Computer Dollar Amt	\$58,216.52		
			\$0.00	In Balance	
Refer	64401	SOUTHERN WINE & SPIRITS OF M			
Cash Payment	E 609-49750-251	Liquor For Resale			\$3,983.59
Invoice	1256893	2/19/2015			
Cash Payment	E 609-49750-333	Freight and Express			\$99.19
Invoice	1256893	2/19/2015			
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$4,082.78
Refer	64402	GRAND MARAIS ART COLONY			
Cash Payment	E 609-49750-340	Advertising			\$250.00
Invoice	2015 MEMBERS	2/14/2015			
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$250.00
Refer	64403	SUPERIOR BEVERAGES LLP			
Cash Payment	E 609-49750-251	Liquor For Resale			\$1,294.30
Invoice	468166	2/25/2015			
Cash Payment	E 609-49750-252	Beer For Resale			\$3,787.55
Invoice	467297	2/11/2015			
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$5,081.85
Refer	64404	ROHLFING INC.			
Cash Payment	E 609-49750-252	Beer For Resale			\$1,793.35
Invoice	407410	2/25/2015			
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$1,793.35
Refer	64405	PAUSTIS WINE COMPANY			
Cash Payment	E 609-49750-251	Liquor For Resale			\$1,531.04
Invoice	8488152-IN	2/24/2015			
Cash Payment	E 609-49750-333	Freight and Express			\$110.00
Invoice	8488152-IN	2/24/2015			
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$1,641.04
Refer	64406	BENSON, TRACY			
Cash Payment	E 101-41110-330	Transportation/School			\$597.27
Invoice	LEAGUE TRAINI	2/25/2015			
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$597.27
Refer	64407	UNITED TRUCK BODY COMPANY,			
Cash Payment	E 101-43100-220	Repair/Maint Supply (GE			\$424.69
Invoice	512298	2/13/2015			
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$424.69
Refer	64408	COMO OIL & PROPANE			
Cash Payment	E 101-43100-217	Heating Fuel			\$286.05
Invoice	538079	2/17/2015			
Cash Payment	E 101-41940-217	Heating Fuel			\$535.96
Invoice	734977	2/20/2015			
Cash Payment	E 101-42200-217	Heating Fuel			\$434.16
Invoice	538043	2/9/2015			
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$1,256.17



CITY OF GRAND MARAIS

03/06/15 12:01 PM

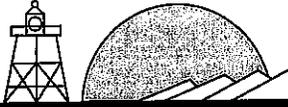
Page 2

Payments

City of Grand Marais

Current Period: March 2015

Refer	64409	AMERIPRIDE LINEN AND APPARE				
Cash Payment	E 101-41940-210	Operating Supplies (GE			\$132.90	
Invoice	3500716495	2/23/2015				
Cash Payment	E 211-45500-310	Service Agreements			\$44.24	
Invoice	3500716533	2/23/2015				
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$177.14	
Refer	64410	MCI MEGA PREFERRED				
Cash Payment	E 101-41400-321	Telephone			\$50.50	
Invoice	08678993875	3/2/2015				
Cash Payment	E 211-45500-321	Telephone			\$2.04	
Invoice	08678993875	3/2/2015				
Cash Payment	E 609-49750-321	Telephone			\$4.42	
Invoice	08678993875	3/2/2015				
Cash Payment	E 101-43100-321	Telephone			\$1.73	
Invoice	08678993875	3/2/2015				
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$58.69	
Refer	64411	DALCO				
Cash Payment	E 101-41940-210	Operating Supplies (GE			\$888.62	
Invoice	2849489	2/12/2015				
Cash Payment	E 101-41940-210	Operating Supplies (GE			\$58.44	
Invoice	2852303	2/19/2015				
Cash Payment	E 101-41940-210	Operating Supplies (GE			\$306.96	
Invoice	2852163	2/19/2015				
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$1,254.02	
Refer	64412	ARTISAN BEER COMPANY				
Cash Payment	E 609-49750-252	Beer For Resale			\$41.25	
Invoice	3019210	2/25/2015				
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$41.25	
Refer	64413	WINE MERCHANTS				
Cash Payment	E 609-49750-251	Liquor For Resale			\$681.00	
Invoice	7019684	2/25/2015				
Cash Payment	E 609-49750-333	Freight and Express			\$20.08	
Invoice	7019684	2/25/2015				
Cash Payment	E 609-49750-251	Liquor For Resale			-\$112.00	
Invoice	701295	1/16/2015				
Cash Payment	E 609-49750-333	Freight and Express			-\$2.51	
Invoice	701295	1/16/2015				
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$586.57	
Refer	64414	JOHNSON BROTHER LIQUOR				
Cash Payment	E 609-49750-251	Liquor For Resale			\$11,738.48	
Invoice	5101999	2/25/2015				
Cash Payment	E 609-49750-333	Freight and Express			\$347.67	
Invoice	5101999	2/25/2015				
Cash Payment	E 609-49750-251	Liquor For Resale			\$2,774.65	
Invoice	5101998	2/25/2015				
Cash Payment	E 609-49750-333	Freight and Express			\$105.44	
Invoice	5101998	2/25/2015				



CITY OF GRAND MARAIS

03/06/15 12:01 PM

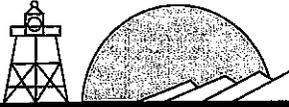
Page 4

Payments

City of Grand Marais

Current Period: March 2015

Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$16.42
Refer	64420 METRO SALES INC.				
Cash Payment	E 211-45500-310 Service Agreements				\$211.55
Invoice	INV189903 2/12/2015				
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$211.55
Refer	64421 BAKER & TAYLOR				
Cash Payment	E 211-45500-435 Books, Periodicals				\$527.39
Invoice	2030300572 2/6/2015				
Cash Payment	E 211-45500-435 Books, Periodicals				\$351.79
Invoice	2030291949 2/4/2015				
Cash Payment	E 211-45500-435 Books, Periodicals				\$64.76
Invoice	2030259502 1/27/2015				
Cash Payment	E 211-45500-435 Books, Periodicals				\$459.19
Invoice	2030268196 1/27/2015				
Cash Payment	E 211-45500-435 Books, Periodicals				\$523.18
Invoice	2030277946 1/30/2015				
Cash Payment	E 211-45500-435 Books, Periodicals				\$304.87
Invoice	2030325837 2/13/2015				
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$2,231.18
Refer	64422 DVA INC.				
Cash Payment	E 211-45500-435 Books, Periodicals				\$9.99
Invoice	INV-80565 2/10/2015				
Cash Payment	E 211-45500-435 Books, Periodicals 2014				\$19.98
Invoice	INV-77127 10/14/2014				
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$29.97
Refer	64423 ARROWHEAD LIBRARY SYSTEM				
Cash Payment	E 211-45500-435 Books, Periodicals				\$132.00
Invoice	00013521 1/31/2015				
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$132.00
Refer	64432 PUBLIC UTILITIES COMMISSION1 Ck# 002884E 3/3/2015				
Cash Payment	E 101-41940-380 Utility Services (GENER				\$1,322.85
Invoice	February 2015 3/3/2015				
Cash Payment	E 101-43100-380 Utility Services (GENER				\$27.67
Invoice	February 2015 3/3/2015				
Cash Payment	E 101-45100-380 Utility Services (GENER				\$690.65
Invoice	February 2015 3/3/2015				
Cash Payment	E 101-43100-381 Street Light Utilities				\$2,248.31
Invoice	February 2015 3/3/2015				
Cash Payment	E 101-42700-380 Utility Services (GENER				\$215.20
Invoice	February 2015 3/3/2015				
Cash Payment	E 101-42200-380 Utility Services (GENER				\$1,103.70
Invoice	February 2015 3/3/2015				
Cash Payment	E 211-45500-380 Utility Services (GENER				\$546.13
Invoice	February 2015 3/3/2015				
Cash Payment	E 101-45184-380 Utility Services (GENER				\$466.27
Invoice	February 2015 3/3/2015				
Cash Payment	E 101-42200-380 Utility Services (GENER				\$148.84
Invoice	February 2015 3/3/2015				



CITY OF GRAND MARAIS

03/06/15 12:01 PM

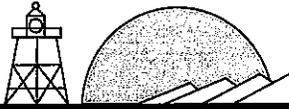
Page 5

Payments

City of Grand Marais

Current Period: March 2015

Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$6,769.62
Refer	64433	GRAND MARAIS AUTO PARTS, INC			
Cash Payment	E 101-42200-220	Repair/Maint Supply (GE			\$104.00
Invoice	9088	2/20/2015			
Transaction Date	3/3/2015	MAIN CHECKING G	10100	Total	\$104.00
Refer	64435	FLEET ONE LLC			
Cash Payment	E 101-43100-212	Motor Fuels			\$638.30
Invoice	4452910042	2/28/2015			
Cash Payment	E 101-43100-212	Motor Fuels			\$50.24
Invoice	4452920042	2/28/2015			
Cash Payment	E 101-45100-212	Motor Fuels			\$40.12
Invoice	4452890042	2/28/2015			
Cash Payment	E 101-45100-212	Motor Fuels			\$14.36
Invoice	4452920042	2/28/2015			
Transaction Date	3/4/2015	MAIN CHECKING G	10100	Total	\$743.02
Refer	64436	CRYSTEEL TRUCK EQUIPMENT			
Cash Payment	E 101-43100-220	Repair/Maint Supply (GE			\$696.14
Invoice	F36418	2/23/2015			
Transaction Date	3/4/2015	MAIN CHECKING G	10100	Total	\$696.14
Refer	64448	HARSIN, STEVE			
Cash Payment	E 211-45500-330	Transportation/School			\$8.54
Invoice	DIRECT. MEETI	3/4/2015			
Cash Payment	E 211-45500-430	Miscellaneous (GENERA			\$45.00
Invoice	DIRECT. MEETI	3/4/2015			
Transaction Date	3/4/2015	MAIN CHECKING G	10100	Total	\$53.54
Refer	64453	NORTH SHORE WASTE			
Cash Payment	E 101-43100-384	Refuse/Garbage Disposa			\$137.18
Invoice	13625	2/28/2015			
Cash Payment	E 101-41940-384	Refuse/Garbage Disposa			\$220.99
Invoice	13629	2/28/2015			
Transaction Date	3/5/2015	MAIN CHECKING G	10100	Total	\$358.17
Refer	64454	LYLE S ACE HARDWARE			
Cash Payment	E 101-43100-220	Repair/Maint Supply (GE			\$125.01
Invoice	3125	3/1/2015			
Cash Payment	E 101-41940-220	Repair/Maint Supply (GE			\$310.50
Invoice	3125	3/1/2015			
Cash Payment	E 101-42200-220	Repair/Maint Supply (GE			\$9.99
Invoice	3125	3/1/2015			
Transaction Date	3/5/2015	MAIN CHECKING G	10100	Total	\$445.50
Refer	64455	NORTHERN WILDS			
Cash Payment	E 101-45100-340	Advertising			\$194.00
Invoice	14072	3/1/2015			
Transaction Date	3/5/2015	MAIN CHECKING G	10100	Total	\$194.00
Refer	64456	WALLNER, SAMANTHA			
Cash Payment	E 101-45100-330	Transportation/School			\$383.15
Invoice	RV SHOW	3/5/2015			



City of Grand Marais

CITY OF GRAND MARAIS

Payments

03/06/15 12:01 PM

Page 6

Current Period: March 2015

Transaction Date	3/5/2015	MAIN CHECKING G	10100	Total	\$383.15
Refer	64460	TWIN PORTS PAPER & SUPPLY IN			
Cash Payment	E 609-49750-210	Operating Supplies (GE)			\$40.64
Invoice	254379	3/3/2015			
Transaction Date	3/5/2015	MAIN CHECKING G	10100	Total	\$40.64
Refer	64461	COOK COUNTY NEWS HERALD			
Cash Payment	E 101-41400-350	Publishing			\$1,036.88
Invoice	FEBRUARY 201	2/28/2015			
Transaction Date	3/5/2015	MAIN CHECKING G	10100	Total	\$1,036.88
Refer	64462	IOWA DEPARTMENT OF REVENUE			
Cash Payment	G 101-21718	Garnishment			\$13.71
Invoice	Y-001677268	2/20/2015			
Transaction Date	3/5/2015	MAIN CHECKING G	10100	Total	\$13.71
Refer	64463	LEAGUE OF MN CITIES - 1			
Cash Payment	E 101-41110-330	Transportation/School			\$315.00
Invoice	214517	2/24/2015			
Transaction Date	3/5/2015	MAIN CHECKING G	10100	Total	\$315.00
Refer	64464	GENE S FOODS			
Cash Payment	E 101-41400-210	Operating Supplies (GE)			\$42.90
Invoice	00316501-274	2/25/2015			
Transaction Date	3/6/2015	MAIN CHECKING G	10100	Total	\$42.90
Refer	64465	FLAHERTY & HOOD, P.A.			
Cash Payment	E 101-41610-304	Attorney(Civil)			\$710.00
Invoice	7646	3/3/2015			
Transaction Date	3/6/2015	MAIN CHECKING G	10100	Total	\$710.00

Fund Summary

	10100 MAIN CHECKING GMSB	
101 GENERAL FUND		\$16,573.24
211 LIBRARY		\$3,267.07
609 MUNICIPAL LIQUOR FUND		\$38,376.21
		<u>\$58,216.52</u>

Pre-Written Checks	\$6,769.62
Checks to be Generated by the Computer	\$51,446.90
Total	\$58,216.52

City of Grand Marais

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: March 6, 2015
SUBJECT: North House Folk School Annual Update

Greg Wright will be at the meeting to give an update on North House Folk School (NHFS). Much of campus is located on City owned land. Our lease agreement with NHFS asks for an annual update, where we normally review the school's trends, numbers, and future plans. A written report with summary information is available at City Hall to review prior to the meeting, or will be distributed at the meeting.

City of Grand Marais

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: March 6, 2015
SUBJECT: City Planning Workshop Agenda Discussion

Background

The City Council has been considering strategic/community planning. At previous meetings you have reviewed a range of possible approaches. Staff recommended starting with a one-day workshop with department heads to provide background information and begin to frame the planning discussion.

Workshop

Attached is a draft workshop agenda. The goal of the workshop is to end up with a prioritized list of issue/values that can be used to guide the next steps in our planning. After the workshop the Council should be able to decide the general scope and scale of the planning they would like to conduct.

The basic format is to begin the day with briefings from staff to provide a baseline of information about the current City operation, plans, and issues. The next step is to do some exercises to think about stakeholders and strength/weakness. After this the group will brainstorm issues. I am recommending we start with a conversation about values rather than projects as this will allow the conversation to continue in broader context. We will use a series of tools to narrow our list into something workable.

The day will include breaks mid morning and mid afternoon, as well as a break for lunch. We will try to find a room off-site to conduct the meeting. Lunch and refreshments would be provided.

Discussion

At your meeting be prepared to discuss the draft workshop agenda, the goals of the workshop, and its place in our strategic/community planning efforts.

City of Grand Marais
Planning Workshop

Monday, March 16, 20015
Location TBD

AGENDA

8:00 Arrival, Welcome

8:05 Overview of Planning Effort

Roth

A description of different levels of planning efforts, the required resources, and the length of their relevance, and a description of today's effort

8:15 State of the City

Department Heads

A review of what the city owns, its current condition, and the resources we have to conduct city business.

10:30 Break

10:45 Stakeholder Analysis

All

Brainstorming session to identify stakeholders for the planning effort.

11:15 SWOT Analysis

All

Strengths, Weaknesses, Opportunities, Threats. An exercise to help understand the context of the prioritization.

12:00 Lunch, Onsite

12:30 Discussion of Values

All

An exercise to identify City organizational values. These values will be used to evaluate potential priorities.

1:00 Brainstorm Possible Priorities

All

Brainstorming exercise to list any potential City priority. All ideas, big or small, are on the table. List can be as long as we want at this point.

1:30 **Summarize List into Categories**

All

Summarize down to ideas of about the same scope. List should be down to 10-20.

2:00 **Priority Selection Exercise**

All

An exercise to individually make decisions about priorities, then congregate individual selections into City Priority List. List should be down to 4-6.

2:30 **Break**

2:45 **Discuss Next Steps**

Council

City Council discusses next steps in planning process.

3:00 **Adjourn**

DRAFT

Approved Minutes-Park and Recreation Board

Tuesday, February 3rd, 2015

Members Present: Walt Mianowski, Sally Berg, Reid Dusheck, Dave Mills and Kaye Tavernier

Members Absent: None

Staff Present: Dave Tersteeg and Samantha Wallner

Call to Order

Mianowski called the meeting to order at 4:47

Additions or Corrections to Agenda

A motion was made by Berg to approve the agenda with the change of moving the special event application to the beginning of the meeting, second by Dusheck. All ayes, motion approved.

Review December Minutes

A motion by Berg to approve the December minutes, second by Dusheck. All ayes, motion approved.

Guests:

Brian Larsen and Jack Stone

Welcome and introduction of new members:

Tersteeg introduced the two, new Park Board members and thanked them for their willingness to serve. City Council liaison and new member Dave Mills introduced himself. Kaye Tavernier, citizen board member, has lived in the city since 1976 and is a retired school teacher. Over the years Tavernier has stayed in the park as a guest and worked for the park as a front desk clerk. The rest of the board welcomed both new members.

Selection of Chair and Vice Chair:

Walt Mianowski has been board chair for a number of years and said he would continue to chair if no one else wanted to do it. Reid Dusheck volunteered to be vice chair. A motion was made by Tavernier to approve Mianowski as chair and Dusheck as vice chair, second by Berg. All ayes, motion approved.

Special Event Application: Stand-Up Paddle Board weekend July 17-19:

Jack Stone, owner of Stone Harbor Wilderness Supply, submitted a special event application for use of the harbor area July 17th to 19th. Stone is planning a stand up paddleboard (SUP) event with free demos on the water and he is asking the board for permission to use Harbor Park and the cobblestone beach to the west of 1st Ave (out front of Harbor Park). Stone explained how the event debuted last year; there were three of his staff on shore and one person in the water at all times with lifeguard training in case of any emergency. Everyone who participated wore proper safety gear. There was some conflicts with another paddling business using the beach out front of the Trading Post. Tersteeg pointed out that the portion of beach to the east of 1st Ave in question/conflict is not within the parks department's jurisdiction and therefore could not grant permission for event use of this area. Discussion of Harbor Park and the beach out front followed. A motion was made by Berg to approve the use of Harbor Park and the beach to the west of the 1st Ave for the SUP event, second by Dusheck. All ayes, motion approved.

Review of the Rec Park Master Plan and current projects:

Tersteeg handed out to the board a list of current & completed capital improvement projects as well as frequently asked questions regarding the master plan and how the plan came about. The board discussed the Master Plan and current projects. Future strategic planning is needed for continued site upgrades. Monthly policies and site upgrades will be looked at more in future meetings.

City Council Update:

Mills reported City Council has met twice in January and all the new members are trying to get up to speed. At the last meeting the vacant council seat was filled with the appointment of Tracy Benson. Council is interested in reviewing planning efforts and undertaking new planning initiatives. The City is joining the Greater Minnesota Regional Parks and Trails Commission (GMRPT) and hoping to work with the County on comprehensive trail planning.

Parks Update:

- Reservations started strong on January 5th and close to 30 people were at the office on opening day to make reservations. Moments of organized chaos resulted from the extreme demand by people in line and callers on the phones. Some new improvements to help next year's opening day reservations may include: Fisherman's Picnic limit of just one site per person/caller and physically separating the people in line from the phone reservations. Reservations for January 2015 were up roughly 20% over last year.
- The 49th annual RV and camping show is coming up February 12th to 15th to the Mpls. Convention Center. Staff will hand out a 2-for-1 coupon for mid-week stays and we will also be collecting names and emails for marketing campaigns as part of a 2 free night stay giveaway. We give out several thousand brochures for the park and the whole town.
- Staff has been focusing on creating a new service for online booking. Working with our Campground Manager software company, Mission Management, we will soon be hosted on their BookYourSite.com service for online booking. We expect a learning curve and further refinements. We will be able to block certain dates (Fisherman's) and sites from being reserved online. We will be paying \$5 per transaction to use the online service, but because we charge a \$7 reservation fee, the \$5 is more or less a pass-thru.
- Returning monthly boaters and campers now need to let us know their plans by February 1st instead of March 1st. We wanted more time to work the waiting lists before the season is upon us. It would be helpful to re-visit our strategy and policy for monthly guests.
- The Moving Matters - *Hwy 61 Revisited* project will hold another Open House on Tuesday February 24th from 6 to 8pm at Bethlehem Lutheran Church.

Adjourn

A motion to adjourn was made at 6:02pm by Mianowski. These minutes will be reviewed for approval at the March meeting.

GRAND MARAIS LIBRARY BOARD MINUTES

FEBRUARY 2, 2015

Call to Order

President Audrey Stattelman called the meeting of the Grand Marais Public Library Board w to order at 5:33 PM. at the Grand Marais Public Library.

Members Present

Jay ArrowSmith DeCoux, Sally Berg, Brienne Moody, Helen Muth, Jan Sivertson, and Audrey Stattelman

Members Absent

Hillary Freeman and a Library Friends Representative

Oath of Members

Stattelman led the board in reading the oath for the new and existing board members.

Consent Agenda

The Consent Agenda, included the meeting agenda, the minutes from the December 2014 meeting, and the bills submitted to the city council for payment. There were no additions to the agenda. A motion/second were made by Sivertson and Moody to accept the consent agenda and the minutes. The motion passed. Note: The January 2015 meeting was cancelled because there was not a quorum of members available for the meeting.

Election of Officers

- Moody nominated Audrey Stattelman for president. A second was made by Arrowsmith Decoux. The motion passed.
- Stattelman nominated Audrey Stattelman for president. Berg/Muth made a motion/second to cast a unanimous ballot for Moody. The motion passed.
- Muth/Stattelman made a motion/second to nominated Berg for secretary. The motion passed.

Director's Report

- Harsin handed out and discussed the results of the 2014 budget. The year-end balance was almost exactly as the budget was written. Harsin was pleased with the end of year budget.
- Harsin will participate in training on completing year-end reports to the State prior to entering the data.
- The Director's reports from January and February can be found at the end of the minutes.

Committee Reports

- Financial Committee: Steve, Jay, & Audrey - The committee has not met.
- Policy Committee: Steve, Sally, Brienne, & Audrey – The committee has not met.
- Art Committee: Steve, Helen, Sally, Ann Ward, & Lynn Speaker – met 1/13/15 to provide input into on the sculpture being created by Tom Christensen.

GRAND MARAIS LIBRARY BOARD MINUTES

FEBRUARY 2, 2015

•Personnel Committee: Sally, Jay, & Audrey met on 12/9/14 to complete and conduct the Library Director's Review. Stattelmann reviewed the results with the board.

Communications

Harsin shared that the only communications were a few Christmas cards from vendors.

Library Friends Liaison Report

There was no report from the Library Friends.

Unfinished Business

Adoption of Policies

1. The board had the second reading of the Meeting Room Policy. Arrowsmith Decoux/Muth made a motion/second to adopt the policy. Motion passed.
2. The board had the second reading of the Disruptive and Illegal Behavior Policy. Muth/Berg made a motion/second to adopt the policy. Motion passed.
3. The board had the second reading of the Hours of Operation Policy. Moody/ArrowSmith made a motion/second to adopt the policy with the addition of posting on the Library Facebook page. Motion passed.

New Business

1. Committee Assignments

•Stattelmann shared her recommendations for the committee assignments for 2015. The recommendations were approved with the exception of Arrowsmith DeCouix, who will not serve on the Art Committee.

2. Arrowhead Planning Group

Harsin shared the Arrowhead Planning Group Standards for fines and loan periods. The results will be approved by up to 15 libraries in the system. The value of the common periods related to the library loan program. This will help users know how long they can keep materials and avoid fines. A motion/second were made by Muth/Berg to approve the ALS standards for fines. The motion passed.

3. Strategic Planning Retreat

The board discussed the Strategic Planning retreat. Harsin will send out a Doodle pole to determine a time that works for the most board members.

Adjournment

The meeting was adjourned at 7:00 by President Audrey Stattelmann.

Library Board Report, 1/5/15

Several events at the library this month – Henna workshop on the 3rd, Painting with wool on the 16th, and another Tech for Beginners and Below, tentatively for Wed., Jan. 28 in the evening. Dawn Byholm has resigned from the board.

I've been told a candidate has stepped forward to the city, however, no action can be taken until City Council meets, and they will likely open it up to other interested parties, so that might take a while.

GRAND MARAIS LIBRARY BOARD MINUTES FEBRUARY 2, 2015

There is one candidate with the county, and I believe the County will be forwarding that name to City Council soon. I don't expect new seats to be filled until February.

Library Friends have made payment on items ordered based upon the funds allocation they gave us. Other items have been ordered, but not yet received. Library signage is a work in progress, and should yield results soon. More videos and non-fiction may be ordered on the friends money soon.

The group of directors working on standardization of loan periods, fines, etc has come to consensus. Please find a document attached explaining what those recommendations are. We have 13 applicants for the open cataloging position. Those are in the process of being scored. Updated list of library board members and contacts is attached.

Library Board Report, 2/2/15

Several events were held at the library in January – Henna; Painting with wool; Tech for Beginners and Below. All were well attended.

Garry Gamble has resigned from the board. Jan Sivertson will be the new County Commissioner representative.

Helen Muth was appointed to fill the Grand Marais City at-large seat previously held by Dawn Byholm. The term on that seat is til the end of 2015. I'm discussing with the city how to make an adjustment to that term to provide balance to our existing rotation.

Jay Arrowsmith-Decoux was appointed to be the Grand Marais City Council representative.

A preliminary board directory has been created. Once officers are appointed, a final version will be distributed.

Melissa Wickwire was hired as the 10 hour per week cataloger. Training is well under way.

Some of the purchases made on the Library Friends grant have arrived – shelving unit in Quiet Room, love seat in children's area, movies, and more. Movie circulation is up noticeably as a result – well beyond what staff feels would normally be expected from winter viewers. The love seat and shelving unit have been installed. Am working on adding a few new journal subscriptions.

The form required to order tax documents was received, and submitted on January 27. Order was acknowledged by the IRS. Delivery date is uncertain.

Upcoming Meeting Schedule

Updated March 6, 2015

MARCH

Date/Time	Meeting	Location
Wednesday, March 11, 4:30 p.m.	City Council Meeting	Council Chambers
Wednesday, March 25, 4:30 p.m.	City Council Meeting	Council Chambers

APRIL

Date/Time	Meeting	Location
Wednesday, April 8, 4:30 p.m.	City Council Meeting	Council Chambers
Wednesday, April 29, 4:30 p.m.	City Council Meeting	Council Chambers