

AGENDA  
CITY COUNCIL MEETING  
March 9, 2016  
6:30 P.M.

- A. 6:30 Call to Order
- B. Roll Call
- C. 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.*
- D. 6:35 Approve Consent Agenda
  - 1. Approve Agenda
  - 2. Approve Meeting Minutes
  - 3. Approve Payment of Bills
  - 4. Curling Club Consumption and Display Permit Renewal
  - 5. WTIP Radio Waves Vendor Permit
- E. 6:40 North House Annual Update, Greg Wright
- F. 6:55 Cook County Trails Plan, David Demmer
- G. 7:15 Planning Commission Report  
Ordinance 2016-02 Clarifying Language Dealing with Lodging Uses
- H. 7:25 Greater MN Regional Parks and Trails  
Applications for Regional Significance Designation
- I. 7:40 Community Visioning Discussion
- J. 8:10 Other items as necessary
- K. 8:15 Council & Staff Reports
- L. Attached correspondence:
  - 1. Other Meeting Minutes
  - 2. Exploring Rural Leadership Through Imrov Flyer
  - 3. Upcoming Meeting Schedule
- M. 8:25 Adjourn

*CITY OF GRAND MARAIS  
WORKSESSION MINUTES  
February 24, 2016*

Mayor Arrowsmith-DeCoux called the worksession to order at 4:30 p.m.

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

Members absent: Tim Kennedy

Staff present: Mike Roth and Kim Dunsmoor

The worksession was scheduled to discuss the comprehensive planning process. Mayor DeCoux and City Administrator Roth attended a meeting with IRRRB. Comprehensive Planning information was emailed to all city council members. The City was encouraged to apply for a \$20,000 grant from IRRRB to assist with the comprehensive planning process. City Administrator Roth also put the word out and has been receiving recommendations for facilitators.

Grand Rapids has their comprehensive plan online. Councilors should review this comprehensive plan and search for others for ideas.

What is a comprehensive plan? There are 7 key steps:

- 1) Organize the process and engage people in the community to participate throughout
- 2) Establish a shared understanding of the most important issues and core questions about economic, environmental and social implications of these issues.
- 3) Identify future needs and desires and develop vision, goals, policies, and progress indicators that reflect them.
- 4) Develop alternative strategies for addressing a communities vision, goals, and policies.
- 5) Understand relationships between possible plan strategies, accounting for their long-term costs and benefits, and choosing those that best fit the community.
- 6) Select plan monitoring indicators, complete and adopt the plan.
- 7) Implement the plan, track the progress, and change the plan in future years as needed.

We need tools to engage the stakeholders.

Other similar processes the City has conducted include the Highway 61 discussions that engaged groups that did not come to other meetings. Business owners along the highway were given personal invitations to meetings. Small group listening sessions were held around town. There was a survey. The Downtown Visioning was started because the East Bay wished to transition to condos. The Park Master Plan's steering committee was the Park Board. They recognized about 12 groups and had listening sessions with those groups.

The council will set a budget, timeline and idea of consultants to use. Once the budget is set, we will ask IRRRB for \$20,000. BlueCrossBlueShield has offered \$10,000. Other comprehensive plan budgets and processes to be researched are Grand Rapids, Proctor and Mt. Iron. The consultant knows what tools to use, the council knows who the stakeholders are, we will train people to help us get public input, the consultant will do data analysis, we will make decisions about the data and the consultant prepares the report.

The first March council meeting will set 15 minutes to discuss the scope of the comprehensive plan and budget and discuss March 23<sup>rd</sup> meeting. By the second March council meeting, we will

discuss stakeholders and approve the IRRRB Application. Send out consultant RFP's in April with a public input in May - June.

There being no further business, the meeting adjourned at 6:24 p.m.

*CITY OF GRAND MARAIS  
MINUTES  
February 24, 2016*

Mayor Arrowsmith-DeCoux called the meeting to order at 6:30 p.m.

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

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 fifteen minutes.

Frank Cehill, has lived here a couple years and is married to a person who has lived here long-term would like to keep the character of the community, acknowledge that it is expensive to live here, and accept that we need other sources of income. All big box stores have programs where you can order online. Maybe the Arrowhead Transit can pickup up orders in Duluth and deliver to Grand Marais for a small surcharge. This would give residents the benefit of a discount store without the detriment of a discount store.

Bobbie Collins thanked the Mayor for including people beyond the city limits in the discussion. Grand Marais is the hub for many people beyond the city limits. Asked Councilor Benson to share the research she had gathered with the community. "Keep Grand Marais Quaint." We need to define what makes Grand Marais special. The problem is polarization within the community. There are many creative ways to get needs met. We cannot buy everything in Grand Marais.

**Motion by Mills, seconded by Moody to approve the Agenda; February 8, 2016, Public Meeting Minutes; February 10, 2016, Worksession Minutes; February 10, 2016, Minutes; and Payment of Bills. Approved unanimously.**

The Cook County Broadband Commission is requesting that council approve the use of the old visitor center to be developed as a co-location facility for knowledge workers who currently office at home or vacation here and require a quite space with high speed connectivity for extended periods of time. This space would function as their office and feature other tools like printers, video conferencing capabilities, and eventually 24x7. They would like to begin on March 2, 2016.

**Motion by DeCoux, seconded by Moody to identify the old visitor center located at 13N Broadway as a co-location facility under the direction of the Cook County Broadband Committee pending development of a lease and proof of liability coverage; however, they can make improvements prior to signing the lease. Approved unanimously.**

Emily Marshall, YMCA, gave an overview of the YMCA's 2015 operations and mission for the future. The 2015 Budget for the YMCA was \$803,299. The City portion of the revenues is \$100,000 plus an additional \$10,000 toward capital expenditures. There are 1648 members. No one was turned away. A licensed child care center was opened that serves 10 children. Wages for front staff were increased in order to retain staff. Strategic Plans include reaching more of

the visitor market, Minnesota reciprocity, and looking toward National reciprocity in 2019. Our YMCA has the lowest fees. We are a branch of the Duluth YMCA Charter: they do payroll, human resources, new hire reporting, credit card processing statements, reporting, marketing, fund raising and hold the software licenses.

Dave Mills presented the Green Dollar Survey. There has been farming in Cook County historically. There are some small scale farms operating in Cook County and around the region. Some farms are using deep winter greenhouses for growing year round, some use mechanized equipment and do not use mechanized equipment. In order to meet the agricultural rules, you need ten acres or can use hoop style greenhouses. Cook County gross sales in 2013 were \$206,909,405: 38% of that is food sales. Wholesale food purchases were estimated at \$20,850,178 in 2014. Local producer's products include: herbs, mushrooms, vegetables, maple syrup, fish, wild rice, bakery items, beer, coffee, flowers, and oatmeal packs. Potential new markets for locally produced food include: lettuce, salad greens, root vegetables, jams/jellies, pork, beef, bison, lamb, chicken, duck, eggs, milk, cheese, bread, honey, oats, spices, beans and non-alcoholic beverages. Items needed to expand production include equipment, capital, affordable labor, customer connections, arable affordable land, cooperation from government, business education, making in-demand products and increase fish quotas.

**Motion by Moody, seconded by Mills to operate as the fiscal agent for Art Round Town Light Post Banners Project. Approved unanimously.**

No building permit applications were received that would have been affected by the moratorium.

Mayor DeCoux's Report:

- 1) Joined the League of MN Cities caucus for active transportation.
- 2) Attended the Crimenet Meeting sponsored by the League of MN Cities.
- 3) Received Dollar General Comments
- 4) Attended the IRRRB Meeting. We were granted \$100,000 for our public works facility and offered \$20,000 for our comprehensive plan.
- 5) Chisholm turned their city hall extra space into offices for other businesses.
- 6) There is a new group with the Chamber and Art Colony to discuss the arts economy.
- 7) Library Board Friday Night Reels have been successful, requesting RFP's to complete the poetry walk.
- 8) PCA is looking for Green Core Volunteers.

Councilor Mills Report:

- 1) Discussion of the Dollar General vs. using outside labor for our large building projects sets a double standard for our community sending dollars outside our community.
- 2) YMCA locker room survey results show that 85% of women's lockers, 40% of men's lockers and 80% of family lockers are rented. There are not many lockers available for visitors.
- 3) Higher Ed is seeking board members
- 4) The County is looking at 911 redundancies- if the fiber is cut now, 911 calls will be routed to the local fire departments outside the 387 area.
- 5) True North is considering TV options.

6) The library is connected to True North Fiber now.

City Administrator Roth reported that we purchase the survey data from the developer for the Tomteboda and received the drawings this week. LHB will start the public facility drawing.

There being no further business, the meeting adjourned at 8:13 p.m.



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**Payments**

Current Period: March 2016

Batch Name 030416 CPAP

Payment

Computer Dollar Amt \$0.00 Posted

Refer	66934	<u>PERA</u>		<u>Ck# 003271E 3/3/2016</u>	
Cash Payment	G 101-21704	PERA			\$4,510.55
Invoice	5 CPYR 16	3/4/2016			
Transaction Date	2/29/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$4,510.55
Refer	66935	<u>MN CHILD SUPPORT PAYMENTCE</u>		<u>Ck# 003272E 3/4/2016</u>	
Cash Payment	G 101-21718	Garnishment			\$114.07
Invoice	0229160435	3/4/2016			
Transaction Date	2/29/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$114.07
Refer	66936	<u>EMPOWER</u>		<u>Ck# 003273E 3/3/2016</u>	
Cash Payment	G 101-21720	MN State Retirement DeferC			\$445.00
Invoice	5 CPYR 16	3/4/2016			
Transaction Date	2/29/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$445.00
Refer	66937	<u>MN DEPT OF REVENUE-EFTPS</u>		<u>Ck# 003274E 3/3/2016</u>	
Cash Payment	G 101-21702	State Withholding			\$1,317.02
Invoice	5 CPYR 16	3/4/2016			
Transaction Date	2/29/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$1,317.02
Refer	66938	<u>DEPT OT THE TREASURY IRS</u>		<u>Ck# 003275E 3/3/2016</u>	
Cash Payment	G 101-21703	FICA Tax Withholding			\$3,831.70
Invoice	5 CPYR 16	3/4/2016			
Cash Payment	G 101-21717	Medicare			\$901.52
Invoice	5 CPYR 16	3/4/2016			
Cash Payment	G 101-21701	Federal Withholding			\$2,782.80
Invoice	5 CPYR 16	3/4/2016			
Transaction Date	2/29/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$7,516.02
Refer	66939	<u>NCPERS GROUP LIFE INS.</u>		<u>Ck# 074176 3/4/2016</u>	
Cash Payment	G 101-21710	NCPERS-Pera			\$16.00
Invoice	4936316	2/23/2016			
Transaction Date	2/29/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$16.00
Refer	66940	<u>MINNESOTA LIFE</u>		<u>Ck# 074174 3/4/2016</u>	
Cash Payment	G 101-21716	MN Mutual Life			\$168.50
Invoice	0028722	3/1/2016			
Transaction Date	2/29/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$168.50
Refer	66941	<u>MII LIFE-FLEX</u>		<u>Ck# 003276E 3/3/2016</u>	
Cash Payment	G 101-21713	Flex Plan Spending			\$900.21
Invoice	38143102	3/1/2016			
Transaction Date	3/1/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$900.21
Refer	66942	<u>MII LIFE-HRA</u>		<u>Ck# 003277E 3/3/2016</u>	
Cash Payment	E 602-49490-131	Employer Paid Health			\$270.03
Invoice	38143102	3/1/2016			
Cash Payment	E 101-45100-131	Employer Paid Health			\$64.00
Invoice	38143102	3/1/2016			



City of Grand Marais

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Current Period: March 2016

Cash Payment	E 101-41400-131 Employer Paid Health				\$61.19
Invoice	38143102	3/1/2016			
Cash Payment	E 601-49440-131 Employer Paid Health				\$2.49
Invoice	38143102	3/1/2016			
Cash Payment	E 602-49490-101 Salary (Full-Time Emplo				\$2.50
Invoice	38143102	3/1/2016			
Cash Payment	E 604-49590-131 Employer Paid Health				\$4.99
Invoice	38143102	3/1/2016			
Transaction Date	3/1/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$405.20
Refer	66943	<u>VOYAGEUR BREWING COMPANY</u>	<u>Ck# 074183</u>	<u>3/4/2016</u>	
Cash Payment	E 609-49750-252 Beer For Resale				\$300.00
Invoice	16-08-03	2/24/2016			
Cash Payment	E 609-49750-252 Beer For Resale				\$270.00
Invoice	16-09-03	2/17/2016			
Transaction Date	3/1/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$570.00
Refer	66944	<u>JOHNSON BROTHER LIQUOR</u>	<u>Ck# 074173</u>	<u>3/4/2016</u>	
Cash Payment	E 609-49750-251 Liquor For Resale				\$3,317.14
Invoice	5379596	2/24/2016			
Cash Payment	E 609-49750-333 Freight and Express				\$100.40
Invoice	5379596	2/24/2016			
Cash Payment	E 609-49750-251 Liquor For Resale				\$1,405.55
Invoice	5379595	2/24/2016			
Cash Payment	E 609-49750-333 Freight and Express				\$65.26
Invoice	5379595	2/24/2016			
Cash Payment	E 609-49750-251 Liquor For Resale				\$2,656.05
Invoice	5384975	3/2/2016			
Cash Payment	E 609-49750-333 Freight and Express				\$52.71
Invoice	5384975	3/2/2016			
Cash Payment	E 609-49750-251 Liquor For Resale				\$995.00
Invoice	5384976	3/2/2016			
Cash Payment	E 609-49750-333 Freight and Express				\$30.12
Invoice	5384976	3/2/2016			
Transaction Date	3/1/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$8,622.23
Refer	66945	<u>PHILLIPS WINE &amp; SPIRITS</u>	<u>Ck# 074178</u>	<u>3/4/2016</u>	
Cash Payment	E 609-49750-251 Liquor For Resale				\$1,909.75
Invoice	2934436	2/24/2016			
Cash Payment	E 609-49750-333 Freight and Express				\$60.24
Invoice	2934436	2/24/2016			
Cash Payment	E 609-49750-251 Liquor For Resale				\$1,007.21
Invoice	2937878	3/2/2016			
Cash Payment	E 609-49750-333 Freight and Express				\$25.10
Invoice	2937878	3/2/2016			
Cash Payment	E 609-49750-251 Liquor For Resale				-\$40.00
Invoice	231340	2/5/2016			
Transaction Date	3/1/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$2,962.30
Refer	66946	<u>BERNICKS</u>	<u>Ck# 074170</u>	<u>3/4/2016</u>	
Cash Payment	E 609-49750-252 Beer For Resale				-\$37.00
Invoice	497014	2/25/2016			



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Cash Payment	E 609-49750-252 Beer For Resale								\$3,598.60
Invoice	497015	2/25/2016							
Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa								\$56.00
Invoice	498033	3/3/2016							
Cash Payment	E 609-49750-252 Beer For Resale								-\$35.00
Invoice	498037	3/3/2016							
Cash Payment	E 609-49750-252 Beer For Resale								-\$57.60
Invoice	498034	3/3/2016							
Cash Payment	E 609-49750-252 Beer For Resale								-\$67.20
Invoice	498036	3/3/2016							
Cash Payment	E 609-49750-252 Beer For Resale								\$2,925.05
Invoice	498035	3/3/2016							
Transaction Date	3/1/2016		Due 0	MAIN CHECKING G	10100			<b>Total</b>	\$6,382.85
Refer	66948	<u>MINNESTALGIA WINERY</u>							
									<u>Ck# 074175 3/4/2016</u>
Cash Payment	E 609-49750-251 Liquor For Resale								\$180.00
Invoice	4534	2/16/2016							
Transaction Date	3/1/2016		Due 0	MAIN CHECKING G	10100			<b>Total</b>	\$180.00
Refer	66950	<u>VINOCOPIA</u>							
									<u>Ck# 074182 3/4/2016</u>
Cash Payment	E 609-49750-251 Liquor For Resale								\$303.17
Invoice	0145468-IN	2/19/2016							
Cash Payment	E 609-49750-333 Freight and Express								\$12.00
Invoice	0145468-IN	2/19/2016							
Transaction Date	3/1/2016		Due 0	MAIN CHECKING G	10100			<b>Total</b>	\$315.17
Refer	66954	<u>ROHLFING INC.</u>							
									<u>Ck# 074179 3/4/2016</u>
Cash Payment	E 609-49750-252 Beer For Resale								\$2,120.05
Invoice	422906	2/24/2016							
Cash Payment	E 609-49750-252 Beer For Resale								\$2,031.70
Invoice	423186	3/2/2016							
Transaction Date	3/1/2016		Due 0	MAIN CHECKING G	10100			<b>Total</b>	\$4,151.75
Refer	66955	<u>SUPERIOR BEVERAGES LLP</u>							
									<u>Ck# 074180 3/4/2016</u>
Cash Payment	E 609-49750-252 Beer For Resale								\$980.55
Invoice	491076	2/24/2016							
Cash Payment	E 609-49750-252 Beer For Resale								\$2,330.75
Invoice	491551	3/2/2016							
Transaction Date	3/1/2016		Due 0	MAIN CHECKING G	10100			<b>Total</b>	\$3,311.30
Refer	66957	<u>PAUSTIS WINE COMPANY</u>							
									<u>Ck# 074177 3/4/2016</u>
Cash Payment	E 609-49750-251 Liquor For Resale								\$987.02
Invoice	8538002-IN	2/23/2016							
Cash Payment	E 609-49750-333 Freight and Express								\$80.00
Invoice	8538002-IN	2/23/2016							
Transaction Date	3/1/2016		Due 0	MAIN CHECKING G	10100			<b>Total</b>	\$1,067.02
Refer	66971	<u>THE AMERICAN BOTTLING COMP</u>							
									<u>Ck# 074181 3/4/2016</u>
Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa								\$141.65
Invoice	7379411806	2/29/2016							
Transaction Date	3/1/2016		Due 0	MAIN CHECKING G	10100			<b>Total</b>	\$141.65
Refer	66993	<u>FLEET ONE LLC</u>							
									<u>Ck# 074172 3/4/2016</u>



**CITY OF GRAND MARAIS**  
**Payments**

Current Period: March 2016

Cash Payment	E 101-42200-212 Motor Fuels				\$18.66
Invoice	4453160054	2/29/2016			
Cash Payment	E 101-43100-212 Motor Fuels				\$57.83
Invoice	4452920054	2/29/2016			
Cash Payment	E 101-43100-212 Motor Fuels				\$295.43
Invoice	4452910054	2/29/2016			
Cash Payment	E 101-45100-212 Motor Fuels				\$16.53
Invoice	4452920054	2/29/2016			
Cash Payment	E 101-45100-212 Motor Fuels				\$71.07
Invoice	4452890054	2/29/2016			
Transaction Date	3/2/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$459.52
Refer	66994 <i>BREAKTHRU BEVERAGE</i>			<u>Ck# 074171 3/4/2016</u>	
Cash Payment	E 609-49750-251 Liquor For Resale				\$2,403.02
Invoice	1080440842	3/1/2016			
Cash Payment	E 609-49750-333 Freight and Express				\$35.15
Invoice	1080440842	3/1/2016			
Cash Payment	E 609-49750-251 Liquor For Resale				-\$103.50
Invoice	2080126552	2/9/2016			
Cash Payment	E 609-49750-251 Liquor For Resale				-\$30.00
Invoice	2080126551	2/9/2016			
Cash Payment	E 609-49750-251 Liquor For Resale				-\$27.50
Invoice	2080126549	2/9/2016			
Transaction Date	3/3/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$2,277.17
Refer	66996 <i>ARTISAN BEER COMPANY</i>			<u>Ck# 074169 3/4/2016</u>	
Cash Payment	E 609-49750-252 Beer For Resale				\$99.95
Invoice	3085711	3/2/2016			
Transaction Date	3/4/2016	Due 0	MAIN CHECKING G	10100	<b>Total</b> \$99.95

**Fund Summary**

	10100 MAIN CHECKING GMSB
609 MUNICIPAL LIQUOR FUND	\$30,081.39
604 ELECTRIC	\$4.99
602 SEWER	\$272.53
601 WATER	\$2.49
101 GENERAL FUND	\$15,572.08
	<hr/>
	\$45,933.48

Pre-Written Checks	\$45,933.48
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$45,933.48</b>



City of Grand Marais

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Payments

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Batch Name 3102016AP  
Payments

User Dollar Amt \$60,589.03  
Computer Dollar Amt \$60,589.03

\$0.00 In Balance

Refer 66963 BANYON DATA SYSTEMS,INC

Cash Payment E 101-41400-300 Professional Svcs (GEN) \$1,590.00

Invoice 00153987 3/1/2016

Transaction Date 3/1/2016 MAIN CHECKING G 10100 Total \$1,590.00

Refer 66964 COOK COUNTY LAW ENFORCEME

Cash Payment E 101-42100-317 Contracted Services \$11,666.67

Invoice 231 3/1/2016

Transaction Date 3/1/2016 MAIN CHECKING G 10100 Total \$11,666.67

Refer 66965 GRIP-PAK

Cash Payment E 609-49750-210 Operating Supplies (GE) \$189.90

Invoice 17479 2/22/2016

Transaction Date 3/1/2016 MAIN CHECKING G 10100 Total \$189.90

Refer 66966 UNITED TRUCK BODY COMPANY,

Cash Payment E 101-43100-220 Repair/Maint Supply (GE) \$510.74

Invoice 518066 2/16/2016

Transaction Date 3/1/2016 MAIN CHECKING G 10100 Total \$510.74

Refer 66967 COMO OIL & PROPANE

Cash Payment E 101-41940-217 Heating Fuel \$365.25

Invoice 821465 2/18/2016

Cash Payment E 101-43100-217 Heating Fuel \$208.82

Invoice 821465 2/18/2016

Cash Payment E 101-45100-217 Heating Fuel \$65.66

Invoice 638265 2/15/2016

Transaction Date 3/1/2016 MAIN CHECKING G 10100 Total \$639.73

Refer 66968 MCI MEGA PREFERRED

Cash Payment E 101-41400-321 Telephone \$46.28

Invoice 08678993875 3/1/2016

Cash Payment E 211-45500-321 Telephone \$3.70

Invoice 08678993875 3/1/2016

Cash Payment E 609-49750-321 Telephone \$7.83

Invoice 08678993875 3/1/2016

Cash Payment E 101-43100-321 Telephone \$0.52

Invoice 08678993875 3/1/2016

Transaction Date 3/1/2016 MAIN CHECKING G 10100 Total \$58.33

Refer 66969 AMERIPRIDE LINEN AND APPARE

Cash Payment E 101-41940-210 Operating Supplies (GE) \$129.52

Invoice 3500872696 2/22/2016

Cash Payment E 211-45500-310 Service Agreements \$49.24

Invoice 3500872715 2/22/2016

Transaction Date 3/1/2016 MAIN CHECKING G 10100 Total \$178.76

Refer 66970 ARROWSMITH-DECOUX, JAY

Cash Payment E 101-41110-330 Transportation/School \$472.73

Invoice LMC 2/25/2016



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**Payments**

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Transaction Date	3/1/2016	MAIN CHECKING G	10100	<b>Total</b>	\$472.73
Refer	66972	<u>MNJ TECHNOLOGIES</u>			
Cash Payment	E 215-45500-580 Capital Outlay (Equipme				\$182.72
Invoice	0003446113	2/18/2016			
Cash Payment	E 215-45500-580 Capital Outlay (Equipme				\$98.39
Invoice	0003446584	2/22/2016			
Transaction Date	3/1/2016	MAIN CHECKING G	10100	<b>Total</b>	\$281.11
Refer	66973	<u>LEWIS, CHAD</u>			
Cash Payment	E 211-45500-435 Books, Periodicals				\$40.00
Invoice	BOOKS	3/1/2016			
Transaction Date	3/1/2016	MAIN CHECKING G	10100	<b>Total</b>	\$40.00
Refer	66974	<u>CENTER POINT LARGE PRINT</u>			
Cash Payment	E 211-45500-435 Books, Periodicals				\$150.00
Invoice	1356070	2/8/2016			
Transaction Date	3/1/2016	MAIN CHECKING G	10100	<b>Total</b>	\$150.00
Refer	66975	<u>BAKER &amp; TAYLOR</u>			
Cash Payment	E 211-45500-435 Books, Periodicals				\$339.34
Invoice	2031714011	2/12/2016			
Transaction Date	3/1/2016	MAIN CHECKING G	10100	<b>Total</b>	\$339.34
Refer	66976	<u>DULUTH AREA FAMILY YMCA</u>			
Cash Payment	E 211-45500-430 Miscellaneous (GENERA				\$20.00
Invoice	2072016	2/7/2016			
Transaction Date	3/1/2016	MAIN CHECKING G	10100	<b>Total</b>	\$20.00
Refer	66977	<u>PETTY CASH - LIBRARY</u>			
Cash Payment	E 211-45500-322 Postage				\$32.08
Invoice	FEB 2016	3/1/2016			
Transaction Date	3/1/2016	MAIN CHECKING G	10100	<b>Total</b>	\$32.08
Refer	66978	<u>METRO SALES INC.</u>			
Cash Payment	E 211-45500-310 Service Agreements				\$260.43
Invoice	INV464706	2/15/2016			
Transaction Date	3/1/2016	MAIN CHECKING G	10100	<b>Total</b>	\$260.43
Refer	66985	<u>ZIEGLER INC.</u>			
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE				\$59.64
Invoice	PC070180469	2/26/2016			
Transaction Date	3/2/2016	MAIN CHECKING G	10100	<b>Total</b>	\$59.64
Refer	66986	<u>PUBLIC UTILITIES COMMISSION1 Ck# 003288E 3/2/2016</u>			
Cash Payment	E 101-41940-380 Utility Services (GENER				\$1,191.87
Invoice	FEB. 2016	3/2/2016			
Cash Payment	E 101-43100-380 Utility Services (GENER				\$30.53
Invoice	FEB. 2016	3/2/2016			
Cash Payment	E 101-45100-380 Utility Services (GENER				\$850.23
Invoice	FEB. 2016	3/2/2016			
Cash Payment	E 101-43100-381 Street Light Utilities				\$2,397.21
Invoice	FEB. 2016	3/2/2016			
Cash Payment	E 101-42700-380 Utility Services (GENER				\$162.74
Invoice	FEB. 2016	3/2/2016			



# CITY OF GRAND MARAIS

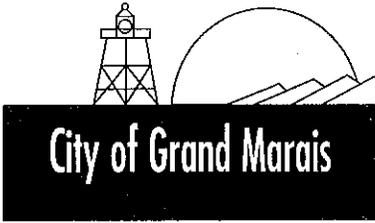
## Payments

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Current Period: March 2016

Cash Payment	E 101-42200-382	Fire Hydrant Utilities			\$1,103.70
Invoice	FEB. 2016	3/2/2016			
Cash Payment	E 211-45500-380	Utility Services (GENER			\$601.88
Invoice	FEB. 2016	3/2/2016			
Cash Payment	E 101-45184-380	Utility Services (GENER			\$518.48
Invoice	FEB. 2016	3/2/2016			
Cash Payment	E 101-42200-380	Utility Services (GENER			\$75.01
Invoice	FEB. 2016	3/2/2016			
Transaction Date	3/2/2016	MAIN CHECKING G	10100	<b>Total</b>	\$6,931.65
Refer	66987	<u>NORTH SHORE TIMBER PRODUCT</u>			
Cash Payment	E 101-45100-250	Merchandise Resale (GE			\$4,056.00
Invoice	352	3/2/2016			
Transaction Date	3/2/2016	MAIN CHECKING G	10100	<b>Total</b>	\$4,056.00
Refer	66988	<u>NORTHERN WILDS</u>			
Cash Payment	E 101-45100-340	Advertising			\$200.00
Invoice	16172	3/1/2016			
Cash Payment	E 613-45125-340	Advertising			\$130.00
Invoice	16247	5/20/2016			
Transaction Date	3/2/2016	MAIN CHECKING G	10100	<b>Total</b>	\$330.00
Refer	66989	<u>DULUTH SUPERIOR AREA COMM</u>			
Cash Payment	E 215-45500-438	Donations-Other Organiz			\$1,792.00
Invoice	31406	1/29/2016			
Transaction Date	3/2/2016	MAIN CHECKING G	10100	<b>Total</b>	\$1,792.00
Refer	66990	<u>NORTH SHORE WASTE</u>			
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos			\$134.55
Invoice	51742	2/29/2016			
Transaction Date	3/2/2016	MAIN CHECKING G	10100	<b>Total</b>	\$134.55
Refer	66991	<u>GRAND MARAIS AUTO PARTS, INC</u>			
Cash Payment	E 101-43100-220	Repair/Maint Supply (GE			\$184.51
Invoice	3125	2/23/2016			
Transaction Date	3/2/2016	MAIN CHECKING G	10100	<b>Total</b>	\$184.51
Refer	66995	<u>TWIN PORTS PAPER &amp; SUPPLY IN</u>			
Cash Payment	E 609-49750-210	Operating Supplies (GE			\$46.11
Invoice	287859	3/1/2016			
Transaction Date	3/3/2016	MAIN CHECKING G	10100	<b>Total</b>	\$46.11
Refer	66997	<u>JOHNSON S FOODS</u>			
Cash Payment	E 101-41400-210	Operating Supplies (GE			\$27.00
Invoice	3871848	2/29/2016			
Transaction Date	3/4/2016	MAIN CHECKING G	10100	<b>Total</b>	\$27.00
Refer	66998	<u>ARROWHEAD COOPERATIVE</u>			
Cash Payment	E 613-45125-380	Utility Services (GENER			\$16.00
Invoice	901298	3/1/2016			
Transaction Date	3/4/2016	MAIN CHECKING G	10100	<b>Total</b>	\$16.00
Refer	67021	<u>ARROWHEAD COOPERATIVE</u>			
Cash Payment	E 609-49750-321	Telephone			\$46.27
Invoice	985	3/1/2016			



**CITY OF GRAND MARAIS**

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**Payments**

Current Period: March 2016

Cash Payment	E 101-41400-321 Telephone			\$302.30
Invoice	985	3/1/2016		
Cash Payment	E 604-49590-321 Telephone			\$127.93
Invoice	985	3/1/2016		
Transaction Date	3/4/2016	MAIN CHECKING G	10100	<b>Total</b> \$476.50
Refer	67022	<u>BLUE CROSS/BLUE SHIELD OF M</u>		
Cash Payment	G 101-21706 Health Insurance			\$15,012.00
Invoice	CI926-VO 8	2/25/2016		
Transaction Date	3/4/2016	MAIN CHECKING G	10100	<b>Total</b> \$15,012.00
Refer	67023	<u>COOK COUNTY AUDITOR-TREASU</u>		
Cash Payment	G 101-20800 Taxes Due (State MN)			\$229.83
Invoice	FEB. 2016	3/4/2016		
Transaction Date	3/4/2016	MAIN CHECKING G	10100	<b>Total</b> \$229.83
Refer	67024	<u>MN DEPT. OF REVENUE-1</u>	<u>Ck# 003289E 3/4/2016</u>	
Cash Payment	G 101-20800 Taxes Due (State MN)			\$452.00
Invoice	FEB 2016	3/4/2016		
Cash Payment	G 609-20800 Taxes Due (State MN)			\$12,106.00
Invoice	FEB 2016	3/4/2016		
Cash Payment	G 211-20800 Taxes Due (State MN)			\$34.00
Invoice	FEB 2016	3/4/2016		
Transaction Date	3/4/2016	MAIN CHECKING G	10100	<b>Total</b> \$12,592.00
Refer	67025	<u>SOUTHERN WINE &amp; SPIRITS OF M</u>		
Cash Payment	E 609-49750-251 Liquor For Resale			\$2,210.90
Invoice	1383546	3/3/2016		
Cash Payment	E 609-49750-333 Freight and Express			\$60.52
Invoice	1383546	3/3/2016		
Transaction Date	3/4/2016	MAIN CHECKING G	10100	<b>Total</b> \$2,271.42

**Fund Summary**

	10100 MAIN CHECKING GMSB	
101 GENERAL FUND		\$42,043.79
211 LIBRARY		\$1,530.67
215 LIBRARY RESTRICTED FUND		\$2,073.11
604 ELECTRIC		\$127.93
609 MUNICIPAL LIQUOR FUND		\$14,667.53
613 GOLF COURSE		\$146.00
		<hr/>
		\$60,589.03

Pre-Written Checks	\$19,523.65
Checks to be Generated by the Computer	\$41,065.38
<b>Total</b>	<hr/> <b>\$60,589.03</b>



**Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement**  
445 Minnesota Street, Suite 222  
St. Paul, MN 55101  
651-201-7512

**RENEWAL OF CONSUMPTION AND DISPLAY PERMIT**  
Permit Fee \$250 (Renewal Date: April 1)

ID# 7320	License Code	CDPBL
Cook County Curling Club Inc.		
Cook County Curling Club		
PO Box 176/Community Center		
Grand Marais	MN	55604
Business Phone 2183872995		

**IF NAME AND ADDRESS  
SHOWN ARE NOT  
CORRECT MAKE  
CHANGES BELOW**

Worker's Comp. Ins. Name None Policy # NO Employees Policy Period \_\_\_\_\_

City/County where permit approved Grand Marais MN / Cook County

Licensee Name Cook County Curling Club

Address, City, State, Zip PO Box 176 317 West 5<sup>th</sup> street Grand Marais MN 55604

Business Phone 218-387-1180 Email cookcountycurlingclub.com/info  
(G.F. Maruska, treasurer)

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Licensee Signature Joanne M. Smith - CC Curling Club Secretary 2/24/16  
(Signature certifies all application information to be correct and permit has been approved by city/county.)  
Joanne M. Smith

City Clerk/County Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

**MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT  
AND RETURN WITH APPLICATION**

Amount Received \_\_\_\_\_

**Indicate below changes of corporate officers, partners, home addresses or telephone numbers:**

Bill Parish - President

Vacant - V President

George Maruska - Treasurer

Joanne Smith - Secretary

Mark Pedersen - Member at large

Hilja Iverson - Member at large

**Report below details of liquor law violations (civil or criminal) that have occurred within the last five years.**

**(Dates, offenses fines or other penalties, including alcohol penalties):**

None

**Report below details involving any license rejections or revocations:**

None

**City/County Comments:**

# CONSENT AGENDA

City of Grand Marais

## MEMO

TO: Mayor Arrowsmith-DeCoux  
City Council  
FROM: Michael J Roth, City Administrator  
DATE: March 4, 2016  
SUBJECT: WTIP Radio Waves Vendor Permit

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Attached is a vendor permit from WTIP for Radio Waves to allow them to arrange vendors during the festival. The City can allow a group putting on a community festival the ability to arrange vendors without the City's involvement in vendor permitting, and without requiring each vendor to get an individual permit. This has been done for events like Fisherman's Picnic (Lion's) and the Art Festival (Art Colony). We have also granted WTIP this permission for a number of years running. WTIP has also submitted a special event permit to the Park for the use of the property. Please approve this vendor permit for WTIP.

# City of Grand Marais

APPLICATION FOR PEDDLER, SOLICITOR, OR TRANSIENT  
MERCHANT PERMIT

Term of Permit:

\_\_\_\_\_ Annual: \$100.00

\_\_\_\_\_ Four (4) Consecutive Days: \$25.00

Specify Dates: Sept 9-11, 2016

NAME:

WTIP (Radio Waves)

(Full First Name)

(Full Middle Name)

(Full Last Name)

Attach a current 2"x2" Photograph

Height:

Weight:

DOB: / / 20

Permanent Address:

1712 W Hiway 61  
Grand Marais Mn

Social Security No. 469-62-7590

Federal Employer No. 41-1754979

State ID/Drivers License No.

Sales and Use Tax No. E5 36948 (exempt)

Telephone Number(s)

218-387-1070

Owner and address where  
sales will be made:

Nature of Business/  
Goods to be Sold:

Description and Lic. No. of  
Vehicle (if used during  
sales or solicitation:

Name and Address of  
Employer, Principal or  
Supplier:

Name and Address of  
Source of Goods to be  
Sold under this Permit

Character References:

(Names and Addresses of  
two property owners of  
Cook County)

- 1) Dave Tersteeg - Grand Marais Rec Pk
- 2) Jim Boyd - Cook Cty Chamber

Have you ever been convicted of any felony, misdemeanor, or violation of any municipal ordinance?

Yes

If Yes, Explain: \_\_\_\_\_

No

City/State of Occurrence: \_\_\_\_\_

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

Penalty: \_\_\_\_\_

Previous dates and addresses where you have carried on your business (list most recent first):

1) Radio Waves 2015 - Sept 11-13

2)

3)

(address)

(dates)

Permit Application No. \_\_\_\_\_

# Owners

INSURANCE COMPANY 18147  
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

**WORKERS' COMPENSATION & EMPLOYERS' LIABILITY  
INFORMATION PAGE**

AGENCY SECURITY STATE INSURANCE  
06-0461-00 MKT TERR 067 (218) 387-1540

POLICY NUMBER 151706 08211275  
Company Use 08-17-MN-0915

INSURED COOK COUNTY COMMUNITY RADIO

Company  
Bill

POLICY PERIOD	
12:01 A.M.	12:01 A.M.
09-11-2015	to 09-11-2016

ADDRESS PO BOX 1005  
GRAND MARAIS MN 55604-1005

**ITEM 1. INSURED:** COOK COUNTY COMMUNITY RADIO  
1712 W HIGHWAY 61  
GRAND MARAIS, MN 55604-7507

**INSURED IS:** Nonprofit Organization

**ITEM 2. POLICY PERIOD:** 09-11-2015 (12:01 A.M.) to 09-11-2016 (12:01 A.M.)  
(Based on the insured's address shown in Item 1.)

**ITEM 3. A. WORKERS' COMPENSATION INSURANCE:** Part One of the policy applies to Workers' Compensation Law of the states listed here: MN

**B. EMPLOYERS LIABILITY INSURANCE:** Part Two of the policy applies to work in each state listed in ITEM 3. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$100,000	Each Accident
Bodily Injury by Disease	\$100,000	Each Employee
Bodily Injury by Disease	\$500,000	Policy Limit

**C. OTHER STATES INSURANCE:** Part Three of the policy applies to the states, if any, listed here: AL, AZ, AR, CO, FL, GA, ID, IL, IN, IA, KS, KY, MI, MN, MO, NE, NC, PA, SC, SD, TN, UT, VA, & WI unless already listed in ITEM 3A.

**ITEM 4.** The premium for this policy will be determined by our manuals of rules, classifications, rates and rating plans. All information required below is subject to verification and change by audit.

CLASSIFICATION OF OPERATIONS	PREMIUM BASIS		RATES	
	CLASS CODE	ESTIMATED ANNUAL REMUNERATION	RATE PER \$100	ESTIMATED ANNUAL PREMIUM
STATE OF MINNESOTA ID# 0010 (See FED NUM 001) DESC 001 RADIO BROADCASTING STATION	7610	288,000	.55	1,584
<b>MINNESOTA PREMIUM SUMMARY</b>				
		TOTAL		1,584
		20.0% SCHEDULE CREDIT - MINNESOTA	317-	1,267
<b>POLICY PREMIUM SUMMARY</b>				
		EXPENSE CONSTANT	190	1,457
		TERRORISM-SEE FORM 27317	58	1,515
		5.400% MN SPECIAL COMPENSATION FUND	79	1,594
		<b>TOTAL ESTIMATED ANNUAL PREMIUM</b>		<b>1,594</b>



***North House Folk School***  
***Report to the City of Grand Marais***  
***March 9, 2016***

***Our Mission***

*Enriching lives and building community by  
teaching traditional northern crafts  
in a student-centered learning environment  
that inspires the hands, the heart and the mind.*

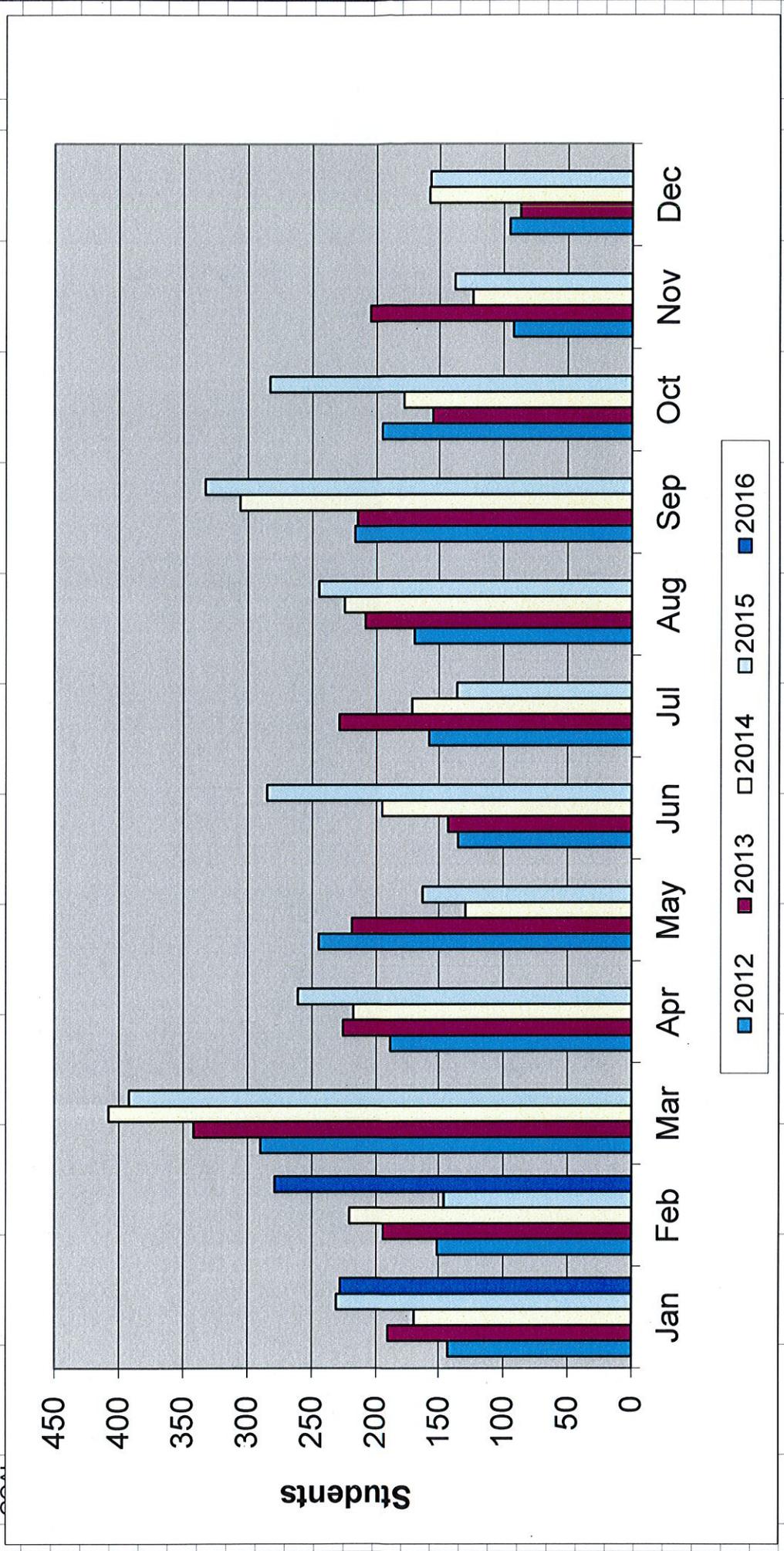


# 2016 BOOKED ENROLLMENTS RECEIVED - by Month

North House Folk School  
as of March 1, 2016

## Totals by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2012	143	151	290	188	245	135	158	169	217	195	92	95	2078
2013	190	194	342	226	219	143	229	209	215	155	205	87	2414
2014	169	221	408	218	129	195	171	225	306	178	124	158	2502
2015	231	146	392	261	163	285	136	245	333	283	138	157	2770
2016	228	279											507



## **North House Secures New Building for Its Campus**

Two parcels of property linked together for many years were tied together once again on March 1<sup>st</sup> when North House Folk School purchased a new building to enhance and improve its campus. "It's been great to work with our long-time neighbors to make this important step forward" said Greg Wright, North House's Executive Director. "Our goals are simple – an additional high quality classroom to accommodate our steady growth, improved office space for our staff and flexibility that will address our future needs. Having North Shore Title staying on in the west half of the building is a great fit in many ways."

Located immediately across the highway from the North House campus, the structure was originally built as a USFS administrative building. Its work was linked directly to the activities that also took place at the two historic warehouses across the street on the harbor. Built in the 1930s by the CCC, the two timbered warehouses were used for sixty years by the USFS, until in the mid-1990s, when the forest service moved to their new facilities on the west end of Grand Marais. The property and buildings were transferred to City of Grand Marais ownership, and in 1997, the City leased the two buildings to North House for six months so it could host its first summer of 23 classes. The rest, as they say, is history. Today the once all-white historic warehouses are known simply as the Red Building and the Blue Building, and during 2015 the campus hosted over 400 classes and welcomed students from 42 states and 2 foreign countries.

"It is hard to imagine a better addition to campus" said Nancy Burns, Board Vice President. "Our long term planning efforts and facility studies all underscored our need for space. Keeping campus close together will make the school stronger on many levels. The extra room and future flexibility will both be of tremendous value as North House moves forward."

"An investment like this is a major commitment for North House," Wright said. "Between purchasing the building and remodeling, North House will invest over \$600,000. Multiple generous donors enthusiastically stepped forward to fund the down payment – they understand what moves community nonprofits forward and believe both in North House's educational mission and our local economic impact. In addition, we have a funding request into a key regional foundation to underwrite the remodeling. Just like any other nonprofit or local business, it is a balancing act figuring out how to move a project like this forward while keeping the organization strong."

Plans for the project include two phases. The first phase will add the new classroom and administrative offices in the old USFS administrative building. The second will move North House's School Store/Front Office up into a modestly remodeled Yellow House on Highway 61, making it easier for campus visitors to get information and learn about the school's year-round offerings. Moving the school store will also open up an additional classroom space in the Blue Building. A ribbon cutting and dedication is planned for Wooden Boat Show & Summer Solstice Festival weekend, June 17-19, 2016.

Wright confirmed that like most nonprofits, North House qualifies for property tax exemption provided that the property is being used to support the school's educational mission. Given this, North House will pay the full property tax on the half of the building that is leased to North Shore Title, and will submit paperwork so that the half used as a classroom and offices will become property tax exempt in 2017.

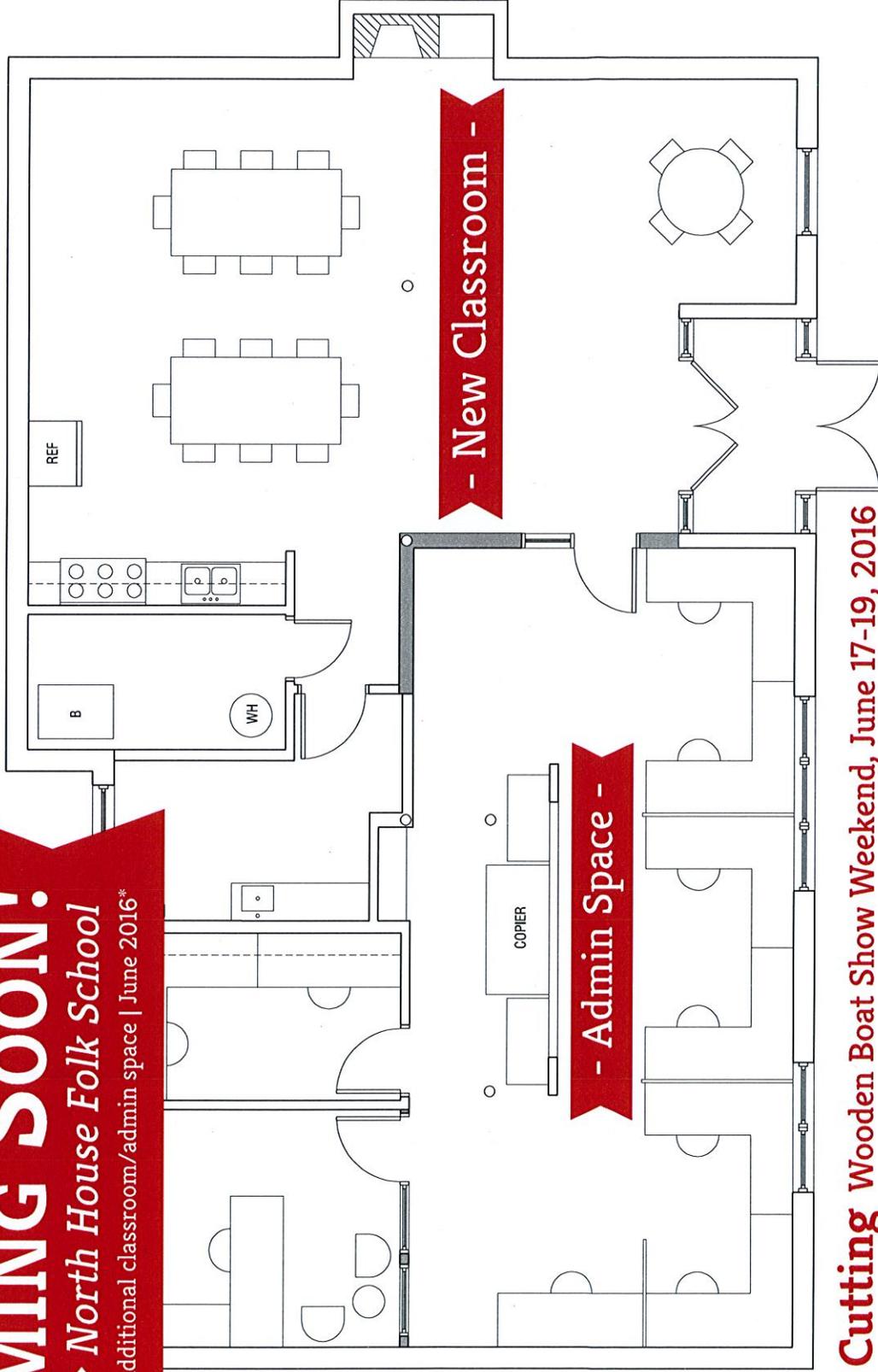
"Grand Marais' unique character and the beauty of the Harbor are key features our students truly value," said Mary Anderson, board President. "North House works hard to make a positive impact in our community, and we want our steady evolution to be an asset. We feel fortunate to have so many partners and supporters who believe in us. There is something that rings true, knowing that making this strategic step forward for North House will also bring these historic buildings back together."

# COMING SOON!



▶ *North House Folk School*

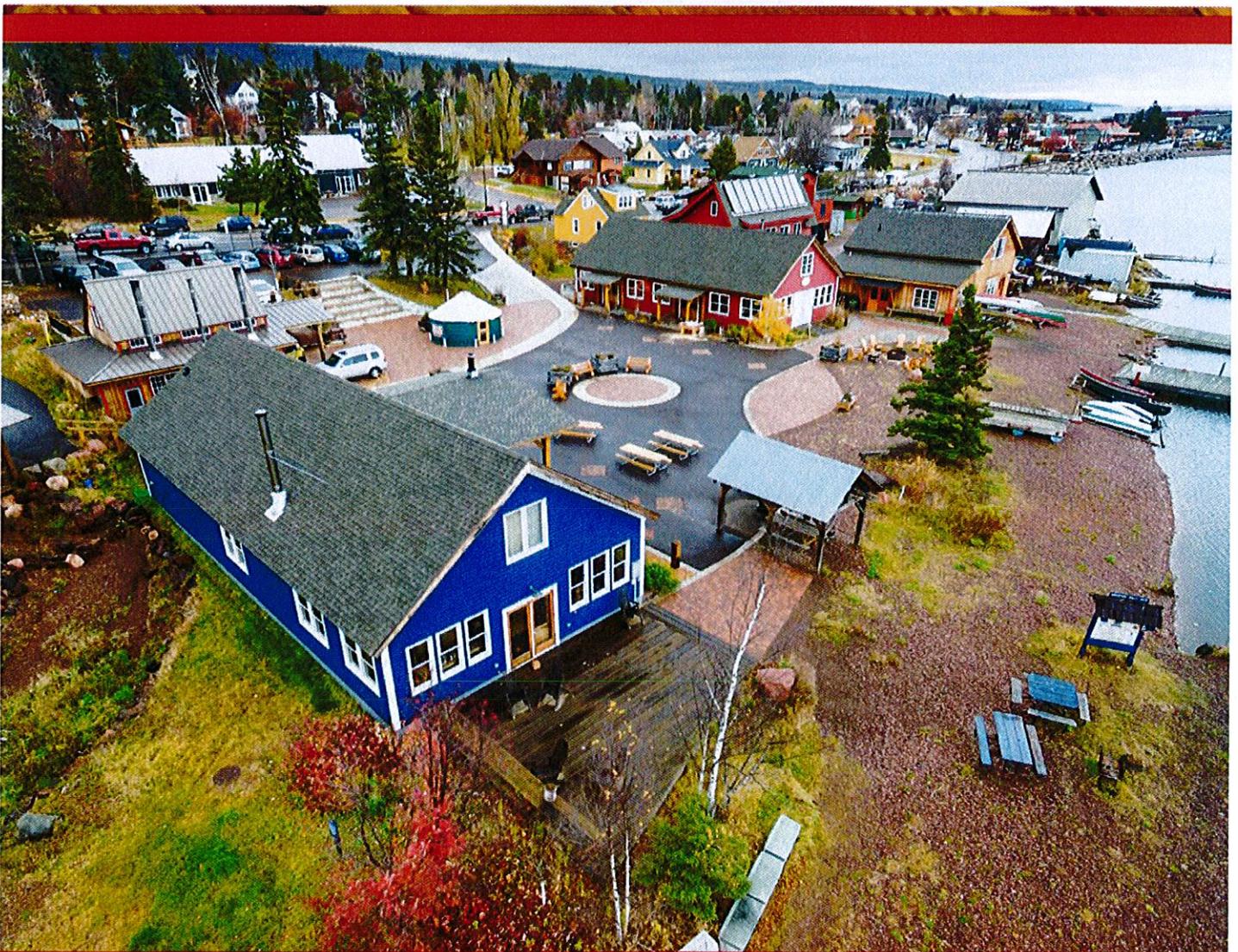
Additional classroom/admin space | June 2016\*



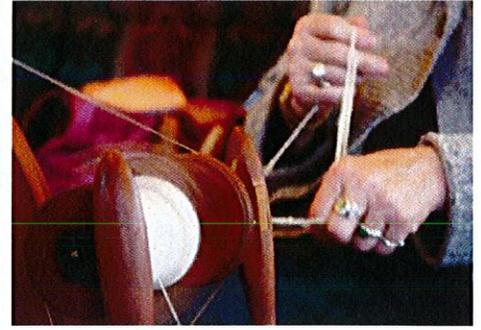
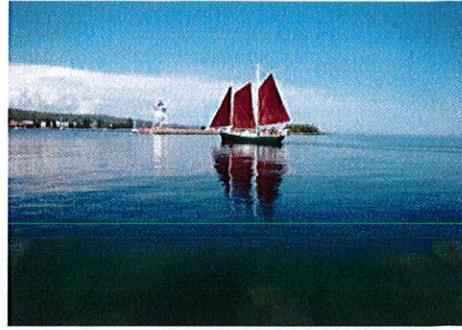
**\*Ribbon Cutting** Wooden Boat Show Weekend, June 17-19, 2016

# STRATEGIC PLAN

- 2015-2018 -



*North House Folk School | Grand Marais, MN*



## Introduction

---

North House Folk School is a dynamic educational nonprofit committed to "enriching lives and building community through the teaching of traditional northern crafts." Envisioned and created by a dedicated group of community volunteers in 1997, North House has quickly emerged as a truly unique regional, national and even international resource.

North House's vibrant programs/robust momentum have become iconic elements in Grand Marais and on the North Shore. This plan gives shape and direction to the key strategic priorities initially voiced during the 2014 board retreat, and provides a purposeful framework/timeline for advancing North House's efforts on multiple fronts.

## Our Mission

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The Mission of the North House Folk School is to enrich lives and build community by teaching traditional northern crafts in a student-centered learning environment that inspires the hands, the heart and the mind.

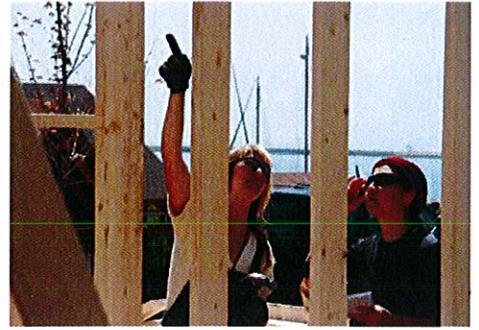
## Our Values

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- **PEOPLE** - North House's mission is rooted in people. Our warm welcome, open-to-all programs, egalitarian engagement and multi-generational commitment seek to build a community of respect, individuality and appreciation. Our programs empower and affirm - celebrating curiosity, opening doors to the world and nurturing self-discovery.
- **PLACE** - North House vibrant efforts are directly connected to the northern landscape and the place we call home. Our programs, community and mission are at their best when accented by Lake Superior's horizons and affirmed by the seasons of the North. Each journey to campus is like a pilgrimage, filled with stories and experiences that rejuvenate the spirit.
- **CRAFT** - North House's commitment to traditional crafts provides a powerful linkage between people & resources and connects the past, the present and the future. Maintaining & perpetuating the future of craft, celebrating time-tested methods, exploring the world's need for sustainable solutions - each has and needs a place at North House.
- **CULTURE** - North House pursues integrity and quality at every level. From daily operations to long-term planning, we pursue our mission with pride and purpose. Our institutional lifestyle reflects our commitment to craft, to community and to the joy of hands-on learning.

*The values that define the character and community that are North House are key organizational assets. Belief/investment in these dimensions of North House is universal. Our values have permeated the organization since its beginning and celebrating these features of the organization as it continues to move forward is essential.*





## Looking Forward

---

As North House's 20th Anniversary approaches, the institution and its stakeholders have much to celebrate. Our mission and programs are vibrant; steady and sustained growth on many fronts define our reality. Reflecting on this key institutional moment encourages us to pause, not only to reflect on how far we have come but also to strategize how best to sustain and strengthen our mission in years to come. Recent successes underscore that this vibrancy has many dimensions, and that it is the result of both our compelling efforts and our strategic choices. New staff positions have generated growth in programs and giving. Campus improvements have increased student capacity and enhanced course quality. New thematic weekends/enhanced events have generated shared excitement with local businesses and regional/national partners. North House is now truly a year-round institution, both with new capacities and also with new challenges.

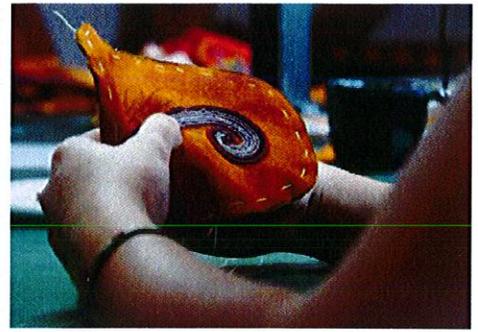
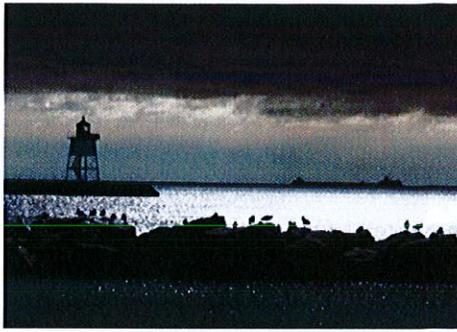
North House's dynamic efforts are set within a world becoming ever-more digitized. It is now possible to take a virtual journey to any and every corner of planet earth, 24/7. And yet, in spite of this apparent convenience, many feel there is something missing. Within this high tech/low touch world, North House brings to life a compelling and meaning-filled counter point - high touch/low tech. The beauty of utility. The value of community. The joy of learning. We can find them in the work of our hands.

## Strategic Priorities

---

- 1 PROGRAMS IN EVERY SEASON:** North House aspires for its programs to be vibrant and thriving in every season of the year, serving people, celebrating community and affirming the importance of lifelong learning.
- 2 INVEST IN CRAFT:** Investing in the future of crafts and strengthening our partnership with our community of artisan instructors is of strategic importance to the long-term vibrancy of our mission.
- 3 BUILD OUR HOME:** To maintain and advance our programmatic and operational success we must define and execute the next stage of strategic campus and capital resource improvements. .
- 4 TELL OUR STORY:** The vibrancy of North House's mission and vision underscores the importance of our efforts both programmatically and philosophically.
- 5 WIDEN OUR CIRCLE:** North House's strong circle of community and support is an essential asset that defines and empowers our efforts.
- 6 TOOLS THAT WORK:** North House understands that its inspiring mission and diverse programmatic offerings can only reach their full potential if supported by an organization with strong operational and administrative capacities.



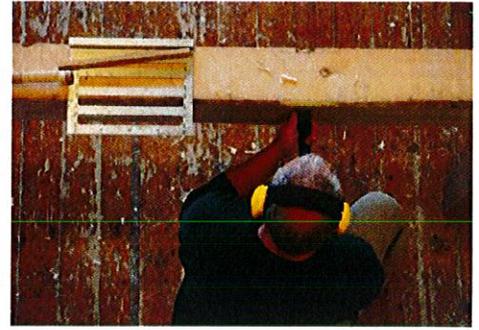


## 1 Programs in Every Season

North House aspires for its programs to be vibrant and thriving in every season of the year, serving people, celebrating community and affirming the importance of lifelong learning. We believe our mission is best served by positioning compelling and effective coursework at the core of our programmatic efforts.

1. Sustainable and aspirational growth in catalog coursework
  - Average class size will increase by .25 annually and stabilize at 7.5 students
  - Make rate" for classes will increase by 4% annually reaching 90% by close of 2018
  - Student days/week will grow 5% annually, more than half from weekday enrollment
2. Improving internal systems will help us measure, illuminate and understand key enrollment trends and their connection to program quality and vitality.
  - By May 2016 build a new online course management system
  - By July 2016 integrate a new enrollment tracking system into North House operating systems providing real-time data on key areas of interest.
3. To fully understand the best strategies for supporting and advancing the quality of our programs, North House needs to be capable of projecting, anticipating and managing the evolution of year-round coursework
  - By March 2016 complete an in-depth study and analysis of our program offerings that projects out for a full decade, integrating enrollment trends, revenue generating, facility, staffing, etc
4. As a leading institution in a small, rural environment, North House aspires to be utilized as an educational-asset by the community (and not just an economic driver). We recognize that serving our local community will require different strategies and targeted efforts.
  - Study and build a new local engagement plan in collaboration with numerous community contacts  
Local youth (via school-based and family-driven connections) are an area of special interest. Process led by Program Committee and completed by May 2016.
5. Recognizing the rich "folk school" culture/philosophy upon which North House's mission is based, North House will continue to nurture and expand public outreach, committee engagement and non-traditional program offerings that speak to the heart of our purpose.
  - Report annually to the program committee/board starting in January 2016.



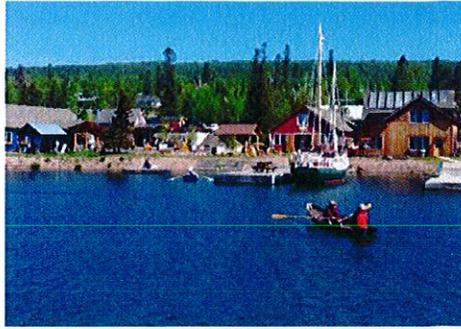


## 2 Invest in Craft

Investing in the future of crafts and strengthening our partnership with our community of artisan instructors is of strategic importance to the long-term vibrancy of our mission. As a national leader in the traditional craft world, we must engage craft with purpose while also deepening connections within the craft world.

1. Collaborate with North House instructors to maximize the vitality of our partnership
  - Continue to advance depth and quality of our annual Instructor Retreat, providing professional development and a strong community, attract 50+ annually 2016-2018.
  - Expand our commitment to our resident instructor program, maintaining 12+ one-week engagements July-Sept in 2016-2018, develop alternative format for non-summer residencies totaling 12+ weeks by 2018
  - Study and identify ideal arenas for engaging key “lead instructors” to advance North House programming, craft preservation, and emerging artisan/apprenticeship efforts, reporting to board in May 2016 and May 2017.
2. Expand the intern program in 2015 and beyond, enhancing the quality of the entire internship and deepening their impact/contribution to campus operations.
  - Increase intern program from three to four participants in 2015 and sustain this level of involvement throughout 2016-2018.
  - Invest with greater purpose in the depth of their craft education and the scope of their experience as craft educators, integrating new field study and evolving their fall sloyd projects to accentuate community outreach emphasis.
  - Insure that we attract the most qualified intern candidates by increasing the visibility of the internship program across the nation, generating increased inquiries for application resources (100+ for 2016 and 2017, 125+ for 2018)
3. Study and advance options for developing a new “craft fellowship/residency/ apprenticeship program” that builds upon North House’s existing internship program.
  - Envision and shape a new fellowship/residence/apprenticeship program by May 2016. Pursue collaborative first efforts in 2016. Pursue full program grant funding launch first full year in 2017.
  - Advance towards four total positions each engaged for two years with staggered hiring (two hired for 2017-2018, two hired for 2018-2019...).
4. Research and engage other key folk school and craft organizations as peer institutions, with a goal of advancing our understanding of the role of craft in today’s world.
  - Utilize existing events/thematic weekends (i.e. Timber Frame Gathering, Unplugged) and off-campus opportunities (i.e. Twin Cities Spring Gathering) to build collaborative relationships - four in 2016, five in 2017 and six in 2018.
  - Twentieth Anniversary Book Project: Integrate the voices of other traditional craft/hand craft voices to accentuate the fabric of connection to the world.



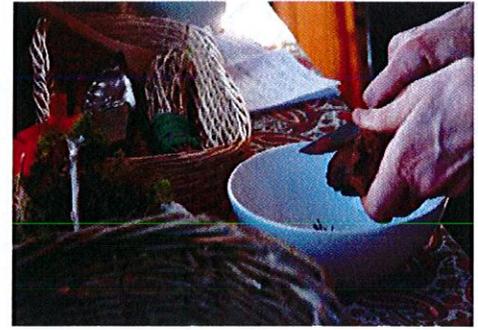
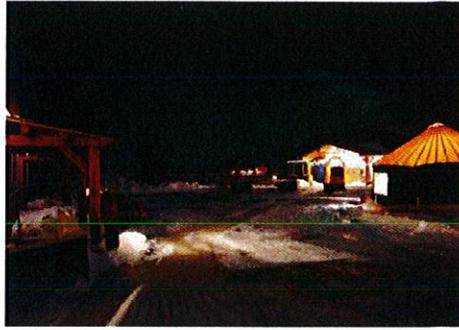


### 3 Build Our Home

North House's campus is at once an inspiring destination, a strong & functional resource and a facility still in need of improvement. To maintain and advance our programmatic and operational success we must define and execute the next stage of strategic campus and capital resource improvements.

1. Develop strategies for addressing key short-term facility issues and solutions for engaging in the coming year. Areas of concern include administrative space, maintenance/operations, large-format classroom space.
  - Investigate on and off campus alternatives and report to the board by March 2016
2. Study enrollment trends and facility/classroom use to understand the connection between enrollment, classroom availability, campus capacity, etc.
  - Fully update 2014 Facility Needs Study and present to the board by March 2016.
3. Launch planning for the next phase of key North House campus/capital improvements. A central feature of this plan may include a new "student center & school store" that will serve as the campus' front door and operational hub for North House.
  - Complete in-depth study and planning. Initial report to board in May 2016. Final proposal no later than May 2017.
4. Investigate and assess off-campus options that can meet long-term needs for North House. Assess what tasks can most appropriately be "exported" of campus (i.e. instructor housing, long-term storage).
  - Consider options for when a more robust off-campus presence/additional off-campus property may become critical and integrate into capital plan presented to board in May 2017.
5. North House partnership with the City of Grand Marais has remained strong and positive throughout our history. Signing a 25-year lease played a central role launching our first capital campaign. Studying options for key next steps forward is central our continued investment.
  - Convene a North House board/City Council work group February-August 2016.



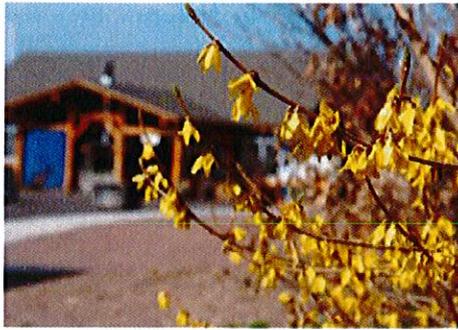
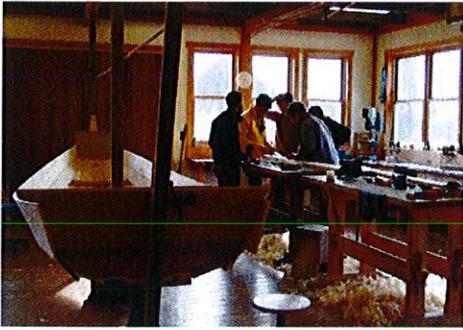


## 4 Tell Our Story

The vibrancy of North House's mission and vision underscores the importance of our efforts both programmatically and philosophically. Growing our visibility and recognition as an iconic destination for lifelong learning and for traditional northern crafts, we can at once enhance year-round program momentum while also offering inspiration to individuals and communities.

1. Advance the work of our new communications & marketing committee and create the tools North House needs to tell its story with focus and purpose.
  - Designate \$10,000+ annually 2015-2018 in targeting marketing initiatives, generate measurable results that can inform/advance future marketing efforts
  - Create a comprehensive annual marketing plan by May 2016.
2. Advance North House's web site into the next generation.
  - Pursue grant funding for re-building the North House web site in fall 2015
  - Shape RFP and actively recruit, identify and hire project partners by Oct 2015
  - Launch the new web site following spring enrollment kickoff, launch date May 1st
  - Create clear and distinct portals for students to engage and share content.
3. Utilize North House's 20th Anniversary as a fulcrum for national visibility and community celebration, creating both educational momentum and a strong sense of future direction.
  - Publish a Twentieth Anniversary Festschrift Book to be released for sale in fall 2017
    - pursue grant funding for a lead editor in fall 2015
    - recruit a leadership circle of key instructors by Nov 2015
    - negotiate and sign a contract with publisher by April 2017
    - release book in Sept 2017, generate \$20,000+ of revenue in first year of sales



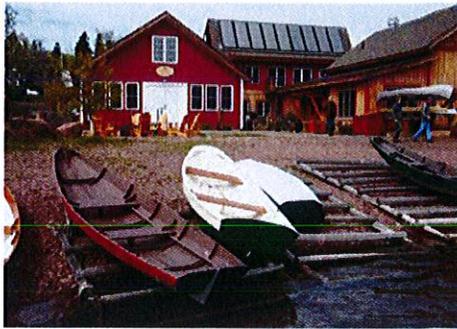


## 5 Widen Our Circle

North House's strong circle of community and support is an essential asset that defines and empowers our efforts. Expanding this community and the support/involvement it generates is essential to our long-term vitality and fiscal strength.

1. Continue to sustain and grow a broad base of support by building strong relationships with students, business partners, volunteers, enthusiasts, etc.
  - Membership support and number of donors increase by at least 5% annually
2. Enhance North House's long-term vitality by building the momentum and visibility of our new Legacy Circle and our growing endowment fund.
  - Host an annual Legacy Circle gathering 2016-2018, for current and potential members
  - Use 20th anniversary as a landmark and secure pledges for \$3.5 million by June 2017
3. Expand, shape and build a major donor (\$2500+) engagement plan that underscores their leadership role opening the doors to North House's future
  - Create and manage an ongoing list of new major donor candidates by Jan 2016.
  - Develop print and online resources that articulate the major donor program by May 2016.
  - Increase major donor support 5%, 7.5% and 10% respectively in 2016, 2017 and 2018.
4. Study and prepare to launch a major Capital Campaign in alignment with the facility committee planning efforts.
  - Study and build our capacity to engage such a campaign. Report to board by August 2016.
  - Recruit capital campaign leadership Jan-Sept 2017 and launch public campaign Sept 2017.
5. Recognizing North House's unique mission and role in the world of craft, develop and pursue new funding partnerships with key regional and national foundations.
  - Submit at least one new major regional/national grant annually 2015-2017.
  - Build strong sense of collaboration with existing funders, creating an annual plan for regular engagement and appropriate updates by May 2016.





## 6 Tools That Work

North House understands that its inspiring mission and diverse programmatic offerings can only reach their full potential if supported by an organization with strong operational and administrative capacities. We must advance and improve our operating resources/ systems to insure that our many strengths are supported as effectively and efficiently as possible.

1. Enhance, build and refine North House's investment in human resources/employees, strengthening its base of core benefits and acknowledging the key role they play within the institution
  - Launch a new Human Resource Study Group in 2015.
  - Present an initial report and recommendations to board of directors by May 2016.
  - Anticipate the addition of new full-time staff and contracted collaborators in both 2016 and 2017.
2. Build an Annual Operating Plan and a Weekly Hosting Flowchart for campus, integrating weekly operations, annual needs with strategic opportunities (i.e. service learning classes, volunteer events)
  - Developed by staff and presented to facility/program committees by March 2016.
3. Invest in on-line systems to link web-based enrollment and giving with online database systems, moving towards a fully operational by March 2016
  - Continue to invest in our online database (Sumac) and move towards an online confirmation system by May 2016.
  - Advance efforts to move our course management system online to simplify/enhance course management and web-based planning. Operational by May 2016
4. Keeping North House programs accessible plays a central role in nurturing the vitality and character of campus. Continue these efforts by building our Work/Study program.
  - Increase the number of Work/Study sessions annually 2015-2018 by at least 25%. Focus much of this growth in the warm season, also experiment with cool season solutions.
5. Our campus, staff, program year and finances are all finite resources that need to be invested both wisely and efficiently.
  - Expand board-designated cash reserve/capital reserve fund from 8% to 15% of operating budget by 2018.
  - Study endowment fund and trust agreements to shape strategies for future investment. Report to board by Nov 2016.



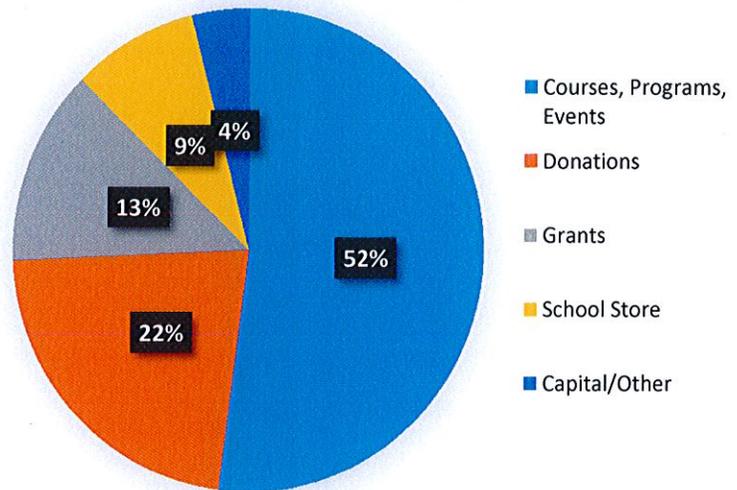
# North House Folk School

## 2015 Pre-Audit Financial Overview

### REVENUE

Courses, Programs, Events	\$ 675,933
Donations	\$ 289,595
Grants	\$ 170,720
School Store	\$ 112,043
Capital/Other	\$ 51,433
	<b>\$ 1,299,724</b>

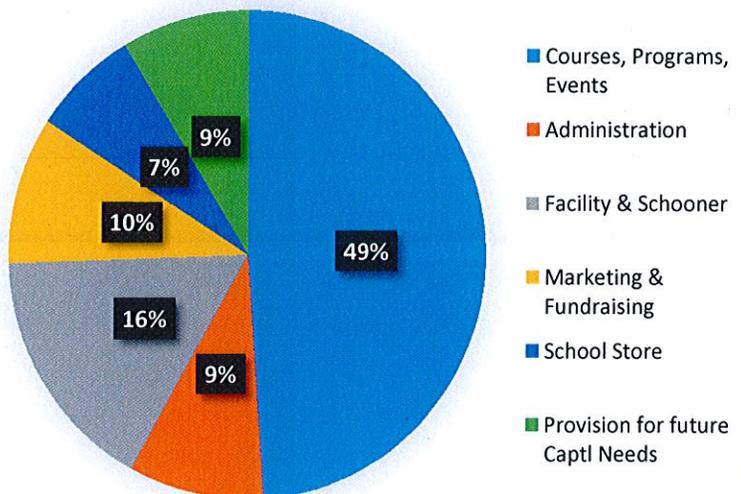
### Revenue 2015



### EXPENDITURES and TRANSFERS

Courses, Programs, Events	\$ 617,724
Administration	\$ 115,253
Facility & Schooner	\$ 207,575
Marketing & Fundraising	\$ 122,849
School Store	\$ 90,722
Provision for future Captl Needs	\$ 109,000
	<b>\$ 1,263,123</b>
Excess Revenue over Expenditures	\$ 36,601

### Expense & Transfers 2015



**North House Folk School**  
**2015 Pre-Audit Balance Sheet Summary**

**ASSETS**

**As of**  
**Dec 31, 2015**

**Current Assets**

Operating: Checking, Petty Cash	207,731
Restricted: Grant Funds, Targetted Gifts, Etc.	134,292
Other: Inventory, Cash/Capital Reserve, Grants Recivable	197,291
	<hr/>
	539,315

**Fixed Assets**

Facility/Schooner	997,910
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**Other Assets**

Endowment	145,224
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**TOTAL ASSETS**

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**1,682,449**

**LIABILITIES**

Current Liabilities: Tuition Deposits, Gift Certificates, Accounts Payable	124,654
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Long-Term Liabilities: Mortgage	184,099
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**TOTAL LIABILITIES**

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**308,754**

**NET ASSETS**

NET ASSETS	1,373,696
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**TOTAL LIABILITIES & NET ASSETS**

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**1,682,449**

# City of Grand Marais

## MEMO

TO: Mayor Arrowsmith-DeCoux  
City Council  
FROM: Michael J Roth, City Administrator  
DATE: March 4, 2016  
SUBJECT: County Trail Plan

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At last week's active living policy committee meeting, we heard about the County's trail plan they are developing. David Demmer is leading the process on behalf of the County. He will be at the meeting to give an overview of the plan. The County will soon be accepting public comments on the draft plan. I will forward a copy of the draft plan to you prior to the meeting when the latest version is released.

# City of Grand Marais

## MEMO

TO: Mayor Arrowsmith-DeCoux  
City Council  
FROM: Michael J Roth, City Administrator  
DATE: March 4, 2016  
SUBJECT: Ordinance 2016-02 Clarifying Language Regarding Lodging Uses

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**Summary:** After a review of lodging uses in residential zones, the City Council and the Planning Commission decided not to seek changes in policy that would alter what is currently allowed by the zoning ordinance. The commission recommended clarifying some of the language in the zoning ordinance, adding definitions where absent, and removing outdated terms. A draft ordinance was developed by the commission for consideration. The commission held multiple discussions about the proposed language to ensure that it reflected the City Council's policy on the existing rules regarding lodging. They also attempted to preserve existing property rights while updating terms.

### **Public Hearing**

The commission held a public hearing to consider the ordinance at their meeting on March 2, 2016. Commissioners Garry, Kennedy, and Miller were present. One member of the public commented that they felt it was unfair that some commercial uses were still allowed in residential zones, but she would still be prohibited from operating a vacation rental on her property, even across the street from a bakery in the residential zone. No other comments were received.

The commission recommended approving the ordinance by a 3-0 vote.

**ORDINANCE NO. 2016-02**

**AN ORDINANCE OF THE CITY OF GRAND MARAIS, MINNESOTA, AMENDING GRAND MARAIS ZONING CLARIFYING LANGUAGE DEALING WITH LODGING USES**

**THE CITY COUNCIL OF THE CITY OF GRAND MARAIS DOES ORDAIN (deleted material is lined out; new material is underlined; subsections which are not being amended are omitted):**

Section 1. That Chapter 19 of the City Code of Grand Marias, Minnesota, which chapter is entitled "Zoning Ordinance (Revised 2008)", be amended as follows:

**19.02 - DEFINITIONS**

Home Occupation --Any use customarily conducted entirely within a dwelling or accessory building and carried on by members of a family residing therein, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof. Clinics, hospitals, lodging, mortuaries, motor vehicle repairing for hire, welding, animal hospitals and the maintenance of animals, except as provided in Section 19.04., Subdivision 2-6, shall not be deemed to be home occupations.

Hotel -- Lodging facilities consisting of more than 10 lodging units ~~that are used predominantly for vacation length stays not exceeding 30 days or for rental to guests on an overnight basis.~~

Lodging -- A building, structure, enclosure, or any part thereof used as, maintained as, advertised as, or held out to be rented, leased, or sold to the public for sleeping accommodations for periods of less than 30 continuous days.

Use, Accessory -- A use clearly incidental or accessory to the principal use of a lot or building located on the same lot as the accessory use, but not including commercial uses in the R-1 or R-2 zones.

**19.04 R-1 PERMANENT RESIDENCE DISTRICT**

**Subdivision 3. Uses by Conditional Use Permit**

Buildings or land may be used for the following if granted a Conditional Use Permit as provided in Section 19.17:

1. ~~Boarding houses and~~ rental of rooms for three to eight unrelated persons on a premises on a monthly or longer basis.

**19.06.30 MU COMMERCIAL-RESIDENTIAL MIXED USE DISTRICT**

**Subdivision 2. Permitted Principal Uses**

6. Bed and breakfasts (subject to regulations in 19.13 subd. 6, 2.)

**Subdivision 3. Uses by Conditional Use Permit**

Buildings and land may be used for the following if granted a Conditional Use Permit as provided in Section 19.17:

1. Small scale lodging resorts (10 units or less)

**19.07 C/I SERVICE COMMERCIAL-INDUSTRIAL DISTRICT**

**Subdivision 2. Permitted Principal Uses**

2. Motels Lodging and automobile trailer camps ~~(overnight or temporary stay only).~~

**19.10 RC RECREATIONAL/COMMERCIAL**

**Subdivision 3. Uses by Conditional Use Permit**

5. ~~Resort or~~ lodging facilities.

**19.13 RCN RESORT/COMMERCIAL NEIGHBORHOOD**

**Subdivision 3. Uses by Conditional Use Permit**

1. ~~Metels~~ Lodging.
2. Bed and Breakfast homes/~~boarding~~ houses.

**Subdivision 6. Performance Standards**

The following controls shall be satisfied when new construction, change of use or other activity requiring a land use permit takes place in the Resort/Commercial Neighborhood (RCN).

1. ~~M~~Hotels

**19.14 GENERAL REGULATIONS**

**Subdivision 12. Off-Street Parking and Loading-Unloading Space Requirements**

1. Parking Space Requirements:
  - d. ~~Motel or Motor Home~~ Lodging - One (1) parking space for each rental room or suite.

**Subdivision 21. General Requirements for Motels and Hotels**

**B. Definitions**

For these purposes, "motels and hotels" will be defined as any lodging facility consisting of more than 10 lodging units ~~which are used predominantly for rental to guests on an overnight basis or for vacation-length stays not exceeding 30 days provided that the density and other requirements described below are satisfied.~~

Section 2. That this ordinance shall take effect from and after its passage and publication.

Passed by the City Council of the City of Grand Marais this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jay Arrowsmith DeCoux, Mayor

Attest: \_\_\_\_\_  
Michael Roth  
City Administrator

# City of Grand Marais

## MEMO

TO: Mayor Arrowsmith-DeCoux  
City Council  
FROM: Michael J Roth, City Administrator  
DATE: March 4, 2016  
SUBJECT: Greater MN Regional Parks and Trails--Applications for Regional  
Significance Designation

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The Greater Minnesota Regional Parks and Trails Commission has a process to designate facilities as regionally significant, making them eligible to receive Legacy funds. The applications are due at the end of April this year. The Park Board discussed a draft application at their last meeting for the Grand Marais Recreation Area. Councilor Kennedy will report on a possible application from the County for a mountain biking trail system.

Kennedy, Dave Tersteeg and I will be attending a training session on Tuesday in Duluth for submitting applications. We have set aside time on this meeting agenda to discuss the concept further. If you decide to proceed, an application for your consideration will be on a future meeting agenda.

# LUNCH & IMPROV

## Exploring Rural Leadership through Improv Comedy!

### WHEN

**Thurs, March 24, 2016  
Noon-2 pm**

### FEATURING

*the*  
**THEATER**  
*of* **PUBLIC POLICY**

*using* **COMEDY** *to reframe* **HARD THINKY STUFF**

### WHERE

**North House Folk School  
Blue Building**

**500 W. Highway 61, Grand Marais, MN**

### SPONSORED BY



**ALL WELCOME**

**FREE LUNCH**

**LEARN ABOUT  
THE BUSH  
FELLOWSHIP  
PROGRAM**

**SO FUNNY.**



### QUESTIONS?

**Contact Sue Hakes,  
local Bush Fellow  
218-370-9833**

**RSVP by 3/18 to:  
[susankayhakes@gmail.com](mailto:susankayhakes@gmail.com)**

## Upcoming Meeting Schedule

Updated March 4, 2016

### MARCH

Date/Time	Meeting	Location
Wednesday, March 9, 6:30 p.m.	City Council Meeting	Council Chambers
Wednesday, March 23, 5:00 p.m.	Planning Workshop	ACA
Wednesday, March 30, 6:30 p.m.	City Council Meeting	Council Chambers

### APRIL

Date/Time	Meeting	Location
Wednesday, April 13, 6:30 p.m.	City Council Meeting	Council Chambers
Wednesday, April 27, 6:30 p.m.	City Council Meeting	Council Chambers