

CITY OF GRANT
MINUTES

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DATE : February 6, 2012
TIME STARTED : 7:06 p.m.
TIME ENDED : 11:01 p.m.
MEMBERS PRESENT : Councilmember Bohnen, Fogelson, Huber, Potter
and Mayor Carr
MEMBERS ABSENT : None

Staff members present: City Attorney, Nick Vivian; City Planner, Jennifer Haskamp; City Engineer, Diane Hankee; and City Clerk, Kim Points

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

SETTING THE AGENDA

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

CONSENT AGENDA

January 3, 2012 City Council Meeting Minutes	Approved
Bill List, \$42,747.57	Approved
KEJ Enterprises, Snow Plowing, \$10,327.50	Approved
2012 Ball Field Maintenance Proposal, Dennis Heuer	Approved

Council Member Huber moved to approve the Consent Agenda, as presented. Council Member Fogelson seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

Mr. Bill David, Keswick Ave., came forward and stated he is present to represent the GRP. He stated the City sponsored the tractor parade last year and it was a great success. He asked that the City sponsor the event again. The parade is scheduled for September 8, 2012. The GRP is also sponsoring the City's annual clean-up day, scheduled for April 8 with a rain date of April 15.

1 Mr. John Wycoff, 2345 Marilyn Avenue, Maplewood, came forward and stated he has been looking
 2 for property in Grant and thanked the Mayor for showing him some properties. He stated he called
 3 the Metropolitan Council to see when sewer and water would be coming in. They indicated it would
 4 be 40-50 years for May Township and 20-30 years for Grant. The Metropolitan Council also told
 5 him that two Council Members from the City of Grant have inquired about putting water and sewer
 6 within the City. He stated he likes Grant meetings because of the freedom of speech at meetings that
 7 they do not have in Maplewood. However, there is staff here that used to be in Maplewood. He
 8 requested the City of Grant not go down the same path as Maplewood.

9 Mr. Larry Lanoux, Keswick Avenue, came forward and referred to the conversation held at the last
 10 Council meeting regarding the trailer/billboard within the City. He asked at the time why the resident
 11 wasn't just called. He requested the City adopt a resolution regarding complaints and phone calls to
 12 the residents. He stated he should have received a phone call and because he did not it will end up
 13 costing the City money.

14
 15 **PETITION FROM WOODLAND ACRES RESIDENTS TO REMOVE STOP SIGNS ON**
 16 **JOLIET AT JUSTEN TRAIL**

17
 18 Mr. John Evans, 10191 103rd Street, came forward and reviewed a petition that has been submitted to
 19 the City requested an engineering study be completed with a view to the removal of the stop sign at
 20 the junction of Joliet Avenue North and Justen Trail North.

21
 22 City Engineer Hankee advised traffic volumes have to be met to put up stop signs. There may be
 23 enough through traffic there to warrant removing the stop sign but liability could be an issue. She
 24 recommended traffic volumes be obtained and then a traffic study could be completed and a
 25 recommendation made to the City Council.

26
 27 City Attorney Vivian advised the City Engineer would have to be comfortable that traffic studies are
 28 done correctly.

29
 30 City Engineer Hankee stated traffic volumes could be conducted in 3-4 hours for a fee of
 31 approximately \$90 per hour. The Engineering study would take approximately another 3-4 hours.
 32 The total project would cost approximately \$600-\$800.

33
 34 It was the consensus of the Council to schedule a public hearing for the March 2012 City Council
 35 meeting and directed staff to send a public hearing notice to residents within a quarter mile of that
 36 intersection.

37
 38 **STAFF REPORTS**

39
 40 **City Engineer, Diane Hankee**

41
 42 **Sign Replacement Bid Authorization** – City Engineer Hankee advised the project will remove and
 43 replace warning and regulatory signs/posts throughout the City. The previously developed sign
 44 inventory will be used to prioritize the replacement. She requested Council authorization for staff to
 45 send out RFQ to replace signs identified as high priority. She noted the City does not have to go out
 46 for bid if a project is under the \$25,000 threshold.

1
2 Council Member Bohnen stated he would prefer the City use the current sign replacement contractors
3 and start with the priority list for replacement.

4
5 City Engineer Hankee stated as long as the City has the specifications for the signs they can utilize
6 the current contractors.

7
8 Council Member Huber confirmed that regulatory signs are included in the first round of priorities for
9 replacement.

10
11 **Class 5 Resurfacing Bid Authorization** – City Engineer Hankee stated the City completes a class 5
12 resurfacing project every year on roadways recommended by the Road Commissioner. Changes
13 proposed for the 2012 contract include: gravel to be delivered anywhere within the City and not just
14 specific mapped locations, separate bid items for gravel that is delivered/compacted and delivered
15 only, and a clause for a multiple year contract. The engineering fees to update the specifications and
16 complete the construction coordination are typically \$1500 to \$1800. The independent material
17 testing is arranged by the engineer and typically costs an additional \$400 to \$800. She requested
18 Council authorization for staff to send out RFQ.

19
20 Council Member Bohnen advised that in the past, every year the City obtained bids for the project.
21 That process costs about \$1500 every year. He suggested the City does not obtain bids and he
22 negotiates with the gravel companies as the gravel is needed. He stated he would like to try some
23 different mixes of gravel and does not want to purchase all of the gravel at a different mix. He
24 advised he would like to go without a contract this year and put the contract cost savings into gravel
25 itself. Another option is to utilize last year's contract that has been revised by the Clerk. The City
26 could also utilize the generic contractor's contract put in place last year.

27
28 City Engineer Hankee stated the City does have to have two price quotes on file for the annual audit
29 and the gravel does have to be tested.

30
31 City Attorney Vivian added the City can get two quotes based on last year's specifications to keep on
32 file and then purchase gravel as it is needed.

33
34 It was the consensus of the Council to move forward without a gravel contract and have the Road
35 Commissioner purchase gravel as needed.

36
37 **Grading Contract** – City Engineer Hankee advised the grading contract is good through 2012 so it
38 does not have to be addressed until next year.

39
40 **Grading Permit Review** – City Engineer Hankee advised grading permit fees were discussed at the
41 January City Council meeting. Currently, the City requires a grading permit for any project with
42 grading quantities between 50 cubic yards and 5,000 cubic yards. She reviewed the schedule that the
43 current fees are based on noting that an escrow is required to ensure that site restoration is completed.
44 Council Member Huber stated redoing a gravel driveway for a fee of \$300 and with no area or grade
45 change seems excessive. A simple fee with no escrow would be preferred.

1 City Engineer Hankee stated the City could lower the fee and add some clauses to provide for gravel
2 driveways that don't affect drainage or wetlands. She stated even fifty cubic yards or lower can cause
3 problems. She does not recommend lowering amount lower than fifty cubic yards. She stated a
4 recommendation that includes changes relating to grading, drainage and erosion will be brought back
5 to the Council.

6
7 Council Member Bohnen stated the threshold for grading permits should be different for different
8 parcel sizes. He also requested examples from other cities.

9
10 **Brown Creek State Trail (Zephyr Line)** – City Engineer Hankee advised Washington County has
11 requested that the City of Grant provide a letter of support for a grade separated trail crossing at
12 Manning Avenue. The letter will be used when applying for grant funding for a future crossing. She
13 requested authorization for staff to submit a letter of support for a grade separated trail crossing.

14
15 **Council Member Potter moved to authorize staff to write a letter of support for a grade**
16 **separated trail crossing at Manning Avenue. Council Member Fogelson seconded the motion.**

17
18 Council Member Huber clarified the letter of support refers to obtaining grant funding, not the City of
19 Grant's funding.

20
21 **Motion carried unanimously.**

22
23 **Staff Report** – A report was provided for January 2012 City Engineering activities, to be placed on
24 file for review. City Engineer Hankee outlined the MS4 process noting it is federally mandated and
25 does cost \$2000-\$3000 per year. Next year the plan will have to be updated.

26
27 **City Planner, Jennifer Haskamp**

28
29 **Home Occupations Criteria/Definitions** – City Planner Haskamp advised staff was directed to bring
30 back additional information regarding the corrections and/or modifications that are proposed to the
31 City's Zoning Ordinance with respect to Home Occupations. She reviewed a summary process and
32 estimated costs associated with the potential revisions noting there have been several potential issues
33 regarding how home occupations are treated and permitted within the City.

34
35 Council Member Huber indicated he would prefer to stay on the complaint system.

36
37 Council Member Bohnen stated revising the ordinance is time consuming and he has no interest in it
38 at this time.

39
40 Council Member Fogelson stated he does not see the advantage of doing this now.

41
42 Council Member Potter stated it would be nice to have but it is not needed.

43 City Attorney Vivian advised the issue is the City has an unenforceable ordinance. There are no
44 criteria listed or defined for home occupations. It is the Council's discretion as to whether are not
45 home occupations are defined as it is a policy decision. This has caused some issues with

1 interpretation of the ordinance and it is staff's responsibility to bring those issues forward to the City
2 Council.

3
4 **Staff Report** – A report was provided for January 2012 City Planning activities, to be placed on file
5 for review.

6
7 **City Attorney, Nick Vivian**

8
9 **Resolution No. 2012-03, Election Signs** – City Attorney Vivian distributed an updated draft of
10 Resolution No. 2012-03, relating to election signs. He stated there was litigation last year over
11 campaign signs. As it is an election year again, a resolution has been drafted with the intent of
12 identifying the controls and regulations regarding election signs and the placement of those signs.
13 There were many complaints during the last election and the resolution is a good reminder as issues
14 arise. This is a policy decision that does advise candidates and takes a proactive approach. The City
15 may have to take action if there is a big infraction.

16
17 Mayor Carr stated this issue does need to be discussed further whether a resolution is adopted or not
18 because this will come up this year.

19
20 **Staff Report** – A report was provided for January 2012 City Legal activities, to be placed on file for
21 review.

22
23 **Building Inspector, Jack Kramer** – A report was from Building Inspector Kramer was provided for
24 January 2012 to be placed on file for review.

25
26 **OLD BUSINESS**

27
28 **Website Items, Mayor Carr** – Mayor Carr advised this item will be on every agenda for comments
29 and suggestions on the City's website. He advised the adopted resolutions are in the process of being
30 posted.

31
32 Council Member Huber suggested a statement about the computer browser be posted as some
33 residents cannot access all the information.

34
35 **LGU Brown's Creek** – Council Member Potter provided the background on this issue noting the
36 benefits of the City of Grant not being the LGU for Brown's Creek. The City is the LGU for only
37 Brown's Creek Watershed District. The drawback of not being the LGU is losing control. Brown's
38 Creek does have the ability to be the LGU but they are not providing that service for any of the
39 municipalities. The City can relinquish by resolution but he does not recommend that until all entities
40 involved are talked to. He proposed a workshop prior to the April Council meeting to discuss that
41 issue as well as other issues.

42
43 **Road Counters Discussion, Steve Bohnen** - Council Member Bohnen reviewed a handout
44 regarding the suggested priorities for traffic counts. He also distributed and commented on a tally
45 sheet that will be utilized for the counts.

46

1 NEW BUSINESS

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3 **Public Comment Inquiries, Mayor Carr** – There were no Council comments relating to public
4 comment.

5
6 **City Assessor Update, Todd Smith** – Mr. Todd Smith, City Assessor, came forward and updated the
7 Council noting the field work has been finished. The final numbers have been calculated. He
8 reviewed the average changes within the City of Grant as well as the net loss which is approximately
9 \$44 million dollars. He explained the Board of Review process noting the date has been set for May
10 1, 2012 at 6:00 p.m.

11
12 **Consulting Services, Step One, Review of Council Expectations, Steve Bohnen** – Council
13 Member Bohnen stated last year was a very busy year and several contracts for services were
14 reviewed. He stated he would like to continue with that process with planning and engineering. He
15 advised this is not a review of the City Planner but more of a review of the City Council as a client.
16 He stated he took all the numbers from last year and tallied them. He reviewed and discussed the top
17 ten billings for services.

18
19 Council Member Bohnen stated he thinks it would be appropriate to set up a review for the Planner
20 and Engineer. Next month he will provide the numbers for the City Engineer.

21
22 A City Planner Performance Review was tentatively scheduled prior to the regular June Council
23 meeting.

24
25 **Approval of 2011 False Alarm Billing** – Council Member Bohnen provided the background of this
26 issue noting the Clerk was directed by the Council to move forward with the billing of false alarms as
27 outlined in the City’s fee schedule.

28
29 Council Member Bohnen advised the second half of 2011 has been documented relating to the
30 number of false alarms. The eight properties that would receive billing that would amount to a total
31 of \$725.00. Staff is requesting confirmation on sending out the 2011 false alarm billing.

32
33 Council Member Bohnen added he would prefer to see the City send out letters of warning to those
34 being billed noting they will be billed in 2012.

35
36 It was the consensus of the Council to send out letters of warning.

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43 **Annual Appointment List, Steve Bohnen** – Council Member Bohnen provided the background
44 stating he would like to discuss the timing of when the Council makes appointments. It has always
45 been done in January. Being a new Council Member in January, it may be beneficial to wait another
46 month.

1
2 It was the consensus of the Council to continue making annual appointments in January every year.

3
4 **City Treasurer/Investment Advisor Job Description** – Mayor Carr stated the job description for
5 the Investment Advisor should be reviewed and approved.

6
7 Council Member Huber requested a statement regarding the Investment Advisor being licensed and
8 bonded should be added.

9
10 **Council Member Huber moved to approve the Investment Advisor job description, as**
11 **amended. Council Member Fogelson seconded the motion. Motion carried unanimously.**

12
13 **DISCUSSION ITEMS**

14
15 Mr. Loren Sederstrom came forward and stated he is working with the Cable Commission to get a
16 scan computer that would allow documents to be put up on the screen during meetings.

17
18 **City Council Reports:**

19
20 Mayor Carr stated there is a meeting on February 25, 8:30 a.m., at the Stillwater School regarding the
21 School District's budget.

22
23 Council Member Huber referred to a handout regarding a potential bill relating to publication of the
24 City budget. The bill if passed, does create more costs. The new requirements do work with CTAS
25 but not Quickbooks.

26
27 Council Member Huber advised he would help the Road Commissioner with the sign replacement
28 project. Council Member Potter indicated he would help.

29
30 **Emergency Management Update, Scott Fogelson** – Council Member Fogelson advised two bids
31 have been obtained for the emergency siren. There was a meeting at the Council regarding
32 emergency management noting there are grant dollars available and the City will be eligible.

33
34 Mr. Larry Lanoux came forward and reviewed the bids and requested authorization for the City to
35 order the siren as timing is an issue.

36
37 **Council Member Fogelson moved to accept the bid from Ready Watt, as presented, and order**
38 **the siren. Council Member Huber seconded the motion. Motion carried unanimously.**

39
40 The Council requested more information regarding the best location for three or four sirens within the
41 City, best location for the first siren, information regarding a variance and two proposed spots by the
42 next Council meeting.

43
44 **Other Discussion Items:**

45

1 **Town Hall PortaPot Vandalism, City Clerk** – Council Member Bohnen stated a holding tank at
2 Town Hall would cost approximately \$2500 and have to be pumped. He stated he is more in favor of
3 looking into a septic and running water. Due to the vandalism with the current portapot, the City has
4 to pay \$450, even with insurance.

5
6 It was the consensus of the Council to replace the portapot at Town Hall.

7
8 **COMMUNITY CALENDAR FEBRUARY 7 THROUGH FEBRUARY 29, 2012:**

9
10 **Planning Commission Meeting, Tuesday, February 21, 2012, Town Hall, 7:00 p.m.**

11
12 **ADJOURN**

13
14 **There being no further business, Council Member Huber moved to adjourn at 11:01 p.m.**
15 **Council Member Potter seconded the motion. Motion carried unanimously.**

16
17 These minutes were considered and approved at the regular Council Meeting March 6, 2012.

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22 _____
23 Kim Points, City Clerk

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Tom Carr, Mayor