

**City of Grant  
City Council Agenda  
September 1, 2015**

*The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, September 1, 2015, 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**

**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) \_\_\_\_\_

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF REGULAR AGENDA**

**4. APPROVAL OF CONSENT AGENDA**

- A. Bill List, \$54,620.91
- B. M.J. Raleigh, 2015 Gravel, \$51,233.53
- C. Brochman Blacktopping, Keats Avenue Special Project, \$25,000
- D. Brochman Blacktopping, Kimbro Mill & Overlay, \$31,837.00
- E. NSI, 2015 Dust Control, \$20,425.00
- F. Resolution No. 2015-16, Appointment of Special Election Judges

5. **STAFF AGENDA ITEMS**
  - A. City Engineer, Phil Olson
    - i. Discussion of McKusick Avenue Maintenance Options
    - ii. Consideration of Road Ranking System
  - B. City Planner, Jennifer Haskamp
    - i. Discussion of Business - Seasonal Land Use Definitions
    - ii. Discussion of Zoning Ordinance – Accessory Buildings
  - C. City Attorney, Nick Vivian
    - i. PUBLIC HEARING, Vacate CUP's, 11591 McKusick Road and 6450 117<sup>th</sup> Street
    - ii. Consideration of Zoning Enforcement, 10851 69<sup>th</sup> Street
6. **NEW BUSINESS**
  - A. Consideration of July 30, 2015 City Council Meeting Minutes (Lanoux and Sederstrom abstain)
  - B. Consideration of Resolution No. 2015-14, 2016 Preliminary Budget, Treasurer Schwarze
  - C. Consideration of Resolution No. 2015-15, 2016 Preliminary Levy Certification, Treasurer Schwarze
  - D. Consideration of Reappointment of Incumbent, Sharon Schwarze to Browns Creek Watershed District, City Clerk
  - E. Consideration of Bat Mitigation Project, City Clerk
7. **UNFINISHED BUSINESS**
  - A. Discussion of Draft City of Grant Planning Commission Manual
8. **DISCUSSION ITEMS**
  - A. City Council Reports (any updates from Council)
  - B. Staff Updates
9. **COMMUNITY CALENDAR SEPTEMBER 2 THROUGH SEPTEMBER 30 , 2015:**

Mahtomedi Public Schools Board Meeting, Thursday, September 10th and 24th, 2015, Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Thursday, September 10th, 2015, Stillwater City Hall, 7:00 p.m.

Charter Commission Meeting, Thursday, September 17th, 2015, Oakhill Lutheran Church, 7:00 p.m.

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

Date range: 08/01/2015 to 08/31/2015

Vendor	Date	Check #	Total	Description	Void	Account #	Detail
Payroll Period Ending 08/31/2015	08/24/2015	12850	\$3,341.41		No		
Sherrill Reid Animal Control	08/24/2015	12851	\$90.00	Animal Control/Inv2015-35	No	100-41101-100	\$3,341.41
M.J. Raleigh Trucking	08/24/2015	12852	\$51,233.53	Gravel	No	100-42006-300	\$90.00
Maroney's	08/24/2015	12853	\$43.85	Old Pick Up	No	100-43106-210	\$51,233.53
Lyle Signs, Inc.	08/24/2015	12854	\$39.09	Sign Replacement	No	100-43105-384	\$43.85
AirFresh Industries	08/24/2015	12855	\$125.00	PortaPot #20525	No	100-43110-330	\$39.09
NSI	08/24/2015	12856	\$20,425.00	08/15 Dust Control	No	100-43007-210	\$125.00
CenturyLink	08/24/2015	12857	\$169.88	City Phone	No	100-43107-220	\$20,425.00
Waste Management	08/24/2015	12858	\$4,140.36	Recycling	No	100-41309-321	\$169.88
Pioneer Press	08/24/2015	12859	\$222.90	Legals	No	100-43011-384	\$4,140.36
Brochman Blacktopping Co.	08/24/2015	12860	\$25,000.00	Keats Project	No	100-41308-304	\$222.90
Ken Ronnan	08/24/2015	12861	\$42.00	Video Tech Services	No	100-43128-300	\$25,000.00
Sprint	08/24/2015	12862	\$35.00	City Cell Phone	No	100-41318-100	\$42.00
KEJ Enterprises	08/24/2015	12863	\$9,000.00	August 2015 Road Contractor	No	100-43116-321	\$35.00
Eckberg Lammers	08/24/2015	12864	\$14,231.66	Legal Services	No	100-41306-300	\$166.14
						100-43006-300	\$125.00
						100-43009-300	\$125.00
						100-43105-300	\$250.00
						100-43106-300	\$20.84
						100-43107-300	\$41.67
						100-43110-300	\$83.84
						100-43111-300	\$20.84
						100-43113-300	\$5,416.67
						100-43114-300	\$2,250.00
						100-43115-300	\$500.00
						100-41204-300	\$6,728.75
						100-41205-300	\$5,877.00
						100-41206-300	\$1,588.41
						894-49310-300	\$37.50
WSB & Associates	08/24/2015	12865	\$5,769.75	Engineering	No	100-41203-300	\$812.50
						100-41203-300	\$1,462.75
						100-43125-300	\$47.00
						100-43128-300	\$153.00

**City of Grant**

**Disbursements List**

**08/25/2015**

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Croix Valley Inspector	08/24/2015	12866	\$4,836.17	Building Inspector	No	100-43130-300	\$1,863.50
NTI	08/24/2015	12867	\$1,243.75	Jasmine Development	No	867-49310-300	\$1,431.00
Brochman Blacktopping Co.	08/24/2015	12868	\$31,837.00	Kimbro Mill & Overlay	No	100-42004-300	\$4,836.17
Kline Bros Excavating	08/24/2015	12869	\$4,850.00	Road Maintenance	No	867-49310-300	\$1,243.75
Todd Smith	08/24/2015	12870	\$1,991.92	Monthly Assessment Services	No	100-43112-300	\$31,837.00
Xcel Energy	08/24/2015	12871	\$204.79	Utilities	No	100-43101-300	\$4,300.00
						100-43106-300	\$550.00
SHC, LLC	08/24/2015	12872	\$2,486.00	Planning	No	100-41208-300	\$1,991.92
						100-43004-381	\$28.51
						100-43010-381	\$133.08
						100-43117-381	\$43.20
PERA	08/24/2015	12873	\$643.61	PERA	No	100-41209-300	\$1,622.00
						900-49310-300	\$48.00
						901-49310-300	\$432.00
						902-49310-300	\$384.00
IRS	08/24/2015	EFT66	\$1,113.77	Payroll Taxes	No	100-41102-120	\$344.79
						100-41113-100	\$298.82
						100-41103-100	\$351.69
						100-41107-100	\$410.39
						100-41110-100	\$285.03
						100-41112-100	\$66.66
<b>Total For Selected Checks</b>			<b>\$183,116.44</b>				<b>\$183,116.44</b>

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

STATEMENT  
CLOSING DATE

thru 7/31/2015

**ADJUSTED**

CITY of GRANT  
111 WILDWOOD ROAD  
WILLERNIE, MN 55090

Cust. # 730

Invoice Date	Ref Number	Reference	Mat. Qty.	Unit Price	Haul/ Service	Sales Tax	Charges/ Credits
8/1/2014		BALANCE FORWARD		\$0.00		\$0.00	\$25,544.17
8/26/2014		PD ON ACCT		\$0.00		\$0.00	(\$23,069.90)
9/1/2014		PD ON ACCT		\$0.00		\$0.00	(\$25,544.17)
7/27/2015		PD ON ACCT		\$0.00		\$0.00	(\$1,667.46)
SUBTOTAL			0		SUBTOTAL		(\$24,737.36)
Job #							
Job Name 2014 GRAVEL							
Location 68TH @ JAMACA							
9/23/2014	REPORT	C-5 N/DELIVER	152.31 TON	\$7.80		\$0.00	\$1,188.02
9/30/2014	REPORT	C-5 M/DELIVER	411.83 TON	\$8.80		\$0.00	\$3,624.10
11/7/2014	REPORT	1C-5 M/PLACED	929.31 TON	\$8.80		\$0.00	\$8,177.93
SUBTOTAL			1493.45		SUBTOTAL		\$12,990.05
Job #							
Job Name 2015 GRAVEL							
Location KIMBRO							
5/6/2015	152263	C-5 M/PLACED	25.27 TON	\$8.80		\$0.00	\$222.38
5/6/2015	152272	C-5 M/PLACED	22.98 TON	\$8.80		\$0.00	\$202.22
5/6/2015	152288	C-5 M/PLACED	22.57 TON	\$8.80		\$0.00	\$198.62
5/6/2015	152296	C-5 M/PLACED	23.75 TON	\$8.80		\$0.00	\$209.00
5/6/2015	152303	C-5 M/PLACED	23.58 TON	\$8.80		\$0.00	\$207.50
5/6/2015	152323	C-5 M/PLACED	23.06 TON	\$8.80		\$0.00	\$202.93
5/6/2015	152330	C-5 M/PLACED	22.9 TON	\$8.80		\$0.00	\$201.52
5/6/2015	152266	C-5 M/PLACED	25 TON	\$8.80		\$0.00	\$220.00
5/6/2015	152254	C-5 M/PLACED	26 TON	\$8.80		\$0.00	\$228.80
5/6/2015	152291	C-5 M/PLACED	25.84 TON	\$8.80		\$0.00	\$227.39

5/6/2015	152299	C-5 M/PLACED	25.85 TON	\$8.80	\$0.00	\$227.48
5/6/2015	152306	C-5 M/PLACED	25.9 TON	\$8.80	\$0.00	\$227.92
5/6/2015	152326	C-5 M/PLACED	25.7 TON	\$8.80	\$0.00	\$226.16
5/6/2015	152333	C-5 M/PLACED	26.1 TON	\$8.80	\$0.00	\$229.68
5/6/2015	152264	C-5 M/PLACED	24.25 TON	\$8.80	\$0.00	\$213.40
5/6/2015	152273	C-5 M/PLACED	23.63 TON	\$8.80	\$0.00	\$207.94
5/6/2015	152290	C-5 M/PLACED	23.21 TON	\$8.80	\$0.00	\$204.25
5/6/2015	152297	C-5 M/PLACED	23.79 TON	\$8.80	\$0.00	\$209.35
5/6/2015	152304	C-5 M/PLACED	22.94 TON	\$8.80	\$0.00	\$201.87
5/6/2015	152324	C-5 M/PLACED	23.63 TON	\$8.80	\$0.00	\$207.94
5/6/2015	152331	C-5 M/PLACED	22.31 TON	\$8.80	\$0.00	\$196.33
5/6/2015	152329	C-5 M/PLACED	23.62 TON	\$8.80	\$0.00	\$207.86
5/6/2015	152322	C-5 M/PLACED	23.69 TON	\$8.80	\$0.00	\$208.47
5/6/2015	152302	C-5 M/PLACED	23.53 TON	\$8.80	\$0.00	\$207.06
5/6/2015	152294	C-5 M/PLACED	24.07 TON	\$8.80	\$0.00	\$211.82
5/6/2015	152287	C-5 M/PLACED	23.49 TON	\$8.80	\$0.00	\$206.71
5/6/2015	152271	C-5 M/PLACED	23.75 TON	\$8.80	\$0.00	\$209.00
5/6/2015	152261	C-5 M/PLACED	24.07 TON	\$8.80	\$0.00	\$211.82
5/6/2015	152334	C-5 M/PLACED	19.1 TON	\$8.80	\$0.00	\$168.08
5/6/2015	152328	C-5 M/PLACED	19 TON	\$8.80	\$0.00	\$167.20
5/6/2015	152307	C-5 M/PLACED	19.1 TON	\$8.80	\$0.00	\$168.08
5/6/2015	152301	C-5 M/PLACED	19.3 TON	\$8.80	\$0.00	\$169.84
5/6/2015	152292	C-5 M/PLACED	19.7 TON	\$8.80	\$0.00	\$173.36
5/6/2015	152275	C-5 M/PLACED	19.2 TON	\$8.80	\$0.00	\$168.96
5/6/2015	152262	C-5 M/PLACED	19.2 TON	\$8.80	\$0.00	\$168.96
5/6/2015	152339	C-5 M/PLACED	24.95 TON	\$8.80	\$0.00	\$219.56
5/6/2015	152309	C-5 M/PLACED	24.7 TON	\$8.80	\$0.00	\$217.36
5/6/2015	152300	C-5 M/PLACED	24.47 TON	\$8.80	\$0.00	\$215.34
5/6/2015	152293	C-5 M/PLACED	25.25 TON	\$8.80	\$0.00	\$222.20
5/6/2015	152277	C-5 M/PLACED	24.24 TON	\$8.80	\$0.00	\$213.31
5/6/2015	152269	C-5 M/PLACED	24.9 TON	\$8.80	\$0.00	\$219.12

SUBTOTAL

957.59

SUBTOTAL

\$8,426.79

Job #

Job Name

Location

2015 GRAVEL

LANSING

6/4/2015	152581	C-5 M/PLACED	25.06 TON	\$9.00	\$0.00	\$225.54
6/4/2015	152595	C-5 M/PLACED	24.68 TON	\$9.00	\$0.00	\$222.12
6/4/2015	152601	C-5 M/PLACED	25.18 TON	\$9.00	\$0.00	\$226.62
6/4/2015	152605	C-5 M/PLACED	25.21 TON	\$9.00	\$0.00	\$226.89
6/4/2015	152609	C-5 M/PLACED	25.75 TON	\$9.00	\$0.00	\$231.75
6/4/2015	152613	C-5 M/PLACED	25.09 TON	\$9.00	\$0.00	\$225.81
6/4/2015	152618	C-5 M/PLACED	25.21 TON	\$9.00	\$0.00	\$226.89
6/4/2015	152623	C-5 M/PLACED	25.75 TON	\$9.00	\$0.00	\$231.75
6/4/2015	152627	C-5 M/PLACED	25.75 TON	\$9.00	\$0.00	\$231.75
6/4/2015	152632	C-5 M/PLACED	25.23 TON	\$9.00	\$0.00	\$227.07
6/4/2015	152636	C-5 M/PLACED	25.75 TON	\$9.00	\$0.00	\$231.75
6/4/2015	152640	C-5 M/PLACED	24.03 TON	\$9.00	\$0.00	\$216.27
6/4/2015	152644	C-5 M/PLACED	24.86 TON	\$9.00	\$0.00	\$223.74
6/4/2015	152647	C-5 M/PLACED	25.18 TON	\$9.00	\$0.00	\$226.62
6/4/2015	152612	C-5 M/PLACED	23.45 TON	\$9.00	\$0.00	\$211.05
6/4/2015	152616	C-5 M/PLACED	24.19 TON	\$9.00	\$0.00	\$217.71

6/4/2015	152621	C-5 M/PLACED	23.99 TON	\$9.00	\$0.00	\$215.91
6/4/2015	152626	C-5 M/PLACED	24.16 TON	\$9.00	\$0.00	\$217.44
6/4/2015	152631	C-5 M/PLACED	23.26 TON	\$9.00	\$0.00	\$209.34
6/4/2015	152635	C-5 M/PLACED	23.53 TON	\$9.00	\$0.00	\$211.77
6/4/2015	152639	C-5 M/PLACED	22.85 TON	\$9.00	\$0.00	\$205.65
6/4/2015	152643	C-5 M/PLACED	24.18 TON	\$9.00	\$0.00	\$217.62
6/4/2015	152646	C-5 M/PLACED	23.7 TON	\$9.00	\$0.00	\$213.30
6/4/2015	152630	C-5 M/PLACED	25.02 TON	\$9.00	\$0.00	\$225.18
6/4/2015	152625	C-5 M/PLACED	25.12 TON	\$9.00	\$0.00	\$226.08
6/4/2015	152648	C-5 M/PLACED	25 TON	\$9.00	\$0.00	\$225.00
6/4/2015	152582	C-5 M/PLACED	26 TON	\$9.00	\$0.00	\$234.00
6/4/2015	152594	C-5 M/PLACED	25.9 TON	\$9.00	\$0.00	\$233.10
6/4/2015	152599	C-5 M/PLACED	26.05 TON	\$9.00	\$0.00	\$234.45
6/4/2015	152604	C-5 M/PLACED	25.8 TON	\$9.00	\$0.00	\$232.20
6/4/2015	152610	C-5 M/PLACED	25.73 TON	\$9.00	\$0.00	\$231.57
6/4/2015	152614	C-5 M/PLACED	25.6 TON	\$9.00	\$0.00	\$230.40
6/4/2015	152619	C-5 M/PLACED	25.72 TON	\$9.00	\$0.00	\$231.48
6/4/2015	152624	C-5 M/PLACED	25.07 TON	\$9.00	\$0.00	\$225.63
6/4/2015	152629	C-5 M/PLACED	25.67 TON	\$9.00	\$0.00	\$231.03
6/4/2015	152634	C-5 M/PLACED	25.7 TON	\$9.00	\$0.00	\$231.30
6/4/2015	152637	C-5 M/PLACED	25.66 TON	\$9.00	\$0.00	\$230.94
6/4/2015	152642	C-5 M/PLACED	26.1 TON	\$9.00	\$0.00	\$234.90
6/4/2015	152645	C-5 M/PLACED	25.73 TON	\$9.00	\$0.00	\$231.57
6/5/2015	152657	C-5 M/PLACED	19 TON	\$9.00	\$0.00	\$171.00
6/5/2015	152651	C-5 M/PLACED	19.2 TON	\$9.00	\$0.00	\$172.80
6/5/2015	152653	C-5 M/PLACED	25.17 TON	\$9.00	\$0.00	\$226.53
6/5/2015	152649	C-5 M/PLACED	25.9 TON	\$9.00	\$0.00	\$233.10
6/5/2015	152650	C-5 M/PLACED	23.18 TON	\$9.00	\$0.00	\$208.62

SUBTOTAL	1088.36	SUBTOTAL	\$9,795.24
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Job #

Job Name

Location

2015 GRAVEL..  
KEATS

6/5/2015	152656	C-5 M/PLACED	23.68 TON	\$9.00	\$0.00	\$213.12
6/5/2015	152659	C-5 M/PLACED	24 TON	\$9.00	\$0.00	\$216.00
6/5/2015	152691	C-5 M/PLACED	23.31 TON	\$9.00	\$0.00	\$209.79
6/5/2015	152695	C-5 M/PLACED	22.83 TON	\$9.00	\$0.00	\$205.47
6/5/2015	152703	C-5 M/PLACED	23.59 TON	\$9.00	\$0.00	\$212.31
6/5/2015	152710	C-5 M/PLACED	23.13 TON	\$9.00	\$0.00	\$208.17
6/5/2015	152717	C-5 M/PLACED	22.85 TON	\$9.00	\$0.00	\$205.65
6/5/2015	152724	C-5 M/PLACED	23.46 TON	\$9.00	\$0.00	\$211.14
6/5/2015	152729	C-5 M/PLACED	23.77 TON	\$9.00	\$0.00	\$213.93
6/5/2015	152699	C-5 M/PLACED	25.85 TON	\$9.00	\$0.00	\$232.65
6/5/2015	152705	C-5 M/PLACED	25.9 TON	\$9.00	\$0.00	\$233.10
6/5/2015	152712	C-5 M/PLACED	25.64 TON	\$9.00	\$0.00	\$230.76
6/5/2015	152718	C-5 M/PLACED	25.84 TON	\$9.00	\$0.00	\$232.56
6/5/2015	152661	C-5 M/PLACED	25.16 TON	\$9.00	\$0.00	\$226.44
6/5/2015	152690	C-5 M/PLACED	25.75 TON	\$9.00	\$0.00	\$231.75
6/5/2015	152694	C-5 M/PLACED	25.1 TON	\$9.00	\$0.00	\$225.90
6/5/2015	152701	C-5 M/PLACED	25.44 TON	\$9.00	\$0.00	\$228.96
6/5/2015	152706	C-5 M/PLACED	25 TON	\$9.00	\$0.00	\$225.00
6/5/2015	152714	C-5 M/PLACED	25.57 TON	\$9.00	\$0.00	\$230.13

6/5/2015	152723	C-5 M/PLACED	25.06 TON	\$9.00	\$0.00	\$225.54
6/5/2015	152727	C-5 M/PLACED	25.23 TON	\$9.00	\$0.00	\$227.07
6/5/2015	152687	C-5 M/PLACED	18.7 TON	\$9.00	\$0.00	\$168.30
6/5/2015	152693	C-5 M/PLACED	19.1 TON	\$9.00	\$0.00	\$171.90
6/5/2015	152696	C-5 M/PLACED	19.7 TON	\$9.00	\$0.00	\$177.30
6/5/2015	152702	C-5 M/PLACED	19.6 TON	\$9.00	\$0.00	\$176.40
6/5/2015	152708	C-5 M/PLACED	19.3 TON	\$9.00	\$0.00	\$173.70
6/5/2015	152715	C-5 M/PLACED	19.1 TON	\$9.00	\$0.00	\$171.90
6/5/2015	152721	C-5 M/PLACED	19.1 TON	\$9.00	\$0.00	\$171.90
6/5/2015	152726	C-5 M/PLACED	19.1 TON	\$9.00	\$0.00	\$171.90
6/5/2015	152824	C-5 M/PLACED	23.98 TON	\$9.00	\$0.00	\$215.82
6/5/2015	152814	C-5 M/PLACED	24.06 TON	\$9.00	\$0.00	\$216.54
6/5/2015	152808	C-5 M/PLACED	23.62 TON	\$9.00	\$0.00	\$212.58
6/5/2015	152796	C-5 M/PLACED	23.92 TON	\$9.00	\$0.00	\$215.28
6/5/2015	152782	C-5 M/PLACED	22.98 TON	\$9.00	\$0.00	\$206.82
6/5/2015	152779	C-5 M/PLACED	24.12 TON	\$9.00	\$0.00	\$217.08
6/5/2015	152771	C-5 M/PLACED	23.17 TON	\$9.00	\$0.00	\$208.53
6/5/2015	152765	C-5 M/PLACED	23.05 TON	\$9.00	\$0.00	\$207.45
6/5/2015	152758	C-5 M/PLACED	23.04 TON	\$9.00	\$0.00	\$207.36
6/5/2015	152753	C-5 M/PLACED	23.31 TON	\$9.00	\$0.00	\$209.79
6/5/2015	152818	C-5 M/PLACED	24.06 TON	\$9.00	\$0.00	\$216.54
6/5/2015	152827	C-5 M/PLACED	24 TON	\$9.00	\$0.00	\$216.00
6/5/2015	152752	C-5 M/PLACED	23.31 TON	\$9.00	\$0.00	\$209.79
6/5/2015	152756	C-5 M/PLACED	24.07 TON	\$9.00	\$0.00	\$216.63
6/5/2015	152763	C-5 M/PLACED	23.66 TON	\$9.00	\$0.00	\$212.94
6/5/2015	152770	C-5 M/PLACED	23.82 TON	\$9.00	\$0.00	\$214.38
6/5/2015	152775	C-5 M/PLACED	23.34 TON	\$9.00	\$0.00	\$210.06
6/5/2015	152781	C-5 M/PLACED	23.65 TON	\$9.00	\$0.00	\$212.85
6/5/2015	152790	C-5 M/PLACED	24.11 TON	\$9.00	\$0.00	\$216.99
6/5/2015	152797	C-5 M/PLACED	24.04 TON	\$9.00	\$0.00	\$216.36
6/5/2015	152811	C-5 M/PLACED	24.23 TON	\$9.00	\$0.00	\$218.07
6/5/2015	152821	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/5/2015	152826	C-5 M/PLACED	23.43 TON	\$9.00	\$0.00	\$210.87
6/8/2015	152828	C-5 M/PLACED	23.81 TON	\$9.00	\$0.00	\$214.29

SUBTOTAL	1239.39	SUBTOTAL	\$11,154.51
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Job #

Job Name

Location

2015 GRAVEL...

JAMICA

6/9/2015	152900	C-5 M/PLACED	23.89 TON	\$9.00	\$0.00	\$215.01
6/9/2015	152910	C-5 M/PLACED	23.12 TON	\$9.00	\$0.00	\$208.08
6/9/2015	152919	C-5 M/PLACED	23 TON	\$9.00	\$0.00	\$207.00
6/9/2015	152925	C-5 M/PLACED	24.13 TON	\$9.00	\$0.00	\$217.17
6/9/2015	152930	C-5 M/PLACED	23.8 TON	\$9.00	\$0.00	\$214.20
6/9/2015	152935	C-5 M/PLACED	22.8 TON	\$9.00	\$0.00	\$205.20
6/9/2015	152901	C-5 M/PLACED	25.73 TON	\$9.00	\$0.00	\$231.57
6/9/2015	152911	C-5 M/PLACED	25.85 TON	\$9.00	\$0.00	\$232.65
6/9/2015	152920	C-5 M/PLACED	26.07 TON	\$9.00	\$0.00	\$234.63
6/9/2015	152926	C-5 M/PLACED	25.94 TON	\$9.00	\$0.00	\$233.46
6/9/2015	152931	C-5 M/PLACED	25.76 TON	\$9.00	\$0.00	\$231.84
6/9/2015	152936	C-5 M/PLACED	25.74 TON	\$9.00	\$0.00	\$231.66
6/9/2015	152902	C-5 M/PLACED	22.34 TON	\$9.00	\$0.00	\$201.06



6/9/2015	152906	C-5 M/PLACED	23.75 TON	\$9.00	\$0.00	\$213.75
6/9/2015	152913	C-5 M/PLACED	23.69 TON	\$9.00	\$0.00	\$213.21
6/9/2015	152923	C-5 M/PLACED	23.75 TON	\$9.00	\$0.00	\$213.75
6/9/2015	152929	C-5 M/PLACED	23.31 TON	\$9.00	\$0.00	\$209.79
6/9/2015	152934	C-5 M/PLACED	22.91 TON	\$9.00	\$0.00	\$206.19
6/9/2015	152899	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/9/2015	152908	C-5 M/PLACED	24.05 TON	\$9.00	\$0.00	\$216.45
6/9/2015	152917	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/9/2015	152924	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/9/2015	152927	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/9/2015	152933	C-5 M/PLACED	24.31 TON	\$9.00	\$0.00	\$218.79
6/9/2015	152937	C-5 M/PLACED	23.83 TON	\$9.00	\$0.00	\$214.47
6/10/2015	152833	C-5 M/PLACED	23.9 TON	\$9.00	\$0.00	\$215.10
6/10/2015	152860	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/10/2015	152868	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/10/2015	152872	C-5 M/PLACED	24.09 TON	\$9.00	\$0.00	\$216.81
6/10/2015	152832	C-5 M/PLACED	23.75 TON	\$9.00	\$0.00	\$213.75
6/10/2015	152837	C-5 M/PLACED	23.25 TON	\$9.00	\$0.00	\$209.25
6/10/2015	152864	C-5 M/PLACED	23.75 TON	\$9.00	\$0.00	\$213.75
6/10/2015	152871	C-5 M/PLACED	23.75 TON	\$9.00	\$0.00	\$213.75
6/10/2015	152874	C-5 M/PLACED	25.71 TON	\$9.00	\$0.00	\$231.39
6/10/2015	152834	C-5 M/PLACED	25.75 TON	\$9.00	\$0.00	\$231.75
6/10/2015	152863	C-5 M/PLACED	25.66 TON	\$9.00	\$0.00	\$230.94
6/10/2015	152870	C-5 M/PLACED	26.05 TON	\$9.00	\$0.00	\$234.45
6/10/2015	152876	C-5 M/PLACED	22.69 TON	\$9.00	\$0.00	\$204.21
6/10/2015	152882	C-5 M/PLACED	25.96 TON	\$9.00	\$0.00	\$233.64
6/10/2015	152883	C-5 M/PLACED	22.99 TON	\$9.00	\$0.00	\$206.91
6/10/2015	152881	C-5 M/PLACED	24.06 TON	\$9.00	\$0.00	\$216.54

SUBTOTAL	997.63	SUBTOTAL	\$8,978.67
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Job #  
Job Name 2015 GRAVEL....  
Location IRONWOOD

6/11/2015	152890	C-5 M/PLACED	23.17 TON	\$9.00	\$0.00	\$208.53
6/11/2015	152891	C-5 M/PLACED	23.86 TON	\$9.00	\$0.00	\$214.74
6/11/2015	152893	C-5 M/PLACED	25.12 TON	\$9.00	\$0.00	\$226.08
6/11/2015	152892	C-5 M/PLACED	24.25 TON	\$9.00	\$0.00	\$218.25
6/12/2015	152950	C-5 M/PLACED	22.3 TON	\$9.00	\$0.00	\$200.70
6/12/2015	152958	C-5 M/PLACED	22.84 TON	\$9.00	\$0.00	\$205.56
6/12/2015	152964	C-5 M/PLACED	22.58 TON	\$9.00	\$0.00	\$203.22
6/12/2015	152968	C-5 M/PLACED	22.13 TON	\$9.00	\$0.00	\$199.17
6/12/2015	152981	C-5 M/PLACED	24.08 TON	\$9.00	\$0.00	\$216.72
6/12/2015	152989	C-5 M/PLACED	23.06 TON	\$9.00	\$0.00	\$207.54
6/12/2015	152949	C-5 M/PLACED	23.59 TON	\$9.00	\$0.00	\$212.31
6/12/2015	152955	C-5 M/PLACED	23.63 TON	\$9.00	\$0.00	\$212.67
6/12/2015	152963	C-5 M/PLACED	23.69 TON	\$9.00	\$0.00	\$213.21
6/12/2015	152975	C-5 M/PLACED	23.23 TON	\$9.00	\$0.00	\$209.07
6/12/2015	152980	C-5 M/PLACED	24.43 TON	\$9.00	\$0.00	\$219.87
6/12/2015	152987	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/12/2015	152992	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/12/2015	152953	C-5 M/PLACED	24.9 TON	\$9.00	\$0.00	\$224.10
6/12/2015	152961	C-5 M/PLACED	24.7 TON	\$9.00	\$0.00	\$222.30

6/12/2015	152969	C-5 M/PLACED	23.4 TON	\$9.00	\$0.00	\$210.60
6/12/2015	152974	C-5 M/PLACED	22.6 TON	\$9.00	\$0.00	\$203.40
6/12/2015	152978	C-5 M/PLACED	20.1 TON	\$9.00	\$0.00	\$180.90
6/12/2015	152984	C-5 M/PLACED	24.7 TON	\$9.00	\$0.00	\$222.30
6/12/2015	152988	C-5 M/PLACED	26.5 TON	\$9.00	\$0.00	\$238.50
6/12/2015	152990	C-5 M/PLACED	25.57 TON	\$9.00	\$0.00	\$230.13
6/12/2015	152985	C-5 M/PLACED	25.05 TON	\$9.00	\$0.00	\$225.45
6/12/2015	152976	C-5 M/PLACED	25.18 TON	\$9.00	\$0.00	\$226.62
6/12/2015	152966	C-5 M/PLACED	25.09 TON	\$9.00	\$0.00	\$225.81
6/12/2015	152897	C-5 M/PLACED	25 TON	\$9.00	\$0.00	\$225.00
6/12/2015	152896	C-5 M/PLACED	25.22 TON	\$9.00	\$0.00	\$226.98
6/12/2015	152951	C-5 M/PLACED	25.87 TON	\$9.00	\$0.00	\$232.83
6/12/2015	152971	C-5 M/PLACED	25.69 TON	\$9.00	\$0.00	\$231.21
6/12/2015	152979	C-5 M/PLACED	26.08 TON	\$9.00	\$0.00	\$234.72
6/12/2015	152986	C-5 M/PLACED	25.94 TON	\$9.00	\$0.00	\$233.46
6/12/2015	152991	C-5 M/PLACED	26.45 TON	\$9.00	\$0.00	\$238.05
6/12/2015	152959	C-5 M/PLACED	25.96 TON	\$9.00	\$0.00	\$233.64
6/15/2015	152993	C-5 M/PLACED	25.81 TON	\$9.00	\$0.00	\$232.29
6/15/2015	152996	C-5 M/PLACED	19.4 TON	\$9.00	\$0.00	\$174.60
6/15/2015	152999	C-5 M/PLACED	19.2 TON	\$9.00	\$0.00	\$172.80
6/15/2015	153001	C-5 M/PLACED	19.2 TON	\$9.00	\$0.00	\$172.80
6/15/2015	153024	C-5 M/PLACED	19.4 TON	\$9.00	\$0.00	\$174.60
6/15/2015	153030	C-5 M/PLACED	19.1 TON	\$9.00	\$0.00	\$171.90
6/15/2015	153031	C-5 M/PLACED	19.5 TON	\$9.00	\$0.00	\$175.50
6/15/2015	153034	C-5 M/PLACED	19.7 TON	\$9.00	\$0.00	\$177.30
6/15/2015	152994	C-5 M/PLACED	25 TON	\$9.00	\$0.00	\$225.00
6/15/2015	152998	C-5 M/PLACED	21.1 TON	\$9.00	\$0.00	\$189.90
6/15/2015	152997	C-5 M/PLACED	23.5 TON	\$9.00	\$0.00	\$211.50
6/15/2015	153000	C-5 M/PLACED	24.5 TON	\$9.00	\$0.00	\$220.50
6/15/2015	153004	C-5 M/PLACED	24.3 TON	\$9.00	\$0.00	\$218.70
6/15/2015	153010	C-5 M/PLACED	25 TON	\$9.00	\$0.00	\$225.00
6/15/2015	153023	C-5 M/PLACED	25.8 TON	\$9.00	\$0.00	\$232.20
6/15/2015	153028	C-5 M/PLACED	27 TON	\$9.00	\$0.00	\$243.00
6/15/2015	153029	C-5 M/PLACED	24.7 TON	\$9.00	\$0.00	\$222.30
6/15/2015	153032	C-5 M/PLACED	24.1 TON	\$9.00	\$0.00	\$216.90
6/16/2015	153725	C-5 M/PLACED	25.21 TON	\$9.00	\$0.00	\$226.89
6/16/2015	153062	C-5 M/PLACED	22.55 TON	\$9.00	\$0.00	\$202.95
6/16/2015	153067	C-5 M/PLACED	22.9 TON	\$9.00	\$0.00	\$206.10
6/16/2015	153080	C-5 M/PLACED	23.75 TON	\$9.00	\$0.00	\$213.75
6/16/2015	153090	C-5 M/PLACED	22.66 TON	\$9.00	\$0.00	\$203.94
6/16/2015	153701	C-5 M/PLACED	22.52 TON	\$9.00	\$0.00	\$202.68
6/16/2015	153712	C-5 M/PLACED	22.37 TON	\$9.00	\$0.00	\$201.33
6/16/2015	153073	C-5 M/PLACED	23.78 TON	\$9.00	\$0.00	\$214.02
6/16/2015	153086	C-5 M/PLACED	23.33 TON	\$9.00	\$0.00	\$209.97
6/16/2015	153706	C-5 M/PLACED	23.64 TON	\$9.00	\$0.00	\$212.76
6/16/2015	153714	C-5 M/PLACED	23.08 TON	\$9.00	\$0.00	\$207.72
6/16/2015	153723	C-5 M/PLACED	22.9 TON	\$9.00	\$0.00	\$206.10
6/16/2015	153063	C-5 M/PLACED	25.84 TON	\$9.00	\$0.00	\$232.56
6/16/2015	153078	C-5 M/PLACED	25.97 TON	\$9.00	\$0.00	\$233.73
6/16/2015	153089	C-5 M/PLACED	25.55 TON	\$9.00	\$0.00	\$229.95
6/16/2015	153099	C-5 M/PLACED	25.72 TON	\$9.00	\$0.00	\$231.48
6/16/2015	153710	C-5 M/PLACED	25.68 TON	\$9.00	\$0.00	\$231.12
6/16/2015	153720	C-5 M/PLACED	25.86 TON	\$9.00	\$0.00	\$232.74
6/16/2015	153077	C-5 M/PLACED	19.6 TON	\$9.00	\$0.00	\$176.40

6/16/2015	153084	C-5 M/PLACED	19.7 TON	\$9.00	\$0.00	\$177.30
6/16/2015	153088	C-5 M/PLACED	19.3 TON	\$9.00	\$0.00	\$173.70
6/16/2015	153093	C-5 M/PLACED	19.3 TON	\$9.00	\$0.00	\$173.70
6/16/2015	153081	C-5 M/PLACED	24.63 TON	\$9.00	\$0.00	\$221.67
6/16/2015	153087	C-5 M/PLACED	24.48 TON	\$9.00	\$0.00	\$220.32
6/16/2015	153098	C-5 M/PLACED	24.38 TON	\$9.00	\$0.00	\$219.42
6/16/2015	153709	C-5 M/PLACED	24.14 TON	\$9.00	\$0.00	\$217.26
6/16/2015	153717	C-5 M/PLACED	24.16 TON	\$9.00	\$0.00	\$217.44
6/16/2015	153061	C-5 M/PLACED	24.7 TON	\$9.00	\$0.00	\$222.30
6/16/2015	153074	C-5 M/PLACED	24.6 TON	\$9.00	\$0.00	\$221.40
6/16/2015	153079	C-5 M/PLACED	27 TON	\$9.00	\$0.00	\$243.00
6/16/2015	153085	C-5 M/PLACED	25.2 TON	\$9.00	\$0.00	\$226.80
6/16/2015	153092	C-5 M/PLACED	24.9 TON	\$9.00	\$0.00	\$224.10
6/16/2015	153096	C-5 M/PLACED	23.4 TON	\$9.00	\$0.00	\$210.60
6/16/2015	153704	C-5 M/PLACED	24.1 TON	\$9.00	\$0.00	\$216.90
6/16/2015	153711	C-5 M/PLACED	25.8 TON	\$9.00	\$0.00	\$232.20
6/16/2015	153716	C-5 M/PLACED	25.4 TON	\$9.00	\$0.00	\$228.60
6/16/2015	153721	C-5 M/PLACED	24.8 TON	\$9.00	\$0.00	\$223.20
6/17/2015	153733	C-5 M/PLACED	25.08 TON	\$9.00	\$0.00	\$225.72
6/17/2015	153743	C-5 M/PLACED	25.12 TON	\$9.00	\$0.00	\$226.08
6/17/2015	153748	C-5 M/PLACED	25 TON	\$9.00	\$0.00	\$225.00
6/17/2015	153747	C-5 M/PLACED	23.4 TON	\$9.00	\$0.00	\$210.60
6/17/2015	153742	C-5 M/PLACED	22.83 TON	\$9.00	\$0.00	\$205.47
6/17/2015	153746	C-5 M/PLACED	22.94 TON	\$9.00	\$0.00	\$206.46
6/17/2015	153753	C-5 M/PLACED	23.16 TON	\$9.00	\$0.00	\$208.44
6/17/2015	153728	C-5 M/PLACED	22.25 TON	\$9.00	\$0.00	\$200.25
6/17/2015	153732	C-5 M/PLACED	22.87 TON	\$9.00	\$0.00	\$205.83
6/17/2015	153740	C-5 M/PLACED	22.31 TON	\$9.00	\$0.00	\$200.79
6/17/2015	153750	C-5 M/PLACED	22.35 TON	\$9.00	\$0.00	\$201.15
6/17/2015	153751	C-5 M/PLACED	21.3 TON	\$9.00	\$0.00	\$191.70
6/17/2015	153729	C-5 M/PLACED	24.75 TON	\$9.00	\$0.00	\$222.75
6/17/2015	153738	C-5 M/PLACED	23.31 TON	\$9.00	\$0.00	\$209.79
6/17/2015	153745	C-5 M/PLACED	24.23 TON	\$9.00	\$0.00	\$218.07
6/17/2015	153752	C-5 M/PLACED	23.19 TON	\$9.00	\$0.00	\$208.71
6/17/2015	153731	C-5 M/PLACED	23.02 TON	\$9.00	\$0.00	\$207.18
6/17/2015	153734	C-5 M/PLACED	26.6 TON	\$9.00	\$0.00	\$239.40
6/17/2015	153744	C-5 M/PLACED	25.44 TON	\$9.00	\$0.00	\$228.96
6/17/2015	153749	C-5 M/PLACED	26 TON	\$9.00	\$0.00	\$234.00

SUBTOTAL	2639.82	SUBTOTAL	\$23,758.38
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Job #  
Job Name      FOB  
Location      PIT

9/15/2014	148303	C-5 R	14 TON	\$5.00	\$0.00	\$70.00
9/23/2014	148916	C-5 R	26.25 TON	\$5.00	\$0.00	\$131.25
9/24/2014	148966	C-5 R	133.2 TON	\$5.00	\$0.00	\$666.00

SUBTOTAL	173.45	SUBTOTAL	\$867.25
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MN SALES TAX INCLUDED IN UNIT PRICE  
WHERE APPLICABLE

WASH. CO. GRAVEL TAX INCLUDED  
IN UNIT PRICE WHERE APPLICABLE

BALANCE DUE

\$51,233.53

Brochman Blacktopping Co.  
 12770 Mckusick Rd.  
 Stillwater, Mn. 55082

# Invoice

Date 7/30/2015  
 Invoice # 3642

<b>Bill To</b>
City Of Grant 111 Wildwood Rd. Po. Box. 577 Willernie, MN 55090

Terms Due on receipt Due Date 7/30/2015

Item	Description	Qty	Price	Amount
Overlay	Labor & materials for special asphalt overlay installed at Keats Ave. ( Grant ) MN 55082. 07/29/2015.	1	25,000.00	25,000.00

Thank you! for your business.

Subtotal	\$25,000.00
Sales Tax (0.0%)	\$0.00
<b>Total</b>	<b>\$25,000.00</b>
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$25,000.00</b>

brochmanpaving@msn.com

651-439-5379  
 651-439-5379

Brochman Blacktopping Co.  
 12770 Mckusick Rd.  
 Stillwater, Mn. 55082

# Invoice

Date 8/19/2015  
 Invoice # 3687

**Bill To**

City Of Grant  
 111 Wildwood Rd.  
 Po. Box. 577  
 Willernie, MN 55090

Terms Due on receipt Due Date 8/19/2015

Item	Description	Qty	Price	Amount
Overlay	Kimbro Ave. Road Improvement Project: mill & overlay 190 x 22 mill & overlay 140 x 22 mill & overlay 275 x 11 mill & overlay 200 x 11 mill & overlay dips both sides of walking trail, 60 x 11 mill & overlay North of walking trail.		31,837.00	31,837.00
Patch repair	mill & patch 40 x 6 mill & patch 2 x 25 mill & patch 2 x 20 mill & patch 40 x 2			
Limerock	mill & patch road entrance to City Hall. 30 yards of gravel to fill in edges along patches.			
Total cost Due: \$31,837.00				
Thank you! for your business.		Subtotal		\$31,837.00
		Sales Tax (0.0%)		\$0.00
		Total		\$31,837.00
		Payments/Credits		\$0.00
		Balance Due		\$31,837.00

brochmanpaving@msn.com

651-439-5379  
 651-439-5379



# Invoice

Phone: 651-209-3148  
 Fax: 651-407-0609

Invoice # 5574  
 Date: 8/13/2015  
 Terms:

**Bill To**

City of Grant  
 PO Box 577  
 Willernie MN 55090

**Shipped To**

Sales Rep:	TR	P.O. No.	Due Date	9/12/2015
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Description	Quantity	U/M	Rate	Amount
Calcium Chloride 38% - Applied  Service August 12, 2015	21,500	gal	0.95	20,425.00

Prompt payment would be appreciated. Late payments could result in a 1.5% monthly finance charge. Customer agrees to pay all costs of collection, including attorney's fees.

<b>Subtotal</b>	\$20,425.00
<b>Sales Tax</b>	\$0.00
<b>Total</b>	\$20,425.00

*We appreciate your business. For your convenience, NSI accepts Visa, Mastercard and American Express.*

CITY OF GRANT  
WASHINGTON COUNTY, MINNESOTA

Resolution No. 2015-16

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE OCTOBER 13, 2015  
SPECIAL ELECTION

WHEREAS, a Special Election will be held on October 13, 2015; and

WHEREAS, Minnesota Statute 20413.2 1, subd. 2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Grant has one precinct; and

WHEREAS, the following State of Minnesota residents have applied to serve as election judges and meet the qualifications established by the State of Minnesota

NOW THEREFORE BE IT RESOLVED, that the City of Grant Council, in accordance with State Law, hereby appoints the following persons to serve as election judges for the Special election, approves payment per the Joint Powers agreement with Washington County, during election judge training and time served on election day.

Janet Jacobsen – Head Judge

Carol Davis

Marilyn Doriott

Suzanne Barnum

Robert Ruka

Kenzie Smith

Claudia Williams

Jeff Quitter

Carol Peterson – Co Head Judge

Kathy Hill

Richard Phillips

Colleen Doolittle

James Tobin

Nate DeLeon

Damon Dolton

BE IT FURTHER RESOLVED, that in case an appointed judge is unable to serve, the County is authorized to find a substitute judge of the same political party for the judge who cannot serve.

BE IT FURTHER RESOLVED, additional judges may appointed upon completion of necessary election judge training.

Adopted by the City Council of the City of Grant, on September 1, 2015,

By:

\_\_\_\_\_  
Tom Carr, Mayor

ATTEST:



Kim Points, City Clerk



## *Memorandum*

**To:** *Honorable Mayor and City Council, City of Grant  
Kim Points, Administrator, City of Grant*

**From:** *Phil Olson, PE, City Engineer  
WSB & Associates, Inc.*

**Date:** *July 27, 2015*

**Re:** *McKusick Road: Improvement Options*

At the last several City Council meetings, Council has discussed the pavement condition on McKusick Road. Since the last meeting, contact has been made with the Gasthaus and Stillwater Oaks golf course. Staff has discussed the options available and the associated costs but at this point no decisions have been made about the preferred option. Additional time is recommended to continue discussions with the business owners before this item is discussed by council again.

Below is background information about the road along with options for repairing the roadway, improving driving conditions, and reducing maintenance costs. This information was included with the previous staff report. At the request of council, an option for closing the middle section of McKusick Road has now been provided.

### Current Road Statistics:

- City completed seal coat in 2008
- Patching is approximately \$20,000/year
- Traffic counts
  - 1163 – west side
  - 1496 – east side

### Planned Improvements:

- McKusick Road is currently planned for \$23,684 of additional patching in 2018.
- The current Seal Coat & Roadway Maintenance Plan is attached.

### Washington County Considerations:

- Washington County turned the ownership of the road over to the City in 1988
- Washington County completed an overlay prior to the City taking ownership
- McKusick Road is not included as a detour route for the roundabout project at Hwy 96 and Manning Avenue. The official detour will direct traffic to CSAH 12 and CSAH 9 however some traffic may still use McKusick Road as a short cut.
- Staff contacted Washington County to discuss maintenance costs, responsibility, and having the County take back ownership. Washington County is not interested as it does not provide any benefit to their regional roadway network.
- A future signal is planned at the intersection of McKusick Road and Manning Avenue. Roadway widening and signal sensors will be required on the Grant side of the intersection.

### Improvement Options:

- Patching:
  - Currently \$20,000/year and expected to increase in the future
  - Does not provide long term solution to the pavement issues
  
- Pulverizing – Grinding the existing pavement
  - High traffic volumes may create increased grading or patching maintenance in some areas.
  - Prepares road for future paving projects
  - Construction estimate: \$30,000
  
- Road Closure – Permanently close the road from 88<sup>th</sup> Street to 300 feet west of Lansing Avenue.
  - Reduces long term road maintenance responsibility by approximately 900 feet.
  - Requires the installation of a new cul-de-sac at an existing driveway 300 feet west of Lansing Avenue to maintain access to two properties
  - Right-of-way is likely needed for the installation of a cul-de-sac
  - Permanent loss of prescriptive roadway rights for roadway that is removed
  - Reduces connectivity of the road network
  - Construction estimate: \$40,000 plus easement acquisition costs
  
- Heavy Patching – Patching entire length of roadway with 1½ to 2 inches of pavement
  - Significantly reduces the amount of patching required for the next 5 to 10 years
  - Construction estimate: \$120,000
  
- Reclamation – Grinding existing pavement and paving 3½ inches of new pavement
  - Addresses all immediate maintenance issues and provides 20 year design life.
  - Construction estimate: \$300,000
  - Engineering, legal, administrative, and finance costs ranging from 15% to 25% are also required to bid and administer the contract.

There are also several options for combining different types of improvements. For example, pulverizing could be completed in the area between the golf course and the restaurant and heavy patching could be completed at the east end near Hwy 96 and on the west end near Manning Avenue. This would reduce the amount of patching required and encourage traffic to use the state and county roads.

**Action:** Discussion. Provide direction to staff.



Infrastructure ■ Engineering ■ Planning ■ Construction

701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
Tel: 763-541-4800  
Fax: 763-541-1700

## *Memorandum*

**To:** *Honorable Mayor and City Council, City of Grant  
Kim Points, Administrator, City of Grant*

**From:** *Phil Olson, PE, City Engineer  
WSB & Associates, Inc.*

**Date:** *July 27, 2015*

**Re:** *Pavement Rating Discussion*

At the last City Council meeting, Council directed engineering staff to again provide a proposal for rating the City's paved roads. Attached is a proposal from WSB & Associates which includes tasks, costs, and a schedule for rating the City's paved roads in 2015. The cost will be slightly greater due to an annual increase in hourly rates if the road rating is completed in 2016.

**Action:** Discussion. If desired, authorize WSB to complete tasks within the Pavement Rating Work Plan.

**GRANT SEAL COAT/MAINTENANCE PLAN**

Street Name	Address Range	Length (FT)	Paved	Last SC	Seal Coat/Maintenance Length (feet) by Year										Area		
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		2025	
<b>Maintenance</b>					<b>Patching</b>	<b>Maintenance TBD</b>	<b>Maintenance TBD</b>	<b>Maintenance TBD</b>	<b>Maintenance TBD</b>	<b>Maintenance TBD</b>	<b>Maintenance TBD</b>	<b>Maintenance TBD</b>	<b>Maintenance TBD</b>	<b>Maintenance TBD</b>	<b>Maintenance TBD</b>		
60th St Ln/61st St	North of 60th St	3500	1974	2007				\$13,589									Indian Hills
65th Street	East of Keats	1000	1974	2007				\$3,883									
67th Street/Ln	East of Keats	4700	1975	2007				\$18,248									
Keats Ave	60th St to 67th St	3800	1973	2007				\$14,754									
Kevin/Keswick Ave	North of 60th St Ln	2000	1974	2007				\$7,765									Lake Elmo Spurs
62nd Street	West of Lake Elmo Av	7500	1993	2006		\$9,706											
66th Street	East of Lake Elmo Av	1500	1999	2008						\$5,824							
66th Street	West of Lake Elmo Av	400	1980	2008						\$1,553							
79th St/Leward Ave	Lake Elmo to 75th	4100	1978	2007									\$15,919				Sunnybrook Lake
71st Street	West of Jocelyn Ln	1200	2000	2010							\$4,659						
Jocelyn Ln/Cir	East of Jocelyn Rd	2900	2001	2010							\$11,259						
Jocelyn Road	6900 to 7490	4900	2001	2010							\$19,025						
80th Street	West of Manning	1200	2004	2010							\$4,659						Manning Corridor
102nd Street/Ct	West of Manning	2450	2006			\$9,512											
115th Street	West of Manning	2450	1983	2006		\$9,512											
Lockridge Ave	North of 115th St	1900	1984	2008					\$7,377								
Lofton Ave	South of McKusick	900	2002	2010							\$3,494						Victoria-Woodland
Manning Ave Ct	West of Manning	600	1997	2012							\$2,330						
McKusick Rd	Hwy 96 to Manning	6100	1988	2008				\$23,684									
96th St/Janero Ct	E & W of Justen Trail	3100	1987	2006			\$12,036										
101st Street	Joliet to Keswick	3100	1987	2007					\$12,036								Pine Tree Lake
103rd Street/Ct	East of Joliet	4550	1987	2007					\$17,866								
107th Street	Jamaica to Joliet	3300	1992	2006				\$12,813									
Jody Ave Ct/Cir	West of Joliet	3700	1987	2006				\$14,866									
Joliet Ave	North of Hwy 96	5900	1987	2006					\$22,907								Old County 68
Juno Ave	101st to 103rd St	1500	1987	2007					\$5,824								
Justen Trail	Hwy 96 to Joliet	4200	1987	2006			\$16,307										
Kelman Court	Woodland Acres	1200	1987	2007				\$4,659									
100th Street	Ideal to Heron	1800	1992	2006			\$6,989										NW Panhandle
Fieldridge Road	North of 101st St	1600	1992	2006			\$6,212										
Hadley Av. Ck, Cir	North of Hwy 96	4300	1992	2004	\$16,695										\$16,695		
Hidden Glade Av	North of Hwy 96	2000	1992	2004		\$777											
Indigo Trail	East of Ideal	3400	1986	2004		\$13,201											Hwy 96 Corridor
110th Street	Lansing to Manning	4500	2004	2012							\$17,472						
117th Street	Kimbro to Lansing	1200	2004	2012							\$4,659						
118th Street	East of Kimbro	400	2002	2012							\$1,553						
118th Street	Kimbro to Keystone	950	2004	2012							\$3,688						Mann Lake
Keystone Ave	118th St to 119th St	350	2004	2012							\$3,106						
Kimbro Ave	117th St to 118th St	800	2004	2012							\$17,083						
Lansing Ave	110th St to 117th St	4400	2004	2012							\$7,377		\$5,047				
115th Street	Hillcrest to Honeye	1900	1998	2009						\$5,047							Hwy 96 Corridor
Great Oaks Rd	North of 117th St	1300	1996	2010				\$13,977									
Greenelefe Ave	South of 117th St	3600	1990	2004						\$5,047							
Hillcrest Court	North of 115th St	1300	2002	2009						\$10,095							
Hillcrest Drive	South of 115th St	1050	1998	2008													Hwy 96 Corridor
Honeye Ave	115th St to 120th St	2600	1998	2009													
Indian Wells Tr	East of Greenelefe	800	2002	2014													
88th St/Jeffrey Ave	East of Jamaica	2800	1985	2006	\$10,871										\$9,318	\$10,871	
Dellwood Rd Ln	South of 96	2400	1997	2004											\$2,718		Hwy 96 Corridor
Dellwood Rd Ct	North of Hwy 96	700	1994	2004											\$9,318		
Ideal Ave	South of Hwy 96	4400	2007					\$17,083									
Ivy Ave/Itaska Tr/Ct	East of Jamaica	6500	2000	2009					\$25,237								
Joliet Ave	South of Hwy 96	2400	1997	2004											\$9,318		Mann Lake
Justen Trail	Jamaica to Hwy 96	7700	1986	2004											\$10,483		
Kimbro Ave	Hwy 96 to Co Rd 12	8200	1991	2006	\$31,837											\$31,837	
Knollwood Drive	North of Hwy 96	2800	1991	2004													
Irish Ave	11330 to 11896	6500	1994	2001									\$10,871				Mann Lake
Irish Ave	11034 to 11049	1460	2003	2012							\$5,669		\$25,237				
Ironwood Ave	110th to Irish	1050	2003	2012							\$4,077						
Ileton Ave/Ct	East of Irish	4200	1996	2014											\$16,307		

**GRANT SEAL COAT/MAINTENANCE PLAN**

Street Name	Address Range	Length (FT)	Paved	Last SC	Seal Coat/Maintenance Length (feet) by Year										Area							
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		2025						
65th Street	East of Jasmine	860	1987	2008							\$3,339											
97th Street	West of Maining	300	1985	2010								\$1,165										
105th Street	West from Inwood	500	1990	2008							\$1,941											
Imperial Ave	South of 120th St	1800	1985	2010								\$6,989										
Ingberg Circle	West of Ingberg Ct	900	1998	2000								\$3,494										
Jamaca Ave	North of 64th St	150	2005	2010									\$582									
Jamaca Ave	South of CR 12	700	1978	2008								\$2,718										
Jarvis Ave	North of 60th St	200	1991	2008								\$977										
Jewel Ave	North of 85th St	150	1984	2008								\$582										
Kimbro Ave Ct	10700 to 10990	1500	1987	2008								\$5,824										
Maple St (85th St)	East of Mahtomedi	700	1986	2000								\$2,718										
Jasmine Avenue	66th St to 65th St	2450	2009	2010																		
110th Street	West of Julianne Ave	1140	2011																		\$9,512	Jasmine Avenue 110th Street
2014 Cost / Mile	\$ 20,500	Estimated Cost By Year	\$59,403	\$60,918	\$70,275	\$81,140	\$80,175	\$83,902	\$56,880	\$60,995	\$52,027	\$57,656	\$59,403									
Total 6 Year Cost	\$ 409,573																					
Average Cost / Year	\$ 68,262.13																					

Denotes segments scheduled for patching



June 23, 2015

Re: Pavement Rating Work Plan  
City of Grant, MN

I am pleased to submit this work plan on behalf of WSB & Associates, Inc. to develop the City of Grant's Cartegraph Pavement Management System (CPMS). We plan on working closely with City staff in completing the PAVEMENTview implementations.

### Cost Summary

It is proposed that this project be billed hourly, with total cost estimated at **\$11,920**. If you are in agreement with the terms as outlined above, please sign where indicated below and return one copy to our office.

The following tasks will be completed as part of this work plan:

#### 1 Data Collection

WSB staff will develop a pavement management database using Cartegraph.

As part of this process, *the City* will:

- Review and provide comments on proposed street segments
- Provide the Original Construction Dates for each segment

*WSB & Associates* will:

- Clean and validate the data
- Deployed data to field laptops for use in detailed field inspections
- Create roadway segments
- Maintain data during the duration of the project

**Cost: \$4,700**

#### 2 Detailed Inspection of City Pavement

*WSB & Associates* will complete pavement inspections in the City. The rating process consists of viewing the segment condition on the ground, recording information on the particular distresses, and inputting that data into the Cartegraph database.

- Rate approximately 30 miles of paved roads in the City of Grant.
  - View the segment condition on the ground
  - Record information on the particular distresses
  - Input that data into the Cartegraph database

- Determine an Overall Condition Index (OCI) based on Army Corps of Engineers methodology

**3 Meetings/Presentations/Reports Cost: \$5,920**

*WSB & Associates* will:

- Generate a report highlighting the current practices, findings from the analysis and recommendations for maintenance for the City

**4 Deliverables Cost: \$1,300**

- Report and Figures showing the Overall Condition Index of all streets segments

**Schedule**

An estimated timeline for this project is as follows:

City Council authorizes Pavement Management project	July 2015
Data Collection	August 2015
Create Street Segments	August 2015
Deploy Database for Field Inspections	August 2015
Detailed Inspection of City Pavement	October 2015
Final Report	November 2015

Thank you for this opportunity to continue to develop the City of Grant's Pavement Management System. I am confident that the level of service on this project will meet or exceed your expectations. If you should have any questions regarding this proposal, please contact me at 763-287-1313.

Sincerely,

*WSB & Associates, Inc.*

*Andrea Azary*

Andrea Azary  
Pavement/Materials Specialist

**ACCEPTED BY:**

**City of Grant**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## MEMORANDUM

<b>To:</b> <u>Mayor and Grant City Council</u>	<b>Date:</b> <u>July 28, 2015</u>
<b>CC:</b> <u>Kim Points, City Clerk</u> <u>Nick Vivian, City Attorney</u>	<b>RE:</b> <u>Land Use definitions</u> <u>Business – Seasonal</u>
<b>From:</b> <u>Jennifer Haskamp, City Planner</u>	<u>Greenhouses (commercial production only)</u>

The staff report for the regular July council meeting provided draft definitions related to four land uses included within the moratorium. At the meeting, the Council delayed the discussion until the regular August meeting to allow for additional time to review and consider the definitions, and also requested staff to narrow the four land use definitions to two for discussion purposes in August. As such, staff has prepared the following staff report addressing Business Seasonal and Greenhouses (commercial production only).

The following background information related to these uses is provided for your review and consideration:

### **Business – Seasonal**

The City's ordinances currently do not provide a definition for Seasonal Businesses; however, there have been several inquiries from residents and landowners with respect to the seasonal operation of businesses. There are several businesses in the city that are seasonally operated that were either processed under the guise of a home occupation or under Ordinance 50 when Seasonal Businesses were a permitted conditional use in most zoning districts (See table below depicting current Table of Uses related to Seasonal Business and also how the use was categorized under Ordinance 50). The City's previous Ordinance 50 which was replaced when the ordinances were codified permitted Seasonal Businesses with a Conditional Use Permit in every zoning district except the Conservancy district where they were not permitted. Various council people and other members of the public have brought up to Staff that perhaps the codified version is an error that should be corrected to reflect how the use was permitted under Ordinance 50. As a starting point, the City Council should discuss whether Seasonal Businesses should be permitted, and if so, should they be permitted with a Conditional Use Permit in the same zoning districts as previously permitted in Ordinance 50?

*Table 32-245:*

USE	ZONING DISTRICT				
	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Business - Seasonal	N	N	N	N	N
<i>ORDINANCE 50</i>	<i>N</i>	<i>C</i>	<i>C</i>	<i>C</i>	<i>C</i>

Secondly, the City's ordinance includes a general definition for **Business**, which is provided for your reference:

**Business** means any occupation, employment or enterprise wherein merchandise is exhibited or sold, or where services are offered for compensation.

It would be reasonable to use this as the starting point for a definition related to seasonal business and to simply address the 'seasonal' nature of a use. Some general definitions of "Seasonal Business" are provided for your reference (dictionary.com, webster, etc.):

**Seasonal business** is a term that refers to the fluctuations in business that correspond to changes in season

**Seasonal** – pertaining to, dependent on, or accompanying the seasons of the year or some particular season; periodical

**Seasonal** - relating to, occurring in, or varying with a particular season

However, staff would request Council to consider what types of seasonal uses and businesses would fit the character of the community. Through researching various codes, most communities address seasonal businesses that are primarily agricultural types of product/merchandise. For example, even the City of Bloomington addresses 'seasonal' in this context. A couple definitions related to seasonal sales are provided for your reference:

**Seasonal sales, outdoor** – Outdoor seasonal retail sales, where permitted, including but not limited to the seasonal sale of Christmas trees, plants, flowers, vegetables and related products available on a seasonal basis. (Bloomington)

**Agricultural-Business, Seasonal** - A seasonal business not exceeding six (6) months in any calendar year operated on a rural farm as defined offering for sale to the general public, produce or any derivative thereof, grown or raised on the property. (Scandia and Stillwater Township)

Staff would request the Council discuss what, if any, types of seasonal operations should be permitted and then staff can draft the appropriate language based upon that direction.

**Greenhouses (commercial production only)**

Section 32-1 of the City Code does not include a definition for Greenhouses, commercial production only, and there are no other sections of the code that provide a definition. The following excerpt from Table 32-245 Table of Uses is provided related to this, and similar uses:

USE	ZONING DISTRICT				
	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Greenhouses (commercial production only)	N	C	C	C	C
Nursery – Commercial (production of trees and shrubs)	CC	P	C	C	N
Nursery and garden supplies (exterior or enclosed sales)	N	N	N	N	C

Staff researched other city codes from communities of similar size and character and found that the majority of codes do not call out Greenhouses as a separate use. Instead, they address Greenhouses as a permitted structure/use in coordination with Nursery uses. Grant's code does address Nursery uses as identified in the above table, which are further defined in Section 32-1 Definitions of the code as the following:

*Nursery, landscape* means a business growing and selling trees, flowering and decorative plants, and shrubs which may be conducted within a building or without. (Grant)

As noted in our definition, a building would be permitted associated with a Landscape Nursery, and a greenhouse could theoretically be the building. Some general definitions of Greenhouses are provided below:

**Greenhouse:** a building or complex in which plants are grown. A greenhouse is a structural building with different types of covering materials, such as a glass or plastic roof and frequently glass or plastic walls; it heats up because incoming visible sunshine is absorbed inside the structure. Air warmed by the heat from wared interior surfaces is retained in the building by the roof and walls; the air that is warmed near the ground is prevented from rising indefinitely and flowing away. (Wikipedia)

**Greenhouse:** A structure, primarily of glass or sheets of clear plastic, in which temperature and humidity can be controlled for the cultivation or protection of plants.

Staff would ask Council to discuss and consider the following questions to provide direction to staff when preparing a draft definition for this use:

- What is the intended use associated with the greenhouse? Is it to permit retail sales from the greenhouse?
- Should there be a size limit on the greenhouses? Additional setbacks? Or are they simply compatible with rural character?
- Is the intent to permit greenhouses only for distribution of what's grown in the greenhouses? No retail sales? (Essentially, just a distributor)
- Is there a reason why commercial production of trees and shrubs is acceptable in most districts, but other plant types would not be acceptable? What about flower cultivation in greenhouses?
- Should Greenhouses just be covered under the Nursery use?

### **Action Requested**

Staff is not looking for specific action related to these definitions in August. Instead, staff is seeking input and discussion related to these uses so that a draft ordinance addressing these uses can be brought forward for consideration in September.

## MEMORANDUM

<b>To:</b> Mayor and Grant City Council	<b>Date:</b> July 28, 2015
<b>CC:</b> Kim Points, City Clerk Nick Vivian, City Attorney	<b>RE:</b> Staff Report Zoning Ordinance – Accessory buildings
<b>From:</b> Jennifer Haskamp, City Planner	Section 32-313 (e)

### Background

As requested by Council, in June staff presented preliminary information regarding Section 32-313(f) *Accessory building as part of principal building*, of the City's Code. At that meeting, Council expressed concern over the current ordinance language, and requested additional information and suggestions from staff on how to move forward to clarify this ordinance language to avoid future issues with this section.

The ordinance section of concern is contained within *Section 32-313 Accessory buildings and other non-dwelling structures* and is identified below:

(f) *Accessory building as part of principal building.* An accessory building shall be considered as an integral part of the principal building if it is located six feet or less from the principal building. The exterior design and color shall be the same as that of the principal building or be of an earthen tone; the height shall not exceed the height of the principal structure unless more restrictive portions of this chapter prevail.

After reviewing codes from similarly sized communities (and larger communities), the Minnesota State Fire and Building Codes, and other resources staff was able to determine the following:

- Per state fire code, all structures (accessory) must be located a minimum of 6-feet from a principal structure; or
- If an accessory structure is located closer than 6-feet, then per fire code, they are considered part of the principal structure and are potentially subject to additional building standards (i.e. fire resistant walls, architectural standards for eaves, etc.)

As a result of this requirement, most city codes do address this issue in some way. A couple examples of how various codes address the separation of accessory structures from principal structures is provided below:

- All accessory structures must meet setbacks and distance requirements per state building code – essentially an accessory structure must be detached. The city does not permit an accessory building to be closer than 6-feet from a principal building. No additional standards (i.e. architectural) are provided for attached garages. (Scandia)
- “In residential districts, accessory buildings shall not be attached to, or erected, altered, or moved within 10 feet of the principal building.” (Medina)
- All accessory structures must meet setbacks; however no specificity with respect to 6-feet of separation. However, Stillwater Township does incorporate the state building code by reference, as do many other city and township codes. Additional provision within the code regarding attached garage size stating, “For attached garages, the maximum footprint of the attached garage shall not be more than 100% of the footprint of the primary structure.” (Stillwater Township)

Generally, most communities simply do not permit accessory structures to be located within 6-feet of the principal structure. Ultimately, this simplifies the process, and reduces the need for special architectural standards such as fire resistant walls, eave dimensions, pitches, etc., when an applicant wishes to construct an accessory structure.

At the June meeting, the Council expressed concern with respect to detached garages and ensuring that if a principal structure does not have an attached garage, then they would be able to construct a detached garage and not have it count towards their allowable accessory structure quantity and square footage. However, this is already provided for in Section 32-313 of the code as follows:

(e) Garages. A detached garage, when there is no garage attached to the principal building, which is 720 square feet or less in size shall not count as one of the accessory buildings or in calculating the square footage limitation, even if it is more than six feet from the principal building, as long as the detached garage exterior matches the exterior design and color of the principal building.

Based upon the research and review of the existing city ordinance, staff would request council discuss the following Options:

- **Option 1:** Delete Section 32-313(f) from the city ordinance. This essentially would disallow accessory structures to be located within 6-feet of a principal structure. The garage section (e) would remain, addressing the concern of the Council with respect to allowing a garage and principal structure to be located on a property without counting towards the allowable accessory structure square footage and quantity provided it meets the requirements of Section (f). Based on this language, a garage would be permitted to be constructed anywhere on a property provided it met the setbacks, including within 6-feet of the principal structure. If this option is selected, it may be prudent to add in some language into (e) with respect to the state fire code to ensure that if a detached garage is constructed within 6-feet of the principal structure that it is constructed in compliance with the fire code.
- **Option 2:** Modify the language in Section 32-313(f) to include language regarding the state fire code, and limit the size of the structure. Staff has drafted the following language for discussion purposes:
  - *Accessory building as part of principal building.* An accessory building shall be considered as an integral part of the principal building if it is located six feet or less from the principal building, and shall be subject to the state fire code. Such accessory buildings shall not be more than 100% of the footprint of the principal structure and the use shall be restricted to *Detached residential accessory building, as defined in Section 32-313(a)(2).* The exterior design and color shall be the same as that of the principal building ~~or be of an earthen tone;~~ and the height shall not exceed the height of the principal structure unless more restrictive portions of this chapter prevail.
  - Also, the council should consider whether we would need to add additional language to Section (e) Garages IF a property owner were to utilize (f) above. (i.e. a principal structure with a detached residential accessory building with a detached garage – all of which would be excepted from the accessory building standards.)
- **Option 3:** Any other Council suggestions.

**Action Requested:**

Staff is looking for your comments on the above items and direction regarding next steps.

**ECKBERG LAMMERS**  
**MEMORANDUM**

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**TO:** Honorable Mayor and City Council

**FROM:** Nicholas J. Vivian, City Attorney

**DATE:** July 28, 2015

**RE:** Grant, City of - General  
01200-14456

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As contemplated by Section 32-156 of the Grant City Code, City Staff reviewed twenty-two conditional use permits (CUPs) and Jack Kramer conducted five site inspections in connection the City's annual review of its CUPs.

Mr. Kramer has recommended that the CUPs for 11591 McKusick Road and 6450 117th Street be vacated for non-use. Accordingly, the Council should conduct a formal review of each of the two CUPs recommended for vacation. Each of the property owners has been notified of the City's intention to vacate the CUPs.

The Council's review of each CUP is scheduled for the August City Council meeting. As a component of this process, a public hearing will take place at which the property owners will have an opportunity to address the Council.

If neither of the property owners appear or otherwise contest the City's intended action, I recommend the Council adopt a motion to vacate the Conditional Use Permits for 11591 McKusick Road and 6450 117<sup>th</sup> Street.

Please contact me if you have any questions.

NJV

**ECKBERG LAMMERS**  
**MEMORANDUM**

---

**TO:** Mayor and City Council

**FROM:** Nicholas J. Vivian, City Attorney

**DATE:** July 28, 2015

**RE:** Mahowald Zoning Violation – 10851 69<sup>th</sup> St.  
File No. 01200-25711

In April of 2014, Jack Kramer (“Kramer”) received a formal complaint regarding certain zoning violations involving the property owned by Marc Mahowald (“Mahowald”) located at 10851 – 69<sup>th</sup> Street North, Grant, MN 55082 (“Property”). After an inspection, Kramer confirmed Mahowald was using the Property for outside storage of commercial equipment in violation of Grant Code of Ordinances Section 32-316(c). Kramer also suspected the Property was being used for the operation of a commercial business in violation of Grant Code Section 32-245.

On April 16, 2014, Kramer sent a formal letter to Mahowald demanding him to cease all commercial activity on the Property and remove all commercial equipment. On June 14, 2014, Kramer met with Mahowald at the Property. Kramer noted that Mahowald made significant progress in the removal of the commercial equipment. During this visit, Kramer also informed Mahowald that the accessory pole barn located on the Property violated the Certificate of Compliance issued to him on September 30, 2013 and Grant Code Section 32-313(b)(2)(b). Kramer requested removal of the metal roofing and siding prior to an inspection date of August 1, 2014, as a “good faith effort” to comply with the requirements of the Certificate of Compliance. On August 5, 2014, Kramer re-inspected the Property. Only one front-end loader remained on the Property, but the pole barn still remained in place, without any good faith effort for removal.

On September 8, 2014, we sent a demand letter to Mahowald informing him of the zoning violations on the Property and demanding compliance. Mahowald contacted us via telephone. Mahowald denied that he was running a commercial landscaping business on the Property and expressed a need for additional time to remove the pole barn. In early November, Mahowald indicated that he would not be able to remove the pole barn prior to the winter season.

In May 2015, we discussed with Kramer the status of the Property. Kramer conducted an informal inspection of the Property. Upon his inspection, he discovered an increased number of pieces of construction equipment stored on the Property indicative of the operation of a commercial landscaping business. Additionally, Kramer discovered that the pole barn still remained on the Property in violation of the City’s Code. On June 5, 2015, we sent another Notice of Ordinance Violation and Demand for Compliance to Mahowald via certified mail. Mahowald received the

letter on June 8, 2015. The letter warned Mahowald that if the Ordinance violations were not remedied within twenty-five (25) days of the letter, the City would seek legal action. Mahowald failed to respond to the letter.

On July 1, 2015, we contacted Kramer and requested a final inspection of the Property with appropriate photographs. Kramer inspected the Property on July 3, 2015. The Property continues to remain in violation of City's Code of Ordinances and Mahowald has absolutely failed to comply with the June 8, 2015 Notice of Violation.

### **Recommendation**

Despite repeated opportunities to remedy the ordinance violations, the Property remains in violation of City's Code of Ordinances.

I recommend that the City initiate legal action against Mahowald 1.) seeking an order from the Court for declaratory and injunctive relief, 2.) affirming that the Property is in violation of the City's Code of Ordinances and 3.) mandating Mahowald to immediately comply with the City's zoning, building, and property maintenance codes and ordinances.



CITY OF GRANT  
MINUTES

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**DATE** : July 30, 2015  
**TIME STARTED** : 3:02 p.m.  
**TIME ENDED** : 3:29 p.m.  
**MEMBERS PRESENT** : Councilmember Sederstrom, Lobin, Huber,  
Lanoux and Mayor Carr  
**MEMBERS ABSENT** : None

Staff members present: City Attorney, Nick Vivian; and Administrator/Clerk, Kim Points

**CALL TO ORDER**

Mayor Carr called the meeting to order at 3:02 p.m.

**PUBLIC INPUT**

(1) John Smith, 10244 67<sup>th</sup> Lane – announced the 6<sup>th</sup> Annual Tractor Parade on September 12, 2015.

**PLEDGE OF ALLEGIANCE**

**SETTING THE AGENDA**

Council Member Lanoux stated the meeting is an illegal emergency meeting and he would not participate. He excused himself from the meeting at 3:06 p.m.

City Attorney Vivian advised the emergency is the special election has to be set and provided background regarding the requirements for notice of a special election per the State and County.

Council Member Sederstrom excused himself from the meeting at 3:08 p.m.

City Attorney Vivian advised it is up to the city council to set the election or the election does not take place. He recommended the majority of the Council continue to move forward with the meeting and take action on the required agenda items.

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

**CONSENT AGENDA**

July 7, 2015 City Council Meeting Minutes

Approved

1	Bill List, \$55,321.94	Approved
2		
3	Brochman Blacktopping, Pothole Repair,	
4	\$13,516.00	Approved
5		
6	Washington County Sheriff, Jan – June 2015	
7	Police Service, \$54,114.95	Approved
8		
9	NSI, Dust Control, \$35,280.50	Approved

10  
11 **Council Member Lobin moved to approve the consent agenda, as presented. Council Member**  
12 **Huber seconded the motion. Motion carried unanimously.**

13  
14 **STAFF AGENDA ITEMS**

15  
16 **City Engineer, Phil Olson**

17  
18 **Discussion of McKusick Avenue Maintenance Options – Mayor Carr moved to table discussion**  
19 **of McKusick Avenue Maintenance Options to the September City Council meeting. Council**  
20 **Member Huber seconded the motion. Motion carried unanimously.**

21  
22 **Consideration of Road Ranking System – Mayor Carr moved to table consideration of Road**  
23 **Ranking System to the September city Council meeting. Council Member Huber seconded the**  
24 **motion. Motion carried unanimously.**

25  
26 **City Planner, Jennifer Haskamp**

27  
28 **Discussion of Business – Seasonal Land Use Definitions – Mayor Carr moved to table**  
29 **discussion of Business-Seasonal Land Use Definitions to the September City Council meeting.**  
30 **Council Member Huber seconded the motion. Motion carried unanimously.**

31  
32 **Discussion of Zoning Ordinance – Accessory Buildings – Mayor Carr moved to table discussion**  
33 **of Zoning Ordinance – Accessory Buildings to the September City Council meeting. Council**  
34 **Member Lobin seconded the motion. Motion carried unanimously.**

35  
36 **City Attorney, Nick Vivian**

37  
38 **PUBLIC HEARING, Vacate CUP's, 11591 McKusick Road and 6450 117<sup>th</sup> Street – Mayor**  
39 **Carr moved to table PUBLIC HEARING, Vacate Cup's, 11591 McKusick road and 6450 117<sup>th</sup>**  
40 **Street to the September City Council meeting. Motion carried unanimously.**

41  
42 **Consideration of Zoning Enforcement, 10851 69<sup>th</sup> Street – Mayor Carr moved to table**  
43 **consideration of Zoning Enforcement, 10851 69<sup>th</sup> Street to the September City Council meeting.**  
44 **Council Member Lobin seconded the motion. Motion carried unanimously.**

45

1 **Charter Commission Special Election Notice** – City Attorney Vivian advised the draft Charter was  
2 delivered to the City on July 20 which means a Special Election must be scheduled by October 18.  
3 However, October 18 falls on a Sunday. We could schedule the Special Election for Friday the 16th  
4 or Tuesday the 13th of October. Working backwards from the date selected, we need to give the  
5 County at least 74 days' notice of the Special Election so at the very latest, our Notice of Election  
6 must be delivered to the County on the 75th day before the date of the Special Election. In order to  
7 make that happen, our options are as follows:  
8  
9

- 10 1. Election Sunday, October 18 - Notice to Washington County, Tuesday August 4 - Special  
11 Meeting to Schedule Election, Prior to August 4  
12
- 13 2. Election Friday, October 16 - Notice to Washington County, Sunday August 2 - Special  
14 Meeting to Schedule Election, Thursday or Friday of this Week  
15
- 16 3. Election Tuesday, October 13 - Notice to Washington County, Thursday July 30 - Special  
17 Meeting to Schedule Election, Emergency Meeting.  
18

19 Minnesota law does not require that a Special Election be held on any particular day of the week. I  
20 suspect, however, that Washington County will not want the election held on a weekend.  
21

22 **Mayor Carr moved hold a special Election for the charter on October 13, 2015 to be**  
23 **administered by Washington County. Council Member Lobin seconded the motion.**  
24

25 Council Member Huber confirmed that it is the legal duty of the City Council to set the election date  
26 and asked if it matters that there are only three Council Members to set that date.  
27

28 City Attorney Vivian advised it is the legal duty of the City Council to set the election date and there  
29 is no discretion as it has to be done. Three Council Members taking action on this is a legal vote.  
30

31 **Motion carried unanimously.**  
32

33 **Acceptance of Petition Seeking Referendum on Discharge of Charter Commission** – City  
34 Attorney Vivian advised a petition was submitted to the City today to disband the Charter  
35 Commission. The requirements for signatures have been met. It is a mandatory requirement to place  
36 the question on the ballot. If the Charter question is approved, the second question is invalid. He  
37 reviewed the distributed resolution outlining the petition advising the Council has to accept the  
38 petition and move forward.  
39

40 **Mayor Carr moved to adopt Resolution No. 2015-13, as presented. Council Member Lobin**  
41 **seconded the motion. Motion carried unanimously.**  
42

43 **NEW BUSINESS**  
44  
45

**UNFINISHED BUSINESS**

**Discussion of Draft City of Grant Planning Commission Manual – Mayor Carr moved to table discussion of Draft City of Grant Planning Commission Manual to the September City Council meeting. Council Member Huber seconded the motion. Motion carried unanimously.**

**DISCUSSION ITEMS**

**City Council Reports:**

**Staff Updates:**

**COMMUNITY CALENDAR AUGUST 5 THROUGH AUGUST 31, 2015:**

**MS4 Annual Public Hearing, Wednesday, August 12, 2015 Town Hall, 5:00 p.m.**

**Mahtomedi Public Schools Board Meeting, Thursday, August 13th and 27th, 2015, Mahtomedi District Education Center, 7:00 p.m.**

**Stillwater Public Schools Board Meeting, Thursday, August 13th, 2015, Stillwater City Hall, 7:00 p.m.**

**Charter Commission Meeting, Thursday, August 20th, 2015, Oakhill Lutheran Church, 7:00 p.m.**

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

**ADJOURN**

**Council Member Huber moved to adjourn at 3:29 p.m. Council Member Lobin seconded the motion. Motion carried unanimously.**

These minutes were considered and approved at the regular Council Meeting September 1, 2015.

\_\_\_\_\_  
Kim Points, Administrator/Clerk

\_\_\_\_\_  
Tom Carr, Mayor

**CITY OF GRANT, MINNESOTA  
RESOLUTION NO. 2015-14**

**RESOLUTION ADOPTING PRELIMINARY CITY BUDGET FOR 2016**

**WHEREAS**, the City of Grant established a preliminary certification of the City of Grant's levy at its September 1<sup>st</sup>, 2015 meeting; and

**WHEREAS**, the City of Grant is not required to and will not hold public hearings for the 2016 preliminary budget; and

**WHEREAS**, the City Council for the City of Grant wishes to establish its preliminary 2016 budget which must be certified to the Washington County Auditor/Treasurer by September 15, 2015;

**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 2016 in the amount of \$\_\_\_\_\_.

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 Sederstrom  
Council Member Lanoux  
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 1st day of September, 2015.

\_\_\_\_\_  
Thomas Carr, Mayor

\_\_\_\_\_  
Kim Points, Administrator/Clerk

**CITY OF GRANT, MINNESOTA  
RESOLUTION NO. 2015-15**

**RESOLUTION ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION FOR  
THE CITY'S GENERAL FUND AT \$ \_\_\_\_\_**

**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, 2015; 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 2016 General Fund Preliminary Levy's certification at \$ \_\_\_\_\_.

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 Sederstrom  
Council Member Lanoux  
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 1st day of September, 201t.

---

Thomas Carr, Mayor

Attest:

---

Kim Points, Administrator/Clerk



## Administrator/Clerk

---

**From:** Nancy Brase <Nancy.Brase@co.washington.mn.us>  
**Sent:** Wednesday, August 05, 2015 1:25 PM  
**To:** 'cschroeder@lakeelmo.org'; 'bbear@ci.hugo.mn.us'; 'clerk@cityofgrant.us';  
'eajohnson@cityfoakparkheights.com'; 'cityclerk@stillwater.org';  
'tmccarty@ci.stillwater.mn.us'; 'kathyschmoeckel@stillwatertownship.com'; 'llklein65@hotmail.com'; 'wkvoedisch@frontiernet.net'; 'clerk@baytownmn.org'  
**Cc:** karen.kill@mnwcd.org; Molly O'Rourke; Stephanie Souter; Commissioners  
**Subject:** Expiration-Term of Office: Sharon Schwarze and Gerald Johnson  
**Attachments:** Application.doc

**TO: City/Township Clerks:**

<b>Grant</b>	<b>Oak Park Heights</b>	<b>May Township</b>
<b>Hugo</b>	<b>Stillwater</b>	<b>Stillwater Township</b>
<b>Lake Elmo</b>	<b>Baytown Township</b>	

The term of office for Sharon Schwarze – Grant, and Gerald Johnson - Stillwater, on the Browns Creek Watershed District, will expire on October 21, 2015. Sharon Schwarze and Gerald Johnson wish to seek reappointment.

State statute provides that the County Board will select watershed district managers from lists of nominees submitted by the municipalities that are wholly or partially in the watershed district. The list must contain at least three nominees for each manager's position to be filled. The list must be submitted to the County at least 60 days prior to the expiration of the term of office of a manager. If no list is submitted or if the list is not received 60 days prior to the manager's term of office expiring, the County Board will then proceed to appoint a manager through its open appointment process. In either event, the County Board shall make its appointment 30 days prior to the term expiration.

If you wish to submit a list of nominees for consideration or wish the incumbent to be considered for reappointment, your joint or separate list should be sent to me prior to 9/4/2015.

A copy of the County's advisory board application form is enclosed.

Thank you for your assistance.

Nancy S. Brase  
Administrative Services Manager  
14949 62<sup>nd</sup> Street North  
Stillwater, MN 55082  
651-430-6009

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2015.0.6086 / Virus Database: 4392/10371 - Release Date: 08/04/15

# Inspection Report

**Professional Wildlife Control**  
*"We send them packing"*

PO Box 48620  
 Minneapolis, MN 55448  
 (763) 447-9608



Visit us on the web at:  
[www.ProfessionalWildlifeControl.com](http://www.ProfessionalWildlifeControl.com)

Name City of Grant Town Hall  
 Address 8380 Kimbo ave N  
Grant MN 55032  
 Phone 651-426-3383  
 Date\* 7-17-15

Inspection Item	Condition		Comments	Price
	OK	Repair		
Chimney cap		X	No cap	get quote
Chimney	X			
Roof overlaps	N/A			
Fan Vents	X			
Roof vents	N/A			
Roof		X	gap along Peak	
Gutters	N/A			
Fascia		X	Repair & Install Bat Doors as needed	6,500.00
Soffits		X	Repair & Install Bat Doors as needed	
Siding		X	Repair gaps, wood pecker Holes	
Windows		X	Repair window	
Trees/Shrubs			Trim to nine feet from roofline where possible	No Quote
Furnace pipes	N/A	X		
A.C. pipes	N/A			
Roof pipes	N/A			
Other pipes	X			
Foundation	X			
Garage doors	X			
Screens	X			
Deck/porch	N/A			
Insulation	N/C			

**NOTE:** Please retain your copy. Replacement copies/scans are charged administration fee of \$25.00 per page.  
 \* Quotes expire one month from date of issue. PWC provides service for items quoted. This is not an invoice.

## **AGENDA ITEM 7A**

<b>STAFF ORIGINATOR</b>	Kim Points
<b>MEETING DATE</b>	September 1, 2015
<b>TOPIC</b>	Planning Commission Manual

### **BACKGROUND**

The City Council has been working through the development of a City of Grant Planning Commission Manual. Included in the packets is a draft of such manual.

Council should review the manual with the intent of revising, correcting, making additions, etc. at the September City Council meeting.

When all revisions are made and agreed to, staff will make noted revisions and bring back to the October meeting for approval on the consent agenda.

In addition, staff is looking for authorization to advertise for Planning Commission applications. Interviews will be scheduled one hour prior to the October and November City Council meetings and appointments made at either the November or December 2015 regular City Council meeting.

### **RECOMMENDATION**

Revision of Planning Commission Manual and authorize applications for the City of Grant Planning Commission.

# **CITY OF GRANT**



## **Rules of Procedure City of Grant Planning Commission**

**CITY OF GRANT**  
**RULES OF PROCEDURE**  
**FOR CITY PLANNING COMMISSION**

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## Section 1

### ROLES AND RESPONSIBILITIES

State statutes prescribe several mandatory duties for the City Planning Commission. A City Ordinance should be drafted to include these duties. In addition, state statute permits some optional duties to be assigned to the planning commission in the Council's discretion. In most instances, unless noted in statute or ordinance, the planning commission serves in an advisory capacity.

**State statute vests planning commissions with mandatory duties related to:**

Reviewing amendments to the comprehensive plan

Reviewing purchase and sale of public property and capital improvement projects

Reviewing zoning ordinance amendments

**Additionally duties are to include:**

Review of all Land Use applications

Conduct Public Hearings in relation to Land Use applications

Provide recommendations to the City Council relating to Land Use applications

**Role in Review of Conditional Use Permits:**

The City's zoning ordinances provide that some uses within a zoning district will only be allowed upon the granting of a conditional use permit. State statute allows a City Council to delegate their authority to review conditional use permits. However, final approval or disapproval of a conditional use permit application must be the decision of the City Council.

While reviewing conditional use permits, the Planning Commission must follow fairly strict legal standards for their review. Specifically, the City must follow the requirements of the zoning ordinance it has adopted. If a conditional use permit application meets the requirements of the ordinance, generally it must be granted. If an application is denied, the stated reasons for denial should all relate to the applicant's failure to meet standards established in the ordinance.

**Role in Review of Subdivision Applications:**

Absent a charter provision to the contrary, in cities that have adopted a subdivision ordinance, the City Council may delegate the authority to review subdivision proposals to the Planning Commission. However, final approval or disapproval of a subdivision application must be the decision of the City Council.

Planning Commissions charged with reviewing subdivision applications must follow fairly strict legal standards for their review. Specifically, the City must follow the requirements of the subdivision ordinance it has adopted. If a subdivision application meets the requirements of the ordinance, generally it must be granted. If an application is denied, the stated reasons for denial must all relate to the applicant's failure to meet standards established in the ordinance.

### **The 60-Day Rule:**

Cities generally have only 60 days to approve or deny a written request (application) if a complete application has been submitted relating to zoning, including rezoning requests, conditional use permits and variances. This requirement is known as the "60-Day Rule."

The 60-Day Rule is a state law that requires cities to approve or deny a written request relating to zoning within 60 days or it is deemed approved. The underlying purpose of the rule is to keep governmental agencies from taking too long in deciding land use issues. Minnesota courts have generally demanded strict compliance with the rule.

All Planning Commission review of zoning related applications must be completed in a manner that allows the city to complete its entire approve process within the timeframe dictated by the 60-Day Rule. Local ordinance should not establish timeframes for Planning Commission review of applications or appeal of Commission decisions that do not allow the City to comply with the 60-Day Rule.

### **Extensions:**

- The law allows a City the opportunity to give itself an additional 60 days (up to a total of 120 days) to consider an application, if the City follows specific statutory requirements. In order to avail itself of an additional 60 days, the City must give the applicant:
  - Written notification of the extension before the end of the initial 60-day period.
  - The reasons for the extension.
  - The anticipated length of the extension.

An oral notice or an oral agreement to extend is insufficient. The reasons stated in the written notification should be specific in order to inform the individual applicant exactly why the process is being delayed. An applicant may also request an extension of the time limit by written notice.

Once the City has granted itself one 60 day extension any additional extensions must be negotiated with and agreed upon by the applicant. The City must initiate the request for additional time in writing and the applicant must agree to an extension in writing, but the applicant is under no obligation to agree to the extension.

## Section 2

### TERMS

Per City Ordinance, the Planning Commission shall consist of five to seven members. The members shall be appointed by the City Council by a majority vote of the City Council. Each Planning Commissioner shall be appointed to a three year term. If a commissioner is appointed to fulfill the term of an unexpired term, then the newly appointed commissioner shall serve for the remainder of that term. The term of office, unless appointed to fill an unexpired term, shall begin at the first regular City Council meeting in March of each year.

#### **Qualifications; Constraints Pertaining to Membership; Committee Expenditures:**

Sec. 24-23 of the City Code, the following applies:

Every member of the planning commission shall be a registered voter in the City.

Every member shall, before entering upon the disposition of duties, take an oath to faithfully perform the duties of such office.

All members shall serve without compensation, and may be removed by a majority vote of the city council. In the event a planning commission member is removed, the member will be notified by the city.

Any member who fails to attend five regular meetings of the planning commission during any consecutive 12-month period shall have the appointment reviewed by the city council.

No member of the planning commission may participate on any issue or proceeding in which the member has a conflict of interest. While not an exhaustive list, a member has a conflict of interest if the member has a financial interest, is married to the applicant, is related to the applicant within the first degree of kinship, is employed by the applicant, or if the applicant is employed by the member. Any members having a conflict of interest on a specific zoning review or application is required to recuse themselves and step down during planning commission discussion and action. If there is any question regarding a conflict, the planning commission member may consult with the city attorney. The planning commissioner may participate in discussion as a resident and member of the audience.

Expenditures of the planning commission shall be within amounts appropriated for that purpose by the city council.

#### **Vacancies:**

Vacancies due to resignation, the expiration of a term, or when the City Council determines not to reappoint a Planning Commission Member whose term is expiring may be filled by an applicant that s has submitted an application requesting to be appointed or reappointed. The City Council shall review the applications upon completion of the process set forth below and shall appoint a planning commission member by a majority vote of the city council.



The City Clerk shall publish in the official newspaper of the City, on an annual basis (when applicable) notice that a vacancy on the planning commission exists and that any interested person may make an application for appointment by the City Council.

Applicants for appointment/reappointment shall apply in writing using the appropriate forms as required, and the City Council shall interview those candidates that it deems appropriate before an appointment to the Planning Commission is made by the City Council.

The appointment process for a vacancy due to an expired term shall be handled by the City Council at a regular or special meeting in March of each year to allow an opportunity for candidates to file applications and interview applicants. For all unexpired terms, the City Council shall follow the same process as laid out in the City Ordinance, but may consider appointments at any regularly scheduled City Council meeting.

## Section 3 MEETINGS

### **Regular:**

Planning Commission meetings are governed by the same statutes as regular City Council meetings. For example, Planning Commission meetings are subject to the Open Meeting Law and subject to the records retention laws.

Regular Planning Commission meeting will be held on the third Tuesday of the month, if a Land Use application has been submitted. If there are no active Land Use applications or City Council directives to the Planning Commission requiring action, no meeting will be called.

### **Place:**

All Planning Commission meetings will be held at Town Hall, 8380 Kimbro Avenue North in Grant, at 7:00 p.m. unless otherwise noted.

### **Special:**

Special meetings of the Planning Commission will only be held if there is a direct conflict with the 60-Day Rule, per a written request to the City office from the City Planner. The request will provide a written explanation of the conflict with the 60-Day rule.

### **Presiding Officers:**

The officers of the Planning Commission shall consist of a Chairperson and a Vice-Chairperson elected by the Planning Commission at the first meeting of the year (March; or when a Land Use application has been submitted) for a term of one year. In the absence of the Chair and Vice-Chair, the remaining members shall elect a Temporary Chair for that respective meeting.

### **Duties of Officers:**

The Chair is a voting member of the Planning Commission and may make motions. In addition, the duties and powers of the officers of the Planning Commission shall be as follows:

#### **Chairperson:**

- To preside at all meetings of the Commission.
- To see that all actions of the Commission are properly taken.
- To invoke a reasonable time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time.
- To provide for the selection of one or two spokespersons to represent groups of persons with common interests during public meetings and hearings.
- To order an end to disorderly conduct and direct law enforcement to remove disorderly persons from Planning Commission meetings or hearings.
- To schedule a second official public hearing meeting or other continued meeting in the event that a meeting or public hearing cannot be concluded by a reasonable hour in the judgment of the Chairperson.

The presiding officer has the responsibility to facilitate discussion by the Planning Commission. This may occur in a variety of ways, including:

- Interpret and apply rules of procedure.
- Decide whether motions are properly made.
- Decide whether motions are in order.
- Decide whether questions of special privilege ought to be granted.
- Decide when to recognize speakers.
- Call for motions or recommend motions.
- Expel disorderly persons from the meeting.
- Enforce speaking procedures.

#### **Vice-Chairperson:**

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

#### **Secretarial duties to be delegated to City Staff:**

- To give or serve all notices required by law or by these Bylaws.
- To prepare the agenda for all meetings of the Commission.
- To be custodian of Commission records.
- To inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence.
- To handle funds allocated to the Commission in accordance with its directives, the law and city regulations.
- To take the minutes of all meetings of the Commission for typing and filing into the appropriate minute book by City Staff

**Quorum:**

A quorum shall be achieved when a simple majority of the appointed members is present, prior to any business being conducted at the meetings. For example, if the Planning Commission consists of seven appointed members, than a minimum of four members must be present to achieve quorum.

**Order of Business – Regular Proceedings:**

At any regular meeting of the Planning Commission, the following shall be the regular order of business:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approve Minutes
5. New Business (New Application Public Hearings)
6. Old Business (Continued Hearings)
7. Adjourn

The following procedures will normally be observed for matters before the Planning Commission, except for public hearings which follow the detailed procedures:

- Staff presents report and makes recommendation (if any).
- The Planning Commission may ask questions regarding the staff presentation and report (if any).
- Applicant of the agenda item may make a presentation (if any).
- Planning Commission asks any questions it may have of the Applicant.

Each formal action of the Planning Commission required by law, rules, regulations policy shall be embodied in a formal vote duly entered in full upon the Minute Book after an affirmative vote and may be accompanied by written findings of fact.

**Curfew:**

Unless agreed to by a majority vote of the Planning Commission, no new agenda items shall be taken up after 10:00 p.m.

## Section 4

### AGENDA FOR REGULAR MEETINGS

#### **Agenda:**

**Purpose.** The agenda of a Planning Commission meeting serves two important functions: 1) it focuses Planning Commission deliberations by determining what matters will be considered at the meeting, when each matter will be considered, and the context in which each matter will be considered; and, 2) it serves as the public's only guide to what will be considered at the meeting, how the matter be dealt with, who will participate in the discussion, and when public comment may be made. The agenda should be prepared so as to best achieve these functions. Staff sets the regular agenda per active and complete Land Use applications that have been submitted, and any items as directed by a majority of the City Council.

**Deadlines.** The agenda shall be prepared by City Staff and shall be closed at noon ten days prior to the meeting for preparation purposes.

**Delivery of Agenda to Members.** At least seven calendar days before the meeting, the City Staff shall provide each Commission member a meeting agenda and all materials related to items on the agenda (e.g., petition, application, plans, staff report, written comments received).

**Order and Form of the Agenda.** The agenda organization shall conform to order of business section above. In addition, the agenda shall generally organize matters to be addressed at the meeting so as to best promote opportunities for effective public input and the timely and efficient performance of Planning Commission responsibilities. Items of business likely to attract the attendance of many interested persons (such as those involving notice to adjoining property owners and those involving other public notice) should generally be placed early on the agenda, thereby, minimizing the time citizens must wait for consideration of the item that brought them to the meeting. The agenda should identify (by name and/or role) the leading participants at each step of the Commission's review and indicate the step at which interested persons will have the

#### **Addition of Agenda Items:**

Additional items may be added to the agenda at a Planning Commission meeting subject to approval by a majority vote of the members present. The additional agenda items may be

discussed, but no action may be taken if any member objects.

If a new item of business proposed to be added to the agenda requires staff review (such as rezonings, ordinance amendments, preliminary subdivision plans, and subdivision review procedures and guidelines), involves quasi-judicial procedures (such as a request for a variance from Subdivision or Zoning Ordinance standards), or involves substantive matters of potential public interest (such as the Comprehensive Plan, or other major policies), the majority of the Commission may not add the item to the agenda. The Commission may not discuss the substance of the matter or take any final action on the item except at a future meeting where the item is included on the distributed agenda.

## Section 5

### MEETING MINUTES

#### **Required Contents:**

**Purpose.** The minutes of the Planning Commission's meetings represent the official record of the Commission's deliberations and actions. As such, they record the Planning Commission's vote on actions and the reasons for the vote. The minutes also communicate background on the Planning Commission's recommendations to the City Council, provide perspective on issues, and provide a historical record of Commission proceedings. Furthermore, state law requires the Commission to keep full and accurate minutes of all official meetings, and requires that those minutes be retained and be available for public inspection by any person subject to the state public records law and the city records retention schedule.

**Duties of Staff Preparing Minutes.** City Staff shall prepare minutes of all Planning Commission meetings. The minutes shall be action only to include the following:

- Which members were present and absent, and whether absent members were excused or not excused.
- A summary of staff and any committee reports and recommendations (if applicable), applicants' presentations, public comments, and the Planning Commission's discussion on each item.
- The content of each principal motion before the Planning Commission, the identity of the person who made and seconded the motion, and the record of the vote on the motion (identifying the vote count and, unless the vote was unanimous, the names of those voting against the motion).
- Summary of comments made during the public hearing, to include name and address

of speaker.

- The recommended conditions of approval for an application or findings of fact for recommended denial of an application.

## Section 6

### PUBLIC HEARINGS

A public hearing is a noticed, official hearing, the express and limited purpose of which is to provide an equitable opportunity for the public to speak on matters before the Planning Commission.

For certain matters considered by the Planning Commission, a requirement that the Planning Commission conduct a public hearing is prescribed by State Statute, the City's Municipal Code of Ordinances or by City Policy.

The Planning Commission may neither deliberate nor take a substantive vote during a public hearing, but may ask questions for the sake of clarification of speakers. However, generally it is the role of the Planning Commission to refrain from discussion with the speakers and to listen to public testimony.

The Planning Commission, upon resuming their regular meeting after the close of the public hearing, may take action upon the matter discussed during the public hearing.

#### **Conduct of Persons Before the Planning Commission:**

During all public hearings required by State law or ordinance, members of the public shall be given reasonable opportunity to speak. In order to promote meeting efficiency, the Chair may discourage duplicative testimony and may place reasonable time limits on the amount of time that individuals have to speak. Comments should be addressed to the item before the Planning Commission.

During all regular and special meetings of the Planning Commission, the public may be present but shall remain silent unless specifically invited by the Chair to provide comment.

During all proceedings, members of the public have the obligation to remain in civil order and address their comments to the specific application and agenda item. Any conduct which interferes with reasonable rights of another to provide comment or which interferes with the proper execution of Commission affairs may be ruled by the Chair as "out-of-order" and the offending person directed to remain silent. Once, having been so directed, if a person persists in disruptive conduct, the Chair may order the person to leave the Planning Commission meeting or hearing. Where the person fails to comply with an order to leave,

the Chair may then call upon civil authority to physically remove the individual from the chamber for the duration of the hearing or deliberation on that item.

The Chairperson of the Planning Commission may impose additional limits or rules upon members of the public as needed.

**Additional Rules of Procedure for Public Hearings:**

**Public Hearing Format.** Public hearings shall be conducted in the following manner:

- The presiding officer calls the public hearing to order and declares the time of opening.

It is the intent of the Planning Commission to open all public hearings at the predetermined and published time. From a practical standpoint, not all hearings can be opened at their designated time. The presiding officer may delay the start of a hearing until the business at hand is acted upon, in any manner, by the Planning Commission.

The presiding officer shall read, from the hearing notice, the details on the hearing sufficient to provide the public a general understanding of the purpose and procedures for the hearing, and the fact that the hearing is their exclusive or primary opportunity to provide input to the city on the subject.

- Staff and/or a consultant make a presentation or report on the subject matter for the hearing.
- The applicant (if any) may make a presentation or report on the subject matter for the hearing.
- The presiding officer asks Planning Commission members if they have questions of the staff or applicant, if any.
- The presiding officer requests a motion and second to open the public hearing.
- The presiding officer announces that input will be received from the citizens, requesting that each speaker provide a name and address, noting any applicable time limits for comment from individual members of the public, any other applicable rules and explaining the procedure for enforcement of such rules.

After members of the public have spoken, the presiding officer requests a motion to:

- Close the public hearing, and the Planning Commission votes on the motion. Once the vote is taken, the hearing is closed for the record.
- Continue a public hearing. If the Planning Commission votes to continue the hearing, the presiding officer shall, in consultation with City Staff, select and announce a time and

date certain for the continued public hearing. No additional publication or notice requirements are needed if a hearing is continued to a later date. However, no public hearing may be continued more than once without re-notice and publishing the time, date and location of the hearing.

- The Planning Commission addresses the subject matter through deliberation, questions to citizens and staff, and reactions and statement of position on the subject.
- If the public hearing is closed, the Planning Commission may take action on the application before them. The Commission may formulate a recommendation which outlines the parameters under which an approval would be granted. The reasons and conditions shall be stated in the motion or resolution for approval or denial. Continuation of an action may occur in the event insufficient information is present to make a decision. The Planning Commission shall delineate the missing information before continuing the item.

## Section 7

### CITY CONSULTANTS

#### **Consultants:**

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

#### **City Applications/Escrows:**

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

#### **Use of City Consultants:**

It is the practice of the City that all inquiries, requiring work related to planning, engineering and legal services associated with general City business and applications are coordinated through the City office. Since the consultants bill the City based on an hourly fee, coordination through the City office keeps costs down and eliminates the duplication of work. Planning Commissioners should refrain from contacting City consultants directly to minimize City costs and submit all inquiries to the City office, and likewise the consultants shall provide information to the City office which can then be shared with all Planning Commissioners. Legal and planning information in respect to all inquiries will then be provided to all Planning Commissioners.

#### **Special City Projects:**



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

DRAFT

## City Council Report for August 2015

To: Honorable Mayor & City Council Members

From: Jack Kramer Building & code Enforcement Official

### Zoning Enforcement:

1. Hedberg Landscape Supplies 8400 – 60th. St Violation of the CUP issued to Park Nursery August 7, 1990.

a. The city received a formal complaint that Hedberg Nursery was allowing four different landscape companies to store their vehicles on the property. Upon inspection it was noted that the violation was valid. I sent a letter to Hedberg Landscape Supplies indicating the violation and a thirty day window for compliance. I will await a response and or re-inspect the property.

2. Mr. Bob Michel's 11055 -66<sup>th</sup>. St N. Formal complaint was received that the owner of the property was operating a business operation without a Conditional Use Permit.

a. Upon inspection and review with the property owner it was noted that no business operation was occurring on the property. Mr. Michel's owns a construction company and has offices located in North Oaks, MN.

### Building Permit Activity:

Twenty –Seven (27) Building Permits were issued for this period with a total valuation of \$426,022.75

Respectfully submitted,



Jack Kramer

Building & Code Enforcement Official

Grant Master Form									
Permit	Permit Type	Name	Project Address	Date Issued	Valuation:	City Fee:	75%	Plan CK Fee:	Surcharge
2015-120	Fence	Anderson	9085 Jeffrey Ave. N.	7/13/2015	\$ 2,500.00	\$ 83.25	\$ 62.43	\$ -	\$ 1.25
2015-121	Solar Unit	Grubb	6639 Jasmine Ave.	7/14/2015	\$ 48,000.00	\$ 624.05	\$ 468.03	\$ -	\$ 24.00
2015-122	Porch / Deck	Nyer	11749 Keats Ave. N	7/15/2015	\$ 30,000.00	\$ 442.25	\$ 331.68	\$ 287.46	\$ 15.00
2015-123	Re-Roof	Behymer	10380 Jody Ave. N.	7/16/2015	\$ 7,000.00	\$ 139.25	\$ 104.43	\$ -	\$ 3.50
2015-124	Drain Tile	Jablonski	8610-105th. St. N.	7/17/2015	\$ 7,200.00	\$ 153.25	\$ 114.93	\$ -	\$ 3.60
2015-125	Re-Roof	Schukar	11325-79th. St. N.	7/18/2015	\$ 13,795.00	\$ 237.30	\$ 177.97	\$ -	\$ 6.89
2015-126	Sign Permit	Wildwood Ele.	8698-75th. St. N.	7/19/2015	N/A	\$ 50.00	\$ 37.50	\$ -	\$ -
2015-127	Sign Permit	Wildwood Ele.	8698-75th. St. N.	7/20/2015	N/A	\$ 50.00	\$ 37.50	\$ -	\$ -
2015-128	Bath Remod.	Weed	11320 Greenelefe Ave	7/21/2015	\$ 30,000.00	\$ 442.25	\$ 331.68	\$ 287.46	\$ 15.00
2015-129	Decks	James	9970 Joliet Ave. N.	7/22/2015	\$ 11,640.00	\$ 209.25	\$ 156.93	\$136.01	\$ 5.82
2015-130	HVAC	Hawkinson	9671 Joliet Ave. N.	7/25/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-131	HVAC	Kosmala	11290 Manning Ave.N.	7/27/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-132	Re-Roof	Hanifl	11725 Irish Ave.N.	7/27/2015	\$ 23,000.00	\$ 363.25	\$ 272.43	\$ -	\$ 11.50
2015-133	Re-Roof	Shain	9302-60th. St. N.	7/27/2015	\$ 7,516.75	\$ 153.25	\$ 114.93	\$ -	\$ 3.75
2015-134	Int. Buildout	Olson	11958 Isleton Ave. N.	7/28/2015	\$ 58,833.00	\$ 706.45	\$ 529.83	\$ -	\$ 29.41
2015-135	Pole Bldg.	Marotz	8888 Jamaca Ave. N.	7/28/2015	\$ 76,940.00	\$ 832.75	\$ 624.56	\$ 541.28	\$ 38.47
2015-135	Re-Roof	Schuler	9819 Joliet Ave. N.	7/30/2015	\$ 11,000.00	\$ 195.25	\$ 146.43	\$ -	\$ 5.50
2015-136	Decks	Jacobson	10331 Dellwood rd. N.	8/1/2015	\$ 15,000.00	\$ 251.25	\$ 188.43	\$ 163.31	\$ 7.50
2015-137	Plumbing	Alimohammad	10190 Jody Ave. N.	8/2/2015	N/A	\$ 79.50	\$ 59.62	\$ -	\$ 1.00
2015-138	Sign Permit	Maht. High	8000-75th. St. N.	8/3/2015	N/A	\$ 50.00	\$ 37.50	\$ -	\$ -
2015-139	Sign Permit	Maht High	8000-75th. St. N.	8/3/2015	N/A	\$ 50.00	\$ 37.50	\$ -	\$ -
2015-140	Re-Roof	Stockness	11923 Ironwood Ave. N	8/3/2015	\$ 9,000.00	\$ 167.25	\$ 125.43	\$ -	\$ 4.50
2015-141	Re-Roof	Anderson	7971-120th. St. N.	8/3/2015	\$ 25,000.00	\$ 391.75	\$ 293.81	\$ -	\$ 12.50
2015-142	Windows	Storeygard	9011 Justen Trail N.	8/7/2015	\$ 13,598.00	\$ 237.25	\$ 177.93	\$ -	\$ 6.79
2015-143	Kit. Remodel	Egan	7824 Manning Ave. N.	8/7/2015	\$ 8,500.00	\$ 167.25	\$ 125.43	\$ -	\$ 4.50
2015-144	HVAC	Weed	11320 Grenelefe Ave.	8/7/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-145	Swim Pool	Schulte	9645 Keswick Ave. N.	8/7/2015	\$ 27,500.00	\$ 422.05	\$ 316.53	\$ 274.33	\$ 13.75
Monthly total					\$ 426,022.75	\$ 6,738.10	\$ 5,053.44	\$ 1,689.85	\$ 217.23