

**City of Grant
City Council Agenda
January 3, 2017**

The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, January 3, 2017, 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. OATH OF OFFICE, TOM CARR, DENNY KAUP AND JEFF HUBER

4. APPROVAL OF REGULAR AGENDA

5. APPROVAL OF CONSENT AGENDA

- A. December 2016 Bill List, \$35,343.03
- B. 2017 Tort Liability, City DOES NOT Waive Monetary Limits
- C. Washington County, Final CSAH 12/17 Invoice, \$27,094.30
- D. Video Tech 2017 Hourly Pay Increase
- E. Clerk Pay 2017 Increase per Approved Budget

6. STAFF AGENDA ITEMS

- A. City Engineer, Brad Reifsteck

i. **CONTINUED PUBLIC HEARING**, Consideration of Resolution No. 2016-30, Certification of Special Assessments for the Keswick Avenue Roadway Improvement Project

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

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

7. **NEW BUSINESS**

A. Consideration of City of Grant Rules of Procedure

B. December 6, 2016 City Council Meeting Minutes (Kaup abstain)

C. Consideration of Ordinance No. 2017-49, 2017 Fee Schedule

D. Consideration of Resolution No. 2017-01, Summary Publication of Ordinance No. 2017-49

E. Consideration of 2017 City Council Meeting Schedule

F. Consideration of 2017 Appointment List

8. **UNFINISHED BUSINESS**

9. **DISCUSSION ITEMS**

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

B. Staff Updates

10. **COMMUNITY CALENDAR JANUARY 4 THROUGH JANUARY 31:**

Mahtomedi Public Schools Board Meeting, Thursday, January 12th and 26th, Mahtomedi District Education Center, 7:00 p.m.

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

City Office Closed, Monday, January 16, 2017, Martin Luther King Jr. Day

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

11. **ADJOURNMENT**

City of Grant

Disbursements List

12/27/2016

Date range: 12/05/2016 to 12/31/2016

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Todd Smith	12/21/2016	13288	\$1,991.92	Monthly Assessment Services	No		
Washington County Transportation	12/21/2016	13289	\$571.13	Snow and Ice Control	No	100-41208-300	\$1,991.92
Graphic Resources	12/21/2016	13290	\$1,124.87	2016 Fall Newsletter	No	100-43113-210	\$571.13
Washington County Public Works	12/21/2016	13291	\$27,094.30	CSAH 12/17 Cooperative Agreement	No	100-41307-320	\$1,124.87
Lyle Signs, Inc.	12/21/2016	13292	\$81.24	Sign Replacement Freight Charge	No	100-43131-330	\$27,094.30
Wells Fargo Business Card	12/21/2016	13293	\$59.92	Consultant	No	100-43110-330	\$81.24
CenturyLink	12/21/2016	13294	\$123.43	City Phone	No	100-41306-200	\$59.92
League of MN Cities Insurance Trust	12/21/2016	13295	\$437.00	Inv#33507 - Workers Comp	No	100-41309-321	\$123.43
Telcom Construction	12/21/2016	13296	\$200.00	Permit Refund	No	100-41302-360	\$437.00
Nick Anderson	12/21/2016	13297	\$21.00	Cable Cast	No	100-43125-810	\$200.00
Waste Management	12/21/2016	13298	\$4,140.36	Recycling	No	100-41318-100	\$21.00
Hisdahl's	12/21/2016	13299	\$98.65	Year End Plaque/Name Plates	No	100-43011-384	\$4,140.36
AirFresh Industries	12/21/2016	13300	\$125.00	PortaPot #24957	No	100-41314-210	\$98.65
KEJ Enterprises	12/21/2016	13301	\$9,000.00	December 2016 Road Contractor	No	100-43007-210	\$125.00
						100-42006-300	\$83.00
						100-43006-300	\$125.00
						100-43009-300	\$125.00
						100-43102-300	\$166.14
						100-43105-300	\$167.00
						100-43106-300	\$20.84
						100-43107-300	\$41.67
						100-43110-300	\$83.84
						100-43111-300	\$20.84
						100-43113-300	\$5,416.67
						100-43114-300	\$2,250.00
						100-43115-300	\$500.00
Sprint	12/21/2016	13302	\$25.00	City Cell Phone	No		
Croix Valley Inspector	12/21/2016	13303	\$2,231.15	Building Inspector	No	100-43116-321	\$25.00
Eckberg Lammers	12/21/2016	13304	\$3,168.37	Legal Services	No	100-42004-300	\$2,231.15
						100-41204-300	\$712.88

City of Grant

Vendor

Disbursements List

12/27/2016

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
PERA	12/21/2016	13305	\$662.91	PERA	No	100-41205-300	\$216.00
						100-41206-300	\$1,636.49
						100-43103-300	\$414.00
						916-49310-300	\$189.00
IRS	12/21/2016	EFT84	\$1,153.79	Payroll Taxes	No	100-41102-120	\$355.13
						100-41113-100	\$307.78
Payroll Period Ending 12/31/2016	12/26/2016	13287	\$3,449.68		No	100-41103-100	\$362.24
						100-41107-100	\$429.31
						100-41110-100	\$293.58
Xcel Energy	12/27/2016	13306	\$414.86	Utilities	No	100-41112-100	\$68.66
						100-41101-100	\$3,449.68
Kline Bros Excavating	12/27/2016	13307	\$2,980.00	Road Maintenance	No	100-43004-381	\$231.08
						100-43010-381	\$135.09
SHC, LLC	12/27/2016	13308	\$3,282.75	Planning	No	100-43117-381	\$48.69
						100-43101-300	\$2,980.00
						100-41209-300	\$1,796.00
						100-41210-300	\$300.00
						916-49310-300	\$404.00
						918-49310-300	\$252.50
						919-49310-300	\$176.75
						919-49310-300	\$353.50
Total For Selected Checks			\$62,437.33				\$62,437.33



WACO PUBLIC WORKS DEPT
11660 MYERON RD N
STILLWATER MN 55082

To: GRANT CITY
PO BOX 577
WILLERNIE MN 55090

Invoice

Invoice Number:	99204
Account Number:	27164
Due Date	1/14/17
Amount Enclosed:	\$ _____
Federal Tax Id:41-6005919	

Please return top portion with payment. Thank You.

Invoice					
Date	Number	Type	Due Date	Remark	Amount
12/15/16	99204	Invoice	1/14/17	Final Invoice for CSAH 12/17	\$27,094.30
			1/14/17	intersection.	
			1/14/17	Cooperative Agreement #9403	
			1/14/17	*****	
			1/14/17	Construction cost and	
			1/14/17	constructing engineering cost.	
I declare under the penalties of law that this account claim or demand, is just and correct and no part of it has been paid. Please make check payable to Washington County and mail to the address above.				Invoice Total	\$27,094.30
				Sales Tax	
				Balance Due	\$27,094.30



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- If the member does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

City of Grant CMC 39619
LMCIT Member Name

Check one:

- ☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____ Position _____

AGENDA ITEM 5D

STAFF ORIGINATOR	Kim Points
MEETING DATE	January 3, 2017
TOPIC	Cable Technician Pay Increase Request
VOTE REQUIRED	Simple Majority

BACKGROUND

Mr. Ken Ronnan is currently the City's Cable Technician at a wage of \$21.00 per hour. Mr. Ronan replaced the previous cable technician in 2011. Mr. Ronnan has been very dependable and has committed his services to the City of Grant.

The Administrator/Clerk is requesting a pay increase in the amount of \$1.00 per hour, for a wage of \$22.00 per hour.

The Council needs to be aware that the City does get reimbursed for these charges from the Ramsey/Washington Suburban Cable Commission for up to four meetings per month.

In addition, the City is reimbursed by the Cable Commission at a maximum amount of \$2,500.00 for annual wages.

OPTIONS

1. Approve the requested pay increase to \$22.00 per hour
2. Deny the requested pay increase

As you know, the Public Hearing on Assessments for the Keswick Avenue Roadway Improvement Project was held on December 6th, 2016.

At this meeting, the City Council decided to continue the hearing until the next council meeting, which will be held on January 3, 2017. The continuation provides time for City staff to revise the current assessment roll based upon outcomes discussed at the hearing regarding the Indian Hills Planned Unit Development (PUD) permit and the City contributing street maintenance dollars to the project already dedicated to Keswick Avenue.

The Indian Hills PUD permit describes, in part, the use and a restriction of the Outlot parcels occupied by the Indian Hills Golf Course. Upon review by the City Attorney, the following was determined:

- The Outlots may not be conveyed separate and apart from the primary residential lots.
- The Outlots should be deemed non-divisible and unbuildable under the definitions provided in the Assessment Policy.
- Per the PUD Permit, Accordingly, the Outlots should not be included in the assessment calculation.
- Based upon the language of the City's Assessment Policy, the City should only be assessing 12.5 units instead of 15.5 units, effectively increasing the unit cost assessment.

The City's 2017 Capital Improvement Plan (CIP) allocated \$8,000 for Keswick Avenue roadway improvements. At the December 6th council meeting, the City Council formally committed the use of these funds to this project, effectively decreasing the total project costs being assessed.

Based upon the new information mentioned above and the City's contribution to the project, the new project cost is \$94,328.00 and the new unit cost assessment is \$7,546.24.

Please find attached a new assessment statement showing the proposed assessment amount owed for your property. If the assessments are adopted by City Council, your assessment may be paid in full up to 30 days after Council adoption without interest charges, tentatively scheduled from **JANUARY 3, 2017, THROUGH FEBRUARY 2, 2017**. Unpaid balances may be paid in full or partial at any time directly to the City until November 1, 2017. After this date, all unpaid balances will be sent to Washington County Property Taxation and will appear on your Property Tax Statement starting in 2018.

**CITY OF GRANT
RESOLUTION NO. 2016-30**

**A RESOLUTION CERTIFYING SPECIAL ASSESSMENTS
FOR THE KESWICK AVENUE ROADWAY IMPROVEMENT PROJECT**

WHEREAS, pursuant to proper notice duly given as required by law, the Grant City Council ("Council") has met, heard and passed upon all objections to the assessment for 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,

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

1. Such assessments, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. For single family residential properties such assessments shall be payable in equal annual installments extending over a period of 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 from the date of the adoption of this assessment resolution. To each subsequent installment, when due, shall be added interest for one (1) year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer 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 next succeeding year.
4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

ADOPTED this 3rd day of January, 2017.

Attest:

Jeff Huber, Mayor

Kim Points, City Clerk

AGENDA ITEM 7A

STAFF ORIGINATOR	Kim Points
MEETING DATE	January 3, 2017
TOPIC	City of Grant Rules of Procedure
VOTE REQUIRED	Simple Majority

BACKGROUND

The City Council adopted a City of Grant Rules of Procedure Manual in 2014. The manual has been revised several times.

In an effort to clarify procedures for the City, revisions to the Rules of Procedure have been submitted relating to meeting procedure and management, decorum, addition of agenda items and City consultants.

OPTIONS

1. Approve the revised Rules of Procedure
2. Make further revisions to the Rules of Procedure
3. Deny revisions to Rules of Procedure

CITY OF GRANT



Rules of Procedure For City Council Meetings, Ballfield, Newsletter, Town Hall & City Consultants

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

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Section 1

MEETINGS

A. Regular

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

B. Special

The Mayor or any two members of the Council by writing filed with the Administrator/Clerk may call a special meeting. A special meeting is a meeting that is held at a time or location different from that of a regular meeting. Two Council Members may request a special meeting but a meeting may not necessarily occur.

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

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

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

C. Emergency

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

D. Place

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

E. Presiding Officers

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

F. Quorum

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

G. Bylaws: Policies on Meeting Management

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

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

H. Order of Business

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

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

I. Curfew

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

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

J. First Regular Meeting of the Year

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

K. Council Member Seating

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

L. Decorum Requirements

Typical rules of decorum require Council Members to:

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

M. Enforcing Decorum

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

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

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

N. Audience Decorum, Civility and Enforcement

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

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

Section 2

AGENDA FOR REGULAR MEETING

A. Agenda Items

Agenda items for Council meetings are typically action items that require a motion by the City Council. Agenda items are determined by City staff based on action necessary by the City Council to conduct the business of the City. Agenda items can be added upon adoption of the agenda by a motion,

second and majority vote of the Council. This is generally discouraged as members of the public may not be aware of these additions.

B. **Consent Agenda**

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

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

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

C. **Addition of Agenda Items**

Items not on the agenda are to be brought up under Council or Staff updates to consider for a future agenda.

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

D. **Public Input**

Individuals may address the City Council about any item not included on the regular agenda during the Public Input portion of the agenda. The Mayor will recognize speakers to come to the podium, signing in to speak is not a guarantee of the opportunity. Speakers will state and write their name and address and limit their remarks to two (2) minutes with five speakers maximum. Generally, the City Council will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda. The Council

may also determine an issue should be addressed with the individual and direct the Administrator/Clerk to work with the individual directly, as no Council action would be required.

Section 3

MINUTES

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

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

Minutes for City Council meetings will be action/summary minutes.

- B. **Required Contents**

The following items must be included in the minutes:

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

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

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

- Type of meeting (regular, special, emergency, etc.)
- Type of group meeting (City Council, etc.)
- Date and place the meeting was held.
- Time the meeting was called to order.

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

CITY BALLFIELD

A. Use

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

B. Fee

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

CITY NEWSLETTER

A. **Purpose**

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

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

TOWN HALL

A. Use

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

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

Prior to the decision to broadcast City meeting on cable and the installation of video equipment, two groups are allowed an annual meeting. Those groups are the Gateway Trail Association and Woodland Acres Homeowner's Association.

B. Fee

There is no fee to the groups to utilize Town Hall for their annual meeting. Scheduling of the meetings shall be coordinated through the City office and allowed if there is no City meeting conflicts. The City Council and City meetings shall take priority in use of the Town Hall. All groups must leave the Town Hall in order and no food is permitted.

C. Use of Video Equipment

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

CITY CONSULTANTS

A. Consultants

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

B. City Applications/Escrows

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

C. Use of City Consultants

The City requires that any and all required work relating to land use, engineering and legal services associated with general City business and applications are coordinated through the City office. As consultants bill the City based on an hourly fee, coordination through the City Administrator keeps costs down and eliminates the duplication of work. City Council Members are forbidden from contacting City consultants directly to minimize City costs and submit all inquiries to the City office so information from staff can be shared with all Council Members. .

D. Special City Projects

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

E. **Performance Reviews**

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

CITY OF GRANT
MINUTES

DATE : December 6, 2016
TIME STARTED : 7:02 p.m.
TIME ENDED : 7:59 p.m.
MEMBERS PRESENT : Councilmember Sederstrom, Lobin, Huber,
Lanoux and Mayor Carr
MEMBERS ABSENT : None

Staff members present: Acting 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 7:02 p.m.

PUBLIC INPUT

- (1) Mr. James Drost, 8682 Jamaca, thanked Council Member Lobin for her service and commented on the new Council getting some work done.
- (2) Ms. Mary O'Brien, 6395 Keswick, came forward and inquired about future maintenance of Keswick Avenue.

PLEDGE OF ALLEGIANCE**SETTING THE AGENDA**

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

CONSENT AGENDA

November 1, 2016 City Council Meeting Minutes	Approved
Bill List, \$86,908.19	Approved
City of Mahtomedi, 4 th Quarter Fire Contract, \$32,347.00	Approved
City of Stillwater, 2 nd Half Fire Contract, \$55,894.50	Approved
Valley Paving, Keswick Avenue Improvement, \$89,419.11	Approved

1 Kline Bros. Excavating, Road Projects, \$14,707.50

Approved

2
3 Resolution No. 2016-29, Joint Powers Agreement, City
4 Of Grant & Police Department

Approved

5
6
7 **Council Member Huber moved to approve the consent agenda, as presented. Council Member**
8 **Lobin seconded the motion. Motion carried unanimously.**

9
10 **STAFF AGENDA ITEMS**

11
12 **City Engineer, Brad Reifsteck**

13
14 **Consideration of Allocation of Keswick Avenue 2017 Seal Coat Funds to Keswick Avenue**
15 **Roadway Improvement** – City Engineer Reifsteck advised there are approximately \$8,000.00 dollars
16 that are designated for a seal coat project next year on Keswick Avenue. As the roadway project has
17 been completed the seal coat project will not be completed next year. Staff is look for Council action
18 to allocate those designated funds to the road improvement project that was completed earlier this
19 year.

20
21 Mayor Carr advised the City has donated maintenance dollars to other projects within the City.

22
23 City Engineer Reifsteck commented on the future maintenance of the road noting crack filling will
24 begin in two to three years and a seal coat in five to seven years. After two seal coats the road may be
25 a candidate for a mill and overlay. The roadway should be good for thirty to thirty-five years.

26
27 Council directed staff to be prepared to discuss the maintenance bond at the next meeting.

28
29 **Council Member Huber moved to allocate the 2017 Keswick Avenue Seal Coat Funds to the**
30 **Keswick Avenue Roadway Improvement. Council Member Lanoux seconded the motion.**
31 **Motion carried unanimously.**

32
33 **PUBLIC HEARING, Consideration of Resolution No. 2016-30, Certification of Special**
34 **Assessments for the Keswick Avenue Roadway Improvement Project** – Mayor Carr advised the
35 public hearing would be opened and comment taken this evening.

36
37 City Attorney Vivian stated determining the allocation of assessments needed to include the allocation
38 of seal coat funds. In addition, there were some questions regarding assessable lots and those
39 concerns from residents were looked into. A legal analysis was provided and looking into the historic
40 approval of the property a PUD was included in the approval. The PUD included limitations on the
41 outlots and limitations of future development of those outlots. The City's assessment policy
42 addresses buildable lots in terms of being assessed. Between the allocation seal coat funds and the
43 assessable lots the City can now move forward with the final assessment roll. He noted the waiver
44 process related only to receiving 100% of the waivers. If 100% were not submitted the City has to

1 follow the 429 process. The public hearing should be continued to the January meeting and the final
2 assessment roll will be sent to residents prior to that hearing.

3
4 Mayor Carr opened the public hearing at 7:18 p.m.

5
6 Mr. Richard Landshut, 10430 60th Street, came forward and stated there has been a lot of
7 miscommunication with this process. He stated he has been the property owner since 2013 and the
8 notice relating to the project was sent to the previous property owners. He advised he was not part of
9 the entire process and he would like to review every document regarding how this has moved
10 forward.

11
12 Ms. Elizabeth Mursko, 6260 Keswick, came forward and thanked the City Attorney and City
13 Engineer for the time that was taken to look into the whole assessment issue. She noted she believes
14 this will be resolved.

15
16 **Mayor Carr moved continue the public hearing to the January 2017 City Council meeting.**
17 **Council Member Lobin seconded the motion. Motion carried unanimously.**

18
19 Mayor Carr stated he did have concern about property owners not being notified about the project and
20 requested staff look into that issue. He stated the City's Road Policy has been around for a long time
21 and it is great the neighborhood did utilize it. The citizens themselves determine what happens with
22 their roads.

23
24 Council Member Lanoux stated he objected to the project moving forward prior to getting bids. Staff
25 has failed with this project.

26
27 **Council Member Lanoux moved to put together a blue ribbon road committee. Council**
28 **Member Sederstrom seconded the motion. Motion failed with Council Member Lobin, Huber**
29 **and Mayor Carr voting nay.**

30
31 City Engineer Reifsteck advised the address list for letters sent to residents is generated by the County
32 GIS System. The addresses were all correct but some of the names were not. The letters did go to
33 property address.

34
35 **City Planner, Jennifer Haskamp**

36
37 **Consideration of Ordinance No. 2016-48, Repealing Sections of the City Code relating to**
38 **Individual Sewage Treatment Systems** – City Planner Haskamp advised at the regular October
39 Council meeting, staff presented a letter that was submitted by Washington County indicating that the
40 City's Individual Sewage Treatment System section of the City Code (Chapter 12, Environment,
41 Article IV) was inconsistent with the County's regulations. Since the County currently administers
42 the septic permitting process the City is required to have an ordinance/code which is consistent with
43 the County's regulations and the State Rules. As such, after discussion, the Council determined that it
44 would be most effective to repeal the majority of the Sections contained within the City's Current
45 Code relating to ISTS and to simply incorporate the Washington County Regulations by reference.

1 Council Member Lanoux moved to approve Ordinance No. 2016-48, as presented. Council
2 Member Huber seconded the motion. Motion carried unanimously.
3

4 Consideration of Resolution No. 2016-41, Authorization for Summary Publication of Ordinance
5 No. 2016-48 – City Planner Haskamp advised Resolution No. 2016-41 authorizes a summary
6 publication of Ordinance No. 2016-48.
7

8 Council Member Huber moved to adopt Resolution No. 2016-41, as presented. Council
9 Member Lobin seconded the motion. Motion carried unanimously.
10

11 City Attorney, Nick Vivian (no action items)
12

13 **NEW BUSINESS**
14

15 November 17, 2016 Certification of Election Meeting Minutes – Council Member Huber moved
16 to approve the November 17, 2016 Certification of Election Meeting Minutes, as presented.
17 Mayor Carr seconded the motion. Motion carried with Council Member Lobin abstaining.
18

19 Consideration of Resolution No. 2016-31, Final 2017 City Budget – Council Member Huber
20 moved to adopt Resolution No. 2016-31, as presented. Council Member Lobin seconded the
21 motion.
22

23 Council Member Lanoux noted the increase within the budget for legal costs and stated he did attend
24 the budget meetings.
25

26 Council Member Huber stated Council Member Lanoux did attend two budget meetings but did miss
27 one where the legal costs were discussed. The legal costs are where they are because people don't
28 follow the City Ordinances.
29

30 Motion carried with Council Member Lanoux and Sederstrom voting nay.
31

32 Consideration of Resolution No. 2016-32, Establishing Final 2017 Levy Certification – Council
33 Member Huber moved to adopt Resolution No. 2016-31, as presented. Council Member Lobin
34 seconded the motion. Motion carried unanimously.
35

36 City Treasurer Schwarze advised a public hearing on the 2017 City budget was held prior to the
37 meeting. The levy is going up 4% and the increase is mostly going to roads and special roads project.
38 The increase to the average home in Grant is \$20.00
39

40 Consideration of Resolution No. 2016-33, Mogrow Inc. 2017 Liquor License – Council Member
41 Lobin moved to adopt Resolution No. 2016-33, as presented. Council Member Sederstrom
42 seconded the motion. Motion carried unanimously.
43

1 Consideration of Resolution No. 2016-34, Gasthaus Bavarian 2017 Liquor License – Council
2 Member Lobin moved to adopt Resolution No. 2016-34, as presented. Council Member
3 Sederstrom seconded the motion. Motion carried unanimously.
4

5 Consideration of Resolution No. 2016-35, Applewood Hills, LLC 2017 Liquor License –
6 Council Member Lobin moved to adopt Resolution No. 2016-35, as presented. Council Member
7 Sederstrom seconded the motion. Motion carried unanimously.
8

9 Consideration of Resolution No. 2016-36, Nicholson - Stillwater Oaks, LLC 2017 Liquor
10 License – Council Member Lobin moved to adopt Resolution No. 2016-36, as presented.
11 Council Member Sederstrom seconded the motion. Motion carried unanimously.
12

13 Consideration of Resolution No. 2016-37, Loggers Trail Golf Club 2017 Liquor License –
14 Council Member Lobin moved to adopt Resolution No. 2016-37, as presented. Council Member
15 Sederstrom seconded the motion. Motion carried unanimously.
16

17 Consideration of Resolution No. 2016-38, Cozzie's Tavern Inc. 2017 Liquor License – – Council
18 Member Lobin moved to adopt Resolution No. 2016-38, as presented. Council Member
19 Sederstrom seconded the motion. Motion carried unanimously.
20

21 Consideration of Resolution No. 2016-39, Dellwood Barn Weddings, LLC 2017 Liquor License -
22 Council Member Lobin moved to adopt Resolution No. 2016-39, as presented. Council Member
23 Sederstrom seconded the motion. Motion carried unanimously.
24

25 UNFINISHED BUSINESS

26

27 There was no unfinished business.
28

29 DISCUSSION ITEMS

30

31 **City Council Reports:**

32

33 Mayor Carr presented Council Member Lobin with a plaque and thanked her for her service to the
34 City of Grant.
35

36 Council Member Sederstrom stated there was a reported elopement from Cedar Ridge that is very
37 concerning.
38

39 Council Member Lanoux stated the City should put together a road committee. The Keswick road
40 project was left up to staff and that did not go well. He suggested a road committee discussion be put
41 on the January or February meeting agenda.
42

43 Council Member Huber advised there is a cable commission video on Grant that is very nice and can
44 be viewed on Channel 16.
45

1 Council Member Lobin thanked everyone for allow her to serve the citizens of Grant.
2

3 Mayor Carr stated he will be a Council Member next year and Council Member Huber will do a great
4 job as Mayor. He thanked everyone for their support and stated he enjoyed being the Mayor for many
5 years. He stated he looks forward to a good year for the City in 2017.
6

7 **Staff Updates:**

8
9 There were no staff updates.
10

11 **COMMUNITY CALENDAR DECMEBER 7 THROUGH DECEMBER 31, 2016:**
12

13 **Mahtomedi Public Schools Board Meeting, Thursday, December 8th, Mahtomedi District**
14 **Education Center, 7:00 p.m.**

15 **Stillwater Public Schools Board Meeting, Thursday, December 8th, Stillwater City Hall, 7:00**
16 **p.m.**

17 **Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.**
18

19 **ADJOURN**

20 **Council Member Huber moved to adjourn at 7:59 p.m. Council Member Lobin seconded the**
21 **motion. Motion carried unanimously.**

22
23
24
25 These minutes were considered and approved at the regular Council Meeting January 3, 2017.
26
27
28
29

30 _____
31 Kim Points, Administrator/Clerk
32

Jeff Huber, Mayor

AGENDA ITEM 7C

STAFF ORIGINATOR

Kim Points

MEETING DATE

January 3, 2017

TOPIC

2017 Fee Schedule

BACKGROUND

The City's fee schedule is adopted annually by ordinance and requires publication. No major fee changes to the City applications or escrows are being recommended at this time.

Staff is not recommending any other fee schedule changes at this time.

OPTIONS

1. Approve the 2017 Fee Schedule as presented
2. Approve the 2017 Fee Schedule with revisions



Ordinance No. 2017- 49 2017 FEE SCHEDULE FEES, CHARGES, AND ESCROW

CITY OF GRANT

Mailing Address: P.O. Box 577
Willernie, Minnesota 55090
Town Hall: 111 Wildwood Road
Phone: (651) 426-3383 Fax: (651) 429-1998
E-mail: clerk@cityofgrant.us

Make checks payable to City of Grant.

Under State and local planning laws, any property owner may petition for rezoning and/or platting. The City, upon receipt of such a petition, will process the application in accordance with the procedures and provisions of the ordinances.

The City charges the petitioner a filing fee for this processing, as well as requiring that he/she pay all costs the City may incur in processing and "hearing" the application. An escrow amount will be required at the time application fees and the application is received by the City's Consultant.

For Each Application	Application Fees	Escrow*	TOTAL
Minor Subdivision	\$400	\$4,000	\$400 plus \$4,000 escrow
Major Subdivision	\$1,000 + \$25 per lot	\$7,000	\$1,000 + \$25 per lot plus \$7,000 escrow
Variance	\$400	\$3,000	\$400 plus \$3,000 escrow
Conditional Use Permit (CUP) (Amended and New)	\$400	\$3,000	\$400 + \$3,000 escrow
Conditional Use Permit (CUP) Annual Review Fee	N/A		N/A
All other Land Use Issues	\$100	\$1,000	\$100 + \$1,000 escrow
Certificate of Compliance (COC)	\$50	\$900**	\$50 + \$950 escrow**
COC Amendment	\$50	\$200	\$50 + \$200 escrow
Grading Permit Fees	\$150 for 50 - 100 Cubic yards \$300 <100 Cubic Yards	No Escrow \$1000-3000 Escrow	Dependent upon number of yards

- * Unused escrow amounts will be returned to the applicant.
- * COC Escrow required only for issues that require City Planner analysis or review. Examples include:
 - Accessory buildings in front of the primary structure
 - Projects involving issues related to animal units per grazable acres
 - Buildings meeting the state definition of an "agricultural building"
 - Other complex zoning issues requiring Planner analysis or review
- * For additional information, see also the Escrow Account Policies Form.
- * Permits applied for after work has begun will be two times the standard fee.

Below are listed other permits required for various activities in the City of Grant.

Other Permits	Permit Fees
Sign Permit	\$50
Charitable Gambling Operations Permit	\$100

Demolition Permit	\$100
Mann Lake Parking Permit	\$10/resident OR \$50/non-resident
Burn Permits	\$10

Below are listed other fees associated with City services.

False Alarm Fees

	Commercial	Residential
False Fire Alarms (Alarms 1-2)	No Charge	No Charge
False Fire Alarms (Alarms 3+)	Actual cost of response Minimum charge: \$50 Maximum charge: \$400	Varies with actual cost

Other False Alarms

	Commercial	Residential
Alarms 1-2	No Charge	No Charge
Alarms 3-6	\$60 each	\$50 each
Alarms 7+	\$100 each	\$75 each

Permit/Escrow Fees

	Application Fee	Escrow Fee
Qwest	\$200	\$3,000
Comcast	\$200	\$3,000
Koch Pipeline	\$200	\$3,000
Xcel Energy (gas/electric)	\$0	\$0

Liquor License Fees

	Fee
On-Sale Liquor	\$2,000
On-Sale Sunday	\$200
On-Sale Beer 3.2	\$200
Off-Sale Liquor	\$200

Miscellaneous Fees

	Fee
Subdivision Ordinance-Copy	\$20
Zoning Ordinance-Copy	\$25
Comprehensive Plan-Copy	\$10
Special Assessment	\$20
Dishonored Check	\$40
Copies	.25 per page
Notary Fee – Non-resident	\$5.00
Solicitor's License Fee	\$75
Meeting DVD-Copy	\$10
Wetland Review Specialist	\$100/\$500 Escrow
MLCCS Review Fee	\$75
Driveway Permit	\$50
Preapplication Meeting/Planner	\$300

**CITY OF GRANT
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 2017-01

**A RESOLUTION OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA,
PROVIDING FOR THE SUMMARY PUBLICATION OF ORDINANCE NO. 2017-49, AN
ORDINANCE ESTABLISHING A FEE SCHEDULE FOR THE CITY OF GRANT,
MINNESOTA**

WHEREAS, On January 3, 2017, at a Regular Meeting of the Grant City Council, by majority vote, the City Council adopted Ordinance No. 2017-49 which establishes the fee schedule for 2017 for the City of Grant; and

WHEREAS, State law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, the City Council for the City of Grant has determined that publication of the title and a summary of Ordinance No. 2017-49 would clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, the City Council for the City of Grant has reviewed the summary of Ordinance No. 2017-49 attached and incorporated herein as **Exhibit A**; and

WHEREAS, the City Council for the City of Grant has determined that the text of the summary clearly informs the public of the intent and effect of Ordinance No. 2017-49.

NOW THEREFORE BE IT RESOLVED, the City Council for the City of Grant hereby:

1. Approves the text of the summary of Ordinance No. 2017-49 attached as **Exhibit A**.
2. Directs the City Clerk to post a summary publication of Ordinance No. 2017-49 in all public locations designated by the City Council.
3. Directs the City Clerk to publish the summary in the City's legal newspaper within ten days.
4. Directs the City Clerk to file the executed Ordinance upon the books and records of the City along with proof of publication.

Dated this 3rd day of January, 2017.

ATTEST:

Jeff Huber, Mayor

Kim Points, Administrator/Clerk

Exhibit A

Ordinance Summary

Ordinance No. 2017-49

**AN ORDINANCE ESTABLISHING A FEE SCHEDULE
FOR THE CITY OF GRANT, MINNESOTA**

On January 3, 2017, the City of Grant adopted an ordinance amending its annual fee schedule (the "Ordinance"). The Ordinance restated the fee schedule for 2017, with no change to the utility company permit fees, City fees and escrows.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk or by standard or electronic mail.

2017 City of Grant Meeting Calendar

All meetings are at 7 PM @ the Town Hall (8380 Kimbro Ave.) unless otherwise noted.
Land Applications are due approximately 6 weeks before the Council meetings.

Month	City Council Regular Meeting	City Council Workshop Meeting	Special Council Meeting
January	01/03/17		
February	02/07/17		
March	03/06/17		
April	04/04/17		
May	05/02/17		
June	06/06/17		
July	06/29/17		
August	08/01/17		
September	09/05/17		
October	10/03/17		
November	11/06/17		
December	12/05/17		
January	01/02/18		

*** July 4th Holiday***

*** November 7 - Election Day***

***Meeting Schedule Subject to Change ***

**CITY OF GRANT
2016 APPOINTMENT LIST**

Schedule A

City Council Member Appointments/ Per Council Members	
Liaison/ Appointments	Council Member
Deputy Mayor	Jeff Huber
Emergency Preparedness	Washington County/City Staff
Metro Council	City Staff
Newsletter Editor	City Staff
Road Coordination	City Office/Road Coordinator/WSB
Oak Wilt	DNR
Weed Control	Mayor Carr
Browns Creek Watershed	WSB
Valley Branch Watershed	WSB
Rice Creek Watershed	WSB
Carnelian-Marine Watershed	WSB

Staff and Consultant Appointment/Per Council Members	
Service Providers	
Attorney	Under Contract - Eckberg
Administrator/Clerk	Kim Points
Engineer	Under Contract - WSB
Inspector	Jack Kramer
Planner	Under Contract - SHC
Treasurer	Sharon Schwarze
Animal Removal	SRAC
City Assessor	Under Contract - Smith Appraisal
City Auditor	Under Contract - LarsonAllen
Brushing	Under Contract- KEJ
Depository	Wells Fargo
Fire Marshall (Co-Marshalls)	Bob Tufty/Joyce Welander
Roadside Mowing	Under Contract-KEJ
Newspaper	White Bear Press
Recycling	Under Contract - Waste Management
Road Grading	Under Contract - Kline Bros.
Roadside Trash	Under Contract - KEJ
Septic Permits	Under Contract - Washington County
Snow Plowing	Under Contract- KEJ
Tree Service	Under Contract-KEJ
Video Technician	Ken Ronnan
Animal Control Liaison	City Office/SRAC/Washington County
Webmaster	Halogen
Investment Advisor	Robert Mikkelsen
Volunteer Appointments	
Cable Commissioner	Jeff Huber/Steve Bohnen
Ballfield	Administrator/Clerk
Heritage Preservation	Joyce Welander
Roadside Cleanup Day	Athletic Groups Utilizing Ball Field

**CITY OF GRANT
2017 APPOINTMENT LIST**

Schedule A

City Council Member Appointments/ Per Council Members	
Liaison/ Appointments	Council Member
Deputy Mayor	
Emergency Preparedness	Washington County/City Staff
Metro Council	City Staff
Newsletter Editor	City Staff
Road Coordination	City Office/Road Coordinator/WSB
Oak Wilt	DNR
Weed Control	
Browns Creek Watershed	WSB
Valley Branch Watershed	WSB
Rice Creek Watershed	WSB
Carnelian-Marine Watershed	WSB

Staff and Consultant Appointment/Per Council Members	
Service Providers	
Attorney	Under Contract - Eckberg
Administrator/Clerk	Kim Points
Engineer	Under Contract - WSB
Inspector	Jack Kramer
Planner	Under Contract - SHC
Treasurer	Sharon Schwarze
Animal Removal	SRAC
City Assessor	Under Contract - Smith Appraisal
City Auditor	Under Contract - LarsonAllen
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Depository	Wells Fargo
Fire Marshall (Co-Marshalls)	Bob Tufty/Joyce Welanders
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Roadside Trash	Under Contract - KEJ
Septic Permits	Under Contract - Washington County
Snow Plowing	Under Contract- KEJ
Tree Service	Under Contract-KEJ
Video Technician	Ken Ronnan
Animal Control Liaison	City Office/SRAC/Washington County
Webmaster	Halogen
Investment Advisor	Robert Mikkelsen
Volunteer Appointments	
Cable Commissioner	Jeff Huber/Steve Bohnen
Ballfield	Administrator/Clerk
Heritage Preservation	Joyce Welanders
Roadside Cleanup Day	

City Council Report for December 2016

Date: December 16, 2016

To: Honorable Mayor & City Council Members

From: Jack Kramer Building Official

Zoning Enforcement:

No new violations to report

Building Permit Activity:

Twenty-one (21) Building Permits were issued for a total valuation of \$ 132,157.00

Respectfully submitted,

A handwritten signature in black ink that reads "Jack Kramer". The signature is written in a cursive style with a large, looped initial "J".

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

2016-209	Demolition	Jordan	7373-120th. St. N.	10/19/2016	N/A	\$ 100.00	\$ 75.00	\$ -	\$ -
2016-210	Plumbing	Swanson	6210 Jasmine Ave. N.	10/19/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-211	HVAC	Logan	11885 Dellwood Rd.	10/20/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-212	Windows	Erickson	11900-102nd. St. N.	10/21/2016	\$ 987.00	\$ 38.75	\$ 29.06	\$ -	\$ 0.50
2016-213	HVAC	Kirchner	10635-62nd. St. N.	10/23/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-214	Cell Antenna	Crown Castle	8380 Kimbro Ave. N.	10/24/2016	\$ 15,000.00	\$ 251.25	\$ 188.43	\$ 163.31	\$ 7.50
2016-215	Re-Siding	Chapman	10610-62nd. St. N.	10/24/2016	\$ 7,750.00	\$ 153.55	\$ 115.16	\$ -	\$ 3.87
2016-216	Plumbing	Easten	7655 Kimbro Ave. N.	10/25/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-217	HVAC	Wieland	10800 Kelvin Ave. N.	10/25/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-218	Windows	Renewal	10777 Ideal Ave. N.	10/25/2016	\$ 29,620.00	\$ 427.44	\$ 320.58	\$ -	\$ 14.81
2016-219	HVAC	Knoll	10255 Juno Ave. N.	10/25/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-220	HVAC	Nelson	6125 Keats Ave. N.	10/28/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-221	Cell Antenna	T-Mobile	11900 Manning Trail	10/28/2016	\$ 15,000.00	\$ 251.25	\$ 188.43	\$ 163.31	\$ 7.50
2016-222	HVAC	Chapman	10475 -100th. St	10/29/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-223	Re-Roof	Grove	8943 Itaska Ave. N.	10/31/2016	\$ 32,000.00	\$ 489.75	\$ 367.31	\$ -	\$ 16.00
2016-224	HVAC	Heating & Cool	7655 Kimbro Ave. N.	10/31/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-225	Re-Roof	Cristan	10320 Handley Ave.	10/31/2016	\$ 16,800.00	\$ 279.25	\$ 209.43	\$ -	\$ 8.40
2016-226	HVAC	Honmyhr	10260 Juno Ave. N.	11/1/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-227	Re-Roof	Meridian Facility	11400 Julianne Ave.	11/2/2016	\$ 15,000.00	\$ 251.25	\$ 188.43	\$ -	\$ 7.50
2016-228	HVAC	Air Mechanical	10408 Hadley Cir. N.	11/2/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2016-229	HVAC	Jackson	10300 Jamaca Ave.	11/3/2016	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
Monthly total					\$ 132,157.00	\$ 3,202.49	\$ 2,401.83	\$ 326.62	\$ 78.08