

CITY OF GRANT
MINUTES

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DATE : May, 2015
TIME STARTED : 7:08 p.m.
TIME ENDED : 9:50 p.m.
MEMBERS PRESENT : Councilmember Sederstrom, Lobin, Huber,
Lanoux and Mayor Carr
MEMBERS ABSENT : None

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

CALL TO ORDER

Mayor Carr called the meeting to order at 7:08 p.m.

PUBLIC INPUT

- (1) Bob Zick – Commented on a CUP and conflict of interest.
- (2) John Smith, 10242 67th Lane – Commented on the current Road Policy.
- (3) Jim Dross, 8682 Jamaca Avenue – Inquired about water meters being installed.

PLEDGE OF ALLEGIANCE

SETTING THE AGENDA

Council Member Lanoux moved to approve the agenda with the agenda with the addition of Waste Water Treatment, Endorsement for GRP to start an Emergency Response Program and consideration of use of Town Hall on May 18 for the disbanded Planning Commission. Council Member Sederstrom seconded the motion. Motion failed with Council Member Lobin, Huber and Mayor Carr voting nay.

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

CONSENT AGENDA

April 7, 2015 City Council Meeting Minutes	Approved
Bill List, \$41,372.33	Approved

1 Brochman Blacktopping, Pothole Repair,
2 \$19,658.65 Approved

3
4 Kline Bros. Excavating, Road Work,
5 \$14,055.00 Approved

6
7
8 **Council Member Lanoux moved to approve the consent agenda, moving Item 4A, April 7, 2015**
9 **City Council Meeting Minutes to Item 6B under New Business. Council Member Sederstrom**
10 **seconded the motion. Motion failed with Council Member Lobin, Huber and Mayor Carr**
11 **voting nay.**

12
13 **Council Member Huber moved to approve the consent agenda, as presented. Council Member**
14 **Lobin seconded the motion. Motion carried with Council Member Lanoux and Sederstrom**
15 **voting nay.**

16
17 **STAFF AGENDA ITEMS**

18
19 **City Engineer, Phil Olson**

20
21 **2015 Roadway Patching** – City Engineer Olson advised at the last City Council meeting, staff was
22 directed to mail informational letters regarding the City’s petition process for initiating a large
23 roadway improvement project. Letters were mailed to residents within the Hadley neighborhood
24 (Hadley Avenue, Hadley Circle, and Hadley Court), Jeffrey Avenue/88th Street, and Kimbro Avenue.

25
26 Eleven residents contacted engineering staff to discuss the letter in detail. Most questions were
27 related to the petition process and the scope of the patching project. Several residents on Hadley
28 Avenue expressed an interest in a larger project but staff was told that a petition was not supported at
29 this time. Residents on Kimbro Avenue expressed concern about assessments and higher traffic
30 volumes compared to other local roadways. Staff is not aware of a petition for Kimbro Avenue.

31
32 Five property owners on 88th Street and Jeffrey Avenue did sign a petition to initiate a larger roadway
33 project. Staff is planning to have a meeting with all residents prior to the Council meeting. At the
34 meeting, staff will discuss project costs, assessments, and the process for moving forward with a
35 project. A more formal petition will also be available for residents to sign if they are still interested in
36 moving forward after meeting with staff.

37
38 The budget for roadway patching in 2015 is \$68,000. Of that amount, \$10,900 is planned for
39 patching improvements on 88th Street and Jeffrey Avenue. This amount should be set aside to assist
40 with funding the feasibility report and larger roadway improvement project. Staff will be prepared at
41 the Council meeting to discuss the cost of completing a feasibility report.

42
43 The City’s current patching contractor is Brochman Blacktopping.

44
45 Council Member Sederstrom provided a presentation relating to road repair alternatives and pricing.

1 City Engineer Olson explained the construction projects costs he provided do include administrative,
2 bidding costs, public hearings, etc.

3
4 **Council Member Lobin moved to approve the 2015 Roadway Patching, as presented. Council**
5 **Member Huber seconded the motion. Motion carried with Council Member Lanoux and**
6 **Sederstrom voting nay.**

7
8 **2015 Special Road Projects** – City Engineer Olson advised at the last City Council meeting, staff
9 was directed to mail informational letters regarding the City’s petition process for initiating a large
10 roadway improvement project. Letters were mailed to residents adjacent to the roadway including
11 those on Keats Avenue, 65th Street, 67th Street, and 67th Lane.

12
13 In response to the letters, two property owners contacted staff but neither resident was in support of
14 assessments for a larger roadway project. Since the City did not receive a formal petition or general
15 support of a larger project, it is recommended that the City move forward with a special road project
16 for patching on Keats Avenue.

17
18 The 2015 budget for Special Road Projects is \$25,000. With this budget, approximately 1100 to 1300
19 feet of the 3700 foot roadway is able to be patched. The City’s current patching contractor is
20 Brochman Blacktopping.

21
22 Mayor Carr stated if residents do not want total reconstruction of their roads, there is an option to
23 have an overlay/patch and that needs to be explored further.

24
25 Council Member Huber encouraged residents to talk to the Council about the roads within the City of
26 Grant.

27
28 Council Member Sederstrom suggested the City take \$75,000 out of reserves and fix Keats. Further
29 discussion about funding of road projects should be held at the budget work session.

30
31 **Council Member Lanoux moved to have a Comprehensive Road Policy discussion at the next**
32 **City Council meeting. Council Member Sederstrom seconded the motion. Motion carried with**
33 **Council Member Huber and Mayor Carr voting nay.**

34
35 **Council Member Huber moved to approve the Keats Avenue Patching Project, as presented.**
36 **Council Member Lobin seconded the motion. Motion carried with Council Member Lanoux**
37 **and Sederstrom voting nay.**

38
39 **Roadway Contractor** – City Engineer Olson advised in an effort to provide better and more efficient
40 responses to roadway complaints, staff has discussed combining several of the City’s roadway
41 maintenance tasks under one contract. This single maintenance contract will require one contractor to
42 be actively working on the roads year round and therefore identifying roadway maintenance issues
43 that the City could address. It will also allow the City to have a single source contact to respond to
44 resident questions and complaints.

1 For efficiency, the contract should include both summer and winter work activities. The major work
 2 activity in the winter is snow and ice removal, so therefore staff approached KEJ Enterprises, Inc.
 3 about modifying their existing snow and ice removal contract.

4
 5 The roadway contractor contract includes the tasks listed in the table below. The table also includes
 6 costs that are either currently budgeted or part of coordination tasks. The coordination tasks require
 7 the contractor to respond to complaints received by the road phone and website.
 8

Snow & Ice Removal	\$65,000
Brushing	\$27,000
Garbage & Animal pickup	\$3,000
Mowing	\$6,000
Sign Replacement	\$1,000
Field maintenance	\$3,000
Respond to roadway questions/complaints	\$2,000
Coordinate dust control	\$500
Coordinate culvert & grading work	\$500
Total	\$108,000
Monthly Contract Amount	\$9,000
Annual cost per mile	\$1,688

9
 10 The contract is setup to include a monthly payment of \$9000 for all work. This allows the city to pay
 11 an even amount each month and more efficiently manage the budget.

12
 13 The largest budget item in the contract is snow and ice removal. The budget number for establishing
 14 the contract is based on the snow plow contractor’s actual billing the last three years. The table below
 15 shows the City’s expenses for 2012, 2013, and 2014. Sand/salt will still be purchased from
 16 Washington County and those invoices will still continue to be sent directly to the City.
 17

	2012	2013	2014	Total	Average
Snow Plow Contractor	\$41,093	\$84,343	\$69,826	\$195,262	\$65,087
Sand/Salt	\$14,775	\$24,043	\$28,946	\$67,764	\$22,588
Total	\$55,868	\$108,386	\$98,772	\$263,026	\$87,675

18
 19 Over the last three years, the MSP airport has recorded the annual snowfall at 67.7 inches (2012), 69.8
 20 inches (2013), and 27.2 inches (2014). Based on these amounts, the contract has been set up to pay
 21 the contractor when the annual snowfall exceeds 70 inches. Beyond 70 inches, the contractor is
 22 proposed to be paid at the previous contract prices.
 23

24 Dellwood is currently contracted with KEJ Enterprises, Inc. using the same type of contract structure
 25 for their roadway maintenance work. Dellwood contract is at a cost of \$2695 per mile of roadway for

1 the 13 miles they maintain versus this contract for \$1688 per mile for the 64 miles of roadway in
2 Grant.

3
4 A draft contract including all work tasks has been included for Council review. The contract is from
5 May 5, 2015 to May 1, 2017 with the ability to extend the contract by one additional year.

6
7 Mayor Carr stated the contractor is firm with his number and being the Road Commissioner is just too
8 much for a Council Member.

9
10 Council Member Sederstrom volunteered to be the Road Commissioner.

11
12 Council Member Lanoux stated the road contract with David's Consulting was extended last
13 November. There is a liability issue with that.

14
15 **Council Member Lanoux moved to table the discussion until the City goes out for RFP's.**
16 **Council Member Sederstrom seconded the motion. Motion failed with Council Member Lobin,**
17 **Huber and Mayor Carr voting nay.**

18
19 Mayor Carr stated the City did not make any promises and contracts have been broken before. He
20 stated he thinks this is good for the City.

21
22 Council Member Huber stated this is a Council that wants to be a City sometimes and then sometimes
23 not. The City can save money by doing this and has found someone willing to do this. There is some
24 risk to this and it does need to be monitored. Budgeting is vital and having set costs allows the City
25 to put more dollars towards the roads.

26
27 City Engineer Olson advised service contracts do not have to go out for bids. KEJ can still
28 subcontract with the current City contractors. No contracts are being broken. Most of the road
29 services dollars are included and are to be paid year round so he will be on the road year round. The
30 goal is not to take work from one contractor and give it to another.

31
32 **Council Member Lanoux moved to go out for RFP's to find the best prices. Council Member**
33 **Sederstrom seconded the motion.**

34
35 Council Member Huber stated the City is already working with Ken Johnson and he is very
36 comfortable with him doing this.

37
38 City Engineer Olson noted the City did approach Kline Bros. about this as well.

39
40 Acting City Attorney Sandstrom stated he does not believe it has to go out for RFP's but would have
41 to look into that further.

42
43 Mayor Carr stated it is hard to find someone to plow snow when they only work during the winter.
44 This is a good plan.

45

1 **Motion failed with Council Member Lobin, Huber and Mayor Carr voting nay.**

2
3 **Mayor Carr moved to approve the Roadway Contractor, subject to City Attorney review.**
4 **Council Member Lobin seconded the motion.**

5
6 **Mayor Carr amended the motion to include a review by staff at the end of the year.**

7
8 City Engineer Olson advised the review would need to be done at the same time of year.

9
10 Council Member Huber requested the contract include that Mr. Johnson can employ any of the City's
11 contractors and subcontract the work as well.

12
13 Acting City Attorney Sandstrom advised that as an independent contractor, Mr. Johnson can
14 subcontract the work.

15
16 **Motion carried with Council Member Lanoux and Sederstrom voting nay.**

17
18 **Consideration of Resolution No. 2015-11, Supporting Dedicated State Funding for City Streets**
19 **– Mayor Carr provided the background information on this item.**

20
21 Council Member Huber pointed out the dates on the information in the packet noting this had just
22 come out from the League.

23
24 **Mayor Carr moved to adopt Resolution No. 2015-11, as presented. Council member Lobin**
25 **seconded the motion. Motion carried unanimously.**

26
27 **City Planner, Jennifer Haskamp**

28
29 **Consideration of Ordinance No. 2015-41, Recreation Commercial Uses** – City Planner Haskamp
30 advised at the April City Council meeting the Council considered draft performance standards related
31 to commercial recreational facilities in the City. At the meeting Council directed staff to make
32 several modifications, deletions and changes to the draft ordinance and to bring back the ordinance
33 for review at the May meeting. Staff has made the changes to the draft ordinance, which is attached
34 for your review and consideration. A summary of the changes is provided below for your reference
35 and/or background:

- 36
37
- 38 ▪ The *Commercial, recreation (indoor)* use has been eliminated from the performance
39 standards. This is shown as a strikethrough in the attached draft ordinance. The Council
40 should be aware that we will also need to make the corresponding modifications to the draft
41 Land Use definitions ordinance associated with the moratorium to reflect that this use will no
42 longer be permitted anywhere in the City.
 - 42 ▪ The draft ordinance has been updated to require *Commercial, Recreation (outdoor)* uses in the
43 A1 and A2 zoning districts must be accessory to a principal residential use. Staff did not place

1 the same requirement on the GB zoning district, and the Council should confirm this
2 distinction.

- 3 ■ Occupancy - At the April meeting the Council expressed interest in limiting the occupancy for
4 such facilities, but no specific number was identified. Through some research, staff is
5 proposing a maximum occupancy of 500 for discussion purposes. Some of the reasoning
6 behind this number includes potential traffic and trip counts, intensity of facilities, etc.;
7 however, this is open for discussion and simply a starting point for discussion at the May
8 meeting.
- 9 ■ Setbacks – at the April meeting Council expressed interest in increasing the side yard setback
10 requirements for any outdoor commercial recreational use. Staff has identified an initial
11 setback of 100-feet for discussion purposes.
- 12 ■ Number of Buildings and Square footage allowed – Council briefly discussed this item in
13 April, but did not come to consensus. For discussion purposes staff has used the threshold
14 established in Section 32-313 Accessory buildings for sites less than 20 acres. (No more than
15 4 accessory structures, not to exceed a combined square footage of 4,000 square feet). While
16 there are no limits on total buildings for sites greater than 20 acres, this would provide some
17 limitations specifically for the outdoor commercial recreational use component of any
18 property. This would help control intensity, appearance, etc., of a proposed use.
- 19 ■ Storm shelter – staff has drafted some language related to storm shelters for your review.
20

21 City Planner Haskamp stated staff is looking for your comments on the above items and the attached
22 DRAFT Ordinance.

23 **Council Member Lanoux moved to table this item until the Planning Commission can review it.**
24 **Council Member Sederstrom seconded the motion. Motion failed with Council Member Lobin,**
25 **Huber and Mayor Carr voting nay.**

26 After discussion, the Council suggested some revisions and requested the draft ordinance be brought
27 back to the next Council meeting for review.

28 **City Attorney, Nick Vivian**

29
30 **NEW BUSINESS**

31
32 **Roles and Responsibilities of City of Grant Planning Commission** – Administrator/Clerk advised
33 there was information in the packets relating to the role of the Planning Commission as well as the
34 City Ordinance relating to the Planning Commission. In addition, a draft, blank Planning
35 Commission Manual was provided as a guide to help the Council define the roles, responsibilities and
36 procedures for the Planning Commission.

37
38 Mayor Carr stated the Planning Commission is an advisory group to the City Council. There should
39 be more communication between the Planning Commission and the City Council. The roles and
40 responsibilities need to be clearly spelled out.

1 The Council agreed the Planning Commission should be a group of seven members.

2

3 **Council Member Lanoux moved to allow the disbanded Planning Commission meet at Town**
4 **Hall later this month.**

5

6 Council Member Sederstrom asked why the City would change anything with the Planning
7 Commission because they are already in place and the City Ordinance is already in place.

8

9 Council Member Huber suggested each of the Council Members start filling out the manual and bring
10 back next month for discussion.

11

12 **UNFINISHED BUSINESS**

13

14 **DISCUSSION ITEMS**

15

16 **City Council Reports:**

17

18 Council Member Sederstrom requested the City website be updated for Council Member’s email
19 addresses. He also read a letter that was previously written to the School District making it clear he
20 did not trespass on their property.

21

22 Council Member Huber advised Comcast failed in the transfer but that means nothing to the City of
23 Grant at this point. He asked for Council consensus to put Pressured Water within the City of Grant
24 on the next agenda as well as a Waste Water Treatment Plant.

25

26 Mayor Carr asked for Council consensus to have the Final “Draft” Charter on the next Council
27 agenda.

28

29 Council Member Sederstrom asked for Council consensus to have Garage Sizes per City Ordinance
30 on the next Council agenda.

31

32 It was the consensus of the Council that Pressured Water within the City of Grant, Waste Water
33 Treatment Plan and Garage Sizes per City Ordinance would be on the June Council agenda.

34

35 **Staff Updates:**

36

37 **Consideration of Emergency Management Presentation, 6:30 pm, June 2, 2015** – It was the
38 consensus of the Council to schedule a Council Work Session On June 2, 2015, 6:30 pm at Town
39 Hall for an Emergency Management Presentation from Washington County.

40

41 **COMMUNITY CALENDAR MAY 6 THROUGH MAY 31, 2015:**

42

43 **Mahtomedi Public Schools Board Meeting, Thursday, May 14th and 28th, 2015, Mahtomedi**
44 **District Education Center, 7:00 p.m.**

1 **Stillwater Public Schools Board Meeting, Thursday, May 14th 2015, Stillwater City Hall, 7:00**
2 **p.m.**

3 **Charter Commission Meeting, Thursday, May 21st, Mahtomedi City Hall, 7:00 p.m.**

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

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8 These minutes were considered and approved at the regular Council Meeting June 2, 2015.

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Kim Points, Administrator/Clerk

Tom Carr, Mayor

APPROVED