

AGENDA
CITY COUNCIL MEETING
February 24, 2021
6:30 P.M.

A. 6:30 Call to Order

B. Roll Call

C. Open Forum

During the emergency declaration, comments will be collected via email or mail at City Hall.

D. 6:35 Approve Consent Agenda

1. Approve Agenda
2. Approve Meeting Minutes
3. Approve Payment of Bills
4. Firefighter Hire

E. 6:40 Highway 61

-CEC Update

-Community Connection Design Proposal, AFLA, LHB

-2020 Change Orders

F. 7:20 Highway 61 Sidewalk Maintenance

G. 7:30 Personnel

City Administrator Job Description

H. 7:40 Council & Staff Reports

I. Attached correspondence:

1. Other Meeting Minutes
2. Upcoming Meeting Schedule

J. 7:55 Adjourn

Grand Marais Community Vision:

“Grand Marais is a thriving community that features locally-grown economic opportunity, housing that meets all family needs, and a wide array of educational opportunities.

Hallmarks of the Grand Marais way of life include active recreation on the North Shore, commitment to community, an ethos of creativity and innovation, and stewardship of the unique natural environment.”

USING THE COMMUNITY VISION PLAN

[The Grand Marais Community Vision Plan](#) is a roadmap to the future, a document of community voices and ideas, and a collective call to action. The vision, values, priorities, and ideas provide a framework for future planning - and serve as a jumping-off point for further discussion, brainstorming, and community investment. This vision plan seeks to inspire solutions and initiatives that will uphold the values of the Grand Marais community and realize an exciting, community-led vision for the future.

THE PURPOSE OF THE PLAN

See the Big Picture:

The Grand Marais Vision Plan presents a wide-angle view of the community, summarizing key assets, challenges, trends, and aspirations across a range of issues impacting the quality of life in the community. The Plan is a resource for residents, businesses, property owners, City staff, and other interested parties wishing to learn more about the community, its current conditions, and future direction.

Set a Course for the Future:

The Plan presents an exciting, community-led vision that describes how Grand Marais will look, feel, and function in the future. The vision is intended to be ambitious, but achievable - and rooted in the existing qualities, character, strengths, and assets of the Grand Marais community.

Guide Future Action + Decision-Making:

The plan establishes a framework of principles and goals for future planning and action. This framework serves as a guide for future decision-making and a jumping-off point for discussion, imagination, and action. Community members, City staff, and community leaders all have a role to play to realize the vision and priorities presented here.

THE PLANS DEVELOPMENT

The Grand Marais Community Vision Plan was developed through an eight-month, community-driven process, involving a range of community stakeholders - residents, businesses, property owners, and community leaders. Community members contributed their own ideas, concerns, and priorities to the development of the Plan through a hands-on community workshop and community survey.

Community input was supplemented by a comprehensive analysis of existing conditions that examined social and economic characteristics, housing, land use, parks, transportation, and other physical conditions. The vision, principles, and goals presented in the Plan represent an in-depth and collaborative effort to understand the forces shaping Grand Marais' future and establish a collective direction for the future.

GRAND MARAIS COMMUNITY GOALS

The following six community goals* are the product of a public process that solicited comments, input, and ideas from a broad cross-section of Grand Marais residents, businesses, and property owners. These goals define community priorities and provide high-level direction for future community action and decision-making.

Support and enhance local business.

Grand Marais is the hub of Cook County, known for locally-owned businesses and livable wages. Land-use and zoning decisions help ensure the long-term economic viability of the community.

Ensure access to affordable, lifecycle housing for all people.

The community is concerned about the growing expense of housing and access to a variety of housing types that can serve all people throughout their lives.

Invest in safe, people-friendly infrastructure that supports active living.

Infrastructure is aesthetically pleasing, enhances Grand Marais' historic character and is safe for people who use a variety of transportation modes.

Enhance the community's deep connection to the outdoors and active engagement with the environment.

Lake Superior and the surrounding area are to be protected and celebrated by the community and the City, to be preserved for active use today and for generations to come.

Encourage the expansion of sustainable energy uses.

Community members recognize the value of their unique natural environment. They value preservation, active use of the natural environment, and sustainability in all community practices.

Expand education for the mind, body, and soul.

Grand Marais treasures arts practices, advancing education in all forms, and opportunities for community education and community development.

*The Grand Marais Community Goals are extracted from [The Grand Marais Community Vision Plan](#) page 8.

CITY OF GRAND MARAIS
MEETING MINUTES
February 10, 2021

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

Members present: Jay DeCoux, Kelly Swearingen, Craig Schulte, Anton Moody and Michael Garry
Members absent: None
Staff present: Mike Roth, Patrick Knight, Dave Tersteeg, Kim Dunsmoor and Chris Hood

Open Forum letters received:

Emma Spoon asked the Council to reconsider their decision to have the snowmobile trail on the north side of Highway 61.

Andrea Orest, SHIP Coordinator, invited the Council to support Safe Routes to School by taking online training and/or volunteering for participating at the school in May.

Chuck Heller supported the Council's decision to leave the snowmobile trail on the north side of Highway 61.

Motion by Garry, seconded by Schulte to approve the Agenda; January 27, 2021, Minutes; and Payment of Bills. Approved unanimously.

Dave Tersteeg, Parks Manager, reviewed the Park Master Plan adopted in September 2009. The Marina was purposefully left out of the plan due to a lot of debate about where the marina should be located during 2004-2006. A compromise was made to make the most out of what we have. There was a lot of public involvement in the planning process and there were a lot of revisions throughout the process. There was debate between campsites and public open space. There was a focus on the Community Connection, stormwater management and pocket parks. A Timber Frame Bridge, storm water and an ADA connection were built in 2013. Phase 2 will be a landing and steps along the bike trail and Highway 61. Public Access Boat Ramps and an Event Pavilion Concept were located in the SW Corner of the Park. The Event Pavilion Concept does not work with the DNR Public Access Boat Ramps due to parking needed for pickups and boat trailers. An Event Pavilion may work better on the east side of the harbor. The pool was removed as the City became a funding partner in the County's project that became the YMCA in 2013. The Park Office was envisioned to be a Visitor, Marina, Park Office building: however, the expense of a new building is high. The Blue Park Office building received \$100,000 upgrades and is working well for our purposes. The ballfield area was planned to be redeveloped into additional camping spaces if a new ballfield was created by the Community Center. The cost of creating a ballfield was high, so the existing ballfield will stay in the park. The ballfield remains very popular. The plan includes a bigger playground and relocating the Recreation Building. The bathhouses have been continually maintained and upgraded over the years. There are 300 camping sites. Other planned improvements include a trail system. We have been referring to the Goals and Policies of the Park Master Plan over the years as we discuss possible

changes. Two years ago, we applied to the Regional Park Designation. We scored high because of our proximity to the water. A marina and access to the lake need to be a part of our Park Master Plan. The current marina has a dead end that limits the flow of water.

In 2011, the DNR proposed transferring the Public Access Boat Ramp from the Coast Guard side of the Harbor to the Park side of the harbor. We have removed the old power plant and will remove the garages this year. The 2012 DNR Concept improves the breakwater in the Southwest side of the harbor and will have 30 pickup/trailer parking spaces and an Aquatic Invasive Species wash station. The breakwater will mitigate waves, be concrete capped, ADA accessible, have knee-wall seating and be no higher than the existing breakwater. This is a two-year project. The breakwater and public access will be awarded this month with construction to begin in March. The landside plans are 50% complete and will be done next year. The Land Trust is on board with this project.

Grand Marais is a member of Southern Minnesota Municipal Power Agency (SMMPA), a Joint Action Agency consisting of 18 Minnesota municipal electric utilities. We have a power purchase agreement (PPA) with SMMPA that requires us to purchase all of our power from SMMPA. The Public Utility Regulatory Policy Act (PURPA) creates rules for the right of customers to install and interconnect their own under 40kw generation. When a customer installs solar, we are obligated to compensate them in a particular way. Typically we reimburse the customer for any kwh's their system produces beyond their own usage at our retail rate. In order to comply with PURPA and PPA, the membership of SMMPA has created an amendment to the PPA that each member City will approve. This simple workaround avoids having SMMPA enter into any direct relationships with our customers and preserves our compliance with PURPA and PPA.

Motion by Swearingen, seconded by Garry to approve the Amended and Restated Power Purchase Agreement relating to Contracts for CoGeneration and Small Power Production Facilities between City of Grand Marais, Grand Marais Public Utilities Commission and Southern Minnesota Municipal Power Agency. Approved unanimously.

Councilor Garry's Report:

- 1) The Library Board met, elected officers and set the calendar.

Councilor Schulte's Report:

- 1) The Park Board welcomed new member Francis Jarchow and approved a Special Event Permit.

Councilor Swearingen's Report:

- 1) Thanked staff for the Weekly Updates that are helpful, good substance and a great way to keep informed.

Mayor DeCoux's Report:

- 1) The Active Living Steering Committee met, reviewed initiatives and identified projects for the Spring.

- 2) The Emergency Management Meeting reviewed vaccination rates in Cook County. The turnout has been amazing. People should continue to mask, hand wash and hand sanitize because the vaccine does not prevent you from transmitting the virus. Take care of your health.

Communications Director Knight's Report:

- 1) The City of Grand Marais has created a newsletter. People can sign up to receive the newsletter on the City's website, facebook or twitter accounts.

There being no further business, the meeting adjourned at 7:50 p.m.



City of Grand Marais

CITY OF GRAND MARAIS

Payments

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Current Period: January 2021

Payments Batch 2-25-21 AP

\$223,673.44

Refer	81330	COOK COUNTY NEWS HERALD	-				
Cash Payment	E 609-49750-340	Advertising	2020			\$82.00	
Invoice	30	12/19/2020					
Cash Payment	E 101-41400-350	Publishing	2020			\$279.00	
Invoice	31	12/19/2020					
Cash Payment	E 101-41400-350	Publishing	2020			\$234.00	
Invoice	11	12/15/2020					
Cash Payment	E 101-41400-350	Publishing	2020			\$288.00	
Invoice	59	1/16/2021					
Cash Payment	E 101-41400-350	Publishing	2020			\$130.50	
Invoice	63	1/23/2021					
Cash Payment	E 101-41400-350	Publishing	2020			\$373.00	
Invoice	10	12/12/2020					
Cash Payment	E 101-41400-350	Publishing	2020			\$373.00	
Invoice	9	12/5/2020					
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G	10100		Total	\$1,759.50
Refer	81331	US BANK	-				
Cash Payment	E 601-47027-611	Bond Interest	2021			\$628.25	
Invoice	Loan Pay 159	2/18/2021					
Cash Payment	E 601-47027-620	Fiscal Agent s Fees	2021			\$166.99	
Invoice	Loan Pay 159	2/18/2021					
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G	10100		Total	\$795.24
Refer	81332	ASPIRA	-				
Cash Payment	E 101-45100-310	Service Agreements	2021			\$4,145.00	
Invoice	GRMA BYS 0121	1/31/2021					
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G	10100		Total	\$4,145.00
Refer	81333	NORTH SHORE WASTE	-				
Cash Payment	E 101-45100-384	Refuse/Garbage Dispos	2021			\$1,834.56	
Invoice	75482	1/31/2021					
Cash Payment	E 101-45100-384	Refuse/Garbage Dispos	2021			\$27.00	
Invoice	75560	1/31/2021					
Cash Payment	E 101-43100-384	Refuse/Garbage Dispos	2021			\$589.68	
Invoice	75497	1/31/2021					
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	2021			\$146.25	
Invoice	75470	1/31/2021					
Cash Payment	E 602-49480-384	Refuse/Garbage Dispos	2021			\$92.43	
Invoice	75494	1/31/2021					
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G	10100		Total	\$2,689.92
Refer	81334	ARROWHEAD COOPERATIVE	Ck# 005203E 2/20/2021				
Cash Payment	E 101-45125-380	Utility Services (GENER	2021			\$59.63	
Invoice	908127	1/29/2021					
Cash Payment	E 101-45125-380	Utility Services (GENER	2021			\$116.88	
Invoice	901298	1/29/2021					
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G	10100		Total	\$176.51
Refer	81335	COOK COUNTY HOME CENTER	-				



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Payments

City of Grand Marais

Current Period: January 2021

Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$34.02
Refer	81341	<u>SUNDEW TECHNICAL SERVICES</u>	-		
Cash Payment	E 211-45500-321	Telephone	2021		\$130.00
Invoice	GM LIBRARY	2/17/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$130.00
Refer	81342	<u>ARROWHEAD LIBRARY SYSTEM</u>	-		
Cash Payment	E 211-45500-310	Service Agreements	2021		\$22.76
Invoice	00014787	1/31/2021			
Cash Payment	E 211-45500-435	Books, Periodicals	2021		\$47.94
Invoice	00014787	1/31/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$70.70
Refer	81343	<u>BAKER & TAYLOR</u>	-		
Cash Payment	E 211-45500-435	Books, Periodicals	2021		\$63.07
Invoice	2035757797	2/1/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$63.07
Refer	81344	<u>INGRAM LIBRARY SERVICES</u>	-		
Cash Payment	E 211-45500-435	Books, Periodicals	2021		\$39.41
Invoice	51038860	1/29/2021			
Cash Payment	E 211-45500-435	Books, Periodicals	2021		\$43.98
Invoice	51190436	2/7/2021			
Cash Payment	E 211-45500-435	Books, Periodicals	2021		\$158.45
Invoice	51141554	2/4/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$241.84
Refer	81345	<u>ALLIED GENERATORS</u>	-		
Cash Payment	E 604-49551-317	Contracted Services	2021		\$7,413.22
Invoice	25854	2/9/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$7,413.22
Refer	81346	<u>ABM EQUIPMENT & SUPPLY</u>	-		
Cash Payment	E 604-49570-221	Equipment Parts/Building	2021		\$1,030.70
Invoice	0166288-IN	1/29/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$1,030.70
Refer	81347	<u>HANSEN, NEIL</u>	-		
Cash Payment	E 602-49490-439	Licenses	2021		\$25.00
Invoice	MPCA LICENSE	2/12/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$25.00
Refer	81348	<u>ARAMARK</u>	-		
Cash Payment	E 101-41940-210	Operating Supplies (GEN	2021		\$280.89
Invoice	3501605874	2/15/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$280.89
Refer	81349	<u>FLAHERTY & HOOD, P.A.</u>	-		
Cash Payment	E 101-41610-304	Attorney(Civil)	2021		\$101.25
Invoice	15754	2/2/2021			
Cash Payment	E 101-41610-304	Attorney(Civil)	2021		\$600.00
Invoice	15690	2/1/2021			
Cash Payment	E 101-41910-304	Attorney(Civil)	2021		\$187.50
Invoice	15690	2/1/2021			



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Payments

City of Grand Marais

Current Period: January 2021

Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$888.75
Refer	81350	<i>MN PEIP</i>	-		
Cash Payment	G 101-21706	Health Insurance	2021		\$18,915.76
Invoice	1056741	2/10/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$18,915.76
Refer	81351	<i>STEVE S SPORTS AND AUTO</i>	-		
Cash Payment	E 602-49480-404	Repairs/Maint Machinery	2021		\$43.66
Invoice	291227	2/2/2021			
Cash Payment	E 602-49451-210	Operating Supplies (GEN	2021		\$17.99
Invoice	291261	2/4/2021			
Cash Payment	E 602-49480-404	Repairs/Maint Machinery	2021		\$28.88
Invoice	291374	2/10/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$90.53
Refer	81352	<i>SMMPA</i>	Ck# 005204E 2/25/2021		
Cash Payment	E 604-49560-388	Purchase Power	2021		\$157,702.76
Invoice	INV121	1/31/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$157,702.76
Refer	81353	<i>SMMPA</i>	-		
Cash Payment	E 604-49590-317	Contracted Services	2021		\$307.00
Invoice	INV137	2/3/2021			
Cash Payment	E 604-49590-317	Contracted Services	SETUP AND 2019 AND 2020		\$22,079.55
Invoice	INV138	2/4/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$22,386.55
Refer	81354	<i>UTILITY CONSULTANTS, INC</i>	-		
Cash Payment	E 602-49480-300	Professional Srvs (GENE	2021		\$201.17
Invoice	107813	1/27/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$201.17
Refer	81355	<i>MN DEPT OF HEALTH-DRINKING</i>	-		
Cash Payment	G 601-20803	State Water Connection Fee	2021		\$1,735.00
Invoice	1160001	2/2/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$1,735.00
Refer	81356	<i>TEAM LABORATORY CHEMICAL C</i>	-		
Cash Payment	E 602-49480-218	Operating Supplies- Che	2021		\$2,150.00
Invoice	INV0024259	2/2/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$2,150.00
Refer	81357	<i>MN DEPT OF PUBLIC SAFETY-EPC</i>	-		
Cash Payment	E 601-49440-230	State Fees	2021		\$100.00
Invoice	1600500062020	2/10/2021			
Cash Payment	E 602-49490-230	State Fees	2021		\$25.00
Invoice	1600500072020	2/10/2021			
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G 10100	Total	\$125.00
Refer	81358	<i>CENTURYLINK</i>	-		
Cash Payment	E 601-49440-321	Telephone	2021		\$69.36
Invoice	218 D24-1002	2/1/2021			
Cash Payment	E 601-49440-321	Telephone	2021		\$69.36
Invoice	218 D24-1001	2/1/2021			



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Payments

City of Grand Marais

Current Period: January 2021

Cash Payment	E 601-49440-321 Telephone	2021				\$59.30
Invoice	218 387-1788	2/1/2021				
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G	10100	Total	\$198.02
Refer	81359 <i>AMAZON CAPITAL SERVICES</i>	-				
Cash Payment	E 211-45500-437 Audio Visual / DVD	2021				\$104.09
Invoice	1P7L-X9YR-DRW	2/11/2021				
Cash Payment	E 211-45500-200 Office Supplies (GENER	2021				\$24.10
Invoice	1P7L-X9YR-DRW	2/11/2021				
Cash Payment	E 101-41942-210 Operating Supplies (GEN	2021				-\$179.99
Invoice	1CFP-R6TC-MFG	1/22/2021				
Cash Payment	E 101-41400-200 Office Supplies (GENER	2021				-\$499.00
Invoice	1WTN-QMV9-QN	1/1/2021				
Transaction Date	2/18/2021	Due 3/20/2021	MAIN CHECKING G	10100	Total	-\$550.80

Fund Summary

	10100 MAIN CHECKING GMSB	
101 GENERAL FUND		\$28,843.87
211 LIBRARY		\$669.87
601 WATER		\$2,828.26
602 SEWER		\$2,669.52
604 ELECTRIC		\$188,558.87
609 MUNICIPAL LIQUOR FUND		\$103.05
		<u>\$223,673.44</u>

Pre-Written Checks	\$157,879.27
Checks to be Generated by the Computer	\$65,794.17
Total	<u>\$223,673.44</u>

CONSENT

City of Grand Marais

MEMO

TO: Mayor Decoux
City Council Members
FROM: Ben Silence, Fire Chief
DATE: February 16, 2021
SUBJECT: Volunteer Firefighter Hire

Please hire Patty Wilson as Volunteer Firefighter.

We had three people retire in 2020. A full roster is 24-30 people. Currently, we have 12 volunteer firefighters.

City of Grand Marais

MEMO

TO: Mayor Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: February 15, 2021
SUBJECT: CEC Update, Highway 61

Representatives of the CEC will be at the meeting to discuss the interpretive kiosks that will be placed along the Hwy 61 corridor, and the George Morrison inspired project at the Community Connection. Attached is their summary of the kiosk project. At the meeting we will also review concept images of the Morrison inspired project.

February 2021

Kiosk Project – Project 61

Kiosk Committee Members:

Richard Olson

Greg Wright

Mary Somnis

Katie Clark

Linda Jurek

Betsy Bowen

Gerry Grant

Mary Somnis

Paul Nordlund



Project Summary

Three informational kiosks are included as part of Project 61, the reconstruction of Highway 61 through Grand Marais, MN. The kiosks were originally part of a subcontracted arrangement with KGM, the highway contractor overseeing and completing the reconstruction project. In an effort to assure the final product is what our community wants and needs, the project was pulled from original contract and placed back in the hands of the CEC and the Kiosk Committee members. The kiosks are more than maps and information. The kiosks will tell a story of our culture and heritage.

Timing

Project 61 will not be finished until fall of 2021. The three locations for the kiosks will be identified with installation not expected until late fall 2021 or early spring 2022.

Locations

The Kiosk Committee discussed the proposed locations for the kiosks (all defined in the MNDOT Hwy 61 construction plan). The three locations are identified as follows:

1. The Community Connection (near North House Folk School, lakeside at 5th Ave. West)
2. The Compass Rose – GM Harbor (Wisconsin St and 3rd Ave. West lakeside)
3. In front of the Grand Marais Library

The committee discussed an additional kiosk being placed nearer the harbor. Only these three sites are part of the project and the funding.

The Kiosk Design

Materials: Specifications for the kiosks are included in the MnDOT plan. Paul Nordlund joined the conversation to help guide the materials conversation. Three materials were discussed with no final determination from the committee. Corten steel is specified in the MnDOT bid. The rusting quality of Corten was discussed noting that staining will occur. Matthews paint is a product that provides a durable top coat and could be used on wood, metal or Corten. Ipe is a tropical hardwood that is dense

and durable; needs periodic oiling. The panels could be made of a different material and screwed to the kiosk.

Design

Based on the MnDOT plans, Richard Olson created models/renderings of the kiosks. Each sign has four sides/12 panels total.



Content and Kiosk Messaging

The Kiosk Committee recommends the following:

1. Evergreen (timeless) content. Example: No specific direction to a business but rather an area (East Bay, Gunflint Trail, etc.)
2. Bulletin Board Options: The committee recommends no element of a bulletin board to be included on the kiosks (messy and needs constant monitoring).
3. QR Codes: QR codes are making a comeback; however, concerns for quickly outdated technology were discussed. No decision was made.
4. Four panels per kiosk and ideally the content will reflect the location of the kiosk. Example: Harbor kiosk will show the evolution of the GM Harbor with photography and story.
5. VCC will work on a city map and make recommendations to the group. The maps will describe locations (harbor, business district, schools, artist point, etc.) and not identify specific businesses.
6. Cook County Historical Society is working to identify historical pictures. As the content for the panels is developed, progress and ideas will be shared with the CEC (Creative Economic Collaborative), City of Grand Marais, and others. Katie Clark will begin gathering historical photos. The Kiosk Committee and others will collaboratively on the content.

Cost

The funding allocation by MnDOT remains in the budget although the responsibility for completing the work was assumed by the City. The City Councilors must approve the final design and any contracts. The CEC and the Grand Marais City Council will be kept informed throughout the process.

City of Grand Marais

MEMO

TO: Mayor Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: February 15, 2021
SUBJECT: Community Connection Design Proposal

CJ Fernandez, AFLA, and Brad Scott and Dan Shaw, LHB, will be at the meeting to talk about the design process for the community connection. Our original plan was to do some of the work in 2020 ahead of the Highway construction. This design work will make sure the project is compatible with the 2021 construction efforts, deal with any utility conflicts, and prepare construction drawings based on the approved concept plan.



July 27, 2020

City of Grand Marais
Attn: Mike Roth
15 N Broadway PO Box 600
Grand Marais, MN

DESIGN SERVICES FOR THE GRAND MARAIS COMMUNITY CONNECTOR

The purpose of this proposal is to provide a scope of work and estimated cost for design and bidding services related to the Community Connector Overlook in Grand Marais, MN. This scope of work below assumes the design concepts to date (Exhibit A) have been approved by the city and will serve as the basis for developing bid documents from Schematic Design thru Bidding. Per our conversations we are partnering with LHB, Inc. to include services to determine the best solutions considering utilities and ongoing MN DOT road construction.

Task 1: Evaluate Utility upgrade needs and issue drawings to MN DOT contractor for utility work as a change order to the current road construction project.

1. Evaluate current utilities in the location of the Community Connector projects.
2. Review current Design Concepts for the Community Connector to determine improvement/changes required to implement this project and reduce the needs for excavation and costly utility replacement, demo and earth work at the time of the community connector construction.
3. Develop plans for improvements and changes.
4. Issue plans as a Pricing Request (PR) to the current MN DOT road contractor to determine the change order cost to perform the work.
5. Implement and manage the completion of the work.

Task 1 Fee: \$13,273.00

Task 2: Develop construction documents and bidding of the Community Connector Project

1. Evaluate existing site conditions and new utilities with the current concept design and revise cost estimates for client review.
2. Conduct zoom scoping meeting, with the city, to review the connector concept current project scope, review budgeting, and selection of value engineering design changes if required.
3. Memorialize meeting notes and distribute to city.

4. Implement changes as identified in the review meeting.
5. Develop designs to 60% complete construction documents.
6. Conduct zoom meeting, with the city, to review 60% complete construction documents and bidding strategy.
7. Memorialize meeting notes and distribute to city.
8. Implement revisions per review meeting.
9. Develop 95% construction/bid documents and specifications. Deliver to city for review and comment.
10. Conduct turn page review.
11. Finalize plans based on review comments.
12. Issue bid documents to prospective bidders.
13. Analyze bids and submit response to city.

Task 2 Fee: \$34,880.00

Assumptions

- No electrical or specialty lighting at the community connector.
- Survey will be provided by others
- Geotec provided by others
- The city is the sole agency responsible for plan review and approval to proceed with construction. No other agencies have jurisdiction over these projects.
- The above described work will be included in 1 bid document.
- Construction Administration services are not included. Services and fees To Be Determined.

The work approach described in this proposal represents a process that the AFLA team believes will be successful for the City of Grand Marais. We propose to perform the services for the scope of work described above for a Lump Sum fee of \$48,153.00 including reimbursable expenses.

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

Sincerely,



Carlos Fernandez, President
Aune Fernandez Landscape Architects
(651)341-3611

c: Brad Scott, LHB.

City of Grand Marais

MEMO

TO: Mayor Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: February 15, 2021
SUBJECT: Highway 61 2020 Change Orders

Ed Welch, MnDot Project manager will be at the meeting to answer any questions about the attached change orders. All of the change orders are for work completed in 2020. They were either previously discussed and approved by the City, or ordered by MnDot via Force Account. Please approve the change orders.

Contract: 190085

Change Order No.: 0004

Net Change Order Amount: \$18,591.24

Prime Contractor: KGM Contractors, Inc., 0000204455

Spec Book Year: 18

CO Type: COLevel2

Awarded Contract Amount: \$19,170,211.33

Funding Source: SAFO

State Proj. No.: 1602-50

Resident Engineer: Andrew Deming

Fed. Proj. No.: 1602-50 / NHPP-TA-0061(338)

Admin Office: 1A-Duluth

District: 1 Duluth

County: C016 COOK

Route:

Reason: 1402.2 Diff Site Con

Location: LOCATED TH61,1.8 MI N OF CUTFACE CREEK TO .1 MI N OF CSAH 14

Description: Broadway Water Main Material Change

Explanation:

Issue When excavation began in the Broadway Ave intersection for utility work, contaminated soil and contaminated groundwater was encountered. Due to this, a material change was required from the PVC materials for the water main in the plan, to Ductile Iron pipe with a chemically resistant coating and fittings/gaskets that are also chemically resistant.

Resolution The Contractor shall install the necessary chemical resistant materials in place of the plan items.

Entitlement The Engineer has determined that the Contract needs to be revised in accordance with specification 1402.2 Differing Site Conditions

Impact No impact to Contract Time shall be accounted for with this Change Order. Several Contract Changes in this intersection will result in a separate Change Order that will address Contract Time.

Cost The Cost has been approved by CCS and the City of Grand Marais.

Payment The payment for this work will be by Negotiated Lump Sum. The payment will cover the difference in Material Costs between the PVC and Chemically Resistant Ductile Iron Pipe; therefore the Contract Unit Prices for the original pay items will cover the installation/labor costs.

Increases/Decreases

Item Description	Item ID	Project Line	Contract Line	Project	Category	Item Source	Quantity Inc/Dec	Unit	Unit Price	Dollar Amount
Total:										\$0.00

New Items


Item Description	Item ID	Item Reason	Project Line	Cont. Line	Project	Category	Funding	Quantity	Unit	Unit Price	Dollar Amount
CO 4 WATER MAIN MATERIAL CHANGE - CHANGE ORDER DOLLAR	1402621/00010	Neg	3530	1650	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	18,591.240	DOL	\$1.00	\$18,591.24
Total:											\$18,591.24

Time Adjustments

Time ID	Time Description	Time Type	Original	Current	Adjustment	New
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Project/Category Summary

Project	Project Description	Category	Category Description	Dollar Amount
123929	GRADING, BITUMINOUS MILL & SURFACING, ADA IMPROVEMENTS, SIGNAL , LIGHTING, RETAINING WALL, AND BRIDGES #16X08 & #16X11.	0006	CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	\$18,591.24
			Net Change Order Amount:	\$18,591.24

	Signature & Date
Project Engineer/Project Supervisor	
Contractor	 2-1-21
Commissioner of Transportation Pursuant to Delegation	
Commissioner of Administration Pursuant to Delegation	
Consultant Contract Administrator (recommendation for Approval only)	
Local Agency (if funded wholly or in part by Local Agency)	

ATTACHMENTS: By signing this agreement, the Contractor acknowledges receipt of the specified attachments (if applicable)

Contract: 190085

Change Order No.: 0005

Net Change Order Amount: \$55,825.00

Prime Contractor: KGM Contractors, Inc., 0000204455

Spec Book Year: 18

CO Type: COLevel2

Awarded Contract Amount: \$19,170,211.33

Funding Source: SAFO

State Proj. No.: 1602-50

Resident Engineer: Andrew Deming

Fed. Proj. No.: 1602-50 / NHPP-TA-0061(338)

Admin Office: 1A-Duluth

District: 1 Duluth

County: C016 COOK

Route:

Reason: 1402.2 Diff Site Con

Location: LOCATED TH61,1.8 MI N OF CUTFACE CREEK TO .1 MI N OF CSAH 14

Description: Sanitary Sewer Revisions - near Box 16X11

Explanation:

Issue When excavating for and installing the gravity fed 8 inch sanitary sewer line (City), it was discovered that the structure to tie into was higher than shown in the plan. running a minimum grade on the lines upstream and under Box Culvert 16X11, it was found that it would be impossible to tie into the structure at its in-place elevation. It was determined that the best option would be to lower the in-place structure, and flatten the next downstream segment of sewer (approx 193 LF) in order to get the rest of the upstream pipe low enough to get underneath Box 16X11.

Resolution The Contractor shall lower Structure ISMH 3072 to allow the planned sanitary lines sufficient flow to go underneath Box 16X11, Contractor will remove existing sanitary line near Sta. XXX (approx. 193 LF) and replace it with new 8" PVC Pipe Sewer at a lower elevation in order to tie into the lowered structure ISMH 3072.

Entitlement The Engineer has determined that the Contract needs revision in accordance with specification 1402.2 Differing Site Conditions

Impact No impact to Contract Time at the time of this Change Order.

Cost The Cost has been approved by the City of Grand Marais and reviewed by CCU.

Payment The payment for this work will be by Negotiated Lump Sum.

Increases/Decreases

Item Description	Item ID	Project Line	Contract Line	Project	Category	Item Source	Quantity Inc/Dec	Unit	Unit Price	Dollar Amount
Total:										\$0.00

New Items


Item Description	Item ID	Item Reason	Project Line	Cont. Line	Project	Category	Funding	Quantity	Unit	Unit Price	Dollar Amount
CO 5 - Pumping Ditching and Misc Earthwork - CHANGE ORDER LUMP SUM	1402601/00010	Neg	3600	1685	123929	0001 - SP 1602-50 SEE CITY OF GRAND MARAIS AND COOK COUNTY AGREEMENT #1033338.	0001 - SP 1602-50	1.000	LS	\$5,800.00	\$5,800.00
CO 5 - 8" Sanitary Sewer Lump Sum - CHANGE ORDER LUMP SUM	1402601/00010	Neg	3610	1690	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	1.000	LS	\$50,025.00	\$50,025.00
Total:											\$55,825.00

Time Adjustments

Time ID	Time Description	Time Type	Original	Current	Adjustment	New
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Project/Category Summary

Project	Project Description	Category	Category Description	Dollar Amount
123929	GRADING, BITUMINOUS MILL & SURFACING, ADA IMPROVEMENTS, SIGNAL , LIGHTING, RETAINING WALL, AND BRIDGES #16X08 & #16X11.	0001	SP 1602-50 SEE CITY OF GRAND MARAIS AND COOK COUNTY AGREEMENT #1033338.	\$5,800.00
123929	GRADING, BITUMINOUS MILL & SURFACING, ADA IMPROVEMENTS, SIGNAL , LIGHTING, RETAINING WALL, AND BRIDGES #16X08 & #16X11.	0006	CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	\$50,025.00
Net Change Order Amount:				\$55,825.00

	Signature & Date
Project Engineer/Project Supervisor	
Contractor	 2-1-21
Commissioner of Transportation Pursuant to Delegation	
Commissioner of Administration Pursuant to Delegation	
Consultant Contract Administrator (recommendation for Approval only)	
Local Agency (if funded wholly or in part by Local Agency)	

ATTACHMENTS: By signing this agreement, the Contractor acknowledges receipt of the specified attachments (if applicable)

Contract: 190085

Change Order No.: 0008

Net Change Order Amount: \$182,867.48

Prime Contractor: KGM Contractors, Inc., 0000204455

Spec Book Year: 18

CO Type: COLevel2

Awarded Contract Amount: \$19,170,211.33

Funding Source: SAFO

State Proj. No.: 1602-50

Resident Engineer: Andrew Deming

Fed. Proj. No.: 1602-50 / NHPP-TA-0061(338)

Admin Office: 1A-Duluth

District: 1 Duluth

County: C016 COOK

Route:

Reason: 1402.2 Diff Site Con

Location: LOCATED TH61,1.8 MI N OF CUTFACE CREEK TO .1 MI N OF CSAH 14

Description: Rock Excavation

Explanation:

Issue	Shallow bedrock has been encountered by the contractor in several areas not shown on the plans, which has impacted the subsurface drainage work at various locations on the project. In order to continue the planned utility work, the bedrock needs to be removed by mechanical methods (no blasting allowed within city limits). This work will be done on an as-needed basis as directed by the Engineer.
Entitlement	The Engineer has determined that the contract must be changed in accordance with 1402.2 Differing Site Conditions
Resolution	The Contractor shall perform the rock excavation as directed by the engineer. All work related to this rock excavation shall be tracked by Force Account. Documentation of work performed and locations of work shall be kept in the project file.
Impact	Due to several other issues also impacting project time, this change order will not address the impacts to contract time, those shall be handled in a separate change order.
Cost	As outlined in the estimate of cost
Payment	Payment will be made by force account.

Increases/Decreases

Item Description	Item ID	Project Line	Contract Line	Project	Category	Item Source	Quantity Inc/Dec	Unit	Unit Price	Dollar Amount
Total:										\$0.00

New Items


Item Description	Item ID	Item Reason	Project Line	Cont. Line	Project	Category	Funding	Quantity	Unit	Unit Price	Dollar Amount
CO 8 Rock Excavation Force Account - MnDOT Funds - CHANGE ORDER DOLLAR	1402621/00010	FA	3570	1670	123929	0001 - SP 1602-50 SEE CITY OF GRAND MARAIS AND COOK COUNTY AGREEMENT #1033338.	0001 - SP 1602-50	109,657.100	DOL	\$1.00	\$109,657.10
CO 8 Rock Excavation Force Account - City Funds - CHANGE ORDER DOLLAR	1402621/00010	FA	3590	1680	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	73,210.380	DOL	\$1.00	\$73,210.38
Total:											\$182,867.48

Time Adjustments

Time ID	Time Description	Time Type	Original	Current	Adjustment	New
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Project/Category Summary

Project	Project Description	Category	Category Description	Dollar Amount
123929	GRADING, BITUMINOUS MILL & SURFACING, ADA IMPROVEMENTS, SIGNAL , LIGHTING, RETAINING WALL, AND BRIDGES #16X08 & #16X11.	0001	SP 1602-50 SEE CITY OF GRAND MARAIS AND COOK COUNTY AGREEMENT #1033338.	\$109,657.10
123929	GRADING, BITUMINOUS MILL & SURFACING, ADA IMPROVEMENTS, SIGNAL , LIGHTING, RETAINING WALL, AND BRIDGES #16X08 & #16X11.	0006	CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	\$73,210.38
			Net Change Order Amount:	\$182,867.48

	Signature & Date
Project Engineer/Project Supervisor	
Contractor	 12-29-2020
Commissioner of Transportation Pursuant to Delegation	
Commissioner of Administration Pursuant to Delegation	
Consultant Contract Administrator (recommendation for Approval only)	
Local Agency (if funded wholly or in part by Local Agency)	

ATTACHMENTS: By signing this agreement, the Contractor acknowledges receipt of the specified attachments (if applicable)

City of Grand Marais

MEMO

TO: Mayor Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: February 15, 2021
SUBJECT: Highway 61 Sidewalk Maintenance

Time is set aside on you agenda to continue the conversation as needed regarding sidewalk maintenance along Highway 61. Property Maintenance Supervisor Len Bloomquist will be at the meeting to answer any questions the Council may have.

City of Grand Marais

MEMO

TO: Mayor Decoux
City Council Members
FROM: Michael J. Roth, City Administrator
DATE: February 15, 2021
SUBJECT: City Administrator Job Description

Councilor Swearingen requested that the Council discuss the process of updating the City Administrator job description, which is attached for your review.

CITY OF GRAND MARAIS
POSITION DESCRIPTION

POSITION IDENTIFICATION

TITLE: City Administrator
DEPARTMENT: Administration
REPORTS TO: City Council
STATUS: Full-time Exempt Points 300
DATE: 2005

POSITION SUMMARY

Serves as top administrator for the City. Implements all city policies on behalf of the City Council.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise the management and operation of all City Departments and Divisions.
2. Make ministerial decision affecting such Departments, recommending procedures to the Council for adoption, and make recommendations to the Council regarding the employment and/or dismissal of personnel.
3. Develop and issue all administrative rules, regulations and procedures necessary to ensure the proper functioning of and coordination with all Departments.
4. Prepare an annual fiscal budget and capital improvement plan for submission to the Council. The Administrator shall maintain financial guidelines for the municipality within the scope of the approved budget and capital program.
5. Be Personnel Officer for the City and shall be responsible for the implementation of the City Personnel Policy.
6. Attend Council Meetings and advise the Council on all matters pertaining to or affecting the operation of the City government and/or the City proper.
7. Be responsible for the enforcement of all Laws and Ordinances within the City, and whenever necessary shall make recommendations for changes, amendments or repeal of existing Ordinances.
8. Be directly responsible to the Council for the faithful and satisfactory performance of his or her duties.
9. Represent the City at all official or semi-official functions as may be directed by the Council.
10. Make all purchases and acquisitions to be made in the name of the City of Grand Marais in accordance with the Purchasing Policy established by the City Council.
11. Keep the Council advised as to the financial condition and needs of the City and shall advise and recommend to the Council on the investment of idle funds.

12. Maintain all City accounts and develop all reports required by Law or requested by the Council in accordance with the generally accepted accounting procedures and in accordance with classifications prescribed by the State Auditors Office wherever practicable.
13. Performance of all other duties as required by State Statutes, City Ordinances or as the Council may so direct.
14. Be designated as the Clerk-Treasurer and shall assume all duties commensurate therewith as provided by Minnesota Statutes creating and defining an Optional "A" type of government.

B. KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of public administration.
2. Considerable knowledge of budget preparation and administration.
3. Ability to establish effective working relationships with City officials, staff, other organizations, and the public.
4. Knowledge of long and short range planning techniques.
5. Knowledge of planning and zoning.
6. Ability to plan for and coordinate major infrastructure improvement projects.
7. Considerable ability to communicate orally and in writing.
8. Knowledge of public sector labor laws and practices and labor negotiations.

C. MINIMUM REQUIREMENTS

1. Bachelor's Degree in public administration, political science, or a related field.
2. Three years experience in public sector management.
3. One year supervisory experience.

Upcoming Meeting Schedule

Updated February 18, 2021

FEBRUARY

Date/Time	Meeting	Location
Wednesday, February 24, 6:30 p.m.	City Council Meeting	Remote

MARCH

Date/Time	Meeting	Location
Wednesday, March 10, 6:30 p.m.	City Council Meeting	Remote
Wednesday, March 31, 6:30 p.m.	City Council Meeting	Remote