

AGENDA  
CITY COUNCIL MEETING  
May 27, 2020  
6:30 P.M.

REMOTE PARTICIPATION ONLY

- 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. Golf Seasonal Hires
- E. 6:35 Highway 61 Draft Change Order #2, Sanitary Lining
- F. 6:45 Review Select City Financials
- G. 7:00 City Hall Liquor Store Design
- H. Attached correspondence:
  - 1. Other Meeting Minutes
  - 2. Upcoming Meeting Schedule
- I. Pending litigation in the matter of Mike’s Holiday, Inc. v. State of Minnesota; City of Grand Marais, et al. This portion of the meeting will be closed pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(b).
- J. 7:30 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.”

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## 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**  
*May 13, 2020*

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

Members present: Jay Arrowsmith-DeCoux, Kelly Swearingen, Craig Schulte, Anton Moody and Tim Kennedy

Members absent: None

Staff present: Mike Roth, Patrick Knight and Kim Dunsmoor

No comments were received from the public.

**Motion by Swearingen, seconded by Moody to approve the Agenda; April 29, 2020, Minutes; May 6, 2020, Minutes; and Payment of Bills. Approved unanimously.**

Mitch Dorr, Assistant Principal Cook County Schools, requested permission to conduct a parade to conclude the graduation ceremony to celebrate the Class of 2020. The parade will start at 4:30 p.m. and take 15-30 minutes ending at Coast Guard Point. They request that the City block off the Coast Guard Point parking lot to allow graduates to park in a big circle following social distancing rules.

**Motion by Swearingen, seconded by Kennedy to approve the parade and blocking of Coast Guard Point for the Class of 2020 Celebration on Saturday, May 30, 2020. Approved unanimously.**

Ilena Hansel, District Manager Cook SWCD, presented the steps to redesign the stormwater and flood control pond and conveyance system in the City of Grand Marais Campground and Marina. It is within 1500 feet of Lake Superior on a tributary that flows directly into the Grand Marais harbor. The watershed of this system spans a mile out, capturing both urban underground stormwater conveyances and natural stormwater channels. The proposed project will treat water, reducing nutrients and sediment in the outflow of the system and provide water storage, reducing the flow rate through the system that will promote natural filtration and a reduction of flooding. Over the past year, the SWCD has pursued grant funding and created a project scope. The steps include surveys and design work through December 2020, finalize design, flow data and complete project in 2021. The total estimated cost is \$220,675. The City can use the office space provided to SWCD toward match requirements. SWCD will develop a operation and maintenance plan with a low maintenance goal. SWCD has been in communication with MNDOT. Council thanked Ilena for her work.

Council discussed the draft COVID-19 Mitigation Statement language options prepared by staff and requested an additional statement asking for people to respect the rules at each business.

The Library opened their window pick-up service today.

Council had questions about guidance for the Recreation Park. Are we asking seasonal residents to self-quarantine for 14 days? People that are going to Duluth, Two Harbors and Silver Bay are not quarantining when they return. Seasonal park residents should not be treated differently than our residents who spend the winter in warmer climates. Council was not in favor of telling seasonal park residents that they cannot talk to someone 10 feet away, we should request that people social distance and keep contacts to a minimum.

Councilor Moody's Report:

- 1) Asked about the code update progress.
  - a. It is being worked on. Ordinances have updated the code over time. The process is putting ordinance language into the written code.
- 2) The EDA has 3 business lot sales pending and the last two One Roof Housing homes have purchase agreements. They are also working on workforce housing.

Councilor Kennedy's Report:

- 1) The Planning Commission will have an update to the Planning and Zoning Ordinance available for public comment soon.
- 2) Active Living is close to having a new plan for Safe Routes to School. The plan was put off due to COVID-19 and Bike Safety for 3<sup>rd</sup> Graders was canceled.

Councilor Swearingen's Report:

- 1) 4<sup>th</sup> Avenue West above Co. Rd. 7 is in bad shape. Last year the property maintenance department filled potholes, but that only lasts a short time.  
**Motion by Kennedy, seconded by Moody to send a letter to the Cook County Administrator and Engineer to have a conversation about improvements to 4<sup>th</sup> Avenue West. Approved unanimously.**

Mayor Arrowsmith-DeCoux's Report:

- 1) Ruby's Pantry participation was huge this month.
- 2) GMATA met today and canceled events. Loss of lodging tax is a huge budget impact for Visit Cook County. Many businesses feel repercussions of COVID-19 restrictions.
- 3) There is potential for an Assisted Living Facility development. It would be a different company than we talked with before. It would be a smaller targeted facility.
- 4) Creative Collaborative Coalition met and talked about the opportunity for public art to bolster people's spirits.
- 5) The Library Board will discuss the 2021 budget at their next meeting.

Councilor Schulte's Report:

- 1) The alley behind Dairy Queen needs maintenance.
- 2) Read that the Lion's Club canceled Fisherman's Picnic this year.
  - a. Mayor Arrowsmith-DeCoux added that GMATA requested that the 4<sup>th</sup> of July Fireworks still be held and VCC agreed.

There being no further business, the meeting adjourned at 7:56 p.m.

**CITY OF GRAND MARAIS**  
**SPECIAL MEETING MINUTES**  
**May 20, 2020**

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

Members present: Jay Arrowsmith-DeCoux, Kelly Swearingen, Anton Moody, Craig Schulte and Tim Kennedy

Members absent: None

Staff present: Mike Roth, Dave Tersteeg, Patrick Knight, Kim Dunsmoor and Chris Hood

**Covid-19 Mitigation Statement:** The City of Grand Marais encourages adherence to the CDC recommendations to social distance where possible and wear cloth face coverings where not. These best practices allow us as a community to serve each other as best we can during the COVID emergency. Please respect the rules of each individual establishment.

Dave Tersteeg, Parks Manager, updated the council regarding Park Board recommendations made last night. If the park were to offer only monthly spaces, the park revenue would be \$500,000 less than an average season. The Park Board passed a motion to remain closed to overnight camping until June 15<sup>th</sup>. This motion will be revisited at the June 2<sup>nd</sup> Park Board meeting.

Today, Governor Walz opened developed campgrounds to overnight camping effective June 1<sup>st</sup> with social distancing and cleaning regulations. The DNR also established guidelines for overnight camping. It will be difficult to limit people in the bathhouse. It will take some time to read through the regulations, adopt a Preparedness Plan and put in place structural changes to meet the MN Department of Health requirements.

If we cancel reservations for the 1<sup>st</sup> two weeks in June, it will be a loss of \$45,000 in sales. If we cancel the last two weeks in June, it would be a loss of \$80,000 - \$90,000 in sales. We need to know this week if we can open June 1<sup>st</sup> and keep people as safe as we can. We have had seasonal cancelations from Canadian citizens and some US citizens who have health risks. We have been able to offer monthly sites to contractors and a traveling nurse. The Park will be working on scenarios to be ready to open June 2<sup>nd</sup>. If we eliminate tents and only offer sites that can be self-contained on full and water/electric sites only, it would be okay. Tents do not bring in a lot of revenue.

Park staff is ready to open the downtown public restrooms and place garbage cans around town this weekend. Downtown porta-potties will be placed at Coast Guard Point and Boulder Park.

The council may be able to meet in person again in June. It would be difficult to meet the 10 person gathering and social distancing if the meeting is open physically to the public.

The Liquor Store does not have a tentative plan to reopen to the public beyond curbside service because it is hard to maintain social distancing at the entrance. We can increase phone lines and hours of operation. Sales data will be discussed at the next council meeting.

MNDOT will be contacted about ruck traffic moving too fast on the Gunflint, 8<sup>th</sup> Avenue W, 1<sup>st</sup> Ave W and 1<sup>st</sup> Ave E. There is a Thursday public meeting with MNDOT via Webex.

There being no further business, the meeting adjourned at 7:12 p.m.



# CITY OF GRAND MARAIS

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## Payments

### City of Grand Marais

Current Period: May 2020

Payments Batch 05-22-20 APP \$49,616.89

Refer	79889 PERA			<u>Ck# 004934E 5/22/2020</u>	
Cash Payment	G 101-21704 PERA				\$6,993.06
Invoice	557460	5/22/2020			
Transaction Date	5/19/2020	Due 5/19/2020	MAIN CHECKING G	10100	<b>Total</b> \$6,993.06
Refer	79890 FURTHER			<u>Ck# 004935E 5/22/2020</u>	
Cash Payment	G 101-21713 H.S.A. /FSA				\$466.00
Invoice	052220	5/22/2020			
Transaction Date	5/19/2020	Due 5/19/2020	MAIN CHECKING G	10100	<b>Total</b> \$466.00
Refer	79891 EMPOWER			<u>Ck# 004936E 5/22/2020</u>	
Cash Payment	G 101-21720 MN State Retirement DeferC				\$855.00
Invoice	833054152	5/22/2020			
Transaction Date	5/19/2020	Due 5/19/2020	MAIN CHECKING G	10100	<b>Total</b> \$855.00
Refer	79892 MN DEPT OF REVENUE-EFTPS			<u>Ck# 004937E 5/22/2020</u>	
Cash Payment	G 101-21702 State Withholding				\$2,078.26
Invoice	1-898-241-568	5/22/2020			
Transaction Date	5/19/2020	Due 5/19/2020	MAIN CHECKING G	10100	<b>Total</b> \$2,078.26
Refer	79893 DEPT OT THE TREASURY IRS			<u>Ck# 004938E 5/22/2020</u>	
Cash Payment	G 101-21703 FICA Tax Withholding				\$6,254.36
Invoice	709388	5/22/2020			
Cash Payment	G 101-21717 Medicare				\$1,470.86
Invoice	709388	5/22/2020			
Cash Payment	G 101-21701 Federal Withholding				\$4,057.23
Invoice	709388	5/22/2020			
Transaction Date	5/19/2020	Due 5/19/2020	MAIN CHECKING G	10100	<b>Total</b> \$11,782.45
Refer	79894 THRIVENT FINANCIAL FOR LUTHE				
Cash Payment	G 101-21714 Thrivent Financial				\$100.00
Invoice	C2763539	5/22/2020			
Transaction Date	5/19/2020	Due 5/19/2020	MAIN CHECKING G	10100	<b>Total</b> \$100.00
Refer	79895 AFSCME				
Cash Payment	G 101-21711 AFSCME PEOPLE Dues				\$12.00
Invoice	May 2020	5/22/2020			
Cash Payment	G 101-21712 AFSME Union Dues				\$676.10
Invoice	May 2020	5/22/2020			
Transaction Date	5/19/2020	Due 5/19/2020	MAIN CHECKING G	10100	<b>Total</b> \$688.10
Refer	79896 NCPERS GROUP LIFE INS.				
Cash Payment	G 101-21710 NCPERS-Pera				\$16.00
Invoice	493600062020	5/22/2020			
Transaction Date	5/19/2020	Due 5/19/2020	MAIN CHECKING G	10100	<b>Total</b> \$16.00
Refer	79948 SUPERIOR BEVERAGES LLC				
Cash Payment	E 609-49750-252 Beer For Resale				\$1,786.50
Invoice	847803	5/20/2020			
Cash Payment	E 609-49750-252 Beer For Resale				\$1,534.50
Invoice	847544	5/13/2020			
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b> \$3,321.00



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## Payments

City of Grand Marais

Current Period: May 2020

Refer	79949	BREAKTHRU BEVERAGE	-					
Cash Payment	E 609-49750-251	Liquor For Resale						\$738.35
Invoice	1081134030	5/19/2020						
Cash Payment	E 609-49750-333	Freight and Express						\$25.90
Invoice	1081134030	5/19/2020						
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100		<b>Total</b>		\$764.25
Refer	79950	SOUTHERN GLAZER S OF MN	-					
Cash Payment	E 609-49750-333	Freight and Express						\$4.10
Invoice	1954227	5/20/2020						
Cash Payment	E 609-49750-251	Liquor For Resale						\$1,921.15
Invoice	1954228	5/20/2020						
Cash Payment	E 609-49750-333	Freight and Express						\$32.80
Invoice	1954228	5/20/2020						
Cash Payment	E 609-49750-251	Liquor For Resale						\$1,880.94
Invoice	1952071	5/13/2020						
Cash Payment	E 609-49750-333	Freight and Express						\$30.75
Invoice	1952071	5/13/2020						
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100		<b>Total</b>		\$3,869.74
Refer	79951	SAFETY-KLEEN SYSTEMS	-					
Cash Payment	E 101-41942-310	Service Agreements						\$199.85
Invoice	82795368	4/23/2020						
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100		<b>Total</b>		\$199.85
Refer	79952	WINEBOW	-					
Cash Payment	E 609-49750-251	Liquor For Resale						\$760.00
Invoice	MN00078340	5/5/2020						
Cash Payment	E 609-49750-333	Freight and Express						\$6.75
Invoice	MN00078340	5/5/2020						
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100		<b>Total</b>		\$766.75
Refer	79953	VINOCOPIA	-					
Cash Payment	E 609-49750-260	Soft Drinks/Mix For Resa						\$120.00
Invoice	0256430-IN	5/7/2020						
Cash Payment	E 609-49750-333	Freight and Express						\$12.00
Invoice	0256430-IN	5/7/2020						
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100		<b>Total</b>		\$132.00
Refer	79954	BELLBOY CORPORATION - LIQUO	-					
Cash Payment	E 609-49750-210	Operating Supplies (GEN						\$71.34
Invoice	0101047400	3/18/2020						
Cash Payment	E 609-49750-333	Freight and Express						\$3.00
Invoice	0101047400	3/18/2020						
Cash Payment	E 609-49750-251	Liquor For Resale						\$2,776.75
Invoice	0084020700	5/13/2020						
Cash Payment	E 609-49750-333	Freight and Express						\$86.40
Invoice	0084020700	5/13/2020						
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100		<b>Total</b>		\$2,937.49
Refer	79955	VOYAGEUR BREWING COMPANY	-					
Cash Payment	E 609-49750-252	Beer For Resale						\$1,180.00
Invoice	2871	5/14/2020						



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## Payments

City of Grand Marais

Current Period: May 2020

Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$1,180.00</b>	
Refer	79956 <i>BERNICKS</i>					-	
Cash Payment	E 609-49750-252 Beer For Resale						\$5,358.15
Invoice	733868	5/14/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$5,358.15</b>	
Refer	79957 <i>WINE MERCHANTS</i>					-	
Cash Payment	E 609-49750-251 Liquor For Resale						\$384.00
Invoice	7284066	5/13/2020					
Cash Payment	E 609-49750-333 Freight and Express						\$10.24
Invoice	7284066	5/13/2020					
Cash Payment	E 609-49750-251 Liquor For Resale						\$408.00
Invoice	7284072	5/13/2020					
Cash Payment	E 609-49750-333 Freight and Express						\$10.24
Invoice	7284072	5/13/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$812.48</b>	
Refer	79958 <i>ARTISAN BEER COMPANY</i>					-	
Cash Payment	E 609-49750-252 Beer For Resale						\$356.00
Invoice	3417879	5/13/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$356.00</b>	
Refer	79959 <i>PHILLIPS WINE &amp; SPIRITS</i>					-	
Cash Payment	E 609-49750-251 Liquor For Resale						\$2,590.74
Invoice	6034079	5/13/2020					
Cash Payment	E 609-49750-333 Freight and Express						\$37.13
Invoice	6034079	5/13/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$2,627.87</b>	
Refer	79960 <i>JOHNSON BROTHERS LIQUOR</i>					-	
Cash Payment	E 609-49750-251 Liquor For Resale						\$3,673.51
Invoice	1557548	5/13/2020					
Cash Payment	E 609-49750-333 Freight and Express						\$99.86
Invoice	1557548	5/13/2020					
Cash Payment	E 609-49750-251 Liquor For Resale						\$521.15
Invoice	1557549	5/13/2020					
Cash Payment	E 609-49750-333 Freight and Express						\$17.92
Invoice	1557549	5/13/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$4,312.44</b>	

### Fund Summary

	10100 MAIN CHECKING GMSB	
101 GENERAL FUND		\$23,178.72
609 MUNICIPAL LIQUOR FUND		\$26,438.17
		<u>\$49,616.89</u>

Pre-Written Checks	\$22,174.77
Checks to be Generated by the Computer	\$27,442.12
<b>Total</b>	<u>\$49,616.89</u>



**CITY OF GRAND MARAIS**

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**Payments**

**Current Period: May 2020**

**Payments Batch 5-28-20 AP \$171,945.02**

Refer	79897	<i>BUCK S HARDWARE HANK</i>				
Cash Payment	E 211-45500-200	Office Supplies (GENER				\$6.72
Invoice	1140	5/11/2020				
Cash Payment	E 101-45100-220	Repair/Maint Supply (GE				\$146.05
Invoice	1712	4/30/2020				
Cash Payment	E 609-49750-220	Repair/Maint Supply (GE				\$170.67
Invoice	1630	4/30/2020				
Cash Payment	E 101-45125-211	Operating Supplies				\$61.05
Invoice	9988	4/30/2020				
Cash Payment	E 604-49570-210	Operating Supplies (GEN				\$95.72
Invoice	2088	4/30/2020				
Cash Payment	E 602-49480-300	Professional Svcs (GENE				\$56.62
Invoice	1160	4/30/2020				
Cash Payment	E 602-49480-210	Operating Supplies (GEN				\$46.74
Invoice	1160	4/30/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$583.57</b>

Refer	79898	<i>AMAZON CAPITAL SERVICES</i>				
Cash Payment	E 211-45500-200	Office Supplies (GENER				\$21.99
Invoice	1JKF-DVGX-34D	5/19/2020				
Cash Payment	E 211-45500-221	Equipment Parts/Building				\$72.89
Invoice	1JKF-DVGX-34D	5/19/2020				
Cash Payment	E 211-45500-435	Books, Periodicals				\$18.30
Invoice	1JKF-DVGX-34D	5/19/2020				
Cash Payment	E 211-45500-437	Audio Visual / DVD				\$15.47
Invoice	1JKF-DVGX-34D	5/19/2020				
Cash Payment	E 211-45500-449	Automation				\$17.81
Invoice	1JKF-DVGX-34D	5/19/2020				
Cash Payment	E 211-45500-435	Books, Periodicals				\$134.99
Invoice	1Q6K-M47F-3HC	5/8/2020				
Cash Payment	E 211-45500-437	Audio Visual / DVD				\$20.00
Invoice	1CH1-CT31-PGL	5/19/2020				
Cash Payment	E 101-41400-210	Operating Supplies (GEN				\$288.14
Invoice	1F1P-3QVJ-W4K	5/8/2020				
Cash Payment	E 101-41942-220	Repair/Maint Supply (GE				\$74.85
Invoice	1HHM-MRG7-NP	5/13/2020				
Cash Payment	E 101-45125-211	Operating Supplies				\$31.90
Invoice	1JW1-HJQG-1TL	5/19/2020				
Cash Payment	E 101-41400-200	Office Supplies (GENER				\$23.99
Invoice	1JW1-HJQG-1TL	5/19/2020				
Cash Payment	E 601-49420-210	Operating Supplies (GEN				\$51.98
Invoice	1XQL-MF7J-NN9	5/19/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$772.31</b>

Refer	79899	<i>AMERIPRIDE LINEN AND APPAREL</i>				
Cash Payment	E 211-45500-310	Service Agreements				\$85.13
Invoice	3501509072	5/18/2020				
Cash Payment	E 101-41940-210	Operating Supplies (GEN				\$216.46
Invoice	3501507055	5/11/2020				



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## Payments

Current Period: May 2020

Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$301.59</b>
Refer	79900	GREAT LAKES ALARM	-			
Cash Payment	E 211-45500-310	Service Agreements				\$239.40
Invoice	86972	5/1/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$239.40</b>
Refer	79901	COOK COUNTY NEWS HERALD	-			
Cash Payment	E 211-45500-340	Advertising				\$94.50
Invoice	8805	4/25/2020				
Cash Payment	E 101-41400-350	Publishing				\$90.00
Invoice	8794	4/18/2020				
Cash Payment	E 101-41400-350	Publishing				\$153.00
Invoice	8793	4/18/2020				
Cash Payment	E 101-41400-350	Publishing				\$189.00
Invoice	8785	4/4/2020				
Cash Payment	E 609-49750-340	Advertising				\$526.50
Invoice	8783	4/4/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$1,053.00</b>
Refer	79902	CDW GOVERNMENT, INC.	-			
Cash Payment	E 211-45500-449	Automation				\$278.39
Invoice	LKVR141	5/15/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$278.39</b>
Refer	79903	TWO DOGS IN THE WEB	-			
Cash Payment	E 211-45500-449	Automation				\$86.19
Invoice	2269	5/18/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$86.19</b>
Refer	79904	ARROWHEAD LIBRARY SYSTEM	-			
Cash Payment	E 215-45500-444	Electronic Books, Periodi				\$3,000.00
Invoice	14714	4/30/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$3,000.00</b>
Refer	79905	NORTHERN TOOL & EQUIPMENT	-			
Cash Payment	E 101-45100-220	Repair/Maint Supply (GE				\$18.15
Invoice	45020167	5/18/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$18.15</b>
Refer	79906	BOREAL COMMUNITY MEDIA	-			
Cash Payment	E 101-45100-200	Office Supplies (GENER				\$26.85
Invoice	2021-0062	5/16/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$26.85</b>
Refer	79907	XEROX CORPORATION	-			
Cash Payment	E 101-45100-200	Office Supplies (GENER				\$11.14
Invoice	010170292	5/1/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$11.14</b>
Refer	79908	NORTHERN SAFETY CO	-			
Cash Payment	E 101-45100-210	Operating Supplies (GEN				\$67.51
Invoice	903958814	5/6/2020				
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$67.51</b>



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**Payments**

**Current Period: May 2020**

Refer	79909	MUTT MITT	-					
Cash Payment	E 101-45189-210	Operating Supplies (GEN)						\$1,195.29
Invoice	339512	5/7/2020						
Cash Payment	E 101-45100-210	Operating Supplies (GEN)						\$1,195.28
Invoice	339512	5/7/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	<b>\$2,390.57</b>
Refer	79910	NORTHERN WILDS	-					
Cash Payment	E 101-45125-340	Advertising						\$291.00
Invoice	26957	5/1/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	<b>\$291.00</b>
Refer	79911	COOK COUNTY HOME CENTER	-					
Cash Payment	E 101-45100-220	Repair/Maint Supply (GE)						\$315.13
Invoice	279560	5/12/2020						
Cash Payment	E 101-41940-220	Repair/Maint Supply (GE)						\$52.75
Invoice	3125	4/30/2020						
Cash Payment	E 101-43100-220	Repair/Maint Supply (GE)						\$17.37
Invoice	3125	4/30/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	<b>\$385.25</b>
Refer	79912	TWIN PORTS PAPER & SUPPLY IN	-					
Cash Payment	E 101-45100-210	Operating Supplies (GEN)						\$180.00
Invoice	443414	5/6/2020						
Cash Payment	E 609-49750-210	Operating Supplies (GEN)						\$192.15
Invoice	443295	5/5/2020						
Cash Payment	E 101-45100-210	Operating Supplies (GEN)						\$608.32
Invoice	444985	5/20/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	<b>\$980.47</b>
Refer	79913	GRAINGER	-					
Cash Payment	E 101-45100-220	Repair/Maint Supply (GE)						\$11.06
Invoice	9527146204	5/8/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	<b>\$11.06</b>
Refer	79914	MN DEPT OF HEALTH-DRINKING	-					
Cash Payment	G 601-20803	State Water Connection Fee						\$1,735.00
Invoice	116001	5/14/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	<b>\$1,735.00</b>
Refer	79915	US BANK	-					
Cash Payment	E 601-47027-611	Bond Interest						\$673.13
Invoice	LOAN PAY #150	5/20/2020						
Cash Payment	E 601-47027-620	Fiscal Agent s Fees						\$173.81
Invoice	LOAN PAY #150	5/20/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	<b>\$846.94</b>
Refer	79916	NORTH SHORE WASTE	-					
Cash Payment	E 101-43100-384	Refuse/Garbage Dispos						\$589.68
Invoice	71723	4/30/2020						
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos						\$292.50
Invoice	71695	4/30/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	<b>\$882.18</b>



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## Payments

Current Period: May 2020

Refer	79917	COOK COUNTY AUDITOR-TREASU	-					
Cash Payment	E 101-42200-580	Capital Outlay (Equipme						\$315.00
Invoice	6661	5/5/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	\$315.00
Refer	79918	GRAND MARAIS AUTO PARTS, INC	-					
Cash Payment	E 101-43100-220	Repair/Maint Supply (GE						\$91.83
Invoice	3125	4/23/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	\$91.83
Refer	79919	SAWTOOTH LUMBER	-					
Cash Payment	E 101-41940-220	Repair/Maint Supply (GE						\$25.76
Invoice	3280	4/30/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	\$25.76
Refer	79920	SMMPA	-			Ck# 004939E 5/26/2020		
Cash Payment	E 604-49560-388	Purchase Power						\$122,288.81
Invoice	APRIL 2020	5/1/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	\$122,288.81
Refer	79921	FLAHERTY & HOOD, P.A.	-					
Cash Payment	E 101-41610-304	Attorney(Civil)						\$1,051.25
Invoice	14566	5/1/2020						
Cash Payment	E 101-41610-304	Attorney(Civil)						\$40.00
Invoice	14630	5/1/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	\$1,091.25
Refer	79922	COMO OIL & PROPANE	-					
Cash Payment	E 101-43100-224	Street Maint Materials						\$184.24
Invoice	1501532203	5/8/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	\$184.24
Refer	79923	UNION RESOURCE	-					
Cash Payment	E 609-49750-340	Advertising						\$125.00
Invoice	165.20	5/6/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	\$125.00
Refer	79924	T & R SERVICE	-					
Cash Payment	E 604-49570-317	Contracted Services						\$160.00
Invoice	81003	5/8/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	\$160.00
Refer	79925	GRAND MARAIS MARATHON	-					
Cash Payment	E 101-42200-212	Motor Fuels						\$31.13
Invoice	1849	5/1/2020						
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100			<b>Total</b>	\$31.13
Refer	79926	HAWKINS, INC.	-					
Cash Payment	E 601-49420-218	Operating Supplies- Che						\$286.10
Invoice	4710529	5/6/2020						
Cash Payment	E 602-49480-218	Operating Supplies- Che						\$1,983.34
Invoice	4709643	5/1/2020						
Cash Payment	E 602-49480-218	Operating Supplies- Che						\$2,089.21
Invoice	4711961	5/1/2020						



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## Payments

Current Period: May 2020

Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$4,358.65</b>	
Refer	79927 EDWIN E. THORESON, INC.					-	
Cash Payment	E 601-49430-317 Contracted Services						\$1,605.00
Invoice	27419	3/16/2020					
Transaction Date	5/20/2020	Due 5/20/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$1,605.00</b>	
Refer	79928 DIAMOND VOGEL PAINTS					-	
Cash Payment	E 101-43100-224 Street Maint Materials						\$42.60
Invoice	809165154	5/20/2020					
Cash Payment	E 101-43100-224 Street Maint Materials						\$1,135.96
Invoice	809165138	5/19/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$1,178.56</b>	
Refer	79929 STUART C IRBY CO					-	
Cash Payment	E 604-49570-210 Operating Supplies (GEN						\$1,069.12
Invoice	S011900439.001	5/20/2020					
Cash Payment	E 604-49570-210 Operating Supplies (GEN						\$1,754.59
Invoice	S011908210.001	5/12/2020					
Cash Payment	E 604-49570-210 Operating Supplies (GEN						\$1,114.10
Invoice	S011908210.002	5/13/2020					
Cash Payment	E 604-49570-210 Operating Supplies (GEN						\$175.82
Invoice	S011890138.005	5/13/2020					
Cash Payment	E 604-49570-210 Operating Supplies (GEN						\$135.47
Invoice	S011903820.001	5/8/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$4,249.10</b>	
Refer	79930 DIRECTV					-	
Cash Payment	E 101-45125-310 Service Agreements						\$249.38
Invoice	37423700905	5/9/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$249.38</b>	
Refer	79931 ULINE					-	
Cash Payment	E 604-49570-210 Operating Supplies (GEN						\$132.55
Invoice	119482932	4/30/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$132.55</b>	
Refer	79932 HEDSTROM LUMBER CO., INC.					-	
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE						\$391.60
Invoice	11191	5/5/2020					
Cash Payment	E 101-41942-220 Repair/Maint Supply (GE						\$147.02
Invoice	11190	5/4/2020					
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE						\$14.14
Invoice	11192	5/5/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$552.76</b>	
Refer	79933 R & R PRODUCTS, INC.					-	
Cash Payment	E 101-45125-221 Equipment Parts/Building						\$704.06
Invoice	CD2440331	5/1/2020					
Cash Payment	E 101-45125-211 Operating Supplies						\$34.15
Invoice	CD2440332	5/1/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$738.21</b>	
Refer	79934 TURFWERKS					-	



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## Payments

Current Period: May 2020

<b>Cash Payment</b>	E 101-45125-221 Equipment Parts/Building								\$46.99
Invoice	EI11282	5/4/2020							
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100			<b>Total</b>		\$46.99
Refer	79935	MTI DISTRIBUTING INC.							
<b>Cash Payment</b>	E 101-45125-221 Equipment Parts/Building								\$158.63
Invoice	1254380-00	5/7/2020							
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100			<b>Total</b>		\$158.63
Refer	79936	COOK COUNTY HIGHWAY DEPT							
<b>Cash Payment</b>	E 101-45125-340 Advertising								\$162.87
Invoice	3956	4/30/2020							
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100			<b>Total</b>		\$162.87
Refer	79937	ARROWHEAD COOPERATIVE							
<b>Cash Payment</b>	E 101-45125-380 Utility Services (GENER								\$37.93
Invoice	901298	4/30/2020							
<b>Cash Payment</b>	E 101-45125-380 Utility Services (GENER								\$60.07
Invoice	908127	4/30/2020							
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100			<b>Total</b>		\$98.00
Refer	79938	PAUL JONES							
<b>Cash Payment</b>	E 101-45125-260 Soft Drinks/Mix For Resa								\$34.34
Invoice	SAMS REIMB	5/17/2020							
<b>Cash Payment</b>	E 101-45125-211 Operating Supplies								\$42.36
Invoice	SAMS REIMB	5/17/2020							
<b>Cash Payment</b>	E 101-45125-255 Food For Resale								\$153.24
Invoice	SAMS REIMB	5/17/2020							
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100			<b>Total</b>		\$229.94
Refer	79939	HKGI							
<b>Cash Payment</b>	E 101-41900-467 HKGI- Housing Study								\$3,472.00
Invoice	019-058-4	5/15/2020							
<b>Cash Payment</b>	E 101-41900-467 HKGI- Housing Study								\$2,415.00
Invoice	190629.00-6	5/13/2020							
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100			<b>Total</b>		\$5,887.00
Refer	79940	FERGUSON WATERWORKS#2518							
<b>Cash Payment</b>	E 601-49430-220 Repair/Maint Supply (GE								\$763.30
Invoice	0453331	5/8/2020							
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100			<b>Total</b>		\$763.30
Refer	79941	MIELKE, AARON							
<b>Cash Payment</b>	E 101-42200-330 Transportation/School								\$302.45
Invoice	FIREHOSE PICK	5/17/2020							
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100			<b>Total</b>		\$302.45
Refer	79942	EATON							
<b>Cash Payment</b>	E 604-49570-227 Utility Maint Supplies								\$877.71
Invoice	939729775	5/8/2020							
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100			<b>Total</b>		\$877.71
Refer	79943	SUNDEW TECHNICAL SERVICES							
<b>Cash Payment</b>	E 604-49551-210 Operating Supplies (GEN								\$100.78
Invoice	POWERPLANT	8/19/2020							



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**Payments**

Current Period: May 2020

Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$100.78</b>	
Refer	79944 CENTURYLINK						
Cash Payment	E 601-49440-321 Telephone						\$69.36
Invoice	218 D24-1002	5/1/2020					
Cash Payment	E 601-49440-321 Telephone						\$69.36
Invoice	218 D24-1001	5/1/2020					
Cash Payment	E 601-49440-321 Telephone						\$56.83
Invoice	218 387-1788	5/1/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$195.55</b>	
Refer	79945 MY BROTHERS PLACE AUTO REP						
Cash Payment	E 601-49430-404 Repairs/Maint Machinery						\$80.46
Invoice	6473	5/20/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$80.46</b>	
Refer	79946 TOSHIBA BUSINESS SOLUTIONS						
Cash Payment	E 101-41400-200 Office Supplies (GENER						\$19.18
Invoice	5268368	5/12/2020					
Cash Payment	E 604-49590-200 Office Supplies (GENER						\$12.28
Invoice	5268368	5/12/2020					
Cash Payment	E 601-49440-200 Office Supplies (GENER						\$3.45
Invoice	5268368	5/12/2020					
Cash Payment	E 602-49490-200 Office Supplies (GENER						\$3.45
Invoice	5268368	5/12/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$38.36</b>	
Refer	79947 TOSHIBA BUSINESS SOLUTIONS						
Cash Payment	E 101-41400-200 Office Supplies (GENER						\$14.62
Invoice	5268364	5/12/2020					
Cash Payment	E 604-49590-200 Office Supplies (GENER						\$9.36
Invoice	5268364	5/12/2020					
Cash Payment	E 601-49440-200 Office Supplies (GENER						\$2.63
Invoice	5268364	5/12/2020					
Cash Payment	E 602-49490-200 Office Supplies (GENER						\$2.63
Invoice	5268364	5/12/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$29.24</b>	
Refer	79961 PHILLIPS WINE & SPIRITS						
Cash Payment	E 609-49750-251 Liquor For Resale						\$737.25
Invoice	6036862	5/21/2020					
Cash Payment	E 609-49750-333 Freight and Express						\$10.24
Invoice	6036862	5/21/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$747.49</b>	
Refer	79962 ARTISAN BEER COMPANY						
Cash Payment	E 609-49750-252 Beer For Resale						\$330.05
Invoice	3418795	5/21/2020					
Transaction Date	5/21/2020	Due 5/21/2020	MAIN CHECKING G	10100	<b>Total</b>	<b>\$330.05</b>	
Refer	79963 WINE MERCHANTS						
Cash Payment	E 609-49750-251 Liquor For Resale						\$384.00
Invoice	7284886	5/21/2020					



# Memo

**To:** City Council Members  
**From:** Dave Tersteeg, Parks Manager  
**CC:** Mike Roth, City Administrator  
**Date:** 5/21/2020  
**Re:** Hiring recommendations for seasonal help at the golf course

---

Please hire Lisa Furlong as a part-time, seasonal clubhouse attendant for Gunflint Hills golf course;

Paul Pederson as a part-time, seasonal Groundskeeper for Gunflint Hills golf course.

Hi Mike,

Please see attached draft value engineering change order for your review. This change order provides for lining of the 8" sewer, lining of six sanitary manholes, lining of service connections and spot repairs to the sanitary sewer as needed.

The total savings for this change is \$393,518.20. Per MnDOT specification KGM would receive a lump sum payment of \$196,759.10, and the City would see a savings of the same amount of \$196,759.10.

MnDOT estimating has approved the draft change order's language and cost. KGM is also reviewing this draft, and once all parties are in agreement I will send a final change order for signature.

Thank you,



Andrew J. Deming, P.E.  
District 1 Resident Engineer  
Office: (218) 725-2701  
Cell: (218) 349-9985  
[andrew.deming@state.mn.us](mailto:andrew.deming@state.mn.us)

**Contract: 190085**

**Change Order No.: 0002**

**Net Change Order Amount: -\$196,759.10**

**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:** 1408 Value Eng

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

**Description:** Sanitary Sewer Value Engineering

**Explanation:**

**Issue** The Contractor has proposed a Value Engineering Incentive for the redesign of the the sanitary sewer on this project. The City of Grand Marais is the owner of the sanitary sewer. MnDOT has consulted with the City of Grand Marais and both parties have approved the Contractors Value Engineering proposal.

**Resolution** 1. The Contractor will provide all labor, materials and equipment to install CIPP lining of the 8" PVC Pipe Sewer from STA 745+81.2 to STA 763+47.11.

2. The Contractor will provide all labor, materials and equipment to install lining of the sanitary structures at the following locations, in accordance with the attached manufacturer recommendations:

- STA 746+52 20' LT
- STA 749+76 20' LT
- STA 753+11 20' LT
- STA 753+62 19' LT
- STA 756+47 19' LT
- STA 760+26 14' LT

3. The Contractor will provide all labor, materials and equipment to install service linings from STA 745+81.2 to STA 763+47.11.

4. The Contractor will provide all labor, materials and equipment to perform sewer spot repairs as needed for sections that cannot be lined from STA 745+81.2 to STA 763+47.11.

5. Payment will be made for the actual work completed at the negotiated rates shown in the estimate of cost.

6. A lump sum payment of \$196,759.10 (50% of the net savings from the Value Engineering proposal) will be paid to the Contractor as the Contractor's share of the Value Engineering Incentive. Payment for the Value Engineering incentive will be made after completion of the lining of 8" pipe sewer and lining of the sanitary structures. The Department will not revise the lump sum Value Engineer payment even if the final accepted quantities vary, in accordance with MnDOT 1408.

**Entitlement** The Engineer has determined that the Contract needs to be changed in accordance with MnDOT Specification 1408 Value Engineering Incentive.

**Impact** No change to Contract time.

**Cost** The cost has been approved by CCS.

**Increases/Decreases**

Item Description	Item ID	Project Line	Contract Line	Project	Category	Item Source	Quantity Inc/Dec	Unit	Unit Price	Dollar Amount
REMOVE MANHOLE OR CATCH BASIN	2104502/00770	2920	0080	123929	0006	Original	-7.000	EACH	\$650.00	-\$4,550.00
REMOVE SANITARY SERVICE PIPE	2104503/00840	2990	0210	123929	0006	Original	-120.000	L F	\$15.00	-\$1,800.00
ROCK EXCAVATION IN TRENCH	2451607/00460	3030	0515	123929	0006	Original	-32.000	C Y	\$165.00	-\$5,280.00
6" PVC SANITARY SERVICE PIPE	2503603/24006	3100	0735	123929	0006	Original	-161.000	L F	\$65.00	-\$10,465.00
8" PVC PIPE SEWER	2503503/13080	3040	0645	123929	0006	Original	-1,683.000	L F	\$325.00	-\$546,975.00
CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	2506503/02007	3330	0905	123929	0006	Original	-78.000	L F	\$720.00	-\$56,160.00
CONNECT TO EXISTING SANITARY SEWER SERVICE	2503602/00370	3080	0720	123929	0006	Original	-13.000	EACH	\$375.00	-\$4,875.00
CASTING ASSEMBLY	2506502/06000	3310	0860	123929	0006	Original	-9.000	EACH	\$1,075.00	-\$9,675.00
REMOVE SEWER PIPE (SANITARY)	2104503/00290	2980	0170	123929	0006	Original	-1,690.000	L F	\$20.25	-\$34,222.50
CONNECT TO EXISTING MANHOLES (SAN)	2503602/00310	3070	0715	123929	0006	Original	-2.000	EACH	\$2,250.00	-\$4,500.00
8"X6" PVC WYE	2503602/13403	3090	0725	123929	0006	Original	-14.000	EACH	\$625.00	-\$8,750.00
									<b>Total:</b>	<b>-\$687,252.50</b>

**New Items**

Item Description	Item ID	Item Reason	Project Line	Cont. Line	Project	Category	Funding	Quantity	Unit	Unit Price	Dollar Amount
CO 2 VE Incentive Payment - CHANGE ORDER LUMP SUM	1402601/00010	Neg	3400	1585	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	1.000	LS	\$196,759.10	\$196,759.10
CO 2 Volume Discount loss/Incidentals - CHANGE ORDER LUMP SUM	1402601/00010	Neg	3510	1640	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	1.000	LS	\$15,000.00	\$15,000.00
CO 2 Service Connection Grouting - CHANGE ORDER EACH	1402602/00010	Neg	3420	1595	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	14.000	EACH	\$2,500.00	\$35,000.00
CO 2 Service Linings (CIPP) - CHANGE ORDER EACH	1402602/00010	Neg	3430	1600	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	14.000	EACH	\$7,285.00	\$101,990.00
CO 2 Service Intrusions - CHANGE ORDER EACH	1402602/00010	Neg	3440	1605	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	3.000	EACH	\$350.00	\$1,050.00
CO 2 Sanitary Manhole Lining - CHANGE ORDER EACH	1402602/00010	Neg	3450	1610	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	6.000	EACH	\$4,862.50	\$29,175.00
CO 2 Sanitary Sewer Spot Repair - CHANGE ORDER EACH	1402602/00010	Neg	3460	1615	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	4.000	EACH	\$1,500.00	\$6,000.00

**New Items**

Item Description	Item ID	Item Reason	Project Line	Cont. Line	Project	Category	Funding	Quantity	Unit	Unit Price	Dollar Amount
CO 2 8" CIPP lining - CHANGE ORDER LIN FT	1402603/00010	Neg	3410	1590	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	1,750.000	L F	\$55.00	\$96,250.00
CO 2 PRIME MARK UP - CHANGE ORDER DOLLAR	1402621/00010	Neg	3520	1645	123929	0006 - CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	0006 - CITY OF GRAND MARAIS	9,269.300	DOL	\$1.00	\$9,269.30
										<b>Total:</b>	\$490,493.40

**Time Adjustments**

Time ID	Time Description	Time Type	Original	Current	Adjustment	New

**Project/Category Summary**

Project	Project Description	Federal	Category	Category Description	Dollar Amount
123929	GRADING, BITUMINOUS MILL & SURFACING, ADA IMPROVEMENTS, SIGNAL , LIGHTING, RETAINING WALL, AND BRIDGES #16X08 & #16X11.	NO	0006	CITY OF GRAND MARAIS SEE CITY OF GRAND MARAIS AGREEMENT #1033338	-\$196,759.10
				<b>Net Change Order Amount:</b>	-\$196,759.10

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

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

1. Lateral Special Provisions
2. SpectraShield Specifications (2020)

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## **SP-1 (2503) LATERAL SEALING CONNECTION (GROUT)**

### SP-1.1 System

To provide for the rehabilitation of a service lateral by the application of chemical grout material. The grout seal shall extend from the mainline a minimum of 30" into the lateral.

### SP-1.2 Submittals

- A. Grout manufacturer's certification that Contractor is an approved installer of their system. Certificates of training in handling, mixing, and application of grout for sanitary sewer line and joint and lateral connection sealing for grout truck operator and at least one crewmember involved in sealing process.
- B. Third party lab test results for field installations in United States of same grout system as proposed for actual installation.
  1. Test results must verify grout physical and chemical properties specified herein have been achieved in previous field applications.
- C. CCTV inspection reports and electronic downloads, before and following sewer joint sealing. Furnish original copies of CCTV inspections color DVDs to Engineer within 10 days.
- D. Documentation for Products and Installers: Engineer's approval required before acceptance or injection of grout.
- E. Pump calibration information.
- F. Field sealing records.
- G. Certification of accuracy and calibration of pressure sensing/monitoring equipment by independent testing firm within one month before use of equipment.

### SP-1.3 Products

#### SP1.3.1 Materials

- A. Grouting
  1. Properties and Characteristics
    - a. Will perform in presence of infiltrating water, during injection.
    - b. Packaged for field storage, handling requirements with minimum spillage and worker safety.

2. Cured Grout
  - a. Submersible in water without degrading.
  - b. Not biodegradable.
    - 1) Additives may be used to meet this requirement, without effecting long- term strength.
  - c. Chemically stable and resistant to concentrations of acids, alkalis, and organic materials found in normal sewage.
  
3. Composition
  - a. Acrylamide gel:
    - 1) Minimum of 10 percent acrylamide base material by weight in total grout mix.
    - 2) Higher concentration percent of acrylamide base material (maximum 20%) may be used to increase strength or offset dilution during injection.
    - 3) Able to tolerate some dilution and react in moving water during injection.
    - 4) Approximately 2 centipoise viscosity. Can be increased with additives.
    - 5) Constant viscosity during reaction period.
    - 6) Controlled reaction time from 10 seconds to 1 hour.
    - 7) Curing reaction producing a homogenous, chemically stable, non-biodegradable, firm, flexible gel.
    - 8) Able to prevent dehydration and increase-mix viscosity, density and gel strength by use of additives.
      - a) Diatomaceous earth (Celite 209 or equal) can be added to concentration of five percent.
      - b) Use of other additives following manufacturer's recommendation and Engineer's approval.
    - 9) Root control additive 2, 6-Dichlorobenzonitrile, may be added following manufacturer's recommendation and Engineer's direction.

- b. Urethane gel:
  - 1) Ratio: One part urethane prepolymer mixed with 5 to 10 parts water by volume.
    - a) Recommended mix ratio: 1 part urethane prepolymer to 8 parts of water (11 percent prepolymer).
  - 2) Liquid prepolymer:
    - a) Solids content: 77 to 83 percent.
    - b) Specific Gravity: 1.04 (8.65 pounds per gallon)
    - c) Flash Point: 20 degrees F.
    - d) Viscosity: 600 to 1,200 centipoises water at 70 degrees F.
  - 3) Water for reacting prepolymer: pH of 6.5 to 8.
  - 4) Curing reaction:
    - a) Produces chemically stable, non-biodegradable, tough, flexible gel.
    - b) Able to increase mix viscosity, density, gel strength and resistance to shrinkage by using additives in water component of grout.
    - c) Minimum 15 percent shrink control agent supplied by the same manufacturer.
  
- c. Acrylate gel:
  - 1) Minimum 10 percent acrylate base material by weight or as specified by the manufacturer.
    - a) In total grout mix, a higher concentration (percent) of acrylate base material may be used to increase strength or offset dilution during injection.
    - b) If acrylate base material is in 40 percent solution 27.5 percent by weight of total grout mix: 11 percent base material.
  - 2) Able to tolerate some dilution and react in moving water during injection.
  - 3) Viscosity: Approximately 2 centipoises.
    - a) Can be increased with additives.
  - 4) Constant viscosity during reaction period.
  - 5) Controlled reaction time: 10 seconds to 1 hour.
  - 6) Curing reaction producing homogeneous, chemically stable, non-biodegradable, flexible gel.
  - 7) Able to prevent dehydration and to increase-mix viscosity, density and gel strength by use of additives.
    - a) Diatomaceous earth (Celite 209 or equal) can be added to concentration of five percent, by volume.
    - b) Use of other additives following manufacturer's recommendations and Engineer's approval.
  - 8) Root control additive 2, 6-Dichlorobenzonitrile, may be added following manufacturer's recommendation and Engineer's direction.

### SP1.3.2 EQUIPMENT

#### A. General.

1. CCTV system, necessary chemical grout containers, pumps, regulators, valves, hoses, joint sealing packers for various sizes of sewer pipes, and lateral bladders.
2. Air pressure monitoring system:
  - a. Configured with no valves on air line between measuring point and pressure sensing device.
  - b. Digital readouts located at control panel in grouting truck.

#### B. Grouting packer:

1. Diameter less than pipe size, with cables attached at each end to pull it through the line.
2. Designed to allow restricted amount of sewage to flow through device, in mainlines where sewage flows do not exceed maximum depth for joint testing/sealing following manufacturer's recommendation and following ASTM F2304 and ASTM F2454-05.

### SP-1.4 EXECUTION

#### SP1.4.1 Application Procedures for Joint Sealing and Lateral Connection Sealing.

- A. Force chemical grouting material into or through faulty joints, defects or lateral connection by system of pumps, hoses, and sealing packers.
  1. Position packer over faulty joint or lateral connection by means of measuring device and CCTV camera in line.
  2. For lateral connections use lateral packer equipped with lateral bladder and rotating mechanism.
    - a. Obtain a tight seal. If a tight seal is not obtained, remove equipment and make adjustments.
    - b. Pump grout material through hose system at controlled pressures high enough to overcome external pressures such as groundwater pressures.
- B. Design pumping unit, metering equipment, and packer devices so proportions and quantities of materials can be regulated following type and size of leak being sealed.
- C. Set chemical pumping rates and mixing ratios as specified herein, following manufacturer's recommendations and Engineer's adjustments.

- D. Determine appropriate gel set times.
  - 1. To estimate gel set times, divide estimated volume of annular space (in gallons) by grout pumping rate (in gallons per minute), then add between 15 to 25 seconds. Adjust estimate by taking into account temperature of grout tanks, temperature of hoses, temperature of groundwater, amount of groundwater present and other field conditions.
  - 2. The gel set time is typically between 20 and 40 seconds. Gel set times of less than 20 seconds may be required in presence of high filtration.
  - 3. Monitor induction periods and gel characteristics through daily gel time tests for each sealing vehicle. Check each new batch once. If only one batch is used, check at least twice per day.
  - 4. Perform new gel time test when grout additives are modified to change gel times, at beginning of new setup with new starting manhole, or when temperature in tanks and hoses changes by more than 10 degrees F from previous gel time test.
  - 5. Use water with known and controlled pH that will be used during actual grouting operations.
  - 6. Allow grout mixture to settle to remove entrained oxygen, before testing gel time.
  - 7. Use plastic or stainless steel tanks. Do not use tanks that contain iron or copper.
  
- E. During seal operations, operate void pressure monitoring equipment, described herein.
  
- F. Integrate CCTV, grout pumping, and air pressure monitoring equipment so proportions, quantities, and void pressure for materials and sealing can be instantly monitored and regulated following type and size of joint, break, or leak.
  
- G. Amount of chemical being pumped: Based on number of pumped strokes delivered for each sealed sewer main joint, defect or leaking connection.
  - 1. Record and provide results to Engineer.
  
- H. If large voids are encountered on outside of sewer, including the possibility of "piping" holes to ground surface, which could cause excessive use of grout material, at Engineer's direction change operating pressures and pumping rates as follows.
  - 1. Reduce pressures and pumping rates, such that intervals between pump strokes are shorter than gel time.
  - 2. Pump first stage of grout, and then stop pumping until temporary gel of the grout is obtained on outside of pipe.
  - 3. Increase pressure and pumping rate to pump the second stage and form a second layer.
  - 4. Repeat this cycle until refusal conditions are reached, or until the inspector judges the grout consumption to be excessive.
  - 5. Avoid sealing inner surface of pipe from inside before building up layers on the outside.

- I. Grout injection complete: When chemical grout is pumped to refusal as defined in ASTM F2304.
  - 1. If chemical grout cannot be pumped to refusal, within a volume less than or equal to 0.5 gallons per inch of pipe diameter due to latent physical conditions, do not perform additional work until Engineer grants authorization.
  - 2. Lateral connections: When back pressure of grout in void at mainline level drops from 8 psi to 6 psi in greater than 20 seconds after cessation of grout pumping, following ASTM F2454-05.
    - a. If using stage grouting, grout injection is complete when refusal pressure of 8 psi is achieved.
  
- J. Sealed Defects.
  - 1. Remove excess grout gel ring if obtrusive and impedes air testing and CCTV inspection of work as required. If excess grout gel ring cannot be removed by use of packer, jet clean pipe prior to testing seal.
  - 2. Air test each sealed joint.
    - a. If defect or connection fails air test after grout injection, reseal failed joints and air test again.
    - b. After lateral connection has been sealed successfully as confirmed by post air test, break lateral packer seal and test service to assure grout has not blocked lateral connection further upstream.
  - 3. After all pipe joints and lateral connections have been grouted, retest all previously unsealed pipe joints and lateral connections. Seal any pipe joints and lateral connections that do not pass the air pressure test.
  
- K. Flush or push forward excess grouting material to next downstream manhole, and remove from sewer system.
  - 1. Dispose of debris following grout manufacturer's recommendation, and jurisdictional regulations.
  - 2. Excess grout material from upstream section(s) will not be allowed to accumulate in sewer.

#### SP1.4.2 FIELD DOCUMENTATION.

- A. Records.
  - 1. Keep complete, accurate, and legible records of operation for each joint, defect or connection sealed.

- a. Include on Record of Operation for each joint or lateral mainline interface tested and/or routed or attempted to be grouted:
  - 1) Identification of work site, complete component, address, county page & grid, 200 foot sheet.
  - 2) Date and time.
  - 3) Station of each seal measured from upstream manhole.
  - 4) Location of any joints not tested and reason for not testing.
  - 5) Grout mixture formation, including additives and catalyst mixture.
  - 6) Test pressures and durations of tests maintained for each joint passing the air test.
  - 7) Ambient outside air temperature at time of grout injection.
  - 8) Grout tank temperatures.
  - 9) Gel time and time last verified.
  - 10) Verified address of lateral.
  - 11) Estimated visible leakage (gpm) from joint/defect connection or lateral.
  - 12) Number of pump strokes and amount of grout in place.
  - 13) Beginning, ending, pressure losses, re-test pressures.
  - 14) Verification lateral is clear after sealing process.
  - 15) Remaining leakage and location after seal (gpm).
  
2. Work site will not be accepted until Engineer receives original record.
  - a. Failure to fill out logs completely will result in non-payment for the questioned mainline joint, defect or connection.

#### SP-1.5 WARRANTY

- A. Provide twelve month performance and workmanship warranty for the seals from date of acceptance of the Commission.
- B. Perform CCTV inspections during the first wet weather season after initial sealing, to evaluate quality of the initial sealing.
- C. CCTV inspect initial retest area consisting of 10 percent of grouted joints and 10 percent of grouted lateral connections following Section 02956.
- D. Provide qualified, independent third party inspector to review CCTV inspection videos to verify integrity of seals.
- E. Reseal all joints sealed under this Contract that inspector finds defective within warranty period, at no additional cost to the Commission.
  1. Defective seals include, but not limited to those with root penetration, signs of infiltration, and cracks in pipe or grouting material.

- F. If failure rate of retested joints and lateral connections is 5 percent or less of joints and lateral connections retested, work shall be considered satisfactory and no further retesting will be required. If the failure rate of retested joints and lateral connections is greater than 5 percent, the Engineer shall randomly select another retest area consisting of another 10 percent of the initially sealed joints and lateral connections. Continue this additional retesting and resealing until a failure rate of less than 5 percent is met.

#### SP-1.6 MEASUREMENT AND PAYMENT

- A. Measurement: By each lateral connection sealed and air tested.
- B. Payment: At unit price for each size listed in Bid Schedule.
  - 1. Payment includes plugging or by-pass pumping, CCTV inspections, pre-sealing cleaning, removal of extraneous materials from sewer lateral, labor and equipment necessary to seal connection, post sealing air test, and test to ensure that lateral is clear.

### **SP-2 (2503) LATERAL SEALING CONNECTION (LINER)**

#### SP-2.1 SYSTEM DESCRIPTION

To provide for the rehabilitation of a service lateral connection by the installation of a one piece resin impregnated, flexible non-woven felt tube cured-in-place full circle main to lateral connection lining by air inversion with no overlapping materials. Curing shall be accomplished by use of heat cure. Service lateral connections may be a combination of tees, wyes or break-in taps of varying size and angle from 30 to 90 degrees and may include over-cut openings. The resin shall be cured to transform the flexible insert into a hard impermeable seal around and in the lateral connection. The lateral sealing connection shall extend from the mainline a minimum of 10-ft into the lateral to form a tight fitting, watertight pipe-within-a pipe and shall eliminate any leakage between the lateral and the mainline. The one piece CIPP main to lateral lining will incorporate gasket sealing technology or hydrophilic sealants in the main. Collar type systems, two piece systems and CIPP connection systems that are based on adhesion will not be allowed. The main to lateral service lining connections shall comply with ASTM F1216 "Standard Practice for Rehabilitation of Existing Pipelines and Conduits by the Inversion and Curing of a Resin Impregnated Tube".

#### SP-2.2 SUBMITTALS

- A. Product data of lateral sealing connection materials including resin, tube and catalysts.
- B. Certified test reports that the product was manufactured and tested in accordance with ASTM Standards specified or referenced herein.
- C. Contractor and product qualifications/references.

#### SP-2.3 QUALIFICATIONS

- A. The manufacturer of lateral sealing connection system must be able to document a minimum of 10,000 successful installations in the United States within the past five years.
- B. The installer must be able to document a minimum of 1,000 successful installations, of the type to be used on this project, in the United States within the past five years.

- C. Acceptable manufacturers for the lateral seal connection include LMK Enterprise's T-liner, Shorty system, BLD "Service Connection Seal + Lateral", or equal.
- D. Other manufacturer's need to submit information regarding their lateral sealing connection system for approval as equal, fourteen days before bid opening.

#### SP-2.4 GUARANTEE

All lateral seal connections placed shall be guaranteed by the Contractor and Manufacturer for a period of five years from the date of final acceptance. If within this warranty period the connections are not acceptable due to leakage or any other defect, the Contractor shall repair or replace the affected portion at no cost to the City. Grouting as the method of repair is unacceptable.

#### SP-2.5 PRODUCTS

##### SP2.5.1 General

- A. The finished sewer lateral connection product shall be fabricated from materials when cured will be chemically resistant to domestic sewage.
- B. All constituent materials will be suitable for service in the environment intended. The final product will not deteriorate, corrode or lose structural strength that will reduce the projected product life.
- C. The service lateral connection product shall be compatible with the lining system in the main sanitary sewer line.

##### SP2.5.2 Materials/Product

- A. Tube and resin shall meet the requirements of ASTM F1216 and ASTM D5813.
- B. ASTM standard that are made part by reference include
  1. ASTM F1216 – Standard Practice For Rehabilitation Of Existing Pipelines And Conduits By The Inversion And Curing Of A Resin-Impregnated Tube.
  2. ASTM D5813 – Standard Specification For Cured-In-Place-Pipe Thermosetting Resin Sewer Piping Systems.
- C. A flexible non-woven felt tube shall be fabricated to a size that when installed will key into the internal surface irregularities of the lateral joint and neatly fit tight fit to the circumference of the lateral.
- D. The insert shall seal to the inside wall the full circle of the sewer main, a minimum five inches around the lateral opening and to the lateral wall and extend a minimum of 10 ft up into the lateral pipe from the main.
- E. The installer shall furnish a specially designed polyester, vinyl ester or epoxy resin and catalyst system compatible with the sewer lateral connection process that provides cured physical strengths similar to the main line and lateral.
- F. A hydrophilic sealant on the backside of the brim and end of the liner stubbed up the lateral or hydrophilic compression gasket sealing system (4 on the main line and 1 at the end of lateral stub) shall be used.

SP2.5.3 Physical Properties

- A. No cured-in-place-pipe technology that requires bonding to the existing pipe for any part of its structural strength will be permitted.
- B. If reinforcing materials (fiberglass, etc.) are used, the reinforcing material must be fully encapsulated within the resin to assure that the reinforcement is not exposed, either to the inside of the pipe or at the interface of the CIPP and existing pipe.
- C. The resin/liner system shall conform to ASTM D5813, Section 8.2.2 – 10,000 hour test.
- D. The resin shall produce CIPP, which comply with the structural and chemical resistance requirements of ASTM F1216 listed below:

Flexural Stress	ASTM 0790	4,500 psi
Flexural Modulus of Elasticity	ASTM0790	250,000 psi

SP-2.6 EXECUTION

SP2.6.1 Preparation

- A. The contractor shall identify (size and location), video document each service to be sealed.
- B. Prior to installing the seal connection, the area around the main and lateral shall be inspected. waste product build-up, hard scale, roots, lateral cutting debris or resin slugs must be removed using high pressure water jetting or in line cutters.
- C. Break-in connection and lateral pipe protruding into the mains shall be ground back to no more than a 1/8 inch protrusion into the main line.
- D. Built up deposits on the main and lateral pipe walls shall be removed. The removal shall reach at least one foot beyond connection product to allow the bladder to inflate tightly against the pipe walls ensuring a smooth transition from the seal connection to the existing pipe wall.
- E. In relined pipes the lateral must be opened 100 percent or more and edges shall be brushed finished.
- F. The contractor will be responsible for by passing of sewage during the installation of the sewer lateral connection product.
- G. The Contractor shall notify all property owners that their sewer service will be interrupted and discontinued while the connection seal is installed and cured.

#### SP2.6.2 Installation

- A. The resin impregnated seal connection product shall be located on the applicator apparatus attached to a robotic device and positioned in the mainline pipe at the service connection that is to be rehabilitated. The robotic device together with a television camera must be used to align the seal connection product with the service connection opening. Air pressure supplied to the applicator shall be used to insert the resin impregnated connection repair product into the lateral pipe. The inserted product will then be inspected using a TV camera to confirm the product is correctly positioned and centered in the lateral opening prior to curing. The insertion pressure will be adjusted to fully deploy the connection seal into the lateral connection and hold the product tight to the main and lateral walls.
- B. The pressure apparatus shall include a bladder of sufficient length in both the main and lateral such the inflated bladder extends beyond the ends of the segments, pressing the end edges flat against the internal walls thus forming a smooth transition from the seal connection to pipe walls without a step, ridge or gap
- C. After inversion is completed, recommended pressure must be maintained on the impregnated seal connection for the duration of the curing process.
- D. A heat cure is required. The heat source shall be fitted with suitable monitors to gauge the temperature of the air/steam or water supply. Fluid temperatures during the cure period shall be recommended by the resin manufacturer. Note: No UV cure systems will be allowed.
- E. The curing of the seal connection must take in account the existing pipe material, the resin system, and ground conditions (temperature, moisture level and thermal conductivity of the soil).

#### SP2.6.3 Quality Control

- A. The finished product shall be a watertight connection seal at the mainline and extend continuous over the entire length of the rehabilitated service lateral and be free of dry spots, lifts, ridges, steps and delamination.
- B. The installed connection shall not inhibit video inspection or cleaning operations of the mainline and service lateral pipes.
- C. After the work is completed the Contractor shall provide the City with a CD or DVD and identifying the location and showing the restored condition of all the connections.
- D. During the warranty period, all defects with the seal connection shall be repaired at the Contractor's expense in a manner acceptable with the City.

#### SP-2.7 Measurement and Payment

- A. All costs of furnishing and installing the lateral seal connection, including pre televising inspection and taping, cleaning and removal of roots, lateral connection preparation to remove sharp edges, installation and curing, bypass pumping and post connection DVD and documentation. Work required to complete this item shall be paid for at the contract unit price each lateral connection sealing.



*Layers of quality, years of protection.*

## **Total Lining System for Wastewater Structures (rehabilitation and new construction)**

### **PART I – GENERAL**

#### **1.01 DESCRIPTION:**

The work described within details a complete program for wastewater structure lining and rehabilitation. This specification details the methods, procedures, materials and equipment required to produce “A Total Lining System for Wastewater Structures”. The completed system will provide a corrosion resistant liner that restores the surface profile and eliminates water infiltration and exfiltration.

#### **1.02 REFERENCES:**

- A. ASTM D7234 - Adhesion
- B. ASTM D412 - Tensile Strength (PSI)
- C. ASTM D412 - Elongation (%)
- D. ASTM D624 - Tear Strength (PLI)
- E. ASTM D2240 - Hardness
- F. ASTM D522 - Flexibility (1/8” mandrel)
- G. ASTM D4060 - Taber Abrasion (mg loss)

#### **1.03 SUBMITTALS**

All materials and procedures required to establish compliance with the specifications shall be submitted upon request to the owner/engineer for review/approval. Submittals shall include at least the following:

1. Technical Data Sheet on each product used.
2. Safety Data Sheet (SDS) for each product used.
3. Manufacturer’s Certification of Applicator.
4. Certified Applicator Minimum Qualifications (Section 1.04 D).
5. Descriptive literature, bulletins and or catalogs of materials.
6. Work procedures including flow diversion plan, method of repair, etc.
7. Material and method for repair of leaks or cracks in the structure.
8. Applicator and Manufacturer warranty forms (Section 4.01)

## 1.04 QUALITY ASSURANCE

- A. The manufacturer of the total lining system for wastewater structures shall be a company that specializes in the design and manufacture of corrosion protection materials / systems for wastewater structures.
- B. The applicator (company performing the installation) shall be completely trained in leak repair, surface preparation and application of the lining system.
- C. The materials/products shall be suitable for installation in a wastewater environment without any deterioration of the liner.
- D. The applicator shall be trained and provide a letter of certification from the manufacturer for the handling, mixing, application, and inspection of the liner system as described herein.
- E. To ensure total unit responsibility, all materials and installation thereof shall be furnished and coordinated by manufacturer/certified applicator.

## PART II - PRODUCTS

### 2.01 MATERIALS AND EQUIPMENT

- A. The materials to be utilized in the lining of wastewater structures shall be designed and manufactured to withstand the severe effects a wastewater environment. The manufacturer of the corrosion protection products shall have at least 10 years of experience in the production of the lining products utilized, and the products shall have satisfactory installation record.
- B. Equipment for installation of lining materials shall be of high quality and as recommended by the manufacturer.
- C. The lining system to be utilized for wastewater structures shall be a multi-layer 'stress skin panel' liner system as described below:
  - 1. Liner.

<u>Installation</u>	<u>Liner</u>
Moisture barrier	Modified Polymer (Silicone modified polyurea)
Surfacer	Polyurethane/Polymeric blend foam
Final corrosion barrier	Modified polymer (Silicone modified Polyurea)
  - 2. The Modified polymer (silicone modified polyurea) shall be sprayable, solvent free, two-component polymeric, moisture/chemical barrier specifically developed for the corrosive wastewater environment.
  - 3. The Polyurethane Rigid Structure Foam, shall be low viscosity two-component, containing flame retardants.
  - 4. Total thickness of multi-layer liner system shall be a minimum of 500 mils.
- D. The product shall be SPECTRASHIELD, manufactured by CCI Spectrum, Inc.

## **PART III - EXECUTION**

### **3.01 INITIAL INSPECTION**

- A. Applicator shall take appropriate action to comply with all local, state, and federal regulations including those set forth by OSHA, EPA, the Owner and any other applicable authorities.
- B. Prior to conducting any work, an initial inspection of the structure shall be performed to determine need for protection against hazardous gases or oxygen depleted atmosphere and the need for flow control or flow diversion.
- C. If required, submit a plan for flow control or bypass to the owner/engineer for approval prior to conducting the work.
- D. New Portland cement structures shall have endured a minimum of 28 days since manufacture prior to commencing installation of the liner system.

### **3.02 SURFACE PREPARATION**

- A. The surface preparation program will include checking the atmosphere for hydrogen sulfide, methane, low oxygen, or other gases, approved flow control equipment, and surface preparation equipment.
- B. Surface preparation for standard manhole structures shall be in accordance with the manufacturer's recommendations, and may include high pressure water cleaning and shall provide a surface compatible for installation of the liner system.
- C. Surface preparation and methods for other structures shall be in accordance with the manufacturer's recommendations, and may include high pressure water cleaning, hydro blasting, abrasive blasting, grinding, or detergent water cleaning, and shall be suited to provide a surface compatible for installation of the liner system.
- D. The surface preparation method shall produce a cleaned, abraded and sound surface with no evidence of laitance, loose concrete, loose brick, loose mortar, contaminants or debris, and shall display a surface profile suitable for application of the liner system in accordance with the manufacturer's recommendations.
- E. After completion of surface preparation, perform the seven point check list, inspecting for:
  - 1. Leaks
  - 2. Cracks
  - 3. Holes
  - 4. Exposed Rebar
  - 5. Ring and Cover condition
  - 6. Invert Condition
  - 7. Inlet and Outlet Pipe Condition
- F. After the defects in the structure are identified, repair all leaks and severe cracks with Spectra-Grout, or other methods approved by the manufacturer.
- G. Upon completion of leak and crack repair, the surface shall be primed in accordance with the manufacturer's recommendations.

### **3.03 MATERIAL INSTALLATION**

- A. Application procedures shall conform to recommendations of the manufacturer, including materials handling, mixing, environmental controls during application, safety and spray equipment.
- B. Spray equipment shall be specifically designed to accurately ratio and apply the liner system.
- C. Application of multi-component liner system shall be in strict accordance with manufacturer's recommendation. Final installation minimum total thickness shall be 500 mils. A permanent identification and date of work performed shall be affixed to the structure in a readily visible location.
- D. If requested a final written report may be provided to the owner/engineer detailing the location, date of work and description of the work.

### **3.04 FINAL INSPECTION**

- A. Final liner system shall be completely free of pinholes or voids. Liner thickness shall be the minimum value as described herein.
- B. Visual inspection may be made by the Owner/Engineer. Any deficiencies in the finished liner system shall be marked and repaired according to the procedures set forth by the manufacturer.

### **4.01 WARRANTY**

Applicator and Manufacturer must warrant the liner system installation against failure for a period of 10 years from the installation date. Applicator shall correct failures any time prior to 10 years after the installation date. Failure will be deemed to have occurred if the protective liner fails to: (a) prevent the internal corrosion of the structure or (b) prevent groundwater infiltration. Failure does not include damage resulting from mechanical force or the presence of chemical substances not customarily present or used in Wastewater Structures, defects in the workmanship or devices of others upon which the Wastewater Structure functions or act of God. The liner must be installed in accordance with Manufacturer's instructions by Applicators certified by Manufacturer. Executed 10-year Applicator and Manufacturer warranties are to be provided upon completion of work.

# City of Grand Marais

## MEMO

TO: Mayor Arrowsmith-Decoux  
City Council Members  
FROM: Michael J. Roth, City Administrator  
DATE: May 21, 2020  
SUBJECT: Review of Park and Liquor Financials

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Attached is a memo provided to the Park Board by Park Manager Dave Tersteeg outlining financial projections based on a few preliminary scenarios of park operation. This information was briefly referenced at your emergency meeting on May 20, and is included to provide an opportunity for further discussion is desired by the Council.

Also for discussion are the attached statistic about Liquor Store performance in March and April. Additional information about May to date will be provided after the Holiday weekend.

## **GRAND MARAIS RECREATION AREA**

May 19th Park Board - Special Meeting to discussion operations during COVID-19

### **Updates from the State:**

5/15/2020

On Wednesday, 5/13, Governor Walz announced that the current Stay at Home order will be allowed to expire on May 18, at which time "Stay Safe Minnesota" will begin. Under Stay Safe, expectations are for Minnesotans to continue practicing COVID-19 prevention through personal hygiene and social distancing, and all nonessential travel continues to be discouraged. Stay Safe is currently scheduled to be in effect until June 1st.

Provision 8, section I of the latest order addresses camping and reads as follows:

*[presumably allowed] Dispersed and remote camping sites for single household use. A dispersed campsite is a single campsite, not in a developed campground, used for overnight camping. A remote campsite is a designated backpack or watercraft campsite, not in a developed campground, used for overnight camping. Both private and public developed campgrounds remain closed to recreational camping.*

### **Current state of operations:**

At the May 6th city council meeting there was unanimous approval of the recommendation to open for monthly/seasonals, with restrictions, effective May 7th. A handful of guests have returned. The request to self quarantine/socially-isolate has been framed with a message to not interact with local community members for 14 days after your arrival. There have been some questions regarding the sunset date for this request, the ability to interact with returning neighboring seasonal guests and the ability to access services from the community without risky social interaction, i.e. curbside pick-up of goods. The message remains - avoid social interactions with others.

With the forced closure of recreational camping in developed campgrounds until June 1st, we have already begun the process of canceling and/or rescheduling all of our overnight camping reservations for May. About 100 folks are affected, primarily over Memorial Day weekend. We have experienced an uptick of inquiries for seasonal/monthly sites, perhaps due to our website homepage message of being closed for overnight, but open for monthly.

### **Opening Considerations:**

The big question on the table locally is if or when we should open for overnight recreational camping, assuming the State allows for it starting June 1st.

Discussion points:

1. Bathhouses - Even with ample signage, it is difficult to imagine consistent, proper social distancing within these heavily used common areas. All of our bathhouses are less than

2,000 square feet total and are partitioned into his and her halves. Showers, sinks, urinals and toilets are all adjacent to each other by less than six feet. A requirement to wear a cloth face covering while using bathhouses would be inline with guidelines for other shared spaces, like retail stores. Signage at doorways instructing guests to not enter if there are more than x number of people inside can also be posted, but not diligently enforced. Internally, the biggest challenge is forecasting staff's willingness and availability to sustain the enhanced cleaning (every 2 hours) that is recommended for public restrooms. Another consideration is our vulnerable supply chain for PPE and cleaning products. A decision to open bathhouses should be tempered with an understanding that we may need to close them if unsafe conditions prevail.

2. Monthly vs. overnight - We could operate as a monthly/seasonal park without bathhouses. Monthly rates are heavily discounted vs. nightly (over 50% less). Converting to monthly would result in significantly less revenue than nightly operations, but be better than a full idling of nightly sites scenario. To give you some concept of budget scale, last year we collected \$288k from 90 monthly sites, for an average of \$3,200 per monthly site/season; our 210 nightly sites yielded \$865k, averaging \$4,119 per site/season. Of these 210 nightly sites, only 65 are full hook-up (with sewers), 82 are electric/water only and 57 primitive tent sites. Assuming we were able to sell all 65 full hook-up sites as monthly, we could expect roughly \$200k in revenue vs. the \$867k that we budgeted to collect if these sites were overnight.

# COVID Emergency Effect on Liquor Store Finances

March-April 2020

## March Sales by Year

2017	\$138,278.30
2018	\$158,331.40
2019	\$156,508.70
2020	\$120,531.58

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**Average Sales March 19-31, 2017-2019:** \$58,679.47

**Two-Day Total March 17-18, 2020:** \$26,022.43

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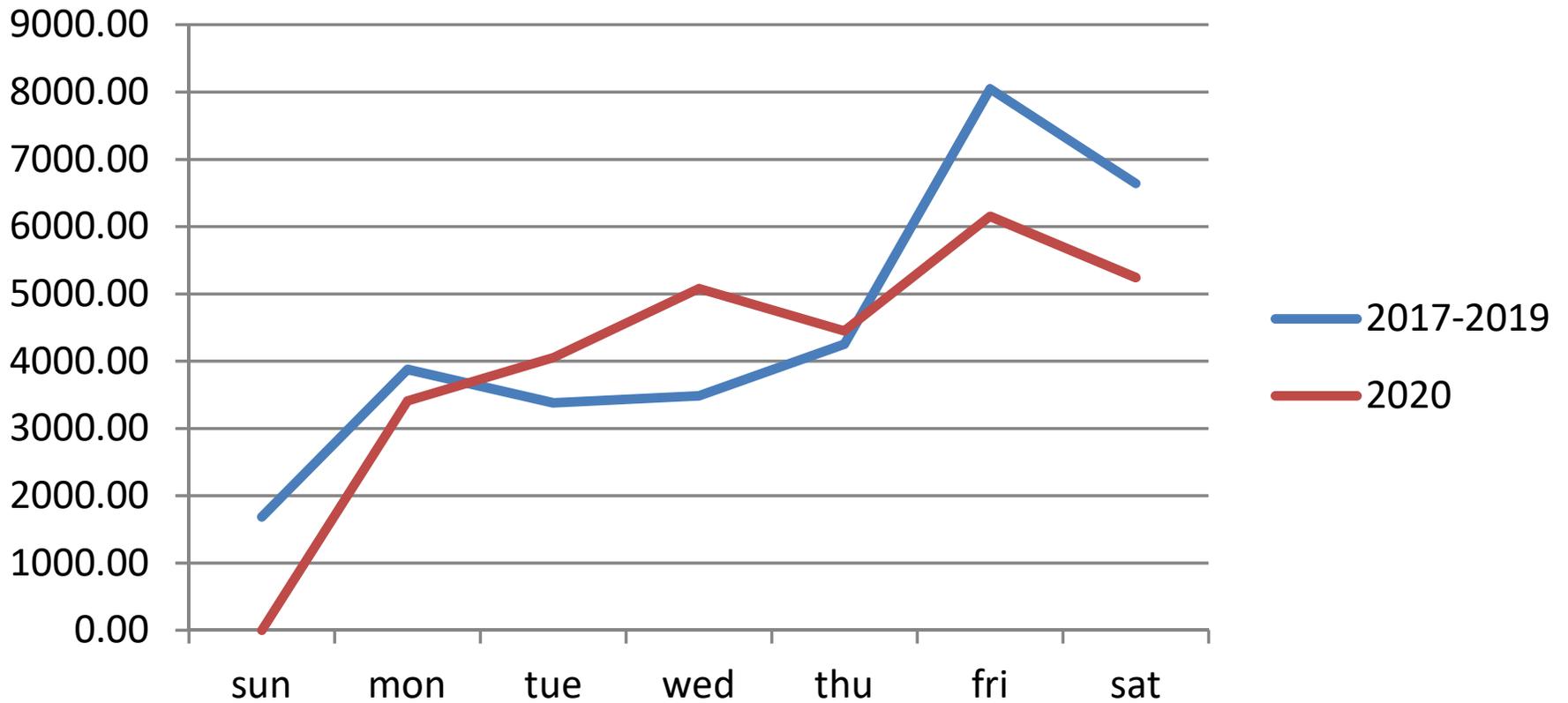
**Average Weekly Total April 2017-2019:** \$31,367.09

**Average Weekly Total April 2020:** \$28,384.46

## APRIL ACTUAL

	2019	2020	Difference
Revenue	\$123,900.88	\$113,273.09	(\$10,627.79)
Expenses	\$137,620.88	\$115,038.77	\$22,582.11
Revenue YTD Total	\$518,751.94	\$507,656.85	(\$11,095.09)
Expense YTD Total	\$554,404.97	\$557,931.50	(\$3,526.53)

# April Sales By Day of the Week



# City of Grand Marais

## MEMO

TO: Mayor Arrowsmith-Decoux  
City Council Members  
FROM: Michael J. Roth, City Administrator  
DATE: May 21, 2020  
SUBJECT: City Hall Liquor Store Design

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At your meeting on April 29 you reviewed and considered the attached proposal for the design of the City Hall Liquor Store building. Since that meeting we have addressed the concerns brought up and added the following information.

### **Payment Schedule**

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LHB will bill monthly. Progress is suggested based the following suggested timeline:

1. Schematic Design: 6/29 – 8/14 (\$52,500 total fee)
2. Design Development: 9/21 – 11/15 (\$87,500 total fee)
3. Construction Documents: 12/14/20 – 2/26/21 (\$122,500 fee)

### **Contract**

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Rather than the contract referred to in the proposal, we will use the B133 document developed for the design of the Public Works Garage. LHB is preparing an updated draft for our review.

### **Construction Estimate**

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McGough has reviewed the latest LHB preliminary concept design and provided the attached cost summary, totaling \$5,288,902.



**PERFORMANCE  
DRIVEN DESIGN.**  
LHBcorp.com

April 24, 2020

Mike Roth  
City Administrator  
City of Grand Marais  
15 North Broadway  
Grand Marais, MN 55604

## **GRAND MARAIS CITY HALL/MUNICIPAL LIQUOR STORE PROPOSAL FOR PROFESSIONAL DESIGN SERVICES**

LHB is pleased to provide this proposal for professional architectural and engineering design services required for the construction of a new the Grand Marais City Hall/Municipal Liquor Store.

### **PROPOSAL ASSUMPTIONS**

1. This proposal assumes a \$5,000,000 construction budget.
2. The proposal includes the following design phases - Schematic Design, Design Development, Construction Documentation and Construction Administration.
3. Project scope is defined in the approved Pre-Design Study.
4. LHB will provide the following design services:
  - a. Civil Engineering
  - b. Architectural Design
  - c. Interior Design
  - d. Structural Engineering
  - e. Mechanical Engineering
  - f. Electrical Engineering
  - g. Technology & Security Systems Engineering
5. The City of Grand Marais will provide the following:
  - a. Site Survey
  - b. Geotechnical Investigations
  - c. Construction Phase Testing
  - d. Environmental Testing
6. The following Additional services, are not included in the fee proposal at this time;
  - a. Furniture, Fixture & Equipment (FF&E), design & procurement services.
  - b. Fast track or multiple bid packages
  - c. Value Engineering analysis
  - d. Commissioning services
7. Owner and Architect agreement terms will be based on the AIA B101-2007 Standard Contract.

8. Project Delivery will be by Construction Manager at Risk with a Guaranteed Maximum Price.
9. Cost-estimating will be provided by the selected Construction Manager at the end of each design phase.
10. Plans will be submitted to the Owner at the completion of each design phase for review and approval to proceed to the next phase. In addition, plans will be submitted to the CM at the completion of each design phase for pricing and subsequent bidding to sub-contractors.

## **FEE PROPOSAL**

### Basic Design Services:

Compensation for the above services will be provided for a lump sum of Three Hundred Fifty Thousand Dollars (\$350,000). Reimbursable expenses, including mileage, postage and printing are in addition will be included. We recommend you budget \$2,500 for reimbursable expenses.

### Additional Services:

Other services such as commissioning or furniture selection may be provided by LHB as requested and agreed to by the City of Grand Marais.

### **Design Services & Fee Summary**

Schematic Design	15%	\$ 52,500
Design Development	25%	\$ 87,500
Construction Documents	35%	\$ 122,500
Construction Administration	25%	\$ 87,500
<b>Total Basic Services</b>	<b>100%</b>	<b>\$350,000 lump sum</b>
<b>Basic Services Reimbursable Expenses</b>		<b>\$ 2,500 estimated</b>

We appreciate the opportunity to continue working with you on the design and construction of the new Grand Marais City Hall and Municipal Liquor Store and we look forward to a successful project.

LHB



**MICHAEL FISCHER, AIA, LEED AP**  
**PROJECT PRINCIPAL**

[mike.fischer@LHBcorp.com](mailto:mike.fischer@LHBcorp.com)

612.338.2029 x6920

c: LHB File # 190629



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## GRAND MARAIS CITY HALL & MUNICIPAL LIQUOR BASIS OF PROPOSAL ESTIMATE DATED 05/19/20

### **General**

1. Inclusions
  - A. Estimate based off OPT C – conceptual plans from LHB Architects dated 05/08/20
  - B. Project assumed to start in the spring of 2021
  - C. Assumes a 7-month construction duration
  - D. Includes \$500 for state permitting only
  - E. Sub-contractor default insurance
  - F. General liability insurance
  - G. 8% Design Contingency
  - H. 5% Construction Contingency
  - I. \$500 for MN land use fee / permit only
  
2. Exclusions
  - A. Owner Contingency
  - B. Building permits
  - C. Testing and special inspections
  - D. Builders risk insurance
  - E. Payment and performance bond
  - F. Architectural or engineering fees & reimbursables
  - G. Hazardous waste removal
  - H. 3<sup>rd</sup> Party Commissioning agent
  - I. Temporary or permanent moving costs
  - J. On site security guard
  - K. LEED Certification and/or documentation
  - L. Work outside of site boundary

### **Existing Conditions**

1. Inclusions
  - A. General clean up
  - B. *Removal of existing building*
  
2. Exclusions
  - A. Hazardous waste removal or remediation
  - B. Removal or remediation of underground storage tanks

### **Sitework**

1. Inclusions
  - A. Temporary fencing around site perimeter
  - B. Clearing and grubbing of the remainder of the site
  - C. Excavation and backfill of footings and foundations
  - D. Rough and finish grading
  - E. Import fill to raise the building footprint 1'



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- F. Site Utilities – assume tie in is available within 30’ of the existing building at either 1<sup>st</sup> street or Broadway
    - a. Sanitary - 120’
    - b. Water -120’
    - c. Fire Line – 120’
    - d. Storm – 565’
  - G. 1,360 SY of heavy duty asphalt paving at parking area
  - H. 3,963 SF of standard 4” sidewalk
  - I. 900 LF of curb and gutter
  - J. 1 ea. 25’ flag pole
  - K. 4 ea. steel bollards
  - L. Dumpster screening allowance of \$100 / sf – assumed 115 sf
  - M. 2 ea. stop signs
  - N. 6 ea. handicap signs
  - O. \$23,780 landscape allowance
2. Exclusions
- A. Soil borings
  - B. Earth retention
  - C. Exterior retaining or planter walls
  - D. Major soil corrections
  - E. Gas service and meter

## ***Substructure***

- 1. Inclusions
  - A. Standard spread footings and foundations
  - B. Concrete pad footings
  - C. Recessed slabs and insulation at coolers
  - D. 5” slab on grade
  - E. 12” CMU foundation walls
  - F. Damp-proofing foundation walls
- 2. Exclusions
  - A. Deep foundation systems
  - B. Underpinning

## ***Structure***

- 1. Inclusions
  - A. Steel structure with bar joist roof and associated decking
    - a. *Assumed 30 x 30 bays*
  - B. Premium for additional structural requirements for a future PV system (PV system NIC or by others)
  - C. Associated misc. metals
- 2. Exclusions
  - A. Fireproofing
  - B. Upgrades for future vertical expansion

## ***Exterior Enclosure***

- 1. Inclusions



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- A. 2' high standard precast base at perimeter of the building
  - B. Glass block at entry
  - C. Modular brick veneer as indicated on plans – figured some minimal soldier coursing and patterning
  - D. Cold formed framing and associated sheathing
  - E. Sheet membrane air barrier at walls and openings
  - F. HVAC Roof screen framing and enclosure figured at \$50 / sf – assumed 480 sf
  - G. Rough carpentry – backing and blocking at exterior openings
  - H. Standard ribbed metal panel – figured at \$35 / sf F & I
  - I. Joint sealants and caulking of dissimilar materials
  - J. 1 ea. Glass sectional door at liquor store
  - K. 10 ea. Aluminum storefront entrance doors and hardware
  - L. 1,947 SF of standard aluminum storefront framing
  - M. 644 SF of standard curtain wall at main entry
  - N. Misc. painting of exterior metals – bollards, angles etc.
  - O. \$25,000 allowance for exterior building signage
  - P. Standard awning systems at liquor store – figured at \$30/sf F & I – assumed 1,187 SF
2. Exclusions
- A. Exterior building canopies not shown specifically on drawings
  - B. Exterior sunscreen/sun shading systems not shown specifically on drawings
  - A. Window testing
  - B. Colored, etched, sandblasted, or patterned glass
  - C. Heat soaking of curtain wall and glazed systems

## **Roofing**

1. Inclusions
- A. Backing and blocking at the parapet
  - B. 1 ea. Roof ladder
  - C. 1 ea. Roof hatch
  - D. Fully adhered EPDM roofing system
2. Exclusions
- A. Green roof systems

## **Interiors**

1. Inclusions
- A. 150 SF Concrete housekeeping pads
  - B. Misc. steel – angles and supports for countertops etc.
  - C. Backing and blocking for millwork, toilet accessories and owner furnished items
  - D. Standard palm millwork as indicated on conceptual plans
  - E. Solid surface countertops – F & I at \$225 / LF as indicated on conceptual plans
  - F. Solid surface window sills – F & I at \$95 / LF
  - G. Standard adjustable shelving at office closets and storage
  - H. Rod and shelf at remaining closets
  - I. Interior caulking as required
  - J. Standard 3' x 8' - HM frames, wood doors and hardware as indicated per plans
  - K. 2 ea. Coiling / security shutters at lobby to office space
  - L. Aluminum storefront fronts and entrances as indicated on plans
  - M. 7 ea. Sliding glass barn doors and hardware at office fronts



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- N. 2 ea. Bi-parting / sliding entrance doors at the liquor store
  - O. Interior drywall walls to 10'
  - P. Rated gypsum demising walls between the liquor store and restroom spaces
  - Q. Gypsum furring at the exterior walls
  - R. Gypsum ceilings at the restrooms
  - S. Standard tile floors and full height wall tile at the main open to public restroom
  - T. Standard tile floors and 4' tile wainscot at the remaining restrooms
  - U. 5,268 SF of standard 2x2 ACT tile and grid
  - V. 4,526 SF of upgraded ACT tile and grid at the main lobby, Council / Chamber and meeting rooms
  - W. Main open areas of the liquor store will have an exposed ceiling, only the office, break room, utility and restroom have a standard 2x2 ACT tile and grid figured
  - X. Luxury vinyl flooring figured at the main lobby area
  - Y. A standard polished concrete floor is figured at the liquor store and main open to the public restroom
  - Z. Standard sealed concrete at the utility rooms
  - AA. All other remaining flooring is figured as a standard carpet tile – F& I at \$35 / SY
  - BB. Painting gypsum walls, ceilings, hm frames and hm doors
  - CC. 4 ea. Marker boards
  - DD. 1 ea. Projection screen at Council / Chamber room
  - EE. \$10,000 allowance for a public display
  - FF. 8 ea. Phenolic toilet partitions
  - GG. 2 ea. Phenolic urinal screens
  - HH. Standard restroom accessories – i.e. toilet paper holder, grab bars, towel dispensers, soap dispensers etc.
  - II. Standard horizontal mini blinds at aluminum storefronts
  - JJ.
2. Exclusions
- A. Vinyl wall coverings, digital wall coverings
  - A. Electric Window treatments
  - B. Access flooring
  - C. Artwork, display rails, interior plantings & planters
  - D. Office, bookcases or storage cabinets
  - E. Built-in furniture or furnishings (seating, bookcases, etc.)

## ***Stairs***

- 1. Excluded

## ***Building Equipment***

- 1. Inclusions
  - A. 1 ea. Microwave
  - B. 1 ea. Refrigerator
  - C. 1 ea. Ice machine
  - D. 2 ea. Under counter refrigerators
- 2. Exclusions
  - A. Furniture, fixtures and equipment (FF&E)
  - B. Installation and connection of FF&E



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- C. Kitchen equipment
- D. Vending equipment
- E. Waste handling equipment
- F. Relocation of existing equipment

## ***Conveying Systems***

- 1. Excluded

## ***Mechanical***

- 1. Inclusions
  - A. Standard roof top units for heating and cooling
  - B. HVAC distribution as required for interior fit out
  - C. Plumbing waste and vents as required for interior fit out
  - D. Standard plumbing fixtures for restrooms, breakrooms
- 2. Exclusions
  - A. Special cooling, heating or exhaust systems

## ***Fire Protection***

- 1. Inclusions
  - A. Standard wet fire suppression system
- 2. Exclusions
  - A. Special fire protection systems (pre-action, deluge, chemical and/or CO2 suppression systems, vesda detection)

## ***Electrical***

- 1. Inclusions
  - A. Standard exterior lighting as required for parking area
  - B. Building power and distribution as required for interior fit out
  - C. Standard interior lighting and controls
  - D. Fire alarm
- 2. Exclusions
  - A. PV systems

## ***Low Voltage***

- 1. Inclusions
  - A. Rough in only
- 2. Exclusions
  - A. Phone & Data
  - B. AV
  - C. Security



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Code Description	Qty	Unit	Rate	Total	% of Total
.....	.....	..	.....	.....	2.90
.....	.....	..	.....	.....	7.06
.....	.....	..	.....	.....	4.79
.....	.....	..	.....	.....	6.82
.....	.....	.....	.....	.....	17.28
.....	.....	.....	.....	.....	4.52
.....	.....	..	.....	.....	15.90
.....	.	.....	.....	.....	0.00
.....	.....	..	.....	.....	0.14
.....	.	..	.....	.....	0.00
.....	.....	..	.....	.....	10.75
.....	.....	..	.....	.....	1.07
.....	.....	..	.....	.....	6.84
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.....	.....	..	.....	.....	0.00
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.....	.....	..	.....	.....	84.43
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.....				.....	0.90
.....				.....	0.00
.....	.....			.....	0.81
.....				.....	86.34
.....				.....	6.91
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.....				.....	0.00
.....				.....	2.44
.....	.....	..	.....	.....	100.00

**Approved Minutes-Park and Recreation Board**  
**Tuesday, April 21<sup>st</sup>, 2020**  
**Via video conference due to COVID-19 pandemic**

**Members online:** Sally Berg, Jennifer Stoltz, Craig Schulte, Rita Hinchman and Steve Aldrich

**Members absent:** none

**Staff online:** Dave Tersteeg, Samantha Wallner, Paul Jones, Aaron Poznanovic and Patrick Knight

**Call to Order:**

Berg called the meeting to order at 4:00 p.m.

**Additions / Approval to Agenda and March minutes:**

Knight informed Board chair Berg on the need to vote by rollcall, due to the online nature of the meeting.

Motion by Aldrich to approve the agenda, 2<sup>nd</sup> by Hinchman; all ayes, approved. Motion by Aldrich to approve March minutes, 2<sup>nd</sup> by Schulte; all ayes, approved.

**Business:**

Discussion of COVID-19 and scenarios for the campground and golf course in May.

Tersteeg reviewed a document sent out to the board and talked about:

- What effects the State's current Stay at Home order has on our operations;
  - campgrounds providing housing/lodging to non-temporary guests (seasonal and long-term) can operate; overnight, recreational camping is not allowed;
- A recent meeting between city and county staff discussing potential opening scenarios;
- May revenue and occupancy - roughly \$50k from overnight guests and \$14k from monthly;
- 20 seasonal sites are occupied in May, with the majority of these arriving later in the month;
- Emerging best practices for operating, esp. communication, social distancing, disinfection;
- Bathhouse pinch points - time is needed to develop a strategy to operate with bathhouses open.

The board then discussed suggested scenarios for May. Tersteeg explained restrictions and service limitations if open in May, including no bathhouses and no public access to the park office. He reiterated the few seasonal guests who arrive early May would know the conditions for returning, including bringing two-week's worth of supplies and the expectation to self-quarantine. The Governor's Stay at Home order was discussed and consensus formed around respecting that date and its intentions. Motion by Aldrich to open to seasonal guests only, with restrictions and limitations, starting May 5<sup>th</sup>, 2<sup>nd</sup> by Schulte. After discussion about the Stay at Home order, it's likelihood of extension and community resources and risks, Berg roll called the vote on the motion to open May 5<sup>th</sup> to seasonal guests only: Aldrich – yes, Hinchman – no, Schulte – yes, Stoltz – no, Berg – no. Motion fails. Motion by Stoltz to open for seasonal guests only once Stay at Home order is lifted and to cancel and refund all May overnight reservations; 2<sup>nd</sup> by Hinchman. Brief discussion of possible dates for Stay at Home extension, including into June. Hinchman rescinded her 2<sup>nd</sup> and there was no vote on the motion for lack of 2<sup>nd</sup>. Motion by Hinchman to table the decision to open until we know more about Stay at Home end date; 2<sup>nd</sup> by Aldrich. Berg roll called the voted: Aldrich – yes, Hinchman – yes, Schulte – yes, Stoltz – yes, Berg – yes; motion passes.

The board discussed Gunflint Hills golf course and May opening. Superintendent Jones explained best practices the golf industry is implementing to minimize touch points and crowding. Jones talked about

weather driven factors for opening. The course opened May 17<sup>th</sup> last year. Carts and clubhouse were discussed. Staff would need to develop a cart disinfection station and enhanced cleaning of restrooms if open. Jones reminded the board that Gunflint Hills is a course primarily used by locals and May numbers would be manageable and provide the chance to implement planned best practices. Motion by Aldrich to open in May, with clubhouse and cart restrictions and implementation of industry best practices; 2<sup>nd</sup> by Hinchman. Berg roll called the vote: Aldrich – yes, Hinchman -yes, Stoltz – yes, Schulte – yes, Berg – yes; motion passes.

Tersteeg gave a brief summary of how things have been going during the pandemic. So far this April there have been 130 cancelations, totaling over \$5k in refunds. We are refunding the entire \$40 deposit in light of COVID-19 and waiving the \$10 non-refundable fee. New reservations continue to come in, esp. for August and September; steady calls and emails from seasonal guests wondering what the plan is.

**City Council Report:**

Schulte did not have anything relative to the park to report.

**Adjourn**

Berg adjourned the meeting at 5:09. These minutes will be reviewed for approval at the May meeting.

**The May meeting is Tuesday, May 5<sup>th</sup>, at 4:45 PM via online video conference. Please contact the Park Office if you cannot attend 387-1712.**

## **Minutes for Monday, April 27, 2020**

Grand Marais Public Library

Call to Order: 5:30 PM at the Grand Marais Public Library via Teleconference

**Present:** Jay Arrowsmith DeCoux, Dave Mills, Helen Muth, John Books, Kris MacPherson, Amanda St. John.

**Visitors:** Patrick Knight, City Communications Director, recording the session.

**Election for new officers:** President, Vice President

- Books motioned to accept Jay Arrowsmith DeCoux as Board President. Muth seconded. The motion passed with Mills, Muth, Books and MacPherson voting in favor; Arrowsmith DeCoux abstained.
- Mills motioned to accept Helen Muth as Board Vice President. The motion passed unanimously.

### **Consent Agenda**

April 27, 2020 Agenda

Minutes from March 23, 2020 Meeting

Minutes from February 24, 2020 meeting

Bills submitted for payment on: 3/18, 4/01, 4/21

- March 23, 2020 Minutes were pulled for further discussion.
- “Board Operations” was added to New Business. Books motioned to approve the consent agenda with the amendment. MacPherson seconded. The motion passed unanimously.
- St John requested these amendments to March 23 2020 Minutes:
  1. Under Director’s Report section, change “St John will draft a resolution” to “Johnson will draft a resolution.”
  2. Under Communications, change “St. John presented a memo that the library received 5 star status,” to “we didn’t qualify for scoring because we didn’t have the required data.”

Muth motioned to approve the minutes as amended. Mills seconded. The motion passed unanimously.

### **Library Friends Liaison Report:**

- MacPherson shared that the Library Friends have been inactive.

### **ALS Board Report:**

- Muth recommended Trustees check in with ALS resources regarding COVID 19, which cover library impacts on national, statewide, and regional levels.

### **Director’s Report:**

Recovery Plan—next steps

- The library is using a 7-day quarantine process for returned materials, participating in One Book One Minnesota community read, offering customer service by phone and email, and providing a variety of digital collections.

- St John discussed plans to implement a Pickup Window Program to circulate the physical collection while the building is closed to the public. In the event that the Stay at Home order was not lifted on May 4, the Board advised St John to follow the Governor's guidelines.

RE: ALS digital collections.

- Muth motioned to allocate \$3,000 of ALS Crossover dollars to the ALS shared OverDrive digital collection. Books seconded. The motion passed unanimously.

#### **Committee Reports:**

- Financial Committee: No report.
- Policy Committee: No report.
- Personnel Committee: No report.

#### **Communications:**

#### **Unfinished Business:**

#### **New Business:**

Saint Paul & MN Foundation check

- Muth motioned to reinvest the grand check in the SPMNF fund. Mills seconded it. The motion passed unanimously.

Board Operations

- The Financial Committee will be the full Board. The first review will be at May Board meeting.
- To improve Trustees' experiences on the Board, the Board will review operations, including roles and responsibilities, the effectiveness as Robert's Rules, and Open Meeting Law including Serial Meetings.

Next Library Board meeting is: Monday, May 18, 2020

**Mission Statement:** The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

Cook County/Grand Marais EDA  
Board Meeting Minutes  
April 14, 2020 4:00 PM  
Meeting held via Zoom Conference

Present: Howard Hedstrom, Scott Harrison, Heidi Doo-Kirk, Anton Moody, Bev Green, Carol Mork, Hal Greenwood

Also Present: Betsy Bowen, Heath Ekstrom, Pat Campanaro, Jim Boyd

Meeting called to order by Hedstrom. No public comment received. Items added to New Business on the Agenda. Upon a Motion by Moody, second by Doo-Kirk and all ayes, the Agenda was approved. Motion carried. March 10, 2020 Minutes were reviewed. Upon a Motion by Mork, second by Doo-Kirk and all ayes, the Minutes were approved. Motion carried.

### **New Business**

#### **Consider request from Betsy Bowen for Business Development Funds**

The board had a thoughtful conversation about the request, reviewing the history of the project and the financial background of the business and the project with Betsy. There was concern about allocating the requested \$15,000 from the Business Development Fund, in the current situation with COVID-19.

A Motion was made by Moody, seconded by Greenwood to approve the request of \$15,000. The vote was two in favor and five against. Motion failed.

A Motion was made by Harrison, seconded by Mork to approve the amount of \$5000 for this project. The vote was five in favor, two against. Motion passed.

#### **Superior National Budget 2020**

The board reviewed three budget scenarios as presented by the Superior National management team. It is not possible to accurately predict the number of rounds that will be played this year, as we are currently under a Stay at Home order and golf courses are not allowed to be open. The budget scenarios were based on number of rounds at 12,000, 7,000 and 5,000. Management team and staff will closely monitor revenue and expenses and adjust as needed. Upon a Motion by Greenwood, second by Green and all ayes, the board approved to accept the scenarios as presented and be flexible. Motion carried.

Note: Mork left the meeting at 4:40 PM.

**Consider Resolution No. 2020-01 to apply for funds from IRRR for Assisted Living**  
Community Asset Development Group is moving forward with plans for an assisted living facility in Grand Marais. The EDA discussed making application to and accepting funds from the IRRR Development Infrastructure Grant program. Upon a Motion by Green, second by Greenwood and all ayes, the EDA board approved Resolution No. 2020-01 to apply for the grant. Motion carried.

**Consider Implementation of Project Backstop**

On April 7, we were contacted by an anonymous donor. They are a small 501c3 foundation. They wanted to do something to help, as quickly as possible, knowing that people were hurting as they waited for federal and state funding to come through. They wanted to do this in a small community where the impact would be felt. They chose Cook County. They wanted to get the funds into the hands of those who were needing help, by the end of April.

In addition to Project Backstop for small businesses and the Cook County Arts Relief Fund, they are sending financial gifts around Cook County and Grand Portage, to organizations that help people who need a safe shelter and to organizations that help people with food security. A small group has been working with the donor, helping them make connections, as they desire to help the people of Cook County and Grand Portage in these ways.

Because they are a small Foundation, they have asked us to work with them in a confidential manner. They are only able to do this for Cook County and only one time. This special gift to us is totally outside of what they normally do. They have committed up to \$250,000.00 to help the people of Cook County get through these challenging times.

Upon a Motion by Greenwood, second by Doo-Kirk and all ayes, the board approved to implement Project Backstop for small businesses as presented. Motion carried.

**Consider a Notice from Cook County Land Services regarding a request for variances on property near Superior National**

The board discussed the notice received. The property owner has two lots and plans to build across both. Their project will have no impact on the golf course. The board agreed, by consensus, to not reply to the letter. No action is needed.

## **Financials for Superior National and Cook County/Grand Marais EDA**

Harrison presented financial reports as of March 30, 2020. The reports will be forwarded to the auditors.

Harrison presented EDA bills to pay. Upon a Motion by Greenwood, second by Green and all ayes, payment of bills was approved as presented. Motion carried.

## **Old Business**

**2020 Priorities** will be changing every day with COVID-19. EDA will offer to assist in follow-up of the fire in Grand Marais. Somnis stated that her retirement plans are “on the back burner” for now.

**Short Term Rental Property Tax Classification** is under discussion at the Legislature. The Chamber and local committee continue to monitor.

**Update to Prosperity Agenda** work is ongoing with Northspan. They will deliver a report soon and then work will stop until we understand how things will be.

**Assisted Living** discussions continue with the development group.

**Cook County Workforce Solutions** recruitment of workers from Puerto Rico is on hold until further notice.

**Cedar Grove Business Park** Somnis stated that she has an inquiry from a party interested in the lots adjacent to the Gunflint Trail. Somnis asked the board if they would consider these lots to have different values than recent sales, due to this location. Consensus of the board members was to continue with sale prices as have been recently approved. EDA may soon need to conduct a Public Hearing via electronic means for the sale of Lots 8 and 9, Block 5.

## **Other Business**

The board discussed the possibility that payment of first half of property taxes may be less than 100%. The EDA would then receive less than the usual amount. Harrison, Hedstrom and Somnis will prepare some budget scenarios.

Silence will contact Hedstrom to record an interview in follow-up of today's meeting. Next EDA meeting is Tuesday, May 12. Assume we will meet via Zoom. Meeting adjourned.