

**City of Grant
City Council Agenda
March 6, 2017**

The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Monday, March 6, 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 (2) minutes with five (5) speakers maximum. 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) _____
- (5) _____

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF REGULAR AGENDA

4. APPROVAL OF CONSENT AGENDA

- A. February 7, 2017 City Council Meeting Minutes
- B. February 2017 Bill List, \$46,538.78
- C. Washington County, Salt/Sand, \$16,846.28

5. STAFF AGENDA ITEMS

- A. City Engineer, Brad Reifsteck (no action items)
- B. City Planner, Jennifer Haskamp

i. Consideration of Ordinance No. 2017-51

ii. Consideration of Resolution No. 2017-06, Authorization for Summary Publication of Ordinance No. 2017-51

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

6. **NEW BUSINESS**

A. City Newsletter

B. Refund of City Deposit

7. **UNFINISHED BUSINESS** (none)

8. **DISCUSSION ITEMS**

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

B. Staff Updates (updates from Staff, no action taken)

9. **COMMUNITY CALENDAR MARCH 7 THROUGH MARCH 31, 2017:**

Mahtomedi Public Schools Board Meeting, Thursday, March 9th and 23rd, Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Thursday, March 9th, 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 : February 7, 2017
TIME STARTED : 7:00 p.m.
TIME ENDED : 9:30 p.m.
MEMBERS PRESENT : Councilmember Sederstrom, Lanoux, Carr,
Kaup and Mayor Huber
MEMBERS ABSENT : None

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

PUBLIC INPUT

There was no public input.

PLEDGE OF ALLEGIANCE**SETTING THE AGENDA**

Council Member Carr moved to approve the agenda as presented. Council Member Kaup seconded the motion. Motion carried unanimously.

CONSENT AGENDA

January 3, 2017 City Council Meeting Minutes Approved

January 2017 Bill List, \$35,343.03 Approved

Washington County Sheriff Department, July-December
2016 Services, \$59,555.17 Approved

Council Member Lanoux moved to approve the consent agenda with moving the January 3, 2017 City Council Meeting Minutes to Item 7C, New Business. Council Member Sederstrom seconded the motion.

Mayor Huber confirmed with the Clerk corrections to the minutes were made per Council Member Lanoux's request.

Motion failed with Council Member Carr, Kaup and Mayor Huber voting nay.

1 Council Member Carr moved to approve the consent agenda, as presented. Council Member
2 Kaup seconded the motion. Motion carried with Council Member Lanoux and Sederstrom
3 voting nay.

4
5 **STILLWATER DRIVE/75TH STREET PROJECT UPDATE, KEVIN PETERSON,**
6 **WASHINGTON COUNTY**

7
8 Mr. Kevin Peterson, County Engineer presented an overview of the Stillwater Drive/75th Street
9 project. He reviewed the three phases of the project and potential future City action and cost shares.
10 He noted a public open house will be held on February 22, 2017 from 4:00 p.m. to 6:00 p.m.

11
12 Council Member Lanoux stated the traffic on that road is at unacceptable levels now and it is because
13 the City is getting a piece meal with School District projects.

14
15 Mr. Peterson stated the County has no jurisdiction over school entrances. A stop light is being
16 installed there which will be very beneficial. A corridor study has been done and traffic studies will
17 be conducted at the open house.

18
19 Council Member Sederstrom stated the exit at Jamaca is a problem and should be addressed.

20
21 Mr. Fran Miron, County Commissioner, came forward and stated the project is in the planning stages
22 but input is desired. The County has been working with the School District on this project for quite
23 some time. The County has an aggressive Capital Improvement program and is very happy to bring
24 these projects to the communities.

25
26 Mr. Peterson advised 1200 notices have been sent out to citizens to gather information from the actual
27 users.

28
29 Council Member Lanoux asked what the City can do to get their roads taken care of.

30
31 Commission Miron stated the County is fortunate to get a wheelage tax for County road projects.
32 Cities are limited in raising funds. The City of Grant is not unique in not having the funding for
33 roads. The City can't tax people out of their homes. The Legislature has recognized the need for
34 small cities and road funding.

35
36 **STAFF AGENDA ITEMS**

37
38 **City Engineer, Brad Reifsteck (no action items)**

39
40 **City Planner, Jennifer Haskamp**

41
42 **Consideration of Resolution No. 2017-02, Application for a Minor Subdivision located at 10450**
43 **Dellwood Road North** – City Planner Haskamp advised the Applicant, William (Bill) David, with
44 the Owner, John Moore, are proposing a minor subdivision of the property located at 10450 Dellwood
45 Road. The Owner has agreed to sell approximately four (4) acres of the subject property to the

Applicant who owns the adjacent property located at 9131 Keswick Avenue. To effectuate the sale, a minor subdivision is necessary so that the 4-acre parcel can be legally described and transferred/deeded to the Applicant.

On December 20, 2016, a pre-application meeting was held with the Applicant and the Owner where they explained their desired objectives related to the subdivision. During that meeting, the Applicant explained that he would like to purchase approximately 4-acres of property from the Owner, but would like the parcel to retain its own property identification number for tax purposes. The Applicant also explained that at some point in the future he may wish to subdivide his property, but at this time that is not his objective. He also stated that there would be no proposed construction associated with this subdivision request. Staff indicated to the Applicant and Owner that to achieve their objectives a minor subdivision of the property would be necessary, and that a Development Agreement would be required to ensure that the created parcel is recorded as unbuildable and that for purposes of zoning and land use the created parcel must be considered concurrently with the property at 9131 Keswick Avenue.

City Planner Haskamp advised the Planning Commission held a duly noticed public hearing on January 17, 2017. After public testimony and discussion, the Planning Commission unanimously recommended approval of the minor subdivision request to the City Council.

Project Summary

Owner: John Moore	PID: 1403021340001 (Moore Parcel – to be subdivided) Road ROW (Dellwood Rd.)	14.0 Acres 1.0 Acres
Applicant: Bill David	PID: 1403021340003 (David Parcel – Principal Structure) PID: 1403021310008 (David Parcel – Vacant) PID: 1403021340002 (DNR Parcel – Gateway Trail) Road ROW (Keswick & Dellwood Rd.)	20.4 Acres 3.8 Acres 5.19 Acres 2.4 Acres
Address:	10450 Dellwood Road	
Zoning & Land Use:	A-2	
Request:	Minor subdivision of PID 1403021340001 to allow approximately 4-acres to be deeded from Owner to Applicant	

- The Applicant would like to achieve the following objectives through the minor subdivision process:
- Purchase Proposed Parcel 1 from the Owner (See Exhibit 2: Parcel Line Adjustment dated 12/16/2016).
- Acquire a new Property Identification Number (PID) for Proposed Parcel 1, and retain as separate parcel.

- Allow for all three PIDs owned by the Applicant (1403021340003, 1403021310008 and created for Parcel 1) to be considered as one parcel for purposes of zoning and land use decisions.

City Planner Haskamp reviewed the staff analysis of the application and provided the following Findings relating to the standards:

- The created Parcel 1 is permitted to obtain an individual PID after subdivision, and is not required to be with PID 1403021340003 because the created lot is non-contiguous due to the existence of the Gateway Trail.
- The minor subdivision and combination will not negatively affect the physical characteristics of the lots or the neighborhood.
- The proposed minor subdivision conforms to the city's comprehensive plan.
- The minor subdivision does not create any new buildable lots, and complies with the density requirements of the A-2 land use designation.
- The minor subdivision will not be detrimental to or endanger the public health, safety or general welfare of the city, its residents, or the existing neighborhood

City Planner Haskamp recommended the following conditions of approval of the Minor Subdivision:

- Any future subdivision of the David Parcels (PID 1403021340003, 1403021310008 and Proposed Parcel 1) shall be subject to rules and regulations related to the zoning and subdivision ordinances in effect at time of subdivision.
- The Applicant shall be required to enter into a Development Agreement with the City that shall be recorded against all properties owned by the Applicant, including the created Proposed Parcel 1.
- The Development Agreement shall stipulate that the minor subdivision process did not evaluate the buildability of the resulting lots in the current configuration, and that the created Parcel 1 is substandard and is not buildable.
- The Development Agreement shall clearly state that for purposes of zoning and land use review all three PIDs (1403021340003, 1403021310008 and Parcel 1) shall be considered collectively.
- The City Attorney shall review and stamp the deeds associated with the created parcels.
- All escrow amounts shall be brought up to date and kept current.

1 Mayor Huber inquired about the Gateway Trail easement as it relates to the application. City Planner
2 Haskamp explained a very detailed title project would be required to determine what the railroad did
3 previously regarding the easement. In this case, it makes sense to keep a separate PID due to that
4 easement. A development agreement will be attached to all three of the PID's.

5
6 Council Member Lanoux stated he was at the Planning Commission meeting and what was not
7 addressed relating to this application was combining all of the PID's. With those PID's combined he
8 asked if the applicant would be allowed to have a supper club noting he heard the applicant wants to
9 open an RV park.

10
11 Mayor Huber stated the Planner has done a great job with the analysis of the application. Whether or
12 not the applicant wants to come back for a specific use is not relevant. The Council at that time
13 would take a look at the specific use. The Council at this time does not have the authority to ask the
14 applicant what they may or may not do in the future. The Council is currently look at a minor
15 subdivision.

16
17 City Planner Haskamp referred to page 2 on the staff report regarding the acreage of the current
18 properties noting the applicant already has 20 acres. The application is for a minor subdivision and
19 that is what the City is look at.. If another application comes in at some point in the future, the
20 Council will addrss it then. It is the City's duty to review all applications. She explained that the
21 application is creating an unbuildable non-conforming lot but when it is considering with all the
22 PID's there may be the potential for a subdivision. Land use has to do with guiding of the code
23 and/or density. If a density analysis is done at some point in the future the right-of-way is also
24 considered for density purposes.

25
26 **Council Member Carr moved to adopt Resolution No. 2017-02, as presented. Council Member**
27 **Kaup seconded the motion. Motion carried unanimously.**

28
29 **Consideration of Resolution No. 2017-03, Application for a Conditional Use Permit for Land**
30 **Alteration for Pavement Reconstruction of Parking Lot Located at 8000 75th Street N – City**
31 Planner Haskamp advised the Applicant, Anderson-Johnson Associates, on behalf of the Owner,
32 Mahtomedi Public Schools, is requesting a Conditional Use Permit (CUP) for land disturbance
33 activities associated with improvements to the parking lots and drives located at the Mahtomedi High
34 School and Mahtomedi Middle School ("School Campus"). Most of the proposed improvements are
35 located within the City of Grant, however, some of the improvements extend into the City of
36 Mahtomedi as demonstrated by the submitted Plan Set (Exhibit B). The improvements in Mahtomedi
37 will be reviewed by the City of Mahtomedi and will be subject to their rules and regulations with
38 respect to permitting and approvals. The operations of the High School, Middle School, and
39 associated athletic facilities located in the City of Grant are governed by existing CUPs that will
40 remain in effect, and will not be altered and/or modified by this process. The Applicant has applied

1 for a new CUP to simplify the review process and to focus the discussion on the proposed
2 improvements, which are grading and/or land disturbance activities and pavement reconstruction.

3
4 The Planning Commission heard the Applicant's request for a CUP at their regular meeting on
5 January 17, 2017 and held a duly noticed public hearing. The Planning Commission discussed the
6 application and addressed questions to the Applicant regarding traffic flow, access, and storm water
7 management. *After commencement of the public hearing and discussion, the Planning*
8 *Commission recommended approval of the CUP for Land Alteration Activities (6-0) to the City*
9 *Council with the draft findings and conditions as presented by staff.*

10
11 A duly noticed public hearing was held January 17, 2017 at the Planning Commission's regular
12 meeting. Letters were mailed to property owners within ¼-mile of the subject project informing them
13 of the application request and public hearing.

14
15 **Project Summary**

Applicant: Anderson-Johnson Associates	Site Size: 69.68 Acres (Total)
Owner: Mahtomedi Public Schools	Request: Conditional Use Permit (CUP)
Zoning & Land Use: A-1 & A-2	PIDs: 2803021230001 (39.68 Acres) 2803021240002 (30 Acres)
Address: 8000 75 th Street N	

16
17 City Planner Haskamp stated the Applicant is applying for a CUP to allow for improvements to the
18 drives and parking lots at the High School and the Middle School. The existing CUPs for the High
19 School and Middle School were done many years ago when the facilities were first constructed, and
20 primarily address operations of the facilities rather than site development activities. While the
21 permits are still valid with respect to the school operations, they do not adequately address the
22 proposed reconstruction and other land disturbance activities associated with the project. As a result,
23 a new CUP is necessary to allow the Owner and Applicant to perform these improvements. The
24 purpose of this review process is not to review the existing CUPs, rather it is intended to focus
25 specifically on the grading and land disturbance activities as required by the City's Ordinances.
26 City Planner Haskamp reviewed the staff analysis of the application and provided the following
27 Findings relating to the standards:

- 28
- 29 • Land Alteration activities do not change or modify the existing use of the site for a school
30 campus and conforms to the City's Comprehensive Plan.
 - 31 ▪ Land Disturbance and Alteration exceeding 5,000 cubic yards is a conditionally permitted use
32 per the City's zoning code.
 - 33 ▪ The use will not be detrimental to or endanger the public health, safety or general welfare of
34 the city, its residents, or the existing neighborhood if conditions of the permit are met.
 - 35 ▪ The use meets conditions or standards adopted by the city (through resolutions or other
36 ordinances).
 - 37 ▪ The use will not create additional requirements for facilities and services at public cost beyond
38 the city's normal low density residential and agricultural uses.

- 1 ▪ The use will not result in the destruction, loss or damage of natural, scenic, or historic features
- 2 of importance.
- 3 ▪ The use will not increase flood potential or create additional water runoff onto surrounding
- 4 properties.
- 5

6 City Planner Haskamp recommended the following conditions of approval of the Minor Subdivision:

- 7
- 8 1. The Applicant shall meet and comply with all conditions stated within the Conditional Use
- 9 Permit dated February 7, 2017 (the "Permit").
- 10 2. The Permit shall be reviewed in compliance with the City's CUP review process, which may
- 11 be on an annual basis.
- 12 3. Any violation of the conditions of the Permit may result in the revocation of said Permit.
- 13 4. All escrow amounts shall be brought up to date and kept current.
- 14 5. The Owner shall obtain any necessary permits from Washington County, Rice Creek
- 15 Watershed District, the MPCA or any other regulatory agency having jurisdiction over the
- 16 proposed use, which are necessary in carrying out its operations on the premises which may
- 17 include a building permit and/or grading permit.
- 18

19 Mayor Huber thanked the Planning Commission for the work they did on the application.

20

21 Council Member Lanoux stated he was unable to comment at the Planning Commission meeting. He

22 stated there are contaminated soils on site, high mercury levels and nothing should be run through the

23 contaminated soil.

24

25 Council Member Carr noted the application is about a parking lot. He asked if it is common to have

26 separate CUP's on a property. City Planner Haskamp stated typically there are not separate CUP's on

27 a property but in this case it is a new CUP because there are many different uses on the site. The City

28 previously had to update the MS4 Ordinance so this application is a part of this because the threshold

29 for the amount of dirt being moved was met. The City of Grant utilizes CUP's while other cities use

30 an interim use permit. She noted she is not aware of any City costs as part of the application.

31

32 Council Member Sederstrom inquired about the tanks being stored under the parking lot.

33

34 Mr. Dave Rey, Civil Engineer, came forward and stated all the tanks on the site are similar and have a

35 liner and storage. He explained the tank process for the water and storage underground noting the

36 pipe that leaves the area is smaller than pipe going in to slow down the flow of the water.

37

38 Council Member Lanoux stated the warranty deed is a problem and the seals should not be broken as

39 the contaminated water will be forced into Lost Lake.

40

1 Mr. Rey advised the site will maintain the same drainage rates and patterns and will improve the
2 water quality.

3
4 **Council Member Carr moved to adopt Resolution No. 2017-03, as presented. Council Member**
5 **Kaup seconded the motion. Motion carried with Council Member Lanoux and Sederstrom**
6 **voting nay.**

7
8 **Consideration of Ordinance No. 2017-50, Amendment to Chapter 24, Section 24-22 (e) – City**
9 **Planner Haskamp** advised in late 2015/early 2016 the City Council adopted a policy manual to guide
10 the activities of the Planning Commission. The policy manual, *Rules of Procedure, City of Grant,*
11 *Planning Commission* provides a clear set of procedures with respect to conducting meetings,
12 reviewing land use applications, the roles and responsibilities of staff, consultants and the planning
13 commission members. In 2016 the Planning Commission was reconvened and operated successfully
14 under this policy directive.

15
16 Earlier in 2017, Councilman Lanoux brought it to the attention of the City Council that **Chapter 24,**
17 **Planning, Section 24-22 Composition (e)** of the City's Code references that the Planning
18 Commission must conduct its meetings according to Robert's Rules of Order which is not stated
19 within the planning commission manual. While the Planning Commission has always used elements
20 of Roberts Rules, and in fact the *Rules of Procedure* manual also incorporates elements of Roberts
21 Rules, it has not used Roberts Rules in its entirety. As described by the League of Minnesota Cities
22 "Roberts Rules of Order, Newly Revised is designed for meetings of large bodies." (See attached
23 excerpt from LMC handbook).

24
25 Given the cumbersome nature of Roberts Rules, and the small scale of the Planning Commission,
26 staff is recommending that the City Code be amended to reference the *Rules of Procedure* manual for
27 conducting meetings, rather than Roberts Rules for conducting meetings.

28
29 **Council Member Lanoux moved to table Ordinance No. 2017-50 until a public hearing is held.**
30 **Council Member Sederstrom seconded the motion.**

31
32 City Attorney Sandstrom stated a public hearing is not required for this ordinance amendment. A
33 public hearing is required for zoning amendments.

34
35 **Motion failed with Council Member Carr, Kaup and Mayor Huber voting nay.**

36
37 **Council Member Carr moved to approve Ordinance No. 2017-50, as presented. Council**
38 **Member Kaup seconded the motion. Motion carried with Council Member Lanoux and**
39 **Sederstrom voting nay.**

40
41 **Consideration of Resolution No. 2017-04, Summary Publication of Ordinance No. 2017-50 (4/5**
42 **Vote Required) – Resolution No. 2017-04** authorizes summary publication of Ordinance No. 2017-
43 50.
44

1 **Council Member Carr moved to adopt Resolution No. 2017-04, as presented. Council Member**
2 **Kaup seconded the motion. Motion failed with Council Member Lanoux and Sederstrom**
3 **voting nay.**

4
5 Mayor Huber stated the Ordinance has already passed. Publishing a summary publication does save
6 City dollars but a 4/5 vote is required. The ordinance will now have to be published in its entirety.

7
8 **City Attorney, Nick Vivian (no action items)**

9
10 **NEW BUSINESS**

11
12 **Planning Commission Appointment – Council Member Lanoux moved to appoint Matthew**
13 **Fritze to the Planning Commission. Council Member Sederstrom seconded the motion.**

14
15 Council Member Carr stated there were two very good applicants for the Planning Commission. Mr.
16 Helander did apply last time. He stated he really liked both the applicants and would like to appoint
17 both of them if he could.

18
19 Mayor Huber stated Mr. Fritze was very impressive. There will be other openings coming up and he
20 encouraged Mr. Fritze to apply again.

21
22 Council Member Lanoux stated it is time to get a fresh new face out here.

23
24 Council Member Sederstrom stated the City doesn't need someone that has been around for years. A
25 young face with a fresh perspective would be beneficial.

26
27 **Motion failed with Council Member Carr, Kaup and Mayor Huber voting nay.**

28
29 **Mayor Huber moved to appoint Jerry Helander to the Planning Commission. Council Member**
30 **Carr seconded the motion. Motion carried with Council Member Lanoux and Sederstrom**
31 **voting nay.**

32
33 **Consideration of Resolution No. 2017-05, Resolution Supporting Dedicated State Funding for**
34 **City Streets – The League of Minnesota Cities is asking support from cities for securing new funding**
35 **for city streets as that support will be critical to its success in the legislative process.**

36
37 **Mayor Huber moved to adopt Resolution No. 2017-05, as presented. Council Member Carr**
38 **seconded the motion. Motion carried unanimously.**

39
40 **UNFINISHED BUSINESS**

41
42 There was no unfinished business.

43
44 **DISCUSSION ITEMS**

1 **City Council Reports/Future Agenda Items (no action taken):**

2
3 **LMC Consent Agenda, Council Member Sederstrom** – Council Member Sederstrom referred to a
4 handout from the League regarding consent agendas. Transparency in government is important and
5 the voice of the minority needs to be heard. Things are being hidden in the consent agenda.
6

7 Mayor Huber stated the consent agenda is for routine items and the City is being transparent. He also
8 stated any resident can get a full copy of the consent agenda items monthly and Council Members
9 have a week between meetings to ask questions regarding the consent agenda; all documents are
10 publicly available.
11

12 **Staff Updates (no action taken):**

13
14 **Valley Branch Watershed District Grant Application** – City Engineer Reifsteck advised in 2016,
15 five homeowners expressed interest in implementing permanent barrier systems to reduce the risk of
16 flooding to their homes. Valley Branch Watershed District has assisted the homeowners in identifying
17 a conceptual flood risk reduction plan for the individual properties.
18

19 The City of Grant was approached by the VBWD to submit a Notice of Interest to the Homeland
20 Security and Emergency Management (HSEM). HSEM will determine if the project meets Hazard
21 Mitigation Assistance Program and eligibility for potential funding.
22

23 If eligible, the City of Grant will be invited to submit a full application. Prior to submitting a full
24 application, a memorandum of understanding or similar document would be created between the City
25 and VBWD to insure the City has no long term maintenance responsibilities or other obligations.
26

27 If the grant is awarded, VBWD would administer the grant, provide project implementation, and
28 cover the required matching funds.
29

30 **Annual Performance Reviews** – 2016 Performance Review sheets were distributed to the Council
31 with a request to return them at the March Council meeting. It was noted all Council Members did
32 participate in the performance reviews last year.
33

34 **City Legal Overview** – City Attorney Sandstrom outlined the City's legal process relating to general
35 services, prosecutions and zoning complaints.
36

37 **Ordinance Update** – City Planner Haskamp requested Council direction relating to the City's tower
38 ordinance.
39

40 Council directed staff to move forward with tower ordinance revisions.
41

42 Council Member Lanoux requested the City newsletter be discussed on the next Council agenda.
43

44 Council directed staff to include the City newsletter on the March meeting agenda for discussion.
45

COMMUNITY CALENDAR FEBRUARY 8 THROUGH FEBRUARY 28, 2017:

Mahtomedi Public Schools Board Meeting, Thursday, February 9th and 23rd, Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Thursday, February 9th, Stillwater City Hall, 7:00 p.m.

City Office Closed, Monday, February 20th, 2017, Presidents' Day

EAW Open House, Proposed Ice Arean, Thursday, February 23, 2017, 6:00 -8:00 p.m., Woodbury Lutheran Church –Oak Hill Campus, 9050 60th Street N, Stillwater, MN 55082

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

ADJOURN

Council Member Carr moved to adjourn at 9:30 p.m. Council Member Kaup seconded the motion. Motion carried unanimously.

These minutes were considered and approved at the regular Council Meeting March 6, 2017.

Kim Points, Administrator/Clerk

Jeff Huber, Mayor

City of Grant

Disbursements Register

2/27/2017

Fund Name: All Funds

Date Range: 02/01/2017 To 02/27/2017

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
02/07/2017	Sprint	13340	***VOID\$42.00***City Cell Phone	N	Road Expenses - Other	100-43116-321-	\$ 54.41
		Total For Check					\$ 54.41
02/27/2017	Payroll Period Ending 02/28/2017	13341				100-41101-100-	\$ 3,545.23
		Total For Check					\$ 3,545.23
02/27/2017	Washington County Property Records	13342	2017 Election Maintenance Fees	N	Election Expenses	100-41303-400-	\$ 830.00
		Total For Check					\$ 830.00
02/27/2017	Sherrill Reid Animal Control	13343	Animal Control/Inv2017-43	N	Animal Control	100-42006-300-	\$ 90.00
		Total For Check					\$ 90.00
02/27/2017	CenturyLink	13344	City Phone	N	City Office Telephone	100-41309-321-	\$ 123.18
		Total For Check					\$ 123.18
02/27/2017	WSB & Associates	13345	Engineering	N	Engineering Fees - General MS4	100-41203-300-	\$ 217.00
		13345			Keswick Avenue Project	100-43118-300-	\$ 355.50
		13345				100-43171-300-	\$ 1,087.00
		Total For Check					\$ 1,659.50
02/27/2017	Washington County Transportation	13346	Snow and Ice Control	N	Snow & Ice Removal	100-43113-210-	\$ 16,846.28
		Total For Check					\$ 16,846.28
02/27/2017	Todd Smith	13347	Monthly Assessment Services	N	Property Assessor	100-41208-300-	\$ 1,991.92
		Total For Check					\$ 1,991.92
02/27/2017	Ken Ronnan	13348	Video Tech Services	N	Postage	100-41318-100-	\$ 71.50
		Total For Check					\$ 71.50
02/27/2017	Wells Fargo Business Card	13349	LMC Conference	N	Workshops	100-41305-310-	\$ 264.44
		Total For Check					\$ 264.44
02/27/2017	Waste Management	13350	Recycling	N	Recycling	100-43011-384-	\$ 4,585.56
		Total For Check					\$ 4,585.56
02/27/2017	League of Minnesota Cities	13351	Newly Elected Officials Conference	N	Workshops	100-41305-300-	\$ 325.00

Fund Name: All Funds

Date Range: 02/01/2017 To 02/27/2017

Date	Vendor	Total For Check	Check #
02/27/2017	Croix Valley Inspector	13352	13351
		Total For Check	13352

02/27/2017 Croix Valley Inspector

13352

100-42004-300-

02/27/2017 KEJ Enterprises

13353

January 2017 Road Contractor

100-42006-300-

N Animal Control

100-43006-300-

Town Hall Mowing

100-43009-300-

Ball Field Maintenance

100-43102-300-

Road Engineering Fees

100-43105-300-

Road Garbage Removal

100-43106-300-

Gravel Road Costs

100-43107-300-

Magnesium Choride

100-43110-300-

Road Sign Replacement

100-43111-300-

Culvert Repair

100-43113-300-

Snow & Ice Removal

100-43114-300-

Road Brushing

100-43115-300-

Road Side Mowing

Total For Check**13353**

02/27/2017 Press Publications

13354

EAW

100-41308-351-

N Publishing Costs

02/27/2017 Eckberg Lammers

13355

Legal Services

100-41204-301-

N Legal Fees - General

100-41205-301-

Legal Fees - Complaints

100-41206-301-

Legal Fees - Prosecutions

916-49320-301-

Escrow

Total For Check**13355**

02/27/2017 AirFresh Industries

13356

PortaPot #25602

100-43007-210-

N Town Hall Porta Pot

Total For Check**13356**

02/27/2017 Xcel Energy

13357

Utilities

100-43010-381-

N Well House Electricity

100-43117-381-

Street Lights

Total For Check**13357**

02/27/2017 SHC, LLC

13358

Planning

100-41209-301-

N City Planner

915-49320-301-

Escrow

916-49320-301-

918-49320-301-

919-49320-301-

920-49320-301-

922-41319-301-

Pre-App

13358

13358

13358

Report Version: 03/31/2015

Page 2 of 3

		<u>F-A-O-P</u>		<u>Total</u>	
				\$	325.00
				\$	8,247.85
				\$	8,247.85
				\$	83.00
				\$	125.00
				\$	125.00
				\$	166.14
				\$	167.00
				\$	20.84
				\$	41.67
				\$	83.84
				\$	20.84
				\$	5,416.67
				\$	2,250.00
				\$	500.00
				\$	9,000.00
				\$	71.61
				\$	71.61
				\$	2,608.50
				\$	1,794.70
				\$	1,684.62
				\$	55.50
				\$	6,143.32
				\$	125.00
				\$	125.00
				\$	7.39
				\$	37.36
				\$	44.75
				\$	2,787.00
				\$	397.50
				\$	821.50
				\$	212.00
				\$	185.50
				\$	318.00
				\$	238.50

Fund Name: All Funds

Date Range: 02/01/2017 To 02/27/2017

Date Vendor

Check #
Total For Check 13358

Description

Void Account Name

F-A-O-P

Total
\$ 4,960.00

02/27/2017 Sprint

13359
Total For Check 13359

City Cell Phone

N Road Expenses - Other

100-43116-321-

\$ 35.00
\$ 35.00

02/27/2017 T. A. Schifsky & Sons, Inc.

13360
Total For Check 13360

Winter Asphalt

N Pothole Repairs

100-43109-210-

\$ 153.90
\$ 153.90

02/27/2017 PERA

13361
13361
Total For Check 13361

PERA

N Clerk PERA
Clerk PERA Withholding100-41102-120-
100-41108-100-\$ 365.79
\$ 317.02
\$ 682.81

02/27/2017 IRS

13362
13362
13362
13362
Total For Check 13362

Payroll Taxes

N Clerk FICA/Medicare
Clerk Medicare
Federal Withholding
Social Security Expens100-41103-100-
100-41105-100-
100-41107-100-
100-41109-100-\$ 373.11
\$ 70.72
\$ 447.58
\$ 302.39
\$ 1,193.80

02/27/2017 Kline Bros Excavating

13363
13363
Total For Check 13363

Road Maintenance

N Grader Contractor
Culvert Repair100-43101-300-
100-43111-220-\$ 2,220.00
\$ 120.00
\$ 2,340.00
\$ 63,385.06

Total For Selected Checks



ROAD & BRIDGE
11660 MYERON RD
STILLWATER MN 55082
651-430-4342

To: GRANT CITY
PO BOX 577
WILLERNIE MN 55090

Invoice

Invoice Number:	111460
Account Number:	27164
Invoice Date	1/13/17
Amount Remitted:	\$ _____
Federal Tax Id:41-6005919	
Page:	1

NET 30

Please detach and return upper portion with payment.

BCI #	Date	Description	Units	Invoice Amount
		Materials and Miscellaneous		
654668	1/9/17	Snow & Ice Control	10.58	\$539.22
654696	1/12/17	Snow & Ice Control	141.70	\$8,191.60
		Total of Materials and Miscellaneous		\$8,730.82
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. Totals include fringe and overhead rates. If applicable, sales tax is included.			Invoice Total	\$8,730.82
			Sales Tax	\$0.00
			Balance Due	\$8,730.82
Invoice Number:	111460	Account Number:	27164	
Invoice Date:	1/13/17	NET 30		



ROAD & BRIDGE
11660 MYERON RD
STILLWATER MN 55082
651-430-4342

To: GRANT CITY
PO BOX 577
WILLERNIE MN 55090

Invoice

Invoice Number:	112960
Account Number:	27164
Invoice Date	2/3/17
Amount Remitted:	\$ _____
Federal Tax Id:41-6005919	
Page:	1

NET 30

Please detach and return upper portion with payment.

BCI #	Date	Description	Units	Invoice Amount
		Materials and Miscellaneous		
654843	1/24/17	Snow & Ice Control	106.52	\$5,678.70
654851	1/26/17	Snow & Ice Control	39.89	\$2,436.76
		Total of Materials and Miscellaneous		\$8,115.46
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. Totals include fringe and overhead rates. If applicable, sales tax is included.			Invoice Total	\$8,115.46
			Sales Tax	\$0.00
			Balance Due	\$8,115.46
Invoice Number:	112960	Account Number:	27164	
Invoice Date:	2/3/17		NET 30	

April 2016 Agenda

B. City Planner, Jennifer Haskamp

i. Continuation of Land Use Definitions

ii. Consideration of Land Use Definitions, Final Group

C. City Attorney, Nick Vivian

6. NEW BUSINESS

i. Consideration of Resolution No. 2016-10, Supporting Dedicated State Funding for City Streets, City Treasurer, Sharon Schwarze

ii. Consideration of City of Grant Rules of Procedure, City Newsletter Addendum

7. UNFINISHED BUSINESS (None)

8. DISCUSSION ITEMS

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

B. Staff Updates

9. COMMUNITY CALENDAR APRIL 6, THROUGH APRIL 30, 2016:

Mahtomedi Public Schools Board Meeting, Thursday, April 14th and 28th, Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Thursday, April 14th, Stillwater City Hall, 7:00 p.m.

City of Grant Clean-Up Day, Saturday, April 23, 2016, 9:00 am to Noon

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

10. ADJOURNMENT

Staff Report

AGENDA ITEM 6B

STAFF ORIGINATOR	City Clerk
MEETING DATE	April 5, 2016
TOPIC	<u>City Newsletter</u>
VOTE REQUIRED	Majority

BACKGROUND

In 2015 the City Council appointed City staff as the City newsletter Editor and approved a newsletter template relating to articles as a means of meeting City requirements including the recycling grant and MS4 permitting.

The template included articles from City Council Members. Space was allotted to each Council Member depending on how many Council articles were submitted. If every Council Member submitted an article the space available is about $\frac{1}{4}$ page each.

The Spring 2015 newsletter included a Council Member article that was too large so the font was minimized to fit. There were no issues with the Fall 2015 newsletter articles as the articles submitted were shorter and there was more space available, eliminating the problem of unreadable articles. Those articles submitted do note "no permission to edit in any way".

Articles were submitted by Council Members for the Spring 2016 newsletter. Again they were too long for the space allowed and no edits were allowed. The Editor did request revised articles to accommodate the space that was allowed and received a revised, longer, three page article in 18 point font.

PUBLISHING OF NEWSLETTER

With the background provided above and timing an issue, three options relating to the City newsletter were clear:

- 1) Publish the newsletter with articles that had font too small to read – A disservice to residents and makes the City and the City newsletter look bad.
- 2) Publish the newsletter without the articles that were too long – The implications of that are fairly clear. No explanation needed.

- 3) Don't publish City Newsletter – Again, the City has requirements relating to the newsletter that have repercussions including financial.

OPTIONS

1. Better define newsletter article submittals; space, font size, etc.
2. Add statement relating to articles submitted that do not meet the defined guidelines.

STAFF RECOMMENDATION

Council prerogative.

Minutes April 2016 Meeting

1 Council Member Lobin stated guidelines are needed for Council articles.

2
3 Mayor Carr stated it is very unfortunate but the only way to do this is eliminate Council articles.

4
5 **Council Member Lobin moved to remove City Council articles from the City Newsletter**
6 **template, as presented. Council Member Huber seconded the motion. Motion carried with**
7 **Council Member Sederstrom voting nay.**
8

9 Council Member Huber asked for a legal opinion regarding the articles.

10
11 City Attorney Vivian stated the articles written do run the risk of being liable and slanderous.
12 The Council should never argue policy outside of the public forum. It also raises open meeting
13 violations as well.

14 15 UNFINISHED BUSINESS

16
17 There was no unfinished business.

18 19 DISCUSSION ITEMS

20 21 **City Council Reports:**

22
23 Mayor Carr referred to an incident in which a Council Member was harassed by a citizen of
24 Mahtomedi. An affidavit was signed by Council Member Sederstrom indicating the citizen was
25 a reporter for him. The case was dismissed because of that. The incident happened outside of a
26 regular City meeting. A public tv cable show does not give anyone the right to claim he has
27 reporters. The Mayor stated he thinks the whole situation is disgusting as residents pay for this
28 and Council Member Sederstrom has taken responsibility for that citizen.

29
30 Council Member Sederstrom stated the citizen in question has been on his show numerous times
31 and has provided him with information. He is responsible for his reporters and the first
32 amendment rights allow that.

33
34 Council Member Huber provided the public with the background on the evening in question
35 noting a special Council meeting was scheduled in the afternoon as opposed to the evening due
36 to scheduling conflicts with several Council Members. A citation for harassment was issued
37 with probable cause. Going to court was to determine if the citizen involved was going to trial.
38 The affidavit gave him legal remedy to not go to trial. He asked if we as Council Members
39 should be chasing other Council Members at private functions?

40
41 Council Member Sederstrom stated Council Member Lobin filed a false police report and
42 explained how mercury is now getting into Lost Lake due to the construction of the new
43 elementary school.
44

Master Copy
Showing Revisions

CITY OF GRANT



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

AGENDA ITEM 6B

STAFF ORIGINATOR	City Clerk
MEETING DATE	March 6, 2017
TOPIC	Refund of City Deposit
VOTE REQUIRED	Majority

BACKGROUND

A cash deposit was made to the City that has not been claimed. Staff is requesting Council direction on what should be done with the deposit.

OPTIONS

1. Return the deposit
2. Deposit in the City's General Fund

STAFF RECOMMENDATION

Council prerogative.

City Council Report for February 2017

Date February 17, 2017

To: Honorable Mayor & City Council Members

From: Jack Kramer Building Official

Zoning Enforcement:

No new code violations to report.

Building Permit Activity Report:

Twenty- Four (24) Building Permits were issued for a total valuation of \$ 78,252.00

Respectfully submitted,

A handwritten signature in black ink that reads "Jack Kramer". The signature is written in a cursive style, with the first letters of "Jack" and "Kramer" being capitalized and prominent.

Jack Kramer

Building & Code Enforcement Official

Grant Master Form								
Permit	Permit Type	Name	Project Address	Date Issued	Valuation:	City Fee:	75%	Plan CK Fee:
2017-5	Plumbing	Muller	8140 Lake Elmo Ave	1/20/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-6	Plumbing	Grubb	6639 Jasmine Ave. N	1/20/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-7	Plumbing	Fechter	9030-64th. St. N.	1/20/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-8	HVAC	Rogers	12530 Lockridge Ave	1/20/2017	N/A	\$ 80.00	\$ 60.00	
2017-9	HVAC	Joyce	7744 Kimbro Ave. N.	1/25/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-10	Windows	Lund	11540 McKusick Rd.	1/26/2016	\$ 12,041.00	\$ 223.25	\$ 167.43	\$ -
2017-11	HVAC	Martindale	9380 Kerswick Ave.	1/28/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-12	HVAC	Mueller	10705 Kimbro Ave. N	1/28/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-13	Patio Door	Turch	6033 Jasmine Ave. N	1/28/2017	\$ 2,329.00	\$ 83.25	\$ 62.43	\$ -
2017-14	HVAC	Martindale	9380 Keswick Ave.N	2/1/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-15	HVAC	Lindgren	9370 jasmine Ave. N	2/1/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-16	Re-Siding	Goers	13068 Panotama Av	2/10/2017	\$ 22,000.00	\$ 349.25	\$ 261.93	\$ -
2017-17	Windows	Hilton	9355-96th. St. N.	2/10/2017	\$ 13,185.00	\$ 223.16	\$ 167.37	\$ -
2017-18	HVAC	Greenlee	10955 62nd St. N.	2/10/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-19	Windows	Powell	11802-97th. St.N.	2/10/2017	\$ 8,616.00	\$ 167.26	\$ 125.44	\$ -
2017-20	HVAC	Landstead	66390 Jasmine Ct. N	2/10/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-21	HVAC	Metro Fireplace	10870-69th. St.N.	2/10/2017	N/A	\$ 81.00	\$ 60.75	\$ -
2017-22	HVAC	Terwey	10290 Jody Ave.N.	2/10/2017	N/A	\$ 79.50	\$ 59.62	\$ -
2017-23	Windows	Boehne	10160-110th. St. N.	2/10/2017	\$ 6,081.00	\$ 139.50	\$ 104.62	\$ -
2017-24	Re-roof	Kimberly	9360-84th. St. N.	2/13/2017	\$ 12,000.00	\$ 209.25	\$ 156.93	\$ -
2017-25	Remodeling	Lund	11540 MvKusick Rd.	2/13/2017	\$ 2,000.00	\$ 68.25	\$ 51.18	\$ -
2017-26	HVAC	Swanson	6210-jasmine Ave. N	2/14/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-27	Plumbing	Herzog	11825 Ironwood Ave	2/17/2017	N/A	\$ 80.00	\$ 60.00	\$ -
2017-28	HVAC	Herzog	11825 Ironwood Ave	2/17/2017	N/A	\$ 80.00	\$ 60.00	\$ -
Monthly total					\$ 78,252.00	\$ 2,743.67	\$ 2,057.70	\$ -