

**City of Grant
City Council Agenda
September 2, 2014**

The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, September 2, 2014, in the Grant Town Hall, 8380 Kimbro Ave. for the purpose of conducting the business hereafter listed, and all accepted additions thereto.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF REGULAR AGENDA**
- 4. APPROVAL OF CONSENT AGENDA**
 - A. Bill List, \$49,259.81**
 - B. Washington County Sheriff's Department, \$54,882.95**
 - C. M.J. Raleigh Trucking, Gravel, \$25,544.17**
 - D. Kline Bros. Excavating, Road Maintenance, \$10,437.50**
 - E. Audit Contract Extension, 2014-2016**
- 5. STAFF AGENDA ITEMS**
 - A. City Engineer, Phil Olson**
 - B. City Planner, Jennifer Haskamp**
 - i. PUBLIC HEARING, Consideration of Resolution No. 2014-23, Conditional Use Permit Application Loggers Trail, 11950 80th Street**
 - ii. PUBLIC HEARING, Consideration of Resolution No. 2014-24, Variance Application for Septic, 9200 Jeffery Blvd. N**
 - C. City Attorney, Nick Vivian**
 - i. PUBLIC HEARING, Consideration of Resolution No. 2014-27, Vacate CUP's at 10495 Hadley Avenue N and 10629 Jamaca Avenue N**
- 6. NEW BUSINESS**
 - A. August 5, 2014 City Council Meeting Minutes (Council Member Lobin Abstain)**
 - B. Consideration of Resolution No. 2014-25, 2015 Preliminary Budget, Treasurer Schwarze**
 - C. Consideration of Resolution No. 2014-26, 2015 Preliminary Levy Certification, Treasurer Schwarze**
 - D. PROCLAMATION – Celebrate Community Media Week**
- 7. UNFINISHED BUSINESS**
- 8. DISCUSSION ITEMS**

A. City Council Reports (any updates from Council)

B. Staff Updates

9. **COMMUNITY CALENDAR SEPTEMBER 3, 2014 THROUGH SEPTEMBER 30, 2014:**

Mahtomedi Public Schools Board Meeting, Thursday, September 11th, 2014, Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Thursday, September 11th and September 25th, 2014, Stillwater City Hall, 7:00 p.m.

Charter Commission Meeting, Thursday, September 18th, 2014, Mahtomedi City Hall, 7:00 p.m.

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

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 three (3) minutes. 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.

1. _____
2. _____
3. _____
4. _____

After Public Comment is taken, the City will adjourn to a closed meeting for the following:

11. **CLOSED SESSION FOR THE PURPOSE OF CONFERRING WITH LEGAL COUSEL AS PERMITTED BY THE ATTORNEY-CLIENT PRIVILEGE PURSUANT TO MINN. STAT. 13D.05 SUBD.3 (d) ON THE FOLLOWING LEGAL MATTERS:**

Sederstrom v. Carr, Huber and Lobin in their capacity as City Council Members

12. **ADJOURNMENT**

I. GUIDELINES FOR CONDUCT AT GRANT CITY MEETINGS

1. Public input (agenda item) and public comment during agenda items will be addressed as time allows and individuals must be recognized by the Meeting Chair prior to making comments.
2. Any individual addressing the Council will approach the microphone and clearly state their name and full address.
3. Comments and reading of written statements shall be limited to two (3) minutes. You are encouraged not to be repetitious of comments made by any previous speakers.
4. No personal attacks are allowed during any public input, public comment or public hearings.

II. PUBLIC INPUT

Public Input will be held after the meeting is adjourned. Four (4) speakers limited to three (3) minutes each.

III. PUBLIC COMMENT – DURING AGENDA ITEMS

Citizens may share their comments or concern on a specific agenda item if called upon by the City Council. This is the portion of the Council meeting that citizens may comment on an individual agenda item if called on to do so. All comments must be addressed to the Mayor and Council and name and full address must be stated clearly. If the agenda item has had a public hearing, this will not be a continuation of that hearing.

Disbursements List

City of Grant

Date range: 08/05/2014 to 08/26/2014

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Payroll Period Ending 08/31/2014	08/25/2014	12501	\$3,262.64		No	100-41101-100	\$3,262.64
Laura Fruci	08/25/2014	12502	\$80.00	Primary Election Judge	No	100-41301-100	\$80.00
Judith Stoffer	08/25/2014	12503	\$80.00	Primary Election Judge	No	100-41301-100	\$80.00
Linda Johnson	08/25/2014	12504	\$300.00	Primary Head Judge	No	100-41301-100	\$300.00
Michael Herbst	08/25/2014	12505	\$80.00	Primary Election Judge	No	100-41301-100	\$80.00
Bill McMichael	08/25/2014	12506	\$72.00	Primary Election Judge	No	100-41301-100	\$72.00
Jeanne Pugh	08/25/2014	12507	\$68.00	Primary Election Judge	No	100-41301-100	\$68.00
Lisa Paddock	08/25/2014	12508	\$68.00	Primary Electuion Judge	No	100-41301-100	\$68.00
Susan Pendergraft	08/25/2014	12509	\$80.00	Primary Election Judge	No	100-41301-100	\$80.00
Nina Leiser	08/25/2014	12510	\$80.00	Primary Election Judge	No	100-41301-100	\$80.00
Becky Stiekmeier	08/25/2014	12511	\$68.00	Primary Election Judge	No	100-41301-100	\$68.00
Jerome Linser	08/25/2014	12512	\$288.00	Primary Head Judge	No	100-41301-100	\$288.00
Ross Sublett	08/25/2014	12513	\$72.00	Primary Election Judge	No	100-41301-100	\$72.00
Barbara E. Kelley	08/25/2014	12514	\$68.00	Primary Election Judge	No	100-41301-100	\$68.00
Tinnuci's	08/25/2014	12515	\$77.48	Primary Lunch	No	100-41303-210	\$77.48
CenturyLink	08/25/2014	12516	\$163.58	City Phone	No	100-41309-321	\$163.58
Brochman Blacktopping Co.	08/25/2014	12517	\$5,050.00	Roads/Pothole Repair	No	100-43109-300	\$1,524.00
Waste Management	08/25/2014	12518	\$4,347.38	Recycling	No	100-43128-300	\$3,526.00
Ken Ronnan	08/25/2014	12519	\$95.00	Video Tech Services	No	100-43011-384	\$4,347.38
Washington County Sheriff	08/25/2014	12520	\$54,882.95	Jan-June 2014	No	100-41318-300	\$95.00
Computer Wrangler	08/25/2014	12521	\$150.00	Computer Repair	No	100-42001-300	\$54,882.95
Eckberg Lammers	08/25/2014	12522	\$7,818.61	Legal Services	No	100-41317-220	\$150.00
						100-41204-300	\$2,490.00
						100-41205-300	\$2,354.25
						100-41206-300	\$1,542.36
						867-49310-300	\$240.00

Disbursements List

City of Grant

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
WSB & Associates	08/25/2014	12523	\$6,636.25	Engineering	No	100-49310-300	\$168.00
						882-49310-300	\$784.00
						884-49310-300	\$80.00
						885-49310-300	\$160.00
AirFresh Industries	08/25/2014	12524	\$125.00	PortaPot #17665	No	100-41203-300	\$4,811.75
						100-43102-300	\$226.00
						100-43125-300	\$46.00
						867-49310-300	\$749.50
Maroney's	08/25/2014	12525	\$85.60	Roadside Garbage	No	100-43007-210	\$125.00
						100-43105-384	\$85.60
M.J. Raleigh Trucking	08/25/2014	12526	\$25,544.17	Gravel	No	100-43106-210	\$25,544.17
Croix Valley Inspector	08/25/2014	12527	\$7,972.24	Building Inspector	No	100-42004-300	\$7,972.24
Dennis Heuer	08/25/2014	12528	\$405.00	Ballfield Maintenance/Mowing/Tax Jul-Aug	No	100-43006-300	\$195.00
City of Willermie	08/25/2014	12529	\$3,044.26	Office Rent/Jan-June 2014	No	100-43009-300	\$210.00
						100-41303-210	\$57.29
Xoel Energy	08/25/2014	12530	\$260.67	Utilities	No	100-41316-210	\$2,986.97
						100-43004-381	\$37.30
						100-43010-381	\$178.70
Kline Bros Excavating	08/25/2014	12531	\$10,437.50	Road Maintenance	No	100-43117-381	\$44.67
						100-43101-300	\$3,825.00
						100-43108-300	\$4,587.50
						100-43126-300	\$2,025.00
MCFOA	08/25/2014	12532	\$35.00	2014/2015 Fees	No	100-41306-210	\$35.00
						100-41308-351	\$56.28
Press Publications	08/25/2014	12533	\$56.28	Legals- Ord 2014-35	No	100-41209-300	\$819.00
						867-49310-300	\$276.00
SHC, LLC	08/25/2014	12534	\$3,784.00	Planning	No	882-49310-300	\$552.00
						885-49310-300	\$913.00
						887-49310-300	\$948.00
Sprint	08/25/2014	12535	\$33.00	City Cell Phone	No	888-49310-300	\$276.00
PERA	08/25/2014	12536	\$602.55	PERA	No	100-43116-321	\$33.00
						100-41102-120	\$278.96
Edward Schmidt	08/25/2014	12537	\$63.86	Escrow Refund	No	100-41113-100	\$323.59
						870-49310-300	\$63.86

Disbursements List

City of Grant

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
IRS	08/25/2014	EFT62	\$1,079.91	Payroll Taxes	No	100-41103-100	\$341.44
						100-41107-100	\$397.03
						100-41110-100	\$276.72
						100-41112-100	\$64.72
Mike Perron	08/26/2014	12538	\$2,707.50	Tree Removal	No	100-43114-300	\$2,707.50

Total For Selected Checks

\$140,124.43

\$140,124.43



WASHINGTON CTY SHERIFF
 15015 62ND ST N
 PO BOX 3801
 STILLWATER MN 55082

Invoice	
Invoice Number:	79274
Account Number:	27164
Due Date:	8/22/14
Amount Enclosed:	\$ _____
Federal Tax Id: 41-6005919 <i>JA</i>	

To: GRANT CITY
 PO BOX 577
 WILLERNIE MN 55090

Please return top portion with payment. Thank You.

Invoice					
Date	Number	Type	Due Date	Remark	Amount
7/30/14	79274	Invoice	8/22/14	Jan-Jun 2014 Police Services	\$54,882.95
I declare under the penalties of law that this account claim or demand, is just and correct and no part of it has been paid. Please make check payable to Washington County and mail to the address above. <i>Jenny Arbogast 651-430-7844</i>					Invoice Total \$54,882.95 Sales Tax Balance Due \$54,882.95

M.J. RALEIGH TRUCKING INC.
P.O. BOX 261
STILLWATER, MN 55082-0261
(651)-439-1488

STATEMENT
CLOSING DATE

thru 7/31/2014

CITY of GRANT
111 WILDWOOD ROAD
WILLERNIE, MN

55090

Cust. #

730

Invoice Date	Ref Number	Reference	Mat. Qnty.	Unit Price	Haul/ Service	Sales Tax	Charges/ Credits
Job #							
Job Name							
Location							
6/1/2014		BALANCE FORWARD		\$0.00		\$0.00	\$404.50
7/23/2014		PD ON ACCT??		\$0.00		\$0.00	(\$627.24)
		SUBTOTAL	0		SUBTOTAL		(\$222.74)
Job #							
Job Name		2014 GRAVEL					
Location		SEE REPORT					
7/2/2014	REPORT	C-5M/PLACED	2540.35 TON	\$9.00		\$0.00	\$22,863.15
		SUBTOTAL	2540.35		SUBTOTAL		\$22,863.15
Job #							
Job Name		68TH @ JAMACA					
Location		SEE REPORT					
7/23/2014	REPORT	C-5/DELIVERED	300.35 TON	\$8.50		\$0.00	\$2,552.98
		SUBTOTAL	300.35		SUBTOTAL		\$2,552.98
Job #							
Job Name		FOB					
Location		PIT					
6/23/2014	REPORT	C-5R/PICKED UP	38.6 TON	\$5.00		\$13.75	\$206.75
7/16/2014	144785	C-5	26.89 TON	\$5.00		\$9.58	\$144.03
		SUBTOTAL	65.49		SUBTOTAL		\$350.78

MN SALES TAX INCLUDED IN UNIT PRICE
WHERE APPLICABLE

WASH. CO. GRAVEL TAX INCLUDED

BALANCE DUE

\$25,544.17

KLINE BROS EXCAVATING
 8996 110th St N
 STILLWATER, MN 55082



Invoice

DATE	INVOICE #
8/22/14	2343

BILL TO	JOB ADDRESS
CITY OF GRANT 111 WILDWOOD RD WILLERNIE, MN 55090	ROAD SHOULDERING 100-43108

DUE DATE
9/1/14

DESCRIPTION	QTY	UNIT COST	AMOUNT
TAPER SHARP DROP OFF ON HERON FOR ASPHALT			0.00
7-28-14 LOADS OF CLAY TOPSOIL HAULED FOR SHOULDER	6	145.00	870.00
7-28-14 1845C LEVEL FILL	4	85.00	340.00
7-28-14 E70B PACK BANK	1	90.00	90.00
8-06-14 LOADS OF CLAY TOPSOIL FOR SHOULDER	11	145.00	1,595.00
8-06-14 1845C LEVEL FILL	6.5	85.00	552.50
8-06-14 E70B GRADE AND PACK BANK	3	90.00	270.00
FIX EROSION ALONG HADLEY NEAR 96			0.00
7-29-14 LOADS OF CLAY TOPSIOL FOR BANK	3	145.00	435.00
7-29-14 1845C	3	85.00	255.00
7-29-14 E70	2	90.00	180.00
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONTHLY SERV CHARGE	Total		4,587.50

KLINE BROS EXCAVATING
 8996 110th St N
 STILLWATER, MN 55082



Invoice

DATE	INVOICE #
8/22/14	2342

BILL TO	JOB ADDRESS
CITY OF GRANT 111 WILDWOOD RD WILLERNIE, MN 55090	ROAD GRADING 100-43101

DUE DATE
9/1/14

DESCRIPTION	QTY	UNIT COST	AMOUNT
8-04-14 740A	4	75.00	300.00
8-05-14 770B	4.75	75.00	356.25
8-05-14 740A	5.5	75.00	412.50
8-11-14 770B	7	75.00	525.00
8-11-14 740A	6.75	75.00	506.25
8-12-14 770B	4.25	75.00	318.75
8-12-14 740A	5.5	75.00	412.50
8-18-14 770B	7	75.00	525.00
8-18-14 740A	4.75	75.00	356.25
8-19-14 740A	1.5	75.00	112.50
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONTHLY SERV CHARGE			
Total			3,825.00

KLINE BROS EXCAVATING
 8996 110th St N
 STILLWATER, MN 55082



Invoice

DATE	INVOICE #
8/22/14	2344

BILL TO	JOB ADDRESS
CITY OF GRANT 111 WILDWOOD RD WILLERNIE, MN 55090	DITCHWORK 100-43113

DUE DATE
9/1/14

DESCRIPTION	QTY	UNIT COST	AMOUNT
MAPLE ST DITCHING			0.00
8-20-14 E70B	6	90.00	540.00
8-20-14 1845C	6	85.00	510.00
8-20-14 LNT9000	7	75.00	525.00
8-20-14 T600	6	75.00	450.00
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONTHLY SERV CHARGE			
Total			2,025.00



CliftonLarsonAllen

CliftonLarsonAllen LLP
220 South Sixth Street, Suite 300
Minneapolis, MN 55402-1436
612-376-4500 | fax 612-376-4850
www.CLAconnect.com

August 19, 2014

Ms. Kim Points
City Clerk
City of Grant
8380 Kimbro Avenue N.
Grant, MN 55082

Dear Kim:

Thank you for the opportunity to continue serving as external auditors to the City of Grant. The entire CliftonLarsonAllen service team has enjoyed working with you and everyone at the City of Grant; and look forward to continuing that relationship.

At CliftonLarsonAllen, our vision is not to be the largest firm, but to be the best. We achieve this by developing honest, sincere relationships with our clients; expressing our genuine interest in their respective industries; investing heavily in our personnel resources; and providing noticeably different client service.

Engagement summary

We propose to continue providing the following services:

- Perform an audit of the financial statements of City of Grant for the years ending December 31, 2014 through 2016 in accordance with auditing standards generally accepted in the United States of America (generally accepted auditing standards) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- Provide a report on compliance and internal control over financial reporting as required by *Government Auditing Standards*.
- Perform and audit of the City's compliance with the State of Minnesota Legal Compliance Manual.
- Develop a management letter of our comments and recommendations regarding internal control, planning opportunities and other matters observed during the course of our engagements.
- Presentation of audit results to the City Council.
- Prepare the City Financial Reporting Form to be submitted to the State of Minnesota Office of the State Auditor.
- Serve as a resource to your staff and management throughout the year.

The value of continuity

CliftonLarsonAllen prides itself on having staff turnover rates at levels substantially less than industry averages. In the past three years, our nonprofit and government group's turnover rate was less than 10 percent. The accounting industry overall has a turnover rate of approximately 20 percent. Our low staff turnover benefits our clients because we are able to maintain continuity in staffing from year to year and from project to project.

You'll see continuity in our service team, as follows:

Engagement Leadership	Title	Years of Experience
Dennis Hoozeveen, CPA	Principal	25+
Michelle Hoffman, CPA	Manager	6
Laura Cardle, CPA	In-charge	2

We will add additional staff as necessary for the audit, once exact timing is determined.

We also have the ability to rotate a new principal into your service team to provide a fresh perspective while also maintaining continuity and historical knowledge of your operations with a returning manager and in-charge.

In the event that turnover happens with any of the people we have committed to serve you, we will provide professional summaries of suggested replacements to you and will discuss reassigned work assignments prior to finalizing. We want you to be comfortable with the assigned staff prior to the start of any work.

Proposed fees

Fee philosophy

We operate under the philosophy of open and direct communication regarding billing. Our professional fees for the services described throughout our proposal are based on the level of expertise of the individuals who will perform the services.

We require your assistance in providing the workpapers and supporting documents needed for the audit. Because we believe that a long-term relationship is important for your organization, we commit to this level of fees for the 2014 – 2016 services, assuming your operations do not change significantly.

We believe in ongoing contact as a means of better serving you, and we encourage your questions throughout the year. We include this portion of our overall service to you in our fee quote. You will not be billed separately.

Our fee quote for the proposed services is summarized below.

Services	2014	2015	2016
City of Grant	\$12,000	\$12,250	\$12,250
Serve as a resource throughout the year	Included	Included	Included
Out-of-pocket costs	Included	Included	Included
Total	\$12,000	\$12,250	\$12,250

Based on our discussions with you, we do not anticipate that the City will need an A-133 compliance during the above proposed service period.

These fees assume good continuity and quality of the City's staff.

Please feel free to call if you have any questions.

Sincerely,

CliftonLarsonAllen LLP

A handwritten signature in black ink, appearing to read "Dennis Hoogeveen". The signature is written in a cursive style with a large initial "D".

Dennis J. Hoogeveen, CPA

Principal

612-397-3063

dennis.hoogeveen@claconnect.com

STAFF REPORT

TO: Mayor & City Council Members
 Kim Points, City Clerk
 Nick Vivian, City Attorney
From: Jennifer Haskamp

Date: August 23, 2014
RE: CUP Amendment to construct and operate permanent clubhouse at Loggers Trail Golf Club

Background

Loggers Trail Golf Club is currently operating with a Conditional Use Permit (CUP) which establishes the conditions under which the current golf course operations are permitted. In 2004 the CUP was granted to the Applicant based upon the preliminary plat and plans which detailed the site operations including the golf course and clubhouse facilities. The intent at the time, which is detailed in the CUP and Development Agreement, was to construct the permanent clubhouse according to a specific plan, which ultimately was never built due to the economic downturn. Now, with economic conditions improving, the Applicant, Dan Pohl on behalf of Loggers Trail Golf Club, would like to construct a permanent clubhouse that varies slightly from the previous plan and introduces some additional amenities that need to be addressed to ensure operations are compliant with the conditions as established within the permit. As such, Mr. Pohl is now requesting an amendment to their Conditional Use Permit to allow for the construction and operations of the permanent clubhouse at the Loggers Trail Golf Club.

Earlier this year, Mr. Pohl requested and was granted minor subdivision approval to create the 5-acre parcel on which the existing temporary clubhouse is located, and where the new permanent clubhouse will be constructed. That subdivision was approved (Resolution #2014-10), and the CUP must also be amended to include the legal description of the new parcel to ensure the permit is recorded properly to address the operations of the clubhouse.

The following analysis only addresses the proposed changes/amendments, as the vast majority of the existing conditions as stated within the CUP will not change as a result of this application.

Project Summary

Applicant: Dan Pohl, President – Loggers Trail Golf Club Owner: Sawmill Golf Club, Inc.	Site Size: 5 Acres (Clubhouse) 160 Acres (Total Site Area)
Zoning & Land Use: A-1	Request: CUP Amendment to modify the conditions within the permit related to the legal description, hours of operation, parking lot design and emergency access road
Location: 11950 80 th Street N – Specifically the clubhouse which is located on the southeast 5-acres	

The Loggers Trail Golf Club was granted a Conditional Use Permit (CUP) in 2004 which permitted the construction the golf course and an associated temporary clubhouse that would eventually be replaced with a permanent clubhouse. The conditions identified in the CUP are very thorough and included a specified process for which the permanent clubhouse could be constructed. The Applicant is now proposing to construct the permanent clubhouse in compliance with the vast majority of the conditions as established within the permit executed on December 7, 2004 and therefore this review only addresses those conditions and subsections of the permit which are proposed to change. The following summary of the applicant's proposed amendments are provided for your review and consideration:

Legal Description: The Applicant recently subdivided a 5-Acre parcel off from the overall golf course site for purposes of the construction of the permanent clubhouse. This minor subdivision was approved in Resolution 2014-10, and subsequently is "Loggers Trail 2nd Addition, Block 1 Lot 2". Due to this change, the CUP must be updated to reflect the revised legal descriptions and then recorded against the newly created lot and plat.

Hours of Operations: The Applicant has requested a modification to the hours of operations to allow for the clubhouse/bar area to be open until 11:00 PM Monday through Thursday, and until 1:00 AM Friday through Sunday.

Parking: The existing CUP specifically approved a parking lot which could accommodate a minimum of 157 parking stalls and 4 handicapped parking stalls which was based upon the plan for the facility anticipated in 2004. The Applicant is requesting that the parking lot be modified to 115 parking spaces in the lot, with overflow parking for 40-cars accommodated on the north side of 80th Street from the parking lot entrance to the cul-de-sac.

Emergency Road: The CUP required the installation of an emergency access road on the north side of the property with a connection to Lofton Avenue. The Plat shows this area as a 25-foot easement which was designated to the public per the requirements of the permit, and has been maintained and open since the golf course was developed in 2005. The Applicant is requesting that the emergency access road be eliminated as the reason for it construction initially was due to the Minnesota Zephyr dinner trail. Since the trail no longer operates, the Applicant would request that this road be permitted to be closed.

Review Criteria

According to the City Code when an Applicant wishes to amend their existing Conditional Use Permit, a process similar to the original CUP process may be required. Section 32-152 states, "An amended conditional use permit application may be administered in a manner similar to that required for a new conditional use permit. Amended conditional use permits shall include....requests for changes in conditions, and as otherwise described in this chapter."

Existing Site Conditions

The Loggers Trail Golf course and temporary clubhouse was constructed beginning in 2005. The clubhouse was subsequently retrofitted to be semi-permanent and functional until such time the permanent clubhouse could be built. The existing temporary clubhouse is located on the southeast corner of the site and is accessed from 80th Street N. There is an existing blacktopped parking lot with parking for 115 cars (2 designated handicapped accessible). There is an emergency access road, which is surfaced with gravel, that runs from the parking lot north along the property line and then runs parallel to the north property line eventually connecting to Lofton Avenue. The golf course is heavily vegetated with interspersed water hazards and cart paths throughout.

Zoning, Site Review, and Operations

Based on the conditions as stated within the existing CUP, the Applicant will be required to construct the new facility according to the conditions for setbacks, location, engineering and building permit review. The following analysis of each proposed amendment is provided for your review and consideration. All other conditions stated within the permit dated December 7, 2004 remain unchanged.

Parking:

The existing CUP requires the construction of a parking lot to accommodate 157 vehicles with 4 ADA stalls. Shortly after the temporary clubhouse was constructed the parking lot was installed and blacktopped which currently accommodates approximately 115 vehicles with 2 handicap accessible stalls. The Applicant would like to keep the existing parking lot without further modifications and accommodate approximately 40 vehicles on 80th Street between the lot entrance and the cul-de-sac at times when overflow parking is necessary.

Sections 32-372 through 32-377 provide standards for design and development of off-street parking areas. In calculating the number of stalls, Section 32-374 identifies the number of required parking stalls based upon the proposed facility use. The Ordinance does not identify a specific conversion for golf courses, and therefore the calculation was partially based upon a similar use of restaurants/cafes or places of assembly for the clubhouse; and then industry standards were researched to determine the number of stalls needed for the golf course. As described on Sheet A101, the clubhouse includes a Gathering Space for wedding receptions (or similar) which is expected to accommodate up to 240 guests. Based upon this occupancy the code requires 1 parking space be provided for every 2 ½ seats. This calculation results in required parking of 96 parking spaces for this use. Per research of other codes related to golf courses, it seemed that on average between 3 and 4 parking spaces per green was standard. This would result in between 54 and 72 additional spaces needed to accommodate the golf course facilities. Based upon this analysis the facility would need between 150 and 168 parking stalls to adequately park the proposed operations. The Applicant did not

provide information regarding how many events are anticipated, and further clarification may be necessary to fully understand how many parking spaces would be necessary to adequately support the facility. It seems that if an event were occurring on a beautiful Saturday afternoon, there may be a parking shortage even with the on-street parking. Also, the on-street parking requires parallel parking which does not always yield the same number of parking stalls every time (depending on skill level of the parker). However, it does seem like 115 stalls would likely be adequate to serve the operations when events are not taking place, and could comfortably accommodate the golf course operations. *Therefore, further clarification regarding anticipated event scheduling might be helpful, as well as potentially looking for some onsite overflow options to take on at least a portion of the 40-stalls that are proposed to be accommodated on the street (maybe 20 or 25 stalls accommodated onsite). Based upon the submitted plans, it seems that the parking lot should accommodate a minimum of 135-140 vehicles, and a portion of the overflow accommodated on 80th Street. If the Council is comfortable with reducing the number of parking stalls required and allowing overflow on 80th Street, then Condition #5 in the existing CUP would need to be modified to reflect the number of stalls required.*

Emergency Access:

Condition #4 in the Conditional Use Permit states that “A separate emergency access along the northern boundary of the property shall be constructed pursuant to the standards established by the City Engineer and an easement dedicated to the City and maintained by the applicant...” The Applicant has constructed the emergency access and has dedicated the easement to the City; however, would now like to close the emergency access and cease maintenance of the emergency roadway. The Applicant did not say whether or not it is necessary to vacate the easement, but would like to close the road. It was the Applicant’s understanding at the time that the emergency access was required it was due to the Zephyr Dinner Train which has now ceased operations. Since the reason for the emergency road is no longer active, the Applicant would like to stop maintaining the access, which if there is no other benefit to the emergency road, seems like a reasonable request.

If the Council is comfortable closing this emergency access, then Condition #4 of the existing CUP should be modified to reflect the change. Also the Council should discuss whether or not they would be interested in vacating the emergency roadway easement, or if simply just closing the access but leaving the easement in place.

Hours of Operation

Condition #2 of the existing CUP defined the hours of operation for the bar located in the clubhouse as Monday through Thursday until 10:00 PM and Fridays and Saturdays until 12:00 PM (although staff believes this is a typo, and

should have been 12:00 AM). Also, Sunday was omitted from the hours of operation, but staff would anticipate that Sunday night closing would have been similar to the hours of operation from Monday through Thursday. The Applicant is requesting that the hours of operation be amended to the following:

Monday through Thursday: Operate until 11:00 PM

Friday, Saturday, Sunday: Operate until 1:00 AM

The proposed clubhouse is located on Manning Avenue, and is not setback into an existing neighborhood. Furthermore, just south of this facility, a recent banquet/wedding reception location was approved with similar hours of operation. *If the Council is comfortable with permitting the extension of the hours of operation, Condition #2 in the CUP would need to be modified to reflect the approved hours.*

Engineering Standards

As stated within the existing CUP, the Engineer will be required to review the plans for the clubhouse and ensure compliance with city standards.

Other Agency Review

The property is located within the Brown's Creek Watershed District and the existing permit requires the Applicant to continue working with the watershed district as plans are developed to ensure compliance with their standards. Additionally, the Applicant will continue to be bound by the conditions stated within the existing CUP which refers to standards for working with and acquiring all necessary permits from those agencies having jurisdiction over the site.

Draft Conditions:

The following draft conditions are provided for your review and consideration. Since the existing conditional use permit will remain largely in force, the amendment would be drafted with the following, or similar:

The following conditions as established within the Conditional Use Permit dated December 7, 2004 shall be amended to reflect the revised plans for the Clubhouse presented on June 12, 2014 by the Applicant. All other conditions not explicitly identified shall remain in full force and it is the responsibility of the Applicant and Owner to comply with all standards. The following Amendments are provided:

- *The legal description shall be updated to include the Loggers Trail 2nd Addition, Block 1 Lot 2.*
- *The hours of operation for the bar, clubhouse and gathering facility shall be permitted to operate Monday through Thursday until 11:00 PM; and Friday, Saturday and Sunday until 1:00 AM. (Condition #2)*
- *The emergency access located on the northern boundary of the property shall be permitted to close at this time, and will not be required to be maintained by the Owner. If in the future it is deemed that this*

emergency access is necessary for the health, safety and welfare of the surrounding area, the access shall be reopened and maintained at the Applicant/Owner's expense.

- *The number of parking stalls accommodated in the on-site parking lot shall be a minimum of 135 parking spaces; and overflow parking permitted on 80th Street between the parking lot entrance and the cul-de-sac.*

Action requested:

Staff is requesting direction from the Council to prepare a Resolution reflecting one of the following options:

- Resolution of Approval with Amended Conditional Use Permit
- Resolution of Denial with Findings

Attachments

Applicant's Narrative

Plan Set

CUP – 12/7/2004

City of Grant
P.O. Box 577
Willernie, MN 55090



Phone: 651.426.3383
Fax: 651.429.1998
Email: clerk@cityofgrant.com

Application Date:	
Fee: \$400	Escrow: \$3,000

CONDITIONAL USE PERMIT

Certain uses, while generally not suitable in a particular Zoning District, may, under certain circumstances be acceptable. When such circumstances exist, a Conditional Use Permit may be granted. Conditions may be applied to the issuance of the Permit and/or periodic review may be required. The Permit shall be granted for a particular use and not for a particular person or firm.

PARCEL IDENTIFICATION NO (PIN): LEGAL DESCRIPTION: <i>Loggers Trail 2nd Addition Block 1 LOT 2</i>		ZONING DISTRICT & COMP PLAN LAND USE: LOT SIZE: <i>5A Clubhouse parcel total parcel including golf course 160A</i>
PROJECT ADDRESS: <i>11950 80th St</i>	OWNER: Name: <i>Sawmill Golf Club Inc.</i> Address: <i>11950 80th St.</i> City, State: <i>Stillwater, MN 55082</i> Phone: <i>651-439-7862</i> Email: <i>golf@sawmillgc.com</i>	APPLICANT (IF DIFFERENT THAN OWNER): <i>Loggers Trail Golf Club</i> <i>DAN POHL - President</i>
BRIEF DESCRIPTION OF REQUEST: <i>Construction of new Clubhouse. Approval of hours of operation for Clubhouse. Elimination of emergency access road. Amended parking plan.</i>		
EXISTING SITE CONDITIONS: <i>Golf Course construction and placement of temporary Clubhouse were completed in June, 2003. Current plan is to start construction of new Clubhouse in late Summer 2014.</i>		
APPLICABLE ZONING CODE SECTION(S): Please review the referenced code section for a detailed description of required submittal documents, and subsequent process. 1. Division 5. Conditional Use Permits 32-141 through 157		

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CS – City Staff check list

AP	CS	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan: <i>All full scale plans shall be at a scale not smaller than 1" = 100' and include a north arrow</i> <ul style="list-style-type: none"> ▪ Property dimensions ▪ Area in acres and square feet ▪ Setbacks ▪ Location of existing and proposed buildings (including footprint, and dimensions to lot lines) ▪ Location of utilities ▪ Location of well and septic systems on adjacent properties ▪ Location of current and proposed curb cuts, driveways and access roads ▪ Existing and proposed parking (if applicable) ▪ Off-street loading areas (if applicable) ▪ Existing and proposed sidewalks and trails ▪ Sanitary sewer and water utility plans
		COPIES: 4 plans at 22"x34", 20 plans at 11"x17"

To: City of Grant

From: Sawmill Golf Club Inc. (dba Loggers Trail Golf Course)

Sawmill Golf Club Inc. applied for and was granted a Conditional Use Permit to build Loggers Trail Golf Course. An accompanying Development Agreement contained all of the requirements and agreements between the City of Grant and SMGC Inc. related to the project. The golf course and placement of a temporary Clubhouse were completed in June 2003

The agreement with the City allowed for the construction of a new Clubhouse at a later date. SMGC Inc. is planning on starting construction of the new Clubhouse in late summer, 2014. As stipulated in the CUP, SMGC is advising the City of the construction plan and requesting amendments to the CUP. Contact with the building inspector has been made and SMGC Inc. will be applying for a building permit for the structure. Preliminary discussions with the City Planner have also taken place.

The land Loggers Trail Golf Course is constructed on is owned by Bruce and Barb Ramsden and is the subject of a long term lease between SMGC Inc. and the Ramsdens. Recently a 5A lot was subdivided from the original plat as a minor subdivision, (City Resolution No. 2014-10). This Lot is being purchased by SMGC Inc. and is the portion of the Loggers Trail property the new Clubhouse will be located on.

SMGC Inc. is requesting several amendments to the original CUP.

1. Hours of operation for the Clubhouse.
Requesting: Monday – Thursday 11:00 pm (previously approved 10:00 pm)
Friday, Saturday, and Sunday 1:00 am (previously approved 12 Midnight)
2. Parking.
Requesting 115 in-lot parking spaces and 40 on-street parking spaces on the North side of 80th st, from the Lot entrance to the cul de sac.
3. Emergency Road.
Requesting elimination of the emergency access road along the North East boundary of the Golf Course. This was part of the original agreement because the Minnesota Zephyr dinner train was still in operation and there was a concern that if the train ever stalled on the tracks crossing Lofton Ave, access to and from the nearby homes for emergency vehicles would be blocked. This is no longer an issue.

If there are any additional questions I can be reached at 651-295-5972.

Dan Pohl – President Sawmill Golf Club Inc.



6-12-2014

AMENDED CONDITIONAL USE PERMIT FOR LOGGERS TRAIL GOLF CLUB

Date: August 26, 2014
Legal Description: Attached as Exhibit A
Owner: Sawmill Golf Club, Inc.
Applicant: Loggers Trail Golf Club
Address: 11950 80th Street N.
Grant, MN 55082
Zoning: A-1

Sawmill Golf Club and Company, Inc., received a Conditional Use Permit December 7, 2004 for purposes of construction and operations of what became Loggers Trail Golf Club. In August 2014 the Applicant requested, and was granted, amendments to some of the conditions as previously laid out. The following permit shall replace the original permit dated December 7, 2004.

I. **CONDITIONAL USE PERMIT FOR: Golf Course with Club House**

General Description

1. **Conditional Use.** This permit allows for the construction of an 18-hole golf course, driving range and clubhouse in accordance with the plans, drawings and any approved submissions which were part of the application. A portion of the golf course will utilize the outlots A and B but the applicant is not permitted to use any of the residential lots as part of the operation of the golf course. The applicant shall adopt an integrated pest management program and properly monitor and implement said program. The drawings and submissions are incorporated herein by reference including the plat and surveys which were completed to address concerns of the City regarding the layout of the course. All plans must be approved by the City Engineer and Building Inspector. No other uses are allowed on the property. Any changes to those plans or the use of the premises shall require an amendment to this permit. All applicable provisions of the Grant City Zoning Ordinance 50 concerning this permit shall be met unless waived by this permit.
2. **Clubhouse.** A clubhouse shall be allowed to be built according to plans which shall be reviewed and approved by the City Engineer prior to issuance of a building permit. The construction must be done in accordance with the building code and only after the issuance of a building permit. A temporary starting facility shall be allowed until the clubhouse is constructed and said temporary structure shall be approved by the City

Engineer and/or Building Inspector. The applicant shall advise the City when it will commence construction of the clubhouse. Upon construction of the clubhouse a bar is allowed on the premises and applicant may serve liquor pursuant to a validly issued liquor license, if approved by the City. The bar shall be allowed to operate until ~~10:00~~ 11:00 p.m. on Monday through Thursday and until ~~12:00 p.m.~~ 1:00 a.m. on Friday, ~~and Saturday, and Sunday.~~ Any kitchen facilities to be constructed must be operated in accordance with the rules and regulations of the Department of Health. Any music played in the clubhouse, whether recorded or live, shall not be heard except inside the clubhouse.

3. Maintenance Facilities. A maintenance building shall be constructed in accordance with the plans and pursuant to the building code as a commercial building. The applicant shall provide to the City a survey showing the location of all buildings, their size and setbacks of said buildings.
4. Access. The owner shall maintain and utilize a separate access off of 80th Street for the clubhouse. ~~A separate emergency access along the northern boundary of the property shall be constructed pursuant to the standards established by the City Engineer and an easement dedicated to the City and maintained by the applicant in accordance with the terms of the development agreement and this agreement. Applicant shall post a \$5,000 cash maintenance bond in order to provide for the maintenance of the access. In the event that the applicant fails to maintain the access the City shall maintain the access and charge any costs against the maintenance bond. The emergency access must be maintained in a manner which will allow emergency vehicle to travel on it all times of the year. Maintenance includes, but is limited to, snow removal, brush/tree removal, mowing, patching and maintenance of any gates the City deems necessary. Other than the emergency access there shall be no direct access to Manning Avenue, and no new driveways shall be created to 80th Street N or Manning.~~ The access rout to the maintenance building from the cul-de-sac on 80th Street shall be approved by the City Engineer.
5. Parking. ~~Initially the parking lot shall be a gravel surface. Applicant shall provide dust control either by watering or applying calcium or magnesium chloride. On or before July 1, 2004 the parking lot for the clubhouse shall be blacktopped and each parking stall shall be striped. The parking lot must have a minimum of 157 parking spaces and 43 handicapped spaces which have been determined based upon the size of the building. Overflow parking for the facilities may be accommodated on 80th Street N between the parking lot access and the cul-de-sac, but only after the onsite parking lot has been filled. A Parking attendant shall be required during all events to ensure on-street parking is effectively handled.~~ The regular parking spaces shall be 10'x20'. Three of the parking stalls shall be handicapped spaces which are 12' x 20' with five (5) foot aisle widths between spaces. Handicapped parking must be provided, marked and signed in accordance with the Minnesota State Building Code.

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6. Wells. The applicant must secure a Water Appropriations permit for the Minnesota Department of Natural Resources and a permit from the Minnesota Department of Health for the construction of any wells on the property. The applicant shall ensure that appropriate conservation measures are adopted to preserve the public of water.
7. Septic System: The applicant shall construct a septic system sized in accordance with the plans for the clubhouse and according to a permit to be issued by Washington County.
8. Grading/Landscaping/Screening. The applicant shall grade the site in accordance with the Grade and Fill Permit and the approvals given by the City through its City Engineer. A sediment fence shall be installed in accordance with the recommendations of the Soil and Water Conservation District. The site shall be graded so as to ensure proper drainage for the site based upon its proposed use. The City reserves the right to require the applicant to modify the plans in the event that the drainage plan does not work or damages other property off of the site. The applicant shall provide landscaping with berms, trees and appropriate plantings as part of the development process including along the common property lines. The landscaping plan shall be approved by the City Engineer and the neighbors that existed on the property as of August 1, 2002 to ensure that they are in agreement with the landscaping plan and screening as it relates to their respective properties. All landscaping, trees and seedlings shall be planted on or before August 1, 2005 and in the event any of the landscaping, trees or seedlings should die, the applicant shall preplace said trees or seedlings. Any non-paved surfaces must be properly seeded, sodded or landscaped.
9. Storm Drainage and Erosion Control. The owner shall obtain a permit from the Brown's Creek Watershed District to construct the improvements. Any ponds constructed on the property shall be properly maintained by the applicant and applicant and owner hereby consents to allow the City of Grant to inspect said pond(s) to ensure that they are properly functioning. The owner shall install and maintain proper silt fencing during the construction and shall remove the silt fence once vegetation is established. The City reserves the right to modify the conditions regarding the drainage and erosion depending upon the operation of the facility as compared to the plans and construction.
10. Fire Protection. The owner shall comply with any and all recommendations from the City of Stillwater Fire Chief to ensure that all buildings conform to the State Fire Code and that adequate measures have been taken to ensure the safety of persons and property on the site. This includes addressing building fire protection, above-ground storage of any fertilizers or other chemicals, water supply, road access to buildings and access, access to building entrances, emergency lighting or exit signage, and proper exits for the buildings. Annually the owner shall provide the City with a list of chemicals; fertilizers and any flammable liquids which are stored on the premises and shall indicate on a map where said items have been stored on the property. Anytime new combustibles, flammable liquids or chemicals are added to the site, the owner shall notify the City of the type and location of the storage of said chemical, liquid or combustible. An above

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ground fuel tank will be allowed on the property provided the applicant has secured an appropriate permit from the Minnesota Pollution Control Agency in order to address issues of adequate spill protection and prevention.

11. Hours of Operation for Golf Course. The golf course shall be operated between the hours of 5:00 a.m. to 10:00 p.m.
12. Signage. A sign is allowed advertising the business located on the property. The applicant must make an application for the sign and a separate sign permit will be issued by the City. All other signs on the property must be removed.
13. Noise. The owner shall comply with the noise requirements of the City Zoning Ordinance and Minnesota Pollution Control Agency.
14. Lighting. The applicant shall provide a lighting plan for approval by the City. The applicant's plan shall comply with the lighting ordinances of the City in order to ensure that the lights are downward cast.
15. Exterior Storage. Owner shall store all materials inside the buildings. No exterior storage is allowed on the above described premises. The applicant shall construct a fenced and screened area for the storage of waste materials or shall store the material inside of a structure.
16. Snowmobiles. Snowmobiles shall be allowed on the perimeter of the property. No snowmobiles shall be allowed on the areas used for the golf course unless specifically authorized by the Golf Course.
17. Necessary Permits. Owner shall obtain all of the necessary permits from Washington County and compliance with the letter dated January 18, 2001, the State of Minnesota, including but not limited to permits from the Minnesota Department of Natural Resources, Minnesota Department of Health, and Minnesota Pollution Control Agency, and the United States Government which are necessary in carrying out its operations on the premises including a building permit.
18. Modifications to Permit. The City reserves the right to modify this permit based upon the operation of the golf course and actual conditions which may arise after the golf course opens.
19. Adherence to the terms of the conditional use permit shall be monitored on a complaint basis and yearly as set forth below. Violation of any term of said conditional use permit may result in revocation of the permit pursuant to Ordinance 1996-70.

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20. The conditions of this permit shall run with the land described herein. The conditional use permit shall in no way be affected by the subsequent sale, lease or other changes from current ownership.

II. REVIEW

The City reserves the right to review the terms of this permit and require additional conditions in order to address any health, safety, welfare, nuisance or other issues which may arise during the term of the conditional use permit. Pursuant to the Zoning Ordinance of the City of Grant, periodic review of this Conditional Use Permit is also imposed as a condition of its grant.

III. COMPLIANCE DOCUMENTATION

If in the sole discretion of the City additional documents are necessary for recording the applicant will cooperate and sign any and all documents.

IN WITNESS WHEREOF, the parties have executed this agreement and acknowledge their acceptance of the above conditions.

CITY OF GRANT:

Date: _____

Tom Carr, Mayor

Date: _____

Kim Points, City Clerk

State of Minnesota)
)ss.
County of Washington)

On this _____ day of _____, 2014, before me, a Notary Public, personally appeared Tom Carr and Kim Points, of the City of Grant, a Minnesota municipal corporation within the State of Minnesota, and that said instrument was signed on behalf of the City of Grant by the authority of the city council and Tom Carr and Kim Points acknowledge said instrument to be the free act and deed of said City of Grant.

Notary Public

DRAFT

APPLICANT:
LOGGERS TRAIL GOLF CLUB/DAN POHL

Date: _____

By: _____

Its: _____

OWNER:
SAWMILL GOLF CLUB, INC.

Date: _____

By: _____

Its: _____

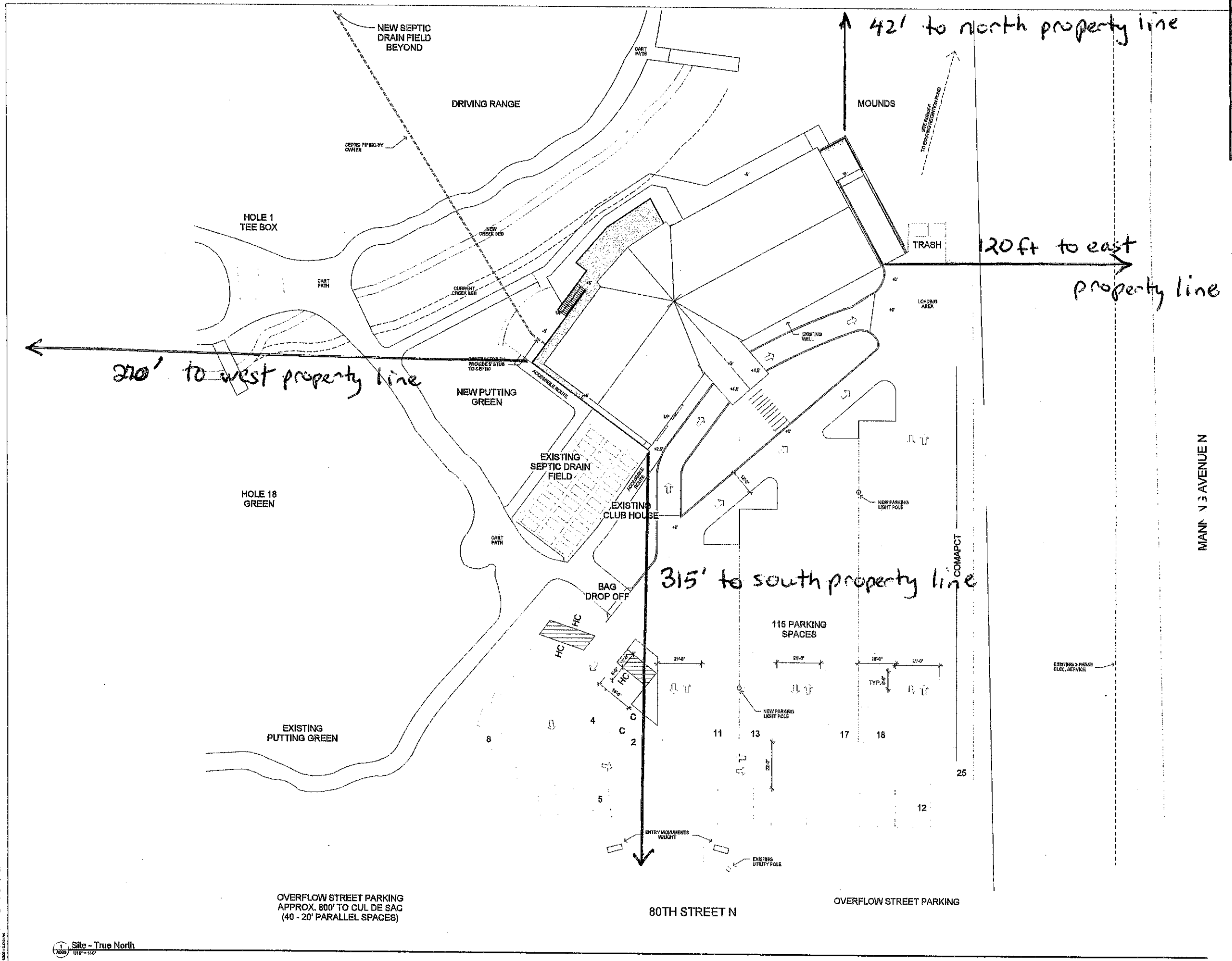
Date: _____

Kim Points, City Clerk

State of Minnesota)
)ss.
County of Washington)

On this _____ day of _____, 2014, before me, a Notary Public, personally appeared _
_____ the _____ of Dellwood Wedding Barn who acknowledged
that said instrument was authorized and executed on behalf of said Company.

Notary Public



BKV
GROUP

Architecture
Interior Design
Landscape Architecture
Engineering

**Boorman
Kroos
Vogel
Group
Inc.**

222 North Second Street
Minneapolis MN 55401
Telephone: 612-339-3752
Facsimile: 612-339-6212
www.bkvgroup.com
CONSULTANTS

ISSUANCE
**NOT FOR
CONSTRUCTION**
6-2-14

PROJECT TITLE
**LOGGERS TRAIL
CLUB HOUSE**

KEY PLAN

CERTIFICATION
I hereby certify that this plan, specification
or report was prepared by me or under my
direct supervision and that I am a duly
Licensed Professional
under the laws of the State of Minnesota.

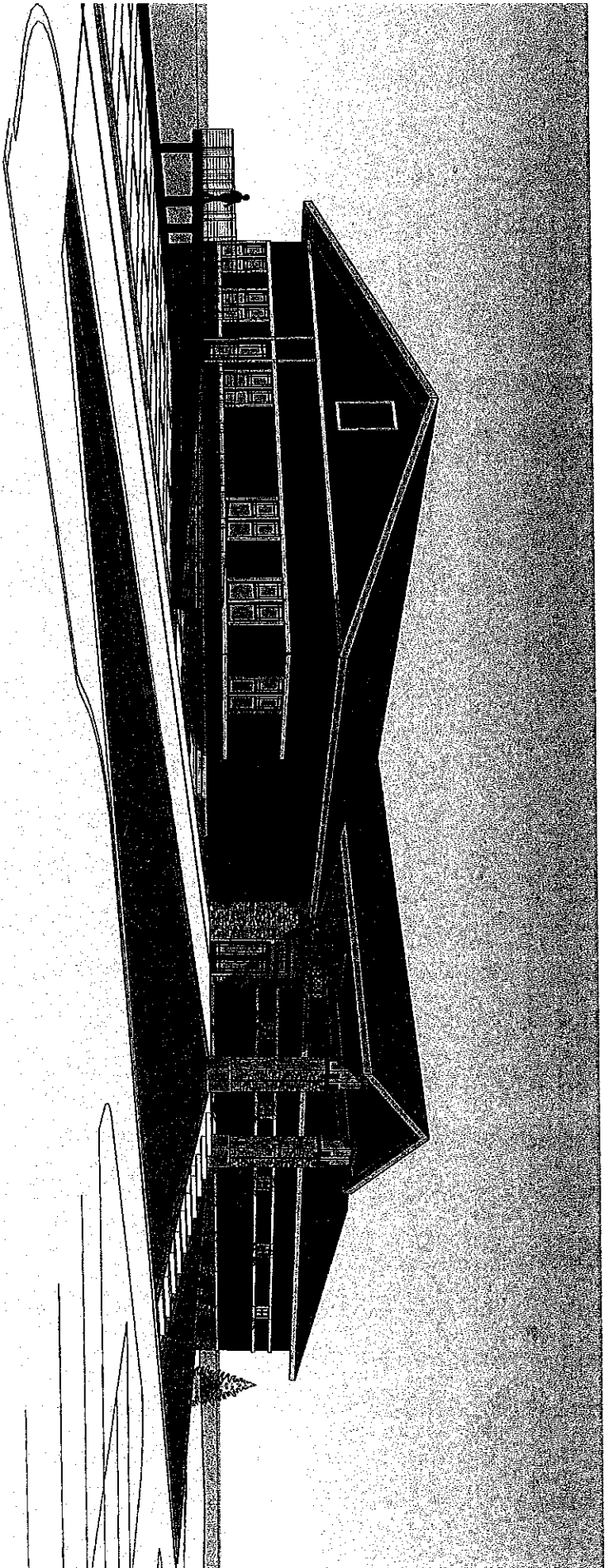
License Number _____ Date _____
REVISION / DATE

DATE	6-2-14
DRAWN BY	GJP
CHECKED BY	GJP
COMMISSION NO.	195521

Arch Site Plan

SHEET NUMBER
A099

FOR REFERENCE - SEE DRAWINGS FOR ELEVATIONS

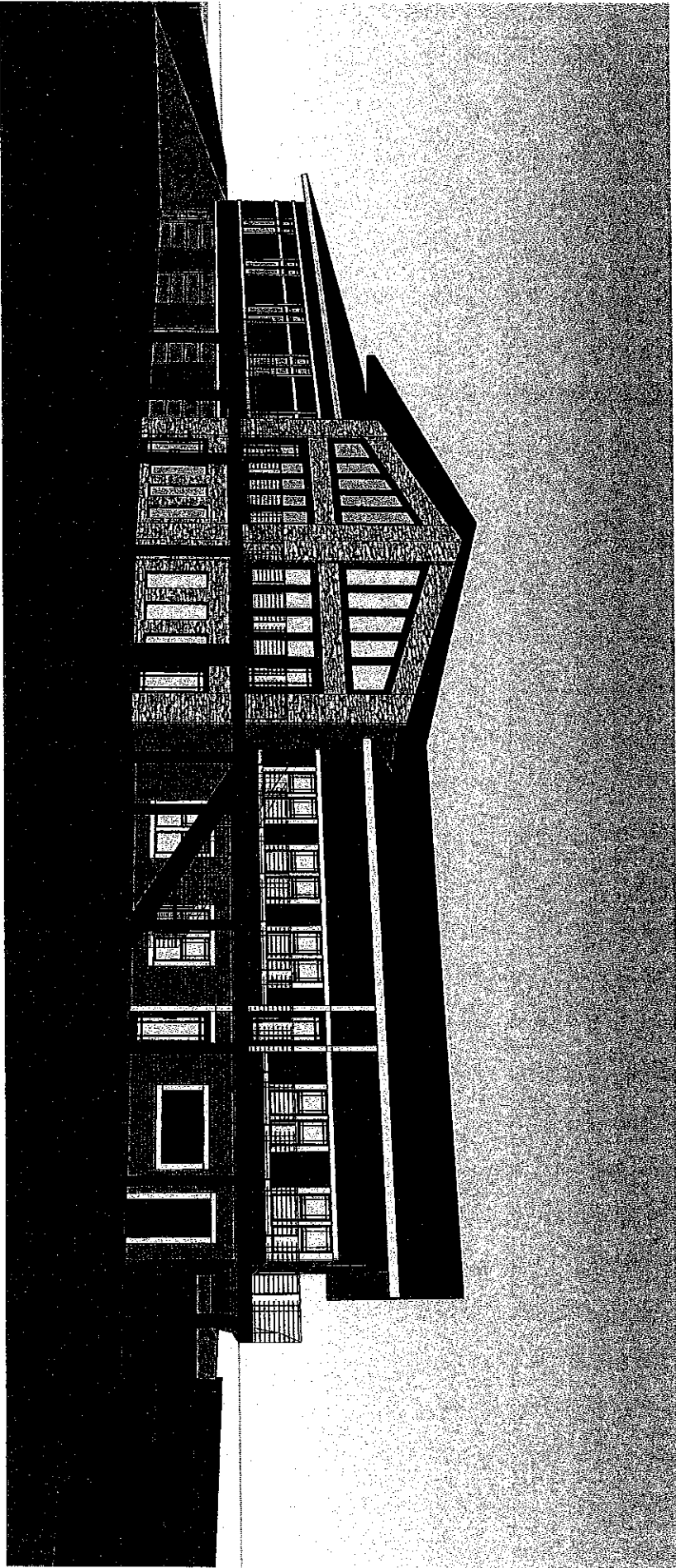


LOGGERS TRAIL CLUBHOUSE
06-22-14

PROJECT VIEWS

Loggers BKV
Trail GROUP

FOR REFERENCE - SEE DRAWINGS FOR ELEVATIONS

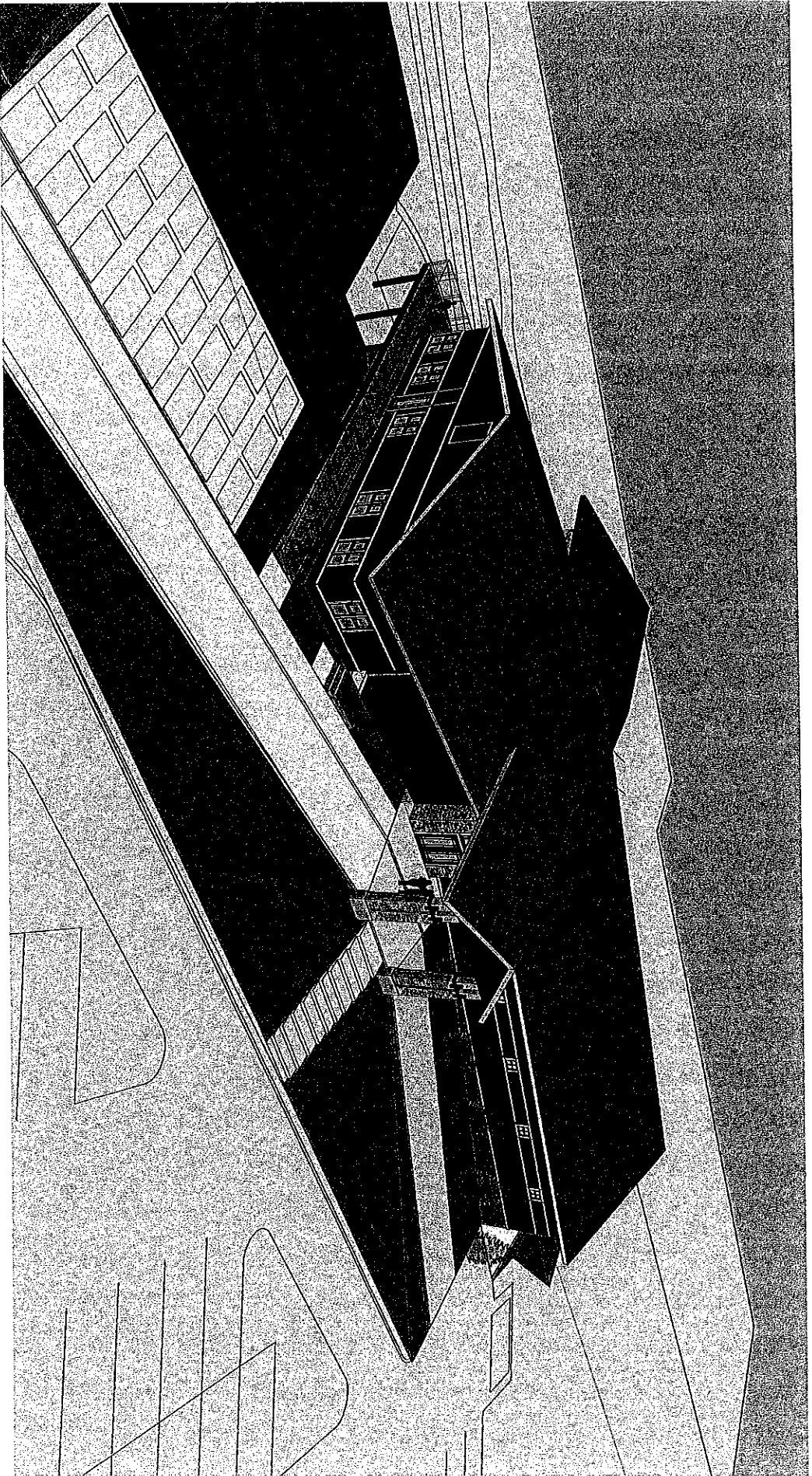


LOGGERS TRAIL CLUB HOUSE
08-20-14

PROJECT VIEWS

Loggers Trail
BKV GROUP

FOR REFERENCE - SEE DRAWINGS FOR ELEVATIONS

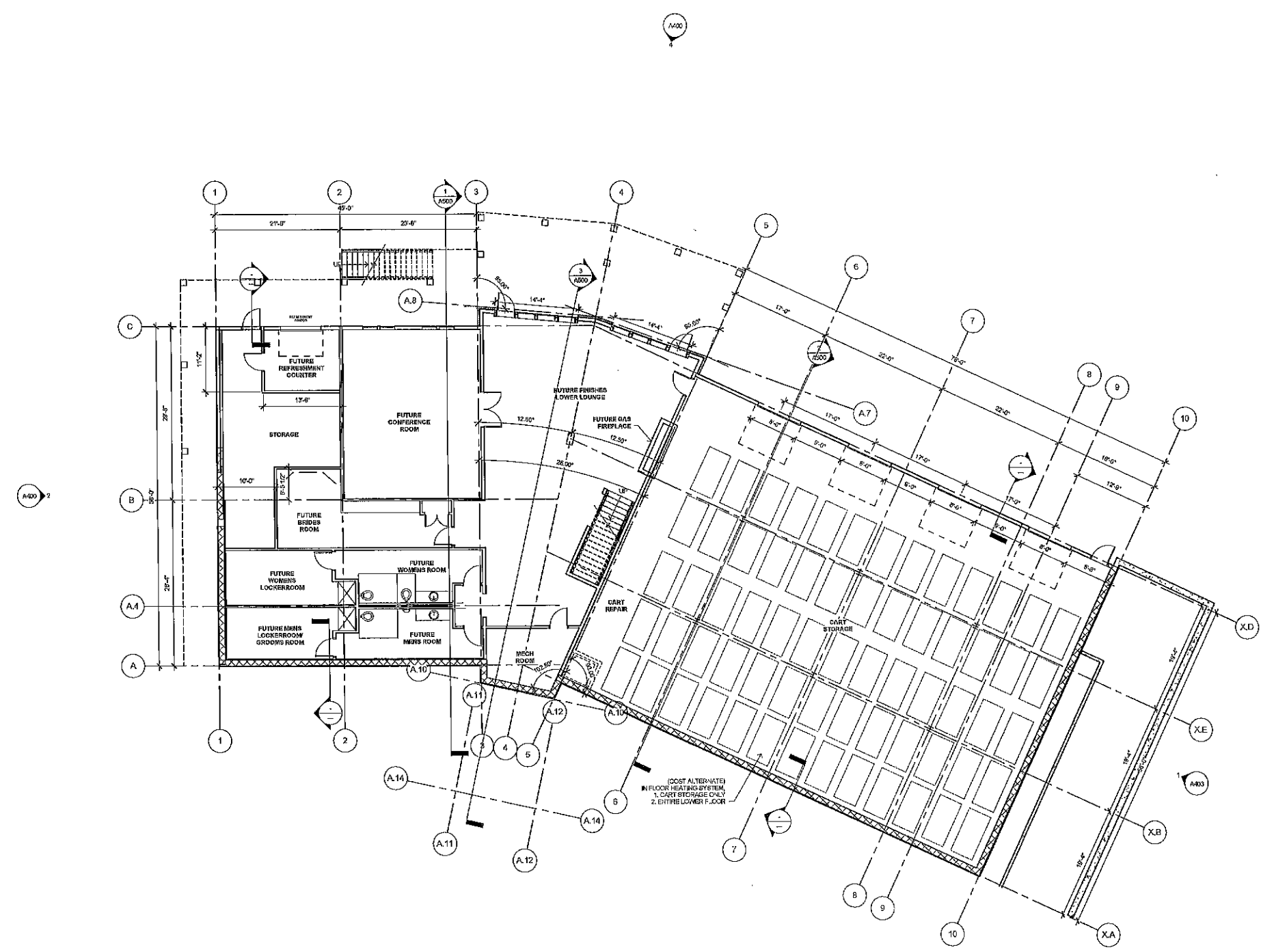


LOGGERS TRAIL CLUBHOUSE

06-22-14

PROJECT VIEWS

Stegerman
Smith
BKV
GROUP



ISSUANCE
NOT FOR CONSTRUCTION
6-2-14

PROJECT TITLE
LOGGERS TRAIL CLUB HOUSE

KEY PLAN NORTH ARROW

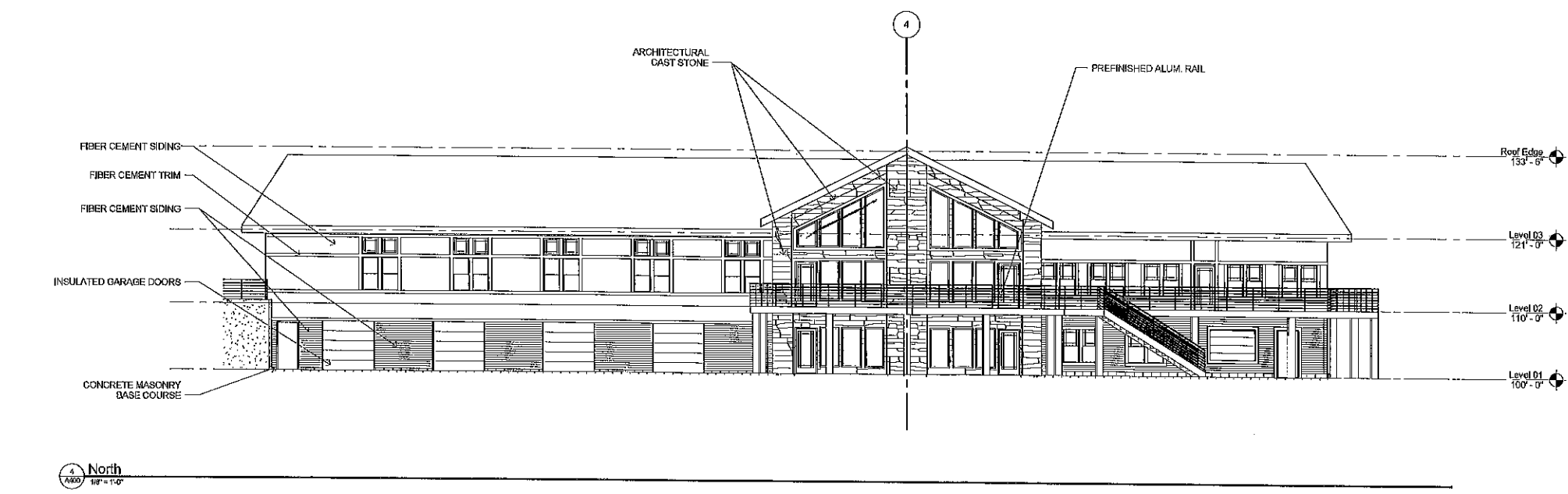
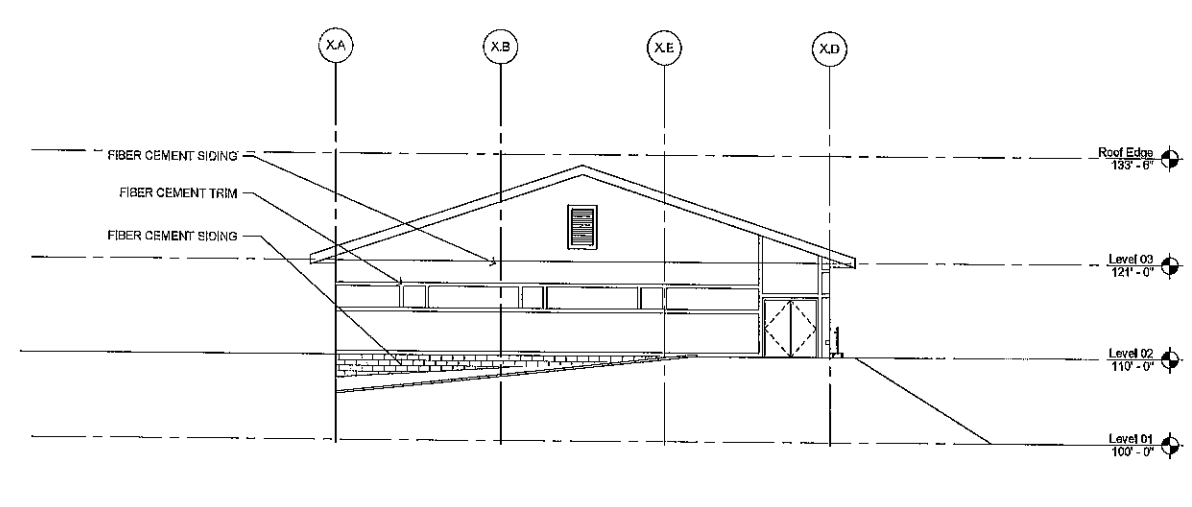
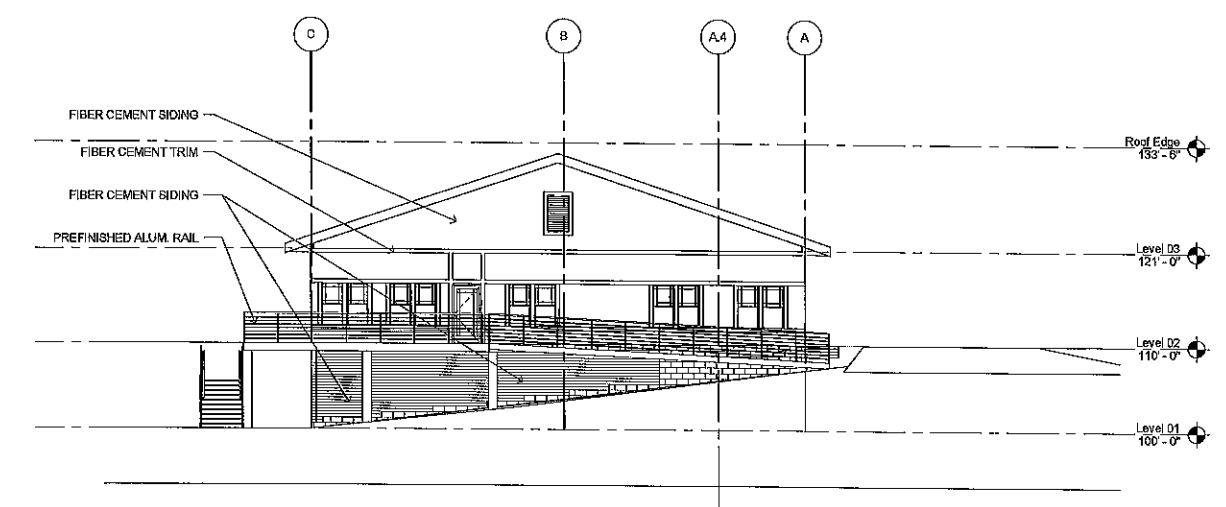
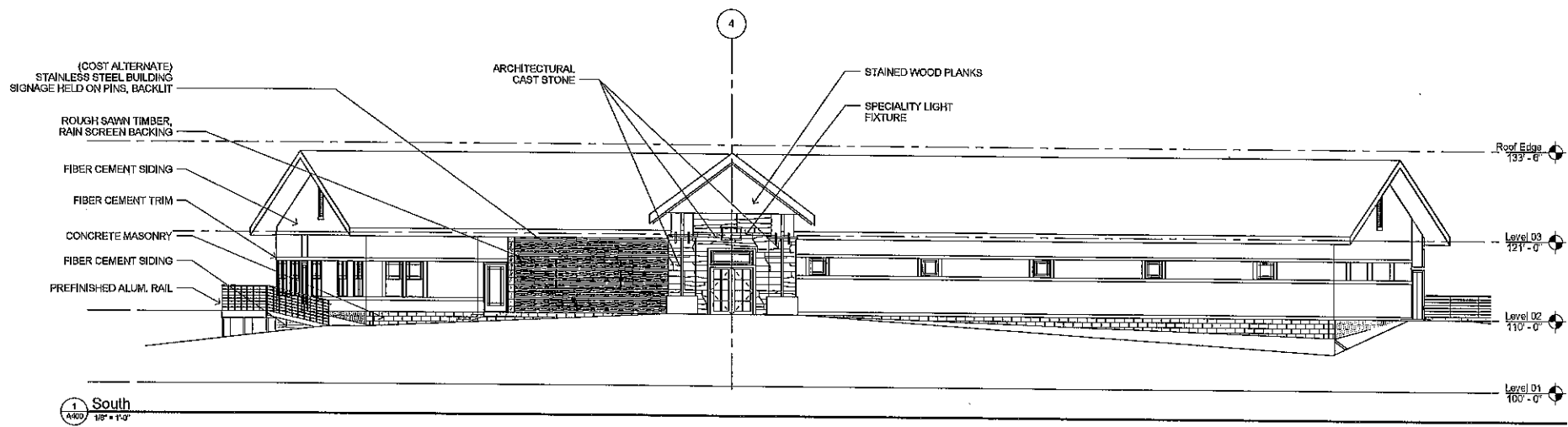
CERTIFICATION
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional under the laws of the State of Minnesota.

License Number	Date
REVISION	DATE

DATE	6-2-14
DRAWN BY	Author
CHECKED BY	Checker
COMMISSION NO.	1655.01
SHEET TITLE	

Lower Level Plan

SHEET NUMBER
A100



ISSUANCE
NOT FOR CONSTRUCTION
8-2-14

PROJECT TITLE
LOGGERS TRAIL CLUB HOUSE

KEY PLAN NORTH ARROW

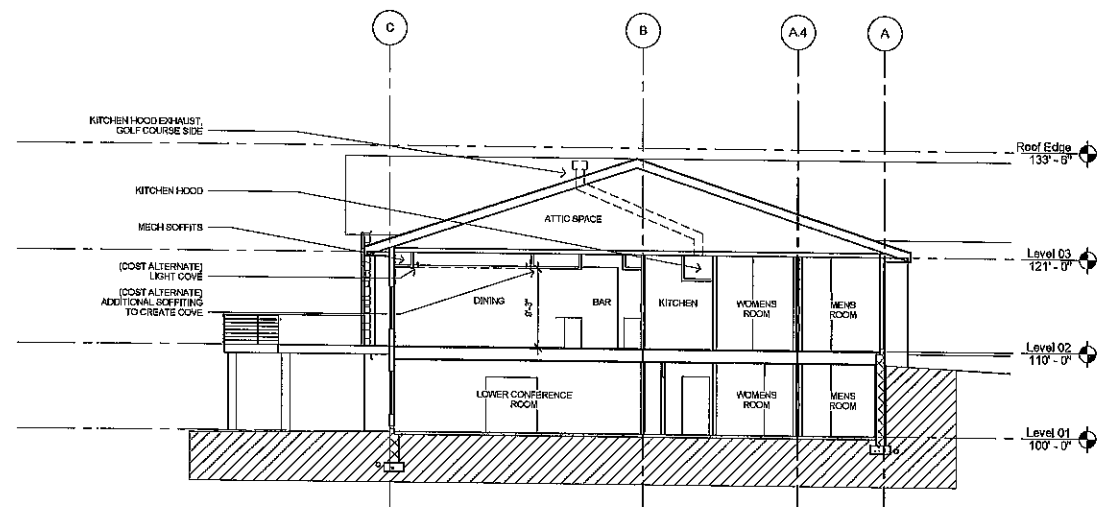
CERTIFICATION
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional under the laws of the State of Minnesota.

License Number	Date
REVISION	DATE

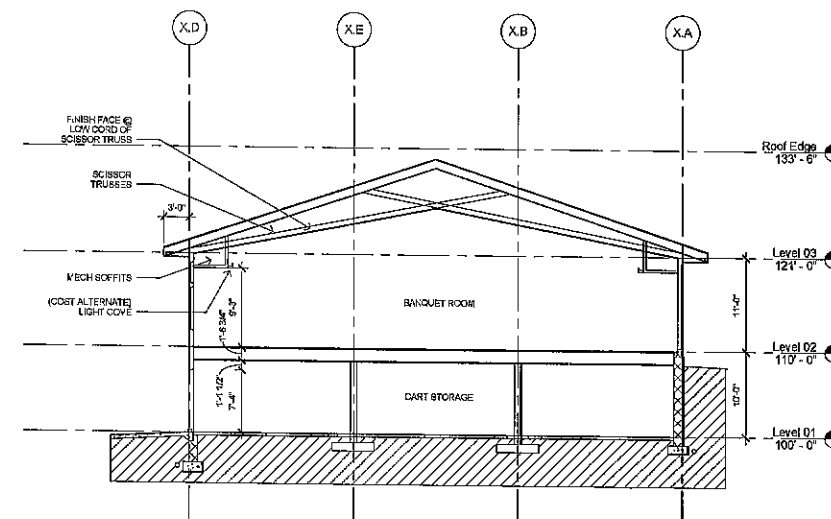
DATE	6-4-14
DRAWN BY	Author
CHECKED BY	Checker
COMMISSION NO.	1595.01
SHEET TITLE	

Overall Building Elevations

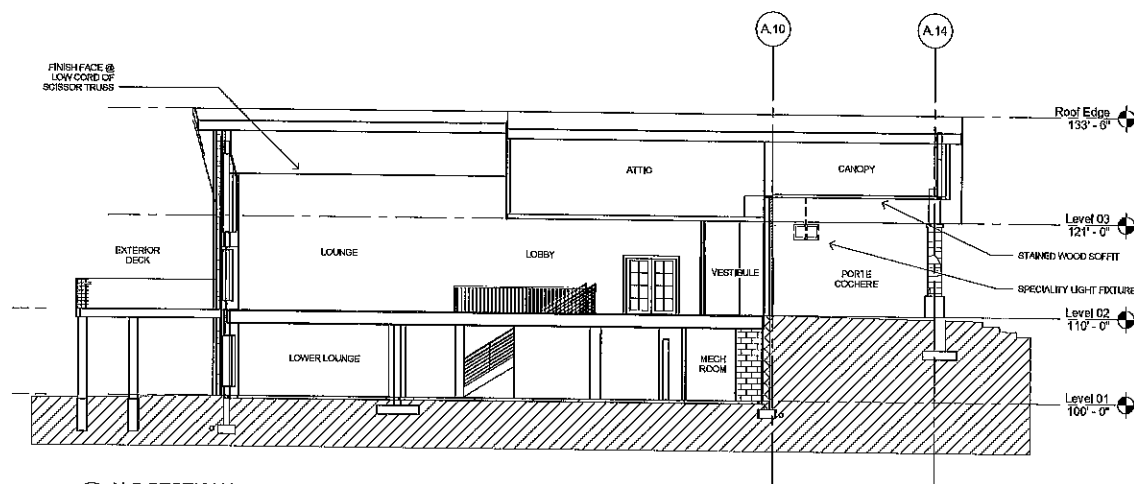
SHEET NUMBER
A400



1 N-S SECTION DINING/ PRO SHOP WING
1/8" = 1'-0"



2 N-S SECTION BANQUET WING
1/8" = 1'-0"



3 N-S SECTION LOBBY & LOUNGE
1/8" = 1'-0"

ISSUANCE

**NOT FOR
CONSTRUCTION**
8-2-14

PROJECT TITLE

**LOGGERS TRAIL
CLUB HOUSE**

KEY PLAN NORTH ARROW

CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional under the laws of the State of Minnesota.

License Number Date

REVISION	DATE

DATE	8-2-14
DRAWN BY	Author
CHECKED BY	Director
COMMISSION NO.	1096.01

SHEET TITLE

Building Sections

SHEET NUMBER

A500

STAFF REPORT

TO: Mayor & City Council Members
 Kim Points, City Clerk
 Nick Vivian, City Attorney
From: Jennifer Haskamp

Date: August 23, 2014
RE: After-the-fact variance for structural setback from a wetland/pond and grading buffer; and variance for septic tank setback from a wetland/pond

Background

The Applicant, Brook Parent of Parent Custom Homes, LLC, on behalf of the Owners Paul and Kim Vanderwerf, has requested two after-the-fact variances for setback related issues to the wetland/pond on site, and one variance for the septic tanks to serve the new home on the property located at 9200 Jeffery Blvd. N. Staff became aware of the issue when the Applicant submitted an application for a variance from the wetland/pond grading buffer on site for installation of the septic tanks to serve the newly constructed house. At the time when the application was made, staff was unaware that a building permit had already been acquired for the home, and that the construction of the new home was nearly completed. As such, an incomplete letter was sent to the Applicant indicating that the proposed house location did not meet setbacks, and that additional information was necessary in order to process the request. Upon receipt of the letter, Parent Custom Homes contacted staff to indicate that the house was already constructed, and thus the issue became two after-the-fact variances requested for the home, and the variance for the septic tank was still necessary due to the location of the home. The following staff report summarizes the requested variances, and also proposes potential mitigation to offset the after-the-fact nature of the request.

Project Summary

Applicant: Brook Parent, Parent Custom Homes, LLC	Site Size: 13 Acres
Owners: Paul and Kim Vanderwerf	Location: 9200 Jeffery Blvd. N.
Zoning & Land Use: A-2	
Request: After-the-fact variance from structural and grading setbacks from a wetland/pond for the newly constructed home, and variance from septic tank setback to a wetland/pond	

As referenced above, the Applicant is requesting the following after-the-fact variances:

- Structural Setback from unclassified water bodies (pond) for the new construction home (75 feet).
- Buffer grading area encroachment for the new construction home (50 feet).

The Applicant is also requesting the following variance:

- Septic tank/sewerage system setback of 75' from unclassified waterbodies (pond)

In response to the after-the-fact issue, the Applicant is proposing to dedicate a conservation easement at a replacement of 2:1 to mitigate for the lost wetland setback and buffer area. The proposed conservation easement is located on the northwestern portion of the site and is approximately 12,243 square feet.

Review Criteria

According to the City Code, Sections 32-59 and 32-60 establishes the criteria for granting and review of variance requests. The variance application review requires the Applicant to prepare a statement of reasons why the request is made describing the hardship (or practical difficulty) which is described as, “the proposed use of the property and associated structures in question cannot be established under the conditions allowed by this chapter or its amendments and no other reasonable alternate use exists; however, the plight of the landowner must be due to physical conditions unique to the land, structure or building involved and are not applicable to other lands, structures or buildings in the same zoning district....Economic considerations alone shall not constitute a hardship.”

Existing Site Conditions

The subject property is located in the Sunnybrook Ponds subdivision and is described as Lot 5 Block 1. The parcel is approximately 13 acres and is irregular in shape. The lot has its primary frontage on Jeffery Boulevard North and is bisected by a Northern Natural Gas (NNG) easement which is 200-foot wide. The home was recently constructed and is located to the southeast of the NNG Easement, east of the Pond (DNR unclassified water body), and west of the delineated wetland.

A wetland delineation was completed in 2009 when the Sunnybrook Ponds plat was approved and the wetland structural setbacks and grading buffer areas were identified on the plat. The delineated boundaries were identified on the Certificate of Survey submitted by the Applicant to the City, which is what the encroachments and dimensions are based upon. The house, at its closest point, is located approximately 42-feet from the Pond, and 115-feet from the wetland to the east. There is another wetland area on the northeastern portion of the site which extends across the majority of the frontage of the property. Exclusive of the wetlands, there are small areas of vegetation and open land.

Variance Requests - Zoning Standards

The wetland and pond setbacks are established in Chapter 12 of the City’s Code, which breaks down the applicable standards for wetland by type, unclassified and classified water bodies. As previously described there are two after-the-fact variances that must be considered, and one variance request. The following analysis of each is provided for your review and consideration:

Standard	Required	Proposed	Variance	Description
DNR Pond (unclassified) - Structure	75'	42'	33' After-the-fact	The home has been constructed in the required setback for an unclassified waterbody per section 12-260.
DNR Pond (Unclassified) –	50'	42'	8' (disturbed area = 5,398 SF)	The home has been constructed in the grading buffer area. The home encroaches by 8' per the delineated

Grading Buffer			After-the-fact	wetland boundary which is equivalent to disturbing approximately 5,398 square feet. This area is proposed to remain graded, with only a 16.5' buffer per the watershed district's regulations.
DNR Pond (Unclassified) – Sewage System	75'	52'	23'	In order to serve the newly constructed home a septic system must be installed. The proposed location of the septic tank is located outside of the grading buffer area, but encroaches in the setback.

The Applicant's narrative describes the reason that the variances area needed, and also describes the process by which the building permit was obtained and why two of the requests are after-the-fact. As described previously a wetland delineation was completed in 2009 when the plat was approved, and the delineation identified the necessary setbacks and buffer areas; however, somehow the Applicant's surveyor missed the buffer and setback areas and subsequently were not included on the Certificate of Survey. The wetland delineation was provided to the City after the initial application which brought to light the issues with the house's location. Once this information was received City Staff met with the Applicant to discuss the process moving forward. The following summary of the meeting is provided for your review and consideration.

Applicant & Staff Meeting

On August 6, 2014 Staff including the City Attorney, Planner and Engineer met with the Applicant and Owners of the property to discuss the requested variance, and to help determine what the next steps were with respect to the house which had been constructed in the setback and buffer areas. Staff and the Applicant/Owners discussed potential mitigation regarding the encroachment in the buffer and structural setbacks for the house and septic system and worked together to come up with a solution that is presented in the following section of this report.

Proposed Conservation Easement

Since the home as already been constructed it is unrealistic to move the structure or require the septic system to be located on an area of the site that is essentially ineffective to adequately serve the home. As a result, staff and the Applicant determined the best solution would be to mitigate at a 2:1 replacement of the disturbed area and place an area near another wetland on the site into a conservation easement. Attached in the Certificate of Survey, an area of approximately 12,243 square feet has been identified adjacent to the wetlands on the northeastern edge of the site, and this area would be placed into a conservation easement. The proposed conservation easement will function as an additional buffer to the wetland area closest to Jeffery Blvd. N. and the new driveway, assisting with wetland protection and water control on the site. This proposed mitigation to offset some of the impact is presented to the Council for your review and consideration

Engineering Standards

The Engineer's comments are attached for your review and consideration.

Other Agency Review

The site is located in the Valley Branch Watershed District and all necessary approvals and permits were acquired from them prior to construction of the home. Washington County Environmental Services (WCES) must issue the septic permit for the house, but will not complete the process until the variance has been granted for the septic tanks. WCES has stated that they will issue the permit and do not have an issue with the proposed location of the septic tanks and system.

Summary - Draft Findings and Conditions

As described in previous sections and contained in the Applicant's narrative, the reasoning for the variances is primarily attributed to the fact that the home was constructed within the setback areas. While some of the responsibility falls upon the owner, some can also be shared by the City who issued the building permit for the home construction initially. The following draft findings related to the hardship (practical difficulty) are provided for your review and consideration:

- The Applicant was granted a building permit and it was constructed in the approved location. Moving the home from the setback areas is unrealistic and cost prohibitive.
- The home is situated outside of the delineated wetland boundary, and no grading or disturbance occurred within the 16.5 buffer strip as required by the Valley Branch Watershed District.
- A large portion of the site contains wetlands which naturally constrain the buildable area onsite, which based upon the location of the constructed home makes siting the septic tanks outside of all setbacks difficult.
- The septic system to serve the house must be appropriately sited to serve the home which has already encroached upon the setback and grading buffer area.
- The topography of the site affected the way internal pipes and systems were designed which subsequently relates to elevations for the septic tanks. Based upon this fact, the site's topography constrains the location in which the tanks can be located while still functioning properly with the home systems.
- The proposed conservation easement area is two times the area disturbed as a result of the home and septic system encroachments and meets the intent of the ordinance, and provides adequate mitigation.

As a result staff believes that the solution worked out with the Applicant to provide some mitigation and place that area in a conservation easement meets the intent of the ordinance, which is to protect surface water bodies in the City. Based upon the circumstances that led to this situation, staff would recommend approval of the variances within the following conditions:

- The conservation easement must be submitted for review and approval by the City Attorney.
- The conservation easement shall be recorded at the Washington County recorder. Evidence of recording must be provided prior to issuance of a Certificate of Occupancy.

Action requested:

Staff has prepared the attached draft resolution of approval for your review and consideration.

Attachments

Applicant's Narrative

Certificate of Survey with Conservation Easement – 8/13/2014

**CITY OF GRANT, MINNESOTA
RESOLUTION NO. 2014-24**

**RESOLUTION APPROVING AFTER-THE-FACT VARIANCES FOR
WETLAND/POND AND GRADING BUFFER SETBACKS FOR HOME AND A
VARIANCE FROM WETLAND/POND GRADING BUFFER SETBACKS FOR A
SEWAGE SYSTEM LOCATED AT 9200 JEFFERY BOULEVARD N., GRANT, MN**

WHEREAS, Parent Custom Homes, LLC (“Applicant”) on behalf of Paul and Kim Vanderwerf (“Owner”) has submitted an application for after-the-fact variances from wetland/pond and grading buffer setbacks of a newly constructed home; and a variance from wetland/pond grading buffer setback for a septic system located at 9200 Jeffery Boulevard N., in the City of Grant, Minnesota with a legal description as identified in **Exhibit A**; and

WHEREAS, the home has already been constructed and was issued a building permit from the City of Grant in November of 2013 and is currently unoccupied; and

WHEREAS, the after-the-fact variances were brought to light as a result of the request for variance from the grading buffer setback to permit the installation of a septic system to serve the home; and

WHEREAS, a Certificate of Occupancy for the home, and a septic permit cannot be issued without the stated variances being granted; and

WHEREAS, the Owner has agreed to dedicate a conservation easement around an existing wetland onsite as mitigation for the existing encroachment; and

WHEREAS, the City Council has considered the Applicant’s request at a duly noticed Public Hearing which took place on September 2, 2014, and made the subsequent recommendations.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA, that it does hereby approve the request of Parent Custom Homes, LLC and Paul and Kim Vanderwerf, based upon the following findings pursuant to Section 32-59 and 32-60 of the City's Zoning Ordinance which provides that a Variance may be granted if a hardship is demonstrated. The City Council's Findings relating to the standards are as follows:

- The Applicant was granted a building permit and the home was constructed in the approved location. Moving the home from the setback areas is unrealistic and cost prohibitive.
- The home is situated outside of the delineated wetland boundary, and no grading or disturbance occurred within the 16.5 buffer strip as required by the Valley Branch Watershed District.
- A large portion of the site contains wetlands which naturally constrain the buildable area onsite.
- Based upon the location of the constructed home makes siting the septic tanks outside of all setbacks difficult.
- The septic system to serve the house must be appropriately sited to serve the home which has already encroached upon the setback and grading buffer area.
- The topography of the site affected the way internal pipes and systems were designed which subsequently relates to elevations for the septic tanks. Based upon this fact, the site's topography constrains the location in which the tanks can be located while still functioning properly with the home systems.
- The proposed conservation easement area is two times the area disturbed as a result of the home and septic system encroachments and meets the intent of the ordinance, and provides adequate mitigation.

FURTHER BE IT RESOLVED, the following conditions of approval of the Variances shall be met:

1. The conservation easement shall be submitted for review and approval by the City Attorney prior to the issuance of the Certificate of Occupancy.
2. The conservation easement shall be recorded with Washington County and evidence of recording shall be provided prior to issuance of a Certificate of Occupancy.

Adopted by the Grant City Council this 2nd day of September, 2014.

Tom Carr, Mayor

State of Minnesota)
) ss.
County of Washington)

I, the undersigned, being the duly qualified and appointed Clerk of the City of Grant, Minnesota do hereby certify that I have carefully compared the foregoing resolution adopted at a meeting of the Grant City Council on _____, 2014 with the original thereof on file in my office and the same is a full, true and complete transcript thereof.

Witness my hand as such City Clerk and the corporate seal of the City of Grant, Washington County, Minnesota this _____ day of _____, 2014.

Kim Points
Clerk
City of Grant

EXHIBIT A

LEGAL DESCRIPTION

Lot 5, Block 1 Sunnybrook Ponds, Washington County, Minnesota

City of Grant
P.O. Box 577
Willernie, MN 55090



Phone: 651.426.3383
Fax: 651.429.1998
Email: clerk@cityofgrant.com

Amendment to Initial VARIANCE REQUEST

Application Date: 8/7/2014
Fee: \$400 Escrow: \$3,000

In certain cases a variance from the strict enforcement and adherence to the zoning ordinance may not be possible due to practical difficulties associated with a property. A practical difficulty means that the proposed use of the property and associated structures in question cannot be established under the conditions allowed by the zoning ordinance and that no other reasonable alternate use exists. The following application is provided for such circumstances and will be determined by the Board of Adjustment for the City of Grant.

PARCEL IDENTIFICATION NO (PIN): 2703021210002 LEGAL DESCRIPTION: Lot 6 Block 1 Sunnybrook Ponds		ZONING DISTRICT & COMP PLAN LAND USE: LOT SIZE: 13 acres
PROJECT ADDRESS: 9200 Jeffery Blvd N Grant MN 55090	OWNER: Name: Paul and Kim Vanderwerf Address: 739 Maple Hills Drive City, State: Maplewood MN 55117 Phone: 651-278-2337 Email: paul@packagingsales.com	APPLICANT (IF DIFFERENT THAN OWNER): Parent Custom Homes, LLC 3919 Coon Rapids Blvd Coon Rapids MN 55433

BRIEF DESCRIPTION OF REQUEST: Variance for home to be located with 75' set back from water of pond, home to be located within 60' wetland grading buffer and septic tanks to be located within 75' setback from wetland. Owners will be dedicating a Conservation Easement that is double the square footage of the impacted buffer at the rear of the home.

EXISTING SITE CONDITIONS: New home under construction with construction completion date of August 22nd.

APPLICABLE ZONING CODE SECTION(S):

Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.

- Chapter 32, Sec. 32-60. Variances.

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP - Applicant check list, CS - City Staff check list

AP	CS	MATERIALS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan: All full scale plans shall be at a scale not smaller than 1" = 100' and include a north arrow <i>Amended Survey to be submitted</i> <ul style="list-style-type: none"> ▪ Property dimensions ✓ ▪ Area in acres and square feet ✓ ▪ Setbacks ✓ ▪ Location of existing and proposed buildings (including footprint, and dimensions to lot lines) ✓ ▪ Location of current and proposed curb cuts, driveways and access roads ✓ ▪ Sanitary sewer (septic) and water utility plans N/A ▪ Location of well and septic systems on adjacent properties N/A ▪ Location of wetlands and other natural features ✓ ▪ Existing and proposed parking (if applicable) N/A ▪ Off-street loading areas (if applicable) N/A ▪ Existing and proposed sidewalks and trails N/A

Application for: VARIANCE
City of Grant

(10 plans per set)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	COPIES: 1 plan at 22"x34", 12 plans at 11"x17" (half scale)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectural/Building Plan (if Applicable): All full scale plans shall be at a scale not smaller than 1" = 100' and include a north arrow <ul style="list-style-type: none"> ▪ Location of proposed buildings and their size including dimensions and total square footage ▪ Proposed floor plans ▪ Proposed elevations ▪ Description of building use COPIES: 1 plan set 22"x34", 12 plan sets 11"x17" (half scale)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written Narrative: Describe your request and the practical difficulties that are present on the site and why a Variance is sought. COPIES: <i>10 per Jennifer</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have jurisdiction over your project.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mailing labels with names and address of property owners within 1/4 mile (1,320 feet). Contact Washington County to obtain list/labels.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$400
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: \$3,000

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Survey of the property: An official survey, by a licensed surveyor, must be submitted with the application. The survey shall be scalable and in an 11" x 17" format.
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Delineation: A wetland delineation may be necessary depending on the reason for the variance, and stated site constraints.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

[Signature]
Signature of Applicant

8/2/14
Date

[Signature]
Signature of Owner (if different than applicant)

8-7-14
Date



PARENT
Custom Homes, LLC

3919 Coon Rapids Blvd. Coon Rapids, MN 55433. Phone (763) 421-5559 Fax (763) 421-9955
www.parentcustomhomes.com

City Council of Grant,

We are requesting variances to the ordinances requiring structures to be located 75' from the water of a pond, the required 50' grading setback from the edge of a wetland and septic tank requirement to be placed 75' from wetland.

We recognize that this unfortunate situation was caused by honest mistakes by multiple parties. It was Parent Custom Homes' intent and understanding that the submittal of the house plans, survey of the property with the proposed house location, Valley Creek Watershed permit approval and septic design that all of the necessary permits, applications and requirements had been satisfied prior to the City of Grant issuing the building permit and the commencement of construction of the home. Parent Custom Homes has been and will continue to be honest and forthright with all parties involved in this issue.

Paul and Kim Vanderwerf, the owners of the property, have agreed to designate a Conservation Easement on their property to compensate for the 5938 square feet of grading setback that was impacted at the rear of their home. They have agreed to designating 12,243 square feet of additional wetland buffer in a Conservation easement (more than twice the impacted square footage at the rear of their home) in good faith due to the honest mistakes that were made that leading us to this situation. The revised survey shows the owners will maintain a 16.5' wetland buffer at the rear of the home with the average of the wetland buffer on the site to well exceed the 50' required buffer per the city's requirements.

Parent Custom Homes understood that the septic design and septic tank location was to be approved by the City of Grant during their permit review process.

Parent Custom Homes was not aware of the 75' requirement from the wetland to the septic tank location until a site meeting with Washington Counties' septic inspector. The site meeting occurred after the plumbing was completed, basement floor was poured (with in-floor heat) and the house was trimmed. Although nothing is impossible, the house was at a stage where Parent Custom Homes and the septic inspector came to the conclusion that changing the plumbing inside the home would not be reasonable. This property contains unique physical conditions with two ponds, heavy tree cover and steep contours. For the tanks to be located at the walk out level of the home (as the home was plumbed) and to meet the requirement of no more than 4' of cover on top of the septic tanks and to keep the tanks out of the 50' grading setback there is a very small area where the tanks will need to be placed to meet both these requirements for the tanks and drain field. This condition is a symptom of this unique property and the stage of construction when the issue was discovered. This issue is also a product of honest mistakes made by multiple parties.

Thank you for your time and consideration,



Brook Parent
Parent Custom Homes, LLC

**CITY OF GRANT, MINNESOTA
RESOLUTION NO. 2014-27**

**RESOLUTION VACATING CONDITIONAL USE PERMITS
FOR 10495 HADLEY AVE N. AND 10629 JAMACA AVE N.**

WHEREAS, the City of Grant (“City”) has issued Conditional Use permits for the following properties:

**Parcel No. 1
10495 Hadley Ave N.**

Legal Description:

That part of the southwest quarter of Section 8, Township 30, Range 21, Washington County, Minnesota, described as follows: Beginning at a point on the north line of said southwest quarter distant 1510.40 feet east of the northwest corner of said southwest quarter, which point is the northeast corner of Lot 17 of the Rearrangement of Pine Tree Estates; thence south a distance of 810.80 feet along the east line of the recorded plat of the Rearrangement of Pine Tree Estates; thence south 46 degrees 46 minutes east a distance of 298.60 feet; thence north 52 degrees 30 minutes east a distance of 563 feet; thence north 7 degrees 30 minutes west a distance of 675.30 feet, more or less, to the north line of said Southwest quarter; thence west on said north line a distance of 594.50 feet, more or less, to the point of beginning, the boundary lines of which are marked by Judicial Landmarks set pursuant to Torrens Case No. 814.

**Parcel No. 2
10629 Jamaca Ave N.**

Legal Description:

Lot 7, Block 2, Kendrick Estates

WHEREAS, on an annual basis, the City reviews the status of existing Conditional Use Permits; and

WHEREAS, the City has reviewed the Conditional Use Permits for the above-referenced properties and has determined that the properties are no longer being used for the purposes identified in the Conditional Use Permits; and

WHEREAS, the owners of the properties have consented to the vacation and termination of the Conditional Use Permits; and

WHEREAS, the City Council has reviewed the status of the Conditional Use Permits at a duly noticed Public Hearing which took place on September 2, 2014, and made the subsequent findings.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA, finds that the properties are no longer being used for any purpose related to the Conditional Use Permits formerly issued by the City and that the owners of the properties consent to the vacation and termination of each Conditional Use Permit.

BE IT FURTHER RESOLVED that the Conditional Use Permits for the properties located at 10495 Hadley Ave N and 10629 Jamaca Ave N. are forever vacated, terminated and no longer of any legal force or effect.

BE IT FURTHER RESOLVED, this Resolution shall be recorded against the properties memorializing the City's action to formally vacate the Conditional Use Permits.

Adopted by the Grant City Council this 2nd day of September, 2014.

Tom Carr, Mayor

State of Minnesota)
) ss.
County of Washington)

I, the undersigned, being the duly qualified and appointed Clerk of the City of Grant, Minnesota do hereby certify that I have carefully compared the foregoing resolution adopted at a meeting of the Grant City Council on _____, 2014 with the original thereof on file in my office and the same is a full, true and complete transcript thereof.

Witness my hand as such City Clerk and the corporate seal of the City of Grant, Washington County, Minnesota this _____ day of _____, 2014.

Kim Points
Clerk
City of Grant

CITY OF GRANT
MINUTES

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DATE : August 5, 2014
TIME STARTED : 7:05 p.m.
TIME ENDED : 10:05 p.m.
MEMBERS PRESENT : Councilmember Bohnen, Tronrud,
Huber and Mayor Carr
MEMBERS ABSENT : Lobin

Staff members present: City Attorney, Nick Vivian; City Planner; City Engineer, Phil Olson; City Treasurer, Sharon Schwarze; and Administrator/Clerk, Kim Points

CALL TO ORDER

Mayor Carr called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE

SETTING THE AGENDA

Council Member Tronrud moved to approve the agenda, as presented. Council Member Huber seconded the motion. Motion carried unanimously.

CONSENT AGENDA

- Bill List, \$51,817.59 Approved
- Envirotech, Dust Control, \$40,867.03 Approved
- M.J. Raleigh Trucking, Road Maintenance, \$23,474.40 Approved
- Kline Bros. Excavating, Road Maintenance, \$22,110.00 Approved
- CliftonLarsonAllen, 2013 Audit Services, \$9,500 Approved
- Resolution No. 2014-16, Jasmine Hills Approved
- Resolution No. 2014-20, 2014 Election Judges Approved

Resolution No. 2014-21, Manning Court Agreement

Approved

Council Member Bohnen moved to approve the Consent Agenda, as presented. Council Member Tronrud seconded the motion. Motion carried unanimously.

STAFF AGENDA ITEMS

City Engineer, Phil Olson

Consideration of Quote for Keswick and Hwy 96 Improvement – City Engineer Olson stated that as requested by Council, quotes were requested from contractors for paving Keswick Avenue, north of Highway 96. The Council requested this project to address erosion issues on Keswick Avenue due to the steep roadway grades and the lack of ditches.

The plans included paving Keswick Avenue to the top of the hill which is approximately 300 feet north of the existing pavement on Highway 96. The existing gravel is required to be graded to direct the drainage to the southwest corner of the intersection where it will be directed by a bituminous swale to an existing culvert below Highway 96. Bituminous curb and gutter is proposed along the length of the pavement to contain the drainage and prevent erosion along the edge of the pavement. A copy of the plans and contract are attached for Council review.

Quotes and plans were requested from Brochman Blacktopping Co. and T.A. Schifsky and Sons. Two submittals were received and the costs are listed below.

Brochman Blacktopping Co.....	\$36,814
T.A. Schifsky and Sons.....	\$46,200

Council Member Bohnen advised a lower bid also received from Brochman and was included in the packets. He stated he believes the City can accomplish keeping the gravel off at a maximum bid price of \$20,000. He recommended the City approve the lower bid with an additional 40 feet included in the project. The project is budgeted under special road projects and dollars on grading and extra gravel would be saved every year.

Council Member Bohnen moved to authorize up to \$20,000 for the Keswick/Hwy 96 project with the additional 40 feet of pavement. Council Member Tronrud seconded the motion. Motion carried unanimously.

Consideration of 2014 Sealcoat Bids – City Engineer Olson advised the City received two quotes for the 2014 Seal Coat Project. The request for quotes was sent to Allied Blacktop and Pearson Brothers. Astech Corporation was also contacted to supply a quote but they did not have time to complete the work this year. The quotes are attached and listed below.

Pearson Brothers Inc.....	\$65,265
Allied Blacktop Company.....	\$61,085

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The budget for 2014 is \$60,000. A copy of the 2014 Seal Coat Project plan and contract is attached. Roadways included in the seal coat bids are listed below.

- Dellwood Road Lane, south of Hwy 96
- Dellwood Road Court, north of Hwy 96
- Joliet Avenue, south of Hwy 96
- Justen Trail, Jamaca Avenue to Hwy 96
- Isleton Avenue/Court, East of Irish Avenue
- Jasmine Avenue, north of 60th Street

In addition to the planned seal coat quotes, contractors were asked if they would also provide a cost for crack filling prior to seal coating. Allied Blacktop Company was the only contractor who is able to complete this work without subcontractors. Allied Blacktop provided a cost of \$6720.00 to seal coat all roads except Dellwood Road Court. A separate motion has been provided if Council would like to complete crack filling prior to seal coating.

All work is scheduled to be completed prior to September 15, 2014.

Council Member Huber moved to award 2014 Seal Coat Project to low bidder Allied Blacktop with Crack Filling, as presented. Council Member Bohnen seconded the motion. Motion carried unanimously.

2014 Road Referendum – City Engineer Olson advised there will not be a road referendum this year. The current road policy needs to be reviewed and a plan in place with a funding source prior to a road referendum.

Council Member Bohnen added that until the road policy is revised, the City can not ask for more money from taxpayers. A plan needs to be put in place.

City Planner, Jennifer Haskamp (No action items)

City Attorney, Nick Vivian

Consideration of Jasmine Meadows Development Agreement – City Attorney Vivian explained the process relating to the development agreement in terms of the final plat approval. The draft development agreement provided in the packets will be brought back with more detail based on discussions with the City Engineer and City Planner. He asked that if the Council has any comments on the agreement please forward directly to him. A final development agreement will be brought back to the Council for approval. The final agreement does get recorded with the County and does bind the developer.

2014 CUP Review Overview – City Attorney Vivian advised at the May 2013 City Council Meeting, staff presented an option for annual CUP review that outlined a systematic approach that includes the review of all CUP's. The Council approved the approach based on a four year cycle.

1
2 In 2014, twenty CUP's were reviewed by staff. The CUP's were grouped by addresses. All the CUP
3 documents were administratively reviewed and those with large land use in relation to health, safety
4 and welfare were issued an on-site review.

5
6 Sixteen of the CUP's were reviewed per aerial photography in detail and found to be in compliance
7 per the outlined conditions.

8
9 Four of the twenty CUP's resulted in a site visit. Two of the four CUP's were found in compliance
10 with conditions outlined in the CUP.

11
12 Two of the CUP's are in active and should be eliminated from the City records. In order to vacate the
13 CUP's, a public hearing must be ordered, published and the property owners notified.

14
15 Staff will note that some of the recorded CUP's have on-going reviews in terms of annual
16 requirements that must be submitted to the City.

17
18 The CUP for the School District required soil tests and traffic studies this past year. Both of those
19 requirements have been met and the documentation has been submitted to the City.

20
21 **Mayor Carr moved to direct staff to schedule a public hearing to vacate the CUP's, as**
22 **presented. Council Member Huber seconded the motion. Motion carried unanimously.**

23
24 **Jasmine Avenue Refund** – City Attorney Vivian advised City Treasurer has asked the Council to
25 consider issuing refunds associated with the Jasmine Avenue Paving Project. The Project has been
26 completed for a substantial period of time and the bond issued by the City to fund the Project has
27 been repaid in full out of the City's General Fund. As a result, the City Treasurer is requesting 1.) a
28 refund to those who have paid in full (for which payments exceeded actual projected costs) and 2.) a
29 credit for those who have not yet paid their assessment in full reflecting the actual amount due and
30 owing.

31
32 In 2010, prior to the payoff of the bond we requested an opinion from bond counsel, Mary Frances
33 Skala, as to whether refunds could be issued at that time. Attorney Skala provided an opinion
34 whereby she indicated the only authority for a refund is Minnesota Statutes, Section 435.203 which
35 states that any money remaining created by a municipality for making a local improvement, after such
36 improvement has been completed and all claims against and obligations of said fund have been
37 satisfied, shall be transferred to the general fund of the municipality; provided that the Council may in
38 its discretion authorize and direct the municipal treasurer to refund all or part of such moneys to the
39 persons who paid the assessments of the improvement or improvements. Such a refund can only be
40 made after the bond is paid in full. However, there is no obligation on the City's part to issue any
41 refund.

42
43 The Council should be clear that the Project has not yet been fully paid for by the assessments
44 adopted by the Council. Rather, the Council opted to pay off the bond early out of general fund
45 moneys. Many of the assessed property owners paid their assessments in cash and opted not to pay

1 over the extended ten year schedule adopted by the Council. While we anticipate the collection of all
2 remaining assessments, collection is not an absolute certainty until all of the required assessments
3 have been paid.

4
5 That being the case, it has been determined that those who paid early contributed more than their
6 actual pro rata share of the actual project cost. Accordingly, the City Treasurer believes a refund is
7 appropriate at this time.

8
9 Minnesota law does not prevent the City Council from issuing a refund. If the Council is comfortable
10 with the collectability of the remaining assessments, it may issue a refund. If it desires to take a more
11 conservative approach, it should not issue a refund until all assessments have been paid by the
12 affected property owners.

13
14 As a final note, if the City Council approves moving ahead with the proposed refund, State law
15 defines a particular process for notifying residents. Residents are required to claim their refund in
16 order to be paid. Should the Council approve the refund, I will work with the City Administrator /
17 Clerk and the City Treasurer to facilitate this process.

18
19 Council Member Huber stated the City paid the bond off to save the cost on interest. Residents still
20 ow 21% of the bond costs. He stated he does not think it is fair to take taxpayers money to pay a
21 refund and have them assume the risk if the assessments are not paid in full.

22
23 Mayor Carr clarified that the refund would not come out of the general fund or affect the levy in any
24 way.

25
26 City Treasurer Schwarze stated the previous Road Commissioner had told residents they would get a
27 refund. She noted she is not making a recommendation but did provide options for the Council to
28 make a decision.

29
30 Mayor Carr expressed concern regarding setting a precedense. The City did pay off the bond to save
31 the City money and that benefits everyone.

32
33 Council Member Bohnen stated the refund should be paid now to everyone or wait until the
34 obigations is fully paid.

35
36 Council Member Tronrud stated he believes it would be more prudent ot wait until the obligation is
37 paid.

38
39 **Council Member Huber moved to deny Jasmine refund at this time and not consider again until**
40 **the assessments are paid off. Council Member Tronrud seconded the motion. Motion carried**
41 **with Council Member Bohnen voting nay.**

42
43 **Consideration of Resolution No. 2014-22, Charter Commission Discharge Petition – City**
44 **Attorney Vivian advised On August 1, 2014, the City Administrator/Clerk provided a copy of a**

1 Petition requesting a referendum to discharge the Charter Commission in the City of Grant, pursuant
2 to Minn. Stat. § 410.05 Subd. 5(a)(2).

3
4 Minn. Stat. § 410.05 Subd. 5(a)(2) provides as follows:

5
6 **Subd. 5 Discharge (a)** A Charter Commission in a statutory city may be
7 discharged as follows: (1) if the Charter Commission of a statutory city
8 determines that a charter is not necessary or desirable, the commission may be
9 discharged by a vote of three-fourths (3/4) of its members; or (2) if a petition
10 signed by registered voters equal in number to at least five percent (5%) of the
11 registered voters in the City requesting a referendum to discharge the Charter
12 Commission is filed with the City Clerk, an election must be held on the issue
13 at a general election or a special election pursuant to Section 205.10. If a
14 majority of the votes cast support the referendum the Charter Commission shall
15 be discharged. **(b)** Another commission may not be formed sooner than one (1)
16 year from the date of discharge.

17
18 Minn. Stat. § 410.05 Subd. 5(a)(2) creates a mandatory obligation on the part of the City to hold an
19 election upon the receipt of a petition signed by registered voters equal in number to at least five
20 percent (5%) of the registered voters in the City requesting a referendum to discharge the Charter
21 Commission. As received, the Petition filed with the City contains approximately 210 signatures.
22 The City Administrator/Clerk, upon receiving the registered voter roll from the County, will compare
23 the signatures and will make a determination as to whether the petition contains the signatures of
24 registered voters equal in number to at least five percent (5%) of the registered voters in the City.

25
26 If the Petition contains the necessary number of signatures, a resolution will be presented to the City
27 Council for the acceptance of the petition and the scheduling of an election. At this point, that
28 election will likely take place in conjunction with the November general election.

29
30 City Attorney Vivian stated a question has to be submitted to the election authority by August 22,
31 2014. A motion should be made to accept the petition based upon verification of the signatures. A
32 copy of the petition will be provided to the Council. If the petition is deemed valid and has the
33 required number of signatures, the City has to put the question on the next general election or call a
34 special election. It is a mandatory process and the Council does not have discretion. The petition, if
35 valid, does mandate the City draft a question that reflects the intent of the petition.

36
37 **Mayor Carr moved to adopt Resolution No. 2014-22, based on verification of legal validity of**
38 **petition. Council Member Tronrud seconded the motion. Motion carried with Council**
39 **Member Bohnen voting nay.**

40
41 **NEW BUSINESS**

42
43 **July 1, 2014 City Council Meeting Minutes (Council Member Huber abstain) – Council**
44 **Member Bohnen moved to approve July 1, 2014 City Council Meeting Minutes, as presented.**

1 **Council Member Tronrud seconded the motion. Motion carried with Council Member Huber**
2 **abstaining.**

3
4 **UNFINISHED BUSINESS**

5
6 There was no unfinished business.

7
8 **DISCUSSION ITEMS**

9
10 **City Council Reports:**

11
12 Mayor Carr stated he was wrong at the last meeting regarding the need for a CUP at the proposed ice
13 arena property. Technically, a CUP is required as there are conditions due to the size of any building.
14 The City may want to look at the ordinance at some point in the future.

15
16 Council Member Bohnen stated there are three failed culverts on Hadley. FEMA assistance has been
17 requested but that is a very long process. There are some dollars in the culvert budget and he
18 recommended the City move forward with approximately \$15,000 for Hadley, \$4,000 for Jamaca and
19 \$4,000 for Jocelyn Road culverts. The Watershed District is waiving the permit fee and gave the City
20 the go ahead on the project.

21
22 It was the consensus of the Council to move forward with the projects.

23
24 Council Member Bohnen made a statement to the citizens of Grant noting that this is the time to file
25 for the City Council seats and encouraged residents to get involved in file. He stated he enjoyed his
26 time serving on the City Council but would not be running again.

27
28 Council Member Bohnen stated the annual Tractor Parade is coming up and hopes that the City will
29 acknowledge the event so the insurance is in place.

30
31 **Staff Updates:**

32
33 There were no staff updates.

34
35 **COMMUNITY CALENDAR AUGUST 6 THROUGH AUGUST 31, 2014:**

36
37 **Primary Election, Tuesday, August 12, 2014, Woodbury Lutheran Church Oak Hill Campus**

38 **Mahtomedi Public Schools Board Meeting, Thursday, August 14th, 2014, Mahtomedi District**
39 **Education Center, 7:00 p.m.**

40 **Stillwater Public Schools Board Meeting, Thursday, August 14th and 28th, 2014, Stillwater City**
41 **Hall, 7:00 p.m.**

42 **Charter Commission Meeting, Thursday, August 21st, 2014, Mahtomedi City Hall, 7:00 p.m.**

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

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Mayor Carr called for a five minute recess prior to public comment at 8:55 p.m.

The City Council adjourned to a work session to take public comment. No Council action was taken.

CLOSED SESSION FOR THE PURPOSE OF CONFERRING WITH LEGAL COUSEL AS PERMITTED BY THE ATTORNEY-CLIENT PRIVILEGE PURSUANT TO MINN. STAT. 13D.05 SUBD.3 (d) ON THE FOLLOWING LEGAL MATTERS:

Sederstrom v. Carr, Huber and Lobin in their capacity as City Council Members

Council Member Huber moved to adjourn to a closed session at 9:10 p.m. Council Member Tronrud seconded the motion. Motion carried unanimously.

The City Council went back into open session at 10:03 p.m. City Attorney Vivian advised a discussion was held regarding litigation strategy and no formal decision or action was taken.

ADJOURN

There being no further business, Council Member Bohnen moved adjourn at 10:05 p.m. Council Member Tronrud seconded the motion. Motion carried unanimously.

These minutes were considered and approved at the regular Council Meeting September 2, 2014.

Kim Points, Administrator/Clerk

Tom Carr, Mayor

**CITY OF GRANT, MINNESOTA
RESOLUTION NO. 2014-25**

RESOLUTION ADOPTING PRELIMINARY CITY BUDGET FOR 2015

WHEREAS, the City of Grant established a preliminary certification of the City of Grant's levy at its September 2nd, 2014 meeting; and

WHEREAS, the City of Grant is not required to and will not hold public hearings for the 2015 preliminary budget; and

WHEREAS, the City Council for the City of Grant wishes to establish its preliminary 2015 budget which must be certified to the Washington County Auditor/Treasurer by September 15, 2014;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA, as follows:

BE IT RESOLVED, that the City Council of the City of Grant, Washington County, Minnesota hereby adopts a preliminary City budget for 2015 in the amount of \$1,274,025.

The motion for adopting the foregoing resolution was acted upon by motion and seconded, and upon a vote being taken thereon, the following voted via voice:

Mayor Tom Carr
Council Member Bohnen
Council Member Tronrud
Council Member Huber
Council Member Lobin

Whereupon, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Clerk, passed by the City Council, City of Grant, Washington County, Minnesota, on this 2nd day of September, 2014.

Thomas Carr, Mayor

Kim Points, Administrator/Clerk

**CITY OF GRANT, MINNESOTA
RESOLUTION NO. 2014-26**

**RESOLUTION ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION FOR
THE CITY'S GENERAL FUND AT \$1,054,678**

WHEREAS, the State of Minnesota requires the City to adopt a proposed, preliminary levy certification for its General Fund; and

WHEREAS, the City Council is required to adopt its 2015 Preliminary Levy Certification on or before September 15, 2014; and

WHEREAS, the City Council of the City of Grant wishes to comply with State law in this area;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA, as follows:

Establish the 2015 General Fund Preliminary Levy's certification at \$1,054,678

The motion for adopting the foregoing resolution was acted upon by motion and seconded, and upon a vote being taken thereon, the following voted via voice:

Mayor Tom Carr
Council Member Bohnen
Council Member Tronrud
Council Member Huber
Council Member Lobin

Whereupon, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Clerk, passed by the City Council, City of Grant, Washington County, Minnesota, on this 2nd day of September, 2014.

Thomas Carr, Mayor

Attest:

Kim Points, Administrator/Clerk

City of Grant
2015 Draft Budget
September 2, 2014

	2012 Actual		2013 Actual		2014		2015 Budget		% of	
					Jan 1 - Jul 11, 14	Budget	\$ Over Budget	% of Budget	Budget	2014
Income										
301-000 - TAXES										
301-100 - General Tax Levy	915,620	930,635	502,039	958,945			-456,906	52.4%	1,017,143	106.1%
303-100 - Franchise Tax - Cable	15,198	15,004	14,865	15,000			-135	99.1%	15,000	100.0%
303-150 - Cable Expense Reimbursemer	1,079	2,840	14,942	2,000			12,942	747.1%	2,000	100.0%
303-200 - Franchise Tax - Utilities	55,133	55,301	13,676	55,260			-41,584	24.7%	55,260	100.0%
334-400 - Non Levy Mobile Home	64	67	0	50			-50	0.0%	50	100.0%
Total 301-000 - TAXES	987,093	1,003,848	545,521	1,031,255			-485,734	52.9%	1,088,453	105.6%
304-001 - LICENSES AND PERMITS										
304-000 - Liquor Licenses	11,200	11,200	13,400	11,200			2,200	119.6%	13,400	119.6%
305-000 - Other Licenses/Permits/Fees	879	1,972	387	2,000			-1,614	19.3%	2,000	100.0%
305-500 - Utility Permits	395	1,269	1,269	500			769	253.8%	500	100.0%
306-000 - Permits-Building	91,611	95,130	27,070	50,000			-22,930	54.1%	60,000	120.0%
306-010 - Permits-Heating	4,915	5,185	2,040	5,000			-2,960	40.8%	5,000	100.0%
306-020 - Permits-Plumbing	2,286	2,296	935	1,000			-65	93.5%	1,000	100.0%
306-045 - Permits - Variance		0	0	800			-800	0.0%	800	100.0%
306-046 - Permits-CUP	1,200	0	1,600	800			800	200.0%	1,200	150.0%
306-050 - Certificate of Compliance	0	300	250	0			250	100.0%	250	
306-053 - Pre-Application Mtg Fee		1,000	200	0			200	100.0%	800	
306-055 - Grading Permit		-21	350	900			-550	38.9%	900	100.0%
306-060 - Animal Control Fees	311	-71	21	0			21	100.0%	0	
307-000 - Subdivision-Adm Fee	800	3,575	400	600			-200	66.7%	1,200	200.0%
Total 304-001 - LICENSES AND PERMITS	113,598	121,835	47,922	72,800			-24,878	65.8%	87,050	119.6%
334-000 - INTERGOVERNMENTAL REVENUE										
334-201 - Ag Preserve	53	1,365		36,257			-10,790	69.4%	37,535	106.5%
334-300 - Fiscal Disparity-City	29,882	34,388	24,467	8,000			-8,000	0.0%	8,000	100.0%
334-500 - PERA Rate Increase		136	0				-18,790	56.6%	45,535	105.3%
334-700 - Recycling Grant Washington C	7,962	7,962								
Total 334-000 - INTERGOVERNMENTAL REV	37,897	43,851	24,467	43,257			-18,790	56.6%	45,535	105.3%

City of Grant
2015 Draft Budget
September 2, 2014

	2012 Actual	2013 Actual	Jan 1 - Jul 11, 14	2014 Budget	\$ Over Budget	% of Budget	2015 Budget	% of 2014
389-000 - MISCELLANEOUS								
334-600 - Assessment Searches	60	120	0	120	-120	0.0%	120	100.0%
361-000 - Fines and Fees-County	12,713	13,504	5,693	10,000	-4,307	56.9%	10,000	100.0%
361-100 - Penalties	2,405	1,686	733	0	733	100.0%	0	
388-000 - Lease Revenue-Tower	22,217	22,867	282	21,750	-21,468	1.3%	22,867	105.1%
389-150 - Other	774	85						
389-300 - Refunds and Reimbursements	2,217	105	0	1,000	-1,000	0.0%	1,000	100.0%
389-400 - Misc Income-Roads	5,000	5,919	3,979	5,000	-1,021	79.6%	6,000	120.0%
390-000 - Interest Income	469	290	1,802	1,500	302	120.2%	2,000	133.3%
Total 389-000 - MISCELLANEOUS	45,854	44,576	12,489	39,370	-26,881	31.7%	41,987	106.6%
390-001 - DEBT SERVICES								
301-700 - Special Assessments Levy	21,765	22,080	7,808	20,400	-12,592	38.3%	10,000	49.0%
Total 390-001 - DEBT SERVICES	21,765	22,080	7,808	20,400	-12,592	38.3%	10,000	49.0%
Total Income	1,206,207	1,236,191	638,207	1,207,082	-568,875	52.9%	1,274,026	105.5%

City of Grant
2015 Draft Budget
September 2, 2014

Expense	2012 Actual		2013 Actual		2014			2015 Budget		% of		
					Jan 1 - Jul 11, 14	Budget	\$ Over Budget	% of Budget	Budget	2014	2014	
400-000 · GENERAL GOVERNMENT												
401-001 · Mayor and Council												
401-000 · Mayor Salary	2,900	2,900	0	2,900	0	2,900	-2,900	0.0%	2,900	100.0%	100.0%	
401-010 · Mayor-City PERA	174	145	0	377	0	377	-377	0.0%	377	100.0%	100.0%	
401-020 · Mayor-City FICA/Medicare	222	222	0	222	0	222	-222	0.0%	222	100.0%	100.0%	
401-200 · Election Salary (Judges)	3,117	0	0	3,500	0	3,500	-3,500	0.0%	3,500	100.0%	100.0%	
403-000 · Council Salaries	9,660	9,459	0	9,660	0	9,660	-9,660	0.0%	9,660	100.0%	100.0%	
403-001 · Council Meeting Per Diem	475	575	0	1,000	0	1,000	-1,000	0.0%	1,000	100.0%	100.0%	
403-010 · Council-City PERA	739		0	672	0	672	-672	0.0%	672	100.0%	100.0%	
403-020 · Council-City FICA/Medical	74	631	0	784	0	784	-784	0.0%	784	100.0%	100.0%	
403-030 · Council Mileage	0		0	250	0	250	-250	0.0%	250	100.0%	100.0%	
408-100 · Election Expense	1,504	470	470	1,500	470	1,500	-1,030	31.3%	470	31.3%	31.3%	
Total 401-001 · Mayor and Council	18,864	14,402	470	20,865	470	20,865	-20,395	2.3%	19,835	95.1%	95.1%	
402-001 · Finance												
402-000 · City Clerk Salary	45,928	51,996	26,780	53,560	26,780	53,560	-26,780	50.0%	55,167	103.0%	103.0%	
402-010 · Clerk-PERA	3,386	3,770	1,942	3,883	1,942	3,883	-1,941	50.0%	4,138	106.6%	106.6%	
402-020 · Clerk-FICA/Medicare	3,644	3,646	2,380	4,097	2,380	4,097	-1,717	58.1%	4,220	103.0%	103.0%	
402-040 · Clerk Miscellaneous Expe	0	0	0	206	0	206	-206	0.0%	0	0.0%	0.0%	
405-010 · Accounting Services	0	0	0	500	0	500	-500	0.0%	6,000	150.0%	150.0%	
409-000 · Treasurer	4,000	4,000	0	4,000	0	4,000	-4,000	0.0%	6,000	150.0%	150.0%	
Total 402-001 · Finance	56,958	63,412	31,101	66,246	31,101	66,246	-35,145	46.9%	69,524	104.9%	104.9%	
405-001 · Consultants												
405-000 · Audit Fees	11,500	11,750	2,500	11,500	2,500	11,500	-9,000	21.7%	11,500	100.0%	100.0%	
406-000 · Engineering Fees-General	9,511	14,559	7,617	22,000	7,617	22,000	-14,383	34.6%	20,000	90.9%	90.9%	
406-500 · Engineering MS-4									17,000	100.0%	100.0%	
407-100 · Legal Fees - General	19,377	26,010	15,873	25,000	15,873	25,000	-9,127	63.5%	25,000	100.0%	100.0%	
407-150 · Legal Fees - Complaints	5,748	15,142	5,612	9,000	5,612	9,000	-3,388	62.4%	9,000	100.0%	100.0%	
407-300 · Legal Fees - Criminal	19,442	27,794	7,851	18,500	7,851	18,500	-10,649	42.4%	18,500	100.0%	100.0%	
407-500 · Other Consultant Costs	0	0	0	1,000	0	1,000	-1,000	0.0%	0	0.0%	0.0%	
413-100 · Assessor	23,541	22,992	12,819	23,600	12,819	23,600	-10,781	54.3%	23,600	100.0%	100.0%	
Total 405-001 · Consultants	89,118	118,248	52,272	110,600	52,272	110,600	-58,328	47.3%	124,600	112.7%	112.7%	

City of Grant
2015 Draft Budget
September 2, 2014

	2012 Actual		2013 Actual		2014		2015 Budget		% of 2014
			Jan 1 - Jul 11, 14	Budget	\$ Over Budget	% of Budget	Budget		
406-001 - Other Services & Charges									
406-010 - Dry Hydrants	0	260	0	250	-250	0.0%	250	100.0%	
408-000 - Insurance	8,520	4,887	7,861	9,000	-1,139	87.3%	9,000	100.0%	
410-120 - Dues	3,922	4,085	0	4,000	-4,000	0.0%	4,000	100.0%	
410-125 - Workshops	295	110	230	1,000	-770	23.0%	1,000	100.0%	
410-200 - Assessment Expense	225	0	0	255	-255	0.0%	0	0.0%	
410-290 - Miscellaneous Expense	280	232	0	200	-200	0.0%	200	100.0%	
410-300 - Newsletter Costs	0	129	0	2,500	-2,500	0.0%	2,500	100.0%	
410-301 - Publishing Costs	37	2,345	553	2,000	-1,447	27.6%	2,000	100.0%	
410-400 - Telephone	2,381	916	988	2,000	-1,012	49.4%	2,000	100.0%	
410-411 - Postage	1,188	1,963	100	500	-400	20.0%	500	100.0%	
410-412 - Post Office Box Rental	1,804	300	112	100	12	112.0%	112	112.0%	
410-420 - Web Site Costs	400	106	0	1,000	-1,000	0.0%	1,000	100.0%	
410-500 - Office Supplies	100	2,842	100	1,000	-900	10.0%	1,000	100.0%	
410-501 - Office Equipment		770	3,518	0	3,518	100.0%	0	0.0%	
410-510 - Bank Fees	92	1,266	55	100	-45	55.0%	100	100.0%	
410-600 - Rental City Office	2,786	138	0	6,514	-6,514	0.0%	6,514	100.0%	
411-100 - Equipment Repair	1,194	8,304	0	500	-500	0.0%	500	100.0%	
411-250 - Charter Commission Exp	0	418	0	1,500	-1,500	0.0%	1,500	100.0%	
Total 406-001 - Other Services & Charge	23,224	29,072	13,517	32,419	-18,902	41.7%	32,176	99.3%	
Total 400-000 - GENERAL GOVERNMENT	188,164	225,134	97,360	230,130	-132,770	42.3%	246,135	107.0%	
413-000 - PUBLIC SAFETY									
413-200 - Zoning Administrator/Planner	10,940	11,465	6,861	20,000	-13,139	34.3%	20,000	100.0%	
413-205 - Zoning Admin Pre-App Meeting		1,007	200	0	200	100.0%	800	100.0%	
417-000 - Police Services	108,947	109,969	322	115,954	-115,632	0.3%	119,433	103.0%	
417-100 - Siren Warning System	19,836	22,571	18,484	20,900	-1,516	92.4%	250	1.3%	
418-100 - Fire Services - Mahtomedi	114,958	118,407	60,980	121,577	-60,597	50.2%	125,224	103.0%	
418-200 - Fire Services - Stillwater	89,792	92,486	52,687	95,261	-42,575	55.3%	108,533	113.9%	
419-100 - Building Inspector	51,243	61,195	30,380	37,500	-7,110	81.0%	45,000	120.0%	
419-400 - Surcharge Building Permit	3,880	3,728	339	5,000	-4,661	6.8%	6,000	120.0%	
420-000 - Animal Control	1,200	2,818	321	1,500	-1,180	21.4%	1,500	100.0%	
Total 413-000 - PUBLIC SAFETY	400,796	423,646	170,583	416,792	-246,209	40.9%	426,740	102.4%	

City of Grant
2015 Draft Budget
September 2, 2014

	2012 Actual	2013 Actual	Jan 1 - Jul 11, 14	2014 Budget	\$ Over Budget	% of Budget	2015 Budget	% of 2014
414-000 - PUBLIC WORKS								
414-001 - City Hall								
414-100 - City Hall Supplies	631	651	642	750	-108	85.6%	750	100.0%
414-200 - City Hall Repairs	989	16,187	13,824	9,000	4,824	153.6%	5,000	55.6%
414-300 - Utilities - 8380 Kimbro Av	1,309	2,404	1,305	1,400	-95	93.2%	2,500	178.6%
414-400 - City Hall Yardman	1,198	1,334	600	1,500	-900	40.0%	1,500	100.0%
490-000 - Real Estate Taxes City	2,428	2,570	2,666	2,428	238	109.8%	2,700	111.2%
Total 414-001 - City Hall	6,554	23,146	19,037	15,078	3,959	126.3%	12,450	82.6%
414-002 - Other Services and Charges								
414-401 - Park Upkeep Expense	1,477	837	725	1,500	-775	48.3%	1,500	100.0%
430-225 - Porto Pot Expense	1,920	1,932	893	1,700	-807	52.5%	1,700	100.0%
430-226 - Well House-7175 - 101st S	308	641	587	500	87	117.3%	500	100.0%
431-380 - Street Lighting	720	1,226	-289	800	-1,089	-36.1%	800	100.0%
432-300 - Recycling	52,151	52,169	21,737	52,000	-30,263	41.8%	52,000	100.0%
480-000 - Cable Costs	1,468	805	465	2,000	-1,535	23.3%	2,000	100.0%
Total 414-002 - Other Services and Char	58,044	57,609	24,117	58,500	-34,383	41.2%	58,500	100.0%
414-003 - Roads								
501-300 - Grader Contractor	48,591	50,346	23,826	50,000	-26,174	47.7%	50,000	100.0%
503-020 - Mower Maintenance	0	0	0	400	-400	0.0%	400	100.0%
505-000 Engineering Fees	1,993	3,798	0	6,400	-6,400	0.0%	6,400	100.0%
510-500 - Road Supplies	202	333	120	500	-380	24.0%	500	100.0%
510-600 - Garbage Removal-Roads	1,451	417	343	2,000	-1,657	17.1%	1,000	50.0%
510-700 - Gravel Costs-Roads	49,598	45,775	1,450	55,000	-53,550	2.6%	55,000	100.0%
510-701 - Gravel Reclaiming	2,423	2,400	0	2,400	-2,400	0.0%	2,400	100.0%
510-702 - Ditch Repair	35,345	17,993	7,845	18,000	-10,155	43.6%	18,000	100.0%
510-721 - Magnesium Chloride	39,399	51,863	0	53,000	-53,000	0.0%	53,000	100.0%

City of Grant
2015 Draft Budget
September 2, 2014

	2012 Actual	2013 Actual	2014			2015 Budget	% of 2014
			Jan 1 - Jul 11, 14	Budget	\$ Over Budget		
510-722 - Road Shouldering	5,319	2,873	1,410	10,000	-8,580	10,000	100.0%
510-723 - Road Potholes & Asphalt F	53,673	71,099	40,307	67,000	-26,693	67,000	100.0%
510-724 - Sign Replacement	16,003	6,820	1,256	10,000	-8,744	5,000	50.0%
510-725 - Culverts	11,829	14,426	7,715	15,000	-7,285	20,000	133.3%
510-728 - Seal Coating & Crack Filili	51,205	50,700	0	60,000	-60,000	68,000	113.3%
510-730 - Snow & Ice Removal-Road	52,392	116,988	57,671	105,000	-47,329	95,000	90.5%
510-740 - Brushing-Roads	26,529	21,780	6,893	27,000	-20,108	27,000	100.0%
510-741 - Mowing-Roads	5,327	0	0	6,000	-6,000	6,000	100.0%
510-745 - Road Expenses-Other	500	679	281	500	-219	500	100.0%
510-750 - Street Lights	1,068	70	568	0	568	0	0.0%
Total 414-003 - Roads	402,845	458,359	149,664	486,200	-338,516	485,200	99.4%
414-004 - Street Projects							
510-770 - Special Road Projects	63,032	43,997	2,864	25,000	-22,136	25,000	100.0%
County/ State Road Projects							
Total 414-004 - Street Projects	63,032	43,997	2,864	25,000	-22,136	45,000	180.0%
Flooding Projects							
Total 414-000 - PUBLIC WORKS	530,475	583,110	195,702	586,778	-391,076	601,150	102.4%
Total Expense	1,119,435	1,231,890	463,645	1,233,700	-770,055	1,274,025	103.3%
Net Income	86,772	4,301	174,563	-26,618	201,181	0	0.0%
Reserves - General Fund at Year End		1,055,456		1,026,838		1,026,838	
% of Total Expenses		86%		83%		81%	

Amount Available if Goal is 75% reserves at end of 2015

73,319

**Proclamation - Celebrate Community Media Week and
30 years of Community Television**

RWSCC - Ramsey/Washington Counties Suburban Cable Commission

Whereas, community cable television provides citizens, local non-profits and governmental and other institutions with access to electronic communications training, equipment, facilities and delivery systems; and enable civic dialogue and participation via cable communications;

Whereas, community cable television provides viewers with local coverage of municipal meetings as well as other valuable governmental programming;

Whereas, community cable television contributes to the quality of life in our community;

Whereas, the Ramsey Washington Suburban Cable Commission ("Cable Commission") during its thirty year history of offering community television has made significant contributions to the citizens and government of <municipality>;

Whereas, the Ramsey/Washington Counties Suburban Cable Commission ("Cable Commission") is planning on behalf of its member municipalities "Celebrate Community Media Week" - September 15 - 19, 2014;

Now, therefore it be resolved that the City of Grant hereby proclaims the week of September 15, 2014 as Celebrate Community Media Week in our community and additionally invites and encourages residents to join in celebrating 30 Years of Community Media by attending the week long Open House and activities for the public to be held at the SCC Community Media Center, 2460 East County Road F, White Bear Lake, Minnesota.

City Council Report for August 2014

To: Honorable Mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

Zoning Enforcement:

1. Mr. Marc Mahowald 18851-69th. St. N, Violation of the City Of Grant Zoning Ordinance Section 32-320 and Section 32-345 Table of Uses.

a. Mr., Mahowald had a deadline date of August 1, 2014 to abate the zoning violation and has failed to comply with the requirements. The matter has been sent to the city attorney to begin the legal process,

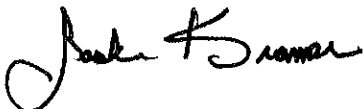
2. Mr. Jeff Kargel 6782 Jocelyn Rd. N. Violation of the City of Grant Zoning Ordinance Sections 12-20 Moveable Property Declared a Public Nuisance, Section 12-25 Abandonment, Section 12-29 Partially Dismantled, Wrecked, Junked Discarded or Non-Operating Moveable Property on Public or Private Property, Section 32-320 Reasonable Maintenance Required, 32-216 Exterior Storage (B),(C),& (D) and Section 32-377 Truck Parking in a Residential Areas.

a. Mr. Kargel has an on-going violation and requested additional time. I have provided a deadline date of September 1, 2014.

Building Permit Activity:

Twenty-One (21) Building Permits were issued for a total valuation of \$ 201,405.00

Respectfully submitted,



Jack Kramer

Building & Code Enforcement Official

Grant Master Form		Permit Type	Name	Project Address	Date Issued	Valuation:	City Fee:	75% Plan CK Fe	Surcharge	Paid
Permit										
2014-95	Re-Roof	Hall	9020-60th. St. N.	7/23/2014	\$ 5,200.00	\$ 125.50	\$ 94.12	\$ -	\$ 2.60	
2014-96	Plumbing	McDonald	9645 Keswick Ave.	7/26/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-97	HVAC Permit	ISD 832 M	8100-75th. St. N.	8/1/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-98	HVAC Permit	ISD 832 M	8100-75th. St. N.	8/1/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-99	HVAC Permit	ISD 832 M	8100-75th. St. N.	8/1/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-100	HVAC Permit	ISD 832 M	8000-75th. St. N.	8/1/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-101	HVAC Permit	ISD 832 M	8000-75th. St. N.	8/1/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-102	HVAC Permit	ISD 832 M	8100-75th. St. N.	8/1/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-103	Deck & Bath	McElwee	9930 Heron Ave. N.	8/1/2014	\$ 107,000.00	\$ 1,032.95	\$ 774.71	\$ 671.41	\$ 53.50	
2014-104	Deck	Mielke	434 Maple St.	8/4/2014	\$ 2,500.00	\$ 83.25	\$ 62.43	\$ 65.11	\$ 1.25	
2014-105	Plumbing	Schultz	9660-68th. St. N.	8/6/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-106	Plumbing	Water Doc	2200 Jeffrey Blvd.	8/8/2014	N/A	\$ 23.50	\$ 17.60	\$ -	\$ 0.50	
2014-107	HVAC Permit	Kraemer	6969 Jocelyn Rd. N.	8/8/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-108	Remodeling	Spindler	6211 Keats Ave. N.	8/9/2014	\$ 8,500.00	\$ 167.25	\$ 125.43	\$ 108.77	\$ 3.25	
2014-109	Plumbing	Halobersta	8375-80th. St. N.	8/9/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-110	Foud. Repair	Tronrud	9995 Justen Trail N.	8/11/2014	\$ 2,000.00	\$ 69.25	\$ 51.93	\$ -	\$ 1.00	
2014-111	Bathroom	Hanifi	11725 Irish Ave. N.	8/11/2014	\$ 13,500.00	\$ 237.25	\$ 117.93	\$ 154.21	\$ 6.75	
2014-112	Garage	Healy	11691 Irish Ave. N.	8/13/2014	\$ 60,000.00	\$ 713.75	\$ 535.31	\$ 463.93	\$ 30.00	
2014-113	Plumbing	Avoles	9850 Heron Ave. N.	8/14/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2014-114	Drain Tile	LaNasa	8280-114th. St. N.	8/15/2014	\$ 2,705.00	\$ 83.25	\$ 62.43	\$ -	\$ 1.35	
2014-115	HVAC Permit	Saterback	9087 Joliet Ave. N.	8/16/2014	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
Monthly total						\$ 201,405.00	\$ 3,495.95	\$ 2,561.89	\$ 1,463.43	\$ 160.20