AGENDA
CITY COUNCIL MEETING
September 14, 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 Planning Commission Report
-Spry Surbaugh Rezone Request

F. 6:55 Liquor License Renewals

G. 7:05 2016 Budget Draft
Resolution 2016-18 2017 Preliminary Levy

H. 7:20 Construction Manager RFP

I. 7:25 Other items as necessary

J. 7:35 Council & Staff Reports

K. Attached correspondence:

1. Other Meeting Minutes
2. Upcoming Meeting Schedule

L. 7:50 Adjourn

CITY OF GRAND MARAIS
MINUTES
August 31, 2016

Mayor Arrowsmith-DeCoux called the meeting to order at 6:30 p.m.
Members present: Tim Kennedy, Tracy Benson, Dave Mills and Jay Arrowsmith-DeCoux
Members absent: 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 Kennedy to approve the Agenda, August 10, 2016, Minutes with correction, Payment of Bills, and MMUA Safety Management Contract Renewal. Approved unanimously.

Mayor Arrowsmith-DeCoux will make a proclamation for the International Day of Peace.

Donn Eliasen made an offer to purchase two log buildings at the former Tomteboda Motel for the sum of $1 each. Buildings and contents to be removed with the exception of stone fireplaces and any in ground concrete, leaving a clean site. Work to be completed within 90 days from approval.

Motion by Mills, seconded by Benson to approve the sale of two log buildings for $1 each as described in Donn Eliasen's proposal. Approved unanimously.

The last cabin offer for purchase from Sue Hakes and John Gorski has been withdrawn because they could not find a contractor to move the building.

Council reviewed the draft RFP for construction management services. Council made modifications to the draft RFP to include: Construction Management accept bid decisions made by the council, due date for RFP 10/6, select RFP's 10/12, interviews 10/18, and consider sustainable/renewable energy options in the Public Works Facility.

Council discussed the new Assistant Library Director position and points of 162 as recommended by the personnel committee. The points would place this position at a starting wage of $19.91 and a base wage of $22.12/hr.

Motion by Kennedy, seconded by Benson to approve the Assistant Library Director position points at 162 as recommended by the personnel committee. Approved unanimously.

Council discussed the budget. The current budget requests of the department heads in the general fund are based on not changing any services currently provided by the city. The current preliminary levy calculation is at 5.5%. The council will discuss the recreation budget with Tersteeg and finalize the preliminary budget at the September 14th meeting.

City Administrator Roth and Mayor Arrowsmith-DeCoux will attend a Planning Conference in September.

Councilor Kennedy's Report:

1) Moving Matters will be sending Kennedy to a Conference in September.

Councilor Benson's Report:

1) The EDA Housing Meeting on September 19th will be at North House Folk School.
2) Would like to celebrate the water department award and provide more education about water usage and things that should not be flushed down the drain. Kennedy will bring this idea to the PUC Commission.
3) Would like to see the website have hot topics and projects in the City of Grand Marais.

Mayor Arrowsmith-DeCoux's Report:

1) Attended a North House Folk School meeting: student participation is up, received a $500,000 grant from the Cargil Foundation and they are considering an international internship program. Traffic at the Yellow House has been great, they are ramping up for UnPlugged and are planning for their 20th Anniversary.
2) The Library Board hosted a Pokemon Go Event with 20 participants and 150 people live streaming the event.
3) Library Friends book sale raised $17,000. 30 children turned in coupons for 8 free books.
4) Gutters were installed over the library staff entrance and the rain garden is completed.
5) A child fell on the bike trail citing a small hole in the pavement.
6) Received about a dozen noise complaints from downtown music, loud pickups and idling semi-trucks.
7) City Administrator and Mayor met with Visit Cook County to discuss sewer backup problems. The DQ and Visit Cook County will work together to replace their lines to the main next Spring.
8) The Comprehensive Plan Steering Committee met. All nine people said yes to serving on the committee. Discussion included why we are here, expectations, tasks, draft engagement process. There will be another meeting in two weeks to provide more education on their roles and duties of a steering committee. At the next meeting they will review the survey. The Comprehensive Plan activities will be publicized online, in the paper and other kick-off communications.

There being no further business, the meeting adjourned at 7:49 p.m.

CITY OF GRAND MARAIS

Payments

City of Grand Marais

Current Period: September 2016

Batch Name	090216 CPAP Payments	User Dollar Amt	$61,992.97
		Computer Dollar Amt	$61,992.97
			$0.00 **In Balance**

Refer	68279 *PERA*	Ck# 003506E 9/1/2016			
Cash Payment	G 101-21704 PERA				$4,774.75
Invoice 18 cpyr 16	9/2/2016				
Transaction Date	8/29/2016	MAIN CHECKING G	10100	**Total**	$4,774.75
Refer	68280 *MN DEPT OF REVENUE-EFTPS*	Ck# 003507E 9/1/2016			
Cash Payment	G 101-21702 State Withholding				$1,862.41
Invoice 18 CPYR 16	9/2/2016				
Transaction Date	8/29/2016	MAIN CHECKING G	10100	**Total**	$1,862.41
Refer	68281 *DEPT OT THE TREASURY IRS*	Ck# 003508E 9/1/2016			
Cash Payment	G 101-21703 FICA Tax Withholding				$5,433.46
Invoice 18 CPYR 16	9/2/2016				
Cash Payment	G 101-21717 Medicare				$1,276.08
Invoice 18 CPYR 16	9/2/2016				
Cash Payment	G 101-21701 Federal Withholding				$3,878.77
Invoice 18 CPYR 16	9/2/2016				
Transaction Date	8/29/2016	MAIN CHECKING G	10100	**Total**	$10,588.31
Refer	68282 *MN CHILD SUPPORT PAYMENTCE*	Ck# 003509E 9/2/2016			
Cash Payment	G 101-21718 Garnishment				$76.96
Invoice 0829160160	9/2/2016				
Transaction Date	8/29/2016	MAIN CHECKING G	10100	**Total**	$76.96
Refer	68283 *EMPOWER*	Ck# 003510E 9/1/2016			
Cash Payment	G 101-21720 MN State Retirement DeferC				$445.00
Invoice 634773553	9/2/2016				
Transaction Date	8/29/2016	MAIN CHECKING G	10100	**Total**	$445.00
Refer	68284 *MINNESOTA LIFE*	-			
Cash Payment	G 101-21716 MN Mutual Life				$172.25
Invoice 28722	8/22/2016				
Transaction Date	8/29/2016	MAIN CHECKING G	10100	**Total**	$172.25
Refer	68285 *NCPERS GROUP LIFE INS.*	-			
Cash Payment	G 101-21710 NCPERS-Pera				$16.00
Invoice 4936916	8/23/2016				
Transaction Date	8/29/2016	MAIN CHECKING G	10100	**Total**	$16.00
Refer	68286 *MII LIFE - VEBA*	-			
Cash Payment	G 101-21706 Health Insurance				$533.36
Invoice AUG 2016	8/31/2016				
Transaction Date	8/29/2016	MAIN CHECKING G	10100	**Total**	$533.36
Refer	68287 *AFSCME*	-			
Cash Payment	G 101-21712 AFSME Union Dues				$964.19
Invoice Aug 2016	8/31/2016				
Cash Payment	G 101-21711 AFSCME PEOPLE Dues				$32.00
Invoice Aug 2016	8/31/2016				
Transaction Date	8/29/2016	MAIN CHECKING G	10100	**Total**	$996.19

CITY OF GRAND MARAIS

Payments

City of Grand Marais

Current Period: September 2016

Refer	68288 *MII LIFE-FLEX*	Ck# 003511E 9/1/2016			
Cash Payment	G 101-21713 Flex Plan Spending				$10.24
Invoice 38262750	8/30/2016				
Transaction Date	8/30/2016	MAIN CHECKING G	10100	**Total**	$10.24
Refer	68310 *ARROWHEAD COOPERATIVE*	-			
Cash Payment	E 101-41400-321 Telephone				$298.85
Invoice 985	9/1/2016				
Cash Payment	E 609-49750-321 Telephone				$45.67
Invoice 985	9/1/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$344.52
Refer	68311 *ARTISAN BEER COMPANY*	-			
Cash Payment	E 609-49750-252 Beer For Resale				$228.95
Invoice 3123119	8/31/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$228.95
Refer	68312 *PHILLIPS WINE & SPIRITS*	-			
Cash Payment	E 609-49750-251 Liquor For Resale				$4,049.83
Invoice 2034149	8/31/2016				
Cash Payment	E 609-49750-333 Freight and Express				$133.64
Invoice 2034149	8/31/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$4,183.47
Refer	68313 *JOHNSON BROTHER LIQUOR*	-			
Cash Payment	E 609-49750-251 Liquor For Resale				$5,231.41
Invoice 5528194	8/31/2016				
Cash Payment	E 609-49750-333 Freight and Express				$203.72
Invoice 5528194	8/31/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$5,435.13
Refer	68314 *BERNICKS*	-			
Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa				$83.50
Invoice 526289	9/1/2016				
Cash Payment	E 609-49750-252 Beer For Resale				$7,534.65
Invoice 526290	9/1/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$7,618.15
Refer	68315 *VOYAGEUR BREWING COMPANY*	-			
Cash Payment	E 609-49750-252 Beer For Resale				$780.00
Invoice 16-35-03	8/30/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$780.00
Refer	68316 *BREAKTHRU BEVERAGE*	-			
Cash Payment	E 609-49750-251 Liquor For Resale				$5,951.74
Invoice 1080519546	8/30/2016				
Cash Payment	E 609-49750-333 Freight and Express				$95.59
Invoice 1080519546	8/30/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$6,047.33
Refer	68317 *SUPERIOR BEVERAGES LLP*	-			
Cash Payment	E 609-49750-252 Beer For Resale				$3,974.85
Invoice 765612	8/31/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$3,974.85

CITY OF GRAND MARAIS

Payments

Current Period: September 2016

Refer	68318 *ROHLFING INC.*	-			
Cash Payment	E 609-49750-252 Beer For Resale				$5,821.55
Invoice 431342	8/31/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$5,821.55
Refer	68319 *SOUTHERN GLAZER S OF MN*	-			
Cash Payment	E 609-49750-251 Liquor For Resale				$3,553.92
Invoice 1447726	8/31/2016				
Cash Payment	E 609-49750-333 Freight and Express				$100.45
Invoice 1447726	8/31/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$3,654.37
Refer	68320 *PAUSTIS WINE COMPANY*	-			
Cash Payment	E 609-49750-251 Liquor For Resale				$398.00
Invoice 8560339-IN	8/30/2016				
Cash Payment	E 609-49750-333 Freight and Express				$10.00
Invoice 8560339-IN	8/30/2016				
Cash Payment	E 609-49750-251 Liquor For Resale				$2,187.01
Invoice 8560335-IN	8/30/2016				
Cash Payment	E 609-49750-333 Freight and Express				$160.00
Invoice 8560335-IN	8/30/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$2,755.01
Refer	68321 *BELLBOY CORPORATION - LIQUO*	-			
Cash Payment	E 609-49750-251 Liquor For Resale				$394.00
Invoice 55186000	8/31/2016				
Cash Payment	E 609-49750-333 Freight and Express				$13.89
Invoice 55186000	8/31/2016				
Cash Payment	E 609-49750-259 Other For Resale				$30.00
Invoice 94541800	8/31/2016				
Cash Payment	E 609-49750-333 Freight and Express				$2.00
Invoice 94541800	8/31/2016				
Transaction Date	9/1/2016	MAIN CHECKING G	10100	**Total**	$439.89
Refer	68322 *FLEET ONE LLC*	-			
Cash Payment	E 101-45100-212 Motor Fuels				$314.59
Invoice 4452890060	8/31/2016				
Cash Payment	E 101-42200-212 Motor Fuels				$62.94
Invoice 453160060	8/31/2016				
Cash Payment	E 101-45100-212 Motor Fuels				$1.86
Invoice 4452920060	8/31/2016				
Cash Payment	E 101-43100-212 Motor Fuels				$292.71
Invoice 4452910060	8/31/2016				
Cash Payment	E 613-45125-212 Motor Fuels				$562.18
Invoice 4453130060	8/31/2016				
Transaction Date	9/2/2016	MAIN CHECKING G	10100	**Total**	$1,234.28

CITY OF GRAND MARAIS

Payments

Current Period: September 2016

Fund Summary

	10100 MAIN CHECKING GMSB
101 GENERAL FUND	$20,446.42
609 MUNICIPAL LIQUOR FUND	$40,984.37
613 GOLF COURSE	$562.18
	$61,992.97

Pre-Written Checks	$17,757.67
Checks to be Generated by the Computer	$44,235.30
Total	$61,992.97

CITY OF GRAND MARAIS

Payments

Current Period: September 2016

Batch Name	9152016AP	User Dollar Amt	$159,624.21	
	Payments	Computer Dollar Amt	$159,624.21	
			$0.00	**In Balance**

Refer	68332 *THOMPSON PERFORMANCE*				
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE				$5.78
Invoice 22260	8/9/2016				
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE				$18.75
Invoice 22320	9/2/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$24.53
Refer	68333 *NORTH SHORE WASTE*				
Cash Payment	E 101-41940-384 Refuse/Garbage Disposa				$78.39
Invoice 54229	8/31/2016				
Cash Payment	E 101-43100-384 Refuse/Garbage Disposa				$526.50
Invoice 54235	8/31/2016				
Cash Payment	E 101-45100-384 Refuse/Garbage Disposa				$1,438.00
Invoice 54239	8/31/2016				
Cash Payment	E 101-45184-384 Refuse/Garbage Disposa				$200.00
Invoice 54239	8/31/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$2,242.89
Refer	68334 *GRAND MARAIS AUTO PARTS, INC*				
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE				$40.65
Invoice 3125	8/23/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$40.65
Refer	68335 *PUBLIC UTILITIES COMMISSION1*				
Cash Payment	E 101-41940-380 Utility Services (GENER				$1,823.72
Invoice AUGUST 2016	9/6/2016				
Cash Payment	E 101-43100-380 Utility Services (GENER				$27.48
Invoice AUGUST 2016	9/6/2016				
Cash Payment	E 101-45100-380 Utility Services (GENER				$18,100.09
Invoice AUGUST 2016	9/6/2016				
Cash Payment	E 101-43100-381 Street Light Utilities				$1,994.47
Invoice AUGUST 2016	9/6/2016				
Cash Payment	E 101-42700-380 Utility Services (GENER				$27.48
Invoice AUGUST 2016	9/6/2016				
Cash Payment	E 101-42200-382 Fire Hydrant Utilities				$1,103.70
Invoice AUGUST 2016	9/6/2016				
Cash Payment	E 211-45500-380 Utility Services (GENER				$870.86
Invoice AUGUST 2016	9/6/2016				
Cash Payment	E 101-45184-380 Utility Services (GENER				$354.04
Invoice AUGUST 2016	9/6/2016				
Cash Payment	E 101-42200-380 Utility Services (GENER				$79.56
Invoice AUGUST 2016	9/6/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$24,381.40
Refer	68336 *FIRE & INDUSTRIAL SALES, INC.*				
Cash Payment	E 101-41940-220 Repair/Maint Supply (GE				$142.13
Invoice 100120	8/18/2016				

Cash Payment	E 101-43100-220 Repair/Maint Supply (GE				$168.05
Invoice 100120	8/18/2016				
Cash Payment	E 101-42700-221 Equipment Parts/Builing				$40.89
Invoice 100120	8/18/2016				
Cash Payment	E 609-49750-310 Service Agreements				$31.39
Invoice 100120	8/18/2016				
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE				$216.99
Invoice 100120	8/18/2016				
Cash Payment	E 101-45184-220 Repair/Maint Supply (GE				$151.79
Invoice 100120	8/18/2016				
Cash Payment	E 101-42200-220 Repair/Maint Supply (GE				$271.19
Invoice 100120	8/18/2016				
Cash Payment	E 613-45125-211 Operating Supplies				$43.53
Invoice 100120	8/18/2016				
Cash Payment	E 211-45500-310 Service Agreements				$114.67
Invoice 100120	8/18/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$1,180.63
Refer	68337 *COOK COUNTY LAW ENFORCEME*				
Cash Payment	E 101-42100-317 Contracted Services				$11,666.67
Invoice 231	9/6/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$11,666.67
Refer	68338 *US POSTMASTER*				
Cash Payment	E 101-41400-322 Postage				$110.00
Invoice CITY HALL BOX	9/6/2016				
Cash Payment	E 101-45100-210 Operating Supplies (GE				$110.00
Invoice PARK PO BOX	9/6/2016				
Cash Payment	E 609-49750-433 Dues and Subscriptions				$48.00
Invoice LS PO BOX	9/6/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$268.00
Refer	68339 *TWIN PORTS PAPER & SUPPLY IN*				
Cash Payment	E 609-49750-210 Operating Supplies (GE				$125.60
Invoice 304775	8/30/2016				
Cash Payment	E 101-45100-210 Operating Supplies (GE				$113.92
Invoice 301764	8/30/2016				
Cash Payment	E 101-45100-210 Operating Supplies (GE				$781.84
Invoice 304428	8/30/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$1,021.36
Refer	68340 *COOK COUNTY VISITORS BUREA*				
Cash Payment	E 609-49750-340 Advertising				$250.00
Invoice 3697	8/18/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$250.00
Refer	68341 *ARCTIC GLACIER INC.*				
Cash Payment	E 609-49750-259 Other For Resale				$158.60
Invoice M275175136	8/29/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$158.60
Refer	68342 *ISAK HANSEN INC.*				

Cash Payment	E 613-45125-211 Operating Supplies				$3.00
Invoice 1533	8/1/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$3.00
Refer	68343 *BLUE CROSS/BLUE SHIELD OF M*				
Cash Payment	G 101-21706 Health Insurance				$13,879.50
Invoice CI926-VO 8	8/29/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$13,879.50
Refer	68344 *COOK COUNTY AUDITOR-TREASU*				
Cash Payment	G 101-20800 Taxes Due (State MN)				$6,253.39
Invoice 8030105	9/6/2016				
Transaction Date	9/6/2016	MAIN CHECKING G	10100	**Total**	$6,253.39
Refer	68352 *NORTHERN WILDS*				
Cash Payment	E 101-45100-340 Advertising				$153.00
Invoice 17437	9/1/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$153.00
Refer	68353 *CARLSON REFRIGERATION*				
Cash Payment	E 101-45100-250 Merchandise Resale (GE				$408.00
Invoice AUGUST 2016	8/31/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$408.00
Refer	68354 *NORTH SHORE OIL AND PROPAN*				
Cash Payment	E 101-45184-215 Marina Fuel for Resale				$839.70
Invoice B2647	8/24/2016				
Cash Payment	E 101-45184-215 Marina Fuel for Resale				$6,054.24
Invoice B2654	8/25/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$6,893.94
Refer	68355 *NORDIC ELECTRIC*				
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE				$193.13
Invoice 15103	8/23/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$193.13
Refer	68356 *SMALL ENGINE SALES & SERVICE*				
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE				$63.30
Invoice 9337	8/9/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$63.30
Refer	68357 *G&G SEPTIC*				
Cash Payment	E 101-45100-418 Portable Toilet Rentals				$457.08
Invoice 12283	9/1/2016				
Cash Payment	E 101-45184-418 Portable Toilet Rentals				$177.76
Invoice 12283	9/1/2016				
Cash Payment	E 101-45189-418 Portable Toilet Rentals				$3,555.08
Invoice 12283	9/1/2016				
Cash Payment	E 101-43100-418 Portable Toilet Rentals				$48.25
Invoice 12214	8/31/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$4,238.17
Refer	68358 *COOK COUNTY HOME CENTER*				
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE				$161.09
Invoice 1712	8/31/2016				

CITY OF GRAND MARAIS

Payments

City of Grand Marais

Current Period: September 2016

Cash Payment	E 101-41940-220 Repair/Maint Supply (GE				$24.34
Invoice 1848	8/31/2016				
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE				$113.50
Invoice 3125	8/31/2016				
Cash Payment	E 101-41940-220 Repair/Maint Supply (GE				$10.98
Invoice 3125	8/31/2016				
Cash Payment	E 211-45500-200 Office Supplies (GENER				$4.98
Invoice 1140	8/31/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$314.89
Refer	68359 *FLEET ONE LLC*				
Cash Payment	E 101-43100-212 Motor Fuels				$6.51
Invoice 4452920060	8/31/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$6.51
Refer	68360 *PDO REPAIR*				
Cash Payment	E 101-42200-221 Equipment Parts/Builing				$939.49
Invoice 576	8/29/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$939.49
Refer	68361 *ARROWHEAD EMS ASSOCIATION*				
Cash Payment	E 101-42200-433 Dues and Subscriptions				$90.00
Invoice 0757	8/19/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$90.00
Refer	68362 *BUCK S HARDWARE HANK*				
Cash Payment	E 101-42200-220 Repair/Maint Supply (GE				$34.34
Invoice 9088	8/31/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$34.34
Refer	68363 *WTIP*				
Cash Payment	E 609-49750-433 Dues and Subscriptions				$1,000.00
Invoice 1351	9/7/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$1,000.00
Refer	68364 *TOTAL REGISTER*				
Cash Payment	E 609-49750-310 Service Agreements				$240.00
Invoice 54591	8/24/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$240.00
Refer	68365 *NORTH SHORE WINERY*				
Cash Payment	E 609-49750-251 Liquor For Resale				$516.00
Invoice 0826201603	8/26/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$516.00
Refer	68366 *ROHLFING INC.*				
Cash Payment	E 609-49750-252 Beer For Resale				$9,043.90
Invoice 431667	9/7/2016				
Cash Payment	E 613-45125-252 Beer For Resale				$110.40
Invoice 431358	8/31/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$9,154.30
Refer	68367 *COCA-COLA REFRESHMENTS*				
Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa				$135.54
Invoice 1780679	9/7/2016				

CITY OF GRAND MARAIS

Payments

Current Period: September 2016

Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$135.54
Refer	68368 *SOUTHERN GLAZER S OF MN*				
Cash Payment	E 609-49750-251 Liquor For Resale				$2,806.65
Invoice 1450105	9/7/2016				
Cash Payment	E 609-49750-333 Freight and Express				$59.62
Invoice 1450105	9/7/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$2,866.27
Refer	68369 *SUPERIOR BEVERAGES LLP*				
Cash Payment	E 609-49750-252 Beer For Resale				$3,397.05
Invoice 766050	9/7/2016				
Cash Payment	E 613-45125-252 Beer For Resale				$91.00
Invoice 765622	8/31/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$3,488.05
Refer	68370 *THE AMERICAN BOTTLING COMP*				
Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa				$136.15
Invoice 7379449812	9/6/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$136.15
Refer	68371 *VOYAGEUR BREWING COMPANY*				
Cash Payment	E 609-49750-252 Beer For Resale				$1,140.00
Invoice 16-36-03	9/6/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$1,140.00
Refer	68372 *AMERIPRIDE LINEN AND APPARE*				
Cash Payment	E 101-41940-210 Operating Supplies (GE				$129.52
Invoice 3500959349	9/5/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$129.52
Refer	68373 *CLEVELAND GOLF*				
Cash Payment	E 613-45125-254 Golf Supplies For Resale				$370.92
Invoice 7372979 SO	8/29/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$370.92
Refer	68374 *TESSMAN SEED COMPANY*				
Cash Payment	E 613-45125-211 Operating Supplies				$188.90
Invoice S240092-IN	8/22/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$188.90
Refer	68375 *COOK COUNTY NEWS HERALD*				
Cash Payment	E 101-41400-350 Publishing				$455.00
Invoice 6550	8/27/2016				
Cash Payment	E 101-41400-350 Publishing				$621.25
Invoice 6544	8/20/2016				
Cash Payment	E 101-41400-350 Publishing				$48.13
Invoice 6541	8/20/2016				
Cash Payment	E 101-41400-350 Publishing				$35.00
Invoice 6527	8/6/2016				
Cash Payment	E 101-45100-250 Merchandise Resale (GE				$92.95
Invoice VENDOR PAPE	8/31/2016				
Transaction Date	9/8/2016	MAIN CHECKING G	10100	**Total**	$1,252.33
Refer	68376 *ARROWHEAD COOPERATIVE*				

Cash Payment	E 211-45500-321 Telephone				$75.53
Invoice 2199	9/1/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$75.53
Refer	68377 *CDW GOVERNMENT, INC.*				
Cash Payment	E 215-45500-449 Automation				$4,724.30
Invoice FFP1703	9/1/2016				
Cash Payment	E 215-45500-449 Automation				$3,551.70
Invoice FBL4763	8/18/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$8,276.00
Refer	68378 *HARSIN, STEVE*				
Cash Payment	E 211-45500-330 Transportation/School				$11.00
Invoice MT IRON	9/7/2016				
Cash Payment	E 215-45500-449 Automation				$25.00
Invoice MT IRON	9/7/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$36.00
Refer	68379 *MADER, PATRICK*				
Cash Payment	E 211-45500-435 Books, Periodicals				$39.95
Invoice MN GOLD	9/9/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$39.95
Refer	68380 *BAKER & TAYLOR*				
Cash Payment	E 211-45500-435 Books, Periodicals				$127.07
Invoice 2032245365	8/23/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$127.07
Refer	68381 *COOK COUNTY AUDITOR-TREASU*				
Cash Payment	E 211-45500-435 Books, Periodicals				$20.00
Invoice PLAT BOOKS	9/9/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$20.00
Refer	68382 *DULUTH NEWS TRIBUNE*				
Cash Payment	E 211-45500-435 Books, Periodicals				$114.40
Invoice 178103713	9/9/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$114.40
Refer	68383 *MCI MEGA PREFERRED*				
Cash Payment	E 211-45500-321 Telephone				$61.69
Invoice 8678993875	8/13/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$61.69
Refer	68384 *ARROWHEAD LIBRARY SYSTEM*				
Cash Payment	E 211-45500-310 Service Agreements				$75.00
Invoice 13892	7/31/2016				
Cash Payment	E 211-45500-200 Office Supplies (GENER				$7.10
Invoice 13892	7/31/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$82.10
Refer	68385 *WONDERWEAVERS - STORYTELL*				
Cash Payment	E 211-45500-310 Service Agreements				$425.00
Invoice 2016-207	6/20/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$425.00

Refer 68386 *BUCK S HARDWARE HANK*

Cash Payment	E 211-45500-200 Office Supplies (GENER			$3.49
Invoice 1140	8/31/2016			
Cash Payment	E 101-45100-220 Repair/Maint Supply (GE			$442.86
Invoice 1712	8/31/2016			
Transaction Date	9/9/2016	MAIN CHECKING G 10100	**Total**	$446.35

Refer 68387 *MUTT MITT*

Cash Payment	E 101-45100-210 Operating Supplies (GE			$514.75
Invoice 119100	9/7/2016			
Cash Payment	E 101-45189-210 Operating Supplies (GE			$514.75
Invoice 119100	9/7/2016			
Transaction Date	9/9/2016	MAIN CHECKING G 10100	**Total**	$1,029.50

Refer 68388 *QUILL CORPORATION*

Cash Payment	E 101-45100-200 Office Supplies (GENER			$6.40
Invoice 8641338	8/26/2016			
Cash Payment	E 101-45100-200 Office Supplies (GENER			$48.40
Invoice 8663803	8/26/2016			
Transaction Date	9/9/2016	MAIN CHECKING G 10100	**Total**	$54.80

Refer 68389 *MN DEPT OF REVENUE-EFTPS* Ck# 003522E 9/9/2016

Cash Payment	G 101-20800 Taxes Due (State MN)			$13,018.00
Invoice AUGUST SALES	9/9/2016			
Cash Payment	G 609-20800 Taxes Due (State MN)			$29,251.00
Invoice AUGUST SALES	9/9/2016			
Cash Payment	G 613-20800 Taxes Due (State MN)			$2,041.00
Invoice AUGUST SALES	9/9/2016			
Cash Payment	G 211-20800 Taxes Due (State MN)			$48.00
Invoice AUGUST SALES	9/9/2016			
Transaction Date	9/9/2016	MAIN CHECKING G 10100	**Total**	$44,358.00

Refer 68390 *ARCTIC GLACIER INC.*

Cash Payment	E 609-49750-259 Other For Resale			$277.80
Invoice 2047624901	9/5/2016			
Transaction Date	9/9/2016	MAIN CHECKING G 10100	**Total**	$277.80

Refer 68391 *BERNICKS*

Cash Payment	E 609-49750-260 Soft Drinks/Mix For Resa			$57.50
Invoice 527293	9/8/2016			
Cash Payment	E 609-49750-252 Beer For Resale			$5,792.15
Invoice 527294	9/8/2016			
Transaction Date	9/9/2016	MAIN CHECKING G 10100	**Total**	$5,849.65

Refer 68392 *JOHNSON S FOODS*

Cash Payment	E 101-41400-200 Office Supplies (GENER			$20.18
Invoice 3871848	9/9/2016			
Cash Payment	E 613-45125-255 Food For Resale			$9.19
Invoice 3871848	9/9/2016			
Cash Payment	E 613-45125-211 Operating Supplies			$7.76
Invoice 3871848	9/9/2016			
Transaction Date	9/9/2016	MAIN CHECKING G 10100	**Total**	$37.13

Refer 68393 *FLAHERTY & HOOD, P.A.*

CITY OF GRAND MARAIS

Payments

Current Period: September 2016

Cash Payment	E 101-41610-304 Attorney(Civil)				$660.00
Invoice 9187	8/1/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$660.00

Refer 68394 *COMMUNITY DESIGN GROUP*

Cash Payment	E 101-41910-300 Professional Srvs (GEN				$2,329.87
Invoice DL-001	8/15/2016				
Transaction Date	9/9/2016	MAIN CHECKING G	10100	**Total**	$2,329.87

Fund Summary

	10100 MAIN CHECKING GMSB
101 GENERAL FUND	$91,991.82
211 LIBRARY	$1,998.74
215 LIBRARY RESTRICTED FUND	$8,301.00
609 MUNICIPAL LIQUOR FUND	$54,466.95
613 GOLF COURSE	$2,865.70
	$159,624.21

Pre-Written Checks	$44,358.00
Checks to be Generated by the Computer	$115,266.21
Total	$159,624.21

City of Grand Marais

MEMO

TO: Mayor Arrowsmith-Decoux
City Council Members
DATE: September 8, 2016
SUBJECT: Spry/Surbaugh Rezoning Request

Request: Robert Spry (owner) and Steve Surbaugh (one of two buyers) are requesting a zoning map amendment to rezone their property from R-1 permanent residential to MU commercial residential mixed use. Please see the attached application for more information.

Location of Property: Lots 20, Block 44, Village Plat and Lot 1, Block 1, Harbor Addition.

Public Hearing: Bob Spry, Steve Surbaugh, and Mike Larsen were present to support their request. They reviewed the facts presented in their application, including the history of the commercial and residential uses in the building. Surbaugh and Larsen are expanding their business. They stated their intent to continue the existing leases on the main floor, and their need for flexibility in using the upper floor in order to justify the investment in the property. They may want to add an office for their business on the upper floor or add employee housing.

Betsy Bowen, owner of the Grand Marais Playhouse one block to the north expresses her support for the request.

Todd Sylvester, neighbor one block east, stated that he grew up in this community, He said that if anyone bothered to do their homework, they would see that there are many others that could make a similar request, including the properties close by that had attempted to operate a vacation rental and were shut down. He stated that if this request was granted he would have his application in the next week.

Discussion: Commissioners Beckwith, Garry, Kennedy and Miller were present. The commission expressed their support for the continued mixed use of the property, and did not see how rezoning was necessary to continue the existing uses. They were concerned about the additional uses that would be allowed if the property were rezoned, particularly vacation rentals that could displace the existing residential uses on the upper floor.

Findings: In the City of Grand Marais a rezoning can be granted only if all of the following apply:

1. The proposed zoning shall be consistent with the comprehensive land use plan adopted by the city. The expansion of commercial uses in the residential zone is not consistent with the comprehensive plan.

2. A mistake has been made in the original zoning which was inconsistent with the comprehensive or land use plan which should now be corrected along with the zoning; or substantial changes have occurred in the community since the adoption of the comprehensive or land use plan, which should result in the plan(s) and the zoning being amended. No mistake was made in the original zoning.

3. There shall exist a clear public need for a benefit from additional zoning of the type proposed which shall be above and beyond any benefit or convenience to the land owners. There are many commercial properties available for sale or rent.

4. Beyond a public need being evident, there shall be a showing that the public interest would be best served by rezoning the property in question rather than other property in the community.

5. In the case of down zoning, which is the changing of a zone district from a higher or more intensive use to a lower or less intensive use, the proposed zoning shall allow the property owner a reasonable use of his property under the terms of this ordinance, as well as serve the public interest. N/A

Recommendation

The commission recommends denying the rezoning application by a 4-0 vote.

City of Grand Marais

Petition for Zone District Map Amendment

Name of Petitioner(s):	Robert Spry and Steve Surbaugh (one of two buyers)
Mailing Address(es):	PO Box 118, Grand Marais, MN 55604
Property Address:	
Legal Description:	Grand Marais City, Sec 21, Twp 61, RG 1 E, Village Plat, Lot 20 Blk 44 and lot 1 Blk 1 Harbor Addition

Petitioner is: ☒Owner ☒Buyer ☐Agent ☐Other (explain)

Current use of property:	Mix of Commercial and Residential
Intended use of property:	Mix of Commercial and Residential
Use and character of surrounding property:	Mix of Commercial and Residential
Sections of Ordinance describing current and intended zone districts:	MU - 19.06.30 R1 19.04
Brief summary of why a zone change is required:	This property has historically been used

For Rezoning (zone district map amendment) Amendments to the zone district map may be recommended for approval only upon the finding by the Planning Commission that all of the following conditions exist, using additional sheets if necessary.

a. The proposed zoning shall be consistent with the comprehensive land use plan adopted by the city if existing.

b. A mistake has been made in the original zoning which was inconsistent with the comprehensive or land use plan which should now be corrected along with the zoning; or substantial changes have occurred in the community since the adoption of the comprehensive or land use plan, which should result in the plan(s) and the zoning being amended.

c. There shall exist a clear public need for a benefit from additional zoning of the type proposed which shall be above and beyond any benefit or convenience to the land owners.

d. Beyond a public need being evident, there shall be a showing that the public interest would be best served by rezoning the property in question rather than other property in the community.

e. e. In the case of down zoning, which is the changing of a zone district from a higher or more intensive use to a lower or less intensive use, the proposed zoning shall allow the property owner a reasonable use of his property under the terms of this ordinance, as well as serve the public interest.

1. Present Zone Classification:

   R-1

2. Proposed Zone Classification:

   MU

3. Current use of each separately owned tract within the area, and the intended use of any tract therein.

For at least the last 20 years the Norshor building has been used as a mix of commercial and residential. This mix serves the community very well in retaining good jobs and providing workforce housing. Our goal is to improve the building and continue to use the building as a mix of residential and commercial. Given that we are going to invest a significant amount of money into the building our comfort level in doing this would be increased with a zone classification that actually matches the current use of the building.

Attach three (3) copies of a survey or sketch showing property ownership and current and proposed zoning. Scale not less than one hundred feet to the inch. Show surrounding area for at least a distance of 500 feet.

4. State how rezoning will fit within the general zoning pattern of the neighborhood, and the zoning pattern of the entire city. Specific consideration will be made for existing conditions, conservation of property values, for the direction of building development for the best advantage to the entire City of Grand Marais, and the current use of the property. No change will be recommended unless it is *required* for the public good.

The zone change would fit with the general zoning pattern of the neighborhood. The properties to the south have historical and current commercial uses. This property has had a consistent commercial use since orginally built. We believe it is wise and prudent as prospective business owners to retain all options available for building uses such that we can continue to operate the building without distress and prevent this historical building from falling into disrepair. Improving the property should increase the tax base for the city.

5. Facts showing that a mistake has been made in the original zoning which was inconsistent with the comprehensive or land use plan which should now be corrected along with the zoning; or substantial changes have occurred since the adoption of the comprehensive or land use plan which should result in the plan(s) and the zoning being amended. The variance, if granted, will not alter the essential character of the locality:

The outword flavor and use of the property should not alter the essential character of the locality.

6. Facts showing that a clear public need exists for the benefit from additional zoning of the type proposed which would be above and beyond the benefit or convenience to the landowner(s)

As reflected in question 3, for at least the last 20 years, the Norshor building has been used as a mix of commercial and residential. A clear public need does in fact already exist with current uses of the building and the zone request change is designed to reflect such uses already engaged.

7. Facts showing that the public interest would best be served by rezoning the property in question rather than other property in the community.

As reflected in question 4, the zone change would fit the general zoning pattern of the the neighborhood and would serve the best interest of the public due to its consistent use patterns over the last several decades.

8. In the case of downzoning, facts showing that the proposed zoning will allow the proposed owner a reasonable use of property under the terms of the ordinance, as well as serve the public interest.

The request for a commercial zoning designation would not appear to be downzoning or upzoning based on historical use. The change allows the proposed owner reasonable use of the property and flexibility while again serving the best interest of the public who have been accustomed to and often times reliant on uses provided by this building.

Dated:	Petitioners' signatures:
_____	_____
	_____
	_____ Owner (if other than Petitioners)
	_____ Owner (if other than Petitioners)

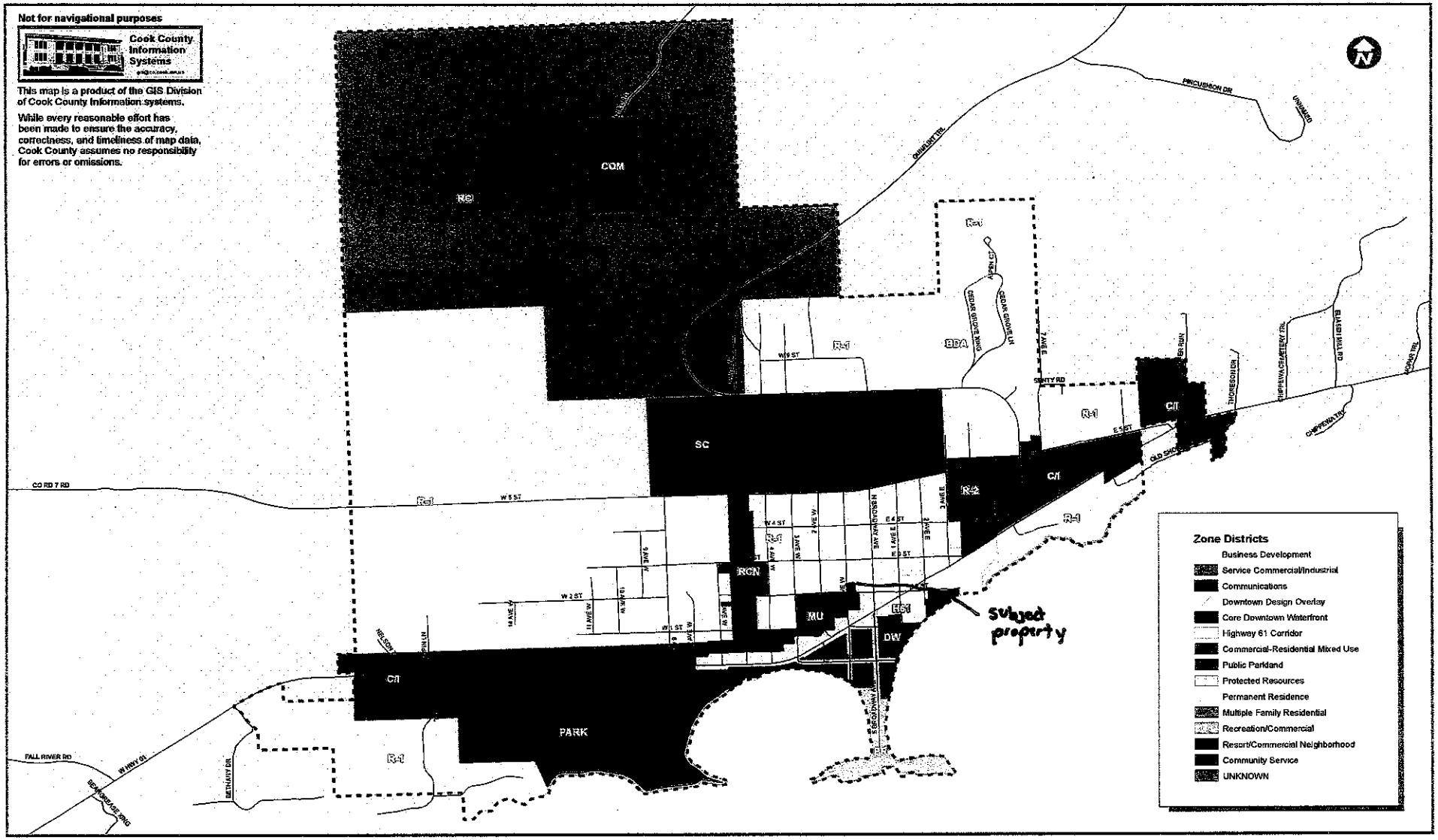
This application will be processed only if it is fully completed and is accompanied by a site sketch and the proper fees.

(Do Not Write Below This Line)

This foregoing amendment request application, accompanied by a fee of $ _____, was received this _____ day of _____, 200___.

_____
On Behalf of the City of Grand Marais

Zone Districts for the City of Grand Marais



Date: 3/11/2013

City of Grand Marais

MEMO

TO: Mayor Arrowsmith Decoux
City Council
FROM: Michael J Roth, City Administrator
DATE: September 8, 2016
SUBJECT: Liquor License Renewals

The following businesses have requested liquor license renewals for 2016-17. This renewal period will cover October 1, 2016 to September 30, 2017. After City approval, the renewal forms are sent to the state for their review.

Before forwarding to the State, each applicant will have completed the appropriate paperwork, including proof of insurance, and paid the necessary fee. All renewals are contingent on a successful background check by the Sheriff.

Licensee	Business	License Type	Fee
Larsen Borthers LLC	Birch Terrace Supper Club	Liquor/Sunday	$2,500
Sven & Ole's Inc.	Sven & Ole's Pizza	Liquor/Sunday	$2,500
Gunflint Tavern on the Lake LLC	Gun Flint Tavern	Liquor/Sunday/Growler	$2,720
Harbor House Grille LLC	Harbor House Grille	Liquor/Sunday	$2,500
Hall and Breihaupt Management LLC	Grandma Ray's	Liquor/Sunday	$2,500
My Sisters Place Inc.	My Sister's Place	Wine/Beer	$440
The Crooked Spoon Café, Inc.	The Crooked Spoon Café	Wine/Beer	$440
Northwind Sailing Inc.	Angry Trout Café	Wine/Beer	$440
The Little Canteen LLC	Hughie's Taco House	Wine/Beer	$440
Toftey, Harley/Shelly	Dockside Fish Market	Wine/Beer	$440
Moose Cream LLC	Sydney's Frozen Custard	Wine/Beer	$440
Three Families Brewing LLC	Voyageur Brewing Company	Taproom/Growler	$440
Grand Marais Superamerica	Grand Marais Superamerica	Beer Off-Sale	$110
Cook County Curling Club	Cook County Curling Club	Beer On-Sale	$110

RESOLUTION 2016-11

RESOLUTION APPROVING PRELIMINARY 2016 TAX LEVY, COLLECTIBLE IN 2017

BE IT RESOLVED, BY THE City Council of the City of Grand Marais, County of Cook, State of Minnesota, that the following sums of money constitute the preliminary levy for the current year, collectible in 2017 upon the taxable property in the City of Grand Marais for the following purposes;

REVENUE	$ 710,336.00
PFA WATER 2004	$ 34,857.93
G.O. REFUNDING EDA 2009	$63,767.81
G.O. REFUNDING 2013A	$110,808.14
TOTAL	$919,769.88

The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cook County, Minnesota.

Adopted by the City Council of the City of Grand Marais this 14th day of September 2016.

(SEAL)

Mayor Jay Arrowsmith Decoux

ATTEST:

Michael J. Roth
City Administrator

Historical Levy and Spending

First Draft August 26, 2016

	2010	2011	2012	2013	2014	2015	2016	2016	% Increase
General Fund Spending	1,771,960	1,825,997	1,863,218	1,893,496	1,742,935	1,845,307	1,911,802	1,954,813	2.25%
Property Tax Levy	802,657.38	825,997.43	815,057.51	824,152.44	824,152.44	824,152.41	871,865.01	919,769.88	5.49%
Effective Tax Rate	47.66%	48.17%	52.13%	52.57%	50.55%	47.55%			
REVENUE	$601,801.59	$650,879.50	$638,573.53	$634,006.34	$597,053.35	$650,453.09	$691,466.25	$710,336.00	
S/W REVENUE BONDS 1980									
2005 REFUNDING	$47,713.63	$45,856.70	$49,908.13						
2004 PFA LOAN	$32,292.25	$31,757.32	$31,811.13	$31,838.38	$31,839.06	$31,813.18	$34,965.61	$34,857.93	
G.O. IMPROVEMENT 2004	$43,229.75	$42,133.46	$41,479.84	$40,085.96	$14,250.71				
G.O. IMPROVEMENT 2005	$24,870.90	$29,252.35	$28,512.10	$27,042.10	$32,856.50	$36,489.50			
G.O. IMPROVEMENT 2008	$52,749.27	$26,118.10	$24,772.79	$26,977.79	$21,887.73	$23,449.60	$43,507.00		
G.O. REFUNDING 2009 EDA				$64,201.88	$68,058.00	$65,781.19	$64,300.69	$63,767.81	
G.O. REFUNDING 2013A					$58,207.10	$16,165.85	$37,625.46	$110,808.14	

City of Grand Marais
2016 Draft Budget and Spending History

First Draft August 26, 2016

	Expenses								Revenues			
	Actual						Budget			Use of Fund		
Department	**2010**	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**		**Balance**	**Levy**	**Ratio 2017/2016**
Clerk/Administration	245,156	248,871	327,035	407,937	318,231	278,136	282,966	271,111	362,782	-	(91,671)	95.8%
Planning & Zoning	25,230	25,837	26,380	26,558	29,173	27,944	29,116	30,296	3,300	-	26,996	104.1%
Buildings	66,186	59,202	52,293	59,170	61,585	65,323	99,234	95,647	68,400	-	27,247	96.4%
Public Safety	276,518	221,716	206,344	443,206	206,486	206,599	255,875	253,629	54,968	-	198,661	99.1%
Streets	223,458	225,215	259,216	228,050	239,003	238,085	399,135	419,714	-	-	419,714	105.2%
Rec Park	427,635	518,400	433,435	471,397	477,799	493,922	630,093	675,500	938,612	-	(263,112)	107.2%
Pool	346,705	296,232	244,773	231,600	96,595	-	-	-	-	-	-	
YMCA					110,000	107,464	120,000	125,000	-	-	125,000	104.2%
Boat Harbor	60,145	57,566	77,851	65,070	51,529	38,989	67,153	60,956	83,000	-	(22,044)	90.8%
City Parks	19,739	31,118	28,121	27,345	24,015	20,403	28,230	22,960	-	-	22,960	81.3%
Total Gen Fund	**1,690,771**	**1,684,157**	**1,655,447**	**1,960,333**	**1,614,415**	**1,476,864**	**1,911,802**	**1,954,813**	**1,511,062**	**-**	**443,751**	
Library	233,629	231,382	264,911	263,637	254,120	272,269	306,117	328,170	171,585	-	156,585	
Storefront Loan	15,000	30,000	21,853	-	-	-	-	-		-	-	
Cable TV	-	597	-	-	-	-		3,000	4,000	(1,000)	-	
Debt Service	634,352	463,418	1,155,115	534,727	1,038,453	209,434	904,434	910,112		-	209,434	
Capital Projects	49,973	53,271	-	51,544	80,000	61,340	90,000	90,000		-	90,000	
Liquor	1,597,805	1,592,606	1,676,400	1,767,685	1,796,471	1,800,000				-	-	
Golf	160,078	156,319	164,416	179,535	176,571	176,210	20,000	20,000		-	20,000	
Water	440,630	438,040	410,924	423,441	421,258	414,958	506,007	506,007				
Sewer	620,735	604,316	986,887	588,408	615,088	577,445	655,741	655,741				
Electric	2,424,943	2,462,473	2,411,797	2,542,717	2,699,694	2,728,614	2,816,891	2,816,891				
Total	**7,867,916**	**7,716,579**	**8,747,750**	**8,312,026**	**8,696,070**	**7,717,134**	**7,216,682**	**7,284,734**	**1,686,647**	**(1,000)**	**919,770**	
										general levy	710,336	

Request for Proposals

Construction Management Services

City of Grand Marais Public Works Facility

September 15, 2016

Introduction

The City of Grand Marais invites your firm to submit a proposal for management of the following construction project in the role of Construction Manager as Constructor. **Your proposal will be due no later than 4:00 pm, on Tuesday, October 11, 2016 at the office of Mike Roth, Grand Marais City Administrator, 15 North Broadway, P.O. Box 600, Grand Marais, MN 55604.** Proposals submitted later than that specified above will not be considered.

Questions concerning this Request for Proposals may be directed to City Administrator Mike Roth, by calling City Hall at (218) 387-1848.

Project Description

The City of Grand Marais completed a schematic design report in 2014 outlining a building and site program for a new public works facility. The City has recently purchased a 7-acre site at 1800 West Highway 61, and would like to start construction of a new 16,000 sf public works facility on approximately 3.5 acres of the site beginning in the Spring of 2017.

The new facility will include a repair shop, parts storage and large vehicle storage area. In addition, administrative offices, break/training room and locker/toilets will be included. The City Council is emphasizing energy efficiency and renewable energy options.

Part of the construction manager's role will be advising on the most cost effective building systems and materials. At this point, we anticipate the exterior wall systems to be masonry or concrete at the base for durability in the garage and shop area. Wall construction could include precast panels, a masonry cavity wall system, or potentially metal wall panels on masonry backup.

The preliminary cost estimate for construction is approximately 4 million dollars. The cost estimate, preliminary building design review and program, concept site plan, building plan and perspective sketch documents are all attached to this RFP.

Project Schedule

Construction will start as soon as practical in the Spring of 2017. The selected construction manager will help determine the appropriate duration of construction.

Performance and Payment Bond

Each subcontractor having a contract for $100,000.00 or more shall provide a bond.

Contract Form

Both AIA Document A133-2009, Standard form of Agreement between Owner and Construction Manager as Constructor, and AIA A201-2007, General Conditions of the Contract for Construction, as modified by the City, will apply.

Scope of Services

The City reserves the right to delete, modify or add to any of these services prior to selection of a construction manager for the project.

A. Preconstruction Phase

a. Develop a project budget and schedule within 30 calendar days of selection from information provided by the City.
b. Review and comment on the concept design previously prepared by the architect.
c. Prepare detailed cost estimates at Schematic Design, Design Development and Construction Document design stages.
d. Schedule the design and construction delivery process through facility occupancy
e. Prepare and maintain a detailed project schedule for all phases including: Design/pre-construction, Bid/Award, Construction, Move-in, and Final completion.
f. Apply Value Management Services including constructability and document coordination reviews.
g. Prepare a Guaranteed Maximum Price for review by the Owner.
h. List portions of the construction that will be bid by your firm (competitive bids are required for self-performed work).

B. Bidding Phase

a. Review the contract documents prior to their issuance to bidders and identify bid packages requirements.
b. Survey and analyze the local labor and contracting practices.
c. Determine necessary divisions of work to facilitate the bid process and determine benefit of City direct purchases, if appropriate.
d. Assist in the selection of sub-contractors and manage the issuance, review and award recommendations for each bid package required to complete the overall construction. (A minimum of three bids is desired for each construction package. Bids will be jointly opened by the Construction Manager and Owner).
e. Communicate with prospective bidders to clarify conditions and identify potential discrepancies in bidding documents.
f. Review bids/proposals to determine their completeness and benefit to the project.
g. Establish retainage of all trade contracts with the City until substantial completion.

C. Contract Administration Phase

a. Accept assignment of City's contract with prime contractor(s), subject to a guaranteed maximum management fee.
b. Organize and chair preconstruction meetings with prime contractor(s).
c. Develop and implement the detailed on-site construction schedule.
d. Coordinate contractor activity on-site on an as needed-time basis, including assignment of construction superintendent, project manager and other necessary staff for duration of project.
e. Conduct regular foreman and contractor meetings during construction.
f. Coordinate, expedite and monitor for quality control all construction and owner equipment installation.
g. Establish and administrate a project reporting system to the City and architect.
h. Establish and coordinate progress payment procedures for contractors.
i. Administrate contract changes and project change order procedures and generate all change orders.
j. Provide budget tracking including cost verification and disbursement schedule.
k. Assume responsibility for resolution of disputes arising from the performance on construction contracts.

D. Project Completion Services

a. Manage project close-out and final punch list.
b. Prepare and coordinate facility commissioning and City occupancy plan.
c. Oversee change-over of mechanical and electrical systems responsibility from contractors to owner.
d. Gather manufacturer warranties and operations manuals and provide for necessary construction call back through warranty periods as required by the City.
e. Provide electronic copy of all files at Project Closeout.

Proposal Content: Your Proposal shall include, but not be limited to, the following:

1 General company information.
2 Resumes for proposed project manager and full-time on-site superintendent.
3 List of at least three client references for similar projects completed in the last five years, or from any project built along or near the North Shore of Lake Superior.
4 Recommended process for attracting and selecting qualified subcontractors/suppliers.
5 Fee amount and breakdown utilizing the attached spreadsheet.
6 Proposed Construction Schedule.
7 Description of your construction management approach (how you propose to administer this project) including:
   a. Cost estimating/cost control during design phases,
   b. Value Engineering/Systems Analysis,

c. Project Scheduling,
d. Preparation of bid divisions proposed,
e. Relation to Architect during preparation of project documents,
f. Bid and Award administration,
g. On-site project supervision,
h. Safety Program,
i. Change Order procedures,
j. Management and coordination of final start-up, testing and Owner occupancy, and
k. Project Commissioning

8 Describe your philosophy on working as a team with the Owner and Architect.

9 Financial Information:
   a. The total value of current projects under contract, and
   b. Evidence that your firm is able to provide the insurance coverage required by the contract.

Criteria for Selection:

a. Qualifications/Expertise of firm.
b. Experience related to similar size or type of projects, and/or experience working along or near the North Shore of Lake Superior.
c. Key member qualifications.
d. References/Past performance related especially to control of budget and schedule.
e. Proposed Fee Schedule

Your submittal shall not exceed 30, 8 1/2" x 11 pages (two sided copy is acceptable) including photographs or graphic material. Submit four copies.

Questions shall be addressed to Mike Roth (City Administrator) by phone at 218-387-1848, or by email at cityhall@boreal.org.

The Owner reserves the right to negotiate terms and conditions of, and/or modifications to, a proposal submitted by any respondent to this request for proposal, without obligation to negotiate similar terms, conditions or modifications with other respondents.

The Owner reserves the right to reject any and all proposals received in response to this request for proposals.

The Owner assumes no responsibility for expenses incurred by respondents related to the preparation or submittal of proposals, or related to attendance of meetings/interviews in response to this request for proposals.

Your firm may be asked to attend an interview on Tuesday, October 18, 2016. Please keep your schedule open for this meeting.

End of Request for Proposals.

Attachments

Building Design Review and Preliminary Program Document dated January 23, 2014.

Site Plan Concept

Floor Plan Concept

Perspective Diagram

Concept Level Cost Estimate dated August 16, 2016

Upcoming Meeting Schedule

Updated September 9, 2016

SEPTEMBER

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

OCTOBER

Date/Time	Meeting	Location
Wednesday, October 12, 6:30 p.m.	City Council Meeting	Council Chambers
Wednesday, October 26, 6:30 p.m.	City Council Meeting	Council Chambers