

AGENDA
CITY COUNCIL MEETING
July 9, 2014
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
4. Lion's Raffle Permit

E. Library Rain Garden Design

F. Personnel Report

- Golf Course MOU
- Golf Course Hires

G. Highway 61 Streetscape Proposal

H. Other items as necessary

I. Council & Staff Reports

J. Attached correspondence:

1. Other Meeting Minutes
2. 2015 Budget Calendar
3. Upcoming Meeting Schedule

K. Adjourn

*CITY OF GRAND MARAIS
MINUTES
June 25, 2014*

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

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

Members absent: None

Staff present: Mike Roth, Kim Dunsmoor, Chris LaVigne and Chris Hood

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 with additions of North Shore Federal Credit Union Street Permit, Son's of the American Legion Bingo Permit, Cook County Visitor's Bureau Street Permit, Grand Marais Lion's Club Fisherman's Picnic Street Permit, American Legion Temporary Liquor License for Beer Tent during Fisherman's Picnic as part of the Consent Agenda; June 11, 2014, Minutes; and Payment of Bills. Approved unanimously.

Hana Senty, Farm & Craft Market, would like to use the city parking lot for the market on the 4th of July from 9 am – 1 pm.

Motion by Kennedy, seconded by Sivertson to allow the Farm & Craft Market to use the municipal parking lot on July 4, 2014. Approved unanimously.

Chris LaVigne, Liquor Store Manager, updated the council on the upgrade to the Total Register Point of Sale system. The old system was not supported anymore and we needed new equipment and software to be PCI Compliant. There is a 3 year warranty and the system will be up and running by tomorrow. Training will take place tomorrow and there will be a transition time as employees learn the upgraded software.

The draft design proposal for the Highway 61 Streetscape Design from LHB was discussed. The City in partnership with the Sawtooth Mountain Clinic have been in preliminary discussions regarding a streetscape redesign for the Highway 61 Corridor as part of the Moving Matters project. The project will be supported by \$30,000 through the Clinic with a grant from Blue Cross Blue Shield and \$15,000 that the City Council committed toward this project. The proposal uses a design committee that handles the local logistics of meeting arrangement, communications with stakeholders, and other legwork. The proposal includes stakeholder meetings and interviews to identify the issues with Highway 61 that the design will address. We have been working with MNDoT Planner, Bryan Anderson. MNDoT has adopted a "complete streets" policy that addresses the use of the right of way by different types of users. MNDoT offered to conduct a 3 hour "complete streets" workshop. This is an important opportunity to engage MNDoT in the project, learn about the design ground rules, and to get people thinking about the possibilities. The workshop will be July 16th from 1-4 p.m.

Standard and Poor's Rating Services raised its long-term rating and underlying rating (SPUR) two notches to 'AA' from 'A+' on Grand Marais, Minnesota's general obligation debt, based on its local GO criteria released September 12, 2013. The outlook is stable. The report is dated May 28, 2014.

The City of Grand Marais 2013 Audit is completed. The auditors will schedule a review of the audit by phone. We will be starting the budget process in July.

Councilor Sivertson's Report:

- 1) Was approached by Stone Harbor regarding the flood zone signs in the municipal parking lot. Signs were placed at the entrances to the parking lot to alert drivers to remove their car from the parking lot in a heavy rain.

There being no further business, the meeting adjourned at 5:20 p.m.



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Payments

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Current Period: June 2014

Batch Name	062714 CPAP	User Dollar Amt	\$19,195.65			
	Payments	Computer Dollar Amt	\$19,195.65			
				\$0.00	In Balance	
Refer	62748 ING	Ck# 002605E 6/23/2014				
Cash Payment	G 101-21720 MN State Retirement DeferC					\$240.00
Invoice	13 CPYR 6/27/2014					
Transaction Date	6/23/2014	MAIN CHECKING G	10100	Total		\$240.00
Refer	62749 ING	Ck# 002606E 6/23/2014				
Cash Payment	G 101-21720 MN State Retirement DeferC					\$240.00
Invoice	11 CPYR 5/30/2014					
Transaction Date	6/23/2014	MAIN CHECKING G	10100	Total		\$240.00
Refer	62750 MN DEPT OF REVENUE-EFTPS	Ck# 002607E 6/23/2014				
Cash Payment	G 101-21702 State Withholding					\$1,723.87
Invoice	13 CPYR 14 6/27/2014					
Transaction Date	6/23/2014	MAIN CHECKING G	10100	Total		\$1,723.87
Refer	62751 DEPT OT THE TREASURY IRS	Ck# 002608E 6/27/2014				
Cash Payment	G 101-21703 FICA Tax Withholding					\$4,798.04
Invoice	13 CPYR 14 6/27/2014					
Cash Payment	G 101-21717 Medicare					\$1,127.52
Invoice	13 CPYR 14 6/27/2014					
Cash Payment	G 101-21701 Federal Withholding					\$3,492.79
Invoice	13 CPYR 14 6/27/2014					
Transaction Date	6/23/2014	MAIN CHECKING G	10100	Total		\$9,418.35
Refer	62752 PERA	Ck# 002609E 6/27/2014				
Cash Payment	G 101-21704 PERA					\$4,655.29
Invoice	13 CPYR 14 6/27/2014					
Transaction Date	6/23/2014	MAIN CHECKING G	10100	Total		\$4,655.29
Refer	62753 MII LIFE - VEBA					
Cash Payment	G 101-21706 Health Insurance					\$525.03
Invoice	JUNE 2014 6/27/2014					
Transaction Date	6/23/2014	MAIN CHECKING G	10100	Total		\$525.03
Refer	62754 AFSCME					
Cash Payment	G 101-21712 AFSME Union Dues					\$852.01
Invoice	June 2014 6/27/2014					
Transaction Date	6/23/2014	MAIN CHECKING G	10100	Total		\$852.01
Refer	62759 NCPERS GROUP LIFE INS.					
Cash Payment	G 101-21710 NCPERS-Pera					\$16.00
Invoice	4936714 6/20/2014					
Transaction Date	6/25/2014	MAIN CHECKING G	10100	Total		\$16.00
Refer	62760 MINNESOTA LIFE					
Cash Payment	G 101-21716 MN Mutual Life					\$129.10
Invoice	0028722 6/20/2014					
Transaction Date	6/26/2014	MAIN CHECKING G	10100	Total		\$129.10
Refer	62761 LEAGUE OF MINNESOTA CITIES					



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Cash Payment	E 101-41900-436 Membership Dues			\$1,396.00
Invoice	186981			
Transaction Date	6/26/2014	MAIN CHECKING G	10100	Total \$1,396.00

Fund Summary

	10100 MAIN CHECKING GMSB	
101 GENERAL FUND		\$19,195.65
		<u>\$19,195.65</u>

Pre-Written Checks	\$16,277.51
Checks to be Generated by the Computer	\$2,918.14
Total	\$19,195.65



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Payments

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Current Period: July 2014

Batch Name	710214AP	User Dollar Amt	\$78,509.60		
Payments		Computer Dollar Amt	\$78,509.60		
			\$0.00	In Balance	
Refer	62789	<i>PUBLIC UTILITIES COMMISSION1</i>			
Cash Payment	E 101-41940-380	Utility Services (GENER			\$1,753.30
Invoice	June 2014	7/1/2014			
Cash Payment	E 101-43100-380	Utility Services (GENER			\$25.18
Invoice	June 2014	7/1/2014			
Cash Payment	E 101-45100-380	Utility Services (GENER			\$5,797.05
Invoice	June 2014	7/1/2014			
Cash Payment	E 101-43100-381	Street Light Utilities			\$2,007.86
Invoice	June 2014	7/1/2014			
Cash Payment	E 101-42700-380	Utility Services (GENER			\$32.93
Invoice	June 2014	7/1/2014			
Cash Payment	E 101-42200-382	Fire Hydrant Utilities			\$1,103.70
Invoice	June 2014	7/1/2014			
Cash Payment	E 211-45500-380	Utility Services (GENER			\$569.76
Invoice	June 2014	7/1/2014			
Cash Payment	E 101-45124-380	Utility Services (GENER			\$55.87
Invoice	June 2014	7/1/2014			
Cash Payment	E 101-45184-380	Utility Services (GENER			\$199.37
Invoice	June 2014	7/1/2014			
Cash Payment	E 101-42200-380	Utility Services (GENER			\$134.39
Invoice	June 2014	7/1/2014			
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$11,679.41
Refer	62790	<i>KUNSHIER, MICHAEL</i>			
Cash Payment	E 613-45125-211	Operating Supplies			\$45.00
Invoice	ANNUAL FLOWE	7/1/2014			
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$45.00
Refer	62791	<i>GRAND MARAIS AUTO PARTS, INC</i>			
Cash Payment	E 613-45125-211	Operating Supplies	9988		\$76.55
Invoice	650367	6/20/2014			
Cash Payment	E 613-45125-211	Operating Supplies	9988		\$28.57
Invoice	648866	5/29/2014			
Cash Payment	E 613-45125-221	Equipment Parts/Building	9988		\$54.65
Invoice	648865	5/29/2014			
Cash Payment	E 101-45100-220	Repair/Maint Supply (GE	1712		\$38.57
Invoice	650386	6/20/2014			
Cash Payment	E 101-45100-220	Repair/Maint Supply (GE	1712		\$11.84
Invoice	649926	6/13/2014			
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$210.18
Refer	62792	<i>BERNICKS</i>			
Cash Payment	E 613-45125-255	Food For Resale			\$110.40
Invoice	11236	6/19/2014			
Cash Payment	E 613-45125-260	Soft Drinks/Mix For Resa			\$81.20
Invoice	403859	6/19/2014			
Cash Payment	E 613-45125-252	Beer For Resale			\$53.40
Invoice	403860	6/19/2014			



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Cash Payment	E 609-49750-252 Beer For Resale				\$61.00
Invoice	404886	6/26/2014			
Cash Payment	E 609-49750-252 Beer For Resale				\$7,586.85
Invoice	404887	6/26/2014			
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$7,892.85
Refer	62793 MCI MEGA PREFERRED				
Cash Payment	E 101-41400-321 Telephone				\$42.24
Invoice	08678993875	7/1/2014			
Cash Payment	E 211-45500-321 Telephone				\$3.05
Invoice	08678993875	7/1/2014			
Cash Payment	E 609-49750-321 Telephone				\$1.28
Invoice	08678993875	7/1/2014			
Cash Payment	E 613-45125-321 Telephone				\$11.78
Invoice	08678993875	7/1/2014			
Cash Payment	E 101-43100-321 Telephone				\$1.44
invoice	08678993875	7/1/2014			
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$59.79
Refer	62794 NORTHERN EXPOSURE				
Cash Payment	E 613-45125-340 Advertising				\$200.00
Invoice	GUEST DIRECT	7/1/2014			
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$200.00
Refer	62795 SUPERIOR NATIONAL AT LUTSEN				
Cash Payment	E 613-45125-580 Capital Outlay (Equipme				\$4,530.75
Invoice	111111250	6/2/2014			
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$4,530.75
Refer	62796 ROHLFING INC.				
Cash Payment	E 613-45125-252 Beer For Resale				\$86.00
Invoice	396197	6/11/2014			
Cash Payment	E 609-49750-252 Beer For Resale				\$8,604.60
Invoice	396844	6/25/2014			
Cash Payment	E 609-49750-333 Freight and Express				\$2.00
Invoice	396844	6/25/2014			
Cash Payment	E 609-49750-252 Beer For Resale				-\$83.80
Invoice	396844	6/25/2014			
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$8,608.80
Refer	62797 SUPERIOR BEVERAGES LLP				
Cash Payment	E 613-45125-252 Beer For Resale				\$177.90
Invoice	451635	6/11/2014			
Cash Payment	E 609-49750-252 Beer For Resale				\$4,632.25
Invoice	452560	6/25/2014			
Cash Payment	E 609-49750-333 Freight and Express				\$2.00
Invoice	452560	6/25/2014			
Cash Payment	E 609-49750-252 Beer For Resale				-\$260.40
Invoice	452560	6/25/2014			
Cash Payment	E 609-49750-252 Beer For Resale				\$81.00
Invoice	452121	6/18/2014			
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$4,632.75



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Refer	62798	TAYLOR MADE	-				
Cash Payment	E 613-45125-254	Golf Supplies For Resale				\$6.12	
Invoice	22371088	6/20/2014					
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total		\$6.12	
Refer	62799	CCP INDUSTRIES	-				
Cash Payment	E 613-45125-211	Operating Supplies				\$179.50	
Invoice	IN01299228	6/20/2014					
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total		\$179.50	
Refer	62800	DULUTH NEWS TRIBUNE	-				
Cash Payment	E 101-41400-210	Operating Supplies (GE				\$176.80	
Invoice	178087465	6/6/2014					
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total		\$176.80	
Refer	62801	BANYON DATA SYSTEMS, INC	-				
Cash Payment	E 101-41400-300	Professional Svcs (GENE				\$390.00	
Invoice	00151588	7/1/2014					
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total		\$390.00	
Refer	62802	WIRTZ BEVERAGE MINNESOTA	-				
Cash Payment	E 609-49750-251	Liquor For Resale				\$4,410.67	
Invoice	1080194965	6/24/2014					
Cash Payment	E 609-49750-333	Freight and Express				\$81.40	
Invoice	1080194965	6/24/2014					
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total		\$4,492.07	
Refer	62803	PAUSTIS WINE COMPANY	-				
Cash Payment	E 609-49750-251	Liquor For Resale				\$820.00	
Invoice	8454307-IN	6/24/2014					
Cash Payment	E 609-49750-333	Freight and Express				\$45.00	
Invoice	8454307-IN	6/24/2014					
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total		\$865.00	
Refer	62810	JOHNSON BROTHER LIQUOR	-				
Cash Payment	E 609-49750-251	Liquor For Resale				\$1,196.07	
Invoice	1883542	6/25/2014					
Cash Payment	E 609-49750-333	Freight and Express				\$30.84	
Invoice	1883542	6/25/2014					
Cash Payment	E 609-49750-252	Beer For Resale				\$8,419.60	
Invoice	1889096	7/1/2014					
Cash Payment	E 609-49750-333	Freight and Express				\$251.83	
Invoice	1889096	7/1/2014					
Cash Payment	E 609-49750-251	Liquor For Resale				\$2,949.40	
Invoice	1889097	7/1/2014					
Cash Payment	E 609-49750-333	Freight and Express				\$16.89	
Invoice	1889097	7/1/2014					
Cash Payment	E 609-49750-252	Beer For Resale				\$125.94	
Invoice	1889098	7/1/2014					
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total		\$12,990.57	
Refer	62811	MMUA	-				
Cash Payment	E 101-41900-308	Safety Assistance Progr				\$34.00	
Invoice	43428	7/1/2014					



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Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$34.00
Refer	62812 UNITED STATES TREASURY				
Cash Payment	E 101-41900-430 Miscellaneous (GENERA				\$86.00
Invoice	2ND QUARTER 7/1/2014				
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$86.00
Refer	62813 NORTH SHORE DRAGON BOAT FE				
Cash Payment	E 609-49750-340 Advertising				\$100.00
Invoice	2014 7/1/2014				
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$100.00
Refer	62814 AMERIPRIDE LINEN AND APPARE				
Cash Payment	E 101-41940-210 Operating Supplies (GE				\$133.24
Invoice	3500615040 6/16/2014				
Cash Payment	E 211-45500-310 Service Agreements				\$38.19
Invoice	3500621065 6/30/2014				
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$171.43
Refer	62815 M-R SIGN CO., INC.				
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE				\$1,189.90
Invoice	181449 6/16/2014				
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$1,189.90
Refer	62816 SUNDEW TECHNICAL SERVICES				
Cash Payment	E 609-49750-221 Equipment Parts/Building				\$80.00
Invoice	GM LIQUOR 4/7/2014				
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$80.00
Refer	62817 BELLBOY CORPORATION - LIQUO				
Cash Payment	E 609-49750-259 Other For Resale				\$308.73
Invoice	90371400 6/18/2014				
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$308.73
Refer	62818 WTIP				
Cash Payment	E 609-49750-340 Advertising				\$500.00
Invoice	1068 6/6/2014				
Transaction Date	7/1/2014	MAIN CHECKING G	10100	Total	\$500.00
Refer	62821 FLEET ONE LLC				
Cash Payment	E 101-43100-212 Motor Fuels				\$37.22
Invoice	4452920034 6/30/2014				
Cash Payment	E 101-43100-212 Motor Fuels				\$505.87
Invoice	4452910034 6/30/2014				
Cash Payment	E 613-45125-212 Motor Fuels				\$593.16
Invoice	4453130034 6/30/2014				
Cash Payment	E 101-42200-212 Motor Fuels				\$94.18
Invoice	4453160034 6/30/2014				
Cash Payment	E 101-45100-212 Motor Fuels				\$743.71
Invoice	4452890034 6/30/2014				
Cash Payment	E 101-45100-212 Motor Fuels				\$10.64
Invoice	4452920034 6/30/2014				
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$1,984.78
Refer	62822 PETTY CASH - LIBRARY				



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Cash Payment	E 211-45500-322 Postage				\$27.44
Invoice	POSTAGE REIM	7/2/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$27.44
Refer	62823 CDW GOVERNMENT, INC.				
Cash Payment	E 211-45500-200 Office Supplies (GENER				\$26.58
Invoice	MQ14520	6/20/2014			
Cash Payment	E 211-45500-200 Office Supplies (GENER				\$26.58
Invoice	ML92895	6/12/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$53.16
Refer	62824 GAYLORD BROS.				
Cash Payment	E 211-45500-200 Office Supplies (GENER				\$196.86
Invoice	2289303	6/23/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$196.86
Refer	62825 ASTRONOMY				
Cash Payment	E 211-45500-435 Books, Periodicals, AV				\$40.80
Invoice	SUB. RENEWAL	7/2/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$40.80
Refer	62826 BAKER & TAYLOR				
Cash Payment	E 211-45500-435 Books, Periodicals, AV				\$317.52
Invoice	2029494390	6/13/2014			
Cash Payment	E 211-45500-435 Books, Periodicals, AV				\$310.85
Invoice	2029511858	6/19/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$628.37
Refer	62827 CENTER POINT LARGE PRINT				
Cash Payment	E 211-45500-435 Books, Periodicals, AV				\$164.00
Invoice	1198563	6/12/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$164.00
Refer	62828 BERNAN				
Cash Payment	E 211-45500-435 Books, Periodicals, AV				\$76.00
Invoice	Q1532431	6/2/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$76.00
Refer	62829 TWIN PORTS PAPER & SUPPLY IN				
Cash Payment	E 101-45100-210 Operating Supplies (GE				\$610.74
Invoice	230584	6/24/2014			
Cash Payment	E 101-45100-210 Operating Supplies (GE				\$83.15
Invoice	228020A	6/24/2014			
Cash Payment	E 101-45100-210 Operating Supplies (GE				\$40.03
Invoice	231409	7/1/2014			
Cash Payment	E 101-45100-210 Operating Supplies (GE				\$86.79
Invoice	230584A	7/1/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$820.71
Refer	62830 G&G SEPTIC				
Cash Payment	E 101-45189-418 Portable Toilet Rentals				\$126.97
Invoice	7760	6/30/2014			
Cash Payment	E 101-45100-418 Portable Toilet Rentals				\$253.94
Invoice	7760	6/30/2014			



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Cash Payment	E 101-45184-418 Portable Toilet Rentals				\$1,168.10
Invoice	7760	6/30/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$1,549.01
Refer	62831	<i>HAND DONE T SHIRTS INC.</i>			
Cash Payment	E 101-45100-210 Operating Supplies (GE				\$83.87
Invoice	N17388	6/24/2014			
Cash Payment	E 101-45100-210 Operating Supplies (GE				\$109.87
Invoice	N17383	6/23/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$193.74
Refer	62832	<i>NORTHEAST SERVICE COOPERA</i>			
Cash Payment	E 101-41900-436 Membership Dues				\$150.00
Invoice	29474	7/1/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$150.00
Refer	62833	<i>NORTHERN WILDS</i>			
Cash Payment	E 613-45125-340 Advertising				\$256.00
Invoice	13250	7/1/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$256.00
Refer	62834	<i>ULINE</i>			
Cash Payment	E 101-45100-250 Merchandise Resale (GE				\$548.14
Invoice	63341515	6/13/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$548.14
Refer	62835	<i>COOK COUNTY VISITORS BUREA</i>			
Cash Payment	E 101-45100-429 Entertainment				\$600.00
Invoice	62008	6/20/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$600.00
Refer	62836	<i>SMALL ENGINE SALES & SERVICE</i>			
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE				\$615.64
Invoice	5318	6/23/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$615.64
Refer	62837	<i>REGGCO</i>			
Cash Payment	E 101-45100-210 Operating Supplies (GE				\$456.14
Invoice	724	7/16/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$456.14
Refer	62838	<i>OLSON TECHNOLOGY, INC.</i>			
Cash Payment	E 101-45100-200 Office Supplies (GENER				\$606.10
Invoice	4045CW	6/22/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$606.10
Refer	62840	<i>SANDY INC. PROMOTIONS</i>			
Cash Payment	E 101-45100-250 Merchandise Resale (GE				\$62.75
Invoice	1076	6/17/2014			
Transaction Date	7/2/2014	MAIN CHECKING G	10100	Total	\$62.75
Refer	62841	<i>WINE MERCHANTS</i>			
Cash Payment	E 609-49750-251 Liquor For Resale				\$1,092.00
Invoice	509494	7/1/2014			



CITY OF GRAND MARAIS

07/03/14 11:43 AM

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Payments

City of Grand Marais

Current Period: July 2014

Cash Payment	E 609-49750-333 Freight and Express				\$29.55
Invoice	509494	7/1/2014			
Transaction Date	7/3/2014	MAIN CHECKING G	10100	Total	\$1,121.55
Refer	62842 PHILLIPS WINE & SPIRITS				
Cash Payment	E 609-49750-251 Liquor For Resale				\$5,597.49
Invoice	2629570	7/1/2014			
Cash Payment	E 609-49750-333 Freight and Express				\$143.90
Invoice	2629570	7/1/2014			
Cash Payment	E 609-49750-252 Beer For Resale				\$17.25
Invoice	2629569	7/1/2014			
Cash Payment	E 609-49750-333 Freight and Express				\$0.44
Invoice	2629569	7/1/2014			
Transaction Date	7/3/2014	MAIN CHECKING G	10100	Total	\$5,759.08
Refer	62843 COOK COUNTY AUDITOR-TREASU				
Cash Payment	E 101-41610-306 Attorney (Criminal)				\$3,125.00
Invoice	5093	6/20/2014			
Transaction Date	7/3/2014	MAIN CHECKING G	10100	Total	\$3,125.00
Refer	62844 JOHNSON S FOODS				
Cash Payment	E 101-41400-210 Operating Supplies (GE				\$21.78
Invoice	44003871848	6/30/2014			
Cash Payment	E 613-45125-255 Food For Resale				\$22.90
Invoice	44003871848	6/30/2014			
Transaction Date	7/3/2014	MAIN CHECKING G	10100	Total	\$44.68

Fund Summary

	10100 MAIN CHECKING GMSB
101 GENERAL FUND	\$23,354.31
211 LIBRARY	\$1,797.63
609 MUNICIPAL LIQUOR FUND	\$46,843.78
613 GOLF COURSE	\$6,513.88
	<u>\$78,509.60</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$78,509.60
Total	<u>\$78,509.60</u>

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name
GRAND MARAIS LIONS CLUB

Previous gambling permit number
X-16003

Minnesota tax ID number, if any
1673220

Federal employer ID number (FEIN), if any

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address
PO BOX 745

City
GRAND MARAIS

State
MN

Zip code
55604

County
COOK

Name of chief executive officer [CEO]
HARRY PETERSON

Daytime phone number
218-387-9384

E-mail address

NONPROFIT STATUS**Attach a copy of ONE of the following for proof of nonprofit status.** **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

 IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

 IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

If your organization falls under a parent organization, attach copies of **both** of the following:

- a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
HARBOR PARK

Address [do not use PO box]
200 WISCONSIN ST

City or township
GRAND MARAIS

Zip code
55604

County
COOK

Date[s] of activity. For raffles, indicate the date of the drawing.
8/3/2014

Check each type of gambling activity that your organization will conduct.

Bingo * Raffle [total value of raffle prizes awarded for year \$ _____] Paddlewheels* Pull-tabs* Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature _____ Date _____

Print name HARRY PETERSON

REQUIREMENTS

Complete a separate application for:

- all non-consecutive days, or
- all gambling conducted on one day (at multiple locations).

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be included with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

City of Grand Marais

MEMO

TO: Mayor Carlson
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: July 3, 2014
SUBJECT: 2015 Library Budget

Attached is the 2015 Library Budget developed and approved by the Library Board. Our joint powers agreement with the County for operating the library states that if the library budget increases less than 5% and the city council approves the budget, then the County will also approve the budget. The proposed budget for 2015 includes a 2.18% increase over the 2014 budget.

The necessity of having the Library Board, City Council, and County Board review the budget consecutively results in the Library Budget being developed earlier than other department budgets for the City and the County.

GRAND MARAIS PUBLIC LIBRARY		
	2014 BUDGET	2015 BUDGET
Salary Full-time	\$ 83,497.96	\$ 81,578.00
Salary Part-time	68,075.27	70,729.00
Overtime		
Salary Maintenance	500.00	500.00
Salary Cleaning	4,742.28	5,082.00
PERA	11,793.39	11,842.00
FICA	11,595.35	9,789.00
Medicare	Included in line above	2,320.00
Health Insurance	12,342.86	14,014.00
Life Insurance	393.60	405.00
Worker's Comp Insurance	1,200.00	1,000.00
Office Supplies	2,800.00	3,000.00
Heating Fuel	3,700.00	5,000.00
Repair & Maintenance Supplies	850.00	1,000.00
Building Maintenance	1,800.00	1,000.00
Service Agreements	2,000.00	2,000.00
Telephone	3,000.00	3,000.00
Postage	375.00	600.00
Travel/School	350.00	1,000.00
Advertising	300.00	300.00
Insurance - Property	2,800.00	2,800.00
Utilities	6,500.00	7,000.00
Books, Periodicals, AV	24,600.00	26,000.00
Membership Dues	125.00	125.00
Automation	2,500.00	3,200.00
ALS Membership	28,780.00	28,780.00
Operating Expense Total:	\$ 274,620.71	\$ 282,064.00

Building Sinking Fund	2,000.00	2,000.00
Total :	\$ 276,620.71	\$ 284,064.00
Operating Revenues	\$ 15,000.00	16,750.00
Total Operating Request:	\$ 261,620.71	\$ 267,314.00
1/2 of Budget Request	\$ 130,810.36	\$ 133,657.00
Difference from Previous Year	\$ (724.07)	\$ 2,846.64
Increase (Decrease) for city/county	\$ (362.03)	\$ 1,423.32
% increase (decrease)	Decrease of .27% over 2013	2.18%

City of Grand Marais

MEMO

TO: Mayor Carlson
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: July 3, 2014
SUBJECT: Library Rain Garden

Earlier this year we applied for a grant to design and construct a new rain garden near the library. This rain garden will be used to help mitigate the runoff issues on the north side of the library building and the low area that collects water near the sidewalk between the library and the arrowhead building.

Attached is a drawing indicating the proposed location of the improvements. No final design work has been done yet.

City of Grand Marais

MEMO

TO: Mayor Carlson
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: July 3, 2014
SUBJECT: Golf Course MOU and Summer Hires

Earlier this year the City Council approved a job description for Golf Course Laborer. We created this job in order to hire employees that did not have a high school diploma. The attached memorandum of understanding between the City and AFSCME will add this job to the existing contract. AFSCME has approved the MOU. Please approve the MOU.

For the summer seasonal, please hire John Burnett as a seasonal groundskeeper and Rich Furlong III as a seasonal Golf Course Laborer.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into by and between the City of Grand Marais (the “City” or “Employer”), and the American Federation of State, County, and Municipal Employees, Minnesota AFSCME Council 5 (the “Union”), on behalf of the City of Grand Marais municipal employees bargaining unit (the “Bargaining Unit”).

WHEREAS, the Employer and the Union have agreed upon and placed in written form the terms and conditions of employment for employees in the Bargaining Unit through the Collective Bargaining Agreement by and between the Employer and the Union, which is in effect and enforceable upon both parties from January 1, 2014 through December 31, 2015 (“CBA”); and

WHEREAS, the CBA contains the applicable 2014-2015 wage schedule for the job classifications in the Bargaining Unit as of January 1, 2014, respectively; and

WHEREAS, the Employer has added a new job classification as of May 28, 2014; and

WHEREAS, the Employer and Union have agreed to add the job classifications to the wage schedule.

NOW, THEREFORE, BE IT RESOLVED THAT all parties hereto, in consideration of their mutual covenants and agreements to be performed, as hereinafter set forth, agree as follows:

Section 1. New Job Classification Wages

The classification of Golf Course Laborer is added to the existing wage schedule with wages equal to the Park Maintenance Worker as follows.

Title	Year	Start	1040 Hr	Base	10400 Hr	20800 Hr	31200 Hr	Max
Golf Course Laborer	2014	\$12.16	\$12.83	\$13.51	\$13.78	\$14.05	\$14.33	\$14.59
	2015	\$12.34	\$13.03	\$13.71	\$13.99	\$14.26	\$14.55	\$14.81

Section 2. Amendment or Modification

This MOU or any of its terms may only be amended or modified by a written instrument signed by or on behalf of all of the parties hereto and ratified by the Union and City Council.

Section 3. Entire MOU

This MOU constitutes the entire MOU among the parties hereto and no representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU.

Section 4. No Precedent or Past Practice

The parties hereto expressly agree that this MOU shall not constitute or establish any precedent, past practice or otherwise place any limitation on any management right of the Employer.

Section 5. Effective Date

This MOU is effective on the latest date affixed to the signatures hereto.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed on the latest date affixed to the signatures hereto.

FOR CITY OF GRAND MARAIS

FOR AMERICAN FEDERATION OF
STATE, COUNTY, AND MUNICIPAL
EMPLOYEES, MINNESOTA AFCME
COUNCIL 5

BY: _____
Larry Carlson, Its Mayor

BY: _____
President, Local 66

BY: _____
Mike Roth, Its City Administrator

BY: _____
Field Director, Council 5

BY: _____
Business Representative, Council 5

DATE: _____

DATE: _____

City of Grand Marais

MEMO

TO: Mayor Carlson
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: July 3, 2014
SUBJECT: 2013 Audit Report

You have all received a copy of the 2013 audit report. At your last meeting, you decided to receive a report via phone conference from the auditors. At 5:00 p.m., we will switch from City Attorney to the Auditors on the phone, and you will have an opportunity to ask any questions about the audit report.

July 02, 2014

City of Grand Marais
Attn: Mike Roth
Grand Marais, Minnesota 55604

DESIGN PROPOSAL FOR HIGHWAY 61 CORRIDOR IMPROVEMENTS IN THE COMMUNITY OF GRAND MARAIS, MN: DRAFT

The City of Grand Marais, Minnesota has a unique opportunity to develop design strategies for the Hwy 61 corridor and to address improvements as a composed effort to enhance community resources. This is an opportunity to shape the future of the community while enhancing safety, connectedness, and the experience of visitors. FLA and LHB are partnering and are pleased to provide a scope of services for developing Highway 61 corridor improvement concepts in the City of Grand Marais.

We recognize this project is more than just creating a series of plans or designs for various corridor connections, walkways, and streetscape improvements. We understand these opportunities as a series of interactions and experiences for people. These interactions balance the desires of residents and businesses, the interests of visitors, and the character and qualities offered by the natural environment, wildlife, and the North Shore of Lake Superior. At this level, the community has an opportunity to create a legacy that will benefit the people of Grand Marais, visitors, and the natural environment for generations.

FLA and LHB have been involved in a wide range of projects related to parks, trails, historic features, and community spaces. Our success is founded on our ability to communicate with people—both as we work to understand their desires and as we frame design possibilities. We use a process of exploration and discovery, not presentation and reaction, to engage stakeholders and the public. What results is a project that fits the qualities and character of a place in a compelling way. We have included as part of our proposal an overview of the work plan we would follow. It demonstrates the ways in which the community and a design committee dedicated to guiding this effort would be directly engaged in shaping the design of Highway 61 corridor improvements as a holistic composition.

Project Scope/Approach

Per our conversation it is understood that the project will largely focus on pedestrian access, safety, and connectedness along the Highway 61 corridor through Grand Marais with an emphasis on a streetscape improvement project which would create a more human-scaled,

safe walking and biking corridor, as well as a more inviting "front door" to Grand Marais. It is assumed that the corridor is roughly described as the portion of Highway 61 from West 8th Ave to the Gunflint Trail intersection.

Our approach to the planning and design of community improvements includes time directed to assessing the sites and understanding the community's desires, exploring alternatives in an effort to arrive at the most appropriate and compelling design, and then embarking on the process of taking action to implement the design. This requires the active participation of the Grand Marais community, forward-looking consideration of ideas, and a strategic approach to implementation—all of which must occur in an environment that generates momentum to proceed.

We envision our work to be guided by a design committee charged with overseeing our work and offering us the chance to have local issues interpreted by a group with knowledge of local conditions. The design committee will be responsible for identifying and organizing a stakeholder group to include but not limited to Hwy 61 property owners, government agencies, and other related interest groups. Our process includes several meetings with the design and stakeholder group and opportunities for greater involvement of the public at key points in the design process. It is important to understand the commitment required for this to happen as well as the benefits of this kind of intensive design process:

- we work closely with community interests to frame a compelling idea for the community improvements in a relatively short period;
- we generate enthusiasm for the improvements and implementation; and
- we engage the community to participate in the designs through an interactive design process.

Task One: Organize

We will begin the planning and design process by ensuring that the tasks we will undertake are well understood by those who will be most closely connected to the effort. We envision a design committee that will help guide the planning and design process and interpret input from the community and stakeholders group. Most important, the design committee will help us understand the local conditions and influences that will shape compelling designs for the community.

- 1.1 Meet with the design committee to review work plan, process, stakeholder group, schedule, and develop the design program. Tour sites and corridor.
- 1.2 A member of the city of Grand Marais shall form a design committee to guide the project process from beginning to end. The design committee shall be responsible for forming and organizing the stakeholder group, soliciting an opinion of the design from the stakeholder group at the project's completion, report to city council, and shepherd the public meeting

process including pre planning and attendance during the meeting events. Attendance at the public meetings would be required as well as providing meeting notes. The design team will be providing meeting notes but, having a parallel documentation effort greatly enhances recording the comments and information provided from participants at the various meetings. Public notification, scheduling, and arranging for meeting space will also be the responsibility of the design committee.

- 1.3 Assemble background information and base mapping from city-supplied sources; note key missing information and describe processes for completing necessary information.
- 1.4 Facilitate base map acquisition to be provided by others.
- 1.5 Research planning, and design documents, provided by design committee, addressing a comprehensive list of factors influencing the project. Key factors such as road design/engineering, trails planning, comprehensive plans, infrastructure, area history, historic documents, parks, regional planning, master plans, and others will be gathered with assistance from the steering committee and reviewed by the design team. It is critical that we build a knowledge base of past and current work covering a comprehensive set of issues to develop a responsive plan. The design committee will be responsible for collecting and delivering all of the research materials. Of particular need is assistance on area history and historic photos or documents as well as Cook County and City of Grand Marais plans and/or studies. The research will be summarized and recorded for use in the project. Any specific information plans, designs, or maps that directly impact the project will be made available as needed.
- 1.6 Produce analysis diagrams based on meetings, interviews, research, and site tour. The analysis work is crafted to present a synthesis of issues and opportunities in a graphic manner that depicts spatial relationships and project context. This is typically done as diagrams over base mapping and aerial photography. The act of synthesizing the information graphically, addressing the complex issues surrounding the highway corridor, results in graphics that help the public understand the relationships of the corridor and assists the design team in developing responsive design solutions.
- 1.7 Conduct public meeting one: kick-off meeting with stakeholder group, open to public. Present background analysis and opportunities information. Conduct programming session. A tour of the sites will also occur on this meeting day.
- 1.8 Initiate agency/stakeholder interviews: conference call process. Our success in moving design ideas forward will, in part, be directly related to building partnerships with key agencies and stakeholders. The first steps are a series of conference calls that re-cap the kick off meeting, set expectations and schedule for the remainder of the project, and provide the individual stakeholders the opportunity to help shape the process itself. The three key points are establishing a working relationship, providing the opportunity for the agency/stakeholder to influence the work plan, and to research their needs for the project. The final list of agencies/stakeholders will be determined during the "Organize" phase of the project and will potentially include:
 - a. MN DOT

- b. City of Grand Marais
- c. Stakeholder groups as needed

- 1.9 The design team will finalize a work plan based on the outcomes of the public meeting and interviews. The following tasks may be amended based on the information gathered during task one. Research and interviews will be framed into a meeting memorandum along with the finalized work plan. In our experience, a fluid process that has the flexibility to adjust to discoveries and the findings of the research results in the most successful projects.

Key Deliverables:

- Design committee meeting memorandum
- Final work plan, schedule, and design programming
- Base map
- Summary of research results and reproduction of useful materials to be used in following design tasks
- Interview summary memorandum
- Analysis Boards

Task Two: Conceive

There is no single and obvious solution to the design for Highway 61 corridor improvements in the City of Grand Marais. Rather, it is a process of framing a series of ideas, reviewing them publicly for the best fit, and then refining those ideas that pass the test of the community's interest and support. This process of exploration and discovery, not presentation and reaction, ensures the resulting design is the most appropriate solution for the community. How we develop these ideas is critical to finding appropriate designs that are rooted in the community and have the potential for future implementation. The design team will frame a series of concepts, at various scales, to address improvements and the conditions discovered during task 1.

- 2.1 The design team will create a series of concepts addressing road and streetscape design, while investigating concepts for public open spaces, community connections, and character building amenities. The work will be conducted at various scales.
- 2.2 Conduct agency/stakeholder meetings, a one day process. These meetings will be held at the agency/stakeholder location and will provide a small, more personal setting that the larger public meetings will not provide. Initial concepts will be reviewed for feedback and influence revisions of the design concepts. Documents may be provided to the groups to allow further review and comment. A meeting with MN DOT is required. They are the major stake holder in the project and process needs to conduct a technical review of the design work. Members from the design committee are welcome to attend, the outcome of the meeting will be summarized in a project memorandum. Other stakeholder meetings will be conducted on the same day of the MN DOT meeting as deemed necessary.

- 2.3 Conduct public meeting two: Stakeholder review meeting open to the public. Design concepts will be presented followed by review, questions and answer session. A directed discussion resulting in specific responses and design revisions are intended.
- 2.4 Conduct follow up of the stakeholders and agency interviews as needed. A series of focused conference calls that may include businesses, institutions, agencies, and other vested groups will be conducted to provide the opportunity for further discussion about the design concepts and to provide additional feedback.
- 2.5 Provide a memorandum of public meeting two and follow up stakeholder and agency conferences.

Key Deliverables:

- Project programming, revised analysis.
- Concept designs, presentation
- Public meeting and follow up meeting memorandum

Task Three: Define

The process of refinement continues as initial concept design plans are revised based on feedback, and as key elements of the design are brought to life in illustrations and graphics. Just as important will be the ways in which cost estimates, implementation sequencing, and funding strategies are aligned in support of the plans. Engaging the community through illustrations and communicating proposals in clear and concise language is a hallmark of our approach, and the process of defining a plan for the new improvements will require thoughtful methods of fully describing the proposed designs to the community. The feedback from the public open houses, stakeholder meetings and input from the design committee will be used as direction for revising concept design work into design concepts. The concepts will focus on streetscape/road design and layout, character development, corridor experience, and applicable engineering solutions.

- 3.1 Revise concept plans based on feedback from the public meeting and follow up meetings with stakeholders. Concept designs to include plan, layout, details, illustrative views, and other graphics as needed to accurately depict the design.
- 3.2 Revise an “engineer’s opinion of probable project construction cost.”
- 3.3 Conduct final agency/stakeholder meetings, same day as final public meeting. This meeting(s) will be held at the agency/stakeholder location and is the final opportunity for various stakeholders to conduct detailed review of the plans. A meeting with MN DOT is required. Members from the design committee are welcome to attend, the outcome of the meeting will be summarized in a project memorandum. Other meetings will be conducted on the same day of the MN DOT meeting as deemed necessary.
- 3.4 Conduct a final public open house (same day as stakeholder meeting) with presentation of design concepts. Conduct a design committee meeting, if needed, during this visit.

- 3.5 Work with the committee to define implementation funding and to ensure design and cost estimates are in line with funding requirements.

Key Deliverables

Revised concept design plans as a refinement of preferred directions from the initial Hwy 61 corridor concepts.

- Design ideas to include plan views, amenity details, and illustrative depictions of the design concept
- To the extent possible (based on the availability of a survey) the design team will produce the concept design revisions using AutoCAD for detailed design plans reviewable by MN DOT and other involved agencies.
- Estimate of probable costs.
- Illustrations and narrative support for design plans.
- Meeting memorandum from the MN DOT review meeting.
- Narrative on design compliance to engineering standards, variance, and locations of particular engineering issues.
- Summary of meeting with the design committee and public.
- Identify final revisions if needed.

Task Four: Delivery

Having a set of plans with associated costs will allow the community to develop an implementation plan and actively pursue implementation funding for years to come. The documents will serve fundraising as well as serve future planning/improvement opportunities that may present themselves in the future.

- 4.1 Per final meeting with the design committee and the community, make design tweaks and revisions for final plans and details.
- 4.2 Revise an “opinion of probable project construction cost.”
- 4.3 Facilitate any efforts the design committee is making to develop an implementation plan.
- 4.4 Final Documentation: Deliver final design work in hard copy and digital format with design narrative, fee estimate, and process meeting minutes.

Key Deliverables

Revised concept design plans as a refinement of preferred directions from the initial Hwy 61 corridor concepts.

- Final design concept. Digital versions, a large format reproduction, and 11 x 17 reproductions.
- Final Estimate of probable costs.
- Illustrations and narrative support for design plans.

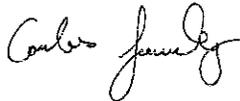
July 02, 2014

- Final meeting memorandum from the design committee review meeting.
- Final documentation (to include)
 - o Final project narrative: (Players, Process, Goals , and Accomplishments)
 - o Design narrative
 - o Final design concepts
 - o Estimate of probable cost and narrative

The work approach described in this proposal represents a process that the FLA/LHB team believes will be successful for Grand Marais. We propose to perform the services described above for a Lump Sum fee of \$45,000 including reimbursable expenses. We have attached a project Fee Estimate for a detailed breakdown.

I appreciate the opportunity to share this proposal with the City of Grand Marais and we look forward to discussing it with you in greater detail. Please feel free to call us if you have any questions.

Sincerely,



Carlos Fernandez
Fernandez Landscape Architecture
Landscape Architect
(651)341-3611

c: Active Living Steering Committee: Attn., Kristin DeArruda Wharton

Approved Minutes-Park and Recreation Board

Tuesday, June 3rd, 2014

Members Present: Bill Lenz, Walt Mianowski, Sally Berg, Robin Duchien and Reid Dusheck

Members Absent: None

Staff Present: Dave Tersteeg, Samantha Wallner, Mike Kunshier and Dave Hepler

Call to Order

Mianowski called the meeting to order at 4:45pm

Additions or Corrections to Agenda

A Motion was made by Berg to approve the agenda, second by Lenz. All ayes, motion approved.

Review May Minutes

Motion by Berg to approve the May minutes, second by Lenz. All ayes, motion approved.

Guests:

Jack Stone, Brian Larsen, and Jay Arrowsmith DeCoux

Golf Report:

Kunshier reported a May 17th opening for the 2014 season; last year it was May 26th. With the extra week of play, green fees for the season are up about \$1,300 vs. 2013. The course is in good shape and starting to dry out. Mike's looking for a weather window to spray for weeds this year. Dusheck asked how often the weeds need to be sprayed? Once a year, Kunshier replied. Mike and Rob are working outside; Ada, Nancy and Mike Mcenelly are working inside the clubhouse. Season pass sales are up a little from last year, but not as high as expected, given last year's dip due to greens repairs. Some good news - several season pass sales to new people who have either moved to the area or are new to golf. Senior league golf begins on 6/4 at 9 AM. Kunshier recently purchased 3 used gas golf carts from Superior National.

Stand-Up Paddleboard weekend – Stone Harbor Request:

Jack Stone, owner of Stone Harbor Wilderness Supply, reported to the Board that Stone Harbor will be doing stand-up paddle board demos throughout the summer on calm days in the harbor. On the weekend of July 19th and 20th they would like to expand on the demos and set up some tents for a small event in Boulder Park. Stone submitted a Special Event Application which was reviewed by the Board. The demos would be free for people and their hope is to attract more people to the harbor on the one weekend in July that does not feature in an event in town. They prefer not to use the East Bay side as it is not as warm or as calm as the harbor. Wet suits and pfd's are required by all participants. In addition to the guide, there will also be a chase boat in the water. Future ideas for a bigger paddleboard festival over this particular weekend are a possibility, but this year the plan is to start small. Mianowski asked how many paddle boards would be on the water and if there would be a conflict with the power boaters who use the harbor. Stone thought 6 or 8 and technically, non-motorized craft have a right-of-way on the water. A motion that we approve the application for use of Boulder Park on 7/19 & 7/20 for Stone's paddle board event was made by Lenz, second by Dusheck. All ayes, motion passed.

Little Free Library project – Jay Arrowsmith DeCoux:

Jay Arrowsmith DeCoux spoke to the board regarding the possibility of a "Little Free Library" (LFL) located in Harbor Park. Jay was awarded an \$800 grant from the Moving Matters - Great Place Race. The money will be used to build and install 3 or 4 LFL throughout the county, which include Grand Portage, Lutsen/Tofte, WTIP and hopefully Harbor Park. Mianowski suggested placing it near the Community Connection. Lenz stated City Council would need to review and approve a Harbor Park location. Berg suggested placing it in front of Johnson's Heritage Post, owned by the Historical Society and served year round by a busy, plowed sidewalk. Decoux asked Tersteeg's opinion and he thought JHP would be a better location than Harbor Park for the following reasons: the approval process is more streamlined (only permission from the Historical Society would be needed); the design of Harbor Park is very intentional to protect the scenic vistas and past precedent has restricted the introduction of new elements to the park.

The Minnesota Land Trust and the DNR may also need to be included in the final review of the proposal. The location in Harbor Park that DeCoux would like is beneath the large pine tree and would follow a specific design approved by the Park Board. A motion of support for the LFL project, with final design and location to be determined, was made by Lenz, second by Duchien. All ayes, motion approved.

Camper /Boater Issues and Concerns:

None

Marina/Mooring/Harbor Report:

None

City Council Update:

Lenz reported back regarding the lease the Historical Society requested for the NeeGee exhibit, and stated council has no interest in creating a lease. Appreciation was expressed for the exhibit, but there is the possibility that it may move for marina improvements. When a new location is necessary, all parties will work together to determine the location.

Parks Update:

- New Facilities Manager Dave Hepler was introduced to the Board and gave a brief history on his background and work experience. He was welcomed to the team.
- The downtown flowers were planted today by the Garden Club and the park maintenance staff will be weeding and watering them all summer.
- Due to the cold, wet weather, May revenue was down from last year, but year-to-date revenue is up 2% vs. 2013.
- The new canopy tent arrived today and will be set up Friday in Harbor Park just in time for the Classic Car Show on Saturday.
- Berg asked about the yellow bikes and how she loved them, but after explaining that they are more a publicity stunt and not for use, she jokingly stated "I hate the yellow bikes".
- The haz-mat report came back on the pool and traces of asbestos were found in some of the exterior caulk and a small piece of insulation in the basement. Demo of the facility has now been turned over to Mike Roth and with the extra step will come extra costs. The parking lot is being used as overflow parking and also for pull-in parking for large rigs during check-in.
- The "pop-up park" concept for a temporary sidewalk in Boulder Park is still in the works.
- All the firewood is now cut and split and piled up behind the office; it took 4 days for processing.
- The beavers are back in the marina; so far no noticeable trees have been lost, fencing is still up.
- Pool signs need to come down off the highway and the digging that was asked about at the last meeting was the street department cleaning out the culverts.

Adjourn

A motion to adjourn was made at 5:37 pm. These minutes will be reviewed for approval at the July meeting.

July meeting is Tuesday, July 1st at 4:45 at the Rec Hall. Please contact the Park Office if you cannot attend 387-1712.

2015 BUDGET CALENDAR

- July 7, 2014 Finance Director provides 6 month year to date budget review document to Department Heads.
- July 30, 2014 City Council reviews priorities, sets goals, and schedules meetings for 2015 Budget.
- August 8, 2014 Department Heads return their draft budgets to Finance Director.
- August 11-26, 2014 City Council meets with Department Heads as needed to review budgets.
- August 27, 2014 City Council reviews updated draft of 2015 budget.
- September 10, 2014 City council selects date for Truth in Taxation public input meeting.
- September 10, 2014 City Council approves preliminary budget and levy for 2015.
- September 15, 2014 City Administrator or Finance Director certifies Truth in Taxation date to County Auditor.
- September 15, 2014 City Administrator or Finance Director certifies preliminary budget/levy for 2015 to Cook County Auditor.
- September 24, 2014 City Council discusses any modifications to proposed 2015 budget.
- October 8, 2014 City Council discusses any modifications to proposed 2015 budget.
- October 29, 2013 City Council discusses any modifications to proposed 2015 budget.
- November 12, 2013 City Council discusses any modifications to proposed 2015 budget.
- November 26, 2013 City Council discusses any modifications to proposed 2015 budget.
- December (10?), 2014 City Council conducts Truth in Taxation Hearing.
- December (31?), 2014 City Council adopts 2015 Final Budget and Levy.
- December 31, 2014 City Administrator or Finance Director certifies final levy to County Auditor.

Upcoming Meeting Schedule

Updated July 3, 2014

JULY

Date/Time	Meeting	Location
Wednesday, July 9, 4:30 p.m.	City Council Meeting	Council Chambers
Wednesday, July 16, 4:30 p.m.	MnDot Complete Streets	Courthouse
Wednesday, July 30, 4:30 p.m.	City Council Meeting	Council Chambers

AUGUST

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