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

A. 6:30 Call to Order

B. Roll Call

C. Open Forum

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

D. 6:35 Approve Consent Agenda

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

E. 6:40 Leveraging Creativity, Cook County Cultural Plan

F. 7:00 EDA One Roof Housing Project Funding Match

G. 7:15 Planning Commission Report
-Ordinance 2016-03 Opting Out of MN 462.3593, 1st Reading

H. 7:20 Public Works Facility Construction Manager

I. 7:35 Local Board of Equalization and Appeal

J. 7:45 Hospital DEED BDPI Grant Extension

K. 7:50 2016-17 Audit Engagement Letter

L. 7:55 Other items as necessary

M. 8:00 Council & Staff Reports

N. Attached correspondence:

1. Other Meeting Minutes
2. Upcoming Meeting Schedule

O. 8:30 Adjourn

*CITY OF GRAND MARAIS*
*MINUTES*
*October 26, 2016*

Mayor Arrowsmith-DeCoux called the meeting to order at 6:30 p.m.
Members present: Tracy Benson, Dave Mills and Jay Arrowsmith-DeCoux
Members absent: Tim Kennedy and Anton Moody
Staff present: Mike Roth, Kim Dunsmoor and Chris Hood

Mayor Arrowsmith-DeCoux invited the public to speak during a period of open forum. No one spoke.

**Motion by Mills, seconded by Benson to approve the Agenda, October 12, 2016, Minutes, and Payment of Bills. Approved unanimously.**

Mary Somnis, EDA Director updated the council regarding the RFP for Assisted Living. The EDA received one response from Spectrum. The EDA and Spectrum will review possible 3-5 acre building sites including city owned property on Friday October 28, 2016. Spectrum is asking for 3-5 acres of land and that the EDA/City work with IRRRB to obtain infrastructure grants. The comprehensive study put the unmet demand for market rate assisted living and memory care units at 32-40. Spectrum will include the hospital and senior care providers in planning to compliment services already provided in Cook County.

Two firms were interviewed for Construction Management services on October 25, 2016. Both are big, reputable companies. A decision will be tabled to the next meeting when the full Council will be present.

Council discussed the Local Board of Equalization and Appeal requirements. If the City holds the hearing, at least one council member would need to complete the online training.

Soil and Water notified the City of FY2017 Clean Water Fund Local Capacity Matching Grant that could be used for Grand Marais Stormwater Management. Soil and Water will be invited to a future meeting to discuss this.

Councilor Mills' Report:

1) The Broadband Commission accomplished their mission with the exception of two items: the Tech Workforce and City e-Government.
2) The YMCA is working on the second part of their strategic planning.
3) Citizen concern about crossing Hwy 61 at the 1st Ave W location. Request the Sheriff's Speed Sign at this location.

Mayor Arrowsmith-DeCoux's Report:

1) Moving Matters and the EDA are concerned about the Highway 61 Corridor Re-Design and how it will affect businesses. Also would like a Park and Ride location to be considered.
2) Attended the 2nd meeting for reducing trafficking of young people in St. Louis, Lake and Cook Counties.

3) Attended a listening session with Barbara Bautiste regarding the economic status of women.
4) The League of MN Cities has put forth two proposals: seek to increase LGA and fund city streets.
5) The Library board will have two vacancies in 2017.
6) An Arts Economy and Culture Plan will hopefully be accepted by the city and county to attain National Destination for Arts status.
7) Attended Emergency Preparedness Training.
8) A streetlight is intermittently out on 3rd Street by the laundry mat.
9) Was approached by a visitor who is moving to Grand Marais and works for Barr Engineering who has some ideas about our municipal parking lot.

City Administrator Roth's Report:

1) The Grand Marais Visioning and Comprehensive Plan group held a fun exercise at the Courthouse last week where members of the community were trained on how to engage the public with pop-up sessions. Several pop-up sessions were held at the YMCA, Co-op and more will be held around Grand Marais.
2) Previously we hired CJ Fernandez to help us with the communicating with MNDOT regarding the Highway 61 Redesign. We will talk with MNDOT tomorrow and continue public engagement. On November 14th, we will schedule individual and group meetings to talk with property owners along Highway 61. Then we will host an open house to let people know what is going on.

There being no further business, the meeting adjourned at 7:52 p.m.

# CITY OF GRAND MARAIS

## Payments



City of Grand Marais

**Current Period: October 2016**

Batch Name 102816 CPAP Payments

User Dollar Amt $54,409.35
Computer Dollar Amt $54,409.35

$0.00 **In Balance**

| | | | | |
|---|---|---|---|---|
| Refer 68815 *DEPT OT THE TREASURY IRS* | Ck# 003584E 10/25/2016 | | | |
| Cash Payment G 101-21703 FICA Tax Withholding | | | | $4,408.74 |
| Invoice 22 CPYR 16 10/28/2016 | | | | |
| Cash Payment G 101-21717 Medicare | | | | $1,036.36 |
| Invoice 22 CPYR 16 10/28/2016 | | | | |
| Cash Payment G 101-21701 Federal Withholding | | | | $3,181.08 |
| Invoice 22 CPYR 16 10/28/2016 | | | | |
| Transaction Date 10/24/2016 | MAIN CHECKING G | 10100 | **Total** | $8,626.18 |
| Refer 68816 *MN DEPT OF REVENUE-EFTPS* | Ck# 003585E 10/25/2016 | | | |
| Cash Payment G 101-21702 State Withholding | | | | $1,513.29 |
| Invoice 22 CPYR 16 10/28/2016 | | | | |
| Transaction Date 10/24/2016 | MAIN CHECKING G | 10100 | **Total** | $1,513.29 |
| Refer 68817 *PERA* | Ck# 003586E 10/25/2016 | | | |
| Cash Payment G 101-21704 PERA | | | | $4,632.19 |
| Invoice 22 CPYR 16 10/28/2016 | | | | |
| Transaction Date 10/24/2016 | MAIN CHECKING G | 10100 | **Total** | $4,632.19 |
| Refer 68818 *AFSCME* | | | | |
| Cash Payment G 101-21712 AFSME Union Dues | | | | $1,005.65 |
| Invoice OCT 2016 10/31/2016 | | | | |
| Cash Payment G 101-21711 AFSCME PEOPLE Dues | | | | $24.00 |
| Invoice OCT 2016 10/31/2016 | | | | |
| Transaction Date 10/24/2016 | MAIN CHECKING G | 10100 | **Total** | $1,029.65 |
| Refer 68819 *MII LIFE - VEBA* | | | | |
| Cash Payment G 101-21706 Health Insurance | | | | $533.36 |
| Invoice OCT 16 10/31/2016 | | | | |
| Transaction Date 10/24/2016 | MAIN CHECKING G | 10100 | **Total** | $533.36 |
| Refer 68820 *MN CHILD SUPPORT PAYMENTCE* | Ck# 003587E 10/28/2016 | | | |
| Cash Payment G 101-21718 Garnishment | | | | $114.07 |
| Invoice 1024160250 10/28/2016 | | | | |
| Transaction Date 10/24/2016 | MAIN CHECKING G | 10100 | **Total** | $114.07 |
| Refer 68821 *EMPOWER* | Ck# 003588E 10/25/2016 | | | |
| Cash Payment G 101-21720 MN State Retirement DeferC | | | | $445.00 |
| Invoice 641477236 10/28/2016 | | | | |
| Transaction Date 10/24/2016 | MAIN CHECKING G | 10100 | **Total** | $445.00 |
| Refer 68822 *MII LIFE-FLEX* | Ck# 003589E 10/27/2016 | | | |
| Cash Payment G 101-21713 Flex Plan Spending | | | | $4.50 |
| Invoice 38296208 10/25/2016 | | | | |
| Transaction Date 10/25/2016 | MAIN CHECKING G | 10100 | **Total** | $4.50 |
| Refer 68835 *ROHLFING INC.* | | | | |
| Cash Payment E 609-49750-252 Beer For Resale | | | | $3,569.53 |
| Invoice 433569 10/19/2016 | | | | |

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|---|---|---|---|---|---|
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $3,744.16 |
| Invoice 433885 | 10/26/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $7,313.69 |
| Refer | 68836 *SOUTHERN GLAZER S OF MN* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $2,569.67 |
| Invoice 1465653 | 10/19/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $67.65 |
| Invoice 1465653 | 10/19/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $2,286.99 |
| Invoice 1468213 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $51.25 |
| Invoice 1468213 | 10/26/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $4,975.56 |
| Refer | 68837 *VOYAGEUR BREWING COMPANY* | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $300.00 |
| Invoice 16-43-03 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $960.00 |
| Invoice 16-42-03 | 10/19/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $1,260.00 |
| Refer | 68838 *PHILLIPS WINE & SPIRITS* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $1,703.36 |
| Invoice 2060475 | 10/19/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $47.69 |
| Invoice 2060475 | 10/19/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $1,751.05 |
| Refer | 68839 *JOHNSON BROTHER LIQUOR* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $908.55 |
| Invoice 5566775 | 10/19/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $35.14 |
| Invoice 5566775 | 10/19/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $3,453.63 |
| Invoice 5566774 | 10/19/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $88.28 |
| Invoice 5566774 | 10/19/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $4,485.60 |
| Refer | 68840 *BERNICKS* | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $2,874.10 |
| Invoice 533575 | 10/20/2016 | | | | |
| Cash Payment | E 609-49750-260 Soft Drinks/Mix For Resa | | | | $31.00 |
| Invoice 533574 | 10/20/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $2,905.10 |
| Refer | 68841 *WINE MERCHANTS* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $782.81 |
| Invoice 7103902 | 10/19/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $17.57 |
| Invoice 7103902 | 10/19/2016 | | | | |

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|---|---|---|---|---|---|
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | -$84.00 |
| Invoice 709935 | 9/20/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | -$2.51 |
| Invoice 709935 | 9/20/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $713.87 |
| Refer | 68842 *ARTISAN BEER COMPANY* | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $156.90 |
| Invoice 3133809 | 10/19/2016 | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | -$55.40 |
| Invoice 360365 | 9/23/2021 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $101.50 |
| Refer | 68843 *SUPERIOR BEVERAGES LLP* | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $4,956.00 |
| Invoice 768823 | 10/19/2016 | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $1,184.00 |
| Invoice 769229 | 10/26/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $6,140.00 |
| Refer | 68844 *COCA-COLA REFRESHMENTS* | | | | |
| Cash Payment | E 609-49750-260 Soft Drinks/Mix For Resa | | | | $106.86 |
| Invoice 1815003 | 10/19/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $106.86 |
| Refer | 68845 *PAUSTIS WINE COMPANY* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $791.37 |
| Invoice 8565772-IN | 10/14/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $45.00 |
| Invoice 8565772-IN | 10/14/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $836.37 |
| Refer | 68846 *BREAKTHRU BEVERAGE* | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $230.70 |
| Invoice 1080545097 | 10/25/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $6,147.75 |
| Invoice 1080545096 | 10/25/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $111.31 |
| Invoice 1080545096 | 10/25/2016 | | | | |
| Transaction Date | 10/27/2016 | MAIN CHECKING G | 10100 | **Total** | $6,489.76 |
| Refer | 68850 *LEAGUE OF MN CITIES INSURANC* | | | | |
| Cash Payment | E 101-45100-220 Repair/Maint Supply (GE | | | | $415.75 |
| Invoice 1531 | 10/7/2016 | | | | |
| Transaction Date | 10/28/2016 | MAIN CHECKING G | 10100 | **Total** | $415.75 |
| Refer | 68851 *NCPERS GROUP LIFE INS.* | | | | |
| Cash Payment | G 101-21710 NCPERS-Pera | | | | $16.00 |
| Invoice 49361116 | 10/21/2016 | | | | |
| Transaction Date | 10/28/2016 | MAIN CHECKING G | 10100 | **Total** | $16.00 |

City of Grand Marais

# CITY OF GRAND MARAIS

## Payments

**Current Period: October 2016**

Fund Summary

| | 10100 MAIN CHECKING GMSB |
|---|---|
| 101 GENERAL FUND | $17,329.99 |
| 609 MUNICIPAL LIQUOR FUND | $37,079.36 |
| | $54,409.35 |

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|---|---|
| Pre-Written Checks | $15,335.23 |
| Checks to be Generated by the Computer | $39,074.12 |
| Total | $54,409.35 |

# CITY OF GRAND MARAIS

## Payments



City of Grand Marais

**Current Period: November 2016**

| | | | | |
|---|---|---|---|---|
| Batch Name | 11102016AP | User Dollar Amt | $108,533.11 | |
| | Payments | Computer Dollar Amt | $108,533.11 | |
| | | | $0.00 | **In Balance** |

| | | | | | |
|---|---|---|---|---|---|
| Refer | 68856 *SUNDEW TECHNICAL SERVICES* | | | | |
| Cash Payment | E 609-49750-221 Equipment Parts/Builing | | | | $140.23 |
| Invoice 5799 | 10/19/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $140.23 |
| Refer | 68857 *NATIONAL PEN* | | | | |
| Cash Payment | E 609-49750-340 Advertising | | | | $182.90 |
| Invoice 108836831 | 8/24/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $182.90 |
| Refer | 68859 *QUILL CORPORATION* | | | | |
| Cash Payment | E 101-41400-200 Office Supplies (GENER | | | | $122.79 |
| Invoice 1326943 | 10/26/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $122.79 |
| Refer | 68860 *MINNESOTA LIFE* | | | | |
| Cash Payment | G 101-21716 MN Mutual Life | | | | $172.25 |
| Invoice 0028722 | 10/28/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $172.25 |
| Refer | 68861 *GOOD MEASURE MEDIA* | | | | |
| Cash Payment | E 101-41110-300 Professional Srvs (GEN | | | | $351.50 |
| Invoice 150 | 10/28/2016 | | | | |
| Cash Payment | E 101-41900-461 Community Vision- Com | | | | $264.50 |
| Invoice 150 | 10/28/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $616.00 |
| Refer | 68862 *BELLBOY CORPORATION - LIQUO* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $573.00 |
| Invoice 56005700 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $14.70 |
| Invoice 56005700 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-430 Miscellaneous (GENERA | | | | $14.96 |
| Invoice 94822000 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | -$20.95 |
| Invoice 52974100 | 3/31/2016 | | | | |
| Cash Payment | E 609-49750-430 Miscellaneous (GENERA | | | | -$94.73 |
| Invoice PREVIOUS CRE | 10/18/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $486.98 |
| Refer | 68863 *ARTISAN BEER COMPANY* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $245.50 |
| Invoice 3135408 | 10/26/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $245.50 |
| Refer | 68864 *PHILLIPS WINE & SPIRITS* | | | | |
| Cash Payment | E 609-49750-259 Other For Resale | | | | -$4.90 |
| Invoice 248026 | 10/7/2016 | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | -$12.53 |
| Invoice 248025 | 10/7/2016 | | | | |

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|---|---|---|---|---|---|
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $3,581.11 |
| Invoice 2064333 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $85.34 |
| Invoice 2064333 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $5,581.31 |
| Invoice 2068086 | 11/2/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $106.24 |
| Invoice 2068086 | 11/2/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $9,336.57 |
| Refer | 68865 *JOHNSON BROTHER LIQUOR* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $1,667.53 |
| Invoice 5572369 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $51.03 |
| Invoice 5572369 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $1,129.75 |
| Invoice 5572368 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $62.75 |
| Invoice 5572368 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | -$24.75 |
| Invoice 595354 | 10/7/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | -$18.75 |
| Invoice 595355 | 10/7/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | -$96.50 |
| Invoice 597380 | 10/21/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | -$54.00 |
| Invoice 597380 | 10/21/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | -$5.02 |
| Invoice 597380 | 10/21/2015 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $5,172.72 |
| Invoice 5578057 | 11/2/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $112.31 |
| Invoice 5578057 | 11/2/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $7,997.07 |
| Refer | 68866 *BERNICKS* | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $5,206.95 |
| Invoice 534587 | 10/27/2016 | | | | |
| Cash Payment | E 609-49750-260 Soft Drinks/Mix For Resa | | | | $31.00 |
| Invoice 534586 | 10/27/2016 | | | | |
| Cash Payment | E 609-49750-260 Soft Drinks/Mix For Resa | | | | $37.00 |
| Invoice 535694 | 11/3/2016 | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $3,409.50 |
| Invoice 535695 | 11/3/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $8,684.45 |
| Refer | 68867 *BOURGET IMPORTS, LLC* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $288.00 |
| Invoice 137188 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $19.50 |
| Invoice 137188 | 10/26/2016 | | | | |

# CITY OF GRAND MARAIS

## Payments

City of Grand Marais

**Current Period: November 2016**

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|---|---|---|---|---|---|
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $307.50 |
| Refer | 68868 *THE WINE COMPANY* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $634.54 |
| Invoice 18333 | 10/26/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $35.00 |
| Invoice 18333 | 10/26/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $669.54 |
| Refer | 68869 *TWIN PORTS PAPER & SUPPLY IN* | | | | |
| Cash Payment | E 609-49750-210 Operating Supplies (GE | | | | $57.98 |
| Invoice 310168 | 10/25/2016 | | | | |
| Transaction Date | 10/31/2016 | MAIN CHECKING G | 10100 | **Total** | $57.98 |
| Refer | 68875 *COOK COUNTY AUDITOR-TREASU* | | | | |
| Cash Payment | G 101-20800 Taxes Due (State MN) | | | | $1,410.54 |
| Invoice 8030105 | 11/2/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $1,410.54 |
| Refer | 68876 *MCI MEGA PREFERRED* | | | | |
| Cash Payment | E 211-45500-321 Telephone | | | | $61.36 |
| Invoice 08678993875 | 10/13/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $61.36 |
| Refer | 68877 *BAKER & TAYLOR* | | | | |
| Cash Payment | E 211-45500-435 Books, Periodicals | | | | $619.49 |
| Invoice 2032370752 | 10/12/2016 | | | | |
| Cash Payment | E 211-45500-435 Books, Periodicals | | | | $155.45 |
| Invoice 2032399490 | 10/24/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $774.94 |
| Refer | 68878 *THE NEW YORK TIMES* | | | | |
| Cash Payment | E 211-45500-435 Books, Periodicals | | | | $447.20 |
| Invoice 878672104 | 11/13/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $447.20 |
| Refer | 68879 *FOURTH DIMENSION SIGNS* | | | | |
| Cash Payment | E 215-45500-225 Landscaping Materials | | | | $1,825.00 |
| Invoice 3378 | 10/25/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $1,825.00 |
| Refer | 68880 *HARSIN, STEVE* | | | | |
| Cash Payment | E 215-45500-330 Transportation/School | | | | $464.79 |
| Invoice FARGO | 10/31/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $464.79 |
| Refer | 68881 *NORTHERN BUSINESS PRODUCT* | | | | |
| Cash Payment | E 215-45500-220 Repair/Maint Supply (GE | | | | $1,618.81 |
| Invoice 92459-0 | 10/17/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $1,618.81 |
| Refer | 68882 *GRAND MARAIS AUTO PARTS, INC* | | | | |
| Cash Payment | E 101-43100-220 Repair/Maint Supply (GE | | | | $89.91 |
| Invoice 3125 | 10/23/2016 | | | | |

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|---|---|---|---|---|---|
| Cash Payment | E 101-43100-220 Repair/Maint Supply (GE | | | | $370.86 |
| Invoice 3125 | 10/23/2016 | | | | |
| Cash Payment | E 613-45125-221 Equipment Parts/Builing | | | | $198.29 |
| Invoice 9988 | 10/23/2016 | | | | |
| Cash Payment | E 101-42200-220 Repair/Maint Supply (GE | | | | $38.22 |
| Invoice 9088 | 10/23/2016 | | | | |
| Cash Payment | E 101-45100-220 Repair/Maint Supply (GE | | | | $34.51 |
| Invoice 1712 | 10/23/2016 | | | | |
| Cash Payment | E 101-45100-220 Repair/Maint Supply (GE | | | | $25.69 |
| Invoice 3125 | 10/23/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $757.48 |
| Refer | 68883 *VICKERMAN INC.* | | | | |
| Cash Payment | E 101-45189-220 Repair/Maint Supply (GE | | | | $2,337.57 |
| Invoice SI-1039014 | 10/19/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $2,337.57 |
| Refer | 68884 *ARROWHEAD COOPERATIVE* | | | | |
| Cash Payment | E 101-41400-321 Telephone | | | | $301.33 |
| Invoice 985 | 11/1/2016 | | | | |
| Cash Payment | E 609-49750-321 Telephone | | | | $42.24 |
| Invoice 985 | 11/1/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $343.57 |
| Refer | 68885 *NORTH SHORE WASTE* | | | | |
| Cash Payment | E 101-43100-384 Refuse/Garbage Disposa | | | | $526.50 |
| Invoice 54853 | 10/31/2016 | | | | |
| Cash Payment | E 101-41940-384 Refuse/Garbage Disposa | | | | $134.55 |
| Invoice 54833 | 10/31/2016 | | | | |
| Cash Payment | E 101-45184-384 Refuse/Garbage Disposa | | | | $150.00 |
| Invoice 54842 | 10/31/2016 | | | | |
| Cash Payment | E 101-45100-384 Refuse/Garbage Disposa | | | | $1,566.39 |
| Invoice 54842 | 10/31/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $2,377.44 |
| Refer | 68886 *DISH NETWORK* | | | | |
| Cash Payment | E 613-45125-310 Service Agreements | | | | $66.64 |
| Invoice 82557070825987 | 10/25/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $66.64 |
| Refer | 68887 *TESSMAN SEED COMPANY* | | | | |
| Cash Payment | E 613-45125-211 Operating Supplies | | | | $841.77 |
| Invoice S242976-IN | 10/17/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $841.77 |
| Refer | 68888 *MTI DISTRIBUTING INC.* | | | | |
| Cash Payment | E 613-45125-221 Equipment Parts/Builing | | | | $59.93 |
| Invoice 1095317-00 | 10/26/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $59.93 |
| Refer | 68889 *FDL SAND & GRAVEL* | | | | |
| Cash Payment | E 613-45125-211 Operating Supplies | | | | $801.95 |
| Invoice 918031 | 9/30/2016 | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $801.95 |
| Refer | 68890 *PUBLIC UTILITIES COMMISSION1* | Ck# 003595E 11/2/2016 | | | |
| Cash Payment | E 101-41940-380 Utility Services (GENER | | | | $1,263.05 |
| Invoice OCTOBER 2016 | 11/2/2016 | | | | |
| Cash Payment | E 101-43100-380 Utility Services (GENER | | | | $26.46 |
| Invoice OCTOBER 2016 | 11/2/2016 | | | | |
| Cash Payment | E 101-45100-380 Utility Services (GENER | | | | $5,854.73 |
| Invoice OCTOBER 2016 | 11/2/2016 | | | | |
| Cash Payment | E 101-43100-381 Street Light Utilities | | | | $2,003.62 |
| Invoice OCTOBER 2016 | 11/2/2016 | | | | |
| Cash Payment | E 101-42700-380 Utility Services (GENER | | | | $47.82 |
| Invoice OCTOBER 2016 | 11/2/2016 | | | | |
| Cash Payment | E 101-42200-382 Fire Hydrant Utilities | | | | $1,103.70 |
| Invoice OCTOBER 2016 | 11/2/2016 | | | | |
| Cash Payment | E 211-45500-380 Utility Services (GENER | | | | $551.48 |
| Invoice OCTOBER 2016 | 11/2/2016 | | | | |
| Cash Payment | E 101-45184-380 Utility Services (GENER | | | | $132.74 |
| Invoice OCTOBER 2016 | 11/2/2016 | | | | |
| Cash Payment | E 101-42200-380 Utility Services (GENER | | | | $193.41 |
| Invoice OCTOBER 2016 | 11/2/2016 | | | | |
| Transaction Date | 11/2/2016 | MAIN CHECKING G | 10100 | **Total** | $11,177.01 |
| Refer | 68894 *FLEET ONE LLC* | | | | |
| Cash Payment | E 101-43100-212 Motor Fuels | | | | $166.73 |
| Invoice 4452910062 | 10/31/2016 | | | | |
| Cash Payment | E 101-45100-212 Motor Fuels | | | | $178.25 |
| Invoice 4452890062 | 10/31/2016 | | | | |
| Cash Payment | E 101-42200-212 Motor Fuels | | | | $67.23 |
| Invoice 4453160062 | 10/31/2016 | | | | |
| Cash Payment | E 101-45100-217 Heating Fuel | | | | $4.24 |
| Invoice 4452920062 | 10/31/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $416.45 |
| Refer | 68895 *BLUE CROSS/BLUE SHIELD OF M* | | | | |
| Cash Payment | G 101-21706 Health Insurance | | | | $13,879.50 |
| Invoice CI926-VO 8 | 10/27/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $13,879.50 |
| Refer | 68896 *COCA-COLA REFRESHMENTS* | | | | |
| Cash Payment | E 609-49750-260 Soft Drinks/Mix For Resa | | | | $102.84 |
| Invoice 1815117 | 11/2/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $102.84 |
| Refer | 68897 *THE AMERICAN BOTTLING COMP* | | | | |
| Cash Payment | E 609-49750-260 Soft Drinks/Mix For Resa | | | | $131.20 |
| Invoice 7379460812 | 10/31/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $131.20 |
| Refer | 68898 *VOYAGEUR BREWING COMPANY* | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $300.00 |
| Invoice 16-44-03 | 11/2/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $300.00 |

# CITY OF GRAND MARAIS

## Payments

City of Grand Marais

**Current Period: November 2016**

| | | | | | |
|---|---|---|---|---|---|
| Refer | 68899 *SOUTHERN GLAZER S OF MN* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $2,240.62 |
| Invoice 1470920 | 11/2/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $55.35 |
| Invoice 1470920 | 11/2/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $2,295.97 |
| Refer | 68900 *SUPERIOR BEVERAGES LLP* | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $52.75 |
| Invoice 769657 | 11/2/2016 | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $1,490.25 |
| Invoice 769627 | 11/2/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $1,543.00 |
| Refer | 68901 *ROHLFING INC.* | | | | |
| Cash Payment | E 609-49750-252 Beer For Resale | | | | $2,364.27 |
| Invoice 434168 | 11/2/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $2,364.27 |
| Refer | 68902 *MN DEPT OF REVENUE-EFTPS* | Ck# 003597E 11/3/2016 | | | |
| Cash Payment | G 101-20800 Taxes Due (State MN) | | | | $2,929.00 |
| Invoice 41-6005197 | 11/2/2016 | | | | |
| Cash Payment | G 609-20800 Taxes Due (State MN) | | | | $17,600.00 |
| Invoice 41-6005197 | 11/2/2016 | | | | |
| Cash Payment | G 613-20800 Taxes Due (State MN) | | | | $266.00 |
| Invoice 41-6005197 | 11/2/2016 | | | | |
| Cash Payment | G 211-20800 Taxes Due (State MN) | | | | $31.00 |
| Invoice 41-6005197 | 11/2/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $20,826.00 |
| Refer | 68903 *BLUE TARP* | | | | |
| Cash Payment | E 101-45100-220 Repair/Maint Supply (GE | | | | $838.94 |
| Invoice 1615156762 | 11/1/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $838.94 |
| Refer | 68904 *GREG S WELDING* | | | | |
| Cash Payment | E 101-45184-220 Repair/Maint Supply (GE | | | | $85.00 |
| Invoice 5653 | 10/21/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $85.00 |
| Refer | 68905 *NORTH SHORE TIMBER PRODUCT* | | | | |
| Cash Payment | E 101-45100-250 Merchandise Resale (GE | | | | $607.75 |
| Invoice 475 | 10/15/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $607.75 |
| Refer | 68906 *GRAINGER* | | | | |
| Cash Payment | E 101-45100-220 Repair/Maint Supply (GE | | | | $20.18 |
| Invoice 9264530008 | 10/27/2016 | | | | |
| Cash Payment | E 101-45184-220 Repair/Maint Supply (GE | | | | $76.68 |
| Invoice 9257600925 | 10/20/2016 | | | | |
| Cash Payment | E 101-45184-220 Repair/Maint Supply (GE | | | | $6.34 |
| Invoice 9259232800 | 10/21/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $103.20 |

| | | | | | |
|---|---|---|---|---|---|
| Refer | 68907 *MN SECRETARY OF STATE - NOT* | | | | |
| Cash Payment | E 101-41400-210 Operating Supplies (GE | | | | $120.00 |
| Invoice HANSON NOT.S | 11/3/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $120.00 |
| Refer | 68908 *PAY.GOV-ACA TRANSITIONAL REI* | Ck# 003598E 11/10/2016 | | | |
| Cash Payment | E 101-41900-430 Miscellaneous (GENERA | | | | $735.75 |
| Invoice 25UQCMN3 | 11/14/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $735.75 |
| Refer | 68909 *LEAGUE OF MN CITIES - W/C* | | | | |
| Cash Payment | E 101-43100-150 Worker s Comp (GENER | | | | $719.88 |
| Invoice 33308 | 10/25/2016 | | | | |
| Cash Payment | E 101-42200-150 Worker s Comp (GENER | | | | -$1.65 |
| Invoice 33308 | 10/25/2016 | | | | |
| Cash Payment | E 609-49750-150 Worker s Comp (GENER | | | | $12.41 |
| Invoice 33308 | 10/25/2016 | | | | |
| Cash Payment | E 101-41400-150 Worker s Comp (GENER | | | | -$81.17 |
| Invoice 33308 | 10/25/2016 | | | | |
| Cash Payment | E 101-41940-150 Worker s Comp (GENER | | | | $257.01 |
| Invoice 33308 | 10/25/2016 | | | | |
| Cash Payment | E 613-45125-150 Worker s Comp (GENER | | | | $369.74 |
| Invoice 33308 | 10/25/2016 | | | | |
| Cash Payment | E 101-45100-150 Worker s Comp (GENER | | | | $391.87 |
| Invoice 33308 | 10/25/2016 | | | | |
| Cash Payment | E 211-45500-150 Worker s Comp (GENER | | | | $253.54 |
| Invoice 33308 | 10/25/2016 | | | | |
| Cash Payment | E 101-41110-150 Worker s Comp (GENER | | | | $0.57 |
| Invoice 33308 | 10/25/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $1,922.20 |
| Refer | 68910 *G&G SEPTIC* | | | | |
| Cash Payment | E 101-45100-418 Portable Toilet Rentals | | | | $396.06 |
| Invoice 12663 | 10/30/2016 | | | | |
| Cash Payment | E 101-45184-418 Portable Toilet Rentals | | | | $137.11 |
| Invoice 12663 | 10/30/2016 | | | | |
| Cash Payment | E 101-45189-418 Portable Toilet Rentals | | | | $2,452.55 |
| Invoice 12663 | 10/30/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $2,985.72 |
| Refer | 68911 *COOK COUNTY HOME CENTER* | | | | |
| Cash Payment | E 101-45100-220 Repair/Maint Supply (GE | | | | $530.87 |
| Invoice 1712 | 10/31/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $530.87 |
| Refer | 68912 *WINE MERCHANTS* | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $1,632.75 |
| Invoice 7105990 | 11/2/2016 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | | | | $50.20 |
| Invoice 7105990 | 11/2/2016 | | | | |
| Cash Payment | E 609-49750-251 Liquor For Resale | | | | $772.00 |
| Invoice 7105989 | 11/2/2016 | | | | |

# CITY OF GRAND MARAIS

## Payments

**Current Period: November 2016**

| | | | | | |
|---|---|---|---|---|---|
| Cash Payment | E 609-49750-333 Freight and Express | | | | $22.59 |
| Invoice 7105989 | 11/2/2016 | | | | |
| Transaction Date | 11/3/2016 | MAIN CHECKING G | 10100 | **Total** | $2,477.54 |
| Refer | 68913 *COMMUNITY DESIGN GROUP* | | | | |
| Cash Payment | E 101-41910-300 Professional Srvs (GEN | | | | $1,881.15 |
| Invoice DL-002 | 9/17/2016 | | | | |
| Transaction Date | 11/4/2016 | MAIN CHECKING G | 10100 | **Total** | $1,881.15 |

### Fund Summary

| | 10100 MAIN CHECKING GMSB |
|---|---|
| 101 GENERAL FUND | $44,922.48 |
| 211 LIBRARY | $2,119.52 |
| 215 LIBRARY RESTRICTED FUND | $3,908.60 |
| 609 MUNICIPAL LIQUOR FUND | $54,978.19 |
| 613 GOLF COURSE | $2,604.32 |
| | $108,533.11 |

| | |
|---|---|
| Pre-Written Checks | $32,738.76 |
| Checks to be Generated by the Computer | $75,794.35 |
| Total | $108,533.11 |

City of Grand Marais

# MEMO

| | |
|---|---|
| TO: | Mayor Arrowsmith Decoux<br>City Council |
| FROM: | Michael J Roth, City Administrator |
| DATE: | November 3, 2016 |
| SUBJECT: | Leveraging Creativity, Cook County Cultural Plan |

---

Members of the Creative Economy Collaborative have requested the opportunity to present their report to the Council. I have distributed a pdf of their executive summary, and will have some copies available at the meeting.

# City of Grand Marais

# MEMO

| | |
|---|---|
| TO: | Mayor Arrowsmith Decoux<br>City Council |
| FROM: | Michael J Roth, City Administrator |
| DATE: | November 3, 2016 |
| SUBJECT: | EDA One Roof Project Funding Request |

---

The City, County, and EDA have signed a letter agreeing to provide a $175,000 match towards the construction of 7 single family homes. I have attached the original request with the project budget for your information. Time is set aside on your agenda to discuss the City's contribution towards the match.

1 ROOF
COMMUNITY HOUSING

July 19, 2016

Grand Marais City Council
City Hall
Grand Marais, MN 55604

To Mayor Arrowsmith-DeCoux and Grand Marais City Council Members,

This letter is to serve as a formal request for financial support for the proposed workforce homeownership project in Grand Marais. Last month, Mary Somnis and I presented information about what got us (City/County EDA and One Roof) to this point from the stand point of citizen input, project identification and prioritization and now implementation. I am happy to report that since we met with you, we have applied for additional financial support for this project from the Minnesota Housing Finance Agency, Greater Minnesota Housing fund and the Federal Home Loan Bank, and we are optimistic that we will be successful. With that said, these are competitive processes and local matching support is a requirement in order to leverage those funds. The required local match shows a commitment to not only the specific project, but in proactively addressing eh housing needs of the greater community.

To summarize the project, we are proposing to construct up to 7 homes on the identified parcel, which we now have an accepted offer on. The total development cost of each of the homes is in the range of $280,000 - $315,000. We will be working over the next several months to refine those costs with builders and other contractors. In order to make the homes affordable to households who earn up to 80% of the AMI (Area Median Income) or up to 115% of the AMI, we must secure some permanent "subsidies" that will stay in the homes and be passed on from one owner to the next, so that the homes are permanently affordable to the local workforce.

The table on the following page lists the total development cost sources and uses of funds, including the anticipated gap sources to make the homes affordable to our desired workforce household income. Many of the gap sources are those we typically apply for an receive for our other project sin the region. In fact, we have already secured the NE MN HOME Consortium and AEOA funds, and have already submitted application for all remaining sources, except for the "local match".

This formal request is for the City Council to fill that local match portion, in this case, up to $25,000 per unit, for a total of $175,000.

1 ROOF
COMMUNITY HOUSING

**SOURCES AND USES**

| | 80% SF CLT Units | 115% SF CLT Units |
|---|---|---|
| Total Development Cost Per Unit | **287,148** | **315,748** |
| Buyer Downpayment | $5,398 | $20,898 |
| Anticipated Borrower Mortgage Amount | $ 140,000 | $ 220,100 |
| Gap Funds Needed | $ 141,750 | $ 74,750 |

| ***Affordability/Value Gap Sources/Unit** | **Amount** | **Amount** |
|---|---|---|
| Greater Minnesota Housing Fund | $ 8,500 | |
| Local Source** | $ 25,000 | $ 25,000 |
| MHFA Bond | | $ |
| MHFA Impact Funds | $ 50,000 | $ 40,000 |
| NeighborWorks Factory Built Housing | $ 10,000 | $ 10,000 |
| NE MN HOME | $ 25,000 | $ |
| One Roof DPA | $ 1,000 | |
| AEOA DPA | $ 7,500 | $ |
| FHLB | $ 15,000 | $ |
| **TOTAL** | $ 142,000 | $ 75,000 |

It is also important to note that our request is for "up to" $175,000 to be allocation from the City. The reason for this caveat is that we fully intend, with the support of the City and EDA staff, to secure other sources of local match that could replace or lessen the amount of funds needed from the City of Grand Marais.

In closing, One Roof and the members of the Workforce Housing Subcommittee are very appreciative of your support for this project and it is our hope that this will be a successful first step in meeting the needs of the workforce in the community when it comes to decent, safe and affordable housing. I will personally be present at the next City Council meeting for additional questions and information.

Sincerely

Cliff Knettel
Deputy Director

# City of Grand Marais

# MEMO

| | |
|---|---|
| TO: | Mayor Arrowsmith Decoux<br>City Council |
| FROM: | Michael J Roth, City Administrator |
| DATE: | November 3, 2016 |
| SUBJECT: | EDA One Roof Project Funding Request |

---

The City, County, and EDA have signed a letter agreeing to provide a $175,000 match towards the construction of 7 single family homes. I have attached the original request with the project budget for your information. Time is set aside on your agenda to discuss the City's contribution towards the match.

# City of Grand Marais

# MEMO

| | |
|---|---|
| TO: | Mayor Arrowsmith Decoux<br>City Council |
| FROM: | Michael J Roth, City Administrator |
| DATE: | November 3, 2016 |
| SUBJECT: | Planning Commission Report |

---

The Planning Commission held two public hearings on Wednesday November 3. The first hearing was to consider Ordinance 2016-04 Nonconformities. There were a few members of the public present and the commission held a lengthy discussion. They tabled their recommendation until December to further study one portion of the proposed ordinance.

The second hearing was to consider Ordinance 2016-03, Opting out of MN 462.3593. No comments were received. The commission recommends by a 5-0 vote adopting the attached ordinance.

**ORDINANCE NO. 2016-03**

**AN ORDINANCE OF THE CITY OF GRAND MARAIS, MINNESOTA, OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES, SECTION 462.3593**

**WHEREAS**, on May 12, 2016, Governor Dayton signed into law the creation and regulation of temporary family health care dwellings, codified at Minn. Stat. § 462.3593, which permit and regulate temporary family health care dwellings;

**WHEREAS**, subdivision 9 of Minn. Stat. §462.3593 allows cities to "opt out" of those regulations;

**THE CITY COUNCIL OF THE CITY OF GRAND MARAIS DOES ORDAIN:**

Section 1. Pursuant to authority granted by Minn. Stat. §462.3593, subdivision 9, the City of Grand Marais opts-out of the requirements of Minn. Stat. §462.3593 which defines and regulates Temporary Family Health Care Dwellings.

Section 2. This ordinance shall take effect upon its publication.

Passed by the City Council of the City of Grand Marais this __th day of _____, 2016.

Attest:

_____

Jay Arrowsmith DeCoux, Mayor

_____

Michael Roth

City Administrator

City of Grand Marais

# MEMO

| | |
|---|---|
| TO: | Mayor Arrowsmith Decoux<br>City Council |
| FROM: | Michael J Roth, City Administrator |
| DATE: | November 3, 2016 |
| SUBJECT: | Public Works Facility Construction Manager Selection |

---

Time is set aside on the agenda to discuss the results of the construction manager interviews and select a construction manager.

# City of Grand Marais

# MEMO

| | |
|---|---|
| TO: | Mayor Arrowsmith Decoux<br>City Council |
| FROM: | Michael J Roth, City Administrator |
| DATE: | November 3, 2016 |
| SUBJECT: | DEED BDPI Hospital Grant Extension |

---

Please approve the attached contract for an extension of the DEED BDPI grant for the Hospital project. The original grant expires at the end of the year. The activities that the hospital is funding with this grant are not completed, so they requested an extension, which was approved by DEED.

# Amendment No. 1 to BDPI-15-0009-O-FY16

| | | | |
|---|---|---|---|
| Contract Start Date: | 7/27/2015 | Total Contract Amount: | $250,000 |
| Original Contract Expiration Date: | 12/31/2016 | Original Contract: | $250,000 |
| Current Contract Expiration Date: | 12/31/2016 | Previous Amendment(s) Total: | $0.00 |
| Requested Contract Expiration Date: | 09/30/2017 | This Amendment: | $0 |

This amendment is by and between the State of Minnesota, through its Commissioner of the Department of Employment and Economic Development ("State") and City of Grand Marais, 15 North Broadway, Grand Marais, MN 55604.

## Recitals

1. The State has a contract with the Grantee identified as BDPI-15-0009-O-FY16 ("Original Contract") to provide assistance with owner occupied housing rehabilitation and wastewater treatment facility.
2. The State is extending the contract end date.
3. The State and the Grantee are willing to amend the Original Contract as stated below.

## Contract Amendment

In this Amendment deleted contract terms will be **struck out** and the added or revised contract terms will be underlined

**REVISION 1.** Section 1.01 "Expiration Date" is amended as follows:

***1.2 Expiration date:*** ~~December 31, 2016~~ September 30, 2017, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.*

Signed: DARRYL SCARBOROUGH

Date: 11/1/2016 Title:

SWIFT Contract/PO No(s).3-159218

SC100638 PO3000222952 PR24299

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

**3. STATE AGENCY**

*Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.*

By: _____

*(with delegated authority)*

Title: _____

Date: _____

Walker, Giroux Hahne

**CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS**

P.O. Box 960 • 225 1st Street North, Suite 2400, Virginia, Minnesota 55792
218-749-4880 • FAX 218-749-8528

October 19, 2016

To the City Council and Management
City of Grand Marais, Minnesota
Attn: Kim Dunsmoor
P. O. Box 600
Grand Marais, MN 55604-0600

We are pleased to confirm our understanding of the services we are to provide City of Grand Marais, Minnesota for the years ended December 31, 2016 and 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Grand Marais, Minnesota as of and for the years ended December 31, 2016 and 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) such as management's discussion and analysis (MD&A), to supplement City of Grand Marais, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Grand Marais, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Schedule of revenues, expenditures and changes in fund balances – budget to actual.
3. Schedules of City's proportionate share of net pension liability and City's contribution for defined benefit pension plans.
4. Schedule of changes in net pension liability/asset.
5. Schedule of City contributions.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Grand Marais, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

1. Combining and individual fund financial statements.

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing* Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Grand Marais, Minnesota and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Grand Marais, Minnesota's financial statements. Our report will be addressed to the City Council and Management of the City of Grand Marais, Minnesota. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing* Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Grand Marais, Minnesota is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and

*Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing* Standards.

An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedure – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Grand Marais, Minnesota's compliance with the provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Other Services**

We will assist in preparing the financial statements and related notes of the City of Grand Marais, Minnesota in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information into a working trial balance based on management's chart of accounts. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, related notes, and

trial balance preparation services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You re also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tacking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objective discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to using the auditor's report, you understand that you must obtain prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes, our preparation of the trial balance, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them and any other nonaudit services we provide. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Grand Marais, Minnesota; however, management is responsible for distribution of the reports and the financial statement. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Walker, Giroux and Hahne, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a governmental agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Walker, Giroux and Hahne, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the governmental agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 31st and to issue our reports no later than June 30th of each year. William Paulson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.), as detailed below. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

| | 2015 | 2016 |
|---|---|---|
| Audit fee | $28,200 | $28,500 |
| Out-of-pocket expenses | 2,100 | 2,100 |
| Total | $30,300 | $30,600 |
| Single audit, if applicable | $ 3,000 | $ 3,000 |

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2015 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Grand Marais, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original of this letter and return it to us. A copy if enclosed for your records.

Very truly yours,

WALKER, GIROUX & HAHNE, LLC

William Paulson
Certified Public Accountant

**RESPONSE:**

This letter correctly sets forth the understanding of City of Grand Marais, Minnesota.

| | |
|---|---|
| Management signature | Governance signature |
| Title | Title |
| Date | Date |

ABDO
EICK &
MEYERS LLP
*Certified Public Accountants & Consultants*

October 16, 2015

**System Review Report**

To the Members of Walker, Giroux. & Hahne LLC
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Walker, Giroux. & Hahne LLC (the Firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsumnary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Walker, Giroux. & Hahne LLC in effect for the year ended June 30, 2015 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Walker, Giroux. & Hahne LLC has received a peer review rating of pass.

Abdo, Eick & Meyers, LLP

ABDO EICK & MEYERS, LLP
*Certified Public Accountants & Consultants*

00 Warren Street, Suite 600
'O Box 3166
Mankato, MN 56002-3166
07 625 2727

# Approved Minutes-Park and Recreation Board
## Tuesday, October 4th, 2016

**Members Present:** Sally Berg, Kaye Tavernier, Barb Backlund, Jennifer Stoltz and Dave Mills arrived at 5pm.
**Members Absent:** None
**Staff Present:** Dave Tersteeg, Samantha Wallner and Mike Kunshier

**Call to Order**
Berg called the meeting to order at 4:46pm

**Additions / Approval to Agenda and September minutes:**
A motion was made by Tavernier to approve the agenda, 2nd by Backlund. All ayes, motion approved. A motion was made by Tavernier to approve the September minutes, second by Backlund. All ayes, motion passed.

**Guests:**
Brian Larsen

**Golf Report:**
Kunshier discussed his recommendations for 2017 rates with the board. Proposed daily rates would remain the same as 2016 and would be comparable to other municipal courses in the area. Annual rates would raise $10 across the board on all forms of memberships. A motion was made by Backlund to approve the 2017 rates as presented, second by Tavernier. Brief discussion on the differences in annual memberships. All ayes, motion passed. Kunshier reported 2017 YTD revenue is $121,448; up 1.5% from 2015's - $119,653 total. The rainy weather didn't help the course in September. Daily green fees are down for the year 6.5%. Membership revenues remain the same as reported last month. The irrigation system was blown out today and aerating the course is being done now as well. Tuesday October, 11th will be the last day for seasonal help. Kunshier reported it has been a little tough without Rob Staples this year. Mills brought up the discussion on disc golf and how it would fit with the current course. Kunshier has a lot of concerns and doesn't feel it would be a good fit nor would it co-exist well with a golf course. Berg and Stoltz are familiar with disc golf and agreed it would not be compatible with "real" golf. The board reached the consensus that most disc golf courses are in public parks, are usually free, and offer natural terrain for barriers and obstacles. It was suggested that the group wishing to establish a disc golf course near town look into the Nature Boy Area above the school and/or Sawtooth Bluffs.

**2017 Campground and Marina Rates:**
Tersteeg presented a memo to the board for discussion of 2017 recreation area rates. Marginal and strategic rate adjustments were discussed. Consensus favored modest/marginal increases. The board also discussed monthly and daily rates and the effects of last season's adjustments. End of year numbers will be reviewed at the November meeting and work will continue on setting the rates for 2017.

**Camper/Boater Issues and Concerns:**
None

**City Council Report:**
Mills briefed the board on recent council discussions re: the 2017 levy, video recording of public meetings and the comprehensive plan's upcoming visioning process. Board members discussed video recording of park board meetings. All agreed it would be fine, but several members thought the money could be better spent on other city needs.

# Upcoming Meeting Schedule

Updated November 4, 2016

NOVEMBER

| Date/Time | Meeting | Location |
|---|---|---|
| Wednesday, November 9, 6:30 p.m. | City Council Meeting | Council Chambers |
| Wednesday, November 30, 6:30 p.m. | City Council Meeting | Council Chambers |

DECEMBER

| Date/Time | Meeting | Location |
|---|---|---|
| Wednesday, December 14, 6:30 p.m. | City Council Meeting | Council Chambers |
| Wednesday, December 28, 6:30 p.m. | City Council Meeting | Council Chambers |