

CITY OF GRANT
MINUTES

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DATE : May 1, 2018
TIME STARTED : 7:00 p.m.
TIME ENDED : 8:49 p.m.
MEMBERS PRESENT : Councilmember Carr, Kaup, Sederstrom
Lanoux and Mayor Huber
MEMBERS ABSENT : None

Staff members present: City Attorney, Dave Snyder; 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

Mr. Bob Tufty, 6365 Jasmine Avenue, came forward and announced there is a burn ban on for approximately one month.

Mr. Len Volin, 9950 83rd Street N, came forward and explained the problems relating to dust control within the City of Grant.

City Attorney Snyder requested a five minute recess at 7:08 p.m.

Mayor Huber called the meeting back to order at 7:13 p.m.

PLEDGE OF ALLEGIANCE

SETTING THE AGENDA

Council Member Lanoux made a motion. Council Member Sederstrom seconded the motion.

City Attorney Snyder advised a new policy was adopted last month in an effort to keep order and the motion and second were out of order and will not be considered.

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

CONSENT AGENDA

1 April 3, 2018 City Council Meeting Minutes Approved

2

3 April 2018 Bill List, \$66,473.49 Approved

4

5 Cooperative Agreement, Traffic Signal at
6 CSAH 15 and Liberty Avenue Approved

7

8 Cooperative Agreement, Traffic Signal at
9 CSAH 15 and CSAH 12 Approved

10 Cooperative Agreement, Traffic Signal at
11 CSAH 15 and Settlers Way Approved

12

13 **Council Member Lanoux moved to approve the consent agenda with removing the April 3, 2018**
14 **City Council Meeting Minutes, April 2018 Bill List and Cooperative Agreement, Traffic Signal**
15 **at CSAH 15 and Settlers Way. Motion failed with Council Members Carr, Kaup and Mayor**
16 **Huber voting nay.**

17

18 **Council Member Carr moved to approve the consent agenda, as presented. Council Member**
19 **Kaup seconded the motion. Motion carried with Council Member Lanoux and Sederstrom**
20 **voting nay.**

21

22 **STAFF AGENDA ITEMS**

23

24 **City Engineer, Brad Reifsteck**

25

26 **Consideration of Resolution No. 2018-08, Accepting Bids and Awarding Construction Contract**
27 **for the 65th Street Roadway Improvements** – City Engineer Reifsteck advised that following public
28 hearing, the City Council ordered the public improvements included in the project in the project area
29 at the September 5, 2017 regular Council Meeting.

30

31 The attached letter of recommendation and bid tabulation summary indicates the recommended low
32 bidder as North Valley, Inc. of Nowthen, MN with a grand total bid of \$41,287.36 or approximately
33 8% below the construction estimate of \$44,777.00.

34

35 The improvements are anticipated to be funded by special assessments to benefitting properties, in
36 accordance with the Assessment Policy, adopted by City Council.

37

38 For projects that will contain special assessments, such as the assessments for roadway reconstruction
39 and street reconstruction improvement projects, as required by Minnesota State Statute, Chapter 429
40 and consistent with the Assessment Policy, an Assessment Hearing will need to be held to consider
41 the adoption of assessments. This hearing is proposed to be held at the August 7, 2018 City Council
42 meeting.

43

1 Final project cost will be declared once project construction is completed. Final project completion
2 date is scheduled for June 30, 2018. Adopt final assessment amount at regular council meeting on
3 August 7, 2018.

4
5 **Council Member Carr moved to adopt Resolution No. 2018-08, as presented. Council Member**
6 **Kaup seconded the motion. Motion carried unanimously.**

7
8 **Consideration of 2018 Roadway Maintenance, Authorization for Bids** – City Engineer Reifsteck
9 advised the following streets have been identified in the City’s adopted Seal Coat / Roadway
10 Maintenance Plan for work in 2018:

- 11
12 • 107th Street (Jamaca to Joliet)
13 • Jody Avenue, CT, CIR (West of Joliet)
14 • Justen Trl (Hwy 96 to Joliet)
15 • 96th Street / Janero Ct (East and West of Justen Trl)
16 • Grenelefe Ave (South of 117th St)

17
18 This year’s project will include a combination of patching and seal coating.

19
20 The Seal Coat/Roadway maintenance plan allows the City to give residents an opportunity to utilize
21 money for a larger rehabilitation or overlay project. By notifying residents that their road is scheduled
22 for maintenance, residents would have the ability to petition the city for a project and supplement the
23 cost partially with City funding already designated for use. A standard letter will be mailed to the
24 property owners along each roadway. Letters will be sent by the end of May and will request resident
25 feedback by the end of June.

26
27 If the city elects to move forward with the planned patching, Brochman Blacktopping is already under
28 contract for the city’s patching work and is prepared to complete the work. The seal coat work will
29 be solicited for quotes by at least three contractors that have previously done work for the City.

30
31 The Estimated cost for 2018 Roadway Maintenance is \$69,498. The 5 year Seal Coat/Roadway
32 Maintenance Plan is attached for review. The 2018 Budget is 68,000.

33
34 **Council Member Kaup moved to authorize advertisement for bids, 2018 Roadway**
35 **Maintenance, as presented. Council Member Carr seconded the motion. Motion carried with**
36 **Council Member Lanoux voting nay.**

37
38 **Consideration of 2018 Special Roads Projects** – City Engineer Reifsteck advised the following
39 projects have been identified by Staff for the City’s special roadway project for 2018:

- 40
41 • Wetland fill & guardrail installation Keats Avenue
42 • Wetland fill & guardrail installation Jocelyn Road
43 • Keats Avenue (just south of 65th Street to 67th Street)

1 Keats Ave and Jocelyn Road were raised approximately 2 feet last year to minimize future roadway
2 flooding. As part of these on-going improvements it is recommended by staff to soften the slopes
3 adjacent to the roadway and install guardrails to protect vehicles from the steep slopes and existing
4 wetlands.

5
6 Plate beam guardrails will be installed along these sections of roadways due to its sharp curvature.

7
8 The approximate cost for this project is \$70,000.

9
10 Over the last few years the City has made improvements to the paved section of Keats Avenue
11 between Hwy 36 to just south of 65th Street. City staff is recommending completing the remaining
12 paved section of Keats Avenue from just south of 65th Street to 67th Street.

13
14 The approximate cost for this project is \$45,000.

15
16 The total estimated cost for this year's special roads project is \$115,000. The special Roadway budget
17 is \$129,000.

18
19 **Council Member Carr moved to authorize advertisement for bids, 2018 Special Roads**
20 **Projects, as presented. Council Member Kaup seconded the motion. Motion carried**
21 **unanimously.**

22
23 **Consideration of CSAH 15 & 80th Street Cooperative Agreement** – City Engineer Reifsteck
24 advised a cooperative agreement between the City of Grant, Stillwater and Washington County is
25 required for this signal. The cooperative agreement establishes the maintenance responsibilities
26 between all parties.

27
28 The monthly electrical service expenses necessary to operate the traffic control Signal system and
29 integral streetlights, including the cost of establishing and perpetuating a connection to the electrical
30 grid and subsequent ongoing electrical service expenses, shall be paid as follows:

- 31
- 32 • 50% of electrical expenses shall be paid by Stillwater
 - 33 • 50% of electrical expenses shall be paid by Grant.
 - 34 • Stillwater shall receive and pay all such invoices and invoice Grant semi-annually.
- 35

36 The annual cost for this signal to the City of Grant is approximate \$300.00

37
38 The County is accepting all other cost responsibilities for this signal.

39
40 **Council Member Kaup moved to approve CSAH 15 & 80th Street Cooperative Agreement, as**
41 **presented. Council Member Carr seconded the motion. Motion carried unanimously.**

1 **City Planner, Jennifer Swanson (no action items)**

2
3 **City Attorney, Dave Snyder (no action items)**

4
5 **NEW BUSINESS**

6
7 **Consideration of IT Policy Revision, Administrator/Clerk** – Administrator/Clerk advised the City
8 Auditor has a recommended change to the Grant IT Policy relating to the changing of passwords.
9 Section 15, Passwords, states “The changing of passwords is up to the discretion of each employee
10 and must be documented”.

11
12 The proposed revision will state “The changing of passwords will be conducted at a minimum of
13 every month”.

14
15 **Council Member Carr moved to approve IT Policy Revision, as presented. Council Member**
16 **Kaup seconded the motion. Motino carried unanimously.**

17
18 **Consideration of Policy Procedure Revision, Administrator/Clerk** – Administrator/Clerk advised
19 At the April, 2018 City Council meeting the Council suggested a revision to the City of Grant Policy
20 and Procedure Manual relating to City Council meeting agenda items.

21
22 Included in the packets is a draft language revision to Section 2, Item C, Addition of Agenda Items
23 clarifying the policy relating to the addition of agenda items.

24
25 **Council Member Carr moved approve Policy Procedure Revision, as presented. Council**
26 **Member Kaup seconded the motion. Motion carried with Council Member Lanoux and**
27 **Sederstrom voting nay.**

28
29 **Consideration of Resolution No. 2018-09, Extension of Comprehensive Plan,**
30 **Administrator/Clerk** – Administrator/Clerk advised the City is requesting a three month extension
31 for submittal of the Comprehensive Plan Updates.

32
33 **Council Member Lanoux moved to approve a steering committee within the City of Grant to**
34 **work on the Comprehensive Plan and meet at Town Hall. Council Member Sederstrom**
35 **seconded the motion. Motion failed with Council Member Carr, Kaup and Mayor Huber**
36 **voting nay.**

37
38 **Council Member Carr moved to adopt Resolution No. 2018-09, as presented. Council Member**
39 **Kaup seconded the motion. Motion carried unanimously.**

40
41 **UNFINISHED BUSINESS**

42
43 There was no unfinished business.

44 **DISCUSSION ITEMS (no action taken)**

1 **Staff Updates (updates from Staff, no action taken)**

2
3 There were no staff updates.

4
5 **City Council Reports/Future Agenda Items**

6
7 **Burn Ban – approximately for the month of May.**

8
9 **City Clean Up Day very successful in spite of the snow in the ditches.**

10
11 **No future agenda items were determined.**

12
13 **COMMUNITY CALENDAR MAY 2 THROUGH MAY 31, 2018:**

14 **Mahtomedi Public Schools Board Meeting, Thursday, May 10th and 24th Mahtomedi District**
15 **Education Center, 7:00 p.m.**

16 **Stillwater Public Schools Board Meeting, Thursday, May 10th, Stillwater City Hall, 7:00 p.m.**

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

18
19 **ADJOURNMENT**

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21 **Council Member Carr moved to adjourn the meeting at 8:49 pm. Council Member Kaup**
22 **seconded the motion. Motion carried unanimously.**

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29 These minutes were considered and approved at the regular Council Meeting June 5, 2018.

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34 _____
35 Kim Points, Administrator/Clerk

34 _____
35 Jeff Huber, Mayor