

City of Grant
City Council Agenda
March 6, 2012

The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, March 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. February 6, 2012 City Council Meeting Minutes
 - B. Bill List, \$34,694.58
 - C. Washington County Sheriff's Department, 2nd Half Police Services, \$50,346.19
5. PUBLIC COMMENT
6. STAFF REPORTS
 - A. City Engineer, Phil Olson
 - i. Petition for Removal of Stop Sign as Justen and Joliet, Public Hearing
 - ii. MS4 Public Hearing
 - iii. February Staff Report
 - B. City Planner, Jennifer Haskamp
 - i. February Staff Report
 - C. City Attorney, Nick Vivian
 - i. Mr. Larry Lanoux Data Practices Request
 - ii. February Staff Report
 - D. Building Inspector, Jack Kramer (report for February building activities)
8. OLD BUSINESS
 - A. Website Items, Mayor Carr
9. NEW BUSINESS
 - A. Public Comment Inquiries, Mayor Carr
 - B. Planning Commission Appointments
 - C. Discussion/Recap of Goodview Avenue Meeting, Steve Bohnen
 - D. City Engineering Services, Step One, Review of Council Expectations, Steve Bohnen

E. Alerus Financial GOI Bond 2003 Payoff, Sharon Schwarze

10. DISCUSSION ITEMS

A. City Council Reports (any updates from Council)

B. Staff Reports (any updates from Staff)

11. COMMUNITY CALENDAR MARCH 7 THROUGH MARCH 31, 2012:

Planning Commission Meeting, Monday, March 19, 2012, Town Hall, 7:00 p.m.

12. ADJOURNMENT

ADDRESSING THE CITY COUNCIL

Persons wishing to address the Council on a subject which appears on the agenda must wait until the item is discussed by the Council. The procedure for consideration of an agenda item is (1) staff presentation; (2) presentations by petitioner or advisory bodies (if required); (3) Council motion and seconded to place the matter on the floor; (4) Council questions of staff and/or advisory body reports and discussion; (5) presentations from the audience; and (6) Council decision.

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 him
5 that two Council Members from the City of Grant have inquired about putting water and sewer within
6 the City. He stated he likes Grant meetings because of the freedom of speech at meetings that they do
7 not have in Maplewood. However, there is staff here that used to be in Maplewood. He requested the
8 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

1 send out RFQ to replace signs identified as high priority. She noted the City does not have to go out
2 for bid if a project is under the \$25,000 threshold.

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

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

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

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

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

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

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

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

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

41
42 **Grading Permit Review** – City Engineer Hankee advised grading permit fees were discussed at the
43 January City Council meeting. Currently, the City requires a grading permit for any project with
44 grading quantities between 50 cubic yards and 5,000 cubic yards. She reviewed the schedule that the
45 current fees are based on noting that an escrow is required to ensure that site restoration is completed.

1 Council Member Huber stated redoing a gravel driveway for a fee of \$300 and with no area or grade
2 change seems excessive. A simple fee with no escrow would be preferred.

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

9
10 Council Member Bohnen stated the threshold for grading permits should be different for different
11 parcel sizes. He also requested examples from other cities.

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

17
18 **Council Member Potter moved to authorize staff to write a letter of support for a grade
19 separated trail crossing at Manning Avenue. Council Member Fogelson seconded the motion.**

20
21 Council Member Huber clarified the letter of support refers to obtaining grant funding, not the City of
22 Grant's funding.

23
24 **Motion carried unanimously.**

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

29
30 **City Planner, Jennifer Haskamp**

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

37
38 Council Member Huber indicated he would prefer to stay on the complaint system.

39
40 Council Member Bohnen stated revising the ordinance is time consuming and he has no interest in it
41 at this time.

42
43 Council Member Fogelson stated he does not see the advantage of doing this now.

44
45 Council Member Potter stated it would be nice to have but it is not needed.

1 City Attorney Vivian advised the issue is the City has an unenforceable ordinance. There are no
2 criteria listed or defined for home occupations. It is the Council's discretion as to whether are not
3 home occupations are defined as it is a policy decision. This has caused some issues with
4 interpretation of the ordinance and it is staff's responsibility to bring those issues forward to the City
5 Council.

6
7 **Staff Report** – A report was provided for January 2012 City Planning activities, to be placed on file
8 for review.

9
10 **City Attorney, Nick Vivian**

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

19
20 Mayor Carr stated this issue does need to be discussed further whether a resolution is adopted or not
21 because this will come up this year.

22
23 **Staff Report** – A report was provided for January 2012 City Legal activities, to be placed on file for
24 review.

25
26 **Building Inspector, Jack Kramer** – A report was from Building Inspector Kramer was provided for
27 January 2012 to be placed on file for review.

28
29 **OLD BUSINESS**

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

34
35 Council Member Huber suggested a statement about the computer browser be posted as some
36 residents cannot access all the information.

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

1 **Road Counters Discussion, Steve Bohnen** - Council Member Bohnen reviewed a handout
2 regarding the suggested priorities for traffic counts. He also distributed and commented on a tally
3 sheet that will be utilized for the counts.
4

5 **NEW BUSINESS**
6

7 **Public Comment Inquiries, Mayor Carr** – There were no Council comments relating to public
8 comment.
9

10 **City Assessor Update, Todd Smith** – Mr. Todd Smith, City Assessor, came forward and updated the
11 Council noting the field work has been finished. The final numbers have been calculated. He
12 reviewed the average changes within the City of Grant as well as the net loss which is approximately
13 \$44 million dollars. He explained the Board of Review process noting the date has been set for May
14 1, 2012 at 6:00 p.m.
15

16 **Consulting Services, Step One, Review of Council Expectations, Steve Bohnen** – Council
17 Member Bohnen stated last year was a very busy year and several contracts for services were
18 reviewed. He stated he would like to continue with that process with planning and engineering. He
19 advised this is not a review of the City Planner but more of a review of the City Council as a client.
20 He stated he took all the numbers from last year and tallied them. He reviewed and discussed the top
21 ten billings for services.
22

23 Council Member Bohnen stated he thinks it would be appropriate to set up a review for the Planner
24 and Engineer. Next month he will provide the numbers for the City Engineer.
25

26 A City Planner Performance Review was tentatively scheduled prior to the regular June Council
27 meeting.
28

29 **Approval of 2011 False Alarm Billing** – Council Member Bohnen provided the background of this
30 issue noting the Clerk was directed by the Council to move forward with the billing of false alarms as
31 outlined in the City's fee schedule.
32

33 Council Member Bohnen advised the second half of 2011 has been documented relating to the
34 number of false alarms. The eight properties that would receive billing that would amount to a total
35 of \$725.00. Staff is requesting confirmation on sending out the 2011 false alarm billing.
36

37 Council Member Bohnen added he would prefer to see the City send out letters of warning to those
38 being billed noting they will be billed in 2012.
39

40 It was the consensus of the Council to send out letters of warning.
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1
2 **Annual Appointment List, Steve Bohnen** – Council Member Bohnen provided the background
3 stating he would like to discuss the timing of when the Council makes appointments. It has always
4 been done in January. Being a new Council Member in January, it may be beneficial to wait another
5 month.

6
7 It was the consensus of the Council to continue making annual appointments in January every year.

8
9 **City Treasurer/Investment Advisor Job Description** – Mayor Carr stated the job description for
10 the Investment Advisor should be reviewed and approved.

11
12 Council Member Huber requested a statement regarding the Investment Advisor being licensed and
13 bonded should be added.

14
15 **Council Member Huber moved to approve the Investment Advisor job description, as amended.**
16 **Council Member Fogelson seconded the motion. Motion carried unanimously.**

17
18 **DISCUSSION ITEMS**

19
20 Mr. Loren Sederstrom came forward and stated he is working with the Cable Commission to get a
21 scan computer that would allow documents to be put up on the screen during meetings.

22
23 **City Council Reports:**

24
25 Mayor Carr stated there is a meeting on February 25, 8:30 a.m., at the Stillwater School regarding the
26 School District's budget.

27
28 Council Member Huber referred to a handout regarding a potential bill relating to publication of the
29 City budget. The bill if passed, does create more costs. The new requirements do work with CTAS
30 but not Quickbooks.

31
32 Council Member Huber advised he would help the Road Commissioner with the sign replacement
33 project. Council Member Potter indicated he would help.

34
35 **Emergency Management Update, Scott Fogelson** – Council Member Fogelson advised two bids
36 have been obtained for the emergency siren. There was a meeting at the Council regarding emergency
37 management noting there are grant dollars available and the City will be eligible.

38
39 Mr. Larry Lanoux came forward and reviewed the bids and requested authorization for the City to
40 order the siren as timing is an issue.

41
42 **Council Member Fogelson moved to accept the bid from Ready Watt, as presented, and order**
43 **the siren. Council Member Huber seconded the motion. Motion carried unanimously.**
44

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

4

5 **Other Discussion Items:**

6

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

11

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

13

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

15

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

17

18 **ADJOURN**

19

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

22

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

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Kim Points, City Clerk

Tom Carr, Mayor

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Date range: 02/27/2012 to 02/28/2012

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Payroll Period Ending 02/27/2012	02/27/2012	11654	\$2,469.16		No	100-41101-100	\$2,469.16
Xcel Energy	02/27/2012	11655	\$276.10	Utilities	No	100-43004-381 100-43010-381 100-43117-381	\$241.69 \$10.32 \$24.09
On Site Sanitation	02/27/2012	11656	\$599.63	January	No	100-43002-220 100-43007-210	\$450.00 \$149.63
Smith Appraisal Service	02/27/2012	11657	\$5,432.50	3rd Quarter Assessment Fees	No	100-41208-300	\$5,432.50
Croix Valley Inspector	02/27/2012	11658	\$3,029.93	Building Inspector	No	100-42004-300	\$3,029.93
M.J. Raleigh Trucking	02/27/2012	11659	\$400.00	Sand/Salt	No	100-43113-210	\$400.00
Washington County Sheriff	02/27/2012	11660	\$50,346.19	Jul-Dec2011 Services	No	100-42001-300	\$50,346.19
Sherill Reid Animal Control	02/27/2012	11661	\$180.00	Animal Control	No	100-42006-300	\$180.00
Maroney's	02/27/2012	11662	\$201.78	Roadside Garbage/Clean Up Day	No	100-43105-384	\$201.78
Washington County Transportation	02/27/2012	11663	\$5,254.21	Snow and Ice Control	No	100-43113-210	\$5,254.21
Ken Roman	02/27/2012	11664	\$86.50	CableCast	No	100-41318-300	\$86.50
CenturyLink	02/27/2012	11665	\$160.40	City Phone	No	100-41309-321	\$160.40
Waste Management	02/27/2012	11666	\$4,329.80	Recycling	No	100-43011-384	\$4,329.80
Press Publications	02/27/2012	11667	\$198.18	Publication	No	100-41308-300	\$198.18
Washington County Elections	02/27/2012	11668	\$470.00	Election/Accrvote	No	100-41303-210	\$470.00
Sprint	02/27/2012	11669	\$29.70	City Call Phone	No	100-43116-321	\$29.70
Eckberg Lammers	02/27/2012	11670	\$4,094.45	Legal Services	No	100-41204-300 100-41205-300 100-41206-300 809-49310-430	\$1,694.29 \$808.36 \$1,544.55 \$47.25
Swanson Haskamp Consulting	02/27/2012	11671	\$1,842.51	Planning	No	100-41209-300 809-49310-430 840-49310-430	\$1,517.51 \$97.50 \$227.50
PERA	02/27/2012	11672	\$445.54	PERA	No	100-41102-120 100-41113-100	\$239.27 \$206.27

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
IRS	02/27/2012	EFT20	\$745.19	Payroll Taxes - December	No	100-41103-100	\$252.48
						100-41107-100	\$306.24
						100-41110-100	\$138.61
						100-41112-100	\$47.86
KEJ Enterprises	02/28/2012	11673	\$4,450.00	Pothole Patching	No	100-43113-300	\$4,450.00
Total For Selected Checks			\$85,040.77				\$85,040.77



WASHINGTON CTY SHERIFF
 15015 62ND ST N
 PO BOX 3801
 STILLWATER MN 55082

INVOICE	
Invoice Number:	71584
Account Number:	27164
Due Date:	03/07/12
Amount Enclosed:	\$ _____
Federal Tax Id: 41-6005919 <i>cm</i>	

TO: GRANT CITY
 PO BOX 577
 WILLERNIE MN 55090

Please return top portion with payment. Thank You.

Invoice					
Date	Type	Number	Due Date	Remark	Amount
02/06/12	RI	71584 001	03/07/12	JUL-DEC 2011 POLICE SERVICES	50,346.19
I declare under the penalties of law that this account claim or demand, is just and correct and no part of it has been paid.				Invoice Total	\$50,346.19
Please make check payable to Washington County and mail to the address above.				Sales Tax	\$0.00
<i>Mary Beth</i> 651-430-7979				Balance Due	\$50,346.19

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: *February 28, 2012*

Re: *March Staff Report - Engineering*

A. Agenda Items

- i. **Stop Sign Petition, Public Hearing:** In February, Council reviewed a petition to remove the stop signs at the intersection of Joliet Avenue and Justen Trail. Following the discussion, Council determined that a public hearing was necessary to receive additional comments from the public. The public hearing is scheduled for the City Council meeting on March 6th.

Following the public hearing and discussion, authorization may be given for the completion of an engineering study if Council wishes to move forward with reviewing the feasibility of removing the stop signs.

Action: Public Hearing and discussion. If desired by Council, authorize an engineering study.

- ii. **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. Staff will present background and update information at the Council meeting prior to the public hearing.
- iii. **Staff Report/Council Update:**
 - a. **Grading Permit Review:** Grading permit fees and requirements have been discussed at the past several Council meetings. The City currently requires a grading permit for any project with grading quantities between 50 cubic yards and 5000 cubic yards. A CUP is required for grading quantities greater than 5000 cubic yards.

The fee and escrow 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)]
 Escrow (Site Restoration).....\$3000
 The escrow is returned to the permit holder once vegetation is established on the site.

Below are the grading permit fees, escrows, and requirements for several surrounding cities.

City/Township	Minimum Requirements	Permit Fee	Escrow/LOC
Grant	50 CY	\$300	\$3000
Lake Elmo	50 CY	\$125	\$1500/acre
Afton	50 CY	\$100	\$1000
May	50 CY	Minor: \$50 Major: \$200	Project Specific
Hugo	None	None	None
Mahtomedi	10 CY – 100 CY CUP over 100 CY	\$100	\$500 if with CUP
Stillwater	50 CY	\$150 residential, \$500 commercial	\$1500 residential, \$5000 commercial

Based on the data collected, the grading permit fee and escrow appear to be higher than surrounding communities but still comparable. The permit fee and escrow could be reduced but doing so may cause enforcement issues to be funded from the general fund. It is recommended that the permit be required for grading quantities greater than 50 CY.

- b. **Sign Inventory / Sign Replacement:** Staff prepared an engineering memo to summarize the retroreflectivity requirements and prioritized sign inventory. Maps and documents created for the sign inventory were compiled to assist with sign replacement. The memo and documents have been forwarded to the Council Member Bohnen and Council Member Potter as well as the City Clerk for filing.

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

MEMORANDUM

To: Mayor and Grant City Council
Date: February 28, 2012

CC: Kim Points, City Clerk
RE: Staff Report

Nick Vivian, City Attorney

From: Jennifer Haskamp, City Planner

Staff Report

New Elementary School

Staff has been working with the city engineer and representatives of the school district to ensure compliance with the conditions of CUP and the conditions of the existing grading permits.

Enforcement Issues/Pending Applications

Staff has been working with the city attorney and city engineer on a couple of enforcement issues relating to a wetland violation and home occupation. The City received a complaint in November regarding a business operating without a conditional use permit in a residential area. The business operator will be notified by the city attorney that they need to apply for a CUP within 30 days to avoid further enforcement actions.

Staff has also been working with a resident and their representative architect on a new home construction project within the city. The applicant has provided an escrow to work with the planner, engineer and attorney as needed through the process. The site has several constraints and therefore the applicant determined it best to work collaboratively with staff through the process to ensure the project meets the city's ordinances.

City Council Report for February 2012

To; Honorable Mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

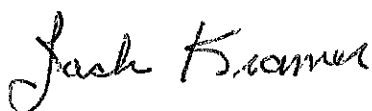
Zoning Enforcement:

1. No new violations noted.

Building Permit Activity:

1. 11 Building Permits were issued for this time period with a total valuation of \$34,600.00 .

Respectfully submitted,



Jack Kramer

Building & Code Enforcement Official

Grant Master Form												
2012-7	Drain Tile	Vadnais	8740 Dellwood Rd. N.	1/21/2012	\$ 4,600.00	\$ 111.25	\$ 83.43	\$ -	\$ 2.30			
2012-8	HVAC Permit	Ekeroth	10250 - 60th. St. Ln. N	1/25/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00			
2012-9	Base. Remod	Jonnes	11765 102nd. St. N.	1/27/2012	\$ 20,000.00	\$ 321.25	\$ 240.93	\$ 208.81	\$ 10.00			
2012-10	Window Repl.	Storer	8740 Dellwood Rd. N.	1/31,20112	\$ 10,000.00	\$ 181.25	\$ 135.93	\$ -	\$ 5.00			
2012-11	Plumbing	Jones	11765 - 102nd. St. N.	2/3/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00			
2012-12	HVAC Permit	Kimberly	9360 - 84th. St. N.	2/3/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00			
2012-13	HVAC Permit	Eumurian	9707 Janero Court N.	2/8/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00			
2012-14	HVAC Permit	Gieschen	11505 -115th. St. N.	2/9/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00			
2012-15	Plumbing	Stobbe	7830 Lake Elmo Ave.	2/10/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00			
2012-16	HVAC Permit	Kielas	10256 Kismet Ln. N.	2/13/2012	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00			
2012-17	Plumbing	Kieper	7447-101 st. N.	2/14/2014	\$ -	\$ 80.00	\$ 60.00	\$ -	\$ 5.00			
Monthly total					\$ 34,600.00	\$ 1,253.75	\$ 940.29	\$ 208.81	\$ 57.30			

AGENDA ITEM 9B

STAFF ORIGINATOR Kim Points
MEETING DATE March 6, 2012
TOPIC Planning Commission Appointments

BACKGROUND

Two Planning Commission terms expire this month, Mr. Glenn Larson and Mr. Tom Stangl.

Commissioner Larson and Commissioner Stangl have indicated they would like to be reappointed for another term.

The City published and posted they were taking Planning Commission applications. Four applications were submitted and interviews held.

OPTIONS

1. Appoint two Planning Commissioners for a four year term.

AGENDA ITEM 9C

STAFF ORIGINATOR Kim Points
MEETING DATE March 6, 2012
TOPIC Discussion of Goodview Avenue

BACKGROUND

On February 15, 2012, Road Commissioner Steve Bohnen attended a joint meeting with the City of Hugo, White Bear Township and Washington County. The purpose of the meeting was to discuss the care, maintenance and future of Goodview Avenue.

Council Member Bohnen will update the Council on that meeting and ask for Council direction/consensus as to whether or not meetings should continue to discuss options for Goodview Avenue.

City of Grant Engineering expenses for the Calendar Year of 2011

For the purpose of fully understanding the financial impact of the various subjects discussed and processed last year by the city council I have taken a look through all of the statements submitted by our City Engineer for 2011. I have separated the expenses by project number. I have organized them into an order starting with the highest expense on top and descending down to the lowest expense.

It is my intention to briefly discuss each of the ten most expensive subjects to improve the councils understanding of our city engineering expenses. Additionally this should give us a better understanding of the actual expenses related to our monthly staff meetings.

The discussion of these various subjects should help us become better clients with a better understanding of our budget vs. priority engineering needs vs. low priority engineering needs.

The totals that were charged against the various escrow accounts are also included. My purpose is to help the council as a whole gain a better understanding what amounts of money our residents are required to pay while they are going through the city's application process.

Council Meetings \$4256.00 minus credits equals ???

Planning Commission Meetings \$1720.00

Staff Meetings \$1088.00

Staff Reports \$2104

01936-000 Mahtomedi School Dist 832 \$11,598.00 (escrow)
01936-040 City Engineering Services \$11,482.00 (general)
01936-120 110th St Paving \$9,416.00 (escrow)
01936-070 Nicholson \$5,364.00 (enforcement-general)
01936-030 Sign Inventory \$3,966.00 (roads engineering)
01936-050 Utility Permits \$2,977.00 (escrow/billed)
01936-080 MS4 Report \$2,800.00 (general)
01936-100 Class Surfaces \$2,243.00 (road engineering)
01936-110 Grading Services \$2,215.00 (road engineering)
01936-130 Crack filling Contract \$2,043.00 (road engineering)
01587-830 Gateway Trail Bridge \$1,904.00 (escrow)
01936-170 Nicholson \$1,824.00 (listed twice)
01936-140 Snow Removal \$1,476.00 (road engineering)
01936-090 Dust Control \$1,411.00 (road engineering)
01936-060 Grading Permits \$1,240.00 (permit fees)

01936-150 Pine Tree Lake Survey "Pump House" \$679.00 (general, directed
by Council)

01936-160 Ideal Ave Grading \$192.00 (general)

01587-930 Lake St. Croix TMDL \$172.00 (general)

01936-180 9850 Manning Plan Review \$152.00 (escrow)

Total \$62,982.00
