

**City of Grant  
Planning Commission Agenda  
May 21, 2012**

*A Planning Commission Meeting of the City of Grant will be called to order at 7:00 p.m. on Monday, May 21, 2012, in the Grant Town Hall 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 Agenda**
- 4. Approval of Minutes, April 23, 2012**
- 5. Public Comment**
- 6. New Business**
  - A. Discussion of Grading Permit Process, City of Grant, Watershed Districts and Building Inspector**
- 7. Old Business**
  - A. Complaint Protocol and Communication Process**
  - B. City Job Descriptions**
- 8. Commissioner Reports**
- 9. Set Agenda, June 18, 2012 Planning Commission Meeting**
- 10. Adjournment**

# PLANNING COMMISSION MEETING MINUTES

## CITY OF GRANT

April 23, 2012

**Present:** Terry Derosier, Loren Sederstrom, Becky Siekmeier, Larry Lanoux, Bill David and Mark Wojcik

**Absent:** Bob Tufty

**Staff Present:** Interim City Planner, Paul Hornby; City Engineer, Phil Olson; and City Clerk, Kim Points

1. **CALL TO ORDER**

Chair Derosier called the meeting to order at 7:08 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

**MOTION by Commissioner Siekmeier to approve the agenda as presented. Motion failed with no second.**

**MOTION by Commissioner David to add item 7A, Discussion of Job Descriptions. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

**MOTION by Commissioner Lanoux to add item 7B, Discussion of Citizen Participation. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

**MOTION by Chair Derosier to add Item 6E, Commissioner Reports and Item 7C, Correspondence. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

The agenda was approved as amended.

4. **APPROVAL OF MARCH 19, 2012, MEETING MINUTES**

**MOTION made by Commissioner Siekmeier to approve the March 19, 2012 minutes, as presented. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

5. **NEW BUSINESS**

**A. Ordinance No. 2012-27, Amendment of Chapter 32, Article III, Section 32-249 (a) of the Zoning Code Pertaining to the Height of Permitted Structures, Public Hearing, Paul Hornby – Interim City Planner Hornsby advised the amendment to the City Ordinance of the Zoning Code proposed to add “Government Emergency Management Systems” as an exemption to the maximum height restriction. Chapter 32, Article III, Section 32-249 (a) of the Zoning Code currently provides a maximum permitted structure height of thirty-five (35) feet, with specific exemptions.**

The requested action of the Grant City Council is to consider the amendment to the Zoning Code to exempt emergency siren poles from the permitted structure maximum height of thirty-five (35) feet. He referred to the draft ordinance amending the Zoning Code, including findings for Planner Commission review, report and recommendations for potential action by the Council.

Interim City Planner Hornsby advised the proposed amendment gives the City flexibility but the City may at some point want to specifically define "Government Emergency Management Systems".

Chair Derosier opened the public hearing at 7:22 p.m.

Mr. Bob Englehart, Joliet, came forward and stated he does not care how high it is, the City just needs to get it up. Tornado season is coming up and one would think there is a federal or state law that exempts these types of poles.

Mr. Wally Anderson, 80<sup>th</sup> Street, came forward and asked how long it would be before the siren is up once the Council approves the amendment.

Commissioner Lanoux stated he anticipates the siren will be up within the next two weeks.

Chair Derosier closed the public hearing at 7:25 p.m.

**MOTION by Commissioner Lanoux to accept and recommend approval of Ordinance 2012-27, as presented. Commissioner David seconded the motion. MOTION carried unanimously.**

- B. Cost Effective Route for the 2012 Seal Coating Project, Phil Olson** – City Engineer Olson provided an explanation relating to the agenda item and reviewed the 2010-2012 plans for seal coating that were prioritized in 2007. He noted the City will not be likely to complete all the roads outlined in 2012 due to budget constraints. No field work has been done on this project yet. The sooner a road is sealcoated the better and prioritizing the roads in Grant is done by determining which roads the project would benefit the most, based on the condition of the road.

Commissioner Lanoux stated the City received a bid from Astech Asphalt last year. Astech is willing to drive the roads in Grant and determine which roads would benefit most from the project.

City Engineer Olson stated a road tour can be part of the recommendation to the Council. The City will have to obtain bids for the project but may not have to go through the formal bid project.

**MOTION by Commissioner Lanoux to recommend to the Council that the Road Commissioner, City Engineer, Commissioner Lanoux and a representative from Astech go on a road tour to review the roads in Grant. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

- C. Grading Permit Review, Phil Olson** – City Engineer Olson stated grading permit fees 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. He reviewed the current grading fee and escrow noting the escrow is returned to the permit holder once vegetation is established on the site. He also reviewed grading permit fees, escrows and requirements for several surrounding cities.

City Engineer Olson advised that 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.

City Engineer Olson noted that historically, staff has not required a grading permit for paving/graveling a driveway. It may be beneficial to specifically note on the grading permit that driveway surfacing does not require a grading permit. A grading permit would still be required if ditch grading or a new driveway was proposed.

Commissioner Lanoux recommended the City involve the Building Inspector in the grading permit process. He could make the first site visit and then determine if engineering and/or watershed districts need to be involved.

Commissioner Wojcik stated the City of Hugo did get together with the watershed districts to review grading permit process and to ensure efforts are not being duplicated. He indicated Karen Kill, Brown's Creek Watershed District, is willing to come to a meeting to discuss the current process. He suggested a meeting be scheduled to work with other entities so all the entities are in sync with this process.

**MOTION by Commissioner Lanoux to table the recommendation to Council relating to the grading permit process until the May Planning Commission meeting. Commissioner David seconded the motion. MOTION carried unanimously.**

- D. Complaint and Communications Protocol, Paul Hornby** – Interim City Planner Hornby advised he does not have any information on the City's complaint process or protocol. Many cities do not have a written policy.

Commissioner David stated he wants to look at the current process. People need to be aware of the complaint first. If the complaint is not taken care of then it should go to the next level. That goes along with job descriptions also. A better process needs to be put in place.

Commissioner Siekmeier stated she would like to see what currently happens with complaints and then see if the process should be revised. However, she does not see the Planning Commission's role in complaints.

Chair Derosier asked the Clerk to put together information relating to the trend and history of complaints.

**MOTION by Chair Derosier to table the Complaint and Communications Protocol. Commissioner Siekmeier seconded the motion. MOTION carried unanimously.**

**E. Commissioner Reports**

Chair Derosier advised he will be speaking to a previous weed inspector regarding what Weed Inspector entails.

Commissioner Wojcik advised the City had a joint meeting with Brown's Creek Watershed District and he will be attending the Brown's Creek meetings quarterly.

Commissioner Lanoux advised he spoke to the Valley Branch Watershed District and they have recommended another holding pond be placed on the school site. He stated the City needs to make sure the water there is monitored and tested on a regular basis.

**6. OLD BUSINESS**

**A. Job Descriptions** – Commissioner David stated the City needs to review and develop job descriptions for all appointments.

Commissioner Siekmeier stated she would like to see what current job descriptions the City has as well as the job descriptions from the League of Minnesota Cities to compare the two of them.

Commissioner Lanoux suggested all current City job descriptions be collected and the Planning Commission review one of those descriptions every month.

Commissioner Sederstrom volunteered to collect all the job descriptions from the League of Minnesota Cities.

Chair Derosier stated it would be a good idea to have job descriptions for all volunteers within the City.

Commissioner Siekmeier stated it would be better to look at the job responsibilities for all positions as opposed to job descriptions.

**MOTION by Commissioner Siekmeier to get a list of all volunteer positions along with their job responsibilities. Chair Derosier seconded the motion.**

Commissioner Lanoux stated it would be a good idea to put all of them together and have them all on one place on the City's website.

**Chair Derosier made a friendly amendment to include in the motion to allow Commissioner Sederstrom to access information relating to job descriptions from the League of Minnesota Cities. Commissioner Siekmeier agreed to the amendment.**

**MOTION carried unanimously.**

**B. Citizen Participation** – Commissioner Lanoux stated it is important for the City to recognize volunteers for what they have to offer. The City no longer has 4H kids

participating in the clean-up day since the Sentence to Service members painted Town Hall. The City needs to utilize the Boy Scouts, ball teams, etc. for community service. The City has lost the 4H Club and needs to get them back. The City needs to develop a policy to accept and endorse volunteerism.

Chair Derosier stated the 4-H Club became so large they needed a larger space. It is important though to encourage participation and it would be beneficial to have a tool to communicate events such as the clean-up day.

Commissioner Lanoux suggested a motion be made that the City Council acknowledge, accept and endorses volunteers.

**MOTION by Chair Derosier to encourage the City Council be more receptive and endorse volunteerism within the City of Grant, especially when it is beneficial to the City as a whole. Commissioner Lanoux seconded the motion. MOTION carried unanimously.**

**C. Correspondence** – Chair Derosier read a letter from Mr. Tom Stangl, a previous member of the Planning Commission and thanked Mr. Stangl for his work on the Planning Commission. He also read a note from a resident that thanked the Planning Commission for their work on the school project.

7. **NEXT PLANNING COMMISSION MEETING**

The next Planning Commission Meeting is scheduled for Monday, May 21, 2012, 7:00 p.m.

8. **ADJOURNMENT**

**MOTION by Commissioner Siekmeier to adjourn the meeting. Commissioner Wojcik seconded the motion. Motion carried unanimously.**

**Chair Derosier adjourned the meeting at 8:48 p.m.**

Respectfully submitted,

Kim Points  
City Clerk



**GRADING PERMIT APPLICATION**  
**ZONING ORDINANCE 50 (741) – LAND RECLAMATION AND LAND GRADING**

**CITY OF GRANT**  
 111 Wildwood Road  
 P.O. Box 577  
 Willernie, MN 55090

Phone: 651-426-3383 Fax: 651-429-1998

**NOTE: This is not an interactive document. It must be taken or mailed to the Grant City Office.**

Please provide the following information for reclamation work between 50 CY and 5,000 CY:

<b>LEGAL DESCRIPTION AND PARCEL IDENTIFICATION NO:</b>		<b>ZONING DISTRICT:</b>
		<b>PROPERTY SIZE (ACRES):</b>
<b>PROJECT ADDRESS:</b>	<b>OWNER:</b>	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>
	Name	Name
	Address	Address
	City State Zip	City State Zip
	Phone	Phone
<b>1. Describe the proposed work and/or use.</b>		
<b>2. How does the proposed land reclamation affect drainage on the project site and adjacent properties?</b>		
<b>3. Are there wetlands and/or ponding areas on the property? What is the size and classification of the wetland?</b>		
<b>4. How much material is being reclaimed in cubic yards (CY)?</b>		
<ul style="list-style-type: none"> <li>• Removed</li> <li>• Imported</li> <li>• Relocated</li> </ul>		
<b>5. If importing fill, where is the material coming from? If removing fill, where is it being hauled?</b>		
<b>6. What is the restoration plan for the site?</b>		

**City of Grant**  
**Grading Permit Compliance Requirements:**

1. The applicant is required to submit a site plan including:
  - Property lines and easements.
  - Wetland locations based on the 100 year high water level.
  - Existing and proposed contours.
  - Existing buildings including dimensions of structures and dimensions to property lines.
  - Location of septic systems and wells.
2. All work must be on the property and outside of roadway right-of-ways and/or easements.
3. Grading applications can not damage/modify adjacent roadways or ditch systems. Repair will be required by the applicant at their own cost.
4. Work shall be completed no later than 8 weeks from commencement including restoration work. Working hours shall be restricted to 7 a.m. to 7 p.m., Monday through Friday.
5. Grading work must be completed by October 31 of the year the permit is issued. No grading work/hauling will be allowed while road restrictions are in effect per Mn/DOT.
6. Traffic control (warning signs, cones, barrels, trucks hauling signs) shall be provided as determined by the City Engineer in accordance with the Minnesota Manual of Uniform Traffic Control Devices.
7. A 48-hour notice shall be provided to the City Engineer prior to work commencing. Once work has been completed, the applicant shall notify the City Engineer to arrange for final inspection.
8. Silt fence shall be placed at all downslopes and around wetlands to control erosion.
9. A Minnesota Pollution Control Agency NPDES permit must be obtained if at least one acre of land has been disturbed. A copy of this permit must be provided to the City if applicable.
10. A copy a watershed permit must be provided to the City if applicable.
11. The disturbed area shall have a maximum 4:1 horizontal/vertical slope and shall be restored with adequate sod or seed to establish vegetation within 7 days of finishing grading work.
12. A letter of credit or cash escrow in the amount of \$1,500 shall be provided to the City prior to work commencing to ensure erosion control measures are maintained and turf is established.

<b><u>Permit Fee:</u></b>	<b>Permit fee shall be based upon the following schedule:</b>
Base Fee:	50 cubic yards to 1,000 cubic yards .....\$200 1,000 cubic yards and greater..... \$200 + [\$0.05(_____ CY - 1,000 CY)]
Example:	5,000 CY of reclamation on site $\$200 + [\$0.05(5,000 \text{ CY} - 1,000 \text{ CY})] = \$400.00$
<b><u>Checklist:</u></b>	<b>Applications will not be considered complete unless all checklist items are submitted.</b>
_____	Grading Permit Application, NPDES Permit (if applicable), Watershed Permit (if applicable)
_____	Required Fees attached: _____ \$1500 Escrow Fee _____ Permit Fee
_____	Grading Plan including existing and proposed contours

In connection with your request for a Grading Permit, your signature constitutes permission for a representative of the City of Grant to enter upon your property, during normal business hours, for the purpose of evaluating your request. If you wish to be present during such inspection, please contact the City Engineer.

Signature of Owner/Applicant \_\_\_\_\_ Date \_\_\_\_\_



Writer's Direct Dial: (651) 379-3080  
Writer's E-mail: [nvivan@eckberglammers.com](mailto:nvivan@eckberglammers.com)

**Stillwater Office:**  
1809 Northwestern Avenue  
Stillwater, Minnesota 55082  
(651) 439-2878  
Fax (651) 439-2923

May 4, 2012

Larry Lanoux  
9711 Keswick Avenue  
Stillwater, MN 55082

**Hudson Office:**  
430 Second Street  
Hudson, Wisconsin 54016  
(715) 386-3733  
Fax (715) 386-6456

[www.eckberglammers.com](http://www.eckberglammers.com)

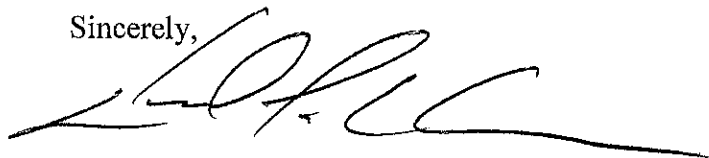
Re: Our Client: City of Grant  
Our File No.: 01200-14456

Dear Mr. Lanoux:

It has been brought to my attention that there have been recent misunderstandings between yourself and the City of Grant with regard to your electrical contractor's license and representations you made to staff at the League of Minnesota Cities. On May 1, 2012, by a 2-1-2 vote of the Grant City Council, the Council directed this office to issue an apology on behalf of the City of Grant for any misunderstandings that may have occurred. To the extent there were any misunderstandings regarding these matters, the City apologizes.

The City of Grant strives to maintain clear communication with its residents. To the extent you believe there are any future misunderstandings between yourself and the City, please feel free to contact this office directly. Thank you.

Sincerely,



Nicholas J. Vivian

NJV/sms

cc: Grant, City of

## Grant City Clerk

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**From:** Nick Vivian <NVivian@eckbergglammers.com>  
**Sent:** Sunday, February 26, 2012 4:15 PM  
**To:** Grant City Clerk  
**Subject:** RE: City of Grant

I letter has been dictated which will be faxed to Larry's attorney tomorrow. I have also drafted a letter to the Council and left a message for Donny to call me back.

- Nick

Nicholas J. Vivian  
Eckberg, Lammers, Briggs, Wolff & Vierling PLLP

Banking and Finance \* Business and Commercial Real Estate \* Municipal  
651.379.3080 or 715.386.3733

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**From:** Grant City Clerk [<mailto:clerk@cityofgrant.com>]  
**Sent:** Thursday, February 23, 2012 1:05 PM  
**To:** Nick Vivian  
**Subject:** City of Grant

Hi Nick,

I received a call from the League of Minnesota Cities today regarding the directory they put together every year of Council Members for all the cities. Her name is Laurie and her phone number is 651-215-4065. She was concerned that the directory is being published and the City has a new Council Member. She was not sure she would be able to get the correct information into the directory before it was published but she was going to try and needed me to provide her with the contact info for new Council Member.

I told her the City of Grant does not have a new Council Member. She indicated to me that someone was at the office yesterday and met with the Human Resources Director. She did not know his name but gave me his email address: [llanoux@comcast.net](mailto:llanoux@comcast.net).

Donny (Daniel), Human Resources, told me directly that Mr. Lanoux and another person came to the office and asked for information. Mr. Lanoux stated he was a Council Member for the City of Grant. The other person stated he was on the Planning Commission. They asked for information and job descriptions for City Planners, City Administrators and City Clerks.

Donny told me this was the first time in history at the LMC that someone has come in and impersonated a Council Member. She advised me to contact the City Attorney regarding this issue.

Donny told me that the City Attorney for the City of Grant should contact her regarding this incident. Her direct line is 651-281-1202.

Kim

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CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

Criminal Division  
500 City Hall  
15 West Kellogg Blvd.  
Saint Paul, Minnesota 55102

Telephone: 651 266-8740  
Facsimile: 651 298-5532

April 13, 2012

Nicholas J. Vivian  
Eckberg, Lammers, Briggs, Wolff & Vierling, PLLP  
1809 Northwestern Avenue  
Stillwater, MN 55082

RE: Lawrence Thomas Lanoux  
Your file no. 01200-14456  
Saint Paul Police Department CN#12-083-446  
Washington County Sheriff's Department ICR #112005957

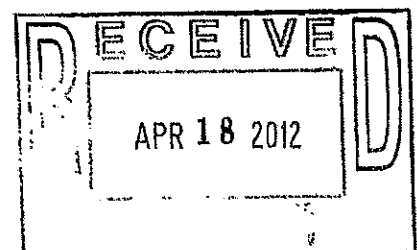
Dear Mr. Vivian:

I have reviewed the investigation into the complaint that Lawrence Lanoux criminally misrepresented himself as a member of the Grant City Council in Saint Paul on February 22, 2012. The materials included the investigative reports of Washington County Sheriff's Deputy Fry, recordings of her interviews of Mr. Lanoux and Loren Sederstrom, your cease and desist letters, and reports of a Saint Paul Police Department investigator who interviewed Donyelle Makacevich, the human resources manager at the league of Minnesota Cities.

My office declines to file a criminal complaint because there is insufficient evidence to prove beyond a reasonable doubt the precise words used by Mr. Lanoux in the conversation he had with Ms. Makacevich on February 22, 2012. While there is no reason to doubt her veracity other than the self-interested denials made by Lanoux and Sederstrom, I believe there is no reasonable likelihood of success at a criminal trial without independent corroboration.

Respectfully,

Stephen J. Christie  
Assistant City Attorney



Writer's Direct Dial: (651) 379-3080  
Writer's E-mail: [nvivian@eckbergglammers.com](mailto:nvivian@eckbergglammers.com)

**Stillwater Office:**  
1809 Northwestern Avenue  
Stillwater, Minnesota 55082  
(651) 439-2878  
Fax (651) 439-2923

March 29, 2012

St. Paul Police Department  
367 Grove Street  
St. Paul, MN 55101

**Hudson Office:**  
430 Second Street  
Hudson, Wisconsin 54016  
(715) 386-3733  
Fax (715) 386-6456

Re: Our Client: City of Grant  
Our File No.: 01200-14456

[www.eckbergglammers.com](http://www.eckbergglammers.com)

Dear Sir or Madam:

This office serves as the City Attorney for the City of Grant, a small community located in Washington County. On February 27, 2012, the City issued a Cease and Desist Order to one of its residents, Mr. Larry Lanoux, after receiving a telephone call from the League of Minnesota Cities that Mr. Lanoux had visited the League's office representing himself as a member of the Grant City Council. Mr. Lanoux is not a member of the Grant City Council. Accordingly, the Cease and Desist letter indicated that the matter would be forwarded to law enforcement for investigation.

The letter was provided to the Washington County Sheriff's Department for review. Specifically, the letter was directed to Deputy Breana Fry. It is my understanding that Deputy Fry prepared an informational report NO112005957. Deputy Fry has indicated that because the incident occurred in the City of St. Paul, the City of St. Paul Police Department is the proper law enforcement agency to investigate the matter. Accordingly, the file materials are being forwarded for review as to whether Mr. Lanoux violated Minn. Stat. § 609.475, entitled Impersonating Officer. The statute provides, "whoever falsely impersonates a police or military officer, or public official, with intent to mislead another into believing that the impersonator is actually such officer of official, is guilty of a misdemeanor."

If you need anything further, please contact me.

Sincerely,



Nicholas J. Vivian  
Grant City Attorney

NJV/sms

Enclosure

cc: City of Grant  
Breana Fry, Deputy – Washington County Sheriff's Department



# Office of the Sheriff

*Commitment to Excellence*



**William M. Hutton**  
Sheriff

**Daniel Starry**  
Chief Deputy

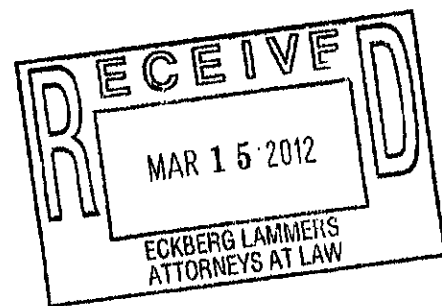
# FAX

TO: Nick Vivian  
 \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 DATE: 3/15/2012  
 \_\_\_\_\_  
 RE: Lawrence Lanoux  
 \_\_\_\_\_

FROM: Jeanne  
 \_\_\_\_\_  
 PAGES: 7 (including cover sheet)  
 \_\_\_\_\_  
 PHONE: 651-430-7672  
 \_\_\_\_\_  
 CC: \_\_\_\_\_

URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

Informational report from deputy



**CONFIDENTIAL INFORMATION:** This fax may contain information intended only for the use of the addressee. If you are not the addressee, please do not copy or deliver this to anyone else. If you receive this fax by mistake, please telephone the sender. Thank you.

CJG1UPRWCSO  
DATE 3/14/12  
TIME 15:02:04

WASHINGTON COUNTY SHERIFF'S OFFICE

INITIAL COMPLAINT REPORT  
112005957

DATE/TIME REPORTED: 3/02/12 8:29:47 DISPATCHER: BMFRY  
DATE/TIME STAMP: 3/02/12 8:30:38 ENTERED BY: BMFRY  
DATE/TIME OCCURRED: 3/02/12 8:29:47 - 3/02/12 8:29:47

LOCATION OF INCIDENT: GRANT GRID:  
GRANT, MN 55082

INCIDENT RECEIVED BY: OTHER

OFFICERS ASSIGNED: 119 STOEHR  
192 FRY

NAMES ASSOCIATED WITH THIS INCIDENT: GRANT CITY OF  
111 WILDWOOD RD  
WILLERNIE, MN 55090  
PHONE: (H) (W) 651/426-3383  
SEX: DOB:  
ASSOCIATION: COMPLAINANT

INFORMATION

LAWRENCE THOMAS LANOUX  
9711 KESWICK AV N  
GRANT, MN 55082  
PHONE: (H) 651/426-6496 (W)  
SEX: M DOB: 9/04/1951  
ASSOCIATION: SUSPECT

LOREN STEVEN SEDERSTROM  
9330 107TH ST N  
GRANT, MN 55082  
PHONE: (H) 651/653-4442 (W)  
SEX: M DOB: 8/01/1948  
ASSOCIATION: OTHER

PLANNING COMMISSION MEMBER  
WENT TO LMC WITH LANOUX

DONYELLE LEANNE MIKACEVICH  
145 UNIVERSITY AV W  
ST PAUL, MN 55101  
PHONE: (H) 651/281-1202 (W)  
SEX: F DOB: 2/13/1969  
ASSOCIATION: OTHER

HR MANAGER LMC

LAURA KUSHNER  
145 UNIVERSITY AV W  
ST PAUL, MN 55101  
PHONE: (H) 651/281-1200 (W)  
SEX: F DOB:  
ASSOCIATION: OTHER

HR DIRECTOR LMC

CJGLUPRWCSO  
DATE 3/14/12  
TIME 15:02:04

WASHINGTON COUNTY SHERIFF'S OFFICE

INITIAL COMPLAINT REPORT  
112005957

DATE/TIME REPORTED: 3/02/12 8:29:47 DISPATCHER: BMFRY  
DATE/TIME STAMP: 3/02/12 8:30:38 ENTERED BY: BMFRY

OFFICER COMMENTS:

INFO RECD OF PARTY MISREPRESENTING HIMSELF AS A CITY 192 3/02/12  
COUNCIL MEMBER. CEASE AND DESIST LETTER SENT TO PARTY 192 3/02/12  
BY CITY ATTORNEY. SEE INFO REPORT.\*\* 192 3/02/12

ICR ONLY? N  
CLASSIFIED AS:

OFFICERS INFORMATION

9041

**Initial Complaint Report**

ICR Number: 112005957  
Agency: Washington County Sheriff's Office  
ICR Created: 03/02/2012 08:29:47

DEPUTY B. FRY #192  
DATE/TIME OCCURRED: 030212 - 0829 HRS.  
DATE/TIME REPORT MADE: 030212 - 0837 HRS.

On 02/23/12, I, Deputy Fry, stopped at the Grant City Office located at 111 Wildwood Rd. in Willernie for a routine contact with Grant City Clerk, KIM POINTES. While speaking with POINTES, she advised me that day she had received a phone call from a woman named LAURIE, with the League of MN Cities inquiring about a new Grant City Council member that needed to be added to the directory that is published. POINTES said she told LAURIE there was not any new city council members. POINTES said that LAURIE advised her that a male had visited the League of MN Cities office at 145 University Ave. W. in St. Paul on 02/22/12 and had met with a Human Resources Director. POINTES said LAURIE did not have the name of the male, but she did have an email address of [llanoux@comcast.net](mailto:llanoux@comcast.net). POINTES advised me this was possibly Grant resident, LAWRENCE THOMAS LANOUX, DOB: 09/04/51, who resides at 9711 Keswick Ave. No. POINTES advised me that she was awaiting a call back from someone at the League of MN Cities with further information and she would advise me of the outcome.

On 03/02/12, I received a copy of a Cease & Desist Letter from Grant City Attorney Nick Vivian that was sent to LANOUX and his attorney, Diana Longrey. This letter is dated 02/27/12, File #01200-14456. This letter states that additional follow up with the League of MN Cities Human Resources Director provided that LANOUX and another unidentified individual visited the HR office on 02/22/12 and LANOUX represented himself as a Grant City Council Member. The other individual stated he was a member of the Grant Planning Commission. LANOUX and the other individual requested information and job descriptions for city planners, city administrators and city clerks. This letter also states that, according to the League of MN Cities, this is the first time in history that an individual has misrepresented himself as a city council member for the purpose of obtaining information from them.

This letter will be scanned to the case file. This report is for information only.

B. FRY:al  
cc: Investigations  
03/02/12 - 0939 hrs.  
SUPPLEMENTAL WCSO CASE #112005957  
DEPUTY B. FRY #192  
DATE/TIME REPORT MADE: 3/12/12 - 1107 hours

On 3/6/12 at 1900 hours I, Deputy Fry, attended the Grant City Council meeting. During this meeting, city resident Lawrence Thomas Lanoux DOB: 9/4/1951 was in attendance. During the public comment section of the meeting, Lanoux did speak on camera and stated he had recently went to the League of MN cities (LMC) office and obtained job descriptions of the City Clerk and City Planner. At this meeting I also spoke with the City Attorney Nick Vivian. Vivian advised me the other individual who accompanied Lanoux to the LMC office on 2/22/12 was a city Planning Commission member named Loren Steven Sederstrom DOB: 8/1/1948. At this point, I asked Vivian about this investigation. During our conversation, it was determined that the incident itself occurred in the city of St. Paul. Vivian advised that he would be forwarding all of this information to St. Paul as it is their jurisdiction to investigate. I did request the contact person and phone number from Vivian of who the report will be



sent to in St. Paul.

On Monday 3/12/12 around 1000, I contacted the League of MN Cities (LMC) office at 651-281-1200. I spoke to the Human Resources Director Laura Kushner and asked her if she had knowledge of this incident. Kushner told me she was told about it by another staff member who is the Human Resources Manager Donyelle Mikacevich but she was not directly involved. Kushner provided me the direct telephone number for Mikacevich 651-281-1202. I then contacted Mikacevich at that number and asked her if she could provide me the details of what happened. Mikacevich told me that on 2/22/12 around 1030 hours, 2 males dressed in business attire came into the LMC office which is located at 145 University Ave. W., St. Paul and asked to speak with her. Makacevich said the male who verbally identified himself as Sederstrom was described as older, tall, wearing glasses and wearing a sport coat and dress pants. Makacevich said the other male who verbally identified himself as Lanoux was described as shorter, grey hair, moustache and was wearing a suit. She told me they did not have an appointment and had not previously made contact with her. Mikacevich said both of the males stated they had just been over at the state capitol at a meeting and they wanted to speak to her about the differences between a city planner and a city clerk and administrator. Mikacevich told me she then asked "what are your positions with the city?" and Lanoux "piped up right away and said I'm city council." Mikacevich said Sederstrom told her he was on the city planning commission. Mikacevich said she brought them to her office where they spoke for approximately 30 minutes about city job descriptions. Mikacevich stated she thought some of the comments that Lanoux made were odd and that he was "ranting and raving about the city clerk." Mikacevich said Lanoux told her the city clerk "doesn't do her job" and was "complaining the city clerk can't do anything on her own and needs the city council approval on everything." At one point Mikacevich said Lanoux told her "things aren't working in the city" and asked "do they really need these positions?" Mikacevich said she told him that would be up to city council and mayor to decide. Mikacevich said she offered to email Lanoux the job descriptions but he wanted to wait there while she printed them for him. Mikacevich said Lanoux also requested that she email him the job descriptions to Llanoux@comcast.net, which she did. Mikacevich told me she still had the copies of the emails and would forward these to me. I received the emails from Mikacevich and they are dated 2/22/12 at 1132hours. They will be added to the case file.

I asked Mikacevich if anyone from the public could obtain these documents from the LMC and she said yes but she would not have brought a person who was not a city official into her office to speak with them. Mikacevich also stated she had never had anyone pretend to be a city official before. Mikacevich said she later was entering information into their records system and realized Lanoux was not listed as a Grant City Council member. Mikacevich said her assistant called the Grant City Clerk to check on this and that was when she found out Lanoux was not a Grant city official.

When I receive the contact information for St. Paul from City Attorney Nick Vivian, I will add this information and complete a supplemental report.

End of report.

B. FRY/al - 031212 - 1129 hrs.  
cc: Investigations  
\*\*\*\*\*

SUPPLEMENTAL WCSD CASE #112005957  
DEPUTY B. FRY #192  
DATE/TIME REPORT MADE: 3/14/12 1350hours

Details:

ICR 112005957

Page 3 of 4

On 3/14/2012, around 0830 hours, I, Deputy Fry was on routine patrol in the City of Grant, when LAWRENCE THOMAS LANOUX, DOB/9/4/1951, pulled over in his vehicle to speak to me. LANOUX was with LOREN STEVEN SEDERSTROM, DOB/8/1/1948, who was seated in the passenger seat. I told LANOUX I would like to speak with him about an incident and he told me he was on his way to the State Capital but would be home in a few hours. LANOUX asked for my business card which I gave him and he stated he would call me in a few hours.

Around 1030 hours dispatch assigned me a 10-21 to LANOUX. I called LANOUX and he said I could meet him at his house in approximately ten minutes if I wanted to speak with him. I then went to 9711 Keswick Ave N, where I met with LANOUX. SEDERSTROM was also present. Both of them told me they knew why I was there and referred to the "cease and desist" letter LANOUX stated he had received from the Grant City Attorney. I asked them if they would like to tell me what happened and both agreed to speak with me.

I first spoke with LANOUX. This interview was tape recorded. LANOUX stated that on 2/22/12 he was doing some work with SEDERSTROM at the State Capital and while on lunch break, they passed the League of MN Cities (LMC) building. LANOUX said they should stop in and ask what the advantages are of having a City Clerk/Planner and/or a City Administrator because he believed they should only have a City Administrator. LANOUX stated the current City Planner and City Clerk have no job descriptions. LANOUX said they asked to speak to a person at the LMC who could explain the differences between these positions. LANOUX said they met with a young lady named DONYELLE and were sent up to her office. LANOUX stated DONYELLE did ask "are we with the City Council? And Loren SEDERSTROM indicated he is a City Planner." LANOUX stated he never told DONYELLE he was a City Council member or indicated he was an elected city official. LANOUX said, "She asked if we were with the City Council and I said, yes, I'm getting this information for the City Council and explained how I pushed through, got the information for the tornado sirens and that we were just looking for job descriptions." LANOUX then stated that SEDERSTROM is the one who actually requested the job descriptions and asked they be sent to LANOUX's email address because he has a better computer and printer. LANOUX said the job descriptions were sent to his email and he sent them to City Council Members Steve Bohnen and Dan Potter. LANOUX then stated, "I can see where she might be confused, but I never introduced myself as 'hi, I am Larry LANOUX, elected city official' at any type at all." LANOUX also stated the information he received is public knowledge. LANOUX said the City Planner for Grant was charging the city to write her own job description and he wanted to show the City Council that since Grant is a member of the LMC all of the job descriptions that are being charged to the city to produce, are available for no charge from the LMC. LANOUX also stated since this happened he has been appointed as a City Planning member and now is a city official.

I then spoke to SEDERSTROM and this interview was also tape recorded. SEDERSTROM told me he is the former chair of the Planning Commission and currently is on the Planning Commission for Grant. SEDERSTROM told me on 2/22/12 he accompanied LANOUX went into the LMC and spoke to the receptionist and he was referred to DONYELLE. SEDERSTROM said he requested job descriptions for City Clerk and City Planner. SEDERSTROM said he was going to give DONYELLE his card from the city and have her send the information to him, but decided LANOUX had the better computer and printer so DONYELLE said she would send it to LANOUX's email address. I asked SEDERSTROM if at any time LANOUX identified himself as a city official and SEDERSTROM replied, "Absolutely not. The only statement he said that I recall is he said, 'we are getting this for the city council,' he never indicated he was a city council member."

Refer to attached audio files for the interviews.

Please forward this report to Grant City Attorney Nick Vivian.

B. FRY:jd/031412  
cc: Investigations  
cc: Grant City Attorney Nick Vivian

\*\*\*\*\*



LE City Ltr re False Representation.pdf email from City of Grant.pdf City Planner.msg City Administrator.msg City Clerk.msg

Writer's Direct Dial: (651) 379-3080  
Writer's E-mail: [nvivan@eckbergglammers.com](mailto:nvivan@eckbergglammers.com)

**Stillwater Office:**  
1809 Northwestern Avenue  
Stillwater, Minnesota 55082  
(651) 439-2878  
Fax (651) 439-2923

February 27, 2012

**Hudson Office:**  
430 Second Street  
Hudson, Wisconsin 54016  
(715) 386-3733  
Fax (715) 386-6456

**VIA FAX & U.S. MAIL**

Diana L. Longrie  
1321 Frost Avenue  
Maplewood, MN 55109

[www.eckbergglammers.com](http://www.eckbergglammers.com)

**Re: *Larry Lanoux – Cease and Desist***  
Our File No.: 01200-14456

Dear Attorney Longrie:

On February 23, 2012, the City of Grant received a telephone call from the League of Minnesota Cities regarding the directory published annually identifying council members for all of the Leagues member cities. The contact came from a woman by the name of Laurie, who was concerned that the directory is currently in publication and that a new city council member in the City of Grant would not be included. Laurie was not sure she would be in a position to obtain the correct information and include the information in the directory prior to publication, but that she was going to try and needed information from the City regarding the new City Council Member.

Laurie was assured by the City that its Council does not have a new member. Laurie indicated that an individual representing the City of Grant as a Council member visited the League offices on February 22, 2012, and met with the Human Resources Director. While Laurie did not know the name of the individual from the City of Grant, she provided the City with his email address, which is [llanoux@comcast.net](mailto:llanoux@comcast.net). This email address appears to be that of your client, Mr. Larry Lanoux.

Additional follow-up with the League's Human Resources Department provided that Mr. Larry Lanoux, and another person, visited the Human Resources Office on February 22, 2012. Mr. Lanoux identified himself as a Council member for the City of Grant. The other individual stated that he was a member of the Grant Planning Commission. Mr. Lanoux and the unidentified individual requested information and job descriptions for City Planners, City Administrators and City Clerks.

Human Resources staff indicated that this was the first time in history at the League of Minnesota Cities that an individual misrepresented himself as a City Council Member for the purpose of obtaining information from the League.

Mr. Lanoux is hereby advised to immediately cease and desist any representation, whether public or private, that he is a current member of the Grant City Council. Such representations, while not only ill-advised, may also have criminal implications and require forwarding to the Washington County

Sheriff's Department for investigation. Mr. Lanoux is to immediately cease and desist from any representation that he is an elected official acting on behalf of the City of Grant. To the extent you know the identity of the individual who represented himself as a member of the Planning Commission, and to the extent this person is not a member of the City of Grant Planning Commission, I ask you to advise that person to comply with this Cease and Desist letter.

Mr. Lanoux' representations have significant consequences for the City of Grant. I suggest he view this Cease and Desist letter with the gravity it deserves. Should Mr. Lanoux continue to hold himself out as being an elected official with the City of Grant, I will ask law enforcement to intervene and will recommend further legal action to the Grant City Council.

Within twenty-four (24) hours of receiving this Cease and Desist letter, I ask that you confirm Mr. Lanoux' strict compliance with the demands made herein.

Thank you for your immediately attention to this matter.

Sincerely,



Nicholas J. Vivian

NJV/sms

cc: City of Grant  
Tom Carr, Mayor  
Steve Bohnen, City Council Member  
Scott Fogelson, City Council Member  
Jeff Huber, City Council Member  
Dan Potter, City Council Member  
Andy Pratt, Esq.  
Briana Fry, Deputy - Washington County Sheriff's Department

Writer's Direct Dial: (651) 379-3080  
Writer's E-mail: [nvivan@eckbergglammers.com](mailto:nvivan@eckbergglammers.com)

February 27, 2012

**VIA EMAIL & U.S. MAIL**

Tom Carr, Mayor  
Steve Bohnen, City Council Member  
Scott Fogelson, City Council Member  
Jeff Huber, City Council Member  
Dan Potter, City Council Member

City of Grant  
P.O. Box 557  
Willernie, Minnesota 55090

**Re: *Larry Lanoux – Cease and Desist***  
Our File No.: 01200-14456

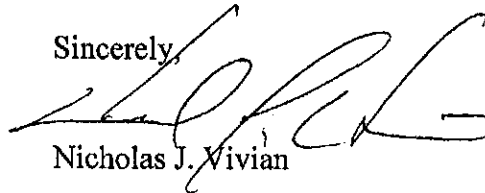
Dear Honorable Mayor and City Council:

Please be advised that on February 23, 2012, the City received a report from the League of Minnesota Cities that Mr. Larry Lanoux visited with the League's Human Resources Department and represented himself as a member of the Grant City Council. Mr. Lanoux was accompanied by another unidentified individual who represented himself as being a member of the Grant Planning Commission. I have prepared and sent to Attorney Diana Longrie a Cease and Desist letter demanding that Mr. Lanoux immediately cease any representation that he is acting as an elected official with the City of Grant. I have also forwarded this letter to the Washington County Sheriff's Department for its review.

The representation by any private citizen that they are an elected official acting on behalf of the City of Grant is unlawful and will not be tolerated by the City. Accordingly, the Cease and Desist Letter is necessary to protect the City from liability arising from such acts. I expect Mr. Lanoux will comply with the Cease and Desist Letter and will view this as a serious matter. To the extent he chooses not to, further legal action may be necessary.

As this matter progresses, I will keep the Council informed accordingly.

Sincerely,



Nicholas J. Vivian

NJV/sms

Cc: Briana Fry, Deputy - Washington County Sheriff's Department

**Stillwater Office:**

1809 Northwestern Avenue  
Stillwater, Minnesota 55082  
(651) 439-2878  
Fax (651) 439-2923

**Hudson Office:**

430 Second Street  
Hudson, Wisconsin 54016  
(715) 386-3733  
Fax (715) 386-6456

[www.eckbergglammers.com](http://www.eckbergglammers.com)

Subj: **Fwd: City of Grant and Larry Lanoux**  
Date: 1/9/2012 10:29:36 A.M. Central Standard Time  
From: [MNCARMAN@aol.com](mailto:MNCARMAN@aol.com)  
To: [Llanoux@comcast.net](mailto:Llanoux@comcast.net)  
CC: [bldavid@visi.com](mailto:bldavid@visi.com), [gatewaystables@gmail.com](mailto:gatewaystables@gmail.com)

---

From: [TRCarr@CBBURNET.COM](mailto:TRCarr@CBBURNET.COM)  
To: [clerk@cityofgrant.com](mailto:clerk@cityofgrant.com), [dpotter@cityofgrant.com](mailto:dpotter@cityofgrant.com), [jhuber@cityofgrant.com](mailto:jhuber@cityofgrant.com),  
[mayor@cityofgrant.com](mailto:mayor@cityofgrant.com), [sfogelson@cityofgrant.com](mailto:sfogelson@cityofgrant.com)  
CC: [MNCARMAN@aol.com](mailto:MNCARMAN@aol.com)  
Sent: 1/9/2012 8:45:32 A.M. Central Standard Time  
Subj: City of Grant and Larry Lanoux

IYI

---

From: Joseph Wheaton [[mailto:wheatoninspect@aol.com](mailto:mailto:wheatoninspect@aol.com)]  
Sent: Sunday, January 08, 2012 8:15 PM  
To: Carr, Thomas R  
Subject: Re: City of Grant and Larry Lanoux

Greetings Mayor Carr,

I did look at the States records to try and find the status of Larry Lanoux's Class A Master Electricians license.

I have not received a "Request for Electrical Inspection" ( Permit ) from Larry, since March 2006.

This alone would be a prompt for a search, in my opinion.

I have not filed any Violation to the State on Larry or his Business.

I did talk to Larry on the phone Thursday morning, and our conversation ended amicably.

Please know that I have not been prompted, to " Look-up" this information, by anyone other than myself.

Please contact me if there is any way that I can be of further assistance.

Regards

Joseph Wheaton

Contract Electrical Inspector  
6500 13th Ave So  
Mpls, MN 55423  
Office / Fax 612-866-3784  
Office Hours 7:00 - 8:30 AM M - F  
wheatoninspect@aol.com  
wheatoninspections.com

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**Andy Pratt**

---

**From:** Nick Vivian  
**Sent:** Wednesday, March 07, 2012 5:43 PM  
**To:** Andy Pratt  
**Subject:** FW: Lanoux License  
**Attachments:** License lookup lanoux.htm; License lookup lanoux business.htm

- Nick

Nicholas J. Vivian  
Eckberg, Lammers, Briggs, Wolff & Vierling PLLP

Banking and Finance \* Business and Commercial Real Estate \* Municipal  
651.379.3080 or 715.386.3733

-----Original Message-----

**From:** sfogelson [<mailto:sfogelson@cityofgrant.com>]  
**Sent:** Wednesday, March 07, 2012 10:45 AM  
**To:** Nick Vivian  
**Subject:** Fw: Lanoux License

----- Forwarded Message -----

**From:** "sfogelson" <[sfogelson@cityofgrant.com](mailto:sfogelson@cityofgrant.com)>  
**To:** [clerk@cityofgrant.com](mailto:clerk@cityofgrant.com)  
**Sent:** Wed, 4 Jan 2012 03:23:48 -0600  
**Subject:** Lanoux License

Kim,

I checked Larry Lanoux's Electrical License and it is current as a master electrician and a contractor. Please see the attached files. I just went to the State of Minnesota Electrical License Lookup.

Joe Wheaton is incorrect. This makes his other remarks suspect too. We do not need to hire an additional contractor. Please contact Mr Wheaton for an explanation.

Sincerely,

Scott Fogelson

--  
Open WebMail Project (<http://openwebmail.org>)  
----- End of Forwarded Message -----

--  
Open WebMail Project (<http://openwebmail.org>)

1/05/2012

Kim Points

Clerk, City of Grant.

Please accept this letter as an acceptance of acknowledgement, in regards to the Contractor License of Larry Lanoux Electric.

My original License "Look – Up" was on his Class A Master Electrician license.

The Data Base at the State showed that his license had expired, when I did the search on 12/26/2011.

The Class A Electrical Contractors License for Larry Lanoux Electric is current.

I have talked to Larry on the phone today, and expressed my apologies.

I would like to express my regret, for any problems that this may have caused you, or the Council regarding this matter.

Joseph Wheaton

Contract Electrical Inspector

6500 13<sup>th</sup> Ave S

MPLS, MN 55423

612-866-3784

[wheatoninspect@aol.com](mailto:wheatoninspect@aol.com)

[wheatoninspections.com](http://wheatoninspections.com)

## License/Certificate Detail

License Type: **CLASS A ELECTRICAL CONTRACTOR** License No: **EA006300**  
Application No: **195135** Status: **ISSUED**  
Expire Date: **2/29/2012** Effect Date:  
Orig Date: **3/8/2010** Print Date: **10/6/2011**  
Enforcement Action: **NO**

---

Name: **LARRY LANOUX ELECTRIC LLC**  
Address: **9711 KESWICK AVE**  
**STILLWATER , MN 55082**  
Phone: **651-426-6496** Fax: **651-426-6496** Other:

---

### Business Relationship Requirements

Name: **LANOUX, LAWRENCE T** Lic/Reg No: **AM002239**  
Status: **ISSUED** Application No: **167772**  
Expire Date: **2/28/2013** Effect Date:  
Orig Date: **6/14/1985**

---

### Insurance/Bond Requirements

Work Comp: **SELECTIVE INSURANCE COMPANY** Policy No: **WC 7965544**  
Effect Date: **4/24/2009** Expired Date: **4/24/2010**  
Liability: **SELECTIVE INSURANCE COMPANY** Policy No: **S 1895166**  
Effect Date: **4/24/2009** Expired Date: **4/24/2010**  
Bond: **WESTERN SURETY COMPANY** Policy No: **70879864**  
Effect Date: **3/1/2010** Expired Date: **3/1/2012**

Another Lookup?

## License/Certificate Detail

License Type:	<b>MASTER A ELECTRICIAN</b>	License No:	<b>AM002239</b>
Application No:	<b>167772</b>	Status:	<b>ISSUED</b>
Expire Date:	<b>2/28/2013</b>	Effect Date:	
Orig Date:	<b>6/14/1985</b>	Print Date:	<b>2/14/2011</b>
Enforcement Action:	<b>NO</b>	CE Status*:	<b>NOT MET</b>

\* Indicate that the status of the CE requirements before this license can be renewed.

---

Name:	<b>LANOUX, LAWRENCE T</b>		
Address:	<b>9711 KESWICK AVE</b>		
	<b>STILLWATER , MN 55082</b>		
Phone:	<b>651-426-1305</b>	Fax:	Other:

---

Another Lookup?

**Grant City Clerk**

---

**From:** Joseph Wheaton <wheatoninspect@aol.com>  
**Sent:** Monday, December 26, 2011 9:44 AM  
**To:** clerk@cityofgrant.com  
**Subject:** 20111226 Grant Twon Hall

Hi Kim,  
Thank you for providing access to the Town Hall for the final electrical inspection last week.  
I have completed a License search on Larry Lanoux.  
His Contractors License did expire on 2/28/2010.  
I would suggest that the City have a Licensed Contractor, perform the Electrical Installations, from now on.

I am going to ask Jim from J Everett Electric, to install the proper cover on the outside receptacle.  
He did the Basement at Town Hall, and does most of the work for Cates.  
He will probably want to bill the City for that.

Please contact me should you have any concerns.

Thank you.

Joseph Wheaton  
Contract Electrical Inspector  
6500 13th Ave So  
Mpls, MN 55423  
Office / Fax 612-866-3784  
Office Hours 7:00 - 8:30 AM M - F  
[wheatoninspect@aol.com](mailto:wheatoninspect@aol.com)  
[wheatoninspections.com](http://wheatoninspections.com)

---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2012.0.1901 / Virus Database: 2109/4720 - Release Date: 01/03/12

**Grant City Clerk**

---

**From:** J. Everett Electric, Inc. <jeverettelectric@gmail.com>  
**Sent:** Tuesday, January 03, 2012 12:58 PM  
**To:** clerk@cityofgrant.com  
**Subject:** FW: 20111226 Grant Town Hall

Hi Kim,

We are in the middle on this and don't feel we can go ahead without the approval of the party that will be billed. If you would like us to take care of this, let me know and we'll send someone out.

Thanks and Happy New Year!  
Beth

**J. EVERETT ELECTRIC, INC.**  
P.O. Box 495  
Hugo, MN 55038  
Phone/Fax (651)429-9281  
Cell (651)775-2818

---

**From:** Joseph Wheaton [<mailto:wheatoninspect@aol.com>]  
**Sent:** Monday, December 26, 2011 9:45 AM  
**To:** [jeverettelectric@gmail.com](mailto:jeverettelectric@gmail.com)  
**Subject:** Fwd: 20111226 Grant Twon Hall

Jim & Beth,  
FYI

Joseph Wheaton  
Contract Electrical Inspector  
6500 13th Ave So  
Mpls, MN 55423  
Office / Fax 612-866-3784  
Office Hours 7:00 - 8:30 AM M - F  
[wheatoninspect@aol.com](mailto:wheatoninspect@aol.com)  
[wheatoninspections.com](http://wheatoninspections.com)

-----Original Message-----  
From: Joseph Wheaton <[wheatoninspect@aol.com](mailto:wheatoninspect@aol.com)>  
To: clerk <[clerk@cityofgrant.com](mailto:clerk@cityofgrant.com)>  
Sent: Mon, Dec 26, 2011 9:43 am  
Subject: 20111226 Grant Twon Hall

Hi Kim,  
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[wheatoninspections.com](http://wheatoninspections.com)

---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.1901 / Virus Database: 2109/4720 - Release Date: 01/03/12

**Grant City Clerk**

---

**From:** Carr, Thomas R <TRCarr@cbburnet.com>  
**Sent:** Monday, January 09, 2012 8:46 AM  
**To:** Clerk; Dan; Jeff; mayor; scott  
**Cc:** MNCARMAN@aol.com  
**Subject:** City of Grant and Larry Lanoux

FYI

---

**From:** Joseph Wheaton [<mailto:wheatoninspect@aol.com>]  
**Sent:** Sunday, January 08, 2012 8:15 PM  
**To:** Carr, Thomas R  
**Subject:** Re: City of Grant and Larry Lanoux

Greetings Mayor Carr,

I did look at the States records to try and find the status of Larry Lanoux's Class A Master Electricians license. I have not received a "Request for Electrical Inspection" ( Permit ) from Larry, since March 2006. This alone would be a prompt for a search, in my opinion. I have not filed any Violation to the State, on Larry or his Business. I did talk to Larry on the phone Thursday morning, and our conversation ended amicably.

Please know that I have not been prompted, to " Look-up" this information, by anyone other than myself.

Please contact me If there is any way that I can be of further assistance.

Regards

Joseph Wheaton  
Contract Electrical Inspector  
6500 13th Ave So  
Mpls, MN 55423  
Office / Fax 612-866-3784  
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[wheatoninspect@aol.com](mailto:wheatoninspect@aol.com)  
[wheatoninspections.com](http://wheatoninspections.com)

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1/05/2012

Kim Points

Clerk, City of Grant.

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Joseph Wheaton

Contract Electrical Inspector

6500 13<sup>th</sup> Ave S

MPLS, MN 55423

612-866-3784

[wheatoninspect@aol.com](mailto:wheatoninspect@aol.com)

wheatoninspections.com

**- Sent to Council -**

**Grant City Clerk**

---

**From:** [REDACTED]  
**Sent:** Tuesday, January 03, 2012 1:05 AM  
**To:** 'Grant City Clerk'  
**Subject:** RE: Hunting complaint

Hi Kim:

No more incidents, thank goodness, but I do have a few more thoughts. A number of really bad things could have easily happened that night – we could have let our dogs out, not knowing the hunters were out there, and our dogs could have bitten them, the hunters could have hurt our dogs, or my husband could have taken a shotgun out with him instead of a flashlight. So it's not just a safety issue for me as a homeowner, but for the hunters as well. At best, Mr. Zink took a bad shot (he shot the deer in the hip) in the dark demonstrating an egregious lack of judgment and was irresponsible, if not unethical, but it could have been much worse for all involved and we were unwitting participants. As a homeowner in a residential area, I never dreamed I would have to be worried about my family or my pets being shot by some reckless hunter, and I should not have to live in fear (or curtail my activities) during hunting season or be exposed to this risk unless I choose to be. Since arrows from compound bows can travel hundreds of yards, I have to rely on my neighbors, or the friends and acquaintances they let hunt, to keep us all safe. Mr. Zink shows us this is a scary proposition. In reflecting on what happened, I now feel that hunting in residential neighborhoods such as mine (narrow lots, homes close together, small lots of 3 - 5 acres average) should not be allowed. I appreciate your assistance, and if you have any further questions or comments, please don't hesitate to contact me. I am also fine with you distributing my email to the Council.

Best regards,  
[REDACTED]

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**From:** Grant City Clerk [mailto:clerk@cityofgrant.com]  
**Sent:** Thursday, December 29, 2011 2:09 PM  
**To:** [REDACTED]  
**Subject:** RE: Hunting complaint

Thanks Cindy.

There is now an official complaint here at the office. Also, if you are okay with it, I am going to print this and distribute it to the Council.

Any more incidents?

Kim Points

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**From:** [REDACTED]  
**Sent:** Tuesday, December 27, 2011 2:59 PM  
**To:** clerk@cityofgrant.com  
**Subject:** Hunting complaint

Dear City Clerk:

Per my call last week, I would like to file a complaint regarding a hunting incident on my property last Wednesday night (December 21).

At approximately 9:00 p.m. that night I arrived home from work and parked in my driveway. I was talking on my cell phone to my brother when I got out of my car and thought I glimpsed a light next to my detached garage, about 30 to 35 feet away from me. It was turned off almost immediately, so I wasn't sure what I had seen as my house had its interior lights

on, but no yard lights were on, and I was standing in the dark on my driveway. A few moments later the light came back on next to the detached garage, and I called out loudly several times to see if it was my husband looking for something with a flashlight. When the light was turned off immediately again and no one responded, I became very frightened as I thought it was an intruder or someone poaching deer on my property. I ran into my house and got my husband, who went out a few minutes later to see if he could locate whoever was out there, but he couldn't find anyone, however did spot tracks and a blood trail. He then got his truck and went out to see if he could find hunters. A few minutes after he left, three hunters in a truck pulled up our driveway. The man driving got out, indentified himself as Bob Zink (hunting with his son and an exchange student from Portugal) and asked if they could track a wounded deer on my property. I immediately asked if they were the ones by my garage who hid from me when I called out to them, and he denied it. He said they thought they heard something, but weren't sure, and didn't think they were off of Glenn Larson's property. I was very angry, as I knew he was lying, and that he did not want to admit they had been trespassing. I also asked why they were hunting at night, and he said he shot the deer at 5:06 p.m. (conveniently, the last legal time that he could) and went home to have dinner before starting to track the deer. I told him to get off my property, and he argued with me, telling me, among other things, that he would go get a game warden to get the deer, and was that really how I wanted my tax dollars spent. Along with giving me his views on hunting, Mr. Zink advised me numerous times that he was a professor at the University, was on the Grant planning commission, was very good friends with Glenn Larson (who had given him permission to hunt on his property), had two deer stands on Glenn's property, and would be hunting here every day until the season ended, which sounded like an implied threat. He also noted that there were 6 other hunting parties in my immediate neighborhood.

While I was arguing with Mr. Zink, my husband came home and told them he found the deer trail and could help them locate the deer, which he did. Mr. Zink later apologized to my husband for not identifying themselves when I spotted them, admitting they were the ones on our property. I subsequently filed a complaint with the DNR, who spoke to Mr. Zink, who apparently also lied to the conservation officer and said that they didn't realize they weren't on Glenn's property (even though Glenn doesn't have a detached 3 car dark brown garage, said garage is in front of my 4000 s.f. house that had interior lights on, and there is a large house with an in-ground swimming pool in-between Glenn's property and mine), but then curiously noted that they didn't see any "no trespassing" signs (there were a couple, but old and faded - I've since put out multiple new ones). If they thought they were on Glenn's property, why were they looking for no trespassing signs?

Aside from the fact that Mr. Zink and his son apparently don't see an issue with shooting a deer when it's dark, then starting to track it four hours later through residential properties without asking for permission and hiding when discovered by a homeowner, I am now concerned for my family's safety and that of my dogs. Our lots are narrow, the homes are fairly close together, and there is not 500 feet between residences. I am now afraid to walk my wooded property for fear of being shot by an irresponsible hunter, especially if what Mr. Zink said was true, that there are 7 hunting parties in my immediate neighborhood. My quiet enjoyment of my property has been ruined. I know most hunters are ethical and responsible, but Mr. Zink is an example that there are reckless hunters out there. I feel this situation is a tragedy waiting to happen, and ask that Grant consider requiring that property owner's must have a minimum parcel size of 10+ acres or consent from 100% of their neighbors (not just adjacent, but the surrounding area) before being able to allow hunting on their property.

Per your suggestion, I have sent a letter to Glenn Larson and also advised the Washington County Sheriff of the trespassing incident. I would appreciate any feedback you might have, as I feel this is a serious safety issue.



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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.1901 / Virus Database: 2109/4710 - Release Date: 12/29/11

=====

## Grant City Clerk

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**From:** [REDACTED]  
**Sent:** Thursday, April 19, 2012 10:03 AM  
**To:** clerk@cityofgrant.com  
**Subject:** commercial business concern

I would like some information regarding using residential property for commercial business activities. We have a neighbor who has had a large dumpster on his residential property for 1 1/2 years. It appears as though he is using this dumpster for his commercial business which is gutting properties that have had fire/flood/etc. damage. This residential property is at 9945 Justen Trail. I emailed my concern about this about 3 months ago but have not heard anything back. Just curious if the city has looked into this. Thank you.

[REDACTED]

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.1913 / Virus Database: 2411/4946 - Release Date: 04/19/12

To: Kim Points City Clerk

From: Jack Kramer Build & Code Enforcement Official

[REDACTED]


Hi Kim:

I have checked into the zoning complaint and I have documentation that indicates the owner has commercial property elsewhere.

The dumpster is legal due to the current building permit associated with the property. The owner has been remodeling for several years and has updated his permit yearly.

The appearance can be annoying, however legal in all respects.

Sincerely,



Jack Kramer

## Grant City Clerk

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**From:** [REDACTED]  
**Sent:** Sunday, December 04, 2011 8:32 PM  
**To:** clerk@cityofgrant.com  
**Cc:** [REDACTED]  
**Subject:** theatre sign across from the Mahtomedi High School

Is the trailer/theatre sign across from the Mahtomedi High School parking lot within Grant city limits? If yes, it is within code for it to be there? It is incredibly unsightly and should be removed if possible. It's kind of jarring after driving through the beautiful snowy countryside.

[REDACTED]  
[REDACTED]  
Grant, MN 55082

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.1901 / Virus Database: 2109/4738 - Release Date: 01/12/12

*CITY of GRANT*

P.O. BOX 577  
WILLERNIE, MN 55090  
(651) 426-3383

Date: December 5, 2011

*Sent  
12/6/11*

Terry & Virginia Merrill  
7395 Ideal Ave.  
Mahtomedi, MN. 55115

Re, Violation of the City of Grant Zoning Ordinance Division 3 Signs, Sec. 32-417 Restrictions in Agricultural Districts.

Dear Mr. & Mrs. Merrill,

The city has received numerous complaints regarding the semi-trailer sign, which is parked on your land located on the intersection of 75<sup>th</sup> St. and Ideal Ave.

Please note this type of sign is in violation of the sign ordinance and removal is required.

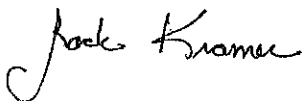
Please note Section 32-421 Obsolete Signs states "Any sign for which no permit has been issued shall be taken down and removed by the owner, agent or person having beneficial use of the building, structure or land upon which the sign is located within 30 days after written notice from the zoning administrator".

Based on the ordinance language, the sign shall be removed within 30 days from the date of this letter of notification.

If you have any questions please feel free to contact me at 651-351-5051.

Thank you for anticipated cooperation.

Sincerely,



Jack Kramer

Building & Code Enforcement Official

c.c. Kim Points City Clerk  
City Council  
Nick Vivian City Attorney

**Grant City Clerk**

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**From:** [REDACTED]

**Sent:** Thursday, June 30, 2011 3:05 PM

**To:** clerk@cityofgrant.com

**Subject:** nuisance dog barking

Hi Kim,

This is to confirm our phone conversation regarding our concern about the nuisance dog barking coming from [REDACTED]. We believe the owners name [REDACTED].

As we discussed, we are not wanting to cause problems, but would like to see if a letter coming from your office may encourage this person to take steps to curb the nuisance barking coming from the 3 to 5 dogs at this residence.

Thanks again for your help!

[REDACTED]

[REDACTED]



July 12, 2011

Property Owner

[REDACTED]

Grant, MN 55082

RE: Dog Nuisance Complaint

Dear Property Owner:

This letter is to inform you that the City has received a formal complaint regarding the barking of dogs on your property.

The City does have a Nuisance Ordinance that pertains to this issue. The ordinance does refer specifically to noise and states "Any use shall be so operated as to prevent the emission of noise of such volume or duration to be reasonably objectionable at any point beyond the lot line of the site on which the use is located".

Please try to resolve any potential issues that possibly relate to the formal complaint.

Feel free to contact me if you have any questions.

Sincerely,

Kim Points  
City Clerk  
426-3383

April 27, 2012

Property Owner

[REDACTED]

Grant, MN 55082

RE: Dog Nuisance Complaint

Dear Property Owner:

This letter is to inform you that the City has received a formal complaint regarding the barking of dogs on your property.

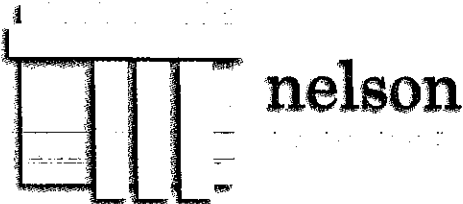
The City does have a Nuisance Ordinance that pertains to this issue. The ordinance does refer specifically to noise and states "Any use shall be so operated as to prevent the emission of noise of such volume or duration to be reasonably objectionable at any point beyond the lot line of the site on which the use is located".

Please try to resolve any potential issues that possibly relate to the formal complaint.

Feel free to contact me if you have any questions.

Sincerely,

Kim Points  
City Clerk  
426-3383



October 28, 2011

City of Grant  
Attn: City Clerk  
P.O. Box 577  
Willernie, MN 55090

RE: **Frank Fabio Company, Inc. (Frank Fabio)**  
Property Address: 6510 Jocelyn Road North, Stillwater, MN 55082  
My Client: [REDACTED]

Dear City Clerk:

My office represents [REDACTED] who are residents of the City of Grant living at [REDACTED]. My [REDACTED] to Frank Fabio, who is operating a commercial restoration company out of his home in violation of the residential zoning ordinance.

The purpose of this letter is to give notice of a formal complaint regarding Mr. Fabio's company. Through a verification at the city office, I was able to determine that Mr. Fabio does not have a conditional use permit to operate the company out of his personal residence; accordingly, on behalf of my clients, I am requesting that the City of Grant enforce an immediate "cease and desist" to stop the operation of Frank Fabio Company, Inc. on the residential property.

I have attached as Exhibit "A" a printout from the Frank Fabio Company website. The website clearly lists Mr. Fabio's Grant residence as the location of the company. I have also attached as Exhibit "B" pictures taken by my client back in April 2010 and more recently in October 2011 to illustrate the nature of Mr. Fabio's work and the impact it has on his neighbors.

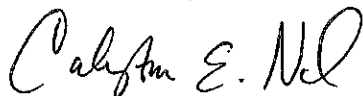
The heavy machinery, construction, traffic and constant business activity are forcing my clients to protect their property interest. The photos I have attached show the view from my clients' front steps. The noise, traffic and activity are a distraction, unsightly, and have a definite impact on my clients' quality of life and property value.

In the event the City of Grant does not take immediate action to stop the company activity, I will advise my clients to proceed with legal action and damages to enforce the R-1 zoning ordinance in place.

If you wish to discuss this matter with me in more detail or provide a response to this "cease and desist" request, please contact me directly at 651-773-3310. Do not make any attempt to contact my clients regarding this matter.

Very truly yours,

NELSON LEGAL SERVICES, LLC



CarlyAnn E. Nelson  
*Attorney at Law*

cen@nelsonlegal.net

cen/10.28.11

cc: 

# CITY of GRANT

P.O. BOX 577  
WILLERNIE, MN 55090  
(651) 426-3383

Date: November 3, 2011

Frank Fabio Company, Inc.  
Mr. Frank Fabio  
6510 Jocelyn Road North  
Stillwater, MN. 55082

Re, Violation of the City of Grant Zoning Ordinance (Article III. Zoning Districts Established; Permitted Uses; Dimensional Standards.)Section 32-243 and 32-245.

Dear Mr. Fabio:

The city has received a formal complaint from an attorney representing a city resident, indicating that you are operating a business from your property.

I inspected the property as directed by the city clerk to validate the complaint. Upon inspection of the property, it is clearly obvious and noted that you are currently operating a business from the property. Please note this is in direct violation of the ordinances.

The property is zoned a R-1 Residential district and if you wish to operate a business or home occupation in this district a Conditional Use Permit is required.

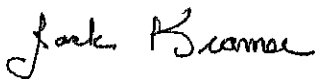
The violation cannot continue and abatement required. In order to comply, you have the opportunity to remove the business from the property or make application for the Conditional Use Permit.

If you decide to make application for the Conditional Use Permit the city planner will assist you with the requirements. The application can be obtained at the city clerk's office located at 111 Wildwood Road Willernie ,MN.

If you have any further questions please feel free to contact me at 651-351-5051.

Thank you, for your anticipated cooperation.

Sincerely,



Jack Kramer

Building & Code Enforcement Official

c.c City Clerk Kim Points  
City Council  
City Planner Jennifer Haskamp

## Have a complaint? Here's the proper way to file it

by Arlene Mitchell

Even in the friendliest and most responsible of neighborhoods, once in a while there can still be a property where challenges persist. The City strongly encourages residents to talk with their neighbors when they have concerns about property violations. Many times residents are unaware they may be violating a city regulation. If the need arises to ask for outside help with code enforcement issues, this story explains how to do so.

Arden Hills is a complaint-based City. Staff members do not proactively look for violations of the City's code. They rely on residents to submit a complaint, which they then investigate in accordance with the code compliance policy below.

### Submitting a complaint

In order for City staff members to investigate a complaint, they need a description of the problem and its location along with the complainant's contact information (name, address, and phone number). This is kept confidential. Complaints can be submitted to the City by mail, e-mail, or by calling City Hall during regular

business hours. On-street violations, animal or pet concerns, or urgent situations can be addressed by calling the Ramsey County Sheriff's non-emergency line at 651-767-0640. People are strongly encouraged to contact City staff and/or the Ramsey County Sheriff's Office while the problem is occurring so that it can be witnessed.

The City's primary goal is to obtain compliance. This process is designed to allow owners or tenants an opportunity to fix the problem on their own. The City provides property owners and tenants with the information they need to avoid repeating the violation. The City recognizes that this can be frustrating for the complainant, who may continue to live with the situation through two weeks of warnings plus the time that it takes to move through the abatement process, which requires a hearing and Council action. The City is legally obligated to follow notice and due diligence requirements, and the City tries to work with property owners and tenants to achieve voluntary compliance as quickly as possible.

### AHATS *continued from page 1*

In late 2012 or 2013, the Army plans to begin construction of a second new Readiness Center. This will become the headquarters for the 834<sup>th</sup> Aviation Support Battalion, which supports the Red Bulls. The approximately 70,000-square-foot center will be located west of the facility. Cost is estimated at \$17 million.

Several more buildings are planned on AHATS, although likely not for many years. The plans include a division headquarters for the Red Bulls and a joint forces (Army and Air National Guard) headquarters.

Lee said the City of Arden Hills and other community partners have been very supportive during the planning and construction. "It's been a great partnership. We couldn't have gotten this far without them," she said.

### Complaint process outlined

- 1. Complaint.** The complaint is submitted.
- 2. Inspection.** Staff visits the property to conduct an inspection. The City then follows up with the complainant. The City strives to complete this step within two business days.
- 3. Notification.** The City contacts the people involved in the situation that produced the complaint and explains the problem and how to resolve it. Depending on the situation, this may be the owner, the tenant, or both. If the problem still exists, the owner/tenant will be given seven days to resolve it. If the problem no longer exists, the owner/tenant will be informed that another complaint within a year may result in a citation or other action.
- 4. Re-inspection.** Staff re-inspects the property after seven days. If the violation is resolved, the case is closed. If not, final notice will be given.
- 5. Final notice.** The property owner/tenant will again be notified of the problem and what must be done to resolve it. The owner/tenant is given another seven days to resolve it before the City takes action.
- 6. City action.** If the violation remains unresolved after the second seven-day period, depending on the situation, the City may issue a citation or initiate the abatement process. In an abatement process the City takes care of the problem and then bills the owner/tenant for the work done.
- 7. Recurrence.** If the substantially same violation happens again within two years, the City may issue a citation or begin abatement without repeating the two seven-day warning periods.

## PLANNING

appointment to the planning commission by the city council.

(d) The appointment process for a vacancy due to an expired term shall be handled by the city council at a regular or special meeting in March of each year in order to allow an opportunity for candidates to file applications and interview applicants. For all unexpired terms, the city council shall follow the same process as laid out in (a) through (c), but may consider appointments at any regularly schedule city council meeting.

(Ord. No. 2005-114, § 5, 4-5-2005; Ord. No. 2009-08, § 5, 3-3-2009)

### **Sec. 24-25. Meetings; records; reports.**

The planning commission shall hold at least one regular meeting each month, unless there is no business to conduct. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which shall be a public record. At each regular monthly meeting of the city council, the commission shall submit to the city council a report of its work during the preceding month.

(Ord. No. 2005-114, § 6, 4-5-2005; Ord. No. 2009-08, § 6, 3-3-2009)

### **Sec. 24-26. Duties.**

(a) The planning commission shall have the duty to review, study and make recommendations to the city council on the following:

- (1) The City's Comprehensive Plan;
- (2) All standard land use applications, filed with the City, including but not limited to: rezoning, conditional use permits, variances, subdivisions and related matters;
- (3) Matters requiring a public hearing by law and/or as directed by the city council;
- (4) Draft ordinances as requested by the city council;
- (5) Such other matters as the city council may request review and recommendation.
- (6) Such other duties as the city council may delegate.

(b) As directed by the city council, the planning commission shall attend joint meetings between the city council and planning commission.

(c) The city council may elect to classify a land use application as an Emergency Application requiring immediate consideration. An application may only be classified as an Emergency Applicant if the applicant is faced with circumstances which directly and immediately affect the public health, safety and well-being of either the applicant, or any resident of the city. Any land use application classified as an Emergency Application shall be considered directly by the city council and shall not be considered by the planning commission given the urgency of the circumstances. The city council shall conduct all necessary public hearings. When an application is classified as an Emergency Application by the city council, the planning commission shall be notified and invited to attend the city council meeting at which the application is discussed.

(d) Such recommendations shall then be acted upon in accordance with Minn. Stats. § 15.99, as amended, if applicable, and Minn. Stats. § 462.358, subd. 3b, as amended and if applicable, and all other laws of the state.

(Ord. No. 2005-114, § 4, 4-5-2005; Ord. No. 2009-08, § 4, 3-3-2009)

State Law References: Time deadlines for actions, Minn. Stats. §§ 15.99, 462.358, subd. 3b.

## II. City council and its powers

It is the duty of the mayor, clerk, and councilmembers to ensure that the city is fulfilling its duties under the law and lawfully exercising its powers.

See Handbook, Chapter 18 for more information about personal liability for official actions.

City officials can sometimes be held personally liable for failing to act or for taking unauthorized actions on the part of the city. To avoid personal-liability lawsuits, city officials should gain a working knowledge of the laws that regulate city government. Whenever there is any doubt about the validity of an action or procedure, city officials should consult their city attorney.

### A. Role of the individual councilmember

Councilmembers' statutory duties are to be performed, almost without exception, by the council as a whole. For example, it is the council and not individual councilmembers that must supervise administrative officers, formulate policies, and exercise city powers.

Councilmembers should devote their official time to problems of basic policy and act as liaisons between the city and the general public. Councilmembers should be concerned, not only with the conduct of daily affairs, but also with the future development of the city.

The most important single responsibility of a councilmember is participation at council meetings. In statutory cities, each councilmember, including the mayor, has full authority to make and second motions, participate in discussions, and vote on every matter before the council.

Minn. Stat. § 412.191, subd. 2;  
Minn. Stat. § 13D.04.

In a statutory city, the mayor or any two councilmembers of a five-member council or any three members of a seven-member council may call a special meeting. Care should be exercised to give proper notice, however.

As individuals, councilmembers have no administrative authority. They cannot give orders or otherwise supervise city employees unless specifically directed to do so by the council. The council, however, has complete authority over all administrative affairs in the city. In Plan B cities, this authority is generally restricted to conducting investigations and establishing policies to be performed by the manager.

Minn. Stat. § 412.101  
(repealed by Laws 2001, ch. 135, sec. 3).

Under state law that was repealed in 2001, all members of the council, including mayors, were "peace officers." Councilmembers were authorized to suppress any "riotous or disorderly conduct" in the streets or public places of the city. The mayor and individual councilmembers no longer have peace-officer authority.



Approved 2/7/11  
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,

Obtain all required investment disclaimers, research, modify and process collateral substitution requests.

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.

7. Be bonded and insured.

CITY OF GRANT

CITY OF GRANT  
City of Grant  
Washington County, Minnesota

Job Title: City Treasurer  
Supervisor: Mayor and City Council  
Last Revised: May 18, 2005

General Duties:

Provide an analysis of cash flow, investments and budgeting. Provide financial information to the City Council, Mayor, City Attorney,

Financial Committee and Clerk as requested. Assist the City Clerk in maintaining accurate financial books, records and reports.

Specific Duties:

1. Provide accurate and timely financial reports to the City Council.
2. Prepare and provide monthly, quarterly and annual financial statements and send to the City Clerk on a frequency to be determined by the City Council.
3. Reconcile each bank, escrow, bond and investment account on a monthly basis.
4. Assist audit firm hired by the City Council by cooperating with City Clerk to provide data, reports and source documents as requested.
5. Cooperate with the City Staff to negotiate and present to City Council for final approval all Bond Sales and Private Sales needed for funding the City and its projects.
6. Attend City Council meetings and other meetings if requested by the City Council.
7. Meet with the Finance Committee as requested to provide timely asset investment analysis, expense analysis and make cash flow projections for budget utilization, including:
  - a. Investment of funds in a timely manner pursuant to the policies and direction of the City Council.
  - b. Obtain all required investment disclaimers, research, modify and process collateral substitution requests.
  - c. Identify money available to be invested by:
    - i. Analyzing investments.
    - ii. Make cash flow projection analysis.

CITY OF GRANT

- d. Prepare annual budget with supporting schedules.
- e. Prepare semi-annual budget revisions with supporting schedules.
- f. Provide analysis of any unusual expenses or income from budget.
- 8. Assist the Clerk in tracking assessments and taxes paid, and verify and coordinate recordkeeping with Washington County

Auditor and Assessor.

- 9. Pay out money upon written order of Mayor and Clerk.
- 10. Deliver on demand all books, records and property belonging to the Treasurer's office in the Treasurer's possession to a qualified successor or the City Clerk.
- 11. Furnish proof of bonds and insurance as required by City Council.

Qualifications:

High school diploma, BA/BS in Finance/Accounting preferred, employment or volunteer experience with local government preferred,

excellent organizational, interpersonal and communication skills required, proficient in Word, Excel, Outlook and QuickBooks

**CITY OF GRANT  
WASHINGTON COUNTY, MINNESOTA  
RESOLUTION 2003-XX 07**

**A RESOLUTION DEFINING THE PROCEDURES TO BE FOLLOWED FOR ANIMAL CONTROL WITHIN THE CITY OF GRANT.**

WHEREAS, the City of Grant finds it necessary to provide for animal control within its borders; and,

WHEREAS, the City and the surrounding area have grown and new residents and pets find their way into the City limits; and,

WHEREAS, while the City desires to maintain its rural character it understands that it must provide for animal control; and,

WHEREAS, the City has worked with its residents to establish an animal control procedure which will also maintain its fiscally conservative and historically low budget.

NOW, THEREFORE BE IT RESOLVED THAT THE FOLLOWING ANIMAL CONTROL POLICIES HAVE BEEN DEVELOPED AND ADOPTED FOR THE CITY OF GRANT AND SHOULD BE FOLLOWED BY THE RESIDENTS AND LAW ENFORCEMENT OFFICIALS IN THE CITY:

1. The Grant animal control person and the professional animal control service shall be appointed and/or designated annually in January by the City Council.
2. The Grant animal control person shall use their discretion and may call upon the professional animal control service for assistance.
3. In a dangerous situation involving an animal a resident should call the professional animal control service or 911 for assistance.
4. At their sole discretion, law enforcement officers within Grant, shall contact the Grant animal control person or the professional animal control service who have been designated by the City.
5. Residents may contact the Grant animal control person in all non-dangerous situations.
6. The Grant animal control person shall sign a waiver holding the City harmless for any actions of or damages incurred by said person.
7. The professional animal control service shall sign a contract to provide services to the City and shall provide the City with a liability policy showing the City as an additional named insured in an amount determined by the City.
8. Detailed procedures shall be posted on the City website and distributed annually in the *Grant News*.

WHEREUPON, a vote, being taken upon a motion by Councilperson Mrs. Schwarze and seconded by Councilperson Mr. Gangnon, the following members voted in favor: Mr. Carr, Mr. Vanzeal, Mr. Gangnon and the following voted against: None  
*Mrs. Schwarze, Mrs. Erbelex*

Adopted by the City Council of the City of Grant this 1st day of April, 2003.

Barb Bartholdi

ATTEST: Barb Bartholdi, City Clerk



Thomas Carr, Mayor

**City of Grant**  
**Washington County, Minnesota**

Job Title:               **City Clerk**  
Supervisor:            Mayor  
Last Revised:         September 27, 2006

**General Duties:**

The Clerk will serve as the administrative Clerk for the City and report to the Mayor. The Clerk shall be responsible for the day-to-day operations of the City, which shall be conducted in a manner consistent with the law and policies established by the City Council.

**Specific Duties:**

1.     Receive all correspondence and mail for the City and sort and distribute the mail to the City Council, Mayor and City consultants.
2.     Receive citizen, City Council member and consultant inquiries and respond to said inquiries in a timely manner. Route calls to appropriate City resources, i.e. Attorney, Building Inspector, Planner and Engineer.
3.     Prepare City Council and Planning Commission Agendas and packets at the direction of the Mayor
4.     Prepare, post and publish meeting notices for the City Council and Planning Commission at the direction of the Mayor and Planning Commission Chair.
5.     Prepare with direction from the City Council, if necessary, responses to Washington County or any other state agency inquiries.
6.     Maintain all applicable licenses, process applications and forward information to the appropriate governmental entity.
7.     Gather and prepare information to be sent to the web master for placement on the official City website and update the cable television programming on a timely basis per City policy.
8.     Maintain in the Clerk's office a true record of all proceedings, including the taking of minutes at all City Council and Planning Commission meetings.
9.     Maintain and process applications for land use requests, certificates of compliance and any permit required by the City.
10.    Maintain a record of all ordinances passed by the City Council in an ordinance book.

11. Maintain a master file of Conditional Use Permits issued by the City.
12. Act as the election official at at the official polling place for the City, also responsible for training election judges.
13. Record all financial transactions of the City in a timely manner. These include the following:
  - a. Process and post all vendor invoices.
  - b. Prepare a Disbursements Journal for review by the City Council.
  - c. Process and post all payroll and direct disbursements.
  - d. Prepare checks and make arrangements to mail to vendors or employees.
  - e. Receive and safely keep all money belonging to the City.
  - f. Deposit, in a timely manner, all money received in the City's official depository.
  - g. Receive fees, fines and other payments due to City and give out receipts for them.
14. Maintain and take custody of the seal, records, books and papers of the City and file and safely keep all papers required by law to be filed in the Clerk's office. Work cooperatively with Treasurer on financial data. Sign all official papers as required.
15. Deliver on demand all books, records and property belonging to the Clerk's office and all money in the Clerk's possession to a qualified successor or the Mayor .
16. Take and certify acknowledgments and administer oaths.
17. Perform other duties as requested by the City Council or as required by law.
18. Notary, willing to become a notary. City will pay cost of license To be used to notarize official city documents.

**Qualifications:**

High school diploma, employment or volunteer experience with local government preferred, excellent typing, organizational, interpersonal and communication skills, proficient in software currently being used by the City.



## RESOLUTION 2003-05

## CITY OF GRANT

## WASHINGTON COUNTY, MINNESOTA

A RESOLUTION ADOPTING AMENDED WEBSITE POLICIES AND PROCEDURES FOR  
THE CITY  
OF GRANT

WHEREAS, the City of Grant maintains a website and the guidelines and regulations regarding the content and maintenance were first established by resolution 1999-05; and

WHEREAS, the City desires to amend the website policies and procedures by repealing resolution 1999-05 and replacing it with the new policies and procedures.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF GRANT HEREBY REPEALS RESOLUTION 1999-05 AND ADOPTS THE FOLLOWING WEBSITE POLICIES AND PROCEDURES FOR THE CITY OF GRANT:

**PURPOSE:** To provide clear guidelines and understanding regarding the jurisdiction, content, and maintenance of the Grant Web Site.

**SITE OBJECTIVE:** To support the City of Grant's Comprehensive Plan Goal Number 6 of more effectively communicating information to the citizens of Grant for their improved understanding of relevant issues and the development of a more participatory and cohesive community.

**SCOPE:** The Grant Web Site shall contain information that is housed in the Grant City Office and Places of Public Record and other information deemed appropriate by the Grant City Council.

**JURISDICTION:** Grant City Council has authority over the Grant Web Site. Any new content that does not fit within the current content guidelines must be approved by the City Council before being posted. Such approval will constitute an amendment to this policy such that further updates of this specific addition will not need further City Council approval.

Grant City Council has the authority to change the password that allows altering information to the Grant Web Site. Current Webmaster must be informed immediately of any changes. The Webmaster will be given the password that allows inputting changes on the Web Site. This password will change when a new volunteer is appointed as Webmaster.

**DOMAIN NAME:** The domain name for the Grant Web Site is: CI.GRANT.MN US

SERVICE PROVIDER: The site is currently hosted by Visi.com.

WEBMASTER: The Grant Web Site shall be updated and maintained by the designated Webmaster. The Webmaster is a volunteer position and the candidate must be approved by City Council. A minimum of a one year commitment by the Webmaster will facilitate an efficiently run Web Site. To volunteer for this position, please notify the Grant City Clerk.

The Webmaster also has the authority to change the password as may be needed for security reasons and shall inform the City Council as soon as possible when such a change has been made. As this password enables the Webmaster to update the Web Site, at the discretion of the City Council, the City Clerk and a backup volunteer may also be given the password.

CONTENT: The Grant Web Site contains public information. This information has been collected from various sources including scanning from paper copies. Official copies may be obtained from the Grant City Clerk. The official copies shall always take precedence over the information found on this site or any other sites.

The Grant Web Site will not include information or links to commercial enterprises nor non-profit clubs and organizations unless specifically approved by Grant City Council.

Approved content includes:

The City of Grant  
About Grant  
Grant Newsletter  
City Council  
Council Members  
Meetings and Agendas

Council Information Packet Contents.

Draft Meeting Minutes  
Approved Meeting Minutes

Policy on Public Participation During Meetings  
Planning Commission  
Planning Commission Members  
Meetings and Agendas

Draft Meeting Minutes  
Approved Meeting Minutes  
Pending Applications including Planner Reports and Escrow Balances.

Draft Ordinances

Public Hearing Information

## Administration

Applications and Permits ( Information only! You can NOT submit applications electronically due to fees.)

## Legal Notices

Ordinances and Resolutions

Documents (Checklist, Procedures Manual)

Grant City Office (hours, location, City Clerk)

Comprehensive Plan

Archived Minutes

Police Reports

Financial Reports

Grant Information NEW Last Site Update

City Services

## Frequently Asked Questions

Road Inventory Information

Government Links

Voter Information (districts, polling place, etc.)

Schools (districts serving Grant and link to school Web Sites)

Survey Results

Meeting Calendar

Special Issues and Events

Community Information

Recreation

Waste and Recycling (current recycling schedules/providers)

Environmental Issues

Lost and Found Animals (including a link to [www.petfinder.org](http://www.petfinder.org))

Volunteering (opportunities in Grant and St. Croix Valley)

Twin Cities Weather

Personal information of Planning Commission Members and Grant City Council members including e-mail addresses and phone numbers will only be posted with the express permission of each individual involved.

**FUTURE CONTENT:** Additional topics must be presented to City Council for approval prior to being added to the Grant Web Site

**TEMPORARY USES:** City Council may authorize hosting Web Sites for other governmental organizations that are tied to Grant such as Watershed Districts or School Districts.

**LINKS TO OTHER SITES:** The Grant Web Site may provide links to government and related sites provided the sponsoring organization is non-profit and consistent with the goals and policies of the Grant Comprehensive Plan.

**MAINTENANCE:** The Grant Web Site shall be maintained and information updated through volunteer

efforts with minimal impact on the City Clerk's time and responsibilities. The designated volunteer Webmaster is the only person authorized to maintain and update information to the Grant Web Site.

Best efforts will be made to update the Grant Web Site in a timely manner - usually within one week of receiving the information. Draft Planning Commission minutes shall be posted immediately due to the short turn around time between Planning Commission meetings and City Council Meetings.

Back up copies of the Grant Web Site shall be maintained on a monthly basis by the Webmaster.

**SUBMISSION PROCEDURES:** Electronic Submission for Web Site input is preferred. Information can be forwarded directly to the Webmaster or to the City Clerk to be forwarded. Please contact Webmaster prior to submission for format and protocol as HTML is preferred. Paper copy can be received via fax, mail or hand delivery to the City Clerk to be forwarded to the Webmaster.

The City Clerk will e-mail public information as soon as it is available to the Webmaster for updating the Grant Web Site This information includes, but is not limited to: approved City Council Minutes, draft Planning Commission Minutes, Grant Newsletters once approved for publication, meeting agendas, meeting notices and public hearing notices, and ordinances/resolutions once passed by City Council motions. These items will not need additional City Council approval for updating the Web Site.

WHEREUPON, a vote being taken upon a motion by Councilperson Rick Vanzwol and seconded by Councilperson Sharon Schwarze, the following members voted in favor:

Mayor Thomas Carr, Councilmembers Rick Vanzwol, Sharon Schwarze and Candice Kraemer

Ant the following members voted against: None.

Adopted by the City Council of the City of Grant this 4th day of March, 2003.

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Tom Carr, Mayor

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ATTEST: Barb Bartholdi, City Clerk

Minn. Stat. § 211B.10, subd. 2.

An employer must allow a councilmember to take time off from regular employment to attend council meetings. The time off may be without pay, with pay or made up with other hours as agreed to between the employee and the employer. When the councilmember takes time off without pay, the employer must make an effort to allow the employee to make up the time with other hours when the employee is available. No retaliatory action may be taken by the employer for absences to attend meetings necessitated by reason of the employee's public office.

### III. Mayor

Minn. Stat. § 412.191, subds. 2, 1; For more information about the office of mayor see the Minnesota Mayors Handbook.

As the head of the city, the mayor officially speaks for both the council and the community as a whole. In all statutory cities and in most charter cities, the mayor is the presiding officer and a regular member of the council. The mayor has all the powers and duties for the office of councilmember in addition to those of mayor.

In a home rule charter city, the charter spells out the duties and responsibilities of the mayor. This chapter, however, deals with mayors of statutory cities.

Many mayors belong to the Minnesota Mayors' Association (MMA), which is affiliated with the League and holds an annual conference on issues of interest to mayors. Contact the League for more information about the MMA.

#### A. Official head of the city

As the official head of the city, the mayor has three important responsibilities:

First, the mayor usually serves as the city's representative before the Minnesota Legislature, federal agencies, and other local governments.

Second, the mayor performs ceremonial duties on behalf of the community. The mayor usually greets important visitors, gives formal and informal talks, and takes part in public events. Because local civic groups frequently ask the mayor to speak, the mayor must be prepared to explain and defend city problems and programs.

A third responsibility is to exert leadership in city affairs. Because the mayors of statutory cities lack significant individual authority, this responsibility frequently calls for tact rather than overt acts of direction or supervisory control.

#### B. Executing official documents

Minn. Stat. § 412.191, subd. 4;  
Minn. Stat. § 412.201;  
A.G. Op. 61-J (June 2, 1966).

The mayor of a statutory city must sign ordinances, contracts authorized by the council, and written orders for payment of claims that have been audited and allowed by the council. These are ministerial duties, and the mayor may not refuse to sign if the purpose, approval, and form are legally correct and complete.