



**City Council Meeting  
Tuesday, March 3, 2026  
8380 Kimbro Ave  
6:30p.m.**

*The regular monthly meeting of the Grant City Council will be called to order at 6:30 p.m. on Tuesday, March 3, 2026, in a teleconference format and in person at Town Hall for the purpose of conducting the business hereafter listed, and all accepted additions thereto. Council members may participate in the meeting remoting via interactive technology.*

**1. CALL TO ORDER**

**2. PUBLIC INPUT**

**Citizen Comments – Individuals may address the City Council about any item not included on the regular agenda. The Mayor will recognize speakers to come to the podium. Speakers will state their name and address and limit their remarks to two (2) minutes with five (5) speakers maximum. Generally, the City Council will not take any official action on items discussed at this time but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF REGULAR AGENDA**

**5. APPROVAL OF CONSENT AGENDA**

**A. February 2026 Bill List, \$132,017.46**

**B. February 4, 2026 City Council Meeting Minutes**

**6. STAFF AGENDA ITEMS**

**A. City Engineer, Brad Reifsteck**

**i. Consideration of Resolution to Call for Public Hearing for Final Assessment for 2026 Street Improvements-Resolution No. 2026-09**

**ii. Consideration of Resolution Ordering Feasibility Study Feasibility Study for 2027 Street Improvement Project (McKusick Road and Lofton Ave)-Resolution No. 2026-10**

**B. City Planner, Jennifer Haskamp (no action items)**

**C. City Attorney, Amanda Johnson (no action items)**

**7. NEW BUSINESS**

**A. Washington County Presentation on Highway 96 Corridor Study**

**B. Consideration of Selection of Peer Cities List**

**C. Review LMC Info on Mayor and Council Roles and Responsibilities and Discuss Work Plan for Updating City of Grant Rules of Procedure**

**D. Discussion of Issuing Request for Proposal for Recycling Services**

**8. UNFINISHED BUSINESS**

**9. DISCUSSION ITEMS (no action taken)**

**A. Staff Updates (updates from Staff, no action taken)**

**B. City Council Reports/Future Agenda Items (no action taken)**

**10. COMMUNITY CALENDAR MARCH 4 THROUGH MARCH 31, 2026:**

**Mahtomedi Public Schools Board Meeting, Monday March 23<sup>rd</sup> Mahtomedi District Education Center, 7:00 p.m.**

**Stillwater Public Schools Board Meeting, Tuesday, March 24<sup>th</sup> Oak Park Learning Center, 5:30 p.m.**

**Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.**

11. **CLOSED SESSION**

Closed Session pursuant to the authority in Minn. Stat. 13D.05, subd. 3(a), to evaluate the performance of the Interim City Administrator

12. **RETURN TO OPEN SESSION**

A. Summary of Closed Session

13. **ADJOURNMENT**

Fund Name: All Funds

Date Range: 02/01/2026 To 02/26/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
02/24/2026	Payroll Period Ending 02/27/2026	16961	February Payroll	N	Clerk Salary	100-41101-100-	\$ 5,286.98
	<b>Total For Check</b>	<b>16961</b>					<b>\$ 5,286.98</b>
02/24/2026	Payroll Period Ending 02/27/2026	16962	February Payroll	N	Accounting Services	100-41202-130-	\$ 1,100.57
	<b>Total For Check</b>	<b>16962</b>					<b>\$ 1,100.57</b>
02/24/2026	CenturyLink	16963	City Phone	N	City Office Telephone	100-41309-321-	\$ 182.10
	<b>Total For Check</b>	<b>16963</b>					<b>\$ 182.10</b>
02/24/2026	Croix Valley Inspector	16964	Building Inspector-permits from 2024, driveway permit, 2024-50-2024-118	N	Building Inspection	100-42004-300-	\$ 19,458.46
	<b>Total For Check</b>	<b>16964</b>					<b>\$ 19,458.46</b>
02/24/2026	Eckberg Lammers	16965	Legal Services-January 2026	N	Legal Fees - General	100-41204-304-	\$ 2,137.50
		16965			Legal Fees - Complaints	100-41205-304-	\$ 1,175.00
		16965			Legal Fees - Prosecutions	100-41206-304-	\$ 2,731.75
		16965			Escrow	100-49320-304-1049	\$ 225.00
	<b>Total For Check</b>	<b>16965</b>					<b>\$ 6,269.25</b>
02/24/2026	KEJ Enterprises	16966	Roads Supervisor-February 2026	N	Roads Supervisor	100-43014-300-	\$ 14,587.38
		16966			Roads Fuel Surcharge	100-43015-300-	\$ 2,500.00
	<b>Total For Check</b>	<b>16966</b>					<b>\$ 17,087.38</b>
02/24/2026	Ken Ronnan	16967	Video Tech Services -February 2026	N	Cable Costs	100-41212-100-	\$ 150.00
	<b>Total For Check</b>	<b>16967</b>					<b>\$ 150.00</b>
02/24/2026	Kline Bros Excavating	16968	Road Grading 2/16-2/17	N	Grader Contractor	100-43101-224-	\$ 2,080.00
	<b>Total For Check</b>	<b>16968</b>					<b>\$ 2,080.00</b>
02/24/2026	LRS	16969	Town Hall Portable-Feb	N	Town Hall Porta Pot	100-43007-210-	\$ 159.00
	<b>Total For Check</b>	<b>16969</b>					<b>\$ 159.00</b>
02/24/2026	Maroney's	16970	Large Road Side Pickup-Oct 2025	N	Road Garbage Removal	100-43105-384-	\$ 620.26
	<b>Total For Check</b>	<b>16970</b>					<b>\$ 620.26</b>
02/24/2026	City of Mahtomedi	16971	1st Quarter Fire Contract	N	Fire - Mahtomedi	100-42002-300-	\$ 49,183.50

Fund Name: All Funds

Date Range: 02/01/2026 To 02/26/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		<b>Total For Check</b>	<b>16971</b>				<b>\$ 49,183.50</b>
02/24/2026	Pauszek Inc.	16972	February Assessor Billing	N	Assessing	100-41550-300-	\$ 2,400.00
		<b>Total For Check</b>	<b>16972</b>				<b>\$ 2,400.00</b>
02/24/2026	Press Publications	16973	2026 Street Ad for Bids #851248	N	Publishing Costs	100-41308-351-	\$ 480.00
		<b>Total For Check</b>	<b>16973</b>				<b>\$ 480.00</b>
02/24/2026	Washington County Property Records	16974	2025 Tax Levy Book	N	Audit Fees	100-41201-300-	\$ 50.00
		<b>Total For Check</b>	<b>16974</b>				<b>\$ 50.00</b>
02/24/2026	Washington County Public Safety Rad	16975	4th Quarter Radio Fees	N	Police	100-42001-210-	\$ 300.06
		<b>Total For Check</b>	<b>16975</b>				<b>\$ 300.06</b>
02/24/2026	Washington County Public Works	16976	salt and sand Invoice #234538	N	Snow & Ice Removal	100-43113-224-	\$ 11,013.67
		<b>Total For Check</b>	<b>16976</b>				<b>\$ 11,013.67</b>
02/24/2026	Waste Management	16977	Recycling -Feb 2026	N	Recycling	100-43011-384-	\$ 8,340.43
		<b>Total For Check</b>	<b>16977</b>				<b>\$ 8,340.43</b>
02/24/2026	Adobe	ADEFT28	February Subscription-Auto Pay	N	Office Supplies	100-41313-200-	\$ 52.00
		<b>Total For Check</b>	<b>ADEFT28</b>				<b>\$ 52.00</b>
02/24/2026	Comcast	CCEFT42	Town Hall Wifi-Auto	N	Town Hall Supplies	100-43001-210-	\$ 190.24
		<b>Total For Check</b>	<b>CCEFT42</b>				<b>\$ 190.24</b>
02/24/2026	IRS	EFT242	February Payroll-EFT242	N	Clerk FICA/Medicare	100-41103-100-	\$ 864.83
		EFT242			Clerk Medicare	100-41105-100-	\$ 163.92
		EFT242			Federal Withholding	100-41107-100-	\$ 931.17
		EFT242			Social Security Expens	100-41109-100-	\$ 700.91
		<b>Total For Check</b>	<b>EFT242</b>				<b>\$ 2,660.83</b>
02/24/2026	UPSP	FRCC 21926	PO Box Annual Fee-FRCC 2/19/26	N	PO Box Rental	100-41311-210-	\$ 198.00
		<b>Total For Check</b>	<b>FRCC 21926</b>				<b>\$ 198.00</b>
02/24/2026	Deluxe Business Systems	FRCC 2226	First Resource Checking Account Check Stock-FRCC 2-2-26	N	Office Supplies	100-41313-200-	\$ 495.41
		<b>Total For Check</b>	<b>FRCC 2226</b>				<b>\$ 495.41</b>
02/24/2026	Walmart	FRCC22426	Office Supplies FRCC 2-24-26	N	Office Supplies	100-41313-200-	\$ 43.33

Fund Name: All Funds

Date Range: 02/01/2026 To 02/26/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		<b>Total For Check</b>	<b>FRCC22426</b>				<b>\$ 43.33</b>
02/24/2026	Minnesota State Retirement System	MNDEFT1	MNDP-Voya- February Payroll Contribution-MNDEFT1	N	Admin Def. Income Withholding	100-41114-125-	\$ 2,000.00
		<b>Total For Check</b>	<b>MNDEFT1</b>				<b>\$ 2,000.00</b>
02/24/2026	PERA	PEEFT1	PERA -February-PEEFT1	N	Clerk PERA	100-41102-120-	\$ 750.00
		PEEFT1			Clerk PERA Withholding	100-41108-100-	\$ 650.00
		<b>Total For Check</b>	<b>PEEFT1</b>				<b>\$ 1,400.00</b>
02/24/2026	TMobile	TMEFT53	City Cell Phone-Auto Pay	N	Road Expenses - Other	100-43116-210-	\$ 34.75
		<b>Total For Check</b>	<b>TMEFT53</b>				<b>\$ 34.75</b>
02/24/2026	Xcel Energy	XCELEFT54	Street Lights - Town Hall - Well House-Pole Barn - Auto	N	Town Hall Electricity	100-43004-381-	\$ 297.22
		XCELEFT54			Well House Electricity	100-43004-381-	\$ 406.13
		XCELEFT54			Street Lights	100-43010-381-	\$ 11.04
		XCELEFT54				100-43117-381-	\$ 66.85
		<b>Total For Check</b>	<b>XCELEFT54</b>				<b>\$ 781.24</b>
<b>Total For Selected Checks</b>							<b>\$ 132,017.46</b>

CITY OF GRANT  
MINUTES

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**DATE :** : February 4, 2026  
**TIME STARTED** : 6:30 p.m.  
**TIME ENDED** : 7:58 p.m.  
**MEMBERS' PRESENT** : Councilmember Cornett,  
 Cremona, Anderson and Mayor Giefer. Council  
 Member Rog via teleconference due to a work  
 commitment.  
**MEMBERS ABSENT** : None

Staff members present: City Engineer, Brad Reifsteck and Interim Administrator Clerk, Kristina Handt.

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Mayor Giefer.

**PUBLIC INPUT**

Washington County Commissioner Fran Miron spoke about the CSAH 12 trail project and congratulated the city on the Safe Routes to School grant. He noted Mayor Giefer has reached out many times and is working hard for the city providing good communication with the County. Miron also noted has worked with Interim Administrator Handt in a number of communities over the years and was a good selection.

Superintendent Barb Duffrin, Mahtomedi Public Schools, was here for the discussion on the trail as well. She appreciated the partnership and working with Mayor Giefer. Duffrin also commented on working with Handt previously.

Jeff Schafer, 8688 Jamaca Ave N, raised questions about the printers, laptops, and papers purchased with COVID money and an accounting of where they are now. Schafer also noted the \$300-400 bill for electricity at the pole shed and questioned why it was so high for just a garage.

Jamie Kreeger, 7390 73<sup>rd</sup> Ct N, shared traffic safety concerns leaving the Gateway community neighborhood at CSAH 12 and Inwood Way, noting the challenges of making left hand turns during high traffic during school times. She provided a handout (attached to minute book) noting primary infrastructure hazards, fiscal stake and community investment and the request for partnership.

Will Pierce, 6161 Inwood Road, shared concerns about the expansion of affordable housing, fraud, Somali businesses, and other matters related to ICE.

The city met the five speaker maximum as noted on the agenda and public comment was ended.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF REGULAR AGENDA**

Council Member Cremona moved to approve the agenda, as presented. Council Member Cornett seconded the motion. Roll call- Cornett- Aye, Rog-Aye, Cremona-Aye, Anderson-Aye, Giefer-Aye. Motion carried 5-0.

**CONSENT AGENDA**

A. January 2026 Bill List, \$276,554.63

B. January 6, 2026 City Council Meeting Minutes

Council Member Cornett moved to approve the consent agenda, as presented. Council Member Cremona seconded the motion. Roll Call-Rog-Aye, Cremona-Aye, Anderson-Aye, Cornett-Aye, Giefer-Aye. Motion carried 5-0.

**STAFF AGENDA ITEMS**

City Engineer, Brad Reifsteck

**Consider Approval of Cooperative Agreement between the City of Grant and Washington County for Engineering Costs for CSAH 12 Safe Routes to School Trail Segment**– City Engineer Reifsteck reminded Council of the terms of the cooperative agreement with Washington County for the CSAH 12 trail. The trail construction is being funded by a Safe Routes to School Grant but engineering and other costs not covered by the grant are being split 50/50 between the city and the county. Current estimates are the city's half would be \$42,325 plus construction administration.

Reifsteck provided the following update regarding snow removal on the trail.

Trail Maintenance Findings:

- Washington County typically does not perform snow removal on any trail segments under its jurisdiction, including those located in the City of Grant.
- School District Capacity

The City Administrator contacted school district staff regarding potential assistance with snow removal. Staff reported very limited manpower and are unable to assume additional plowing responsibilities.

- Coordination with the City of Mahtomedi

The Mayor and City Administrator reached out to Mahtomedi leadership regarding the adjacent trail segment. Mahtomedi staff initially believed that Willernie's contractor (Ken, who contracts with Grant) plowed their trail. Ken confirmed he does not maintain that portion.

- Contractor Availability and Limitations

Ken stated he could plow the new Grant trail segment, but would need to use a pickup truck, which presents a risk of turf damage along trail edges.

- Historical City Position

Staff recalled that during planning for the school site, the City's position was to support trail construction, but not assume responsibility for snow removal. This longstanding policy may provide relevant guidance.

1 **Motion by Council Member Cremona, seconded by Council Member Cornett to approve the**  
2 **Cooperative Agreement and that understanding we would assume winter maintenance of the**  
3 **trail and that given that we would explore if Mahtomedi would do it and if their answer is no**  
4 **the city would be responsible for snow maintenance. Roll Call- Cremona-Aye, Anderson-Aye,**  
5 **Cornett-Aye, Rog-Aye, Giefer-Aye. Motion approved 5-0.**  
6

7 **Consideration of Patching and Potholing Contract-** City Engineer Reifsteck explained most  
8 recent agreement with ARC Paving expired on December 25, 2025, and the City requires continued  
9 pothole patching and roadway maintenance on paved streets throughout 2026. He solicited quotes  
10 from two contractors:

- 11
- 12 • FPI Paving Contractors, Inc. – \$715.00 per crew hour, Bituminous mix: \$80/ton
- 13 • ARC Paving, Inc. – \$825.00 per crew hour, Bituminous mix: at cost invoiced to the city
- 14

15 Based on past performance, service reliability, familiarity with City expectations, and the City's  
16 ongoing maintenance needs, staff evaluated both proposals for 2026 services. A detailed analysis was  
17 provided to council.  
18

19 ARC Paving's hourly rate is higher than the alternate quote, staff evaluated the proposals based on  
20 overall value and total anticipated cost to the City, rather than hourly rate alone. Considerations  
21 included past performance, service reliability, efficiency, familiarity with City standards,  
22 mobilization practices, travel time, and total annual cost.  
23

24 In 2025, the City spent approximately \$114,000 on pothole patching and roadway repairs, which  
25 included 355 tons of bituminous mix. Staff used this historical data to prepare a comparable cost  
26 scenario for 2026.  
27

28 For comparison purposes, staff assumed 355 tons of bituminous mix, approximately 20 trips to  
29 project locations, and 120 hours of crew time actively performing work at the project site.  
30

31 Under this scenario, FPI's quoted rate of \$715 per crew hour results in \$85,800 for 120 hours of on-  
32 site work. While mobilization is included in the quoted hourly rate, FPI charges travel time on a port-  
33 to-port basis. Based on an estimated 30 minutes of travel each way, staff anticipates approximately  
34 one additional billable hour per trip, resulting in an estimated 20 additional hours of crew time, or  
35 \$14,300. This results in a total estimated crew cost of \$100,100.  
36

37 Bituminous mix under **FPI's** proposal would be billed at \$80 per ton. At 355 tons, this results in a  
38 material cost of \$28,400. The total estimated cost for FPI, including crew time and materials, is  
39 approximately **\$128,500**.  
40

41 ARC Paving's quoted rate of \$825 per crew hour results in \$99,000 for the same 120 hours of on-site  
42 work. ARC Paving is a local contractor and does not charge travel time to and from the project  
43 location, resulting in no additional billable hours beyond time spent performing work.  
44

1 ARC Paving purchases bituminous mix at market price from the same regional supplier used by most  
2 paving contractors in the area. Based on 2025 data, ARC's average mix cost was approximately \$81  
3 per ton. At 355 tons, this results in a material cost of \$28,755.

4  
5 The total estimated cost for **ARC Paving**, including crew time and materials, is approximately  
6 **\$127,755**, which is slightly lower than the comparable FPI estimate.

7  
8 ARC Paving typically operates with a four-person crew. For this type of patching and pothole repair  
9 work, crew size is less critical than efficiency and experience. ARC has consistently demonstrated  
10 reliable performance and familiarity with City standards and roadway conditions.

11  
12 The services quoted by both contractors are intended for small-area patching and pothole repair and  
13 do not include the use of paving machines. Larger-area patching or full-width paving is not included  
14 in this agreement and would be bid separately if needed.

15  
16 Based on total cost comparison, historical performance, and operational considerations, staff believes  
17 ARC Paving provides the best overall value to the City for 2026 roadway patching and pothole repair  
18 services.

19  
20 **Motion by Council Member Cremona, seconded by Council Member Cornett to award the**  
21 **2026 contract to ARC Paving. Roll Call- Anderson-Aye, Cornett-Aye, Rog-Aye, Cremona-Aye,**  
22 **Giefer-Aye. Motion approved 5-0.**

## 23 24 NEW BUSINESS

25 **Discussion of McKusick Road Project Initiation-** the purpose of the discussion is to request City  
26 Council guidance on whether to initiate a street improvement project along McKusick Road between  
27 88th Street North and Manning Avenue. This segment is currently scheduled only for basic  
28 City-funded maintenance, but conditions and available funding opportunities may warrant  
29 consideration of a more comprehensive roadway improvement project.

30  
31 Residents along this segment have been informed that they may elect to petition for a full roadway  
32 improvement project, such as a mill and overlay. Under City policy, more than 50% of affected  
33 property owners must support a petition for the City to proceed under a petition-driven process. A  
34 neighborhood meeting held on December 1, 2025, provided information on the petition procedure,  
35 Minnesota Chapter 429 assessments, estimated improvement costs, per-parcel assessments, and  
36 typical project timelines.

37  
38 Feedback from that meeting suggested a preference among some residents for a City-initiated project,  
39 rather than a resident petition, due to the differing funding opportunities available along various  
40 portions of McKusick Road. Some segments will receive developer funding or potential grant  
41 support, while the portion between Lofton Avenue and 88th Street is currently funded only through  
42 local maintenance dollars. Historically, the City has used special assessments to fund roadway  
43 reconstruction, applying budgeted maintenance funds to reduce the total assessment amount.

44  
45 Staff is seeking City Council direction on the following:

- 1           1. Should the City initiate a full roadway improvement project for McKusick Road
- 2           between 88th Street North and Manning Avenue for the 2026 construction season?
- 3           2. If so, should the initiation be:
- 4
  - 4           • Council-ordered, or
  - 5           • Petition-driven, consistent with past practice and city policy?
- 6           3. Should staff proceed with preparing feasibility analysis, cost estimates, and assessment
- 7           projections for Council review?
- 8

9           After much discussion the council provided direction to staff to bring back a resolution for a council-

10          initiated feasibility study.

11

12          **Discussion of Variance Ordinance Update-** Interim Administrator Handt provided information to

13          Council about state statute changing in 2011 and the need to update city code to be consistent and

14          asked if council would like the city planner to update the variance code.

15

16          Council directed staff to update the variance ordinance to align with state statute.

17

18          **UNFINISHED BUSINESS**

19          **DISCUSSION ITEMS (no action taken)**

20          **Staff Updates (updates from Staff, no action taken)**

21          Handt reminded Council of the Building and Code Official Report in the packet and noted she

22          continues to hear from folks who have been responded to. She also asked Council about starting the

23          discussion over on some of the policies they began looking at last fall noting it would be helpful to

24          look at comparable cities. She also mentioned the League has resources available about roles and

25          responsibilities we could review. Lastly with Council due to make a decision regarding her interim

26          status in April, she asked if an informal performance review simply asking what the administrator is

27          doing well, what could be done better is something the council would like to have in closed session at

28          the end of the March meeting. Council was agreeable to the performance review.

29          **City Council Reports/Future Agenda Items (no action taken)**

30          Mayor Giefer made mention of Handt's weekly updates and the helpful information and he had heard

31          residents appreciated the office hours. He noted Handt was able to save the city \$6,000 by following

32          up on an error that resulted in the city paying property taxes on the building they were sitting in that

33          they shouldn't have been and asked if information about the pre-emption legislation that would

34          require things like duplexes and be detrimental to Grant could be posted on the website. Handt noted

35          the difficulty of keeping the website updated as things changed so quickly at the legislature but would

36          continue to pass on updates from the League of Minnesota Cities.

37          **COMMUNITY CALENDAR FEBRUARY 5 THROUGH FEBRUARY 28, 2026:**

38          **Council Member Anderson read the following calendar announcements:**

39          **Mahtomedi Public Schools Board Meeting, Monday February 9<sup>th</sup> and February 23<sup>rd</sup>**

40          **Mahtomedi District Education Center, 7:00 p.m.**

41          **Stillwater Public Schools Board Meeting, Tuesday, February 17<sup>th</sup> Oak Park Learning Center,**

42          **5:30 p.m.**

43          **Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.**

1 **Presidents Day, Monday, February 16, 2026**

2

3 **ADJOURNMENT**

4 **Council Member Anderson moved to adjourn at 7:58 p.m. Council Member Cremona seconded**  
5 **the motion. Motion carried 5-0.**

6 These minutes were considered and approved at the regular Council Meeting on March 3, 2026.

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12 \_\_\_\_\_  
Kristina Handt, Interim Administrator/Clerk

\_\_\_\_\_   
Jeff Giefer, Mayor

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14

DRAFT



The assessment interest rate and repayment terms are determined by the City Council. For previous roadway improvement projects, the Council has set the interest rate at 4.5%. Currently, the City earns approximately 3.7% on comparable funds held in a money market account. Consistent with past practice, staff recommends that the proposed assessments be structured as equal annual installments over a 15-year term at an interest rate of 4.5%, with the first payment due in January 2027. Property owners may pay the full assessment amount without interest if payment is received by October 31, 2026.

Therefore, Staff recommends that the Council schedule a public assessment hearing and declare project costs for the 2026 Street Improvement Project at the April 7, 2026, regular meeting.

**Action:** Schedule Assessment Hearing, Discussion, If desired, pass Resolution 2026-09 Calling for and Ratifying an Assessment Hearing.

Attachments: Resolution 2026-09 Call and Ratify Assessment Hearing  
66<sup>th</sup> St N Draft Final Assessment Roll  
Great Oaks Trail Draft Final Assessment Roll  
Draft Notice Hearing Notice to be Mailed

**CITY OF GRANT**

**RESOLUTION NO. 2026-09**

**RESOLUTION CALLING FOR AND RATIFYING  
AN ASSESSMENT HEARING FOR THE 2026 STREET IMPROVEMENT PROJECT**

**WHEREAS**, the City Council (“Council”) of the City of Grant, Minnesota (“City”) has identified Great Oak Trail N and 66<sup>th</sup> Street N for street improvements as part of the 2026 Street Improvement Project; and

**WHEREAS**, the feasibility study was received by the Council on October 7, 2025; and,

**WHEREAS**, the Public Hearing was conducted at the regular City Council meeting on November 4, 2025; and,

**WHEREAS**, the project improvement shall include street rehabilitation and reclamation, pursuant to Minnesota Statutes, Sections 429.011 to 429.111; and,

**WHEREAS**, estimated costs have been estimated for the project and the portion of the cost of such improvement to be assessed against benefited property owners is estimated to be \$241,831.34; and,

**WHEREAS**, the city clerk, with the assistance of the city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.

**WHEREAS**, by a resolution passed by the council on March 3, 2026, the city clerk was directed to prepare a proposed assessment of the cost of the project.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GRANT, MINNESOTA:**

1. A hearing shall be at 6:30 p.m. on April 7, 2026, during the regularly scheduled council meeting to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the

owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Grant, except that no interest shall be charged if the entire assessment is paid prior to October 31, 2026.

**ADOPTED** this 3rd day of March 2026.

---

Jeff Giefer, Mayor

Attest:

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Kristina Handt, Interim City Clerk

**City of Grant  
2026 Roadway Improvement Project**

**Final Assessments for 66th Street N Roadway Improvements**

Map ID	PIN	Property Address	City/State/ZIP	Fee Owner (s)	Fee Owner Property Address	City/State/ZIP	Buildable Unit	Assessment Rate	Proposed Total Assessment
1	36.030.21.23.0002	11006 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Karin K Costa	11006 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
2	36.030.21.23.0003	11018 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Krista K & Brian A Wenner	11018 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
3	36.030.21.23.0004	11032 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Christina M & Michael G Schmidt	11032 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
4	36.030.21.23.0005	11052 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Matthew J & Erin E Stonehouse	11052 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
5	36.030.21.24.0001	11068 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Rich & Carrie Fischer	11068 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
6	36.030.21.24.0002	11082 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	John D & Betty J Crandall	11082 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
7	36.030.21.24.0003	11076 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Jeffrey G & Susan B Lund	22 Spring Farm Lane	North Oaks, MN 55127	1	\$11,060.30	\$11,060.30
8	36.030.21.23.0006	11055 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Mary C & Robert J Michels	11055 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
9	36.030.21.32.0005	11033 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Scott F & Mary K D Mogren	11033 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
10	36.030.21.23.0008	11011 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Brad S & Lori A Nidersson	11011 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
<b>Totals</b>							<b>10</b>	<b>\$11,060.30</b>	<b>\$110,603.00</b>

**City of Grant  
2026 Roadway Improvement Project**

**Final Assessments for Great Oak Trail N Roadway Improvements**

Map ID	PIN	Property Address	City/State/ZIP	Fee Owner (s)	Fee Owner Property Address	City/State/ZIP	Buildable Unit	Assessment Rate	Proposed Total Assesment
1	06.030.21.12.0009	11765 Great Oak Trl N	White Bear Lake, MN 55110	Lisa K & Scott G Sinclair	11765 Great Oak Trl N	White Bear Lake, MN 55110	1	\$ 18,746.85	\$18,746.85
2	06.030.21.12.0008	11845 Great Oak Trl N	White Bear Lake, MN 55110	Greg J & Mary Duckson	11845 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
3	06.030.21.12.0007	11945 Great Oak Trl N	White Bear Lake, MN 55110	Ronald M & Mary T Bierbaum	11945 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
4	06.030.21.12.0006	11947 Great Oak Trl N	White Bear Lake, MN 55110	Arllys A Kath and Bruce H Kath	11947 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
5	06.030.21.12.0005	11942 Great Oak Trl N	White Bear Lake, MN 55110	Robert J & Beverly A Tillges	11942 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
6	06.030.21.12.0004	11940 Great Oak Trl N	White Bear Lake, MN 55110	Susan M & Jonathan G Blais	11940 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
7	06.030.21.12.0010	11780 Great Oak Trl N	White Bear Lake, MN 55110	Chad & Wendy Swanson, Kristine Swanson	11780 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
<b>Totals</b>							<b>7</b>	<b>\$18,746.85</b>	<b>\$131,227.98</b>



**CITY OF GRANT**  
**2026 STREET IMPROVEMENT PROJECT**  
**MAILED NOTICE OF HEARING ON PROPOSED ASSESSMENTS**

Notice is hereby given that the council will meet at Grant Town Hall, located at 8380 Kimbro Avenue N. Grant, MN at 6:30 P.M. on Tuesday, April 7, 2026. The purpose of the hearing is to consider, and possibly adopt, the proposed assessment for improvements on 66th Street N and Great Oak Trail N collectively known as the 2026 Street Improvement Project. The project improvement shall include street reconstruction, pursuant to Minnesota Statutes, Section 429.011 to 429.111. Adoption by the council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land is shown on the attachment to this notice. Such assessment is proposed to be payable in equal annual installments extending over a period of fifteen (15) years for single-family residential property, and will bear interest at the rate of 4.50 percent per annum from the date of the adoption of the assessment resolution. Interest for one year shall be added to all subsequent unpaid installments.

No interest shall be charged if the entire assessment is paid prior to October 31, 2026. You may, at any time prior to certification of the assessment to Washington County on October 31, 2026, pay the assessment in full or partial on such property, with interest accrued to the date of payment, to the City of Grant. You may, at any time after November 15, 2026, pay the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. If you decide not to prepay the assessment before the date given above, the rate of interest that will apply is 4.50 percent.

The proposed assessment roll is on file for public inspection at the city clerk's office. Written or oral objections will be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The council may, upon such notice, consider any objection to the amount of a proposed individual assessment at an adjourned meeting, upon such further notice to the affected property owners as it deems advisable.

Under Minn. Stat. §§ 435.193 to 435.195 the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, or retired by virtue of a permanent and total disability, for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law and Ordinance (Resolution), all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirements of this law may, within 30 days of the confirmation of the assessment, apply to the city clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

An owner may appeal an assessment to district court pursuant to Minn. Stat. § 429.081 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.

Kristina Handt – Interim City Clerk



- It allows for evaluation of the corridor as a unified improvement area.
- It minimizes cost by taking advantage of economies of scale for data collection, fieldwork, and report preparation.
- It provides residents along Lofton Avenue N with the same information about long-term maintenance versus reconstruction that McKusick residents will receive.
- It positions Lofton Avenue N as a potential candidate for reconstruction if residents favor that approach rather than periodic roadway maintenance.

The cost to add Lofton Avenue N into the feasibility study scope is minimal, and inclusion now ensures that the City can evaluate both corridors consistently and comprehensively as part of the broader 2027 planning effort.

Given these considerations, conducting a feasibility study will provide the technical, financial, and policy foundation needed for the Council to determine whether a rehabilitation or reconstruction project should proceed for McKusick Road and Lofton Avenue N during the 2027 construction season.

### **3. Feasibility Study Scope**

Staff recommends that the Feasibility Study include the following components:

#### A. Geotechnical Evaluation

- Subsurface borings
- Laboratory testing
- Analysis to determine appropriate corrective rehabilitation methods  
(This is essential because underlying pavement structure drives the type and extent of repairs needed.)

#### B. Topographic Survey

- Establish horizontal and vertical project limits
- Identify drainage patterns and deficiencies
- Provide baseline geometries needed for estimating quantities and preparing alternatives

#### C. Feasibility Report Preparation

- Development of alternative rehabilitation methods
- Preliminary opinions of cost
- Assessment district mapping and identification of benefitting parcels
- Mock Assessment Roll
- Alignment with potential state and local funding sources

#### D. Estimated Cost

The estimated cost to complete the feasibility study is \$15,000, inclusive of geotechnical exploration, survey work, and report preparation.

The Feasibility Study is necessary for the following reasons:

- It satisfies statutory requirements under Chapter 429 before any improvement may be ordered.
- It will evaluate whether mill and overlay or other rehabilitation alternatives are technically and financially appropriate.
- It allows the City to compare strategies and assess where maintenance funds and potential grant funds can best be applied.
- It provides a factual foundation for Council decision making and future resident engagement during public hearings.
- It preserves the opportunity to coordinate the work with the adjacent developer-funded improvements scheduled for 2027.

#### **4. Recommendation**

Staff recommends that the City Council authorize preparation of the Feasibility Study for the 2027 Street Improvement Project and adopt the accompanying resolution ordering the study.

#### **5. Requested Council Action**

*Move to authorize staff to prepare a Feasibility Study for the 2027 Street Improvement Project on McKusick Road and Lofton Avenue N at an estimated cost of \$15,000 and to adopt the accompanying resolution ordering the study.*

**Attachments:** Project Location Map, Resolution 2026-10 Ordering Feasibility Study

**CITY OF GRANT  
RESOLUTION NO. 2026-10  
RESOLUTION ORDERING A FEASIBILITY STUDY FOR THE 2027 STREET  
IMPROVEMENT PROJECT**

**WHEREAS**, the City Council (“Council”) of the City of Grant, Minnesota (“City”) has identified McKusick Road and Lofton Avenue N for street improvements as part of the 2027 Street Improvement Project; and

**WHEREAS**, the project improvement shall include street rehabilitation and reclamation, pursuant to Minnesota Statutes, Sections 429.011 to 429.111; and,

**WHEREAS**, before initiating such improvements, the Council must receive a feasibility study evaluating the necessity, cost-effectiveness, and public benefit of the project, consistent with Minnesota Statutes Chapter 429 and City Assessment Policy; and,

**WHEREAS**, the Council desires to formally order the City Engineer to prepare said feasibility study, which shall evaluate the scope of improvements, estimated costs, and identification of affected properties for the proposed rehabilitation of McKusick Road and Lofton Avenue N.

**WHEREAS**, the scope of the feasibility study will include a geotechnical evaluation to determine corrective rehabilitation methods, a topographic survey to establish project limits and assist with quantity determination, and preparation of the feasibility report, with an estimated report cost of \$15,000

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GRANT, MINNESOTA:**

1. The City Engineer is hereby directed to prepare a Feasibility Study for the 2027 Street Rehabilitation Project, specifically for McKusick Road and Lofton Avenue N, including recommended pavement rehabilitation methods, project cost estimates, and identification of properties potentially benefiting from the improvement.
2. Upon completion, the Feasibility Study shall be submitted to the City Council for consideration at a regular future meeting.
3. Following receipt of the Feasibility Study, the Council will determine whether to proceed with the project and call a public hearing pursuant to Minnesota Statutes Chapter 429

**ADOPTED** this 3rd day of March 2026.

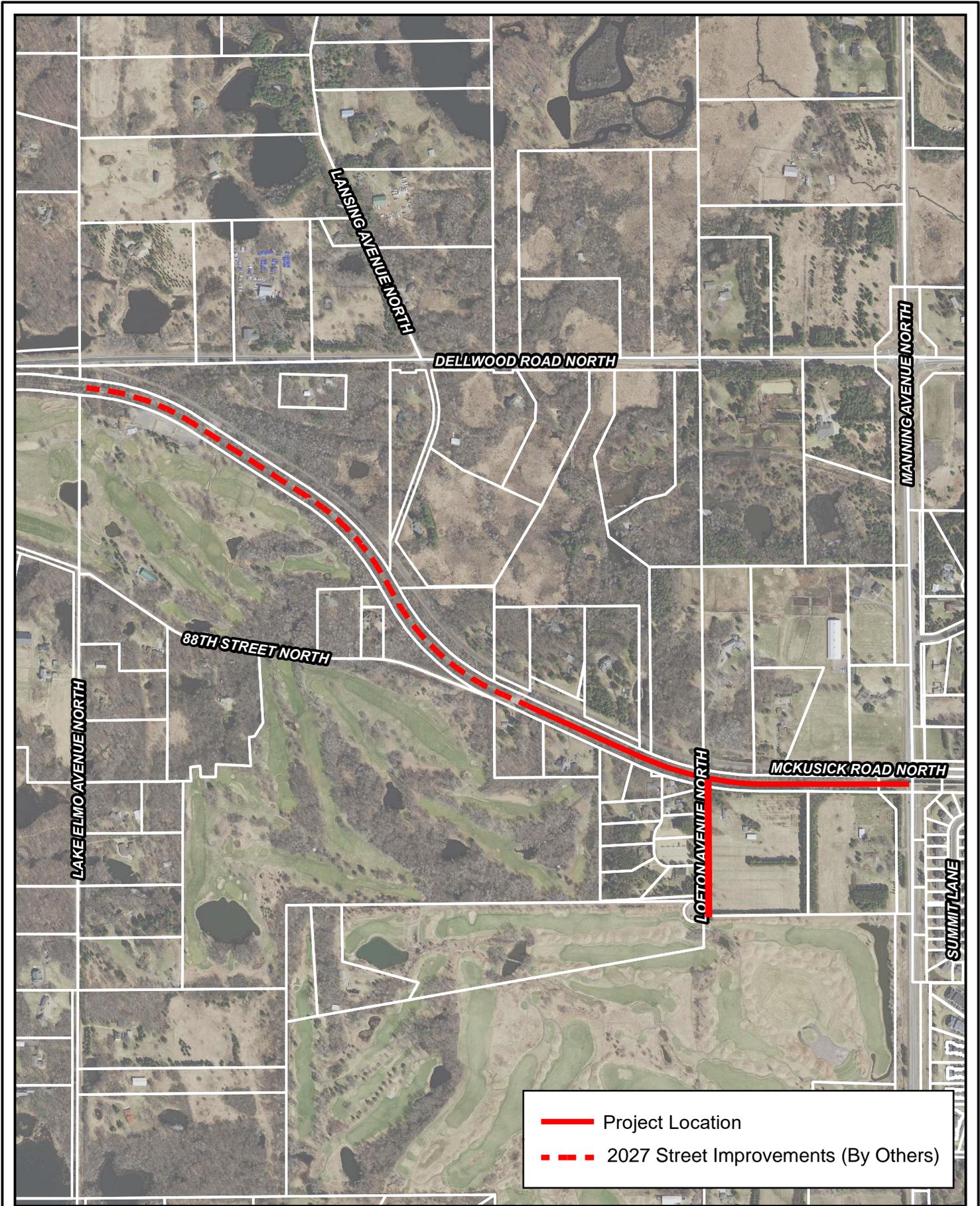
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Jeff Giefer, Mayor

Attest:

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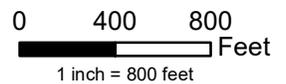
Kristina Handt, Interim City Clerk



	Project Location
	2027 Street Improvements (By Others)



**PROJECT LOCATION MAP**  
**2027 Street Improvements (By Others)**  
**Grant, MN**





## STAFF REPORT

DATE: March 3, 2026

### **New Business**

**TO:** Mayor and City Council

**FROM:** Kristina Handt, Interim City Administrator

**AGENDA ITEM:** Washington County Presentation on Hwy 96 Corridor Study

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### **BACKGROUND:**

MnDOT transferred ownership and maintenance of Hwy 96 to Washington County in 2023. Since that time Washington and Ramsey counties, along with the communities along the corridor, have been developing a draft plan to meet future needs in the area. Two open houses have been held and in anticipation of a third open house in late spring, Washington County staff Madeline Dahlheimer and Michael Kline have been invited to make a short presentation to the Grant City Council. Attached is a handout that provides some history of the corridor study.

Additional information is also available on the project website  
<https://www.washingtoncountymn.gov/Highway96Study>

### **ISSUE BEFORE COUNCIL:**

Receive information and ask questions about Hwy 96 Study.

### **PROPOSAL:**

While the study of Hwy 96 stretches from Hwy 61 in White Bear Lake to Hwy 95 in Stillwater, Maddie will focus her presentation on the roughly 5 miles in Zone 3 that covers section in the City of Grant. The draft recommendations include near, mid and long term improvements including pavement preservation, guardrail, evaluation of lighting and passing zones, trail feasibility and a westbound right turn lane at Lansing.

### **ATTACHMENT:**

- Hwy 96 Corridor Study Handout

# Highway 96 CORRIDOR STUDY

Washington and Ramsey Counties, in partnership with MnDOT, are leading a corridor study for the 10+ mile segment of Highway (Hwy) 96 between Hwy 61 and Hwy 95. Ownership and maintenance responsibilities for the eastern portion of old State Hwy 96 were transferred to Washington County from MnDOT in 2023. MnDOT owns and maintains the western portion of Hwy 96 within Ramsey County.

The purpose of this study is to better understand existing conditions and corridor needs to help develop a long-term plan for improvements that has stakeholder and public support. Public and stakeholder engagement opportunities will be provided throughout the project.

## INITIAL CONSIDERATIONS/NEEDS



PAVEMENT  
CONDITION AND  
SHOULDERS



DRAINAGE



INTERSECTION  
AND SAFETY  
IMPROVEMENTS



PEDESTRIAN,  
BICYCLE, AND  
ACCESSIBILITY  
ACCOMMODATIONS



RIGHT-OF-WAY  
NEEDS AND  
POTENTIAL IMPACTS



PUBLIC  
INPUT



## TIMELINE

### SUMMER-FALL 2024

Identify Corridor Needs  
Open House #1

### WINTER 2024-SUMMER 2025

Explore and Evaluate  
Potential Improvements  
Open House #2

### FALL-WINTER 2025/26

Recommendations  
Open House #3



## VISIT THE WEBSITE TO LEARN MORE

[www.washingtoncountymn.gov/  
Highway96Study](http://www.washingtoncountymn.gov/Highway96Study)

## CONTACT THE PROJECT MANAGER

Madeline Dahlheimer, *Project Manager*  
651-430-4338  
[madeline.dahlheimer@washingtoncountymn.gov](mailto:madeline.dahlheimer@washingtoncountymn.gov)



## EVENT SUMMARY

In Person Open House:  
September 18, 2024

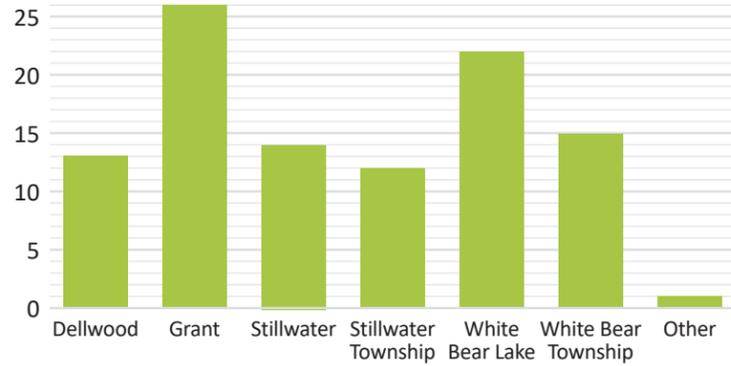
ATTENDEES: **81**  
QUESTIONNAIRES SUBMITTED: **39**  
MAP COMMENTS: **53**

Online Comment Period: 2 weeks  
(September 18 – October 2, 2024)

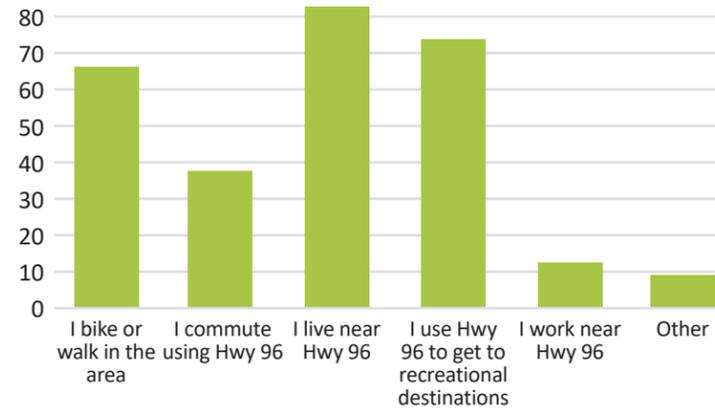
VISITORS: **884**  
QUESTIONNAIRES SUBMITTED: **79**  
INTERACTIVE MAP COMMENTS: **21**

## QUESTIONNAIRE RESPONSES

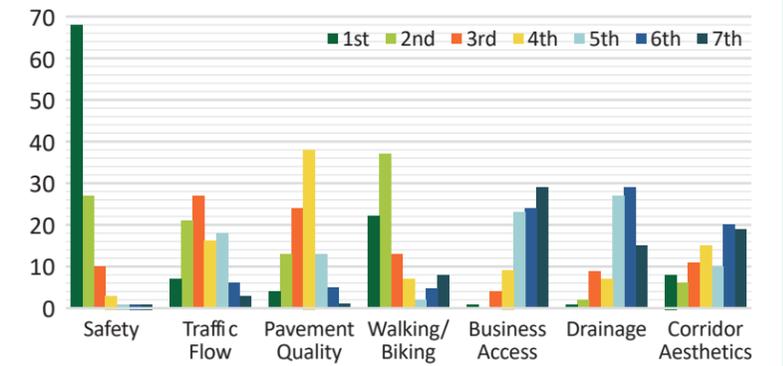
Where do you live?



Which of the following best describe your primary use of Highway 96?



What is most important to you? (Rank each item 1-7, with #1 being the most important)



## COMMUNITY PRIORITIES

### Key Takeaways Included:

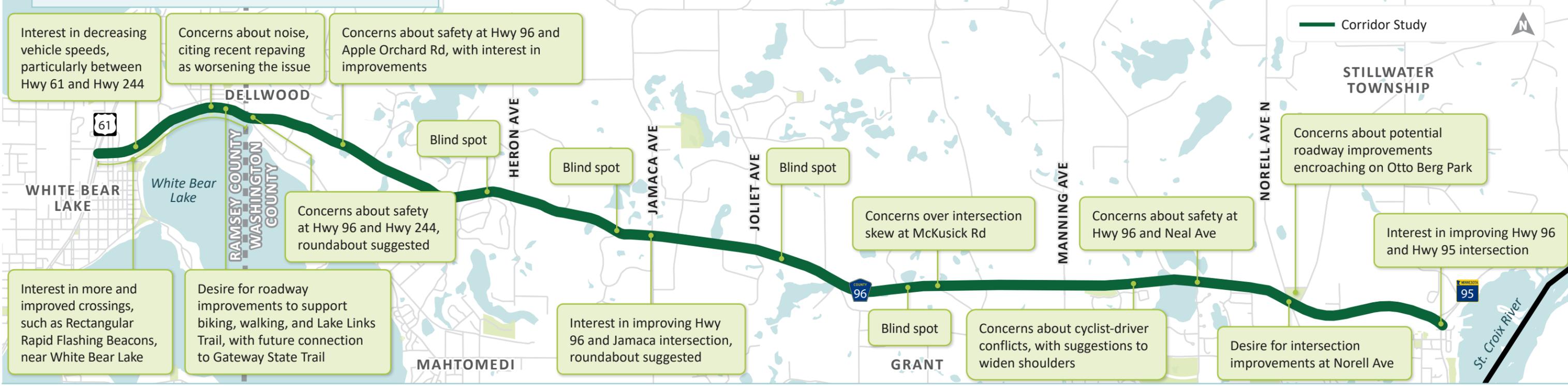
- Generally support for safety and multimodal improvements over expansion
- Safety concerns for vehicles, pedestrians, and cyclists
- Speed concerns along the corridor

- Desire for improved bicycle/pedestrian safety and access, including improved crossings
- High road noise on recently repaved sections
- Desire for improved pedestrian crossings
- Mixed opinions about potential new trail
- Concern about right-of-way width and impacts for a potential trail
- Blind spots, curves, and hills pose safety concerns

### Intersections where improvements were suggested:

- Hwy 244 and Hwy 96
- Apple Orchard Rd and Hwy 96
- Jamaca Ave and Hwy 96
- Hwy 95 and Hwy 96
- Neal Ave and Hwy 96
- McCusick Rd and Hwy 96
- Norell Ave N and Hwy 96

## INTERACTIVE AND IN-PERSON MAP COMMENTS



## EVENT SUMMARY

In Person Open House:  
September 24, 2025

ATTENDEES  
**over 64**

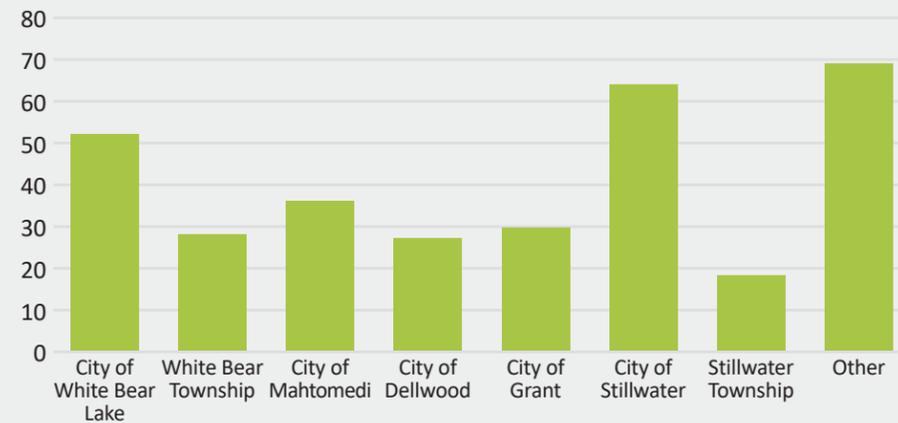
QUESTIONNAIRES SUBMITTED  
**32**

Online Comment Period: 2 weeks  
(September 24 – October 8, 2025)

VISITORS  
**1,028**

QUESTIONNAIRES SUBMITTED  
**293**

Combined Questionnaire Responses by City/Township of Residence



## INPUT ON INTERSECTIONS

When asked what is most important to you when thinking about intersection improvements, the top three responses were:



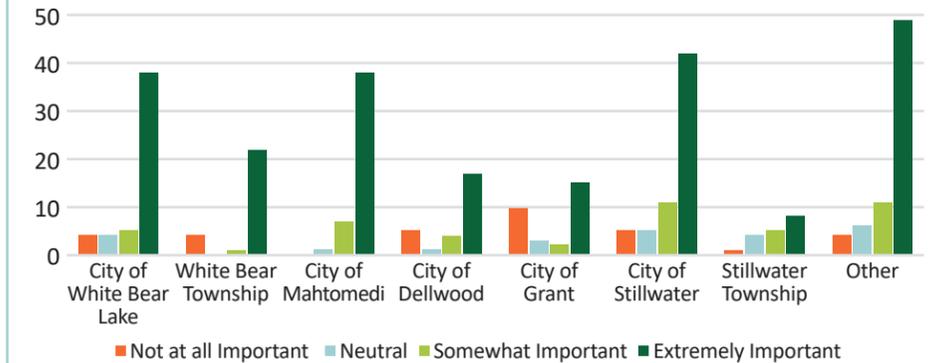
Input on specific intersections included:

- HWY 61/STEWART AVE AREA:** Concerns about safety (potential for crashes, high speeds) and difficulty turning onto or off of Hwy 96
- PACIFIC AVE:** It is difficult to see pedestrians crossing
- NORTHWEST AVE/GRAND AVE:** Intersection is confusing to navigate
- PORTLAND AVE:** Suggestions for a traffic control change, noting it difficult turning onto or off of Hwy 96
- HWY 244:** Concerns about high speeds and difficulty turning onto or off of Hwy 96
- APPLE ORCHARD RD:** Concerns about safety related to sight lines and crash history

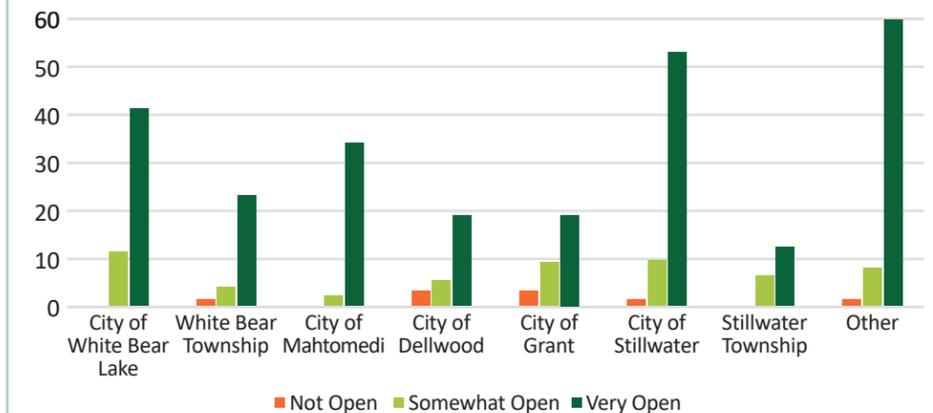


## MULTIMODAL INPUT

How important is it to you that Hwy 96 includes improvements for pedestrians and bicyclists, like a trail or wide shoulders?



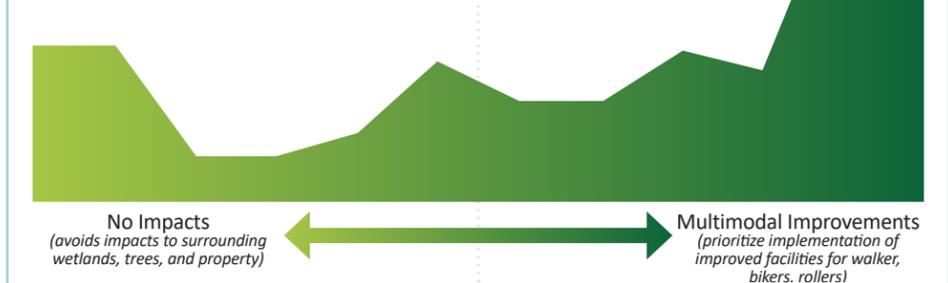
How open are you to changes along Hwy 96 if they improve safety for people driving, walking, biking, and rolling?



### Balancing Decision Making Between Paired Topics

In person, people placed stickers on a board showing arrows on a spectrum between “No Impacts” and “Multimodal Improvements” to highlight tradeoffs that may be considered. Online, this was collected numerically on a scale from 1-100.

The chart below summarizes the combined results, which illustrates peaks on either end of the spectrum and in between.



# Draft Corridor Recommendations

- Groupings of potential improvements (East to West)
  - Zone 1 – Hwy 95 to 5/55/96
  - Zone 2 - 5/55/96 to Manning
  - Zone 3 – Manning to Hadley
  - Zone 4 – Hadley to West County Line

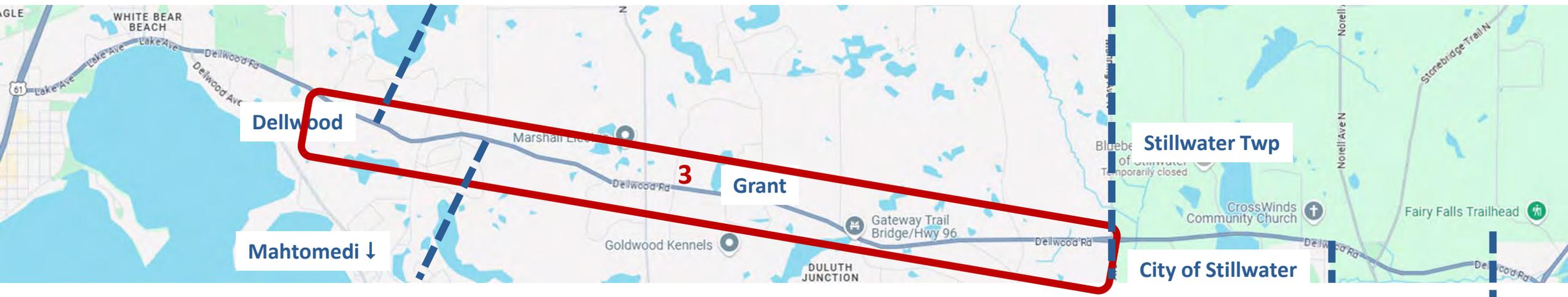
## Keep in Mind...

- 2028 CIP Improvements (Short Term)
- Mid Term Improvements
- Long Term Improvements



# Zone 3 (Manning to Hadley)

- 5.07 miles
- Existing
  - 12' lanes w/ 2-5' shoulder
  - Challenging topography in various locations (water bodies, steep slopes, etc.)
  - Right of way varies – narrow in locations, mix of prescriptive and defined
  - No concerning crash history
  - Segment west of Gateway State Trail crossing identified for a future regional trail



# Zone 3 (Manning to Hadley)

- Draft Recommendations

- Pavement Preservation (stripe at 11' lanes)
- Guardrail (anticipated need: 635 feet)
- Evaluate passing/no passing zones (preliminary design phase)
- Evaluate intersection lighting needs
- Potential Turn Lanes
  - Heron/Quail; Lansing
- Trail Feasibility Study (Gateway Trail crossing to Apple Orchard Rd)

INTERSECTION	POTENTIAL TURN LANES
2 Heron Ave/Quail Rd	Eastbound Right ↘
3 Lansing Ave	Westbound Right ↗



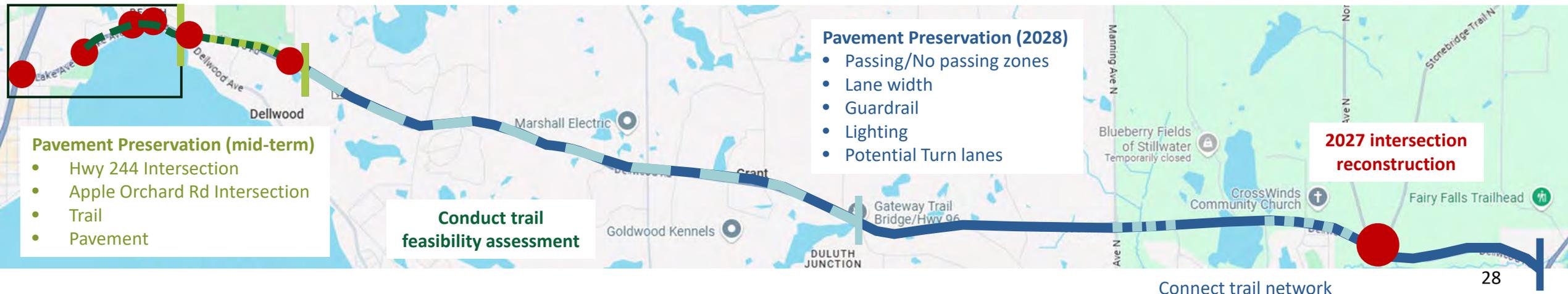
# Draft Recommendations & Phasing

- Near Term
  - 2027 Intersection Reconstruction
  - 2028 Pavement Preservation (with trail connections)
  - 2030 MnDOT pavement preservation

- Mid Term
  - Pavement preservation & intersection improvements
  - Trail feasibility assessment

- Long Term
  - Turn lanes, additional intersection improvements as needed
  - Regional trail? (Pending feasibility assessment & coordination)

Ramsey County /MnDOT Coord.





## STAFF REPORT

DATE: March 3, 2026

### **New Business**

**TO:** Mayor and City Council

**FROM:** Kristina Handt, Interim City Administrator

**AGENDA ITEM:** Peer Cities Selection

### **BACKGROUND:**

It is a common best practice in cities to have an identified list of peer cities they use when looking for policy examples and other best practices. There is wide latitude given to councils in establishing who they measure themselves against, but factors often taken into consideration are population size, proximity of location, and similarity in types of services provided. It is often recommended that cities identify 8-12 peer cities to gather data from when needed. It won't always be possible to gather data from all of the cities so that's why a range is suggested so that sufficient data can be obtained to help inform a decision at any given time.

### **ISSUE BEFORE COUNCIL:**

Which cities would the council like to include in their peer group?

### **PROPOSAL:**

Previously the city would gather information from any city under 5,000 in population when looking for policy examples. That seems overly broad to me, so I ran a search of cities between 3,00 and 5,000 using the League of MN Cities' online directory. I next refined that search to the 11-county expanded metro area. Which includes: Anoka, Washington, Ramsey, Dakota, Hennepin, Scott, Carver, Isanti, Chisago, Sherburne and Wright counties. Given Grant's rural character it seemed appropriate to go beyond the metro a bit. The list below is the result of that search. Those with an \* are the ones I'd recommend to Council to include in the peer group based upon a combination of population size and location and the limited knowledge I have about types of services.

City, Population	County	Lindstrom-4957	Chisago
Afton-3038	Washington	* Montrose-3915	Wright
* Annandale-3487	Wright	* Newport-4448	Washington
* Bayport-3852	Washington	* Nowthen-4680	Anoka
* Centerville-3962	Anoka	Oak Park Heights-4782	Washington
* Columbus-4102	Anoka	Rockford-4832	Hennepin
* Deephaven-3825	Hennepin	Rush City-3291	Chisago
Empire-3064	Dakota	* Scandia-4092	Washington
<b>Grant-4225</b>	<b>Washington</b>	* Stacy-4648	Chisago
* Hanover-4392	Hennepin	Wayzata-4589	Hennepin
* Independence-3933	Hennepin		
Lexington-3021	Anoka		

**OPTIONS:**

- 1) Approve list of peer group cities as recommended by City Administrator (Annandale, Bayport, Centerville, Columbus, Deephaven, Hanover, Independence, Montrose, Newport, Nowthen, Scandia, and Stacy.
- 2) Approve a different list of 8-12 comparable peer group cities.
- 3) Do not identify peer group cities.

**FISCAL IMPACT:**

NA

**RECOMMENDATION:**

“Motion to approve \_\_\_\_\_ as peer group cities.”



## STAFF REPORT

DATE: March 3, 2026

### **New Business**

**TO:** Mayor and City Council

**FROM:** Kristina Handt, Interim City Administrator

**AGENDA ITEM:** Discussion of Roles and Responsibilities and City Procedure Manual

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### **BACKGROUND:**

At the February Council meeting I mentioned that the League of Minnesota Cities had resources that could be helpful in the discussion of Roles and Responsibilities that the council had previously started last fall. I wanted to share them as well as discuss a plan to how to go about reviewing and possibly updating the Rules of Procedure manual.

### **ISSUE BEFORE COUNCIL:**

Does the Council have any more questions or need additional information about roles and responsibilities after reviewing the information provided in the packet tonight?

What is an acceptable timeline and approach for reviewing and updating the Rules of Procedure manual?

### **PROPOSAL:**

Attached is a memo from the League of MN Cities called Role with It: Individual versus Council Authority. The League also has an entire handbook with 26 chapters on various topics related to local government. Chapter 6 covers Elected Officials and Council Structure and Roles. <https://www.lmc.org/news-publications/publications/handbook-for-minnesota-cities/>

Lastly, for those who may want to watch a video, there's one from a fictional city in Colorado that shows similar scenarios to those in the attached informational memo.

<https://www.youtube.com/watch?v=r5GK6LvCA7s>

Attached are the city's Rules of Procedure for City Council Meetings, Ballfields, Newsletter, Town Hall and City Consultants. The document was last updated in August 2023.

Which sections of the document would Council like to prioritize reviewing and updating if necessary?

- Some may be easy changes, for example updating the time of the meetings in Section 1. A. Regular to 6:30pm to reflect that regular meetings have been starting at 6:30pm rather than 7:00 pm.
- Section 1. B. Special meetings is missing language about a 3-day notice being provided to the public. (See Chapter 7 of the LMC Handbook).
- I'd like to have some discussion (can be at a future meeting) about changing H. Order of Business to streamline the agenda.
- Section 2 covers the Agenda for regular meetings. This is a topic Council may have had some discussions on last fall before I joined the city. Is this an area that needs updating?

- I would draw Council’s attention to C. Addition of Agenda Items. It notes that future agenda items may be brought up under Council or Staff updates to consider for a future agenda. *If a majority of the Council agrees on a proposed item for the next agenda, supporting documentation and purpose of the item shall be provided in the Council packets.* I would suggest changing “Upon” the last sentence of that section to “Before” so that the item can added and motion to approve the agenda includes the item before adoption.
- Section 2. D. Public Input notes residents may address City Council about any item not included on the regular agenda, but when would someone address the council about an item on the agenda that doesn’t have an actual public hearing?

These are just a few things that jumped out to me after a quick review. I’m seeking Council feedback if a deeper review is needed and if so on what items. Is it acceptable to Council that I bring back updates as time allows with the goal to prioritize these first two sections

**DISCUSSION:**

Provide feedback on materials from LMC and if additional resources are needed. Provide direction on City of Grant Rules of Procedure update including sections of manual to review, specific concerns and acceptable timeline for completion.

**ATTACHMENTS:**

- Informational Memo: Role with It: Individual versus Council Authority
- City of Grant Rules of Procedure

## INFORMATION MEMO

# Role with It: Individual Versus Council Authority

*Learn common ways council members overstep their roles and the personal legal responsibility that may result. Understand your role as an individual council member versus your role as part of the entire city council.*

### RELEVANT LINKS:

See Handbook, [Elected Officials and Council Structure and Role](#), Section II-A, *Role of the Individual Council member* and Section II-B, *The Council's Authority*.

## I. Role of an individual elected official

The elected city council is the foundation of city government in Minnesota. The city council passes ordinances and adopts policies that shape the city's present and future.

The city council as a group, not individual council members and mayors, perform the duties required by law. This means that the entire city council supervises administrative officers, makes policies, enters into contracts, and exercises city powers. Generally, preparing for and attending meetings and voting on policy are elected officials' key duties. For statutory cities, state law lists specific council duties, including the authority to make and second motions, participate in discussions, and vote on matters before the council.

## II. Tips for meetings

Elected officials sometimes struggle to transition from an individual candidate to a member of a decision-making body. The following tips can ease this transition:

- Before council meetings, read the packet and share any possible questions or concerns with staff.
- Remember that staff work for the city and act under the direction of the council as a whole, not under the direction of individual council members or the mayor.
- Arrive to meetings on time.
- Learn and use the city's bylaws and rules of procedure.
- Learn how to add items to the agenda.
- Listen to others and be curious about their perspective.
- Put personal feelings aside and find shared interests.
- Acknowledge others' reasoning and explain your own.
- Put away cell phones and other distractions.
- Focus on progress toward city goals.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

## RELEVANT LINKS:

Because council members make decisions as a group, how council members behave during meetings is important. With the right mindset and clear policy in place, public meetings can result in efficient decision making.

### III. Team leadership

City councils and staff are a team. Close-knit teams have more success achieving their goals than teams that lack trust. Disrespect affects team performance by causing stress and tension among team members. Leaders of close-knit teams:

- Cut people slack.
- Do not blame others. Council members and staff are a team.
- Focus on the process, not the people involved.
- Assume that others have good intentions.
- Listen to understand and learn, instead of pretending to listen while thinking of their next statement or counter argument.
- Ask questions and be patient while waiting for a response. Silence allows others to think. Compromise is good but understanding everyone's point of view may lead to a new idea that meets everyone's needs.
- Practice empathy. Empathy does not mean giving up your beliefs. Empathy is the ability to take on other peoples' perspectives and to understand, feel, and share their experience.
- Identify each team member's strengths and recognize their unique contributions to create a sense of belonging.
- Empower others by delegating with clear expectations.
- Celebrate success! Success comes in all shapes and sizes.

### IV. Council members and city employees

While the council handles legislation and city policy, staff handle city administration and management. Sometimes, the line between these roles is blurry – council members and staff may overstep, causing potential legal responsibility for council members and the city. Generally, council member duties include upholding their oath, modeling respectful behavior, participating in council meetings and votes, working with staff to educate themselves about city issues, and connecting the city and its residents. Individual council members do not have administrative authority. This means that they cannot give direct orders to or supervise city employees, unless allowed by the council. Council members should remember that staff work for the council as a group, not for one individual council member.

## RELEVANT LINKS:

Sometimes, council members (including mayors) forget about their role as a team member and try to take action individually. This can cause conflict, making staff feel distrusted or unappreciated. Sometimes, this can also make council members and the city legally responsible for taking unauthorized actions.

City employees have the unique challenge of working for a public body, whose members change from year to year. Many cities find that adopting clear policies and practices leads to better city governance. These policies and practices often include:

- Elected officials follow a communication protocol to share information with staff.
- Staff check in with elected officials after packets go out but before council meetings to gather information or answer questions.
- Elected officials inform staff about concerns or additional questions before the meeting.
- Elected officials select a staff person to give information to other elected officials before the meeting to allow for in-depth discussion without violating the Open Meeting Law.
- Staff understand that the council may not always follow staff recommendations and, in those instances, accept the council's decision.

### **A. Role scenario**

The following employment scenario helps demonstrate how an individual council member, who just wants to do the right thing for the city, can overstep their role when dealing with employee discipline and termination, potentially exposing the city to legal responsibility.

Imagine the council has ongoing concerns with the municipal liquor store manager. Citizens complain that the store is closed when it should be open and that staff drink on the premises. One council member decides to address the situation herself. She continuously stops by the store and even drives by the manager's house to make sure he is not home when he should be working. During one visit to the store, the council member finds the staff, including the manager, drinking in the back of the store. Knowing that the council would agree, she terminates the manager on the spot. To make this situation easier, she negotiates a severance package with him. The council member then tells several friends about the incident, making some exaggerated descriptions of what happened.

Even though the liquor store manager's actions raise many concerns about legal responsibility for the city, the council member acted beyond the scope of her authority and her actions also present problems for the city.

## RELEVANT LINKS:

[Minn. Stat. § 412.221](#), listing powers of the council.

[Minn. Stat. § 412.201](#), requiring council approval of contracts for Standard Plan and Plan A cities.

[Plymouth Foam Products, Inc. v. City of Becker](#), 944 F. Supp. 781 (D. Minn. 1996). [Minn. Stat. § 412.611](#). For further discussion of Plan B cities, see discussion V below.

[Minn. Stat. § 410.16](#).

[Sovereign v. Dunn](#), 498 N.W.2d 62 (Minn. Ct. App. 1993) (discussion of delegations of duties and inapplicability of open meeting law based on lack of decision making authority).

[Minn. R. 1205.0400, subp. 2.](#)

[Minn. Stat. § 13.43, subd. 2.](#)

## B. Investigating and terminating employees

In the scenario above, did the council member have authority to investigate or terminate the store manager? No.

In Minnesota, state law and city charters set forth city council powers. In statutory Standard Plan and Plan A cities, the law gives the entire council control over city matters, including the power to control city finances, to make contracts, to enact ordinances, and to oversee city personnel. The law does not allow an individual council member to independently investigate employees or terminate employment. In the optional statutory Plan B cities, which have the council-manager plan, the council determines all matters of policy, and a city manager heads up the administrative branch and is responsible to the council for the proper administration of all city affairs.

In charter cities, the city's charter describes a council member's role. State law allows charter cities to adopt any form of government, if it is not inconsistent with state law or the state constitution. In almost all charter cities, the charter gives authority to the council rather than to individual council members. However, council members from charter cities should consult their charters to determine their proper roles.

## C. Delegating authority to council members

In the liquor store scenario, could the council have delegated some of its authority to individual council members? It depends, but it is unlikely based on the nature of the actions.

Individual council members can perform the duties that the council, as a whole, **legally** assigns to them. However, a statutory city council cannot legally delegate any of its discretionary powers, which are powers involving the exercise of judgment like making independent hiring or firing decisions. Charter cities also likely cannot delegate any discretionary authority, unless the charter specifically allows for it. Council members should act carefully to avoid overstepping their boundaries.

On a related matter, the League often receives calls about whether an individual council member can review an employee's private personnel documents. Individuals whose job duties reasonably require access to private data can, in certain instances, view the data. However, since **individual** council members **do not** have authority over city personnel, they cannot access this private information. The council could authorize an individual council member to view the data, such as in instances when council members serve on the personnel committee and need to do so for a review.

## RELEVANT LINKS:

See LMC information memo, [Data Practices: Analyze, Classify, and Respond](#).

See Handbook, [Elected Officials and Council Structure and Role](#), Section III, *Mayor*.

[Minn. Stat. § 412.201](#).

[Jewell Belting Co. v. Vill. of Bertha](#), 97 N.W. 424 (Minn. 1903). [Plymouth Foam Products, Inc. v. City of Becker](#), 944 F. Supp. 781 (D. Minn. 1996).

Keep in mind that state law does classify some employee information as public, and council members, like any member of the public, can access that information. Cities should work with their city attorneys to understand what employee data is public data and what employee data is private personnel data.

### **D. Mayor’s power to investigate or terminate employees**

Like council members, mayors usually do not have authority to investigate or terminate employees. Statutory city mayors do not have more decision-making power than other council members. The mayor serves as the official head of the city and presides over council meetings. The mayor in a statutory city does not break tie votes of the council unless it is to break a tie vote on an appointment to fill a vacancy. The mayor also has authority to make some other appointments, like park board members, often subject to council approval. As outlined above, the mayor of a statutory city does not have individual authority over city staff.

Similarly, a majority of charter cities have a weak-mayor form of government, in which the mayor’s powers generally do not exceed those of other council members. A few charter cities give the mayor limited additional powers, such as control over the police department. However, three charter cities—St. Paul, Duluth, and St. Cloud—follow a strong-mayor plan where the mayor has administrative authority over city matters, including city personnel. Mayors of these cities probably could investigate and remove employees without council approval. Mayors in charter cities should review their charters to determine the extent of their authority over employees.

### **E. Negotiating employee severance packages**

In the liquor store scenario, did the council member lawfully negotiate a severance package? No, individual council members cannot independently negotiate contracts or agreements, such as a severance package with the liquor store manager. State law requires that the council authorize contracts. The law not only states that this power cannot be delegated, but it also prevents a city from being bound by a contract made by an individual council member. Council members from charter cities should consult their charters, but most charters do not allow an individual council member to execute contracts.

The full council could later approve the contract. If the council does not approve the contract, the individual council member could potentially have personal legal responsibility. So, all council members should make clear that the city can only enter into a contract with the vote of the council.

## RELEVANT LINKS:

[Minn. Stat. §§ 412.601 - 412.751.](#)

Handbook, [City Administrative Staff](#).

[Minn. Stat. 412.651.](#)

[Minn. Stat. § 466.07.](#)

See Handbook, [Liability](#), Section II-F, [Official Immunity](#).

## V. Council members and employees in Plan B cities

Plan B cities have a council-manager form of government. A number of charter cities also use this structure. Like Standard Plan and Plan A cities, the council has policy-making and legislative authority. However, for Plan B cities, state law gives additional administrative duties to a city manager. For example, the council appoints a city manager who then appoints and supervises city staff. Therefore, in a Plan B city, the city manager makes initial hiring and firing decisions, with later approval from the council. Additionally, a city manager in a Plan B city serves as the city's purchasing agent for contracts under \$20,000, unless the city council sets a lower limit, which gives the city manager some discretion in spending.

People often confuse city managers with city administrators, but the law treats these two positions very differently. State law defines the duties of the city manager position and recognizes that the position is essential to the Statutory B city. The city administrator position, on the other hand, is a position created by council, not by law. The duties of the administrator vary from city to city, with some administrators also serving as city clerk. A statutory city council cannot delegate any discretionary authority to a city administrator. A charter city council can delegate discretionary authority to a city administrator if the charter allows it.

## VI. Potential personal legal responsibility for council members

Generally, state law requires cities to defend (provide legal defense) and indemnify (compensate for losses or other legal responsibilities) council members and employees for lawsuits arising out of their official duties. This is required if the council member or employee did not act in bad faith (dishonesty or fraud), malfeasance (an intentional act that is illegal and causes harm to another person), or willful neglect (the intentional or reckless failure to carry out a duty) of their duties.

Official immunity protects public officials from lawsuits based on discretionary actions performed in the course of their official duties. For example, a council member, acting in good faith, likely would not have legal responsibility for calling for special assessments. Neither official immunity nor the law applies when a council member acts with malice (intentionally committing an unlawful act) or in bad faith.

In the liquor store manager scenario above, immunity may not protect the council member because she acted outside the scope of her duties.

**RELEVANT LINKS:**

See Handbook, [Liability](#),  
Section III-B, *Protection  
from Defamation*.

[Minn. Stat. § 13.08.](#)  
[Minn. Stat. § 13.09.](#)

[Research@lmc.org](mailto:Research@lmc.org),  
(651) 281-1200 or  
(800) 925-1122.

The liquor store scenario highlights other possible issues, like providing a basis for the employee to allege defamation (making a false statement about someone that harms their reputation), intrusion upon seclusion (invasion of privacy), harassment, retaliation (when an employer takes adverse action against an employee for engaging in protected activities like reporting discrimination), or data practices violations. For example, the law states that a defamatory statement is one that is false, made to a third party, and harms the reputation of the subject. In the liquor store scenario, depending on what was said, a council member's exaggerated version of the termination and severance to her friends might be defamation. Also, the council member likely disclosed private personnel data in retelling the events to her friends, possibly subjecting the city to legal responsibility.

## VII. Further Assistance

If you have questions about the role of an individual council member or the city council as a whole, you should discuss the matter with your city attorney. Additionally, the League's Research and Information Service can answer questions about the role of council members in different types of cities.

# CITY OF GRANT



## Rules of Procedure For City Council Meetings,

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# **Ballfield, Newsletter, Town Hall & City Consultants**

## **CITY OF GRANT RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS, BALLFIELD, NEWSLETTER, TOWN HALL & CITY CONSULTANTS**

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## Section 1

### MEETINGS

#### A. Regular

The City Council shall hold regular meetings on the first Tuesday of each month at 7:00 p.m., provided that when the day fixed for any regular meetings falls on a day designated by law as a legal holiday or election, such meeting shall be rescheduled per the City Council.

#### B. Special

The Mayor or any two members of the Council by writing filed with the Administrator/Clerk may call a special meeting. A special meeting is a meeting that is held at a time or location different from that of a regular meeting.

The City will post written notice of a special meeting on the principal bulletin board, located at the entrance of the City office. The notice will state the date, time place and purpose of the meeting. The

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Administrator/Clerk shall mail or e-mail notice to all members of the time and place of the special meeting at least one day before the meeting.

In calculating the number of days for providing notice, the first day that the notice is given will not be counted and the last of the notice will be counted. If the last day is a Saturday, Sunday or legal holiday, that day is omitted from the calculation and the following day is considered the last day, unless it happens again to be a Saturday, Sunday or a legal holiday.

Business transacted at a special meeting shall be limited to that mentioned in the posting for the special meeting.

**C. Emergency**

An “emergency meeting” is a special meeting to deal with a matter that requires immediate consideration of the City Council. A posted notice of an emergency meeting is not required. However, the City must make a good faith effort to notify each news medium and resident that has filed a written request for notice. The notice must include the subject of the meeting. The Mayor or Administrator/Clerk may call an emergency meeting.

**D. Place**

All meeting shall be held at Town Hall in Grant unless there is a notice designating another location.

**E. Presiding Officers**

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Deputy Mayor shall preside. In the absence of both, the Council Members shall elect one of their members as temporary chairperson. It is the duty of the presiding officer to preserve strict order and decorum at all meetings of the Council. See sections K and L relating to decorum at all meetings of the Council.

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**F. Quorum**

Three members of the Council shall constitute a quorum at any meeting of the Council.

**G. Bylaws: Policies on Meeting Management**

A statutory City Council has the power to regulate its own procedures. Councils often regulate their procedures through the formal adoption of bylaws. It is recommended bylaws be adopted as rules set common values and expectations for interactions among Council Members.

The rules of parliamentary procedure apply to council proceedings only if the council formally adopts such rules in its bylaws. The Roberts Rules of Order, Newly Revised is designed for meetings of large bodies and is inappropriate according to the League of Minnesota Cities.

**H. Order of Business**

At the hour appointed for meeting, the members shall be called to order by the Mayor or Deputy Mayor. Upon the appearance of the quorum, the Council shall proceed to business of the city to be conducted in the established order:

- A. Call to Order
- B. Public Input – Sign in sheet with name, address and topic
- C. Pledge of Allegiance
- D. Approval of Regular Agenda
- E. Approval of Consent Agenda
- F. Staff Agenda (action) Items
- G. New Business
- H. Unfinished Business – Agenda items not completed from the prior Council meeting

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- I. Discussion Items – Council/ Staff Updates/Future Agenda Items
- J. Community Calendar
- K. Adjournment

**I. Curfew**

No additional agenda item will be discussed after 10:00 p.m. Meetings adjourned under this policy will be continued to the next Tuesday at 6:00 p.m. A majority of the Council may extend the meeting beyond the 10:00 p.m. curfew to complete approved agenda items.

If a continued meeting does occur, it will begin at the point on the agenda where the adjournment occurred. No new items will be added to the continued meeting agenda.

**J. First Regular Meeting of the Year**

At the first regular council meeting in January of each year, the Council must (1) designate the official newspaper, (2) choose a Deputy Mayor, (3) designate the official depository, and 4) make any other annual appoints as necessary.

**K. Council Member Seating**

The Mayor will always be seated in the center of the Council table. The City Attorney is seated to the far right of the Mayor. Senior Council People may change their seats based on the vacancy of the previous Council seats. When the senior members have chosen their seats, the incoming Council Members may pick their seat. Any seating changes after incoming Council Members have their assigned seats, requires a motion, second and approval of the majority of the Council.

**L. Decorum Requirements**

Typical rules of decorum require Council Members to:

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- Refrain from private conversation while in the Council chamber that interrupts the proceedings of the council.
- Refrain from the use of offensive words, threats of violence, or other objectionable language in or against the council, any Council Member or staff member.
- Limit speech to subject of current debate/agenda item.
- Abide by time limits for speaking.

**M. Enforcing Decorum**

Council Meetings on important community issues may become contentious very quickly. Establishing rules of decorum before a controversy arises can prevent meetings from becoming unproductive due to conflict. On occasion, however, members of the Council may not follow the rules. On these occasions, the Mayor’s role as the meetings presiding officer is particularly important. When Council Members violate rules of order and decorum, the presiding officer is authorized to:

- Not recognize a breaching Council Member’s request to speak, limiting their role in debate until decorum is observed.
- Declare the Council Member’s actions out of order.
- Order removal from the Council chambers by law enforcement until the Council Member agrees to abide by Council rules of decorum.

State law also prohibits person, including Council Members from disturbing public meetings, through fighting or threatening words and conduct. Council Members who engage in this unlawful conduct may be charged with a misdemeanor.

**N. Audience Decorum, Civility and Enforcement**

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When appearing at Council meetings, it is understood that everyone will follow these principles: Show respect for each other, actively listen to one another, keep emotions in check and always use respectful language.

Although meetings are open to the public, individuals who are noisy or unruly do not have the right to remain in the Council chambers. When individuals abuse their right to be present in the Council chamber, the Mayor, as presiding officer, should order their removal from the room. If the presiding officer fails to act, the Council may, by motion, second and majority vote issue such an order. The Council has authority to preserve order at its meetings. The Council can use necessary force, including the use of the police law enforcement to carry out the mandate. A person who disturbs a public meeting may be guilty of disorderly conduct. If a person is excluded from a meeting, the Council should provide an opportunity for the excluded person to give his or her interpretation of the exclusion to a designated City staff member to satisfy any due-process concerns.

## Section 2

### AGENDA FOR REGULAR MEETING

#### A. **Agenda Items**

Agenda items for Council meetings are typically action items that require a motion by the City Council. Agenda items are determined by City staff based on action necessary by the City Council to conduct the business of the City. Agenda items can be added upon adoption of the agenda by a motion, second and majority vote of the Council. This is generally discouraged as members of the public may not be aware of these additions.

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**B. Consent Agenda**

The consent agenda is used by many City Councils to help shorten the length of meetings by using time more efficiently. A consent agenda typically groups together many items that are routine and uncontroversial. Although the Council must take action on these items, they do not require further discussion.

Examples of items typically included in the consent agenda are the approval of the minutes, routine expenditures and the final approval of licenses and permits.

The Council generally approves all items on the consent agenda with the passage of one motion. If there is any item on the consent agenda that a Council Member feels warrants further discussion, it is removed by motion, second and majority vote of the Council from the consent agenda and dealt with individually. The item may be placed under New Business on the regular agenda. Questions regarding the consent agenda should always be submitted prior to the meeting by addressing these questions to the Administrator.

**C. Addition of Agenda Items**

Items not on the agenda but proposed for future agenda placement are to be brought up under Council or Staff updates to consider for a future agenda. If the majority of the Council agrees on a proposed item for the next agenda, supporting documentation and purpose of the item shall be provided in the Council packets.

Upon adoption of the agenda, staff may recommend an additional agenda item if immediate Council action is required.

**D. Public Input**

Residents of Grant may address the City Council about any item not included on the regular agenda during the Public Input portion of the agenda. The Mayor will recognize speakers to come to the podium, signing in to speak is not a guarantee of the opportunity. Speakers will state and write

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their name and address and limit their remarks to two (2) minutes with five speakers maximum. Generally, the City Council will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda. The Council may also determine an issue should be addressed with the individual and direct the Administrator/Clerk to work with the individual directly, as no Council action would be required.

## Section 3

### MINUTES

- A. The Administrator/Clerk shall keep a record of all regular Council meetings.

The Council may, by motion carried by a majority of the vote, amend the minutes. Such amending motion shall become a part of the minutes of the subsequent meeting.

Minutes for City Council meetings will be action only minutes.

- B. **Required Contents**

The following items must be included in the minutes:

- The members of the public body who are present.
- The members who make or second notions.
- Roll call vote when required on motions.
- Subject matter of proposed resolutions or ordinance.
- Whether the resolutions or ordinances are defeated or adopted.
- The votes of each member, including the Mayor.

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C. **Other Items That Are in the Minutes as Applicable**

The Office of the State Auditor has also recommended that meeting minutes include the following information in addition to the information required by state statute.

- Type of meeting (regular, special, emergency, etc.)
- Type of group meeting (City Council, etc.)
- Date and place the meeting was held.
- Time the meeting was called to order.
- Approval of minutes of the previous meetings, with any corrections.
- Identity of parties to whom contracts were awarded.
- Abstentions from voting due to a conflict and the member's name and reason for abstention.
- Reasons the governing body awarded a particular contract to a bidder other than the lowest bidder.
- Granting of variances and conditional use permits.
- Approval of hourly rates paid for services provided, mileage rates, meal reimbursement amounts, and per diem amounts
- List of all transfers funds requiring Council approval.
- Appointments of representatives to committees or outside organizations.
- Authorizations and directions to invest excess funds, information on investment redemptions and maturities requiring Council approval.
- Time the meeting was concluded.

## CITY BALLFIELD

A. **Use**

Use of the Town Hall ball field is schedule through the City office. It has the practice of the City to allow as many organizations as possible field use. No one organization shall be allowed exclusive use of the ball field.

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B. **Fee**

There is no City fee to use the ball field. The City does provide for mowing and field maintenance within the annual budget.

## CITY NEWSLETTER

A. **Purpose**

The purpose of the City newsletter is to provide City information to residents. The City budgets a specific dollar amount every year to publish and mail the newsletter. Staff is responsible for gathering and coordinating the articles for publication. The following items should be included in each newsletter:

- Recycling information
- MS4 Information
- Public Safety
- City News/Services
- Gateway Trail News
- City Road Information
- County Road Projects
- State Road Projects
- Budget Information
- Property Tax/Assessor Information
- Mayor Article
- City of Grant History

## TOWN HALL

A. **Use**

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The City of Grant utilizes Town Hall for City Council Meetings, City sponsored neighborhood meetings, work sessions and special meetings unless otherwise noted.

Because there is no staff person on site, Town Hall use is not permitted to other groups for meetings.

**B. Use of Video Equipment**

No groups are allowed access to the video equipment at Town Hall. Only a trained Video Tech employed by the Cable Commission will be allowed to access the video equipment for City meetings.

## CITY CONSULTANTS

**A. Consultants**

The City utilizes consultants for carrying out the business of the City. General services are provided to the City based on an hourly wage or contracted amount and provided for within the City budget.

**B. City Applications/Escrows**

Applicants also utilize the service of the consultants at the same fee billed out of the submitted escrow. Typical applications include Conditional Use Permits, Certificate of Compliance, Subdivisions and Variances. Most City applications for various land use submittals require the services of all City consultants. Any funds left over after an application is completed, are returned to the applicant.

**C. Use of City Consultants**

The City requires that any and all required work relating to land use, engineering and legal services associated with general City business and applications are coordinated through the City office. As consultants bill the

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4/5/16 01/28/19

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City based on an hourly fee, coordination through the City Administrator keeps costs down and eliminates the duplication of work. City Council Members are strongly discouraged from contacting City consultants directly to minimize City costs and submit all inquiries to the City office so information from staff can be shared with all Council Members.

**D. Special City Projects**

Any special projects requiring the use of City consultants that are outside of typical City business shall be initiated and directed specifically by the majority of the City Council.

**E. Performance Reviews**

Performance Reviews of the City consultants will be conducted annually by the Administrator/Clerk on a specified date and time. Council Members will be asked to provide written comments, suggestions, etc. to include in those performance reviews. Council Members will also be asked to include written comments relating to the Administrator/Clerk that will be included in the review of the City consultants.

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## STAFF REPORT

DATE: March 3, 2026

### **New Business**

**TO:** Mayor and City Council

**FROM:** Kristina Handt, Interim City Administrator

**AGENDA ITEM:** Discussion on Issuing a Request for Proposal (RFP) for Recycling Services

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### **BACKGROUND:**

The City's current agreement with Waste Management for recycling services expires December 31, 2026. The City's contract with Waste Management began on January 1, 2010, and has been extended a couple of times. Most recently, a five-year extension with Waste Management was approved at the August 3, 2021, council meeting.

### **ISSUE BEFORE COUNCIL:**

Would the Council like staff to prepare a request for proposal (RFP) for recycling services and solicit proposals from other vendors?

### **PROPOSAL:**

Generally, issuing RFPs or soliciting bids/quotes is a good practice to ensure the city is receiving competitive services. However, the city is not required to issue a request for proposals for recycling services. The city could decide to just negotiate a new contract with Waste Management directly as they have done in the past and as they have done with other contractors.

During my time with the city (short 3 months) I have not received any complaints about Waste Management. Their senior accountant has been by the office to introduce herself, been responsive when I've reached out via email for information for the website and providing services to residents when I contacted her. I did search for complaints prior to my joining the city and see there was one from this fall about a resident not getting a response from waste management about getting her extra bin back. That seems to be due to staffing changes at Waste Management. The mayor and previous administrator were involved in that. There are also complaints about service not occurring in the winter months when trucks get stuck or bins being left on the street where snowplows hit them. These types of winter complaints are not unique to Grant or Waste Management in my experience.

We have been contacted by two other providers (Gene's Disposal and Walters Recycling and Refuse) who would like to provide recycling services in Grant. It is unknown if they will provide a cheaper and/or better service without going through the process of soliciting proposals.

Council should consider the time and resources that issuing an RFP and reviewing proposals will require, the possible impacts to other city services/tasks/priorities, the likelihood of changing vendors or improving service levels and the impact on taxpayers doing so. Issuing an RFP also doesn't guarantee that the city will change vendors but could be a good means of collecting more information to inform the decision.

While not a common practice in Grant, a common practice in other cities who have contracts with haulers is to have the hauler come before the council and give an annual presentation. Council could decide to invite Waste Management to a future meeting to share information and give the council the opportunity to ask questions prior to deciding on an RFP.

Lastly, it is not a requirement that the city contracts and provide recycling services. One of the requirements of the recycling grant with Washington County is to establish a curbside recycling program by ordinance or contract. The city contracting for curbside recycling meets that requirement. The city also regulates the collection of recyclables through [Chapter 26](#) of the city code. I reached out to the senior environmental specialist who oversees the recycling grant at Washington County to ask how other cities are able to not contract for this service. He said in Washington County they see it split by thirds- about 1/3 of communities contract for garbage and recycling, 1/3 contract for recycling only and 1/3 have open hauling. The county encourages contracting as a best practice but does not require it. If the city did not want to contract, staff would follow up with the county on what would be required. It would likely involve ordinance changes requiring haulers to be licensed by the city as that's what I've seen in other communities with open hauling. Council should weigh whether or not recycling services is a service residents expect the city to provide for them through their tax dollars or if they should be allowed to obtain the services on their own at their own cost, likely through their garbage hauler.

#### **OPTIONS:**

- 1) Direct Staff to Prepare a Request for Proposal for Recycling Services
- 2) Direct Staff to Invite Waste Management to the Next Meeting to Provide an Annual Update
- 3) Direct Staff to Negotiate a New Contract with Waste Management
- 4) Direct Staff to Explore the Option of going to Open Hauling
- 5) Take No Action at This Time

#### **FISCAL IMPACT:**

There is no direct monetary cost in preparing an RFP at this time unless a consultant is used to do so. Future cost implications will be determined when a contract is brought forward for consideration. The rate for 2026 is \$5.20 per household per month, with 1,516 households in January plus fuel surcharges, the estimated 2026 cost for providing recycling services is just over \$98,000.

#### **DISCUSSION:**

Council should discuss the services the city has received from Waste Management and whether or not an RFP should be prepared at this time or another direction taken and provide that direction to staff.

## City Council Report for February 2026

To: Kristina Handt City Clerk

From: Jack Kramer Building Official

### City Code Violations:

No New Violations to Report.

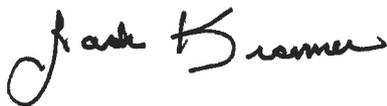
### City Code Violations Being Investigated.

1. Wood Chuck Tree Service 7310 Jocelyn Rd. N. (Non- Conforming Use).  
City Staff met to discuss and currently working with the property owners.
2. Bwei Paw & Pan Ti Tan 8650-60<sup>th</sup>.St. Buddhist Temple (Conditional Use Permit Required).  
City Staff is currently working with the property owners to operate a legal church.

### Building Permit Activity:

1. Eighteen (18) Building Permits were issued for a total valuation of \$ 191,793.00.

Respectfully submitted,



Jack Kramer

Building Official

2026-11	Wood Fireplace	Page	11890-97th. St. N.	1/22/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-12	Two Gas Fireplaces	Kiel	9370-65th. St. N.	1/22/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-13	Gas Line to Generator	Johnson	9975 Dellwood Ave. N.	1/23/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-14	Gas Line to Generator	Bennett	9337 Joliet Ave. N.	1/23/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-15	Windows	Swanson	10258-119th. St. N.	1/24/2026	\$	5,793.00	\$	125.25	\$	93.93	\$	-	\$	2.89		
2026-16	Windows	Huot	10191-110th. St. N.	1/24/2026	\$	9,000.00	\$	167.75	\$	125.81	\$	-	\$	4.50		
2026-17	Gas Fireplaces	Zawadzki Homes	7370 Keswick Ave. N.	1/26/2026	N/A		\$	190.00	\$	142.50	\$	-	\$	1.00		
2026-18	House Addition	Gamboni	10188-67th. St. N.	1/28/2026	N/A		\$	713.75	\$	535.31	\$	463.93	\$	30.00		
2026-19	Wood Fireplace	Demko	10847-88th. St. N.	1/29/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-20	Furnace	Wisher	9447-107th. St. N.	2/2/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-21	New Home HVAC	Husnik	10244-119th. St. N.	2/2/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-22	Cell Tower Antennas	Crow Castle	8320 Kimbro Ave. N.	2/3/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-23	Deck Addition	Perera	8320 Dellwood Rd. Ct. N.	2/4/2026	\$	30,000.00	\$	442.25	\$	331.68	\$	287.46	\$	15.00		
2026-24	Boiler	Boback	11907080th. St. N.	2/12/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-25	Furnace	Christou	9060 Knollwood Dr.	2/12/2026	N/A		\$	80.00	\$	60.00	\$	-	\$	1.00		
2026-26	Water Damage Repair	Kiel	9370-65th. St. N.	2/13/2026	\$	25,000.00	\$	391.75	\$	293.81	\$	-	\$	12.50		
2026-27	Addition	Jones	1027 Kismet Ave. N.	2/13/2026	\$	70,000.00	\$	531.75	\$	398.81	\$	345.63	\$	35.00		
2026-28	Basement Remodel	Birkenbein	10505-107th. St. N.	2/17/2026	\$	52,000.00	\$	657.75	\$	493.31	\$	427.53	\$	26.00		
Monthly total							\$	191,793.00	\$	4,020.25	\$	3,015.16	\$	1,524.55	\$	136.89