

**City of Grant  
City Council Agenda  
November 1, 2016**

*The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, November 1, 2016, 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 4, 2016 City Council Meeting Minutes
- B. Bill List, \$48,431.18
- C. Kline Bros. Excavating, Road Work, 21,176.25
- D. Resolution No. 2016 – 26, Master Subscriber Agreement

**5. STAFF AGENDA ITEMS**

- A. City Engineer, Brad Reifsteck
  - i. Consideration of Resolution No. 2016-27, Declaring Costs to be Assessed and Ordering Proposed Assessments Keswick Avenue
  - ii. Consideration of Resolution No. 2016-28, Calling for Assessment Hearing, Keswick Avenue

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

C. City Attorney, Nick Vivian (no action items)

6. NEW BUSINESS

A. Set Certification of Election Meeting

7. UNFINISHED BUSINESS

8. DISCUSSION ITEMS

A. City Council Reports (any updates from Council, no action taken)

B. Staff Updates

9. COMMUNITY CALENDAR NOVEMBER 2 THROUGH NOVEMBER 30, 2016:

General Election, Tuesday, November 8, 2016, 7:00 a.m. to 8:00 p.m., Oak Hill Church, 9050 60<sup>th</sup> Street North

Mahtomedi Public Schools Board Meeting, Thursday, November 17th, Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Thursday, November 10<sup>th</sup> and November 17th, Stillwater City Hall, 7:00 p.m.

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

10. ADJOURNMENT



CITY OF GRANT  
MINUTES

**DATE** : October 4, 2016  
**TIME STARTED** : 7:06 p.m.  
**TIME ENDED** : 8:20 p.m.  
**MEMBERS PRESENT** : Councilmember Sederstrom, Lobin, Huber,  
Lanoux and Mayor Carr  
**MEMBERS ABSENT** : None

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

**CALL TO ORDER**

Mayor Carr called the meeting to order at 7:06 p.m.

**PUBLIC INPUT**

(1) Mr. Jerry Helander, Jasmine Avenue – came forward and commented on the tractor parade last month noting because it is political, the City should not be a part of it.

(2) Mr. John Rog, 110<sup>th</sup> Street – submitted a letter regarding the tractor parade and the inappropriateness of some of the banners placed at Town Hall.

**PLEDGE OF ALLEGIANCE****SETTING THE AGENDA**

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 6, 2016 City Council Meeting Minutes	Approved
Bill List, \$59,336.81	Approved
Kline Excavating, Road Projects, \$11,988.75	Approved
City of Mahtomedi, 3 <sup>rd</sup> Quarter Fire Contract, \$32,347.00	Approved

1 Envirotech, 2016 Dust Control, \$17,655.76

Approved

2  
3 **Council Member Huber moved to approve the consent agenda, as presented. Council Member**  
4 **Lobin seconded the motion. Motion carried with Council Member Lanoux and Sederstrom**  
5 **voting nay.**

6  
7 **STAFF AGENDA ITEMS**

8  
9 **City Engineer, Brad Reifsteck**

10  
11 **Final Project Costs and Order Assessment Hearing, Keswick Avenue** – City Engineer Reifsteck  
12 provided a memo with an update relating to the Keswick Avenue project. It was noted the contractor  
13 is scheduled to begin the work on October 11 and be completed by October 21. Final costs will be  
14 declared at the November meeting and set the public hearing for the December Council meeting.

15  
16 **McKusick Speed Survey** – City Engineer provided a memo advising a letter was sent to residents  
17 last week requesting a petition from the neighborhood to determine if a reduced speed zone is wanted.  
18 An update will be provided when residents respond to that petitions.

19  
20 **City Planner, Jennifer Haskamp**

21  
22 **Consideration of Update of Septic Ordinance** – City Planner Haskamp referred to a letter sent by  
23 Washington County regarding the City's septic ordinance being out of date. The City can update the  
24 ordinance or repeal the ordinance and defer jurisdiction to the County.

25  
26 Mayor Carr stated he assumes everyone still wants the County to administer the septic program in  
27 Grant. The City has adopted ordinances in the past by reference and believes the City should do that  
28 in this case.

29  
30 Council Member Huber stated the County rules for septic seem to be getting more restrictive. He  
31 asked if the City has input on the rules and standards.

32  
33 City Planner Haskamp stated the rules are put into place by the State. The County just carries those  
34 out.

35  
36 City Attorney Vivian stated the laws have changed and the City's code has not; it is appropriate to  
37 poll the Council and provide direction to either update the ordinance or adopt the County ordinance  
38 by repealing the City's ordinance.

39  
40 **Council Member Lanoux moved to continue with the County administering the regulation of**  
41 **well and septic. Council Member Huber seconded the motion.**

42  
43 **Council Member Huber added a friendly amendment to the motion to include the County also**  
44 **continue with the permitting of well and septic. Council Member Lanoux agreed to the friendly**  
45 **amendment. Motion carried unanimously.**

1  
2 City Attorney Vivian advised the City would still have to change its septic setbacks to be consistent  
3 with the County even if the County's ordinance is adopted by reference.  
4

5 The Council requested more information from staff relating to revising the City setback in terms of  
6 well and septic.  
7

8 **Stillwater Comprehensive Plan Comments** – City Planner Haskamp advised that the location of a  
9 proposed amendment to the Stillwater Comprehensive Plan for a Hyvee Store is directly adjacent of  
10 the City of Grant and so feedback from the Council would be beneficial.  
11

12 Mayor Carr stated if the location came into Grant he would have a lot more concerns but it does affect  
13 their residents more.  
14

15 Council Member Lanoux stated when neighboring cities change their Comprehensive Plan the City of  
16 Grant gets notified. He recommended the improvements don't allow for sewer and water expansions  
17 into the City or included future increased capacity.  
18

19 Council Member Huber stated the City does not have the authority to tell another City what size water  
20 lines they must install. He stated the current Council is not going to bring water and sewer into the  
21 City of Grant. He added he does count on the plan to make traffic flow smooth. Manning Avenue is  
22 highly traveled. The current plan does not show another traffic light and it is important that the City  
23 understand the long-term traffic plan.  
24

25 Council Member Sederstrom stated traffic is a concern with the proposed project and he would like to  
26 ensure the traffic plan is done correctly the first time.  
27

28 Council Member Lobin asked if the City could request there be an entrance only and exit only within  
29 the plan.  
30

31 City Planner Haskamp stated the letter indicated Hyvee is supportive of a right in right out only but  
32 City staff and County staff were not supportive of that plan. She stated the City of Stillwater has to  
33 comply with state law relating to the amendment and public hearings. Neighbors of the plan do  
34 receive notice and have the opportunity to comment.  
35

36 **Environmental Assessment Worksheet** – City Planner Haskamp provided an update on the EAw  
37 process in terms of Bay West working on the project. They hope to have a draft of the document in  
38 approximately 30 days to be reviewed by the City and then go out for public comment.  
39

#### 40 **City Attorney, Nick Vivian**

41

42 **2016 Annual CUP Review** – City Attorney Vivian referred to the staff report outlining the 2016  
43 Annual CUP reviewing noting all CUP's were in compliance and no vacates are recommended at this  
44 time.  
45

1 Council Member Huber stated the annual CUP review is an important milestone for the City. The  
2 reviews are no done in a non-political way as it was delegated to staff. He stated staff has done a  
3 great job on the reviews and update of the CUP book.  
4

5 Mayor Carr added it was a bumpy road getting to the current review process but the City does issue  
6 the permits and they do need to be reviewed.  
7

8 Council Member Lanoux stated its not political and yet at his first meeting a complaint was made  
9 about him and lack of CUP.  
10

11 Council Member Huber stated the there is a copy of a letter from the City in 1984 requesting Council  
12 Member Lanoux get a CUP. He stated he also requested Council Member Lanoux get a CUP after he  
13 was sworn in. The complaint was made a month later after he refused to apply for a CUP. A judge  
14 has ordered Council Member Lanoux to get a CUP.  
15

#### 16 **NEW BUSINESS**

17  
18 There was no new business.  
19

#### 20 **UNFINISHED BUSINESS**

21  
22 There was no unfinished business.  
23

#### 24 **DISCUSSION ITEMS**

##### 25 26 **City Council Reports:**

27  
28 Mayor Carr advised no political signs are allowed on City property and that needs to be enforced.  
29

30 Council Member Sederstrom advised the State is removing signs from Jamaca and Hwy 96.  
31

##### 32 **Staff Updates:**

33  
34 There were no staff updates.  
35

#### 36 **COMMUNITY CALENDAR OCTOBER 5 THROUGH OCTOBER 31, 2016:**

37 **Mahtomedi Public Schools Board Meeting, Thursday, October 13<sup>th</sup> and 27<sup>th</sup> , Mahtomedi**  
38 **District Education Center, 7:00 p.m.**

39 **Stillwater Public Schools Board Meeting, Thursday, October 27<sup>th</sup> , Stillwater City Hall, 7:00**  
40 **p.m.**

41 **Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.**  
42

#### **ADJOURN**

# COUNCIL MINUTES

OCTOBER 4, 2016

1 Council Member Huber moved to adjourn at 8:20 p.m. Council Member Lobin seconded the  
2 motion. Motion carried unanimously.

3  
4  
5  
6 These minutes were considered and approved at the regular Council Meeting November 1, 2016.  
7  
8  
9

10  
11 \_\_\_\_\_  
12 Kim Points, Administrator/Clerk  
13

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



## City of Grant

## Disbursements List

10/25/2016

Date range: 10/01/2016 to 10/31/2016

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Payroll Period Ending 10/31/2016	10/24/2016	13207	\$3,449.68		No		
Xcel Energy	10/24/2016	13208	\$223.24	Utilities	No	100-41101-100	\$3,449.68
Brochman Blacktopping Co.	10/24/2016	13209		Patching	No	100-43004-381	\$58.22
Croix Valley Inspector	10/24/2016	13210		Building Inspector	No	100-43010-381	\$119.56
SHC, LLC	10/24/2016	13211		Planning	No	100-43117-381	\$45.46
CenturyLink	10/24/2016	13212		City Phone	No	100-43109-300	\$4,740.00
M.J. Raleigh Trucking	10/24/2016	13213		River Rock	No	100-42004-300	\$4,297.73
Sherrill Reid Animal Control	10/24/2016	13214		Animal Control/Inv2016-41	No	100-41209-300	\$1,038.50
Todd Smith	10/24/2016	13215		Monthly Assessment Services	No	915-49310-300	\$101.00
Apollo Heating	10/24/2016	13216		Town Hall Repair	No	916-49310-300	\$606.00
AirFresh Industries	10/24/2016	13217		PortaPot #24361	No	100-41309-321	\$123.57
Computer Wrangler	10/24/2016	13218		Computer Service	No	100-43106-210	\$542.62
Waste Management	10/24/2016	13219		Recycling	No	100-42006-300	\$90.00
Ken Ronnan	10/24/2016	13220		Video Tech Services	No	100-41208-300	\$1,991.92
MN Department of Labor & Industry	10/24/2016	13221		Conf#25487163060	No	100-43002-220	\$287.00
Kline Bros Excavating	10/24/2016	13222		Road Maintenance	No	100-43007-210	\$125.00
KEJ Enterprises	10/24/2016	13223		October 2016 Road Contractor	No	100-41317-220	\$338.90
					No	100-43011-384	\$4,140.36
					No	100-41318-100	\$42.00
					No	100-42005-520	\$1,148.81
					No	100-43101-300	\$4,200.00
					No	100-43106-300	\$5,529.68
					No	100-43108-300	\$2,575.00
					No	100-43111-300	\$4,554.07
					No	100-43126-300	\$4,317.50
					No	100-42006-300	\$83.00
					No	100-43006-300	\$125.00
					No	100-43009-300	\$125.00
					No	100-43102-300	\$166.14
					No	100-43105-300	\$167.00
					No	100-43106-300	\$20.84
					No	100-43107-300	\$41.67

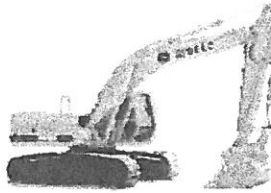
## City of Grant

## Disbursements List

10/25/2016

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Press Publications	10/24/2016	13224	\$274.40	Legals	No	100-43110-300	\$83.84
						100-43111-300	\$20.84
						100-43113-300	\$5,416.67
						100-43114-300	\$2,250.00
						100-43115-300	\$500.00
Petty Cash	10/24/2016	13225	\$200.00	Election Supplies	No	100-41303-351	\$219.52
						100-41308-351	\$54.88
Sprint	10/24/2016	13226	\$33.06	City Cell Phone	No	100-41303-210	\$200.00
Eckberg Lammers	10/24/2016	13227	\$10,938.44	Legal Services	No	100-43116-321	\$33.06
						100-41204-300	\$5,822.53
						100-41205-300	\$2,103.36
						100-41206-300	\$1,635.55
						916-49310-300	\$1,377.00
WSB & Associates	10/24/2016	13228	\$2,882.25	Engineering	No	100-41203-300	\$1,471.25
						100-43102-300	\$1,255.00
						100-43125-300	\$156.00
PERA	10/24/2016	13229	\$662.91	PERA	No	100-41102-120	\$355.13
						100-41113-100	\$307.78
IRS	10/24/2016	EFT81	\$1,153.79	Payroll Taxes	No	100-41103-100	\$362.24
						100-41107-100	\$429.31
						100-41110-100	\$293.58
						100-41112-100	\$68.66
<b>Total For Selected Checks</b>			<b>\$69,607.43</b>				<b>\$69,607.43</b>

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



# Invoice

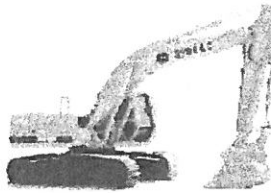
DATE	INVOICE #
10/24/16	2428

BILL TO	JOB ADDRESS
CITY OF GRANT 111 WILDWOOD RD WILLERNIE, MN 55090	GRAVEL 100-43106

DUE DATE
11/3/16

DESCRIPTION	QTY	UNIT COST	AMOUNT
09-30-16 LOADS OF HIGH CLAY C-5 HAULED TO JOCELYN	3	75.00	225.00
09-30-16 740A SPREAD GRAVEL	2	75.00	150.00
GRAVEL SPREAD ON MANN LAKE WOODS ROAD SHOULDERS			0.00
10-11-16 LNT 9000	3	75.00	225.00
10-11-16 1845C	3	85.00	255.00
10-11-16 LOADS OF 3/4" MINUS LIMEROCK	1	225.00	225.00
IRONWOOD - IRISH SHOULDERS			0.00
10-14-16 LNT 9000	3	75.00	225.00
10-14-16 1845C	3	85.00	255.00
10-14-16 FLAGMAN	3	45.00	135.00
10-18-16 LOADS OF HIGH CLAY GRAVEL HAULED TO JOLIET	6	75.00	450.00
10-19-16 LOADS OF HIGH CLAY CLASS 5 HAULED TO JOLIET	2	75.00	150.00
10-19-16 740A SPREAD GRAVEL	1.5	75.00	112.50
JODY SHOULDERING			0.00
10-19-16 LNT 9000	2.5	75.00	187.50
10-19-16 1845C	2.5	85.00	212.50
10-19-16 LOADS OF LIMEROCK HAULED	1	225.00	225.00
JODY - 101ST - KELMAN CT N SHOULDERS, CLEAN CURBS OFF ON KELMAN CT N & 103RD ST N			0.00
10-20-16 LNT 9000	5	75.00	375.00
10-20-16 1845C	5	85.00	425.00
10-20-16 LOADS OF 3/4" LIMEROCK HAULED	1	225.00	225.00
ISLETON CT N - ISLETON AVE N SHOULDERS			0.00
10-21-16 LNT 9000	3.25	75.00	243.75
10-21-16 1845C	3	85.00	255.00
10-21-16 LOADS OF 3/4" MINUS LIMEROCK	1	225.00	225.00
AMOUNT TRANSFERED FROM DITCHWORK BILL TO KEEP ON BUDGET (FROM INVOICE #2425)			120.00
AMOUNT TRANSFERED FROM CULVERT BILL TO KEEP ON BUDGET (FROM INVOICE#2426)			628.43
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONTHLY SERV CHARGE	<b>Total</b> 5,529.68		

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



# Invoice

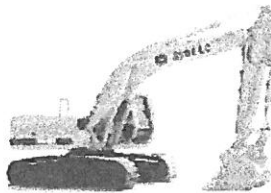
DATE	INVOICE #
10/23/16	2426

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

DUE DATE
11/2/16

DESCRIPTION	QTY	UNIT COST	AMOUNT
DITCHING FOR CULVERT ALONG 68TH ST CT			0.00
09-29-16 E70	3.5	90.00	315.00
09-29-16 1845C	3.5	85.00	297.50
09-29-16 LNT 9000	4.5	75.00	337.50
09-29-16 T600	1	75.00	75.00
09-30-16 E70	5	90.00	450.00
09-30-16 1845C	4.5	85.00	382.50
09-30-16 T600	2	75.00	150.00
10-12-16 REPLACE 15" X 35 FT CULVERT WITH APRONS ON 65TH ST NEAR JOCELYN INTERSECTION			3,000.00
10-12-16 EXTRA DITCHWORK NEAR CULVERT			0.00
10-12-16 E70	1	90.00	90.00
10-12-16 1845C	1	85.00	85.00
SENT TO GRAVEL BUDGET (628.43)			-628.43
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONHTLY SERV CHARGE	Total		4,554.07

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



# Invoice

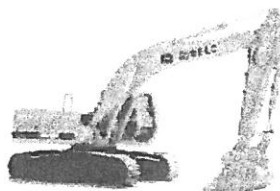
DATE	INVOICE #
10/23/16	2425

BILL TO	JOB ADDRESS
CITY OF GRANT 111 WILDWOOD RD WILLERNIE, MN 55090	DITCHWORK 100-43126

DUE DATE
11/2/16

DESCRIPTION	QTY	UNIT COST	AMOUNT
DITCHWORK ALONG 65TH & JOCELYN			0.00
09-26-16 E70	5	90.00	450.00
09-26-16 1845C	5	85.00	425.00
09-26-16 T600	2	75.00	150.00
09-26-16 LNT9000	2	75.00	150.00
09-27-16 E70	5.5	90.00	495.00
09-27-16 1845C	5.5	85.00	467.50
09-27-16 LNT 9000	6	75.00	450.00
09-28-16 E70	6.5	90.00	585.00
09-28-16 1845C	6.5	85.00	552.50
09-28-16 LNT 9000	7	75.00	525.00
09-28-16 T600	2.5	75.00	187.50
SENT TO GRAVEL BUDGET (120.00)			-120.00
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONHTLY SERV CHARGE	<b>Total</b>		<b>4,317.50</b>

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



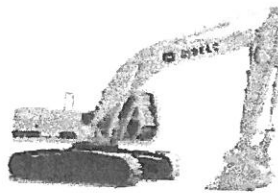
# Invoice

DATE	INVOICE #
10/23/16	2424

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

			DUE DATE
			11/2/16
DESCRIPTION	QTY	UNIT COST	AMOUNT
09-27-16 740A	7	80.00	560.00
09-28-16 740A	5	80.00	400.00
09-29-16 740A	2.5	80.00	200.00
10-05-16 770B	3.5	80.00	280.00
10-05-16 740A	5	80.00	400.00
10-06-16 740A	6	80.00	480.00
10-17-16 770B	6	80.00	480.00
10-17-16 740A	5	80.00	400.00
10-18-16 770B	6.5	80.00	520.00
10-18-16 740A	6	80.00	480.00
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONTHLY SERV CHARGE			
<b>Total</b>			<b>4,200.00</b>

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



# Invoice

DATE	INVOICE #
10/23/16	2427

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

DUE DATE
11/2/16

DESCRIPTION			11/2/16
DESCRIPTION	QTY	UNIT COST	AMOUNT
SHOULDERING ON JOCELYN - IDEAL - JOLIET - ROADS IN WOODLAWN ACRES			0.00
10-04-16 LNT 9000	3	75.00	225.00
10-04-16 T600	3	75.00	225.00
10-04-16 1845C	2.5	85.00	212.50
10-04-16 LABORER - FLAGMAN (2 MEN X 6 HRS)	12	45.00	540.00
10-04-16 LOADS 3/4" MINUS LIMEROCK	2	225.00	450.00
SHOULDERING WOODLAWN ACRES			0.00
10-06-16 LNT 9000	4.5	75.00	337.50
10-06-16 LABORERS (2 MEN X 4 HRS)	8	45.00	360.00
10-06-16 LOADS 3/4" MINUS LIMEROCK	1	225.00	225.00
AMTS PAST 30 DAYS WILL BE SUBJECT TO A 1 1/2% MONTHLY SERV CHARGE			
Total			2,575.00

**RESOLUTION NO. 2016-26  
CITY OF GRANT  
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION APPROVING MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA  
SERVICES FOR GOVERNEMENTAL AGENCIES**

WHEREAS, the City of Grant desires to improve efficiencies through participating in a more efficient court process with the Minnesota Judicial Branch; and,

WHEREAS, the City Attorney for the City of Grant has reviewed the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies; and,

WHEREAS, as the Minnesota Judicial Branch moves towards a more efficient court process, the eCourtMN initiative is committed to ensuring that non-court governmental agencies have appropriate access to court records and documents; and,

WHEREAS, the City of Grant desires to subscribe to Minnesota Court Data Services Program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Grant, Minnesota as follows:

1. The MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA GOVERNEMENTAL AGENCIES AND MASTER SUBSCRIBER AGREEMENT AMENDMENT is approved and the Mayor and City Administrator are authorized and directed to execute and deliver said documents.

Passed and Adopted by the Council on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

CITY OF GRANT

\_\_\_\_\_  
By: Tom Carr  
Its Mayor

ATTEST: \_\_\_\_\_  
By: Kim Points  
Its City Administrator





Building a legacy – your legacy.

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

## **Memorandum**

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

**From:** *Brad Reifsteck, PE, City Engineer  
WSB & Associates, Inc.*

**Date:** *October 25, 2016*

**Re:** *Keswick Avenue Roadway Improvement Project – Declare Costs, and Set Public Hearing on Assessments*

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### **Actions to be considered:**

To declare costs and schedule the Assessment Hearing by resolution for the Keswick Avenue Roadway Improvement Project

### **Facts:**

Following public hearing, the City Council ordered the public improvements included in the project at the August 2, 2016 regular Council Meeting.

The Council awarded the project at the September 6, 2016 regular Council Meeting to Valley Paving, Inc. of Shakopee, MN with a grand total bid of \$81,749.75.

Project costs include the construction costs plus all Legal, Engineering and Administration cost associated with the project. The total project cost is \$102,328.00.

The improvements are anticipated to be funded by special assessments to benefitting properties, in accordance with the Assessment Policy, adopted by City Council. The total amount to be assessed is \$102,328.00.

For projects that will contain special assessments, such as the assessments for roadway reconstruction and street reconstruction improvement projects, as required by Minnesota State Statute, Chapter 429 and consistent with the City's Assessment Policy, an Assessment Hearing will need to be held to consider the adoption of assessments. This hearing is proposed to be held at the December 6, 2016 regular City Council meeting.

**Action:** Discussion. Adopt Resolution

**Attachments:** Map, Resolution Declaring Cost, Resolution for Hearing on Proposed Assessment,

**CITY OF GRANT**

**RESOLUTION NO. 2016-27**

**RESOLUTION DECLARING COSTS TO BE ASSESSED AND  
ORDERING PREPARATION OF PROPOSED ASSESSMENTS  
FOR THE KESWICK AVENUE ROADWAY IMPROVEMENTS**

**WHEREAS**, the City Council ("Council") of the City of Grant, Minnesota ("City") has identified Keswick Avenue as a Capital Improvement Project for Fiscal Year 2016; and,

**WHEREAS**, pursuant to Resolution 2016-17 passed by the Council August 2, 2016, the consultant City Engineer Brad Reifsteck, WSB & Associates, prepared and published the advertisement for bids and received bids; and,

**WHEREAS**, on August 31, 2016 bids were opened and tabulated according to law, and the bids were reviewed by the Council on September 6, 2016

**WHEREAS**, pursuant to Resolution 2016-23 the contract was let for the project and the construction cost for such improvement is \$86,528.00, and the expenses incurred or to be incurred in the making of such improvement amount to \$15,800.00 so that the total cost of the improvement will be \$102,328.00.

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

1. The total cost of such improvement to be assessed against benefited property owners is declared to be \$102,328.00.
2. Assessments shall be payable in equal annual installments extending over a period of fifteen (15) years, the first of the installments to be payable on or before the first Monday in January, 2017, and shall bear interest at the rate of 4.50% percent.
3. The City Manager, with the assistance of the City Engineer (consulting engineer), shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.

**ADOPTED** this 1<sup>st</sup> day of November, 2016.

Attest:

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

\_\_\_\_\_  
Kim Points, City Clerk

**CITY OF GRANT**

**RESOLUTION NO. 2016-28**

**RESOLUTION CALLING FOR AND RATIFYING  
AN ASSESSMENT HEARING  
FOR THE KESWICK AVENUE ROADWAY IMPROVEMENTS**

**WHEREAS**, the City Council ("Council") of the City of Grant, Minnesota ("City") has identified Keswick Avenue Roadway Improvement Project; and,

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

**WHEREAS**, estimated costs have been calculated for the project and the portion of the cost of such improvement to be assessed against benefited property owners was declared; and,

**WHEREAS**, by a resolution passed by the council on November 1, 2016, the city clerk was directed to prepare a proposed assessment of the cost of the project; and,

**WHEREAS**, the clerk will complete the proposed assessment and file in his/her office for public inspection,

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

1. A hearing shall be held at <sup>7:00</sup>~~6:30~~ p.m. on December 6, 2016, in the City Hall, located at 8380 Kimbro Avenue N. Grant, MN to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the Finance Department, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. An owner may at any time thereafter, pay to Washington County the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of

the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

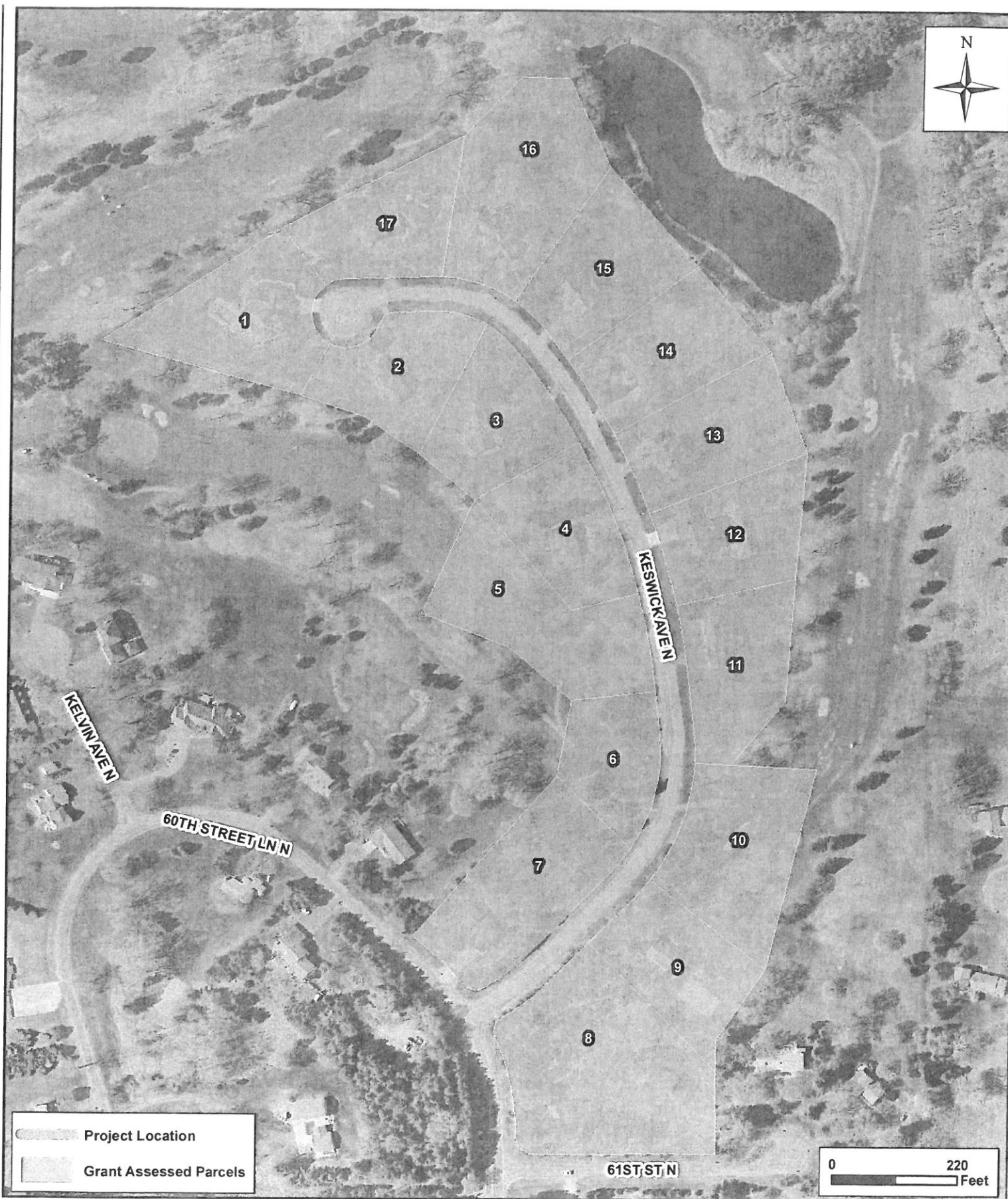
**ADOPTED** this 1st day of November, 2016.

Attest:

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

\_\_\_\_\_  
Kim Points, City Clerk





**Preliminary Assessment Roll**  
**Keswick Ave N**  
**Grant, MN**



## City Council Report for October 2016

Date: October 17, 2016

To: Honorable mayor & City Council Members

From: Jack Kramer Building Official

### Zoning Enforcement:

No new Zoning Violations to report.

### Building Permit Activity:

Twenty-Eight (28) Building Permits were issued for a total valuation of = \$ 872,273.57.

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

[illegible]