

**City of Grant
City Council Agenda
February 6, 2012**

The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Monday, February 6, 2012, 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**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF REGULAR AGENDA**
4. **APPROVAL OF CONSENT AGENDA**
 - A. January 3, 2012 City Council Meeting Minutes
 - B. Bill List, \$42,747.57
 - C. KEJ Enterprises, Snow Plowing, \$10,327.50
 - D. 2012 Ball Field Maintenance Proposal, Dennis Heuer
5. **PUBLIC COMMENT**
6. **PETITION FROM WOODLAND ACRES RESIDENTS TO REMOVE STOP SIGNS ON JOLIET AT JUSTIN TRAIL**
7. **STAFF REPORTS**
 - A. City Engineer, Phil Olson
 - i. Sign Replacement Bid Authorization
 - ii. Class 5 Resurfacing Bid Authorization
 - iii. Grading Contract
 - iv. Grading Permit Review
 - v. Brown Creek State Trail (Zephyr Line)
 - iii. January Staff Report
 - B. City Planner, Jennifer Haskamp
 - i. Home Occupations Criteria/Definitions
 - ii. January Staff Report
 - C. City Attorney, Nick Vivian
 - i. Resolution No. 2012-03, Election Signs
 - ii. January Staff Report
 - D. Building Inspector, Jack Kramer (report for January building activities)

8. OLD BUSINESS

- A. Website Items, Mayor Carr**
- B. LGU Brown's Creek**
- C. Road Counters Discussion, Steve Bohnen**

9. NEW BUSINESS

- A. Public Comment Inquiries, Mayor Carr**
- B. City Assessor Update, Todd Smith**
- C. Consulting Services, Step One, Review of Council Expectations, Steve Bohnen**
- D. Approval of 2011 False Alarm Billing, City Clerk**
- E. Annual Appointment List, Steve Bohnen (when appointments should be made)**
- F. City Treasurer/Investment Advisor Job Descriptions, Sharon Schwarze (approval of)**

10. DISCUSSION ITEMS

- A. City Council Reports (any updates from Council)**
 - i. Emergency Management Update, Scott Fogelson**
- B. Other Discussion Items (any updates from staff)**
 - i. Town Hall PortaPot Vandalism**

11. COMMUNITY CALENDAR FEBRUARY 7 THROUGH FEBRUARY 29, 2012:

Planning Commission Meeting, Tuesday, February 20, 2012, Town Hall, 7:00 p.m.

12. ADJOURNMENT

CITY OF GRANT
MINUTES

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DATE : January 3, 2012
TIME STARTED : 7:10 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, Phil Olson; and City Clerk, Kim Points

CALL TO ORDER

Mayor Carr called the meeting to order at 7:10 p.m.

PLEDGE OF ALLEGIANCE

SETTING THE AGENDA

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

CONSENT AGENDA

December 6, 2011 City Council Meeting Minutes	Approved
Bill List, \$57,343.42	Approved

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

2011 YEAR END REVIEW, MAYOR CARR

Mayor Carr reviewed the highlights of 2011 noting it was a very busy year and there was a lot of snow. He stated the new Council turned out well, Town Hall repairs were completed and the City go through the very big school project. He stated he looks forward to a good year and the Council working well together.

PUBLIC COMMENT

1 Mr. Bob Tufty, Jasmine Avenue, came forward and stated over the weekend burn restrictions were
2 put on for the entire state per the DNR. They announced today that as soon as there is three inches of
3 snow on the ground burning could resume.

4 Mr. Loren Sederstrom came forward and stated the portapot unit outside was knocked over and hit
5 over the weekend. He stated that cost of \$2500 per year could be used to install a restroom at Town
6 Hall. Long term there would be cost savings.

7 Mr. Bob Englehart, Joliet Avenue, came forward and stated the City's website still has issues. The
8 resolutions are not up to date and you can't access the ordinances. He stated there are three staff
9 people and he only has a staff report from one of them. He stated he did not get the requested figures
10 from Council Member Fogelson but did get them from Council Member Huber. The City needs to
11 reduce tax rates and citizens shouldn't have to keep coming to the Council to get that accomplished as
12 that is what the Council is elected to do.

13 Mr. Larry Lanoux, Keswick Avenue, came forward and stated there were several items requested last
14 meeting to be on the agenda this evening and they are not. He asked who sets the agenda and noted
15 there was a staff meeting after the December Council meeting but staff was not present at the
16 December Council meeting. He asked if staff meetings are open to the public and stated the minutes
17 as well as the results from those meetings need to be posted. He requested the planning proposal
18 provided by WSB be on the February Council agenda.

19 Mr. Jack Smith came forward and thanked Council Member Bohnen for his hard work on trying to
20 reach consensus on road issues. He stated this community struggles with roads and any increase to
21 the levy for roads seems to be an issue. He stated he believes the City can do better and there are
22 other approaches to increasing the levy that he will share with the Council. He noted there are street
23 signs down on 60th and Keats, 67th and Keats, and two on 67th are not readable. He referred to the
24 appointment list and stated he does not know what the appointments are and an explanation should be
25 posted on the website. He added that Planning Commission appointments should represent all of
26 Grant.

27 Mr. Bob Zick came forward and stated the Council does run the City in a good fiscally prudent
28 manner. He referred to Loren Sederstrom and stated he does a very good job at the Cable
29 Commission. He noted Mr. Sederstrom produces his own show and gave an example of the kind of
30 work he does.

31 Mr. Tom Mathieson, Maple Street, came forward and stated he would also like clarification on how
32 the agenda is set.

33

34 STAFF REPORTS

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36 **City Engineer, Phil Olson**

37

38 **Manning Court North/Access/Warranty Agreement** – City Engineer Olson advised a final project
39 inspection of the Manning Avenue Bridge project was completed by the DNR, contractor and City
40 staff. As part of the inspection, a review of the pavement condition on Manning Court was
41 completed. Recent cracking was identified and repair totaling an estimated \$5000 is planned to be
42 completed by the City with funds from a warranty escrow included in the DNR contract. Included in

1 the packets for Council consideration is a draft cooperative agreement with the DNR. The agreement
2 identifies that the DNR shall provide a maximum of \$5000 for repairs to Manning Court and the City
3 shall coordinate these repairs before December 31, 2013. The cooperative agreement is completely
4 separate of the access issue. The DNR has indicated they are interested in an access there and would
5 allow it further east but do want a connection to the train the same location. A cost share will be
6 discussed but the DNR does need a plan to review.

7
8 Council Member Huber stated he does want the roadway back to its original state and if the
9 cooperative agreement accommodates that.

10
11 City Engineer Olson stated the agreement does accommodate that if the repairs are done as part of a
12 larger City project. That is why the date on the agreement goes through 2013.

13
14 City Attorney Vivian added that this agreement is part of a companion agreement that was made prior
15 to the project. If repairs are needed immediately the original agreement accommodates that.

16
17 **Council Member Huber moved to approve the Manning Court Cooperative Agreement, as**
18 **presented. Council Member Fogelson seconded the motion. Motion carried unanimously.**

19
20 **Resolution No. 2012-01, Sign Retroreflectivity Standards and Sign Replacement** – City Engineer
21 Olson advised the regulation is currently being reviewed by the Federal Highway Administration
22 (FHWA) after receiving nearly 800 comments back from state and local agencies. He outlined the
23 next steps of the FHWA noting the sign inventory and sample sign replacement resolution was
24 included in the packets. He recommended the Council adopt a resolution to Maintain Sign
25 Retroreflectivity Standards and Prioritize Sign Replacement.

26
27 Council Member Huber referred to paragraph #6 within the agreement stating he understands this is a
28 mandate but is the City's liability covered if there is no specific date that the sign replacement has to
29 be completed by.

30
31 City Attorney Vivian referred to paragraph #5 and advised the liability issue is addressed there. From
32 a liability standpoint, public safety hazards that have been brought forward to the City could be an
33 issue. Regardless of the mandate, the City must address signs and ensure there are no public safety
34 issues.

35
36 City Engineer Olson referred to safety issues and stated signs are called out on the sign inventory and
37 prioritized. Signs that could be a safety issue are prioritized first.

38
39 **Council Member Fogelson moved to adopt Resolution No. 2012-01, as presented. Council**
40 **Member Bohnen seconded the motion. Motion carried unanimously.**

41
42 **Staff Report** – A report was provided for December 2011 City engineering activities, to be placed on
43 file for review.

44
45 **City Planner, Jennifer Haskamp**

1
2 **Staff Report** – City Planner Haskamp advised planning issues would be addressed under the 2012
3 Fee Schedule.

4
5 **City Attorney, Nick Vivian**

6
7 **Staff Report** – City Attorney Vivian provided an update on the Axdahl final plat and data practices
8 request that the City had received, and zoning issues being worked on with the City Planner. He
9 addressed staff meetings and concerns raised by residents regarding those meetings. Given that the
10 City only meets once a month, staff meetings are the most efficient way for staff to take care of all the
11 issues and also the most cost efficient way. He stated he finds them invaluable and very efficient.
12 They are not open to the public as staff is not elected officials and Council Members have been
13 invited to those meetings.

14
15 Mr. Bob Englehart came forward and asked if staff charges for those meetings. He stated staff is
16 spending his money and he feels has the right to attend them and see how his money is being spent.

17
18 Mr. Jack Smith came forward and stated the Council is responsible for the City and staff does not run
19 the City.

20
21 Council Member Fogelson stated Council sets policy. Staff does run the day to day operation of that
22 policy.

23
24 City Attorney Vivian advised it is staff's job as the City's consultants to put together information for
25 the Council to make decisions. Residents are getting something for their money in relation to staff
26 meetings. Residents and Council are getting a much more efficient government. Minutes for the staff
27 meetings are not recorded and they are not open to the public because all actions are taken at Council
28 meetings.

29
30 Mr. Jim Norlene came forward and stated staff meetings not being open to the public is a good idea.
31 However, documentations of those meetings should be published.

32
33 **Building Inspector, Jack Kramer** – A report was from Building Inspector Kramer was provided for
34 December 2011 to be placed on file for review.

35
36 **OLD BUSINESS**

37
38 **Website Items, Mayor Carr** – Mayor Carr advised this item will be on every agenda for comments
39 and suggestions on the City's website. He advised the adopted resolutions are in the process of being
40 posted.

41
42 Mr. Bob Tufty came forward and suggested a link to the DNR website be posted for burn restriction
43 information.

1 Council Member Bohnen referred to the website policy that restricts links to other websites. He
2 added that Mr. Larson is responsive to posting on the website but as a volunteer he does need
3 reminders.

4
5 Council Member Huber stated the City is running a \$900,000 budget and paid \$751 for website costs
6 last year. None of those dollars went to Mr. Larson. The City has received a lot of value from Mr.
7 Larson volunteering as webmaster.

8 Council Member Bohnen stated that as a volunteer, there are lots of things that he could improve on.
9 There is only so much time in a day. He added he would like to have a volunteer help with the sign
10 inventory/replacement mandate.

11 12 NEW BUSINESS

13
14 **Public Comment Inquiries, Mayor Carr** – Mayor Carr referred to the comments made earlier
15 regarding staff meetings. He stated the staff meetings result in the City running more efficiently and
16 effectively as well as more cost effective. Staff billing is within the budget and staff understands that.
17 He advised he does want feedback from residents and residents should call or email. Meetings are
18 where the Council takes care of City business. The agenda is pretty much set by staff and the
19 Council. If anyone wants something added to the agenda, contact a Council Member and have them
20 add it. Information for all agenda items need to be included in the packets.

21
22 Mr. Larry Lanoux came forward and clarified that it only takes one Council Member to add
23 something to the agenda.

24
25 Council Member Bohnen stated he would like to see billing for staff meetings at a flat rate like
26 regular Council meetings. He added that audio taping the staff meetings would be beneficial.

27
28 Council Member Huber stated that all Council Members have been invited to a staff meeting. He
29 stated he did attend one, as well as Council Member Fogelson and Mayor Carr. Some of the Council
30 did not even want Council work sessions taped. Every meeting of the Council should be taped. It is
31 unfortunate that the City can't have one staff meeting a month for four people. Cost savings vs.
32 service to the City has to be addressed. The City does run a tight ship relating to the budget and this
33 is just getting nitpicky. Cost measures are good and the Council as a whole has to look at them
34 together.

35
36 Mr. Bob Englehart came forward and stated Council Member Huber does not respect the process and
37 he does not work for him as well as noted he should not tell him how to run a business.

38
39 **2012 Appointment List** – Mayor Carr stated the Council will go through the list and discuss any
40 potential changes.

41
42 Council Member Potter stated he believes some time could be saved as there were a lot of changes
43 last year. He stated he believes City services have been improved and doesn't believe any changes
44 should be made.

1 **Council Member Potter moved to approve the 2012 Appointment list, as presented. Council**
2 **Member Fogelson seconded the motion.**

3
4 Council Member Bohnen noted roadside mowing should be changed to T.H.E. Company and animal
5 control should be changed to Sheryl Reid.

6
7 City Attorney Vivian noted minor changes that should be made to the animal control contract.
8 **Council Member Potter and Council Member Fogelson agreed to the noted changes on the**
9 **appointment list. Motion carried unanimously.**

10
11 **Ordinance No. 2012-26, 2012 Fee Schedule** – City Planner Haskamp advised that over the past year
12 several items have come up which staff has noted for proposed inclusion and/or changes to the City's
13 fee schedule. The proposed additions were provided in packets for consideration. Staff worked
14 together to determine which items to include or modify based upon the activities of the past year. The
15 goal is to provide a schedule of fees, charges and escrows that adequately addressed the expenses
16 accrued during a project or application that is based upon average costs and time associated with a
17 request. The proposed changes are based on trends, or patterns, rather than anomalies or unique
18 projects. Additionally, some items are proposed for inclusion because to date they were omitted, but
19 they are services which the City is providing through its professional staff.

20
21 City Planner Haskamp reviewed the proposed changes including WCA Review fee, Wetland Review,
22 Minor Subdivision/Lot Line adjustment, after the fact Grading Permit, Certificate of Compliance and
23 All other Land Use Issues.

24
25 Council Member Potter stated he did speak to Brown's Creek Watershed District and they indicated
26 they would serve as the LGU if the City passes a resolution stating that.

27
28 City Planner Haskamp stated some communities like to be the LGU because it runs concurrently with
29 other applications. The City makes the determination if they are the LGU, so in a sense, the City does
30 have more power. Brown's Creek had indicated to City staff that the City should remain the LGU.

31
32 Council Member Potter proposed the City look at a layout of benefits to determine if the City should
33 remain the LGU.

34
35 It was the consensus of the Council to incorporate the proposed changes to the 2012 Fee Schedule,
36 noting the Wetland Review fee should be labeled "Wetland Specialist Review" and wetland review-
37 per planner should be labeled "MLCCS Wetland Review Fee".

38
39 Mr. Bill David came forward and stated 50 cubic yards for a grading permit is not very much.

40
41 City Engineer Olson stated the 50 cubic yard grading permit requirement is due to the fact that even
42 50 cubic yards can change the contour of the land.

43
44 Mr. Rod Skokken came forward and stated people would get permits if they knew it was a
45 requirement.

1
2 The Council determined the grading permit requirements would remain as is for now and be
3 addressed at the February meeting.

4
5 **Council Member Huber moved to approve Ordinance No. 2012-06, as amended. Council**
6 **Member Fogelson seconded the motion. Motion carried unanimously.**

7
8
9 **Resolution No. 2012-02, Summary Publication of 2012 Fee Schedule** – Resolution No. 2012-02
10 authorizes the summary publication of Ordinance No. 2012-26, 2012 Fee Schedule.

11
12 **Council Member Fogelson moved to adopt Resolution No. 2012-02, as presented. Council**
13 **Member Huber seconded the motion. Motion carried unanimously.**

14
15 **Annual CUP Review List for 2012** – Mayor Carr referred to the CUP list and suggested American
16 Polywater, Cedar Ridge and Flug should be reviewed this year.

17
18 Council Member Huber suggested Nextel and US West be reviewed this year.

19
20 Council Member Potter stated he does not like this process, it is not fair and none of the CUP's
21 should be looked at in this matter.

22
23 Council Member Huber asked if there is any City liability is the CUP's are not reviewed.

24
25 City Attorney Vivian stated he does not believe the City has liability. The landowners have agreed to
26 all terms and conditions outlined in the CUP. The City already has a complaint based system and
27 none of the CUP's were reviewed in 2011.

28
29 It was the consensus of the Council to defer to the City's complaint based system and not review any
30 CUP's in 2012.

31
32 **2012 Meeting Schedule** – Mayor Carr reviewed the proposed calendar and the Council determined
33 Council meeting dates.

34
35 **Council Member Potter moved to approve the 2012 Meeting Calendar, as amended. Council**
36 **Member Huber seconded the motion. Motion carried unanimously.**

37
38 **Road Counters Discussion, Steve Bohnen** – Council Member Bohnen explained the road counter
39 process and stated Mr. Vanzwol, Mr. Tufty and Mr. Schroeder have volunteered to take the road
40 counts.

41
42 City Engineer Olson stated he sees no issues with volunteers doing the work. They can be trained by
43 WSB to work the counters and will include a log of the roads, locations, time, counts etc. Next
44 month the Council will talk about the placement, criteria, where and why the counts are taken.

1 **Current Ordinance Issues, Mayor Carr** – Mayor Carr reviewed the staff report regarding this issue
2 noting the first item was taken care of with the fee schedule.

3
4 The Council determined the Home Occupations/Definitions should come back to the Council for
5 discussion. The Accessory Buildings, Temporary Structures and Tractor/Trailer Billboard ordinances
6 will remain as is.

7
8 **DISCUSSION ITEMS**

9
10 **City Council Reports:**

11
12 Council Member Fogelson stated the spring newsletter will go out in March. Articles are needed by
13 March 1st.

14
15 The Council determined only mandatory articles would be provided by staff.

16
17 Council Member Potter advised the City’s Assessor would provide an update at the February Council
18 meeting.

19
20 Council Member Bohnen asked for anyone willing to help with the sign replacement project please
21 contact him.

22
23 **Other Discussion Items:**

24
25 **Schedule Tentative Planning Commission Interviews, City Clerk** – The Council determined
26 interviews will tentatively be held prior to the March Council meeting.

27
28 **2011 Cable Commission Report, Loren Sederstrom** – Cable Commissioner Sederstrom read the
29 Cable Commission’s year end update. He indicated he would look into the extra cable equipment that
30 is being stored in Town Hall.

31
32 **COMMUNITY CALENDAR JANUARY 4 THROUGH JANUARY 31, 2012:**

33
34 **Planning Commission Meeting, Tuesday, January 17, 2012, Town Hall, 7:00 p.m.**

35
36 **ADJOURN**

37
38 **There being no further business, Council Member Huber moved to adjourn at 11:01 p.m.**
39 **Council Member Potter seconded the motion. Motion carried unanimously.**

40
41 These minutes were considered and approved at the regular Council Meeting February 7, 2012.
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1 Kim Points, City Clerk
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Tom Carr, Mayor



Disbursements List

City of Grant

Date range: 12/30/2011 to 01/30/2012

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total Description</u>	<u>Void</u>	<u>Account#</u>	<u>Detail</u>
Payroll Period Ending 01/27/2012	01/27/2012	11624	\$3,120.72	No	100-41101-100	\$3,120.72
Sprint	01/27/2012	11625	\$28.40	No	100-43116-321	\$28.40
Xcel Energy	01/27/2012	11626	\$378.40	No	100-43004-381	\$282.20
					100-43010-381	\$10.32
					100-43117-381	\$85.88
Press Publications	01/27/2012	11627	\$203.98	No	100-41308-300	\$203.98
Croix Valley Inspector	01/27/2012	11628	\$2,804.04	No	100-42004-300	\$2,804.04
CenturyLink	01/27/2012	11629	\$159.87	No	100-41309-321	\$159.87
Apollo Heating	01/27/2012	11630	\$1,983.00	No	100-43002-400	\$1,983.00
Washington County Assessment/Tax	01/27/2012	11631	\$470.84	No	100-41308-300	\$470.84
WSB & Associates	01/27/2012	11632	\$546.00	No	100-41203-300	\$441.00
					100-43123-300	\$105.00
4 Paws Animal Control	01/27/2012	11633	\$385.00	No	100-43105-300	\$385.00
Washington County Sheriff	01/27/2012	11634	\$321.94	No	100-42001-300	\$321.94
Waste Management	01/27/2012	11635	\$4,347.38	No	100-43011-384	\$4,347.38
J.P. Cooke Co.	01/27/2012	11636	\$30.65	No	100-41314-200	\$30.65
City of Willemie	01/27/2012	11637	\$2,692.95	No	100-41316-210	\$2,692.95
Ken Ronnan	01/27/2012	11638	\$90.25	No	100-41318-300	\$90.25
Animal Control Services	01/27/2012	11639	\$124.00	No	100-42006-300	\$124.00
Department of Labor & Industry	01/27/2012	11640	\$703.53	No	100-42005-520	\$703.53
League of MN Cities Insurance Trust	01/27/2012	11641	\$8,224.00	No	100-41302-360	\$8,224.00
Washington County Transportation	01/27/2012	11642	\$4,447.89	No	100-43113-210	\$4,447.89
Eckberg Lammers	01/27/2012	11643	\$3,547.38	No	100-41204-300	\$666.97
					100-41205-300	\$1,220.44
					100-41206-300	\$1,563.97
					801-49310-430	\$70.00
					833-49310-430	\$6.00
On Site Sanitation	01/27/2012	11644	\$187.51	No		

City of Grant

Disbursements List

01/30/2012

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Richard Ives	01/27/2012	11645	\$1,666.87	Escrow Refund	No	100-43007-210	\$187.51
James Grant	01/27/2012	11646	\$1,666.88	Escrow Refund	No	832-49310-810	\$1,666.87
Leslie and Brian Axdahl	01/27/2012	11647	\$1,385.57	Escrow Refund	No	832-49310-810	\$1,666.88
PERA	01/27/2012	11648	\$544.97	PERA	No	833-49310-810	\$1,385.57
Petty Cash	01/27/2012	11649	\$200.00	Office Supplies/Postage	No	100-41102-120	\$292.67
						100-41113-100	\$252.30
IRS	01/27/2012	EFT19	\$946.69	Payroll Taxes - December	No	100-41310-210	\$100.00
						100-41313-200	\$100.00
Swanson Haskamp Consulting	01/30/2012	11650	\$1,538.86	Planning	No	100-41103-100	\$308.81
						100-41107-100	\$409.80
KEJ Enterprises	01/30/2012	11651	\$10,327.50	Pothole Patching	No	100-41110-100	\$169.55
						100-41112-100	\$58.53
						100-41209-300	\$1,538.86
						100-43113-300	\$10,327.50
Total For Selected Checks			\$53,075.07				\$53,075.07

KEJ Enterprises

Invoice

Ken Johnson
 611 Florence Avenue
 Mahtomedi, MN 55115

Date	Invoice #
1/27/2012	277

Bill To
City of Grant PO Box 577 Willernie, Minn 55090

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
16	1/1/12 plow single axel	85.00	1,360.00
15	1/1/12 plow tandem	95.00	1,425.00
7	1/2/12 sand tandem	85.00	595.00
12	1/2/12 sand single	75.00	900.00
8	1/3/12 sand single	75.00	600.00
7.5	1/3/12 sand tandem	85.00	637.50
3	1/4/12 sand tandem	85.00	255.00
2	1/4/12 sand single	75.00	150.00
2.5	1/11/12 sand tandem	85.00	212.50
1.5	1/11/12 sand single	75.00	112.50
4	1/14/12 sand tandem	85.00	340.00
2	1/14/12 sand single	75.00	150.00
4.5	1/20/12 plow tandem	95.00	427.50
4	1/20/12 plow single	85.00	340.00
10.5	1/23/12 plow tandem	95.00	997.50
11	1/23/12 plow single	85.00	935.00
3	1/23/12 plow pick-up	65.00	195.00
2	1/24/12 sand tandem	75.00	150.00
1	repair stop sign on kimbro	45.00	45.00
	mobilization fee	500.00	500.00
Total			\$10,327.50

Proposal

Date Feb. 1, 2012

To:
City of Grant

From:
Dennis Heuer
9135 64th St. N.
Stillwater, Mn 55082

We are pleased to submit this proposal to maintain and mow city hall/picnic area/ball field. Please see the following description of services:

Mow and weed removal of the City Hall/Picnic Area/Ballfield area. Level and drag the ball field infield per city instructions. Pick up garbage on city property.

\$90.00 per time when needed

Level and drag ballfield infield between mowing to insure playable /safe infield.

\$33.00 per time when needed

Pre season infield prep will occur as soon as ground is dry enough to begin.

Sincerely

Dennis Heuer
651-587-5895

Petition to Remove STOP sign at

Junction of Joliet Avenue North and Justen Trail North in Grant Township

Petition summary
and background

The current and only STOP sign between Highway 96 and 110th St N. on Joliet Avenue North requires all vehicles to come to a standstill at the junction with Justen Trail North. The latter side-road has minimal traffic, whereas the volume using Joliet Ave. N. is considerably higher. The requirement for all vehicles using Joliet Ave N to STOP at a minimally used side road, causes unnecessary wear and tear on vehicles and the road itself, increased gas, brake and transmission usage (therefore cost to users) and adverse impact on the environment from all the stopping and starting,

It is believed that no engineering study was ever undertaken prior to the STOP sign being installed many years ago, as required by the Federal Highway Commissions Manual on Uniform Traffic Control Devices (MUTCD). It is our understanding that this is the "Bible" for traffic signing, and that all governmental agencies are to follow this Manual. Failure to do so might create liability issues for the City.

Per the manuals Section 2B.07, "Once a decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled". Section 2B.08 states "A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study". An argument often put forward to justify the sign is that it helps to slow traffic traveling along Joliet Ave N. However, Section 2B.05 states that "YIELD or STOP signs should not be used for speed control."

Action petitioned
for


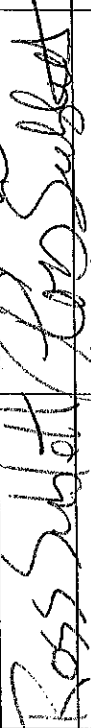


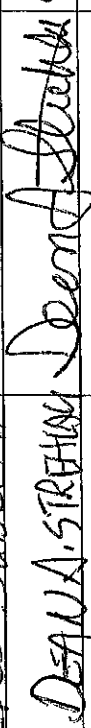
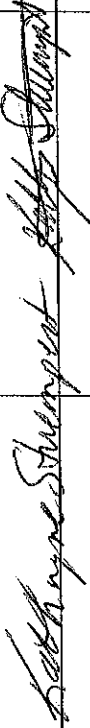
We, the undersigned, are concerned residents who urge our council leaders to conduct an engineering study with a view to the removal of the STOP sign at the junction of Joliet Ave. N. and Justen Trail N. (retaining the STOP sign on Justen Trail N. to enter Joliet Ave. N.).

Printed Name	Signature	Address	Comment	Date
JOHN EVANS	[Signature]	10191, 103rd ST N	ASAP Please!	12/3/11
JOANNE EVANS	[Signature]	10191 103rd ST N		12/3/11
Richard Olsen	[Signature]	10161 103rd ST N	ASAP	12-3-11
CLAIRE OLSEN	[Signature]	"	"	12-3-11
Beverly Hall	[Signature]	10121-103rd ST N	ASAP	12-3-11
Byron H. Hall	[Signature]	"	"	12-3-11
CAROL KNELL	[Signature]	10081-103rd ST N		12-3-11
R Dondro	[Signature]	10401 Kelmans Ct	"	"
R Gutzmann	[Signature]	9760-103rd st.	11 11	12/13/11
Tina BERBY	[Signature]	10050 Keswick	I will r/most stop any fine any way -	
Chris Egge	[Signature]	10411 Kelmans Ct		12/3/11
Scott Johnson	[Signature]	10031 103rd ST N		12/3/11
El Zepher	[Signature]	JODY AVE N1	Please	12/3/11
Jane Zepher	[Signature]	Jody Ave NW	Please	12/3/11
TARA McANANS	[Signature]	9880 101st ST N.		12/3/11
Mark Molitor	[Signature]	10120-101st ST N.		12/3/11
KRIS NIEL	[Signature]	9955 101st ST N		12/3/11

Printed Name	Signature	Address	Comment	Date
Barb Luehmann	Barb Luehmann	9760 103rd St N.		12/13/11
KARI EGGE	Kari Egge	10411 Kelman Ct N Stillwater MN		12/13/2011
Robert Egge	Robert Egge	10411 Kelman Ct N		12-3-11
in heubty	Jan Heubty	10411 Kelman Ct N		12-3-11
ANDREW HANX	Andrew Hanx	10030 - 103rd St N		12-3-11
Ann Urban	Ann Urban	10555 Tuleaf Ave N		12-3-11
John Whitcomb	John Whitcomb	10260 Juno Ave N		12/10/11
John Fritze	John Fritze	10141 Juno Ave N		12/10/11
Tracie Busmann	Tracie Busmann	10141 Juno Ave N		12/10/11
Joe Grebe	Joe Grebe	10370 Jarvis Ave Ct N.		12/10/11
Martha Suster	Martha Suster	10198-101st St N	I am very concerned that the posted speed in this white area be decreased significantly	
Therese Lornson	Therese Lornson	9730 103rd St N		12/17/11
Berri Presbrey	Berri Presbrey	9515-103rd St Ct N.		12/17/11
Joey Cannon	Joey Cannon	10325 Jody Ave N		12/17/11
Dawn S. Hoerstadt	Dawn S. Hoerstadt	10390 Jody Ave Ct N		12/17/11
Pam Conner	Pam Conner	10190 Jody Ave N		12/17/11
Kathleen	Kathleen	10690 Jody Ave N		12/17/11

Printed Name	Signature	Address	Comment	Date
Richard Aykens	R. O. Aykens	10140 Jody Ave N.		12-17-11
John Newstrom	John Newstrom	10310 103 rd St. N.		12-17-11
KAREN RYAN	Karen Ryan	10339 Joliet Ave N		12-17-11
Audrey Penney	Audrey Penney	10481 Joliet Ave		12-18-11
Barry Kostylek	Barry Kostylek	10675 Joliet Ave N		12-18-11
Sharon Swartz	Sharon Swartz	10707 Joliet		12-18-11
Patricia Megaw	Patricia Megaw	10815 Joliet Ave		12-18-11
Denny Weiler	Denny Weiler	10360 Jody Ave. N		12-18-11
Glenn Larson	Glenn Larson	10350 Jody Ave. Ct N		12-18-11
Jim Wilkins	Jim Wilkins	10336 Jody Avenue.		12-18-11
Robert Neishow	Robert Neishow	10250 Jody Ave N		12/18/11
Ethony Nubnow	Ethony Nubnow	10250 Jody Ave. N		12/18/11
Jessica Nubnow	Jessica Nubnow	10250 Jody Ave. N		12/18/11
Jeremy Nubnow	Jeremy Nubnow	10250 Jody Ave. N.		12/18/11
Ronald Vaske	Ronald Vaske	10150 101 st St. N.		12/18/11
Elizabeth Vaske	Elizabeth Vaske	10150 101 st St. N.		12/18/11
Lavinia Lake	Lavinia Lake	10191 103 rd St. N		12/18/11

Printed Name	Signature	Address	Comment	Date
SHIRLEY WENZEL	Shirley Wenzel	10450 Kelman St Stillwater, MN 55082		12/18/11
Katie Ciapp	[Signature]	10209 103rd St. N. Stillwater, MN 55082		12/23/11
Mark Wood	[Signature]	10205 103rd St No Grand, MN 55082		12/23/11
Ross Evans	[Signature]	10191 103rd St N Grand MN 55082		12/31/11
Bryan Petersen	[Signature]	25848 8th St W Zimmerman, MN 55398		12/31/11
Andrew N. Salmer	[Signature]	9925 103rd St. N. Stillwater, MN 55082		1/4/12
Pam Reek	[Signature]	9865 103rd St N Stillwater MN 55082		1/4/12
Paul Reek	[Signature]	9865 103rd St N Stillwater MN 55082		1/4/12
Susan Kujala	[Signature]	9890 103rd St N Stur, MN 55082		1/4/12
Margyha Wickens	[Signature]	9696 101st St N Stillwater MN 55082		1/4/12
Ann Oien	[Signature]	10191 Juno Ave. N. Stillwater MN 55082		1/7/12
Wally Oien	[Signature]	10191 Juno Ave. N. Stillwater MN 55082		1/7/12
Mark Bauer	[Signature]	9900 JUSTIN TOWN CENT, MN	LIKE THE IDEA OF A STUDY! + REDUCED SPEED LIMIT	1/7/12
Jana Bauer	[Signature]	11		1/7/12
Lynn Frattalone	[Signature]	9595 Juliet Ave N 55082		1/15/12
MARK SABBAN	[Signature]	10120 JUDY AVE N		1/15/12
Lynne Pratt	[Signature]	10210 103rd St. N.		1-15-12

Printed Name	Signature	Address	Comment	Date
ERIC PRATT		10210 103RD ST N Grant	Need here before sign and no problems. dont need	1-15-12
Ross Sublett		10220 Jody Ave Grant No Problem		1-28-12
SCOTT ROBERTSON		641 VAN BUREN ST MPLS		1-28-12
Deb Sublett		10220 Jody Ave No Grant	More of a hazard	1-28-12
DEANA STRAHAN		9735 JOULET AVEN GRANVILLE, MN	SIGN - BLIND INTERSECTION with	1-28-12
Kathryn Schumpert		9735 Joliet Ave	Blind Intersection sign	1-28-12



Memorandum

*To: Honorable Mayor and City Council, City of Grant
Kim Points, City of Grant*

*From: Phil Olson, PE, City Engineer
WSB & Associates, Inc.*

Date: January 30, 2012

Re: February Staff Report - Engineering

A. Agenda Items

- i. **Sign Replacement Bid Authorization:** This project will remove and replace warning and regulatory signs/posts throughout the City. The previously developed sign inventory will be used to prioritize the replacement. The budget for this work is \$10,000.

Action: Discussion. Authorize staff to send out RFQ to replace signs identified as high priority.

- ii. **Class 5 Resurfacing Bid Authorization:** The City completes a class 5 resurfacing project every year on roadways recommended by the Road Commissioner. Changes proposed for the 2012 contract include: gravel to be delivered anywhere within the City and not just specific mapped locations, separate bid items for gravel that is delivered/compacted and delivered only, and a clause for a multiple year contract.

The budget for class 5 surfacing is \$50,000. The engineering fees to update the specifications and complete the construction coordination is typically \$1,500 to \$1,800. The independent material testing is arranged by the engineer and typically costs an additional \$500 to \$800.

Action: Discussion. Authorize staff to send out RFQ.

- iii. **Grading Contract:** Consider extending the existing contract.

Action: Discussion.

- iv. **Grading Permit Review:** Grading permit fees were discussed at the January City Council meeting. Currently, the City requires a grading permit for any project with grading quantities between 50 cubic yards and 5,000 cubic yards. The fees are based on the following schedule:

- 50 CY – 1,000 CY.....\$300
- 1,000 CY – 5,000 CY.....\$300 + [\$0.05(X CY – 1,000 CY)]

In addition to the permit fee, an escrow of \$3,000 is required to ensure that site restoration is completed. This escrow is returned to the permit holder once vegetation is established on the site.

Action: Discussion.

- v. **Brown’s Creek State Trail (Zephyr Line):** Washington County has requested that the City of Grant provide a letter of support for a grade separated trail crossing at Manning Avenue. This letter will be used when applying for grants funding for a future crossing.

Action: Authorize staff to submit a letter of support for a grade separated trail crossing.

vi. **Staff Report/Council Update:**

- a. **MS4 SWPPP Public Hearing:** As part of the Municipal Separate Storm Sewer System (MS4) permit, the Minnesota Pollution Control Agency (MPCA) requires the City to hold an annual public hearing to review the permit Status. The annual MS4 SWPPP public hearing is scheduled for the regular City Council meeting on March 6, 2012. Notification is required a minimum of 30 days prior to the public hearing and is scheduled for publication on February 3, 2012.
- b. **MS4 Articles (Newsletter):** Public education and outreach is a portion of the requirements of the City’s MS4 permit. To meet this requirement, three short articles have been provided to Council Member Fogelson to include in the City’s spring newsletter.

If you have any questions, please contact me at 763-512-5245.

Grant City Clerk

From: Olson, Phil <phil.olson@ci.rosemount.mn.us>
Sent: Thursday, January 26, 2012 3:49 PM
To: Grant City Clerk
Subject: FW: Working with Contractors

FYI

Phil Olson

Project Engineer/WSB & Associates, Inc.
701 Xenia Ave. S., Suite 300, Minneapolis, MN 55416
Direct: 651.322.2015/Fax: 763.541.1700/Cell: 612.202.9116
polson@wsbeng.com
www.wsbeng.com www.twitter.com/WSBEngineering

From: Nick Vivian [<mailto:NVivian@eckberglammers.com>]
Sent: Friday, April 15, 2011 1:08 PM
To: 'Diane Hankee'; 'clerk@cityofgrant.com'; MNCARMAN@aol.com; Olson, Phil
Subject: RE: Working with Contractors

Diane:

Contracts estimated to exceed \$100,000.00 for the sale, purchase or rental of supplies, materials or equipment and for the construction, alteration, repair or maintenance of real or personal property are required to be competitively bid.

Contracts expected to exceed \$25,000.00 but not to exceed \$100,000.00 are subject to the City's discretion. The City can choose to use either the competitive bidding process or make the contract by direct negotiation. If direct negotiation is used, the City must obtain at least two quotations and must keep them on file for at least one year.

If the contract is expected to be \$25,000.00 or less, the City has the discretion to make the contract by obtaining quotes or may simply buy or sell the item on the open market. If the City obtains quotes, it must obtain two and keep them on file for at least one year.

I recommend we have contracts with all of the City's approved Contractors. If a Contractor is doing work on City property, it is also my recommendation that we require insurance, regardless of the extent of the particular contract. A bond is also preferred for all City approved Contractors.

Please let me know if you have any questions.

- Nick

Nicholas J. Vivian

Eckberg, Lammers, Briggs, Wolff & Vierling, P.L.L.P.
Banking and Finance * Business Transactions * Municipal

ADDENDUM NO. 1
REQUEST FOR QUOTES

Request for Quotes: **2011 Class 5 Surfacing Project**
City of Grant, MN
WSB Project No. 1936-10

Submittal Deadline: Delivered in person, mailed, or faxed **by the City, by _____**

Submit To: Kim Points, Grant City Clerk

Class 5 Surfacing Construction Location: Refer to the attached specifications.

Other Requirements: The undersigned certifies that the Contract Documents have been carefully examined, and that the site of the work has been personally inspected. The undersigned declares that the amount and nature of the work to be done is understood, and that at no time will misunderstanding of the Contract Documents be pleaded. On the basis of the Contract Documents, the undersigned proposes to furnish all necessary apparatus and other means of construction, to do all the work and furnish all the materials in the manner specified, and to accept as full compensation therefore the sum of the various products obtained by multiplying each unit price herein bid for the work or materials, by quantities thereof actually incorporated in the completed project, as determined by the Engineer. The undersigned understands that the quantities mentioned herein are approximate only, and are subject to increase or decrease, and hereby proposes to perform all work as either increased or decreased, in accordance with the provisions of the specification, at the unit prices bid in the following proposal schedule, unless such schedule designates lump sum bids.

Accompanying this quote is the Bid Security, in the amount of five percent (5%), required to be furnished by the Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.

In submitting this proposal, it is understood that the right reserved by the Owner to reject any or all proposals and to waive informalities.

As a part of this quote, the Contractor agrees to perform all work described in the specifications and shown on the plans for the following unit prices:

The Contractor submitting a quote for this project shall use the revised request for quotes form titled "Addendum No. 1 Request for Quotes." By signing this quote the Contractor acknowledges receipt of the addendum. Failure to use the addendum quote form may result in the rejection of the submitted form.

No. Mat. No. Item	Units	Qty	Unit Price	Total Price
Aggregate Base Class 5 Modified				
1 2211.501 Delivered and Spread	Ton	3700	\$ _____	_____
Aggregate Base Class 5				
2 2211.501 Modified - Delivered	Ton	2300	\$ _____	_____
Total Quotation \$				_____

Addendum No. 1: PROJECT MANUAL CHANGES

1. Division 1— 01010 SUMMARY OF WORK

Replace the Summary of Work with the following:

This project consists of two types of aggregate base surfacing described below:

- Aggregate Base Class 5 Modified Delivered and Spread: This item consists of supplying the aggregate base material as specified, delivering, placing, watering, grading, and compacting the aggregate base on roadways within the City of Grant, Minnesota. The anticipated roadways to be included with this portion of the project include, but are not limited to ???. The City may adjust the aggregate placement width, depth, length, etc. in the field. Additionally, the City may add, delete, or modify the roadways included within this portion of the project.
- Aggregate Base Class 5 Modified — Delivered: This item consists of supplying the aggregate base material as specified including material and delivery of the aggregate base as required by the City. Various roadways are anticipated to be included within this portion of the project and it should be assumed that the contractor will supply the aggregate base to any gravel roadway within the City for maintenance as directed by the City,

2. Division 2 — 02211 AGGREGATE BASE CLASS 5 MODIFIED

Replace the Description section of 02211 AGGREGATE BASE CLASS 5 MODIFIED with the following:

This project consists of two types of aggregate base surfacing described below:

- **Aggregate Base Class 5 Modified — Delivered and Spread:** This item consists of supplying the aggregate base material as specified, delivering, placing, watering, grading, and compacting the aggregate base on roadways within the City of Grant, Minnesota. The anticipated roadways to be included with this portion of the project include, but are not limited to, ????. The City may adjust the aggregate placement width, depth, length, etc. in the field. Additionally, the City may add, delete, or modify the roadways included within this portion of the project.
- **Aggregate Base Class 5 Modified — Delivered:** This item consists of supplying the aggregate base material as specified including material and delivery of the aggregate base as required by the City. Various roadways are anticipated to be included within this portion of the project and it should be assumed that the contractor will supply the aggregate base to any gravel roadway within the City for maintenance as directed by the City.

Submitted by:

If a corporation, what is the state of incorporation?

If a partnership, state full name of all co-partners.

Official Address

Firm Name

By

(An Authorized Signature)

Date:

Title

DIVISION 1

GENERAL REQUIREMENTS

01010 - SUMMARY OF WORK 1

01014- WORK SEQUENCE 1

01028 - SCALE 1

01029- COMPENSATION FOR INCREASED OR DECREASED QUANTITIES..... 1

01040 - COORDINATION..... 2

01060 - RIGHT-OF-WAY AND EASEMENTS..... 2

01095- REFERENCE SPECIFICATIONS 2

01400 - QUALITY CONTROL 2

01404 - MAINTENANCE OF TRAFFIC 2

01515- CONSTRUCTION WATER 3

01547- PROTECT EXISTING PAVEMENTS 3

01560 - WORKING HOURS 3

01561 - NOISE CONTROL 3

01562- DUST CONTROL 3

01701 - CONTRACT CLOSEOUT PROCEDURES..... 3

PROTECTION OF THE PUBLIC..... 3

DIVISION 1

GENERAL REQUIREMENTS

01010 — SUMMARY OF WORK

This project consists of two types of aggregate base surfacing described below:

- Aggregate Base Class 5 Modified — Delivered and Spread: This item consists of supplying the aggregate base material as specified, delivering, placing, watering, grading, and compacting the aggregate base on roadways within the City of Grant, Minnesota. The anticipated roadways to be included with this portion of the project include, but are not limited to, ??????. The City may adjust the aggregate placement width, depth, length, etc. in the field. Additionally, the City may add, delete, or modify the roadways included within this portion of the project.
- Aggregate Base Class 5 Modified — Delivered: This item consists of supplying the aggregate base material as specified including material and delivery of the aggregate base as required by the City. Various roadways are anticipated to be included within this portion of the project and it should be assumed that the contractor will supply the aggregate base to any gravel roadway within the City for maintenance as directed by the City.

01014 —WORK SEQUENCE

It is anticipated that the City Council will consider project award at a regular Council Meeting on June 7, 2012. The Contractor shall not commence construction until the Owner has given permission.

The Contractor shall commence work within ten (10) calendar days after receiving permission from the City.

All work under this contract is to be completed by July 1, 2012, unless specifically directed by the City's Road Commissioner.

01028 — SCALE

The Contractor shall provide the necessary scale and scale person for weighing the items furnished on a ton basis under these specifications. The scale shall be permanently in place and shall comply with the Minnesota Public Service Department Rules and be approved by the Minnesota Department of Weights and Measures. Portable scales are not acceptable. The Engineer may periodically instruct the Contractor to weigh his material at another scale other than that provided by the Contractor. In the event of a weight discrepancy, the Minnesota Department of Weights and Measures will determine the amount of difference in weight and the Engineer will adjust the weight of material being paid for accordingly.

01029 — COMPENSATION FOR INCREASED OR DECREASED QUANTITIES

The work to be performed is recognized to be construction of a type involving uncertain quantities. All basis of payment provisions of these specifications specifically preclude price adjustments in the event of increased or decreased quantities of contract items. Any payments provided by bid item are valid and are to be accepted by the Contractor as compensation in full for work, regardless of the amount of percentage of increased or decreased quantities. The Contractor shall notify the Engineer prior to exceeding the plan quantity by more than ten (10) percent prior to proceeding further. There will be no compensation due to restocking charges for materials not used on the project.

01040 — COORDINATION

The Contractor is responsible for coordinating the work of this project and the work of others relating to the project and shall cooperate with others to provide efficient and timely completion of the work. These responsibilities shall include, but are not limited, the following:

- a. Inform emergency services and school district transportation coordinators of traffic situation.
- b. Inform Owner's Clerk of detours and road closures that will affect traffic.
- c. Inform electric, telephone, gas, cable TV and other non-municipal utilities of the planned schedule to allow for the planning of their work.
- d. Maintain and coordinate the access needs of the adjacent properties.

01060 — RIGHT-OF-WAY AND EASEMENTS

All work is to be done on public right-of-way or easements which are provided by the Owner. Operations shall be confined to within the limits of the right-of-way or easements provided. The Contractor may use the site as necessary to the quick and expedient completion of the work.

01095 — REFERENCE SPECIFICATIONS

This work shall be done in accordance with the Minnesota Department of Transportation's "Standard Specifications for Construction" (referenced "Mn/DOT") 2005 Edition, Special Provisions, and any amendments thereto.

All references to the word "Engineer" in reference specifications shall be interpreted as the Engineer for the Owner.

01400 — QUALITY CONTROL

Any person representing federal or state agencies, the Engineer or Owner shall have the right of entry to inspect the work being performed by the Contractor. If the case warrants, the Contractor shall provide proper facilities for such access and inspection.

The Contractor shall notify the Road Commissioner at (612)720-7492 any time he anticipates working on this project. Notification must be received forty-eight (48) hours prior to the anticipated work. No work will be allowed without prior notification.

The Contractor is responsible for all initial tests required to substantiate that the materials furnished meet the specifications. All subsequent testing shall be paid by the Owner. Test failures shall be retested at the Contractor's expense.

The Contractor shall assist the Engineer by notification of the pit location, scale location and all other correlated items two weeks in advance of the starting time so that the adequate control measures can be established.

The Contractor shall provide a minimum twenty-four (24) hour notice to the engineer for any testing that must be observed or accomplished by someone other than the Contractor's personnel. All final tests and inspections shall be performed under the observation of an Owner's representative. This will include the construction observer or his designated representative and may include an Owner's employee.

01404 — MAINTENANCE OF TRAFFIC

Traffic control shall be the sole responsibility of the Contractor and shall conform to the requirements of the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), and the "Temporary Traffic Control Work Zone Layouts," latest edition. Traffic control is incidental to the project.

The Contractor must maintain access at all times to properties affected by construction. All roadways must be passable with at least one-lane of traffic by the use of flaggers at all times during construction.

01515— CONSTRUCTION WATER

Water for gravel base compaction or other miscellaneous purposes is not available from the Owner. The Contractor will be responsible for all expenses incurred to obtain water from any source with no additional compensation allowed therefore.

01547— PROTECT EXISTING PAVEMENTS

The Contractor shall provide and use only rubber-tire equipment on all work where street pavements or portions of pavements are undisturbed for the protection of the pavements or in such locations as the Road Commissioner may direct.

No compensation will be allowed to the Contractor for replacement of damaged utilities and resurfacing or replacing damaged pavements.

01560 — WORKING HOURS

Working hours will be from 7:00 a.m. to 7:00 p.m., Monday through Friday. The Contractor shall structure the proposed project schedule based on the stated working hours.

01561 — NOISE CONTROL

The Contractor shall comply with local and state ordinances on noise abatement. Any piece of equipment not meeting the requirements shall either be repaired or replaced.

01562 — DUST CONTROL

The Contractor shall be responsible for dust control. Water is not available to the Contractor for this use, as previously stated under Section 01515. Dust control shall be considered incidental to the project with no additional compensation allowed therefor.

If the Contractor's response to controlling dust is determined to be inadequate, the Owner will arrange to complete the work and charge the Contractor two (2) times the cost.

01701 — CONTRACT CLOSEOUT PROCEDURES

Before final payment is made for the work on this project, the Contractor must make a satisfactory showing that he has complied with the provisions of Minnesota Statutes Annotated 290.92 requiring the withholding of state income taxes for wages paid the employees on this project. Receipt by the Engineer of a certificate of compliance from the Commissioner of Taxation will satisfy the requirement.

PROTECTION OF THE PUBLIC

The Contractor shall provide any barricades, fences or other means of protection necessary to properly execute the work and adequately protect his employees, employees of the Owner, employees of the Engineer, and members of the public according to federal, state, and local regulators.

All labor and materials necessary to comply with these provisions are incidental.

DIVISION 2

SPECIAL PROVISIONS

02211 -AGGREGATE BASE CLASS 5 MODIFIED 1

DIVISION 2

SPECIAL PROVISIONS

02211 — AGGREGATE BASE CLASS 5 MODIFIED

02211.1 DESCRIPTION

This project consists of two types of aggregate base surfacing described below:

- Aggregate Base Class 5 Modified — Delivered and Spread: This item consists of supplying the aggregate base material as specified, delivering, placing, watering, grading, and compacting the aggregate base on roadways within the City of Grant, Minnesota. The anticipated roadways to be included with this portion of the project include, but are not limited to, ?????????????????? to , and other roadways determined as necessary by the City. It is anticipated that 80th Street will require 2 inches of aggregate base and Ideal Avenue will require 3 inches of aggregate base. The City may adjust the aggregate placement width, depth, length, etc. in the field. Additionally, the City may add, delete, or modify the roadways included within this portion of the project.
- Aggregate Base Class 5 Modified — Delivered: This item consists of supplying the aggregate base material as specified including material and delivery of the aggregate base as required by the City. Various roadways are anticipated to be included within this portion of the project and it should be assumed that the contractor will supply the aggregate base to any gravel roadway within the City for maintenance as directed by the City.

02211.2 MATERIALS

Class 5 aggregate base shall be as specified in Mn/DOT 3138 including the modifications below. Before any aggregate base is placed, the Contractor shall submit an aggregate gradation from an approved testing laboratory certifying that the materials to be incorporated into the work meet these specifications. Also, a gradation should be submitted for each five hundred (500) tons of material that is placed. The Contractor shall bear the cost of this testing.

Aggregate Base Class 6 — Modified: The gradation of the Class 5 material must be within the limits shown in Table 3138-1 for material containing more than 60% crushed quarry rock.

Specification 3138.2C should be modified to state:

"In the production of Class 5 aggregate, there shall be at all times not less than twenty percent (20%) of material which shall be crushed, as determined by the weight of the material retained on No. 4 and larger sieves."

Table 3138-1 shall be modified for Class 5 as follows:

No. 200— eight to twelve percent (8% - 12%) passing.

02211.3 CONSTRUCTION REQUIREMENTS

The Contractor must grade the roadway with a two percent (2%) crown and match the existing edge of roadway so to not block drainage to ditches. The Contractor shall supply, deliver, spread, water, compact, and grade the specified aggregate base to various roadways as directed by the Owner. This item **will** include all labor, equipment, and materials required to deliver, spread, water, compact, and grade the aggregate on the roadways specified by the City.

The Contractor is responsible for coordinating his schedule with the Engineer.

02211.4 BASIS OF MEASUREMENT AND PAYMENT

Payment will be at the contract unit price per ton of material delivered, spread, watered, compacted, and graded in accordance with contract requirements. This shall also include payment in full for all costs incidental to construction including hauling, delivery, spreading, grading, traffic control, and testing.

Gradation testing every five hundred (500) tons shall be incidental to construction, and is the responsibility of the Contractor to order testing and submit results to the City.

The Contractor shall submit weight tickets to the City each day aggregate is placed. Pay requests will be processed through the City Clerk. Payment requests shall not be processed without weight tickets to verify material quantities.

MEMORANDUM

To: <u>Mayor and Grant City Council</u>	Date: <u>January 30, 2012</u>
CC: <u>Kim Points, City Clerk</u>	RE: <u>Home Occupation/IUP</u>
<u>Nick Vivian, City Attorney</u>	<u>Staff Report</u>
From: <u>Jennifer Haskamp, City Planner</u>	

Home Occupation Summary

At the January 3rd City Council meeting staff was directed to bring back additional information regarding the corrections and/or modifications that are proposed to the City's Zoning Ordinance with respect to Home Occupations. As discussed, there are several potential issues regarding how home occupations are treated and permitted within the City. Further clarification is needed within the ordinance in order to appropriately guide residents of what is needed to operate a home occupation from their residence.

In correlation with the Home Occupation language, is the ongoing discussion of the introduction of an Interim Use Permit (IUP) and/or ordinance within the city. Many cities choose to use an IUP as the permit type for issuing Home Occupation approvals because it allows for the use associated with the Home Occupation, but does not grant the home occupation in perpetuity as would be the case with a Conditional Use Permit. An Interim Use, as defined by state statute says, "An "interim use" is a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it." If the City were to consider this as an appropriate definition then it might directly support using an IUP for Home Occupations in the City.

The following summary process and estimated costs are provided for updating the Home Occupation references in the City's Zoning Ordinance. There are potential cost savings if both ordinance revisions are handled concurrently, because we can prepare the proposed changes once, and do one public hearing and process for both updates. However, that is the discretion of the Council as to how you would like to proceed. An estimate of drafting time for the IUP can be provided if requested by the Council.

Home Occupation – Proposed Updates

Draft Changes:

- Sections 32-1, Home Occupation Definition – The definition of a Home Occupation states that the business must be 'clearly incidental' which is difficult to quantify due to the types of businesses residents are running from their properties. This should be adjusted to provide clearer direction.
- Section 32-245, Table of Uses – The table of uses has two uses identified for Home Occupations, "Home Occupations (meeting criteria)" and "Home Occupations (not meeting criteria)". A review of the appropriate permit type should be performed, and the table updated as necessary.
- *New Section 32-282 Home Occupations* - Depending on whether the business meets the criteria or not, dictates whether a Certificate of Compliance is needed or a Conditional Use Permit. The issue is that there is no "criteria" within the ordinance. A set of criteria should be established. A new section, perhaps 32-282 *Home Occupations* should be drafted to clearly define criteria for determining how the home occupation is processed.
- Draft Resolution for adoption of ordinance revisions by City Council
- Update Code Books with revisions

Estimated Time

- *Estimated Drafting Time: 12 hours*
- *Estimated Editing/Revisions based on 2 Planning Commission Meetings: 2 Hours*

Proposed Process & Timeline:

- February PC - Present draft to Planning Commission for comment and review. Make revisions based upon comments and discussion.
- March PC – Hold public hearing on draft. Take comments, make recommendation to City Council
- April CC – Review recommendation of PC, and

Estimated Time

- *Meeting time and attendance: 8 hours*

Estimated Cost for Home Occupation Update: \$1,500*

**This cost assumes that the City will be responsible for public hearing notification, and any printing costs associated with the code book update.*

Staff Report

Enforcement Issues/Pending Applications

Staff has been working with the City Attorney on a couple of enforcement issues related to temporary structures and home occupations. The City received a complaint in November regarding a business operating without a conditional use permit in a residential area. The business operator has been notified that they need to apply for a CUP within 30 days to avoid further enforcement activities.

GIS/Address Information

Staff has been informed that the Metropolitan Council's GIS license agreement is in the process of being updated. We have the ability to access the data from 2011, but until the new license agreement is in place we will not have access to 2012 updates. This affects our ability to update our parcel/address information until the licenses are executed. There are no immediate issues, but the Council should be aware of the lag time in up-to-date address information.

City Council Report for January 2012

To: Honorable Mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

Zoning Enforcement:

1. Mr. David Washburn & Ms. Margaret Anderson 9694-75th. St. N. Violation of the City of Grant Zoning Ordinance Section 32-311 Minimum Standards and Section 32-313 and Section 32-313 Accessory Buildings and other Non-Dwelling Structures (6),(d) Building Permit for principle structure prerequisite. Property located along 75TH. St. N.

a. I have sent the letter of notification to the property owner and they have responded by letter. The information is being reviewed by the city planner.

2. Frank Fabio Company (Mr. Frank Fabio) 6510 Jocelyn Road N. Violation of the City of Grant Zoning Ordinance Section (Article III . Zoning Districts Established; Permitted Uses; Dimensional Standards Section 32-243 and 32-245.

a The city is waiting for further communication from Mr. Fabio regarding his application for a CUP.

3. Mr. David Johnson 9945 Justen Trail N. Violation of the City of Grant Ordinance Section 32-316 Exterior Storage (b).

a. The city received a formal complaint from a resident, indicating that Mr. Johnson continually uses a large 60 yd. dumpster on his the property, which has been removed and replaced for the last two years.

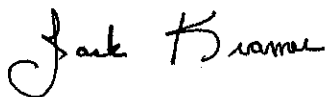
The complaint indicated that Mr. Johnson is operating a business from the property, which is located in a residential district.

I sent a letter dated January 12, 2012 to Mr. Johnson indicating the violation as well the need to review the business operation being conducted on his property.

Building Permit Activity:

Five building permits have been issued for this time period with a total valuation of \$ 31,000.00

Respectfully submitted,

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

Jack Kramer

Building & Code Enforcement Official

Grant Master Form

Permit	Permit Type	Name	Project Address	Date Issued	Valuation:	City Fee:	75%	Plan CK Fe	Surcharge	Paid
2012-1	Plumbing	Storer	8740 Dellwood Rd.	1/3/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2012-1	Plumbing	Storer	8740 Dellwood Rd.	1/3/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2012-2	Kitchen Rem.	Lindahl	10095 Indigo Trail N.	1/4/2012	\$ 30,000.00	\$ 442.25	\$ 331.68	\$ 110.56	\$ 15.00	
2012-3	Remodel	Kieper	7447 - 101st. St.	1/4/2012	\$ 1,000.00	\$ 69.25	\$ 51.93	\$ 45.01	\$ 1.00	
2012-4	HVAC Permit	Kieper	7447 - 101st. St. N.	1/4/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2012-5	Plumbing	Matschke	6345 Keswick Ave.	1/16/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
2012-5	HVAC Permit	Pottratz	8450 Jewell Ave. N.	40926	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00	
Monthly total					\$ 31,000.00	\$ 831.50	\$ 623.61	\$ 155.57	\$ 36.00	



The City of Grant has started to use its ability to geographically target telephone, text and email messages to citizens through the use of the CodeRED high-speed notification solution.

The Code Red system has been adopted county wide by all cities to provide a uniform system.

To ensure your home address, phone #, text and email addresses are in the database, click on the CodeRED icon above. Those without personal Internet access may use the county library system computers. Required information includes a street address (physical address, no P.O. boxes) for location purposes and a primary phone number. To receive email and text messages, individuals will also need to enter these addresses. By entering a cell phone you will receive the notices even when away from your home so you may know if children or other persons at your residence may need assistance from you. Do NOT use your home phone # for a residence of another person such as parent, or a business. If you enter your home phone # for an address other than your own home, you will remove it from data base and not receive the messages intended for your own home.

This system enables emergency services to notify you if there are activities in your area you need to be aware of or to request your assistance in emergency situations. In an emergency you may be given a description to help locate a missing person, be notified of a potential danger in your area and what action you should take, along with other police or fire emergency information. You will not be notified just because the police or fire are in your neighborhood, you will only be notified if we need your assistance or to provide you safety information.

If you sign up for the **General Notifications** you may be told of non emergency public works information such as water outages, and other city events and notices.

While we have made every attempt to load current 911 telephone information into the system this does not guarantee that you are in the system. Some phone over IP home phones, cell phones and others may not have or may have incorrectly been submitted by your provider as 911 information. I encourage you to follow the link to the Code Red web site and enter your address and the phone # associated with your residence or business. You do not have to create an account to enter your information, but creating an account will allow you to easily change your information in the future. Be assured your information is confidential and will not be given out, and is only accessible to limited persons.

Remember no system is 100 % at all times. Do not rely on this if you feel you are in danger, take appropriate action on your own and do not wait for a notification.

February 7, 2012

Suggested priorities for traffic counts.

Note that with 4 counters, eight 48 hour counts can be completed each week barring unexpected problems, weather, and holidays. Counts will be done in the summer months while school is NOT in session.

1. 80th street during and after the current school year. Count near Jamaca Ave. and at Mahtomedi City boundary.
2. Paved roads in need of reconstruction.
 - a. Leeward Ave. and 79th St.
 - b. Keats Ave.
 - c. 60th St Ln. et.al. in Indian hills.
 - d. Lockridge Ave. and 115th St.
 - e. Keats Ave. north of 60th St, at the north end of the paving, and south of 75th St.
 - f.
 - g.
3. High volume paved roads to provide baseline data.
 - a. Mckusick Ave. east and west ends.
 - b.
 - c.
4. High volume gravel roads focusing initially on through roads where traffic volumes may have increased since the last counts.
 - a. Goodrich Ave.
 - b. Jeffery Blvd. at Jamaca Ave. and east of July Ave. 83rd St. west of Kimbro Ave. Jewel Ave. north of 83rd St.
 - c. Lansing Ave north of highway 96, north of Maroney's, at the Gateway Trail, and south of 110th Street.
 - d. Joliet Ave. south of 110th St.
 - e. Ideal Ave. north of highway 96, north of 100th St., and 105th St. west of Jamaca Ave.
 - f.
 - g.
 - h.
5. Other gravel roads starting with the higher volume roads and so on down to short cul-de-sacs

AGENDA ITEM 8D

ORIGINATOR	Kim Points
MEETING DATE	February 6, 2012
TOPIC	2011 False Alarm Billing
VOTE REQUIRED	Simple Majority

BACKGROUND

At the July 2011 City Council Meeting, the Council directed staff to move forward with the billing of false alarms as outlined in the City's fee schedule.

The second half of 2011 has been documented relating to the number of false alarms. The City had eight properties that have had three or more false alarms.

The eight properties would receive billing that would amount to a total of \$725.00.

Staff is requesting confirmation on sending out the 2011 false alarm billing.

Draft
CITY OF GRANT
Washington County, MN

Job Title: **GRANT CITY INVESTMENT ADVISOR**
Supervisor: Mayor and City Council
Effective Date: January 2011

General Duties:

Provide financial management of investments for the City of Grant. Provide information to the City Council, Mayor, City Attorney, Treasurer and Clerk as requested. Assist the Treasurer and City Clerk in maintaining accurate financial books, records and reports.

Specific Duties:

1. Provide technical assistance to the City Clerk in the preparation and maintenance of all financial books and records of the City.
2. Maintain investment of funds in a timely manner pursuant to the policies and direction of the City Council.
3. Obtain all required investment disclaimers, research, modify and process collateral substitution requests.
4. Identify money available to be invested by:
 - a. Analyzing investments;
 - b. Transfer funds to cover cash flow needs working with the Clerk; and
 - c. Make cash flow projection analysis if requested by the City Council.
5. Provide technical assistance to the City Clerk and Treasurer in the preparation and maintenance of all financial books and records of the City.
6. Deliver on demand all books, records and property belonging to the Investment Advisor's office and all money in the Investment Advisor's hands to a qualified successor or the City Clerk.