

AGENDA
CITY COUNCIL MEETING
January 30, 2013
4:30 P.M.

A. 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. Approve Consent Agenda

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

E. Public Works Facility

F. Sale of 1984 Fire Truck

G. Other items as necessary

H. Council & Staff Reports

I. Attached correspondence:

1. Other Meeting Minutes
2. Upcoming Meeting Schedule

J. Adjourn

*CITY OF GRAND MARAIS
MINUTES
January 9, 2013*

Mayor Carlson called the meeting to order at 4:30 p.m.

Members present: Larry Carlson, Jan Sivertson, Bill Lenz and Bob Spry

Members absent: Tim Kennedy

Staff present: Mike Roth, Kim Dunsmoor

Mayor Carlson 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 Spry, seconded by Lenz to approve the Agenda; December 26, 2012, Minutes; and Payment of Bills. Approved unanimously.

Motion by Carlson, seconded by Spry to accept gratefully those who have agreed to serve as follows:

Board Name	Citizen Representative
Mark Sandbo	Economic Development Authority
Walt Mianowski	Park Board
Dawn Byholm	Library Board
Brienne Moody	Library Board

Approved unanimously.

Motion by Sivertson, seconded by Spry to accept gratefully and appoint Karl Hansen to the Public Utilities Commission. Approved unanimously.

Motion by Carlson, seconded by Sivertson to appoint council representatives as follows:

Board Name	Council Representative
Cable Board	Vacant
Economic Development Authority	Bob Spry
Library Board	Jan Sivertson
ARDC Board	Bill Lenz
North Shore Management Board	Bill Lenz
Joint Powers Recreation Board	Vacant
Park Board	Bill Lenz
Personnel Committee	Larry Carlson, Bill Lenz
Planning Commission	Tim Kennedy
Public Utilities Commission	Tim Kennedy
Public Utilities Board	Larry Carlson, Bill Lenz, Jan Sivertson
Safety Committee	Tim Kennedy

and appoints liaisons to the following boards:

Animal Advocates	Bill Lenz
North House Folk School Liaison	Jan Sivertson
CCLEP	Tim Kennedy
Active Living/Safe Routes to School	Tim Kenney

Approved unanimously.

There are still two boards needing a citizen representative: Planning Commission and Park Board.

Motion by Spry, seconded by Lenz to appoint Kennedy as Acting Mayor. Approved unanimously.

The City of Grand Marais received one bid for legal newspaper services of \$8 per inch.

Motion by Carlson, seconded by Sivertson to designate the Cook County Newsherald as the City of Grand Marais' official newspaper. Approved unanimously.

Motion by Spry, seconded by Lenz to approve the following depositories of City funds for 2012: Grand Marais State Bank, North Shore Federal Credit Union, Security State Bank, League of MN Cities 4M Fund and Morgan Stanley Smith Barney. Approved unanimously.

Motion by Spry, seconded by Sivertson to approve Resolution 2013-01 A Resolution Allowing Survivor Benefits to be Paid in Cases Where the Firefighter Dies Before Becoming Vested in the Statewide Volunteer Firefighter Retirement Plan. Approved unanimously.

The Mayor received a complaint about blasting until 8:00 p.m. at the school. There is no ordinance that addresses this and it will be a short time frame and the blasting will be completed.

Councilor Lenz' Report:

- 1) The DNR has submitted a contract for approval by the city for the boat launch. It appears that it will cover the area east of 8th Avenue West and may start next year. The contract is being reviewed by the city attorney.
- 2) The Park is applying for a grant from the National Fish and Wildlife Foundation for the Community Connection Project.
- 3) If the Park is able to save money on the Community Connection Project, they would like to do some electrical upgrades to sites 101W-122W and pave the road from the bathhouse to the sliding hill.

Councilor Spry's Report:

- 1) The EDA is working on the golf course and will ask LTTA to extend the \$50,000 per year if needed.

- 2) Heidi Doo Kirk is the County Commissioner on the EDA. One county representative seat is open.

Councilor Sivertson's Report:

- 1) The Library Board approved a financial policy to build up to a month reserve in the 211 Fund and a minimum balance of \$400,000 between Funds 215 and 216.
- 2) The Gunflint Trail Association is still committed to fixing the Gunflint Trail sign, but is looking for another contractor.

City Administrator Roth's Report:

- 1) Tim Korby is no longer with LHB. We would like to move forward on planning the Public Works Facility. The County Engineer is not interested in a joint facility and there is not room for another facility in their location. We would like to discuss the matter with the department heads and have this item on the next agenda.

There being no further business, the meeting adjourned at 5:10 p.m.



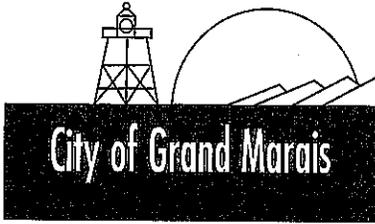
CITY OF GRAND MARAIS
Payments

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Current Period: January 2013

Batch Name	011713 CAP	User Dollar Amt	\$19,787.76
	Payments	Computer Dollar Amt	\$19,787.76
			\$0.00 In Balance

<u>Refer 59421 CENTURYLINK</u>			
Cash Payment	E 101-42200-321 Telephone		\$30.95
	Invoice 2183879092	1/1/2013	
Cash Payment	E 613-45125-321 Telephone		\$47.78
	Invoice 2183879988	1/1/2013	
Cash Payment	E 101-45100-321 Telephone		\$274.97
	Invoice 2183871712	1/1/2013	
Cash Payment	E 211-45500-321 Telephone		\$45.00
	Invoice 2183872562	1/1/2013	
Cash Payment	E 101-41400-321 Telephone		\$331.84
	Invoice 2183871848	1/1/2013	
Cash Payment	E 609-49750-321 Telephone		\$59.00
	Invoice 2183871630	1/1/2013	
Cash Payment	E 101-45124-321 Telephone		\$46.72
	Invoice 2183871275	1/1/2013	
Cash Payment	E 211-45500-321 Telephone		\$199.24
	Invoice 2183871140	1/1/2013	
Cash Payment	E 101-43100-321 Telephone		\$46.72
	Invoice 2183873125	1/1/2013	
Transaction Date	1/14/2013	MAIN CHECKING G 10100	Total \$1,082.22
<u>Refer 59422 SOUTHERN WINE & SPIRITS OF M</u>			
Cash Payment	E 609-49750-251 Liquor For Resale		\$2,389.95
	Invoice 1998072	1/10/2013	
Cash Payment	E 609-49750-333 Freight and Express		\$72.00
	Invoice 1998072	1/10/2013	
Transaction Date	1/14/2013	MAIN CHECKING G 10100	Total \$2,461.95
<u>Refer 59423 BERNICKS</u>			
Cash Payment	E 609-49750-252 Beer For Resale		\$2,459.80
	Invoice 322412	1/10/2013	
Cash Payment	E 609-49750-252 Beer For Resale		\$2,805.35
	Invoice 321216	1/3/2013	
Cash Payment	E 609-49750-259 Other For Resale		\$42.00
	Invoice 321215	1/3/2013	
Transaction Date	1/14/2013	MAIN CHECKING G 10100	Total \$5,307.15
<u>Refer 59424 VINO COPIA</u>			
Cash Payment	E 609-49750-251 Liquor For Resale		\$309.00
	Invoice 0070639-IN	1/11/2013	
Cash Payment	E 609-49750-259 Other For Resale		\$19.95
	Invoice 0070639-IN	1/11/2013	
Cash Payment	E 609-49750-333 Freight and Express		\$16.00
	Invoice 0070639-IN	1/11/2013	
Transaction Date	1/14/2013	MAIN CHECKING G 10100	Total \$344.95
<u>Refer 59425 DR PEPPER SNAPPLE GROUP</u>			



CITY OF GRAND MARAIS
Payments

Current Period: January 2013

Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa	2012			\$31.20
Invoice	2436714842	12/15/2012			
Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa	2012			\$77.80
Invoice	2436715075	12/15/2012			
Transaction Date	1/15/2013		MAIN CHECKING G	10100	Total \$109.00
Refer	<u>59426 ARCTIC GLACIER INC.</u>				
Cash Payment	E 609-49750-259 Other For Resale				\$173.40
Invoice	25587	1/15/2013			
Transaction Date	1/15/2013		MAIN CHECKING G	10100	Total \$173.40
Refer	<u>59458 JOHNSON BROTHER LIQUOR</u>				
Cash Payment	E 609-49750-251 Liquor For Resale				\$5,054.26
Invoice	1481524	1/16/2013			
Cash Payment	E 609-49750-333 Freight and Express				\$159.78
Invoice	1481524	1/16/2013			
Transaction Date	1/17/2013		MAIN CHECKING G	10100	Total \$5,214.04
Refer	<u>59459 PHILLIPS WINE & SPIRITS</u>				
Cash Payment	E 609-49750-251 Liquor For Resale				\$3,516.83
Invoice	2364805	1/16/2013			
Cash Payment	E 609-49750-333 Freight and Express				\$71.96
Invoice	2364805	1/16/2013			
Cash Payment	E 609-49750-251 Liquor For Resale				-\$50.00
Invoice	3497253	1/4/2013			
Transaction Date	1/17/2013		MAIN CHECKING G	10100	Total \$3,538.79
Refer	<u>59460 WINE MERCHANTS</u>				
Cash Payment	E 609-49750-251 Liquor For Resale				\$1,510.00
Invoice	440294	1/16/2013			
Cash Payment	E 609-49750-333 Freight and Express				\$46.26
Invoice	440294	1/16/2013			
Transaction Date	1/17/2013		MAIN CHECKING G	10100	Total \$1,556.26

Fund Summary

	10100 MAIN CHECKING GMSB
101 GENERAL FUND	\$731.20
211 LIBRARY	\$244.24
609 MUNICIPAL LIQUOR FUND	\$18,764.54
613 GOLF COURSE	\$47.78
	<hr/>
	\$19,787.76

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$19,787.76
Total	<hr/> \$19,787.76



City of Grand Marais

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Payments

Current Period: January 2013

Batch Name 012513 CPAP Payments User Dollar Amt \$21,019.11 Computer Dollar Amt \$21,019.11

\$0.00 In Balance

Table with columns: Refer, Description, Invoice, Transaction Date, Account, Total. Includes entries for ING, MN DEPT OF REVENUE-EFTPS, DEPT OF THE TREASURY IRS, PERA, MII LIFE-FLEX, MII LIFE-HRA, STARK WINES, and SUNNY HILL DISTRIBUTORS INC.



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Payments

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Current Period: January 2013

Cash Payment	E 609-49750-251 Liquor For Resale			\$440.49
Invoice	279829	1/22/2013		
Cash Payment	E 609-49750-333 Freight and Express			\$24.70
Invoice	279829	1/22/2013		
Cash Payment	E 609-49750-251 Liquor For Resale			\$949.46
Invoice	279824	1/22/2013		
Transaction Date	1/24/2013	MAIN CHECKING G	10100	Total \$1,414.65
Refer	59502 <i>WIRTZ BEVERAGE MINNESOTA</i>			
Cash Payment	E 609-49750-251 Liquor For Resale			\$2,222.44
Invoice	168413	1/22/2013		
Cash Payment	E 609-49750-259 Other For Resale			\$39.95
Invoice	168413	1/22/2013		
Cash Payment	E 609-49750-333 Freight and Express			\$46.25
Invoice	168413	1/22/2013		
Cash Payment	E 609-49750-333 Freight and Express			-\$39.95
Invoice	876976	1/15/2013		
Cash Payment	E 609-49750-333 Freight and Express			-\$1.85
Invoice	876976	1/15/2013		
Transaction Date	1/24/2013	MAIN CHECKING G	10100	Total \$2,266.84
Refer	59503 <i>MII LIFE - VEBA</i>			
Cash Payment	G 101-21706 Health Insurance			\$616.70
Invoice	JAN 2013	1/25/2013		
Transaction Date	1/24/2013	MAIN CHECKING G	10100	Total \$616.70
Refer	59504 <i>AFSCME</i>			
Cash Payment	G 101-21712 AFSME Union Dues			\$579.66
Invoice	JAN 2013	1/25/2013		
Transaction Date	1/24/2013	MAIN CHECKING G	10100	Total \$579.66
Refer	59510 <i>SOUTHERN WINE & SPIRITS OF M</i>			
Cash Payment	E 609-49750-251 Liquor For Resale			\$1,329.68
Invoice	2034001	1/24/2013		
Cash Payment	E 609-49750-333 Freight and Express			\$37.17
Invoice	2034001	1/24/2013		
Transaction Date	1/24/2013	MAIN CHECKING G	10100	Total \$1,366.85

Fund Summary

	10100 MAIN CHECKING GMSB
101 GENERAL FUND	\$14,840.57
604 ELECTRIC	\$700.00
609 MUNICIPAL LIQUOR FUND	\$5,478.54
	<hr/>
	\$21,019.11

Pre-Written Checks	\$14,344.21
Checks to be Generated by the Computer	\$6,674.90
Total	<hr/> \$21,019.11



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Payments

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Current Period: January 2013

Batch Name	1312013AP	User Dollar Amt	\$35,499.48		
Payments		Computer Dollar Amt	\$35,499.48		
			\$0.00	In Balance	
Refer	59436	TOSHIBA BUSINESS SOLUTIONS, _			
Cash Payment	E 101-41400-200	Office Supplies (GENER 2013			\$30.75
Invoice	9716121	1/6/2013			
Transaction Date	1/17/2013	MAIN CHECKING G 10100		Total	\$30.75
Refer	59438	MN DEPT OF EMPLOY & ECON DEV _			
Cash Payment	E 101-42200-140	Unemployment Comp (G 2012			\$3.36
Invoice	07972326	1/17/2013			
Cash Payment	E 101-45100-140	Unemployment Comp (G 2012			\$2,836.82
Invoice	07972326	1/17/2013			
Cash Payment	E 101-45124-140	Unemployment Comp (G 2012			\$180.40
Invoice	07972326	1/17/2013			
Cash Payment	E 613-45125-140	Unemployment Comp (G 2012			\$1,059.00
Invoice	07972326	1/17/2013			
Transaction Date	1/17/2013	MAIN CHECKING G 10100		Total	\$4,079.58
Refer	59441	COOK COUNTY LAW ENFORCEME _			
Cash Payment	E 101-42100-317	Contracted Services 11666.67			\$2,013.00
Invoice	231	1/17/2013			
Transaction Date	1/17/2013	MAIN CHECKING G 10100		Total	\$2,013.00
Refer	59446	DULUTH SUPERIOR AREA COMMU _			
Cash Payment	E 215-45500-438	Donations-Other Organiz 2013			\$2,500.00
Invoice	GM ENDOWME	1/13/2013			
Transaction Date	1/17/2013	MAIN CHECKING G 10100		Total	\$2,500.00
Refer	59448	MINNESOTA COMMUNITY FOUND _			
Cash Payment	E 215-45500-438	Donations-Other Organiz 2013			\$2,000.54
Invoice	GM ENDOWME	1/13/2013			
Transaction Date	1/17/2013	MAIN CHECKING G 10100		Total	\$2,000.54
Refer	59449	G&G SEPTIC _			
Cash Payment	E 101-43100-418	Portable Toilet Rentals 2012			\$48.25
Invoice	5425	12/26/2012			
Transaction Date	1/17/2013	MAIN CHECKING G 10100		Total	\$48.25
Refer	59451	BUCK S HARDWARE HANK _			
Cash Payment	E 211-45500-220	Repair/Maint Supply (GE 2012			\$17.94
Invoice	DEC. 2012	12/31/2012			
Cash Payment	E 609-49750-210	Operating Supplies (GE 2012			\$18.92
Invoice	DEC. 2012	12/31/2012			
Cash Payment	E 101-41940-220	Repair/Maint Supply (GE 2012			\$6.78
Invoice	DEC. 2012	12/31/2012			
Cash Payment	E 101-45100-220	Repair/Maint Supply (GE 2012			\$240.65
Invoice	DEC. 2012	12/31/2012			
Cash Payment	E 613-45125-221	Equipment Parts/Building 2012			\$18.04
Invoice	DEC. 2012	12/31/2012			
Cash Payment	E 101-42200-221	Equipment Parts/Building 2012			\$13.96
Invoice	DEC. 2012	12/31/2012			



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Transaction Date	1/17/2013	MAIN CHECKING G	10100	Total	\$316.29
Refer	59454 THOMPSON PERFORMANCE				
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE 2012				\$10.00
Invoice	19633 11/1/2012				
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE 2012				\$44.45
Invoice	19468 7/30/2012				
Cash Payment	E 101-42200-210 Operating Supplies (GE 2013				\$18.35
Invoice	19633 1/8/2013				
Transaction Date	1/17/2013	MAIN CHECKING G	10100	Total	\$72.80
Refer	59455 COMO OIL & PROPANE				
Cash Payment	E 101-43100-217 Heating Fuel 2013				\$303.78
Invoice	534880 1/8/2013				
Cash Payment	E 101-45124-217 Heating Fuel 2013				\$1,335.47
Invoice	525009 1/11/2013				
Cash Payment	E 101-45124-217 Heating Fuel 2013				\$1,710.79
Invoice	721731 12/31/2012				
Cash Payment	E 101-45100-217 Heating Fuel 2013				\$802.54
Invoice	534906 1/11/2013				
Cash Payment	E 101-41940-217 Heating Fuel 2013				\$667.77
Invoice	721868 1/15/2013				
Cash Payment	E 101-42200-217 Heating Fuel 2013				\$591.84
Invoice	534886 1/9/2013				
Transaction Date	1/17/2013	MAIN CHECKING G	10100	Total	\$5,412.19
Refer	59470 MCI MEGA PREFERRED				
Cash Payment	E 101-41400-321 Telephone 2013				\$55.24
Invoice	08678993875 1/23/2013				
Cash Payment	E 211-45500-321 Telephone 2013				\$4.24
Invoice	08678993875 1/23/2013				
Cash Payment	E 609-49750-321 Telephone 2013				\$1.58
Invoice	08678993875 1/23/2013				
Cash Payment	E 101-45124-321 Telephone 2013				\$0.19
Invoice	08678993875 1/23/2013				
Cash Payment	E 101-43100-321 Telephone 2013				\$1.08
Invoice	08678993875 1/23/2013				
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total	\$62.33
Refer	59472 MN DEPT. OF LABOR & INDUSTRY				
Cash Payment	E 101-45124-439 Licenses 2013				\$25.00
Invoice	632448 1/23/2013				
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total	\$25.00
Refer	59473 VIKING PLUMBING & HEATING				
Cash Payment	E 101-45124-220 Repair/Maint Supply (GE 2012				\$554.38
Invoice	21217 12/31/2012				
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total	\$554.38
Refer	59474 COCA-COLA REFRESHMENTS				
Cash Payment	E 101-45124-250 Merchandise Resale (GE 2013				\$255.84
Invoice	0628012816 1/9/2013				
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total	\$255.84



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Current Period: January 2013

Refer 59475 MEDIACOM-MIDWEST				
Cash Payment	E 101-45100-258 Cable TV Expense	2013		\$3,917.64
Invoice	8384922340001 1/2/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$3,917.64
Refer 59476 MINNESOTA DEPARTMENT OF HE				
Cash Payment	E 101-45124-439 Licenses	2013		\$675.00
Invoice	2013 LIC. RENE 1/23/2013			
Cash Payment	E 101-45100-439 Licenses	2013		\$1,650.00
Invoice	2013 LIC. RENE 1/23/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$2,325.00
Refer 59477 ARROWHEAD ELECTRIC				
Cash Payment	E 613-45125-380 Utility Services (GENER	2012		\$137.00
Invoice	763.000 12/31/2012			
Cash Payment	E 613-45125-380 Utility Services (GENER	2012		\$47.00
Invoice	4256.00 12/31/2012			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$184.00
Refer 59478 SAWTOOTH LUMBER				
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE	2012		\$14.77
Invoice	38008/1 12/3/2012			
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE	2012		\$4.18
Invoice	38235/1 12/12/2012			
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE	2012		\$246.28
Invoice	38473/1 12/20/2012			
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE	2012		-\$114.31
Invoice	38474/1 12/20/2012			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$150.92
Refer 59479 RECREATION SUPPLY CO.				
Cash Payment	E 101-45124-220 Repair/Maint Supply (GE	2013		\$200.59
Invoice	253275 1/17/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$200.59
Refer 59480 MISSION MANAGEMENT INFO SYS				
Cash Payment	E 101-45100-200 Office Supplies (GENER	2013		\$545.00
Invoice	43468 1/5/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$545.00
Refer 59481 STATE OF MN, DEPT. OF PUBLIC				
Cash Payment	E 101-45100-439 Licenses	2012		\$100.00
Invoice	1600500092012 1/8/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$100.00
Refer 59482 GTS EDUCATIONAL EVENTS				
Cash Payment	E 101-41400-330 Transportation/School	2012		\$210.00
Invoice	MCFOA 2013 CO 1/23/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$210.00
Refer 59483 COOK COUNTY NEWS HERALD				
Cash Payment	E 101-45100-250 Merchandise Resale (GE	2012.		\$36.40
Invoice	GMRA 12/31/2012			



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Payments

City of Grand Marais

Current Period: January 2013

Cash Payment	E 101-45124-340 Advertising	2012		\$200.00
Invoice	POOL 12/31/2012			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$236.44
Refer	59484 MN DEPT OF HEALTH			
Cash Payment	E 101-45100-439 Licenses	2012		\$50.00
Invoice	595500 1/23/2013			
Cash Payment	E 101-45100-439 Licenses	2012		\$50.00
Invoice	613157 1/23/2013			
Cash Payment	E 101-45100-439 Licenses	2012		\$50.00
Invoice	613158 1/23/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$150.00
Refer	59485 NORTH SHORE WASTE			
Cash Payment	E 101-45100-384 Refuse/Garbage Disposa	2012		\$37.44
Invoice	3707 12/31/2012			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$37.44
Refer	59486 FARLEYS PLUMBING & HEATING,			
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE	2013		\$75.00
Invoice	1861 1/7/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$75.00
Refer	59487 NINAWORKS!			
Cash Payment	E 101-45100-340 Advertising	2013		\$200.00
Invoice	130680 1/14/2013			
Cash Payment	E 101-45124-340 Advertising	2013		\$70.00
Invoice	130680 1/14/2013			
Cash Payment	E 101-45184-340 Advertising	2013		\$70.00
Invoice	130680 1/14/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$340.00
Refer	59488 BOREAL ACCESS			
Cash Payment	E 101-45100-210 Operating Supplies (GE	2013		\$87.95
Invoice	130115-0133 1/15/2013			
Cash Payment	E 101-42200-200 Office Supplies (GENER	2013		\$89.85
Invoice	130115-0837 1/15/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$177.80
Refer	59489 HANSON, CHRISTINE			
Cash Payment	E 101-41400-200 Office Supplies (GENER	2013		\$77.88
Invoice	COFFEE REIMB 1/19/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$77.88
Refer	59490 SUNDEW TECHNICAL SERVICES			
Cash Payment	E 101-41400-300 Professional Svcs (GENE	2012		\$171.50
Invoice	KIMDUNSMOOR 12/31/2012			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$171.50
Refer	59491 GRAINGER			
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE	2013		\$123.41
Invoice	9036632363 1/9/2013			
Transaction Date	1/23/2013	MAIN CHECKING G	10100	Total \$123.41
Refer	59492 HAWKINS, INC.			



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City of Grand Marais

Current Period: January 2013

Cash Payment	E 101-45124-210 Operating Supplies (GE	2013			\$384.05
Invoice	3423710 RI	1/3/2013			
Transaction Date	1/23/2013		MAIN CHECKING G	10100	Total \$384.05
Refer	59505 METRO FIRE				
Cash Payment	E 101-42200-210 Operating Supplies (GE	2013			\$108.06
Invoice	46071	1/7/2013			
Transaction Date	1/24/2013		MAIN CHECKING G	10100	Total \$108.06
Refer	59506 TWIN PORTS PAPER & SUPPLY IN				
Cash Payment	E 609-49750-210 Operating Supplies (GE	2013			\$57.12
Invoice	125120	1/22/2013			
Transaction Date	1/24/2013		MAIN CHECKING G	10100	Total \$57.12
Refer	59507 FLAHERTY & HOOD, P.A.				
Cash Payment	E 101-41610-304 Attorney(Civil)	2012			\$210.77
Invoice	6164	1/4/2013			
Transaction Date	1/24/2013		MAIN CHECKING G	10100	Total \$210.77
Refer	59508 COOK COUNTY VISITORS BUREA				
Cash Payment	G 101-20802 Cook County Lodging Tax	2012			\$7,689.28
Invoice	NOV. 2012	1/3/2013			
Transaction Date	1/24/2013		MAIN CHECKING G	10100	Total \$7,689.28
Refer	59509 SCHRADER S LAW ENFORCEMEN				
Cash Payment	E 101-42200-221 Equipment Parts/Builing	2012			\$600.00
Invoice	12-383	12/20/2012			
Cash Payment	E 101-42200-221 Equipment Parts/Builing	2012			\$56.67
Invoice	12-382	12/20/2012			
Transaction Date	1/24/2013		MAIN CHECKING G	10100	Total \$656.67

Fund Summary

10100 MAIN CHECKING GMSB

101 GENERAL FUND	\$29,638.10
211 LIBRARY	\$22.18
215 LIBRARY RESTRICTED FUND	\$4,500.54
609 MUNICIPAL LIQUOR FUND	\$77.62
613 GOLF COURSE	\$1,261.04
	Total \$35,499.48

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$35,499.48
Total	\$35,499.48



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September 25, 2012

Michael Roth
City Administrator
City of Grand Marais
P.O. Box 600
Grand Marais, Minnesota 55604-0600

PRE-DESIGN – PUBLIC WORKS FACILITY

LHB is pleased to provide you with a proposal for the Pre-Design services required for the new Public Works Facility project for the City of Grand Marais.

PROJECT APPROACH

We recommend completion of the following Pre-Design services prior to moving forward with the final site and building design of the new Public Works Facility.

SCOPE OF WORK

1. Site Selection/Analysis

We understand that there are three site locations being considered by the City of Grand Marais.

- Industrial Park Sites – Owned by the County EDA
- Site adjacent to Hospital (5th Ave. W) – Owned by the City
- Brush Site (Co. Rd. 12) – Owned by the City

These three sites need to be evaluated and compared to determine the advantages and disadvantages of each. We will develop a score card of predetermined criteria and values for rating each site. Criteria may include:

- Capacity of site
- Future expansion opportunities
- Physiography – topography, suitability of soils
- Wetlands and other environmental factors
- Accessibility
- Utility availability
- Visibility
- Neighborhood compatibility
- Land acquisition cost
- Preliminary development costs

A test fit will be developed for each site, based on the programming information collected in item 2 below to demonstrate the limitations and benefits of each site.

2. Site/Building Space Needs Program

The preliminary work completed in the September 2009 *Combined Space Needs Analysis for a Multi-Agency Complex* is valuable information. We will be using it as a starting point. This provides a general understanding of the space needs and will be updated for a single user, the City of Grand Marais, facility.

Duluth, MN Minneapolis, MN

To streamline the information collection process, we will provide you with Space Program information sheets to be filled out. These sheets include detailed information including:

- Function
- Spatial relationships and adjacencies
- Finishes
- Work space furnishings
- Equipment and storage needs
- Parking requirements, site storage, etc.
- Communications
- Special Electrical and Mechanical requirements

After compiling this information, we will meet with you and tour the facilities to thoroughly understand current operating methods. We encourage engaging staff in this process. LHB will prepare a Program Statement detailing the square footage and space needs.

DELIVERABLES

Programming Document
Site Selection Recommendation
Preliminary Project Budget
Project Schedule

ASSUMPTIONS

We assume that the following information is not available and we will be required to make broad assumptions based on our best judgment. Upon selection of a single site and as we proceed with design, this information will be required.

- Topographic and boundary survey
- Geotechnical testing
- Wetland delineation

SCHEDULE

LHB will proceed with the work upon receipt of a signed copy of this agreement.

COMPENSATION

The above services will be provided for a stipulated sum of (\$10,844.00) Ten Thousand Eight Hundred Forty Four dollars plus reimbursable expenses. We recommend that you budget approximately \$650 for these expenses.

PAYMENT TERMS

Payments are due upon receipt of engineer's invoice. Amounts unpaid thirty (30) days from the date of engineer's invoice shall bear interest at the rate of eighteen percent (18%) per annum on the unpaid balance.

CONSEQUENTIAL DAMAGES

The engineer and owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this project or agreement.



21 W. Superior St., Suite 500, Duluth, MN 55802 (218)727-8446

Project Breakdown		Estimated Professional Time									Sub-Totals Labor Costs (\$)	Phase Totals Labor Costs (\$)
No.	Task Description	P1 Principal	P2 Project Manager	P3 Architect	P4 Landscape Architect	P5 Structural Engr	P6 Electrical Engr	P7 Mech. Engr	T1 Tech	C1 Clerical		
Pre-Design												
1	Site Selection/Analysis											
	Review Available Site Information				2							\$ 250
	Visit Sites				4							\$ 500
	Analysis				4							\$ 500
	Site Programming				2							\$ 250
	Fit Plans				12							\$ 1,500
	Preliminary Cost Estimates (Sites)				4							\$ 500
2	Building Space Programming											
	Create Programming Information Sheets			2						1		\$ 304
	Review Owner's Program Forms			2								\$ 230
	Create Preliminary Program Document			4						2		\$ 460
	Site Visit/Confirm Program Information			4								\$ 230
	Preliminary Cost Estimate (Building)			2								\$ 304
	Create Final Program			2						1		\$ 1,920
3	Meetings/Communications			8		8						\$ 3,800
4	Travel (Assume 3 Trips)			15		15						\$ 288
5	Project Management		2									
	Total Hours	0	2	39	51	0	0	0	0	4		\$ 10,844
Labor Rates											Labor Costs	
P1 Project Principal	\$ 195										Pre-Design	\$ 10,844
P2 Project Manager	\$ 148										Total	\$ 10,844
P3 Architect/Landscape Architect	\$ 115										Consultants	
P4 Landscape Architect	\$ 125										None Required	\$ -
P5 Structural Engineer	\$ 115										Total	\$ -
P6 Electrical Engineer	\$ 115										Project Total	
P7 Mechanical Engineer	\$ 115											\$ 10,844
T1 Technician	\$ 50											
C1 Clerical	\$ 74											



REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to compensation for the Engineer/Architect services and include expenses incurred by LHB employees and consultants directly related to the Project. Items include, but are not limited to:

Travel-Automobile:	Current IRS Rate
Meals & Lodging:	110% of cost
Fee Paid for Regulatory Review and Approvals:	110% of cost
Postage & Handling:	110% of cost
Copies:	\$0.15 each face
Color Copies	\$1.00 each (8½" x 11") \$2.00 each (11" x 17")
Regular Bond Plots	\$2.00 each
Color Plots	\$10.00 each
Construction Documents for Construction:	110% of cost
Large Format Scanning (B&W)	\$3.00 per sheet
Large Format Scanning (Color)	\$5.00 per sheet
Renderings and Models:	110% of cost
Excess Project Insurance (if requested by Owner):	Cost
Global Positioning System (GPS)	\$150/day
Underground Utility Locator	\$25/day

The reimbursable expenses are current as of the date of issue shown below. Rates are subject to adjustment for market conditions without specific notification.

[https://share.lhbcorp.com/Project Delivery/Rates Worksheets/PD Fee Estimate Worksheets/Rate Schedules/Templates/LHB Standard Reimbursable Expense Schedule.doc](https://share.lhbcorp.com/Project%20Delivery/Rates%20Worksheets/PD%20Fee%20Estimate%20Worksheets/Rate%20Schedules/Templates/LHB%20Standard%20Reimbursable%20Expense%20Schedule.doc)

TO: Grand Marais City Council

FROM: Grand Marais Fire Department

SUBJECT: Liquidation of Surplus 1984 General Pumper

DATE: January 22nd, 2012

CC: Mike Roth

With the acquisition of our Tele-squirt aerial truck and upon receiving the FEMA grant for a new tanker/pumper it was determined that our 1984 General Pumper was surplus equipment and should be sold. We had started the process to sell the truck approx. 18 months ago. Actions taken to sell the truck include listing it for sale in the local paper, listing it on a number of websites that deal with used fire apparatus, and making various other contacts in attempts to sell the truck. From these actions we have had some interest however we have not been able to get it sold. With our new tanker slated for delivery sometime towards the end of February we need to get the truck sold to avoid having to store it out in the elements.

Our proposal is to list the truck for sale on E-bay. We would list the truck up for auction according to E-bay policies and procedures on E-bay for a 7 day auction, pick-up by buyer would be preferred although delivery would be considered if the buyer is reasonably close and would cover our delivery costs, truck is to be sold as is, no warranty, and with no additional loose equipment other than the drop tank and ladder that came with the truck.

Approved Minutes-Park and Recreation Board

Thursday, December 6, 2012

Members Present: Paul Anderson, Walt Mianowski, Bill Lenz, Robin Duchien, Sally Berg and Tracy Benson

Members Absent: None

Staff Present: Dave Tersteeg, Samantha Williams and Charles Christiansen

Call to Order

Mianowski called the meeting to order at 4:30pm

Additions or Corrections to Agenda

A motion by Lenz to approve the agenda with the change of moving the 2013 Rate discussion to the last item, second by Anderson. All ayes, motion approved.

Review November Minutes

Motion by Anderson to approve the November minutes, second by Duchien. All ayes, motion approved

Guests

Brian Larsen

Pool Report:

Christiansen reported revenue for November 2012 was \$3660.00, which is up \$400 from last November. YTD revenue at \$67,600 is down about 7% vs. 2011. Attendance for this November was up by 150 visits vs. 2011, but overall attendance for 2012 is down by 8% vs. 2011. There is a ticket book and membership sale going on during the month of December. Lifeguard Kayla Gotchie is now done with leading the water fitness classes. Interviews for her replacement are almost complete and the City Council will have a recommendation to hire before them at their next meeting. There were 7 applicants for the attendant/water fitness position; the top 3 were interviewed. School swim lessons will begin at the end of January into February. Holiday business is starting to pick up a bit and the first hostel group is coming in this weekend (12/8). The pool will be open on Christmas Eve until 2pm and closed on Christmas day. Bucks Hardware will once again be selling ticket books for the pool during December. The board thanked Buck's for this service.

Camper /Boater Issues and Concerns:

None

Marina/Mooring/Harbor Report:

Tersteeg reported beavers continue to take trees along the harbor and a new lodge has been built under one of the Folk School docks. Attempts at trapping during November were successful with one kill, however the 2 traps were stolen shortly after we began. Trapping has been suspended and Tersteeg would like some further direction from the board. Board member Lenz expressed his desire to continue trapping and to actively keep looking for someone to trap them. There was discussion regarding removing the lodge at the Folk School; Tersteeg will talk with Greg Wright. Names of local trappers were offered by several board members; live trapping was also discussed. A motion was made by Lenz to continue trapping, and, if in the process, the traps are stolen, the park will replace them; second by Anderson. All ayes, motion passed.

City Council Update:

Lenz reported that there are Elm trees for sale at \$25 a tree, however he believes them to be quite small. All agreed planting trees is good land stewardship. Tersteeg said it is easy to plant small trees, but hard to grow them (especially given conditions both climate and camper-wise). Park staff currently plants about \$500 worth of new trees every spring, usually supplied by Gunflint Gardens. Site and species selection is always very thoughtful given the sensitive scenic views around the harbor and access to campsites. Every effort is made to water and protect new trees, however attrition rates are high.

Parks Update:

- The groundbreaking ceremony for the new, Cook County Family YMCA will be held at the school at 1pm on December 10th, all are welcome to attend.
- YTD revenue numbers for 2013 are 14% up in the campground, 24% up in the marina and 7% down for the pool vs. 2012. Overall YTD revenue is up 12% (\$110,000) vs. 2012. We will exceed the one million dollar amount in revenue. Expenses for the year are below budget projections; with considerable savings realized from staffing changes made in the spring and no major, unexpected expenses from the repair and maintenance budgets. Propane savings at the pool are also in the \$20,000 range thanks to the new boilers.
- The NHFS Winterer's Gathering was a success, the park hosted 20 some sites at the winter tent camping village next to the school.
- Reservations for the 2013 camping season will begin on Wednesday January 2nd.

2013 Recreation Area Rates:

The board reviewed the camping, boating and pool rates and the 2013 adjustments that were considered at the November meeting. Nightly rates would increase 1.5% or \$0.50 and monthly rates would see a 1% increase or \$7 month. A new class of "lakeside" RV sites would be charged \$4 more per night or \$30 more per month; only the 15 best sites along the harbor would see this increase. Lenz asked what the park was planning on doing in the upcoming year for upgrades to sites. Tersteeg replied, thus far, nothing official, however the community connection needs to be completed and paving needs to be done. Strategic planning for site upgrades could be done this winter. Anderson said our revenue is once again up and exceeded budget projections, so why not freeze the rates for a year. Duchien expressed agreement, and stated her family, living on a City of Grand Marais retirement pension, would not be able to afford the current rates for an extended stay at the park. Tersteeg reminded the board that the 2013 general fund budget relies heavily on park revenue and more revenue means lower taxes for citizens. The board made a final review of the list of 8 potential rate adjustments for 2013. Items 1-7 were fine as written; item 8: to collect \$30 more per month on lakeside monthly RV sites was not universally accepted. It was determined this would amount to roughly a 5.5% increase for the 7 monthly folks who enjoy "grandfathered" status on these front row sites. Tersteeg suggested a phased approach to the increase with \$15/month more in 2013 and the other \$15/month in 2014. This would amount to about a 3.3% increase for lakeside, monthly RV sites for 2013. After some discussion a motion was made by Benson to accept the new rates as written with a 2 year phase in of \$15 this year and \$15 next year to equal the \$30 raise on the lakeside monthly sites, second by Berg. 4 Ayes, 2 nays by Duchien and Anderson, motion passed.

January meeting date:

Williams noted that the first Tuesday in January is New Year's Day and suggested changing the meeting date. All agreed to meet the second Tuesday, January 8th at 4:30 at the Park Office.

Adjourn

Motion to adjourn at 5:40 pm by Mianowski. These minutes will be reviewed for approval at the January meeting.

January meeting is Tuesday, January 8th at 4:30 in the Park Office. Please contact the Park Office if you cannot attend, 387-1712.

Upcoming Meeting Schedule

Updated January 25, 2013

JANUARY

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

FEBRUARY

Date/Time	Meeting	Location
Wednesday, February 13, 4:30 p.m.	City Council Meeting	Council Chambers
Wednesday, February 27, 4:30 p.m.	City Council Meeting	Council Chambers
Wednesday, February 28, 4:00 p.m.	Joint C/C/S/T	TBA