

**City of Grant
City Council Agenda
November 3, 2015**

The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, November 3, 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. October 6, 2015 City Council Meeting Minutes
- B. October 19, 2015, Certification of Election Meeting Minutes
- C. Bill List, \$49,123.13
- D. Kline Bros. Excavating, Road Work, \$11,237.50
- E. Pioneer Press, Special Election Publications, \$36,341.70

5. STAFF AGENDA ITEMS

A. City Engineer, Brad Reifsteck (no action items)

B. City Planner, Jennifer Haskamp

i. Consideration of Meridian Amended CUP Application (continuation), 11400 Julianne Avenue N

ii. PUBLIC HEARING, Consideration of Amendments to Certain Seasonal Land Use Definitions

iii. PUBLIC HEARING, Consideration of Amendments to Certain Sections of the Accessory Building Standards

C. City Attorney, Nick Vivian

i. Responsible Party for Charter Commission Data Practices/Censure Criteria

6. NEW BUSINESS

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 NOVEMBER 4 THROUGH NOVEMBER 30, 2015:

Mahtomedi Public Schools Board Meeting, Thursday, November 12th, 2015, Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Thursday, November 12th, 2015, Stillwater City Hall, 7:00 p.m.

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

City Office Closed, Thursday, November 26th and Friday, November 27th, 2015

10. ADJOURNMENT

CITY OF GRANT
MINUTES

DATE : October 6, 2015
TIME STARTED : 7:00 p.m.
TIME ENDED : 10:27 p.m.
MEMBERS PRESENT : Councilmember Sederstrom, Lobin, Huber,
Lanoux and Mayor Carr
MEMBERS ABSENT : None

Staff members present: City Attorney, Nick Vivian; City Engineer, Brad Reifsteck; City Planner, Jennifer Haskamp; City Treasurer, Sharon Schwarze; and Administrator/Clerk, Kim Points

CALL TO ORDER

Mayor Carr called the meeting to order at 7:00 p.m.

PUBLIC INPUT

Mr. Bob Engelhart, 9280 Joliet – Commented on Rules of Procedure relating to the consent agenda.

PLEDGE OF ALLEGIANCE**SETTING THE AGENDA**

Council Member Sederstrom moved to remove the bill list from the consent agenda. Motion failed with no second.

Council Member Lanoux moved to add City Newspaper and Special Meetings from the regular agenda. Council Member Sederstrom seconded the motion. Motion failed with Council Member Lobin, Huber and Mayor Carr voting nay.

Council Member Huber moved to approve the agenda, as presented. Council Member Lobin seconded the motion. Motion carried with Council Member Lanoux and Sederstrom voting nay.

CONSENT AGENDA

September 1, 2015 City Council Meeting Minutes

Approved

Bill List, \$60,924.37

Approved

1 Kline Bros. Excavating, Road Work, \$11,070.00 Approved

2
3 City of Mahtomedi, 3rd Quarter
4 Fire Contract, \$31,404.75 Approved

5
6 Authorization for Check Deposit,
7 History Books Approved

8
9
10 **Council Member Huber moved to approve the consent agenda as presented. Council Member**
11 **Lobin seconded the motion. Motion carried with Council Member Lanoux and Sederstrom**
12 **voting nay.**

13
14 **STAFF AGENDA ITEMS**

15
16 **City Engineer, Brad Reifsteck (No action items)**

17
18 **City Planner, Jennifer Haskamp**

19
20 **PUBLIC HEARING, Meridian Amended CUP Application, 11400 Julianne Avenue North –**
21 City Planner Haskamp advised the Applicant, Meridian Behavioral Health, LLC (“Meridian”) is
22 requesting an amendment to the existing CUP (Exhibit 3) which allows for the operation of a
23 residential treatment facility on the property located at 11400 Julianne Avenue North to:

- 24
25 ▪ Remove all existing buildings and site improvements on the subject property and construct
26 one new building to improve facility operations and allow for an expansion of the number of
27 client beds permitted.
- 28 ▪ Allow for interim operations in the existing buildings until such time site work and
29 construction commences for the new facility.
- 30 ▪ Allow for the closure of the operations for 6-months during the demolition and construction
31 process since the location of the new building is generally in the same location as the existing
32 buildings.
- 33 ▪ Allow for the new building to be constructed to accommodate an increase in the maximum
34 number of beds from 36 to 50.
- 35 ▪ Allow for interim operations (from time of amended permit to closure for construction of new
36 building) to accommodate a maximum of 34 client-beds, and remove the conditions in the
37 existing permit related to quarterly client-bed averaging.

38 City Planner Haskamp provided the background of the facility noting that in 1971 a Special Use
39 Permit was issued on the subject parcel by Grant Township for the purposes of operating a
40 Residential Drug Treatment Facility. Between 1971 and 1991 the Jamestown Foundation operated a

youth residential chemical treatment facility on the subject parcel(s) until such time that Pine Shores acquired the property. In 1991 Pine Shores applied to amend the existing permit to allow the facility to transition from a youth residential treatment facility to an adult residential treatment facility. In 1991 Pine Shores and Town of Grant (at the time) were involved in litigation with respect to the change of the proposed demographic served. The litigation resulted in the Town of Grant issuing a Conditional Use Permit in 1992 to permit the operations of the adult residential treatment facility as requested by Pine Shores. A summary of the litigation can be found in the attached Attorney's memo (Exhibit 4). The most recent CUP Amendment was issued April 1, 1997 and is the permit which Meridian now wishes to amend (Exhibit 3).

City Planner Haskamp advised a duly noticed public hearing was posted for October 6, 2015 and notices were sent directly to all properties located within ¼-mile of the subject parcel.

Project Summary

Applicant: Meridian Behavior Health, LLC	Site Size: 50.96 Acres
Zoning & Land Use: A-1	Request: Amend Conditional Use Permit (CUP)
Address: 11400 Julianne Avenue North	PIDs: 0303021130001 (10.43 Acres – <i>location of facility</i>) 0303021420001 (30.53 Acres) 0303021430001 (10.00 Acres)

The Applicant has applied to amend the existing CUP which allows for the operation of the adult residential treatment facility on the subject parcel(s). Since the permit was issued in 1997, Meridian has acquired additional land increasing the total acreage associated with the operations from approximately 30 acres to just over 50 acres. The existing Cedar Ridge facility is an MI/CD licensed residential chemical center program which serves adult men aged 18 and older. As stated in the Applicant's narrative, "Cedar Ridge is a state-licensed facility with strict documented protocols, policies and procedures for providing high-quality, safe care. All clients have 24-hour, 7-days week supervision by licensed professionals who are focused on providing evidence-based support to treat substance abuse and addiction. Residents are part of a highly-structured program throughout the entire day, seven days a week." Further description can be found in the Applicant's narrative (Exhibit 1).

The Applicant is proposing to amend the permit to allow for the removal of the existing buildings and facilities on the subject parcel and to construct a new building to accommodate 50 client beds following the same program operations as identified in the preceding paragraph. The location of the new building would be generally in the same location as the existing facilities.

City Planner Haskamp provided a summary of the proposed site improvements and modifications that was included in the Council packets.

As stated within the review, staff would recommend that some additional information be provided by the Applicant for consideration. Preliminarily those items are:

- Further detail regarding security and monitoring of the new building would be helpful in assessing the improvements associated with the new building, and would also assist with the appropriate drafting of the conditions.

- 1 ▪ Exterior Lighting plan including parking lot and any fixtures proposed on the north side of the
- 2 facility.
- 3 ▪ The Applicant's timeline for interim operations and construction of the new building is not
- 4 clear. It would be helpful to know when the Applicant anticipates pulling the building and
- 5 demolition permits and when the new building would be operational.

6 City Planner Haskamp stated staff has provided a marked up copy of the existing conditional use
7 permit based upon the proposed amendments for Council review and consideration.

8
9 In addition, the City Engineer provided the following analysis of the application:

10
11 Plans were prepared by Wenck Associates are dated July 2015 and last revised August 24, 2015.
12 Engineering review comments were generated from the following documents included in the
13 submittal:

- 14 • Certificate of Survey
- 15 • Site plans including:
 - 16 ○ Existing conditions & Demolition Plan
 - 17 ○ Site plan & Grading Plan
 - 18 ○ SWPPP & Erosion Control Plan
 - 19 ○ Storm Sewer Plan & Sanitary Sewer Plan
 - 20 ○ Details & Landscape Plan

21 **STORMWATER MANAGEMENT COMMENTS:**

- 22 1. The applicant is required to submit an approved stormwater permit from Brown's Creek
- 23 Watershed District (BCWD). The applicant has submitted the plan for review.
- 24 2. The applicant is required to submit an approved NPDES permit to the City prior to
- 25 construction.
- 26 3. The applicant is required to supply the City with an approved permit from Washington County
- 27 for the septic system.
- 28 4. Following construction, as-built plans are required to be submitted to the city for the official
- 29 file.

30
31 City Planner Haskamp advised a report from the City Attorney was also provided in the Council
32 packet. The Memorandum summarizes the claims and disposition of the 1991 litigation between Pine
33 Shores, Inc. ("Pine Shores") and the Town of Grant:

34
35 Beginning in 1971, the property was owned by Jamestown, Inc. as used as a residential treatment
36 facility for chemically dependent youth subject to a conditional use permit. The CUP initially
37 permitted a 24 bed operation and in 1985 the Town amended the permit to allow for 28 beds.

38
39 In 1991, Jamestown, Inc. was foreclosed upon and Pine Shores entered into a purchase agreement to
40 acquire the property. On March 29, 1991 Pine Shores applied for a CUP due to the change in
41 ownership.

1 On April 24, 1991 the Town Planning Commission reviewed the application and deferred the matter
2 for 60 days. The following issues were identified with the property: dust and noise on Jasmine from
3 vehicles accessing the property, neighbor complaints about clients walking along Jasmine without
4 supervision, lack of sufficient on-site parking which resulted in parking on Jasmine, lack of visual
5 screening, concerns about the maintenance of the structures, the need for ongoing liaison with the
6 neighbors, the need for a septic system.

7
8 One June 22, 1991, Pine Shores entered into a purchase agreement for land south of and adjacent to
9 the property with the intention of constructing a new driveway and entrance that would avoid the
10 problems from Jasmine.

11
12 On June 24, 1991 Pine Shores presented its permit application at a meeting of the Commission. Pine
13 Shores requested a CUP for a residential treatment facility housing up to 40 chemically dependent
14 adults. Pine Shores did not propose to enlarge buildings or make structural changes other than
15 maintenance.

16
17 Pine Shores indicated that the new driveway would quell concerns about traffic and dust from
18 Jasmine. It also indicated it would add walking trails to the property to prevent neighbor conflicts, add
19 parking to eliminate spillover parking on Jasmine, add landscape buffering, employ full time
20 maintenance/contracts to maintain and improve buildings, residents would be voluntary, residents
21 would not leave property unsupervised, and they would receive septic system approval from the
22 County as a condition of operating.

23
24 Pine shores also had a traffic & land use study which concluded that the number of vehicle trips in
25 and out of the facility would be appropriate for local traffic flow, parking requirements would be
26 satisfied, there would be no impact on public sewer, no impact on the school district, the facility
27 would not depreciate home values or adversely impact the neighborhood, it would not impair public
28 health, safety, or welfare, and that the facility would improve the community in many ways.

29
30 The objections from the town residents were as follows: property values would be reduced, residents
31 would create disturbances or bother neighbors, residents would have criminal records, there will be an
32 increase in disorderly conduct calls, residents will be victims of sexual abuse and they would pose a
33 danger to the community, high staff turnover, problems with fences and added traffic, there will need
34 to be additional visual screening, there will be an insufficient number of staff on duty, the facility will
35 have a negative effect on neighbors' family lives, and the residents may damage adjacent property.

36
37 The Commission recommended approval of the permit but recommended a limit of 28 beds.

38 On July 2, 1991, Pine Shores presented its permit application to the Town Board. The minutes from
39 the Commission meeting were read into the record. There was additional supplementary information
40 stating that property values would not be reduced.

41
42 Members of the public testified with the following concerns: the proposed facility is incompatible
43 with neighborhood because it is a business, there will be conflicts between residents and neighbors,
44 because the walking trails will not be built for a year the residents "will be encountering neighbors,"
45 the residents will be there to avoid legal problems and be reluctant to participate in treatment, people

1 with drug backgrounds concern concerns neighbors, there will be possible break-ins from residents,
2 residents will leave unsupervised, residents will have to lock doors and not let their children ride
3 bikes to get to the school bus, there will be a turnover in home ownership, concerns about inability to
4 maintain facility, and there will be an "injustice" to the quality of life in the neighborhood.

5
6 At the meeting the Town Board members admitted they hadn't received or read written material Pine
7 Shores submitted to the Town. The Town attorney recommended the Board table the matter to review
8 the material. However, the Board chair had "heard enough" and the CUP was denied.

9
10 After the meeting, Pine Shores contacted the Town to see if there was room for compromise, but
11 Town Board members refused meetings.

12
13 Pine Shores again attended the August 6, 1991 meeting to try to compromise with the Board. The
14 Board again rejected the CUP, making the following findings:

- 15
- 16 1) The proposal is a significant change in use.
- 17 2) The proposed increase in the number of beds is not compatible with the present residential
- 18 character of the neighborhood.
- 19 3) The proposed increase is not allowed under the comprehensive plan which provides that
- 20 commercial uses are to be "immediately adjacent to existing commercial uses" and the
- 21 increase is not envisioned by the zoning ordinance.
- 22 4) An "adult for profit" facility is not within the contemplated use granted in 1971.
- 23 5) The proposal does not meet the County's septic system requirements.
- 24 6) The facility would adversely affect the neighborhood with increased traffic, water quality,
- 25 and operation of a business in a residential area.
- 26 7) The facility would be detrimental to the health, safety, and welfare of the town.
- 27

28 Pine Shores filed a Complaint in Federal District Court alleging with the following claims:

- 29
- 30 1) A mandatory injunction and an Order to issue the CUP. Pine Shores alleged that the
- 31 reasons for denial were pretextual - there was no credible evidence to refute Pine
- 32 Shore's experts which indicated the opposite of the Board's findings.
- 33
- 34 2) Violation of Fair Housing Act - The Town zoning ordinance prohibited "institutional
- 35 housing" which was for, among other things, mentally and physically handicapped.
- 36 Pine Shores was labeled as "institutional housing." The Federal Fair Housing Act
- 37 prohibits discrimination based on handicap, which includes drug and alcohol
- 38 addiction. Pine Shores alleges the Town's complete failure to compromise shows a
- 39 clear intent to discriminate against handicapped persons.
- 40
- 41 3) Violation of Minnesota Human Rights Act - this Act prohibits discrimination against
- 42 the disabled. Again, alcohol and drug dependency qualifies as a disability. The Town's
- 43 zoning ordinance, in its face, illegally discriminates. Pine Shores' facility was labeled
- 44 "institutional housing." This discrimination is illegal.
- 45

1 4) Governmental Taking without Compensation- The facility has always been used for
2 residential treatment. The Board's characterized the property as "for profit" and thus
3 commercial. The reasonable use for the property is residential treatment facility, the
4 illegal denial was based on the status of a "for profit" which has nothing to do with
5 determining residential or commercial. The denial of the permit is a taking.

6
7 5) Violation of Equal Protection- The property was already a treatment facility, the only
8 change is from 28 to 40 beds and from children to adults. All allegations from the
9 Board were directly refuted by Pine Shore's experts. The bulk of objections were based
10 on the character of the residents. The Town refused to compromise as to the facts that
11 mattered which leads to the conclusion the decision was based solely on the handicap
12 of the residents. Thus the equal protection clause is violated.

13
14 As damages, Pine Shores sought the following:

- 15
16 1) A mandatory injunction requiring the Town to issue a CUP
17 2) Actual damages not less than \$500,000 and punitive damages
18 3) Reasonable attorney's fees

19
20 The Town of Grant moved for summary judgment. Its motion was denied.

21
22 On September 8, 1992 the parties entered in to a voluntary settlement agreement whereby the City of
23 Grant paid \$46,000 for costs and attorney's fees to Pine Shores. In addition, the Town was to issue
24 Pine Shores a CUP within 30 days from the date of the order. As conditions, Pine Shores was to:

- 25
26 1) Secure all appropriate licenses to operate an adult chemical dependency facility,
27 2) Close the Jasmine driveway and open the new driveway,
28 3) No residents were to have vehicles on the property,
29 4) Add 10 new parking spaces on the property,
30 5) Construct walking trails for residents,
31 6) Install an evergreen screen,
32 7) Direct all lights onto the property, and
33 8) Maintain an annual client bed count of 31, the total occupancy per night could not exceed 36
34 beds.

35
36 Resolution may have been reached much sooner with less money spent by the Town of Grant. The
37 final settlement agreement mirrored Pine Shores pre-suit proposal **plus** \$46,000 in costs and
38 attorney's fees. Every legitimate concern on behalf of the Board and Residents was addressed by Pine
39 Shores in its attempt to compromise prior to initiating the lawsuit. Pine Shores agreed to secure
40 appropriate permits, to open a new driveway, to add new parking spaces, to construct walking trails,
41 and install additional screening. With these concerns addressed, and in light of the requirements of
42 federal and state law, the Town was left with no legitimate rationale for denying the application.

43
44 Mr. Cameron Kelley, Attorney for Meridian, came forward and reviewed the application request
45 stating he believes consolidation of the buildings enhances the health, safety and welfare of the

1 community. He noted Meridian has owned the property since 2007 and the property size has
2 increased. He stated concerns relating to the condition of the current buildings are addressed with the
3 new plan. All of the old buildings will be removed. The facility is a very well run facility and all
4 policies and procedures are in place. Meridan owns 18 facilities across the state and organized
5 training is provided to staff. The facility is also regulated by the Minnesota Department of Health and
6 no complaints have been filed in eight years. The benefits of a new facility include the enhanced
7 ability to monitor clients. Lock downs cannot occur because clients are there on a voluntary basis.

8
9 Mr. John Seymore, Vice-President of Marketing and Business, came forward and provided a brief
10 overview of Meridian and the types of clients they serve. He commented on the daily operations of
11 the facility noting they do not admit clients that are a danger to themselves or others.

12
13 Mr. Denton Mack came forward and stated he has been hired to design the new facility. He referred
14 to the floor plan of the proposed facility noting there is a perimeter monitoring service. The site
15 lighting follows City ordinance requirements and a full lighting plan will be submitted.

16
17 Council Member Sederstrom stated there were unsupervised clients at the end of the driveway last
18 week. It was very disturbing. There seems to be minimal activity there but he has heard clients out in
19 the fields.

20
21 Council Member Huber referred to the current CUP and noted referrals are accepted for non-violent
22 clients. He inquired about the fence and construction access. He asked if the phone numbers of local
23 residents had been updated recently. He noted the lighting and stated it looks as though the facility is
24 moving west which is where the closest neighbors are. Screening also appears to be an issue.

25
26 Mayor Carr stated protection of clients is important but Grant is out in the middle of nowhere. There
27 are no street lights. No violent clients are admitted but how does the City know that and is there a
28 mechanism for the City to know that.

29
30 Council Member Lobin clarified there is a fence around the facility but clients are free to leave. The
31 concern is clients leaving whenever they want.

32
33 Mr. James Smith, Chief Operational Officer, came forwards and stated clients do walk down the
34 driveway but are always supervised. An assessment is done when clients are admitted. The program
35 encourages clients to stay and graduate from the program. There is a procedure if they want to leave
36 and 911 is called if someone just walks away from the facility without going through that procedure.

37
38 Council Member Lanoux confirmed that the average length of stay at the facility is 30 days. He stated
39 at the last two City elections, clients were bussed to the polling location to vote. If they are only there
40 for 30 days they are not a resident of Grant and should not vote.

41
42 Mayor Carr opened the public hearing at 8:10 p.m.

43
44 Ms. Kristine Thunhorst, 11710 Keats, came forward and stated there are no residency requirements at
45 the facility so sex offenders are not required to register. She referred to police reports relating to the

1 facility commenting on calls relating to drug overdose, walk offs and 911 calls. She stated the CUP
2 requires notification of these problems. There is also a history of problems with past employees,
3 assaults at the facility and mistreatment of the clients. The issues that were clear back in year 2000
4 are still issues today. Violent clients are being placed in this facility. The City should be discussing
5 how to revise the current CUP. Alarm systems could be installed and third party compliance checks
6 should be required. The City should refuse additions beds until all current conditions are met.

7
8 Ms. Phyllis Johnson, 11410 Jasmine, came forward and stated she had to run one of their clients off
9 her property with a pitchfork. The facility was not even aware he was missing. Neighbors are
10 supposed to be notified of walk offs. No calls are being made and she has not received a call in ten
11 years. A client did flag her down for a ride two months ago because he said he has to get out of there.
12 There is concern over additional beds as they can't handle what is going on there now with less beds.
13 The City does not need this and should not allow it as they are not following current CUP.

14
15 Mr. Joseph Kiel, 11316 Jasmine Trail N, came forward and asked if the facility was still overflow for
16 the Council. He stated he was a resident when the City fought the facility before. He added he hoped
17 the Council could come together on this issue.

18
19 Mr. John Smith, 10244 67th Lane, came forward and stated he is not sure how much a facility can cure
20 in 30 days. He asked if the clients are financially able to pay for the care as it sounds like the facility
21 is a revolving door.

22
23 Ms. Kami Mendez, 118th Street, came forward and stated this is very disturbing. She has two children
24 whoever oversees the conditions of the CUP needs to follow through on this.

25
26 Ms. Lauren Bethke, 10520 118th, came forward and stated she did not know about this until two days
27 ago. She stated she has never received a call from the facility. She asked who the licensed people are
28 doing the evaluations and the staff client ratio. She added that many clients there also have mental
29 health issues as well as chemical dependency problems. She stated the bed count should remain as is.

30
31 Ms. Sandra Kaebly, 11675 Keats, came forward and expressed concern regarding the evaluation
32 process. With 36 beds at 30 days there are 400 people going through the facility which allows for
33 plenty of room for mistakes.

34
35 Mr. Shane Bethke, 10520 118th Street, came forward and stated why would the City add 15 more
36 reasons for all the issues that would come with the additional beds.

37
38 Another resident across the street from the facility expressed concern regarding the walk offs, drug
39 related information being distributed and having no fence around the facility. Property values will go
40 down and a locked gate should be installed.

41
42 Mayor Carr closed the public hearing at 8:31 p.m.

43
44 All documents submitted during the public hearing for the public record are attached to the minutes.
45

1 Mr. Smith came forward and advised clients cannot be restrained at this facility. The facility does
2 everything possible to transport those that want to leave and do call 911 when needed. The facility
3 does not put tracking devices on the clients. He stated the facility does have psychiatrists but
4 counselors do the initial reviews. There is a mental health staff on site to determine needs.

5
6 Council Member Huber stated there must be some code of conduct the clients sign before admittance.
7 The facility could make them agree to a tracking device. He asked if a psychiatrist is providing the
8 evaluations. The City makes agreements with applications for a CUP. He referred to the current CUP
9 and read the conditions of it relating to evaluations by a psychiatrist. Social workers are far from that.
10 It does sounds like the process is efficient but he would like to see a full description of the evaluation
11 process. He inquired about the level of offenders that are treated and the criteria for that level. He
12 also asked what level of sex offenders are allowed in the facility.

13
14 Mr. John Seymore, Vice-President of Marketing, came forward and stated the facility is not licensed
15 to accept any sex offenders. The facility does not take any violet clients. Drugs often do cause
16 violent activity or crime. The facility overall does reduce criminal activity.

17
18 Mayor Carr stated many clients can be unstable when going through this and those issues are
19 concerning.

20
21 Council Member Sederstrom stated another concern is a percentage of the clients come from the
22 system because they were given a choice between the facility or jail.

23
24 Council Member Lanoux stated the common theme here is that residents don't want an increase in the
25 number of beds. He asked if they would still move forward with the new facility with no increase.

26
27 Mr. Kelly advised Meridian would have to look at the feasibility of a new facility with no increase in
28 beds. The new plan calls for 50 beds and a pinch point for the facility.

29
30 The Council requested more information relating to the requirement of a tracking system,
31 responsibility of notifying neighbors, better information through the code red system, evaluations by
32 an independent psychiatrist, significant security improvements that could be made now, all
33 documentation relating to code of conducts, rules of admission, etc. and reasons as to why
34 notifications are not currently going out.

35
36 In terms of an amended CUP, the Council requested new conditions relating to independent
37 evaluations prior to admittance, pinch points, security measures, gate installation, plan of removal,
38 more buffering, higher fencing and additional list of phone numbers for notifications.

39
40 Mayor Carr also requested information relating to potential future expansions as the City is not set up
41 for expansion.

42
43 This item will appear on the November 2015 City Council meeting agenda.

44
45 Mayor Carr called for a short recess at 9:30 p.m.

Mayor Carr reconvened the meeting at 9:40 p.m.

Discussion of Business – Seasonal Land Use Definitions, Jennifer Haskamp – City Planner
Haskamp advised at the September City Council meeting staff presented some background information and discussion points related to the Seasonal Businesses and Greenhouses (commercial production only) land use definitions. The following draft definitions are provided for your review and feedback based upon the preliminary input heard at the September meeting.

Business – Seasonal

The following summary is staff's understanding of the general discussion related to Seasonal Businesses by the City Council:

- The Table of Uses should be updated to reflect that Seasonal Businesses are permitted in most zoning districts with a conditional use permit, consistent with Ordinance 50. Based upon that recommendation staff would propose the following modifications to the table.

Table 32-245:

USE	ZONING DISTRICT				
	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Business - Seasonal	N	N C	N C	N C	N C

- The intent of permitting seasonal businesses is to allow for business operations with a limited or defined period of time. The general consensus was to permit seasonal business operations for a maximum of 6-months in a calendar year.
- The council also discussed the possibility of limiting seasonal businesses to be less permanent such as restricting the uses to temporary structures and stands, and not allowing electricity. However, after contemplating this, staff believes that this type of use would fit into the "Roadside sales stand (seasonally operated)" which is permitted with a COC in most districts. Staff would suggest that the seasonal business land use would refer more to businesses such as Apple Orchards and associated retail sales, Corn Mazes, Haunted Hay Rides, etc. If that were to be the case, a permanent structure may be associated with the use, which likely would require electricity.
- The council also had some discussion regarding whether a seasonal business would more properly be permitted through a Certificate of Compliance rather than a Conditional Use Permit. Based upon the above bullet, staff would suggest that the uses associated with a seasonal business might be more intense than that generated from a roadside stand for example – which may warrant the CUP process to ensure a public process and that neighbors are communicated with.

- 1 ▪ Finally, there was discussion regarding tying greenhouses into a Seasonal Business as a
2 permitted structure.

3 Based upon these comments, staff offers the following draft definition for your consideration:

4 **Business, Seasonal** means a business which operates for not more than six (6) months of any
5 calendar year, and whose primary product or service offered is based on agricultural products
6 or activities produced on site and may or may not include a permanent structure for
7 operations. Examples of such businesses include, but are not limited to: the sale of locally
8 produced produce or any derivative thereof grown or raised on the property; outdoor/indoor
9 seasonal sales such as Christmas trees, plants, flowers, etc., which may be produced in a
10 greenhouse or outdoors; seasonal events such as hay rides, apple orchards and associated
11 activities, which may include associated retail sales.

12 **Greenhouses (commercial production only)**

13 In September the City Council had some discussion regarding Greenhouses and whether or not they
14 should have a standalone land use definition or whether they would better fit as a structure. There
15 was not unanimous agreement about the best way to address Greenhouses, so staff has prepared the
16 following thoughts for discussion purposes regarding this land use designation.

17 Based upon the discussion in September, there did seem to be some general agreement that
18 Greenhouses are primarily a structure and that they should be regulated in some way within the
19 zoning ordinance. As a result, staff would suggest that a definition for Greenhouse be added to
20 Section 32-313 **Accessory buildings and other non-dwelling structures.** (a) *Types of buildings:*

21 (6) *Greenhouse, private* means a structural building with different types of covering materials,
22 such as a glass or plastic, in which temperature and humidity can be controlled for the
23 cultivation or protection of plants. Such buildings may be temporary or permanent, with a
24 maximum gross area regulated in subsection (b) of this section. Greenhouses of a commercial
25 nature shall be regulated section (4) or (5) of this section.

26 As a result of adding this definition to this section private Greenhouses would be defined and
27 regulated through the accessory building process, while commercial Greenhouses would be regulated
28 through the Nursery Commercial or Seasonal Business land uses. This is represented in the updated
29 table below:

USE	ZONING DISTRICT				
	Conserv ancy	Agricultu ral A1	Agricultu ral A2	Residenti al R1	General Business (GB)
Greenhouses (commercial production only)	N	€	€	€	€
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
Seasonal Business (as noted above)	N	C	C	C	C

1 Based on this approach, staff would recommend modifying the definition for Nursery, landscape
2 slightly to reference Greenhouses and also to make the definition consistent with the naming
3 convention found in the Table of Uses.

4 *Nursery, Commercial ~~landscape~~* means a business growing and selling trees, flowering and
5 decorative plants, and shrubs which may be conducted within a building such as a greenhouse
6 or without.

7 Staff is seeking input and discussion related to these draft land use definitions and associated code
8 changes so that a draft ordinance addressing these changes can be brought forward for consideration
9 at an upcoming meeting and public hearing.

10
11 Council direction for a draft definition relating to business seasonal included a time maximum,,
12 allowed in all zones but more intense uses would require a CUP and also include agriculture use and
13 help sustain agricultural use.

14
15 In terms of the greenhouse definition, the Council indicated they would like to look at allowable
16 accessory building square footage and setbacks.

17
18 This item will appear on the November, 2015 City Council meeting agenda.

19
20 **City Attorney, Nick Vivian**

21
22 **Council Member Censure Review** – City Attorney Vivian advised on February 3, 2015, the City
23 Council voted to approve Resolution 2015-07 (“Resolution”) censuring Councilmember Larry
24 Lanoux. The Resolution directed the City Council to review compliance with the Resolution after
25 sixty days.

26
27 On April 7, 2015, the City Council voted by motion to extend Resolution 2015-07 by an additional 90
28 days. The extension of the Resolution expired on July 6, 2015.

29
30 On July 7, 2015, the City Council again voted by motion to extend Resolution 2015-07 by an
31 additional 60 days. In addition, the Council authorized the filing of an injunction to keep Mr. Lanoux
32 from violating the Censure Resolution. The Resolution calls for City Council review as of September
33 7, 2015.

34
35 City Attorney Vivian advised the status of the censure resolution is again before the Council for
36 review and consideration. The Council should determine whether the sanctions contained within the
37 censure resolution have sufficiently deterred Mr. Lanoux’s conduct or whether the resolution should
38 be extended for an additional period of time. The resolution principally concerns Mr. Lanoux’s
39 conduct with staff arising from the unauthorized removal of governmental property from the City’s
40 office, outbursts of anger privately and in public toward City staff and members of the City Council,
41 the creation of an unsafe, unfriendly, unsecure and intolerable environment in the City’s workplace
42 and a disregard for City procedures and protocol. Resolution No. 2015-17 was provided in the packet
43 which includes concerns related to outbursts of violence and erratic behavior against City
44 Councilmembers including Councilmember Huber. Additionally, Mr. Lanoux has continued to
45 violate the censure previously imposed by the City Council.

1
2 The Council may take the following actions:

- 3
4 1. Consider the Censure of Councilmember Lanoux to be complete.
5 2. Approve the attached censure resolution, which extends for a period of 90 days, for engaging
6 in conduct which creates a difficult, unsafe, unfriendly, unsecure and intolerable work
7 environment for staff.
8

9 **Council Member Sederstrom moved to table Resolution No. 2015-17. Motion failed with no**
10 **second.**

11
12 **Council Member Huber moved to adopt Resolution No. 2015-17, as presented. Mayor Carr**
13 **seconded the motion.**

14
15 Council Member Lanoux provided the background relating to City incidents and reviewed the
16 resolution rebutting all points in the resolution. He stated the City should stop paying the City
17 Attorney do draft new censure resolutions for 30 or 60 days and censure him for the whole year. He
18 provided a formal complaint to the City requesting a censure on Council Member Huber.
19

20 Council Member Huber stated Council Member Lanoux's behavior has caused the censures along
21 with the removal of government property from the City office. The censure was very simple and easy
22 to do and has not been complied with.
23

24 City Attorney Vivian stated Council Member Lanoux has admitted to sending emails without copying
25 the Mayor. The point is not to stop Council Member Lanoux from conducting City business as an
26 elected official. The censure has not been complied with.
27

28 **Motion carried with Council Member Lanoux and Sederstrom voting nay.**

29
30 **NEW BUSINESS**

31
32 There was no New Business agenda items.
33

34 **UNFINISHED BUSINESS**

35
36 **Discussion of Draft City of Grant Planning Commission Manual** – This item will be discussed at
37 the November, 2015 City Council meeting.
38

39 **DISCUSSION ITEMS**

40
41 **City Council Reports:**

42
43 There were no City Council reports.
44

45 **Staff Updates:**

There were no staff updates.

COMMUNITY CALENDAR OCTOBER 7 THROUGH OCTOBER 31, 2015:

Mahtomedi Public Schools Board Meeting, Thursday, October 8th and 22nd, 2015, Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Thursday, October 8th, 2015, Stillwater City Hall, 7:00 p.m.

Special Election, Tuesday, October 13, 2015, Oakhill Lutheran Church, 7:00 am to 8:00 p.m.

Charter Commission Meeting, Thursday, October 15th, 2015, Mahtomedi City Hall, 7:00 p.m.

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

ADJOURN

Council Member Lobin moved to adjourn at 10:27 p.m. Mayor Carr seconded the motion. Motion carried unanimously.

These minutes were considered and approved at the regular Council Meeting November 3, 2015.

Kim Points, Administrator/Clerk

Tom Carr, Mayor

City of Grant
Special City Council Agenda
October 19, 2015

A special meeting of the Grant City Council will be called to order at 5:30 p.m., October 19, 2015 at the Town Hall, 8380 Kimbro Ave. N, for the purpose of conducting the business listed below

1. CALL TO ORDER

Mayor Carr called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. CANVAS OF ELECTION

Council Member Huber moved to accept and certify the election results of the October 13, 2015 City of Grant Special Election. Council Member Lobin seconded the motion. Motion carried with Council Member Lanoux and Sederstrom voting nay.

4. ADJOURNMENT

Council Member Huber moved to adjourn at 5:31 p.m. Council Member Lobin seconded the motion. Motion carried.

These minutes were considered and approved at the regular Council Meeting November 3, 2015.

Kim Points, Administrator/Clerk

Tom Carr, Mayor

PRECINCT REPORT

2015 Grant Special
October 13, 2015

Run Date:10/13/15 08:31 PM

0001 Grant

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	3054	
BALLOTS CAST - TOTAL.	1813	
BALLOTS CAST - BLANK.	0	
VOTER TURNOUT - TOTAL		59.36
VOTER TURNOUT - BLANK		

VOTES PERCENT

PROPOSED HOME RULE CHARTER FOR CITY OF GRANT

(VOTE FOR) 1

YES	656	36.20
NO.	1156	63.80

DISCHARGE CHARTER COMMISSION

(VOTE FOR) 1

YES	1182	65.38
NO.	626	34.62

City of Grant

Disbursements List

10/26/2015

Date range: 10/05/2015 to 10/26/2015

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Waste Management	10/07/2015	12900	\$4,140.36	Recycling	No	100-43011-384	\$4,140.36
Payroll Period Ending 10/31/2015	10/26/2015	12901	\$3,341.41		No	100-41101-100	\$3,341.41
Kline Bros Excavating	10/26/2015	12902	\$11,237.50	Road Maintenance	No	100-43101-300 100-43108-300 100-43111-300	\$3,580.00 \$4,507.50 \$3,150.00
Xcel Energy	10/26/2015	12903	\$172.33	Utilities	No	100-43004-381 100-43010-381 100-43117-381	\$31.05 \$96.15 \$45.13
Brochman Blacktopping Co.	10/26/2015	12904	\$3,966.00	Patching	No	100-43109-300	\$3,966.00
CenturyLink	10/26/2015	12905	\$169.78	City Phone	No	100-41309-321	\$169.78
AirFresh Industries	10/26/2015	12906	\$125.00	PortaPot #20815	No	100-43007-210	\$125.00
Todd Smith	10/26/2015	12907	\$1,991.92	Monthly Assessment Services	No	100-41208-300	\$1,991.92
Nicholas Anderson	10/26/2015	12908	\$84.00	Video Tech	No	100-41318-300	\$84.00
KEJ Enterprises	10/26/2015	12909	\$9,000.00	September 2015 Road Contractor	No	100-41306-300 100-43006-300 100-43009-300 100-43105-300 100-43106-300 100-43107-300 100-43110-300 100-43111-300 100-43113-300 100-43114-300 100-43115-300	\$166.14 \$125.00 \$125.00 \$250.00 \$20.84 \$41.67 \$83.84 \$20.84 \$5,416.67 \$2,250.00 \$500.00
Croix Valley Inspector	10/26/2015	12910	\$1,764.77	Building Inspector	No	100-42004-300	\$1,764.77
Waste Management	10/26/2015	12911	\$4,140.36	Recycling	No	100-43011-384	\$4,140.36
MN Department of Labor & Industry	10/26/2015	12912	\$1,142.52	Conf#23251163060	No	100-42005-520	\$1,142.52
WSB & Associates	10/26/2015	12913	\$6,045.75	Engineering	No	100-41203-300 100-43125-300 100-43130-300 867-49310-300 902-49310-300	\$1,323.00 \$94.00 \$673.25 \$3,586.50 \$369.00
Sprint	10/26/2015	12914	\$30.00	City Cell Phone	No		

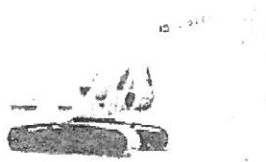
City of Grant

Disbursements List

10/26/2015

Vendor	Date	Check #	Total	Description	Void	Account #	Detail
Pioneer Press	10/26/2015	12915	\$36,483.70	Legal Notices/Charter/Public Hearing	No	100-43116-321	\$30.00
Eckberg Lammers	10/26/2015	12916	\$8,585.55	Legal Services	No	100-41308-351 902-49310-351	\$36,341.70 \$142.00
SHC, LLC	10/26/2015	12917	\$2,524.00	Planning	No	100-41204-300 100-41205-300 100-41206-300 878-49310-300 879-49310-300 902-49310-300	\$3,458.80 \$2,415.07 \$1,589.39 \$96.00 \$31.25 \$995.04
PERA	10/26/2015	12918	\$643.61	PERA	No	100-41209-300 902-49310-300 905-49310-300	\$1,372.00 \$1,008.00 \$144.00
IRS	10/26/2015	EFT68	\$1,113.77	Payroll Taxes	No	100-41102-120 100-41113-100	\$344.79 \$298.82
						100-41103-100 100-41107-100 100-41110-100 100-41112-100	\$351.69 \$410.39 \$285.03 \$66.66
Total For Selected Checks			\$96,702.33				\$96,702.33

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



Invoice

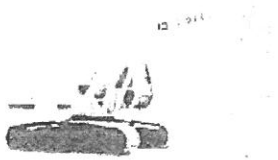
DATE	INVOICE #
10/25/15	2383

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

DUE DATE
11/4/15

DESCRIPTION	QTY	UNIT COST	AMOUNT
KEATS ROAD SHOULDERS FROM 65TH TO HWY 36			0.00
10-15-15 1845C	5	85.00	425.00
10-15-15 T600	5	75.00	375.00
10-15-15 LNT 9000	4	75.00	300.00
10-19-15 1845C	6	85.00	510.00
10-19-15 T600	6	75.00	450.00
10-19-15 LNT 9000	6	75.00	450.00
10-20-15 1845C	4.5	85.00	382.50
10-20-15 T600	4.5	75.00	337.50
10-20-15 LNT 9000	4.5	75.00	337.50
10-21-15 1845C	4	85.00	340.00
10-21-15 T600	4	75.00	300.00
10-21-15 LNT 9000	4	75.00	300.00
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONTHLY SERV CHARGE			
Total			4,507.50

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



Invoice

DATE	INVOICE #
10/25/15	2382

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

DUE DATE
11/4/15

DESCRIPTION	QTY	UNIT COST	AMOUNT
09-30-15 770B	3.75	80.00	300.00
10-06-15 770B	3.5	80.00	280.00
10-06-15 740A	4	80.00	320.00
10-08-15 770B	6.5	80.00	520.00
10-08-15 740A	7.5	80.00	600.00
10-09-15 770B	2	80.00	160.00
10-22-15 770B	6	80.00	480.00
10-24-15 770B	7.5	80.00	600.00
10-24-15 740A	4	80.00	320.00
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONTHLY SERV CHARGE		Total	3,580.00

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



Invoice

DATE	INVOICE #
10/25/15	2384

BILL TO	JOB ADDRESS
CITY OF GRANT 111 WILDWOOD RD WILLERNIE, MN 55090	CULVERT WORK 100-43111

DUE DATE
11/4/15

DESCRIPTION	QTY	UNIT COST	AMOUNT
10-16-15 REPLACE 15" X 30 FT CULVERT ON 99TH ST CIR			3,000.00
10-16-15 CLEAN CULVERT AT BEGINNING OF 99TH ST CIR			150.00
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONTHLY SERV CHARGE	Total		3,150.00

PIONEER PRESS

TwinCities.com

St. Paul Pioneer Press
345 Cedar Street
St. Paul, MN 55101

☐ Please check box if address below is incorrect
and indicate change(s) on the reverse side.

BILLING ACCOUNT NAME AND ADDRESS

CITY OF GRANT
P.O. BOX 577
WILLERNIE, MN 55090

BILLING PERIOD		ADVERTISER/CLIENT NAME	
9/1/2015 - 9/30/2015		CITY OF GRANT	
TOTAL AMOUNT DUE		CURRENT AMOUNT	TERMS OF PAYMENT
\$36,597.50		\$36,483.70	Net 30
PAGE	INVOICE NUMBER	REMITTANCE ADDRESS	
1	0915405464	St. Paul Pioneer Press 345 Cedar Street St. Paul, MN 55101	
BILLED ACCOUNT NUMBER			
405464			

000405464830003659750

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	AD REFERENCE NO.	ADVERTISEMENT DESCRIPTION	SIZE/AD	TIMES RAN	TOTAL RATE	GROSS AMOUNT	NET AMOUNT
09/04	P534883	Balance Forward					\$336.70
09/20	0071293229	Payment - Check/Money Order					(\$222.90)
		S Legals S Full Run	7.00 x 268 Li	1.00		\$8,818.20	\$8,818.20
09/20	0071293231	CHARTER OF THE CITY OF GR					
		S Legals S Full Run	1.00 x 17 Li	1.00		\$80.90	\$80.90
09/20	0071293491	CITY OF GRANTS SPECIAL EL					
		S Legals S Full Run	7.00 x 268 Li	1.00		\$8,818.20	\$8,818.20
09/24	0071294442	CHARTER OF THE CITY OF GR					
		S Legals S Full Run	1.00 x 30 Li	1.00		\$142.00	\$142.00
09/27	0071294517	NOTICE OF PUBLIC HEARIN					
		S Legals S Full Run	7.00 x 268 Li	1.00		\$8,818.20	\$8,818.20
09/27	0071294518	CHARTER OF THE CITY OF GR					
		S Legals S Full Run	7.00 x 268 Li	1.00		\$8,818.20	\$8,818.20
09/27	0071294521	CHARTER OF THE CITY OF GR					
		S Legals S Full Run	3.00 x 70 Li	1.00		\$988.00	\$988.00
		CITY OF GRANT WSAMPLEBA					

Special Election Publications = \$36,341.70

CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	TOTAL AMOUNT DUE
\$36,483.70	\$113.80	\$0.00	\$0.00	\$36,597.50

PIONEER PRESS
TwinCities.com

345 Cedar Street St. Paul, MN 55101
FED. ID # 76-0425553

Sales Representative/Phone Number
LuLetta Schmitz / 651-228-5154

INVOICE NUMBER	BILLING PERIOD	BILLED ACCOUNT NUMBER	ADVERTISER/CLIENT CODE	ADVERTISER/CLIENT NAME
0915405464	9/1/2015 - 9/30/2015	405464	405464	CITY OF GRANT

STAFF REPORT

TO:	Mayor & City Council Members Kim Points, City Clerk Nick Vivian, City Attorney	Date:	October 26, 2015
From:	Jennifer Haskamp	RE:	Application to Amend the Conditional Use Permit (CUP) for the Cedar Ridge Treatment Facility (Meridian Behavioral Health, LLC)

Background

At the regular October City Council meeting Meridian Behavioral Health, LLC (“Meridian” or “Applicant”) requested consideration to amend their existing Conditional Use Permit to allow for the construction of a new facility and increase the number of client-beds associated with their operations. A duly noticed public hearing was held and public testimony given regarding the application. Much of the public hearing testimony focused on safety of the neighborhood, procedure and notification of “walk-offs”, and general concerns over compliance with the existing permit conditions. The Council closed the public hearing and discussed the Applicant’s request giving consideration for the public testimony as well as the information provided in the staff report. The Council requested additional information with respect to the current operations and asked for information which would address the issues brought up during the public hearing.

The following is a summary of the information requested by the Council in October:

1. Information/clarification with respect to the client admissions process. Specifically the Council requested information regarding the credentials of the responsible person(s) that determines whether a client can be served at the Cedar Ridge facility. Further clarification regarding the role of a psychiatrist in the evaluation process was specifically requested.
2. Information/clarification regarding Cedar Ridge’s neighborhood notification process with respect to ‘walk-offs’ was requested. The Council wanted to know whether Meridian was complying with the condition stated within the permit with respect to neighborhood notification, and if not, why.
3. Further detail regarding the security system at the facility as well as additional consideration of security of the grounds was requested. The discussion regarding this item was primarily focused on ‘walk-offs’, but also included some discussion about the overall ‘pinch-points’ of the facility and grounds as well.

4. The Council also generally questioned the overall compliance of Meridian's Cedar Ridge operations with the conditions of the existing CUP and requested some evaluation by both the staff and Applicant to determine if operational compliance was an issue.

In an effort to answer these questions staff has prepared the following information based upon a discussion with the Applicant. This report does not include the information provided in the October staff report in an effort to reduce duplication of information.

Additional Information & Analysis

The Applicant is preparing an updated narrative to respond to the Council's questions, and staff will forward the narrative to the City Council as soon as it is submitted. On October 24th staff met with representatives from Meridian to discuss the four issues identified in the Background section of this report. The following Analysis/Summary is provided with respect to the outcome of that discussion:

1. Client Admissions

At the meeting Meridian provided extensive background information regarding their admissions process and how their operations are organized. As a starting point they provided us with background regarding Minnesota's statutory requirements that Meridian must follow in order to obtain the proper licensure. Minnesota State Statutes regulating Chemical Dependency Treatment Facilities are §9530.6405 through 9530.6405, and address operational processes including, but not limited to: client assessment process pre-admissions, client assessment process post-admissions, required employee qualifications based upon client service needs (i.e. Drug and Alcohol Counselor, or Mental Health Professional, etc.), training and educational attainment to be a licensed Drug and Alcohol Counselor, etc.

In terms of the initial assessment process Meridian provided some background to staff on how the process is administered. The Department of Human Services has created a universal client assessment tool which is called a Rule 25 Assessment that is used throughout the state. So regardless of the referring agency (county, social worker, private practice, etc.) an initial Rule 25 Assessment is conducted to help determine whether or not a facility such as Cedar Ridge is the appropriate client treatment facility for the individual. Part of that assessment process is to determine whether Drug or Alcohol treatment is the principal condition needing treatment. So, for example if the principal condition is a mental health issue then the client would be referred to a facility which focuses their treatment program on Mental Health, rather than a Drug and Alcohol Treatment facility. Once the Rule 25 Assessment is completed it is sent to the Meridian central offices where a licensed professional (mental health professionals and drug and alcohol counselors) reviews the information to determine what facility would be a good match for the client's needs. Meridian stated that one of the advantages of having a central processing location is that there is a team of individuals with various educational backgrounds and expertise that are all available to review an assessment, and to hopefully make the best determination of appropriate facility to match with the client's needed treatment.

Once the client has been admitted into the Cedar Ridge facility there are licensed professionals available to perform additional assessments, as needed. Meridian stated they have Mental Health professionals on staff at Cedar Ridge five days a week, and that no admission of new clients occurs on the weekends to ensure a mental health professional is available immediately if needed. Further, they have three (3) consulting psychiatrists and their Medical Director who is a Psychiatrist as part of their staff team, which are available to perform additional assessment if there are any signs that the Rule 25 Assessment missed something in a client's initial interview. Ultimately, the additional staff (Medical Director, Mental Health Professionals and consulting Psychiatrists) support Meridian's business model, and exceed the requirements of the state.

While the information regarding Meridian's operations provide the Council's requested background, staff believes that most important to the CUP conditions is to ensure that the appropriate statutory requirements are followed by any owner/operator of the facility. As such, staff has included some draft language in the attached CUP that focuses primarily on the statutes. Further, updating this condition to reflect that an operator must be in compliance with the statutory requirements ensures that any future updates and/or modifications to the statutes must be adhered to in order for a facility to remain operational and in compliance with the CUP. (See draft conditions Subsection IIA #2, 3, 7, 8)

2. Walk-offs & Neighborhood Notification

When staff met with Meridian they acknowledged that they have not been notifying the neighborhood when a "walk-off" or an "Elopement" occurs, at least in the past couple of years, and prior to that time they are unsure due to staff turnover. Meridian stated that this is the only facility in which they are required to notify the neighborhood, but agreed that they would begin to do so if required per the CUP conditions.

As stated within the current CUP, the Owner is required to call the neighborhood contact person and notify them of an Elopement. Their duty to notify is considered satisfied if they call the contact people listed in the CUP, and no further action is necessary. However, staff is concerned with having names listed in the CUP as people/residents move and it places the responsibility on the individual resident to get the word out to other neighbors. Staff is proposing that perhaps an email list, which Meridian would be responsible for maintaining, would be more effective. For example Meridian could have a sign-up web form available on their Cedar Ridge website (or some other agreed to web location) that any neighbor could sign up to receive notifications at any time. That way neighbors could 'subscribe' and 'unsubscribe' to the email notification and all be notified at the same time. Additionally, the existing CUP does not require the Owner to notify the City of an elopement. It would be beneficial for the City to be notified via email of the elopement so if a resident inquiries at city offices, that the city is at least aware of what is going on. (See draft conditions Subsection IIA #10 and 11)

3. Security at the Facility/Grounds

Meridian stated that the current buildings at Cedar Ridge have a security system installed, and that it is operational. There are no additional security measures on the grounds. In response to the concern over safety and ensuring the security systems and subsequent 'pinch points' are properly monitored, Meridian has agreed to add monthly inspections to their grounds maintenance and management to ensure the security system is operational. If they are permitted to construct a new facility, they will have a new, and improved security system installed and will continue monthly inspections at the new facility. (See draft conditions Subsection IIA #6)

4. General Compliance

As stated at the City Council meeting in October and at the meeting staff had with Meridian, there are several conditions which have not been complied with for various reasons. As demonstrated in items 1 through 3 above, some of the conditions are somewhat outdated and in some cases not reflective of current statutory requirements. So while it is imperative for the permit holder to follow the conditions of their permit, it is equally important to have solid conditions which are structured appropriately to ensure the protection of the health, safety and welfare of the city's residents. In light of the issues brought forward, staff believes there is a way to update and amend the conditions of the permit to better reflect current practices, statutory requirements and address the city's concerns and gain compliance before Meridian is permitted to expand.

Consideration/Analysis

Based upon the additional information obtained through staff's meeting on October 24th, staff is requesting that the City Council consider a stepped or phased approach to the Applicant's request. First, staff would request that the Council consider amending and updating the operational conditions to more accurately reflect the Applicant's operations and statutory requirements. Then for a period of 12-consecutive months the Applicant would need to demonstrate compliance with the amended operational conditions with the existing bed count (34). If the Applicant demonstrates compliance for that period of time (or some other agreed to duration) they would be permitted to construct the new facility with the expanded number of client-beds (50). In an effort to demonstrate how this permit might be implemented, staff has prepared a draft amended CUP which is attached for your consideration and discussion. The following summary of the permit is provided for your information as you review the draft permit:

- The Permit's conditions and requirements are broken up into four sections: A, B, C, and D which address the following:
 - Section A: this section identifies the operational conditions which would apply to the Cedar Ridge facility regardless of the number of client-beds served. This set of conditions would be used to demonstrate compliance for a period of time.

- Section B: this section states the conditions that would need to be met for Meridian to be able to expand their operations and construct a new facility. This section would require the Applicant to comply with the operational and general conditions (sections A and D) for a minimum of 12 consecutive months before they would be permitted to expand the number of client-beds.
- Section C: If the Applicant demonstrates compliance with Sections A and D for 12 consecutive months, they would be able to obtain a building permit to construct a new facility with a maximum occupancy of 50 client-beds, with no further amendment of this permit. This section identifies the conditions related to the construction of the new facility.
- Section D: These are the general conditions of the permit that would apply to the Cedar Ridge facility regardless of the number of client beds.

This approach allows for the conditions of the existing permit to be updated and modified to more appropriately reflect state statutes, and better protect the health, safety and welfare of the community. Additionally, as laid out the conditions require the Applicant to demonstrate compliance with the amended operational conditions for a minimum of 12 consecutive months before the expansion of the number of client-beds would be permitted.

Action requested:

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

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

Attachments

Exhibit 1: Draft Amended CUP

Updated Applicant's narrative will be provided under separate cover.

**CITY OF GRANT
WASHINGTON COUNTY, MINNESOTA**

**AMENDED CONDITIONAL USE PERMIT FOR
Cedar Ridge Residential Treatment Facility**

Date: April 1, 1997 amended December X, 2015

Washington County Plat/Parcel No.: 0303021130001, 0303021420001, 0303021430001

Street Address of Subject Property: 11400 Julianne Avenue North
Grant, Minnesota 55082

Legal Description: Attached A

Owner: Meridian Behavioral Health, LLC ("Owner")

Facility Name: Cedar Ridge

Present Zoning District: A-1

Permitted Uses Set Forth in Grant City Code, Chapter 32, Section 32-245 – Medical Use.

**I. CONDITIONAL USE PERMIT FOR: Meridian Behavioral Health, LLC,/Cedar Ridge
Residential Treatment Facility**

All uses shall be subject to the following amended conditions and/or restrictions imposed by the City Council of the City of Grant.

- A. General Description: A Conditional Use Permit for a chemical dependency residential treatment facility.

II. RESTRICTIONS AND PROVISIONS:

- A. The following conditions and restrictions shall apply to any and all operations of the Residential Chemical Dependency Treatment Facility regardless of the number of client beds served by the facility:
1. Meridian Behavioral Health, LLC/Cedar Ridge shall secure all State and County licenses required to operate an adult chemical dependency facility on the property. Such license shall be acquired for the appropriate number of client beds

served by the facility, which shall be in compliance with the terms and conditions of this Permit.

2. Chemical Dependency Licensed Treatment Facilities are currently regulated by the Minnesota Department of Human Services and licensed operations are subject to Minnesota State Statute §9530.6405 through §9530.6505. Such statutes address operational requirements such as, but not limited to: qualifications of staff including required education and training, client admission process and procedures, and permitted client level of service per facility type. The Owner shall ensure all operations of the Cedar Ridge Treatment Facility are performed in compliance with these statutes, and shall be required to maintain compliance with any future modifications or amendments to said statutes.
3. Cedar Ridge shall not permit admittance of any clients which are considered dangerous to themselves or others, where dangerous is described as a direct threat to the health or safety of other individuals or themselves. The facility may not accept court ordered referrals for treatment in lieu of incarceration for violent crimes that have resulted in injury of another person. This shall be required to be contained and/or stated within Owner's Service Initiation policy for the Cedar Ridge Facility.
4. No client shall be permitted to park or operate vehicles on the property. Transportation of clients shall be provided by the Owner. This prohibition does not include visitors and does not include transportation of clients on the first or last day of treatment.
5. Emergency contact information of the corporate officers of Meridian Behavioral Health, LLC or the Owner Cedar Ridge shall be on file and part of the public record with the City of Grant.
6. The Cedar Ridge facility shall be equipped with a security system that shall be operational, and engaged, when clients are present. Details regarding the security system including maintenance and monitoring shall be submitted to the city for record keeping. If applicable, a current copy of the operations manual/system components shall be provided to the city for record keeping.
7. The Minnesota Department of Human Services has established a standardized assessment methodology (Rule 25 Assessment) to assist with determining the appropriate facility and level of care for each client. Each client is required to have a Rule 25 Assessment completed prior to admittance into the Cedar Ridge facility, which involves evaluation by Chemical and Drug Treatment Counselors, and Mental Health professionals (if applicable). The Owner shall follow all processes and procedures as laid out within the Minnesota State Statutes for appropriate evaluation of clients prior to, and once admitted into the Cedar Ridge

facility. Such assessment procedure shall also include a thorough background check to determine whether the client meets the conditions of this Permit.

8. If once a client is admitted there are any signs that the Rule 25 Assessment incorrectly determined the appropriate level of care, a psychiatrist shall be available to provide an evaluation as soon as practical after admission. Such evaluation shall include a determination that the individual does not pose a significant threat to himself or others, and that Cedar Ridge provides the appropriate level of care for the client, and ultimately whether the individual should be allowed to continue as a client.
 9. Cedar Ridge rules shall state that clients may not leave the grounds unless accompanied by a staff member. The admission procedure shall clearly state this condition and all clients will be given written notification of Cedar Ridge's transportation policy. An up to date copy of the transportation policy shall be on file with the city for record keeping at all times. The transportation policy shall state that Cedar Ridge will provide prompt, no-charge transportation to their home or other reasonable locations in the metro area. If a client is being discharged, transportation arrangements must be completed before the client is notified of the discharge. Once the client is notified of his discharge, he shall not be left unsupervised.
 10. In the event that a client leaves the facility without being accompanied by a staff member, the staff shall check all buildings and grounds to confirm that the client has, indeed, entirely left the premises. The Owner agrees to call the Washington County Sheriff's Department fifteen (15) minutes of staff's discovery that a client has left the facility (elopement).
 11. The Owner agrees to maintain and establish an email list of neighbors who wish to be notified of any elopement. The neighbors shall submit their email to the Owner, via a web form or other method as agreed to with the city, and will then be placed on the notification/subscription email list. The Owner shall have a method for neighbors to "subscribe" and "unsubscribe" to the notification emails. The Owner further agrees to send the notification email no more than fifteen (15) minutes after staff's discovery of the elopement. An email copy of any notification emails shall be provided to the City offices for record keeping.
- B. The following conditions and restrictions are related to Owner's request to expand the number of beds permitted from a maximum of 34 client beds to 50 client beds. Such request to increase the number of client beds includes the construction of a new facility as presented in the Plan Set dated July 24, 2015.
1. The Owner is permitted to maintain a maximum of 34 client beds at the Cedar Ridge facility as generally permitted within the 1997 Conditional Use Permit.

2. Expansion of the operations to a maximum of 50 client beds shall only be permitted if the Cedar Ridge facility is in full compliance with the conditions and restrictions as stated within Sections A and D of this permit; and expansion is further subject to the following:
 - i. Owner shall demonstrate compliance with the conditions of Sections A and D for a minimum of 12 consecutive months before any expansion of the number of client-beds is permitted.
 - ii. Owner shall submit a report addressing operational compliance with the above stated section (i) every 6-months. The report shall be signed and certified by a corporate officer of the Owner. Such report shall be reviewed by the City staff to determine if operations are in compliance with the stated conditions.
 - iii. If it is determined that any part of the operations are non-compliant, the matter may be brought back to the City Council for their review and determination as to whether expansion of the facility shall be permitted.
 - iv. If operations are compliant, Owner shall be permitted to proceed with plans to expand the operations to accommodate a maximum of 50 client beds through construction of a new facility as conditioned in Section C of this Permit.
 - v. If a new facility is not constructed, the number of client beds may not be expanded beyond the 34-client beds permitted at the existing facility. All operations at the existing facility shall also be subject to the conditions stated within Sections A and D of this permit.

C. Upon demonstrated compliance with Section B of this Permit, Owner shall be permitted to construct a new facility to accommodate a maximum of 50 client beds. The following conditions and restrictions are related to construction of the new facility and subsequent site improvements:

1. The Owner shall be permitted to construct a new facility as demonstrated on the Plan Set dated July 24, 2015 subject to the following conditions.
2. All access to the new facility shall be from the existing driveway which connects to Julianne Avenue North. No new access is approved as part of this permit.
3. A total of twenty-eight (28) paved and marked parking spaces shall be maintained on the property. ADA compliance stalls shall be provided in compliance with applicable building codes and shall be designated and marked.
4. Owner shall provide for the maintenance of the evergreen screen between the facility and the current residential neighbors adjoining the property. If trees are

removed or damaged during construction the Owner shall replace such trees with in-kind vegetation to reestablish the screening.

5. The Owner shall install a fence around the perimeter of the facility area, which should encompass the facility, parking lot and any formal outdoor gather areas. The fence shall be designed in a manner architecturally compatible with the facility, and shall be reviewed and approved by the city planner. The site plan shall be updated to reflect the location of the new, and any existing fences on the grounds. Such fence shall be maintained and kept in good repair.
6. Any lighting associated with the new facility, parking lot or any other site improvements shall comply with Section 32-321 which regulates lighting, lighting fixtures and glare. The Owner shall submit a photometric plan with the building permit application to ensure that the lighting plan meets the City's ordinances.
7. The existing facilities shall be demolished according to the plan identified on Sheet C-103 of the Plan Set. The owner shall cease interim operations at the time when site work and/or demolition begins. All operations shall remain closed for the duration of the construction of the new building.
8. A chain link fence six (6) feet in height and at least Two Hundred Seventy-five (275) feet in length shall be installed and maintained to block the Jasmine Trail entrance to the facility. The fence may have a gate, six (6) feet in height, for access to the mail box and to permit entry by emergency vehicles; however, it must be locked when not in use.
9. Water meters must be installed at the new facility and actual water use must be determined monthly once the new building is operational. If the water use exceeds the current design capacity in any thirty (30) day period, the system must be increased in size to deal with the actual use.
10. Soil testing and septic design must be submitted to Washington County Environmental Services (WCES) for review and approval. The appropriate permits must be obtained from WCES for the new facility prior to a building permit being issued for the new facility.
11. The Owner shall submit an approved stormwater permit from the Brown's Creek Watershed District (BCWD) demonstrating the plans compliance with the BCWD's standards. If any site plan modifications are required as a result of that process the owner shall submit an updated Plan Set for review and approval by the City Engineer prior to any building permit being issued for construction of the new building.

12. The Owners shall submit a NPDES permit to the City prior to any construction or site activity occurring on site.
13. The Owner shall obtain a demolition from the City's Building Official prior to removal of any of the existing structures on site.
14. The Owner shall obtain a building permit for construction of the new building. Once the building is complete the Owner shall submit a set of as-built plans to remain on file at the City offices.
15. The fire sprinkler system, prior to operation, shall be inspected and approved by the State Fire Marshal.
16. The security system shall be operational prior to any clients being admitted to the new facility.
17. Any modifications to the architectural plans or Plan Set dated July 25, 2015 which were reviewed as part of this permit process may require an amendment to this Conditional Use Permit.
18. The Owner must obtain all necessary, applicable federal, state, and local agency permits prior to construction of the new building.
19. The new building shall conform to the State Building, Electrical and Plumbing Codes.

D. The following general standards and conditions shall apply to the subject use:

1. The Staff at the Washington County Department of Health, or other similar City agent or employee, shall have the right to inspect the property during normal business hours after providing reasonable notice to the owner.
2. If it appears that additional conditions should be added to this Conditional Use Permit to protect the health, safety and general welfare of the City, County and/or clients being treated, this Conditional Use Permit can be reviewed at a public hearing preceded by published notice in the official newspaper at least ten (10) days prior to said public hearing, and notice shall also be sent to the holder of this Conditional Use Permit ten (10) days prior to said hearing.
3. The conditions of this Permit shall apply to the land described and shall not in any way be affected by any subsequent sale, lease or other change in ownership. The City of Grant must be notified of any change in ownership.

4. The Owner shall mail to the City of Grant on an annual basis (and within thirty (30) days of obtaining them) copies of all annual inspections generated by the Minnesota Department of Health, Minnesota Department of Human Services, and State Fire Marshall.
5. Any modifications, change in use or expansion contemplated beyond those identified within this Permit shall require an amendment to this Permit.
6. The owner shall obtain all necessary permits from Washington County, Minnesota Department of Health, MPCA, and the United States Government which are necessary in carrying out its operations the subject property.
7. All escrow amounts shall be brought up to date and kept current.
8. Any violation of the conditions of this permit may result in revocation of said permit.

III. REVIEW

Pursuant to Section 32-156 of the Zoning Ordinance of the City of Grant, periodic review of this Conditional Use Permit is imposed as a condition of its grant. This permit shall be reviewed in compliance with the City's CUP review process, which may occur on an annual basis. If the Planning Commission or City Council wishes to review this permit, they shall notify the permit holder of the date of the annual review at least ten (10) days prior to the review hearing.

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

CITY OF GRANT:

Date: _____

Tom Carr, Mayor

Date: _____

Kim Points, City Clerk

State of Minnesota)
)ss.
County of Washington)

On this _____ day of _____, 2015, before me, a Notary Public, personally appeared Tom Carr and Kim Points, of the City of Grant, a Minnesota municipal corporation within the State of Minnesota, and that said instrument was signed on behalf of the City of Grant by the authority of the city council and Tom Carr and Kim Points acknowledge said instrument to be the free act and deed of said City of Grant.

Notary Public

APPLICANT/OWNER:
MERIDIAN BEHAVIORAL HEALTH, LLC

Date: _____

By: _____

Its: _____

Date: _____

Kim Points, City Clerk

State of Minnesota)
)ss.
County of Washington)

On this _____ day of _____, 2015, before me, a Notary Public, personally appeared
_____ the _____ of Meridian Behavioral Health who
acknowledged that said instrument was authorized and executed on behalf of said Company.

Notary Public

MEMORANDUM

To: Mayor and Grant City Council	Date: October 27, 2015
CC: Kim Points, City Clerk Nick Vivian, City Attorney	RE: Public Hearing Land Use Definitions - Moratorium
From: Jennifer Haskamp, City Planner	Accessory Buildings – (e) Garages and (f) Accessory building as part of principal building

As directed by the City Council in October and July staff has prepared two draft ordinances for review and consideration. The following summary of each ordinance is provided:

- Ordinance #2015-42: This draft ordinance addresses two land use definitions which are included within the City's Land Use Definitions Moratorium. The ordinance provides a draft definition for Seasonal Businesses, and also addresses Greenhouses (commercial production only).
- Ordinance #2015-43: This draft ordinance amends the Accessory buildings and other non-dwelling structures section of the ordinance, subsections (e) and (f) to address location of accessory buildings in relation to a principal building. This draft ordinance amendment is not subject to the City's Land Use Definitions Moratorium.

A duly noticed public hearing has been published for the November 3, 2015 regular city council meeting.

Action Requested

Staff is requesting direction from the City Council to prepare a resolution, final ordinance and summary publication for each draft ordinance listed above. If directed, staff will prepare the documents and place them on the December agenda for review and approval.

Additionally, staff would include the first group of land use definitions reviewed by the City Council (which have already been through the public hearing process) in the final resolution, ordinance and summary publication. This will allow for publication all at once, reducing publication expenditures. Once adopted, the seven (6) land uses addressed to-date would be released from the moratorium.

DRAFT FOR CONSIDERATION

CITY OF GRANT

WASHINGTON COUNTY, MINNESOTA

ORDINANCE 2015-42

An Ordinance Amending the Grant Code of Ordinances

Amending Sections 32-1 Definitions, 32-245 Table of Uses, and 32-313 Accessory buildings and other non-dwelling structures of Chapter 32 Zoning regarding Business – Seasonal, Greenhouses (commercial production only),

The City Council of the City of Grant, Washington County, Minnesota, does hereby ordain as follows:

SECTION 1. AMENDMENT OF CHAPTER 32, ZONING, OF THE CITY’S CODE OF ORDINANCES.

That City Code Chapter 32, Article I, Section 32-1, “Definitions” is hereby AMENDED to ADD the following identified as underlined, and AMENDED to DELETE as ~~strikethrough~~:

Business, Seasonal means a business which operates for not more than six (6) months of any calendar year, and whose primary product or service offered is based on agricultural products or activities produced on site and may or may not include a permanent structure for operations. Examples of such businesses include, but are not limited to: the sale of locally produced produce or any derivative thereof grown or raised on the property; outdoor/indoor seasonal sales such as Christmas trees, plants, flowers, etc., which may be produced in a greenhouse or outdoors; seasonal events such as hay rides, apple orchards and associated activities, which may include associated retail sales.

SECTION 2. AMENDMENT OF CHAPTER 32, ZONING, OF THE CITY’S CODE OF ORDINANCES.

That City Code Chapter 32, Article I, Section 32-245, “Table of uses”, Item (c) is hereby AMENDED to ADD the following identified as underlined, and AMENDED to DELETE as ~~strikethrough~~ :

DRAFT FOR CONSIDERATION

USE					
(KEY) CC=Certificate of Compliance N=Not Permitted	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Business – Seasonal	N	<u>N C</u>	<u>N C</u>	<u>N C</u>	<u>N C</u>
Greenhouses (commercial production only)	CC	P	C	C	N
Nursery – Commercial (production of trees and shrubs)	CC	P	C	C	N

SECTION 3. AMENDMENT OF CHAPTER 32, ZONING, OF THE CITY’S CODE OF ORDINANCES.

That City Code Chapter 32, Article IV, Section 32-313, “Accessory buildings and other non-dwelling structures”, Item (a) Types of Buildings is hereby AMENDED to ADD the following identified as underlined, and AMENDED to DELETE as ~~strikethrough~~ :

(6) Greenhouse, private means a structural building with different types of covering materials, such as a glass or plastic, in which temperature and humidity can be controlled for the cultivation or protection of plants. Such buildings may be temporary or permanent, with a maximum gross area regulated in subsection (b) of this section. Greenhouses of a commercial nature shall be regulated section (4) or (5) of this section.

SECTION 4. SEVERABILITY.

In the event that court of competent jurisdiction adjudges any part of this ordinance to be invalid, such judgment shall not affect any other provisions of this ordinance not specifically included within that judgment.

DRAFT FOR CONSIDERATION

SECTION 5. EFFECTIVE DATE.

This ordinance takes effect upon its adoption and publication according to law.

WHEREUPON, a vote, being taken upon a motion by Council member _____ and seconded by Council member _____, the following upon roll call:

Voting AYE:

Voting NAY:

Whereupon said Ordinance was declared passed adopted this ____ day of _____, 2015.

Thomas Carr, Mayor

Attest: Kim Points, City Clerk

DRAFT FOR CONSIDERATION

CITY OF GRANT WASHINGTON COUNTY, MINNESOTA ORDINANCE 2015-43

An Ordinance Amending the Grant Code of Ordinances Amending 32-313 Accessory buildings and other non-dwelling structures of Chapter 32 Zoning

The City Council of the City of Grant, Washington County, Minnesota, does hereby ordain as follows:

SECTION 1. AMENDMENT OF CHAPTER 32, ZONING, OF THE CITY'S CODE OF ORDINANCES.

That City Code Chapter 32, Article IV, Section 32-313, "Accessory buildings and other non-dwelling structures", Item (e) *Garages* and (f) *Accessory building as part of principal building* is hereby AMENDED to ADD the following identified as underlined, and AMENDED to DELETE as ~~strikethrough~~ :

(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. If a garage meeting this provision is constructed within 6-feet of the principal building, the structure shall be constructed in compliance with all state fire and building codes.

~~(f) *Accessory building as part of the 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.~~

SECTION 2. SEVERABILITY.

In the event that court of competent jurisdiction adjudges any part of this ordinance to be invalid, such judgment shall not affect any other provisions of this ordinance not specifically included within that judgment.

DRAFT FOR CONSIDERATION

SECTION 3. EFFECTIVE DATE.

This ordinance takes effect upon its adoption and publication according to law.

WHEREUPON, a vote, being taken upon a motion by Council member _____ and seconded by Council member _____, the following upon roll call:

Voting AYE:

Voting NAY:

Whereupon said Ordinance was declared passed adopted this ____day of _____, 2015.

Thomas Carr, Mayor

Attest: Kim Points, City Clerk

AGENDA ITEM 7A

STAFF ORIGINATOR	Kim Points
MEETING DATE	November 3, 2015
TOPIC	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.

Specific revisions were recommended at the September, 2015 City Council meeting. Those revisions have been included in the attached final draft.

In addition, staff is looking for authorization to advertise for Planning Commission applications.

OPTIONS

- 1) Approval of the Planning Commission Manual and authorize applications for the City of Grant Planning Commission based on timeline for submittal and scheduling of interviews.
- 2) Make additional revisions and bring back to the December, 2015 City Council meeting for Council discussion.

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.

Planning Commission Terminations:

Planning Commissioners may be removed from the Planning Commission at the discretion of the City Council, by a simple majority vote.

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, then 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.
- Current City Council Members may observe public hearings held at Planning Commission meetings but shall not comment during meeting or public hearings. Any comments by a Council Member that is within 1,320 feet to the property that is subject to the public hearing, may submit written comments to the City office.

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 staff will determine consultants need be present for a Planning Commission meeting.

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 shall not contact City consultants directly to minimize City costs and submit all inquiries to the Chair of the Planning Commission, who will then work directly with the City office to obtain that information from the consultants, 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.

City Council Report for October 2015

To: Honorable Mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

Zoning Enforcement:

1. No new violations to report.

Building Permit Activity:

1. Twenty -Five (25) building Permits were issued for this period with a total valuation for \$574,357.35

Respectfully submitted,

A handwritten signature in black ink that reads "Jack Kramer". The signature is written in a cursive, flowing style.

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	Paid
2015-172	Re-Roof	Aamon	6428 Manning Ave	8/28/2015	\$ 31,000.00	\$ 452.35	\$ 339.26	\$ -	\$ 15.50	
2015-173	Re-Roof	Olson	9535 Joliet Ave. N	8/30/2015	\$ 25,000.00	\$ 391.75	\$ 293.81	\$ -	\$ 12.50	
2015-174	remodeling	Muntz	10121- 83rd. St. N	8/31/2015	\$ 58,000.00	\$ 699.75	\$ 524.43	\$ -	\$ 29.00	
2015-175	Re-Roof	Halster	10040 Iamsing Av	9/2/2015	\$ 8,773.05	\$ 167.25	\$ 125.43	\$ -	\$ 4.38	
2015-176	Re-Siding	Rossba	11119 Lockridge C	9/2/2015	\$ 17,642.00	\$ 293.25	\$ 219.93	\$ -	\$ 8.82	
2015-177	Re-Roof	Slayma	9865 Justen Trail	9/2/2015	\$ 10,000.00	\$ 181.25	\$ 135.83	\$ -	\$ 5.00	
2015-178	remodeling	McMar	11591 McKusick F	9/4/2015	\$ 55,000.00	\$ 678.75	\$ 509.06	\$ 441.18	\$ 27.50	
2015-179	Re-Roof	Greede	8350 Keats Ave. N	9/4/2015	\$ 7,475.00	\$ 153.25	\$ 114.93	\$ -	\$ 3.73	
2015-180	Garage	Johnso	10055-67th. Lane	9/4/2015	\$ 31,000.00	\$ 452.35	\$ 339.26	\$ 294.02	\$ 15.50	
2015-181	Re-Roof	Loudas	10163-67th. Ln.	9/5/2015	\$ 10,400.00	\$ 195.25	\$ 146.43	\$ -	\$ 5.20	
2015-182	Garage	J&J C	9865 Justen Trl. N	9/7/2015	\$ 25,000.00	\$ 391.75	\$ 293.81	\$ 254.63	\$ 12.50	
2015-183	Mudroom	Lindqu	11140 Lansing ave	9/8/2015	\$ 21,672.00	\$ 349.25	\$ 261.93	\$ 227.01	\$ 10.83	
2015-184	Pole Bldg.	Curran	6980 Jamaica Ave	9/8/2015	\$33,280.00	\$517.75	\$ 388.31	\$ 336.59	\$ 16.64	
2015-185	Plumbing	Egan	7824 Manning Ave	9/9/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00	
2015-186	Plumbing	Kimber	9360-84th. St. N	9/11/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00	
2015-187	Re-Roof	Jeantra	9301 Ivy Ave. N.	9/16/2015	\$ 32,000.00	\$ 462.45	\$ 346.83	\$ -	\$ 16.00	
2015-188	Windows	Keene	7150 Jocelyn Rd.	9/16/2015	\$ 20,827.00	\$ 335.25	\$ 251.43	\$ -	\$ 10.41	
2015-189	Siding/Deck	Morehc	9643-110th. St. N.	9/17/2015	\$ 36,179.00	\$ 512.87	\$ 384.65	\$ 81.41	\$ 18.08	
2015-190	Re-Roof	Porter	10669-83rd. St. N.	9/17/2015	\$ 6,934.00	\$ 139.45	\$ 104.58	\$ -	\$ 3.46	
2015-191	Re-Roof	Wagne	10000 Justen Trl.	9/17/2015	\$ 12,000.00	\$ 209.25	\$ 156.93	\$ -	\$ 6.00	
2015-192	Interior Finish	Cates	9895-65th. St. N.	9/18/2015	\$ 60,000.00	\$ 713.75	\$ 535.31	\$ -	\$ 30.00	
2015-193	Deck	Jonnes	11765-102nd. N.	9/18/2015	\$ 22,000.00	\$ 349.25	\$ 261.93	\$ 227.01	\$ 11.00	
2015-194	Door replace	Lockba	11450 Jasmine Av	9/21/2015	\$ 15,213.00	\$ 265.25	\$ 198.93	\$ -	\$ 7.60	
2015-195	Re-Roof/Side	Finden	7515-99th. St. N.	9/22/2015	\$ 25,000.00	\$ 391.75	\$ 293.81	\$ -	\$ 12.50	
2015-196	Re-Roof	Vebani	11595- Grenelefe	9/22/2015	\$ 9,962.30	\$ 181.25	\$ 135.83	\$ -	\$ 4.84	
Monthly total					\$ 574,357.35	\$ 8,644.47	\$ 6,482.65	\$ 1,861.85	\$ 288.99	